

GEORGIA DEPARTMENT OF CORRECTIONS
Standard Operating Procedures

Policy Name:

Policy Number: XXX.XXX	Effective Date: XX.XX.XXX	Page Number 1 of 1
Authority: Commissioner	Originating Division: Executive Division, Facilities Division, Administration and Finance Division, Inmate Services Division, or Health Services Division	Access Listing: Level I: All Access; Level II: Required Inmate Access; Level III: Contraband for Offender to Possess; or Level IV: Contraband for Offender to Possess and Not Required to Release for GA Open Records Act

- I. Introduction and Summary: A general and brief summary of the policy.
- II. Authority: Statutes, codes and relevant standards that authorize or influence content in the policy.
- III. Definitions: Include statements and specific explanations for words or initials in the policy that could be interpreted in more than one way.
- IV. Statement of Policy and Applicable Procedures: Detail the policy and procedure.
- V. Attachments: List all attachments to the policy.
- VI. Record Retention of Forms Relevant to this Policy: If there is a specific form that must be completed pursuant to this policy, then list the form's retention schedule and disposition here and at the top of the form. Contact Risk Management (478-992-5962) to confirm the retention schedule when creating or revising this policy.