

## ***NOTICE***

**This handbook does not replace the official Rules and Regulations of the Georgia Department of Corrections. Information from the Rules and Regulations of the Department has been included to help you understand what is required of you, but this information is to be used in conjunction with the Rules and Regulations. In any case, where there is a conflict between information in the Rules and Regulations and information in this handbook, the Rules and Regulations are to be followed.**

## **INTRODUCTION**

Treat your time in a Correctional Facility as an opportunity to correct mistakes, to learn how to return to society as a contributing member. While you are here, treat others as you would like to be treated, observe rules and regulations, and participate actively in available programs, and you will be closer to that goal.

If you are entering a State Prison for the first time you will be interested in what is expected of you, as well as what will be provided to you, by the Georgia Department of Corrections. This booklet will answer some of your questions. It outlines the rules and regulations of the Department, as well as the disciplinary and grievance procedures that will apply to you during your incarceration. You will also learn about the programs offered through your institution.

There are rules and regulations, which you will be expected to observe while in prison as you prepare for your release from prison. You will be treated humanely and you will be allowed to earn opportunities to change the life habits that helped put you in prison. You can also learn skills that will help you find work that will hopefully keep you from returning to prison.

After you are permanently assigned to a prison in the system you will be assigned a counselor who will develop a program with you based on your individual needs and the needs of the prison to which you are assigned. You will be assigned to some form of work and you may receive some form of vocational training. Counseling services are provided in several areas including, but not limited to, substance abuse treatment, anger management, and sex offender treatment. Religious and recreational activities are also available. Your ability to participate in these programs will be determined by your behavior and their availability.

What you make of your time with the Georgia Department of Corrections is up to you. The staff will help you in your efforts to improve, but you must be willing to assume responsibility for yourself and be willing to demonstrate that willingness by your performance.

Georgia Department of Corrections

*Commissioner*

# ORIENTATION HANDBOOK FOR OFFENDERS

Georgia Department of Corrections

INTRODUCTION Letter from the Commissioner

## TABLE OF CONTENTS

SECTION I	<u>PRISONER PRIVILEGES</u>	
	A. Mail	page 5
	B. Visitation	page 7
	C. Other Privileges	page 10
SECTION II	D. <u>TIME COMPUTATION</u>	page 11
SECTION III	<u>PRISONER SERVICES</u>	page 11
SECTION IV	<u>PRISONER GRIEVANCES</u>	page 21
SECTION V	<u>RULES AND REGULATIONS</u>	page 25
SECTION VI	<u>OFFICE OF PRISONER DISCIPLINE</u>	page 39
SECTION VII	<u>ADDITIONAL INFORMATION</u>	
	A. Prisoner Personal Property	page 44
	B. Work Requirements	page 45
	C. Personal Hygiene	page 46
	D. Marriage	page 47
	E. Transfer	page 47
	F. Discharge Gratuities	page 47
	G. DNA Testing	page 49
	H. Topstep	page 50
	I. Tobacco Products	page 50
	J. Access to the Courts	page 50
	K. Foreign Consular Listings	page 51

SECTION VIII	<u>STATE BOARD OF PARDONS AND PAROLES</u>	page 51
SECTION IX	<u>PROBATION SUPERVISION</u>	page 61
SECTION X	<u>PRISON RAPE ELIMINATION ACT (PREA)</u>	page 65
SECTION XI	<u>OFFICE OF THE OMBUDSMAN</u>	page 67
SECTION XII	<u>INMATE TELEPHONE SYSTEM</u>	page 67
SECTION XIII	<u>SUICIDE PREVENTION AND INTERVENTION</u>	page 69

## **SECTION I PRISONER PRIVILEGES**

A. Mail: You will be allowed to correspond with any other person unless your privilege is withdrawn as a result of disciplinary action, serious offense investigation, action taken where an abuse of the mail privilege is found, or action taken where a person requests termination of correspondence with you. All incoming mail is subject to inspection. All outgoing mail is subject to inspection. Privileged mail must be inspected in the presence of the inmate. Inmates will not be allowed to correspond with other inmates unless the inmates are immediate family as defined by the visitation policy and approval has been given by both facility Wardens/Superintendents. Electronic mail is subject to the same policy and procedures as regular mail

1. Privileged Mail:

(a) You may write uncensored and sealed letters to the following officials:

- (1) The Governor
- (2) The Lieutenant Governor
- (3) Members of the General Assembly of Georgia
- (4) The President and Vice President of the United States and Members of the United States Congress
- (5) Members of the State Board of Corrections
- (6) The Commissioner and Division Directors of the Department of Corrections
- (7) Members of the State Board of Pardons and Paroles
- (8) Any Press Organization
- (9) Any other Government agency
- (10) The Courts
- (11) Your attorney of record: This category shall include an attorney, licensed to practice in State or United States Courts, Court of Appeals, or the Supreme Court, with whom

the prisoner has had or is attempting to establish an attorney-client relationship.

(b) Mail to or from the above sources, may be externally inspected by fluoroscope, metal detecting device, or manual manipulation, for the purpose of detecting contraband. Such inspection should not create undue delays. Any correspondence discovered to contain or reasonably suspected of containing contraband, or not being authentic, may be opened and inspected provided such action is taken in the presence of the prisoner concerned. Privileged mail will not be subject to restriction as a disciplinary measure. Otherwise, properly addressed letters of this category shall be dispatched without censoring and without being opened.

2. Publications: You may receive a limited number of individual books, periodicals, or newspapers produced by major approved publishing companies, provided the publications are sent directly from the publisher concerned, or an established approved retailer.

(a) You may not receive books, periodicals, or newspapers, or other items, the contents of which could clearly and reasonably be expected to present a threat to institutional security, discipline, or morale.

(b) Prisoners may not receive sexually explicit publications or materials, which are defined as publications and materials featuring nudity or sexually explicit conduct on a routine or regular basis or which promote themselves based upon such depictions. Nudity is defined as a pictorial depiction where the human male or female genitals, pubic area, buttocks, or female breasts are exposed. Sexually explicit conduct is a written or pictorial depiction of actual or simulated sexual acts, including, but not limited to, intercourse, sodomy (oral or anal) or masturbation. Any and all sexually explicit material found inside

any GDC facility will be treated as contraband, confiscated and disposed of according to Standard Operating Procedures. If a publication contains materials meeting the criteria for rejection, the entire issue of the publication will be rejected. The mailroom officer will not remove the objectionable portions and allow the remainder of the publication into the institution.

- (c) Membership in book clubs or similar enterprises may be restricted due to inadequate prisoner funds, space limitations, or safety requirements. Each Warden/Superintendent may establish a limit upon the number of publications allowed per prisoner, consistent with the accommodations available at each institution. Publications available through institutional library facilities may be restricted because of space or fire hazard considerations.
- (d) Pictures and information sent or received through the GOAL Devices are subject to the same restrictions as regular mail and publications.

B. Visitation:

1. Visiting is a PRIVILEGE that is permitted under conditions determined by your Warden/Superintendent. Visiting privileges may be suspended or revoked as a disciplinary measure, or when the security of the institution so requires. The Warden may modify or limit the visiting privileges if it appears that the institution cannot accommodate the quantity of visitors entering the institution. Your visitor's list is to be prepared by you and should consist of members of your immediate family. Each correctional institution maintains a visiting area where prisoners may visit with their authorized visitors. Toilet facilities are provided for visitors.
2. Visiting Schedules:
  - (a) Your Warden/Superintendent in keeping with the Departmental Rules and Regulations will determine the days and times.

- (b) Diagnostic prisoners may not be permitted visitation privileges during the first six weeks of their assignment to that institution. After the first six weeks, diagnostic prisoners may be permitted visitation privileges as approved by the Warden/Superintendent.
- (c) The visitation privilege provided in these rules may be revoked or suspended as a disciplinary measure.
- (d) Alterations of existing visitation schedules will be published to the prisoner population in order that they may advise any of their potential visitors.

3. Supervision of Visits:

- (a) Visitors may be searched prior to being admitted to any institution or facility and at any time during a visit. Visitors are required to abide by rules, regulations, and policies at all times during visits to any facility governed by the State Board of Corrections.
- (b) All visitors shall be required to properly identify themselves and sign in and out on a visitor's register. A driver's license with picture, a picture identification card issued by the Department of Public Safety or other acceptable photographed identification card will be required of visitors, age sixteen (16) and over. The register shall be dated and countersigned by the correctional officer in charge and subsequently shall be maintained on file at the institution.
- (c) Correctional Officers assigned to visiting area duty shall exclude from the institution any visitor who is under, or reasonably appears to be under, the influence of any intoxicant, whether alcohol or other drug. Correctional Officers in charge of visiting areas shall also exclude from the institution any visitor who creates a disturbance whether by

fighting, unruly behavior, or endangers to the operations of the institution.

(d) PRISONERS SHALL INFORM THEIR VISITORS THAT IT IS A CRIMINAL OFFENSE TO GIVE A FALSE NAME TO AN OFFICER WHEN SIGNING THE REGISTER.

(e) Female visitors over the age of twelve (12) shall not be allowed to visit any prisoner unless they are adequately clothed. Provocative, suggestive/revealing or otherwise inappropriate dress will be cause to exclude the visitor.

(f) Smoking is prohibited in the visitation area.

4. Compassionate Visits: Unless under a death sentence, prisoners may be permitted to attend the funeral of an immediate family member or visit a critically ill member of their family provided the following conditions are met:

(a) Immediate family is defined as a parent, grandparent, (including stepparent, parent through legal adoption, or person who acted in the capacity of a parent), spouse, brother, sister, child (including stepchild or adopted child) and grandchild. A common-law spouse and/or children previously identified on visitation list may be considered as immediate family.

(b) In each case being processed, the Warden/Superintendent shall take into consideration the prisoner's attitude, record, and security classification as well as whether such a visit is in the best interest of the prisoner, his/her family, the institution, the prisoner's community, and the citizenry of the State of Georgia.

(c) A Prisoner will be released to the temporary custody of a Sheriff or Deputy Sheriff for the purpose of a bona fide compassionate visit, only if the Sheriff accepts responsibility for the physical custody, control and return of the prisoner to the institution, in a manner, and at the time, prescribed by the

Warden/Superintendent. The Warden/Superintendent shall make it clear to the Sheriff or Deputy Sheriff that the prisoner shall not be released to the custody of a member of the prisoner's family nor shall a member of the family be deputized to assume custody of the prisoner.

- (d) A Warden/Superintendent of a state or county institution, if sufficient correctional staff is available, may take or designate a Correctional Officer to take, a prisoner to any county in Georgia on an authenticated compassionate visit. In such cases, the prisoner shall remain under the physical control of the Warden/Superintendent or Correctional Officer at all times.
- (e) The State Board of Corrections may allow a prisoner to attend a funeral or visit a critically ill member of his/her immediate family outside the boundaries of the State of Georgia on the authority of an Executive Agreement between the Governor of Georgia and the Governor of the other state. In such cases, a Sheriff, Deputy Sheriff, or other recognized official of the other state must agree to assume custody, bear all expenses incident to the prisoner's transportation and custody, and return to the institution. In appropriate circumstances, a similar visit may be arranged through action of the State Board of Pardons and Paroles.

C. Other Privileges

Each institution has its own list of other privileges, which may be awarded based upon performance in the institution.

- D. Use of GOAL Devices and J-Pay Kiosk- The purpose of the GOAL device is to prepare you for reentry by providing access to education and programing and helping you maintain family bonds. Having the device is a privilege and your access to the device and the Kiosk, electronic mail, video grams, and video visits may be restricted or revoked.

## 1. Rules for Use

- (a) Video visits/video grams are not available on the mobile device and can only be received while at the Kiosk.
- (b) All communications sent or received via the GOAL device or Kiosk are subject to inspection and review.
- (c) You must be fully dressed in state uniform with your state issued I.D. card visible throughout the entire video visit or photos, including afterhours and weekends.
- (d) Adults and children must be appropriately dressed during the video visits.
- (e) You may not do group photos or allow others into your pictures, video grams, or video visitations.
- (f) You must remain seated through the entire video visit.
- (g) No inappropriate activity as defined in both the mail and regular visitation policy.

## **SECTION II TIME COMPUTATION**

The sentence ordered by the court determines your maximum release date, which is the longest time you can spend in prison. This date does not change unless an interruption in the service of your sentence occurs. You must serve your entire sentence unless you are granted parole or a court-ordered sentence reduction. Your TPM, tentative parole month, is set by the Board of Pardons and Paroles.

## **SECTION III PRISONER SERVICES**

### A. Introduction:

A variety of programs are available in the Georgia Prison System. It is your responsibility to inform the counselors at the Diagnostic facility of your skills and abilities. In an effort to provide you with appropriate programming to address your individual needs, the Department has begun using an automated risk and needs assessment called COMPAS.

COMPAS is a questionnaire that all offenders complete to let them and the Department know what the offender should be working on to keep them from coming back to prison. Identified issues may include education, work skills, substance abuse, attitudes, and residential instability among others. The counselor will work with you to request an appropriate placement so programs are made available to you based on your needs. You must understand that you must take responsibility for your active participation in all activities made available to you. The System will not be able to provide for all your needs, but education, chaplaincy, recreation, library, substance abuse, and counseling services are found in most institutions. These services may be on a full or part- time basis. It is your responsibility to take advantage of the program activities that are offered.

#### 1. Work:

Everyone is expected to work. You may be assigned to any one of a variety of jobs that include skilled, unskilled, clerical and others. Correctional Industries also provides a variety of work experiences at some institutions. Work is a necessary part of your daily life while in prison. Your ability to maintain a good relationship with other offenders and your work detail/ program supervisor will be evaluated and recorded in your prisoner file. It is to your advantage to report on time for your work assignment and be prepared to perform the tasks required. If you have any questions concerning your work assignment, it is your responsibility to ask for clarification and guidance from the work detail supervisor. Your work supervisor will be evaluating the work you perform and will be noting punctuality, cleanliness of the work site, and willingness to perform additional work to finish the task.

#### 2 Academic Education and Vocational Education Programs:

The Academic Education program includes the following courses: Literacy/Remedial Reading (L/RR), Adult Basic Education (ABE), and General Education Diploma Preparation (GED Prep.). Your TABE (Test of Adult Basic Education) score places you in the

correct course. Anyone who does not have a high school diploma or General Education Diploma (GED) may be eligible for academic education program enrollment. Certificates are awarded for each course completion. The GED is awarded upon successful completion of the GED examination. Enrollment priorities are the following: Pardons and Parole Pre-Release Stipulations, Short Sentences—4 years or fewer, Pre-Release centers—2 years or fewer, and sentences of more than 4 years. Academic education is expected of all eligible inmates, and classes are available at all facilities. Special Education services are also available for those qualified and age eligible.

Vocational programs are classroom laboratory, where available, or on-the-job training. The instructors in the vocational classroom laboratory programs go step-by-step through each learning experience necessary to earn a certificate of completion that includes the number of training hours completed. On-the-job training emphasizes performance of work while being trained. Assignment to a vocational program usually requires completion of a GED or having a high school diploma.

Vocational programs available at designated facilities include:

Auto Body Repair/Painting	Auto Mechanics
Barbering	Building Maintenance
Business Office Practices	Cabinet Making/Woodworking
Carpentry	Computer Repair
Cosmetology	Custodial Maintenance
Customer Service	Diesel Mechanics
Drafting	Electric Wiring, (Resid. & Ind.)
Food Preparation/Culinary Arts	Graphic Arts/Printing
Heating and Air Conditioning	Horticulture
Masonry/Tile Setting	Plumbing
Veterinary Assistant	Welding

Academic education or vocational education enrollees are required to participate and to complete all prescribed course requirements. Performance, progress, and completions are recorded in your prison file.

You are encouraged to discuss your academic education and vocational training needs with the counselor at the diagnostic center. Describe clearly your to date academic education, your previous vocational training, and the type of work experience you have performed. Discuss your expectations for your future with your counselor. Academic education and vocational education are highly valuable and will improve your chances of success and for employment upon release.

### 3. Counseling

Individual and group counseling help you to:

- Cope with the tensions of prison life
- Address issues which resulted in your incarceration
- Learn new skills for your successful return to the community
- Confront criminal thinking errors

You and your counselor working closely together will develop an individual program plan outlining those areas that require attention based on the results of the COMPAS assessment. You will then be responsible for participating in individual counseling and group/classes such as the following in order to address the issues identified in your plan:

#### **Substance Abuse Treatment**

- Motivation for Change
- Residential Substance Abuse
- Treatment Program
- Prime for Life

#### **Other Counseling Programs:**

- Corrective Thinking
- Family Violence
- Parenting - Female Institutions
- Reentry Skills Building
- Sex Offender Treatment

### **Cognitive-Behavioral**

- Moral Reconciliation Therapy
- Reasoning and Rehabilitation
- Thinking for a Change

In short, you will have the opportunity to learn new attitudes and skills to assist more effective adjustment to your family, job, and community.

4. Self-Help Programs: These include such programs as AA and NA Groups as well as Volunteer Programs at selected institutions. Some kind of self-help is available in almost every institution and is provided for your benefit in learning some principles that may prove helpful to you when you are released.
5. Recreation: A limited range of programs are available to you. The purpose of these programs and activities is to help you to learn new ways to use your leisure time when you return to the community, and relieve stress while you are in the institution. Recreational programs are available at all institutions, and some institutions offer instructional classes for your benefit.
6. Library Services - A full range of Library Services is available throughout the Georgia Department of Corrections. The Library consists of books, newspapers and magazines. Additional services include access to legal resources, including an electronic law library.
7. Chaplaincy Programs - A worship service is held each week at every institution. In addition, religious education is available, either as a class, or through correspondence. Pastoral counseling is also available. Make sure you ask your counselor, or note any bulletins posted within the institution where regular schedules for religious services will be posted.
8. Health Services: Medical and dental services are provided to all prisoners in need. Upon entering GDC, you are given a thorough physical and dental examination to identify any problems that you have, particularly those needing immediate attention. Any serious problems will be treated at that time.

The “Summary of Healthcare Benefits” has been developed to outline and clarify which healthcare services are provided, and which are excluded. Healthcare services include only those services that are medically necessary, according to standardized guidelines AND:

- a. Require immediate/ urgent care OR
- b. Cannot be reasonably delayed without the risk of further complication, serious deterioration, significant pain, OR
- c. Are provided to treat a chronic or non-life threatening condition OR Improve functioning to a level that facilitates performance of the activities of daily living within the correctional environment

Every institution has a medical unit, which will treat minor illnesses and injuries like colds and cuts, provide medications when prescribed, arrange for infirmary care, hospital services or other medical consultation when needed. In certain instances, specialty consultation will be provided through telemedicine.

Inmates should use the Health Services Request form when you want to be seen at sick call. These forms will be reviewed daily at facilities that have 24-hour seven-day per week healthcare staff and you will be scheduled for sick call on the next working day. For inmates in facilities without weekend/holiday healthcare staffs, contact a correctional officer if you have healthcare needs that are urgent and cannot wait for the next working day of healthcare staff.

In accordance with state law, you will be charged a fee (\$5.00 per visit) for services that you request and medications that you receive. You will not be charged for certain services and/or medications that are deemed necessary by the department or by medical. Further, you will not be denied necessary medical care based upon your inability to pay. If you are unable to pay, the \$5.00 charge will be reported to the business office where it will be recorded as an outstanding debt against your account.

Every institution has a doctor who works at least part time. The doctor supervises the medical staff and checks the medical records of all prisoners who are ill or injured.

When you arrive at an institution, the medical staff will orient you to health care services and go over your medical records. They will also inform you how to access health care in an emergency, as well as sick call for routine problems. They will also tell you how you will receive any necessary medication. You have a right to make a written Advance Directive (for example, a Living Will or Durable Power of Attorney for Health Care) in the event of a sickness or a terminal condition. Medical staff can provide additional information, if requested. You are encouraged to complete your written Advance Directive during the intake process period. This will allow you to choose someone to make healthcare decisions for you when you cannot make healthcare decisions for yourself.

Dental services are located on- site in the larger institutions. There will be a dentist and dental staff to take care of necessary dental treatment. The staff at your institution will tell you how to request these services. As with medical care, you will be charged a fee (\$5.00 co-pay) for service that you request. If you are sent to a smaller institution, you will be sent out to a local dentist or to another nearby prison for dental services. Your medical staff will make these arrangements.

In addition, you will be tested for certain communicable diseases such as tuberculosis, syphilis, HIV infection and if necessary, other infections such as hepatitis. You will be informed of your test results.

### **Over the Counter Medications**

Beginning March 1, 2003, some over the counter (OTC) medications will be sold in the commissary. OTC medications are things you can buy without a prescription and they will cost less than going to sick call. Some examples are ibuprofen for aches and pains, antacids for heartburn and

cough drops etc. Medication purchases will be part of your allowed spending limit. If you do not have money in your account you should request to be seen in sick call and if medical staff determines you need OTC medicine, they will issue it to you.

### **Communicable Diseases**

As an inmate/probationer in a correctional facility, it is important for you to understand basic information on certain communicable diseases in order to protect yourself and others from exposure.

**Tuberculosis** is a disease, usually of the lungs, which is spread in the air when a person with TB disease coughs, sneezes or sneezes. The symptoms of TB include cough, weight loss, fever and night sweats. People can have the TB germ in their body and not get sick. This is called TB infection. The TB skin test is how to tell if you have TB infection. Both the infection and disease can be treated with drugs. If you have TB infection and are not treated with drugs, your risk of getting tuberculosis is increased. You should report any signs and symptoms of tuberculosis such as a cough lasting more than 2 weeks, fever, night sweats, coughing up blood or weight loss to health services. You will be tested each year for the TB germ while you are incarcerated, unless you have already had a positive test.

**Hepatitis** means inflammation of the liver. Many things, including germs, alcohol and medications, can cause Hepatitis. Germs called viruses cause Hepatitis B and C. These viruses can be found in blood, saliva and sexual secretions. It is spread by two people sharing tattoo or drug injection equipment, razor blades or unprotected sexual contact. Symptoms of hepatitis include nausea, having no appetite, dark colored urine, and the skin or eyes turning yellow. Some people have no symptoms at all.

**HIV** means human immunodeficiency virus; it is the germ that causes acquired immune deficiency syndrome or AIDS. This virus is found in blood and sexual secretions, but not usually in saliva. Sharing tattoo

or drug injection equipment or unprotected sexual contact also spreads HIV. Symptoms of HIV include fever, swollen glands, a skin rash and feeling like you have the flu. Over time, HIV can damage the immune system and result in life-threatening infections and cancers.

**Syphilis** is a sexually transmitted disease (STD) which means it is spread by sexual contact. At the beginning, the infection causes a sore at the site of infection. Over time the germ moves throughout the body damaging many organs. An infected person who has not been treated may infect others during the first and second years after infection. It can be treated with drugs and it is important it be treated early in the disease to prevent future serious effects of the infection.

If the medical staffs believe that you have a communicable disease, you will be asked to undergo a medical evaluation. Medical evaluations may not be refused if it places others at risk.

It is very important that you protect yourself and others from getting, and spreading these infections during your incarceration. People who have these infections may not have any symptoms, but can still be contagious. To reduce your risk of getting these infections or diseases:

1. Do not use or share tattooing, needles or other “works” with other inmates;
2. Do not share razors or toothbrushes;
3. Do not have unprotected sex while in prison and when released into the community;
4. Do have a TB skin test each year (unless you have already had a positive test);
5. Do report any symptoms of hepatitis, HIV or other sexually transmitted infections to the health care staff so that you can be tested and treated.

**MRSA (Methicillin Resistant Staphylococcus Aureus)** is a skin infection being seen with increasing frequency in the prisons. Staphylococcus is a commonly found bacterium (germ) on the skin. Occasionally it gets into the body and causes infection. Infections can be minor (pimple, boils) or serious (pneumonia). When the germ becomes resistant (does not respond) to an antibiotic called Methicillin (usually effective against the germ), other antibiotics will be used to treat the infection. MRSA is most often spread by physical contact. **Prevention:** Wash hands often with soap and water; do not share soap; use soap when showering; clothes and linens should be laundered in a washer and dryer and not hand washed (The heat and soap kills the bacteria that may be on clothes).

If you want more information or have questions, contact health services and someone from the clinical staff will assist you.

9. **Mental Health Services:**

Mental health services are available to all prisoners who have a need for such services. If you have feelings, thoughts, and behavior, which you cannot handle, you should contact your counselor or other staff in the institution. In many cases, your counselor can help you deal with the problem. If you were ever treated in a mental health hospital, by mental health staff in the community, or have been in special education in school, you should let your counselor know this. Should you have a serious mental health need, you may be referred to a mental health staff member who will work with you. He/she may also have you see a psychiatrist or psychologist who will be involved in your treatment program. Counseling and medical staff in your institution can tell you how to get such help should you need

it.

## PERSONAL LIABILITY

If you are responsible for injuring another inmate, and it is not a result of mental illness, you will be required to pay for the medical services to that inmate pursuant to state law. The amount may exceed \$5.00.

## **SECTION IV PRISONER GRIEVANCES**

### A. When to File a Grievance

Whenever possible, prisoner complaints and grievances should be resolved on an informal basis without the filing of a formal grievance. You are encouraged to discuss any grievance with your counselor and resolve the conflict prior to filing a formal grievance. At the same time, no prisoner shall be denied access to this procedure. No attempt will be made to limit the type of grievances any prisoner may file except for issues excluded from the grievance procedure. Items that are not grievable under this procedure are:

1. Any matter over which the Department has no control. These matters include parole decisions, sentences, tort claims against the postal department for loss of mail and those matters established by the laws of this State.
2. Disciplinary actions cannot be grieved by or through this procedure. A Prisoner may appeal a disciplinary action as established by GDC Disciplinary Appeal Procedures in SOP 209.01. The matter of disciplinary actions, appeals and the matters of this grievance procedure are different and are to be handled independently of each other.
3. Transfers are not subject to this grievance procedure since the reasonable transfer of prisoners is necessary to maintain the work and stability of the prison system.

4. Routine housing assignment changes are not subject to the grievance procedure, unless the prisoner alleges that the assignment poses a threat to his or her health or safety.
5. Involuntary assignments to administrative segregation by the Classification Committee are not subject to the grievance procedure. GDC Rule 125-3-1-.03 and GDC SOP 209.06 establish a review and appeal procedure--"Administrative Segregation." Any condition, policy, procedure or action (or lack thereof) directed toward prisoners of which the Georgia Department of Corrections has control may be cause for a grievance to be filed. The prisoner should state specifically in his/her grievance the reason why a policy, procedure, condition, or action should be changed, or reviewed. Disputes over responsibility or what is grievable shall be submitted through the grievance procedure for resolution.

Inmates are allowed to file one grievance per calendar week. Grievances must include only one issue. Additional pages to the informal grievance will be rejected.

#### B. Procedure for Filing a Grievance

If you have a legitimate grievance that you feel needs to be brought to the attention of the authorities, you should get a grievance form from your living unit. You must file the grievance within ten (10) calendar days from the date that you discovered, or reasonably should have discovered, the incident giving rise to the complaint you wish to make. All inmates will have access to grievance forms including those in isolation and segregation. Prisoners may receive assistance in filling out the grievance form from the assigned counselor or any other designated staff member; however, one prisoner cannot file a grievance on behalf of another prisoner except in cases of

medical emergencies where the aggrieved prisoner is physically unable to initiate the grievance.

You will be limited to two (2) pending non-emergency grievances at any one time at the institutional level. If you file a grievance when you have two (2) other grievances pending, it will be logged and held by the grievance coordinator until any one grievance previously submitted has been completed on the institutional level. The time limits herein do not apply to those grievances held in such status. Grievances will be handled in the order they are received. You may dismiss all prior pending grievances to allow the resolution of a particular grievance.

When you receive the grievance form complete it and return it to any counselor. You will be given a written receipt, indicating the date the grievance was filed. Your counselor will meet with you and thoroughly investigate your complaint. Your counselor will also interview witnesses as necessary and complete a written report summarizing the facts of your complaint. The counselor's findings and recommendations will be presented to you. If you are not satisfied with the counselor's recommendations, you may request a formal grievance form. The formal grievance form must be filed within five (5) business days of your receipt of the completed informal grievance form. The counselor will give you a receipt, conduct further investigation, if necessary, and present findings and recommendations to the grievance coordinator.

The grievance coordinator will review your counselor's report and indicate his/her concurrence or disagreement with the counselor's recommendations. The grievance coordinator will then submit the grievance, the counselor's report, and the grievance coordinator's findings to the Warden/Superintendent or his/her designee for review and an official response.

You will be interviewed regarding the response and you will be advised of your appeal options. You will be given the original grievance form with the

Warden's or Superintendent's response and a "Prisoner Reason for Appeal" form at this time. If you accept the proposed solution the process ends at that point.

The institution has thirty (30) calendar days from the date you turn in the grievance to your counselor until the Warden/Superintendent's response is given to you. However, the grievance coordinator to complete the investigation may exercise a one-time extension beyond the 30 days, not to exceed 10 calendar days. This does not require your approval.

If you wish to appeal the Warden/Superintendent's response, the appeal will be directed to the Director, Office of Investigations and Compliance (OIC). This appeal must be made within five (5) calendar days of your receipt of the Warden/Superintendent's response. To allow a full review of all issues that you wish considered you should state these reasons clearly for appeal. Statements such as "not satisfied" or "appeal further" will result in only a general review at the Director's level.

The Director of Professional Standards or his/her designee will have ninety (90) calendar days after the receipt of the grievance in which to respond. The Departmental grievance procedure terminates with the OIC response.

You will be limited to two (2) pending non-emergency grievances at any one time at the institutional level. If you file a grievance when you have two (2) other grievances pending, it will be logged and held by the grievance coordinator until any one grievance previously submitted has been completed on the institutional level. The time limits herein do not apply to those grievances held in such status. Grievances will be handled in the order they are received. You may dismiss all prior pending grievances to allow the resolution of a particular grievance.

In a situation involving potential irreparable harm to you, your emergency grievance will be immediately referred to the grievance coordinator (or the senior staff member on duty outside of normal working hours). The

grievance coordinator (or senior staff member) will determine if the grievance is an emergency. If so, the grievance coordinator (or senior staff member) will immediately take whatever action is necessary to protect your health, safety, or welfare.

You will receive a written response to the emergency grievance within ten (10) days at the Warden/Superintendent's level, and, if appealed, within thirty (30) days at the Director's level.

A grievance found by the grievance coordinator (or senior staff member) not to be an emergency will be treated as an ordinary grievance and will count against this limit of two (2) pending grievances. You may challenge the determination that a grievance is not an emergency grievance by filing another grievance, which will be handled through routine non-emergency channels.

No staff member or prisoner will be subjected to any form of reprisal for participation in the grievance procedure. However, threats, profanity, insults, and racial slurs, unless an alleged direct quote of another party shall not be permitted in grievances and may result in disciplinary action.

## **SECTION V - RULES AND REGULATIONS**

Chapter 125-3-2 - Discipline. \*

125-3-2-.02. Instruction of Prisoners: Upon arrival at the institution or facility, you shall be thoroughly instructed concerning the rules and regulations, which will govern your conduct, privileges, and responsibilities during your stay.

125-3-2-.03. Prisoner Conduct: You will be required to comply with applicable Federal and State Laws as well as rules of the State Board of Corrections, and institutional rules and regulations. Warden/Superintendents have developed a set of conforming regulations, defining the standards of conduct required at their particular institution. You are expected to abide by these rules and regulations also.

125-3-2-.04. Violations: The following rules are established and shall govern your conduct under the jurisdiction of the State Board of Corrections. Violations of these rules shall be punishable as institutional disciplinary infractions, violations

of the United States or State law, or both, as appropriate.

*\*This section is numbered and lettered to correspond with the appropriate section of the Rules and Regulations of the Georgia Department of Corrections.*

## **DISCIPLINARY VIOLATIONS**

This is not an exact word for word copy of the Rules and Regulations of the Department.

- (a) Violations of Statutes: You are under the legal jurisdiction of the State Board of Corrections and are subject to all laws of the United States and of the State of Georgia. Any prisoner violating these laws may be charged and tried for that violation in the same manner as any other citizen in the appropriate State or Federal court.

These violations are:

1. Violation of any law or statute of the State of Georgia.
2. Violation of any law or statute of the United States.

- (b) Violations Against Persons:

1. Intentionally causing the death or bodily injury of any person.
2. Striking any person with hands, fists, feet or with any weapon or object.
3. Shooting or shooting at any person with any type of firearm.
4. Intentionally projecting any item (including body fluids) at another person.
5. Verbally threatening any person with death, violence, injury, or homosexual assault.
6. Threatening or menacing any person with a weapon or any other item.
7. Assault without a weapon, including fighting, boxing, wrestling, and any other form of physical encounter which causes or could cause injury to another person, except as part of an approved recreational

or athletic activity.

8. Participating in homosexual or any sexual behavior or activity with any person, male or female. Such behavior also puts you at risk to contract AIDS.
9. Physically assaulting another prisoner or another person sexually
10. Requesting, demanding, threatening or in any other way inducing any other person to participate in homosexual or any other sexual behavior or activity.
11. Indecent or unnecessary exposure or exhibition of the genital organs, to include masturbation within view of others.
12. Uses of written or verbal profane, obscene (as prescribed by applicable institutional standards) or abusive words, language, gesture, or pictures to other persons.
13. Insubordination to a staff member. Insubordination is defined as cursing, demeaning, or acting in a sullen, uncooperative, or disrespectful manner toward any employee.
14. Offering or giving any gift, personal service, favor, money, or anything else of value to any person as a bribe, or in any other way attempting to influence that person to do anything prohibited by these rules or the laws of the United States or the State of Georgia.
15. Requesting, demanding, inducing, and/or receiving any goods, property, personal service, favor, gift, or any item of value in return for protection or other services or considerations.
16. Individually, or in participation with others, taking and holding a staff member or any other person as a hostage or in any way restraining, holding or confining any person against his/her will.
17. Obstructing, interfering with or preventing any staff member from carrying out his/her orders, duties, or assignments.

(c) Violations Pertaining to the Security and the Orderly Operations of the Institution.

1. Participation in any meeting or gathering which has not been specifically authorized by the institutional staff.

Planning of or participation in any group demonstration, disturbance, riot, strike, refusal to work, work stoppage, or work slowdown.

2. Escaping, walking away or otherwise oneself from the institution without prior specific authorization.

3. Escaping, walking away, or otherwise absenting oneself from the immediate jurisdiction, control, or supervision of a staff member or other legally constituted authority. You are subject to personal injury or death if you are detected in the act of escape. YOU ARE NOT TO CLIMB ANY FENCES.

4. Participating in the planning of, or otherwise conspiring with another person, or persons, to aid, abet or prevent discovery of the escape or walk-away of another prisoner from the institution, or from the immediate jurisdiction, control, or supervision of a staff member or other legally constituted authority.

5. Attempting to escape from an institution or from the authorities.

6. Unauthorized possession on one's person, in one's immediate sleeping area, locker or immediate place of work assignment; unauthorized receiving from or giving to another person, unauthorized fashioning or manufacturing, unauthorized introduction or arrangement for the introduction into the institution of:

- (i) Any key, lock, locking device, chain, rope, ladder, tool, or other item which could be used to affect an escape.

- (ii) Any mannequin, dummy, replica of a human body or any item or device which would cause any prisoner to be counted as being present at the designated time and place when, in fact, he/she would be absent; or in any way would aid or abet the escape or walk-away of a prisoner.
  - (iii) Any mask, wig, or disguise, or any other means of altering normal physical appearance which would make ready identification of a prisoner difficult.
7. Tampering with, removal of, damage to, destruction of, blocking of or in any way making inoperable any lock, door, blocking device or allied equipment, or any fire or safety equipment.
  8. Knowingly not being physically present at the designated time and place of a count of all of the prisoner population or that part of the population of which the prisoner is a member without the prior knowledge and permission of a staff member.
  9. Causing or participating in any interference, delay, disruption, or deception with regard to the process of counting part or all of the prisoner population.
  10. Wearing any mask, wig, or disguise, or any other alteration of normal physical appearance which would make the real identification of the prisoner difficult.
  11. Causing, through carelessness or neglect, a fire or the setting of any fire without the prior permission of a staff member.
  12. Absence from one's cell or immediate housing area, place of work, training assignment, or other area designated by a staff member, without the specific prior knowledge and permission of a staff member.
  13. Unauthorized presence or being out of place in any building, facility, area, location, vehicle, or restricted place.

14. Failure to follow, or to carry out, any written or verbal lawful and reasonable direction, instruction, or order of a staff member or other legally constituted authority.
15. Failure to perform or complete any work, training, or other assignment, as ordered, directed or instructed, either verbally or in writing by a staff member.
16. Being under the influence of alcohol, drugs, narcotics, or any intoxicant, depressant or stimulant not specifically authorized, prescribed or issued by a qualified staff member of the institution or refusing to be tested when ordered.
17. Obstruction of the search of a prisoner, his/her living area, work area, or his/her property by a staff member.
18. Hanging, fastening or attaching of any sheet, blanket, curtain, drapery or other materials, whether transparent or not, on any part or all of the front, or door, of a cell or around a dormitory bed or other immediate sleeping area without prior permission of a staff member.

(d) Violations Pertaining to Possession, Manufacture and Introduction of Contraband.

1. Unauthorized possession of any item on his/her person, in his immediate sleeping area, locker, or immediate place of assignment; unauthorized receipt from, or giving to another person; unauthorized fashioning or manufacturing; unauthorized introduction on state property of any item; unauthorized mailing, shipping, dispatching or smuggling away from state property any item considered contraband by the institution; possession of any item not sold in the institution store, not permitted by the established policy of the institution or by these rules or which is otherwise NOT EXPRESSLY AUTHORIZED and approved for receipt and/or retention by the individual prisoner.

2. Possession on one's person, in his/her cell, immediate sleeping area, locker, or immediate place of work or assignment of any form of securities, bonds, coins, currency, or legal tender unless expressly and specifically authorized by the individual institution concerned shall constitute contraband and be subject to forfeiture. The Warden/Superintendent or his/her representative will refer these violations to the Hearing Officer for investigation and a hearing to determine if there is a violation and as to the forfeiture. The inmate's right as to the forfeiture determination shall be the same as in the violation determination.
  - (i) Forfeited securities, bonds, coins, currency, or legal tender shall, in state institutions, vest in the State, and, in county institutions, vest in the County.
  
3. Possession on one's person, in one's immediate sleeping area, locker or immediate place of work or assignment; receiving from or giving to another person; fashioning or manufacturing; introduction or arranging for the introduction into the institution without the prior knowledge and permission of a staff member of:
  - (i) Any gun, knife, pointed or sharpened instrument, clubs, or weapon capable of causing or inflicting bodily injury to another person.
  - (ii) Any flammable, poisonous or explosive material or device, or any type of ammunition; provided, however, the rule shall not prohibit possession of any item authorized for purchase at the prisoner store.
  - (iii) Any drug, narcotic, intoxicant, depressant or stimulant, including alcohol, and alcoholic beverages.
  - (iv) Any device, equipment, paraphernalia, or any item which can be used for the injection, inhalation or absorption of

- drugs, narcotics, intoxicants or medicines, not specifically prescribed, authorized or issued to the individual prisoner by a qualified staff
- (v) Any form of securities, bonds, currency, legal tender, official papers or documents or articles of identification not approved by the Warden or Superintendent.
  - (vi) Any item of an officer's uniform, civilian clothing, or staff clothing, including badges, buttons, name tags, or items of personal identification.
  - (vii) Any permitted or issued clothing, tools, equipment, goods, property, materials, or items in excess of the number and amount authorized or issued to the individual prisoner.
  - (viii) Any obscene material. "Obscene" is defined as meaning: That which is considered, as a whole, to have as its dominant theme or purpose an appeal to prurient interest or a shameful or morbid interest in nudity, sex, or lewdness going substantially beyond customary limits of candor in description or representation of such matters and is utterly without redeeming social importance.
  - (ix) Any contraband, illegally manufactured, or altered food or drink, or any other items classified as contraband by the Warden/Superintendent.
  - (x) An apparatus associated with a device, or a component of a device that enables, or may be used to enable, communication with a person outside a place of incarceration, including a telephone, cellular telephone, personal digital assistant, transmitting radio, or computer connected or capable of being connected to a computer network, by wireless or other technology, or otherwise capable of communicating with a person or device outside of

a place of incarceration.

4. Selling, giving, bartering, discussing, or administering any medicine, drug, narcotic, intoxicant, stimulant, depressant, or medical supply other than as expressly instructed by a qualified staff member.
5. Possession in one's cell, immediate sleeping area or locker of an excessive amount of personal goods, property, materials, or items to the degree that the sleeping or living area or locker presents unkempt, untidy, excessively cluttered or offensive appearance, or to the degree that it restricts or interferes with the free movement of another prisoner, with officers' visual observation of the cell or sleeping area or creates a fire safety hazard.
6. Possession on one's person, in one's cell or immediate sleeping area, immediate place of work or assignment or a locker of more than the amount of articles allotted in the Inmate Personal Property Standards (SOP IIB06-0001) without the prior knowledge and permission of staff.

(e) Violations Pertaining to Property and Involving Fraud.

1. Receiving from or giving to another person; possession on one's person, in one's cell, immediate sleeping area, locker or immediate place of work or assignment of any goods, property or item of value to another prisoner without the prior knowledge and approval of a staff member.
2. Theft or otherwise taking possession of any goods, property or item of value of another prisoner or staff member of the State of Georgia without the prior authorization of a staff member, or taking by the use of threats, duress, deception, or force.
3. Altering, defacing, damaging, or destroying goods, property or items of value belonging to another person or the State of Georgia.

4. Giving, loaning, or otherwise providing money, goods, property, or any item of value to another person for profit or increased return.
5. Providing false reports, giving false statements, lying, misrepresenting, or distorting the truth, or otherwise communicating inaccurate, untrue, or misleading information to a staff member is a violation of rules and regulations and of Georgia State Law.
6. Counterfeiting, manufacturing or reproduction, forgery, or possession of any official paper or document, money, currency, coins or articles of identification.
7. Transferring or attempting to transfer funds from the trust account of one prisoner to that of another without permission of a designated staff member.
8. Giving, trading, receiving, or other participation in the transfer of money, personal property, or any other item of value from one prisoner to another.
9. Contracting for or arranging to fashion, design, construct, or manufacture any hobby item, artwork, craft item, or any other item for another prisoner.

(f) Violations Pertaining to Policy and Procedure and/or Georgia or Federal Law.

1. Participating in any betting, gambling, or games of chance, or preparing, or conducting games of chance or a gambling pool.
2. Possession on one's person, in one's cell, locker, sleeping area, immediate place of work or assignment; fashioning, designing, or manufacturing, introducing, or attempting to introduce into the institution any betting or gambling items without the prior knowledge and permission of a designated member.

3. Transmitting or attempting to transmit through the mail threats, demands or obscene material. This is a federal offense.
4. Violation of any United States postal laws or regulations is a federal offense.
5. Violating or attempting to violate any institutional mailing rules or regulations.
6. Violating or attempting to violate any institutional visiting rule or regulation.
7. Use of any telephone without the prior specific knowledge and permission of a staff member.
8. Contacting or attempting to contact any person or persons outside the institution (except as specifically authorized by the mail or visiting rules and regulations) without the prior knowledge and permission of a staff member.
9. Feigning or misrepresenting illness, injury or physical condition.

(g) Violations Pertaining to Personal Appearance and Sanitation.

1. Willful failure of a prisoner to keep his/her body, hair, and clothes as clean, sanitary, neat, and odor-free as possible under the circumstances of his/her particular custody.
2. Failure of a prisoner to keep his/her cell or immediate sleeping area clean, odor-free, sanitary, free of trash and debris to the visual observation of a staff member.
3. The growing or wearing of a beard, goatee, or otherwise not being clean shaven; except mustaches, which do not extend beyond the edge of the mouth and are kept trimmed at all times.
4. The growing or wearing of thick or untrimmed sideburns or sideburns extending below a point even with the bottom of the

ear lobe.

5. The growing or wearing of the hair on the head long enough to extend onto the collar of an ordinary shirt, cover any part of the ears or eye brows, or to be longer than three (3) inches on top. Exception: one month prior to the date of discharge, the prisoner shall be permitted to allow his hair to grow.
6. Wearing on the person, body, or clothing of earrings, ornamental buckles, beads, pendants, medallions, or other items of decoration or jewelry. Watches, standard size individual finger rings, religious medals, or crosses are acceptable. The Warden/Superintendents of the Women's Correctional Institutions may prescribe and publish equivalent specific restrictions concerning female prisoners. Center Warden/Superintendents are responsible for their respective facility rules.

(h) Violations Pertaining to Safety, Equipment and Physical Plant.

1. Failure to observe, follow, and comply with any safety policies or rules and regulations.
2. Operation or use of any tool, equipment, machinery or vehicle without the permission of a designated staff member.
3. Careless, reckless, or negligent operation or use of any institutional tool, equipment, machinery or vehicle.
4. Use, handling or tampering with, or carelessly, negligently, recklessly, or willfully causing damage or destruction to any piece of safety equipment or safety device, except in the case of an emergency, or with the prior knowledge and permission of a staff member.
5. Repair, alteration, modification, tampering with or carelessly, negligently, recklessly or willfully causing damage or destruction of any part of the institutional utilities without the prior knowledge and permission of a designated staff member.

6. Any careless, reckless, negligent or willful act or behavior, which causes or could cause death or injury to another person.
7. Smoking in any area or building whenever or wherever smoking is restricted or prohibited.

(i) Disposition of Violations of Rules Which Are Also Violations of State and Federal Statutes.

1. When a prisoner is alleged to have committed a violation of rules, which is also a violation of the laws or statutes of the State of Georgia or of the United States, the processing and disposition of that violation will be handled in the same manner as acts which are not necessarily violations of statutes or laws.
2. In the case of such concurrent violations, the Warden/Superintendent, at his/her discretion, may request an investigation into the matter by the Director of Facilities. The Director may then direct that the case be referred to the appropriate State or Federal authorities.
3. The Warden/Superintendent may cause the appropriate staff member or appropriate law enforcement officers to investigate the matter in question and submit the findings and evidence to appropriate prosecuting authorities within 60 days.
4. During the total investigating and charging period (i.e., 30 days' investigation and 30 days in which charges may be filed), the prisoner, at the discretion of the Warden/Superintendent, may be assigned to Administrative Segregation and housed in a cell or other facility designated as housing for prisoners classified as security risks. The prisoner will be afforded the same privileges and activities as other similar security prisoners.
5. If no referral to appropriate authorities is made within 30 calendar days of when the prisoner received his/her copy of the disciplinary report in regard to the institutional rule violation, the

investigation shall be dismissed and purged from the record.

6. Following the thirty (30) day investigative period, if the United States or State authorities have not filed formal criminal or civil charges or caused a warrant to be taken against the accused in the appropriate court of record, restrictive assignment of the prisoner for this purpose shall be terminated.
7. Upon the proper filing of charges in the appropriate court of record by the local authorities within the prescribed thirty (30) calendar days, the prisoner may, at the discretion of the Warden/Superintendent, be housed in a cell or other facility designated as special security housing until the case is finally decided and disposed of by the courts.
8. Should the matter not be referred to the local authorities within the prescribed thirty (30) calendar days; should the local authorities not file criminal or civil charges within the prescribed thirty (30) calendar days, should those charges be dropped or dismissed; or should the prisoner be found not guilty of the charges, the prisoner in question shall be promptly referred to the Classification Committee for a review, evaluation and, if necessary, a change in his/her status, custody classification, work or training assignment or housing location. The Classification Committee shall consider this matter within 7 working days (excluding weekends and holidays) from the time it is referred, and at that time, the prisoner will be clearly informed verbally by the Committee of the results. Within 3 additional working days a clearly worded written statement will be provided informing the prisoner that he/she is being considered for reclassification of his/her status, custody classification, assignment and housing.

(i) Greatest - High - Moderate - Low

The Commissioner of Corrections has issued instructions to identify each of the violations with the above security levels. Violations and

categorization data is posted on prisoner bulletin boards and, additionally, is readily accessible to all prisoners through their counselors or other designated personnel.

## **SECTION VI - OFFICE OF PRISONER DISCIPLINE**

The Warden/Superintendent shall appoint a Disciplinary Hearing Officer to review charges of violations referred to him/her. The Hearing Officer will conduct the hearing with due regard to the rights of the accused. The accused will be present at the hearing, confronted with the accusation, and informed of the evidence against him/her. The accused will be permitted to represent him/her or have an employee to represent him/her as advocate. The accused will be permitted to offer an explanation or rebuttal to the accusation.

Actions resulting in disciplinary hearings will be classified as Greatest, High, Moderate, and Low offenses. All disciplinaries will be handled by the Hearing Officer.

Prisoners sanctioned to disciplinary punishments will be afforded fifteen (15) working days in which to appeal the Warden/ Superintendent in writing on the disciplinary appeal form. The appeal must be on the disciplinary appeal form, which will be furnished. Your appeal will not be considered if it is not on this form. If your appeal to the Warden/Superintendent has been unsuccessful you may appeal in writing on the appeal form to the Director of the Office of Professional Standards within fifteen working days.

If you do not appeal to the Warden/Superintendent, you will not be allowed to appeal to the Office of Investigations and Compliance (OIC). The Department's disciplinary appeal procedure terminates with the OIC response.

## DISCIPLINARY INFRACTION CODES

<u>CODE</u>	<u>SEVERITY</u>	<u>DESCRIPTION</u>
<b><u>VIOLATIONS AGAINST PERSONS</u></b>		
B-1A	G	Intentionally causing the death of a Department of Corrections employee
B-1B	G	Intentionally Injuring a Department of Corrections employee
B-1C	G	Assaulting a Department of Corrections employee (No Injury)
B-1D	G	Intentionally Causing the Death a visitor or civilian
B-1E	G	Intentionally causing injury to a visitor or civilian
B-1F	G	Assaulting a visitor or civilian (No Injury)
B-1G	G	Attempted assault to an employee, visitor, civilian, or an offender
B-1J	G	Intentionally causing death of an offender
B-1K	G	Assault on an Offender with Serious Injury
B-1K (a)	G	Intentionally causing injury to one's self
B-1L	G	Offender-on-offender Assault: any assault that is not defined as serious
B-4	G	Intentionally throw or propel an item at another person
B-4A	H	Projecting Nuisance Items At Person
B-4B	G	Projecting Lethal Items At Person
B-4C	H	Projecting Body Fluids
B-5	H	Verbally Or Thru Gesture threatening any person with violence
B-6	G	Threatening With Item
B-7	H	Fighting (physical contact)
B-8	H	Sexual Activity
B-9	G	Sexual Assault
B-10	H	Soliciting Sexual Activity
B-11	H	Exposure/Exhibition
B-14	H	Bribery
B-15	H	Extortion
B-16	G	Using A Hostage

B-17 H Obstructing Duties Of Staff Member

**VIOLATIONS PERTAINING TO SECURITY AND ORDERLY OPERATION**

C-1 H Participation in unauthorized gathering  
C-2 G Participation In Disturbance Or Strike  
C-3 G Escape From Secure Facility  
C-3 (a) G Escaping from outside of a Secure Facility  
C-4 G Abscond. Unauthorized absence from a facility without a secure perimeter  
C-5 H Conspiracy To Escape  
C-6 H Attempted Escape  
C-7A H Unauthorized Possession Of Escape Device  
C-7B H Unauthorized Possession Of Human Replica  
C-7C H Unauthorized Possession Of Any Disguise  
C-8 H Damage To Locks, Doors, Safety Equipment  
C-9 H Being Absent From Count  
C10 G Disrupting Count  
C-12 G Causing A fire  
C-17(a) H Being Under The Influence Of Alcohol; Or  
C-17(b) H Being Under The Influence Of Any Other Drugs, Narcotic, Intoxicant, Depressant Or Stimulant Not Specifically Authorized,  
C-17(c) H Refusal To Be Tested When Ordered.  
C-17(d) H Tampering with the Drug Test Sample

**VIOLATIONS PERTAINING OT UNAUTHORIZED POSSESSION AND/OR UNAUTHORIZED EXCHANGE OF ITEMS, SUBSTANCES, ETC.:**

D-1 H Unauthorized Possession Of Contraband  
D-3(a) G Possession Of Weapon  
D-3(b) G Possession Of Flammables, Explosives, Poison, ammunition  
D-3(c) G Possession Of Any Form Of Written Petition  
D-3(d) G Possession Of Device For Use Of Drugs

D-3(e)	H	Possession Of Unauthorized Documents
D-3(f)	H	Possession Of Unauthorized Obscene Materials
D-3(g)	G	Possession Of drugs
D-3(h)	G	Possession Of alcohol and alcoholic beverages (homemade or commercial)
D-3(j)	G	Possession of an apparatus associated with a device, or a component of a device that may be used to enable communication with a person outside a place of incarceration
D-4	G	Selling, giving, bartering of Drugs
D-5	H	Excess Amount of Personal Property

**VIOLATIONS PERTAINING TO PROPERTY AND INVOLVING FRAUD OR MISREPRESENTATION:**

E-6	H	Transfer or attempt to transfer funds from the trust account of one offender to that of another
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**VIOLATIONS PERTAINING TO POLICY AND PROCEDURES**

F-2	H	Transmitting Threats Through Mail
F-3	G	Violation Of Postal Laws
F-4	H	Violation Of Prison Mail Rules
F-5	H	Violation Of Prison Visiting Rules

**SUGGESTED DISCIPLINARY WARNING REPORT INFRACTIONS**

B-12	M	Use of profanity
B-13	M	Insubordination
B-18	M	Changing or altering one's appearance through body modification
C-13	M	Unauthorized Absence
C-14	M	Unauthorized Presence
C-15	M	Failure to Follow Instructions
C-16	M	Failure to Perform Assignments
C-18	M	Refusing or obstructing search
C-19	M	Hanging, fastening or attaching any materials to any part of the door, bed, or sleeping area
E-1	M	Exchanging, bartering, loaning, or otherwise providing money, goods, property or any item of value to another person for profit or increased return.

E-2	M	Theft or otherwise possessing the belongings of another
E-3	M	Damaging another's property or government property.
E-4	M	Lying
E-5	M	Counterfeiting/Forgery
F-1	M	Gambling
F-6	M	Contacting person(s) outside the facility
F-7	M	Use of facility telephone
F-8	M	Misrepresenting illness, injury or physical condition
G-1	L	Failure to maintain personal hygiene
G-2	L	Failure to maintain living area sanitation
G-3	L	Sideburns not maintained
G-4	L	Hair not maintained
G-5	L	Clothing, earrings, beads, pendants, medallions, or other items of decoration or jewelry that are out of compliance

#### **ADMINISTRATIVE PROCESSING FEE:**

Intended to defray a portion of the significant costs associated with the processing of formal disciplinary charges against inmates resulting from rule violations.

1. A standard administrative/processing fee for each disciplinary report issued is to be charged to the inmate's account subsequent to a guilty finding/negotiated plea by the Disciplinary Hearing Officer and approval of the finding by the Warden/Superintendent. This fee will apply to all disciplinary reports, which result in a guilty finding, regardless of the severity level or any sanctions imposed. The decision to authorize a Negotiated Plea will not negate this fee from being applied, nor can this fee be waived.
2. There will only be one fee for each disciplinary report regardless of the number of charges within the report.
3. The matter of the imposition of the fee is not an appealable issue, nor is it a grievable matter.

4. Subsequent to a finding of guilt/negotiated plea, and after the Warden/Superintendent's approval, the facility Business Manager will be notified that the fee is to be deducted from the inmates account. In the event of that a disciplinary report is overturned by the Warden/Superintendent or the Office of Investigations and Compliance as a result of an appeal, the Business Manager at the facility where the inmate is assigned will be notified in order to facilitate reimbursement of the account.
5. If and offender is found guilty of disciplinary code D-3(l), an administrative fee of one hundred dollars (\$100.00) will be imposed.

#### **SECTION VII - ADDITIONAL INFORMATION**

A. Prisoner Personal Property: Upon receipt of a prisoner into custody of the Department of Corrections, a staff member, in the presence of the prisoner, shall prepare a written inventory of all allowable personal property. The inventory will contain a complete description and the monetary value of each item. The staff member and prisoner attesting to the accuracy of the list will sign the inventory. The prisoner shall be required to forward his/her clothing and other personal effects not authorized at the institution to a person designated by him/her or donate such items to the state or county or to some recognized charitable organization.

Prisoners will be allowed to retain the following items:

1. Family photographs not to exceed ten (10)
2. Prescription glasses
3. Dentures
4. A list of addresses of friends, relatives, and attorney.

In addition to the above limitations imposed, the following restrictions apply:

1. Only one (1) wrist watch per prisoner
  2. Only one (1) ring per prisoner (Maximum values of the ring and wristwatch are established in the property standard operating procedures.)
  3. Where allowed, a prisoner may possess one (1) AM/FM portable radio, approximately 4 inches wide by 6 inches in length and 2 inches in depth, battery (expendable or rechargeable) or electric adapter operated, with external earphones only. The radio may contain a cassette/CD player and will not have recording capabilities. Any authorized radio/cassette player must be purchased from a GDC inmate store/ commissary.
  4. The value of any radio will not exceed the cost figure established by the inmate store/commissary.
  5. All radios must be engraved with the inmate's state I.D. number.
  6. When a prisoner escapes, his/her property will be stored and recorded. If after one (1) year, property remains unclaimed, the property may be sold, donated to a bonafide charity or destroyed.
- B. Work Requirements. You may be assigned work consistent with your physical and mental capacity, security rating, and personal skills.
1. You will be required to perform whatever work institutional authorities assign.
  2. Should you become physically or mentally unable to perform

your assigned work, or become a threat to the safety or security of others, the correctional officer, or supervisor in charge may remove you from the assignment and provide necessary first aid/or emergency transportation as deemed necessary.

3. Except in emergency situations where life or public property are in danger, prisoners will not be required to work on outside assignments during inclement conditions, when the temperature is below 28 degrees Fahrenheit, or in conditions that would jeopardize the health of the prisoners.
  4. State prisoners confined in county institutions may be required by the Warden to work on outdoor assignments during inclement weather if employees of any governmental entity within the county are performing outdoor work during such inclement weather.
  5. The required work period does not include travel time to and from work assignments, rest periods or breaks for meals.
- C. Personal Hygiene: You will be furnished the basic necessities to maintain a high standard of personal cleanliness.
1. If you are assigned to daily work details, you are required to bathe daily.
  2. If you are assigned to food service duties, you shall be required to bathe prior to reporting on the shift for such detail.
  3. Freshly laundered work uniforms shall be issued as necessary to maintain a high degree of cleanliness and a neat appearance.

4. Bedding shall be maintained in a sanitary condition.
  5. Barbershops shall be maintained in accordance with standards established by the Department of Public Health or County Board of Health.
  6. You must have a conventional haircut. Hair shall be no longer than three (3) inches; shall not extend beyond a point that would reach the collar of an ordinary shirt; and shall not cover any part of the ears or eyebrows. You may wear sideburns no longer than a point even with the bottom of the ear canal. (A diagram of allowable type haircuts is posted in each prisoner barbershop).
  7. Mustaches are permitted, but shall not extend beyond the edge of the mouth and must be kept neat and trimmed at all times.
  8. Goatees, beards, and similar facial adornments are prohibited.
  9. You will be provided storage space. You must maintain your personal and state property and your assigned area in neat, orderly and sanitary condition at all times.
- D. Marriage. You may be granted permission to be married only under certain conditions. See your chaplain for specific details.
- E. Transfers. A Prisoner shall be transferred from one institution to another at the discretion of the Department of Corrections. Routine administrative transfers generally shall not be considered until an inmate has been assigned to an institution for twelve (12) months with no major Disciplinary Reports during the preceding 6 months. Transfer request for closer to home should be made through your institutional counselor.

**International Prisoner Transfer Program:** The United States has

entered into international treaties with many countries, which may permit a foreign national prisoner from one of the treaty countries to transfer to his/her home country to serve the remainder of his/ her sentence. The State of Georgia has enacted legislation, which allows it to participate in the International Prisoner Transfer Program. The transfer program is discretionary and not everyone who applies will be qualified or will be approved for transfer. To transfer you, the State of Georgia must first approve your application. The United States and your home country must also approve your application before a transfer can occur. If you are a foreign national from a country that the United States has treaty and are interested in further information about the program or would like to apply for a transfer, please contact your nearest consulate or your counselor when you arrive at your first permanent institution.

F. Discharge Gratuities. If you are a felony prisoner and are not participating in a work-release program and you are discharged after a completion of your sentence, or are conditionally released, pardoned or paroled, or are released in any other lawful manner from a state or county institution, you will receive the following clothing and monetary allowance:

1. Clothing appropriate to the season of the year.
2. A check for \$25 with the order for discharge, parole, or other lawful release. If you are released to the custody of another agency, you will not receive a check.
3. A ticket for common carrier transportation to your home, if located in the United States.

NOTE: A prisoner who has participated in a work-release

program shall not be furnished any of the items listed above unless it is determined that he/she has extraordinary financial needs as established to the satisfaction of the Commissioner of Corrections.

4. A felony prisoner who is released to a Sheriff or a United States Marshal on a detainer to serve a sentence already imposed or to stand trial on pending charges, or who is released to county authorities on a detainer to serve a county sentence, shall not be entitled to the items listed above.

If you are a state prisoner, convicted of a misdemeanor offense, and released from detention in a lawful manner you shall be provided funds in the amount not to exceed \$25 plus an allowance for travel. A clothing issue for this type prisoner is NOT authorized.

G. DNA Testing. State law now requires the Department of Corrections to collect and submit specimens to the GBI for DNA testing on the following groups:

1. Any person convicted on or after 7/1/1992 of a sex offense listed in Section 24-4-60(b), whether a felony or a misdemeanor.
2. Any person convicted of any felony on or after 1/1/2000 and sentenced to prison.
3. Any person convicted of any felony prior to 1/1/2000 and who was in prison on 1/1/2000.
4. Any person convicted and sentenced to felony probation on or after 7/1/2007 for a violation of an offense listed in

Section 24-4-60(c)(1).

A First Offender Act (FOA) sentence qualifies **IF** the person does time in prison. Also, if the FOA probation is revoked, adjudicated guilty, and sentence is imposed, it is considered a conviction and therefore qualifies for testing.

H. TOPPSTEP

The Offender Probationer Parolee State Training Employment Program (TOPPSTEP) is available to any offender who upon release cannot find employment in a reasonable amount of time. Your counselor should see that a TOPPSTEP package containing a social security card, picture ID, birth certificate, job pre-screening application and other pertinent employment materials is mailed to the probation office within the judicial circuit where your case originated or to the parole district office which supervises the county in which you will reside. Upon receipt of this employment package, a probation or parole officer trained as a TOPPSTEP representative will make a referral to the local Department of Labor for job training and/or placement.

I. Tobacco Products.

Each institution will have a policy controlling or Prohibiting the use of tobacco products. You must conform to the policy of the institution to which you are assigned.

J. Access to Courts

While you are under the control of the Georgia Department of Corrections and incarcerated in a state-operated facility, you are provided with the means to challenge the legality of your conviction and the conditions of your confinement. The Department provides a variety of means to ensure that each

prisoner in GDC facilities has adequate access to the courts. This includes reasonable access to an electronic law library and legal assistants.

### **“WARNING”**

“Prisoners should take note that while they have the right of access to the courts, all courts frown on frivolous lawsuits or the abuse of the judicial process for the purpose of harassment. Prisoners should take note that should they file an action against a Defendant and be unsuccessful or if that lawsuit is deemed frivolous, any court, either State or Federal, can, and likely will, cast costs against such prisoners which can be taken from the prisoner’s account or from any other property the prisoner now owns or may in the future acquire.” Additionally, prisoners must pay the filing fee for any civil suit filed in a State or Federal Court. If the prisoner cannot pay the fee initially, money will be taken from the prisoner’s account until the fee is paid. If the fee or any portion of the fee is still owed upon the prisoner’s discharge, collection will continue until the filing fee is completely paid.

#### **K. Foreign Consular Listings**

Foreign nationals may obtain a listing of foreign consular offices located in the United States. This listing may be accessed through the facility’s reference library.

### **SECTION VIII - STATE BOARD OF PARDONS AND PAROLES.**

- A. The State Board of Pardons and Paroles has Constitutional authority to grant paroles, pardons, and reprieves, to commute and remit sentences, and to remove disabilities imposed by law. A decision to grant any type of clemency is by majority vote of the Board members. The Board reserves the right to withdraw the grant of any form of clemency prior to the

prisoner's release.

- B. Parole Consideration. A Prisoner serving in the custody of the Department of Corrections is automatically considered for parole if eligible under State laws. No application is necessary. A Prisoner who is still in the county jail or who is serving consecutive county misdemeanor sentences in a county institution must write the Board and request consideration.

A person serving a non-life sentence for a **non-violent** offense may be considered for parole after necessary investigations are completed. A person serving a non-life sentence for a **violent offense, sex offense, or drug trafficking** will be considered for parole upon reaching **statutory parole eligibility**.

- C. Time Served Rules. A person serving a non-life sentence reaches **statutory parole eligibility** after serving one third of his/her court imposed felony sentence, or after serving seven years on a sentence of 21 or more years. A person serving a life sentence for a drug offense is considered after serving seven years. A person serving a non-life sentence for a "Serious Violent Felony" committed on or after 1-1-95 is not eligible for parole and must serve the sentence in its entirety. A person serving a Life sentence for "Serious Violent Felonies" committed on or after 1-1-95 and before July 1, 2006 is eligible for parole consideration after service of 14 years. ("Serious Violent Felonies" defined under Georgia law are; Murder, Rape, Armed Robbery, Aggravated Sodomy, Kidnapping, Aggravated Child Molestation, and Aggravated Sexual Battery.) A person serving a life sentence for any of these same offenses committed on or after July 1, 2006 is eligible for parole consideration after service of 30 years. [OCGA § 17-10-6.1(c) (1)]

#### EXCEPTIONS:

1. A person receiving a second conviction for any "serious Violent Felony" must be sentenced to "Life without Parole." [OCGA § 17-10- 7 (b) (2)]
2. On or after May 1, 1993 a person may be sentenced to "Life without Parole" upon conviction for Murder if certain aggravating circumstances occur. This would be a case in which the Death Penalty could have been sought.
3. A person who was serving a Death sentence for a crime committed on or after 1-1-77 but before July 1, 2006 and whose sentence is commuted to Life must serve 25 years before eligibility. When a Death sentence for a crime occurring on or after July 1, 2006 is commuted by the Parole Board to LESS than Life without parole, the person must serve 30 years before eligibility. [OCGA § 17-10-6.1(c) (2)]
4. A person serving a Life sentence for Murder committed on or after 7- 1-83 but before July 1, 2006 and who has previously served a Life sentence must serve 25 years before eligibility.
5. A person sentenced to life for a murder committed on or after July 1, 2006, who previously been incarcerated under a life sentence, must serve at least 30 years before becoming eligible for parole consideration.
6. A person serving consecutive Life sentences for offenses occurring in the same series of acts and committed on or after 7-1-83 but before July 1, 2006 and any of the Sentences are for Murder must serve consecutive 10 year periods for each sentence to a maximum of 30 years before

eligibility.

7. A person sentenced to life for a murder committed on or after July 1, 2006, who has also received consecutive life sentences as a result of offenses occurring in the same series of acts, must serve consecutive 30 year periods for each such sentence, up to a maximum of 60 years before becoming eligible for parole consideration.

By Board policy a person considered for Parole on a Life sentence and denied, will be reconsidered not more than 8 years from the date of the most recent denial.

D. Parole Decision Guidelines:

Parole Decision Guidelines help the Board make a more consistent, soundly based, and understandable parole decision on a prisoner serving a sentence less than life imprisonment.

Guidelines help the Board decide on a tentative parole month for the prisoner or decide that he/she will complete his/her sentence without parole.

A Board hearing examiner identifies a prisoner's Crime Severity Level from a table of offenses ranked in eight levels from lowest to highest severity. The higher the severity, the longer the prisoner is recommended to serve. Then, the hearing examiner calculates the prisoner's risk to re-offend score by adding weighted factors with proven predictive value from the prisoner's criminal and social history. A history of things such as is prisoner serving for a property offense, parole or probation failure, and the number of felony and misdemeanor arrests are all indicators of increase risk for parole failure, and would result in a recommendation for a longer term of confinement.

The hearing examiner inserts the prisoner's Crime Severity Level and parole risk factor score into a Guidelines Chart, while also weighing sentence length. This chart (or grid) indicates how long the prisoner should be confined. This translates into either a recommendation for parole denial or for a Tentative Parole Month in the future.

By majority vote, the Parole Board members either agree with the Guidelines recommendation or, for a stated reason, depart from it and make an independent decision. They then send the prisoner a notice explaining their decision and emphasizing that any Tentative Parole Month is conditioned on good conduct in prison. Usually on the recommendation of the Department of Corrections, misconduct results in parole postponement or cancellation.

Parole Guidelines help keep the Board on track toward its goal of seeing that prisoners serving for similar offenses with similar histories are treated the same.

E. Work Release and Alcohol-Drug Treatment:

When considering a prisoner for parole, the Board may tentatively approve parole on the condition that the prisoner successfully completes the Department of Corrections' work release program first, which usually takes about six to ten months. The prisoner is notified that he/she is being recommended to the Department of Corrections for work release. In the same way, the Board during parole consideration may recommend a prisoner for the Department of Corrections' alcohol and drug treatment program, which, upon successful completion, may lead to parole.

The only time the Board normally may consider recommending

a prisoner for these programs is when the Board sets a tentative parole month or when a prisoner reaches his/her tentative parole month but needs to develop a parole residence plan.

F. Hardship Parole

There is no “Hardship Parole.” Difficulties suffered by a family are not taken into consideration in determining whether an inmate will be paroled.

G. Compassionate Reprieve.

The majority of inmate’s requests for Emergency Compassionate Leave will be handled at the institutional level by the Superintendent (Warden). The Parole Board will consider request for Compassionate Reprieves under the following circumstances.

1. Inmates serving for a sex offense (not listed in the Sentence Reform Act of 1994 OCGA § 17-10-6.1(c) and 17-10-7(b)).
2. Inmates serving for Murder with aggravating circumstances as defined in Georgia Code 42-5-85.
3. Any Compassionate Reprieve which would require travel outside the State of Georgia.

A compassionate reprieve is a release from prison for a few hours or a few days to allow a prisoner to visit a critically or terminally ill member of his/her immediate family, to visit an immediate family member undergoing a critical operation, to attend the funeral of a member of his/her immediate family, or for other reasons the Board deems appropriate.

A request for a compassionate reprieve may be submitted to the Board’s Central Office in person, by letter, or by telephone.

During non-office hours, a request may be telephoned to the Board's duty officer through the GDC Communications Center at (404) 651-6511.

The request should include:

- the name of the critically ill patient and his/her illness or the name of the deceased
- the telephone number of the physician or funeral director who will confirm this information
- the relation of the patient or deceased to the prisoner
- the hospital where the patient is being treated or the date, time, and location of the funeral
- the proposed residence during the reprieve
- The travel arrangements.

#### H. Medical Reprieve:

A medical reprieve may be granted to a prisoner shown to be suffering from an illness for which necessary treatment is available only outside the State prison system or to a prisoner in deteriorating condition from a terminal illness. The written request for such a reprieve should be submitted to the Board through the Department of Corrections Medical Services Director, which should medically document the need for the reprieve. The request should also include the plan for residence, medical care, and payment of medical expenses.

#### I. Commutation of Unjust Sentence.

Commutation is the reduction of a sentence to a lesser sentence. The Board considers commuting a prison sentence only when it receives substantial written evidence that the

sentence is either excessive or constitutes a miscarriage of justice. Without convincing evidence to the contrary, the Board presumes that a sentence is fair and correct.

J. Restoration of Civil and Political Rights.

Under Georgia law a person convicted of a “felony involving moral turpitude” loses all civil and political rights, including the right to vote, the right to hold public office, and the right to serve on a jury. Under the 1983 State Constitution the right to vote is restored automatically to ex- offenders who have completed their sentences, including probation.

A restoration of civil and political rights carries no implication of innocence and may be granted only to a person who has discharged from all prison, probation, or suspended sentences.

A discharge is either a completion of all sentences or an early termination/commutation of all sentences. Early

Termination/Commutation of a sentence may be considered by the Board for Parolees whose progress and conduct during the supervision period has been excellent. The Board will consider those serving Non-violent offenses and Life drug cases after a minimum of **24 months** under supervision, for Life Sentences other than drug cases and Board Designated Violent Offenses after serving a minimum of **60 months** under supervision, and for other Violent Offenses after a minimum of **36 months** under supervision. Upon completion of all sentences, an offender must wait two (2) years with no criminal involvement or supervision before being eligible to apply for restoration of rights.

K. Pardon.

A pardon is a declaration of record by the State Board of Pardons and Paroles that a person is relieved from the legal consequences of a particular conviction. It restores civil and political rights and removes legal disabilities resulting from the conviction. A pardon neither expunges a criminal record nor alters one's status as a convicted felon. It does, however, restore civil and political rights and removes disabilities as a result of a felony conviction.

A pardon may be granted in two instances:

1. A pardon may be granted to a person who, to the Board's satisfaction, proves his/her innocence of the crime for which he/she was convicted under Georgia law. Newly available evidence proving the person's complete justification or non-guilt may be the basis for granting a pardon. Application may be submitted in any written form any time after conviction.
2. A pardon which does not imply innocence may be granted to an applicant convicted under Georgia law who has completed his/her full sentence obligation, including serving any probated sentence and paying any court-ordered payment and who meet certain requirements. There are two (2) types of pardons considered by the Parole Board: a *General Pardon* and a *Sex Offender Pardon*. Eligibility requirements are different for each of these types of requests.

#### General Pardon Eligibility Requirements

- Applicant must have completed all sentence(s) at least five (5) years prior to applying.
- Applicant must have lived a law-abiding life during the five (5) years prior to applying.

- *If the applicant has a conviction(s) for sex offenses which required registration on Georgia's Sex Offender Registry but has been removed from the registry prior to making application, he/she may make application once he/she has completed all sentence(s) and lived a law-abiding life for at least five (5) years prior to applying. However, a certified copy of the registry removal order MUST be provided with the pardon application.*

#### Sex Offender Pardon Eligibility Requirements

- *If the applicant is still active on Georgia's Sex Offender Registry, he/she must have completed all sentences for sex offenses requiring registration at least ten (10) years prior to applying.*
- Within 90 days of application for the Pardon, applicant must have a psychosexual evaluation conducted. A list of approved sex offender\_treatment providers can be found on the pardon application. All costs are the responsibility of the applicant.
- Within 90 days of application for the Pardon, applicant must submit to a disclosure polygraph. A list of approved polygraph examiners can be found at on the pardon application. All costs are the responsibility of the applicant.
- Applicant must provide a current copy of his/her most recent risk level evaluation as assigned by the Sexual Offender Registration Review Board (SORRB).
- Applicant must have lived a law-abiding life during the ten (10) years prior to applying.

The five and 10 year waiting periods after sentence completion may be waived if the waiting period is shown to be

detrimental to the applicant's livelihood by delaying his/her qualifying for employment in his/her chosen profession. Application must be made by the ex-offender on a form available from the Board on request.

An application for a **Pardon** or **Restoration of Civil and Political Rights**, may be downloaded from the Parole Board's website. [www.pap.georgia.gov](http://www.pap.georgia.gov). Click on "Pardon/Parole Consideration & Guidelines, then Pardon & Restoration of Rights". An application may also be obtained by sending a written request to the Board's Central Office address listed in paragraph "M" of this section.

L. Written Information Welcome

Any letter or statement about a prisoner received by the Board becomes a permanent part of the Board's case file on the prisoner. Anyone is welcome to submit such information.

**SECTION IX - PROBATION SUPERVISION:** Instruction for Offenders who have Probation Supervision following Release from Prison or Parole.

A. Georgia Supervision

Prior to your transfer to prison from the local jail, you received instructions to report to a specific probation office immediately upon release from prison or parole. Please note that many probation offices may have moved to a different location since your incarceration or you may have forgotten where you were instructed to report. You will need to confirm the location where you are to report with your counselor prior to leaving prison. You are to report to the specified probation office no later than noon of the next business day following your release from prison or

parole.

When you report to the designated probation office, the staff there will review probation conditions with you. Probation conditions are set by the sentencing judge and must be followed without variation. Failure to comply with the conditions may result in disciplinary action.

Additionally, you will be interviewed as part of an assessment process to determine your risk to the community. The assessment will determine what kind of supervision you will receive during the probation portion of your sentence. Depending on the results of the interview, review of your criminal record, and other factors, you will be assigned to one of four different supervision levels. Specialized, High, Standard, and Contact. The level to which you are assigned will determine how strictly you are supervised. Your supervision may include curfews (times at which you must be in your residence), drug or alcohol testing, searches of your home and person, and other procedures.

If you are a sex offender, you will be placed on a Specialized Probation Supervision caseload. These caseloads have additional rules that must be followed. For example, you may be required to provide the officer with a travel log that shows exactly where you were during specific times, or submit to polygraph tests.

It is important that you cooperate in every way with the probation officer. Failure to do so may result in a return to a more restrictive custody. If you comply with the court orders and with the instruction of your probation officer, you will progress through increasingly less strict supervision levels.

If you are a resident of Georgia but are not a resident of the

county in which you were sentenced, or if you plan to reside in another county other than the county in which you were sentenced, you are still required to report to the specified probation office within the sentencing county or circuit no later than noon of the next working day following your release from prison or parole.

#### A. Interstate Compact

Interstate Compact is an agreement among all fifty states and three US territories (Puerto Rico, U. S. Virgin Islands, and Washington D.C.) to ensure proper supervision of parolees and probationers who are sentenced in one state but request to reside in another. There are rules and regulations you must follow to apply for transfer through Interstate Compact. To qualify for a Mandatory Transfer Request, you must either have been a resident of the receiving state for at least one year prior to your date of offense in GA; or you must have family in the receiving state (parent, grandparent, aunt, uncle, adult child, adult sibling, spouse, legal guardian or step-parent), that have lived there for at least six months and are willing and able to assist you with your plan of supervision. Discretionary Requests for the purpose of relocation without any of the above criteria could be denied by the receiving state.

If you are not a resident of Georgia and have a verified home plan in another state, you should meet with your counselor to discuss an Interstate Compact Transfer. You will be required to sign the Application for Compact Services and Agreement to Return Form and pay a \$100.00 non-refundable, application-processing fee **per submission** (OCGA 42-9-90). If you do not have the funds available, the fee can be paid by your family

member via money order and mailed to Consolidated Banking Unit (CBU) at: Georgia Dept. of Corrections/CBU / 3rd Floor Ponder Hall / P.O. Box 1529 / Forsyth, GA 31029. Your GDC Number and Interstate Compact must be included in the memo section of the money order.

The Application for Compact Services and Agreement to Return states that you agree to abide by the terms and conditions of supervision as set by both GA and the receiving state and you waive extradition (your right to challenge being returned to GA) and agree to return to the state of GA whenever you are ordered to do so by the state of GA. This form must be signed or your request to transfer will be denied.

If being released on Parole, rather than Probation, Parole Board personnel will initiate the Interstate Transfer with your GDC counselor. There is no need to contact the Parole Board if you provided an out-of-state address during diagnostic intake or when your counselor was preparing a "Parole Review Summary." Once the application is signed and your residential plan is given to your counselor, the paperwork will be submitted to the Interstate Compact Office. The Interstate Compact Office will then review the request and forward it to the receiving state. The receiving state will investigate and advise GA of its decision to approve or reject the transfer request. If approved, your reporting instructions will be provided by your GDC Counselor and will be in writing on your Parole Certificate. You will then be allowed to proceed to the receiving state immediately upon release. If the transfer request is rejected, you will be required to either provide another out of state

address or an alternate residence plan to remain in the State of Georgia for the balance of your parole or probation sentence.

If you are not granted parole but will have an active probation case upon your release from prison, your counselor should notify the Department of Community Supervision (DCS) Office located in the circuit/county of conviction of your request to transfer out of state. Your counselor will also need to forward the signed Application for Transfer to the DCS officer. This process can begin as early as six (6) months or 180 days before your max date. If the transfer is approved prior to your release from prison, the DCS officer will provide reporting instructions and a travel permit to you through your counselor and you will be allowed to proceed directly to the receiving state. If your case is not accepted prior to your release date, you must report to your DCS officer for further instructions. ***You must have the approval of the receiving state prior to relocating to the receiving state.*** If you are found in the receiving state without permission, the receiving state will automatically reject your transfer request and will not reconsider until you return to Georgia.

#### **SECTION X- PRISON RAPE ELIMINATION ACT (PREA)**

The Prison Rape Elimination Act (PREA) of 2003 is a federal law established to support the elimination and prevention of sexual assault/sexual misconduct in correctional systems. PREA addresses both inmate-to-inmate sexual assault and staff-to-inmate sexual assault. The Georgia Department of Corrections fully supports the guidelines set forth in this law and remains committed to a zero-tolerance policy against sexual violence.

There are some key things you can do, as an inmate, to protect yourself

from becoming a victim.

- *Avoid isolated or secluded areas*
- *Be aware of your body language*
- *Never share personal information*
- *Never accept gifts from another inmate*
- *Be cautious of inmates offering to protect you*
- *Report all acts of violence against you*

Despite your best efforts, you could still end up a victim. If you are a victim of a sexual assault or any kind of sexual coercion, your best defense is to report the incident to any staff member as quickly as possible. If you are unwilling to report sexual assault to institution staff, you may also dial \***PREA** (\*7732) from an inmate telephone to leave a message on the department of corrections sexual assault hotline. This line will be checked every business day. By making the call, you are not only accessing the treatment necessary to deal with the numerous consequences of being victimized, but you are also doing your part to prevent the perpetrator from victimizing others. You can be assured that the information will be received in a confidential manner.

One of the most important things to remember if you are victimized is not to wash away the evidence.

- **Don't Shower**
- **Don't Remove or Wash Your Cloths**
- **Don't Brush Your Teeth**

- **Get to Medical Immediately**

When it comes to sexual activity within a correctional setting, the Department of Corrections policies and procedures are clear and prohibit any form of sexual activity. Beyond those rules, forced or coerced sexual behavior is a criminal act that merits criminal prosecution. All substantiated incidences are reported to the local police and an investigation is conducted to ensure the perpetrator faces the full consequences of the law.

**\*If you would like to know more about the Prison Rape Elimination Act, the information can be found in your prison law library.**

#### **SECTION XI OFFICE OF THE OMBUDSMAN**

The Office of the Ombudsman acts as a bridge between concerned citizens and the Department of Corrections by gathering information to potentially uncover and reduce problems within the corrections system. The Office of the Ombudsman SHALL NOT be a venue to circumvent the grievance and/or disciplinary procedures.

*Inmates are encouraged to utilize the grievance and disciplinary appeal procedures. This will ensure that you have your concerns addressed by the appropriate staff member(s).*

#### **SECTION XII – INMATE TELEPHONE SYSTEM**

The Georgia Department of Corrections, at its discretion, provides offenders access to a limited collect phone calling system referred to as the Inmate Phone System. The Department's current third party provider of this service is Securus. Friends and family members of offenders may contact Securus at 800-844-6591 or <https://www.securustech.net> for any questions regarding the receipt

and payment of calls from the system. Friends or family members are encouraged to use this customer service contact number to resolve any issues that may arise with receiving calls from offenders at GA Dept. of Corrections facilities (i.e. call blocks, billing issues, call quality, etc.).

***Regarding usage of the system by offenders:***

Each offender will have an established phone list of up to a maximum of twenty (20) persons. The offender may have persons on the phone list that are not on his/her visitation list. The offender is responsible for providing accurate call list information. The offender is responsible for updating his/her call allow list every six months (if desired) according to procedure. Any offender who gives deceiving or deliberately inaccurate information in an effort to deviate from/circumvent established procedures shall be subject to disciplinary action through the inmate disciplinary process.

All calls may be monitored with the exception of calls to an offender's attorney of record and to the Indigent Defense Council. The Indigent Defense Council is a Georgia State agency, which provides legal services and information to indigent groups in Georgia. Their number is 404-232-8900 and may be included as one of the twenty numbers allowed.

Only calls to phone numbers on the offender's approved phone list can be placed through the inmate phone system.

- Calls will be allowed to cell phones whose owners establish a direct remit account with Securus. Calls will not be completed, nor accounts allowed to be established, for any prepaid or other similar temporary cellular numbers.
- Calls to remote forwarding numbers are not allowed.

- Calls transferred to three way calls and calls forwarded may be disconnected. There will be no refunds issued for disconnects of this type. In addition, numbers associated with these types of calls may be permanently blocked from future use.

Normal operating hours for the inmate telephones will be scheduled during non-work hours Monday through Friday and all day on Saturday, Sundays and holidays. The Warden/Superintendent shall have the authority to enable telephone operations during working hours for good cause. Operation hours will generally extend until lock down or lights-out time on a daily basis.

Phone units in all facilities (with the exception of the TTD phones) must be set with a 15-minute maximum limit on all calls. TTD phones must be set with a 30-minute maximum limit. Phones will automatically cut-off when the time limit is reached.

The offenders are responsible for using the phone system in accordance with operating instructions. Misuse of the phone system, including providing incorrect identification information (ID number; name; etc.) or failing to follow directions given through phone system prompts, will result in disciplinary action which may include loss of phone privileges in addition to other sanctions. Offenders under investigation for serious criminal offenses (i.e.

Murder, Homicide, Rape, Assault on Staff, etc.) will have their phone privileges suspended until the investigation is complete.

(i.e. Murder, Homicide, Rape, Assault on Staff, etc.) will have their phone privileges suspended until the investigation is complete.

### **SECTION XIII – Suicide Awareness and Prevention**

Talking with someone about your thoughts and feelings can **save your life**.

If you or someone you know is in crisis, there are options available to help.

Talk to a counselor, an officer, an employee, a family member or call The National Suicide Prevention Hotline 1-800-273-8255.

Dialing Instructions for the Suicide Prevention Hotline.

1. Pick up the handset.
2. Press 1 for English or 2 for Spanish.
3. Press 1 for a Collect call.
4. When prompted to enter your PIN number, enter the 10-digit GDC ID (with leading 0s as necessary) + 4-digit month and day of birth (MMDD).
5. When prompted to dial the area code and telephone number, enter 800-273-8255

**\*\*\*Note: Offenders will not be charged for calling the hotline.**

What happens when you call the hotline:

1. You will hear a message telling you that you have reached the National Suicide Prevention Lifeline.
2. You will hear a little hold music while we connect you.
3. A skilled, trained crisis worker who works at the Lifeline network crisis center closest to you will answer the phone.
4. This person will listen to you, understand how your problem is affecting you, provide support, and share any resources that may be helpful.

Hablar con alguien sobre sus pensamientos y sentimientos puede **salvarle la vida**.

Si usted o alguien que conoce está en crisis, hay opciones disponibles para ayudar.

Hable con un consejero, un oficial, un empleado, un miembro de la familia o llame a la Línea Directa Nacional de Prevención del Suicidio al 1-800-273-8255.

Instrucciones para marcar la línea directa de prevención del suicidio.

1. Levante el auricular.
2. Presione 1 para inglés o 2 para español.
3. Presione 1 para hacer una llamada por cobrar.
4. Cuando se le pida que entre su número PIN, entre su ID de GDC de 10 cifras (con los ceros al principio según sea necesario) + las 4 cifras del mes y el día de nacimiento (MMDD).
5. Cuando se le solicite el número de teléfono al que está llamando, marque 800-273-8255.

**\*\*\* Nota: A los internos no se les cobrará por llamar a la línea directa.**

Qué sucede cuando llamas a la línea directa:

1. Escuchará un mensaje que le informa que ha llegado a la línea nacional de prevención de suicidios.
2. Escucharás un poco de música mientras te conectamos.
3. Un trabajador de crisis capacitado y entrenado que trabaja en el centro de crisis de la red Lifeline más cercano a usted responderá el teléfono.
4. Esta persona lo escuchará, entenderá cómo le está afectando su problema, brindará apoyo y compartirá los recursos que puedan ser útiles.