

# OFFENDER ADMINISTRATION



GEORGIA  
DEPARTMENT OF CORRECTIONS

## MISSION

To protect Georgians by operating secure facilities and providing opportunities for offender rehabilitation.

**Tyrone Oliver**, Commissioner

**Ahmed Holt**, Assistant Commissioner Facilities Division

Offender Administration (OA) is the logistics center for approximately 52,000 offenders under custodial supervision and detainees housed in GDC Facilities. OA is responsible for the review of all felony, prison-bound sentences. Upon accepting a sentence packet, the offender is sent to a diagnostic facility for intake. Once complete, OA will then transfer the offender to the appropriate facility. While in GDC custody, GDC will work with various law enforcement agencies and judicial circuits to place detainees and court production orders. Once an offender has served their sentence, OA reviews release documents to ensure no detainees or additional sentence packets have been submitted. OA also provides copies of certified medical records or proof of incarceration upon request.

## OVERVIEW

### OFFENDER PROCESSING UNIT

- Receives all court sentence dockets and amended orders on offenders who are sentenced to serve prison time from Georgia counties
- Approximately 24,000 documents processed per year
- Responsible for determining the maximum amount of time an offender will serve, as determined by law with adjustments made through sentence computation

### OFFENDER INFORMATION UNIT

- Maintains records of offenders in the Georgia Corrections System
- Provides verification and documentation of an offender's incarceration to requesting agencies and the public sector
- Roughly 500 documents handled weekly
- Serves as liaison between correctional facilities and the State Record Center
- Supports the legal department
- Provides support to the Office of Health Services to coordinate the storage and retrieval of medical files with requests for medical charts
- Serves as court liaison by investigating lawsuits filed by offenders pertaining to their incarceration with the department and submits findings via affidavits to the Attorney General's Office

### ADMINISTRATION

- Works closely with the executive staff, Central HR and OIT.
- Bed Management
- Human Resources
- Customer Service
- In-office technology assistance
- Data analysis and report request
- Special Projects

### OFFENDER INTAKE AND MOVEMENTS UNIT

- Schedules offenders to be transferred from county jails to the Diagnostic Centers located at Jackson (Male) and Alto, GA (Female)
- Monitors and verifies each offender's arrival and jail subsidy status
- On average, 250-300 offenders transported weekly
- Schedules all transfers
- Maintains a waiting list for referrals
- Mediates problems that may arise with referral
- Processes 80-100 referrals weekly to place the right offender in the right bed
- Screens and coordinates assignments of offenders to specific facilities as needed
- Close to 1,500 offender/detainee records are evaluated each week
- Offenders may be transferred for various reasons, including medical treatment, program needs, and positive/ negative transfers

### RELEASES AND AGREEMENTS UNIT

- Processes discharge paperwork for close to 250 offenders weekly with expiring sentences, commutation, and medical/compassionate releases initiated by the State Board of Pardons and Paroles (SBPP)
- Verify the posting and discharge of approximately 300 intrastate detainees weekly
- Removes medical/compassionate releases closed by SBPP
- Notifies law enforcement and other agencies of scheduled release dates for inmates with detainees
- Responsible for all issues involved when a detainee is received from the Department of Homeland Security, US Marshals Service, and other State Law Enforcement Agencies
- Approximately 120 federal and interstate detainees processed each week
- Coordinates the notifications and documents needed to implement the process for an offender appearing in another court outside of Georgia
- Prepare and maintain escape notifications and commissioner warrants

INFORMATIONAL HIGHLIGHTS

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