

Fairness for Prisoners' Families
Advocacy Handbook
*A Guide to Helping Loved Ones in
Georgia Prisons*



4th Edition

Fairness for Prisoners' Families

a program of

The Southern Center for Human Rights

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What is The Southern Center for Human Rights?

The Center was created in 1976 to respond to the deplorable conditions in prisons and jails in the South and the United States Supreme Court's decision that year allowing the resumption of capital punishment. Since its creation, the Center has been engaged in litigation, public education, advocacy, and work with other organization and individuals to protect the civil and human rights of people prosecuted in the criminal courts – particularly those facing the death penalty – and confined in the prisons and jails of the South.

What is Fairness for Prisoners' Families?

The mission of Fairness for Prisoners' Families is to help families and friends of Georgia prisoners to communicate their concerns to the Georgia Department of Corrections, the Parole Board, legislators, and the general public and to help family members to find solutions. To accomplish this goal, Fairness for Prisoners' Families works to strengthen the growing grassroots movement of families and friends of prisoners through community organizing and to assist in the development of a network of activists and advocates that family members can access for training and organizing. We also work to provide opportunities for families and friends of prisoners to express their concerns to the state legislature. We give information to decision makers regarding the impact of their policies on families and friends of Georgia prisoners and advocate for legislation which addresses issues of concern to the families, friends and greater communities of Georgia's incarcerated citizens.

Fairness for Prisoners' Families is helping the families and friends of Georgia prisoners become more effective advocates for their imprisoned loved ones, to discover their political power with state elected officials and to develop themselves as social justice activists. Some members focus exclusively on the treatment of themselves and their imprisoned loved ones, while others focus on broader activism. As members of Fairness for Prisoners' Families, those with loved ones in Georgia prisons are finding that they are not alone, and that they can effectively organize to change the balance of power between themselves and institutions of Georgia's criminal justice system.

We have developed a *Parole Handbook* to assist families and friends of Georgia's prisoners to understand the parole consideration process. The *Parole Handbook* and the *Advocacy Handbook* are free of charge for prisoners'. However, these books are not free of charge for family members. We ask family members who can send a donation of \$10-35 to cover printing and mailing costs . If for any reason, one can not provide such funds, please give us a call. For copies of the handbooks, call (404) 681-5576 or email us at fairness@gejustice.org.

Ordering Information

The Advocacy Handbook and The Parole Handbook were produced for family members and friends of prisoners, prisoners', organizations and law firms to aid in providing assistance when dealing with the Georgia Department of Corrections. The Advocacy Handbook is valued at \$15.00 and the Parole Handbook is valued at \$35.00.

Please see order form on next page.

Families & Friends:

The **Fairness for Prisoners' Families Advocacy Handbook** is expensive to produce, and we ask that those who are able to send a donation of \$5-\$15 to cover printing and mailing costs.

The **Fairness for Prisoners' Families Parole Handbook** is another resource for our members. We ask those who are able to send a donation of \$10-\$35 to cover printing and mailing costs.

Prisoners'

The **Fairness for Prisoners' Families Advocacy Handbook** is free of charge for people in prison. We ask that those who can send a donation to cover printing and mailing costs would be well appreciated.

The **Fairness for Prisoners' Families Parole Handbook** is also free of charge for people in prison. Please have the request come directly from the prisoners' themselves.

Organizations, Law Firms:

For Organizations and Law Firms who would like to receive either handbook we ask that you pay full price. The Advocacy Handbook is \$15 and the Parole Handbook is \$35.00.

*If you would like to order a handbook, donations may be by cash, money order or check. Checks should be made out to **The Southern Center for Human Rights**. Please include a note that the donation is for a handbook, as well as where you would like the handbook/s sent, your full contact information including telephone number.

**Donations should be sent to:
The Southern Center for Human Rights
83 Poplar Street, NW
Atlanta, GA. 30303**

*For more information, please contact
Fairness for Prisoners' Families, 404-681-5576*

Order Form

Advocacy and Parole Handbooks

Amount Donated :\$ _____

ADVOCACY HANDBOOK

PAROLE HANDBOOK

BOTH

SEND TO: (Place Your Address Here)

Address: _____

Address 2: _____

City: _____

State & Zipcode: _____

If you would like the materials sent to your loved one, place their address below. If you both would like to receive the materials, please fill in both addresses. ▲▼

SEND TO: (Place Your Loved ones Address here)

Name: _____

Address: _____

Address 2: _____

City: _____

State & Zip code: _____

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Introduction



A. Obstacles and Frustrations: Families of Prisoners and the Georgia Department of Corrections



When a loved one is sent to a state prison, many families automatically make plans for maintaining the relationship and nourishing their loved ones across prison walls. Since loving contact with family seems like an obvious method of rehabilitation, most families assume that the Georgia Department of Corrections(GDC) would actively support them and help them to maintain the ties.

It isn't long before many of these families discover a surprising truth: Not only does the GDC *not* encourage family relationships, but it also has policies and procedures in place that make the family relationship very, very hard to maintain. For many of these families, staying in touch becomes impossible. Many live far away from their loved ones' prisons, and they don't have the money to fill a car with gas, pay for food and lodging, and drive five or six hours one way to get to visitation. These same families can't afford to stay in touch by phone, either. The tolls are outrageous because the GDC makes millions of dollars from the prison phone contract it has signed with MCI. In fact, the GDC made \$13,148,214 in profit off the prison phones alone in fiscal year 2004.

The struggle to stay connected to imprisoned loved ones is made harder by the GDC's failure to provide families with useful information. Prisoners are given a lengthy orientation and an *Inmate Handbook* as soon as they enter the state system. But nothing is given to the families. The GDC makes no effort to tell families and friends of prisoners the kind of things they *need* to know, nor do they tell the families where they can find the answers for themselves. Families have important questions, such as what are the days and times for visitation? Can a family send in books? Who does the family call if there are questions or concerns about a loved one's medical care? Many families who simply call their loved ones' facilities to ask questions find the guards who answer the phones to be often rude, disrespectful people, who don't care to answer questions and don't bother to hide their annoyance at being asked. The unwillingness of the GDC to provide information to families at the start seems unreasonable.

Visitation is one of the most meaningful contacts families have with their imprisoned loved ones, yet it can be and has been a nightmare for many, many

people. People who have come hundreds of miles are turned away for wearing the wrong shoes, or because their loved ones were transferred and the families not notified. Some guards treat families the way they treat prisoners, with a dehumanizing and humiliating authority, as though families, too, are under their control. It is unacceptable to treat anyone, prisoner or family member, in this manner.

The importance of relationships between prisoners and their families cannot be overstated. Things don't always go the way they should in prison, and watchful family and friends are often the best protection a prisoner has from getting hurt or having a medical condition neglected. But these relationships serve the GDC as well, because the involvement of families in prisoners' lives makes the prisons healthier and safer for prisoners and staff alike. Families and friends hold prisoners accountable for their behavior while in prison, encouraging them to serve their time peacefully. Support from family can help motivate prisoners to do all they can to keep their minds active, their hearts strong, and to grow as human beings.



The important, positive contributions of families to the GDC should be enough by itself for the GDC to promote solid relationships with families in every single one of its facilities. But if that isn't enough, the fact that prisoners' families contribute tens of millions of dollars to the operation of the GDC should earn families a real partnership with the agency. In fiscal year 2004, the GDC collected \$22,588,244 from prisoners and their families. This means that families pay the salaries of GDC staff not only through state taxes, but also through the prison phones, vending machines, "processing fees" for money orders, disciplinary report fees, medical fees, and the prison commissary.

In the past, prisoners' families have felt alone and have thought of themselves as powerless to make a difference in the system. But things are beginning to change. Families and friends of prisoners are demanding that their loved ones receive good care and useful programs. They are demanding that the GDC act like a tax-supported state agency should, and answer the concerns of its citizens. These views are being expressed not only to the GDC, but also to Georgia's governor, legislators, judges, the press and the public at large.

The fact that there are over 600,000 people on prisoner visitation lists in Georgia clearly says that prisoners' families could have a great deal of power if they raise their voices together. And that is starting to happen. Prisoners' families know the truth about Georgia's criminal justice system, and aren't being quiet about it anymore. The over reliance on prisons to address crime, the lack of substantive programs for

rehabilitation, and the exploitation of prisoners and their families to generate profit are all being challenged by prisoners' families all over Georgia. Prisoners' families are finding their power and their voice, and are calling the GDC and the state of Georgia to accountability for the care of the massive number of people in its prisons and jails.

Prisoners' families are leading a movement that seeks justice for all people. The Southern Center for Human Rights is proud to be a part of that effort.

For more information about The Southern Center for Human Rights, Fairness for Prisoners' Families, or to get involved please contact our Program Coordinator at 404-681-5576 or email fairness@gejustice.org

B. What the Georgia Department of Corrections Collected from Prisoners and Their Families in Fiscal Year 2004

(Source: Georgia Department of Corrections)

Total Funds Collected to Pay for Prison Expenses: \$ 19,332,621

**Total Collected to Go into the State Treasury or
Office of Planning and Budget:** \$13,792,429

**Total Funds Collected from Prisoners in Fiscal Year 2004:
\$ 22,588,244**

BREAKDOWN OF REVENUE COLLECTED FROM PRISONERS AND USED TO PAY FOR PRISON EXPENSES

Telephone Collections: \$13,148,214.

How it's supposed to be used:

Takes the place of state funds to pay for:

- Health care services provided directly by the state
- The contractors who provide service in the prisoner Mental Health program
- The Substance Abuse Program for both prisoners and probationers

Prison Store Funds: \$ 2,979,434

How it's supposed to be used:

Takes the place of state funds to pay for:

- Full-time and part-time staff at the prison commissaries.

Diversion Center Resident Collections: \$ 5,390,078

How it's supposed to be used:

Takes the place of state funds to pay for:

- Diversion Center staff (\$3,206,088)
- Diversion Center regular operating expenses (\$ 300,000)
- Diversion Center supplies and materials
- Replacement equipment for the Centers
- Transportation of prisoners at the Diversion Center

Fees Charged to Prisoners for Damage to State Property: \$ 12,155

How it's supposed to be used:

- To pay for the replacement of state property damaged by prisoners

Prisoner Escapee and Search Fees: \$ 19,078

How it's supposed to be used:

- Helps with the expenses that resulted from the prisoner's escape
- Helps to pay for supplies and equipment for Diversion and Transitional Centers

Court Ordered Drug Testing: \$ 1,400

How it's supposed to be used:

- To pay for court ordered drug centers for residents at the Diversion Centers.

Prisoner Sick Call Fees: \$ 370,902

How it's supposed to be used:

- Takes the place of state health services purchases for the prison healthcare contract with the Medical College of Georgia

Prison Account Administration Fee and Disciplinary Fees: \$ 666,983

How it's supposed to be used:

- Takes the place of state personal services funds

BREAKDOWN OF REVENUE COLLECTED FROM PRISONERS IN 2004 AND TURNED OVER TO STATE OFFICES

Transitional Center Room and Board: \$ 2,277,467

Probation Supervision and Crime Lab Fees: \$ 11,520,753

Victims Fees: \$ 2,311,329

Total: \$16,109,599

Part One

Advocating for Your Imprisoned Loved One



Chapter 1

How to Talk to Staff at the Georgia Department of Corrections

When advocating for an imprisoned loved one, knowing how to talk to the GDC goes a long way toward getting what you need. Some GDC staff are rude and mean when families call with questions or problems. Others are not mean but will “shut down” if they feel put on the defensive. And there are others who are genuinely helpful and happy to be of service.

Being a good advocate for your loved one means knowing how to deal with GDC staff who need a little persuading to be helpful to you. Knowing how to talk to GDC staff will go a long way to getting you and your loved one what you need.

■ WHAT TO DO IF GDC STAFF ASKS WHO YOU ARE AND WHY YOU WANT TO KNOW INSTEAD OF ANSWERING YOUR QUESTION.

Don't be scared. You have done *nothing* wrong by asking a question.

It can be intimidating when guards or other GDC staff at the other end of the phone demand, “Who is this? Why do you want to know?” as if there is something wrong or suspicious about asking simple questions.

Responses like that are probably from staff who are used to getting away with bullying and intimidating prisoners and families alike. But as more and more prisoners' families are coming together to raise their voices, the old way is on its way out. Some GDC staff just don't get it, and keep trying to do it the old way.

Remember: *You* pay these people's salaries.

The GDC is a Public Agency supported by your tax dollars. Their salaries are paid by you as a citizen, not to mention the revenue you generate for the GDC as a prisoner's family member. Every collect call you accept from your loved one, every money order you send to your loved one, and every drink you

purchase from the vending machine during visitation is going to someone's paycheck.

You are entitled to ask *anyone* in the GDC *any* question you want without owing *anyone* an explanation.

You have earned the right to ask any question you want simply by being a tax-paying citizen. The fact that the GDC is accountable for the health and safety of your loved one gives you even *more* reason to ask questions.

Keep in mind that you are *not* alone.

The staff who respond to you in that rude, angry way most likely aren't used to being questioned by the public. But the GDC is being questioned more and more by the public, because prisoners' families are raising their voices and developing their strength as they organize to change the balance of power.

As a prisoners' family member, you are not alone any more. There is a growing movement behind you, and it is getting bigger every single day.

<p><i>WHAT TO DO WHEN A GDC STAFF PERSON DEMANDS TO KNOW WHO YOU ARE BEFORE ANSWERING YOUR QUESTION</i></p>
--

Answer them in whatever way feels comfortable to you. Either tell them exactly who you are, or tell them you are a tax paying citizen who is asking a simple question of a state agency employee. Be polite and calm, but firm.

Or

Hang up and call Fairness for Prisoners' Families. If you feel nervous, just hang up and call Fairness for Prisoners' Families at 404-681-5576. One of our staff or another family member will help you through it. Soon you'll be able to help other family members along yourself!

■ TIPS FOR TALKING WITH GDC STAFF

TIP 1: Wait to Call the GDC until You're Calm

➔ GDC staff tend to “tune out” when they hear anger or panic in a family member’s voice. Our anger, frustration, and anxiety is righteous and legitimate, but if you call while still in the peak of those feelings, you will not be able to think as clearly, or express what you want to say in the best way to get results.

TIP 2: Take a “Partners” Approach.

➔ Even if you have *never* experienced anyone in the GDC responding to you as a willing “partner” when you’ve needed information or help, pretend----- that the person you are calling wants to work with you. Open the conversation with, “I am calling in the hope that we can work together to solve this problem.”

➔ Beginning the conversation this way is important for two reasons:

A) It usually prevents the GDC staff person from starting off in a defensive position. This is important, because experience shows that when the GDC is on the defensive, it shuts down to anything the family member may have to say.

B) Sometimes the GDC staff person will “rise to the occasion” and behave as a partner in solving your problem.

TIP 3: If the Person You Called Can't Help You, Ask Who Can

➔ Don't give up. There *is* a decision maker who has the authority to solve your problem, or the information to answers your questions.

➔ Keep asking, “Who Can?” If the next person also says he or she can't help you, focus on staying calm and determined. You will find that person if you keep at it.

If you get the Runaround: Stay focused on the fact that someone in the GDC has the authority to solve your problem or the information to answer your question. If you've done everything you can to find that person and can't, call Fairness for Prisoners' Families at 404-681-5576. We will help you find the answer.

TIP 4: THE MOST IMPORTANT THING OF ALL**Make a List that Has Only the *Very Most Important Points* about the Situation.**

- ➡ The details of the problems we want addressed are important. But if you start out with a lot of detail, the GDC staff person you're speaking with is much more likely to lose interest in what you are saying, as well as any willingness to help you.
- ➡ Experience has shown that if families "boil down" the issue to the most simple and important points, the chances of getting help increase.

How to boil down the facts for the best results

1. Make a list of every point you want to make, with every detail there is.
2. Go through the list, and cross off any point or detail that is not absolutely necessary to describing the situation and what you need to resolve it.
3. Go through the list again. Cross off any point or detail that isn't absolutely necessary.
4. Go back through the list again until you feel you've crossed off every point you possibly can and still describe the problem.
5. When you call the GDC, stick to the "bare bones" points you wrote on your list.

- ➡ Wait until you are asked for more details before you give them.

It will be tempting to go into all the details you left off your list in the first place, but don't!

- ➡ Stick with the question you've been asked.

Despite the temptation, try not to use the questions as an opportunity to launch into the entire story with all its details. Doing so could lose the GDC staff person's attention.

And you need his or her attention!

■ EXAMPLE FOR HOW TO BOIL DOWN THE FACTS:

Your Husband Is Very Sick and Needs Medical Help

Your imprisoned husband has a serious health problem with a very long history. In the past several years, he has gone back and forth to Augusta State Medical Prison (ASMP), and then only when he was near death. The doctors at the prisons he's been in each say something different, and none have ever said the same thing as the doctor at ASMP. Finally your husband was transferred to a prison that seems to have been taking better care of his medical problem. He has been in relatively good health ever since. But now he's been transferred to a new facility, and he hasn't been getting the treatments that seemed to be keeping him well. You could tell when you visited him for the past few weekends that he wasn't feeling good, but his requests to see a doctor have come to nothing. The doctor at the prison won't return your calls. Suddenly, you get a call from your husband's cell-mate telling you that your husband is very ill, and that something has to be done.

How to boil it down: Anyone in this situation would feel desperate to get her husband immediate treatment and would do anything to communicate the urgency of the situation to the GDC official she finally reached. But to be most effective, she would want to cut out *most* of the details so that her list only had these points:

- Your husband is very, very ill, and is in immediate danger.
- He has a health problem that is severe and has lasted several years.
- His health has gotten very bad over the past few weeks, but he hasn't been able to see the doctor.
- You need help making sure he gets immediate medical attention.

The GDC official will need other details in order to fix the problem, and will ask for them. *But begin the conversation just using the most important points.*

Chapter 2

Keeping Records of Every Phone Call, Letter and Email to the GDC

Whenever you telephone the GDC, or send the GDC a letter or email, keep a record of it. Records like this may be very useful in the future, especially if you have had to make repeated phone calls, write multiple letters, or take your concerns up the chain of command.

■ KEEPING RECORDS OF PHONE CALLS WITH THE GDC

Before You Call, Write down Specific Questions to Ask During the Call, Write Down the Answers You Get.

- What*** steps will be taken to address this problem?
- When*** will such steps be taken?
- When*** can you expect to see results?
- What*** should you do if you do not see results in the promised time period?
- What*** follow-up measures will be taken to insure results?
- When*** can you expect to speak again with the administrator about the problem?
- Who*** do you need to call next if the person you're talking to can't help you?
- What*** are the reasons the person you're talking to can't help you? (For example, does the person you're speaking with not have the authority to make the decision you need?)

Whenever You Make a Phone Call to the GDC, Write Down:

- The date and time you made the call.

- The name of the person who answered the phone in the warden's office, the deputy warden's office or the Central Office in Atlanta.
 - If that person was helpful, you can ask for him or her again if you have future problems.
 - If you have questions later about what that person told you, you will know who to call back.
- The answers to your questions

If you have to leave a message, write down:

- The time and date that you left the message
- The name of the person who took the message
- A summary of what you said in the message
- The date and time your call was returned
- Ask when you can expect to have your call returned and write it down

If the Person You Need to Speak with Will Be Away Two or More Days:

- Ask the name of the person who is next in command and how to reach him or her

■ KEEPING RECORDS OF LETTERS AND EMAILS

- Never send your only copy of any document to the GDC. Make another copy first.
- If you send a letter, keep a dated copy in your records
- If you send an email, print out it out and keep the hard copy for your records
- When you get a letter from the GDC, write down the day you got it
- When you get an email from the GDC, print it out and keep the hard copy for your records

Chapter 3

The GDC Chain of Command

Unless you have an emergency, start at the bottom of the chain of command to solve the problem or get information. The chain of command at the GDC is similar to the chain of command in the military. At the bottom are the people with less rank, or power. The higher one goes in the chain, the more power the person has.

■ WHAT IT MEANS TO GO UP THE CHAIN OF COMMAND, AND WHY YOU SHOULD DO IT

Going up the chain of command means going to each person's boss or supervisor.

➤ For example, if you try to reach the counselor, but he or she won't call you back, you would contact the Chief Counselor, then the Deputy Warden of Care and Treatment, and so on, until you get an answer to your question or have the problem resolved.

Using the chain of command might help prevent GDC staff from getting defensive.

➤ GDC staff at all levels are less likely to help you if they feel defensive. One thing that makes GDC staff defensive is when families call a staff member's boss before trying to talk to that staff member directly.

Using the chain of command will pay off if you have to go high up to solve your problem.

➤ If you go up the chain of command, you can say that you did everything you could to solve the problem by going to staff at the local level (in other words, at the prison). Otherwise, you may get the "run around" and end up having to go up the chain anyway.

■ OVERVIEW OF THE “CHAIN OF COMMAND” AT THE GDC FROM THE PRISON UP**The Order of the GDC Chain of Command is:**

1. **Prisoner’s Counselor:** The first person to contact in solving a problem or asking a question.
2. **Chief Counselor:** The Counselor’s boss, and who you would call next if you can’t reach the Counselor, the Counselor won’t call you back, or you disagree with the Counselor’s decision.
3. **Deputy Wardens:** The “department heads” for the prison. They are the Deputy Warden for Care and treatment, the Deputy Warden of Administration, and the Deputy Warden of Security. See below for which one to call for what problems.
4. **Warden:** The “boss” at the prison, supervising all prison staff.
5. **Assistant Facilities Division Director:** Part of the team in the Central Office in Atlanta which handles serious problems in prisons.
6. **Facilities Division Director:** The “boss” of the Regional Directors, and all staff in every prison.
7. **Assistant Commissioner:** The second-in-command of the entire GDC
8. **Commissioner:** The “chief executive officer” of the entire GDC, the highest ranking person in the agency

NOTE:

The chain of command for health care concerns is different. See page 43 of this handbook for the chain of command for health care concerns.

Chapter 4

Non-medical Questions or Problems: Who to Call for What

To solve problems that are not emergencies or related to medical care, go up the chain of command, beginning with the counselor. The role of each person in the chain of command is described below, as well as the specific problems each would address.

■ **THE COUNSELOR:**

**Call for Almost Any Problem Your Loved One
May Have**

The Counselor is the first person a prisoner or his or her family members should contact for almost any non-emergency question or concern.

➔ If the Counselor tells you he or she can't do anything to help you, ask who is the person who can.

Call the Deputy Warden for Care and Treatment at the Prison to find your loved one's counselor

➔ Call your loved one's prison and ask for the Deputy Warden for Care and Treatment. Someone in that office can tell you who your loved one's Counselor is and how to reach him or her.

The Counselor's role is to guide the prisoner when he or she first comes into the system, and throughout the prisoner's sentence.

➔ The Counselor's job includes:

- Adding names to the prisoners' phone and visitation list
- Providing stamps if the prisoner can't afford them

- ❑ Lining up mental health treatment for the prisoner, if he or she needs or wants it.
- ❑ Giving out grievance forms whenever the prisoner asks for one

■ CHIEF COUNSELOR

If the Counselor Doesn't Solve the Problem or Doesn't Return Your Calls

The Chief Counselor is the highest ranking Counselor in the prison.

➔ The Chief Counselor supervises what each counselor does.

To find the Chief Counselor, call the Deputy Warden for Care and Treatment.

➔ Call your loved one's prison and ask for the Deputy Warden for Care and Treatment. Someone in that office can tell you who the Chief Counselor is and how to reach him or her.

■ DEPUTY WARDEN FOR CARE AND TREATMENT

If The Chief Counselor Doesn't Solve The Problem or Doesn't Return Your Calls

Questions or Problems about Programs and Healthcare (for Healthcare, see page 41 in this handbook.)

The Deputy Warden of Care and Treatment supervises the Chief Counselor and all other Counselors in the Prison.

➔ If you are unable to reach the Counselor or Chief Counselor, or if neither solve the problem, call the Deputy Warden for Care and Treatment.

The Deputy Warden of Care and Treatment is the department that does programming and coordinates health care services

➔ The Deputy Warden of Care and Treatment may tell you to call the Inmate Care Concerns Coordinator (see page 42). But this is a good place to start.

➤ Call the Deputy Warden of Care and Treatment if you want to know about the programs offered at the prison.

■ **DEPUTY WARDEN OF SECURITY**

Problems or Questions about Visitation

The Deputy Warden of Security supervises visitation.

➤ The Deputy Warden of Security is the office to call if you had trouble at visitation, including rude or disrespectful treatment from an officer during visitation.

NOTE:

If you are poorly treated during visitation, ask to see the Shift Supervisor, right away. If your problem isn't resolved by the Shift Supervisor that day, call the Deputy Warden of Security on the next working day.

■ **DEPUTY WARDEN OF ADMINISTRATION**

Problems about a Prisoner's Store Account or a Personal Property

Questions or Problems with Mail and Packages

The Deputy Warden of Administration supervises prisoner accounts and the mail room.

➤ All questions about what you can send in the mail, and any problems with a prisoner getting his or her mail, should go to the Deputy Warden of Administration.

If your loved one has been transferred to a new prison, call the Deputy Warden of Administration for rules about packages to be sure they aren't different from the old prison.

➤ There may be "Local Operating Procedures" (LOP) that say you can't send packages the same way as you are used to.

If your loved one has been transferred, and is missing some of his or her personal items, call the Deputy Warden of Administration at the old prison and the new prison.

➔ The old prison may tell you to call the new prison, and the new prison may tell you to call the old prison. Count on calling both.

■ **THE WARDEN:**

Any Emergency That Threatens a Prisoner's Well Being

Safety Concerns

Family Emergency

Funeral

Questions about a Prisoner in Segregation (The Hole)

Private Issues

Any Problem or Question Not Resolved or Answered by Other Staff

The Warden is the highest ranking staff person in the prison, and is charge of everything that happens there, and of everyone who works there.

The best time to call the Warden is *before 8 a.m. and after 1 p.m.* Between 8 a.m. and 1 p.m. the Warden spends his or her time inspecting the dorms.

Contact the Warden When There Is Any Type of Emergency Situation:

Funeral:

Compassionate leaves are requested through the Warden. There is no automatic denial based solely upon crime. Sex offenders and life sentenced prisoners much be approved by Pardons and Paroles in addition from the Warden. Keep in mind that institutional behavior is a large factor in the Warden's decision.

Contact the Warden When There Is Any Type of Emergency Situation with Your Loved One's Well Being:

This includes:

- You believe your loved one is being threatened by corrections officers or other prisoners.
- You believe that corrections officers or other staff have already harmed your imprisoned loved one through the use of too much force or other wrong doing.
- You believe that your imprisoned loved one has been sexually assaulted or is in danger of being sexually assaulted by staff members or other prisoners.
- You believe that the mental health of your loved one puts his or her safety at risk.
- You have information about your loved one's personal situation which is putting your loved at risk, and which you don't believe the Warden knows about

Additional Reasons to Call the Warden:

- There is a family emergency that your loved one needs to know about right away
- You want permission for a prisoner to visit a terminally ill member of the immediate family or to attend the funeral of an immediate family member
- You have questions about a loved one who is in "the hole" (segregation)
- There is a special issue that is private, and you don't want to tell all the people in the chain of command
- No other staff in your loved one's facility has answered your questions or solved your problem
- You haven't been able to reach the other staff in the chain of command, or they haven't returned your calls
- When you are not sure who would be the proper person to contact at the facility about your concern.

**■ ASSISTANT FACILITIES DIVISION DIRECTOR AND
FACILITIES DIVISION DIRECTOR**

Any Emergency That Threatens a Prisoner's Well Being

Private Issues

Family Emergency

If You Haven't Been Able to Reach the Regional Director or Warden

The Regional Director or Warden Has Not Solved Your Problem or Answered Your Questions

The Facilities Division Director and his or her assistant is in charge of everything that happens in every GDC facility in the state.

➔ The Facilities Division takes care of daily operations of all the GDC facilities, and the admission, classification, assignment, security and care and treatment of for all Georgia prisoners.

Try contacting the Assistant Facilities Division Director first.

➔ He or she will usually be able to address your problem or question

Contact the Facilities Division Director and His or Her Assistant When There Is Any Type of Emergency Situation that Threatens Your Loved One's Well Being:

This Includes:

- You are concerned that your imprisoned loved is being threatened by corrections officers or other prisoners.
- You are concerned that corrections officers or other staff have harmed your imprisoned loved one through the use of too much force or other wrong doing.
- You are concerned that your imprisoned loved one has been sexually assaulted or is in danger of being sexually assaulted by staff members or other prisoners.

- You are concerned that the mental health of your loved one puts his or her safety at risk.
- You are concerned that there is any other situation unknown to the Warden and his or her staff that is putting the safety of your imprisoned loved one at risk.

Other reasons to contact the Assistant Facilities Division Director:

- There is a family emergency that your loved one needs to know about right away
- There is a special issue that is private, and you don't want to tell all the people in the chain of command
- The Warden have not answered your phone calls or letters.
- The Warden, his or her staff have been rude or indifferent in response to your concerns.
- The Warden has not answered your questions or solved your problem
- When you are not sure who would be the proper person to contact about your concern.

Contact the Facilities Division Director and his or her assistant at:

Brenda Murrell
Facilities Division, Director
2 Martin Luther King Jr. Dr.
652 Twin Towers East
Atlanta, Ga. 30334
404-656-2809

■ ***The COMMISSIONER AND HIS OR HER ASSISTANT***

When No One Else in the GDC Has Been Able to Answer Your Question or Solve Your Problem

Assistant Commissioner

The Assistant Commissioner is appointed by the Commissioner and is second in command of the GDC. The Assistant Commissioner acts as the Commissioner and is in charge of commanding the GDC when the Commissioner is away.

Commissioner

The Commissioner is appointed by the Governor. He or she is the chief executive of the GDC and is responsible for the overall management, administration and operation of the agency through the Assistant Commissioner and other senior management staff.

The Commissioner and Assistant Commissioner can be contacted at:

James Donald/ Brian Owens
Executive Office
2 Martin Luther King Drive
866 Twin Towers East
Atlanta, Ga. 30334
404-656-6002

NOTE:

The Commissioner rarely gets involved in decisions that belong in the Facilities division. In general, the Assistant Commissioner and the Commissioner prefer to let the Facilities Division staff use its judgment to resolve problems with individual prisoners.

■ WHO TO CONTACT FOR ISSUES OR QUESTIONS RELATED TO COUNTY CAMPS, THE PRISON PHONE SYSTEM AND INTERNAL AFFAIRS

County Camps:

County Camps are facilities that are operated by the county, and which are paid by the state to house state prisoners. Because each County Camp has a contract with the GDC, County Camps are run using the same standards, rules and operating procedures that are used at state prisons.

For questions or concerns about prisoners in County Camps, contact:
State County Camp Supervisor, Peggy McBrayer, 404-656-6132

Prison Phone System:

For questions or concerns about the prison phone system, contact:
Phone System Management Specialist, Lewis Hauk, 404-463-3598

Internal Affairs (See page 49)

Director of Professional Standards, Derrick Schofield, 404-656-6002

Chapter 5

What to Do If Your Phone Calls, Letters or Emails Aren't Returned or Answered

In public meetings with family members, GDC administrators have told families and friends of prisoners that if someone they've called in the GDC does not respond, they should move on to the next in command. If they still receive no satisfaction, families should contact the Facilities Director, or even the Commissioner.

If your calls, letters or emails aren't returned, don't give up. Nothing will change if we stop raising our voices.

■ IF YOU LEFT A PHONE MESSAGE AND HAVEN'T BEEN CALLED BACK

Call back, and ask for the person who took your message.

➔ If you don't remember the date you left the message or the name of the person who took it, just say that you left a message a day or two ago, and haven't been called back.

Tell the person the date you called, if you remember, and that you have not yet received a call back.

If you are told again that the warden or other administrator is still not available:

➔ Ask if there is anyone else who can assist you. If there is not, and you feel comfortable doing so, leave another message.

➔ If you do not want to leave another message, contact the next in command.

■ IF YOUR LETTERS OR EMAILS HAVE NOT BEEN ANSWERED

1. Call the office of the GDC staff person you sent the letter or email to.
2. Explain to the person who answers the phone that you sent a letter or email and haven't gotten a response.
 - ➔ Tell the staff person when you mailed the letter or sent the email.
3. Ask to have the problem resolved now.
4. If the person you sent the letter to is not there, and you're asked to leave a message, ask when you can expect to get a call back, and make a note of that in your records.

■ GO TO THE NEXT PERSON IN THE GDC CHAIN OF COMMAND IF YOU ARE NOT ABLE TO REACH THE PERSON YOU NEED

As a general rule, if you don't have any luck getting a hold of one staff member, continue up the chain of command, as described on page 34.

■ REMEMBER: YOU ARE ENTITLED TO AN ANSWER

You are a tax-paying member of the public. The taxes that come out of your pay check go to the salaries of GDC staff, as well as the revenue you make for them with collect calls and vending machines.

The GDC is accountable to the public for the health and safety of every prisoner. Not only are you a prisoner's family member, but you are also a member of the public who deserves an answer from this public agency.

Chapter 6

Who to Call and What to Do about Health Care Questions and Concerns

The medical care of imprisoned loved ones is one of the things families worry about most. It is also one of the most frustrating. Prison medical care is not the kind of care we would want for ourselves, and *not* what we want for our loved ones. It is also very hard to get information, or to reach the people who have power to make medical decisions, or to change the medical treatment a loved one is getting.

For Medical Emergencies: Go directly to the Warden, the Director of Health Care Services, or the Human Resources Division Director (see below).

■ THE CHAIN OF COMMAND FOR HEALTH CARE ISSUES

NOTE:

Specific information about a prisoner's medical care, such as the results of blood work and other tests, *will not* be given to family members over the phone. The only way to get specific medical information is for a prisoner to give a signed release to the GDC, and then records are *mailed*. (See page 45 for information about the signed authorization.)

The Chain of Command for Health Care Issues Is:

1. **Health Services Administrator:** Takes care of the day to day business of health care at the prison. ***The Health Services Administrator is not a physician and cannot change a prisoner's treatment plan, or order a treatment plan.*** Call the office of the Deputy Warden of Care and Treatment to find out how to reach the Health Services Administrator at your loved one's prison.

➡ The Health Services Administrator can answer most questions about the medical care of the prisoners in that facility, such as the name of and how to reach the prisoner's doctor.

➡ If you can't reach the Health Services Administrator, contact the Inmate Health Care Concerns Coordinator or the Director of Health Care Services (see below).

Keep in mind that the Health Services Administrator will not give out specific medical information regardless of whether there is a signed release from the prisoner.

2. **Deputy Warden of Care and Treatment** (at the prison): Supervises the counselors, and is in charge of programming and health care services at the prison.
3. **Inmate Health Care Concerns Coordinator:** Is responsible for answering questions from families, attorneys and other advocates about prisoners' health or medical treatments. ***The Inmate Health Care Concerns Coordinator is not a physician and cannot change a prisoner's treatment plan, or order a treatment plan.***

The Inmate Health Care Concerns Coordinator is Annette Anderson, 404-656-4601

Contact the Inmate Health Care Concerns Coordinator:

➡ In the event of an emergency.

➡ If you have questions about your loved one's treatment, or if you want to reach your loved one's doctor.

➡ If you want to reach the Medical Director.

Keep in mind that the Inmate Health Care Concerns Coordinator will not give out specific information will not give out specific medical information regardless of whether or not there is a signed release from the prisoner.

4. **Medical Director:** Chief physician at the GDC. The Medical Director is Dr. Joseph Paris.
 - ➡ Since the Medical Director is usually in the field, visiting GDC facilities, it is easiest to contact him through Inmate Health Care Concerns Coordinator or Director of Health Care Services.

Keep in mind that the Medical Director will not give out specific medical information, regardless of whether or not there is a signed release from the prisoner.

5. **Director of Health Care Services:** Supervises the Inmate Health Care Concerns Coordinator and the Medical Director, and is in charge of all administrative aspects of delivering health care to prisoners in all GDC Facilities. Also answers questions for families who have concerns about their loved ones health care. ***The Director of Health Care Services is not a physician and cannot change a prisoner's treatment plan, or order a treatment plan.***

The Director of Health Care Services is Bill Kissell, 404-657-8237

Contact the Director of Health Care Services:

- ➡ In the event of an emergency.
- ➡ If you have questions about your loved one's treatment, or if you want to reach your loved one's doctor.
- ➡ If you want to reach the Medical Director.
- ➡ If your loved one has been transferred and is not getting the medication or other treatment he or she was getting at the old prison.

Keep in mind that the Director of Health Care Services will not give out specific medical information regardless of whether or not there is a signed release from the prisoner.

6. **Human Resources Division Director:** The Human Resources Division supervises health care services to all GDC facilities. ***The Human Resources Division Director is not a physician and cannot change a prisoners' treatment plan, or order a treatment plan.***

The Human Resources Division Director is Cindy Scweigart, 404-656-4603

➡ Call the Human Resources Division Director for emergencies, or if you need further help after speaking with the Medical Director or the Director of Health Care Services.

Keep in mind that the Human Resources Division Director will not give out specific medical information whether or not there is a signed released from the prisoner.

■ GDC POLICY ON RELEASING MEDICAL INFORMATION TO FAMILY MEMBERS

Families of prisoners can only get medical information about a loved one if the prisoner signs an authorization to release medical records.

- ❑ The release has to say which records the prisoner wants the family member to have.

For example:

Blood test results from a certain period of time
Medication records from a certain period of time
Records pertaining to a particular surgery

- ❑ The prisoner writes and signs a release, then gives it to his or her counselor. The counselor gives the release to the prison's Health Services Administrator, who gives it to the office of the Deputy Warden of Care and Treatment to make copies of the records and send them to the family member.
- ❑ The release can be handwritten by the prisoner, and go like this:

:

To whom it may concern:

I authorize the Georgia Department of Corrections to send my medical records about (my medications over the last year; blood test results over the last two years; etc.) to:

*Family member's name
Family member's address
Family member's telephone number*

*Signed,
(Prisoner's Signature)
(Prisoner's name)*

Families have to pay for their loved one's medical records.

- ❑ Families are billed for the cost of making the copies and to pay for the staff time it takes to get the records together.

Families can only get their loved one's specific medical information through the mail.

- ❑ Families cannot call the GDC and get specific medical information over the phone, even when a release has been signed by the prisoner for two reasons:
 1. Protecting the prisoner's privacy: There isn't any way for the GDC to verify if the person on the phone is really the person who was authorized to get the medical information.
 2. The number of prisoners is too many for the GDC to handle family questions about medical care over the phone.

■ GDC POLICY ON NOTIFYING FAMILIES OF A LOVED ONE'S MEDICAL CRISIS

The GDC won't contact prisoners' families about a medical crisis unless the prisoner is about to die.

➔ Much of the time, a prisoner's family finds out that a loved one has an emergency medical problem only when another prisoner calls to tell them. This can be true even when a prisoner:

- ❑ Is facing emergency surgery
- ❑ Has been seriously injured in an assault by guards or other prisoners
- ❑ Has been seriously hurt in a fall or other accident
- ❑ Is seriously or critically ill

Families are not notified of a medical crisis even if the prisoner has turned in a signed authorization to release medical records.

➔ The signed release only applies to records mailed to prisoners' families.

WHAT TO DO IF YOU LEARN THAT A LOVED ONE HAS HAD A MEDICAL CRISIS:

- ❑ Call the prison and ask for the Health Services Administrator, the Deputy Warden for Care and Treatment or the Warden.
- ❑ You should be able to find out how your loved one is doing and general information about what happened, but no specifics.

- ❑ If you have trouble getting information, contact the Director of Health Care Services at 404-656-4601

■ GDC POLICY ON TREATMENTS GIVEN OR RECOMMENDED BY DOCTORS IN THE FREE WORLD.

The GDC Policy Is That Free World Doctors Are Only Consultants to the Prison Doctor, Who Is the Prisoner's Primary Care Physician, and the Only Person Who Is Authorized to Make Treatment Decisions for All Prisoners.

What this means:

- ❑ Instructions from free world doctors, both in offices and in hospitals do not have to be followed by prison doctors if they don't think the instructions are necessary.
- ❑ Treatments a prisoner was getting in the free world do not have to be continued by prison doctors, if the prison doctor doesn't think the treatment is necessary.

Chapter 7

The Office of Professional Standards: Staff Misconduct, Internal Affairs, and Special Investigations

The GDC Office of Professional Standards has three units that investigate allegations of staff misconduct. The branches are:

Inmate Affairs: Conducts the investigations when a prisoner appeals the decision made on a grievance.

Internal Affairs: Conducts investigations into serious incidents that are possibly the result of staff misconduct.

Examples:

- Guard brutality
- Assaults by prisoners on prisoners that may have happened because of staff negligence
- Accidents that may have resulted from staff non-compliance with Standard Operating Procedures.

Special Investigations: Investigates allegations of staff sexual misconduct

The Office of Internal Affairs does not discipline staff who are found guilty of misconduct. Instead, the information is passed along to other divisions, such as the Legal Division and the Human Resources Division for action.

■ HOW INVESTIGATIONS ARE STARTED

Investigations by the Internal Affairs or Special Investigation Units are usually initiated by prison officials (such as the Warden or Deputy Wardens) at the facility where the incident occurred.

Investigations can also be initiated by a family member or other person outside the GDC.

■ NOTIFICATION TO PRISONERS OF INVESTIGATION FINDINGS AND ACTIONS

Prisoners are notified of the end result of Special Investigations, but not of Internal Investigations. The number of complaints processed by the Internal Affairs Unit is so large that the staff is unable to notify every prisoner of every outcome.

■ HOW TO FIND OUT THE STATUS OF AN INVESTIGATION

Family members can find out the status of an investigation:

- If the investigation has begun
- If the investigation has been finished
- Whether the allegations were substantiated and staff misconduct was found

Family members may or may not be told details of the investigation, depending on the circumstances and the judgment of the Director and his staff.

To find out the status of an investigation:

Contact the **Director of Professional Standards**, Derrick Schofield
Mr. Schofield can be reached at:

2 Martin Luther King, Jr., Drive
Room 866, Twin Towers East
Atlanta, Ga. 30334
404-656-6002

Chapter 8

Transfers: the Process and What a Prisoner Has to Do

In order for a prisoner to get a transfer, the prisoner has to start the process by requesting the transfer first. Unless a prisoner is in danger, a family member cannot start the process to request a transfer.

■ WHICH PRISONERS ARE ALLOWED TO ASK FOR A TRANSFER

To qualify for a transfer a prisoner must:

- Have been in his or her current facility for a year
- Not have gotten any disciplinary reports (DR) in the last six months

The only reason a prisoner might get a transfer without those conditions is if he or she is in danger from being hurt by guards or other prisoners.

IF YOUR LOVED ONE IS IN DANGER, contact the Warden or Facilities Division Director for help. (See page 34 in this handbook.)

■ STEPS IN THE TRANSFER REQUEST PROCESS

Step 1: The prisoner asks his or her Counselor for a transfer request form.

- The prisoner, not his or her family, must begin the process.

Step 2: The Counselor decides if he or she will recommend a transfer for the prisoner.

- The Counselor does not have to give the prisoner a transfer request form if he or she doesn't think the prisoner should get a transfer.

- If the Counselor does not want to recommend the prisoner for a transfer, he or she does not give the prisoner a transfer request form.

Step 3: If the Counselor decides to recommend the transfer, he or she gives the prisoner a transfer request to fill out.

Step 4: The Counselor gives the completed transfer request form to the Chief Counselor.

Step 5: The Chief Counselor decides if he or she will recommend a transfer for the prisoner.

- If the Chief Counselor decides against* recommending a transfer, the process stops and the prisoner is denied.
- If the Chief Counselor decides in favor* of recommending a transfer, he or she takes the request to the prison's Classification Committee.

Step 6: The Classification Committee decides if the prisoner's transfer should be recommended.

- If the Classification Committee decides against* the prisoner's transfer, the process ends there and the transfer is denied.
- If the Classification Committee decides in favor* of the prisoner's transfer, the process ends there and the transfer request is sent to Prisoner Administration and Classification Department in Atlanta.

Step 7: The Prisoner Administration and Classification Department looks at their own records for the prisoner, which might include material that the prison did not know.

Step 8: The Prisoner Administration and Classification Department approves or denies the transfer.

To find out why the request was denied:

The reason is put in the prisoner's record. To find out the reason, the prisoner or his family must ask the Counselor or Chief Counselor why

There is no process for appealing the decision if the request is denied.

Questions and Concerns should go to Classification and Transfers Director, at 404-656-4987.

Chapter 9

Standard Operating Procedures and How to Find Them

Many families and friends of Georgia prisoners who call the GDC to ask a question or express a concern are told that the treatment of their loved ones and themselves is a matter of the agency's Standard Operating Procedures (SOP). All GDC business is supposed to be done according to SOPs, which are the rules by which the GDC usually functions.

Families and friends of prisoners who question the procedure spelled out in an SOP will usually be told that the SOP is the final authority and is not open to discussion.

■ ABOUT STANDARD OPERATING PROCEDURES

Each Division in the GDC Writes Its Own SOPs

➡ For example, all SOPs for prisons, county camps, boot camps, and so on are written by the Facilities Division. All procedures about employees, such as safety on the job or health benefits, are written by the Human Resources Division.

SOPs Are Not Laws. It Is *Not* Illegal for the GDC Not to Follow Its Own SOPs.

➡ The SOPs are meant to make the GDC run more smoothly, and can be ignored or changed at will if the person in charge thinks he or she has a good reason to do so.

➡ The GDC cannot be sued for not following its SOPs.

➡ There are no legal actions that can be taken against the GDC when it has not followed one of its SOPs.

The GDC Has Complete Control over its SOPs and Can Re-write Them at Any Time.

➔ Since SOPs are written by the GDC itself, the GDC needs no outside authority to re-write any of its SOPs.

Local Operating Procedures (LOPs) Come about When a Warden Feels His or Her Facility Would Run More Smoothly Another Way.

➔ If a warden feels that his or her facility has special circumstances that are not served by an SOP, he or she can request permission to develop an LOP.

■ WHERE TO GET SOPs

To get a copy of an SOP, contact the Policies and Procedures Administrator in the GDC Legal Division by phone, mail or email at

Policies and Procedures Administrator
Georgia Department of Corrections
2 Martin Luther King, Jr., Drive, SE
870 Twin Towers East
Atlanta, Ga. 30334
404-656-0893
info@dcor.state.ga.us

If you are not sure which SOP to request for your particular question contact the Policies and Procedures Administrator at the above phone and address. The Policies and Procedures Administrator can help you figure out which SOP you need.

■ WHERE TO GET LOPs

To get a copy of an LOP, contact the Warden at your loved one's facility. If your request is refused, contact the Policies and Procedures Administrator at 404-656-0893.

■ WHO TO CALL WITH QUESTIONS ABOUT SOPs

Contact the Policies and Procedures Administrator, Jim Allen at 404-656-0893 if:

- The SOP/LOP you get is hard to understand
- If the answer to your question isn't clear after you read the SOP/LOP
- If you have any other questions at all about an SOP or LOP

■ HOW TO WRITE A FREEDOM OF INFORMATION REQUEST

If you are told to make a Freedom of Information Act Request for the SOP or LOP you want, use the following form:

Date

Policies and Procedures Administrator, Legal Division
Georgia Department of Corrections
2 Martin Luther King, Jr. Drive, SE
Atlanta, Ga. 30334

To Whom It May Concern:

In compliance with the Georgia Open Records Act, I am writing to request a copy of the Georgia Department of Corrections Standard Operating Procedures that pertain to *(insert your concern, such as visitation, sending packages to the prison, adding a person to an prisoner's phone list, etc)*. Please notify me immediately if there will be a charge for these documents.

Thank you,

(Your Name, address and phone number)

★★★ Caution! ★★★

Before sending an SOP or LOP to your imprisoned loved one, check with the Warden of his or her facility to be sure that the SOP or LOP would not be considered contraband in the hands of an prisoner. Otherwise, your loved one could be punished for having that SOP or LOP!

Part Two

Actions for Change: What You Can Do



Chapter 10

When You Hit a Dead End: the Limitations of Individual Action

Advocating as an individual for an imprisoned loved one have a chance of getting some important things done. You might help a loved one who is in danger get a transfer. You might get an emergency medical problem addressed sooner. And you might get information about important things such as what can be sent to a prisoner by mail, or what you can bring in with you to visitation.

But as most prisoners' families know, advocating as an individual has big limitations. Eventually, nearly all prisoners' families hit a dead end in their attempts to change prison conditions for their loved ones.

■ WHAT YOU CANNOT ACCOMPLISH ON YOUR OWN

Getting around a final answer of “No.”

- ➡ When the final answer is No, there isn't any where you can go or anything you can do to change the decision. You can't get a court order, you can't go the Governor, and you can't go to your state representative or senator.
- ➡ However well you follow the chain of command and no matter how much information you have about how the GDC works, there will come a time when you get a final decision that makes no sense, or is wrong and unfair. And nothing can be done about it.
- ➡ When one family stands against the GDC, the GDC has all the power and can make any decision it wants.

Solving the *real* problem

- ➡ The real problem isn't that your loved one isn't getting enough to eat or that your phone bills are so high you can't afford them anymore. The *real* problem is a society that doesn't know and doesn't care about what happens to prisoners.

The *real* problem is that this state uses the System to solve social problems. The *real* problem is a System that makes money off keeping human beings in cages. The *real* problem is that the System is unfair and unjust.

➡ The real problem is with the System itself. One person working by him or herself isn't going to be able to do anything about the System.

Making lasting changes for the better

➡ Individual advocacy only solves the problem of the moment. When the next problem comes around, one has to begin all over again, and the same goes for the next problem, and the next.

➡ Individual advocacy does not prevent other problems in the future.

Improving conditions for everyone, now and in the future

➡ Individual advocacy only makes things better for the individual and his or her loved one, not for anyone else. The same problem happens to countless other prisoners and their families.

➡ Prisoners whose families don't know how to advocate, or who have no family to stand up for them, will still have the problem you solved for your loved one.

■ THE SOLUTION: ORGANIZING

The Problem:

The limitations of individual advocacy have to do with the limited power of Individuals working alone.

The Solution:

The solution is for families of prisoners to join together as an organized group, and speak with one powerful voice. As an organized group, prisoners' families have the power to make demands for real change, for all prisoners and their families, not just one or two here and there.

■ WHAT ORGANIZING CAN DO

As an organized group, prisoners' families can:

- Make Demands for Real Change** and *Win* Each One of Those Demands

- ❑ **Create a System That Brings Justice to Everyone**, No Matter How Much Money a Person Has, or What that Person's Skin Color Is.
- ❑ **Elect Public Officials That Will Pay Attention to Social Justice Issues**, and Support Laws That Reduce Our State's Over-reliance on Incarceration
- ❑ **Force the GDC to Be Accountable to the Public** for the Health and Safety of Every Single Prisoner in Georgia
- ❑ **Prevent the Corrections Industry from Making a Profit** off Prisoners and Their Families.
- ❑ **Bring the Power Back Where it Belongs: To the People!**

■ HOW TO GET INVOLVED

Participate!

In the movement of prisoners' families working for justice, there is something for everyone to do, big and small. Starting on the next page, we talk about many things you can do to get involved. Read them over and find what looks good to you. Then contact Fairness for Prisoners' Families and start making a difference.

Contact:

Program Coordinator
Fairness for Prisoners' Families
Georgians for Equal Justice
c/o 83 Poplar Street, NW
Atlanta, Ga. 30303
404-681-5576
fairness@gejustice.org

Chapter 11

How to get involved with Fairness for Prisoners' Families

Fairness for Prisoners' Families provide several ways to participate and be involved, from communicating with other prisoners' families to talking to state legislators about important issues. Here are a few of these opportunities.

■ GEORGIANS FOR EQUAL JUSTICE EMAIL ACTION NETWORK

Georgians for Equal Justice regularly sends action alerts, news articles about Georgia's criminal justice system, and announcements of events from our coalition partners. It's a great way to keep up to date on the social justice work around the state.

➔ What You Can Do:

Subscribe! To subscribe to the Georgians for Equal Justice Email Action Network, send an email to gejustice-subscribe@yahoogleroups.com.

■ FAIRNESS FOR PRISONERS' FAMILIES BI-MONTHLY NEWSLETTER

To help families of prisoners across the state get the latest information and stay connected with one another, the Fairness program puts out a bi-monthly newsletter with announcements, reports of past meetings and events, writings by prisoners' families and information about the criminal justice system in Georgia.

➔ What You Can Do:

1. **Send in Something You've Written to Go in the Newsletter:** Prisoners' families are the people who make this newsletter go! Contribute something you've written to the Newsletter, such as your thoughts on justice, an experience you've had relating to visitation or anything else related to your loved one's imprisonment, poetry, or a letter to the editor.

You don't have to be a prize-winning writer or anything—what's important is that it come from the heart!

2. **Send in Your Ideas for Things to Go into the Newsletter:** Is there something you would like to see in the Newsletter? What do you think would be helpful or interesting to prisoners' families? Don't keep your ideas to yourself—let us know!
3. **Hand out the Newsletter to People in Your Faith Community, Your Neighborhood, or Community Center:** Anywhere you think people who need to know about us is a great place to hand out the Newsletter. Let us know and we'll send you plenty, plus pitch in to help give them out.

To receive the newsletter, contribute to the newsletter or give away the newsletter, contact us at 404-681-5576 or email fairness@gejustice.org.

■ FAIRNESS FOR PRISONERS' FAMILIES EMAIL LISTSERV

For prisoners' families with computers there is a special email Listserv especially for people with imprisoned loved ones in Georgia. The Listserv is used to share support, information and ideas. At present, the list membership is restricted to those who have a loved one incarcerated in Georgia to better create a safe and supportive space.

➔ What You Can Do:

1. **If You Have a Computer, or Have Access to One, Join Up!** The more people who subscribe, the more connections can be made among people with imprisoned loved ones in Georgia. The website for the list can be viewed at: <http://groups.yahoo.com/group/fairness2families>.
2. **Volunteer to Be a “Connector” Between People on the LISTSERV and Those Who Don't Have a Computer:** Are there people in your community or who visit your loved one's facility who don't have a computer? You can print out things you think are interesting, and hand them out.
3. **Volunteer to Edit or Write Summaries of the Month's Postings to Go into the Newsletter:** This is a great way to help prisoners' families with and without computers all over the state to stay connected.

To join the list, send an email to fairness2families-subscribe@yahoogroups.com.

■ PROVIDING “HARD TO GET” INFORMATION TO PRISONERS' FAMILIES

There is a lot very important information that prisoners' families need to have that the Georgia Department of Corrections (GDC) makes no effort to provide. We have developed this Advocacy Handbook to help families know what to do, and have also developed a Parole Handbook to give families clear, straightforward information about the parole consideration process.

➔ **What You Can Do:**

- 1. Contribute to a “Newcomer’s Corner” Column in the Newsletter:** Your experience is very valuable, and can be used to help save others a lot of pain and confusion. Write down the things you wish you had known when your loved one first came into the Georgia prison system. Send it in to be added to a “Newcomer’s Corner” column in the Newsletter.
- 2. Contribute to a “Newcomer Orientation Packet”:** Since the GDC fails to give new families and friends of prisoners any type of orientation or information, it’s up to all of us. What do you think should go into a Newcomer Orientation Packet? Let us know. You’re the experts!
- 3. Write down the “Local Operating Procedures” at Your Loved One’s Facility:** You know better than anyone that figuring out the “Local Operating Procedures” at any facility can be a nightmare, especially the “unofficial” ones. Write down what you’ve noticed are local procedures that families new to the facility need to know. Then share them with new people you see at visitation, or send it in to be put in the Newsletter.

■ ORGANIZING FOR ACTION WORKSHOP SERIES

Prisoners' families know the Truth about Georgia's criminal justice system, and understand that real, lasting changes for justice means they must change the balance of power between themselves and the institutions of criminal justice. The way to do that is to organize for strength.

Fairness for Prisoners' Families, working with other Georgians for Equal Justice coalition partners, have developed a workshop series that teaches the basics of direct action organizing. The workshop series is called Organizing for Action, and ends with the participants selecting an issue and designing a strategy to WIN!

Organizing for Action was developed to go any where in the state where prisoners' families want to start a local Fairness chapter. *To bring the Organizing for Action Workshop Series to your area, contact us at 404-681-5576.*

➡ What You Can Do:

Ask for the Organizing for Action Workshop Series to come to your area:

We will help you recruit people in your area to attend the workshops and kick off a local Fairness chapter! This is an excellent series that you won't want to miss.

Chapter 12

Legislative Advocacy: Getting Involved in the Decisions Made by Our Elected Officials

The well-being and humane treatment of Georgia prisoners, the lengths of sentences imposed, the provision of qualified and zealous attorneys by the courts for those who cannot afford them, and the collection of fees by the Georgia Department of Corrections (GDC) from prisoners and their families are *all* issues addressed by laws passed by the General Assembly. The Georgia General Assembly (the state Senate and House of Representatives) begins its session each January and meets for a total of 40 days. The session generally ends in March or April.

During the session each year, Georgians for Equal Justice works on legislative advocacy for a number of issues and bills regarding criminal justice. This involves speaking to legislators about issues and legislation; tracking the progress of bills and resolutions through the legislature; attending committee and subcommittee meetings where bills are discussed; arranging opportunities for citizens to give testimony to House and Senate committees and subcommittees on criminal justice issues; and assisting citizens who wish to visit their legislators during the session or contact them by phone and letter.

When the Georgia General Assembly is in session, Georgians for Equal Justice and the Fairness program keep prisoners' families informed about the social and criminal justice issues that are before the legislature. Throughout the session, families write and call their senators and representatives, making their voices heard and promoting decisions that create justice for everyone.

➔ **What You Can Do:**

- 1. Register to Vote:** Georgia senators and representatives get a lot of phone calls and letters, but they only pay attention to the ones coming from voters in their districts! You can make a difference as a registered voter. It's easy and quick to register to vote. Go to www.vote-smart.org to register online. If you don't have a computer, you can get all the help you need, Just give us a call at 404-681-5576.
- 2. Vote!** Now that you're registered, use the power you have in the voting booth.

3. **Participate in Fairness for Prisoners' Families Legislative Advocacy Training and Prisoners' Families Lobby Day:** Each year, Fairness offers a Legislative Advocacy Training which shows how to contact and to talk to state legislators about criminal and social justice issues. We also pre-view the bills going before the Assembly which are of most concern to prisoners and their families, and go over the "talking points" to use when discussing the issues with legislators.

4. **Begin a Relationship NOW with Your State Senator and Representatives:** Prisoners' families who write, phone or visit their representatives and senators in the Georgia General Assembly can make a *big* difference in the laws that effect all prisoners and the people who love them. By raising their voices to their elected officials, prisoners' families can hold their senators, representatives, *and* the GDC to accountability for the care of the massive number of people in Georgia's prisons and jails.

■ HOW TO INTRODUCE YOURSELF TO YOUR STATE LEGISLATORS

Write a letter to your state representative or senator.

Be Sure to Include:

- Your full name and address.**

- Telling your legislator that you are a *constituent* in his or her district.**

➔ **A *constituent*** is a person who lives in the district of a specific elected official. If you live in a person's legislative district you are his or her constituent and you should use this word. Elected officials can only keep their jobs if constituents keep electing them. As a result they pay close attention to what their constituents say. If you are talking or writing to your representative or senator, you should be sure they know that you are a constituent.

Include If You Are Comfortable:

- Telling your legislators that you have a loved one incarcerated in Georgia, and as a result, have become very familiar with issues of Corrections and related criminal justice issues.

➔ **If you don't feel comfortable** saying you have a loved one in the system, just say that you are very interested in the laws and policies that shape Georgia's criminal justice system.

- Offer to be a resource to him or her on issues relating to prisons and other aspects of the criminal justice system. Be sure to give them your contact

information. *(Remember, as someone who has a loved one in prison, you are the expert here!)*

- Let him or her know that you look forward to working with him or her on issues of criminal justice reform (some examples: the funding of the statewide public defender system, juvenile justice, fairness for prisoners and their families, etc)
- Let him or her know that you will be in touch with him or her throughout the session on issues of concern.

■ HOW TO FIND OUT WHO YOUR LEGISLATORS ARE

- Go to www.vote-smart.org. This site also shows the committees of which your legislators are members.
- If you don't have access to the internet, or need additional help locating your legislators, contact the Public Policy Director at The Southern Center for Human Rights: 404-688-1202 or stotonchi@schr.org.

■ WHERE TO SEND YOUR LETTERS

Send your letters to the address shown on the vote-smart website, or you can contact the Public Policy Director at The Southern Center for Human Rights, 404-688-1202. You can also send your letters to the addresses below:

- For Representatives:** All mail for all members of the Georgia General Assembly can be sent to: write or call the Clerk of the House of Representatives:

Clerk of the House
309 State Capital
Atlanta, GA. 30334
(404) 656-5015

- For Senators:** All mail for all members of the Georgia General Assembly can be sent to: write or call the Secretary of the Senate:

Secretary of the Senate
353 State Capital
Atlanta, Ga. 30334
(404) 656-5042

■ GEORGIA HOUSE AND SENATE COMMITTEES

There are many committees in both the House and Senate, each of which is responsible for deciding which bills and resolutions will go to the House or Senate floor for a vote. You can find a list of all the standing committees in the Georgia General Assembly in the Georgia General Assembly Directory (also called the “white book”). The white book also lists the chair, vice-chair and members of all the committees in the Georgia General Assembly. For a free copy of the white book, call the House Information Office at 404-656-5082, or the Senate Information Office at (404) 656-0028.

You can write the chair of any House or Senate committee by sending the letter to the Clerk of the House or the Secretary of the Senate.

State House Committees of Interest to Prisoners and Their Families and Friends

State Institutions and Properties: The State Institutions and Property Committee examines legislation concerning all state property as well as state operated institutions, for example, the operation of the state's correctional facilities.

Appropriations: The Appropriations Committee oversees state spending and the policy and priorities of the state's various agencies and departments. For example, this committee determines how much money the GDC gets for spending on medical, education, and other programs for state prisoners.

Judiciary & Non-Civil : The House Judiciary Committee is a wide ranging committee which reviews and evaluates legislation affecting Georgia's criminal and juvenile statutes.

State Senate Committees of Interest to Families and Friends of Prisoners

State Institutions and Property: This committee focuses on legislation relating to prisoner issues, probation, law enforcement and the Georgia Department of Corrections

Appropriations: Like the same committee in the house, the Senate Appropriations Committee handles bills and resolutions dealing with state spending and monies. The state supplemental and general budgets and any resolution compensating a party for an accident relating to the state must pass through this committee before passage.

Judiciary and Special Judiciary: There are so many legal issues considered by the Senate that two committees are necessary to deal with them. Overall, both committees review and evaluate legislation affecting Georgia's criminal and civil statutes.

Chapter 13

Outreach and Recruitment: Spreading the Word

The families and friends of prisoners often feel alone and isolated. They have no idea that an organization like Fairness for Prisoners' Families exists where they can find others who have had the same experiences and who are working for change. Many families and friends of prisoners are not even aware that they can call the warden at their loved one's facility and ask questions or express concerns. They don't know that coalitions such as Georgians for Equal Justice exist to support the social justice work of families and friends of prisoners.

Outreach is important to help end the sense of isolation and powerlessness shared by many prisoners' families. But it is important for other reasons as well.

■ THE IMPORTANCE OF OUTREACH AND RECRUITMENT

- ❑ **Strength in numbers!** Making real change takes organizing, and organizing takes *people*. As more people join and stand with us, we will have more and more power with which to WIN our demands for justice.
- ❑ **Creating a self-sustaining and vigorous organization.** In order for Fairness for Prisoners' Families to remain an active, effective organization, there must be a steady stream of new members who begin developing themselves as leaders and organizers. Otherwise, the organization will crumble as "old hands" leave.
- ❑ **More resources.** The more people we have the more we will have in terms of resources, such as fund-raising, ideas, enthusiasm, the types of services we can offer each other (such as rides to prison visitation), and leadership.

➔ What You Can Do:

1. **Post Flyers.** Copy the large flyer at the end of this handbook and post it anywhere in your community where it will be SEEN! Put flyers up in neighborhood convenience and grocery stores, libraries, on church bulletin boards, in beauty parlors, barber shops, restaurants and any other public places you can think of.

2. **Give Out “Mini-flyers” at Visitation.** Copy and cut apart the flyers at the end of this handbook that come six and ten to a page. Their small size make them ideal for giving away at visitation. Carry them with you also to give away at church or any other gathering you might attend.
3. **Send Mini-flyers to Your Loved One to Give Away to His or Her Peers.** Everyone knows how fast news spreads in prison. Send a couple of sheets of the mini-flyers to your imprisoned loved one to give out so that other prisoners can let their families and friends know about us.
4. **Join Us in Giving out Flyers at the State Board of Pardons and Parole Visitors’ Day in Atlanta.** The Board of Pardons and Parole hold a Visitors’ Day at its Central Office in Atlanta, from 8:15 a. m. to 4 p.m., on the second Tuesday of every month, except when it falls on a state holiday. This is a great outreach opportunity, since the families who go there for answers usually walk away with nothing, and are eager to find others who want to work for justice. We are there almost every month to talk to these families, give them flyers and handbooks, and getting them involved.
5. **Start Your Own Outreach Project at the Visitors Days Held by the State Board of Pardons and Parole in Macon, Savannah, Valdosta, and Albany.** If you live in any of these cities around Georgia, you can pass out flyers at the Visitors’ Days there. Need support? Call our Program Coordinator at 404-681-5576, and she’ll find people to join you.

The Regional Visitors Days are:

Augusta

2nd Wednesday of each month:

(1:00 p.m. - 6:00 p.m.)

Augusta Parole Office

3132 Wrightsboro Road, Suite A

Augusta, GA.

706-731-7062

Albany

3rd Wednesday of each month

(1:00 p.m. - 6:00 p.m.)

Albany Parole Office

1301 Evelyn Office

Albany, GA.31705

229-430-4392

Macon

3rd Tuesday of each month:

(1:00 p.m. - 6:00 p.m.)

Macon Parole Office

1552 Rocky Creek Road

Macon, GA 31206.

478-751-6218

Savannah

4th Tuesday of each month:

(1:00 p.m. - 6:00 p.m.)

Savannah Parole Center

607 Abecorn Street, Suite A

Savannah, GA.

912-651-2001

Chapter 14

Letters to the Editor

Letters to the Editor can be a very powerful tool in making changes, especially when expressing an uncommon viewpoint. Most people in this state don't know the truth about Georgia's criminal justice system, and are very surprised to hear what *really* happens to people who can't afford an attorney, or what prison is *really* like. Letters to the Editor are a terrific way to get these truths across.

Common reasons for writing a letter to the editor are to clarify a point or perception, provide additional information, express an opinion, or to introduce a message. They are most commonly written in response to a specific article the newspaper has recently written. But they can also be written to make a general comment on current events and issues.

➔ What You Can Do:

- 1. Comb Your Local Paper for *Any* Article Related to the Criminal Justice System.** Every article or editorial that touches on the criminal justice system is an opportunity to write a Letter to the Editor. If you aren't sure how to use that opportunity, call the Program Coordinator, and she will help you find a way to capitalize on the articles you find.
- 2. Write a Few Letters to the Editor to Have Ready When the Time Comes.** "Pre-write" Letters to the Editor about aspects of the criminal justice system you care about most. Then when you see an opportunity, you'll have one ready to use as is, or to adapt.
- 3. Send Your "Pre-written" Letters to the Editor to Fairness for Prisoners' Families.** We can use them when we find an opportunity, too. And they would make a nice contribution to the Fairness for Prisoners' Families Newsletter.
- 4. Pass along Criminal Justice-related Articles in Your Local Paper to Georgians for Equal Justice and Fairness for Prisoners' Families.** If you don't want to write a letter to the editor about it yourself, we may have a good response ready, or could ask another prisoner's family member to write one instead.

5. **Volunteer to Sign a Letter to the Editor for People Who Don't Want to Use Their Own Names.** Many family members want to keep the fact that they have a loved one in prison a private matter. If you don't mind having a letter published with your name, let us know.

■ **GUIDELINES AND TIPS FOR GETTING YOUR LETTER PUBLISHED.**

Be sure to include your name, address and daytime phone number on your letter.

➔ Letters without this information don't get published, since there is no way for the paper to authenticate them.

If you are responding to an article that was published, write your letter so that readers who haven't seen the article understand what you are talking about.

➔ *Be Sure to Include:*

The author's name

The title of the article

The date the article was published

A one line summary of what the article was about

For example:

"I am writing in response to Joe Blow's editorial, "Why Prisoners are Bad" (April 1, 2002). Mr. Blow took the position that all prisoners are bad and should be kept in prison forever."

Send the letter in quickly

➔ If you are responding to something that was published in the paper, send your letter via email or fax, within 1 or 2 days, while the topic is still current.

Keep it short

➔ Try to keep your letter to 150 words or fewer- this is very important to ensure that your key point is not edited out.

Cite your sources

➔ If you use statistics, say where you got the information, to show that you are reporting facts.

For example:

If you mention that over \$33 million dollars were collected from prisoners and their families in fiscal year 2003, write, where you got that number: “The Georgia Department of Corrections says that it collected, etc.”)

Read other letters that the newspaper has published

➔ This will give you an idea of the kind of letters the editors are looking for.

■ STYLE TIPS

- Your opening lines should state the reason *why* you are writing

For example:

If you are writing In response to an article:

In a recent edition of your paper, Penny Punishment published an article which stated that Georgia prisons are pleasant, happy places that all prisoners enjoy. (‘Study Shows Georgia Prisoners Don’t Suffer Enough,’ April 1, 2002). I am appalled that a study of Georgia prisons failed to reveal the truth about the way our state locks human beings in cages, and I am writing to set the record straight.”

If you are writing to express a view on current events:

“I am writing to express my view that the Governor’s recent cuts to the Georgia Department of Corrections budget will end up costing this state more money than it saves.”

- The next 2 or so paragraphs should support your point you make in the first paragraph.
- The final paragraph often asks the reader to take a specific action.

For example:

“I urge all your readers to call their legislators in support of the Georgia Indigent Defense Act.”

- Type your letter, double-spaced in a common font, such as Times New Roman
- Use short sentences. They’re easier to read and have more impact

- ❑ Do not use acronyms. Spell out the organization's name (for example, instead of writing "F4F" write "Fairness for Prisoners' Families").
- ❑ Don't use jargon, since people who don't know the subject won't understand what you're trying to say .(for example, instead of writing "he was in the hole for 30 days" write "he was placed in solitary confinement for 30 days.")

Turn to the newspaper's Editorial/Opinion page to see where you should send your letter. If your newspaper doesn't have an editorial section, call the news desk or main number and ask for the address or fax number

Atlanta Journal Constitution contact info: phone (404) 526-5151, fax: (404) 526-5610, or email: letters@ajc.com

OTHER MEDIA POSSIBILITIES

Neighborhood papers: These are terrific places to put an announcement where a lot of people in your community will see it. The information on the "mini-flyers" at the back of this handbook would be perfect.

Radio: Is there a radio station in your area that you think would be a good place for an announcement or story?

Chapter 15

Involve Your Faith Community

A lot of prisoners' families experience their faith communities turning away from them upon the imprisonment of a loved one. But other faith communities are very supportive and even have prison ministries as part of their work, and are looking for ways to get involved.

➔ **What You Can Do:**

- 1. Get an Announcement or Other Information about Fairness for Prisoners' Families and Georgians for Equal Justice in Your Congregation's Bulletin or Newsletter.** The information on the "mini-flyers" at the back of this handbook would make an ideal short announcement or ad. We would also be happy to write a short article or whatever else you need.
- 2. Post the Large Flyer at the Back of this Handbook Where Ever You Think Other Congregation Members Will See It.** Bulletin boards, the door to your prayer leader's office, and fellowship halls are just a few of the possibilities.
- 3. Ask That Information about Southern Center for Human Rights and Fairness For Prisoners' Families Be Included in the Announcements Made During or after Services or Prayer Meetings.** This is a great way to reach a lot of members of your faith community all at once.
- 4. Invite Your Congregation or Prayer Leader to Contact Fairness for Prisoners' Families for More Information, or Ask Us to Contact Your Congregation or Prayer Leader.** We will be happy to talk and to give out information about Fairness for Prisoners' Families to anyone you wish.
- 5. Ask Us for a "Presentation Packet" to Give Your Congregation or Prayer Leader, or to the People in Your Faith Community's Prison Ministry.** We have a very nice, very informative packet that we can send you, already made up.
- 6. Invite Us to Speak to Your Congregation, Prayer Meeting, or Prison Ministry Committee.** We've done this many times, and would be happy to do it for you.

- 7. Put an Announcement or Other Information about Fairness for Prisoners' Families in a Local Television or Radio Faith Broadcast.**
Many congregations use or produce a television or radio faith broadcast that might be interested in including information about the us. Let us know if you'd like assistance getting Fairness for Prisoners' Families "on the air!"
- 8. Be Creative!** You know your faith community better than anyone, and probably have ideas that aren't listed here. Just let us know how we can help.

Part Three

About The Southern Center for Human Rights and Fairness for Prisoners'



Chapter 16:

The Southern Center for Human Rights and Fairness for Prisoners' Families



I. What is the Southern Center for Human Rights?

The Center was created in 1976 to respond to the deplorable conditions in prisons and jails in the South and the United States Supreme Court's decision that year allowing the resumption of capital punishment. Since its creation, the Center has been engaged in litigation, public education, advocacy, and work with other organization and individuals to protect the civil and human rights of people prosecuted in the criminal courts – particularly those facing the death penalty – and confined in the prisons and

jails of the South.

II. Fairness to Prisoners' Families: Our Mission

Many of Georgians for Equal Justice's members are the families of prisoners, and because of the injustices they face, we started the Fairness for Prisoners' Families program. It has grown so much now that the Fairness "program" is now an organization of its own, with special ties to Georgians for Equal Justice. Fairness for Prisoners' Families is helping the families and friends of Georgia prisoners become more effective advocates for their imprisoned loved ones, to discover their political power with state elected officials and to develop themselves as social justice activists. Some members focus exclusively on the treatment of themselves and their imprisoned loved ones, while others focus on broader activism.

The mission of Fairness for Prisoners' Families is:

1. To help families and friends of Georgia prisoners find solutions to common problems
2. To aid prisoners' families in communicating their experiences and concerns to the Georgia Department of Corrections, the Georgia State Board of Pardons and Parole, the Georgia General Assembly, the Governor and other elected officials, and the general public.

3. To assist prisoners' families in changing the balance of power between themselves and the institutions of Georgia's criminal justice system through direct action organizing.
4. To raise the voice of prisoners' families with their senators and representatives in the Georgia General Assembly in order to have a say in the public policies that shape the state's criminal justice system.

Fairness for Prisoners' Families seeks to accomplish this mission by:

- A. Strengthening the growing grassroots movement of families and friends of prisoners through community organizing and to assist in the development of a network of activists and advocates that family members can access for training and organizing.
- B. Providing opportunities for families and friends of prisoners to express their concerns to the state legislature.
- C. Providing information to decision makers regarding the impact of their policies on families and friends of Georgia prisoners and advocating for legislation which addresses issues of concern to the families, friends and greater communities of Georgia's incarcerated citizens.
- D. Providing training about how to communicate with one's state legislators, how to do direct action organizing, and the history of the prison industrial complex.

For more information about Fairness for Prisoners' Families contact:

Program Coordinator
c/o 83 Poplar Street, NW
Atlanta, Ga. 30303
Voice: 404-681-5576 **Fax:** 404-688-9440
fairness@gejustice.org

You can also visit www.schr.org and click on "Fairness for Prisoners' Families".

Chapter 17

Guiding Philosophies of Fairness for Prisoners' Families

- ❑ **Georgia over-relies on incarceration as a way to address the problem of crime.** Over 50% of the people incarcerated in Georgia's prisons are there for non-violent offenses. Georgia needs more alternatives to incarceration, such as drug courts, pre-trial release programs, community service, and transitional centers.
- ❑ **Georgia could save money by re-directing money spent on incarceration to education, crime prevention, drug treatment and alternatives to incarceration.** Quality programs like these have been shown to reduce crime and recidivism as well as save taxpayer dollars. Money spent on crime prevention efforts such as education, drug treatment, job and community development can save money in the long-run by avoiding the need for incarceration later.
- ❑ **Approximately 80% of all crimes are related to drugs or alcohol.** Georgia is not addressing this problem as it needs to in order to reduce crime and incarceration and to save money. Georgia needs more preventive drug and alcohol treatment outside the criminal justice system, as well as quality drug and alcohol treatment available in prisons and for persons on probation or parole.
- ❑ **There are a disproportionate number of people in prisons and jails who have mental health problems.** Georgia needs more accessible mental health care and treatment outside the criminal justice system, as well as diversionary treatment programs for people who get caught up in the criminal justice system due to behaviors related to untreated mental illness.
- ❑ **The death penalty is disproportionately applied against the poor and people of color.** Georgians for Equal Justice supports the Racial Justice Act and any other efforts to reduce or end use of the death penalty in Georgia.
- ❑ **Indigent defense in Georgia has not been sufficiently funded or appropriately structured to provide effective representation to indigent defendants.** Georgians for Equal Justice advocated to establish a state-wide public defender system in GA by judicial circuit.

- ❑ **Special business interests and profit motives associated with the privatization of prisons and jails have no place in our state's duty to address crime and use incarceration as a means to control crime.** These policy decisions should be based on well documented research and should not be influenced by such special interests.
- ❑ **Restorative Justice is an effective model for dealing with crime, reducing recidivism, and helping crime victims.** We support the expansion of successful Restorative Justice programs in Georgia
- ❑ **Well-structured transitional housing and transitional programs are effective in reducing recidivism and helping former inmates to return to the community successfully.** We recommend that Georgia's current transitional programs be evaluated and expanded and that experts from around the country be consulted to design effective programs for Georgia. We believe that these transitional programs should be run by the Parole Board instead of the Department of Corrections.
- ❑ **Prisoners should be able to look forward to parole.** We oppose any legislation that would abolish parole for any prisoner.
- ❑ **Racism plays a huge role in who goes to prison. More than 75% of the people in prison in Georgia are African-American, yet African-Americans only make up 28.5% of the total Georgia population.** This disparity is not because 75% of all crimes are committed by African-Americans, but rather it is due to several factors: bias in the courts (whites are six times more likely to get probation than blacks, who are more frequently sentenced to prison time); differences in the quality of legal representation for those with and without money; targeted police presence in certain communities, selective prosecution; prosecutorial discretion; lack of viable job opportunities in some communities, etc. We support appointment of more African-Americans to judgeships and to other positions of power within the courts and corrections systems, as well as advocate for more awareness and sensitivity on the part of all court and corrections personnel to issues surrounding race and racism.

Part Four

Advocacy and Activist Organizations



Advocacy & Activist Organizations Key



Advocacy Organizations



Children/Juveniles



Church Ministry Services



Disability Services/ Mental Health



HIV/AIDS Resource Centers



Aftercare Support Services



Legal Services



Medical Services



Outreach Support Services



Women Services

AID TO CHILDREN OF IMPRISONED MOTHERS, INC. (AIM)



1514 E. Cleveland Avenue
Suite 115

East Point, GA. 30344

(404)762-5433 (voice) (404)762-7664 (fax)

Founder/Exec.Dir./CEO - Sandra Barnhill

Contact Person - Temika Williams, Legal Advocate/Equal Justice Works Fellow

Website: www.takingaim.net

AIM's mission is to inspire hope in the children of imprisoned mothers by providing programs and services that lessen the impact of the mother's incarceration. AIM's services are holistic and intergenerational in nature and are offered to children, mothers and caregivers.

AIM offers

- A weekly after school program for the children
- A summer camp
- Two self help manuals on parenting
- Legal seminars
- Transportation for the children to visit their mothers in prison
- A support network for caregivers
- Referrals for community resources and social services
- An annual luncheon to honor caregivers

AIDS SURVIVAL PROJECT



159 Ralph McGill Blvd
Suite 500

Atlanta, Georgia 30308

Toll Free: 1-877-AIDS-4444

(404) 874 7926 (voice) (404) 524 2462 (fax) (404) 524 0464 (TTY)

email: mlhemphill@aidssurvivalproject.org

Website: www.aidssurvivalproject.org

The AIDS Survival Project is a diverse people living with HIV, united to promote self-empowerment and enhanced quality of life for HIV-affected individuals through advocacy, education, peer support, and treatment activism. As a membership organization comprised of HIV-positive individuals and concerned friends, AIDS Survival Project plays an important role in the epidemic. The Project's purpose is to provide those affected by HIV disease with the information and the support needed to make well-informed choices about our living.

AMERICAN CIVIL LIBERTIES UNION OF GEORGIA

142 Mitchell Street, SW
Suite 301
Atlanta, GA 30303
(404) 523-5398 (voice)
Email: info@acluga.org
Website: www.acluga.org



This state affiliate of the ACLU is autonomous but shares the mission of the national ACLU.

The American Civil Liberties Union (ACLU) is our Nation's guardian of liberty, working daily in courts, legislatures and communities to defend and preserve the individual rights and liberties guaranteed to all people in this country by the Constitution and laws of the United States.

ACLU offers

- A chance to fight for your civil liberties
- Education about your civil liberties

ATLANTA ENTERPRISE CENTER, INC

81 Peachtree Place
Atlanta, GA 30313
404-874-8001



Job Training, tutoring, counseling for homeless persons

CASCADE HOUSE

1364 Ralph David Abernathy Blvd., SW
Atlanta, GA 30310
(404) 752-6199



Homeless shelter for women with children and pregnant women.

CATHOLIC SOCIAL SERVICES, INC.

Director Sue Colussy
 Phone: (404) 885-7454
 Fax: (404) 888-7816
 680 West Peachtree Street NW
 Atlanta, Ga. 30308
 Email: scolussy@archatl.com
 Website: www.cssatlanta.com/services/immigration.htm



“Our office exists to provide legal representation to individuals and families that cannot afford the services of a private attorney.”

COMMUNITIES UNITED FOR ACTION, POWER & JUSTICE

9 Gammon Avenue
 Atlanta, GA 30315
 404-223-7773
www.cuapj.org

Statewide criminal justice reform coalition in Georgia. Mission is to change the climate of Georgia by keeping those most affected by the criminal justice system at the center of the movement. We combat the prison industrial complex and basic human rights in Georgia thru organizing, education, and mobilization.

**FRIENDS OF PRISON FAMILIES**

P. O. Box 127
 Avondale Estates, Ga. 30002
 (404) 523-7110 (voice)



Friends of Prisoners Families seeks to nurture and sustain the families of persons in prison. We seek to provide this help through a comprehensive program that provides transportation for families to visit their loved ones in prison, family support services and aftercare services. Through the teaching, encouraging and facilitating of prison visitation, through educational programs and pastoral care, through efforts to reconcile families and communities, Friends of Prison Families extends its friendship lovingly and boldly in the name of Christ.

Friends of Prison Families offers:

1. Transportation for families to visit three prisons in the State of Georgia each month: 1st Saturday: Macon State Prison; 2nd Saturday, Hancock State Prison; 4th Saturday, Lee Arrendale State Prison
2. Pastoral care
3. A Survivor Workshop provided twice a year
4. A Parole Workshop provided twice a year

GEORGIA ALLIANCE FOR CHILDREN

30 Haygood Avenue SW
Atlanta, GA 30315
(404) 688-7327 (voice) 404-524-2850 (fax)
E-mail: alliance@bellsouth.net Website: www.gac.org



The Georgia Alliance for Children is widely recognized as Georgia's leading "cutting edge" child advocacy organization. We stand up for needy and powerless children by protecting children's interests when government or the community is either unwilling or unable to do so. Our mission is to change the way people think and act about issues that affect children's lives.

GENESIS PREVENTION COALITION INC./INTEL COMPUTER CLUBHOUSE

659 Auburn Avenue NE
Atlanta, Ga. 30312
(404) 522-1940



Community advocacy, education service, working with youth

GLORY PRISON MINISTRY

1339 Joe Frank Harris Parkway
Cartersville, GA 30120
770-386-3159



Support groups, counseling and job training.

GREAT DAY, INC. AND FOUNDATION

246 Sycamore Street Suite 240
Decatur GA 30030
(404) 378-8553
(888)860-5403 FAX



GREAT DAY is a consumer driven advocacy and service center for Deaf and Hard of Hearing. We advocate for equal access for Deaf/disability issues and Mental Health/Substance Abuse Issue.

INNER STRENGTH

(404) 688-8898

Offers mentoring to boys and activities.



LATIN AMERICAN ASSOCIATION

DeKalb County (404) 638-1800

Gwinnett County (770) 934-3513

Cobb County (770) 420-6556

Website: <http://www.latinamericanassoc.org/spanish/home.htm>



“The Latin American Association is a nonprofit organization that provides comprehensive transitional services for Latinos as they strive for self-sufficiency and an enhanced quality of life.”

MEN & WOMEN OF RESTORATION OUTREACH MINISTRIES, INC.

P.O. Box 310565

Atlanta, GA 31131

404-242-2311



Serve as a group of believers who administer support and spiritual encouragement to persons and their families within the penal system and local transitional setting. Services provides are bible study, group sessions, life skills classes, one on one spiritual counseling, mentorship, pen-pals, emergency assistance and job referrals.

METRO ATLANTA COALITION OF 100 BLACK WOMEN

(404) 522-1061

250 Auburn Avenue Suite 301

Atlanta, Ga. 30303



Metro Atlanta Coalition of 100 Black Women is an advocacy organization for the empowerment of African American women. It provides leadership in addressing community concerns, and offers programs that enhance self-sufficiency.

MEXICAN AMERICAN LEGAL DEFENSE AND EDUCATIONAL FUND

(678) 559-1071
41 Marietta Street Suite #1000
Atlanta, Ga. 30303
Website: www.maldef.org



“The office is charged with addressing needs for legal services and advocacy, ensuring, for example that public schools’ Latino children are provided an equitable education; fostering good relations between law enforcement and immigrant communities; and promoting fair employment.”

MOTHERS ADVOCATING JUVENILE JUSTICE (MAJJ)

4060 Peachtree Road
Suite D324
Atlanta, Ga. 30319
(404) 588-2224 (voice) (404) 486-8198 (fax)
email: majj01@yahoo.com



Mothers Advocating Juvenile Justice (M.A.J.J.) is a grassroots organization formed by mothers of children incarcerated in the adult criminal justice system. MAJJ advocates for fair treatment of these juveniles, the elimination of racial disparities in criminal prosecution and sentencing of juveniles, and passage of legislation for repeal of the law (SB440) permitting adjudication and incarceration of children as adults. MAJJ provides a support network for parents and families of these children, including monthly meetings and a support group.

NAACP GEORGIA STATE CONFERENCE

Ruth S. Ash
970 MLK Jr. Drive
Suite 203
Atlanta, Ga. 30314
(404) 577-8977 (voice) (404) 524-3633 (fax)



Works closely with other branches of the NAACP to fight for your rights.

NATIONAL AIDS EDUCATION & SERVICES FOR MINORITIES, INC.

2140 MLK Jr. Drive

Atlanta, GA. 30310

(404) 691-8880

Website: www.naesmonline.org



The mission of NAESM is to educate communities of color (primarily African Americans) on the facts about HIV/AIDS (Education and Prevention) and to make health care and social services available to people of color with early or advanced stages of HIV/AIDS regardless of their sexual orientation.

THE NATIONAL COALITION FOR UNITY AND PEACE

(404) 669-0204

2810 Church Street

East Point, Ga. 30344



Works hard to enhance social, moral and educational values of youth.

NATIONAL MENTAL HEALTH ASSOCIATION OF GEORGIA (NMHA)

100 Edgewood Ave. NE, Suite 502

Atlanta, GA 30303-3068

In Atlanta: (404) 527-7175 Outside Atlanta (800) 933-9896 (voice)

(404)527-7187 (fax)

email: webmaster@nmhag.org Website: www.nmhag.org



All Georgians will have access to culturally competent and appropriate mental health services and information including prevention, early intervention, treatment and recovery. In pursuit of mental health for all Georgians, the National Mental Health Association of Georgia will educate, advocate, deliver services, and support ethical research and courageously confront stigma, prejudice, and discrimination.

NEW HOPE HOUSE

(770) 358-1148 (voice)
 email: newhopehouse@accessunited.com



New Hope House provides hospitality for families of people on Georgia's death row. A fully equipped guest house located 4 miles from "Jackson" prison is available for overnight stays at no cost. We also look for friends who can provide transportation to the prison.

We regularly accompany families during death penalty trials. This includes providing support both to the defendant, their family and the defense lawyers.

Our resources are available only to people on Georgia's death row and people facing a death penalty trial.

THE OPEN DOOR COMMUNITY/ SOUTHERN PRISON MINISTRY

910 Ponce de Leon
 Atlanta, Ga. 30306
 (404) 874-9652 (voice) (404) 874-7694 (fax)
 email: pleon2000@mindspring.com
 Website: www.opendoorcommunity.org



The Open Door Community is a residential community in the Catholic Worker tradition (we're sometimes called the Protestant Catholic Worker House!). We seek to dismantle racism, sexism and heterosexism, abolish the death penalty, and create the Beloved Community on Earth through a loving relationship with some of the most neglected and outcast of God's children: the homeless and our sisters and brothers who are in prison.

The Open Door Community offers

- Breakfasts and soup-kitchen lunches
- Showers and changes of clothes
- A free medical clinic
- Conduct worship services and meetings for the clarification of thought
- A prison ministry
- Monthly trips for families to visit loved ones at Hardwick Prison in central Georgia

PRISON AND JAIL PROJECT

P.O. Box 6749
 Americus, Ga. 31709
 (229) 928-2080 (voice) (229) 924-7080 (fax)
 Website: www.prisonandjail.org



The Prison and Jail Project has as its focus Southwest Georgia's jails, prisons and systems of control. There are many jails and prisons in this part of Georgia, and nearly all of these facilities are overused, with alternative programs nonexistent. Confinement in these institutions is inhumane. Southwest Georgia also sends a number of folks to the state's death row.

The Prison and Jail Project offers

- Visits to prisoners regularly in Southwest Georgia
- To monitor conditions in the jails and prisons
- Works to increase the public's awareness of these conditions
- Calls attention to the system's inadequacies
- Explores the viability of various alternatives to incarceration
- Monitors death penalty cases in the region and organizes folk to speak out against capital punishment
- Organizes at the grassroots level to bring folks together who have not had much of a voice, to build a coalition of people—imprisoned and free— who can begin to speak out for change in the system

PRISON MINISTRIES WITH WOMEN

Barbara Gifford, Director
 P.O. Box 1911
 Decatur, Ga. 30031
 (404) 622-4314
 Support groups, counseling and job training for women.



PROJECT WELCOME HOME

Gale "Sky" Edeawo
 P.O. Box 61660
 Savannah, GA. 31420
 (912) 351-1681 (voice mail)
 e-mail: mamasky07@aol.com



Project Welcome home is an aftercare Referral Service which primarily works with women reentering society from jail or prison. We are a hands on referral service that connects women to agencies that offer them education, housing, life skills, support groups, etc. We advocate and intermedate for our women, assisting them as much as possible in obtaining a smooth transition back into their community.

THE RAINBOW/PUSH COALITION (RPC)

National Headquarters:
 930 East 50th Street
 Chicago, IL 60615
 (773) 373-3366 (voice) (773)373-3571 (fax)
 email: info@rainbowpush.org
 website: www.rainbowpush.org



Atlanta Bureau:
 Herndon Plaza
 100 Auburn Avenue
 Suite 101
 Atlanta, GA 30303
 ph: 404-525-5663 or 5668
 Fax: 404-525-5233

The RPC is a progressive organization fighting for social change. As a mighty coalition of conscience; workers, women and people of color have the power to make the American Dream a Reality!

RPC is dedicated to improving the lives of all people by focusing on cures for social, economic and political ills. Our issues include but are not limited to: Jobs and Economic Empowerment; Employee Rights and Livable Wages ;Educational Access; Fair and Decent Housing; Voter Registration and Civic Education; Election Law Reform; Fairness in the Media, Sports, and Criminal Justice System; Political Empowerment; Trade and Foreign Policy; Affirmative Action and Equal Rights; Gender Equality; and Environmental Justice.

THE ROCK RESOURCE OPPORTUNITY CENTER

302 Decatur Street, NE
 Atlanta, GA 30312
 404-572-9200
 Intake services, Homeless shelter and Transitional Housing.

**SISTER LOVE, INC**

(404) 753-7733
 1285 Ralph David Abernathy Blvd.
 Atlanta, Ga. 30310

Offers AIDS outreach for women.



WOMEN'S RESOURCE CENTER TO END DOMESTIC VIOLENCE
(404) 370-7670



Provides emergency shelter and supportive services for battered women and their children.

YOUTH TASK FORCE (YTF)

In Georgia, contact Angela Brown
404-314-4949
email: angelaelizabethbrown@msn.com



Youth Task Force is a collective of youth who came together in 1992 to fight environmental genocide occurring in poor communities and communities of color across the south. Today, YTF has evolved as a mass movement of young people striving to alleviate the oppression of our communities through education, training, networking, mobilizing and organizing for the right of self-determination for Afrikan people. The YTF, through its principles of work and programmatic thrust, strive to provide political education, skills training and creative involvement technique for young people. We actively organize against the violations of our human rights as we actively join the international struggle for liberation and self-determination. On the local level, the YTF works to build inclusive non-oppressive coalitions, bringing together young people and our elders, the working class and people of color, to address the deterioration and oppression of Community.

Appendix A

Georgia Department of Corrections

Inmate Handbook

PLEASE NOTE:

The following is a copy of the GDC Inmate Handbook, given to every state prisoner upon his or her admission to a GDC facility. The handbook should not be used as a substitution for any SOP's. If the text of an SOP and the Inmate Handbook differ, the SOP takes precedence.

The Inmate Handbook was revised April, 2002, and may contain information that is not up to date.

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 in understanding 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 to be 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 institutional 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.

Jim Wetherington
Commissioner

ORIENTATION HANDBOOK FOR OFFENDERS
Georgia Department of Corrections

INTRODUCTION Letter from the Commissioner

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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, 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, however privileged mail must be inspected in the presence of the inmate.

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 Deputy Commissioners 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.

Effective December 15, 2000, no inmate will be allowed to receive any sexually explicit material through the mail or through any other avenue. In addition to those items and publications currently prohibited by policy, no magazine, book or other publication displaying the nude human body, in full or in part, will be allowed in any GDC facility. This will include but is not limited to publications such as Playboy, Penthouse, Playgirl, etc.

Also, effective January 15, 2001, all existing magazines, books, photographs, etc., that display nudity, even though they have been previously approved for receipt and possession, will become contraband. From that date forward, 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.

©) 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.

B. Visitation:

1. Visiting is a PRIVILEGE that is permitted under conditions determined by your Warden/Superintendent. Some or all of your 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) The days and times will be determined by your Warden/Superintendent in keeping with the Departmental Rules and Regulations.

(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 Superintendent.

©) The visitation privilege provided in these rules, except attorney-client visits, 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.

©) 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, which seriously infringes on the rights of other visitors, or acts dangerous 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 disallow visitation.
- (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.

©) 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.

SECTION II TIME COMPUTATION

On January 1, 1984, a new law went into effect in Georgia abolishing the "Earned-Time" System Replacing it is the Straight-Time" System, a new means of determining how prisoners serve their sentence. Computation of a straight-time sentence is simple. The sentence ordered by the court determines your maximum release date, 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 granted parole or a court-ordered sentence reduction.

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, abilities and needs. They, in turn, will work with you in requesting 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, which are 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; however, 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 or 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 Educational and Vocational Programs:

Academic programs include Literacy/Remedial Reading (L/RR), Adult Basic Education (ABE), General Education Development (GED), and Special Education. You are encouraged to discuss your interests in further academic or vocational training with the counselor at the diagnostic center you are now in. Describe clearly any previous training you may have had, the type of work experience you have undergone, and your goals for the future. Many vocational programs are on-the-job training, where you actually perform the work while being trained. Others are classroom laboratory programs where an instructor will go step-by-step through each procedure necessary for you to obtain a certificate, indicating the number of training hours you have had. When you are certified, your training can help you obtain a job after your release. Many different vocational and educational courses are available. It is important that you clearly express your needs and interests to the diagnostic counselor. If space is available in programs, you may be assigned to a vocational and/or academic program. Assignment to a vocational program usually requires completion of a GED or having a high school diploma. You should discuss your education needs with your counselor.

As with work, everyone is expected to participate and complete assigned programs where available. Also like your work performance, your punctuality, performance and progress in the assigned program will be evaluated and recorded in your prisoner file.

The following list will give you some idea of the vocational programs offered.

Auto Body Repair Auto Mechanics
 Barbering Building Maintenance
 Business Office Practices Cabinet Making/Woodworking
 Carpentry Cosmetology
 Custodial Maintenance Diesel Mechanics
 Drafting Electrical Wiring, Residential and Industrial
 Food Preparation Graphic Arts
 Heating and Air Conditioning Masonry/Tile setting
 Plumbing Small Engine Repair
 Welding

3. Counseling

Individual and group counseling are to help you to:

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

Your counselor and you, working closely together, will develop an individual program plan outlining those areas that require attention. 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 | Academic Education |
| · SA 101 Victim Awareness | |
| · Residential Substance Abuse Treatment Program | Family Violence |
| Pre-Release | Corrective Thinking |
| | Female Perpetrators of Violence |
| Parenting - Female Institutions Only | Reasoning and Rehabilitation |
| Confronting Self-Concepts | Violence and Substance Abuse |
| Sex Offender Treatment | Vocational Training |

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 is 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 and the Center for Prisoners' Legal Assistance (CPLA) or comparable services at a private facility.

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.

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

You need to understand that, in accordance with state law, you will be charged a fee (\$5.00 per visit) for services that you request. You will not be charged for certain services that are deemed necessary by the department. 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, however, 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 become 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 terminal condition. Medical staff can provide additional information, if requested.

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 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.

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 shouts. 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. HIV is also spread by sharing tattoo or drug injection equipment or unprotected sexual contact. 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 staff 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.

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

State Law also requires the department to deduct money from your account for medical treatment of injuries inflicted on other prisoners during altercations or injuries inflicted on him or herself that are not directly related to a mental illness. In these cases, the monetary 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 which 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 IIB2-0001. 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. A review and appeal procedure is established by GDC Rule 125-3-1-.03 and GDC SOP IIB09-0001. "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.

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 request a grievance form from your assigned counselor or another counselor should the assigned counselor not be available. You must file the grievance within five (5) calendar days from the date that you discovered, or reasonably should have discovered, the incident giving rise to the complaint you wish to make. Since most grievances can be resolved on an individual basis between you and your counselor, it is suggested that you attempt to solve the problem with your counselor's assistance before requesting a grievance form. All prisoners 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. In order that grievances may be processed expeditiously blue or black ink should be used. Use of any other color ink or writing utensil (i.e. pencil) may delay processing of the grievance.

When you receive the grievance form complete it and return it to your 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 submitted 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 further grievance 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, a one time extension beyond the 30 days, not to exceed 10 calendar days, may be exercised by the grievance coordinator to complete the investigation. 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 Professional Standards. This appeal must be made within four (4) 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 Executive Assistant's 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. If you file multiple grievances you must prioritize the order in which they are to be handled when they are submitted.

Otherwise, 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.

There will be an annual evaluation of the grievance procedure at the institutional and Departmental levels. A notice of this annual evaluation will be posted prior to the evaluation. This notice will invite staff and prisoners to comment upon the effectiveness and credibility of the grievance procedure.

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.

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. Use of written or verbal profane, obscene (as prescribed by applicable institutional standards) or abusive words, language, gestures, 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.
- ©) 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.
 2. Planning of or participation in any group demonstration, disturbance, riot, strike, refusal to work, work stoppage, or work slow down.
 3. Escaping, walking away or otherwise oneself from the institution without prior specific authorization.
 4. 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.
 5. 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.
 6. Attempting to escape from an institution or from the authorities.
 7. 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 effect 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.

8. 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.

9. 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.

10. Causing or participating in any interference, delay, disruption, or deception with regard to the process of counting part or all of the prisoner population.

11. Wearing any mask, wig, or disguise, or any other alteration of normal physical appearance which would make the real identification of the prisoner difficult.

12. Causing, through carelessness or neglect, a fire or the setting of any fire without the prior permission of a staff member.

13. 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.

14. Unauthorized presence or being out of place in any building, facility, area, location, vehicle, or restricted place.

15. 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.

16. 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.

17. 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.

18. Obstruction of the search of an prisoner, his/her living area, work area, or his/her property by a staff member.

19. 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.

(l) 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:

(l) Any gun, knife, pointed or sharpened instrument, club, 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.

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 an 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 an 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.

(l) 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.

(j) 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/herself 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 Executive Assistant. The Department's disciplinary appeal procedure terminates with the Executive Assistant's response.

DISCIPLINARY INFRACTION CODES

CODE	SEVERITY	DESCRIPTION
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VIOLATIONS AGAINST PERSONS

B01A	G	Causing Death Of Correctional Officer
B01B	G	Injuring Correctional Officer
B01C	G	Assaulting Correctional Officer (No Injury)
B01D	G	Causing Death Of Other Prison Employee
B01E	G	Injuring Other Prison Employee
B01F	G	Assaulting Other Prison Employee (No Injury)
B01G	G	Causing Death Of Visitor
B01H	G	Causing Injury To Visitor
B01I	G	Assaulting Visitor (No injury)
B01J	G	Causing Death Of A Prisoner
B01K	G	Causing Injury To A Prisoner Or Oneself
B01L	G	Assaulting An Prisoner (No injury)
B03	G	Shooting
B04A	H	Projecting Nuisance Items At Person
B04B	G	Projecting Lethal Items At Person
B04C	H	Projecting Body Fluids
B05	H	Verbally Threatening Or Thru Gesture
B06	G	Threatening With Item
B07	H	Assault Without A Weapon
B08	H	Sexual Activity
B09	G	Sexual Assault
B10	H	Soliciting Sexual Activity
B11	H	Exposure/Exhibition
B12	H	Obscene Words Or Actions
B13	H	Insubordination
B14	H	Bribery
B15	H	Extortion
B16	G	Using A Hostage
B17	H	Obstructing Duties Of Staff Member

VIOLATIONS PERTAINING TO SECURITY AND ORDERLY OPERATION

C02	G	Participation In Disturbance Or Strike
CO2A	G	Planning/Conspiring to Participate in Disturbance or Strike
C03	G	Escape From Institution
C04	G	Escape From Authority
C05	H	Conspiracy To Escape
C06	H	Attempted Escape
C07A	H	Unauthorized Possession Of Escape Device
C07B	H	Unauthorized Possession Of Human Replica
C07C	H	Unauthorized Possession Of Any Disguise
C08	H	Damage To Locks, Doors, Safety Equipment
C09	H	Being Absent From Count
C10	G	Disrupting Count
C11	H	Wearing A Disguise

C12	G	Causing A fire
C13	H	Unauthorized Absence
C14	H	Unauthorized Presence
C15	H	Failure To Follow Instructions (Written or Verbal)
C16	H	Failure To Perform Work or Assignment
C17(a)	H	Being Under The Influence Of Alcohol; Or
C17(b)	H	Being Under The Influence Of Any Other Drugs, Narcotic, Intoxicant, Depressant Or Stimulant Not Specifically Authorized, Prescribed Or Issued By a Staff Member Of The Institution;
C17©)	H	Refusal To Be Tested When Ordered.
C18	H	Obstruction Of Search
C19	H	Unauthorized Hanging, Attaching, Fastening
D01	H	Unauthorized Possession Of Contraband
D02	H	Possession Of Securities, Legal Tender
D03(a)	G	Possession Of Weapon
D03(b)	G	Possession Of Flammables/Explosives/

Poison

D03©)	G	Possession Of Any Form Of Written Petition
D03(d)	G	Possession Of Device For Use Of Drugs
D03(e)	H	Possession Of Unauthorized Documents
D03(f)	H	Possession Of Unauthorized Clothing
D03(g)	L	Possession Of Excess Of Issued Materials
D03(h)	L	Possession Of Obscene Materials
D03(l)	L	Possession Of Altered Food Or Drink
D03(j)	G	Possession Of Any Drug, Narcotic, Intoxicant, Depressant Or Stimulant, Other Than Alcohol.

Than Alcohol.

D03(k)	G	Possession Of Any Form Of Commercially Produced or Homemade Alcohol And Alcoholic Beverages.
D04	H	Selling Drugs
D05	L	Excess Property In Living Area
D06	L	Excess Amount of Personal Property

VIOLATIONS PERTAINING TO PROPERTY AND FRAUD

E01	H	Giving, Lending Goods, Or Money For Profit
E02	H	Theft
E03	H	Damaging Property
E04	M	Unauthorized Transfer Of Money Or Property
E05	H	Lying
E06	H	Counterfeiting
E07	M	Transfer Of Trust Account Funds
E08	H	Unauthorized Transfer Of Money Or Property Among Prisoners
E09	M	Manufacturing For Another Prisoner

VIOLATIONS PERTAINING TO POLICY AND PROCEDURES

F01	M	Gambling
F02	M	Possession Of Gambling Materials
F03	H	Transmitting Threats Through Mail
F04	H	Violation Of Postal Laws
F05	H	Violation Of Prison Mail Rules
F06	H	Violation Of Prison Visiting Rules
F07	M	Unauthorized Use Of Telephone
F08	M	Attempting To Contact Unauthorized Person
F09	H	Feigning Illness

VIOLATIONS PERTAINING TO APPEARANCE AND SANITATION

G01	L	Unkempt Personal Appearance
G02	L	Unkempt Cell
G03	L	Growing Or Wearing Beard
G04	L	Growing Or Wearing Sideburns
G05	L	Wearing Hair Too Long
G06	L	Wearing Unauthorized Jewelry

VIOLATIONS PERTAINING TO SAFETY

H01	M	Failure To Follow Rules
H02	M	Unauthorized Use Of Machinery
H03	H	Careless Use Of Equipment
H04	H	Causing Damage To Safety Equipment
H05	H	Causing Damage To Utilities
H06	G	Any Act Possibly Causing Injury
H07	M	Smoking In Restricted Area

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 Executive Assistant 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.

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 inventory will be signed by the staff member and prisoner attesting to the accuracy of the list. 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 wrist watch 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 adaptor operated, with external earphones only. The radio may contain a cassette 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 if jobs for which you are eligible are available at the institution.

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, which 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 as deemed necessary.

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. Felons convicted on or after July 1, 2000 as part of intake processing.
2. Felons convicted before July 1, 2000 within 12 months of release.

Accordingly, personnel at each prison will obtain specimens from convicted felons as required by state law.

H. TOPPSTEP

The Offender Probationer Parolee State Training 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. The Center for Prisoners' Legal Access (CPLA)

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 contracted legal aid service (CPLA), and access to a law library or access to comparable services if at a GDC contract private prison. If you are not at a private prison, you may write the CPLA directly at the address provided in the following Notice. Forms for contacting CPLA are available at each state institution. Drop boxes are provided at each state institution for daily pickup and mailing to CPLA of sealed communication forms. The following Notice describes the CPLA and the procedures for seeking CPLA assistance while you are incarcerated in a state-operated facility. If you are assigned to a GDC-contracted private prison, you will be given instructions at that facility on procedures to ensure access to the courts.

NOTICE"

"Law books at this institution are provided by the Georgia Department of Corrections to assist prisoners in access to the courts for challenging their convictions or conditions of confinement. Additional legal assistance is available from The Center for Prisoners Legal Access; P. O. Box 278; Roswell, Georgia 30077-0278. In general, this assistance shall consist of legal advice deemed appropriate by the attorneys at the CPLA."

"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.

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.

C. Time Served Rules. A person serving a non-life sentence is considered for future parole and notified of the decision as soon as necessary investigations are completed—usually within eight or ten months after entering the State prison system. 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 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.)

EXCEPTIONS:

1. A person receiving a second conviction for any "serious Violent Felony" must be sentenced to "Life without Parole."

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 and whose sentence is commuted to Life must serve 25 years before eligibility.

4. A person serving a Life sentence for Murder committed on or after 7-1-83 and who has previously served a Life sentence must serve 25 years before eligibility.

5. A person serving consecutive Life sentences for offenses occurring in the same series of acts and committed on or after 7-1-83 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.

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 seven 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 parole success likelihood score by adding weighted factors with proven predictive value from the prisoner's criminal and social history. A history of things such as prior imprisonment, parole or probation failure, and joblessness 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 success likelihood score into a Guidelines Chart, while also weighing sentence length and prison capacity, recommends 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. Then, they 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. 90% Resolution:

The Board adopted a resolution to amend its statutorily mandated Guidelines to provide that any offender convicted after Jan. 1, 1998 of the following violent offenses and residential burglary should receive a Guidelines recommendation of at least 90% of the Court imposed sentence of incarceration:

Aggravated Assault	Feticide
Aggravated Battery	Aggravated Stalking
Enticing a Child for Indecent Purposes	
Attempted Rape	Incest
Bus Hijacking	Involuntary Manslaughter
Hijacking a Motor Vehicle	Residential Burglary
Child Molestation	Robbery
Criminal Attempt to Murder	Statutory Rape
Cruelty to Children	Voluntary Manslaughter

Vehicular Homicide while DUI or Habitual Violator

F. Work Release and Alcohol-Drug Treatment :

When considering a prisoner for parole, the Board may tentatively for 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.

G. Hardship Parole

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

H. 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 circumstances.

1. Inmates serving for a sex offense (not sentenced as a Serious Violent Offender" under Senate Bill 441).
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.

I. 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, 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.

J. 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.

K. 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.

Using an application form available on request, a person who was convicted under Georgia law may apply to the Board for a restoration of civil and political rights.

A restoration of civil and political rights carries no implication of innocence. It may be granted only to a person who has completed the full sentence or, with no probation unserved, or court-ordered payment unpaid, has completed four years on Georgia parole on a life sentence with a satisfactory adjustment in society (three years with exemplary adjustment) or completed three years on Georgia parole on a lesser sentence with a satisfactory adjustment in society (two years with exemplary adjustment).

The Board automatically restores civil and political rights to a felony parolee upon discharge from parole if he/she has no other sentence to serve, court-ordered payment to pay, or pending criminal charge against him/her.

L. 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 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 has thereafter completed five years without any criminal involvement. The five-year waiting period 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.

M. 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.

N. Regional Visitors' Days:

All information necessary for parole consideration is obtained through the Board's official investigations. Most inquiries and concerns can and should be addressed by phone or written correspondence. Nevertheless, anyone needing to speak in person with a Board Representative may do so at the following locations (excluding state holidays):

2nd Tuesday of each month:
(8:15 a.m. - 4:00 pm.)
Parole Bd. Central Office

Floyd Bldg. 4th Floor East Tower
#2 Martin Luther King, Jr. Dr., S.E.
Atlanta, Ga. 30334
telephone 404/656-5651

2nd Wednesday of each month:
(1:00 p.m. - 6:00 p.m.)
Augusta Parole Office
Suites D & E, 3112 Washington Rd.
Augusta, Ga. 30907-3813
telephone 706/855-3420

3rd Tuesday of each month:
(1:00 p.m. - 6:00 p.m.)
Macon Parole Office
630 - F North Avenue
Macon, Ga. 31211
telephone 912/751-6218

3rd Wednesday of each month:
(1:00 p.m. - 6:00 p.m.)
1301 Evelyn Avenue
Albany, Ga. 31705
telephone 912/430-4392

4th Tuesday of each month:
(1:00 p.m. - 6:00 p.m.)
Savannah Parole Office
8201 White Bluff Rd
Savannah, Ga. 31406
telephone 912/961-3000
912/961-3001

Note: Unnecessary or repeat visits are discouraged.

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 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 working 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: Max, High, Standard, or Administrative. 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.

B. Interstate Compact

Interstate Compact is an agreement among all fifty states to ensure proper supervision of parolees and probationers who are sentenced in one state but reside in another. There are rules and regulations you must follow to apply for transfer through Interstate Compact. You must have been a resident of the state you want to return to for at least one year before your conviction; you must have family in that state, and you must have a means of support or offer of a job. Requests for the purpose of relocation without any of the above criteria will be denied.

If you are not a resident of Georgia and have a verified home plan in another state, you should meet with your counselor ninety (90) days before your release. There will be two forms you are required to sign called the Application for Compact Services and Agreement to Return and the Travel Permit. The application for Compact Services says you will agree to return to the court of conviction in Georgia if you receive new charges or are arrested in your state of residence. This application form must be signed or the transfer will be denied. The Travel Permit will be issued to you upon release if your plan is approved. The permit must be kept with you at all times.

Once the Application for Compact Services and Agreement to Return is signed and your residential plan is given to your counselor, the counselor will submit the paperwork to the Probation Office in the county of your conviction. An officer assigned to your case will secure the other required documents and forward the entire case to the Interstate Compact Office. That office will then send it to the state of your residence for investigation and a decision as to whether they will approve the transfer for supervision. If it is approved, you will be allowed to proceed to your home state immediately upon release. If the plan is rejected you will be required to have an alternate residential plan available for remaining in the State of Georgia for the balance of your probation sentence.

Appendix B

Overview of The Georgia Department of Corrections

PLEASE NOTE:

The following materials have been reproduced from the GDC website. We have combined some of these materials or organized them differently for clarity and your convenience. You can find all these in their original form by going to www.dcor.state.ga.us.

Agency Overview

The Commissioner

Appointed by the Governor, the Commissioner serves as the chief executive of the Georgia Department of Corrections, responsible for the overall management, administration and operation of the agency through the Assistant Commissioner and other senior management staff.

Assistant Commissioner

The Assistant Commissioner serves as the Commissioner's appointed deputy, functioning as second in command of the department. The Assistant Commissioner assumes responsibility for the overall administration and operation of the agency in the Commissioner's absence or as directed by the Commissioner.

Confidential Secretary

The Confidential Secretary is the secretary and personal assistant to the Commissioner, handling departmental matters of a confidential, sensitive and policy-making nature.

Board Liaison

The Board Liaison provides administrative support and coordination for the 16 members of the Board of Corrections.

Director of Professional Standards

The Director of Professional Standards is responsible for monitoring and maintaining the internal integrity of the department in areas such as investigating employee misconduct and offender allegations of impropriety by department staff, including special investigative issues pertaining to female offenders.

Facilities Division Director

The Facilities Division Director manages the operations, activities and staff of the Facilities Division which is responsible for the admission, classification, assignment, security and care and treatment of Georgia's state prisoner population.

Probation Division Director

The Probation Division Director manages the operations, activities and staff of the Probation Division which supervises, monitors and provides services to probationers sentenced by the State and Superior Courts of Georgia.

Human Resources Division Director

The Human Resources Division Director oversees the operations, activities and staff of the Human Resources Division which is responsible for addressing the issues and administering the personnel and health resources component of the department.

Administration Division Director

The Administration Division Director oversees the operations, activities and staff of the Administration Division which is responsible for providing business and technical support to the entire department.

Security Levels of Prisons and Prisoners

Security Level of Prisons:

In Georgia, every prisoner is assigned to one of five levels of supervision during the diagnostic process. During the diagnostic evaluation, the prisoner's length of sentence, nature of crime, criminal history, sex offenses, detainers, escape history, history of violent behavior, medical/psychiatric status and drug/alcohol use are examined.

☐ Level I

Transitional centers house work-release prisoners who have regular contact with the community. In FY99, transitional center residents paid the state \$1,469,224 in room and board while working at a job and paying taxes. An average total of 700 residents stayed at these centers at any given time in FY99. The transitional centers are:

Albany TC	Metro TC
Atlanta TC	Savannah TC
Macon TC	

☐ Level II

Primarily county-operated facilities, these prisons heavily emphasize work details. Over 3,700 state prisoners are incarcerated at county prisons, providing skilled labor to the communities. All county correctional institutions are Level II.

☐ Level III/IV

Medium security prisoners perform work details and Correctional Industries operations both inside and outside the fence. Level III prisons focus upon particular work or program missions. The Level III and IV facilities are:

Baldwin State Prison	Dooly State Prison	Rivers State Prison
Bostick State Prison	Homerville State Prison	Rogers State Prison
Burruss CTC	Milan State Prison	Rutledge State Prison
Calhoun State Prison	Montgomery State Prison	Scott State Prison
Central State Prison	Putnam State Prison	Walker State Prison
Dodge State Prison		

❑ Level V

The primary mission of this level prison is secure housing for prisoners with management problems in combination with inside-the-perimeter work details and programming.

Arrendale State Prison	Macon State Prison	Valdosta State Prison
Augusta SMP	Men's State Prison	Ware State Prison
Autry State Prison	Metro State Prison	Washington State Prison
Coastal State Prison	Phillips State Prison	Wayne State Prison
Hancock State Prison	Pulaski State Prison	West Central State Prison
Hays State Prison	Smith State Prison	Wilcox State Prison
Lee State Prison	Telfair State Prison	

❑ Level VI

Maximum security prisons are the most secure and restrictive facilities for prisoners who are escape risks, have a history of violence in prison, or were convicted of heinous crimes.

Georgia Diagnostic and Classification Prison

Georgia State Prison

(Arrendale State Prison, Augusta State Medical Prison, Hays State Prison and Metro State Prison also hold some maximum-security prisoners.)

Prisoners' Security Classification:

In Georgia, every prisoner is assigned to one of five levels of supervision during the diagnostic process. During the diagnostic evaluation, the prisoner's length of sentence, nature of crime, criminal history, sex offenses, detainers, escape history, history of violent behavior, medical/psychiatric status and drug/alcohol use are examined. Once evaluated, the prisoner is classified to a particular security level. Over time, the prisoner may be reclassified at a lower (or higher) security level.

❑ Maximum Security

Prisoners considered assaultive or dangerous, and those who pose a high escape risk, and/or have other serious problems are assigned to this category. Such prisoners require constant supervision by correctional officers and do not work outside the prison security fence. Prisoners under death sentence are classified as maximum security.

❑ **Close Security**

Prisoners assigned to this level are escape risks and typically are rule violators. These prisoners have assaultive histories, and may have detainers for serious crimes on file. These prisoners require constant supervision by an armed correctional officer while working outside the security fence and require regular supervision when inside security boundaries. Prisoners must remain at this level for one year before being considered for reclassification. Medium Security.

❑ **Medium Security**

Prisoners with no major adjustment or substance abuse problems still require constant supervision outside the perimeter fence and regular supervision inside the fence. Medium security prisoners must remain at this level for six months before being considered for reclassification.

❑ **Minimum Security**

These prisoners have a pattern of abiding by prison rules and regulations. They present a minimal risk of escape and have been judged to be a minimal threat to the community. They are allowed to work in the community, yet are checked hourly while inside or outside the prison's perimeter security fence. Minimum security prisoners must remain at this level for three months prior to consideration for reclassification.

❑ **Trusty Security**

An prisoner assigned to this category has proven to be trustworthy, has no adjustment problems, is cooperative, and has no current alcohol or drug addiction problems. Trusty prisoners on work details require occasional checks by staff members.

Corrections Costs

Capital Outlay (construction) Costs (Cost per Bed)*

Medium security prison
 ½ dorms, ½ two-man cells
 \$43,756

Close security prison
 Mainly two-man cells
 \$52,055

Maximum security prison
 Mainly one-man cells
 \$72,540

❑ Operating Costs (per prisoner, Per Day/ Per Year)

Average operating costs, all state prisons \$49.59/ \$18,100

Long-Term Facilities:

State Prisons (Close security and higher)** \$52.89/ \$19,319
 State Prisons (Medium security and lower) \$43.65/ \$15,943

Short-Term Facilities:

Probation Detention Center *** \$46.11/ \$16,830
 Probation Boot Camps*** \$45.98/ \$16,784

Probation Diversion Centers (work release) *** \$53.47/ \$19,516

Minus resident payments for room & board \$9.16/ \$3,343
 Net cost to taxpayers \$44.31/ \$16,173

Transitional Centers (half-way houses) *** \$53.47/ \$19,516

Minus resident payments for room & board \$9.16/ \$3,343
 Net cost to taxpayers \$44.31/ \$16,173

Transitional Centers (half-way houses) * \$44.92/ \$16,397**

Minus resident payments for room & board \$5.31/ \$1,938

Net cost to taxpayers \$39.61/ \$14,459

Community supervision

Regular Probation Supervision \$1.43/ \$521

Intensive Probation Supervision \$3.62 /\$1,323

* Costs shown here for medium, close, and maximum security prisons are for illustrative purposes only. Every prison is unique. Costs might vary up or down depending on many factors, including the prison's capacity, the types of programs and services it offers, and the type of prisoner it is designed to house.

** "Close security and higher" includes maximum and close security prisons, women's prisons, and diagnostic centers.

*** Short-term facilities, including probation detention centers and boot camps, detention centers, and diversion centers, turn over their populations two or three or more times a year. Therefore, the cost for an individual offender will only be a fraction of the "per year" cost. In addition, diversion and transition center residents contribute part of their salary to their own upkeep, further reducing costs to taxpayers.

**APPENDIX C:
DIRECTORY OF THE GEORGIA
DEPARTMENT OF CORRECTIONS**

Administrative Offices

Facilities Division :

Director
2 Martin Luther King Jr. Dr.
652 Twin Towers East
Atlanta, GA. 30334
(404) 656-2809

Executive Office:

Commissioner: James Donald
Assistant Commissioner: Brian Owens
2 Martin Luther King, Jr. Dr.
866 Twin Towers East
Atlanta, Ga. 30334
(404) 656-6002

Legal Office:

General Counsel: Bill Amideo
(404) 656-0962
Supervising Council: Mark Guzzi
(404) 651-5761

Policies and Procedures

Administrator: Jim Allen
(404) 656-0893
2 Martin Luther King, Jr. Dr,
870 Twin Towers East
Atlanta, GA. 30334

Probation Division:

Bob Lavoie, Director
(404) 656-9772
2 Martin Luther King, Jr., Dr.
954 Twin Towers East
Atlanta, GA. 30334

Administration Division:

Diane Bell, Director
(404) 651-6997
2 Martin Luther King, Jr. Dr.
1054 Twin Towers East
Atlanta, GA. 30334

Human Resources Division:

Cindy Schweigart
(404) 656- 4603
2 Martin Luther King Drive
Twin Tower East
Atlanta, GA 30334

Prison Boot Camps and Probation Boot Camps

Baldwin BC
P. O. Box 218
Hardwick, GA 31034
(478) 445-5218

Montgomery BC
P. O. Box 256
Mt. Vernon, GA 30445
(912) 583-3600

Burruss BC
P. O. Box 5849
Forsyth, GA 21029
(478) 994-7511

Scott BC
P. O. Box 417
Hardwick, GA 31034
(478) 445-5375

Hays BC
P. O. Box 668
Trion, GA 30753
(706) 857-0400

West Georgia BC
P.O. Box 690
Bremen, GA 30110
(478) 445-5375

County Camps

Athens/Clarke CCI
2825 County Farm Rd.
Athens, GA 30610
(706) 613-3400

Augusta/Richmond CCI
2314 Tobacco Road
Augusta, GA 30906
(706) 798-5572

Bulloch CCI
17301 U.S. 301 North
Statesboro, GA 30458
(912) 764-6217

Carroll Co. Prison
96 Horsley Mill Road
Carrollton, GA 30117
(770) 830-5905

Clayton CCI
P. O. Box 309
11420 S.L.R. Blvd.
Lovejoy, GA 30250
(770) 473-5777

Colquitt Co. Prison
P. O. Box 339
2010 County Farm Rd.
Moultrie, GA 31776
(229) 616-7490

Coweta Co. Prison
101 Selt Road
Newnan, GA 30263
(770) 254-3723

Decatur CCI
1153 Airport Rd.
Bainbridge, GA 31717
(229) 248-3035

Effingham Co. Prison
P. O. Box 235
Springfield, GA 31329
(912) 754-2108

Floyd Co. Prison
329 Black Bluff Rd., SW
Rome, GA 30161
(706) 236-2494

Gwinnett CCI
750 High Hope Rd.
Lawrenceville, GA 30043
(678) 407-6000

Hall CCI
1694 Barber Road
Gainesville, GA 30507
(770) 536-3672

Harris CCI
9982 GA Hwy. 116
Hamilton, GA 31811
(706) 628-4959

Jackson CCI
255 Curtis Spence Drive
Jefferson, GA 30549
(706) 367-5287

Jefferson CCI
1159 Clarks Mill Rd.
Louisville, GA 30434
(478) 625-7230

Mitchell CCI
4838 Hwy. 37 East
Camilla, GA 31730
(229) 336-2045

Muscogee Co. Prison
7175 Sacredote Lane
Columbus, GA 31907
(706) 561-3220

Screven CCI
P. O. Box 377
Sylvania, GA 30467
(912) 863-4555

Spalding CCI
1515B Williamson Road
Griffin, GA 30224
(770) 467-4760

Stewart CCI
P. O. Box 157
Lumpkin, GA 31815
(229) 838-4385

Sumter CCI
P. O. Box 484
Americus, GA 31709
(229) 928-4583

Terrell CCI
3110 Albany Hwy.
Dawson, GA 31742
(229) 995-5381

Thomas Co. Prison
116 Joiner Road
Thomasville, GA 31757
(229) 226-4394

Troup CCI
2508 Hamilton Road
LaGrange, GA 30240
(706) 883-1720

Diversion Centers

Albany DC
P. O. Box 50188
Albany, GA 31703
(229) 430-4306

Alcovy DC
P. O. Box 1600
Monroe, GA 30655
(770) 207-4171

Athens DC
P. O. Box 1229
Athens, GA 30603
(706) 542-8628

Augusta DC
P. O. Box 5706
Augusta, GA 30906
(706) 771-4763

Clayton DC
P. O. Box 2283
Forest Park, GA 30298
(404) 363-7680

Cobb DC
831 North Cobb Pkwy.
Marietta, GA 30062
(770) 528-5300

Columbus DC
3900 Schatulga Rd.
Columbus, Ga. 31907
(706) 568-2167

Gainesville DC
1002 Aviation Blvd.
Gainesville, Ga. 30501
(770) 535-5723

Gateway DC
1102 Sylvan Rd.
Atlanta, Ga. 30310
(404) 756-4600

Griffin DC
P. O. Box 1086
Griffin, GA 30224
(770) 229-3327

Helms DC
1275 Constitution Rd.
Atlanta, GA 30316
(404) 624-2413

Macon DC
200 Henry Street
Macon, GA 31206
(478) 751-6197

Rome DC
Northwest Regional
Hospital
1305 Redmond Rd.,
Bldg. 206
Rome, GA 30161
(706) 295-6418

Savannah DC
1303 E. President St.
Savannah, GA 31404
(912) 651-2733

Thomasville DC
P. O. Box 980
Thomasville, GA 31799
(229) 225-4025

Tommy M. Rouse DC
P. O. Box 759
Waycross, GA 31502
(912) 285-6028

Probation Detention Centers

Bacon PDC
P.O. Box 904
Alma, GA 31510
(912) 632-8157

Bleckley PDC
P.O. Box 519
179 Jac Arts Rd.
Cochran, GA 31014
(478) 934-3303

Central PDC
P. O. Box 190
Cadwell, GA 31009
(478) 689-4750

Colwell PDC
797 Beasley Street
Blairsville, GA 30512
(706) 745-3610

I. W. Davis PDC
P. O. Box 730
Jefferson, GA 30549
(706) 367-1732

Davissboro Women's PDC
P. O. Box 128
Davisboro, GA 31018
(478) 348-2348

Emanuel Co. PDC
P. O. Box 1430
Twin City, GA 30471
(478) 763-2400

Emanuel PDC-Swainsboro Unit
714 Gumlog Rd.
Swainsboro, GA 30401
(478) 289-2746

J. C. Larmore PDC
P. O. Box 491419
College Park, GA 30349
(770) 306-6942

Virgil W. McEver, Jr. PDC
P. O. Box 1480
2100 King's Chapel Rd.
Perry, GA 31069
(478) 988-7024

Northwest PDC
1030 W. Gurrard Street
Cedartown, GA 30125
(770) 749-2300

Patten PDC
P. O. Box 278
Lakeland, GA 31635
(229) 482-8241

Paulding Co. PDC
1295 Industrial Blvd. N.
Dallas, GA 30132
(770) 443-7807

Rockdale-DeKalb PDC
2165 Chambers Drive
Conyers, GA 30012
(770) 388-5777

Scott PDC
P.O. Box 417
Hardwick, GA 31034
(478) 445-1920

Smith PDC
P.O. Box 726
Glenville, GA 31034
(912) 654-5000

Southeast PDC
P. O. Box 869
Claxton, GA 30417
(229) 739-1911

Southwest PDC
P. O. Box 3188
Moultrie, GA 31776
(912) 891-7180

Terrell Co. PDC
P. O. Box 779
Dawson, Ga.
(229) 995-6701

Treutlon PDC
P.O. Box 707
Soperton, GA 30457
(912) 529-6760

West Central PDC
P.O.Box 589
Zebulon, GA 30295
(770) 567-0531

Western PDC
P. O. Box 2250
Butler, GA 31006
(478) 862-5851

Whitworth PDC
P. O. Box 769
Hartwell, GA 30643
(706) 856-2601

Women's PDC
P. O. Box 920
Claxton, GA 30417
(912) 739-0716

Field Probation Centers

Adel PO
208 N. Parrish Avenue
Adel, GA 31620
(229) 896-7525

Albany PO
P. O. Box 822
Albany, GA 31702
(229) 430-4182

Americus PO
P. O. Box 226
Americus, GA 31709
(229) 931-2537

Appling PO
P. O. Box 344
Appling, GA 30802
(706) 541-0033

Athens PO
P. O. Box 1146
Athens, GA 30605
(706) 369-6000

Atlanta-Central PO
353 Parkway Dr.
Atlanta, GA 30312
(404) 463-4333

Atlanta PO
160 Pryor Street
Room JG-54
Atlanta, GA 30335
(404) 656-4600

Atlanta North PO
7741 Roswell Road
North Annex Bldg.
Suite 213
Atlanta, GA 30350
(404) 656-4600

Atlanta PO
(Court Services)
160 Pryor Street, JG-54
Atlanta, GA 30335
(404) 656-4600

Atlanta PO (Tmsfr.)
160 Pryor Street, JG-54
Atlanta, GA 30335
(404) 656-4315

Atlanta PO
(Pgms/IPS)
Atlanta West Business Ctr
Bldg. 100 - Suite 107
3201 Atlanta Industrial
Pkwy.
Atlanta, GA 30331
(404) 505-0133

Atlanta South PO1
2565 Jolly Road
Suite 200
College Park, GA 30349
(404) 559-6661

Atlanta South PO2
(Annex)
5600 Stonewall Tell Rd.
Suite 224
College Park, GA 30349
(404) 306-6933

Atlanta West PO
2001 MLK Jr. Dr., Ste. 412
Atlanta, GA 30310
(404) 756-4432

Augusta PO
901 Greene Street
Augusta, GA 30901
(706) 721-8002

Bainbridge PO
P. O. Box 1044
Bainbridge, GA 31718
(229) 248-2671

Baxley PO
P. O. Box 898
Baxley, GA 31513
(912) 366-1063

Blairsville PO
Box 7
185 Wellborne St.
Blairsville, GA 30512
(706) 745-2824

Blakely PO
P. O. Box 772
Blakely, GA 31723
(229) 723-4277

Blue Ridge PO
990 E. Main St., Ste. 9
Blue Ridge, GA 30513
(706) 632-2149

Brunswick PO
P. O. Box 178
Brunswick, GA 31521
(912) 262-3065

Buchanan PO
P. O. Box 156
Buchanan, GA 30113
(770) 646-3810

Cairo PO
P. O. Box 149
Cairo, GA 31728
(229) 377-5347

Calhoun PO
P. O. Box 294
Calhoun, GA 30703
(229) 624-1414

Camilla PO
P. O. Box 342
Camilla, GA 31730
(912) 522-3572

Canton PO
P. O. Box 448
Canton, GA 30114
(770) 479-2602

Carnesville PO
P. O. Box 371
Carnesville, GA 30521
(706) 384-4343

Carrollton PO
205 Tanner Street, Ste. B
Carrollton, GA 30117
(770) 836-6704

Cartersville PO
P. O. Box 771
Cartersville, GA 30120
(770) 387-3780

Cedartown PO
P. O. Box 1771
Cedartown, GA 30125
(770) 749-2206

Clarkesville PO
P. O. Box 2556
Clarkesville, GA 30523
(706) 754-9315

Claxton PO
P. O. Box 26
Claxton, GA 30417
(912) 739-9612

Clayton PO
25 Courthouse Square,
Suite 109
Clayton, GA 30525
(706) 782-4727

Cleveland PO
59 South Main St., Ste. J
Cleveland, GA 30528
(706) 865-7361

Columbus PO
P. O. Box 2337
Columbus, GA 31902
(706) 649-7484

Conyers PO
P. O. Box 473
Conyers, GA 30012
(770) 388-5011

Cordele PO
1304 South Seventh St.
Cordele, GA 31015
(229) 276-2346

Covington PO
P. O. Box 348
Covington, GA 30015
(770) 784-2110

Cumming PO
310 Tribble Gap Road
Cumming, GA 30040
(770) 781-2170

Cuthbert PO
P. O. Box 365
Cuthbert, GA 31740
(229) 732-2123

Dahlonega PO
163 Tipton Drive
Dahlonega, GA 30533
(706) 867-2929

Dallas PO
P. O. Box 82
Dallas, GA 30132
(770) 443-7861

Dalton PO
P. O. Box 747
Dalton, GA 30722-

(706) 272-2306

Danielsville PO
P. O. Box 392
Danielsville, GA 30633
(706) 795-3845

Darien PO
P. O. Box 1238
Darien, GA 31305
(912) 437-6669

Dawson PO
P. O. Box 387
Dawson, GA 31742
(229) 995-6459

DeKalb Central PO
(Admin. & Court
Services)
547 Church St., 1st Fl.
Decatur, GA 30030
(404) 370-5113

DeKalb North PO
LaVista Office Park
2187 Northlake Parkway
Bldg. 9, Room 23
Tucker, GA 30084
(770) 414-3670

DeKalb Central Case
Management
(Programs)
547 Church St.
2nd Floor
Decatur, GA 30030
(404) 370-5114

Donalsonville PO
P. O. Box 245
Donalsonville, GA 31745
(229) 524-2836

Douglas PO
P. O. Box 1051
Douglas, GA 31534
(912) 389-4431

Douglasville PO
8723 Hospital Dr., Ste. 1
Douglasville, GA 30134
(770) 489-3070

Dublin PO
P. O. Box 2012, CSS
Dublin, GA 31040
(478) 275-6637

Eastman PO
P. O. Box 4234
Eastman, GA 31023
(478) 374-6501

Eatonton PO
P. O. Box 4223
Eatonton, GA 31024
(706) 485-5304

Elberton PO
P.O. Drawer 725
Elberton, GA 30635
(706) 213-2032

Ellijay PO
368 Craig St., Ste. 103
East Ellijay, GA 30539
(706) 635-5125

Fayetteville PO
135-A Bradford Square
Fayetteville, GA 30215
(770) 460-2730

Fitzgerald PO
P. O. Box 1168
Fitzgerald, GA 31750
(229) 426-5234

Fort Valley PO
P. O. Box 754
Fort Valley, GA 31030
(478) 825-3136

Gainesville PO
P. O. Box 2436
Gainesville, GA 30503
(770) 535-5710

Gray PO
P. O. Box 753
Gray, GA 31032
(478) 986-6611

Greensboro PO
P. O. Box 282
Greensboro, GA 30642
(706) 453-7131

Greenville PO
P. O. Box 582
Greenville, GA 30222
(706) 672-4971

Griffin PO
1435 N. Expressway
Spalding Corners
Suite 302
Griffin, GA 30223
(770) 229-3132

Hartwell PO
P. O. Box 715
Hartwell, GA 30643
(706) 856-2711

Hazelhurst PO
P. O. Box 1066
Hazelhurst, GA 31539
(912) 375-4441

Hinesville PO
P. O. Box 94
Hinesville, GA 31310
(912) 370-2571

Homer PO
P. O. Box 426
Homer, GA 30547
(706) 677-6228

Homerville PO
110 Court Square
Homerville, GA 31634
(912) 487-2777

Jackson PO
45 Keys Ferry Street
McDonough, GA 30253
(770) 954-2004

Jasper PO
37 Court Street
Jasper, GA 30143
(706) 692-4805

Jesup PO
P. O. Box 272
Jesup, GA 31598
(912) 427-5894

LaFayette PO
114 East Patton Street
LaFayette, GA 30728
(706) 638-5531

LaGrange PO
Rear 206 Ridley Avenue
LaGrange, GA 30240
(706) 845-4125

Lakeland PO
P. O. Box 366
Lakeland, GA 31635
(229) 482-3303

Lawrenceville PO
P. O. Box 1305
Lawrenceville, GA 30046
(770) 339-2222

Lawrenceville PO
595 Old Norcross Road
Suite D
Lawrenceville, GA 30045
(770) 339-5120

Louisville PO
P. O. Box 706
Louisville, GA 30434
(478) 625-3648

Lyons PO
P. O. Box 658
Lyons, GA 30436
(912) 526-8311

Macon PO
200 Third Street
Macon, GA 31201
(478) 751-6092

Marietta PO
P. O. Box 910
Marietta, GA 30061
(770) 528-7950

Marietta PO
(suboffice)
2275 Northwest Pkwy.
Suite 170
Marietta, GA 30067
(770) 916-2115

Marietta PO
(North)
130 South Park Square
Marietta, GA 30061
(770) 528-4923

McDonough PO
45 Keys Ferry Street
McDonough, GA 30253
(770) 954-2004

Moultrie PO
P. O. Box 1214
Moultrie, GA 31776
(229) 891-7270

Nashville PO
111 South Davis Street
Berrien Co. Building
Nashville, GA 31639
(229) 686-9329

Newnan PO
51-B Perry Street
Newnan, GA 30263
(770) 254-7204

Millen PO
P. O. Box 486
Millen, GA 30442
(478) 982-2050

Morrow PO
1331 Citizens Pkwy.
Suite 201
Morrow, GA 30260
(770) 960-4100

Oglethorpe PO
P. O. Box 372
Oglethorpe, GA 31068
(478) 472-3591

Perry PO
1010 Ball Street
Perry, GA 31069
(478) 988-6750

Soperton PO
P. O. Box 262
Soperton, GA 30457
(912) 529-6283

Springfield PO
P. O. Box 820
Springfield, GA 31329
(912) 754-3257

Statesboro PO
P. O. Box 238
Statesboro, GA 30459
(912) 871-1119

Savannah PO
P. O. Box 9504
Savannah, GA 31412
(912) 651-2204

Swainsboro PO
P. O. Drawer S
Swainsboro, GA 30401
(478) 289-2602

Sylvania PO
655 Frontage Rd. East
Sylvania, GA 30467
(229) 564-7382

Sylvester PO
P. O. Box 876
Sylvester, GA 31791
(229) 777-2183

Thomaston PO
113-B East County Road
Thomaston, GA 30286
(706) 646-6000

Thomasville PO
P. O. Box 1602
Thomasville, GA 31792
(229) 225-4021

Thomson PO
P. O. Box 337
Thomson, GA 30824
(706) 595-7404

Tifton PO
P. O. Box 2006
Tifton, GA 31793
(229) 386-3503

Toccoa PO
115-B West Doyle St.
Toccoa, GA 30577
(706) 282-4570

Valdosta PO
P. O. Box 6
Valdosta, GA 31603
(229) 333-5274

Warner Robins PO
281-D Carl Vinson Pkwy.
Warner Robins, GA 31088
(478) 929-6832

Washington PO
P. O. Box 867
Washington, GA 30673
(706) 678-2373

Watkinsville PO
P. O. Box 92
Watkinsville, GA 30677
(706) 769-3959

Waycross PO
P. O. Box 819
Waycross, GA 31502
(912) 287-6536

Waynesboro PO
P. O. Box 89
Waynesboro, GA 30830
(912) 437-6849

Winder PO
22 Lee Street
Winder, GA 30680
(770) 307-3065

Woodbine PO
P. O. Box 400
Woodbine, Ga. 31569
(912) 576-5998

Private Prisons

Coffee Correctional
Institution
(Corrections Corp.
of America)
1153 North Liberty St.
Nichols, GA 31554
(912) 345-5058

D. Ray James State
Prison
(Cornell Corrections)
Highway 252
Folkston, GA 31537
(912) 496-6242

Wheeler Correctional
Institute
(Corrections Corp.
of America)
1100 North Broad St.
Alamo, GA 30411
(912) 568-1731

State Prisons

Lee Arrendale
State Prison
P. O. Box 709
Alto, GA 30510
(706) 776-4700

Augusta State
Medical Prison
3001 Gordon Highway
Grovetown, GA 30813
(706) 855-4700

Autry State Prison
P. O. Box 648
Pelham, GA 31779
(229) 294-2940

Baldwin State Prison
P. O. Box 218
Hardwick, GA 31034
(478) 445-5218

Bostick State Prison
P. O. Box 1700
Hardwick, GA 31034
(478) 445-4623

Burruss CTC
P. O. Box 5849
Forsyth, GA 31029
(478) 994-7511

Calhoun State Prison
P. O. Box 249
Morgan, GA 31766
(229) 849-5000

Central State Prison
4600 Fulton Mill Road
Macon, GA 31208
(478) 471-2906

Coastal State Prison
P. O. Box 7150
Garden City, GA 31418
(912) 965-6330

Dodge State Prison
P. O. Box 276
Chester, GA 31012
(478) 358-7200

Dooly State Prison
P. O. Box 750
Unadilla, GA 31091
(478) 627-2000

Georgia Diagnostic and
Classification Prison
P. O. Box 3877
Jackson, GA 30233
(770) 504-2000

Georgia State Prison
200 GA Hwy. 147
Reidsville, GA 30453
(912) 557-7301

Hancock State Prison
P. O. Box 339
Sparta, GA 31087
(706) 444-1000

Hays State Prison
P. O. Box 668
Trion, GA 30753
(706) 857-0400

Homerville State Prison
P. O. Box 337
Homerville, GA 31634
(912) 487-3052

Johnson State Prison
P. O. Box 344
Wrightsville, Ga. 31096
(478) 864-4100

Lee State Prison
153 Pinewood Dr.
Leesburg, GA 31763
(229) 759-6453

Macon State Prison
P. O. Box 426
Oglethorpe, GA 31068
(478) 472-3400

Men's State Prison
P. O. Box 396
Hardwick, GA 31034
(478) 445-4702

Metro State Prison
1301 Constitution Road
Atlanta, GA 30316
(404) 624-2200

Milan State Prison
P. O. Box 410
Milan, GA 31060
(229) 362-4900

Montgomery State Prison
P. O. Box 256
Mt. Vernon, GA 30445
(912) 583-3600

Phillips State Prison
2989 W. Rock Quarry Rd
Buford, GA 30519
(770) 932-4500

Pulaski State Prison
P. O. Box 839
Hawkinsville, GA 31036
(478) 783-6000

Putnam State Prison
P. O. Box 3970
Eatonton, GA 31024
(706) 484-2900

Rivers State Prison
P. O. Box 1500
Hardwick, GA 31034
(478) 445-4591

Rogers State Prison
200 Rogers Road
Reidsville, GA 30453
(912) 557-7771

Rutledge State Prison
P. O. Box 8409
Columbus, GA 31908
(706) 568-2340

Scott State Prison
P. O. Box 417
Hardwick, GA 31034
(478) 445-5375

Smith State Prison
P. O. Box 726
Glennville, GA 30427
(912) 654-5000

Telfair State Prison
P. O. Box 549
Helena, GA 31037
(229) 868-7721

Valdosta State Prison
P. O. Box 310
Valdosta, GA 31603
(229) 333-7900

Walker State Prison
P. O. Box 98
Rock Springs, GA 30739
(706) 764-3600

Ware State Prison
3620 Harris Road
Waycross, GA 31501
(912) 285-6400

Washington State Prison
P. O. Box 206
13262 Hwy. 24E
Davisboro, GA 31018
(478) 348-5814

Wayne State Prison
1007 Shed Road
Odum, GA 31555
(912) 586-2244

West Central State Prison
P. O. Box 589
Zebulon, GA 30295
(770) 567-0531

Wilcox State Prison
P. O. Box 397
Abbeville, GA 31001
(229) 467-3000

Transitional Centers

Albany TC
304 N. Washington St.
Albany, GA 31701
(229) 430-3888

LaGrange TC
P.O. Box 1309
LaGrange, GA 30210
(706) 845-4018

Atlanta TC
332 Ponce de Leon Ave., NE
Atlanta, GA 30308
(404) 206-5075

Macon TC
1100 Second Street
Macon, GA 31201
(478) 751-6090

Augusta TC
601 Taylor Street
Augusta, GA 30901
(706) 721-1650

Metro Women's TC
1303 Constitution Road
Atlanta, GA 30316
(404) 624-2380

Coastal TC
309 Styles Avenue
Savannah, GA 31415
(912)651-0900

Savannah Men's TC
1250 E. Presidents Street
Savannah, GA 31404
(912) 651-6372

Clayton TC
242 Falcon Drive
Forest Park, GA 30297
(404) 675-1528

Savannah Women'sTC
439 East Broad Street
Savannah, GA 31401
(912) 651-2268

Fairness for Prisoners' Families Flyers

We have included here three flyers here that you can copy and use.

Full-size flyer: General Information Flyer

Mini-flyers: Six to a Page and Ten to a Page

The full-size flyer is great to post on bulletin boards, store windows and so on. The mini-flyers are perfect for having something small to hand out at visitation. We also send prisoners the smallest flyers (ten to a page) for tearing apart and handing out to their peers. Send a copy to your loved ones in Georgia prisons!

We would also be happy to send materials to your loved one to help him or her spread the word from the inside. Fairness fro Prisoners' Families, 404-681-5576



Please Post and Distribute Widely!

For those who have a Loved One in Prison...

- **Do You:** Have questions about Georgia Department of Corrections (GDC) policies and rules but aren't sure who to the right person in the GDC is to call?
- **Do You:** Have concerns about your imprisoned loved one's health but aren't sure who to go to in the GDC for help?
- **Have You:** Had difficulties during visitation but don't know who you should go to about them?
- **Have You:** Wanted to meet other families and friends of Georgia prisoners to share experiences and support?
- **Would You:** Like assistance expressing your concerns to the GDC?
- **Would You:** Like to learn how to contact your legislators in the Georgia General Assembly and have a voice in the laws they make effecting Georgia's criminal justice system?

YOU ARE NOT ALONE!

We are working to make positive changes for Georgia prisoner and the friends and families who care about them.

PLEASE JOIN US IN ADDRESSING OUR COMMON CONCERNS!

***For a Copy of the Advocacy Handbook to Assist those with Imprisoned Loved Ones and the Parole Handbook to Better Understand the Current Parole Process and to Get Involved, Contact Fairness for Prisoners' Families
404-681-5576, or email: fairness@gejustice.org***

Fairness for Prisoners' Families

a program of

The Southern Center for Human Rights

83 Poplar Street, N.W. ● Atlanta, Georgia 30303

Voice (404) 681-5576 ● **Fax** (404) 688-9440 ● **Email** fairness@gejustice.org

If you have a loved one in prison...

YOU ARE NOT ALONE!

YOU ARE NOT POWERLESS!

Fairness for Prisoners' Families is a program providing help in dealing with the Georgia Department of Corrections (GDC) and working to create real change. Together we are calling for the GDC and the state of Georgia to be accountable for its treatment of prisoners and the friends and families who care about them.

PLEASE JOIN WITH US FOR JUSTICE!

For information or to get involved contact:

Fairness for Prisoners' Families

c/o 83 Poplar Street, N.W., ● Atlanta, Georgia 30303

Voice: (404) 681-5576, ● Fax (404) 688-9440

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