



NOTICE

This handbook is a guide to the Rules, Regulations, and Expectations for inmates to follow while incarcerated at Hall County Correctional Institution. It does not replace Georgia Department of Corrections (GDC) Official Rules and Regulations. The information relating to Hall County Correctional Institution (HCCI) is covered within this handbook to help you understand what is required of you while at this facility. This handbook should be used in conjunction with the GDC Rules and Regulations. Most of your questions will be answered in this handbook. However, if you have trouble understanding these rules or regulations ask a staff member for further explanation.

The portion of your prison term served here at HCCI will reflect your personal efforts on work details and program participation. Your effort will be documented through Work Evaluations, Counselor Assessments and Program Completions. Below Average Work Performance, Program Refusals, and Disciplinary Records will also be documented as part of your Institutional Record. All aspects of your behavior will be available for HCCI Staff, GDC, and Parole Staff to review when making program referrals and release recommendations.

Hall County CI staff will support you in your efforts to make positive changes but you must demonstrate your desire to return to society as a more responsible individual by making productive choices.

Recommendations and referrals for Parole Consideration, Transitional Centers and other merit-based programs will be determined by a review of documented behavior, work performance, attitude, and your effort.



HALL COUNTY CORRECTIONAL INSTITUTION

1698 BARBER ROAD
GAINESVILLE, GA. 30507

DIRECTIONS:

From I-985: Take Exit #20 to SR-60 (Queen City Pkwy). Go East on SR-60. (Due to the highway design this will be a right turn from North or South exits from I-985). Continue ¼ mile to traffic signal. Turn right onto Calvary Church Road. Continue on Calvary Church Road for 1½ miles. Turn left onto Barber Road. HCCI is the last building on the right before reaching the Hall County Jail. The visitor parking is directly in front of the building.

INTRODUCTION

Welcome to Hall County Correctional Institution. The following history statement will help you better understand our institution and its mission.

In 1963, Hall County Government founded the Hall County Public Work Camp (PWC). Prison labor was used to construct the facility as well as many renovations over the years. The PWC supported The Hall County Public Works Department with an inmate workforce. In 1982 the name was changed to Hall County Correctional Institution to reflect its added goals of rehabilitative, educational and vocational programming. A new facility was constructed in 2016 with the assistance of inmate work crews. Our mission remains to provide a general labor force for Hall County and provide rehabilitative services to the inmate population.

There are numerous opportunities to participate in programs designed to meet your individual needs. If you follow the rules, have a positive attitude, participate in work assignments, and show that you are making an effort, staff will support you as you pursue your goals. Treat your time at this facility as an opportunity to correct mistakes and learn the necessary skills to return to society as a productive citizen.

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INMATE PRIVILEGES

Telephone Use:

Notice: Telephone calls are recorded and monitored.

Telephones are located in each dorm for inmate's use and convenience. Telephone calls are charged to the inmate account. Personal Identification Numbers (PIN #'s) are assigned to each inmate. You must enter your PIN # when making phone calls. Collect calls are also permitted. Fees will be applied to the recipient's telephone bill if charges are accepted. HCCI will not assume responsibility for any charges related to your telephone usage. Telephones have preprogrammed time limits and are disconnected automatically.

Telephones are pre-programmed to activate as follows:

Monday - Thursday	4:30 pm - 11:30 pm
Friday	4:30 pm - 1:30 am
Saturday	8:00 am - 1:30 am
Sunday	8:00 am - 11:30 pm
Holiday (NO WORK FOLLOWING DAY)	8:00 am - 1:30 am
Holiday (WORK FOLLOWING DAY)	8:00 am - 11:30 pm

HCCI does not block phone calls unless a call block is requested by the individual. Calls may also be blocked by the individual you are calling through their service provider. If this is not the case, it may be a billing problem. Correspond (by mail) with the individual you are trying to call and have them contact:

IC Solutions

1 (888) 506-8407 or online at www.ICsolutions.com

Please be aware that 3-way calling is not permitted and your calls are subject to being dropped if a 3-way call is attempted.

Additional calls may be authorized if there is an emergency involving your immediate family. Emergency calls must be verified and permitted by an authorized staff member (Counselor, Shift Supervisor, Captain, Warden, or Deputy Warden).

You should forward HCCI's Administrative telephone number to your family in case of an emergency. This number is for emergency use only.

HCCI Administrative Line: (770) 718-2370

Mail Privileges :

All incoming and outgoing mail is subject to inspection by the Mailroom Officer or other staff members as designated by the Warden.

Contraband or otherwise restricted items will be rejected according to GDC SOP: IIB04-0001 (Inmate Mail and Receipt of Funds).

It is your responsibility to notify your family of the complete address including your ID Numbers. All incoming and outgoing mail must contain your full name, GDC#, Dorm & County# and unabbreviated facility name.

The mailing address to this facility and return address is as follows:

Name / GDC-# / Dorm & County-#
Hall County Correctional Institution
1698 Barber Road
Gainesville, GA. 30507

Postage and correspondence materials are available for purchase on the inmate commissary. See the Kiosk for ordering information, pricing and details.

Indigent Postage is available for inmates who qualify under indigent status according to GDC SOP: 406.19. Requests for indigent postage and correspondence materials (pens, paper and envelopes) shall be directed to Central Control, Counselor, or Mailroom Officer. Correspondence materials and stamps requested for Indigent Postage are considered a loan from the Inmate Benefit Fund. If you receive funds, you will be required to reimburse the Inmate Benefit Fund in accordance with 406.19 (Inmate Mail and Receipt of Funds).

Offender to offender correspondence: Offenders are not permitted to correspond with one another unless they are immediate family and each facility's Warden has approved it in writing. Requests for offender-to-offender correspondence can be submitted through your assigned Counselor

Media Mail: All media mail (books, magazines, music cd's and photos) must be shipped directly from the distributor and accompanied by a packing slip and/or receipt. All items received must be in new condition. All books must be paperback and not hard backed editions. Personal Property limitations and standards must always be observed according to GDC SOP 206.01 (8 Books, 10 CD's, 20 loose photos). If photos can be maintained in a single photo album, loose photo limitations do not apply.

Outgoing Mail:

All outgoing mail must be placed in the inmate mailbox located in the dining hall. It is picked up and delivered to the U.S. Postal Service daily (Monday through Friday, excluding

holidays). Envelopes must be sealed before depositing in outgoing mail however they may be reopened for inspection.

Your outgoing mail must include the following: The mailing address of the intended recipient, your return address and adequate postage. Nothing else is permitted on the envelope including art.

Incoming Mail:

Incoming mail is delivered to the dorms Monday through Friday excluding holidays. You must present your ID Card to receive mail and commissary packages.

All incoming mail must contain your full name, GDC #, and Dorm & County # with the institution's full name & address or it will be returned to sender. Incoming mail must also have the complete name and address of the sender. Mail containing any unauthorized items will be returned to sender. No print-outs from the GDC website are permitted.

Any incoming mail that appears to be stained, scented or containing any foreign materials (glitter, confetti, dust, & etc.) will be rejected and returned to sender.

Inmate Accounts:

Funds may only added to an inmate account by calling or logging into Access Corrections. Telephone and website information is listed below.

(866) 345-1884 or online at **www.AccessCorrections.com**

No funds may be received through regular mail or packages. Funds may not be dropped off at administrative offices or left at visitation. No funds may be transferred between prisoners. Any funds that have not been acquired in an approved manner will be returned to sender or forfeited to Hall County General Fund.

Other routine fees and charges:

Lost ID Card	\$ 5.00
Disciplinary Report	\$ 4.00
Indigent postage	\$ 0.60 (subject to change)
Medical Visit	\$ 5.00
Medications	\$ 5.00
Cell Phone DR Surcharge	\$100.00

Inmates who engage in fighting will be charged for any medical treatment resulting from the injuries they have caused.

Inmate Commissary:

HCCI provides an inmate store for you to order personal hygiene, food, and clothing items. Family members can also order store items for you by using credit/debit cards on the store's website:

www.hallcountypackages.com

You may order from the store list one time per week with a maximum of \$60.00 per week. Availability and prices of all store items are subject to change. Some items may not be eligible for purchase due to recipient restrictions or other obligations. If your account is frozen, web orders will not be processed. Only funds received by Monday will be available for commissary purchases that week. Any funds received thereafter will be available for commissary purchases the following week.

Orders must be submitted by midnight on Mondays. Any items ordered after this time will appear on the next week's order. Store items are delivered on Wednesday night. Any delays or schedule changes will be announced. Shortages will be refunded.

Be aware that the commissary allows orders up to the limits listed in the Personal Property SOP. It is your responsibility to know and monitor the personal property limits for the items you order.

To place an order, you must log into the KIOSK system (located in the dormitories) using your identification number. You will then enter a pin number using your date of birth (eight digits: DDMMYEAR). Choose "PLACING AN ORDER" on the KIOSK. When placing an order, each item you wish to purchase should be saved before you continue to make additional selections. Check your order for accuracy.

Pictures are available for purchase on store. They must be sent out by mail or given to a visitor during visitation. You must present your ID card and receipt in order to have your picture taken.

Radios & CD Players:

You may have one approved radio and one approved CD player. All approved radio / CD players will be clearly engraved with the inmate's last name and GDC# using an electric engraver. Alterations of any kind are not permitted (exposed wiring, external battery or speakers). Recording capabilities are not permitted. Volume must not disrupt others and should be turned to "low" after lights out.

Only "AA" or "AAA" batteries are permitted. Any other size battery is considered contraband and will be confiscated. Inmates are allowed no more than 10 CD's at one time. No more than 5 CD's can be received in a package (See: Media Mail policy).

Television times are as follows:

TV's will not be turned on during working hours. TV's are a privilege that can be taken away or denied at any time and may be turned off because of excessive noise.

Monday - Thursday	4:30 pm - 11:30 pm
Friday	4:30 pm - 1:00 am
Saturday	8:00 am - 1:00 am
Sunday	8:00 am - 11:30 pm
Holiday (work next day)	8:00 am - 11:30 pm
Holiday (no work next day)	8:00 am - 1:00 am

Headphones can be used to listen to the TV's. You can use the radio to listen to the TV's. Each TV has a preset channel that will allow you to hear the TV broadcast. Dorm Officers can provide the channel for each TV.

Warning: Headphones can produce sounds at a loud volume and tone which can result in permanent damage and hearing loss. To protect yourself from possible loud noises produced from the headphones, you should adjust the noise level to the lowest setting before putting the headphones in place or near your ears. Once the headphones are in place, adjust the volume to a sustainable level.

Visitation Rules and Regulations:

Visitation is a privilege and should not be considered a right. It is the policy of HCCI to provide visitation in accordance with GDC SOP 227.05 and to promote the maintenance of positive relationships with family members and Significant Others. Inmates and their visitors will not be permitted to visit with other inmate's or visitors.

Visitors will call HCCI to schedule visitation. Visitation will be scheduled between Monday and Friday from 8:00 am to 3:00 pm. Visits will be permitted only one visitation period per weekend. Visitation hours are from 9:00 am to 11:00 am or 11:00 am to 1:00 pm on Saturdays, Sundays or approved Hall County Holidays. (Visitors arriving after 12:30 pm will not be admitted). Consideration will be given to those who have traveled in excess of 100 miles (or approximately 2 hours travel time).

The visitation area is monitored by closed circuit camera and is recorded for the safety and security of staff, visitors and inmates. All visitors are subject to a search of their person and personal effects when entering the visitation area. Visitors who refuse to be searched will not be admitted. Visitors are permitted to bring in up to (\$40.00) in single dollar bills or change for use in the vending machines. Items such as cell phones, pagers, wallets, handbags, pictures, and papers are not permitted in the visitation area and must be secured in a visitor's vehicle. Vehicles are subject to search at any time while on County Property.

Inmates are responsible for advising visitors of all current visitation policies which are provided at orientation and are available upon request from your assigned counselor. Visitors who violate the facility rules may be refused admittance, asked to leave, or removed from the visitation area. Visitors who violate state or local laws are subject to arrest and criminal prosecution.

Once an inmate's visit begins, visitors and/or inmates may not leave the visitation area unless they desire to terminate the visit. Inmates will take nothing into the visitation room except for their ID card. All Jewelry will remain in the inmate's drawer in the living unit with the exception of a wedding band and a religious medallion. Inmates are not permitted to carry any items from the visitation area to their living units.

All visitors aged sixteen (16) and over are required to present a valid picture ID each time they visit. Persons who cannot present an ID card or who are suspected of using falsified identification or misrepresenting their age will not be allowed to visit.

All minor children (under 16 years-old) must be kept under the immediate control of the adult visitor who brought them into the facility. Disruptive or unruly behavior is reason to terminate a visit.

Bathrooms provided in the visitation area are for visitors only. Inmates are not permitted to use the visitation bathrooms. Supplies for small children & infants are permitted (diapers, bottles & etc...). These supplies will be searched and will be kept at the front desk until needed. Inmates are not permitted to change a child's diaper.

Visitors are required to wear appropriate attire including foundation garments such as bras and underwear. Visitors wearing provocative, revealing or otherwise inappropriate clothing will not be admitted. Visitation may also be terminated if clothing is removed or found to be inappropriate during visitation.

Shorts are not appropriate clothing for visitation. The only visitors who are allowed to wear shorts are children age ten (10) years and under. No other persons are permitted to wear shorts at visitation.

Limited personal contact such as embracing or kissing is permitted only at the beginning and conclusion of the visitation period. Excessive contact such as frequent or prolonged embracing or other inappropriate behavior is strictly prohibited and will result in the termination of the visit, removal of the visitor from the visitation list and possible disciplinary action to the inmate. Any behavior that may be considered indecent, illegal or that may offend or embarrass any staff member or visitors is NOT permitted.

Detection or suspicion of intoxication or drinking of alcoholic beverages when entering the visitation area will result in denial or termination of visitation. The introduction of alcoholic beverages, intoxicants, drugs and/or narcotics will not be permitted within institutional guard lines including the facility's parking lot. Violators are subject to arrest and criminal prosecution.

Children and pets must NOT be left unattended in vehicles parked in the parking lot or on county property for any reason. All vehicles must be secured. Periodic checks of vehicles will be made. Violations of these rules will be cause for termination of your visit.

Visitation Lists:

Visitation lists may be created or updated when an inmate arrives at his first permanent facility or during the months of May and November. False or misleading information provided regarding a visitor or a visitor's relationship may result in the disapproval or removal from the inmate's visitation list.

Inmates arriving from a GDC Diagnostics Prison or Hall County Jail may request to add visitors to their visitation lists during the orientation process. Once the initial visitation list has been completed, no visitation changes will be made until the next May or November.

Inmates who are arriving from other GDC facilities and whose visitation lists have been previously approved will be permitted visitation on the first visitation period after their arrival.

GDC inmates are permitted up to twelve (12) visitors on their visitation lists. Hall County Jail inmates are permitted a total of five (5) visitors on their visitation lists.

Visitors will be either considered a member of your "Immediate Family" or a "Significant Relationship Visitor". Verification of relationship is required for all individuals. All visitors including children under the age of sixteen (16) must be on your approved visitation list and must be accompanied by an adult.

"Immediate family" includes parents, grandparents, brothers, sisters, spouse and children. Members of the extended family will be considered on a case-by-case basis depending on rehabilitative nature of the relationship.

"Significant Relationship Visitors" should be someone with a rehabilitative purpose such as a member of the extended family, girlfriend, or mentor. All significant others are subject to approval by the Warden (or designee). Each inmate is limited to two (2) "Significant Relationship Visitors."

***** VISITATION FORMS CAN ALSO BE PRINTED FROM THE GDC WEBSITE*****
(https://gdc.ga.gov/sites/default/files/Visitation%20GCIC%20Consent_0_1.pdf)

APPLICATION REQUIREMENTS BASED ON AGE OF VISITOR:

If the individual requesting consideration for visitation is 18 years of age or older the following items must be completed and returned for review:

- 1) The completed and signed "Application for Visitation Privilege" (pg 1-2).
- 2) Copy of a valid Government issued Picture Identification Card.
(Examples: Driver's License / State ID Card / US Passport)

3) Completed and notarized copy of the GCIC / NCIC Consent form (pg. 3).

If the individual requesting consideration for visitation is between the ages of 16 years of age and 18 years of age all of the following items must be completed and returned for review:

- 1) The completed and signed "Application for Visitation Privilege" (pg 1-2).
- 2) Copy of a valid Government issued Picture Identification Card.
(Examples: Driver's License / State ID Card / US Passport)
- 3) Completed and notarized copy of the GCIC / NCIC Consent form (pg. 3).
- 4) Copy of a Birth Certificate.
- 5) Authorization from parent / guardian (pg 2).

If the individual requesting consideration for visitation is under the age of 16 years the following items must be completed and returned for review:

- 1) The completed and signed "Application for Visitation Privilege" (pg 1-2).
- 2) Copy of a Birth Certificate.
- 3) Authorization from parent / guardian (pg 2).

Visitation Rules

VISITOR CHECK-IN:

1. Inmates are permitted no more than 4 (four) visitors per visitation period and only one visitation period per weekend.
2. Only individuals who are listed on the inmate's approved visitors list will be admitted.
3. Children of all ages are currently permitted in the visitation area.
4. All visitors and their vehicles are subject to search.
5. All vehicles must be secured before entering the visitation area.
6. Children and pets must not be left unattended in vehicles for any reason.
7. Visitors aged sixteen (16) years and older must provide a valid Picture ID (State ID Card or Driver's License).
8. Visitors are required to place all personal items (including the contents of pockets) on the desk at check-in.
9. Physical contact is not permitted except for the beginning and conclusion of a visit.
10. Children must be supervised at all times. Disruptive behavior must be addressed by the parent / guardian. Excessive disruptions may be cause for termination of a visit.

ITEMS NOT PERMITTED IN THE VISITATION AREA:

1. Cell Phones, Smart Devices (Smart Watches & etc. . .), Wallets, Billfolds and Purses are not permitted in the building and must be secured in your vehicle.
2. Currency is only permitted for use in the drink and snack machines. Single dollar bills (\$1.00) and coins are permitted up to forty (\$40.00).
3. Pictures or papers of any kind are not permitted.

ATTIRE:

1. Inappropriate clothing will be cause to refuse admittance and / or termination of visitation.
2. Provocative, revealing, sheer or see-through, net or mesh materials are not acceptable attire.
3. Sleeveless garments, tanks and shirts that expose cleavage, the back or mid-rift aren't permitted.
4. Appropriate undergarments must be worn.
5. Skirts and dresses may be worn but must come to the middle of the back of the knee.
6. Shorts are not considered appropriate attire except for visitors who are ten (10) years or younger.
7. Plain white tee shirts, V necks and sweaters are not permitted.
8. Leggings, jeggings and workout attire are not permitted.
9. Sunglasses, hats or any type of head covering will not be permitted. The only exceptions are for religious articles.
10. Pullover sweaters are permitted in the visitation area but cannot be removed after entering the visitation area.
11. Coats and jackets are not permitted in the visitation area. A coat rack is available just inside the visitation entryway where your coats may be stored during the visitation period.

Special Visits:

Special Visits are considered on a case by case basis and may be approved by the Warden as an incentive for good behavior and work performance. Special Visits must be initiated by the offender.

The minimum requirements for a special visit include the following: No major DRs in the past 6 months and good work performance. Routine Special Visits will not be considered until you have been at this facility for 30 days. One Special Visit will be allowed every 60 days.

Special Visit Requests must be received a minimum of two (2) working days in advance. Requests must contain visitor's complete name, relationship, address, telephone number and the date of requested visit. Special visits will be approved for the date listed on the request form and must be during normal visiting hours only. Special visits will be approved for only one visitation period (Saturday or Sunday). If the visitor does not attend on the date approved for the visit, a new special visit request must be submitted and approved.

A maximum of two visitors will be approved for a special visit (example: Aunt and Uncle). An adult female will not be approved if you have a wife or girlfriend on your permanent list (the only exception is a family member whose relationship can be verified).

Attorneys may schedule visits and conference calls during regular business hours. The attorney should make appointments at least twenty-four (24) hours in advance by contacting legalconference.request@gdc.ga.gov.

INMATE SERVICES

Educational Programs:

General Equivalency Diploma (GED) preparatory classes are available for all GDC and Hall County Jail Inmates. The GED Instructor will assess your education level in the areas to be tested (math, social studies, science & language arts). You will be given academic assignments to prepare you for testing.

Testing will take place as scheduled by Lanier Tech's Adult Education Department. You must register with the Instructor, attend classes and pass the pre-tests to be considered for testing.

Be Advised: Disciplinary issues may result in your removal from GED. This will also go for any vocational programs as well.

Religious Programs:

HCCI does not restrict the exercise of religious beliefs and will only limit religious practices and/or materials that may interfere with the safety and security of the inmate population and/or staff members.

Local churches and religious groups have scheduled meetings after work hours and on the weekends. They include Religious Services, Bible Studies and Faith-Based drug intervention (see monthly calendars).

Volunteers who serve HCCI's inmate population make religious programs possible. Treat the programs, the volunteers and the inmates who attend the programs with respect.

Counseling Services:

Kiosks are provided in each dorm for you to correspond to staff members. All routine requests for Counseling Services must be communicated through the Kiosk messages. Be specific about the nature of your question or problem when sending Kiosk messages to your Counselor.

Your Counselor will respond as soon as possible either by answering your question on the Kiosk or by scheduling an appointment to meet with you. Inmates are not permitted to stop Counseling Staff in the hallways for advice concerning their cases. Complete and accurate answers to your questions require a review of your GDC and facility records.

In case of an emergency (death or serious illness or injury to a family member) or some other major crisis, contact your Counselor. If your Counselor is not available, notify the Shift Supervisor on duty and describe the emergency. If you are having personal or family problems (thoughts of anger, escape, suicide, fear for your personal safety, or other indicators of stress) you should discuss these feelings with your assigned Counselor.

Counselor's Appointments are generally in the morning before work details are called. You should meet with your Counselor for quarterly reviews. However, you may have more frequent appointments depending on your individual situation and needs. Be prepared to report to the Counselor's Office. Be prepared to ask questions regarding your incarceration, release planning or related issues. You can assist your Counselor by having any concerns written out in advance of your meeting.

When you leave the dorm to see your Counselor you must be ready for work detail. Your bed must be made and personal property must be secured. If you report to your Counselor dressed inappropriately you will be sent back to the dorm and your appointment rescheduled.

It is your responsibility to report as directed. Failure to report will result in a negative entry in your institutional record and your appointment will be postponed.

Law Library:

HCCI has a Reference Law Library. The library and related services are provided to make legal research material available and to provide you with access to courts as permitted by the law. Electronic reference materials are available for Georgia and Federal legal issues. You must record attendance on the Law Library Logbook. Law Library is scheduled for Thursdays at 7:00 pm.

Access to the Law Library is granted by request only. You should send a request to your Counselor to access the Law Library and you will be scheduled for the Law Library. Inmates may be scheduled for Law Library access two (2) hours - one time per week each Thursday. Inmates in Isolation and Administrative Segregation may have access to legal materials upon request. A request for the Law Library must be forward to the Law Library Manager.

HCCI Staff, the Law Library Manager and the Inmate Clerk are not permitted to provide legal advice or practice law, provide photocopies, typewriters or typing services. Books and materials may not be removed from the Law Library for any reason.

Recreational Services:

Yard Call is provided as weather permits on weekends and holidays. Yard call may be cancelled or curtailed by security personnel when deemed appropriate and/or necessary. Gym shorts and tennis shoes may be worn during yard call.

Sports and recreational equipment is provided on a limited basis. Broken or damaged items may be replaced when funds become available.

Medical and Dental Services:

Upon entrance to HCCI your medical records are reviewed and evaluated by the Medical Staff. Sick call services are conducted daily (Monday through Friday between the hours of 6:00 am until 7:00 am excluding Hall County holidays.)

Emergency Medical Services (EMS): Dorm Officers are authorized to call for Emergency Ambulance Services as needed. The Shift Supervisor will then coordinate immediately with the Nurse.

Requests for dental, eye or other specialized examinations cannot be completed on site and will be handled through an appropriate referral to an outside agency or by transfer to a GDC facility with appropriate medical care.

Medication:

This institution participates in the Self-Administered Medication (SAM) program. Upon presentation of valid inmate identification card, medication in Blister Packs will be dispensed to those who qualify. Refer to your copy of the SAM guidelines given to you at medical intake orientation. Over-the-counter and restricted prescription medications will be administered as necessary by staff.

If you are told that medication will be provided to you and you have not received it within 24 hours, notify the Shift Supervisor.

Sick Call Services:

IF EMERGENCY MEDICAL SERVICES ARE NEEDED CONTACT AN OFFICER IMMEDIATELY. DO NOT SUBMIT A SICK CALL REQUEST FOR EMERGENCIES REQUIRING IMMEDIATE ATTENTION.

When completing a Sick Call Request:

List all information about your problem and indicate if it is medical, dental, or mental health. Include personal information such as chronic conditions, allergies, date & time of injuries and if an injury occurred on work detail. Routine Sick Call Requests must be completed using the kiosk. Make sure to include your County / Dorm Number.

Sick Call Services (Nurse's or Doctor's visits) are subject to \$5.00 co-pay and medications are subject to \$5.00 co-pay. Medical services will never be refused for lack of money. Store privileges however, will be suspended until medical fees are paid.

Only work-related injuries and follow-up appointments (required by the doctor) are exempt from the co-pays. Sports related medical services are not exempt from the co-pays.

Medical exams or minor first aid because of fighting will result in \$20.00 Medical Surcharge for each inmate involved. Additional charges will be imposed if further medical services are needed.

Food Services / Dining Hall Rules:

NO DISRUPTIVE BEHAVIOR OR HORSEPLAY DURING MEALTIME.

NO LOUD TALKING DURING MEALS.

NO TALKING THROUGH THE SERVICE WINDOW.

All meals begin with an announcement by the dorm officer. Dorms are fed one at a time. Inmates who do not report to the dining hall during their allotted time will not eat. Food will not be carried out of the dining area to dorms or any other area of the institution. Only cups and utensils provided at intake or purchased on store can be used during meals.

Inmates will report to meals in full inmate uniform (uniforms worn properly: trousers and shirt, boots or tennis shoes. No headgear is allowed).

Each inmate will receive the same amount of food. No special meals will be prepared. Occasional variations depending upon observance of recognized religious events may be provided.

Any inmate who has a problem with his food should speak to the Shift Supervisor on duty about the problem.

Americans with Disability Act

Title II of the Americans with Disabilities Act (ADA) protects individuals with mental health disabilities and intellectual and developmental disabilities (I/DD) from discrimination within GDC.

In accordance with the requirements of the Americans Disability Act (ADA) of 1990, HCCI will not discriminate against qualified individuals with disabilities based on disability in its service, programs, or activities. Such activities may include educational, vocational, work release, or religious programs, as well as opportunities for visitation.

The GDC Standard Operating Procedures (SOP) include an ADA Accommodation Request procedure (103.63) and a Grievance Procedure (227.02), which can be utilized to communicate the need for a reasonable accommodation or to file a complaint. Both policies have an appeals process. The Offender ADA Accommodation Request Form can be located in Central Control. If you are filing a grievance, the grievance should: (1) state with

specificity the disability; (2) the nature of the alleged violation of the ADA; and (3) if the grievance involves a failure to provide a reasonable accommodation, the specific accommodation he/she seeks.

If you have a specific request or need additional information, please contact the ADA Coordinators (Counseling Staff).

Note: If you need an interpreter for American Sign Language (ASL), notify Counseling Staff



ADA COMPLIANCE NOTICE

In accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990, the Georgia Department of Corrections (GDC) will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities.

The GDC Standard Operating Procedures (SOP) include an ADA Accommodation Request Procedure (103.63) and a Grievance Procedure (227.02), which can be utilized to communicate the need for a reasonable accommodation or to file a complaint. Both policies have an appeal process.

If you have a specific request or need additional information, please contact your Facility ADA (FADA) Coordinator. The FADA's contact information will be provided to you by the facility administrator.

In accordance with 28 C.F.R. § 35.107, GDC has an Agency ADA Coordinator, who can be reached using the following contact information:

Americans with Disabilities Act (ADA) Coordinator
Georgia Department of Corrections
P.O. Box 1529
Forsyth, Georgia 31029
478-993-4737
ADA.ACCESSIBILITY@GDC.GA.GOV



Note: If you need an interpreter for American Sign Language (ASL) please contact your FADA Coordinator.



INMATE STANDARDS

Protocol:

Arguing with staff will not be tolerated. If you believe orders from an HCCI staff member are unfair or think you are being harassed, follow the order first and then make your disagreement known to the shift supervisor. You may also write your assigned Counselor, the Deputy Warden or Warden.

Stand and assume the position of attention when the Warden, Deputy Warden or Captain enters a room, dormitory or work area. You will remain in the position of attention until you receive another order: "Carry on" or "As you were" to resume normal activities.

You will address all staff members by their position title or title and last name. You are always to use "yes sir/ma'am" or "no sir/ma'am."

Counts and Inspections:

During all Official Counts and Inspections between 6:30 am - 9:00 pm you are required to stand at the position of attention, present your ID card at shoulder height and position yourself even with the end of your bunk. Remain at attention until you receive another order.

Scheduled Counts & Inspections :

0100 Hours	Official Count, Friday and Saturday to include holidays
0300 Hours	Census Count
0645 Hours	Official Count
0830 Hours	Census Count
1000 Hours	Morning Inspection
1130 Hours	Official Count
1330 Hours	Census Count
1600 Hours	Official Count
1845 Hours	Census Count
2130 Hours	Official Count
2330 Hours	Official Count

Morning Inspections: (1000 Hours Monday - Friday, No Holidays)

Stand at the position of attention.

Display your ID Card at shoulder height. Position yourself even with the end of your bunk Your locker is to be open for inspection.

Your bunk area is to be inspection ready.

You are required to be dressed for work detail.

Work gloves, safety vests and coats (if applicable) will be displayed on your bunk. No headgear / No headphones / No movement / No talking. Remain at attention until you receive another order.

Warden's Inspection: (100 Hours : Wednesday, No Holidays)

Follow the same instructions as with morning inspections.

Classification Actions:

Initial Classification: After arriving at HCCI you will be evaluated by the Classification Committee and assigned to an appropriate detail. Classification Committee decisions are based on the needs of the County, your documented skills and your security level.

Work Detail Changes: All work details are subject to Institutional Need. Requests for a detail change may be submitted to your Counselor after completing 60 days on your current assignment.

Your detail assignment may be changed from day to day depending on _____ security concerns special projects or the needs of County Departments.

Transfer Requests: GDC guidelines will be followed. Requests may be submitted through your Counselor.

Bunk Assignments: The Classification Committee will make your initial bunk assignments when you arrive. You may request a bunk change after you have 30 days and clear conduct. Classification Committee will make the final decision on bunk assignments or changes.

Security Reviews: GDC guidelines determine your security level.

Reporting for Work Details:

Inmates are to report to the "Detail Shack" at 7:45 am and listen for their details to be called. All inmates will be appropriately dressed prior to leaving the dorm. Safety vests are required outerwear while on detail. Shirts and sweatshirts worn to work details must display either "STATE PRISONER" or "COUNTY PRISONER" as appropriate.

The thermal top is not acceptable as outerwear. Jackets may be worn when weather conditions are appropriate. Safety Vests, Boots and Work Gloves are always required on work details.

Commissary items may be taken to your work site. All items taken out on details must be consumed on detail. No items are permitted when returning to dorms. All inmates are required to submit to strip searches when returning from work details.

Inmate Movement:

Do not congregate at any time. When going to (or returning from) an authorized activity, go directly to your designated area and check in immediately with the Officer or other staff member in charge.

Movement is permitted when going to and from work assignments, details, Medical or Counselor appointments or other scheduled activities.

Off-Limits Areas include: Any living unit other than your assigned dorm is off limits. Any area during an unauthorized time period is off limits. Any work area or program area to which you are not assigned is off limits. The perimeter fence and gates are off limits unless escorted by authorized staff or working under direct supervision.

Inmate Hygiene:

All inmates are expected to maintain acceptable standards of hygiene and cleanliness daily. You will be furnished the necessities to maintain acceptable standards of personal cleanliness.

Check the Laundry Schedule and Hygiene Call Schedule with the Shift Supervisor. Your bedding shall be maintained in a sanitary condition. Fingernails must be trimmed and not to extend past the fingertip. You are required to bathe daily and maintain neat appearance. Beards must be neatly trimmed.

Barbershop:

For your convenience and grooming needs, a barbershop is maintained in accordance with standards established by the Department of Corrections. A schedule for the barbershop is maintained by Shift Supervisors. Clippers are available in the barber's shop for trimming facial hair.

You must have a standard hairstyle. Plaits/Braids are not permitted. Hair shall not reach the collar of the shirt. It shall not cover any part of the ears or eyebrows. Other than natural graying, changing hair color is not permitted.

Prison Rape Elimination Act:

HCCI has a Zero-Tolerance Sexual Assault and Misconduct Policy that applies to Staff-Inmate & Inmate-Inmate Sexual Assault and Misconduct.

- Report all sexual misconduct or sexual assault immediately.
- Any type of sexual activity is strictly prohibited and may be subject to disciplinary action or criminal prosecution.

- Do not get involved in situations that could result in unwanted expectations by borrowing or loaning anything.
- Favors and gifts usually come with strings attached.
- Be Alert! Contraband substances such as drugs and alcohol will weaken your ability to stay alert and make good judgements.
- Every attempt will be made to protect sexual assault victims from further harm or retaliation.
- Correctional staff members have been trained what to do if you report sexual assault or misconduct. All reports will be taken seriously and investigated.

There are some things you can do to protect yourself from becoming a victim:

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

Despite your best efforts, you could still end up a victim. If you are a victim of a sexual assault or any kind of sexual coercion, your best defense is to report the incident to any staff member as quickly as possible. If you are unwilling to report sexual assault to institution staff, you may also dial 1 (888) 992-7849 from an inmate telephone to leave a message on the department of corrections sexual assault hotline. This line will be checked every business day. By making the call, you are not only accessing the treatment necessary to deal with the numerous consequences of being victimized, but you are also doing your part to prevent the perpetrator from victimizing others. You can be assured that the information will be received in a confidential manner.

One important thing to remember if you are victimized, don't wash away evidence.

- Don't Shower
- Don't Remove or Wash Your Cloths
- Don't Brush Your Teeth
- Get to Medical Immediately

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

GDC SEXUAL ASSAULT HOTLINE:
1-888-992- 7849 OR *7732 (PREA)

Additional Conduct Requirements:

Contraband includes any article not issued by staff, purchased from the commissary, purchased or received through approved channels, approved for by receipt, authorized by prison regulations or otherwise authorized but is possessed in excessive amounts. Your personal property may be searched at any time, frequently and without cause.

Cell phones are not permitted. It is a felony (1-5 years) for incarcerated offenders to have in their possession any device or component of a device that allows communication with someone outside a facility. Violators will be prosecuted. Inmates who are found to be in possession of a cell phone will be charged a disciplinary surcharge of one hundred dollars (\$100.00).

Drugs, alcohol, tobacco and illegal narcotics are strictly prohibited. Inmates found to be in possession of, or under the influence of any unauthorized drug, alcohol or illegal narcotic will be subject to the appropriate disciplinary procedures as well as criminal prosecution. All inmates are subject to random drug testing.

Smoking Policy: The use or possession of tobacco products by inmates shall be prohibited. It shall be a punishable offense for inmates to possess, use, attempt to acquire, smuggle or attempt to smuggle any tobacco item, paraphernalia or incendiary device at any time while in the custody of Hall County Corrections. This shall include all guard-line areas, both inside and outside of the fence.

Pornographic material of any nature is not allowed in this institution. Inmates may not receive publications or materials which depict or describe sexual conduct in an offensive way and in a manner prohibited by the laws of this State and by the laws of the United States, and which taken as a whole lacks serious literary, artistic, political or scientific value. (Rule 125-2-11-04 (2) (A))

All inmates will be appropriately dressed prior to leaving their dorm. The thermal top is not acceptable as outdoor wear. Boots must be worn any time you can be reasonably expected to report to work. Shorts are only allowed going to, or returning from yard call.

The general sanitation and appearance of this institution is the responsibility of all inmates. Trash of any kind shall not be thrown on the floors or grounds of this institution. In the same respect, pick up and properly dispose of any trash that you may see on the floors or grounds of this institution.

The following list of conduct expectations and the previous areas discussed are to be used as a guide to help you understand HCCI's and GDC's expectations of you. If a rule or requirement is not addressed in this booklet, you are still obliged to comply with all state policies and applicable laws.

Remember that all staff members are required to enforce all rules and regulations as outlined in this handbook or published in the GDC Rules and Regulations.

Orders and instructions given to you by institutional staff are to be considered official orders that you must obey. Do not interfere with, or in any way hinder staff members in performing their duty.

At no time shall institutional locking devices or other security equipment be removed or tampered with in any way.

ID Cards are required for any movement within the institution and when reporting for work details. You will be restricted from movement within the institution and will not be allowed on detail if you do not have your ID Card. Disciplinary Action may be taken.

The administrative area and medical areas are off limits to inmates without an appointment or an escort.

Inmates on outside details are not permitted to use any outside telephone or make contact with private individuals or staff members other than your assigned Detail Officer.

Inmates on outside details are not permitted to bring any items from their outside detail into the institution.

Destruction of Government property and/or the destruction of another inmate's personal property by willful act, gross negligence, or unauthorized alteration or defacement is not permitted and will result in disciplinary action and prosecution.

You will not perform any careless, reckless, negligent, or willful act or behavior that causes or could cause a fire or any other unsafe condition.

Tattooing or the possession of tattoo needles or other tattoo equipment is not permitted. Ear or body piercing is not allowed.

Profane, vulgar, obscene, or boisterous language is not permitted.

Fighting and Horseplay will not be tolerated. Inmates who engage in these activities will be charged for any medical treatment resulting from the injuries they have caused.

No trading, swapping, selling or lending will take place between inmates (no matter how small in value or size). Gambling is not permitted.

Personal Property:

You are responsible for making your own bed, storing of your personal items and cleaning your own area including the area under your bed.

Dorms will be inspected daily, including weekends, holidays and when deemed necessary by the shift supervisor. Corrective actions may be taken if your area is found to be unsatisfactory.

Your locker box and personal property may be searched at any time with the authorization of the shift supervisor. Frequent and unannounced searches are required by the staff of this facility per GDC Rules and Regulations. You will be held responsible for any unauthorized items in your personal property.

Your personal property is your responsibility to secure and maintain. You must secure your locker box with the combination lock you were provided at intake. Your locker box must be secured at all times except when you are storing or accessing your personal property.

MALE OFFENDER AUTHORIZED PERSONAL PROPERTY ITEMS HALL COUNTY CORRECTIONAL INSTITUTION*

ITEMS	LIMIT#	DESCRIPTION (Color, Size)
After-shave	1	(non-alcohol)
Batteries	8	Number limited to those needed to radio, watch, or razor (Does not include batteries currently being used in device)
Belt	1	COUNTY issue only except at T.C.
Billfold	1	Possessed at Transitional Centers only
Blankets	1	COUNTY ISSUED ONLY. (Any blanket, sheet, or towel used as a curtain will be confiscated as contraband).
Books/Magazines/Newspapers (excluding legal books)	8	(Must come from publisher/dealer only) A total of eight (8) of these items in any combination are allowed including religious books.
Calculator	1	Issued by GED instructor and be on GED Roster.
Caps	1 each Except for the Kufie & the Yarmulke Caps Refer to the note following these items in the Description column of this document	<p>Note: Baseball Caps are not allowed.</p> <p>Offender Detail Caps: Issued by the Georgia Department of Corrections per SOP 401.01 shall be the only caps other than those described in this section that shall be allowed.</p> <p>Religious Headwear: Religious prayer caps such as Yarmulkes and Kufie (small caps that fit flush on the head) and any other religious head wear may be worn at any time, as long as it does not present any safety or security issues and covers no more of the offender's head than the state issued detail cap. All headwear shall be a single ply fabric and white in color. Logos and embroidery shall be white so that the appearance is white on white.</p> <p>Note: Offender shall only be allowed to have either one Kufie or one Yarmulke Cap. Not one of each.</p>

Cassette Tapes OR Compact Discs (NOT BOTH)	10	Pre-recorded with seal unbroken. No sexually explicit/violent lyrics. Head cleaner included in limit.
Certificates of Achievement / Diplomas	N/A*	Must fit in locker box. Not considered legal items.
Coffee Mug	1	Unbreakable plastic; Shall not display any offensive language or offensive design
Comb or Pick	1	Plastic, flexible, comb less than 5" long
Commissary Items	N/A*	Consumable food and hygiene items, miscellaneous durable hygiene items.*
Conditioner	2	
Dentures and Denture Cup	1 set	
Deodorant	2	(non-aerosol, non-flammable)
Disposable Razor	0	Not issued at Hall CI
Drinking Cup	1	(unbreakable plastic); Shall not display any offensive language or offensive design)
Ear Plugs	1 pair	
Electric Razor	1	BATTERY OPERATED ONLY (rotary type only with trimmer as sold on store or from authorized vendor)
Emery Board	1	
Envelopes, Manilla	3	(10" x 13") or (9 ½ x 10 ½)
Envelopes, White	25 env.	(loose, or one small box)
Eraser (large)	1	
Eyeglasses	1 pair	Prescription only or reading glasses from Commissary
Games	1	(Checkers, Chess, Dominos, puzzles, Scrabble, crossword puzzles book, word game books, etc.
Gym Shorts	2	NO POCKETS. NO BLUE OR BLACK.
Hair Brush	1	plastic (no handle)
Hair Styling Gel	2	non-alcoholic, non-aerosol gel (where allowed)

Handkerchiefs	4	white only
Headphones for Portable Music Device or GOAL Device	2	1 earbud and 1 headphone
Jacket	1	COUNTY ISSUED <u>ON DETAIL ONLY</u>
Knit Skull Cap/Toboggan	1	Pullover type, no ski mask.
Legal, Religious, Educational Materials		Must fit in locker
Letters	20	(can be stored in one 10" x 13" envelope)
Lip Balm	1	
Lock(s)		COUNTY ISSUED ONLY
Lotion	2	
Medications	*	Medications and Prescriptions issued by Facility Medical Staff & Doctor must remain in blister pack as issued by Pharmacy and taken as prescribed. Loose medications will be confiscated and subject to disciplinary policy.
Mirror	1	(unbreakable, purchased from offender store)
Pajamas	1 pair	Vender approved. No pockets. No blue or black.
Pencils and Pens	2 each	(pens: clip-type, non-retractable)
Pencils (coloring)	1 pack	
Photographs	100	20 loose photos, 80 in album
Picture Album	1	(plastic binder, absolutely no metal) No larger than 10"x12"
Pillow Cases	1	COUNTY issue only
Plastic Bowl and Lid	1	(small)
Plastic Spoon or Spork	1	
Playing Cards	2	
Pocket Dictionary	1	
Portable Music Devices (Radio and CD Player are permitted)	2	Radio and CD Player no external speaker, no recording ability. Vendor approved. Chargers are not permitted.

Prayer Rug	1	
Rain Coat	1	COUNTY ISSUED <u>ON DETAIL ONLY</u>
Religious Medallion/Pendant with Necklace	1	(not homemade; recognized religion by chaplain; chain may not be worn without pendant)
Ring	1	
Shampoo	2	
Sheets	1	COUNTY ISSUED ONLY. (Any blanket, sheet, or towel used as a curtain will be confiscated as contraband).
Shoes, Bedroom	1 pair	Approved by vendor.
Shoes, Clogs	1 pair	STATE / COUNTY issue only
Shoes, Boots	1 pair	STATE / COUNTY issue only
Shoes, Dress	1 pair	(value < \$50.00 retail; plain, low quarter (Allowed at T.C.s only)
Shoes, Shower	1 pair	
Shoes, Tennis	1 pair	(valued under \$75.00; solid black or white only; no cavities, inserts, heel pads, gel pads, air cushions, air pumps, or other spaces in which Contraband can be carried)
Soap	2	(purchased from Offender Commissary or issued by medical)
Soap Dish	1	
Socks	5 pair	STATE / COUNTY or Personal. COUNTY will issue three (3) only.
Shower Cap	1	
Stamps, Postage	20 STAMPS	purchased in Offender Commissary only
Sweatshirts	1	no zippers or hoods; grey or white only
Thermal Underwear	2 pair	white or grey; issued only when appropriate
Tooth Brush	1	STATE / COUNTY or Personal
Tooth Brush Holder	1	
Tooth Paste	2	STATE / COUNTY or Personal

Towels	2	White or beige in color, no dark colors such as black or blue allowed. (Any blanket, sheet, or towel used as a curtain will be confiscated as contraband).
Trousers	2	COUNTY issue only
Shirts, T-Shirts, Undershirts	7	White only. No dark colors such as black or blue allowed. County and/or Personal. COUNTY will issue three (3) only. State issued shirts with collars not permitted.
Undershorts	8	White or beige, plain style. COUNTY will issue three (3) only.
Wash Cloths	2	COUNTY or Personal
Watchband (Replacement)	1	
Wristwatch	1	total value of all jewelry less than \$200.00
Writing Paper	2	no wire
Writing Paper –Other (drawing pad, carbon, etc.)	1 pad/pack	

* Quantities permitted at Hall County Correctional Institution may vary from other facilities due to locker and storage limitations. All items aside from shoes must fit in locker boxes. Items found outside of locker boxes or excessive quantities of personal items are considered contraband. Excessive personal items may be mailed home at inmate's expense or will be destroyed after 30 days in storage. Blankets, sheets, or towels used as a curtain will be confiscated.

Inmate Grievance Procedures:

Whenever possible, prisoner's complaints and grievances should be resolved on an informal basis. You are encouraged to discuss all grievances with your Counselor and attempt to resolve the conflict prior to filing a grievance. At the same time, no prisoner shall be denied access to the grievance procedure.

Each inmate is permitted to file one informal grievance per calendar week and may have no more than two pending grievances at any time. No attempt will be made to limit the type of grievance any prisoner can file except for issues excluded by policy from GDC's grievance procedure.

Items that are not covered under grievance procedures include:

Any matter which the Department has no control may not be grieved. These matters may include parole decisions, sentences, tort claims against the postal department for loss of mail and those matters established by laws of this State. There may be other avenues to resolve issues you have with these matters and you may consult your Counselor for guidance in order to address these issues.

Disciplinary reports cannot be addressed by, or through the Grievance procedure per GDC rule 125-3-2.06 and GDC SOP IIB02-0001. A Disciplinary Appeal process has been established for this purpose. The Disciplinary Appeal procedure and the Grievance

procedure are mutually exclusive. Disciplinary actions, their appeals, and the matters of this grievance procedure are handled independently of each other.

Transfers are not subject to the grievance procedure since the reasonable transfer of prisoners is necessary to maintain the stability of the prison system.

Routine housing assignments and 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.

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.

When to file a Grievance: If you have a legitimate grievance that you feel needs to be brought to the attention of Institutional and Departmental authorities, you should request a grievance form from a dorm Officer or Counselor. You must file the grievance with ten (10) calendar days from the date that you discovered, or reasonably should have discovered the incident giving rise to your complaint.

Inmate Transfers:

Transfer recommendations are made by the Classification Committee and then approved or disapproved by the Warden. The request is then submitted to the Department of Corrections Central Office where final approval is granted or denied. There are several types of available transfers: Positive, negative, medical, program referral and other administrative reasons. Inmates may be transferred for a variety of reasons by the Georgia Department of Corrections without notice and without regard to the Institution's request.

Medical Transfers depend upon the medical condition of the inmate and the availability of State Medical Prisons that provide the required care. An inmate transferred for medical reasons may be returned to the home institution once the medical treatment has been completed.

Positive Transfers are normally associated with programs or circumstances related to Long Term Maintenance, Work Release, and "closer to home." Under no condition is a positive transfer considered a right, rather it should be considered a privilege and may be cancelled at any time. If a hardship exists for you or your family, you must meet the criteria for a positive transfer.

The standard requirements for a positive transfer include the completion of twelve (12) months at the current institution AND six (6) months with no major disciplinary reports. A major disciplinary report is one with a severity level of high or greatest.

The final approving authority is GDC Inmate Classification. If approval is granted by the Warden of this facility, final approval by GDC Offender Administration is not guaranteed and may take an undetermined amount of time to complete.

Inmates should work closely with their assigned Counselor concerning transfer guidelines. This will help you get accurate information and assist you in determining your eligibility. Information from other sources may be incorrect or may not reflect current GDC criteria. Reprieves are generated through Parole Board and are not processed by individual institutions.

Negative transfers are recommended when an inmate has a hostile attitude or unmanageable behavior which would make him inappropriate for a County Work Camp. Many times negative transfers result in the relocation of an inmate to a more secure State Prison or a facility located in a different region. These factors may result in difficulties for the inmate and their family members. Inmates who are "County Eligible" may lose this status as a result of negative transfers.

GEORGIA STATE BOARD OF PARDONS AND PAROLES:

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.

The Board of Pardons and Paroles will establish a Tentative Parole Month (TPM) based on the Board's criteria. Most inmates become eligible for parole after serving one third of their sentence. Notification of the Board's decision will be forwarded to the inmate when a determination has been made.

Facility Staff Members are prohibited by policy from communicating directly with the members of the State Board of Pardons and Paroles concerning inmates.

An inmate serving a county misdemeanor term of more than 12 months is considered for Parole only if the inmate submits a request for consideration in writing to the Parole Board. A TPM Extension may be used as a disciplinary sanction and would postpone your TPM by increments of 30 days (the severity of these sanctions increase depending on the offense). In some cases, Parole consideration may be withdrawn and the inmate may expect to be discharged at the expiration of the court imposed sentence.

A decision to grant parole is always tentative and may be changed at the discretion of the Board any time prior to the inmate's release.

RELEASES & OUTPROCESSING :

You must return all County Property upon release or transfer. If any property is not returned there may be a delay in your release. Clothing/bedding will be returned before release. Inmates may be charged for known losses at the time of release. Items to be returned include all County issued clothing, sheets, pillow, net-bags, blankets, boots and etc. If your family plans on picking you up on the date of your release they may bring clothes for you to change into. Release clothes cannot be mailed into the facility. If you are not going to be picked up, the Business Manager will issue you a bus ticket and state provided clothing.