



## Overview

- Logistics center for approximately 55,000 offenders under custodial supervision and probationers housed in probation facilities.
- Maintains records of offenders via Inmate Information Unit.
- Responsible for placement of all offenders within state facilities to include state prisons, probation detention centers, integrated treatment facilities and residential substance abuse treatment centers.
- Facilitates all inmate movement from facility-to-facility, and movement from county jail to out-of-state detention or probation centers.

## OFFENDER ADMINISTRATION STRUCTURE

Offender Administration is comprised of the following units:

- Offender Processing Unit
- Inmate Classification Unit
- Inmate Information Unit
- Interstate Detainer Unit
- Center Referrals Unit
- Releases & Agreements Unit

### *Offender Processing Unit*

- Receives all court sentence dockets and amended orders on offenders who are sentenced to serve prison time from every county in the state of Georgia .
- Approximately 1,000 cases processed each week.
- Responsible for determining the maximum amount of time an offender will serve as determined by law with adjustments made through sentence computation.

### *Inmate Classification Unit*

**Mission:** to place the right offender in the right bed.

- Screens and coordinates assignments of offenders to specific facilities as needed.
- Approximately 1,500 inmates' records are evaluated each week.
- Offenders may be transferred for various reasons including medical treatment, program needs, problematic situations, and positive transfers.

### *Inmate Information Unit*

- Maintains record of an offender in the Georgia Penal System.
- Provides verification and documentation of an offender's incarceration to requesting agencies, and the public sector.
- Approximately 500 documents handled weekly.

- Serves as liaison between the correctional facilities and the State Record Center.
- Supports the Legal Department.
- Office of Health Services relies on the unit to coordinate the storage and retrieval of medical files with approximately 50 requests for medical charts weekly.

### *Interstate Detainer Unit*

- Responsible for all issues involved when a detainer is received from other states, the United States Marshal, and Homeland Security.
- Approximately 50 detainees are handled each week.
- Coordinates the notifications and documents needed to implement the process of an offender appearing in another court outside of Georgia.
- Charged with processing escape notifications, documentation and prepare warrants to be signed by the Commissioner.

### *Center Referrals Unit*

- Schedules all transfers for the Probation Detention Centers and Probation Boot Camp.
- Maintains a waiting list for referrals.
- Mediates problems that may arise with referrals
- Processes 150-200 referrals weekly.

### *Releases & Agreements Unit*

- Processes discharge paperwork for approximately 175 inmates weekly with expiring sentences, commutation and medical/compassionate releases initiated by State Board of Pardons and Paroles (PAP).
- Requests and removals of detainees and medical/compassionate reprieves initiated by PAP.
- Notifies law enforcement and other agencies of scheduled release dates for inmates with detainees.

## LEGAL

### **Court Liaison**

- Investigates law suits filed by inmates pertaining to their incarceration with the Department.
- Submits findings via affidavits to Attorney General's office.

## **TRANSPORT POSITIONS**

Positions created to assist the Offender Administration Unit in coordinating the transportation of inmates while incarcerated

### ***Jail Coordinator/Jail Subsidy Coordinator***

- Schedules inmates to be transferred from county jails to the Diagnostic Center.
- Monitors and verifies each inmate's arrival and jail subsidy status.
- Approximately 350-400 offenders transported weekly.

### ***Court Production Unit***

- Coordinates an offender's movement to his/her scheduled court date.
- Serves as liaison between the facilities and Sheriff's Department, Immigration, the Federal Marshal, and local agencies.
- Records data pertaining to the offender's court order
- Maintains filing system.
- Manages approximately 250 court production orders weekly.

