



FACT SHEET

OFFENDER ADMINISTRATION

2019

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Offender Administration (OA) is the logistic center for approximately 53,000 offenders under custodial supervision and detainees housed in GDC Secure Alternative Facilities (such as Detention Centers, Boot Camp, Residential Substance Abuse Treatment Centers, and Integrated Treatment Centers). OA is responsible for the review of all felony, prison-bound sentences. Upon accepting a sentence packet, the offender is sent to a diagnostic facility for intake. Once complete, OA will then transfer the offender to the appropriate facility. While in GDC custody, GDC will work with various law enforcement agencies and judicial circuits to place detainees, as well as court production orders. Once an offender has served their sentence, OA reviews release documents to ensure no detainees or additional sentence packets have been submitted. OA also provides copies of certified medical records or proof of incarceration s upon request.



OVERVIEW

OFFENDER PROCESSING UNIT

- Receives all court sentence dockets and amended orders on offenders who are sentenced to serve prison time from the 159 counties in Georgia
- Approximately 28,000 documents processed in a year
- Responsible for determining the maximum amount of time an offender will serve as determined by law with adjustments made through sentence computation

OFFENDER INFORMATION UNIT

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

COURT PRODUCTION

- Coordinates an offender's movement to his/her scheduled court date
- Serves as liaison between the facilities and Attorney General's Office, Department of Homeland Security, US Marshals Service, 159 State Sheriff's Departments, and local agencies
- Manages relatively 280 court production orders weekly

OFFENDER INTAKE AND MOVEMENTS UNIT

- Schedules offenders to be transferred from county jails to the Diagnostic Centers located in Jackson and Alto, GA (Female)
- Monitors and verifies each offender's arrival and jail subsidy status
- On average 350-400 offenders transported weekly
- Schedules all transfers for the secured alternatives
- Maintains a waiting list for referrals
- Mediates problems that may arise with referral
- Processes 150-200 referrals weekly
- To place the Right Offenders in the Right Bed
- Screens and coordinates assignments of offenders to specific facilities as needed
- Close to 1,500 offender/detainee records are evaluated each week
- Offenders may be transferred for various reasons including medical treatment, program needs and positive transfers

RELEASES AND AGREEMENTS UNIT

- Processes discharge paperwork for close to 175 offenders weekly with expiring sentences, commutation and medical/compassionate releases initiated by State Board of Pardons and Paroles (SBPP)
- Verify the posting and discharge of about 300 intrastate detainees weekly
- Removes medical/compassionate releases closed by SBPP
- Notifies law enforcement and other agencies of scheduled release dates for inmates with detainees
- Responsible for all issues involved when a detainee is received from Department of Homeland Security, US Marshals Service, and other State Law Enforcement Agencies
- Upwards to 120 federal and interstate detainees processed each week
- Coordinates the notifications and documents needed to implement the process for an offender appearing in another court outside of Georgia
- Prepare and maintain escape notifications and commissioner warrants