

# Georgia Department of Public Safety Policy Manual

<b>SUBJECT</b> <b>CONTACT WITH INMATES</b>	<b>POLICY NUMBER</b> <b>7.07</b>
<b>DISTRIBUTION</b> <b>ALL EMPLOYEES</b>	<b>DATE REVISED</b> <b>3/18/2010</b>

## 7.07.1 Purpose

The purpose of this policy is to establish guidelines and prohibitions for contact with inmates working in and around the Georgia Department of Public Safety Headquarters, Patrol Posts, Regional Offices or any other facility owned or leased by the Department.

## 7.07.2 Policy

It shall be the policy of the Georgia Department of Public Safety (DPS) that employees of DPS and inmates assigned to DPS shall not have personal or unauthorized dealings.

## 7.07.3 Procedures for Contact with Inmates

### A. Performance of Duty

1. Conduct and appropriate behavior shall be consistent at all times with that expected of professional personnel.
2. Custody and security of inmates assigned to Headquarters shall be the responsibility of the Director of Administrative Services or their designee. Custody of inmates and security of Patrol Posts/Regional Offices shall be the primary responsibility of the Post/Region Commander/Supervisor.
3. Employees shall not engage in personal association, personal business or trade with, engage in non job-related correspondence with or correspond on behalf of or for inmates. The term correspondence includes allowing inmates to send and/or receive mail, making and/or receiving phone calls, and receiving visitors.
4. Employees shall not make personal recommendations on behalf of inmates for any reason.
5. Georgia Law specifically prohibits all employees from giving, receiving, selling, buying, trading, bartering or exchanging anything of value with any inmate.
6. Georgia Law specifically prohibits any person obtaining or procuring for or giving to an inmate a gun, pistol, or any other weapon; any intoxicating liquor; amphetamines; bipheteramines, or any other hallucinogenic drugs or other drugs, regardless of the amount; any telecommunications device or any other article or item.

7. Inmates shall not be permitted access to weapons of any type, alcoholic beverages, drugs or any other type of contraband.
  8. Inmates are not to wash personal vehicles or perform any duties that are personal in nature and not directly job-related. It shall be the responsibility of each employee to ensure this type of violation does not occur.
  9. Inmates shall not be allowed unauthorized access to any departmental computer. Employees shall use caution when accessing computers while inmates are in the area and the protection of passwords is a necessity.
  10. Inmates shall not be permitted to handle departmental mail for any reason, unless under the direct supervision of a departmental employee.
  11. Inmates shall not be allowed to handle the flag of the United States or the state of Georgia under any circumstances.
  12. Any violation of this policy or other misconduct by inmates that is observed by or reported to any employee shall be brought to the attention of the Post/[Region](#) Commander/Supervisor by the employee.
- B. Each Post/[Region](#) facility shall maintain a file containing the following information for each inmate assigned to, working at or present at the post or facility:
1. Printout from Department of Corrections website containing the inmate's name, number and photograph (if available.) If an official printout is not available, the supervisor shall create a document containing the information.
  2. Dates that each inmate began and stopped working at the post, facility, building.

This requirement applies to federal, state, county inmates or trustees, probationers and parolees. The information shall be maintained for 5 years.

C. Addressing Inmates

1. Personal integrity is required of all employees when addressing inmates.
2. Inmates shall not be addressed by their inmate number, nicknames, slang names or first names. It is recommended they be addressed by their last names.
3. The use of ethnic or racially derogatory words/names toward or in the presence of inmates is strictly prohibited.

D. Misconduct by Inmates

Post/[Region](#) Commanders/Supervisors, upon observing or being notified of misconduct by inmates, shall immediately take appropriate action to end the misconduct, notify the proper authorities at the facility where the inmate is incarcerated, and prepare written documentation of the misconduct.