



Overview

- Implemented in Augusta 2013, estimated completion date November 2013
 - Located at Hancock, Hays, Macon, Smith, Telfair, Valdosta and Ware State Prisons
- Divided into three tiers:
 - **Tier I:** Disciplinary, Protective Custody and Transient Housing
 - **Tier II:** Administrative Segregation
 - **Tier III:** Special Management Unit (SMU) located at Georgia Diagnostic & Classification Prison (GDCP)

PURPOSE

- Create a managed and measured stratification oriented pathway for offenders to successfully transition from Administrative Segregation to lower-security levels
- Provides greater management and implementation of programming of long-term Administrative Segregation offenders

Tier I: Disciplinary, Protective Custody and Transient Housing

CRITERIA

The Warden or designee may place an offender in Tier I, when an offender is:

- Noted as a threat to the safe and secure operation of the facility's offender management system
- Awaiting disciplinary hearing for violation of facility rules
- Subject of an investigation regarding a serious violation of facilities rules and regulations
- Involved in incidents involving excessive destruction of state property
- Subject of a pending criminal investigation or has a pending criminal charge and is awaiting trial in the state or Federal criminal court
- Awaiting pending transfer or is on holdover status during the transfer process
- Has not been classified

The Warden or designee may request admission of an offender in Tier I for Protective Custody:

- Admission to or continuation in the Tier Segregation Program is necessary for the offender's own protection

PROCESS FOR ASSIGNMENT TO SEGREGATION

- Classification Committee holds formal hearing within 96 hours after offender is placed in Tier I

- Classification Committee - consists of Tier Unit Manager, Counselor and Sergeant or above
- Offender provided with copy of Tier I Assignment Memo stating reason(s) why offender is being placed in Tier I
- In absence of the Warden or designee, the senior officer (with the notification and approval of the facility duty officer) may place an offender in Tier I
 - Period not to exceed 72 hours
 - Warden shall be notified as soon as he/she returns to facility

PROGRAM PROGRESSION

- Completion is dependent upon:
 - Offender's ability to abide by all of the rules and regulations in the Inmate Disciplinary policy
 - Be inspection ready during Warden's rounds
 - Be courteous and respectful of all facility staff
 - Cease all disruptive behaviors including verbal threats and gestures toward staff and other offenders
 - Fulfill/complete all instructions issued by staff
- Classification Committee shall review the status of all offenders in Tier I once every 30 days
 - Assignment cannot exceed 30 days with exception of involuntary/voluntary protective custody status
 - Committee considers original reason(s) for segregation and offender's behavior during segregation

APPEAL PROCESS

- Offender can pursue due process rights by appealing the assignment (or 30-day review) by submitting a written objection to the Warden within three business days from the receipt of the notice
 - Objection must include detailed information appealing assignment
- Appeal must be submitted to assigned Counselor
- Review must be completed within ten business days of receipt of appeal

Tier II: Administrative Segregation

CRITERIA

Placement in the Tier II is the result of a Classification Committee decision, which is approved by the Warden. To be eligible for placement, an offender must have at least one of the following:

- Noted as a threat to the safe and secure operation of the facility's offender management system
- Escaped involving violence or serious threat of violence during the previous five years
- Multiple escapes and escape attempts from a secure facility

during the previous three years

- Leadership in major disturbance or riot during the previous five years involving:
 - Ten or more offenders
 - Serious threat of loss of life or actual major property damage
- Failure in Tier I program or refusal to participate
- Leader in major disruptive event, major disturbance or directing the assault or homicide of other offender(s) during the previous five years
- Possession of a firearm or an explosive device during the previous five years
- Two or more disciplinary infractions for possession of a weapon within the past year
- Three or more disciplinary charges within the previous 12 months that involve assaultive or excessive disruptive behavior of either *great* or *high* severity level as defined in the Inmate Discipline Standard Operating Procedures
 - (SOP) - IIB02-0001
- Assaultive histories
- Excessive destruction of state property
- Transfer from Georgia Diagnostic and Classification Prison (GDCP) SMU - Tier III
- Attempting to introduce or trafficking of cellular devices, drugs, tobacco or other illegal contraband

Criteria applies to:

- All offenders in General Population (GP) status
- Mental Health (MH) Level II offenders
- MH Level III offenders must be screened and recommended by MH staff before consideration for placement

PROCESS FOR ASSIGNMENT TO TIER II

- Classification Committee will review all recommendations for assignments and submit recommendations based on eligibility criteria
 - Recommendations submitted directly to Warden or designee for approval or denial
 - Approval or denial must be completed within seven business days
 - Upon approval, the Warden will notify (via electronic copy) the respective Field Operations Manager (FOM) of the offender's assignment in Tier II. Offender will be served with a copy and it will be documented in SCRIBE.
- When offender is assigned, the committee will hold an Administrative Segregation hearing within 96 hours

PROGRAM PROGRESSION

- Offender is given the opportunity to progress through Phases I, II and III based upon his behavior and ability to adjust
- Movement between the Phases is based upon the offender meeting or failing to meet the expectations outlines in the offender's individualized case plan
- Counselor will conduct informal 30-day contacts with offender
- At end of initial 90-day review, a formal meeting between offender and Classification Committee is completed
- Offender recommendations determine if the offender will:
 - Transition from current Phase to the next
 - Remain in current Phase or reassigned to previous phase until next 90-day review
 - Be assigned to Tier I program or GP upon completion of Tier II
 - Be reassigned in the current Phase at another Level V facility or GDCP SMU (Tier III)

APPEAL PROCESS

- Offender can pursue due process rights by appealing the assignment (or 90-day review) to Tier II and submit written objections to Warden within three business days from receipt of notice
 - Must include detailed information appealing assignment
- Appeal must be submitted to assigned Counselor
- Facilities Director or designee will complete the review
 - Review must be completed within 14 business days upon receipt of appeal
- 90-day review appeal is in-house and Warden makes final decision

Tier III: Special Management Unit (SMU)

PROGRAM PROGRESSION

- At least every 90 days the SMU Review Committee must review an offender's status and formulate a recommendation to the Warden.
- Recommendation determines if the offender will be:
 - Transitioned to next Phase
 - Retained in current Phase
 - Reassigned to previous Phase
 - Transferred to Level V facility (Tier II program)
 - Assigned to GP
- If circumstances warrant, the Unit Manager may convene the Classification Committee at an earlier time.
 - Circumstances include exemplary behavior and significant misbehavior