



GEORGIA DEPARTMENT OF CORRECTIONS

Office of Legal Services

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Nathan Deal
Governor

Brian Owens
Commissioner

Robert E. Jones
General Counsel

February 25, 2014

Via E-Mail

University of Michigan Law School
Prison Information Project
Attn: Mr. Benjamin L. Cavataro
EMAIL: prison.info.project@umich.edu

Re: Open Records Act Request

Dear Mr. Cavataro:

The purpose of this correspondence is to respond to your Georgia Open Records Act request received by the Department on February 17, 2014. Your requests are listed below, followed by the Department's response.

1. **Request:** Any current prisoner handbook or manual (including any inmate orientation handbook or manual), whether system-wide or institution-specific.
Response: The Department has documents responsive to your request and is providing a copy of the prisoner handbook located on the Department's public webpage. This may be the same copy as was provided on your email.
2. **Request:** All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, health care or sexual assault.
 - If the attached document is the only and most current and complete policy, please indicate as such. If this is the case, there is no need to send a duplicate policy.
 - By "grievance" we mean any grievance or complaint, whether formal or informal, whatever the subject matter.**Response:** The Department has documents responsive to your request and is providing a copy of Standard Operating Procedure (SOP) IIB05-0001, *Statewide Grievance Procedure* (25-pages). The Board Rule you provided in your email is still the current rule regarding grievances.
3. **Request:** Any records, created or updated from 2003 to the present, tallying or reporting:
 - The number of grievances filed and resolved each year.
 - The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used (for instance, grievances related to food, health care, use of force, etc., and including both ordinary and "sensitive" complaints such as those involving allegations of staff misconduct)
 - Grievance outcomes or resolutions each year, by subject matter category and year.

- Statistics or data on length of time to resolve grievances, by subject matter category and year.
 - We are not requesting individual grievance records. We are only requesting records that summarize, aggregate, or compile grievance data.

Response: The Department is currently working to retrieve the information you requested. The information you requested is not readily available, and the Department's analysis section will have to create a report. Please note that the Department will attempt to generate all of the information requested, but may not be able provide each requested data field. It is anticipated that the Department's analysis section will have the report generated by February 28, 2014. We will send the report in a follow-up response as soon as it is available.

4. **Request:** Any current policy for prisoner mail or correspondence, including regular and legal mail, prisoner receipt of newspapers, magazines, newsletters, and books.
- If the attached document is the only and most current and complete policy, please indicate as such. If this is the case, there is no need to send a duplicate policy.

Response: The Department has documents responsive to your request and is providing a copy of Standard Operating Procedure (SOP) IIB04-0001, *Inmate/Probationer Mail and Receipt of Funds* (29-pages). The Board Rule you provided in your email is still the current rule regarding mail.

If you have any questions or concerns, please do not hesitate to contact this office at the number listed above or by email at wilsob06@dcor.state.ga.us.

Sincerely,
GEORGIA DEPARTMENT OF CORRECTIONS



Bryan S. Wilson
Assistant Counsel