

**IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF GEORGIA
MACON DIVISION**

RICARDO HARRIS, *et al.*,)
on behalf of themselves and all others)
similarly situated,)
)
Plaintiffs;)
)
vs.)
)
GEORGIA DEPARTMENT OF)
CORRECTIONS, *et al.*,)
)
Defendants.)

CIVIL ACTION FILE NO.:
5:18-cv-365-TES

**DEFENDANTS’ OPPOSITION TO PLAINTIFFS’
MOTION FOR CLASS CERTIFICATION**

Plaintiffs filed this action asserting systemic violations of the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act (Rehab Act), and U.S. Constitution. Class certification should be denied because the declarations of Cheryl Frazier and Tomeka Simpson-Dumas, attached hereto, demonstrate that even prior to Plaintiffs’ filing their complaint, Defendant GDC had adopted a statewide ADA policy, hired an Agency ADA coordinator, and begun its implementation of policies and practices that have now mooted any claims for systemic relief. Additionally, the declarations submitted with Plaintiffs’ motion for class certification are insufficient to carry Plaintiffs’ burden to show that they are entitled to class relief. Finally, class certification should be denied because Plaintiffs’ proposed class is not reasonably ascertainable and Plaintiffs

have not carried their burden of demonstrating that they meet the prerequisites of Rules 23(a) and 23(b)(2), Fed. R. Civ. Proc., particularly in light of the additional limitations imposed by the Prison Litigation Reform Act (PLRA).

I. Plaintiffs Lack Standing as Their Claims for Systemic Relief are Moot.

“Any analysis of class certification must begin with the issue of standing.” *Prado-Steiman v. Bush*, 221 F.3d 1266, 1280 (11th Cir. 2000) (quoting *Griffin v. Dugger*, 823 F.2d 1476, 1482 (11th Cir. 1987)). “Only after the court determines the issues for which the named plaintiffs have standing should it address the question whether the named plaintiffs have representative capacity, as defined by Rule 23(a), to assert the rights of others.” *Id.* Here, Plaintiffs lack standing because their claims for systemic relief, as set forth in their complaint, are moot.¹

“Article III of the Constitution limits the jurisdiction of federal courts to ‘Cases’ and ‘Controversies.’” *Susan B. Anthony List v. Driehaus*, 573 U.S. 149, 157 (2014). A “plaintiff must demonstrate standing for each claim he seeks to press and for each form of relief that is sought.” *Town of Chester v. Laroe Estates, Inc.*, 137 S. Ct. 1645, 1650 (2017) (quoting *Davis v. FEC*, 554 U.S. 724, 734 (2008)). “In order to demonstrate that a case or controversy exists to meet the Article III standing requirement when a plaintiff is seeking injunctive or

¹ Plaintiff, Brandon Cobb no longer has standing to bring even an individual claim for injunctive relief. Cobb was paroled and released from GDC custody on April 1, 2019. Exhibit 55. While Plaintiffs do not seek to name Cobb as a class representative, Doc. 49 at 1, they have yet to dismiss his claims.

declaratory relief, a plaintiff must allege facts from which it appears there is a substantial likelihood that he will suffer injury in the future.” *AA Suncoast Chiropractic Clinic, P.A. v. Progressive Am. Ins. Co.*, 938 F.3d 1170, 2019 U.S. App. LEXIS 27502 * 19 (11th Cir. 2019) (quoting *Malowney v. Fed. Collection Deposit Grp.*, 193 F.3d 1342, 1346-47 (11th Cir. 1999)). “Past exposure to illegal conduct does not in itself show a pending case or controversy regarding injunctive relief if unaccompanied by any continuing, present injury or real and immediate threat of repeated injury.” *Dudley v. Stewart*, 724 F. 2d 1493, 1494 (11th Cir. 1984) (citing *O’Shea v. Littleton*, 414 U.S. 488, 495-96 (1974)).

While standing is measured at the time of the filing of the lawsuit, *Focus on the Family v. Pinellas Suncoast Transit Authority*, 344 F.3d 1263, 1275 (11th Cir. 2003), mootness and standing are often connected: “the doctrine of mootness can be described as ‘the doctrine of standing set in a time frame: The requisite personal interest that must exist at the commencement of the litigation (standing) must continue throughout its existence (mootness).’” *Friends of the Earth, Inc. v. Laidlaw Env’tl. Servs. (TOC), Inc.*, 528 U.S. 167, 189 (2000) (quoting *Arizonans for Official English*, 520 U.S. 43, 68 n.22 (1997)). “A case is moot when events subsequent to the commencement of a lawsuit create a situation in which the court can no longer give the plaintiff meaningful relief.” *Jews for Jesus v. Hillsborough County Aviation Auth.*, 162 F.3d 627, 629 (11th Cir. 1998). Here, events both just

prior to the filing of the complaint and in the year since that filing have mooted Plaintiffs' claims for systemic injunctive relief.²

Cheryl Frazier, currently the Assistant State ADA Coordinator for the State of Georgia, was GDC's first Agency ADA Coordinator. Exhibit 1 ¶ 3.³ Frazier was the GDC Agency ADA Coordinator from January 17, 2017 until June 30, 2019. *Id.* Frazier was responsible for developing, implementing, and overseeing statewide changes with regard to GDC's ADA program. Exhibit 1 ¶ 4. Frazier worked with both the State ADA Coordinator's Office and an outside consultant to bring GDC into ADA compliance. Exhibit 1 ¶ 5.

Tomeka Simpson-Dumas is the current GDC Agency ADA Coordinator. Exhibit 2 ¶ 3. Simpson-Dumas has been employed by GDC since June 2000, and has held the position of Agency ADA Coordinator since September 16, 2019. *Id.*

² Most of the declarations submitted with Plaintiffs' motion were signed more than one year ago and therefore describe conditions in existence at that time and earlier. *See* Declarations of Darrell Smith, Doc. 49-7; Leroy Henderson, Doc. 57; Tony Moore, Doc. 49-14; Christopher Shields, Doc. 49-16; Jorae Smith, Doc. 49-12; Gregory Lamb, Doc. 49-13; Virgil Brown, Doc. 49-6; and Kyle Bishop, Doc. 49-5. The remaining declarations were signed between seven and eight months ago. *See* Decl. of Andrew Smith, Doc. 49-4; Supp. Decl. of Darrell Smith, Doc. 49-8; Supp. Decl. of Leroy Henderson, Doc. 49-10; Supp. Decl. of Tony Moore, Doc. 49-15; Supp. Decl. of Christopher Shields, Doc. 49-17; Decl. of Glen Gadson, Doc. 49-9. Gadson and Brown are not Plaintiffs and both have been released from GDC custody. Exhibits 3 ¶¶ 10-11 and Exhibits 43 and 44. Plaintiffs did not submit any declarations for Plaintiffs Ricardo Harris or Tommy Green.

³ Some of the exhibits cited by the declarations submitted with Defendants' opposition have been redacted to remove identifying information of offenders who are not parties or otherwise involved in this litigation in order to preserve their privacy. Unredacted versions of these records were produced to Plaintiffs in discovery and can be provided to the Court upon request.

GDC developed and implemented a formal ADA policy in April 2018, and offers multiple ways for offenders with a disability to seek assistance. Exhibit 1 ¶ 4; Exhibit 2, ¶ 39. One of the changes GDC implemented was to designate Facility ADA Coordinators at each GDC facility. Exhibit 1 ¶ 6. These Facility ADA Coordinators, in concert with the Agency ADA Coordinator, consult with facility personnel and offenders regarding reasonable accommodation requests. *Id.* Frazier also developed ADA training programs for GDC. *Id.* ¶¶ 7, 18. GDC has also made substantial investments in technology and services to provide hearing impaired offenders auxiliary aids for effective communication. *Compare* Doc. 1 ¶¶ 97-112 and Exhibit 1 ¶ 8 (describing the various services available for deaf and hard of hearing offenders, including TTY, videophones, VRS, VRI, in-person qualified ASL interpreters, CART, coupler devices, pocket amplifiers, vibrating watches, and headphones); Exhibit 2 ¶¶ 6-7 (describing TDD/TTY); ¶ 8 (describing GOAL tablets and J-Pay Kiosks); ¶ 9 (describing coupler devices); ¶ 19 (describing videophones);⁴ ¶ 26 (describing pocket amplifiers; ¶ 28 (describing hearing aids and batteries).

GDC utilizes qualified American Sign Language (ASL) interpreters, both in-person and remotely using Video Remote Interpreting (VRI) services. *Id.* ¶¶ 9-10;

⁴ Plaintiffs Jorae Smith, Darrell Smith, Andrew Smith, Christopher Shields, Tony Moore, Tommy Green, and Ricardo Harris have all been provided access to videophones. Exhibit 2 ¶ 20 and Exhibit 47. If an offender is housed at a facility that does not offer videophones, the offender will be moved to a facility offering videophones or a videophone will be installed. Exhibit 2 ¶ 21.

Exhibit 2 ¶ 10. GDC uses qualified ASL interpreters in a variety of settings, including education classes, mental health and medical appointments, meetings, programmatic classes, church/chaplaincy services, investigations, training for work details, diagnostic screening, grievance interview/process, classification review interviews, intake, orientation, critical communication-complex information-lengthy exchanges or anything involving legal due process, and pre-release instructions. Exhibit 2 ¶ 11.

If an ASL interpreter retained by GDC is unable to achieve effective communication with an offender and believes a different type of interpreter is needed (such as a Deaf interpreter), the ASL interpreter would notify GDC and GDC could then seek to use a different type of interpreter to the extent possible. Exhibit 1 ¶ 9. There are only three (3) certified deaf ASL interpreters in the State of Georgia. *Id.*

On May 30, 2019 GDC rolled out statewide VRI services. Exhibit 1 ¶ 10. GDC staff were trained on the use of the VRI services at the time of its roll-out. *Id.* GDC staff were also trained on the appropriateness of using VRI in situations such as disciplinary proceedings, classification committee interactions, facility walk-throughs, grievance investigations, ADA accommodation investigations, diagnostic and intake instructions and interviews, chaplain meetings, counselor interactions, and medical, mental health and dental appointments. *Id.* GDC staff were also trained on when VRI should *not* be used, i.e., for more complex

communication needs where an in-person ASL interpreter is needed or when VRI is not otherwise feasible. *Id.* VRI services are currently available statewide, 24 hours a day, 7 days a week. Exhibit 2 ¶ 16. VRI is typically used for non-complex, routine interactions. *Id.* ¶ 14. In-person qualified ASL interpreters are typically used for more complex, longer, and involved interactions and appointments, as well as in group settings. *Id.* ¶ 15.

Qualified ASL interpreters, both in-person and through VRI, have been used for Plaintiffs Jorae Smith, Darrell Smith, Andrew Smith, Christopher Shields, Brandon Cobb, Tony Moore, Tommy Green and Ricardo Harris, in a variety of settings. Exhibit 2 ¶¶ 12, 13, 17, 18 and Exhibits 10 and 48.

All offenders participate in orientation following arrival to a new facility, which includes information about the ADA and access to accommodations, including devices and services. Exhibit 2 ¶ 24. Qualified ASL interpreters are used during orientation presentations (including at diagnostics) when a deaf or hard of hearing offender who communicates using ASL is present. *Id.* GDC's main diagnostic facility, Georgia Diagnostic and Classification Prison, has a captioned diagnostic video in use for orientation. *Id.* Coastal State Prison and Central State Prison have orientation videos that include an ASL interpreter inset on the video. *Id.* GDC also recently secured an agreement with the Center for Inclusive Designs & Innovation for captioning services. *Id.*

GDC also provides parole-related information to offenders in a variety of ways. Facility wardens receive copies of offender parole notices and ensure they are communicated to offenders. Exhibit 1 ¶ 11. Some parole staff work within GDC's diagnostic facilities as part of the intake process and GDC provides auxiliary aids, including qualified ASL interpreters, for these interactions. *Id.* GDC also provides services for group meetings of offenders serving life sentences. *Id.*

Videophones and video relay services (VRS) are now available at seven (7) GDC facilities. *Id.* ¶ 12; Exhibit 2 ¶ 19. VRS uses a videophone that allows the caller to connect with a qualified ASL interpreter to complete a call; both parties connected to the call can use ASL to communicate. Exhibit 2 ¶ 19. Videophones can also be used for direct calls. *Id.* Central State Prison, Augusta State Medical Prison, Georgia Diagnostic and Classification Prison, and Johnson State Prison, are among the facilities that have videophones and VRS. Exhibit 1 ¶ 12; Exhibit 2 ¶ 19. Offenders are allotted extra time when making calls using VRS and TTY. Exhibit 2 ¶ 22.

GDC is also able to offer CART services (real-time captioning) at any facility through its ASL interpretation providers. Exhibit 2 ¶ 23. CART may be used where a deaf or hard of hearing offender does not use ASL as his preferred mode of communication, or when an interpreter is not available but VRI would not be appropriate. *Id.*

Other changes at GDC include the offering of vibrating watches, improved accessibility to hearing aids and batteries, headphones for use with GOAL tablets, coupler devices, pocket amplifiers, taking additional steps to ensure notice of emergency alerts and callouts, and filming and/or captioning various policies and notices in ASL. Exhibit 1 ¶¶ 13-16; Exhibit 2 ¶¶ 8, 9, 19, 21, 22, 25, 26, 27, 28, 32, 33. GDC has also updated various policies to better accommodate deaf and hard of hearing offenders. Exhibit 2 ¶ 22 (policy allowing additional time for telephone calls); ¶ 31 (policies ensuring deaf offenders are not separated from their devices); ¶ 41 (revisions to grievance procedure for ADA complaints); ¶ 43 (policy modifying the manner of restraint).

Deaf and hard of hearing offenders at some facilities (including Central State Prison where a large number of deaf and hard of hearing offenders are housed) have cards attached to their ID cards with special identification showing they are deaf or hard of hearing to help with their interaction within the prison. Exhibit 2 ¶ 34. The offender can show their card to staff if they need help, and the card helps staff to better assist deaf and hard of hearing offenders. *Id.* Information regarding an offender's disability and preferred communication method is also shared with staff and entered as a scrolling alert into GDC's electronic database for use throughout the offender's incarceration. *Id.* ¶ 36.

In June 2019, GDC filmed a video for offenders about the ADA using a certified deaf interpreter and a legal ASL interpreter. Exhibit 1 ¶ 16. Videos

regarding the Suicide Prevention Hotline, PREA Hotline, and the handbook inclusion regarding the ADA have also been produced in the same manner. *Id.* These videos are in the process of editing and captioning so they can be used within GDC facilities. Exhibit 2 ¶ 25. When GDC introduced its ADA policy in 2018, meetings were held with deaf offenders at several facilities to outline the policy and procedures, including Central State Prison, with the assistance of qualified ASL interpreters. Exhibit 1 ¶ 17.

Finally, GDC has made significant changes to its training programs and requirements. All GDC employees receive ADA-specific training. Exhibit 1 ¶¶ 18-19; Exhibit 2 ¶ 5. Additional ADA training is provided to Facility ADA Coordinators, counselors, educators, librarians, counselor supervisors, deputy wardens, wardens, superintendents, assistant superintendents, uniformed staff, multifunctional officers, and recreational directors. Exhibit 1 ¶¶ 18-19.

Plaintiffs acknowledge in their motion that GDC adopted an ADA policy in April, 2018, however, their complaint relies largely on practices and facts *prior* to the adoption and implementation of the new policy to support their claim. For instance, Plaintiffs complain that GDC does not provide effective communication in the classification process. Doc. 1 ¶¶ 45-47. However, none of the Plaintiffs went through the classification process *after* GDC's adoption of the ADA policy. Doc. 1 ¶¶ 16-24; Exhibit 2 ¶ 36; Exhibit 3 ¶ 6. All of Plaintiffs' factual allegations regarding the classification process relate to a timeframe *prior* to GDC's change in

policy and practice. *Compare* Doc. 49-16 ¶¶ 5-7 with Exhibit 3 ¶ 6. Similarly, Plaintiffs complained of the lack of ASL interpreters for classes, religious services and group meetings. Doc. 1 ¶¶ 57-62. However, as Plaintiffs themselves have conceded, GDC now provides qualified ASL interpreters for such programs. Exhibit 2 ¶ 11-12; Exhibit 3 ¶ 8; Doc. 49-4 ¶¶ 7, 9; 49-17 ¶ 3. Plaintiffs complain of a lack of videophones. Doc. 1 ¶¶ 103-109; Doc. 49-14 ¶¶ 22-25; Doc. 49-4 ¶ 17; Doc. 49-7 ¶ 19-22; Doc. 57 ¶¶ 11-12; Doc. 49-14 ¶¶ 22-25; Doc. 49-16 ¶¶ 24-27; Doc. 49-12 ¶ 18. However, GDC now provides videophones in seven of its facilities, including Central State Prison and Johnson State Prison, *and* has a policy of either moving any deaf offender who communicates using ASL to a facility that has videophones or adding VRS to the offender's facility. Exhibit 2 ¶¶ 19-21. Plaintiffs complain about a lack of effective communication in disciplinary proceedings, Doc. 1 ¶¶ 50-56, but none of the offenders who offered testimony in support of Plaintiffs' motion have been adjudicated guilty in disciplinary proceedings under the new ADA policy. Exhibit 3 ¶¶ 5, 7, 9, 12.

Plaintiffs' claims of systemic violations of the ADA, Rehab Act, and Constitution are premised on policies and practices that pre-date GDC's current policies and practices. Therefore, this court should deny Plaintiffs' motion for class certification seeking systemic injunctive relief.

II. The Class Certification Requirements.

Class actions are “an exception to the usual rule that litigation is conducted by and on behalf of the individual named parties only.” *Tyson Foods, Inc. v. Bouaphakeo*, 136 S. Ct. 1036, 1053 (2016) (quoting *Comcast Corp. v. Behrend*, 569 U.S. 27, 33 (2013)). Class “certification is proper only if ‘the trial court is satisfied, after a rigorous analysis, that the prerequisites of Rule 23(a) have been satisfied.’” *Wal-Mart Stores, Inc. v. Dukes*, 564 U.S. 338, 350-351 (2011) (quoting *Gen. Tel. Co. of the Southwest v. Falcon*, 457 U.S. 147, 161 (1982)). The certification analysis required by the Court examines evidence, not simply the pleadings.⁵ *Bussey v. Macon Cnty. Greyhound Park, Inc.*, 562 Fed. Appx. 782, 790 (11th Cir. 2014). In order to fully examine the Rule 23 prerequisites “the Supreme Court has ‘emphasized that it may be necessary for the court to probe behind the pleadings before coming to rest on the certification question.’” *Landeros v. Pinnacle Recovery, Inc.*, 692 Fed. Appx. 608, 611 (11th Cir. 2017) (quoting *Comcast Corp.*, 569 U.S. at 33). The importance of the class certification issue cannot be overstated as “an incorrect class certification decision almost inevitably prejudices the defendant.” *Tyson Foods, Inc.*, 136 S. Ct. at 1053.

⁵ Here, as discussed above, many of the declarations submitted with Plaintiffs’ motion for class certification are more than a year old and cannot be relied upon to provide a basis for class certification regarding *current, ongoing* policies and practices.

Pursuant to Rule 23(a), Fed. R. Civ. P., there are four prerequisites for class certification. These prerequisites are generally referred to as “numerosity, commonality, typicality, and adequacy of representation.” *Valley Drug Co. v. Geneva Pharm., Inc.*, 350 F.3d 1181, 1188 (11th Cir. 2003). In addition, Plaintiffs must satisfy one of the requirements of Rule 23(b), Fed. R. Civ. P. Here, Plaintiffs propose to satisfy Rule 23(b)(2), that:

the party opposing the class has acted or refused to act on grounds that apply generally to the class, so that final injunctive relief or corresponding declaratory relief is appropriate respecting the class as a whole.

Fed. R. Civ. Proc. Rule 23(b)(2); Doc. 49-1 at 2. Finally, Plaintiffs must also “establish that the proposed class is ‘adequately defined and clearly ascertainable.’” *Little v. T-Mobile USA, Inc.*, 691 F.3d 1302, 1304 (11th Cir. 2012) (quoting *DeBremaecker v. Short*, 433 F.2d 733, 734 (5th Cir. 1970)). Courts have referred to this requirement as “an implied prerequisite of Federal Rule of Civil Procedure 23.” *Little*, 691 F.3d at 1304 (quoting *John v. Nat’l Sec. Fire & Cas. Co.*, 501 F.3d 443, 445 (5th Cir. 2007)). “The burden of establishing the [requirements of certification under Rule 23] is on the plaintiff who seeks to certify the suit as a class action.” *Heaven v. Trust Co. Bank*, 118 F.3d 735, 737 (11th Cir. 1997).

A. Plaintiffs’ Proposed Class is Not Reasonably Ascertainable.

Plaintiffs propose to define the class as “all present and future deaf and hard of hearing individuals in GDC custody and/or subject to GBOP authority, who require hearing-related accommodations and services – including but not limited to interpreters, hearing devices, auxiliary aids and services, and reasonable modifications – to communicate effectively and/or to access or participate equally in programs, services, or activities available to individuals in GDC custody or subject to GBOP authority.” Doc. 49-1 at 2. However, Plaintiffs further define “deaf and hard of hearing” to mean “individuals with hearing levels or hearing loss that qualify as disabilities under the ADA and Section 504.” Doc. 49-1 at 2 n. 1.

In other words, Plaintiffs’ proposed class is broadly and vaguely defined as:

all present and future [individuals with hearing levels or hearing loss that qualify as disabilities under the ADA and Section 504] in GDC custody and/or subject to GBOP authority, who require hearing-related accommodations and services – including but not limited to interpreters, hearing devices, auxiliary aids and services, and reasonable modifications – to communicate effectively and/or to access or participate equally in programs, services, or activities available to individuals in GDC custody or subject to GBOP authority.

Doc. 49-1 at 2. This definition does not contain “objective criteria that allow for class members to be identified in an administratively feasible way.” *Karhu v. Vital Pharms., Inc.*, 621 Fed. Appx. 945, 946 (11th Cir. 2015).⁶ “Identifying class

⁶ Plaintiffs suggest that the “ascertainability requirement” may not apply to certification pursuant to Rule 23(b)(2). Doc. 49-1 at 4 n. 2. The Eleventh Circuit

members is administratively feasible when it is a ‘manageable process that does not require much, if any, individual inquiry.’” *Id.* (quoting *Bussey*, 562 Fed. Appx. at 787). Here, Plaintiffs’ proposed definition includes individuals with *any* level of hearing impairment that require *any* hearing related accommodation, and cannot be reasonably ascertained. Plaintiffs’ brief in support of class certification references a GDC report identifying “156 incarcerated persons who have significant hearing loss.” Doc. 49-1 at 3. However, Plaintiffs’ proposed certified class is much broader than the 156 individuals identified by GDC to have significant hearing loss. GDC evaluates all offenders for hearing and assigns each offender a hearing level ranging from H1 to H5. *See* Exhibit 26 p. 5940. The 156 individuals identified as having significant hearing loss all have a level H3 or higher.⁷ Doc. 50. However, Plaintiffs’ proposed class is much larger and provides no objective criteria for determining whether the level of hearing loss 1) qualifies as a disability; and 2) whether the offender requires hearing-related accommodations and services.⁸ As an additional matter and as discussed below, by defining the class in the broadest possible manner, Plaintiffs neither satisfy Rule 23(a)’s commonality

has recently confirmed, in a class case pursuant to Rule 23(b)(2), that “[e]very class must be adequately defined and clearly ascertainable.” *AA Suncoast Chiropractic Clinic, P.A.*, 2019 U.S. App. LEXIS 27502 * 7 (internal quotation and citation omitted).

⁷ H3 hearing is described as “[t]otal unilateral hearing loss with mild hearing loss in the other ear.”

⁸ It is not clear, for instance, whether all offenders with a hearing level of H2 would be included within Plaintiffs’ proposed class.

and typicality requirements or Rule 23(b)(2)'s requirement that the injunctive relief "is appropriate respecting the class as a whole." Fed. R. Civ. Proc., Rule 23(b)(2).

B. Plaintiffs' Broadly Defined Class Does Not Satisfy the Commonality Prerequisite.

"Commonality requires the plaintiff to demonstrate that the class members 'have suffered the same injury.'" *Dukes*, 504 U.S. at 349-50 (quoting *Falcon*, 457 U.S. at 157). Here, Plaintiffs have defined their proposed class so broadly that they cannot show that the class members have suffered the same injury. Instead, Plaintiffs attempt to show commonality by framing their common questions in the broadest possible terms:

- "Whether Defendants' policies fail to provide equal access to programs, services, and activities for deaf and hard of hearing class members." Doc. 49-1 at 5.
- "Whether Defendants follow their own rules." Doc. 49-1 at 12.
- "Whether defendants have accessible emergency planning and notifications." Doc. 49-1 at 14.
- "Whether Defendants provide constitutionally adequate hearing-related care." Doc. 49-1 at 15.
- "Whether Defendants ensure effective communication and reasonable modifications for parole." Doc. 49-1 at 15.

However, sharing the same injury “does not mean merely that [class members] have all suffered a violation of the same provision of law.” *Dukes*, 564 U.S. at 350. These broad questions, in the context of a proposed class of offenders of such varying degrees of hearing impairments and needs – from offenders that have mild hearing loss to those that are culturally Deaf – do not demonstrate commonality.

What matters to class certification . . . is not the raising of common ‘questions’ -- even in droves -- but, rather, the capacity of a classwide proceeding to generate common *answers* apt to drive the resolution of the litigation. Dissimilarities within the proposed class are what have the potential to impede the generation of common answers.

Dukes, 564 U.S. at 350 (quoting Nagareda, *Class Certification in the Age of Aggregate Proof*, 84 N.Y.U.L. Rev. 97, 132 (2009)). Here, the *answer* to each of the questions posed by Plaintiffs will depend on the particular circumstances of each offender, their housing, the degree of hearing impairment, the auxiliary aid preferred by the offender, the auxiliary aid provided by GDC, the reasonableness of particular accommodations in light of the prison setting, and the effectiveness of the communication with the offender, to name just a few of the varying circumstances. For example, an offender with mild hearing loss that both reads English and has a hearing aid that provides him effective communication would still be included in Plaintiffs’ proposed class, but what would such a Plaintiff have in common with Darrell Smith, a Plaintiff that has been Deaf his entire life, uses ASL to communicate, and “communicate[s] and understand[s] best when there is

at least one hearing interpreter and one Deaf interpreter,” working together? Doc. 49-7 ¶ 2, 3.

The Eleventh Circuit has confirmed that where, like here, differences among the class members will result “in numerous mini-trials” on the merits, class certification should be denied. *Truesdell v. Thomas*, 889 F.3d 719, 726 (11th Cir. 2018). Importantly, the Court made it clear that the denial of class certification was appropriate whether Plaintiff was pursuing a claim for damages or solely injunctive relief; either way the Rule 23(a) requirements of commonality and typicality had not been met. *Id.* In *Truesdell* the Plaintiff sued for a violation of the Driver’s Privacy Protection Act, 18 U.S.C. §§ 2721-2725, where the Defendant had accessed the personal information of Plaintiff and the putative class members. However, Defendant asserted that “he had legitimate reasons for some of his searches.” *Id.* at 725-26. Because the Defendant’s “reasons for accessing each putative class member’s personal information may vary for each class member, . . . resulting in numerous mini-trials,” the Plaintiff had not satisfied the commonality and typicality requirements. *Id.* Here, Plaintiffs’ declarations highlight the dissimilarity of their claims.

- Plaintiff Tony Moore has been Deaf since the age of eight, and uses sign language “that is a mix between American Sign Language (“ASL”) and Signed Exact English (“SEE”). Doc. 49-14 ¶ 2. Plaintiff Moore prefers a cochlear implant to a hearing aid. Doc. 49-14 ¶ 6. In August, 2018, Moore

alleged that his hearing aid was broken and that there was a lack of ASL interpreters at Central State Prison. Doc. 49-14 ¶¶ 5-6. Moore also alleged that he had no access to videophones to communicate with friends and family. *Id.* ¶¶ 22-25. In February, 2019, Moore signed a supplemental declaration stating that videophones are now available at Central State Prison but not in his dorm building so he needs to go to other dorms to use the videophones. Doc. 49-15 ¶ 3.

- Plaintiff Christopher Shields lost most of his hearing at 18 months of age. He uses a hearing aid, can speak in English “about some things,” and is “fluent in sign language.” Doc. 49-16 ¶ 2. While his 2018 declaration complained of a lack of videophones and interpreters, his 2019 declaration acknowledges that Central State Prison now has videophones, and that interpreters are available for meetings he attends in prison. Doc. 49-17 ¶ 3. Shields continues to complain of a lack of interpreters for medical appointments, although he notes that sometimes the appointments are cancelled because an interpreter was not available and that other times medical staff communicates using video remote interpreting, or VRI. Doc. 49-17 ¶ 4.
- Plaintiff Leroy Henderson is hard of hearing. He lost his hearing later in life, both from shooting a rifle without earplugs and through working at a

logging company. He communicates “by speaking and residual hearing.” Doc. 57. Henderson can read and write in English and uses a hearing aid. *Id.* Henderson claims to want a pocket talker, Doc. 57 ¶ 10, but when one was presented to him recently he declined. Exhibit 2 ¶ 27 and Exhibit 49. Henderson would also like to try an amplified phone and a captioned phone to see “which is better” for him. Doc. 49-10 ¶ 7.

- Plaintiff Andrew Smith is Hard of Hearing. He communicates in ASL and spoken English. He can also “read and write some things in English.” Doc. 49-4 ¶ 2. Smith acknowledges that classes at CSP now have interpreters, but states that he “cannot communicate with counselors and guards when they walk around the dorms” because they do not walk around with interpreters. Doc. 49-4 ¶ 9. Smith acknowledges that CSP has interpreters for some medical appointments but alleges that Augusta State Medical Prison (ASMP) does not have interpreters. Doc. 49-4 ¶ 13. Smith also complains that ASMP does not have videophones. Doc. 49-4 ¶ 17.
- Plaintiff Darrell Smith has been Deaf his entire life. Doc. 49-7 ¶ 2. Darrell Smith uses ASL to communicate. *Id.* Darrell Smith states that he “communicate[s] and understand[s] best when there is at least one hearing interpreter and one Deaf interpreter,” working together. Doc. 49-7 ¶ 3. Darrell Smith acknowledges that CSP now has videophones and some

interpreters. Doc. 49-8 ¶¶ 3-4. Darrell Smith complains of a lack of deaf interpreters at CSP. *Id.* ¶ 4. Darrell Smith complains of a lack of interpreters at ASMP, noting that some of his appointments have been cancelled because an interpreter is not available. *Id.* ¶ 6.

- Plaintiff Jorae Smith is deaf. He communicates in ASL. Doc. 49-12 ¶ 2. Jorae Smith’s August, 2018 declaration complains of a lack of interpreters, particularly for mental health appointments, and videophones. *Id.* ¶¶ 18, 19. Jorae Smith also complains of not getting a hearing aid.⁹ *Id.* ¶ 28. Finally, Jorae Smith complains of processes – such as classification, solitary, and handcuffing - that he went through years before GDC’s adoption of the current ADA policy. *Id.* ¶¶ 4-8.

The wide array of factual allegations asserted by each of the Plaintiffs here is similar to the class certification question in *Fluellen v. Wetherinton*, 2003 U.S. Dist. LEXIS 21712 * 36 (N.D. Ga. 2003). In *Fluellen*, Plaintiffs sought class certification of a class of mentally ill offenders at Phillips State Prison. Plaintiffs’ class claims were “that many mentally ill and/or mentally retarded prisoners at Phillips [were] being treated badly, and that this bad treatment [was] severe enough to violate the Constitution’s prohibition against Cruel and Unusual Punishment.” 2003 U.S. Dist. LEXIS 21712 *36. In denying class certification the court

⁹ Jorae Smith was most recently issued a hearing aid in March, 2019. Exhibit 2 ¶ 29.

recognized that “at some very broad level of commonality, it could be said that the class has questions of fact in common,” however that is not the test. Where the “Complaint shows that it set forth a wide array of factual situations affecting the various plaintiffs,” the court refused “to read an allegation of systematic failures as a moniker for meeting the class action requirements.” 2003 U.S. Dist. LEXIS 21712 * 40 (quoting *J.B. v. Valdez*, 186 F.3d 1280 (10th Cir. 1999)).¹⁰ As in *Fluellen* and *J.B.*, Plaintiffs here “broadly conflate a variety of claims to establish commonality via an allegation of systematic failures.” *Id.* (quoting *J.B.*, 186 F.3d at 1289). Class certification should be denied.

C. Plaintiffs’ Claims Are Not Typical of Those of the Broadly Defined Class and Plaintiffs Cannot Adequately Represent the Class Where They Lack Standing.

“Traditionally, commonality refers to the group characteristics of the class as a whole, while typicality refers to the individual characteristics of the named plaintiff[s] in relation to the class.” *Piazza v. Ebsco Indus.*, 273 F.3d 1341, 1346 (11th Cir. 2001) (citing *Prado-Steinman v. Bush*, 221 F.3d 1266, 1279 (11th Cir.

¹⁰ Defendants acknowledge that the district court in *Kenny A. v. Perdue*, 218 F.R.D. 277 (N.D. Ga. 2003) disagreed with the reasoning of the *Fluellen* and *J.B.* courts. However, more recent Eleventh Circuit and Supreme Court cases support Defendants’ position that the commonality requirement cannot be overcome by simply alleging broad legal claims. See, *Truesdell, supra.*; *Dukes*, 564 U.S. at 350 (“the mere claim by employees of the same company that they have suffered a Title VII injury, or even a disparate-impact Title VII injury, gives no cause to believe that all of their claims can productively be litigated at once.”).

2000). The commonality, typicality, and adequacy of representation requirements often merge. *Dukes*, 564 at 349 n. 5.¹¹

“A class representative must possess the same interest and suffer the same injury as the class members in order to be typical under rule 23(a)(3).” *Murray v. Auslander*, 244 F.3d 807, 811 (11th Cir. 2001). While factual differences alone do not prevent typicality, so long as “there is a ‘strong similarity of legal theories,’” here Plaintiffs’ injuries depend on an individual assessment of their impairment and an individual assessment of the accommodation required for effective communication. *Id.* (quoting *Appleyard v. Wallace*, 754 F.2d 955, 958 (11th Cir. 1985)). Questions of individualized assessment “are best suited to a case-by-case determination.” *Chandler v. City of Dallas*, 2 F.3d 1385, 1396 (5th Cir. 1993), *cert. denied*, 511 U.S. 1011 (1994) (explaining that the “question whether an impairment constitutes a substantial limitation to a major life activity is best suited to a case-by-case determination.”).

Here, the putative class representatives’ claims vary from those of the class in significant respects. First, as noted above, Plaintiffs’ claims require an individual assessment of the auxiliary aids needed for effective communication.

¹¹ Plaintiffs cite *Wal-Mart Stores, Inc. v. Dukes* as supporting their contention that claims are typical even where class members are subject to different defenses. Doc. 49-1 at 17. However, the Supreme Court expressly stated that it was *not* deciding the typicality question “[i]n light of [its] disposition of the [lack of] commonality.” 564 U.S. at 349 n. 5. The quotation Plaintiffs attribute to this Supreme Court case does not appear in the case. The quote does appear in *Reese v. CNH Am. LLC*, 227 F.R.D. 483, 487-88 (E.D. Mich. 2005).

Second, Plaintiffs are all housed at only three prison facilities; Central State Prison, Johnson State Prison, and Coffee Correctional Facility.¹² Exhibit 3 ¶ 14. Plaintiffs' complaint however, asserts claims regarding conditions at *all* GDC facilities. The various GDC facilities all have unique characteristics and staff, and Plaintiffs only represent three of those facilities.

Plaintiffs also seek injunctive relief that would have no application to them. For instance, Plaintiffs seek relief relative to the use of auxiliary aids in the initial GDC intake, orientation, and classification processes upon entry to GDC. Doc. 1 ¶¶ 45-49. However, none of the Plaintiffs will go through this initial process again and therefore none have standing to challenge these policies and processes.¹³ Doc. 1 ¶¶ 16-24; Exhibit 2 ¶¶ 36, 38 (describing current policies and practices). Plaintiffs challenge GDC's alleged failure to provide ASL interpreters for educational, vocational, and religious programs. Doc. 1 ¶¶ 57-62. However, Plaintiffs have acknowledged that they now have ASL interpreters for their classes and programs at Central State Prison. Doc. 49-4 ¶ 7, 9 (Andrew Smith); Doc. 49-17 ¶ 3 (Christopher Shields). *See also*, Exh. 2 ¶¶ 12, 15; Exhibit 3 ¶ 8. Plaintiffs seek injunctive relief requiring GDC facilities to provide videophones. Doc. 1 ¶¶ 97-105. However, Plaintiffs have acknowledged that they now have

¹² Coffee Correctional Facility is operated by CoreCivic.

¹³ "Typicality also encompasses the question of the named plaintiff's standing, for 'without individual standing to raise a legal claim, a named representative does not have the requisite typicality to raise the same claim on behalf of the class.'" *Piazza*, 273 F.3d at 1346 (quoting *Prado-Steinman*, 221 F.3d at 1279).

videophones at their facilities. Doc. 49-4 ¶ 17 (Andrew Smith); Doc. 49-8 ¶ 3 (Darrell Smith); Doc. 49-15 ¶ 3 (Tony Moore); Doc. 49-17 ¶ 3 (Christopher Shields). Because Plaintiffs' claims differ from those of their proposed class, their claims are not typical of those of the rest of the class and Plaintiffs cannot adequately represent the proposed class. Therefore, class certification should be denied.

D. Plaintiffs Do Not Meet the Requirements of Rule 23(b)(2).

In addition to satisfying the Rule 23(a) prerequisites, Plaintiffs must also demonstrate that:

the party opposing the class has acted or refused to act on grounds that apply generally to the class, so that final injunctive relief or corresponding declaratory relief is appropriate respecting the class as a whole.

Fed. R. Civ. Proc. 23(b)(2). Of course, any injunctive relief “must be geared toward preventing *future* harm.” *AA Suncoast Chiropractic Clinic, P.A.*, 2019 U.S. App. LEXIS 27502 * 10 (emphasis in original). Here, as discussed above, Plaintiffs' claims for systemic relief are moot. But even if Plaintiffs' claims were not moot, their proposed class, essentially *every* offender with *any* hearing impairment that qualifies them as a disabled individual under the ADA, is grossly overinclusive. *AA Suncoast Chiropractic Clinic, P.A.*, 2019 U.S. App. LEXIS 27502 *16 (explaining that a 23(b)(2) class that “fail[ed] to limit membership to [class members] . . . likely to . . . [be harmed] again” was overinclusive.) Here,

Plaintiffs' proposed class includes offenders currently *receiving* auxiliary aids that provide effective communication. As both the Eleventh Circuit and the Supreme Court have admonished, class certification pursuant to Rule 23(b)(2) is not appropriate where "[e]ven though the validity of a (b)(2) class depends on whether 'final injunctive relief or corresponding declaratory relief is appropriate respecting the class *as a whole*,' about half the members of the class . . . have no claim for injunctive or declaratory relief at all." *Id.* (emphasis in original) (quoting *Dukes*, 564 U.S. at 365) (internal citation omitted).

The overinclusiveness of Plaintiffs' proposed class is illustrated by the allegations related to the Georgia State Board of Pardons and Paroles (BPP). Plaintiffs contend that injunctive relief is warranted, for the entire class, because Plaintiffs are not able to effectively communicate with the Board of Pardons and Paroles. However, not all offenders are *eligible* for parole. In fact, several of the Plaintiffs are either not eligible for parole at all or not eligible until after 2040. Plaintiff Jorae Smith was convicted of kidnapping, an offense statutorily ineligible for parole. *See* Exhibit 47 and O.C.G.A. § 17-10-6.1(a)(3) and (c)(4). Plaintiff Tony Moore is ineligible for parole because he was convicted pursuant to the recidivist statute. *See* Exhibit 48 and O.C.G.A. § 17-10-7(c). Plaintiffs, Darrell Smith and Ricardo Harris, are not eligible for parole until 2040 and 2045 respectively. Both Plaintiffs are serving life sentences for murder committed *after* 2006. Exhibits 49 and 50. Therefore, both Plaintiffs must serve at least thirty (30)

years before they are eligible for parole. O.C.G.A. § 17-10-6.1(c)(1). Moreover, the minimum thirty year sentence “shall not be reduced by any earned time, early release, work release, leave, or other sentence-reducing measures under programs administered by the Department of Corrections.” *Id.* These Plaintiffs, and countless others included in Plaintiffs’ proposed class, are not eligible for parole and lack standing to challenge any alleged failure to provide effective communication with the BPP.

Plaintiffs also seek broad injunctive relief related to educational, vocational, and religious programs. Doc. 1 ¶¶ 57-62. As explained above these claims are moot, but even if the claims were not moot, Plaintiffs make no effort to limit the putative class to those offenders with a hearing impairment that want to participate in religious services, or other programs. Proposed class members that do not want to participate in these programs do not have a claim for injunctive relief.

Finally, Plaintiffs challenge the classification and orientation processes at GDC. Doc. 1 ¶¶ 45-49. However, as noted above, *all* of the named Plaintiffs were incarcerated, and therefore went through both classification and the initial orientation, years *prior* to GDC’s adoption of the current ADA policies. Doc. 1 ¶¶ 16-24; Exhibit 2 ¶¶ 36, 38. Prospective injunction relief directed at GDC’s classification process and initial orientation is not “appropriate respecting the class as a whole.” *Dukes*, 564 U.S. at 365; *AA Suncoast Chiropractic Clinic, P.A.*, 2019 U.S. App. LEXIS 27502 * 16.

III. The PLRA Further Counsels Against Class Certification.

The Prison Litigation Reform Act, PLRA, 18 U.S.C. § 3626, drastically altered the relief that may be awarded in prison litigation and is consistent with the Supreme Court's view that federal courts should have reduced involvement in state prison systems. *Parrish v. Alabama Dep't of Corrections*, 156 F.3d 1128, 1129 n.2 (11th Cir. 1998). In this regard, the PLRA limits the authority of a court to enter prospective relief. Specifically, the PLRA provides that prospective relief may not be granted unless the court finds that: 1) the relief is narrowly drawn; 2) the relief extends no further than necessary to correct the violation of a Federal right; and 3) the relief is the least intrusive means necessary to correct the violation of a Federal right. 18 U.S.C. § 3626.

The PLRA's limits on injunctive relief must be considered here, at the class certification stage, because pursuant to the PLRA the court may only grant injunctive relief to the parties before the court. *Brown v. Plata*, 563 U.S. 493, 531 (2011) (explaining that pursuant to the PLRA "the scope of [any] order [for injunctive relief] must be determined with reference to the constitutional violations established by the specific plaintiffs before the court."). Plaintiffs should not be permitted to by-pass the PLRA's limits on injunctive relief simply by characterizing, without sufficient evidentiary support, their *individual* claims as a class action directed at systemic violations of law. *See Ball v. LeBlanc*, 792 F.3d 584 (5th Cir. 2015) (reversing facility wide injunctive relief where lawsuit was not

class action). Plaintiffs' broad proposed class, together with the evidence of systemic changes in policies and practices implemented by GDC, and Plaintiffs' lack of evidentiary support of anything more than, at best, *individual* claims for relief, counsel strongly against permitting this action to proceed as a class action.

CONCLUSION

For the reasons discussed above, Defendants request that the court deny Plaintiffs' motion for class certification.

Respectfully submitted,

CHRISTOPHER M. CARR 112505
Attorney General

BETH BURTON 027500
Deputy Attorney General

/s/Tina M. Piper
TINA M. PIPER 142469
Senior Assistant Attorney General

/s/Meghan R. Davidson
MEGHAN R. DAVIDSON 445566
Assistant Attorney General

/s/Cristina M. Correia
CRISTINA M. CORREIA 188620
Senior Assistant Attorney General
Georgia Department of Law
40 Capitol Square SW
Atlanta, GA 30334
ccorreia@law.ga.gov
404-657-3980

Attorneys for Defendants

Certificate of Service

I hereby certify that on November 8, 2019, I electronically filed this Brief in Opposition to Class Certification with the Clerk of Court using the CM/ECF system which will automatically send e-mail notification of such filing to all attorneys of record.

I hereby certify that I have mailed by United States Postal Service the document to the following non-CM/ECF participants: NONE

This 8th day of November, 2019.

/s/Meghan R. Davidson
Meghan R. Davidson 445566
Assistant Attorney General

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF GEORGIA
MACON DIVISION

RICARDO HARRIS, *et al.*,)
on behalf of themselves and all others)
similarly situated,)
)
Plaintiffs;)
)
vs.)
)
GEORGIA DEPARTMENT OF)
CORRECTIONS, *et al.*,)
)
Defendants.)

CIVIL ACTION FILE NO.:
5:18-cv-365-TES

DECLARATION OF CHERYL ANN FRAZIER

1.

My name is CHERYL ANN FRAZIER, and I am sui juris and competent to testify in this matter and under no civil or legal disability. I have personal knowledge of the facts stated herein and know them to be true, and give this Declaration freely and for use as evidence in the above-styled case.

2.

I make this Declaration based on my personal knowledge of its contents and upon records that were created and maintained in the ordinary course of business and pursuant to the regularly conducted activities of the Georgia Department of Corrections (“GDC”).



3.

I was employed by GDC as the Agency Americans with Disabilities Act (“ADA”) Coordinator from January 17, 2017 until June 30, 2019. As of July 1, 2019, I am employed as the Assistant State ADA Coordinator for the State of Georgia. In this role, I serve as a contact for the State Agency ADA coordinators for assistance with training, technical assistance, and the resolution of complaints and grievances regarding access to programs, services, practices, and employment.

4.

As the Agency ADA Coordinator for GDC, I was charged with developing, implementing, and overseeing statewide changes with regard to GDC’s ADA program. (*See* Standard Operating Procedure (“SOP”) 103.63, ADA, Title II Provisions, a true and accurate copy of which is marked as Defendants’ **Exhibit 4**).

5.

In 2016, an outside consultant was retained to assist GDC after the U.S. Department of Justice (“DOJ”) opened an investigation with regard to GDC’s ADA-compliance as to deaf and hard of hearing offenders. With the assistance of feedback from that consultant and the State ADA Coordinator’s Office, GDC started making substantial changes statewide to achieve ADA compliance. In May 2019, DOJ closed its investigation after deciding to take no further action. However, GDC continued to implement changes for its deaf and hard of hearing

offenders (as well as other offenders with disabilities) to maintain ADA-compliance irrespective of DOJ's closed investigation.

6.

As part of GDC's process and commitment to ADA-compliance, I was hired as the Agency's ADA Coordinator in January 2017. GDC also designated Facility ADA Coordinators at each facility, who provide consultation to their assigned facility on reasonable accommodation requests in concert with the Agency ADA Coordinator to assist in ensuring GDC's compliance with the ADA. (See SOP 103.63, **Exhibit 4**, p. 4168).

7.

GDC's policies prohibiting discrimination and exclusion of qualified individuals from programs, services, or activities are included in the ADA training programs for GDC that I developed.

8.

During my tenure, GDC made substantial investments in a variety of technology and services to provide effective communication access for deaf and hard of hearing offenders, including expansion of access to Telecommunications Devices for the Deaf (TDD also known as TTY), installation of videophones at 7 GDC facilities including access to Video Relay Services (VRS), statewide rollout of Video Remote Interpreting (VRI) making it available 24/7 at all GDC facilities,

working with service providers to ensure more reliable and timely access to in-person qualified American Sign Language (ASL) interpreters, providing access to real-time captioning (CART), securing access to additional assistive devices for deaf and hard of hearing offenders such as coupler devices, pocket amplifiers, and vibrating watches, providing headphones instead of earbuds to those offenders who use hearing aids for tablet use, taking additional steps to ensure offenders receive notification of callouts and emergencies including the use of placards, captioning and/or translation of diagnostic and orientation materials, and modifications to various standard operating procedures to ensure effective communication and equal access to programs, services, and activities for deaf and hard of hearing offenders. GDC also provided conversational ASL lessons through one of its interpretation vendors to over 100 GDC staff members. This was all done as part of an ongoing effort and commitment by GDC to maintain its ADA-compliance. (See SOP 103.63, **Exhibit 4**, pp. 4178-4180).

9.

When in-person certified ASL interpreters are needed and retained by GDC through one of its vendors, they are by default hearing ASL interpreters; however, if an ASL interpreter is unable to achieve effective communication with an offender and believes a different type of interpreter is needed (such as a deaf interpreter), the ASL interpreter would notify GDC and GDC could then seek to

use a different type of interpreter to the extent possible. To the best of my knowledge and understanding, there are only 3 certified deaf interpreters (CDI) in the State of Georgia. See Georgia Registry of Interpreters for the Deaf at <https://myaccount.rid.org/Public/Search/Member.aspx>.

10.

GDC entered into a new agreement with its VRI vendor in March 2019, and as a result, VRI is now available at all GDC facilities, centers, and offices. (See VRI Contract/Scope of Services, a true and accurate copy of which is marked as Defendants' **Exhibit 5**). The statewide roll-out of VRI occurred on May 30, 2019. (See VRI GDC Statewide Roll-Out Presentation, a true and accurate copy of which is marked as Defendants' **Exhibit 6**). At the time of roll-out, GDC staff were trained on its use, including appropriate situations for use, such as disciplinary proceedings, classification committee interactions, facility walk-throughs, grievance investigations, ADA accommodation investigations, diagnostic and intake instructions and interviews, chaplain meetings, counselor interactions, and medical, mental health and dental appointments. (See **Exhibit 6**; Correspondence regarding VRI dated 7/16/19, a true and accurate copy of which is marked as Defendants' **Exhibit 7**): It was further explained that VRI should not be used for involved interactions (which could include some medical, mental health, and dental appointments) and group settings, such as classes, programs, and religious

services, or when VRI was not otherwise appropriate, such as when there would be difficulty seeing the screen. (*Id.*) Prior to the statewide roll-out, VRI was used on a more limited basis in some facilities (including Central State Prison, Augusta State Medical Prison, and Georgia Diagnostic and Classification Prison, among others), including through a trial basis from 2017 to 2019 while the new VRI contract was negotiated. (*See, e.g.*, Correspondence regarding use of trial VRI, a true and accurate copy of which is marked as Defendants' **Exhibit 8**).

11.

During my tenure, GDC ensured access to parole-related information at intake and beyond. Parole notices go to offenders, but also to the facility warden who will ensure they are communicated to the offenders, usually through the offender's counselor who can use either VRI or an in-person qualified ASL interpreter if the offender needs to communicate using ASL. There are some parole staff who work within GDC's diagnostic facilities for part of the intake process, and GDC provides access to ASL interpreting services for those encounters if needed. (*See* SOP 220.05, Diagnostic Reception, Orientation, and Processing, Effective Date 2/14/19, a true and accurate copy of which is marked as Defendants' **Exhibit 9**, pp. 5916-5917). Offenders do not typically have other in-person interactions with the Board of Pardons and Paroles; most interaction is through written notices. There are occasionally group meetings with offenders

serving life sentences, and if interpreting services are needed, they are provided. (*See, e.g.*, LATN Invoices for ASL/CART services to GDC, a true and accurate copy of which is marked as Defendants' **Exhibit 10**, pp. 47510, 48082).

12.

The use of videophones and VRS at GDC facilities was initiated through Purple Communications. GDC entered into a contract for VRS in 2018, and videophones were installed at Lee Arrendale State Prison, Augusta State Medical Prison, Central State Prison, Georgia Diagnostic and Classification Prison, Johnson State Prison, Pulaski State Prison, and Wilcox State Prison. (*See* VRS Contract/Scope of Services, a true and accurate copy of which is marked as Defendants' **Exhibit 11**; Purple Communications ADA Accounts List, a true and accurate copy of which is marked as Defendants' **Exhibit 12**). The videophones can be utilized for Video Relay Services and direct communication.

13.

GDC also took steps to improve accessibility to hearing aids, including ensuring that batteries are readily accessible to offenders who use them. Offenders are allowed to keep extra batteries in their lockers; there are hearing aid batteries kept in the medical unit and in the control room of some facilities for distribution as well. (*See, e.g.*, Correspondence regarding hearing aid batteries, true and accurate copies of which are marked as Defendants' **Exhibit 13**).

14.

During my tenure, GDC started offering vibrating watches. Vibrating watches enable offenders to set alarms with alerts by vibration. The first vibrating watches were issued to offenders at Central State Prison and Lee Arrendale State Prison. According to GDC's SCRIBE notes, Offenders Ricardo Harris, Christopher Shields, Andrew Smith, and Tommy Green were among those issued vibrating watches. (*See, e.g.*, SCRIBE banner/alert notes of Plaintiffs, true and accurate copies of which are marked as Defendants' **Exhibit 50**).

15.

In the case of emergencies, GDC officers are trained to check everywhere and clear the buildings. In addition, after being advised by a deaf or hard of hearing offender that the flashing lights were not visible from his cell, additional efforts were commenced within GDC to make modifications to ensure visibility of flashing lights to all areas of GDC facilities. (*See Meeting Minutes-Fire Emergency Options for Impaired Individuals, 3/27/19, a true and accurate copy of which is marked as Defendants' Exhibit 14*).

16.

During my tenure, GDC started the process of filming different notices, policies, and procedures in ASL. In June 2019, GDC filmed a video for offenders about the ADA, including public compliance notice provisions, using a certified

deaf interpreter and a legal ASL interpreter, to be shown as part of diagnostics and orientation at all GDC facilities. GDC also filmed videos using a certified deaf interpreter and a legal ASL interpreter regarding the Suicide Prevention Hotline information, PREA Hotline access, and the handbook inclusion regarding the ADA.

17.

When GDC initially rolled out the ADA policy in April 2018, the policy was introduced at several facilities, including Central State Prison, with the assistance of ASL interpreters. (*See, e.g.*, ASL Invoices, **Exhibit 10**, pp. 21106, 21108). There was a reader and a qualified ASL interpreter who went through all pages of the policy, including the attachments such as the accommodation request form. In addition, the Facility ADA Coordinators at intake facilities review the ADA policy with new offenders. There are also public notices concerning the ADA policy and the grievance procedure posted throughout GDC facilities. If an offender cannot read, a counselor, Facility ADA Coordinator, or other staff member can read the policies or other items to the offender. If an offender communicates using ASL, a qualified ASL interpreter can be secured to review the policy with the offender.

18.

In line with the systemic changes made with regard to ADA-compliance, GDC revamped its training about the ADA beginning in 2017, and all GDC

employees receive ADA-specific training as part of orientation, and then annually as in-service training. (*See generally* GDC ADA Orientation Training 2019, a true and accurate copy of which is marked as Defendants' **Exhibit 15**; GDC ADA In-Service Training 2019, a true and accurate copy of which is marked as Defendants' **Exhibit 16**). The training is updated annually to address any changes or developments with regard to the ADA. In addition to the ADA training provided to all GDC employees, GDC provides additional ADA training to Facility ADA Coordinators, counselors, educators, librarians, counselor supervisors, deputy wardens, wardens, superintendents, assistant superintendents, uniformed staff, multifunctional officers, and recreational directors. (*See, e.g.*, GDC Facility ADA Coordinator's Phase II Training June 2019, a true and accurate copy of which is marked as Defendants' **Exhibit 17**). GDC also provides ADA training to its contractors and volunteers, and recently started training Georgia Board of Pardons and Paroles employees who interact with GDC offenders. Beyond formal training, ADA updates are provided throughout the year at various conferences and standing meetings.

19.

The ADA trainings primarily discuss Title II of the ADA, with emphasis on the specific application in the correctional context, including the process for requesting accommodations and accessibility solutions for offenders with

communication disabilities, including VRS, VRI, qualified interpreters, closed captioning, pocket amplifiers, CART services, hearing aids, coupler devices, vibrating watches, identification cards, flashing lights for emergency evacuations, and TDD/TTY. (*See generally* Exhibits 15-17). The trainings specifically discuss modifications to practices to accommodate offenders with hearing disabilities (ex. the handcuffing procedures for offenders with hearing disabilities so they may communicate in ASL), as well as the practices in place to ensure no delay in communication access or medical care for deaf or hard of hearing offenders (ex. availability of extra hearing aid batteries and timeframes for seeking necessary repairs). (*See, e.g.,* Exhibit 15, pp. 8784-85; Exhibit 16, pp. 8725-26; Exhibit 17, p. 46040).

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

This 7th day of November, 2019.


CHERYL ANN FRAZIER
Assistant State ADA Coordinator

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF GEORGIA
MACON DIVISION

RICARDO HARRIS, *et al.*,)
on behalf of themselves and all others)
similarly situated,)
)
Plaintiffs;)
)
vs.)
)
GEORGIA DEPARTMENT OF)
CORRECTIONS, *et al.*,)
)
Defendants.)

CIVIL ACTION FILE NO.:
5:18-cv-365-TES

DECLARATION OF TOMEKA SIMPSON-DUMAS

1.

My name is TOMEKA SIMPSON-DUMAS, and I am sui juris and competent to testify in this matter and under no civil or legal disability. I have personal knowledge of the facts stated herein and know them to be true, and give this Declaration freely and for use as evidence in the above-styled case.

2.

I make this Declaration based on my personal knowledge of its contents and upon records that were created and maintained in the ordinary course of business and pursuant to the regularly conducted activities of the Georgia Department of Correction (“GDC”).



3.

I am currently employed by GDC as the Agency Americans with Disabilities Act (“ADA”) Coordinator. I started in this role on September 16, 2019, and have been employed by GDC since June 2000. As the Agency ADA Coordinator, I provide assistance and oversight with achieving and maintaining ADA-compliance within GDC. (See Standard Operating Procedure (“SOP”) 103.63, ADA, Title II Provisions, a true and accurate copy of which is marked as Defendants’ **Exhibit 4**, pp. 4170-4172). Prior to my current role, I held the positions of Probation Officer, Internal Investigator (Office of Investigations and Compliance), Criminal Investigator (Office of Professional Standards), Auditor (OPS), and Statewide Senior Auditor for GDC.

4.

GDC does not discriminate on the basis of any disability, nor does GDC exclude qualified individuals from participating in GDC programs, services, or activities, including housing, recreation, commissary, dayrooms, television, telephones, regular meals, or socialization with other inmates. These GDC policies are expressly stated in formal standard operating procedures. (See SOP 103.63, **Exhibit 4**, pp. 4166, 4177; SOP 107.02, Access to Services/Programs, a true and accurate copy of which is marked as Defendants’ **Exhibit 18**, p. 4139).

5.

GDC's policy prohibiting discrimination is taught to GDC employees as part of their orientation training, and reiterated to GDC employees in training annually. (*See, e.g.*, ADA in a Corrections Environment, GDC Pre-Service and Orientation Training 2019-SOP 103.63, a true and accurate copy of which is marked as Defendants' **Exhibit 15**, pp. 8764, 8771, 8774-8775, 8803; ADA in a Corrections Environment, GDC Annual In-Service Training 2019, a true and accurate copy of which is marked as Defendants' **Exhibit 16**, pp. 8709, 8714, 8734).

6.

TDD/TTY is an electronic device for text communication over a telephone line; the device displays text to the offenders of their conversation. TDD/TTY devices are designed for use by persons with hearing or speech difficulties. (*See* SOP 227.01, Offender Access to Telephones, Effective Date 2/13/19, a true and accurate copy of which is marked as Defendants' **Exhibit 19**, pp. 4188, 4190, 4197; SOP 103.63, **Exhibit 4**, pp. 4169, 4178-4179).

7.

TTY is available in 58 GDC facilities statewide. (*See* List of facilities/number of TTY, a true and accurate copy of which is marked as Defendants' **Exhibit 20**). TTY is also available at private facilities, including Coffee Correctional Facility and Wheeler Correctional Facility.

8.

GDC also provides offenders with GOAL tablets and access to kiosks, which can be used to send email/text communications. (See SOP 204.10, Offender Use of the GOAL Device and J-Pay Kiosk, Effective Date 9/4/18, a true and accurate copy of which is marked as Defendants' **Exhibit 21**).

9.

All GDC offender telephones have volume control so that offenders can increase the volume themselves as needed. (See SOP 103.63, **Exhibit 4**, p. 4179). In addition, offenders may obtain coupler devices from their facilities. Coupler devices can be used to cover the receiver of the telephone and block out background noises for those offenders who use hearing aids.

10.

GDC utilizes qualified American Sign Language (ASL) interpreters for deaf and hard of hearing offenders as needed. GDC has more than one company contracted to provide interpreters, including access to different types of interpreters if needed.

11.

GDC uses qualified ASL interpreters in a variety of settings, including education classes, mental health and medical appointments, meetings, programmatic classes, church/chaplaincy services, investigations, training for work

details, diagnostic screening, grievance interviews/process, classification review interviews, intake, orientation, critical communication-complex information-lengthy exchanges or anything involving legal due process, pre-release instructions, etc. (*See* SOP 103.63, **Exhibit 4**, pp. 4179-4180; LATN Invoices for ASL/CART services to GDC, a true and accurate copy of which is marked as Defendants' **Exhibit 10**; Language Line Invoices for VRI to GDC, a true and accurate copy of which are marked as Defendants' **Exhibit 22**).

12.

Qualified ASL interpreters have been used for Jorae Smith, Darrell Smith, Andrew Smith, Christopher Shields, Brandon Cobb, Tony Moore, Tommy Green, and Ricardo Harris. (*See generally* **Exhibit 10**). Qualified ASL interpreters have been used frequently for programming, education classes, religious services, and other group settings, but have also been used by these offenders for medical, mental health, and dental appointments, grievances, counselor meetings, and policy review, among other uses. (*See, e.g.*, **Exhibit 10**, pp. 47478, 47520, 47996 (mental health appointments), pp. 47453, 47486, 47512 (medical appointments), p. 47511 (probate hearing); Interpreter Requests Correspondence, true and accurate copies of which are marked as Defendants' **Exhibit 48**, pp. 6883-6884 (counseling quarterly contacts), pp. 6879-6882 (quarterly counseling session and grievance response), pp. 17512-17514 (orientation at new facility to include review of

various rules/policies/procedures), pp. 17707-17712 (individual ADA standard operating procedure review), pp.44265-44266 (dental appointment)).

13.

Qualified ASL interpreters are used in-person, and are also offered through Video Remote Interpreting (“VRI”). (See SOP 103.63, **Exhibit 4**, pp. 4169, 4178-4179; ASL invoices, **Exhibit 10**; VRI invoices, **Exhibit 22**).

14.

VRI is typically used at GDC for non-complex, routine interactions, including during medical appointments, mental health appointments, dental appointments, routine classification committee interactions, grievance investigations, ADA accommodation investigations, meetings including with counselors, facility personnel, administrators, chaplain, and ADA office personnel, diagnostic/intake instructions and interviews, disciplinary proceedings, and facility walk-throughs, among others. (See, e.g., VRI GDC Statewide Roll-Out Presentation, a true and accurate copy of which is marked as Defendants’ **Exhibit 6**, p. 48152).

15.

In-person qualified ASL interpreters are typically used for more complex, longer, and involved interactions, appointments (which could include some medical, mental health, and dental appointments), and meetings, as well as for

education services and programming or other group settings, including classes, bible study groups, and religious services, or when VRI is not otherwise feasible (ex. offender has difficulty viewing screen because of vision loss, cannot be properly positioned to view screen, or because of injury or other condition) or is not available (ex. the technology is not working). (*See, e.g., Exhibit 6*, p. 48152; ASL invoices, **Exhibit 10**; VRI invoices, **Exhibit 22**).

16.

VRI is currently available statewide, 24 hours a day, 7 days a week. (*See VRI Contract/Scope of Services*, a true and accurate copy of which is marked as Defendants' **Exhibit 5**, p. 6422).

17.

Prior to the statewide availability of VRI, GDC offenders—including named Plaintiffs—received the services of in-person ASL interpreters, including for medical appointments, mental health appointments, classes, interviews, and various meetings such as intake and orientation, among others. (*See generally* ASL invoices, **Exhibit 10**).

18.

Following the statewide availability of VRI, GDC offenders continue to receive the services of in-person ASL interpreters when needed, including for classes, programming, religious services, interviews, intake/orientation meetings,

and medical/mental health appointments. (*See generally* ASL invoices, **Exhibit 10**; ADA Interpreter Requests/Invoices Log, a true and accurate copy of which is marked as Defendants' **Exhibit 23**).

19.

GDC offers videophones, including Video Relay Services (VRS), at multiple facilities throughout the state as well. Videophones are currently installed and available for use by offenders at Lee Arrendale State Prison, Augusta State Medical Prison, Central State Prison, Georgia Diagnostic and Classification Prison, Johnson State Prison, Pulaski State Prison, and Wilcox State Prison. (*See Purple Communications ADA Accounts List*, a true and accurate copy of which is marked as Defendants' **Exhibit 12**). VRS uses a videophone that allows the caller to connect with an ASL interpreter to complete a call; both parties connected to the call can use ASL to communicate. Offenders may also use videophones to make direct calls. Use of videophones and VRS are provided to offenders free of charge. (*See SOP 227.01, Exhibit 19*, pp. 4188, 4190, 4197).

20.

VRS/videophone access was provided to Jorae Smith, Darrell Smith, Andrew Smith, Christopher Shields, Brandon Cobb, Tony Moore, Tommy Green, and Ricardo Harris on June 1, 2018. (*See Memorandum regarding VRS access list*

at Central State Prison dated 6/1/18, a true and accurate copy of which is marked as Defendants' **Exhibit 47**).

21.

All GDC offenders who communicate using ASL and want to use VRS will be given access. VRS can be offered at any facility where a deaf offender who uses this mode of communication is housed. If a deaf offender who wishes to use VRS is housed at a facility without VRS, the offender will either be moved to a facility with the technology, or VRS capability will be added to the offender's facility. For example, GDC recently ordered videophone/VRS for a deaf offender who is housed at a probation detention center.

22.

Offenders using VRS and TTY are allotted extra time for making phone calls. GDC phone systems are typically programmed with a 15-minute time limit on all calls; however, this limitation does not apply to calls made using VRS and TTY. Offenders using TTY and VRS devices are allowed extra time, of at least 30 minutes, to complete calls. (*See* SOP 227.01, **Exhibit 19**, pp. 4190, 4197).

23.

GDC is also able to offer CART services (real-time captioning) at any facility through its ASL interpretation providers. A provider (remote or in person) transcribes what is being spoken, which is then displayed on a screen for the

offender to view in real time. CART may be used where a deaf or hard of hearing offender does not use ASL as his preferred mode of communication, or when an interpreter is not available but VRI would not be appropriate. CART has been used for religious services at Central State Prison, including for Plaintiff Jorae Smith. (See CART Invoices, **Exhibit 10**, pp. 47457-47459, 47472-47474, 47503-47504, 47506-47507, 47514-47515, 47868-47869, 47909, 47999-48001).

24.

All offenders participate in orientation upon arrival to GDC, which includes information about the ADA and access to accommodations, including devices and services. Qualified ASL interpreters are used during the orientation presentation (including at diagnostics) when a deaf or hard of hearing offender who communicates using ASL is present, and the video portions of the program may also be captioned. GDC's main diagnostic facility, Georgia Diagnostic and Classification Prison, has a captioned diagnostic video in use for orientation. Coastal State Prison and Central State Prison have orientation videos that include an ASL interpreter inset on the video. GDC also recently secured an agreement with the Center for Inclusive Designs & Innovation for captioning services.

25.

Under the direction of my predecessor, Cheryl Frazier, GDC began filming notices, policies, and procedures using certified ASL interpreters in June 2019.

The materials filmed in June 2019 are in the process of editing and captioning so they can be used within GDC facilities. Additional policies and procedures will be considered for filming at the appropriate time; but in the meantime, information regarding GDC policies and procedures are presented at intake and orientation (with the use of interpreters as needed), and an offender's counselor can help arrange for an interpreter to help an offender go through any written policy if needed.

26.

GDC secured pocket amplifiers for use in GDC facilities throughout the state. Pocket amplifiers are personal hearing hand-held amplifiers that can help an individual better hear what others are saying in one-on-one conversations or in group settings. The device amplifies voices while reducing background noise.

27.

GDC also recently provided a pocket amplifier to Coffee Correctional Facility (a private facility) for use upon learning that a hard of hearing offender, Plaintiff Leroy Henderson, may benefit from and/or desire to use such a device during his medical appointments. However, Mr. Henderson declined to use a pocket amplifier when offered as an accommodation by his facility. (*See Refusal to Accept Medical Treatment*, a true and accurate copy of which is marked Defendants' **Exhibit 49**).

28.

Hearing aids are provided to all offenders who have a medically indicated need for them in order to effectively communicate while incarcerated. The need for hearing aids is determined by qualified medical professionals through audiology appointments. Medical personnel issue hearing aids and send them out for repair to a third party vendor when needed. Replacement batteries are readily available at GDC facilities.

29.

Offender Jorae Smith was most recently issued hearing aids in March 2019. (See Offender Medical Profile History, a true and accurate copy of which is marked as Defendants' **Exhibit 24**).

30.

Offender Tony Moore was most recently issued hearing aids in August 2017. (See Offender Medical Profile History, a true and accurate copy of which is marked as Defendants' **Exhibit 25**).

31.

GDC has also implemented policies to ensure that deaf or hard of hearing offenders are not separated from their devices. (See, e.g., SOP 220.05, Diagnostic Reception, Orientation, and Processing, Effective Date 2/14/19, a true and accurate copy of which is marked as Defendants' **Exhibit 9**, p. 5910; Health Screening-

Offender Transfers, SOP 507.04.25, Effective Date 2/25/19, a true and accurate copy of which is marked as Defendants' **Exhibit 26**, p. 5920; Inter-Institutional Transfer, SOP 222.01, Effective Date 3/7/19, a true and accurate copy of which is marked as Defendants' **Exhibit 27**, p. 5933). In addition, upon arrival at the diagnostic facility, offenders are authorized to retain their hearing aids during diagnostic processing. (See SOP 220.05, **Exhibit 9**, p. 5910).

32.

Some GDC facilities (including Central State Prison) are now also using placards/signs to announce mass movements to offenders, which may include pill call, chow hall, religious/church services, insulin call, gym call, mail room, yard call, medical call outs, activity blocks, store call, EXIT building, inspection, report to security, and FIRE. (See photographs of signs/placards, true and accurate copies of which is marked as Defendants' **Exhibit 28**). My office is currently discussing the development of standard placards for all facilities to use for the mass movements of deaf and hard of hearing offenders. For those facilities without standard placards in use, after making a mass movement call over the intercom, prison staff are required to notify any deaf or hard of hearing offender of the mass movement individually.

33.

In the case of emergencies, GDC officers are trained to check everywhere and clear the buildings to ensure the safety of all offenders. I am aware that that my predecessor was investigating the availability and visibility of flashing lights as an additional safety measure, and am in the process of following up on those efforts. GDC has used the services of in-person qualified ASL interpreters during emergency evacuation drills for deaf offenders. (*See, e.g.*, ASL invoices, **Exhibit 10**, p.47479).

34.

Deaf and hard of hearing offenders at some facilities (including Central State Prison where a large number of deaf and hard of hearing offenders are housed) have cards attached to their ID cards with special identification showing they are deaf or hard of hearing to help with their interactions within the prison. The offender can show their card to staff if they need help, and the card helps staff to better assist deaf and hard of hearing offenders. Offenders Jorae Smith, Tommy Green, Ricardo Harris, Andrew Smith, and Darrell Smith have been issued special identification cards. (*See* SCRIBE banner/alert notes of Plaintiffs, true and accurate copies of which are marked as Defendants' **Exhibit 50**). My office is currently considering the development of uniform disability identification cards for use across all GDC facilities.

35.

Offenders are assessed by clinical staff at intake by using both a medical history form that includes a section to address hearing difficulties and upon self-reporting. (See SOP 220.05, **Exhibit 9**, p. 5913). Offenders are submitted for consultations with an audiologist when indicated. All deaf and hard of hearing offenders are assigned a hearing level, which is adjusted as necessary. (See Medical Classification and Profiling, SOP 507.04.23, Effective Date 2/25/19, a true and accurate copy of which is marked as Defendants' **Exhibit 29**, p. 5940).

36.

When offenders first enter into GDC's custody, they go through an initial classification and diagnostic intake process. There is a medical screening of all inmates at diagnostics, and all physical impairments or disabilities are reported immediately upon arrival to the Agency's ADA Coordinator's Office. The primary, preferred mode of communication is also determined by asking the offender (through an interpreter if needed) and entered into GDC's database, shared with staff, and used through the offender's incarceration. (See SOP 220.05, **Exhibit 9**, p. 5913). Currently, offenders' preferred communication methods are entered as a scrolling alert notice in GDC's electronic records at intake. (See, e.g., SCRIBE banner/alert notes of Plaintiffs, **Exhibit 50**). Facility ADA Coordinators then facilitate auxiliary aids and services based on the individual's preferences,

with the assistance and guidance of the Agency ADA Coordinator. (*See Exhibit 6*, pp. 48149-48151).

37.

The offender work plan provides for employment for offenders with disabilities. (Classifications Committee, SOP 220.03, Effective Date 10/30/17, a true and accurate copy of which is marked as Defendants' **Exhibit 30**, pp. 5889-5890). Offenders who are deaf or hard of hearing could participate in work release programs at transitional centers.

38.

During the diagnostics orientation process, staff explain and provide in writing GDC's procedures relating to visitation, financial procedures, mail procedures, telephone/JPAY procedures, grievance procedures, access to courts, next of kin, PREA, right-to-know/understand, and facility procedures. The facility is required to present this information to offenders in a language they understand, including using other accessible formats when indicated by communication disability needs. (*See* SOP 220.05, **Exhibit 9**, p. 5912). Qualified ASL interpreters are used at intake if needed, either via VRI or in-person. (*See, e.g.,* ASL Invoices, **Exhibit 10**, p. 21106 (orientation/classification), p. 21108 (intake/orientation, diagnostic screening/parole interview), p. 21109 (orientation/rules/regulations), p. 47440 (classification/intake, new offender intake,

orientation), p. 47494 (diagnostic intake), p. 47994 (intake, orientation, release information; **Exhibit 48**, pp. 17512-17514 (orientation at new facility to include review of various rules/policies/procedures).

39.

Offenders who have a disability have multiple ways to seek assistance. Offenders may request an accommodation by submitting an accommodation request (verbally through their counselor or in writing, and with assistance if needed) as set forth in the ADA policy. Offenders may also seek assistance through the facility's Grievance Procedure. Finally, offenders may ask or write any staff member for assistance. The process for making an accommodation request is outlined in the ADA policy; the availability of ADA assistance through the ADA policy and the Grievance Procedure (and contact information for my office) is outlined in the ADA Compliance Notices posted throughout the facilities; and the ways for seeking assistance are also outlined in the Offender Handbooks. (*See* SOP 103.63, **Exhibit 4**; ADA Compliance Notice, a true and accurate copy of which is marked as Defendants' **Exhibit 31**; Inmate Handbook ADA inclusion, a true and accurate copy of which is marked as Defendants' **Exhibit 32**). Many aids and services are provided to offenders without the need for, and in the absence of, a formal request. For example, once a facility is aware that an offender needs the services of a qualified ASL interpreter, the facility will take steps to arrange for

these services for the offender whenever necessary; the offender will not have to make formal requests for an interpreter for every meeting, appointment, class, program, etc.

40.

Institutional staff will assist disabled offenders who need help filling out a grievance form upon request. Communication assistance with preparing or otherwise participating in any stage of the grievance process will be provided as needed, including the use of a qualified ASL interpreter if necessary. Retaliation against an offender for filing a grievance is prohibited. (See SOP 103.63, **Exhibit 4**, p. 4180; Statewide Grievance Procedure, SOP 227.02, Effective 3/19/19, a true and accurate copy of which is marked as Defendants' **Exhibit 33**, p. 5977).

41.

A section specifically addressing ADA-related complaints has been added to the grievance procedure as well. Grievances regarding ADA-related complaints or that seek accommodations are forwarded to the facility ADA coordinator and processed through the ADA, Title II procedure. Even procedurally deficient grievances regarding the ADA will be investigated. (See SOP 227.02, **Exhibit 33**, pp. 5986-5987).

42.

The process for making ADA-related grievances and seeking accommodations is discussed at orientation, with interpretation if needed. However, if an offender ever has questions about any procedure, they can always ask their counselor for information. Interpreters are used for discussions or meetings with counselors as needed. (*See* SOP 103.63, **Exhibit 4**, pp. 4179-4180).

43.

Deaf offenders are handcuffed in waist chains to allow for hand use for sign language communication when possible, the exceptions being for a combative offender or institutional security. (*See* Use of Force and Restraint for Offender Control, SOP 209.04, Effective Date 2/6/18, a true and accurate copy of which is marked as Defendants' **Exhibit 34**, pp. 6441-6443; Statewide Roll-Out, **Exhibit 6**, p. 48151).

44.

Deaf and hard of hearing offenders are treated the same as other offenders with regard to disciplinary isolation and administrative segregation. Offenders in administrative segregation still have access to many services and privileges within GDC, such as chaplaincy services, mail, visitation, reading materials, counseling, educational, vocational and/or rehabilitate programs to the extent consistent with security needs of the unit, access to courts, access to commissary items, access to

medical care, exercise, access to GOAL tablets and the J-Pay kiosk, and telephone privileges. (*See* Administrative Segregation, SOP 209.06, Effective Date 2/7/18, a true and accurate copy of which is marked as Defendants' **Exhibit 35**, pp. 40901-40903). Deaf and hard of hearing offenders in segregation receive services and accommodations as needed to ensure the same access as other offenders in segregation. (*See id.*; SOP 103.63, **Exhibit 4**, pp. 4179-4180). Deaf and hard of hearing offenders receive the same restrictions as other offenders in disciplinary isolation; no offender shall be placed in disciplinary isolation for more than 30 days. (*See* Disciplinary Isolation, SOP 209.03, Effective Date 2/28/18, a true and accurate copy of which is marked as Defendants' **Exhibit 36**, pp. 40888-40891). Deaf and hard of hearing offenders in disciplinary isolation will receive services and accommodations as needed to ensure the same access as other offenders in disciplinary isolation. (*See* SOP 103.63, **Exhibit 4**, pp. 4179-4180).

45.

GDC provides equal access to all services, programs, and activities for deaf and hard of hearing offenders. There are many communication devices and services available for those offenders who need them, and they can be utilized in any setting. Offenders who need assistance communicating in any situation, whether it is counselor interactions, grievance process, classification, disciplinary proceedings, or anything else, have the assistance they need from GDC to ensure

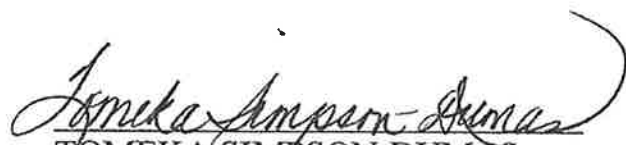
equal access. (*See, e.g.*, SOP 103.63, **Exhibit 4**, pp. 4179-4180; SOP 220.05, **Exhibit 9**, pp. 5912-5914, 5917; ASL Invoices, **Exhibit 10**).

46.

There are services and aids available to deaf and hard of hearing offenders housed at Augusta State Medical Prison, including access to qualified interpreters (in-person and VRI) and VRS. (*See, e.g.*, ASL Invoices, **Exhibit 10**, pp. 47480, 47505; VRS ADA Accounts List, **Exhibit 12**; VRI Invoices, **Exhibit 22**, pp. 47879-47880).

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

This 6 day of November, 2019.


TOMEKA SIMPSON-DUMAS
GDC Agency ADA Coordinator

IN THE UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF GEORGIA
MACON DIVISION

RICARDO HARRIS, *et al.*,)
on behalf of themselves and all others)
similarly situated,)
)
Plaintiffs;)
)
vs.)
)
GEORGIA DEPARTMENT OF)
CORRECTIONS, *et al.*,)
)
Defendants.)

CIVIL ACTION FILE NO.:
5:18-cv-365-TES

DECLARATION OF AHMED HOLT

1.

My name is AHMED HOLT, and I am sui juris and competent to testify in this matter and under no civil or legal disability. I give this Declaration freely and for use as evidence in the above-styled case.

2.

I make this Declaration based on my personal knowledge of its contents and upon records that were created and maintained in the ordinary course of business and pursuant to the regularly conducted activities of the Georgia Department of Correction (“GDC”).



3.

I am employed by GDC as the Deputy Director of Field Operations. In this role, I assist with the overall supervision of facility operations, which includes oversight of security and custody of inmates housed within the Georgia Department of Corrections and management of prison staff. As the Deputy Director of Field Operations, I have access to records of GDC, which includes, but is not limited to, institutional files, disciplinary records, movement histories, grievance records, offender program information, and offender profiles

4.

Offenders Kyle Bishop, Virgil Brown, Brandon Cobb, Glen Gadson, Tommy Green, Ricardo Harris, Leroy Henderson, Gregory Lamb, Tony Moore, Christopher Shields, Andrew Smith, Darrell Smith, and Jorae Smith have all utilized GDC's grievance procedure during their incarceration. (See Grievance History Records of Offenders Kyle Bishop, Virgil Brown, Brandon Cobb, Glen Gadson, Tommy Green, Ricardo Harris, Leroy Henderson, Gregory Lamb, Tony Moore, Christopher Shields, Andrew Smith, Darrell Smith, Jorae Smith, true and correct copies of which are marked as Defendants' **Exhibit 37**).

5.

Offender Christopher Shields has only received one disciplinary report during his incarceration, which was in April 2015. (See Offender Disciplinary

History of Christopher Shields, a true and correct copy of which is marked as Defendants' **Exhibit 38**).

6.

Offender Christopher Shields most recently entered into GDC custody and went through the initial classification diagnostic process in February 2011 and has been housed at Central State Prison since July 2011. (*See* Offender Movement History of Christopher Shields, a true and correct copy of which is marked as Defendants' **Exhibit 39**).

7.

Offender Andrew Smith has not received a disciplinary report since September 2017. (*See* Offender Disciplinary History of Andrew Smith, a true and correct copy of which is marked as Defendants' **Exhibit 40**).

8.

Offender Andrew Smith has taken and completed programs during his incarceration, including at Augusta State Medical Prison. (*See* Offender Program Information of Andrew Smith, a true and correct copy of which is marked as Defendants' **Exhibit 41**).

9.

Offender Darrell Smith has not received a disciplinary report since January 2013. (See Offender Disciplinary History of Darrell Smith, a true and correct copy of which is marked as Defendants' **Exhibit 42**).

10.

Offender Glen Gadson transferred to Central State Prison on May 14, 2019, and was released from incarceration on October 5, 2019. (See Offender Movement History of Glen Gadson, a true and correct copy of which is marked as Defendants' **Exhibit 43**).

11.

Offender Virgil Brown was released from incarceration on parole on December 6, 2018. (See Offender Movement History of Virgil Brown, a true and correct copy of which is marked as Defendants' **Exhibit 44**).

12.

Offender Gregory Lamb has not received a disciplinary report since March 2017 (possession of a cell phone). He has not received a disciplinary report for failure to follow instructions since November 2011. (See Offender Disciplinary History of Gregory Lamb, a true and correct copy of which is marked as Defendants' **Exhibit 45**).

13.

Offender Tony Moore has not been found guilty of a disciplinary report since January 3, 2017. (See Offender Disciplinary History of Tony Moore, a true and correct copy of which is marked as Defendants' **Exhibit 46**).

14.

Offenders Andrew Smith (GDC #1148408), Christopher Shields (GDC #1050654), Darrell Smith (GDC #1000356256), Jorae Smith (GDC #1001828089), Ricardo Harris (GDC # 1001602900), and Tommy Green (GDC #537348) are currently housed at Central State Prison. Offender Tony Moore (GDC #1141929) is currently housed at Johnson State Prison. Offender Leroy Henderson (GDC #122084) is currently housed at Coffee Correctional Facility.

Pursuant to 28 U.S.C. § 1746, I declare under penalty of perjury that the foregoing is true and correct.

This 8 day of November, 2019.


Ahmed Holt
Deputy Director of Field Operations
Georgia Department of Corrections

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 1 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

- I. Introduction and Summary:** This Standard Operating Procedure provides information concerning how the Georgia Department of Corrections (GDC) shall maintain compliance with the Americans with Disabilities Act (ADA). The ADA is a Civil Rights law, which requires the agency to provide Reasonable Accommodations and accessibility to programs, services, and activities for offenders with disabilities. The GDC shall ensure compliance with the law, with the only exceptions of Undue Burden or Direct Threats to safety and security. The agency prohibits discrimination based on an offender's Disability when making administrative decisions and in providing access to programs, services, and activities.
- II. Authority:**
- A. The Americans with Disabilities Act of 1990: 42 U.S.C. §12102, § 12131-34, and 28 C.F.R. §35.101 *et seq.*;
 - B. Rehabilitation Act of 1973: §504, 29 U.S.C. 794 (a) – (d);
 - C. O.C.G.A. §30-3-3;
 - D. Ga. Comp. R. & Reg. 120-3-20-.01, *et seq.*
 - D. GDC SOPs: 103.08 Searching, Handcuffing, and Transporting Prisoners, 104.21 Americans with Disabilities Act, Title I (Employment Provisions), 106.01 Purposes (Chaplaincy Program), 106.04 Chaplaincy Services, 106.10 Communion Wine, 106.12 Wicca (Witchcraft) Guidelines, 106.13 Native American Guidelines, 107.02 Access to Services and Programs, 108.03 Special Education, 108.08 Vocational Education, 108.09 Vocational Education, 108.11 Vocational Services OJT Programs, 205.57 Post Orders, 208.06 Prison Rape Elimination Act (PREA) Sexually Abusive Behavior Prevention and Intervention Program, 209.04 Use of Force and Restraint for Offender Control, 209.06 Administrative Segregation, 213.03 Probation Detention Center, 213.14 Detainee Grievance Procedure, 220.03 Classification Committee, 214.02 Performance Incentive Credit, 220.05 Diagnostic Reception, Orientation, and Processing, 222.01 Inter-Institutional Transfer (Physical Limitation Transfers), 222.08 Sex Offender Registry, 227.01 Inmate/Probationer Access to Telephone, 227.02 Statewide Grievance Procedure, 410.04 Space Planning, 410.06 Mechanical, Electrical,



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 2 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

Plumbing Design Standards, 410.05 Capital Planning & Administration, 502.01 Recreation Administration, 503.02 Reentry Pre and Post Release Planning, 507.04.23 Medical Classification and Profiling, 507.04.25 Health Screening Offender/ Probationer Transfers, 507.04.49 Health Promotion and Disease Prevention, 507.04.58 Special Needs Treatment Planning, 507.04.59 Assisted Living Medical Bed Spaces, 507.04.63 Medical Prostheses, 508.14 Mental Health Reception Screen, 508.16 Mental Health Level of Care, 508.20 Mental Health Rounds in Isolation/Administrative Segregation Units, 508.33 Transfer of Seriously Mentally Ill Offenders/ Probationers, 508.34 Clearance for Transitional Services; and

- E. ACA Standards 4-4133, 4-4142, 4-4143, 4-4144, 4-4277, 4-4399, 4-4429, 4-4429-1, 4-4475, and 4-4497.

III. Definitions:

- A. **Agency ADA Coordinator** - An individual appointed by the Commissioner to ensure agency's compliance with ADA requirements.
- B. **Americans with Disabilities Act (ADA)** - Ensures that all individuals with disabilities are guaranteed the same rights and privileges as those without disabilities.
- C. **Auxiliary Aids and Services** - Materials and personal services that may be used to provide effective communication and Reasonable Accommodations for people with visual, hearing, speech, or cognitive disabilities, who are qualified under the ADA.
- D. **Direct Threat to Health and Safety** - Under the ADA, a direct threat may exclude an individual from a public entity's program, service, or activity. A Direct Threat must be a significant risk to the health and safety of self or others that cannot be eliminated or reduced to safe levels through a Reasonable Accommodation. A direct threat cannot be based upon stereotypes or unfounded fears.
- E. **Disability** - The term "Disability" means, with respect to an individual:

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 3 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

1. A Physical or Mental Impairment that substantially limits one or more major life activities of such individual;
 2. A record of such an impairment; or
 3. Being regarded as having such an impairment.
- F. **Facility ADA Coordinator** - An individual, appointed by the Warden or Superintendent, who provides consultation to his/her assigned facility on reasonable accommodation requests from offender population in concert with and to assist the Agency ADA Coordinator in ensuring the agency's compliance with ADA. The designated Facility ADA Coordinator shall be:
1. The Deputy Warden of Care and Treatment (DWCT), Assistant Warden, Counselor, or a Unit Manager at state and private prisons; or
 2. The Assistant Superintendent at Detention Centers, Transitional Centers, and Treatment Centers.
- G. **Fundamental Alteration** - A change that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered
- H. **Major Life Activity** - Functions to include, but not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, eating, speaking, breathing, learning, and working.
- I. **Mental Impairment** - Any mental or psychological disorder to include, but not limited to, intellectual and developmental disabilities, organic brain syndrome, emotional or mental illness, traumatic brain injuries, and learning disabilities.
- J. **Physical Impairment** - Any physiological disorder or condition, to include but not limited to cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs,

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 4 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hernic and lymphatic, skin, and endocrine.

- K. Qualified Individual with a Disability** - An individual with a Disability, who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of Auxiliary Aids and Services (collectively referred to as "Reasonable Accommodation"), meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Note: If an individual poses a Direct Threat to the health and safety of others, he or she is not considered a qualified individual with a Disability.

- L. Qualified Interpreter** - Someone who is able to interpret effectively, accurately, and impartially, both receptively (i.e. understanding what the person with the disability is saying) and expressively (i.e. having the skill needed to convey information back to the person) using any necessary specialized vocabulary.
- M. Reasonable Accommodation** - Any change or adjustment that would not fundamentally alter the nature of a service, program, or activity of a living or work environment; including reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of Auxiliary Aids and Services that permit participation of qualified offenders with disabilities.
- N. Rehabilitation Act of 1973** - The federal civil rights law protecting the rights of individuals with disabilities. Section 504 provides that "no otherwise qualified individual with a Disability in the United States...solely by reason of his or her Disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."
- O. Telecommunications Device for the Deaf (TDD also known as TTY)** - An electronic device for text communication over a telephone line, that is designed for use by persons with hearing or speech difficulties. A tele-type writer.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 5 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

- P. **Undue Burden** - Significant difficulty or expense incurred by a covered entity, when considered in light of certain factors. These factors include: the nature and cost of the action; the overall financial resources of the site or sites involved; the number of persons employed at the site; the effect on expenses and resources; legitimate safety requirements necessary for safe operation, including crime prevention measures; or any other impact of the action on the operation of the site; the geographic separateness, and the administrative or fiscal relationship of the site or sites in question to any parent corporation or entity; if applicable, the overall financial resources of any parent corporation or entity; the overall size of the parent corporation or entity with respect to the number of its employees; the number, type, and location of its facilities; and if applicable, the type of operation or operations of any parent corporation or entity, including the composition, structure, and functions of the workforce of the parent corporation or entity.

IV. Statement of Policy and Applicable Procedures:

- A. ADA Coordination: GDC has a full-time Agency ADA Coordinator to oversee and coordinate agency efforts to comply with ADA requirements. The Agency ADA Coordinator is an appropriately trained and qualified individual, who is educated in the problems and challenges faced by offenders with Physical and/or Mental Impairments, programs designed to educate and assist disabled offenders, and all legal requirements for the protection of offenders with disabilities. The Agency ADA Coordinator works in direct collaboration with the State ADA Coordinator's Office and other experts who assist in interpreting the law and introducing viable accessibility solutions. The Agency ADA Coordinator will work in concert with Executive Operations, the Office of Health Services, Facility Operations, Administrative Services, Inmate Services, Office of Information Technology, Engineering and Construction, and other disciplines to achieve and maintain compliance.

The Agency ADA Coordinator, or designee/Facility ADA Coordinator, will conduct site visits and evaluations of all GDC facilities and offices on an annual basis. The results of these visits and evaluations will be utilized to guide the delivery of programs, services, and accommodative housing to qualified individuals with disabilities, ensuring accessibility. The Agency ADA Coordinator will be responsible for training the Facility ADA Coordinators on the law

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 6 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

concerning accessibility and the agency's mode of compliance evaluation. The Agency ADA Coordinator will work in concert with the Office of Professional Development to ensure that all staff members receive training on the ADA requirements of the agency, with initial and annual training sessions.

1. Specific Responsibilities and Authorities of the Agency ADA Coordinator:
 - a. Coordinate the agency's efforts to comply with and carry out its responsibilities under the ADA Title II provisions;
 - b. Compile and maintain such information concerning offenders with disabilities in the custody of GDC, as is necessary to carry out the duties and responsibilities of the position;
 - c. Ensure, in concert with Facility Operations, Offender Administration, Inmate Services, and the Office of Health Services, that offenders with disabilities are housed in facilities that accommodate their disabilities and that all applicable GDC facilities and programs are ADA compliant;
 - d. Ensure that all staff who interact with offenders with disabilities are provided with adequate and appropriate information and training on ADA issues;
 - e. Ensure that procedures for the prompt and equitable resolution of requests for Reasonable Accommodation and/or complaints by offenders with disabilities are in place, publicized, and implemented;
 - f. Review all offender requests for Reasonable Accommodation and/or complaints, and process said requests or ensure the facility designee processes the complaint providing results to Agency's ADA Coordinator;
 - g. Develop and maintain, with the State ADA Coordinator's Office, an inventory of written materials and other resources concerning ADA compliance (including, without limitation, laws, regulations, reference

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 7 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

materials, educational materials, DOJ publications, and contact information); and

- h. Serve as a resource for offenders, agency employees, federal, state, and city government representatives, and members of the general public who have questions regarding GDC offenders with disabilities and agency procedures concerning ADA compliance.
2. The Agency ADA Coordinator shall be consulted in the following circumstances:
 - a. New construction and alterations to existing structures (prior to contract signing);
 - b. Emergency/evacuation transportation of qualified individuals with disabilities;
 - c. Need of appropriate mode of transportation for qualified individuals;
 - d. Grievance filings concerning ADA requests after the initial review, investigation, and proposed resolution of the Grievance Coordinator;
 - e. All offender ADA accommodation requests (verbal, written, or offered on Attachment 1 of this policy);
 - f. All recommendations for denial of accommodations;
 - g. Procurement, to include contracts and decisions, which will affect qualified individuals with disabilities;
 - h. Inquiries from external customers concerning ADA requirements;
 - i. Requests for technical assistance regarding ADA requirements; and
 - j. All other concerns regarding compliance with ADA requirements.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 8 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

B. Determination of Disability:

1. The determination of whether an offender has a disability shall be made by facility medical or mental health staff, either at reception or at the facility where an offender is assigned, through a thorough evaluation process.
 - a. The nature and extent of the disability will be assessed during the evaluation process.
 - b. In determining if a person's physical or mental impairment substantially limits major life activity, the following factors shall be considered:
 - i. The nature and severity of the impairment;
 - ii. The length of time the impairment is expected to last; and,
 - iii. The expected, permanent, or long-term impact of the impairment.
2. In accordance with SOPs 220.05 Diagnostic Reception, Orientation, and Processing and 507.04.23 Medical Classification and Profiling, an initial medical screening shall be conducted during intake processing to determine the needs for immediate intervention. During the intake process, self-report discussions, chart reviews, and medical professional observations will be utilized to identify offenders who may be qualified individuals under the ADA. This determination shall be done in conjunction with the Agency's ADA Coordinator's office. Physicians [Doctor of Medicine (MD) or Doctor of Osteopathic Medicine(DO)], Nurse Practitioners (NP) and/or Physician's Assistants (PA) will assign a medical grade for each offender, which will indicate the overall medical condition and reflect the degree of medical illness. These grades will indicate housing and physical accommodations and the need for additional medical services. Offender medical profiles shall be documented at Intake/Diagnostic processing utilizing the departmental database.
3. A Mental Health (MH) screening and evaluation will be conducted by Qualified Mental Health Professionals to determine an offender's mental health history, status of an offender as a qualified individual, diagnosis(s) and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 9 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

level of care needs as referenced in SOP 508.16 Mental Health Level of Care. The determination of ADA qualification shall be done in conjunction with the agency's ADA Coordinator's office.

4. Education services are rendered to qualified individuals with disabilities, who request participation. In determining intellectual disabilities, the initial assessment is done by the offender's self-report at intake. Offenders who are under the age of twenty-two (22), with a history of special education services, may be administered tests to confirm areas of intellectual disabilities. These tests will be administered by contracted school psychologists. Offenders who request educational programming after intake and are qualified under the ADA shall be provided Reasonable Accommodations. Please see Education Services Standard Operating Procedures for further information.
5. Intake and Diagnostic Processing (Screening Process for ADA Purposes): At an offender's arrival, the intake and diagnostic staff (security, education, medical, mental health, parole interviewers, classification, etc.) will ask offenders with hearing/visual disabilities their preferred way of communication during the first interaction in the intake/diagnostic process. This determination shall prompt the intake/diagnostic staff to secure a Qualified Interpreter or use Video Remote Interpreting for those with hearing impairments, a reader or other assistive technology for those with visual impairments, or other specified preferred ways of effective communication. The identified preferred way of effective communication shall be utilized throughout the intake and diagnostic processing, and this information shall be documented in the department's database. Staff members shall contact the Agency ADA Coordinator to order live American Sign Language interpreting services.

All documentation and videos utilized during the diagnostic process shall be accessible for offenders (i.e. Braille, large print, recorded information, closed-captioning, etc.)

Prior to transfer from diagnostic units, and from one facility to another, the sending facility must contact the receiving facility to ensure that necessary

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 10 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

equipment or auxiliary aids are available (i.e. qualified interpreters, special beds, shower chairs, accessible showers and toilets, Hoyer lifts, etc.) for reception. This interaction shall be documented in the department's database.

C. Housing of Offenders with Disabilities:

1. The agency will make Reasonable Accommodations to ensure sufficient spaces are available to house each offender with a Disability in an area with accessibility to appropriate and safe housing. The sufficient spaces shall be available at all security and mental health levels. Single occupancy cells will be made available for offenders with severe medical disabilities, serious mental illness and other special needs, when necessary. Provisions for integration with other offenders will be made, unless determined to be unreasonable or a direct threat.
2. In accordance with SOP 222.01 Inter-Institutional Transfer (Physical Limitation Transfers), at the completion of the diagnostic intake process or during any other inter-institutional transfers, the Offender Administration Unit will house offenders with disabilities in accessible facilities. (Note: The Warden or designee at intake facilities, in consultation with the Medical Unit, Engineering Unit, ranking security staff, and Facility ADA Coordinator, will determine reasonable and accessible housing accommodations for offenders with disabilities until transfer. Offender Administration, the Agency ADA Coordinator, and Regional Directors shall be contacted when reasonable housing accommodations are not available, so that proper, accessible housing considerations are made.)
3. When considering housing assignments or transfers of chronically ill (physically or mentally) or terminally ill offenders with disabilities, Qualified Medical and/or Mental Health professionals shall be consulted.

Note: In the case of an emergency transfer, medical and mental health professionals shall be notified in a reasonable amount of time following an incident by phone or in-person when onsite or by utilization of the Duty Officer call lists when offsite.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 11 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

4. Offender Administration, under the direction of Facility Operations, will ensure offenders who need a Reasonable Accommodation for accessible housing are given priority for housing availability.
5. Offenders who need housing accommodations due to disabilities shall not be routinely placed in designated medical areas unless they are receiving medical care or until appropriate housing is identified. If an offender with a disability is housed in a designated medical unit and is not under medical care, the assignment must be justified, and the justification must be documented and placed in the offender's medical file. Such assignments shall be temporary and not exceed 30 days, unless circumstances requiring such assignment persist. The GDC Medical Director, the assigned Regional Director, and the Agency ADA Coordinator shall be notified immediately of such assignments and the date which the offender is returned to a facility housing unit with necessary accessibility.
6. Housing provided for offenders with disabilities, including those temporarily housed in the designated Medical Unit, shall allow access to programs, services, and activities offered to all other offenders.
7. This SOP, in concert with other GDC rules and federal statutes, shall be used as a reference to inform housing, physical and mental health needs, and program accessibility needs in accordance with ADA requirements.

D. Reasonable Accommodations for Qualified Offenders with Disabilities:

1. The physical conditions of and services provided by facilities shall be determined by the Warden and Facility Operations Leadership, and necessary adjustments shall be made for Reasonable Accommodations or an offender will be transferred to appropriate, accessible housing locations.
 - a. Facilities shall make Reasonable Accommodations for offenders with physical and/or mental disabilities, consistent with and as required by the ADA.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 12 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

- b. Reasonable Accommodations shall include, but not be limited to, medical care, mental health care, physical plant accommodations, and provision of programs, services, and activities.
2. Appropriately trained individuals shall be assigned to assist offenders who cannot otherwise perform activities of daily living. Assigned offender helpers shall be limited to provide aid in such matters as ambulation and shall not provide medical care or personal care such as bathing. If offenders will be assigned to provide aid in matters of ambulation, they will be identified by the facility's Classification Committee as a helper, receive proper training from medical staff, and will be evaluated semi-annually for appropriate assignment.
3. The facility shall provide education, equipment and facilities, and the support necessary for offenders with disabilities to perform self-care and personal hygiene in a reasonably private environment. Medical professionals, specifically assigned ADA activity therapists, mental health staff, and correctional staff shall collaboratively ensure adherence to this standard.
4. Durable medical equipment, supplies, Disability aids, and prostheses shall be ordered, provided, maintained, and available for offender use as medically necessary. Ordering, provision, and maintenance of these items shall be done in a timely manner.
5. Physical therapy shall be available on or off-site, as appropriate, and shall be carried out, subject to the offender's consent, as prescribed by the facility or community medical professionals.
6. The facility shall ensure that qualified offenders with disabilities shall not, because of their housing assignment or because a facility is inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of, the services, programs, or activities of the facility, or be subjected to discrimination.
7. Facilities housing offenders with disabilities shall make Reasonable Accommodations necessary to meet the educational, mental health, and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 13 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

vocational needs of offenders who require special placement because of physical, mental, emotional, or learning disabilities.

8. The agency's offender work plan shall provide for work detail assignments for qualified offenders with disabilities through Inmate Services Division and the facility Classification Committees.
9. Staff and offenders have access to a designated Facility ADA Coordinator and the Agency ADA Coordinator, who are appropriately trained and qualified individuals, educated in the problems and challenges faced by offenders with Physical and/or Mental Impairments, have programs designed to educate and assist offenders with disabilities, and have met all legal requirements for the protection of offenders with disabilities. The Agency ADA Coordinator can be contacted at the following address and telephone number:

Georgia Department of Corrections
Americans with Disabilities Act (ADA) Coordinator
Office of Professional Standards
P. O. Box 1529
Forsyth, Georgia 31029
478-993-4737

Note: This contact information shall be documented in the Offender Handbook and posted throughout the facility on conspicuous posters.

E. Effective Communication:

1. Effective communication is vital. Communication with those who have disabilities must be as effective as with others. Reasonable accommodations for effective communication will include, but are not limited to:
 - a. Offenders with hearing and/or speech disabilities, and offenders who wish to communicate with parties who have such disabilities, shall be provided access to a Telecommunications Device for the Deaf (TDD), or comparable equipment, on the housing units.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 14 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

- b. Public telephones with volume control shall also be made available to offenders with hearing impairments.
- c. Telephones with wheelchair accessible height will be made available on housing units for offender use for accessibility, as deemed necessary, Special equipment for telephone use by those who have hearing disabilities, or who have challenges receiving auditory communication, or who have challenges with auditory reception shall be provided.
- d. Auxiliary aids (i. e., qualified interpreters on-site or through video remote interpreting (VRI) services; note takers; real-time computer-aided transcription services; written materials; exchange of written notes; telephone handset amplifiers; assistive listening devices; assistive listening systems; telephones compatible with hearing aids; closed caption decoders; open and closed captioning, including real-time captioning; voice, text, and video-based telecommunications products and systems, including text telephones (TTYs), videophones, and captioned telephones, or equally effective telecommunications devices) will be provided as a reasonable accommodation to offenders who qualify under ADA. Issuance and repair of aids shall be done in a timely manner.

F. Provision of Services: All qualified offenders with disabilities will have access to services, programs, and activities. Appropriate and effective communication will be available to ensure access to the services and programs through contracted or employed language services or other accessibility solutions. All offenders shall have equal access to the following services, programs, and activities, but are not limited to those outlined below:

- 1. Academic and vocational education;
- 2. Work programs/work release programs;
- 3. Recreation;
- 4. Mail, telephone, visiting;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 15 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

5. Library;
6. Religious programs;
7. Reception and orientation;
8. Transportation services;
9. Classification;
10. Food Service;
11. Sanitation and Hygiene;
12. Health Care;
13. Social Services;
14. Release;
15. Discipline, Grievance Procedures, and Due Process proceedings;
16. Safety and Emergency Procedures;
17. Access to media, courts, counsel, and law library;
18. Commissary;
19. Volunteer Programs; and
20. Mental Health Services.

G. Accommodations Request Procedure:

1. All agency and privately operated facilities shall furnish to any offender, upon

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 16 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

request, an Offender ADA Accommodation Request Form (Attachment 1). Copies of this form shall be available from the Control Room/Housing Unit Officer.

2. Offenders, who have a documented disability and are requesting an accommodation or modification shall submit a request in writing on Attachment 1 to the Facility ADA Coordinator. Offenders shall specify the type of accommodation requested and why it is necessary.
3. There will be no reprisal or harassment directed at an offender who submits an accommodation request.
5. Offenders who cannot put their requests in writing shall make their verbal requests to their assigned counselor, who shall document the request in writing on Attachment 1 and have the offender sign or otherwise acknowledge it. If an American Sign Language interpreter is needed for this process, the Facility ADA Coordinator shall be contacted. If a spoken language interpreter is needed for this process, the language line shall be utilized.

Note: Another offender may assist a requester in submitting an accommodation request by providing help in filling out the form. However, one offender cannot file an accommodation request on behalf of another unless the offender is physically unable to do so.

6. Upon receipt of Attachment 1, the Facility ADA Coordinator shall review the offender's accommodation request. The following documentation guidelines shall be adhered to in conducting the accommodation request process:
 - a. The Facility ADA Coordinator will administer the accommodation request process. This includes maintaining a log book, which lists all accommodation requests with the following information:
 - i. Name of offender;
 - ii. GDC ID number;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 17 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

- iii. Number of accommodation request;
 - iv. Description of request; and
 - v. Status of accommodation request. (Example of status: April 1, 2018 – mailed to Commissioner’s Designee; or, resolved by Agency ADA Coordinator on June 1, 2018).
- b. Accommodation requests are confidential. Only those who need to know the contents in order to process or answer an accommodation request should be aware of its content.
7. The Facility ADA Coordinator shall, as necessary, request additional information from the appropriate facility medical professionals to verify the offender’s disability or other facility professionals to assist with the review of the request.
 8. The Facility ADA Coordinator will forward Attachment 1, with supporting documents and proposed accommodation, to the Agency ADA Coordinator within (ten) 10 days of receipt. The proposed decision shall be made in conjunction with the Facility Warden or Superintendent.
 9. The Agency ADA Coordinator shall review the request received and notify the Facility ADA Coordinator of his or her decision regarding reasonable accommodation within ten (10) days of receipt. Following consultation with the Agency ADA Coordinator, the Warden/Superintendent or designee shall complete the Warden’s/Superintendent’s ADA Accommodation Request Response (Attachment 2). This attachment shall reflect whether the accommodation request is either approved, denied, modified/partially approved, as well as the reason (s) for the decision. If an accommodation is granted, an anticipated completion date shall be reflected on Attachment 2. The completion date of the granted accommodation shall be reflected in the department’s database.
 10. The offender shall receive the final decision within twenty - five (25) days of the request receipt at the facility level on Attachment 2.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 18 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

11. The Warden/Superintendent will take steps to comply with the collaborative decision reached with the Agency ADA Coordinator.

H. Denial of Requests for Accommodation: A request for a particular accommodation shall be denied for any of the following reasons:

1. The person seeking an accommodation is not an individual with a qualifying disability;
2. When it poses a risk to the safety or security of the facility, staff, or the public, or when the request would adversely impact the deterrence of crime or maintenance of offender discipline;

Note: In determining if a requested accommodation poses a direct threat, the Facility Administrator (Warden or Superintendent) and the appropriate Division Director will consult with the Agency ADA Coordinator.

3. When it is an undue burden on the agency;

Note: A facility cannot deny a request for accommodation using the Undue Burden defense without consulting the Agency ADA Coordinator for guidance. The Agency ADA Coordinator shall consult with the appropriate Division Directors before making a determination that a requested accommodation would constitute an undue financial or administrative burden on the agency or a fundamental alteration to the nature of a service, program, or activity. The final decision that compliance with the requested accommodation would result in an undue financial or administrative burden shall be made by the Commissioner or designee after consideration of all resources available for use in the funding and operation of the service, program or activity. This decision will be accompanied by a written statement of the reasons for reaching the conclusion.

A request for a particular accommodation shall be denied if equally effective access to a program, service, or activity can be afforded through an alternate method, which is less costly or intrusive. Alternative methods that are less

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 19 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

costly or intrusive to the existing operation or program shall be utilized to provide reasonable access in lieu of modifications requested by the offender as long as they are equally effective.

4. When it causes a fundamental alteration of the nature of the service, program, or activity; or
 5. The accommodation is ineffective.
- I. Accommodation Appeals: Offenders who have a complaint alleging a violation of the Americans with Disabilities Act and wish to appeal the denial of a request for accommodation shall submit an ADA Accommodation Appeal Form ADA Accommodation Request Appeal Form (Attachment 3) within seven (7) calendar days of receipt of the Warden's/Superintendent's response to the following address:

Commissioner's Designee
Georgia Department of Corrections
P.O. Box 1529
Forsyth, Georgia 31029

The Commissioner's Designee will have twenty (20) calendar days of receipt of an appeal form to respond to an offender, utilizing the Commissioner's Designee's ADA Accommodation Request Appeal Response (Attachment 4).

- J. Use of Force. Please refer to SOP 209.04, Use of Force and Restraint for Offender Control, for procedures concerning ADA compliance when restraining offenders with Disabilities.
- V. **Attachments:**
- Attachment 1: Offender ADA Accommodation Request Form
 - Attachment 2: Warden's/Superintendent's ADA Accommodation Request Response
 - Attachment 3: ADA Accommodation Request Appeal Form
 - Attachment 4: Commissioner's Designee ADA Accommodation Request Appeal Response

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Americans with Disabilities Act (ADA), Title II Provisions		
Policy Number: 103.63	Effective Date: 4/20/2018	Page Number: 20 of 20
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Standards)	Access Listing: Level II: Required Offender Access

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, the original attachments shall be placed in the offender's institutional file and retained according to the official retention schedule for that file. Copies of all attachments shall be placed in the medical file and mental health file, as necessary, and retained according to the official retention schedule for that file. Copies of all attachments shall also be maintained in the Facility ADA Coordinator's and Agency ADA Coordinator's offices for four (4) years following the final decision of the request. Copies of Attachment 3 and 4 shall be maintained in the Commissioner's Designee's office for four (4) years following the final decision of the request.

State of Georgia State Entity Standard Contract Form

Solicitation Title InSight Video Remote Interpreting Services	Solicitation Number N/A	Contract Number 46700-015-03202019
---	-----------------------------------	--

1. This Contract is entered into between the State Entity and the Contractor named below:

State Entity's Name
Georgia Department of Corrections
(hereafter called State Entity)

Contractor's Name
LanguageLine Solutions
(hereafter called Contractor)

2. Contract to Begin: 3/20/2019	Date of Completion: 3/19/2020	Renewals: 4
------------------------------------	----------------------------------	----------------

3. Performance Bond, if any: N/A	Other Bonds, if any: N/A
-------------------------------------	-----------------------------

4. Maximum Amount of this Contract: OPEN	Total Financial Obligation of the State Entity for the First Fiscal Year: N/A	Total Financial Obligation of the State Entity for each Renewal Period if Renewed: N/A
---	--	---

5. Authorized Person to Receive Contract Notices for State Entity: Ross Barrineau Ross.barrineau@gdc.ga.gov	Authorized Person to Receive Contract Notices for Contractor: Joe Matthews jmatthews@languageline.com
---	---

6. The parties agree to comply with the terms and conditions of the following attachments which are by this reference made a part of the Contract:

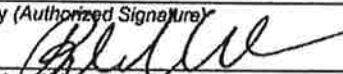
Attachment 1: State Entity Contract Terms and Conditions for Services
Attachment 2: Scope of Services
Attachment 3:

IN WITNESS WHEREOF, this Contract has been executed by the parties hereto.

7.

Contractor

Contractor's Name (If other than an individual, state whether a corporation, partnership, etc.)
Language Line Services, Inc

By (Authorized Signature) 	Date Signed 3/20/19
--	------------------------

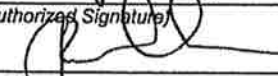
Printed Name and Title of Person Signing
Bonaventura A. Cavallere, CFO

Address
1 Lower Ragsdale Drive, Bldg 2, Monterey CA 93940

8.

State Entity

State Entity Name
Georgia Department of Corrections

By (Authorized Signature) 	Date Signed 3/15/19
--	------------------------

Printed Name and Title of Person Signing
Jennifer Annunzio General Counsel

Address
PO Box 1529 Rosyth, GA 31029

Revised 07/06/16



SPD-SP025

**STATE OF GEORGIA
AGENCY STANDARD CONTRACT
Attachment 1
Contract Terms and Conditions for Services**

A. DEFINITIONS AND GENERAL INFORMATION

1. **Definitions.** The following words shall be defined as set forth below:
 - (i) **"Contractor"** means the provider(s) of the Services under the Contract.
 - (ii) **"Purchase Instrument"** means the documentation issued by the State Entity to the Contractor for a purchase of Services in accordance with the terms and conditions of the Contract. The Purchase Instrument should reference the Contract and may include an identification of the Services to be purchased, the time and location such Services will be utilized, and any other requirements deemed necessary by the State Entity.
 - (iii) **"Response", "Contractor's Response" or "Final Response"** means the Contractor's submitted response to the RFX, including any modifications or clarifications accepted by the State Entity.
 - (iv) **"RFX"** means the Request for Proposal, Request for Bid, or other solicitation document (and any amendments or addenda thereto) specifically identified in the State Entity Standard Contract Form that was issued to solicit the Services that are subject to the Contract.
 - (v) **"Services"** means the services and deliverables as provided in the RFX and as further described by the Response and the Contract.
 - (vi) **"State"** means the State of Georgia, the State Entity, and any other authorized state entities issuing Purchase Instruments against the Contract.
 - (vii) **"State Entity"** means the State of Georgia entity identified in the State Entity Standard Contract Form to contract with the Contractor for the Services identified in the Contract.
 - (viii) **"State Entity Standard Contract" or "Contract"** means the agreement between the State Entity and the Contractor as defined by the State Entity Standard Contract Form and its incorporated documents.
 - (ix) **"State Entity Standard Contract Form"** means the document that contains basic information about the Contract and incorporates by reference the applicable Contract Terms and Conditions, the RFX, Contractor's Response to the RFX, the final pricing documentation for Services and any mutually agreed clarifications, modifications, additions and deletions resulting from final contract negotiations. No objection or amendment by a Contractor to the RFX requirements or the Contract shall be incorporated by reference into this Contract unless the State Entity has accepted the Contractor's objection or amendment in writing. The State Entity Standard Contract Form is defined separately and referred to separately throughout the State Entity Standard Contract as a means of identifying the location of certain information. For example, the initial term of the Contract is defined by the dates in the State Entity Standard Contract Form.

2. **Priority of Contract Provisions.** Any pre-printed contract terms and conditions included on Contractor's forms or invoices shall be null and void.
3. **Reporting Requirements.** Contractor shall provide all reports required by the RFX. In addition, unless otherwise provided in the RFX, Contractor shall keep a record of the purchases made pursuant to the Contract and shall submit a quarterly written report to the State Entity.

B. DURATION OF CONTRACT

1. **Contract Term.** The Contract between the State Entity and the Contractor shall begin and end on the dates specified in the State Entity Standard Contract Form unless terminated earlier in accordance with the applicable terms and conditions. Pursuant to O.C.G.A. Section 50-5-64, this Contract shall not be deemed to create a debt of the State for the payment of any sum beyond the fiscal year of execution or, in the event of a renewal, beyond the fiscal year of such renewal.
2. **Contract Renewal.** The State Entity shall have the option, in its sole discretion, to renew the Contract for additional terms as defined in the State Entity Standard Contract Form on a year-to-year basis by giving the Contractor written notice of the renewal decision at least sixty (60) days prior to the expiration of the initial term or renewal term. Renewal will depend upon the best interests of the State, funding, and Contractor's performance. Renewal will be accomplished through the issuance of a Notice of Award Amendment. Upon the State Entity's election, in its sole discretion, to renew any part of this Contract, Contractor shall remain obligated to perform in strict accordance with this Contract unless otherwise agreed by the State Entity and the Contractor.
3. **Contract Extension.** In the event that this Contract shall terminate or be likely to terminate prior to the making of an award for a new contract for the Services, the State Entity may, with the written consent of Contractor, extend this Contract for such period as may be necessary to afford the State a continuous supply of the Services.

C. DESCRIPTION OF SERVICES

1. **Specifications in Bidding Documents.** All Services shall be provided in accordance with the specifications contained in the RFX, the terms of the Contract, and as further described in the Scope of Services attachment. LanguageLine Solutions will provide their InSight Video Remote Interpretation solution to allow GDC staff to communicate with offenders who are deaf or have impaired hearing via an American Sign Language translator.
2. **Product Shipment and Delivery.** All products, if any, shall be shipped F.O.B. destination. Destination shall be the location(s) specified in the RFX or any provided Purchase Instrument. All items shall be at the Contractor's risk until they have been delivered and accepted by the receiving entity. All items shall be subject to inspection on delivery. Hidden damage will remain the responsibility of the Contractor to remedy without cost to the State Entity, regardless of when the hidden damage is discovered.
3. **Non-Exclusive Rights.** The Contract is not exclusive. The State Entity reserves the right to select other contractors to provide services similar to the Services described in the Contract during the term of the Contract.
4. **No Minimums Guaranteed.** The Contract does not guarantee any minimum level of purchases or use of Services.

D. COMPENSATION

1. **Pricing and Payment.** The Contractor will be paid for Services provided pursuant to the Contract in accordance with the RFX and final pricing documents as incorporated into the State Entity Standard Contract Form and the terms of the Contract. Unless clearly stated otherwise in the Contract, all prices are firm and fixed and are not subject to variation. Prices include, but are not limited to freight, insurance, fuel surcharges and customs duties. Price adjustments will be considered at the time of Contract renewal and will be effective upon the commencement of the renewal term. Vendor may submit a request to adjust prices on or before sixty (60) days before the end of the Contract period or any subsequent renewal period. All requests for price adjustments must be made in writing and substantiated by documentation justifying the increase.
2. **Billings.** If applicable, and unless the RFX provides otherwise, the Contractor shall submit, on a regular basis, an invoice for the Services supplied to the State Entity under the Contract at the billing address specified in the Purchase Instrument or Contract. The invoice shall comply with all applicable rules concerning payment of such claims. The State Entity shall pay all approved invoices in arrears and in accordance with applicable provisions of State law.

Unless otherwise agreed in writing by the State Entity and the Contractor, the Contractor shall not be entitled to receive any other payment or compensation from the State Entity for Services provided by or on behalf of the Contractor under the Contract. The Contractor shall be solely responsible for paying all costs, expenses and charges it incurs in connection with its performance under the Contract.

3. **Delay of Payment Due to Contractor's Failure.** If the State Entity in good faith determines that the Contractor has failed to perform or deliver Services as required by the Contract, the Contractor shall not be entitled to any compensation under the Contract until such Service is performed or delivered. In this event, the State Entity may withhold that portion of the Contractor's compensation which represents payment for Services that were not performed or delivered. To the extent that the Contractor's failure to perform or deliver in a timely manner causes the State Entity to incur costs, the State Entity may deduct the amount of such incurred costs from any amounts payable to Contractor. The State Entity's authority to deduct such incurred costs shall not in any way affect the State Entity's authority to terminate the Contract.
4. **Set-Off Against Sums Owed by the Contractor.** In the event that the Contractor owes the State Entity and/or the State any sum under the terms of the Contract, pursuant to any judgment, or pursuant to any law, the State Entity and/or the State may set off the sum owed against any sum owed by the State Entity to the Contractor in the State Entity's sole discretion.

E. TERMINATION

1. **Immediate Termination.** Pursuant to O.C.G.A. Section 50-5-64, this Contract will terminate immediately and absolutely if the State Entity determines that adequate funds are de-appropriated such that the State Entity cannot fulfill its obligations under the Contract, which determination is at the State Entity's sole discretion and shall be conclusive. Further, the State Entity may terminate the Contract for any one or more of the following reasons effective immediately without advance notice:
 - (i) In the event the Contractor is required to be certified or licensed as a condition precedent to providing the Services, the revocation or loss of such license or

certification may result in immediate termination of the Contract effective as of the date on which the license or certification is no longer in effect;

- (ii) The State Entity determines that the actions, or failure to act, of the Contractor, its agents, employees or subcontractors have caused, or reasonably could cause, life, health or safety to be jeopardized;
 - (iii) The Contractor fails to comply with confidentiality laws or provisions; and/or
 - (iv) The Contractor furnished any statement, representation or certification in connection with the Contract or the bidding process which is materially false, deceptive, incorrect or incomplete.
2. **Termination for Cause.** The occurrence of any one or more of the following events shall constitute cause for the State Entity to declare the Contractor in default of its obligations under the Contract:
- (i) The Contractor fails to deliver or has delivered nonconforming Services or fails to perform, to the State Entity's satisfaction, any material requirement of the Contract or is in violation of a material provision of the Contract, including, but without limitation, the express warranties made by the Contractor;
 - (ii) The State Entity determines that satisfactory performance of the Contract is substantially endangered or that a default is likely to occur;
 - (iii) The Contractor fails to make substantial and timely progress toward performance of the Contract;
 - (iv) The Contractor becomes subject to any bankruptcy or insolvency proceeding under federal or state law to the extent allowed by applicable federal or state law including bankruptcy laws; the Contractor terminates or suspends its business; or the State Entity reasonably believes that the Contractor has become insolvent or unable to pay its obligations as they accrue consistent with applicable federal or state law;
 - (v) The Contractor has failed to comply with applicable federal, state and local laws, rules, ordinances, regulations and orders when performing within the scope of the Contract;
 - (vi) The Contractor has engaged in conduct that has or may expose the State Entity or the State to liability, as determined in the State Entity's sole discretion; or
 - (vii) The Contractor has infringed any patent, trademark, copyright, trade dress or any other intellectual property rights of the State Entity, the State, or a third party.
3. **Notice of Default.** If there is a default event caused by the Contractor, the State Entity shall provide written notice to the Contractor requesting that the breach or noncompliance be remedied within the period of time specified in the State Entity's written notice to the Contractor. If the breach or noncompliance is not remedied within the period of time specified in the written notice, the State Entity may:
- (i) Immediately terminate the Contract without additional written notice; and/or
 - (ii) Procure substitute services from another source and charge the difference between the Contract and the substitute contract to the defaulting Contractor; and/or,

- (ii) Enforce the terms and conditions of the Contract and seek any legal or equitable remedies.
- 4. **Termination Upon Notice.** Following thirty (30) days' written notice, the State Entity may terminate the Contract in whole or in part without the payment of any penalty or incurring any further obligation to the Contractor. Following termination upon notice, the Contractor shall be entitled to compensation, upon submission of invoices and proper proof of claim, for Services provided under the Contract to the State Entity up to and including the date of termination.
- 5. **Termination Due to Change in Law.** The State Entity shall have the right to terminate this Contract without penalty by giving thirty (30) days' written notice to the Contractor as a result of any of the following:
 - (i) The State Entity's authorization to operate is withdrawn or there is a material alteration in the programs administered by the State Entity; and/or
 - (ii) The State Entity's duties are substantially modified.
- 6. **Payment Limitation in Event of Termination.** In the event of termination of the Contract for any reason by the State Entity, the State Entity shall pay only those amounts, if any, due and owing to the Contractor for the Services actually rendered up to the date specified in the notice of termination for which the State Entity is obligated to pay pursuant to the Contract or Purchase Instrument. Payment will be made only upon submission of invoices and proper proof of the Contractor's claim. This provision in no way limits the remedies available to the State Entity under the Contract in the event of termination. The State shall not be liable for any costs incurred by the Contractor in its performance of the Contract, including, but not limited to, startup costs, overhead or other costs associated with the performance of the Contract.
- 7. **The Contractor's Termination Duties.** Upon receipt of notice of termination or upon request of the State Entity, the Contractor shall:
 - (i) Cease work under the Contract and take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report within thirty (30) days of the date of notice of termination, describing the status of all work under the Contract, including, without limitation, results accomplished, conclusions resulting therefrom, and any other matters the State Entity may require;
 - (ii) Immediately cease using and return to the State Entity, any personal property or materials, whether tangible or intangible, provided by the State Entity to the Contractor;
 - (iii) Comply with the State Entity's instructions for the timely transfer of any active files and work product produced by the Contractor under the Contract;
 - (iv) Cooperate in good faith with the State Entity and its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor(s); and
 - (v) Immediately return to the State Entity any payments made by the State Entity for Services that were not delivered or rendered by the Contractor.

F. CONFIDENTIAL INFORMATION

1. **Access to Confidential Data.** The Contractor's employees, agents and subcontractors may have access to confidential data maintained by the State to the extent necessary to carry out the Contractor's responsibilities under the Contract. The Contractor shall presume that all information received pursuant to the Contract is confidential unless otherwise designated by the State. If it is reasonably likely the Contractor will have access to the State's confidential information, then:
 - (i) The Contractor shall provide to the State a written description of the Contractor's policies and procedures to safeguard confidential information;
 - (ii) Policies of confidentiality shall address, as appropriate, information conveyed in verbal, written, and electronic formats;
 - (iii) The Contractor must designate one individual who shall remain the responsible authority in charge of all data collected, used, or disseminated by the Contractor in connection with the performance of the Contract; and
 - (iv) The Contractor shall provide adequate supervision and training to its agents, employees and subcontractors to ensure compliance with the terms of the Contract.

The private or confidential data shall remain the property of the State at all times. Some Services performed for the State Entity may require the Contractor to sign a nondisclosure agreement. Contractor understands and agrees that refusal or failure to sign such a nondisclosure agreement, if required, may result in termination of the Contract.

2. **No Dissemination of Confidential Data.** No confidential data collected, maintained, or used in the course of performance of the Contract shall be disseminated except as authorized by law and with the written consent of the State, either during the period of the Contract or thereafter. Any data supplied to or created by the Contractor shall be considered the property of the State. The Contractor must return any and all data collected, maintained, created or used in the course of the performance of the Contract, in whatever form it is maintained, promptly at the request of the State.
3. **Subpoena.** In the event that a subpoena or other legal process is served upon the Contractor for records containing confidential information, the Contractor shall promptly notify the State and cooperate with the State in any lawful effort to protect the confidential information.
4. **Reporting of Unauthorized Disclosure.** The Contractor shall immediately report to the State any unauthorized disclosure of confidential information.
5. **Survives Termination.** The Contractor's confidentiality obligation under the Contract shall survive termination of the Contract.

G. INDEMNIFICATION

1. **Contractor's Indemnification Obligation.** The Contractor agrees to indemnify and hold harmless the State and State officers, employees, agents, and volunteers (collectively, "Indemnified Parties") from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the Attorney General's Office, related to or arising from:

- (i) Any breach of the Contract;
 - (ii) Any negligent, intentional or wrongful act or omission of the Contractor or any employee, agent or subcontractor utilized or employed by the Contractor;
 - (iii) Any failure of Services to comply with applicable specifications, warranties, and certifications under the Contract;
 - (iv) The negligence or fault of the Contractor in design, testing, development, manufacture, or otherwise with respect to the Services provided under the Contract;
 - (v) Claims, demands, or lawsuits that, with respect to the goods (if any) or any parts thereof, allege product liability, strict product liability, or any variation thereof;
 - (vi) The Contractor's performance or attempted performance of the Contract, including any employee, agent or subcontractor utilized or employed by the Contractor;
 - (vii) Any failure by the Contractor to comply with the "Compliance with the Law" provision of the Contract;
 - (viii) Any failure by the Contractor to make all reports, payments and withholdings required by federal and state law with respect to social security, employee income and other taxes, fees or costs required by the Contractor to conduct business in the State of Georgia or the United States;
 - (ix) Any infringement of any copyright, trademark, patent, trade dress, or other intellectual property right; or
 - (x) Any failure by the Contractor to adhere to the confidentiality provisions of the Contract.
- 2. Duty to Reimburse State Tort Claims Fund.** To the extent such damage or loss as covered by this indemnification is covered by the State of Georgia Tort Claims Fund ("the Fund"), the Contractor (and its insurers) agrees to reimburse the Fund. To the full extent permitted by the Constitution and the laws of the State and the terms of the Fund, the Contractor and its insurers waive any right of subrogation against the State, the Indemnified Parties, and the Fund and insurers participating thereunder, to the full extent of this indemnification.
- 3. Litigation and Settlements.** The Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit against the Indemnified Parties. No settlement or compromise of any claim, loss or damage entered into by the Indemnified Parties shall be binding upon Contractor unless approved in writing by Contractor. No settlement or compromise of any claim, loss or damage entered into by Contractor shall be binding upon the Indemnified Parties unless approved in writing by the Indemnified Parties.
- 4. Patent/Copyright Infringement Indemnification.** Contractor shall, at its own expense, be entitled to and shall have the duty to participate in the defense of any suit instituted against the State and indemnify the State against any award of damages and costs made against the State by a final judgment of a court of last resort in such suit insofar as the same is based on any claim that any of the Services constitutes an infringement of any United States Letters Patent or copyright, provided the State gives the Contractor immediate notice in writing of the institution of such suit, permits Contractor to fully participate in the defense of the same, and gives Contractor all available information, assistance and authority to enable Contractor to do so. Subject to approval of the Attorney General of the State of Georgia, the State Entity shall

tender defense of any such action to Contractor upon request by Contractor. Contractor shall not be liable for any award of judgment against the State reached by compromise or settlement unless Contractor accepts the compromise or settlement. Contractor shall have the right to enter into negotiations for and the right to effect settlement or compromise of any such action, but no such settlement shall be binding upon the State unless approved by the State.

In case any of the Services is in any suit held to constitute infringement and its use is enjoined, Contractor shall, at its option and expense:

- (i) Procure for the State the right to continue using the Services;
- (ii) Replace or modify the same so that it becomes non-infringing; or
- (iii) Remove the same and cancel any future charges pertaining thereto.

Contractor, however, shall have no liability to the State if any such patent, or copyright infringement or claim thereof is based upon or arises out of:

- (i) Compliance with designs, plans or specifications furnished by or on behalf of the State Entity as to the Services;
- (ii) Use of the Services in combination with apparatus or devices not supplied by Contractor;
- (iii) Use of the Services in a manner for which the same was neither designed nor contemplated; or
- (iv) The claimed infringement of any patent or copyright in which the State Entity or any affiliate or subsidiary of the State Entity has any direct interest by license or otherwise.

5. **Survives Termination.** The indemnification obligation of the Contractor shall survive termination of the Contract.

H. INSURANCE

The Contractor shall procure and maintain insurance which shall protect the Contractor and the State of Georgia (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth in the contract attached to this solicitation throughout the duration of the contract. The Contractor shall procure and maintain the insurance policies described below at the Contractor's own expense and shall furnish the State Entity an insurance certificate listing the State of Georgia as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the Contractor includes contractual liability coverage applicable to the contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number and signature of the authorized agent; name of the insurance company (authorized to operate in Georgia); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to the State Entity.

The Contractor is required to maintain the following insurance coverage's during the term of the contract:

Commercial General Liability Policy with the following minimum coverage:

Each Occurrence Limit	\$500,000
Personal & Advertising Injury Limit	\$500,000
General Aggregate Limit	\$ 500,000
Products/Completed Ops. Aggregate Limit	\$ 500,000

In the event that the Contractor will perform services on Georgia Department of Corrections property, the Contractor is required to maintain the following insurance coverage's during the term of the contract:

- 1) **Workers Compensation Insurance (Occurrence)** in the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the Contractor qualifies to pay its own workers compensation claims.) In addition, the Contractor shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

Bodily injury by accident - per employee	\$500,000;
Bodily injury by disease - per employee	\$500,000;
Bodily injury by disease – policy limit	\$500,000.
- 3) **Automobile Liability**

Combined Single Limit	\$500,000
-----------------------	-----------

The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to the State Entity. Certificates of Insurance showing such coverage to be in force shall be filed with the State Entity prior to commencement of any work under the contract. The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to the State Entity, which must have a minimum A.M. Best rating of A-. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

Within ten (10) business days of award, the awarded Contractor must procure the required insurance and provide the State Entity with two (2) Certificates of Insurance. Certificates must reference the contract number. The Contractor's submitted pricing must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.

I. BONDS

No bonds are required.

J. WARRANTIES

1. **Construction of Warranties Expressed in the Contract with Warranties Implied by Law.** All warranties made by the Contractor and/or subcontractors in all provisions of the Contract and the Contractor's Response, whether or not the Contract specifically denominates the Contractor's and/or subcontractors' promise as a warranty or whether the warranty is created only by the Contractor's affirmation or promise, or is created by a description of the Services to be provided, or by provision of samples to the State shall not be construed as limiting or negating any warranty provided by law, including without limitation, warranties which arise through course of dealing or usage of trade, the warranty of merchantability, and the warranty of fitness for a particular purpose. The warranties expressed in the Contract are intended to modify the warranties implied by law only to the extent that they expand the warranties applicable to the Services provided by the Contractor. The provisions of this section apply during the term of the Contract and any extensions or renewals thereof.
2. **Warranty – Nonconforming Services and Goods.** All Services and any goods delivered by Contractor to the State Entity shall be free from any defects in design, material, or workmanship. If any Services or goods offered by the Contractor are found to be defective in material or workmanship, or do not conform to Contractor's warranty, the State Entity shall have the option of returning, repairing, or replacing the defective Services or goods at Contractor's expense. Payment for Services and any goods shall not constitute acceptance. Acceptance by the State Entity shall not relieve the Contractor of its warranty or any other obligation under the Contract.
3. **Compliance with Federal Safety Acts.** Contractor warrants and guarantees to the State that the Services provided under the Contract are in compliance with Sections 5 and 12 of the Federal Trade Commission Act; the Fair Packaging and Labeling Act; the Federal Food, Drug, and Cosmetic Act; the Consumer Product Safety Act; the Federal Environmental Pesticide Control Act; the Federal Hazardous Substances Act; the Fair Labor Standards Act; the Wool Products Labeling Act; the Flammable Fabrics Act; the Occupational Safety and Health Act; the Office of Management and Budget A-110 Appendix A; and the Anti-Kickback Act of 1986.
4. **Originality and Title to Concepts, Materials, and Goods Produced.** Contractor represents and warrants that all the concepts, materials, goods and Services produced, or provided to the State pursuant to the terms of the Contract shall be wholly original with the Contractor or that the Contractor has secured all applicable interests, rights, licenses, permits or other intellectual property rights in such concepts, materials and works. The Contractor represents and warrants that the concepts, materials, goods and Services and the State's use of same and the exercise by the State of the rights granted by the Contract shall not infringe upon any other work, other than material provided by the Contract to the Contractor to be used as a basis for such materials, or violate the rights of publicity or privacy of, or constitute a libel or slander against, any person, firm or corporation and that the concepts, materials and works will not infringe upon the copyright, trademark, trade name, trade dress patent, literary, dramatic, statutory, common law or any other rights of any person, firm or corporation or other entity. The Contractor represents and warrants that it is the owner of or otherwise has the right to use and distribute the goods and Services contemplated by the Contract.
5. **Conformity with Contractual Requirements.** The Contractor represents and warrants that the Services provided in accordance with the Contract will appear and operate in conformance with the terms and conditions of the Contract.
6. **Authority to Enter into Contract.** The Contractor represents and warrants that it has full authority to enter into the Contract and that it has not granted and will not grant any right or

interest to any person or entity that might derogate, encumber or interfere with the rights granted to the State and the State Entity.

7. **Obligations Owed to Third Parties.** The Contractor represents and warrants that all obligations owed to third parties with respect to the activities contemplated to be undertaken by the Contractor pursuant to the Contract are or will be fully satisfied by the Contractor so that the State and the State Entity will not have any obligations with respect thereto.
8. **Title to Property.** The Contractor represents and warrants that title to any property assigned, conveyed or licensed to the State is good and that transfer of title or license to the State is rightful and that all property shall be delivered free of any security interest or other lien or encumbrance. Title to any supplies, materials, or equipment shall remain in the Contractor until fully paid for by the State Entity. Except as otherwise expressly authorized by the State Entity, all materials produced by Contractor personnel in performance of Services, including but not limited to software, charts, graphs, diagrams, video tapes and other project documentation shall be deemed to be work made for hire and shall be the property of the State of Georgia.
9. **Industry Standards.** The Contractor represents and expressly warrants that all aspects of the Services provided or used by it shall at a minimum conform to the standards in the Contractor's industry. This requirement shall be in addition to any express warranties, representations, and specifications included in the Contract, which shall take precedence.
10. **Contractor's Personnel and Staffing.** Contractor warrants that all persons assigned to perform Services under this Contract are either lawful employees of Contractor or lawful employees of a subcontractor authorized by the State Entity as specified in the RFX. All persons assigned to perform Services under this Contract shall be qualified to perform such Services. Personnel assigned by Contractor shall have all professional licenses required to perform the Services.
11. **State Security.** State Entity requires that a criminal background investigation be made of any and all Contractor personnel utilized to provide Services to the State. Contractor represents and warrants that Contractor shall refrain from assigning personnel to any task under this Contract if such investigation reveals a disregard for the law or other background that indicates an unacceptable security risk as determined by the State. The Contractor's employees, agents and subcontractors may be granted access to state computers, hardware, software, programs and/or information technology infrastructure or operations to the extent necessary to carry out the Contractor's responsibilities under the Contract. Such access may be terminated at the sole discretion of the State. The Contractor shall provide immediate notice to State Entity of any employees, agents and/or subcontractors suspected of abusing or misusing such access privilege. The Contractor represents and warrants that Contractor shall provide notice to State Entity of the changed status of any employee, agent or subcontractor granted access to state computers, hardware, software, programs and/or information technology infrastructure or operations, including, but not limited to, termination or change of the position or contract relationship.
12. **Use of State Vehicles.** Contractor warrants that no State vehicles will be used by Contractor for the performance of Services under this Contract. Contractor shall be responsible for providing transportation necessary to perform all Services.

K. PRODUCT RECALL

If this Contract includes the provision of goods and in the event that any of the goods are found by the Contractor, the State, any governmental agency, or court having jurisdiction to contain a defect, serious quality or performance deficiency, or not to be in compliance with any standard or requirement so as to require or make advisable that such goods be reworked or recalled, the Contractor will promptly communicate all relevant facts to the State Entity and undertake all corrective actions, including those required to meet all obligations imposed by laws, regulations, or orders, and shall file all necessary papers, corrective action programs, and other related documents, provided that nothing contained in this section shall preclude the State Entity from taking such action as may be required of it under any such law or regulation. The Contractor shall perform all necessary repairs or modifications at its sole expense except to any extent that the Contractor and the State shall agree to the performance of such repairs by the State upon mutually acceptable terms.

L. CONTRACT ADMINISTRATION

1. **Order of Preference.** In the case of any inconsistency or conflict among the specific provisions of the State Entity Standard Contract Terms and Conditions (including any amendments accepted by both the State Entity and the Contractor attached hereto), the RFX (including any subsequent addenda), and the Contractor's Response, any inconsistency or conflict shall be resolved as follows:
 - (i) First, by giving preference to the specific provisions of the State Entity Standard Contract Terms and Conditions.
 - (ii) Second, by giving preference to the specific provisions of the RFX.
 - (iii) Third, by giving preference to the specific provisions of the Contractor's Response, except that objections or amendments by a Contractor that have not been explicitly accepted by the State Entity in writing shall not be included in this Contract and shall be given no weight or consideration.
2. **Intent of References to Bid Documents.** The references to the parties' obligations, which are contained in this document, are intended to supplement or clarify the obligations as stated in the RFX and the Contractor's Response. The failure of the parties to make reference to the terms of the RFX or the Contractor's Response in this document shall not be construed as creating a conflict and will not relieve the Contractor of the contractual obligations imposed by the terms of the RFX and the Contractor's Response. The contractual obligations of the State Entity cannot be implied from the Contractor's Response.
3. **Compliance with the Law.** The Contractor, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders now or hereafter in effect when performing under the Contract, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as subcontractors or contractors. The Contractor, its employees, agents and subcontractors shall also comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under the Contract. Contractor and Contractor's personnel shall also comply with all State and State Entity policies and standards in effect during the performance of the Contract, including but not limited to the State Entity's policies and standards relating to personnel conduct, security, safety, confidentiality, and ethics. Further, the provisions of O.C.G.A. Section 45-10-20 et seq. have not and must not be violated under the terms of this Contract. Contractor certifies that

Contractor is not currently engaged in, and agrees for the duration of this Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. § 50-5-85.

4. Drug-free Workplace. The Contractor hereby certifies as follows:

- (i) Contractor will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Contract; and
- (ii) If Contractor has more than one employee, including Contractor, Contractor shall provide for such employee(s) a drug-free workplace, in accordance with the Georgia Drug-free Workplace Act as provided in O.C.G.A. Section 50-24-1 et seq., throughout the duration of this Contract; and
- (iii) Contractor will secure from any subcontractor hired to work on any job assigned under this Contract the following written certification: "As part of the subcontracting agreement with (Contractor's Name), (Subcontractor's Name) certifies to the contractor that a drug-free workplace will be provided for the subcontractor's employees during the performance of this Contract pursuant to paragraph 7 of subsection (b) of Code Section 50-24-3."

Contractor may be suspended, terminated, or debarred if it is determined that:

- (i) Contractor has made false certification here in above; or
- (ii) Contractor has violated such certification by failure to carry out the requirements of O.C.G.A. Section 50-24-3(b).

5. Amendments. The Contract may be amended in writing from time to time by mutual consent of the parties. If the contract award exceeds the delegated purchasing authority of the State Entity, then the State Entity must obtain approval of the amendment from the Department of Administrative Services (DOAS). All amendments to the Contract must be in writing and fully executed by duly authorized representatives of the State Entity and the Contractor.

6. Third Party Beneficiaries. There are no third-party beneficiaries to the Contract. The Contract is intended only to benefit the State Entity, the State, and the Contractor.

7. Choice of Law and Forum. The laws of the State of Georgia shall govern and determine all matters arising out of or in connection with this Contract without regard to the choice of law provisions of State law. In the event any proceeding of a quasi-judicial or judicial nature is commenced in connection with this Contract, such proceeding shall solely be brought in a court or other forum of competent jurisdiction within Fulton County, Georgia. This provision shall not be construed as waiving any immunity to suit or liability, including without limitation sovereign immunity, which may be available to the State.

8. Parties' Duty to Provide Notice of Intent to Litigate and Right to Demand Mediation.
[Deleted]

9. Assignment and Delegation. The Contract may not be assigned, transferred or conveyed in whole or in part by either party, without the prior written consent of the other party, which shall not be unreasonably withheld.

10. Use of Third Parties. The State Entity hereby approves Contractor's use of individual non-employee interpreters who may provide Services to the State Entity pursuant to the terms and conditions of this Contract. No subcontract which Contractor enters into with respect to

performance of obligations or work assigned under the Contract shall in any way relieve Contractor of any responsibility, obligation or liability under this Contract and for the acts and omissions of all subcontractors, agents, and employees. All restrictions, obligations and responsibilities of the Contractor under the Contract shall also apply to the subcontractors. Any contract with a subcontractor must also preserve the rights of the State Entity. The State Entity shall have the right to request the removal of a subcontractor from the Contract for good cause.

11. **Integration.** The Contract represents the entire agreement between the parties. The parties shall not rely on any representation that may have been made which is not included in the Contract.
12. **Headings or Captions.** The paragraph headings or captions used in the Contract are for identification purposes only and do not limit or construe the contents of the paragraphs.
13. **Not a Joint Venture.** Nothing in the Contract shall be construed as creating or constituting the relationship of a partnership, joint venture, (or other association of any kind or agent and principal relationship) between the parties thereto. Each party shall be deemed to be an independent contractor contracting for the Services and acting toward the mutual benefits expected to be derived herefrom. Neither Contractor nor any of Contractor's agents, servants, employees, subcontractors or contractors shall become or be deemed to become agents, servants, or employees of the State. Contractor shall therefore be responsible for compliance with all laws, rules and regulations involving its employees and any subcontractors, including but not limited to employment of labor, hours of labor, health and safety, working conditions, workers' compensation insurance, and payment of wages. No party has the authority to enter into any contract or create an obligation or liability on behalf of, in the name of, or binding upon another party to the Contract.
14. **Joint and Several Liability.** If the Contractor is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of the Contract, and for any default of activities and obligations.
15. **Supersedes Former Contracts or Agreements.** Unless otherwise specified in the Contract, this Contract supersedes all prior contracts or agreements between the State Entity and the Contractor for the Services provided in connection with the Contract.
16. **Waiver.** Except as specifically provided for in a waiver signed by duly authorized representatives of the State Entity and the Contractor, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Contract shall not be construed as affecting any subsequent right to require performance or to claim a breach.
17. **Notice.** Any and all notices, designations, consents, offers, acceptances or any other communication provided for herein shall be given in writing by registered or certified mail, return receipt requested, by receipted hand delivery, by Federal Express, courier or other similar and reliable carrier which shall be addressed to the person who signed the Contract on behalf of the party at the address identified in the State Entity Standard Contract Form. Each such notice shall be deemed to have been provided:
 - (i) At the time it is actually received; or,

- (ii) Within one (1) day in the case of overnight hand delivery, courier or Services such as Federal Express with guaranteed next day delivery; or,
- (iii) Within five (5) days after it is deposited in the U.S. Mail in the case of registered U.S. Mail.

From time to time, the parties may change the name and address of the person designated to receive notice. Such change of the designated person shall be in writing to the other party and as provided herein.

18. **Cumulative Rights.** The various rights, powers, options, elections and remedies of any party provided in the Contract shall be construed as cumulative and not one of them is exclusive of the others or exclusive of any rights, remedies or priorities allowed either party by law, and shall in no way affect or impair the right of any party to pursue any other equitable or legal remedy to which any party may be entitled as long as any default remains in any way unremedied, unsatisfied or undischarged.
19. **Severability.** If any provision of the Contract is determined by a court of competent jurisdiction to be invalid or unenforceable, such determination shall not affect the validity or enforceability of any other part or provision of the Contract. Further, if any provision of the Contract is determined to be unenforceable by virtue of its scope, but may be made enforceable by a limitation of the provision, the provision shall be deemed to be amended to the minimum extent necessary to render it enforceable under the applicable law. Any agreement of the State Entity and the Contractor to amend, modify, eliminate, or otherwise change any part of this Contract shall not affect any other part of this Contract, and the remainder of this Contract shall continue to be of full force and effect.
20. **Time is of the Essence.** Time is of the essence with respect to the performance of the terms of the Contract. Contractor shall ensure that all personnel providing Services to the State are responsive to the State's requirements and requests in all respects.
21. **Authorization.** The persons signing this Contract represent and warrant to the other parties that:
 - (i) It has the right, power and authority to enter into and perform its obligations under the Contract; and
 - (ii) It has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of the Contract and the Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.
22. **Successors in Interest.** All the terms, provisions, and conditions of the Contract shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.
23. **Record Retention and Access.** The Contractor shall maintain books, records and documents in accordance with generally accepted accounting principles and procedures and which sufficiently and properly document and calculate all charges billed to the State throughout the term of the Contract for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. Records to be maintained include both financial records and service records. The Contractor shall permit the Auditor of the State of Georgia or any authorized representative of the State, and where federal funds are involved, the Comptroller General of the United States, or any other

authorized representative of the United States government, to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records or other records of the Contractor relating to orders, invoices or payments or any other documentation or materials pertaining to the Contract, wherever such records may be located during normal business hours. The Contractor shall not impose a charge for audit or examination of the Contractor's books and records. If an audit discloses incorrect billings or improprieties, the State reserves the right to charge the Contractor for the cost of the audit and appropriate reimbursement. Evidence of criminal conduct will be turned over to the proper authorities.

24. **Solicitation.** The Contractor warrants that no person or selling agency (except bona fide employees or selling agents maintained for the purpose of securing business) has been employed or retained to solicit and secure the Contract upon an agreement or understanding for commission, percentage, brokerage or contingency.
25. **Public Records.** The laws of the State of Georgia, including the Georgia Open Records Act, as provided in O.C.G.A. Section 50-18-70 et seq., require procurement records and other records to be made public unless otherwise provided by law.
26. **Clean Air and Water Certification.** Contractor certifies that none of the facilities it uses to provide the Services are on the Environmental Protection State Entity (EPA) List of Violating Facilities. Contractor will immediately notify the State Entity of the receipt of any communication indicating that any of Contractor's facilities are under consideration to be listed on the EPA List of Violating Facilities.
27. **Debarred, Suspended, and Ineligible Status.** Contractor certifies that the Contractor and/or any of its subcontractors have not been debarred, suspended, or declared ineligible by any agency of the State of Georgia or as defined in the Federal Acquisition Regulation (FAR) 48 C.F.R. Ch.1 Subpart 9.4. Contractor will immediately notify the State Entity if Contractor is debarred by the State or placed on the Consolidated List of Debarred, Suspended, and Ineligible Contractors by a federal entity.
28. **Use of Name or Intellectual Property.** Contractor agrees it will not use the name or any intellectual property, including but not limited to, State trademarks or logos in any manner, including commercial advertising or as a business reference, without the expressed prior written consent of the State.
29. **Taxes.** The State Entity is exempt from Federal Excise Taxes, and no payment will be made for any taxes levied on Contractor's employee's wages. The State Entity is exempt from State and Local Sales and Use Taxes on the services. Tax Exemption Certificates will be furnished upon request. Contractor or an authorized subcontractor has provided the State Entity with a sworn verification regarding the filing of unemployment taxes or persons assigned by Contractor to perform Services, which verification is incorporated herein by reference.
30. **Certification Regarding Sales and Use Tax.** By executing the Contract, the Contractor certifies it is either (a) registered with the State Department of Revenue, collects, and remits State sales and use taxes as required by Georgia law, including Chapter 8 of Title 48 of the O.C.G.A.; or (b) not a "retailer" as defined in O.C.G.A. Section 48-8-2. The Contractor also acknowledges that the State may declare the Contract void if the above certification is false. The Contractor also understands that fraudulent certification may result in the State Entity or its representative filing for damages for breach of contract.

31. **Delay or Impossibility of Performance.** Neither party shall be in default under the Contract if performance is delayed or made impossible by an act of God. In each such case, the delay or impossibility must be beyond the control and without the fault or negligence of the Contractor. If delay results from a subcontractor's conduct, negligence or failure to perform, the Contractor shall not be excused from compliance with the terms and obligations of the Contract.
32. **Limitation of Contractor's Liability to the State.** Except as otherwise provided in this Contract, Contractor's liability to the State for any claim of damages arising out of this Contract shall be limited to direct damages and shall not exceed the total amount paid to Contractor for the performance under this Contract.

No limitation of Contractor's liability shall apply to Contractor's liability for loss or damage to State equipment or other property while such equipment or other property is in the sole care, custody, and control of Contractor's personnel. Contractor hereby expressly agrees to assume all risk of loss or damage to any such State equipment or other property in the care, custody, and control of Contractor's personnel. Contractor further agrees that equipment transported by Contractor personnel in a vehicle belonging to Contractor (including any vehicle rented or leased by Contractor or Contractor's personnel) shall be deemed to be in the sole care, custody, and control of Contractor's personnel while being transported. Nothing in this section shall limit or affect Contractor's liability arising from claims brought by any third party.

33. **Obligations Beyond Contract Term.** The Contract shall remain in full force and effect to the end of the specified term or until terminated or canceled pursuant to the Contract. All obligations of the Contractor incurred or existing under the Contract as of the date of expiration, termination or cancellation will survive the termination, expiration or conclusion of the Contract.
34. **Counterparts.** The State Entity and the Contractor agree that the Contract has been or may be executed in several counterparts, each of which shall be deemed an original and all such counterparts shall together constitute one and the same instrument.
35. **Further Assurances and Corrective Instruments.** The State Entity and the Contractor agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the expressed intention of the Contract.
36. **Transition Cooperation and Cooperation with other Contractors.** Contractor agrees that upon termination of this Contract for any reason, it shall provide sufficient efforts and cooperation to ensure an orderly and efficient transition of services to the State or another contractor. The Contractor shall provide full disclosure to the State and the third-party contractor about the equipment, software, or services required to perform the Services for the State. The Contractor shall transfer licenses or assign agreements for any software or third-party services used to provide the Services to the State or to another contractor.

Further, in the event that the State has entered into or enters into agreements with other contractors for additional work related to Services rendered under the Contract, Contractor agrees to cooperate with such other contractors. Contractor shall not commit any act, which will interfere with the performance of work by any other contractor.

Scope of Services

**Video Remote American Sign Language Interpreting Services
LanguageLine Solutions**

LanguageLine will provide their InSight Video Interpreting services to allow Georgia Department of Corrections (GDC) staff to communicate with offenders whom are deaf or hard-of-hearing through an American Sign Language interpreter. Through the use of a personal computer, tablet or smartphone, GDC staff will be able to access a trained professional video interpreter 24 hours a day/7 days a week. The video and audio capability of the InSight system will allow the interpreter, the offender and a third party to be able to see and hear each other. All interpreters provided will be trained, nationally certified American Sign Language interpreters. The high-quality video and audio provided by the service must comply with ACA Section 1557. All video and audio must be HIPAA compliant with secured, end-to-end encryption. LanguageLine will provide direct technical support that is available 24 hours a day/7 days a week.

Technical Requirements:

GDC will be responsible to provide the hardware and internet access required to access and use the InSite Video Interpreting application. LanguageLine requires GDC to have a non-saturated internet connection. The internet network provided must have enough capacity for a sustained 384kbps of bandwidth per simultaneous video call. In addition, the InSight application may require access to specific ports in order to work. The minimum requirement for video calls is that outbound TCP port 443 is open.


Pricing and Billing:


For a one-time fee of \$100.00, a single account will be established for GDC which will allow an unlimited number of devices located at any of the GDC facilities to be activated and used. There will be no other monthly or annual fees other than usage fees. Usage is billed in one-minute increments and rounded up to the nearest minute. LanguageLine will charge \$2.95 per minute for American Sign Language. LanguageLine will submit a single monthly invoice for usage on all devices, no later than the 10th business day of the following month. The invoice will show a breakdown of each device used during the month, the total number of minutes used for each device, and the cost for usage for each device. GDC will be responsible for naming each device. Invoices received 30 days after the termination of this agreement shall not be paid by the department.

**VIDEO REMOTE INTERPRETING (VRI)
GDC STATEWIDE ROLL-OUT**

Georgia Statewide Inmate Video Interpreting

CHERYL ANN FRAZIER





GEORGIA
DEPARTMENT OF CORRECTIONS

MAY 30, 2019

Edwardsberg No. 5114
DEFENDANT'S
EXHIBIT
6

VIDEO REMOTE INTERPRETING – GDC STATEWIDE ROLL-OUT
May 30, 2019 1:30-2:30 pm
WEBINAR

- 1:30 pm Welcome and Introductions**
- 1:32 pm Agenda Overview**
- 1:34 pm Brief Overview of the Americans with Disabilities Act (1990), ADA Amendments Act (2008), and The Rehabilitation Act of 1973**
- 1:45 pm When is Accessibility necessary? ALWAYS!**
- 1:50 pm Effective Communication**
- 1:55 pm What is Video Remote Interpreting (VRI)? What is its purpose inside of the Correctional Setting?**
- 2:05 pm Download Instructions for Desktop and iPads**
- 2:15 pm Test Calls to InSight**
- 2:20 pm Question and Answer Session**
- 2:30 pm Closing Remarks**

Americans with Disabilities Act (ADA)

- Civil Rights law, signed into law in 1990
- Origins in the Civil Rights Act of 1964 and the Disability Rights Movement

The ADA generally uses the framework of Titles II and VII of the Civil Rights Act of 1964 for coverage and enforcement and the terms and concepts of Section 504 for what constitutes discrimination.



3

INSTRUCTIONAL NOTE

The Instructor will say the following:

"The ADA is a **Civil Rights Law**. It is governed by the United States Department of Justice, Civil Rights Division. This law is focused on equal access to programs, services, and activities for all. This law uses the framework of the Titles II and VII of the Civil Rights Act of 1964 for coverage and enforcement, and the terms and concepts of Section 504 for what constitutes discrimination. This law prohibits discrimination. In July of **1990**, President George H. W. Bush signed into law the Americans with Disabilities Act of 1990 (ADA), which is the world's first comprehensive civil rights law for people with disabilities. The Act prohibits discrimination against people with disabilities in employment (Title I), in public services (Title II), in public accommodations (Title III) and in telecommunications (Title IV)."

Definition of Disability

- An individual is considered to have a "disability" if s/he has a **physical or mental impairment** that **substantially limits one or more major life activities**, has a **record of such an impairment**, or is **regarded as having such an impairment**.



4

INSTRUCTIONAL NOTE

Instructor will state the following:

"As noted in the law and the GDC SOP, disability is defined as follows:

An individual is considered to have a "disability" if s/he has a **physical or mental impairment** that **substantially limits one or more major life activities**, has a **record of such an impairment**, or is **regarded as having such an impairment**. It is important that we communicate with our Qualified Medical, Mental Health, and Education professionals for determination of disabilities. These determinations will be made in collaboration with the GDC ADA Coordinator's Office. According to the GDC ADA SOP 103.63, determination of disabilities should initially be done at the Intake/Diagnostic Reception and Orientation.

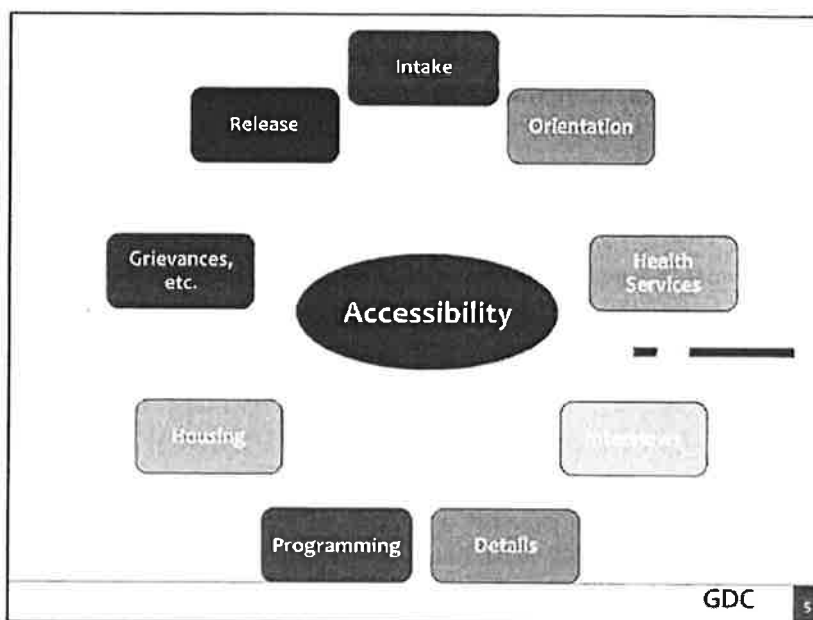
These initial determinations shall be documented and sent to the GDC ADA Coordinator's Office by email. Disabilities may have an onset at any time, so it is important that such impairments identified during the offenders' stay with the GDC be

documented, addressed, and communicated to all staff on a need to know basis. In regards to communication disabilities, all staff will be notified and an identification card noting the disability will be issued to all affected offenders to wear on their uniform.

Instructional Note – Ask the participants to name some Major Life Activities. In the GDC ADA Orientation Training, the following non-exhaustive list of Major Life Activities included:

- Seeing*
- Hearing*
- Walking*
- Breathing*
- Eating*
- Talking*
- Learning*
- Thinking*
- Standing*
- Working*

There are some predictable assessments noted in the ADA AAA regarding disabilities, as you will see on the next slide. *(Acknowledge the participants answers to the question on the previous slide.)*”



Effective Communication is an essential part of compliance with the Americans with Disabilities Act, which basic tenet is to ensure equal access to programs, services, and activities for those who have disabilities. Integration, not segregation. Prohibition of Discrimination is key. How does an individual gain access to programs, services, and activities IF communication is not effective? The answer, one CANNOT gain access if effective communication is not present. One CANNOT follow your rules and instructions without effective communication.

All offenders, regardless of disability, shall have equal access to each program, service, and activity listed above. Please pay close attention to the "etc." noted in the bubble with Grievances. According to the GDC ADA Title II Provisions SOP (103.63),

All qualified offenders with disabilities will have access to services, programs, and activities. Appropriate and effective communication will be available to ensure access to the services and programs through contracted or employed language services or other accessibility solutions. All offenders shall have equal access to the following services, programs, and activities, but are not limited to those outlined below:

1. Academic and vocational education;

2. Work programs/work release programs;
3. Recreation;
4. Mail, telephone, visiting;
5. Library;
6. Religious programs;
7. Reception and orientation;
8. Transportation services;
9. Classification;
10. Food Service;
11. Sanitation and Hygiene;
12. Health Care;
13. Social Services;
14. Release;
15. Discipline, Grievance Procedures, and Due Process proceedings;
16. Safety and Emergency Procedures;
17. Access to media, courts, counsel, and law library;
18. Commissary;
19. Volunteer Programs; and
20. Mental Health Services.

YOU are responsible for ensuring that ALL of this access occurs in all listed items and beyond.

What does effective communication look like? Let us explore this on the next slides, which will outline the information to answer this question AND information that must be placed in your Offender Handbooks.

Instructor's Note: Do you have any questions? Do you need clarification on any items before we move forward?

Effective Communication

- People with communication disabilities may require auxiliary aids and services, unless the result is a fundamental alteration to the program or constitutes an undue burden.
- Communication must be as effective as that with others.
- Primary consideration to requested mode of communication.



6

INSTRUCTIONAL NOTE

The Instructor will state the following:

"Offenders may ask for an accommodations for several concerns, such as Effective Communication, Auxiliary Aids, Accessibility Solutions regarding Technology, Housing, Transportation, Medical or Mental Health Care, etc. Access to programs, services, and activities are the basis of accommodation requests. And they may file a complaint regarding retaliation, harassment, teasing, etc. We will discuss these items in detail in the next few slides.

Effective Communication is an extremely important component of the ADA. Effective Communication means communication with persons who are deaf or hard of hearing, who have a speech disability [or other communication disability] is as effective as communication with others. Effective communication is achieved by furnishing appropriate auxiliary aids and services where necessary to afford qualified individuals with disabilities an equal opportunity to participate in or benefit from the services, programs, or activities of a public entity.

People who have vision, hearing, or speech disabilities (“communication disabilities”) use different ways to communicate. For example, people who are blind may give and receive information audibly rather than in writing and people who are deaf may give and receive information through writing or sign language rather than through speech.

The ADA requires that title II entities (State and local governments) and title III entities (businesses and nonprofit organizations that serve the public) communicate effectively with people who have communication disabilities. The goal is to ensure that communication with people with these disabilities is equally effective as communication with people without disabilities.

The purpose of the effective communication rules is to ensure that the person with a vision, hearing, or speech disability can communicate with, receive information from, and convey information to, the covered entity.

Covered entities must provide auxiliary aids and services when needed to communicate effectively with people who have communication disabilities.

The key to communicating effectively is to consider the nature, length, complexity, and context of the communication and the person’s normal method(s) of communication.

The rules apply to communicating with the person who is receiving the covered entity’s goods or services as well as with that person’s parent, spouse, or companion in appropriate circumstances.

Georgia Department of Corrections will document communication disabilities and the offender’s primary, preferred mode of communication at Intake/Diagnostics. GDC will provide this preferred mode of communication, as noted as a reasonable accommodation, throughout an offender’s stay. Additionally, new onsets of communication disabilities will be documented in the agency’s electronic database and all staff members will be notified of the preferred mode of communication. GDC must honor the choice of the individual with a disability unless it can demonstrate that another effective means of communication exists. This type of decision shall be made in conjunction with the GDC ADA Coordinator’s Office.

In regards to **medical emergencies**, if an offender, who has a hearing disability, expresses or demonstrates a medical condition or need that cannot wait for assistance of a qualified interpreter to facilitate communication, or GDC suspects that there is a medical need or condition requiring immediate treatment or other immediate response, GDC personnel and/ or contractors will not delay in providing whatever medical care, treatment, evaluation, or service that would be provided to other persons under similar situations. In such an event, the GDC will use the most effective, readily

available means of communicating with the offender and will provide a qualified interpreter as quickly as possible.

Finally, please refer to your Use of Force and Restraint SOP for in depth information about restraining those who have hearing disabilities. GDC will ensure that when offenders who have hearing disabilities are cuffed or restrained, they are cuffed or restrained in a manner that permits effective communication (e.g. cuffing inmates in the front so they can sign; having one free in order to write) UNLESS legitimate safety concerns dictate otherwise. This is the expectation for any movement (see Transportation SOP), as well as appearances in investigations or hearings.”

Effective Communication

<https://www.ada.gov/effective-comm.htm>

Effective Communication Provisions

Covered entities must provide aids and services when needed to communicate effectively with people who have communication disabilities.

The key to deciding what aid or service is needed to communicate effectively is to consider the nature, length, complexity, and context of the communication as well as the person's normal method(s) of communication.

Some easy solutions work in relatively simple and straightforward situations. For example:

- In a lunchroom or restaurant, reading the menu to a person who is blind allows that person to decide what dish to order.
- In a retail setting, pointing to product information or writing notes back and forth to answer simple questions about a product may allow a person who is deaf to decide whether to purchase the product.

Other solutions may be needed where the information being communicated is more extensive or complex. For example:

- In a law firm, providing an accessible electronic copy of a legal document that is being drafted for a client who is blind allows the client to read the draft at home using a computer screen-reading program.
- In a doctor's office, an interpreter generally will be needed for taking the medical history of a patient who uses sign language or for discussing a serious diagnosis and its treatment options.

A person's method(s) of communication are also key. For example, sign language interpreters are effective only for people who use sign language. Other methods of communication, such as those described above, are needed for people who may have lost their hearing later in life and do not use sign language. Similarly, Braille is effective only for people who read Braille. Other methods are needed for people with vision disabilities who do not read Braille, such as providing accessible electronic text documents, forms, etc., that can be accessed by the person's screen reader program.

Covered entities are also required to accept telephone calls placed through TRS and VRS, and staff who answer the telephone must treat relay calls just like other calls. The communications assistant will explain how the system works if necessary.

Remember, the purpose of the effective communication rules is to ensure that the person with a communication disability can receive information from, and convey information to, the covered entity.

7

What is Video Remote Interpreting (VRI)?

<https://www.ada.gov/effective-comm.htm>

Video remote interpreting (VRI) is a fee-based service that uses video conferencing technology to access an off-site interpreter to provide real-time sign language or oral interpreting services for conversations between hearing people and people who are deaf or have hearing loss. The new regulations give covered entities the choice of using VRI or on-site interpreters in situations where either would be effective. VRI can be especially useful in rural areas where on-site interpreters may be difficult to obtain. Additionally, there may be some cost advantages in using VRI in certain circumstances. However, VRI will not be effective in all circumstances. For example, it will not be effective if the person who needs the interpreter has difficulty seeing the screen (either because of vision loss or because he or she cannot be properly positioned to see the screen, because of an injury or other condition). In these circumstances, an on-site interpreter may be required.

If VRI is chosen, *all* of the following specific performance standards must be met:

- real-time, full-motion video and audio over a dedicated high-speed, wide-bandwidth video connection or wireless connection that delivers high-quality video images that do not produce lags, choppy, blurry, or grainy images, or irregular pauses in communication;
- a sharply delineated image that is large enough to display the interpreter's face, arms, hands, and fingers, and the face, arms, hands, and fingers of the person using sign language, regardless of his or her body position;
- a clear, audible transmission of voices; and
- adequate staff training to ensure quick set-up and proper operation.

GDC VRI SERVICE

AMERICAN SIGN LANGUAGE ONLY!



9

GDC Mission Statement


**The Georgia Department of
Corrections protects the public
by operating safe and secure
facilities through the
development of professional staff
and effective offender
management.**

GDC 10

Instructor's Note: Please have a trainee read the Mission Statement allowed. After the trainee reads the statement, please ensure the highlighted areas are discussed as a major part of realizing compliance with the Americans with Disabilities Act.


**The Georgia
Department of
Corrections protects
the public by operating
safe and secure**

**facilities through the
development of
professional staff and
effective offender
management.**

 **PC Activation Instructions**

A. DOWNLOAD

1. Visit the [Consumer Support](#) page to [request your activation code](#) and verify your PC.
2. Click the [Download Software](#) button to download the software.
3. Click the [Download Software](#) button to download the software.
4. Select the file that begins with `fc...`




B. INSTALL SOFTWARE

1. Run the software as administrator (right-click > **Run as administrator**).
2. Type in your [FBI User Name](#) and your [FBI Password](#) (if you have one).

Activations on your Facility (e.g., `SOIC`, `RES`, `SI`, `FC`, etc.)
Must be typed in exactly as shown on the [FBI User Name](#) page.

Most desktops are installed from the `fc...` file, e.g., `fc...`




1. For the `SOIC` and `RES` files, see the [FBI User Name](#) page for instructions.

1. Click **Next** to begin installation.
2. Click **No** when you are asked to create a user name. If you are asked to create a user name, click **Next**.


C. PLACE A TEST CALL

1. Double-click on the `fc...` file to start the software.
2. On the software activation screen, click **Activate Step Language**.
3. Once activated, call the [Interoperator Public](#) for the number to test call.
4. When the number of your computer is shown.
5. Click the `Call` button to end the call.




NOTES

- 1. For 24/7 technical support, please call 1-844-373-1951.



Desktop Activation Instructions

11



iPad Activation Instructions

A. ACTIVATE INSIGHT ON YOUR IPAD

* The "Activation" screen on your iPad is required to be used in light of the following:

B. AUTHENTICATE THE DEVICE TO ACTIVATE

1. Complete a new line or port-out of an old device
2. Enter Authentication Code: 888.888.888 (PP) 999 999 9999
3. Tap in your State: (State Abbreviation) (e.g. Texas, New York, New Jersey, Florida, etc.) (State Abbreviation)

(Department of your Facility: (e.g. 2000, 2001, 2002, 2003, 2004, 2005, etc.)
 Department Identifier: (e.g. 47, 50000, 50001, 50002, 50003, 50004, etc.)
 Division (e.g. Mobile, etc.) (e.g. 100, 101, 102, 103, 104, etc.)
 Number of devices in facility: (e.g. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, etc.)

1 2 3 4 5 6 7 8 9 0

Touch numbers 1-9, 0, *, #

ENTER

Touch app

CALL

Touch app

END

Touch app

HELP

Touch app

4. Run "Network Diagnostics"
5. Run "Off-line" (No internet connection) as well as "Use Cellular Data" (Minimum) (optional)
6. Tap OK when the pop-up "Emergency" message displays


C. PLACE A TEST CALL

1. Tap "Test" & "Send" - The screen will show the "Emergency" number & "Send" then tap "Test" & "Call"
2. Press the iPad's volume buttons on the side of the iPad to increase the volume to the loudest position.
3. Tap on the RED End Call icon to end the test call.


Please watch this short training video to learn how to use "Emergency" in Louisiana:
<http://www.louisianapolice.com/mobile/mobile/activation/insight-activation.asp>






NOTES

A. For 7/27 technical records, please call (844) 372-1561




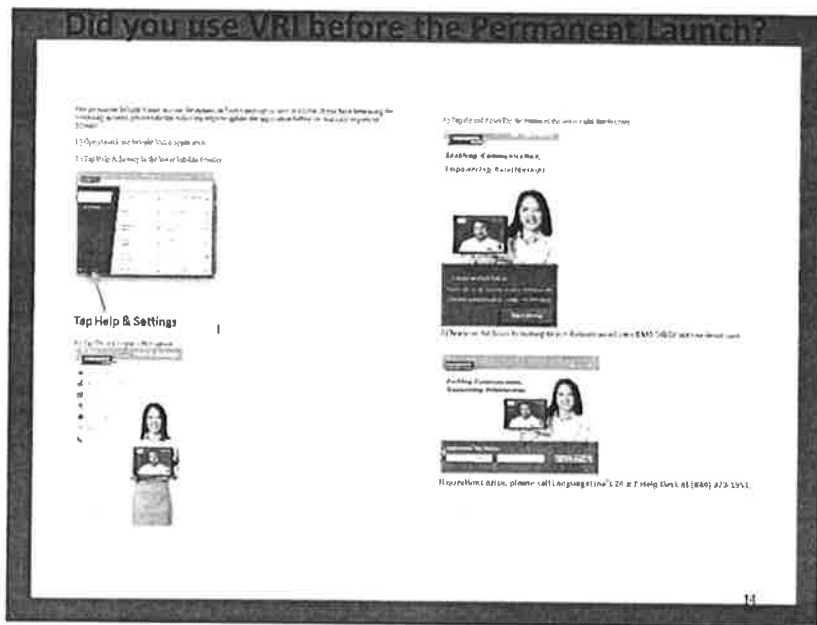
iPad Activation Instructions

 **Accessing and Working with an Interpreter**

- 1) Tap on the "Interact" icon to launch iSight 
- 2) Find American Sign Language in the "Top Languages" menu. If it is not at the top, scroll down to find it. If it is not at the top, scroll down to find it. If it is not at the top, scroll down to find it. 
- 3) Tap on the "Interact" icon to launch iSight. Then tap on the "Interact" icon to launch iSight. 
- 4) While waiting to be connected to an interpreter, center on the screen the entire upper body of the person in need of language assistance. Be mindful of their communication space as well. 
- 5) Enter your interpreter ID if the interpreter on the phone or your call. 

Please watch this short training video to learn how to use iSight's Interacting:
<https://www.hhs.gov/healthcare/2018/08/01/interacting>

 13



GDC VRI SERVICE

AMERICAN SIGN LANGUAGE ONLY!

TEST CALLS!!!



Access to Interpreters

- Contact your **Facility ADA Coordinator's Office** with the following information:
 - Name of Offender
 - Date of Service
 - Time of Service
 - Duration of Service
 - Scope of Service (as much info as possible)
 - Point of Contact
 - Address and Telephone Contact of the Facility

15

Instructor's Note -

An offender with the Georgia Department of Corrections can request access to a **qualified interpreter** through any staff member. Said staff member will be tasked with notifying the Facility ADA Coordinator immediately of this request. The Facility ADA Coordinator will assess the request ensuring the following information is ascertained:

- Name of Offender
- Date of Service
- Time of Service
- Duration of Service
- Scope of Service (as much information as possible)
- Point of Contact
- Address and Telephone Contact of the Facility

The Facility ADA Coordinator will immediately contact the Agency ADA Coordinator's Office via email AND telephone to order services. The services must be ordered within an hour (1 hour) of the initial request. The Agency ADA Coordinator's Office will contact the Facility ADA Coordinator of progress on the request upon immediate

receipt of notification from the interpreting company. *****Contacts to secure ASL services must be documented, and this documentation will be collected on a monthly basis to be shared with a governing agency for compliance reviews.**

Current GDC ADA Focus Areas

- Accessible Housing Accommodations;
- Accessible Programming;
- Training (GDC, Contractors, staff members at County Facilities, and Facility ADA Coordinators);
- **Statewide Video Remote Interpreting services;**
- Procuring Additional Accessible Technology Items;
- Accessibility Assessment of GOAL Devices;
- Facility ADA Reviews.



INSTRUCTIONAL NOTE

The Instructor will state the following:

As staff members of the Georgia Department of Corrections, it is important for you to know the agency's current focus areas regarding the Americans with Disabilities Act.

The Current GDC ADA Focus Areas include


- Accessible Housing Accommodations, which include current and future construction projects to ensure accessibility. We want to ensure that offenders are housed appropriately;
- Accessible Programming shall be made available to all qualified individuals. GDC is currently reviewing all programmatic areas to ensure accessibility;
- Training (GDC, Contractors, and Facility ADA Coordinators) – In 2019, GDC will continue to train existing staff and new staff members. The agency will begin systematically training all contractors and staff members at county facilities. A training conference will be held for Facility ADA Coordinators;

- Statewide Video Remote Interpreting services – In 2019, GDC will provide statewide Video Remote Interpreting services which will allow staff members (counselors, health services professionals, grievance coordinators, disciplinary teams, PREA teams, intake/diagnostic staff, etc.) to effectively communicate with offenders whose primary, preferred mode of communication is American Sign Language;
- Procuring Additional Accessible Technology Items – GDC will continue to procure items which are accessible to all users, including accessible solutions (magnifying sheets, scan readers, large monitors, talking and vibrating watches, etc.);
- Accessibility Assessment of GOAL Devices – GDC will continue to work with its current contractor for GOAL device services, JPay, to ensure the tablets are accessible;
- Facility ADA Reviews – The GDC ADA Coordinator's Office will conduct facility ADA reviews of all GDC, private, and county facilities starting in 2019.



INSTRUCTIONAL NOTE

Please ask the class if there are any final questions.



**GDC ADA Coordinator's Office
Contact Information**

Georgia Department of Corrections
Americans with Disabilities Act (ADA)
Coordinator's Office
Office of Professional Standards
P. O. Box 1529
Forsyth, Georgia 31029
478-993-4737

INSTRUCTIONAL NOTE

The contact information for the GDC ADA Coordinator's Office is as follows:

**Georgia Department of Corrections
Americans with Disabilities Act (ADA) Coordinator's Office
Office of Professional Standards
P. O. Box 1529
Forsyth, Georgia 31029
478-993-4737**

Subject: FW: Video Remote Interpreting - Launch at your facility (GDCP, LASP, Central SP, Patten PDC, ASMP) TODAY!
Attachments: Video Remote Interpreting iPad Launch Information.docx; VIDEO REMOTE INTERPRETING SERVICES - USAGE LOG -.pdf
Importance: High

From: Barlar, Jacob S. [mailto:jacob.barlar@gdc.ga.gov]
Sent: Tuesday, July 16, 2019 10:25 AM
To: Frazier, Cheryl
Subject: FW: Video Remote Interpreting - Launch at your facility (GDCP, LASP, Central SP, Patten PDC, ASMP) TODAY!
Importance: High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>
Sent: Tuesday, April 23, 2019 8:58 AM
To: Thorpe, Juanita <Juanita.Thorpe@gdc.ga.gov>; Chambers, Pashion <pashion.chambers@gdc.ga.gov>; Brayboy, Julie <Julie.Brayboy@gdc.ga.gov>; Holt, Debbie <Debbie.Holt@gdc.ga.gov>; Shelton, Ruthie <Ruthie.Shelton@gdc.ga.gov>; Thornton, Theresa <theresa.thornton@gdc.ga.gov>; Gore-azizi, Cynthia <cynthia.gore-azizi@gdc.ga.gov>; McElroy, Anne <Anne.McElroy@gdc.ga.gov>; DeFillippes, Jennifer <Jennifer.DeFillippes@gdc.ga.gov>; Black, Marsha <Marsha.Black@gdc.ga.gov>; Bell, Jacob <Jacob.Bell@gdc.ga.gov>; Blackshear, Jerry <Jerry.Blackshear@gdc.ga.gov>
Cc: Aycock, India <India.Aycock@gdc.ga.gov>; Barlar, Jacob S. <jacob.barlar@gdc.ga.gov>; Bowen, Tommy <Tommy.Bowen@gdc.ga.gov>; Philbin, Edward <Edward.Philbin@gdc.ga.gov>; Benton, Brooks <Brooks.Benton@gdc.ga.gov>; Orr, Calvin <Calvin.Orr@gdc.ga.gov>; Ford, Benjamin <Benjamin.Ford@gdc.ga.gov>; Emmons, Shawn <Shawn.Emmons@gdc.ga.gov>; Thomas, Micheal <micheal.thomas@gdc.ga.gov>
Subject: Video Remote Interpreting - Launch at your facility (GDCP, LASP, Central SP, Patten PDC, ASMP) TODAY!
Importance: High

Good Morning All,

You have previously used Video Remote Interpreting in your facilities. And, most of you are on the trial service. We can switch you to permanent status today. You know how to use the system, and we can permanently activate your devices within minutes. **During our review of the Trial Service, we noticed that one facility used this service for spoken languages. This service is for American Sign Language only. All facilities are to use the phone - Language Line- service for all spoken languages calls. Please explain this information to your staff.**



Please send me, India, and Jacob a list of the iPads you wish to have activated. It is important that you identify to whom these iPads belong, and please indicate the person's position. We already have the desktop location information for your facilities. After you supply this information, you will receive a name for the device and instructions. We will review all iPad user requests for approval. **Also, please indicate if you have picked up your cameras.**

Video Remote Interpreting services can be used for Disciplinary service, investigation and hearings, Classification committee interactions, Facility Walk-through, Grievance investigations, ADA Accommodation investigations, Diagnostic/Intake instruction and interviews, Chaplain meetings, Counselor interactions, medical appointments, mental health appointments, dental appointments, and so many other services. In-person interpreting is still needed for involved interactions, such as education services, programming classes, church services, Bible studies, at requested provider (medical, mental health, dental, etc.) appointments, and other matters.

Please use the attached form to document the requested iPad information. Please ensure that all staff members/stations who have access to these services complete the attached form, submit it to the Facility ADA Coordinator by the 5th of each month, and the Facility ADA Coordinator shall submit the form to the GDC ADA Coordinator's Office by the 10th of each month.

Note: I am out of state due to death in my family, and I am constantly in and out of meetings. He (my bonus father) and his wife (my bonus mom) are extremely prominent in the community, and I am handling each and every detail for both of his services and personal business. I am trying to take as much of the load off of her as possible. I will only be available by email during this week, and I will check email every two hours. I may respond by email or phone. I will return to my office on April 29, 2019 at 8am. Our goal is to bring you online with Video Remote Interpreting before 4pm today. India and Jacob will handle all other activities until my return; however, I will take care of the Video Remote Interpreting launch.

Thank you for your continued prayers and understanding during this time of bereavement.

Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

Fwd: Appointment for Darrell Smith

Frazier, Cheryl

Fri 3/15/2019 3:52 PM

Sent Items

To: Pittman, Christina <Christina.Pittman@gdc.ga.gov>;

Hi,

This appointment was completed with the VRI trial service.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/ SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

Begin forwarded message:

From: "Kitchens, Madie" <Madie.Kitchens@gdc.ga.gov>
Date: February 14, 2019 at 12:33:26 PM EST
To: "Frazier, Cheryl" <Cheryl.Frazier@gdc.ga.gov>
Subject: Appointment for Darrell Smith

Good Afternoon,

I just wanted to give you some feedback on the interpreting services that were used today with inmate Smith. It went very well and the doctor was impressed and thought the services were very good as well. Thanks Ms. Frazier and I'm glad to be part of your team!!

Madie Kitchens
Medical Unit Manager
Augusta State Medical Prison
3001 Gordon Highway
Grovetown, GA 30813
706-855-4834

Building PRIDE in ourselves and our Agency.

"The Georgia Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

<https://outlook.office365.com/owa/?path=/mail/search>

Harris v GDC - Binder 8



1/1

8944

Re: Appointment for Darrell Smith

Frazier, Cheryl

Thu 2/21/2019 7:08 AM

Sent Items

To: Kitchens, Madie <Madie.Kitchens@gdc.ga.gov>;

Good Morning,

I truly appreciate your feedback! It is good to know it was successful. Unfortunately, our trial has run out, and you will have to request in-person interpreters until we have VRI services approved statewide.

It is my pleasure to serve. THANK YOU for everything you do!

Cheryl

Cheryl Ann Frazier

Americans with Disabilities Act/ LEP/SI Coordinator

Office of Professional Standards

Compliance Unit

Georgia Department of Corrections

Executive Operations

770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

From: Kitchens, Madie

Sent: Thursday, February 14, 2019 12:33:26 PM

To: Frazier, Cheryl

Subject: Appointment for Darrell Smith

Good Afternoon,

I just wanted to give you some feedback on the interpreting services that were used today with inmate Smith. It went very well and the doctor was impressed and thought the services were very good as well. Thanks Ms. Frazier and I'm glad to be part of your team!!

Madie Kitchens

Medical Unit Manager

Augusta State Medical Prison

<https://outlook.office365.com/owa/?path=/mail/search>

1/2

3/28/2019

Mail - Cheryl.Frazier@gdc.ga.gov

3001 Gordon Highway
Grovetown, GA 30813
706-855-4834

Building PRIDE in ourselves and our Agency.

"The Georgia Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 1 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

In accordance with the Georgia Department of Corrections (GDC) Rules, the Facilities Division shall ensure that offenders are processed through a Diagnostic Facility, where initial intake procedures are conducted.

II. Authority:

A. O.C.G.A. §§42-5-51 and 42-5-56;

B. GDC Board Rules: 125-1-2-.09, 125-2-3-.04, 125-2-4-.01, 125-2-4-.03, 125-2-4-.06, 125-2-4-.15, 125-4-4-.05, 125-4-4-.06, 125-4-4-.07, 125-4-5-.01, 125-4-6-.05, and 125-4-7-.01;

C. GDC Standard Operating Procedures (SOPs): 103.58 Security Threat Group Management Program, 103.63 Americans with Disabilities Act (ADA) Title II Provisions, 106.05 New Offender Orientation for Religious Programs, 203.06 Offender Tracking Information System, 204.01 Georgia Crime Information Center GDC Limited GCIC Terminal Operations, 206.01 Offender Personal Property Standards, 206.02 Management of Offender Property or Contraband, 206.03 Disposition of Abandoned Tangible Offender Property, 208.01 Management of Inmates Diagnosed Positive for the HIV Antibody, 208.06 PREA-Sexually Abusive Behavior Prevention and Intervention Program, 209.01 Offender Discipline, 219.01 Case Management - Records Maintenance, 220.02 Security Classification, 220.03 Classification Committee, 220.04 Offender Orientation, 220.06 Validation of Common Law Marriage for Visitation Purposes, 221.01 Fingerprint Procedures for Offenders, 221.03 Offender Photo Identification Cards, 227.06 Offender Receipt of Mail, 227.05 Visitation of Offenders, 401.01 Offender Clothing Management and Standard Issue, 507.04.19 Receiving Screening, 507.04.21 Health Assessment and Medical Diagnostics, 504.04.23 Medical Classification and Profiling, 507.04.68 Management and Treatment of Offenders Diagnosed with Gender Dysphoria, and 508.14 Mental Health Reception Screen;

D. *Estelle v. Gamble*, 429 U.S. 97 (1976); and



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 2 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

E. ACA Standards: 4-4177, 4-4281-1, 4-4281-2, 4-4281-4, 4-4281-5, 4-4285, 4-4286, 4-4287, 4-4288, 4-4292, 4-4312-1, 4-4347, 4-4362, and 4-4363-1.

III. Definitions:

A. **Diagnostic Facility Types:**

1. **Juvenile Facility** - Any facility that houses an offender that is seventeen (17) years old, *i.e.*, Burruss Correctional Training Center, (male) and Lee Arrendale State Prison (female).
2. **Adult Facility** - Any facility that houses an offender that is eighteen (18) years of age or older, *i.e.*, Georgia Diagnostic and Classification Prison (males), Lee Arrendale State Prison (females), and Coastal State Prison (males).

B. **Disability** - A Physical or Mental Impairment that substantially limits one or more major life activities of an individual; A record of such an impairment; or Being regarded as having such an Impairment.

C. **Gender Dysphoria** - The range of diagnostic criteria referenced in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) Gender Dysphoria, involves a conflict between a person's physical or assigned gender and the gender with which he/she/they identify.

D. **Gender Identity** - A category of social identity that refers to an individual's identification as male, female, or some category other than male or female. Gender identity is an internal construct independent of anatomical genitalia at birth or sexual orientation.

E. **Gender Nonconforming** - A person whose appearance or manner does not conform to traditional societal gender expectations.

F. **Intersex** - Persons whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 3 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

medical conditions are sometimes referred to as disorders of sex development.

- G. **Mental Impairment** - Any mental or psychological disorder to include, but not limited to, intellectual and developmental disabilities, organic brain syndrome, emotional or mental illness, traumatic brain injuries, and learning disabilities.
- H. **Physical Impairment** - Any physiological disorder or condition, to include but not limited to cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hernic and lymphatic, skin, and endocrine.
- I. **Safe Housing** - Bed assignments that separate potential or known victims of sexual abuse from potential or known aggressors of sexual abuse.
- J. **Transgender** - Persons whose Gender Identity is different from the person's assigned sex at birth.

IV. Statement of Policy and Applicable Procedures:

A. Court Documents, Assignment Orders, and Pickup Orders:

- 1. Offender Administration accepts only Felony prison bound sentences and misdemeanor sentences which are attached to a felony sentence under the same docket. A misdemeanor conviction alone will not be accepted. All felony prison bound sentences are submitted directly from the Clerk of Superior Court in the county of conviction. Once sentencing documents are received by Offender Administration, the Processing Clerk will conduct a validity review to determine if all necessary commitment documents have been received and are in compliance with statutory sentencing requirements. This includes the accusation-indictment and true bill, final disposition, affidavit of custodian, and personal history. If all documents are in compliance, the offender will be assigned an identification number (GDC #). A copy of

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 4 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

the court documents and sentence computation report are electronically transferred into SCRIBE. An offender will be assigned to a diagnostics and classification facility by Offender Administration, appropriate to the assigned gender indicated in the offender's PHS (personal history statement) and GCIC. Should there be a discrepancy between the two documents, the GCIC will be controlling.

2. Pickup orders are issued from the Offender Administration Jail Pickup Coordinator arranging for transport of the offender to the diagnostic facility from the county jail. In some instances, a facility will arrange for pickup from the jails.

B. Offender Arrival at the Diagnostic Facility:

1. Upon arrival at the Diagnostic facility, a complete and thorough search of the individual offender and his/her possessions shall be made in accordance with SOP 206.01. Individual personal property shall be thoroughly inventoried with the offender retaining only the following authorized items permitted during diagnostic processing:
 - a. Prescription eyeglasses;
 - b. Hearing aids;
 - c. Family photographs (20 each, no nudity or obscene photos);
 - d. Correspondence (6 each);
 - e. Legal documents;
 - f. One (1) watch, one (1) ring and one (1) religious medal (none homemade), combined value not to exceed \$200.00;
 - g. Twenty (20) postage stamps; and
 - h. Approved Religious Materials.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 5 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

2. Any money the offender possesses while at a county jail shall be placed in the offender's account so that purchases can be made at the offender commissary, in accordance with SOP 206.02, 227.06, and 206.01.
3. Unauthorized items in the offender's possession upon arrival shall be handled in accordance with SOP 206.02.
4. Upon arrival at the diagnostic facility, it is required that all offenders are sprayed with delousing disinfectant, shower, and have fingernails clipped if necessary. Male offenders are required to shave and have a haircut. Female offenders are not required to receive haircuts, unless they arrive with dreadlocks. Dreadlocks shall be cut.
5. State clothing shall be issued along with any personal items needed such as toothbrush, toothpaste, socks, and undergarments, in accordance with SOP 401.01.
6. If during intake procedures, staff members have been made aware that an offender identifies as intersex or transgender, this information shall be reported immediately to the Warden or Superintendent. The Warden or Superintendent shall immediately advise the Regional Director or Female Services Director. The Regional Director or Female Services Director shall notify the Director of Facilities, the Statewide Medical Director, Statewide Mental Health Director, and the Statewide PREA Coordinator. No search or physical examination of transgender or intersex offenders shall be conducted for the sole purpose of determining the offender's genital status.
7. Offenders shall be photographed in accordance with SOP 221.03-Offender Photo Identification Card, and SOP 103.58 Security Threat Group Management Program. All scars, marks, tattoos, and other unusual physical characteristics shall be documented in SCRIBE. Offenders shall be fingerprinted in accordance with SOP 221.01 Fingerprint Procedures for Offenders, if applicable.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 6 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

8. Offenders shall receive an Offender Handbook upon entering Diagnostics. During the GDC Diagnostics Orientation process, staff should explain and provide in writing the below listed procedures, in a language that is understood by all offenders to include other accessible formats indicated by communication disability needs (hearing, vision, speech, etc.). If requested and/or required, the Diagnostic staff shall be responsible for providing translators, and assistance if a literacy issue exists.

a. Diagnostic Process:

- i. Visitation procedures;
- ii. Financial procedures;
- iii. Mail Procedures;
- iv. Telephone/JPAY Procedures;
- v. Grievance Procedures/Access to Courts;
- vi. Next of Kin and Beneficiary;
- vii. Zero Tolerance for Sexual Abuse/Assault (PREA);
- viii. Right-To-Know/Understand; and
- ix. Facility Procedures.

C. Diagnostic and Medical/Dental/Mental Health Processing:

1. An initial medical/dental screen shall be conducted to determine if immediate intervention is needed for the offender upon arrival.
 - a. The medical section shall be provided access to new arrivals at the earliest opportunity possible.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 7 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- b. Any medications brought from the county jail by the offender are noted and are continued, if needed, and any specific medical needs identified for immediate intervention are addressed.
 - c. Once medical staff has been made aware that an offender identifies as transgender or intersex, this information shall be reported immediately to the Warden/Superintendent. The Warden or Superintendent shall advise the Regional Director, or Female Services Director who will in turn notify the Director of Facilities, the Statewide Medical Director, Statewide Mental Health Director, and the Statewide PREA Coordinator.
 - d. Both a Mental Health History and an initial Mental Health Assessment is conducted. If any mental health concerns are noted, the offender is referred to the mental health team for consultation, and possible follow-up, by a Psychiatrist, or Psychologist in accordance with SOPs 518.14 and 507.04.68.
 - e. All identified Physical Impairments, Mental Impairments, and Disabilities shall be immediately reported upon the offender's arrival, via email, to the GDC Americans with Disabilities Act (ADA) Coordinator's Office. The primary, preferred mode of communication of offenders with communication disabilities shall be entered into the agency's electronic database, shared with staff members, and utilized throughout the offender's incarceration.
2. Assignment to a housing unit is made after the initial medical/mental health screenings, sexual victimization and aggressor screening, and ID processes are completed. All risk screening information required by this SOP and SOP 208.06, shall be used to inform housing, bed, work, education, and program assignments with the goal of separating victims and aggressors of sexual abuse. The Warden shall designate safe housing for those offenders identified as vulnerable to sexual abuse. Individualized determinations about how to ensure the safety of each offender shall be made by the facility, in accordance with their Facility Stratification Plan.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 8 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

3. Housing assignments for all offenders, to include transgender and intersex offenders, shall be made based on overall safety, security, care and treatment considerations from information gained during the diagnostics process.
4. Housing assignments for offenders who have Disabilities shall be determined as indicated in SOP 103.63.
5. All offenders shall receive an orientation to the diagnostic facility, within 72 hours of arrival, reiterating Section B.8.a.(i.-ix.) of this SOP, and the following:
 - a. PREA DVD;
 - b. Right-To-Know/Understand DVD; and
 - c. PIC DVD; and
 - d. Suicide Prevention Hotline contact information.
6. All offenders shall receive the following Diagnostic Educational Testing:
 - a. Culture Fair IQ (offenders scoring less than 70, are referred to Mental Health for K-BIT Testing. The K-BIT Test, is to determine MH/MR);
 - b. WRAT 4-Reading/Spelling/Math.
7. After the orientation, and/or reception process, the assigned Counselor shall enter a case note. This case note shall include all areas of concern, and any other pertinent information regarding the process.
 - a. Offenders will be provided with information communicated orally, in writing, in other accessible formats, and in a language clearly understood by the offender about sexual abuse/assault including:

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 9 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- i. Prevention/intervention;
 - ii. Self-protection;
 - iii. Reporting sexual abuse/assault; and
 - iv. Treatment and counseling.
- b. During orientation, an offender shall designate their religious preference on Request to Designate/ Change Religious Preference Form (Attachment 2, SOP 106. 05).
 - c. Films provided by the Department to address general orientation; health issues shall be shown and made available in other accessible formats for those with communication disabilities during the orientation process.
8. Diagnostic offenders are not permitted visitation. Exceptions will be made for the following reasons for offenders remaining beyond 30 days, and shall be in accordance with SOP 227.05:
- a. Pending Medical Reasons;
 - b. Pending Court Charges;
 - c. Pending Mental Health Placement;
 - d. Pending bed space; or
 - e. Facility lockdown or quarantine.
9. Diagnostic offenders, shall not be permitted to utilize the telephone, with the following exceptions:
- a. PREA;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 10 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- b. Suicide Hotline;
 - c. Attorney of Record; and
 - d. Emergencies.
10. Counseling staff shall conduct a screening for risk of victimization and abusiveness, in SCRIBE, through use of the Victim/Aggressor Classification Instrument. (SOP 208.06) this screening shall be conducted within 24 hours of arrival at the facility. Subsequent Victim/Aggressor Screenings, shall be conducted in accordance with SOP 208.06. Information from this assessment shall be used to inform housing, bed assignment, work, education, and program assignments with the goal of separating victims and aggressors of sexual abuse. If an offender remains assigned to the diagnostic facility for more than 30 days, an additional Victim/Aggressor screening is required to be conducted. The instrument can be located and retrieved from the SCRIBE Classification module.
 11. Appropriate controls shall be implemented to ensure response to questions asked pursuant to the screening information is not exploited to the offender's detriment by staff or other offenders.
 12. Blood testing, to include tests for AIDS antibodies shall be completed, in accordance with SOP 208.01.
 13. A complete physical examination is to be completed on each offender, to include vision, hearing, dental examinations and gynecological examination in accordance with GDC Rule 125-4-4-.05.
 14. All offenders will be given a questionnaire regarding the Zika virus and whether the offender is at risk for having the virus. Special attention will be given to pregnant women.
 15. A Parole Officer interviews each diagnostic offender and a Personal History Statement is completed.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 11 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

16. The offender's criminal biography is produced for use in checking an offender's criminal history, previous incarcerations in Georgia, prior institutional adjustment, and any other data referencing prior incarceration, parole or probation in Georgia (SOP 203.06).

Note: All interviews or questioning of offenders shall be done so in the primary, preferred mode of communication as indicated in SOP 103.63.

D. Classification:

1. A classification interview shall be conducted for each offender to explore medical/mental health issues, public and institutional risk factors, educational, vocational and drug/alcohol involvement, work history and any other areas pertinent to the needs and facility placement of the offender. This information shall be utilized to complete the Personal Data Sheet on all offenders.
 - a. Each area is discussed in depth to develop the Classification Profile.
 - b. Specific recommendations are made by the interviewer, relating to the offender's needs, possible program assignments, and housing placement.
 - c. Each offender's NGA (Next Generation Assessment) shall be reviewed in accordance with SOP 220.02, Security Classification.
2. The Diagnostic Unit Manager shall establish and monitor the diagnostic production flow for their facility.

Note: All interviews or questioning of offenders shall be done so in the primary, preferred mode of communication as indicated in SOP 103.63.

- a. Upon completion of the diagnostic procedures, all collected data is entered in SCRIBE and forwarded electronically to the Offender

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 12 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

Administration Classification Section for final NGA score review, and assignment to a permanent facility. The following components shall be completed prior to release of a diagnostic package:

- i. Offender Classification Profile;
 - ii. Security Classification;
 - iii. Offender Activity/Health Service Profile; and
 - iv. Mental Health Profile (if applicable).
- b. All diagnostic packages are to be released the same day the final interview is completed.
- c. Diagnostic packages should be completed within 7-14 days of arrival at the diagnostic facility except in cases with extenuating circumstances, such as the following:
- i. Medical Conditions;
 - ii. Mental Health Issues;
 - iii. Pending bed space;
 - iv. Court Production Order; and
 - v. Facility lockdown or quarantine.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 38324

Job	Date of Assignment	Received - Date	Purpose of Appointment	Requisitioner			DMC Client Contact On-Site Name	Interpreter	Billing and Reporting Information														
				Name	# LEPIGI Interpretation Requests	Case Number or File Number			Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed
124810	4/1/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	9:00 PM	2.60	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
124811	4/2/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
125951	4/2/2018	3/27/2018	Motivation for Change	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	8:15 AM	0.60	2.00	1.50	0.60	0.60	1.00	0.60	-	\$ 290.00
125975	4/2/2018	3/27/2018	Orientation and Classification	Cheryl Frazier	2	Not Provided	Lakisha Franklin	Erin Salmon	\$360.00	\$60.00	\$370.00	\$70.00	8:00 AM	11:30 AM	2.50	3.00	3.00	-	1.00	2.00	-	-	\$ 480.00
124979	4/3/2018	3/16/2018	Substance Abuse class	Cheryl Frazier	3	Not Provided	Fashion Chambers	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	9:48 AM	0.05	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
125952	4/4/2018	3/27/2018	Motivation for Change	Cheryl Frazier	4	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:30 AM	1.75	2.00	1.50	0.60	0.60	1.00	0.60	-	\$ 290.00
126310	4/4/2018	4/1/2018	Medical Appointment	Cheryl Frazier	5	Not Provided	Michael Thomas	LaVerne Lowe	\$225.00	\$70.00	\$235.00	\$80.00	9:35 AM	1:29 PM	3.90	4.00	4.00	-	1.00	3.00	-	-	\$ 435.00
124980	4/5/2018	3/16/2018	Substance Abuse class	Cheryl Frazier	6	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:05 AM	1.33	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
124612	4/7/2018	3/12/2018	Church Services	Cheryl Frazier	7	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
124613	4/8/2018	3/12/2018	Church Services	Cheryl Frazier	8	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:25 PM	1.92	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
124614	4/8/2018	3/12/2018	Church Services	Cheryl Frazier	9	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
125953	4/9/2018	3/27/2018	Motivation for Change	Cheryl Frazier	10	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:38 AM	1.88	2.00	1.50	0.60	0.60	1.00	0.60	-	\$ 290.00
125954	4/11/2018	3/27/2018	Motivation for Change	Cheryl Frazier	1	Not Provided	Fashion Chambers	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.60	0.60	1.00	0.60	-	\$ 290.00
126830	4/11/2018	4/8/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Fashion Chambers	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	10:00 AM	11:00 AM	1.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
124615	4/14/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:50 PM	2.33	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
124616	4/15/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:40 PM	2.17	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
124617	4/16/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:52 PM	2.37	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
127086	4/17/2018	4/16/2018	Investigation into a complaint.	Cheryl Frazier	1	Not Provided	Ricky Foskey (Central State employee)	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	3:30 PM	4:00 PM	0.60	1.00	1.00	-	1.00	-	-	-	\$ 220.00
127284	4/20/2018	4/17/2018	Reading of SOP for Title 2 of the Americans with Disabilities Act.	Cheryl Frazier	1	Not Provided	Michael Thomas and Warden Clinton Perry	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	1:00 PM	3:15 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
127098	4/20/2018	4/16/2018	Reading of SOP for Title 2 of the Americans with Disabilities Act.	Cheryl Frazier	1	Not Provided	Lakisha Franklin	Erin Salmon	\$360.00	\$60.00	\$370.00	\$70.00	2:00 PM	3:15 PM	1.25	2.00	2.00	-	1.00	1.00	-	-	\$ 420.00
124818	4/21/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	Jean Plant	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
124619	4/22/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:05 PM	8:21 PM	0.27	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
124620	4/23/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:02 PM	8:45 PM	0.72	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
127330	4/24/2018	4/18/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Michael Thomas 478-471-2815	LaVerne Lowe	\$225.00	\$70.00	\$235.00	\$80.00	9:20 AM	12:33 PM	3.22	4.00	4.00	-	1.00	3.00	-	-	\$ 435.00
124621	4/28/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:50 PM	2.33	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
124622	4/29/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	9:00 PM	2.60	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 38324

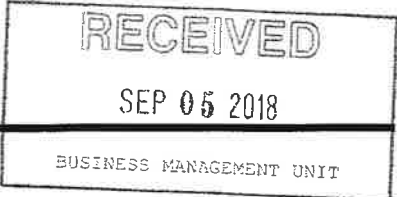
Job	Date of Assignment	Received Date	Purpose of Appointment	Name	# LEPIST Interpretation Request	Case Number or File Number	DHRS Staff Contact On site / Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1st Hour Rate Out of Business Hours	Number of Hours Billed at Additional Hour Rate Out of Business Hours	Total Amount Billed
127325	4/30/2018	4/18/2018	Medical appointment	Cheryl Frazier	1	Not Provided	Michael Thomas	LaVerne Lowe	\$225.00	\$70.00	\$235.00	\$80.00	1:25 PM	2:40 PM	1.25	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
124623	4/30/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
TOTAL																						\$ 9,380.00	

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 38635

Job	Date of Assignment	Received - Date	Purpose of Appointment	Requester			DHR Staff Conduct On Site / Name	Interpreter	Billing and Reporting Information																
				Name	LEP/SLI Appointment	Case Number of File Number			Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Rate	Total Amount Billed		
126388	5/2/2018	4/27/2018	Meeting to go over standard operating procedures - ADA	Cheryl Frazier	1	Not Provided	James Spann	Christia Williams	\$360.00	\$80.00	\$370.00	\$70.00	1:00 PM	1:45 PM	0:75	2:00	2:00	-	1:00	1:00	-	-	-	-	\$ 420.00
124624	6/5/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	-	\$ 305.00
124825	6/8/2018	3/12/2018	Church Services	Cheryl Frazier	0	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	-	\$ 305.00
124828	6/7/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:44 PM	2:23	3:00	-	3:00	-	-	1:00	2:00	-	-	\$ 380.00
129232	5/11/2018	5/10/2018	Intake and Orientation	Cheryl Frazier	1	Not Provided	Theresa Thornton	Linda Ogletree	\$315.00	\$60.00	\$325.00	\$70.00	11:00 AM	12:00 PM	1:00	1:00	1:00	-	1:00	-	-	-	-	-	\$ 315.00
129233	6/11/2018	5/10/2018	Intake and Orientation	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:55 AM	2:17	3:00	3:00	-	1:00	2:00	-	-	-	-	\$ 350.00
124627	6/12/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	7:45 PM	1:25	2:00	-	2:00	-	-	1:00	1:00	-	-	\$ 305.00
124828	5/13/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	-	\$ 305.00
124629	5/14/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	-	\$ 305.00
129384	5/15/2018	5/14/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:55 PM	2:17	3:00	3:00	-	1:00	2:00	-	-	-	-	\$ 350.00
129386	5/16/2018	5/14/2018	GED Class (10 minute breaks at each hour)	Cheryl Frazier	0	Not Provided	Pashlon Chambers	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	11:45 AM	4:00	4:00	3:50	0:50	0:50	3:00	0:50	-	-	-	\$ 420.00
129234	5/16/2018	6/10/2018	Intake and Orientation	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:37 AM	1:87	2:00	2:00	-	1:00	1:00	-	-	-	-	\$ 285.00
129385	5/16/2018	6/14/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	4:00 PM	2:25	3:00	3:00	-	1:00	2:00	-	-	-	-	\$ 350.00
129380	6/16/2018	5/14/2018	GED Class (10 minute breaks at each hour)	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:00 AM	12:00 PM	4:00	4:00	4:00	-	1:00	3:00	-	-	-	-	\$ 415.00
129396	5/17/2018	5/14/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2:00	2:00	2:00	-	1:00	1:00	-	-	-	-	\$ 285.00
129391	5/17/2018	6/14/2018	GED Class (10 minute breaks at each hour)	Cheryl Frazier	0	Not Provided	Pashlon Chambers	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	11:45 AM	4:00	4:00	3:50	0:50	0:50	3:00	0:50	-	-	-	\$ 420.00
124630	6/19/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:46 PM	2:27	3:00	-	3:00	-	-	1:00	2:00	-	-	\$ 380.00
124631	6/20/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:59 PM	2:48	3:00	-	3:00	-	-	1:00	2:00	-	-	\$ 380.00
129397	6/21/2018	5/14/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	4:00 PM	2:25	3:00	3:00	-	1:00	2:00	-	-	-	-	\$ 350.00
124832	6/21/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:55 PM	2:42	3:00	-	3:00	-	-	1:00	2:00	-	-	\$ 360.00
129392	6/21/2018	6/14/2018	Dental Appointments	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	7:45 AM	11:45 AM	4:00	4:00	3:50	0:50	0:50	3:00	0:50	-	-	-	\$ 440.00
129401	6/21/2018	6/14/2018	Re-Entry Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	10:06 AM	2:35	3:00	2:50	0:50	0:50	2:00	0:50	-	-	-	\$ 355.00
124633	6/28/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	-	\$ 305.00
124634	6/27/2018	3/12/2018	Church Services	Cheryl Frazier	1	Not Provided	Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	9:00 PM	2:50	3:00	-	3:00	-	-	1:00	2:00	-	-	\$ 380.00
130689	5/29/2018	6/26/2018	Diagnostic Screening and Parole Interview	Cheryl Frazier	1	Not Provided	Jennifer DFillittes	Venessa R Maxwell	\$385.00	\$70.00	\$395.00	\$80.00	8:00 AM	12:00 PM	4:00	4:00	4:00	-	1:00	3:00	-	-	-	-	\$ 595.00
130688	6/30/2018	6/26/2018	Dental Appointments	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	7:45 AM	12:05 PM	4:33	5:00	4:50	0:50	0:50	4:00	0:50	-	-	-	\$ 510.00

**GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 38635**

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	# LEADs / Interpretation / Recipient	Case Number or File Number	DHR Staff Contact Qtr Site / Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at the Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed
130851	5/31/2018	5/30/2018	Orientation, Rules and Regulations	Cheryl Frazier	1	Not Provided	Theresa Thornton	Linda Ogletree	\$315.00	\$80.00	\$325.00	\$70.00	11:00 AM	12:00 PM	1.00	2.00	2.00	-	1.00	1.00	-	-	\$ 375.00
TOTAL																						\$ 9,965.00	



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, August 31, 2018 8:55 AM
To: Blalock, Carla; Sexton, Tammy; Wheeler, Deidra
Cc: Frazier, Cheryl
Subject: Approval - Request for Payment - ASL Services at various prisons - June 2018 38921
Attachments: 38921 - INVOICE - ASL - LATN - June 2018 Services.pdf; GA DEPARTMENT OF CORRECTIONS (ASL) INV 38921 - JUNE 2018 ASL SERVICES - LATN.pdf

Importance: High

Good Morning All,

Please be advised that the attached documents detail American Sign Language assignments provided by LATN at various sites for the month of June 2018. I have reviewed and approve the nineteen assignments listed for payment.

The ASL services were provided for education classes, programmatic classes, intake/diagnostics, orientation, Video Relay Services set-up and review, classification, church/chaplaincy services, and medical appointments. These services were provided at GDCP, Central State Prison, Pulaski State Prison, and Wilcox State Prison.

Please advise me if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

LATN™ 415436-3
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

RECEIVED
SEP 05 2018
BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
7/17/2018	38921

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029 V#01360192

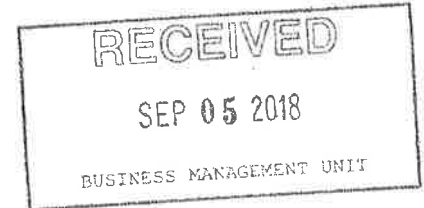
Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	6/30/2018	C. Frazier	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Medical	Sign Language Interpreting Services - DOAS - Medical One Medical Assignment: 132153	370.00	370.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic Eighteen Community Assignments: Please See Spreadsheet For Detail	6,695.00	6,695.00

4670090101
10100
651017
1130101
312
450297 Fwd SRC
PROJECT

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007 Tax ID# 58-2182907	Total	\$7,065.00
--	--------------	------------

Your partner for successful international communications. Visit us at www.latn.com Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com	Payments/Credits	\$0.00
	Balance Due	\$7,065.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 38921

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	# LEADY Transportation Receipts	Case Number or File Number	DISE Staff Contact Call # / Name	Inspector	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1 Hour Business Rate	Number of Hours Billed at 1.5 Hour Rate	Number of Hours Billed at 2 Hour Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed	
5	131033	8/4/2018	8/1/2018	VRS Set Up	Cheryl Frazier	1	Not Provided	Theresa Thornton	Linda Ogletree	\$315.00	\$60.00	\$325.00	\$70.00	12:00 PM	2:20 PM	2:33	3.00	3.00	-	1.00	2.00	-	\$ 435.00	
6	131178	8/5/2018	8/5/2018	VRS Set Up	Cheryl Frazier	1	Not Provided	Romika Christian or Melvin Butts	Linda Ogletree	\$230.00	\$76.00	\$230.00	\$78.00	1:36 PM	3:11 PM	1:50	2.00	2.00	-	1.00	1.00	-	\$ 305.00	
7	131034	6/5/2018	8/1/2018	VRS Set Up	Cheryl Frazier	1	Not Provided	James Spann	Linda Ogletree	\$380.00	\$80.00	\$370.00	\$70.00	9:00 AM	12:00 PM	3:00	3.00	3.00	-	1.00	2.00	-	\$ 480.00	
8	131200	6/8/2018	8/5/2018	VRS Set Up	Cheryl Frazier	1	Not Provided	Pashon Chambers	LaVerne Lowe	\$230.00	\$75.00	\$230.00	\$75.00	9:00 AM	12:00 PM	3:50	4.00	4.00	-	1.00	3.00	-	\$ 455.00	
8	131323	8/7/2018	8/6/2018	Intake	Cheryl Frazier	1	Not Provided	Pashon Chambers	LaVerne Lowe	\$230.00	\$75.00	\$230.00	\$75.00	11:00 AM	11:30 AM	0:50	2.00	2.00	-	1.00	1.00	-	\$ 305.00	
10	129403	6/11/2018	5/14/2018	Re-Entry Class	Cheryl Frazier	1	Not Provided	Pashon Chambers	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	10:15 AM	2:50	3.00	2.50	0.50	0.50	2.00	0.50	\$ 355.00	
11	131754	8/16/2018	8/16/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$76.00	6:30 PM	8:62 PM	2:37	3.00	-	3.00	-	-	1.00	2.00	\$ 360.00
12	131755	8/17/2018	8/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	7:28 PM	0:57	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
13	131756	8/18/2018	8/13/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	Keri Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
14	129404	8/18/2018	5/14/2018	Re-Entry Class	Cheryl Frazier	1	Not Provided	Pashon Chambers	Keri Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	8:45 AM	2:00	2.00	1.50	0.50	0.50	1.00	0.50	\$ 290.00	
15	131757	8/23/2018	8/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:55 PM	2:42	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
16	131758	8/24/2018	8/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	9:00 PM	2:50	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
17	131759	8/25/2018	8/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:45 PM	2:25	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
18	128405	8/25/2018	5/14/2018	Re-Entry Class	Cheryl Frazier	1	Not Provided	Pashon Chambers	DeeAnn Harmon	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	6:45 AM	2:00	2.00	1.50	0.50	0.50	1.00	0.50	\$ 290.00	
18	132136	8/25/2018	8/22/2018	Classification and Intake	Cheryl Frazier	1	Not Provided	Theresa Thornton	Linda Ogletree	\$325.00	\$70.00	\$325.00	\$70.00	10:00 AM	2:00 PM	4:00	4.00	4.00	-	1.00	3.00	-	\$ 635.00	
20	132153	8/27/2018	8/23/2018	Medical Appointments	Cheryl Frazier	1	Not Provided	Pashon Chambers	LaVerne Lowe	\$225.00	\$70.00	\$235.00	\$80.00	7:45 AM	10:05 AM	2:33	3.00	2.50	0.50	0.50	2.00	0.50	\$ 370.00	
21	132738	8/28/2018	8/27/2018	New Offender - Intake	Cheryl Frazier	1	Not Provided	Pashon Chambers	LaVerne Lowe	\$230.00	\$75.00	\$230.00	\$75.00	11:30 AM	2:54 PM	3:40	4.00	4.00	-	1.00	3.00	-	\$ 455.00	
22	133078	8/29/2018	8/28/2018	Orientation	Cheryl Frazier	1	Not Provided	Pashon Chambers	Laura Tolbert	\$130.00	\$75.00	\$230.00	\$75.00	8:30 AM	11:45 AM	2:25	3.00	3.00	-	1.00	2.00	-	\$ 280.00	
23	131760	8/30/2018	9/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:45 PM	2:25	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
24	TOTAL																					\$ 7,065.00		

47440

Invoices FY 2019



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, August 31, 2018 8:45 AM
To: Blalock, Carla; Sexton, Tammy; Wheeler, Deidra
Cc: Frazier, Cheryl
Subject: Approval - Request for Payment - LATN ASL Services at Central State Prison
Attachments: 39258- INVOICE - ASL - LATN - July 2018 Services.pdf; GA DEPARTMENT OF CORRECTIONS (ASL) INV 39258 - July ASL Services - LATN.pdf

Importance: High

Good Morning,

Please be advised that I have reviewed and approve the attached invoice for payment of American Sign Language Services provided by LATN to Central State Prison in July 2018.

The services provided include various education classes, medical appointments, counseling appointments, orientation and classification services, programmatic classes, facility reviews, and chaplaincy services. The fifty-seven assignments listed took place at Central State Prison.

Please advise me if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe

LATN™ 415436-3
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

RECEIVED
SEP 05 2018
BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
8/15/2018	39258

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029 V#01360202

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	7/31/2018	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Medical	Sign Language Interpreting Services - DOAS - Medical Three Medical Assignments: 133421 133914 135314	890.00	890.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic 54 Basic Assignments: Please See Spreadsheet For Detail.	16,340.00	16,340.00

4670090101
10100
651017
1130101
312
45029 > FUND SRC
PROJECT

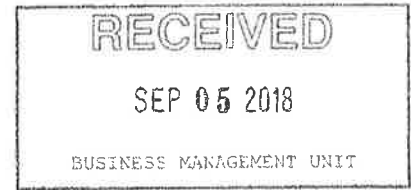
Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
Tax ID# 58-2182907

Total \$17,230.00

Your partner for successful international communications. Visit us at www.latn.com
Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$17,230.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 39258

				Regulation				Billing and Reporting Information																
C	D	F	J	G	X	V	Z	AN	AO	AP	AO	AP	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BD	
Job	Date of Assignment	Received - Date	Purpose of Assignment	Name	# LEPSI Assignments (Receipts)	Case Number or File Number	Direct Staff Contact On Site / Name	Integrator	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Subtotal Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at Standard Hour Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed	
5	131761	7/1/2018	6/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
6	131762	7/2/2018	6/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	Keri Brouseaux	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:45 PM	2.25	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
7	128406	7/2/2018	5/14/2018	Re-Entry Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	DeeAnn Harmon	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
8	133097	7/5/2018	6/28/2018	New Offender - CLASSIFICATION	Cheryl Frazier	1	Not Provided	Pashlon Chambers	DeeAnn Harmon	\$220.00	\$85.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
9	131763	7/7/2018	6/15/2018	Evening Church Services	Cheryl Frazier	0	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:35 PM	0.08	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
10	131784	7/8/2018	6/15/2018	Evening Church Services	Cheryl Frazier	0	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:35 PM	0.08	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
11	133108	7/8/2018	6/28/2018	Adult Basic Education Classes	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	1:45 PM	3:50 PM	2.08	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
12	131755	7/9/2018	6/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	Keri Brouseaux	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
13	129407	7/9/2018	5/14/2018	Re-Entry Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	10:00 AM	2.75	3.00	2.50	0.50	0.50	2.00	0.50	-	\$ 355.00
14	133102	7/9/2018	5/29/2018	Adult Basic Education Classes	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	12:10 PM	4.42	5.00	4.50	0.50	0.50	4.00	0.50	-	\$ 485.00
15	133421	7/9/2018	7/3/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
16	133422	7/9/2018	7/3/2018	LRR Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	10:40 AM	12:15 PM	1.58	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
17	133234	7/10/2018	7/9/2018	ADA facility tour	Cheryl Frazier	1	Not Provided	Cheryl Frazier	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	1:00 PM	3:45 PM	2.75	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
18	133247	7/10/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
19	133232	7/10/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	8:30 AM	0.75	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
20	133233	7/10/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
21	133423	7/10/2018	7/3/2018	LRR Class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	10:00 AM	10:25 AM	0.42	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
22	133246	7/11/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	0	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	1:45 PM	1:50 PM	0.08	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
23	133236	7/11/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
24	133235	7/11/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	1	Not Provided	Pashlon Chambers	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	9:45 AM	10:10 AM	0.42	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
25	133424	7/11/2018	7/3/2018	LRR Class	Cheryl Frazier	0	Not Provided	Pashlon Chambers	Yolanda A Butler	\$220.00	\$85.00	\$230.00	\$75.00	10:00 AM	10:10 AM	0.17	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
26	131766	7/14/2018	6/15/2018	Evening Church Services	Cheryl Frazier	0	Not Provided	Facility Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	6:45 PM	0.25	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
27	131767	7/15/2018	6/15/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	7:23 PM	0.88	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
28	133114	7/16/2018	6/29/2018	Adult Basic Education Classes	Cheryl Frazier	1	Not Provided	Pashlon Chambers	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	1:45 PM	3:44 PM	1.98	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
29	133914	7/16/2018	7/12/2018	Medical Appointments	Jada York	0	Not Provided	Pashlon Chambers	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	1:45 PM	1:50 PM	0.08	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00

47443

Invoices FY 2019

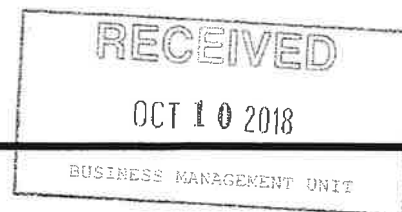
RECEIVED
 SEP 05 2018
 BUSINESS MANAGEMENT UNIT

GA DEPARTMENT OF CORRECTIONS (ASL)
 INVOICE 39288

4	C	D	F	J	O	X	Y	Z	AN	AO	AP	AQ	AR	AS	AT	AV	AW	AX	AY	AZ	BA	BB	BD	
Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	LEP/PII Reception (Yes/No)	Case Number or File Number	DIR Staff Contact Or Site / Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Amount of Equipment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at Standard Rate	Number of Hours Billed at Standard Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed	
56	133833	7/30/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 265.00
57	133254	7/31/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
58	133245	7/31/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
59	135314	7/31/2018	7/25/2018	Medical Appointment	Jada York	1	Not Provided	Fashion Chambers	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 300.00
60	133246	7/31/2018	7/2/2018	Adult Basic Education class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 294.00
61	133834	7/31/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
62	TOTAL																					\$ 17,230.00		

47445

Invoices FY 2019



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, October 10, 2018 8:12 AM
To: Sexton, Tammy; Blalock, Carla
Cc: Frazier, Cheryl
Subject: Approval Request for Payment - LATN ASL Services for August 2018 - Invoice 39523
Attachments: GA DEPARTMENT OF CORRECTIONS (ASL) INV 39523 - Detailed - August 2018.pdf; Invoice 39523 - LATN - GDC ASL Assignments - August 2018.pdf

Importance: High

Good Morning,

Please see the attached documents for request for payment to LATN for provided American Sign Language services for August 2018. These services were provided at Central State Prison for Education Services, Medical Appointments, Release Procedures, Classification, Grievance Reviews, and Church Services. There were 69 assignments noted for this month with live interpreters. All assignments were approved and conducted as listed on the attached invoice #39523.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

LATN™ 415 436-3
 Language Solutions
 LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

RECEIVED
 OCT 10 2018
 BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
9/13/2018	39523

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029 V# 01370070

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	8/31/2018	C. Frazier	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Medical	Sign Language Interpreting Services - DOAS - Medical Three Medical Assignments: 133323 136231 138454	955.00	955.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic Sixty-six Assignments: Please Sec Spreadsheet For Detail.	18,975.00	18,975.00
4670090101 10100 651017 1130101 312 45029 FUND SRC PROJECT			Total	\$19,930.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits	\$0.00
Balance Due	\$19,930.00

RECEIVED
 OCT 10 2018
 BUSINESS MANAGEMENT UNIT

GA DEPARTMENT OF CORRECTIONS (ASL)
 INVOICE 39523

Job	Date of Assignment	Reschedule - Date	Purpose of Appointment	Name	PLEPSA Interpretation Recipient	Case Number or Piv Number	DIR Staff Contact On Site / Name	Supervisor	Billing and Reporting Information														
									Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignments	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Additional Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
133357	8/1/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:35 PM	1.83	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133318	8/1/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.60	0.50	0.80	1.00	0.50	-	\$ 285.00
133318	8/1/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133935	8/1/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133368	8/2/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:36 PM	1.83	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133920	8/2/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 285.00
133321	8/2/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133338	8/2/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133377	8/4/2018	7/3/2018	Evening Church Services	Cheryl Frazier	0	Not Provided	Facility Warden	Susan Holly	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	7:00 PM	0.50	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00
133378	8/5/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	7:20 PM	0.83	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00
133369	8/6/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133379	8/8/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	Keri Brousseau	\$220.00	\$60.00	\$230.00	\$65.00	8:30 PM	8:50 PM	2.33	3.00	-	3.00	-	-	1.00	2.00	\$ 360.00
133322	8/8/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.60	0.50	0.50	1.00	0.50	-	\$ 285.00
133323	8/8/2018	7/3/2018	Class/Medical Appointment	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$225.00	\$70.00	\$135.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
133937	8/8/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133324	8/7/2018	7/3/2018	(education) and Classification	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 285.00
133325	8/7/2018	7/3/2018	(education) and Classification	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$66.00	9:45 AM	11:54 AM	2.15	3.00	3.00	-	1.00	2.00	-	-	\$ 340.00
133938	8/7/2018	7/13/2018	(education) and Classification	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133362	8/8/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	0	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	1:55 PM	0.17	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133326	8/8/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Yolanda A Butler	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 285.00
133327	8/8/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133363	8/9/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133328	8/9/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 285.00
133329	8/9/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 39523

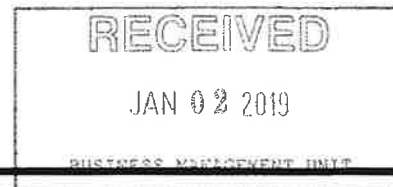
RECEIVED
AUG 10 2018
MANAGEMENT UNIT

Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	# LEPSI Interpretation Recipient	Case Number or File Number	DUR Staff Contact On Site / Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour FICA Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1.5x Non Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1.5 Hour Out of Business Rate	Number of Hours Billed at Additional Hour Rate	Total Amount Billed	
133940	8/9/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133380	8/11/2018	7/3/2018	Evening Church Services	Cheryl Frazier	0	Not Provided	Facility Warden	Keri Brousseau	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	7:00 PM	0.50	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00	
133381	8/12/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	7:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00	
133382	8/13/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	7:40 PM	1.17	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00	
133355	8/15/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	4:00 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	\$ 340.00	
133334	8/15/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	10:00 AM	2.25	3.00	2.50	0.50	0.50	2.00	0.50	-	-	\$ 345.00
133335	8/15/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:40 AM	1.92	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
135231	8/15/2018	8/8/2018	Medical Appointments	Jada York	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$135.00	\$80.00	9:45 AM	12:05 PM	2.33	3.00	3.00	-	1.00	2.00	-	-	\$ 365.00	
133367	8/15/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:40 PM	1.92	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133336	8/18/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$80.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 285.00
133337	8/18/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133944	8/18/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133383	8/18/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	6:40 PM	0.17	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00	
133384	8/18/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	6:58 PM	0.47	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00	
133368	8/20/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133385	8/20/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	7:19 PM	0.82	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00	
133338	8/20/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 285.00
133339	8/20/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133945	8/20/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133389	8/21/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133340	8/21/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 285.00
133341	8/21/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133946	8/21/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
138189	8/23/2018	8/22/2018	Offender Release	Cheryl Frazier	1	Not Provided	Michael Thomas	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	8:00 AM	9:40 AM	1.67	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00	
133386	8/25/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	Keri Brousseau	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	6:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 295.00	

RECEIVED
 OCT 10 2018
 MANAGEMENT UNIT

GA DEPARTMENT OF CORRECTIONS (ASL)
 INVOICE 39523

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	# LEPS/SL Invoiced/Rec'd	Case Number or FTE Number	DIR Staff Contact Ch. Site / Name	Interagency	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
133387	8/26/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	6:30 PM	6:55 PM	0.42	2.00	*	2.00	-	-	1.00	1.00	\$ 295.00
133372	8/27/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133388	8/27/2018	7/3/2018	Evening Church Services	Cheryl Frazier	1	Not Provided	Facility Warden	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	8:30 PM	6:45 PM	0.28	2.00	*	2.00	-	-	1.00	1.00	\$ 295.00
133346	8/27/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$80.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 285.00
133347	8/27/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	*	1.00	1.00	-	-	\$ 280.00
133349	8/27/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
138367	8/27/2018	8/24/2018	Session with Brandon Cobb and Grievance	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	12:00 PM	1:00 PM	1.00	1.00	1.00	-	1.00	-	-	-	\$ 220.00
133373	8/28/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133348	8/28/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 285.00
133349	8/28/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133950	8/28/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Susan Holly	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133374	8/29/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:05 PM	1.33	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133350	8/29/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 285.00
133351	8/29/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:35 AM	1.63	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133951	8/29/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133375	8/30/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	1:45 PM	3:40 PM	1.92	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133352	8/30/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	7:45 AM	11:00 AM	3.25	4.00	3.50	0.50	0.50	3.00	0.50	-	\$ 405.00
133353	8/30/2018	7/3/2018	Adult Basic Education Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	Linda Ogletree	\$220.00	\$60.00	\$230.00	\$65.00	9:45 AM	11:00 AM	1.25	2.00	2.00	-	1.00	1.00	-	-	\$ 280.00
133952	8/30/2018	7/13/2018	LRR Class	Cheryl Frazier	1	Not Provided	Fashion Chambers	LaVerne Lowe	\$220.00	\$60.00	\$230.00	\$65.00	11:00 AM	12:00 PM	1.00	1.00	1.00	-	1.00	-	-	-	\$ 220.00
138454	8/30/2018	8/27/2018	Medical Appointment	Jada York	1	Not Provided	Chronic Care Nurse	Linda Ogletree	\$225.00	\$70.00	\$135.00	\$80.00	12:00 PM	2:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
TOTAL																						\$ 19,930.00	



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, December 28, 2018 6:16 PM
To: Blalock, Carla; Sexton, Tammy
Subject: Approval for Payment of ASL Services - LATN Invoice 39878
Attachments: GA DEPARTMENT OF CORRECTIONS (ASL) INV 39878 - Itemized.pdf; 39878 LATN Invoice for ASL Services for GDC Facilities - October 2018.pdf

Importance: High

Good Evening,

This email serves as approval for payment to LATN for ASL services. The invoice number is 39878. As noted on the invoice, sixty-three (63) assignments were scheduled and services rendered at Central State Prison, Lee Arrendale State Prison, and Patten Probation Detention Center.

The ASL services provided were for the following GDC programs, services, and activities:

- Church Services
- Adult Basic Education
- LRR Education Class
- Medical Appointments
- GED Classes
- Offender Intake
- Re-Entry Program

Please advise if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations

6

LATN-415436-3
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

RECEIVED
JAN 02 2019
BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
10/17/2018	39878

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029 V#01386103

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	9/30/2018	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Basic	Sign Language Interpreting Services - DOAS - Basic Fifty-nine Assignments: Please See Spreadsheet For Detail.	18,595.00	18,595.00
1	Medical	Sign Language Interpreting Services - DOAS - Medical Four Assignments: Please See Spreadsheet For Detail.	1,180.00	1,180.00
		4670090101 10100 651017 1130101 312 45029 > FUND SRC PROTECT		

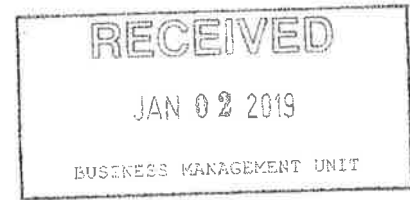
Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
Tax ID# 58-2182907

Total \$19,775.00

Your partner for successful international communications. Visit us at www.latn.com
Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

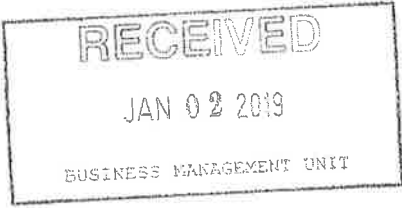
Payments/Credits \$0.00

Balance Due \$19,775.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 39878

Job	Date of Assignment	Revised - Date	Purpose of Appointment	Requisitioner				Billing and Reporting Information															
				Name	ILERSI Allocation Recipient	Case Number or FIC Number	DRR SIA# Contact Or SIA# Name	Invoice#	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed
137973	9/1/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
137974	9/2/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Nayshunda Burke	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
138109	9/4/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 265.00
138001	9/4/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
138037	9/4/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138073	9/4/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138110	9/6/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 265.00
138038	9/6/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 265.00
138111	9/6/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 265.00
138039	9/6/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 265.00
138075	9/6/2018	8/22/2018	LRR Class	Jada York	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
137976	9/8/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	7:04 PM	0.87	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
137977	9/9/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	7:25 PM	0.92	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
138112	9/10/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
137978	9/10/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:00 PM	2.50	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
138004	9/10/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:20 AM	1.58	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
138040	9/10/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Carol Crocker	\$220.00	\$66.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138078	9/10/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	9:25 AM	11:10 AM	1.75	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138113	9/11/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138005	9/11/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
138041	9/11/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138077	9/11/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138042	9/12/2018	8/22/2018	Medical Appointment of Tommy Green	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
137979	9/18/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Ken Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	9:00 PM	2.50	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00

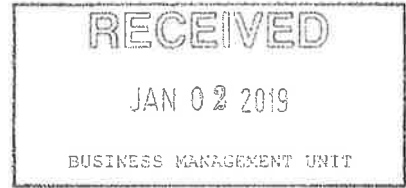


GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 39878

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	# LEPSI Interpretation Received	Case Number or File Number	DIR Staff Contact On Site / Name	Inspector	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
137980	9/18/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	7:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
138116	9/17/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:48 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138008	9/17/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.60	0.50	1.00	0.50	-	\$ 290.00
138044	9/17/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138080	9/17/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138117	9/18/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138008	9/18/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.60	0.50	1.00	0.50	-	\$ 290.00
138045	9/18/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138081	9/18/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138118	9/19/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138010	9/19/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.60	0.50	1.00	0.50	-	\$ 290.00
138046	9/19/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138082	9/19/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Carol Crocker	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138119	9/20/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	1:45 PM	2:45 PM	1.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
138047	9/20/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138083	9/20/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138120	9/24/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:00 PM	1.26	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140421	9/24/2018	9/21/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$385.00	\$80.00	7:30 AM	9:40 AM	2.17	3.00	2.60	0.60	0.50	2.00	0.50	-	\$ 530.00
138012	9/24/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
138048	9/24/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140424	9/24/2018	9/21/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$385.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138084	9/24/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138121	9/25/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138013	9/26/2018	8/22/2018	Adult Basic Education for C. Skelton and D Smith 1st hour and	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
138048	9/26/2018	8/22/2018		Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00

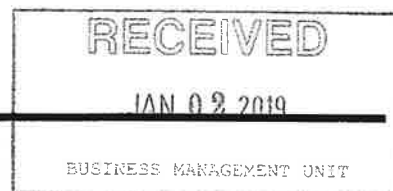
47454

Invoices FY 2019



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 39878

Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	ILEPYS Application Response	Case Number or File Number	DMR Staff Contact On Site Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Appointment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
138088	8/28/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140438	9/26/2018	9/21/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFilippas	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	1:30 PM	-	-	2.00	-	1.00	1.00	-	-	\$ 455.00
138122	8/28/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:00 PM	1.25	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140887	9/26/2018	9/21/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFilippas	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:30 AM	9:40 AM	2.17	3.00	2.80	0.80	0.50	2.00	0.50	-	\$ 530.00
138014	9/26/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 280.00
138060	9/26/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140428	9/26/2018	9/21/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Jennifer DFilippas	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138086	9/26/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138123	9/27/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:45 PM	3.25	4.00	4.00	-	1.00	3.00	-	-	\$ 415.00
141292	9/27/2018	9/27/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
138016	9/27/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
140347	9/27/2018	9/20/2018	Offender Intake	Cheryl Frazier	1	Not Provided	Jeff Hall	Cindy Dufresne	\$385.00	\$70.00	\$395.00	\$80.00	9:00 AM	12:30 PM	3.50	4.00	4.00	-	1.00	3.00	-	-	\$ 685.00
138051	9/27/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138087	9/27/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
TOTAL																						\$ 19,775.00	



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, December 28, 2018 6:29 PM
To: Blalock, Carla; Sexton, Tammy
Subject: Approval - Request for Payment LATN - CART Services - Invoice #40223
Attachments: GA DEPARTMENT OF CORRECTIONS (CART) INV 40223 - Itemized.pdf; 40223 LATN Invoice for CART Services for GDC Facilities - November 2018.pdf

Importance: High

Good Evening,

This email serves as approval for payment to LATN for Communication Access Real Time Translation (CART) Services. The invoice number is 40223. As noted on the invoice, six (6) assignments were scheduled at Central State Prison.

The CART services provided were for the following GDC programs, services, and activities:

Church Services

Please advise if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe

6

LATN™ 4154363
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

RECEIVED
JAN 02 2019
BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
11/28/2018	40223

Service For
Georgia Department of Corrections
Attn: Accounts Payable
PO Box 1529
Forsyth, GA 31029

Bill To
Georgia Department of Corrections
Attn: Accounts Payable
PO Box 1529
Forsyth, GA 31029

V#01386110

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	VW	10/31/2018	C. Frazier	CART Services

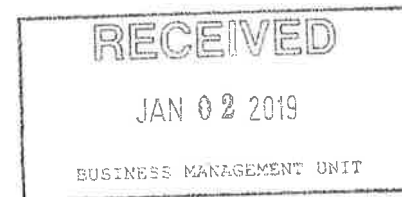
Quantity	Item/Service	Description	Price Each	Amount
1	CART Services	Communication Access Real Time Translation Services Six Assignments: 142857 142858 143431 142859 142860 142861 4670090101 10100 651017 1130101 312 450297 FUNDSPR PROJECT	1,380.00	1,380.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
Tax ID# 58-2182907

Total	\$1,380.00
--------------	------------

Your partner for successful international communications. Visit us at www.latn.com
Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits	\$0.00
Balance Due	\$1,380.00

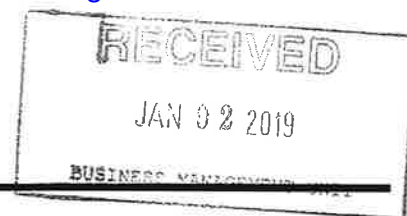


47458

GEORGIA DEPARTMENT OF CORRECTIONS (CART)
INVOICE 40223

				Requisitioner				Billing and Reporting Information									
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEP/ISI Interpretation Recipient	Case Number or File Number	DHR Staff Contact On Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
142857	10/21/2018	10/18/2018	CART Services	Cheryl Frazier	1	Not Provided	Facility Warden	Vickie Wiechec	\$ 105.00	\$ 115.00	6:30 PM	8:30 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
142858	10/22/2018	10/18/2018	CART Services	Cheryl Frazier	1	Not Provided	Facility Warden	Vickie Wiechec	\$ 105.00	\$ 115.00	6:30 PM	8:30 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
143431	10/25/2018	10/19/2018	CART Services	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	6:30 PM	8:30 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
142859	10/27/2018	10/18/2018	CART Services	Cheryl Frazier	1	Not Provided	Facility Warden	Vickie Wiechec	\$ 105.00	\$ 115.00	6:30 PM	8:30 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
142860	10/28/2018	10/18/2018	CART Services	Cheryl Frazier	1	Not Provided	Facility Warden	Vickie Wiechec	\$ 105.00	\$ 115.00	6:30 PM	8:30 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
142861	10/29/2018	10/18/2018	CART Services	Cheryl Frazier	1	Not Provided	Facility Warden	Vickie Wiechec	\$ 105.00	\$ 115.00	6:30 PM	8:30 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
TOTAL																\$ 1,380.00	\$ 1,380.00

Invoices FY 2019



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, December 28, 2018 7:00 PM
To: Blalock, Carla; Sexton, Tammy
Subject: Approved - Request for Payment for ASL services - Invoice #40224
Attachments: 40224 LATN Invoice for ASL Services for GDC Facilities - November 2018.pdf; GA DEPARTMENT OF CORRECTIONS (ASL) INV 40224 - Itemized - LATN Services - November 2018.pdf

Importance: High

Good Evening,

This email serves as approval for payment to LATN for ASL services. The invoice number is 40224. As noted on the invoice, ninety-eight (98) assignments were scheduled and services rendered at Central State Prison, Lee Arrendale State Prison, and Patten Probation Detention Center.

The ASL services provided were for the following GDC programs, services, and activities:

- Church Services
- Adult Basic Education
- LRR Education Class
- Medical Appointments
- GED Classes
- Offender Intake
- Re-Entry Program
- Psychiatrist by Telepsych
- Mental Health Appointment

Please advise if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards

6

LATN™ -415436-3
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

RECEIVED
JAN 02 2019
BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
11/28/2018	40224

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

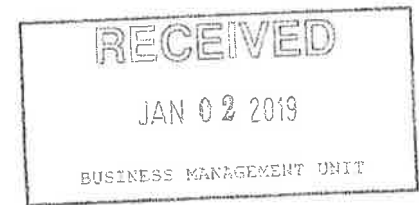
Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029
V#01386113

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	10/31/2018	C. Frazier	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Basic	Sign Language Interpreting Services - DOAS - Basic Ninety-four Assignments: Please See Spreadsheet For Detail.	36,188.75	36,188.75
1	Medical	Sign Language Interpreting Services - DOAS - Medical Two Medical Assignments: 138054 138057	660.00	660.00
1	Mental Health	Sign Language Interpreting Services - DOAS - Mental Health Two Mental Health Assignments: 141477 142862	1,055.00	1,055.00
		4670090101 10100 651017 1130101 312 450297 FUND SRC PROJECT		

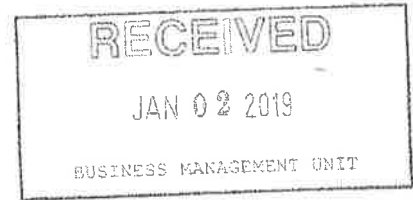
Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007 Tax ID# 58-2182907	Total	\$37,903.75
--	--------------	-------------

Your partner for successful international communications. Visit us at www.latn.com Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com	Payments/Credits	\$0.00
	Balance Due	\$37,903.75



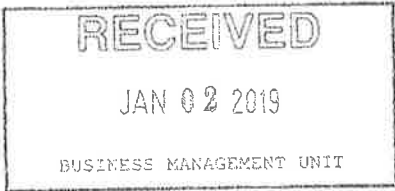
GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 40224

Requisitioner										Billing and Reporting Information													
Job	Date of Assignment	Received Date	Purpose of Requisition	Name	# LEP/BI Invoiced/BI Recipient	Case Number of Job Number	DOB Start Contact On Site / Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 14 Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 14 Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Total Amount Billed
140440	10/1/2018	9/21/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138124	10/1/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140689	10/1/2018	9/21/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.60	0.50	0.50	1.00	0.50	-	\$ 480.00
138018	10/1/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.60	0.50	0.50	1.00	0.50	-	\$ 290.00
138052	10/1/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140428	10/1/2018	9/21/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:30 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138088	10/1/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
141477	10/1/2018	9/27/2018	Psychiatrist thru Telepsych	Cheryl Frazier	1	Not Provided	Jeff Hall	Cindy Dufresne	\$400.00	\$85.00	\$410.00	\$95.00	11:00 AM	12:15 PM	1.25	2.00	2.00	-	1.00	2.00	-	-	\$ 570.00
138017	10/2/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:48 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
138053	10/2/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
138089	10/2/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140442	10/3/2018	9/21/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138126	10/3/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140671	10/3/2018	9/21/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 480.00
138018	10/3/2018	8/22/2018	Adult Basic Education for T. Smith and A. Smith, as well as ABE	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	9:45 AM	1.00	1.00	1.00	-	1.00	-	-	-	\$ 220.00
138054	10/3/2018	8/22/2018	Adult Basic Education for T. Smith and A. Smith, as well as ABE	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
140430	10/3/2018	9/21/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138090	10/3/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Joanna Ciccarello	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	11:50 AM	1.53	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140443	10/4/2018	9/21/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Lynne Watson	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	4:00 PM	2.50	3.00	3.00	-	1.00	2.00	-	-	\$ 625.00
138127	10/4/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140672	10/4/2018	9/21/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Anne Zimmerman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	10:00 AM	2.33	3.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
138019	10/4/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 280.00
138085	10/4/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
140431	10/4/2018	8/21/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Lynne Watson	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00



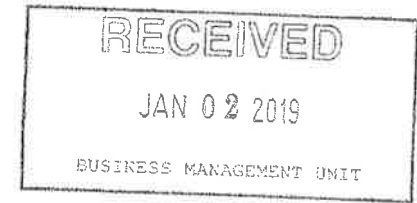
GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 40224

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	# LEPSI Interpretation Recipient	Case Number or File Number	DIR Staff Contact On Site/Phone	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Full Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Hour Out of Business Rate	Total Amount Billed	
138091	10/4/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVeme Lowe	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00	
137988	10/6/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:26 PM	1.93	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00	
138129	10/9/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	4:00 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
138021	10/9/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:00 AM	9:45 AM	1.75	1.75	1.75	-	1.00	0.75	-	-	\$ 288.75	
138067	10/9/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	12:30 PM	2.75	3.00	3.00	-	1.00	2.00	-	-	\$ 365.00	
138093	10/9/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	12:00 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00	
140448	10/10/2018	9/21/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
140675	10/10/2018	9/21/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 480.00
140434	10/10/2018	9/21/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
140447	10/11/2018	9/21/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Kristi Vacca	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:45 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	\$ 525.00	
140676	10/11/2018	9/21/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Kristi Vacca	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 480.00
140435	10/11/2018	9/21/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Kristi Vacca	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
137951	10/13/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	9:00 PM	2.60	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00	
137992	10/14/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:21 PM	1.85	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00	
141958	10/16/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:45 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	\$ 525.00	
137993	10/15/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00	
141932	10/15/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 480.00
138024	10/15/2018	8/22/2018	GED Testing	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
138060	10/15/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Joanna Ciccarallo	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
141972	10/16/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:40 AM	11:40 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
138098	10/15/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
138025	10/16/2018	8/22/2018	GED Classes	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVeme Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
138061	10/16/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
138097	10/16/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
141959	10/17/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 40224

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	# LEVSI Interpretation Receipt	Case Number or File Number	DIR Staff Contact On Site / Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Rate of Business	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
141933	10/17/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
138026	10/17/2018	8/22/2018	GED Testing	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVeme Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
138062	10/17/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141973	10/17/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:40 AM	11:40 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138098	10/17/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVeme Lowe	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:20 PM	2.83	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
138083	10/18/2018	8/22/2018	GED Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Carol Crocker	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:30 AM	2.75	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
138135	10/18/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
138099	10/16/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
137989	10/21/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVeme Lowe	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
141960	10/22/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
137996	10/22/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVeme Lowe	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
141934	10/22/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
138028	10/22/2018	8/22/2018	GED Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVeme Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
138064	10/22/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Carol Crocker	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141946	10/22/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 495.00
138100	10/22/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
142005	10/23/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
141977	10/23/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
141991	10/23/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	8:50 AM	11:40 AM	1.83	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
141961	10/24/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
141939	10/24/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
138030	10/24/2018	8/22/2018	GED Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVeme Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	12:25 PM	3.87	4.00	4.00	-	1.00	3.00	-	-	\$ 415.00
138138	10/24/2018	8/22/2018	Adult Basic Education (ABE) Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141947	10/24/2018	8/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138102	10/24/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 40224

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	# LEPSI Institutional Recipient	Case Number or File Number	DRS Staff Contact On Site / Name	Interpreter	Business Hour Rate Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Rate	Total Amount Billed
142006	10/28/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Susan Holly	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:20 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 468.00
141978	10/28/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Susan Holly	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.60	-	\$ 460.00
138031	10/28/2018	8/22/2018	GED Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141992	10/28/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Susan Holly	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138103	10/28/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:15 PM	3:30 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
137997	10/27/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	7:10 PM	0.67	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
137998	10/28/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:55 PM	2.42	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
141982	10/28/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
137999	10/28/2018	8/22/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
141936	10/28/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
138032	10/28/2018	8/22/2018	GED Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	9:50 AM	1.08	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
142862	10/28/2018	10/18/2018	Mental Health Appointment	Cheryl Frazier	1	Not Provided	Jacob Ball	Cindy Dufresne	\$400.00	\$85.00	\$410.00	\$95.00	9:00 AM	10:00 AM	1.00	2.00	2.00	-	1.00	1.00	-	-	\$ 486.00
141848	10/28/2018	8/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138104	10/28/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
142007	10/30/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Debra A Lesser	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
141979	10/30/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Samone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
138033	10/30/2018	8/22/2018	GED Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
138105	10/30/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 390.00
141963	10/31/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
141937	10/31/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
138034	10/31/2018	8/22/2018	GED Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
138070	10/31/2018	8/22/2018	Adult Basic Education	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141949	10/31/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
138106	10/31/2018	8/22/2018	LRR Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
TOTAL																						\$ 37,903.75	

47464

Invoices FY 2019



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, December 28, 2018 8:20 PM
To: Blalock, Carla; Sexton, Tammy
Subject: Approved - Request for Payment Invoice #40492
Attachments: GA DEPARTMENT OF CORRECTIONS (ASL) INV16324 - Invoice #40492 - LATN ASL Services - December 2018.pdf; 40492 - LATN Invoice for ASL Services for GDC Facilities - December 2018.pdf

Importance: High

Good Evening,

This email serves as approval for payment to LATN for ASL services. The invoice number is 40492. As noted on the invoice, ninety-nine (99) assignments were scheduled and services rendered at Central State Prison, Lee Arrendale State Prison, and Patten Probation Detention Center.

The ASL services provided were for the following GDC programs, services, and activities:

- Church Services
- Adult Basic Education
- LRR Education Class
- Medical Appointment
- GED Classes
- Re-Entry Program
- Sex Offender Psycho-educational Program (SOPP)
- Volunteer Training at SOSTC - (Deaf Volunteers, Primary/ Preferred Mode of Communication - ASL)
- Celebrate Recovery Class

Please advise if you need additional information.

NOTE: The itemized invoice number is not accurate. It should show Invoice #40492. I will contact LATN for a reprint and send it to you.

Thank you,
Cheryl

LATN™ - 415436-3
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

RECEIVED
JAN 02 2019
BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
12/27/2018	40492

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029 V# 01388240

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	11/30/2018	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Medical	Sign Language Interpreting Services - DOAS - Medical One Assignment: 144085	365.00	365.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic Ninety-eight Assignments: Please See Spreadsheet For Detail.	38,565.00	38,565.00
		4670090101 10100 651017 1130101 312 45029 > FUND SRC PROJECT		

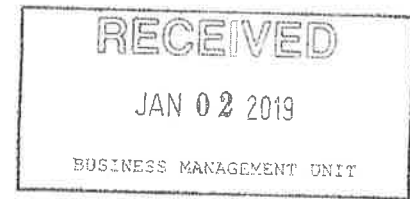
Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
Tax ID# 58-2182907

Total \$38,930.00

Your partner for successful international communications. Visit us at www.latn.com
Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

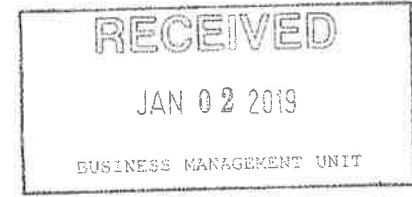
Payments/Credits \$0.00

Balance Due \$38,930.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE16324

Job	Date of Assignment	Received - Ddb	Purpose of Assignment	Requisition				Billing and Reporting Information																	
				Name	# LEADY Identification Recipient	Case Number or File Number	DEIR Staff Contact On Site Name	Supervisor	Business Hour Part Hour	Business Hour Additional Hours	Out of Business Hour Part Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 15 Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at Additional Hour Rate	Total Amount Billed		
142908	11/17/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Susan Holly	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 465.00	
141980	11/17/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Anne Zimmerman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	10:00 AM	2.33	3.00	2.60	0.50	0.50	2.00	0.80	-	-	\$ 530.00	
145518	11/17/2018	10/29/2018	Re-Entry Class	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 290.00	
141994	11/17/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Susan Holly	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
144281	11/4/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:00 PM	8:30 PM	2.50	3.00	-	3.00	-	-	1.00	2.00	-	-	\$ 380.00
141984	11/5/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Anne Zimmerman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
144282	11/5/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	-	-	\$ 305.00
141938	11/5/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Anne Zimmerman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 480.00	
145473	11/5/2018	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.60	0.80	0.80	1.00	0.50	-	-	\$ 290.00	
143990	11/5/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Joanna Ciccaello	\$220.00	\$65.00	\$230.00	\$78.00	8:45 AM	11:35 AM	2.83	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
141950	11/5/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Anne Zimmerman	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
144071	11/5/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$85.00	\$230.00	\$76.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
142000	11/8/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 526.00	
141981	11/8/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 460.00	
145519	11/6/2018	10/29/2018	Re-Entry Class	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 290.00	
144000	11/8/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 360.00	
141996	11/8/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
144072	11/8/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	2.00	3.00	-	-	-	\$ 835.00	
141985	11/7/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Jerrolynn M Harris	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
141939	11/7/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Jerrolynn M Harris	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 460.00	
145474	11/7/2018	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 290.00	
144001	11/7/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 360.00	
141951	11/7/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Jerrolynn M Harris	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
144073	11/7/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
142010	11/8/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	1:40 PM	0.17	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
141982	11/8/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 460.00	

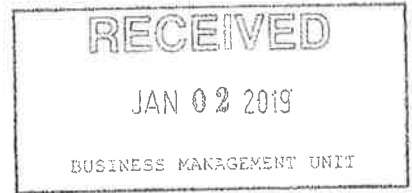


GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE16324

Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	# Legal Proceedings Backlog	Case Number or File Number	DIR Staff Contact On Site / Name	Manager	Business Hour First Hour	Business Hour Additional Hours	Outlet Business Hour First Hour	Out of Business Hour Additional Hours*	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed
145520	11/8/2018	10/29/2018	Re-Entry Class	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Laura Tolbart	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	8:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.60	-	\$ 290.00
144002	11/8/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144039	11/8/2018	10/8/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141998	11/8/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144074	11/8/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144283	11/10/2018	10/8/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbart	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	9:00 PM	2.50	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
145324	11/10/2018	11/5/2018	Volunteer Training	Cheryl Frazier	1	Not Provided	Scott Smith	DeeAnn Harman	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	2:00 PM	4.00	4.00	4.00	-	1.00	3.00	-	-	\$ 415.00
148325	11/10/2018	11/5/2018	Volunteer Training	Cheryl Frazier	1	Not Provided	Scott Smith	Joanna Ciccarello	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	2:00 PM	4.00	4.00	4.00	-	1.00	3.00	-	-	\$ 415.00
144284	11/11/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
142011	11/13/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
141983	11/13/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
144004	11/13/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144041	11/13/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
141997	11/13/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144076	11/13/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141987	11/14/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	William (Alton) Brent	\$385.00	\$70.00	\$395.00	\$80.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 525.00
141941	11/14/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	William (Alton) Brent	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145475	11/14/2018	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
141963	11/14/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	William (Alton) Brent	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
142012	11/15/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
141984	11/15/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
144006	11/15/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144043	11/15/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141996	11/15/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144078	11/15/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144288	11/17/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbart	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	6:40 PM	0.17	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00

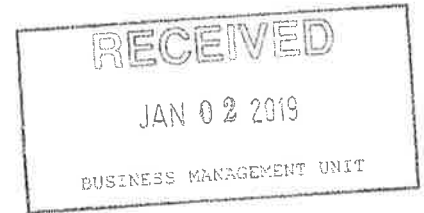
47468

Invoices FY 2019



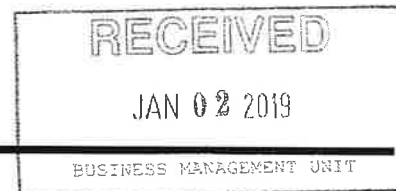
GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE16324

Job	Date of Assignment	Received Date	Reverses of Appointment	Name	ELNET Registration Recipient	Case Number or File Number	Bill Staff Contact or Site Name	Instructor	Business Hour per Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed
144287	11/18/2018	10/09/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
141958	11/19/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	10:30 AM	3:30 PM	6.00	6.00	6.00	-	1.00	4.00	-	-	\$ 885.00
144288	11/19/2018	10/09/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
141942	11/19/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145477	11/19/2018	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144007	11/19/2018	10/09/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 390.00
144044	11/19/2018	10/09/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Carol Crocker	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141954	11/19/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144079	11/19/2018	10/09/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Carol Crocker	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
142013	11/20/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
141985	11/20/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Katlo Wilson	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145523	11/20/2018	10/29/2018	Re-Entry Class	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144008	11/20/2018	10/09/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144045	11/20/2018	10/09/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
146592	11/20/2018	11/8/2018	Celebrate Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$85.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
141988	11/20/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	9:40 AM	11:40 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144080	11/20/2018	10/09/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
144046	11/21/2018	10/09/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144081	11/21/2018	10/09/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
144289	11/24/2018	10/09/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	6:49 PM	0.32	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144290	11/25/2018	10/09/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	6:37 PM	0.12	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144291	11/26/2018	10/09/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
141944	11/28/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
146479	11/28/2018	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144048	11/28/2018	10/09/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
141956	11/28/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	11:30 AM	3:30 PM	4.00	4.00	4.00	-	1.00	3.00	-	-	\$ 695.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE16324

Job	Date of Assignment	Resched - Date	Purpose of Appointment	Name	# of Days Missed/Resched	Case Number or File Number	JDRS Staff Contact On Site / Name	Integrator	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Regular Business Rate	Number of Hours Billed at Additional Business Rate	Number of Hours Billed at Out of Business Rate	Total Amount Billed	
144083	11/26/2018	10/31/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
142015	11/27/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Lottson	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	\$ 455.00	
141987	11/27/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Lottson	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145525	11/27/2018	10/29/2018	Re-Entry Class	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:36 AM	1.88	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144012	11/27/2018	10/8/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 360.00	
144049	11/27/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Carol Crocker	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 380.00	
142001	11/27/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Lottson	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	\$ 455.00	
144084	11/27/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	12:40 PM	3:30 PM	2.83	3.00	3.00	-	1.00	2.00	-	\$ 360.00	
141871	11/28/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	William (Alton) Brant	\$365.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	\$ 455.00	
141845	11/28/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	William (Alton) Brant	\$365.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145480	11/28/2018	10/29/2018	Sex Offender Psycho-educational Program (SQPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 280.00
144013	11/28/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 360.00	
141957	11/28/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	\$ 455.00	
144086	11/28/2018	10/9/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$70.00	\$235.00	\$80.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 365.00	
142016	11/29/2018	9/28/2018	GED Reading & Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	\$ 465.00	
141888	11/29/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145526	11/29/2018	10/28/2018	Re-Entry Class	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144014	11/29/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
144051	11/29/2018	10/8/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
142002	11/29/2018	9/28/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	\$ 455.00	
144085	11/29/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$78.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
TOTAL																					\$ 36,830.00		



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, December 28, 2018 6:37 PM
To: Blalock, Carla; Sexton, Tammy
Subject: Approved - Request from Payment - Invoice #40493
Attachments: 40493 - LATN CART Services Central State Prison - December 2018.pdf; GA DEPARTMENT OF CORRECTIONS (CART) INV 40493 - Itemized - December 2018.pdf

Importance: High

Good Evening,

This email serves as approval for payment to LATN for Communication Access Real Time Translation (CART) Services. The invoice number is 40493. As noted on the invoice, three (3) assignments were scheduled at Central State Prison.

The CART services provided were for the following GDC programs, services, and activities:

Church Services

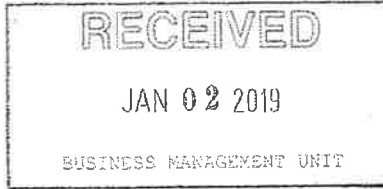
Please advise if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."



LATN™ - 415 436-3
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

INVOICE

Date	Invoice #
12/27/2018	40493

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029 V#01388246

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	11/30/2018	J. DeFillippe	CART Services

Quantity	Item/Service	Description	Price Each	Amount
1	CART Services	Communication Access Real Time Translation Services Three Assignments: 146001 146006 146007 4670090101 10100 651011 1130101 312 45029 > FUND SRC PROJECT	690.00	690.00

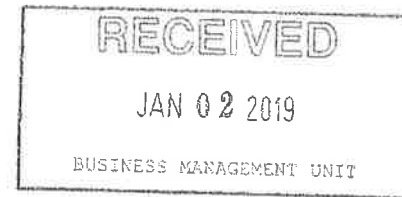
Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
Tax ID# 58-2182907

Total \$690.00

Your partner for successful international communications. Visit us at www.latn.com
Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$690.00

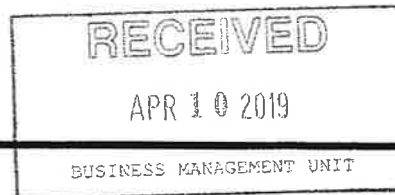


47473

**GEORGIA DEPARTMENT OF CORRECTIONS (CART)
INVOICE 40493**

Job	Date of Assignment	Received - Date	Type of Visit	Requisitioner			DHR Staff Contact On Site / Name	Interpreter	Billing and Reporting Information								
				Name	# LEP/SL Interpretation Recipient	Case Number or File Number			Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
146001	11/11/2018	10/18/2018	CART Services	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Valerie N Almand	\$ 105.00	\$ 115.00	6:30 PM	8:30 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
146006	11/18/2018	10/18/2018	CART Services	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	6:30 PM	7:45 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
146007	11/19/2018	10/19/2018	CART Services	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Maggi Messer - LCF	\$ 105.00	\$ 115.00	6:30 PM	6:30 PM	2.00	-	2.00	\$ 230.00	\$ 230.00
TOTAL																\$ 690.00	\$ 690.00

Invoices FY 2019



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 6:46 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycok, India; Barlar, Jacob S.
Subject: Approval for Payment to LATN for ASL Services - December 2018 - 3rd Revision - Corrected Copy Received on 4.4.2019
Attachments: Invoice 40750 - Summary - ASL Services - LATN.pdf; GA DEPARTMENT OF CORRECTIONS ASL 40750 - Itemized Assignments.pdf

Good Morning Mrs. Blalock,

The charges on the attached invoices have been reviewed and approved by my office for payment. The third revision/corrected copy of this invoice was received in our office on 4.4.2019. A breakdown of the services are listed below.

Invoice 40750 - December 2018 assignments - Third Revision/Corrected Copy Received 4.4.2019:

There were 82 ASL (American Sign Language) services assignments (81 Basic and 1 Mental Health Assignment) at Central SP, ASMP, and Lee Arrendale SP. The services were for GED Language classes, GED Math classes, SOPP program, GED classes, LRR classes, Mental Health appointment, Fire Drill, Church services, Meeting with GDC ADA Coordinator, Vibrating Watch Review, Explanation of Transfer, and Re-entry Classes.

Please advise if you have any questions.

Thank you,
Cheryl

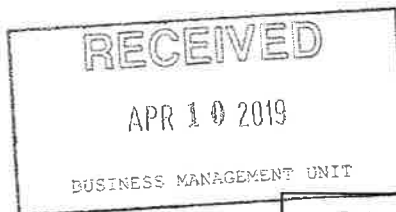
Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.



45436-3

LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007



INVOICE

Date	Invoice #
1/22/2019	40750

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029
V#01409763

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	12/31/2018	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Mental Health	Sign Language Interpreting Services - DOAS - Mental Health One Assignment: 144062	395.00	395.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic Eighty-one Assignments: Please See Spreadsheet For Details. 467111201 651017 10100 Project 41005 Fund Src 01 Program 1131214 312	30,090.00	30,090.00

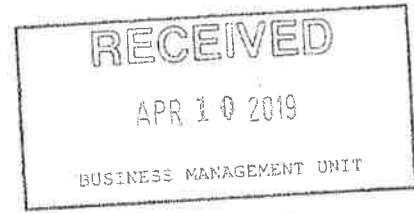
Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$30,485.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

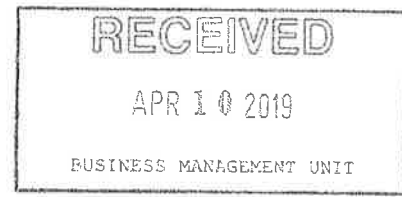
Payments/Credits \$0.00

Balance Due \$30,485.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 40750

Job	Date of Assignment	Received - Date	Purpose of Assignment	Requestor				Billing and Reporting Information															
				Name	OLE Pool Identification	Case Number or ID Number	OLE Staff Contact Name / Phone	Instructor	Business Hour Fee/Min	Business Hour Additional Hours	Out of Business Hour Fee/Min	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Rate	Total Amount Billed
144292	12/1/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144293	12/2/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	-	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144743	12/3/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 655.00
144294	12/3/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144323	12/3/2018	10/6/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 480.00
145481	12/3/2018	10/28/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippos	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144533	12/3/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144324	12/4/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	Somona Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 480.00
145527	12/4/2018	10/28/2018	Re-Entry Class	Jennifer DeFillippos	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 AM	9:30 AM	1.50	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144534	12/4/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	Somona Bowman	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144745	12/5/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144325	12/5/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.60	0.50	1.00	0.50	-	\$ 480.00
145482	12/5/2018	10/28/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippos	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144017	12/5/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144054	12/5/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144535	12/5/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144069	12/5/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144746	12/8/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144326	12/8/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 480.00
145528	12/8/2018	10/29/2018	Re-Entry Class	Jennifer DeFillippos	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.60	0.50	1.00	0.50	-	\$ 290.00
144018	12/8/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144085	12/8/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144536	12/8/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippos	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144090	12/8/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144285	12/8/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144296	12/9/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 40750

Job	Date of Assignment	Received - Date	Purpose of Assignment	Name	# LEPSI Interpretation Recipient	Case Number or File Number	DIR staff Contact On Site / Alternate	Supervisor	Business Hour Rate Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business's Hours	Out of Business Hours	Number of Hours Billed at 151 Hour Business Rate	Number of Hours Billed at 151 Hour Rate	Number of Hours Billed at 151 Hour Rate	Number of Hours Billed at Additional Rate	Total Amount Billed
144297	12/10/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
145483	12/10/2018	10/28/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144019	12/10/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144056	12/10/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144091	12/10/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144748	12/11/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somona Bowman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
148820	12/11/2018	12/11/2018	Explanation of transfer	Cheryl Frazier	1	Not Provided	Ruthie Shelton	Carolyn Hernandez	\$225.00	\$70.00	\$225.00	\$70.00	3:30 PM	5:30 PM	2.00	2.00	1.50	0.50	1.00	0.50	-	0.50	\$ 285.00
144328	12/11/2018	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somona Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
144020	12/11/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144057	12/11/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144538	12/11/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	Somona Bowman	\$385.00	\$70.00	\$395.00	\$80.00	9:40 AM	11:40 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144092	12/11/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144749	12/12/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144329	12/12/2018	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 480.00
145484	12/12/2018	10/28/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144021	12/12/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144058	12/12/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144539	12/12/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	9:30 AM	11:30 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144093	12/12/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144750	12/13/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144330	12/13/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
144540	12/13/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144094	12/13/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144298	12/15/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144299	12/16/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144751	12/17/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DeFillippes	William (Allon) Brunt	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 460.00

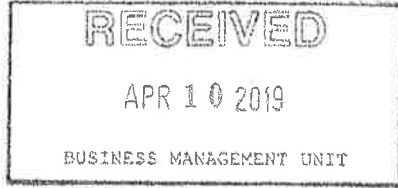
47477

Invoices FY 2019



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 40750

Job	Date of Assignment	Received - Date	Purpose of Assignment	Name	# LEPSI Interpretation Recipient	Case Number or File Number	High Staff Contact On site / Home	Interpreter	Business Hour Start Hour	Business Hour End Hour	Out of Business Hour Start Hour	Out of Business Hour End Hour	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Year Amount Billed
144331	12/17/2018	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillipes	William (Allon) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	8:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 400.00
145485	12/17/2018	10/28/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillipes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144000	12/17/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144541	12/17/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillipes	William (Allon) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144085	12/17/2018	10/9/2018	Discussing Vibrating watches	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	2:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144752	12/18/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillipes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144332	12/18/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillipes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 480.00
144024	12/18/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144542	12/18/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillipes	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144753	12/19/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillipes	William (Allon) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	2:00 PM	0.50	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
145486	12/19/2018	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillipes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
144025	12/19/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144062	12/19/2018	10/9/2018	Mental Health for J. Smith	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$235.00	\$80.00	\$245.00	\$90.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 395.00
149909	12/20/2018	12/19/2018	meeting with the GDC ADA Coordinator to discuss current assignment after receiving a disciplinary report.	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:30 PM	3:00 PM	1.50	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144754	12/20/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer Ammons	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144334	12/20/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillipes	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 480.00
144026	12/20/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144083	12/20/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144544	12/20/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillipes	Rebecca Meloy	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144301	12/22/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:58 PM	0.43	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144028	12/26/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	DeeAnn Harmon - LCF	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144101	12/26/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	DeeAnn Harmon - LCF	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144030	12/27/2018	10/9/2018	check in with Warden of facilities upon arrival	Cheryl Frazier	1	Not Provided	Cheryl Frazier	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144087	12/27/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Joanna Ciccarello	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144306	12/31/2018	10/9/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe - LCF	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	-	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 40750

Job	Date of Assignment	Received - Date	Purpose of Assignment	Name	# Agency/Inmate/Participant	Crew Number/File Number	Drill Staff Contact On Site Name	Supervisor	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1 1/2 Hour Multipliers Rate	Number of Hours Billed at 1 1/2 Hour Multipliers Rate	Number of Hours Billed at 1 1/2 Hour Multipliers Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed
145489	12/31/2018	10/29/2018	7:45AM Emergency Evacuation Drill (giving instructions to offenders of what to look out for, what to do, what will happen). Point of contact for drill is the Deputy Warden of Security: Dexter Spikes. Back-up contact if needed is Ms. Cheryl Frazier 770-330-7835. After drill completes, Sex Offender Psycho-educational Program (SORP) will resume.	Jennifer DePhillips	1	Not Provided	Cheryl Frazier	Laura Teibart	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.60	-	\$ 290.00
144031	12/31/2018	10/9/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Joanna Ciccarello	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144058	12/31/2018	10/9/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerné Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144103	12/31/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerné Lowe	\$220.00	\$85.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
TOTAL																						\$ 30,486.00	

RECEIVED

APR 04 2019

BUSINESS MANAGEMENT UNIT

Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 03, 2019 6:20 PM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycock, India
Subject: Approval of Services - Request for Payment - LATN (ASL and CART Services) Invoices - 41243, 41242(16369), and 41026 - January and February 2019 assignments
Attachments: GA DEPARTMENT OF CORRECTIONS (ASL) INV 41026 - Itemized.pdf; GA DEPARTMENT OF CORRECTIONS (ASL) INV 41243 - Itemized Invoice.pdf; GA DEPARTMENT OF CORRECTIONS (CART) INV16369 (41242) - CART Services - Detailed Invoice.pdf; LATN (ASL Services) Invoice 41242 - CART Services.pdf; LATN Invoice (ASL Services) 41026 - Summary.pdf; LATN Invoice (ASL Services) 41243 - Summary.pdf

Importance: High

Good Evening Mrs. Blalock,

The charges on the attached invoices have been reviewed and approved by my office for payment. A breakdown of the services are listed below.

Invoice 41026 - January 2019 assignments - Received 2.26.2019:

There were 132 ASL (American Sign Language) services assignments (124 Basic and 8 Medical Assignments) at Central SP and Lee Arrendale SP. The services were for GED Language classes, GED Math classes, SOPP program, GED classes, LRR classes, Medical appointments, Church services, Study of Ruth Bible Study, and Audiology appointments.

Invoice 41242/16369 - February 2019 assignments - Received 3.19.2019:

There was one assignment for Communication Access Real-time Translation (CART) services at Central SP. The service was for a meeting with several offenders with Warden Bowen and GDC ADA Coordinator, Cheryl Ann Frazier.

Invoice 41243 - February 2019 assignments - Received 3.19.2019:

There were 109 assignments for ASL Services at Central SP, Lee Arrendale SP, and GDCP. The services were for Church services, GED Language classes, GED Math classes, ABE classes, Gideon Bible Studies, Dental Appointments, Mental Health Appointments, Medical Appointments, Re-entry classes, Diagnostic/Intake Services, Offender Interviews and Meeting, and the Joyce Meyers Ministries event.

LATN™ 415436-3
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

RECEIVED
APR 04 2019
BUSINESS MANAGEMENT UNIT

6

INVOICE

Date	Invoice #
2/26/2019	41026

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029
V#01408766

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	1/31/2019	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Basic	Sign Language Interpreting Services - DOAS - Basic One Hundred Twenty-four Assignments: Please See Spreadsheet For Detail.	47,475.00	47,475.00
1	Medical	Sign Language Interpreting Services - DOAS - Medical Eight Assignments: Please See Spreadsheet For Detail.	2,925.00	2,925.00
		467111201 657017 10100 PROJ. 41005 Fund Src 01 PROG. 1131214 312		

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
Tax ID# 58-2182907

Total \$50,400.00

Your partner for successful international communications. Visit us at www.latn.com
Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$50,400.00

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41026

Job	Date of Assignment	Received - Date	Purpose of Appointment	Regulator/Interpreter				Billing and Reporting Information																
				Name	# LEPSI Requests Received	Case Number or File Number	DMR Staff Contact On Site Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed Over Business Hours	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed Over Out of Business Hours	Number of Hours Billed at Additional Hours Rate	Total Amount Billed	
144761	1/27/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Kristi Vacca	\$365.00	\$70.00	\$365.00	\$80.00	1:30 PM	3:40 PM	2:17	3.00	3.00	-	1.00	2.00	-	-	-	\$ 525.00
144341	1/27/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Kristi Vacca	\$365.00	\$70.00	\$365.00	\$80.00	7:40 AM	9:40 AM	2:00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 460.00
145490	1/22/2019	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2:00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 290.00
140194	1/2/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00
144551	1/27/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Kristi Vacca	\$365.00	\$70.00	\$365.00	\$80.00	9:50 AM	11:50 AM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00
144762	1/2/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$365.00	\$70.00	\$365.00	\$80.00	1:30 PM	3:30 PM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00
144342	1/2/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$365.00	\$70.00	\$365.00	\$80.00	7:40 AM	9:40 AM	2:00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 460.00
149195	1/3/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 360.00
144552	1/3/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$365.00	\$70.00	\$365.00	\$80.00	9:50 AM	11:50 AM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00
144106	1/3/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$66.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3:00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 360.00
148818	1/6/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2:00	2.00	-	2.00	-	-	1.00	1.00	-	\$ 305.00
144763	1/7/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$365.00	\$80.00	1:30 PM	3:30 PM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00
149168	1/7/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2:00	2.00	-	2.00	-	-	1.00	1.00	-	\$ 305.00
144343	1/7/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$365.00	\$80.00	7:40 AM	9:40 AM	2:00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 480.00
150706	1/7/2019	1/3/2019	Medical Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	8:00 AM	10:22 AM	2:37	3.00	3.00	-	1.00	2.00	-	-	-	\$ 355.00
149196	1/7/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 360.00
144653	1/7/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$365.00	\$80.00	9:50 AM	11:50 AM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00
144107	1/7/2019	10/9/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	12:30 PM	3:30 PM	3:00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 365.00
144764	1/8/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$365.00	\$70.00	\$365.00	\$80.00	1:30 PM	3:30 PM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00
144344	1/8/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$365.00	\$70.00	\$365.00	\$80.00	7:40 AM	9:40 AM	2:00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 460.00
149118	1/8/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 360.00
149197	1/8/2019	12/7/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3:00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 365.00
148697	1/8/2019	11/8/2018	Celebrate Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 285.00
144554	1/8/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Somone Bowman	\$365.00	\$70.00	\$365.00	\$80.00	9:50 AM	11:50 AM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00
144108	1/8/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3:00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 360.00
144765	1/9/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$365.00	\$80.00	1:30 PM	3:30 PM	2:00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41026

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	Is LEAD or Supervision Assignment	Case Number or File Number	DMR Staff Contact On Site / Name	Supervisor	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Hourly Business Rate	Number of Hours Billed at Additional Hourly Rate	Number of Hours Billed at Hourly Out of Business Rate	Number of Hours Billed at Additional Out of Business Rate	Total Amount Billed	
144345	1/9/2018	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00	
145482	1/9/2019	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00	
148118	1/9/2018	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
149198	1/9/2018	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00	
144558	1/9/2018	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	8:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
144139	1/9/2018	10/8/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
144786	1/10/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
144348	1/10/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00	
148869	1/10/2018	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:50 AM	11:45 AM	2.92	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
148189	1/10/2018	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
144556	1/10/2018	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	8:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
144110	1/10/2018	10/8/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
148818	1/12/2018	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:35 PM	0.08	2.00	-	2.00	-	-	1.00	1.00	-	\$ 305.00
148820	1/13/2018	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	-	\$ 305.00
144787	1/14/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
151110	1/14/2018	1/10/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Facility Warden	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	8:00 AM	8:35 AM	0.58	2.00	-	2.00	-	-	1.00	1.00	-	\$ 318.00
149187	1/14/2018	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	9:00 PM	2.50	3.00	-	3.00	-	-	1.00	2.00	-	\$ 360.00
144347	1/14/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00	
145493	1/14/2018	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00	
148870	1/14/2018	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
149200	1/14/2018	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Joanna Clearollio	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
151281	1/14/2018	1/11/2018	Physicians Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 298.00	
144557	1/14/2018	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	8:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
144111	1/14/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
144788	1/15/2018	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00	
144348	1/16/2018	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00	

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41026

Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	# LEPSI Disposition Resignation	Case Number or File Number	DIR Staff Contact On Site / Name	Manager	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed as Non-Business Days	Number of Hours Billed as Additional Hours Paid	Number of Hours Billed as Unpaid Out of Business	Number of Hours Billed as Additional Hours Rate	Number of Hours Billed as Additional Hours Rate	Total Amount Billed	
149120	1/15/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerné Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
149201	1/16/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
146598	1/15/2019	11/8/2018	Celebrate Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	12:00 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
144668	1/15/2019	10/6/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Laitson	\$365.00	\$70.00	\$365.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
144112	1/15/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
144786	1/16/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$365.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
151988	1/16/2019	1/15/2019	Lifer's Group	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	4:00 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
144349	1/16/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$365.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.80	0.50	1.00	0.50	-	-	-	\$ 460.00
148494	1/16/2019	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.80	0.50	1.00	0.50	-	-	\$ 290.00	
149121	1/16/2019	12/7/2018	ABE class / Medical Clinic	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 365.00	
149202	1/16/2019	12/7/2018	GED/Dental Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 385.00	
144859	1/16/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$365.00	\$70.00	\$365.00	\$80.00	8:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
144113	1/16/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
144770	1/17/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Laitson	\$365.00	\$70.00	\$365.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 465.00	
144350	1/17/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Laitson	\$365.00	\$70.00	\$365.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	\$ 460.00	
148871	1/17/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Carol Crooker	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
149203	1/17/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
144580	1/17/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Laitson	\$365.00	\$70.00	\$365.00	\$80.00	8:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
144114	1/17/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	
151848	1/18/2019	1/14/2019	Evening Church Service	Cheryl Frazier	1	Not Provided	Facility Warden	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	-	\$ 305.00	
148821	1/19/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:45 PM	2.25	3.00	-	3.00	-	-	1.00	2.00	-	\$ 380.00	
148822	1/20/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerné Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	-	\$ 305.00	
144772	1/22/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Laitson	\$365.00	\$70.00	\$365.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 455.00	
151893	1/22/2019	1/18/2019	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	3:45 PM	5:45 PM	2.00	2.00	1.00	1.00	1.00	-	-	1.00	1.00	-	\$ 285.00
144262	1/22/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Laitson	\$365.00	\$70.00	\$365.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.80	0.80	0.50	1.00	0.50	-	-	\$ 460.00	
149122	1/22/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 350.00	

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41026

Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	# LEPSI Disposition Receipts	Case Number or File Number	DIRS Staff Contact On Site / Name	Supervisor	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	# of Days of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Non-Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
149205	1/22/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
146598	1/22/2019	11/8/2018	Celebrate Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144582	1/22/2019	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	David Leitron	\$385.00	\$70.00	\$398.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144116	1/22/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$55.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144773	1/23/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
151548	1/23/2019	1/14/2019	Evening Church Service	Cheryl Frazier	1	Not Provided	Facility Warden	Karl Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	3.00	\$ 305.00
144353	1/23/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145496	1/23/2019	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
149123	1/23/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Jeanne Ciocarello	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149208	1/23/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
151582	1/23/2019	1/15/2019	SOR Bible Study	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$225.00	\$70.00	8:45 AM	10:30 AM	0.75	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
144553	1/23/2019	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144117	1/23/2019	10/8/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
151994	1/24/2019	1/18/2019	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Karl Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	2:45 PM	5:45 PM	2.00	2.00	1.00	1.00	1.00	-	-	1.00	\$ 295.00
151550	1/24/2019	1/14/2019	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144354	1/24/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Kristl Vacca	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
148873	1/24/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$55.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149207	1/24/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 385.00
144564	1/24/2019	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	Kristl Vacca	\$385.00	\$70.00	\$395.00	\$80.00	8:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144118	1/24/2019	10/8/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
152814	1/28/2019	1/25/2019	Audiology appointment	Cheryl Frazier	1	Not Provided	Facility Warden	William (Alton) Brant	\$390.00	\$75.00	\$400.00	\$85.00	2:00 PM	3:45 PM	1.77	2.00	2.00	-	1.00	1.00	-	-	\$ 485.00
148165	1/28/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Karl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144355	1/28/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Jennifer DFillippes	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145497	1/28/2019	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
146874	1/28/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149208	1/28/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41026

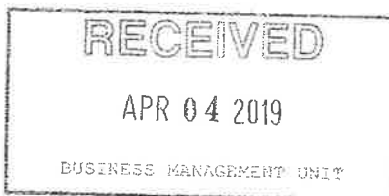
Job	Date of Assignment	Received Date	Purpose of Appointment	Name	SLERPS Designation	Case Number or File Number	Officer Staff Contact On Site / Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
142734	1/28/2019	1/24/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Assistant Warden	Susan Holly	\$226.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144566	1/28/2019	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144119	1/28/2019	10/8/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144778	1/29/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Juanita Thorpe	David Lolton	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
151995	1/29/2019	1/16/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Karl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	5:45 PM	2.00	2.00	1.00	1.00	1.00	-	-	1.00	\$ 285.00
144058	1/29/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	David Lolton	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
152764	1/29/2019	1/24/2018	Medical Appointment	Cheryl Frazier	1	Not Provided	Assistant Warden	Susan Holly	\$225.00	\$70.00	\$235.00	\$80.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 300.00
149124	1/29/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149209	1/29/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
148600	1/29/2019	11/8/2018	Celebrate Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144668	1/29/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	David Lolton	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144120	1/29/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144777	1/30/2019	10/6/2018	GED Language	Cheryl Frazier	1	Not Provided	Juanita Thorpe	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
151985	1/30/2019	1/16/2018	Lifer's Group	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	4:00 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144057	1/30/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145498	1/30/2019	10/29/2018	Sex Offender Psycho-educational Program (BOPP)	Jennifer DePhillips	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 280.00
153029	1/30/2019	1/29/2019	Medical appointments for 3 Offenders J. Smith, C. Shields, T. [REDACTED]	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laure Tolbert	\$235.00	\$80.00	\$235.00	\$80.00	7:40 AM	11:40 AM	4.00	4.00	3.50	0.50	0.50	3.00	0.50	-	\$ 475.00
149125	1/30/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149210	1/30/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144667	1/30/2019	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	William (Alton) Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144121	1/30/2019	10/8/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144776	1/31/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Bonome Bowman	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
151998	1/31/2019	1/16/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Karl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	5:45 PM	2.00	2.00	1.00	1.00	1.00	-	-	1.00	\$ 285.00
144366	1/31/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Bonome Bowman	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
148876	1/31/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149211	1/31/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Camel Crocker	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41026

Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	# LEV's/Supervision/Workshop	Case Number or File Number	DOH Staff Contact On Site / Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed as Additional Business Rate	Number of Hours Billed as Additional Hours Rate	Number of Hours Billed as Inmate/Out of Business Rate	Number of Hours Billed as Additional Out of Business Hours Rate	Total Amount Billed
144156	1/31/2018	10/9/2018	GED Math	Ceryl Frazier	1	Not Provided	Juanita Thorpe	Somone Bowman	\$385.00	\$70.00	\$395.00	\$80.00	9:40 AM	11:40 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144122	1/31/2018	10/9/2018	LRR class	Ceryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
TOTAL																						\$ 50,400.00	



415436-3



INVOICE

LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

Date	Invoice #
3/19/2019	41242

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

V#01409626

Job Number	Terms	Rep	Service Date	Ordered By	Language
155333	Due Upon Receipt	VW	2/15/2019	C. Frazier	CART

Quantity	Item/Service	Description	Price Each	Amount
2	CART Services	Communication Access Real Time Translation Services One Assignment: 155333 4671111201 651017 10100 Project: 41005 Fund Src: 01 Program: 1131214 312	105.00	210.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$210.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

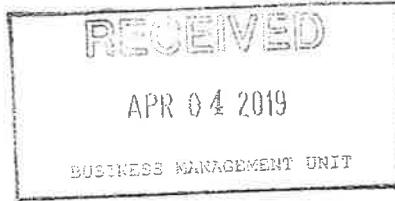
Payments/Credits \$0.00

Balance Due \$210.00

**GEORGIA DEPARTMENT OF CORRECTIONS (CART)
INVOICE16369**

		Requisitioner		Billing and Reporting Information													
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEP/SL Interpretation Recipient	Case Number or File Number	DHR Staff Contact On Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
155333	2/15/2019	2/12/2019	CART Services	Cheryl Frazier	1	Not Provided	Cheryl Frazier	Vickie Wiechec	\$ 106.00	\$ 115.00	2:45 PM	4:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
TOTAL																\$ 210.00	\$ 210.00

LATN™ 415436-3
Language Solutions



INVOICE

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

Date	Invoice #
3/19/2019	41243

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029
V#01409635

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	2/28/2019	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Mental Health	Sign Language Interpreting Services - DOAS - Mental Health Two Mental Health Assignments: 144126 155238	1,035.00	1,035.00
1	Medical	Sign Language Interpreting Services - DOAS - Medical Seven Medical Assignments: 153303 153434 149127 149222 149223 155850 156020	2,520.00	2,520.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic Ninety-three Assignments: Please See Spreadsheet For Details. 4671111201 657017 10100 41005 01 1131214 / 312	32,408.75	32,408.75

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
Tax ID# 58-2182907

Total \$35,963.75

Your partner for successful international communications. Visit us at www.latn.com
Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$35,963.75

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41243

Job	Date of Assignment Received - Date	Purpose of Appointment	Requestor				CIR Staff Contact On Site / Memo	Interpreter	Billing and Reporting Information														
			Name	# LEPT Assignments/ Recipient	Case Number of the Member				Business Hour Rate / Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1st Hour Rate	Number of Hours Billed at Additional Hour Rate
148825	2/2/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148820	2/3/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	7:10 PM	0.67	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144779	2/4/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Somone Bowman	\$395.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
149170	2/4/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:24 PM	1.80	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144359	2/4/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Somone Bowman	\$395.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
145499	2/4/2019	10/29/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
148876	2/4/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
153283	2/4/2019	1/31/2019	Gideon Bible Study	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
153303	2/4/2019	1/31/2019	Dental Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:40 AM	1.92	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
144505	2/4/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Somone Bowman	\$395.00	\$70.00	\$395.00	\$80.00	9:30 AM	11:30 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 465.00
144123	2/4/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
144780	2/5/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Juanita Thorpe	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
151997	2/5/2019	1/18/2019	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Keri Breusseau	\$220.00	\$65.00	\$230.00	\$75.00	3:30 PM	5:30 PM	2.00	2.00	1.50	0.50	1.00	0.50	-	0.50	\$ 290.00
144380	2/5/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	David Leitson	\$395.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
149128	2/5/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
149213	2/5/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
146601	2/5/2019	11/8/2018	Celebrate Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144570	2/5/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	David Leitson	\$385.00	\$70.00	\$395.00	\$80.00	9:30 AM	11:30 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144124	2/5/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
144781	2/6/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Lorena Baker	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 465.00
153288	2/6/2019	1/31/2019	Liter's Group	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	4:15 PM	2.50	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
153434	2/6/2019	2/5/2019	Dental Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	1:45 PM	3:20 PM	1.98	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
145500	2/6/2019	10/20/2018	Sex Offender Psycho-educational Program (SOPP)	Jennifer DeFillippes	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
149127	2/6/2019	12/7/2018	ABE class // Dr. Appt for Jerome and Darrell	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 365.00
149214	2/6/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
153287	2/6/2019	1/31/2019	SOR Bible Study	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144125	2/6/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41243

Job	Date of Assignment	Received Date	Purpose of Appointment	Name	FLS#200 Interpretation Recipient	Rate Number or Job Number	DIR Staff Contact On Site / Name	Instructor	Business Hour Start Hour	Business Hour Additional Hours	Out of Business Hour Post Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Full Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at Full Business Rate Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
144782	2/7/2019	10/8/2018	GED Language	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kristi Vacca	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 465.00
144352	2/7/2019	10/8/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kristi Vacca	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
148877	2/7/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149216	2/7/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144572	2/7/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kristi Vacca	\$385.00	\$70.00	\$395.00	\$80.00	9:40 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144125	2/7/2019	10/9/2018	LRR class // Mental health // and Medical	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$234.00	\$80.00	\$244.00	\$90.00	12:30 PM	3:25 PM	2.92	3.00	3.00	-	1.00	2.00	-	-	\$ 395.00
153298	2/8/2019	1/31/2019	Church	Cheryl Frazier	1	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148827	2/8/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148828	2/10/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
144763	2/11/2019	10/9/2018	GED Language	Cheryl Frazier	1	Not Provided	Juanita Thorpe	William Alton Brant	\$385.00	\$70.00	\$395.00	\$80.00	1:30 PM	3:30 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
149171	2/11/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Karl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:45 PM	2.25	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
144363	2/11/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	William Alton Brant	\$385.00	\$70.00	\$395.00	\$80.00	7:40 AM	9:40 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 460.00
148878	2/11/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149216	2/11/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
143284	2/11/2019	1/31/2019	Gideon Bible Study	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144573	2/11/2019	10/9/2018	GED Math	Cheryl Frazier	1	Not Provided	Juanita Thorpe	William Alton Brant	\$385.00	\$70.00	\$395.00	\$80.00	9:40 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 455.00
144127	2/11/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
151989	2/12/2019	1/18/2019	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Karl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:30 PM	6:00 PM	2.50	3.00	1.50	1.50	1.00	0.50	-	1.50	\$ 365.00
149128	2/12/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149217	2/12/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
146802	2/12/2019	1/18/2019	Celebration Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144128	2/12/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
153280	2/13/2019	1/31/2019	Lifer's Group	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
153287	2/13/2019	1/31/2019	Church	Cheryl Frazier	1	Not Provided	Assistant Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149129	2/13/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149218	2/13/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144128	2/13/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
155238	2/14/2019	2/12/2019	Diagnostic Intake appointment Jackson GA Butts County	Cheryl Frazier	1	Not Provided	Theresa Thornton	Laura Tolbert	\$330.00	\$75.00	\$340.00	\$85.00	1:00 PM	5:30 PM	4.50	5.00	4.00	1.00	1.00	3.00	-	1.00	\$ 640.00

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41243

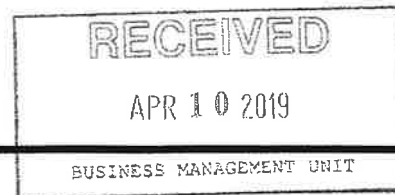
Job	Date of Assignment	Received Date	Purpose of Appointment	Name	REKOSI Interdisciplinary Receipt	Case Number or File Number	Direct Contact On Site / Name	Interpreter	Business Hour Rate	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Business Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Total Amount Billed
152000	2/14/2019	1/18/2019	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$78.00	3:45 PM	5:40 PM	1.92	2.00	1.00	1.00	-	-	-	1.00	\$ 295.00
148879	2/14/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
148219	2/14/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144130	2/14/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
152314	2/15/2019	2/12/2019	Interviews with offenders // onsite ASL & offsite CART provider	Cheryl Frazier	1	Not Provided	Cheryl Frazier	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	2:45 PM	4:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
148628	2/16/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:45 PM	2.25	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
146630	2/17/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
145172	2/18/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
146880	2/18/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149220	2/18/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
144131	2/18/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
152001	2/18/2019	1/18/2019	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	5:45 PM	2.00	2.00	1.00	1.00	1.00	-	-	1.00	\$ 295.00
148130	2/19/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149221	2/19/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
146802	2/19/2019	1/18/2018	Celebrate Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144132	2/19/2019	10/8/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
153282	2/20/2019	1/31/2019	Lifer's Group	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	4:16 PM	2.50	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
149131	2/20/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149222	2/20/2019	12/7/2018	GED / Dental Appt.	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 365.00
144133	2/20/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
153285	2/21/2019	1/31/2019	Joyce Myers Ministries	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
152002	2/21/2019	1/18/2019	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	4:00 PM	0.25	2.00	4.00	1.00	1.00	-	-	1.00	\$ 295.00
148881	2/21/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149223	2/21/2019	12/7/2018	Medical appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$225.00	\$70.00	\$235.00	\$80.00	8:00 AM	11:45 AM	2.75	3.00	3.00	-	1.00	2.00	-	-	\$ 365.00
144134	2/21/2019	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
148831	2/23/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:35 PM	0.08	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148832	2/24/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:45 PM	2.25	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
148173	2/25/2019	12/7/2018	Evening Church Service	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:15 PM	1.75	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41243

Job	Date of Assignment	Received - Date	Class of Appointment	Name	ALLSIS Appointment Request	Case Number or File Number	Officer Staff Contact On Site / Name	Interpreter	Business Hour P14 Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Number of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at Hour Premium Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at Out of Business Hours Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed
148882	2/28/2018	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 390.00
148224	2/28/2018	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 390.00
165850	2/28/2018	2/20/2019	Diagnostic/Intake Services	Cheryl Frazier	1	Not Provided	Theresa Thornton	Bomona Bowman	\$320.00	\$85.00	\$330.00	\$75.00	9:00 AM	10:50 AM	1.83	2.00	2.00	-	1.00	1.00	-	-	\$ 385.00
144135	2/28/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
156020	2/28/2018	2/22/2019	Medical appointment	Cheryl Frazier	1	Not Provided	Theresa Thornton	Laura Tolbert	\$320.00	\$65.00	\$330.00	\$75.00	1:00 PM	3:30 PM	2.50	3.00	3.00	-	1.00	2.00	-	-	\$ 450.00
152003	2/28/2018	1/18/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Keri Broussseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	4:30 PM	0.75	2.00	1.00	1.00	1.00	-	-	1.00	\$ 298.00
148132	2/28/2018	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 390.00
149225	2/28/2018	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:50 AM	11:45 AM	2.92	3.00	3.00	-	1.00	2.00	-	-	\$ 390.00
148804	2/28/2018	1/18/2018	Celebrate Recovery class	Cheryl Frazier	1	Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
144136	2/28/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
163288	2/27/2018	1/31/2018	Church	Cheryl Frazier	1	Not Provided	Assistant Warden	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:48 PM	0.32	2.00	-	2.00	-	-	1.00	1.00	\$ 306.00
148133	2/27/2018	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
148228	2/27/2018	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	12:00 PM	3.25	4.00	4.00	-	1.00	3.00	-	-	\$ 415.00
144137	2/27/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$68.00	\$230.00	\$75.00	12:30 PM	3:30 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
162004	2/28/2018	1/18/2018	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Keri Broussseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:00 PM	2.28	3.00	1.00	2.00	1.00	-	-	2.00	\$ 370.00
163300	2/28/2018	1/31/2018	Church	Cheryl Frazier	1	Not Provided	Assistant Warden	Franklin Eaves	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	8:45 PM	0.25	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148883	2/28/2018	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 390.00
148227	2/28/2018	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	10:00 AM	11:45 AM	1.75	1.75	1.78	-	1.00	0.75	-	-	\$ 288.75
144138	2/28/2018	10/9/2018	LRR class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	12:30 PM	3:27 PM	2.85	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
TOTAL																						\$ 35,963.78	

*See Note

*Interpreter was late due to traffic.



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 7:21 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycok, India; Barlar, Jacob S.
Subject: Approval for Payment - ASL Services - March 2019 Assignments - Invoices Received April 8, 2019
Attachments: GA DEPARTMENT OF CORRECTIONS (ASL) INV 41467 - Itemized Assignments - LATN.pdf; Invoice 41467 - Summary - LATN - ASL Assignments - March 2019.pdf; GA DEPARTMENT OF CORRECTIONS (CART) INV 41468 - CART Services - LATN - Central SP.pdf; Invoice 41468 - Summary - CART Services - LATN - Central State Prison.pdf

Good Morning Mrs. Blalock,

The charges on the attached invoices have been reviewed and approved by my office for payment. These invoices were received in our office on 4.8.2019. A breakdown of the services are listed below.

Invoice 41467 - March 2019 assignments - Received 4.8.2019:

There were 60 ASL (American Sign Language) services assignments (54 Basic and 6 Medical Assignments) at Central SP, ASMP, and GDCP. The services were for GED Language classes, GED Math classes, GED classes, LRR classes, ABE classes, Medical appointments, Mental Health appointments, Counseling/Meaningful Contact appointments, Walk-through with the GDC ADA Coordinator, Walk-throughs with the GDC Assistant ADA Coordinator, Church services, Re-entry Classes, Celebrate Recovery, Lifer's Group, Study of Ruth Bible Study, Lighthouse Missions, and Open Door Band visit.

Invoice 41468 - CART Services - March 2019 - Received: 4.8.2019

There were two (2) assignments for CART Services at Central SP. These assignments were for Jumah Services, as neither of the interpreting companies are able to send an in-person interpreter at this time.

Please advise if you have any questions.

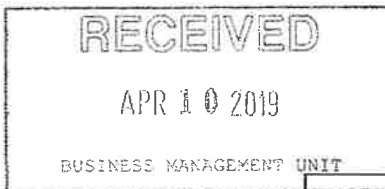
Thank you,
Cheryl

Cheryl Ann Frazier



415436-3

LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007



INVOICE

Date	Invoice #
4/8/2019	41467

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029
V# 01409768

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	3/31/2019	C. Frazier	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Basic	Sign Language Interpreting Services - DOAS - Basic Fifty-four Community Assignments: Please See Spreadsheet For Details.	17,965.00	17,965.00
1	Medical	Sign Language Interpreting Services - DOAS - Medical Six Medical Assignments: Please See Spreadsheet For Details.	2,000.00	2,000.00
	Project Fund Sre Program	467111201 651017 10100 41005 01 1131214 312		

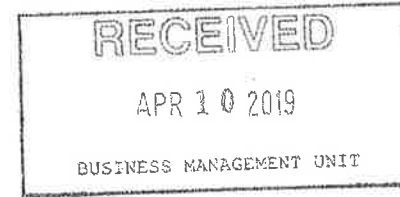
Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$19,965.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

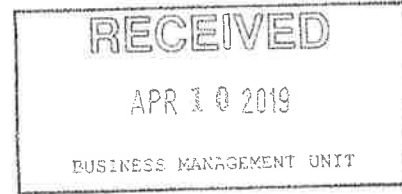
Payments/Credits \$0.00

Balance Due \$19,965.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41467

Job	Date of Assignment	Received - Date	Purpose of Appointment	Requestor			Billing and Reporting Information																
				Name	# LEPPSI Interpretation Recs/mt	Case Number or File Number	Client and Contact Name / Home	Interpreter	Business Hour Rate/Hour	Business Hour Additional Hours	Out of Business Hour Rate/Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Appointment	Number of Hours Billed	Non-Buss. Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Total Amount Billed
148833	3/2/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149174	3/4/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	Karl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148884	3/4/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
148228	3/4/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
152005	3/5/2019	1/16/2019	Re-Entry	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Karl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	8:30 PM	1.75	2.00	1.00	1.00	1.00	-	-	1.00	\$ 295.00
149134	3/5/2019	12/7/2018	ABE class // Medical	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 365.00
149229	3/6/2019	12/7/2018	GED// Medical	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 365.00
156608	3/6/2019	3/1/2019	A walk through with the ADA Coordinator	Cheryl Frazier	1	Not Provided	Cheryl Frazier	Jean Plant	\$320.00	\$65.00	\$330.00	\$75.00	10:10 AM	12:10 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 385.00
156648	3/8/2019	3/8/2019	Dental	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 295.00
149135	3/6/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00
149230	3/6/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
148885	3/7/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149231	3/7/2019	12/7/2018	GED // Medical for P. [REDACTED]	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$225.00	\$70.00	\$235.00	\$80.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 368.00
156891	3/8/2019	3/7/2019	Walk Through with Asst. ADA Coordinator	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Yolanda A Butler	\$235.00	\$80.00	\$235.00	\$80.00	8:45 AM	11:40 AM	1.92	2.00	2.00	-	1.00	1.00	-	-	\$ 315.00
148833	3/9/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148836	3/10/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:28 PM	1.92	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
156978	3/11/2019	3/6/2019	Dental medical appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	1:45 PM	3:12 PM	1.45	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
149175	3/11/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	7:23 PM	0.88	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148886	3/11/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
149232	3/11/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149136	3/12/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149233	3/12/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149137	3/13/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
149234	3/13/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
148887	3/14/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00
149235	3/14/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:38 AM	2.88	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41467

Job	Date of Assignment	Receipt of Code	Purpose of Appointment	Name	# LEPLI Interposition Recipient	Case Number of the Number	Officer's Contact Info / Name	Supervisor	Business Hour First Hour	Business Hour Additional Hours	Out of Business's Hour First Hour	Out of Business's Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Out of Business Rate	Total Amount Billed
148837	3/16/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148838	3/17/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.10	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
149176	3/18/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	7:00 PM	0.50	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
157330	3/18/2019	3/14/2019	Re-entry Class	Cheryl Frazier	1	Not Provided	Assistant Warden	Yolanda A Butler	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	10:30 AM	2.75	3.00	2.50	0.50	0.50	2.00	0.50	-	\$ 355.00
148888	3/18/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149226	3/18/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
157331	3/19/2019	3/14/2019	Re-entry Class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
149138	3/19/2019	12/7/2018	ABE class // D. Smith for 10 mins meaningful contact before his class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:38 AM	2.88	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149237	3/19/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
157282	3/19/2019	3/13/2019	Walk Through with Asst. ADA Coordinator	Cheryl Frazier	1	Not Provided	India Aycock	LaVern Lowe	\$225.00	\$70.00	\$235.00	\$80.00	9:00 AM	12:00 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 365.00
167332	3/20/2019	3/14/2019	Re-entry Class	Cheryl Frazier	1	Not Provided	Assistant Warden	LaVern Lowe	\$220.00	\$65.00	\$220.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
149139	3/20/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149238	3/20/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	12:20 PM	3.38	4.00	4.00	-	1.00	3.00	-	-	\$ 415.00
157337	3/21/2019	3/14/2019	Re-entry Class	Cheryl Frazier	1	Not Provided	Assistant Warden	LaVern Lowe	\$220.00	\$69.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
148889	3/21/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
148839	3/23/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:35 PM	2.42	3.00	-	3.00	-	-	1.00	2.00	\$ 380.00
148840	3/24/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149177	3/25/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
157333	3/26/2019	3/14/2019	Re-entry Class	Cheryl Frazier	1	Not Provided	Assistant Warden	LaVern Lowe	\$220.00	\$68.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
148890	3/25/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149240	3/25/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:38 AM	2.83	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
157949	3/25/2019	3/22/2019	Medical Appointment	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$235.00	\$80.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 315.00
157334	3/28/2019	3/14/2019	Re-entry Class	Cheryl Frazier	1	Not Provided	Assistant Warden	LaVern Lowe	\$220.00	\$68.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	\$ 290.00
149140	3/25/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149241	3/28/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
168002	3/28/2019	3/25/2019	Celebrate Recovery class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVern Lowe	\$230.00	\$75.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 305.00

RECEIVED
 APR 10 2019
 BUSINESS MANAGEMENT UNIT

**GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41467**

Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	# LEADs/Inverigacion recipient	Case Number or File Number	Officer Staff Contact On Site / Name	Supervisor	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour 1st Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Rate	Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Out of Business Rate	Amount																					
157998	3/27/2019	3/25/2019	Liter's Group	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	4:30 PM	2.75	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00																					
157335	3/27/2019	3/14/2019	Re-entry Class	Cheryl Frazier	1	Not Provided	Cheryl Frazier	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.00	2.00	1.50	0.50	0.50	1.00	0.50	-	-	-	\$ 290.00																					
157997	3/27/2019	3/22/2019	GOR Bible Study	Cheryl Frazier	1	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	2.00	2.00	-	1.00	1.00	-	-	-	-	\$ 285.00																					
167990	3/28/2019	3/25/2019	Lighthouse Missions	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	7:10 PM	0.57	2.00	-	2.00	-	-	1.00	1.00	1.00	1.00	\$ 305.00																					
157335	3/28/2019	3/14/2019	Re-entry Class	Cheryl Frazier	1	Not Provided	Assistant Warden	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	7:45 AM	9:45 AM	2.50	2.00	1.50	0.50	0.50	1.00	0.50	-	-	-	\$ 290.00																					
148891	3/28/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00																					
149243	3/28/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00																					
148842	3/31/2019	12/7/2018	Live band concert with "Open Door"	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	1.00	1.00	\$ 305.00																					
TOTAL																																														\$ 10,985.00

47501

Invoices FY 2019



415436-3



INVOICE

LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

Date	Invoice #
4/8/2019	41468

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029 ✓ #01409769

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	VW	3/31/2019	C. Frazier	CART

Quantity	Item/Service	Description	Price Each	Amount
1	CART Services	Communication Access Real Time Translation Services Two Assignments: 157604 157605 4671111201 651017 10100 Project 41005 Fund Spe 01 Program 1131214 312	420.00	420.00

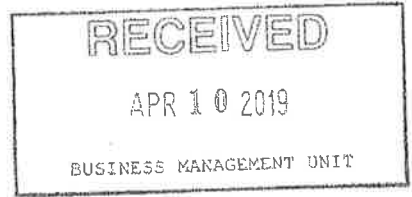
Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$420.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$420.00



GEORGIA DEPARTMENT OF CORRECTIONS (CART)
INVOICE 1 41468

		Requisitioner						Billing and Reporting Information									
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEPSI Interpretation Recipient	Case Number or File Number	DHR Staff Contact Or Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
157604	3/22/2019	3/19/2019	CART Services	Cheryl Frazier	Multiple	Not Provided	Cheryl Frazier	Vickie Wlechech	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
157605	3/29/2019	3/19/2019	CART Services	Cheryl Frazier	Multiple	Not Provided	Cheryl Frazier	Vickie Wlechech	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
TOTAL															\$ 420.00	\$ 420.00	

47504

Invoices FY 2019

RECEIVED

JUN 06 2019

BUSINESS MANAGEMENT UNIT

Blalock, Carla

From: Frazier, Cheryl
Sent: Thursday, June 06, 2019 12:15 PM
To: Blalock, Carla; Sexton, Tammy
Cc: Frazier, Cheryl
Subject: Approved for Payment - Invoices 41808 and 41807 - LATN - ASL Services and CART Services provided in April 2019 - Invoices received in May 2019 with revision
Attachments: 41808 - Invoice Summary - LATN April 2019 Services (ASL).pdf; GA DEPARTMENT OF CORRECTIONS (ASL) INV 41808 - LATN Detailed Invoice - April 2019 ASL appointments.pdf; GA DEPARTMENT OF CORRECTIONS (CART) INV 41807 - Detailed Invoice - LATN- April 2019 appointments.pdf; LATN Invoice - 41807 - CART Services - Central State Prison - April 2019 appointments.pdf

Importance: High

Good Afternoon Mrs. Blalock,

The charges on the attached invoices have been reviewed and approved by my office for payment. These invoices were received in our office from LATN on 5.24.2019 (revised). A breakdown of the services are listed below.

Invoice 41808 - April 2019 assignments - Received 5.24.2019 (revised):

There were 67 ASL (American Sign Language) services assignments (65 Basic, 1 Legal Assignment, and 1 Medical Assignment) at Central SP, Macon SP, and GDCP. The services were for GED classes, Gideon Bible Study, Praise Community, Probate Hearing, Conversational ASL class for staff, Intake, Character class, ABE classes, Medical appointment, Mental Health appointment, Counseling/Meaningful Contact appointments, Classification, Re-entry Classes, Church services, Re-entry Classes, Lifer's Group, and Study of Ruth Bible Study

Invoice 41807 - CART Services - March 2019 - Received: 5.17.2019:

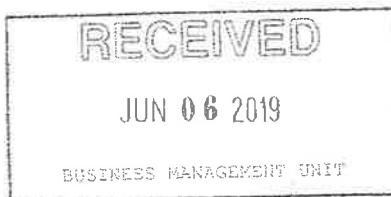
There were four (4) assignments for remote CART Services at Central SP. These assignments were for Jumah Services, as neither of the interpreting companies are able to send an in-person interpreter at this time.

Please advise if you have any questions.

Thank you,
Cheryl



415436-3



INVOICE

LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

Date	Invoice #
5/17/2019	41807

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029 <i>V# 01424470</i>

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	VW	4/30/2019	C. Frazier	CART Services

Quantity	Item/Service	Description	Price Each	Amount
1	CART Services	Communication Access Real Time Translation Services Four Assignments: 158496 157607 157608 157609 <i>467 111 1201</i> <i>651017</i> <i>10100</i> Project <i>41005</i> Fundsrc <i>01</i> Program <i>1131214</i> <i>312</i>	\$40.00	\$40.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007 Tax ID# 58-2182907	Total	\$840.00
--	--------------	----------

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits	\$0.00
Balance Due	\$840.00

RECEIVED
 JUN 06 2019
 BUSINESS MANAGEMENT UNIT

**GEORGIA DEPARTMENT OF CORRECTIONS (CART)
 INVOICE 41807**

				Requisitioner		Billing and Reporting Information											
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEPSI Interpretation Recipient	Case Number or File Number	DHR Staff Contact On Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
158496	4/5/2019	4/1/2019	CART Services	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
157607	4/12/2019	3/19/2019	CART Services	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
157608	4/19/2019	3/19/2019	CART Services	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 116.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
157609	4/26/2019	3/19/2019	CART Services	Cheryl Frazier	1	Not Provided	Juanita Thorpe	Vickie Wiechec-LCF	\$ 105.00	\$ 115.00	1:45 PM	1:45 AM	2.00	2.00	-	\$ 210.00	\$ 210.00
TOTAL																\$ 840.00	\$ 840.00

415436-3
LATN
 Language Solutions
 LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

RECEIVED
 JUN 06 2019
 BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
5/17/2019	41808

Service For
 Georgia Department of Corrections
 Attn: Accounts Payable
 PO Box 1529
 Forsyth, GA 31029

Bill To
 Georgia Department of Corrections
 Attn: Accounts Payable
 PO Box 1529
 Forsyth, GA 31029
 V#01424478

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	4/30/2019	C. Frazier	Sign Language

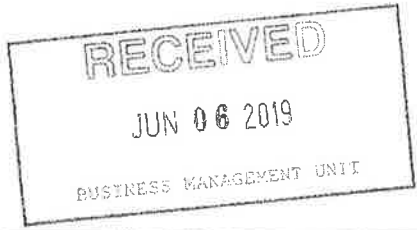
Quantity	Item/Service	Description	Price Each	Amount
1	Basic	Sign Language Interpreting Services - DOAS - Basic Sixty-five Community Assignments: Please See Spreadsheet For Details.	21,965.00	21,965.00
1	Legal	Sign Language Interpreting Services - DOAS - Legal One Legal Assignment: 159118	630.00	630.00
1	Medical	Sign Language Interpreting Services - DOAS - Medical One Medical Assignment: 158575	295.00	295.00
		4671111201 651017 10100 Project 41005 Fund Src 01 Program 1131214 312		

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total	\$22,890.00
--------------	-------------

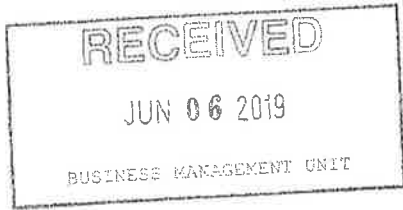
Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits	\$0.00
Balance Due	\$22,890.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41808

Job	Date of Assignment	Received - Date	Purpose of Appointment	Requester			Billing and Reporting Information																		
				Name	LEVEL of Requester	Case Number or File Number	Requester Email/Phone	Requester Name	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hours First Hour	Out of Business Hours Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Guarantee Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Guarantee Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Guarantee Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
149178	4/1/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	-	-	\$ 305.00
148892	4/1/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
148244	4/1/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	Yolanda A Butler	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
148142	4/2/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 360.00
149245	4/2/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
149143	4/3/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
149246	4/3/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
149246	4/3/2019	3/28/2019	Counseling Session (not Mental Health)	Cheryl Frazier	1	Not Provided	Glenn Gadsden	Anna Litchfield	\$205.00	\$60.00	\$215.00	\$70.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	-	\$ 285.00
148893	4/4/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
149247	4/4/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
148843	4/8/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	DeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	-	-	\$ 305.00
148844	4/7/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:05 PM	1.58	2.00	-	2.00	-	-	1.00	1.00	-	-	\$ 305.00
149179	4/8/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:45 PM	2.26	3.00	-	3.00	-	-	1.00	2.00	-	-	\$ 380.00
148894	4/8/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
149246	4/8/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
148859	4/8/2019	4/1/2019	Gideon Bible Study	Cheryl Frazier	1	Not Provided	Not Specified	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:20 AM	1.58	2.00	2.00	-	1.00	1.00	-	-	-	-	\$ 285.00
148820	4/8/2019	3/5/2019	teach ASL to staff/guards/security	Cheryl Frazier	1	Not Provided	Prison Staff	Jean S Plant	\$315.00	\$60.00	\$325.00	\$70.00	10:00 AM	1:00 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 435.00
149144	4/9/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
149249	4/9/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
148866	4/10/2019	4/1/2019	Lifer's Group	Cheryl Frazier	1	Not Provided	Christopher Shields	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	-	\$ 285.00
148871	4/10/2019	4/1/2019	Praise Community	Cheryl Frazier	1	Not Provided	Various	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	6:40 PM	0.17	2.00	-	2.00	-	-	1.00	1.00	-	-	\$ 305.00
148864	4/10/2019	4/1/2019	SOR Bible Study	Cheryl Frazier	1	Not Provided	Christopher Shields	Jermeynn M Harris	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:20 AM	1.58	2.00	2.00	-	1.00	1.00	-	-	-	-	\$ 285.00
148828	4/10/2019	3/5/2019	teach ASL to staff/guards/security	Cheryl Frazier	1	Not Provided	Prison Staff	Jean S Plant	\$315.00	\$60.00	\$325.00	\$70.00	10:00 AM	1:00 PM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 435.00
148895	4/11/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
149251	4/11/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	-	\$ 350.00
148845	4/13/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	-	-	\$ 305.00
148846	4/14/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	DeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	-	-	\$ 305.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41808

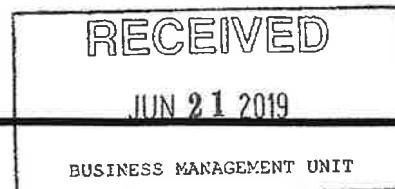
Job	Date of Assignment	Received - Date	Service of Appointment	Name	FLSA/FLRA Position	FLSA/FLRA Recipient	Case Number or File Number	Case Description	Supervisor	Business Hour Per Hour	Business Hour Additional Hours	Out of Business Hour Per Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at Hourly Rate	Rate	Number of Hours Billed at Additional Hourly Rate	Total Amount Billed
148190	4/15/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	Laura Tolbert		\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00	
148896	4/15/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Susan Holly		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00	
149252	4/15/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	Franklin Eaves		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
159118	4/15/2019	4/11/2019	Probate Hearing via phone-Judge at St. Joseph Probate Court/Interpreter in Counselor office	Cheryl Frazier	1	Not Provided	Ricardo Harris	LaVerne Lowe		\$540.00	\$90.00	\$550.00	\$100.00	9:00 AM	9:60 AM	0.83	2.00	2.00	-	1.00	1.00	-	-	\$ 630.00	
159828	4/15/2019	3/5/2019	teach ASL to staff/guards/security	Cheryl Frazier	1	Not Provided	Prison Staff	Jean S Plant		\$315.00	\$60.00	\$325.00	\$70.00	10:30 AM	1:00 PM	2.80	3.00	3.00	-	1.00	2.00	-	-	\$ 435.00	
159890	4/15/2019	4/1/2019	Gideon Bible Study	Cheryl Frazier	1	Not Provided	Not Specified	LaVerne Lowe		\$220.00	\$65.00	\$230.00	\$75.00	9:50 AM	11:50 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00	
149146	4/15/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Linda Ogletree		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
149253	4/18/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
159090	4/18/2019	4/10/2019	Conduct PREA, medical, Mental Health and intake process at CSP	Cheryl Frazier	1	Not Provided	Offender, Keith	Franklin Eaves		\$220.00	\$65.00	\$230.00	\$75.00	12:00 PM	4:30 PM	4.60	5.00	5.00	-	1.00	4.00	-	-	\$ 480.00	
159589	4/17/2019	4/1/2019	Lifer's Group	Cheryl Frazier	1	Not Provided	Christopher Shields	Laura Tolbert		\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00	
149147	4/17/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Susan Holly		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
149254	4/17/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	Franklin Eaves		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
159585	4/17/2019	4/1/2019	SOR Bible Study	Cheryl Frazier	1	Not Provided	Christopher Shields	Laura Tolbert		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00	
148897	4/18/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Linda Ogletree		\$220.00	\$65.00	\$230.00	\$75.00	9:00 AM	11:45 AM	2.75	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
149255	4/18/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
148846	4/21/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	Laura Tolbert		\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:15 PM	1.75	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00	
158573	4/22/2019	4/1/2019	Character Class	Cheryl Frazier	1	Not Provided	Not Specified	Keri Brousseau - LCF		\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	3:45 PM	-	-	1.00	1.00	5.00	-	-	1.00	\$ 295.00	
149181	4/22/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	Keri Brousseau		\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00	
148898	4/22/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Susan Holly		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
149256	4/22/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
159581	4/23/2019	4/1/2019	Gideon Bible Study	Cheryl Frazier	1	Not Provided	Not Specified	Laura Tolbert - LCF		\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	9:45 AM	-	-	2.00	-	1.00	1.00	-	-	\$ 285.00	
149148	4/23/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Linda Ogletree		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
149257	4/23/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	Franklin Eaves		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	12:00 PM	3.25	4.00	4.00	-	1.00	3.00	-	-	\$ 415.00	
159548	4/23/2019	4/15/2019	Classification - new offender program	Cheryl Frazier	1	Not Provided	Not Specified	Susan Holly		\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00	
159572	4/24/2019	4/1/2019	Praise Community	Cheryl Frazier	1	Not Provided	Various	DeeAnn Harmon		\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00	
149149	4/24/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, Jorae Smith	Susan Holly		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
149258	4/24/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00	
159566	4/24/2019	4/1/2019	SOR Bible Study	Cheryl Frazier	1	Not Provided	Christopher Shields	Franklin Eaves		\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	10:15 AM	0.50	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00	



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 41808

Case	Date of Assignment	Received - Date	Purpose of Assignment	Name	LEP/Non-Recipient	Case Number or File Number	Officer/Contractor or Staff Name	Supervisor	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1/2 Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1/2 Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Total Amount Billed
181330	4/25/2018	4/24/2019	Ongoing Re-entry class	Cheryl Frazier	1	Not Provided	[REDACTED]	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	8:00 PM	2.25	3.00	1.00	2.00				2.00	\$ 370.00
148688	4/25/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, [REDACTED] Jorae Smith	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00			\$ 350.00
148259	4/25/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00			\$ 350.00
181333	4/29/2019	4/24/2019	Ongoing Re-entry class	Cheryl Frazier	1	Not Provided	[REDACTED]	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	3:48 PM	5:45 PM	2.00	2.00	1.00	1.00	1.00			1.00	\$ 295.00
149182	4/29/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Multiple	Not Provided	Not Specified	Keri Broussenu	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00			1.00	1.00	\$ 305.00
148900	4/29/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, [REDACTED] Jorae Smith	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00			\$ 350.00
148260	4/28/2018	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00			\$ 350.00
168562	4/29/2018	4/1/2019	Was originally Gideon bible study changed to mental health	Cheryl Frazier	1	Not Provided	Not Specified	LaVerne Lowe	\$235.00	\$80.00	\$245.00	\$90.00	9:45 AM	11:59 AM	2.25	3.00	3.00	-	1.00	2.00			\$ 385.00
181334	4/30/2019	4/24/2019	Re-Entry class	Cheryl Frazier	1	Not Provided	[REDACTED]	Karl Broussenu	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	5:30 PM	1.75	2.00	1.00	1.00	1.00			1.00	\$ 295.00
149160	4/30/2019	12/7/2018	ABE class	Cheryl Frazier	1	Not Provided	Darrell Smith, [REDACTED] Jorae Smith	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00			\$ 350.00
148281	4/30/2019	12/7/2018	GED	Cheryl Frazier	1	Not Provided	Andrew Smith	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	6:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00			\$ 350.00
158675	4/30/2019	4/1/2019	Doctors appointment - X ray	Cheryl Frazier	1	Not Provided	Jorae Smith	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	10:35 AM	0.83	2.00	2.00	-	1.00	1.00			\$ 295.00
TOTAL																						\$ 22,880.00	

CONFIDENTIAL - SUBJECT TO PROTECTIVE ORDER



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, June 21, 2019 6:43 AM
To: Blalock, Carla; Sexton, Tammy
Cc: Aycock, India; Barlar, Jacob S.
Subject: Approval for Payment - LATN ASL and CART Services for May 2019 - Invoices received on 6.19.19
Attachments: 42102 - LATN Invoice Summary - ASL Services - June 2019.pdf; GA DEPARTMENT OF CORRECTIONS (CART) INV 42101 - Detailed Invoice - June 2019.pdf; 42101 - Invoice Summary - LATN - CART Services - June 2019.pdf; GA DEPARTMENT OF CORRECTIONS (ASL) INV 42102 - Itemized Invoice - LATN - June 2019.pdf
Importance: High

Good Morning All,

The following invoices, received 6.19.19, have been approved for payment for American Sign Language and CART services provided to Central State Prison from LATN:

Invoice 42101 - 3 assignments - CART Services for Jumah Services at Central State Prison - Offender Jorae Smith

Invoice 42102 - 83 assignments - (1 Mental Health (see attachment for MH and Psychiatry appointments, 1 Medical, and 81 Basic assignments) for ASL services at Central State Prison from LATN. Services were provided for ABE, GED, Church services, Counselor Meetings, Mental Health, Celebrate Recovery, Lifer's Group, GDC ADA Coordinator's Visits and Walk-through, Ramadan, Psychiatry and Classification, Praise Community Services. The offenders served are numerous and some assignments served various individuals. The offenders named for specific services include Jorae Smith, Andrew Smith, Darrell Smith, [REDACTED], [REDACTED], [REDACTED], Christopher Shields, and [REDACTED].

Please advise if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards



415436-3

LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

RECEIVED
 JUN 21 2019
 BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
6/19/2019	42101

Service For
 Georgia Department of Corrections 467111201
 Attn: Accounts Payable
 PO Box 1529 657017
 Forsyth, GA 31029 10100
 PROJ. 41005
 FUND SRC 01
 PRD G. 1131214
 312

Bill To
 Georgia Department of Corrections
 Attn: Accounts Payable
 PO Box 1529
 Forsyth, GA 31029
 V#01428243

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	VW	5/31/2019	C. Frazier	CART

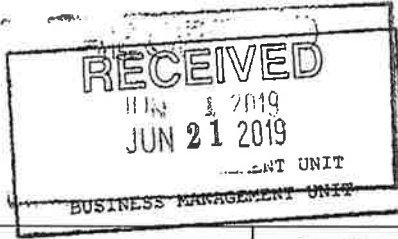
Quantity	Item/Service	Description	Price Each	Amount
1	CART Services	Communication Access Real Time Translation Services Three Assignments: 157610 161697 157614	630.00	630.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

	Total	\$630.00
--	--------------	----------

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits	\$0.00
Balance Due	\$630.00



GEORGIA DEPARTMENT OF CORRECTIONS (CART)
 INVOICE 42101

		Requisitioner		Billing and Reporting Information													
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEP(S) Interpretation Recipient	Case Number or File Number	DHR Staff Contact On Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
157610	5/3/2019	3/19/2019	CART Services	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
161697	5/10/2019	4/30/2019	CART Services	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
157614	5/31/2019	3/19/2019	CART Services	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
TOTAL																\$ 630.00	\$ 630.00



415436-3

RECEIVED
 JUN 21 2019
 BUSINESS MANAGEMENT UNIT

INVOICE

LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

Date	Invoice #
6/19/2019	42102

Service For	467111201
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029	651019 10100 PROJ. 41005 FUND SRC 01 PROG. 1131214 312

Bill To	
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029	V#01428245

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	5/31/2019	C. Frazier	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Mental Health	Sign Language Interpreting Services - DOAS - Mental Health One Assignment: 161578	395.00	395.00
1	Medical	Sign Language Interpreting Services - DOAS - Medical One Assignment: 161631	295.00	295.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic	25,840.00	25,840.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$26,530.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$26,530.00

RECEIVED
 JUN 21 2019
 BUSINESS MANAGEMENT UNIT

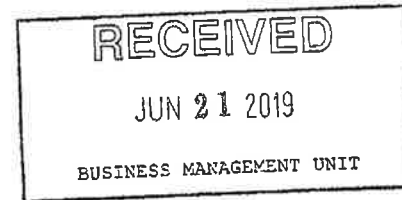
GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42102

Job	Date of Assignment	Received Date	Program of Assignment	Requisitioner				Billing and Reporting Information															
				Name	Legal Interpretation Agency	Case Number or File Number	DUP SWM Contract or Side Invoice	Supervisor	Business Hour Start Hour	Business Hour Additional Hours	Cost of Business Hour Rate	Cost of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours Billed	Cost of Business Hours	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1st Hour Cost of Business Rate	Number of Hours Billed at Additional Hour Rate	Total Amount Billed	
181335	5/1/2019	4/24/2019	Re-Entry class	Cheryl Frazier	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	5:45 PM	2.00	2.00	1.00	1.00	-	-	1.00	\$ 285.00		
148151	5/1/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
149282	5/1/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
151338	5/2/2019	4/24/2019	Re-Entry class	Cheryl Frazier	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:00 PM	2.25	3.00	1.00	2.00	1.00	-	-	2.00	\$ 370.00	
148901	5/2/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
148283	5/2/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
148851	5/4/2019	12/7/2018	Evening Church Service	India Aycock	Various	Not Provided	Juanita Thorpe	DeAnn Harmon	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148852	5/5/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
181337	5/8/2019	4/24/2019	Re-Entry class	Cheryl Frazier	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:15 PM	2.50	3.00	1.00	2.00	1.00	-	-	2.00	\$ 370.00	
149183	5/8/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148902	5/8/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
149284	5/8/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
161578	5/8/2019	4/29/2019	Counselor and Mental Health meetings	Cheryl Frazier	Not Provided	Juanita Thorpe	Laura Tolbert	\$235.00	\$80.00	\$245.00	\$90.00	9:45 AM	11:55 AM	2.17	3.00	3.00	-	1.00	2.00	-	-	\$ 395.00	
181338	5/7/2019	4/24/2019	Re-Entry class	Cheryl Frazier	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:00 PM	2.25	3.00	1.00	2.00	1.00	-	-	2.00	\$ 370.00	
148152	5/7/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
148286	5/7/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:38 AM	2.85	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
181830	5/7/2019	4/30/2019	Celebrate Recovery	Cheryl Frazier	Mr. S	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	\$ 285.00	
161486	5/8/2019	4/28/2019	Lifer's Group	Cheryl Frazier	Christopher Shields	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	\$ 285.00	
181339	5/8/2019	4/24/2019	Re-Entry class	Cheryl Frazier	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:45 PM	2.00	2.00	1.00	1.00	1.00	-	-	1.00	\$ 285.00	
161936	5/8/2019	5/7/2019	Walk Through of CSP with the Department Coordinator	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 AM	8:30 AM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162008	5/8/2019	5/8/2019	Walk Through of CSP with the Department Coordinator	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	9:15 PM	2.75	3.00	-	2.00	-	-	1.00	2.00	\$ 380.00
149153	5/8/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
148288	5/8/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
181340	5/9/2019	4/24/2019	Re-Entry class	Cheryl Frazier	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	4:00 PM	0.25	2.00	1.00	1.00	1.00	-	-	1.00	\$ 285.00	
181937	5/9/2019	5/7/2019	Walk Through of CSP with the Department Coordinator	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148903	5/9/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Yolanda A Butler	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	
148287	5/9/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	\$ 350.00	

RECEIVED
 JUN 21 2019
 BUSINESS MANAGEMENT UNIT

**GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42102**

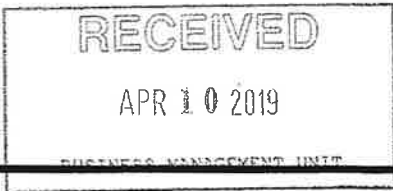
Job	Date of Assignment	Received - Date	Department	Name	Supervisor	Case Number or File Number	Officer Staff Control On Site / Name	Officer	Business Hour Rate/Hour	Business Hour Additional Hours	Call of Business Hour Flat Hour	Call of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Call of Business Hours	Number of Hours Billed at 1st Hour Rate	Number of Hours Billed at Additional Hour Rate	Total Amount Billed		
161939	5/10/2019	5/7/2019	Walk Through of CSP with the Department Coordinator	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	6:30 AM	8:30 AM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162088	5/10/2019	5/8/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 308.00
162099	5/11/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 308.00
162090	5/12/2019	6/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 308.00
148184	5/13/2019	12/7/2018	Evening Church	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162081	5/13/2019	8/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148904	5/13/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149298	6/13/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162092	5/14/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:39 PM	1.15	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149154	5/14/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149269	5/14/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
161584	5/15/2019	4/29/2018	Liter's Group	Cheryl Frazier	Christopher Shields	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
162093	5/15/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:45 PM	1.25	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149155	5/15/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149270	5/15/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
161583	5/15/2019	4/29/2018	Church	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
162094	5/16/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148905	5/16/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149271	5/16/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162095	5/17/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148855	5/18/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162098	5/18/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148856	5/19/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$66.00	\$230.00	\$75.00	8:30 PM	8:20 PM	1.83	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162097	5/19/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149185	5/20/2019	12/7/2018	Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162098	5/20/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$85.00	\$230.00	\$75.00	7:30 PM	8:55 PM	1.42	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148906	5/20/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149272	5/20/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00



GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42102

Job	Date of Assignment	Received - Date	Purpose of Assignment	Name	# LEPLA Integration Assignment	Case Number of the Member	ORR/Event Contact On Site / Name	Interpreter	Business Hour Field Hour	Equivalent Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1/2 Hour Business Rate	Number of Hours Billed at Additional Hour Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Hour Rate	Total Amount Billed
162089	5/21/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:55 PM	1.42	2.00	-	2.00	-	-	-	1.00	\$ 305.00
149186	5/21/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149273	5/21/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
161631	5/21/2019	4/30/2019	Psychiatry observed classification panel	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
161633	5/22/2019	4/29/2019	Proseo Community	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$95.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162100	5/22/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	-	1.00	\$ 305.00
149157	5/22/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149274	5/22/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162632	5/22/2019	5/21/2019	Lifers Group Graduation	Cheryl Frazier	Christopher Shields	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	9:30 AM	11:30 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
161634	5/23/2019	4/29/2019	Ramadan & Praise Church # 8:30PM - 8:30 PM	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	9:00 PM	2.50	3.00	-	3.00	-	-	1.00	2.00	\$ 300.00
148907	5/23/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149275	5/23/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162102	5/24/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$66.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	-	1.00	\$ 305.00
148857	5/25/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	-	1.00	\$ 305.00
162103	5/25/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	-	1.00	\$ 305.00
148858	5/28/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	-	1.00	\$ 305.00
162106	5/28/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$66.00	\$230.00	\$75.00	7:30 PM	9:00 PM	1.50	2.00	-	2.00	-	-	-	1.00	\$ 305.00
149156	5/28/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149277	5/28/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162107	5/29/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:45 PM	1.25	2.00	-	2.00	-	-	-	1.00	\$ 305.00
149159	5/29/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:48 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149278	5/29/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162108	5/30/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:45 PM	1.25	2.00	-	2.00	-	-	-	1.00	\$ 305.00
148908	5/30/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149279	5/30/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162109	5/31/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:50 PM	1.33	2.00	-	2.00	-	-	-	1.00	\$ 305.00
TOTAL																						\$ 26,530.00	

CONFIDENTIAL - SUBJECT TO PROTECTIVE ORDER



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 8:06 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycock, India; Barlar, Jacob S.
Subject: Approval for Payment - Invoice 1811042 - AllWorld, Inc. - Received 1.12.19 - November 2018 ASL assignments
Attachments: Inv_1811042_from_AllWorld_Language_Consultants_Inc_30748 - Central SP ASL Assignments -.pdf; Invoice 1811042 Spreadsheet - ASL Services - AllWorld Inc. - January 2019.xlsx

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The invoice was received in our office on 1.12.2019. A breakdown of the services are listed below.

Invoice 1811042 - November 2018 assignments - Invoice Received 1.12.2019:

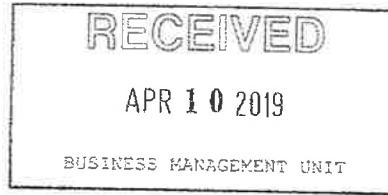
There were 6 ASL (American Sign Language) services assignments at Central State Prison. These appointments were for Celebrate Recovery, SOPP, Re-entry classes, GED classes, and ABE Classes. The clients were Darrell Smith, Andrew Smith, [REDACTED], [REDACTED], and [REDACTED].

NOTE: We received copies of our request forms as well; however, it shall be noted that not all assignments requested were filled. This information is not readily apparent on the spreadsheet.

Please advise if you have any questions.

Thank you,
Cheryl

Cheryl Ann Frazier
 Americans with Disabilities Act/ LEP/SI Coordinator
 Office of Professional Standards
 Compliance Unit
 Georgia Department of Corrections
 Executive Operations
 770-330-7535



lc

Invoice

DATE	INVOICE NO.
12/31/2018	1811042

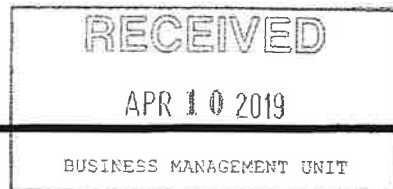
dba ALC, inc.
 172 Rollins avenue
 Rockville, MD 20852 TAX ID #: 54-1725423

BILL TO
State of Georgia GA Department of Corrections Augusta State Medical Prison 3001 Gordon Hwy, Grovetown, GA 30813

SHIP TO
State of Georgia GA Department of Corrections Augusta State Medical Prison 3001 Gordon Hwy, GA 30813
V#01409742

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
			12/31/2018	
Sign Language Interpretation services Date: November 2018 Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208 Time: PLEASE SEE ATTACHED SPREADSHEET			17	75.00
4671111201 651017 10100 Project: 41005 Fund Src: 01 Program: 1131214 312				1,275.00
Total				\$1,275.00

CONFIDENTIAL - SUBJECT TO PROTECTIVE ORDER



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 10:59 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycok, India; Barlar, Jacob S.
Subject: Approved for Payment - This is the final invoice received on 4.10.2019 - Fw: Invoice 1812019 from AllWorld Language Consultants, Inc.
Attachments: Inv_1812019_from_AllWorld_Language_Consultants_Inc_20844.pdf; 1812019.xlsx; Interpreter request form - ASL Services - ALLWORLD- Central State Prison - GED Class - Offender Andrew Smith - 12.3.2018.docx; Interpreter request form - ASL Services - ALLWORLD- Central State Prison - Re-Entry Class - [REDACTED] -11.14.2018.docx; Interpreter request form - ASL Services - ALLWORLD- Central State Prison - Ryan S. - Celebrate Recovery - 12.3.2018.docx; Interpreter Request Form - ASL Services - AllWorld - Offender Darrell Smith - Submitted 12.3.2018.docx

Importance: High

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The final invoice, after many revisions (calls and emails), was received in our office on 4.10.2019. A breakdown of the services are listed below.

Invoice 1812019 - December 2018 assignments - Final Revised Invoice Received 4.10.2019:

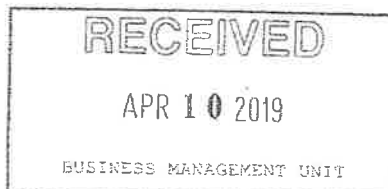
There were 9 ASL (American Sign Language) services assignments at Central State Prison. These appointments were for ABE classes, GED classes, Re-entry classes, and Celebrate Recovery. The clients were Darrell Smith, Andrew Smith, [REDACTED], and [REDACTED]. A spreadsheet from AllWorld is attached.

NOTE: We received copies of our request forms.

Please advise if you have any questions.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards



6

Invoice

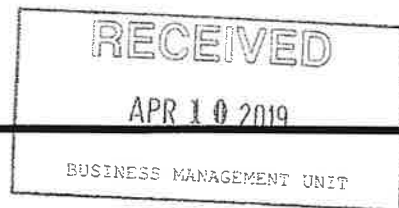
DATE	INVOICE NO.
12/31/2018	1812019

Allworld Language Consultants, Inc.
 172 Rollins avenue
 Rockville, MD 20852 TAX ID #: 54-1725423

BILL TO
State of Georgia GA Department of Corrections Augusta State Medical Prison P.O. Box 1529, Forsyth, Georgia 31029

SHIP TO
State of Georgia GA Department of Corrections Augusta State Medical Prison 3001 Gordon Hwy, GA 30813
V#01409752

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
			12/31/2018	
Sign Language Interpretation services Date: November 2018 Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208 Time: PLEASE SEE ATTACHED SPREADSHEET				
			6	74.00
				444.00
Sign Language Interpretation services Date: November 2018 Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208 Time: PLEASE SEE ATTACHED SPREADSHEET				
			19.75	75.00
				1,481.25
4671111201 651017 10100 Project: 41005 Fund Src: 01 Program: 1131214 312				
Total				\$1,925.25



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 8:15 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycock, India; Barlar, Jacob S.
Subject: Approval for Payment - Invoice 1901029 received 2.8.2019 - Central State Prison ASL Services January 2019 appointments
Attachments: Inv_1901029_from_AllWorld_Language_Consultants_Inc._27776 - Invoice Summary for ASL Services at Central SP.pdf

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The invoice was received in our office on 2.8.2019. A breakdown of the services are listed below.

Invoice 1901029 - January 2019 assignments - Invoice Received 2.8.2019:

There were 3 ASL (American Sign Language) services assignments at Central State Prison. These appointments were for Bible Study and ABE classes. The clients were Christopher Shields and Darrell Smith. A spreadsheet was not provided.

NOTE: We received copies of our request forms.

Please advise if you have any questions.

Thank you,
Cheryl

Cheryl Ann Frazier
 Americans with Disabilities Act/ LEP/SI Coordinator
 Office of Professional Standards
 Compliance Unit
 Georgia Department of Corrections
 Executive Operations
 770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe



6

Invoice

DATE	INVOICE NO.
1/31/2019	1901029

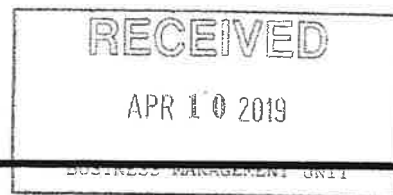
dba ALC, inc.
 172 Rollins avenue
 Rockville, MD 20852 TAX ID #: 54-1725423

BILL TO
State of Georgia GA Department of Corrections Augusta State Medical Prison 3001 Gordon Hwy, Grovetown, GA 30813

SHIP TO
State of Georgia GA Department of Corrections Augusta State Medical Prison 3001 Gordon Hwy, GA 30813

VA#01409755

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
			1/31/2019	
Sign Language Interpretation services Requestor: Cheryl Ann Frazier Individual Requiring Services: D.S. GDC 1000356256 Subject Matter: Adult Basic Education ABE Date: January 7, 2019 Time: 8:45A.M -11:45A.M Location:Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208			3.25	75.00 243.75
Sign Language Interpretation services Requestor: Cheryl Ann Frazier Individual Requiring Services: D.S. GDC 1000356256 Subject Matter: Adult Basic Education ABE Date: January 22, 2019 Time: 8:45A.M -12:45P.M Location:Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208			4	75.00 300.00
Sign Language Interpretation services Requestor: Cheryl Ann Frazier Individual Requiring Services: C.S. Subject Matter: Bible Study Date: January 30, 2019 Time: 9:45A.M. -11:45A.M. Location:Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208			3	72.50 217.50
<p>4671111201 651017 10100 Project: 41005 Funds: 01 Programs 1131214 312</p>			Total \$761.25	



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 7:39 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycocock, India; Barlar, Jacob S.
Subject: Approval for Payment - Invoice 1902042 - ASL Services - AllWorld, Inc. - Received 3.27.2019 - Central SP
Attachments: 1902042 - Georgia Department of Corrections, Central State Prison - FEBRUARY 2019 - Request Form.pdf; Inv_1902042_from_AllWorld_Language_Consultants_Inc_608 - February ASL Assignment - Central SP.pdf

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The invoice was received in our office on 3.27.2019. A breakdown of the services are listed below.

Invoice 1902042 - February assignments - Invoice Received 3.27.2019:

There was 1 ASL (American Sign Language) services assignment at Central State Prison for a Gideon Bible Study.

Please advise if you have any questions.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."



RECEIVED
 APR 10 2019
 BUSINESS MANAGEMENT UNIT

lc

Invoice

DATE	INVOICE NO.
3/1/2019	1902042

dba ALC, inc.
 172 Rollins avenue
 Rockville, MD 20852 TAX ID #: 54-1725423

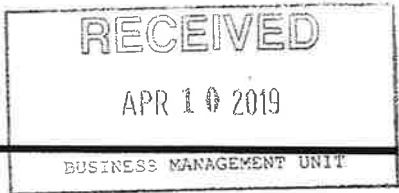
BILL TO
 State of Georgia
 GA Department of Corrections
 Augusta State Medical Prison
 3001 Gordon Hwy, Grovetown, GA
 30813

SHIP TO
 State of Georgia
 GA Department of Corrections
 Augusta State Medical Prison
 3001 Gordon Hwy, GA 30813

V#01409758

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
			3/1/2019	
Sign Language Interpretation services Requestor: Cheryl Ann Frazier Individual Requiring Services: Christopher Shields Subject Matter: Bible Study Date: 2.18.2019 Time: 9:45-11:45am Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208				
			2	145.00
			72.50	
				Total
				\$145.00

467111201
 657017
 10100
 Project: 41005
 FundSec: 01
 Programs 1131214
 312



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 7:32 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycocock, India; Barlar, Jacob S.
Subject: Approval for Payment - ASL Services - AllWorld, Inc. - Macon State Prison - February 2019 - appointment
Attachments: ✓ 1902055 - Georgia Department of Corrections, Macon Co. Georgia - FEBRUARY 2019 - Request for Services.pdf; Inv_1902055_from_AllWorld_Language_Consultants_Inc._18296 - ASL Services Summary - Macon State Prison.pdf

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The invoice was received in our office on 3.27.2019. A breakdown of the services are listed below.

1902055

Invoice ~~40750~~ - February assignments - Invoice Received 3.27.2019:

There was 1 ASL (American Sign Language) services assignment at Macon State Prison for a Counseling/Meaningful Contact appointment.

Please advise if you have any questions.

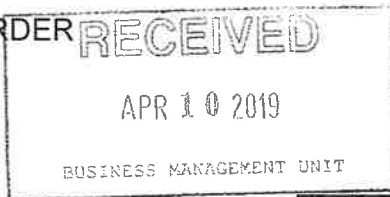
Thank you,
Cheryl

Cheryl Ann Frazier
 Americans with Disabilities Act/ LEP/SI Coordinator
 Office of Professional Standards
 Compliance Unit
 Georgia Department of Corrections
 Executive Operations
 770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

CONFIDENTIAL - SUBJECT TO PROTECTIVE ORDER



Invoice

DATE	INVOICE NO.
3/24/2019	1902055

dba ALC, inc.
 172 Rollins avenue
 Rockville, MD 20852 TAX ID #: 54-1725423

BILL TO
Macon State Prison - Dept. of Correction 2728 GA-49, Oglethorpe, GA 31068

SHIP TO
Macon State Prison - Dept. of Correction 2728 GA-49, Oglethorpe, GA 31068

V#01409761

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
			3/24/2019	
Sign Language Interpretation services Requestor: Orientation/Counseling Meeting Individual Requiring Services: Offender Glen Gadson Subject Matter: Adult Basic Education ABE Date: 2/27/19 Time: 3:00pm - 5:00pm Location: Macon State Prison - 2728 HWY 49 South, Oglethorpe 31068 POC: Counselor Eric Finch Jr. (Eric.finchjr@gdc.ga.gov OR 478-472-3470)			2	74.00
				148.00
Total				\$148.00

467111201
 657017
 10100
 Project: 41005
 Fund Src: 01
 Program: 1131214
 312

LATN™
Language Solutions

LATN Accounts
Receivable
P.O. Box 1150
Cardiff, CA 92007

RECEIVED

JUN 21 2019

BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
6/19/2019	42101

Service For
Georgia Department of Corrections 467111201
Attn: Accounts Payable 657017
PO Box 1529 10100
Forsyth, GA 31029 41005
PROJ. 41005
FUND SRC 01
PRDG. 1131214
312

Bill To
Georgia Department of Corrections
Attn: Accounts Payable
PO Box 1529
Forsyth, GA 31029

V#01428243

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	VW	5/31/2019	C. Frazier	CART

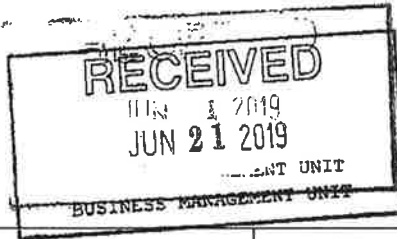
Quantity	Item/Service	Description	Price Each	Amount
1	CART Services	Communication Access Real Time Translation Services Three Assignments: 157610 161697 157614	630.00	630.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
Tax ID# 58-2182907

	Total	\$630.00
--	--------------	----------

Your partner for successful international communications. Visit us at www.latn.com
Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

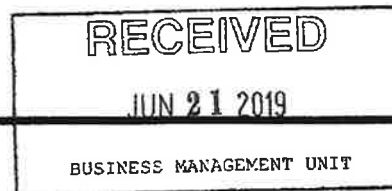
Payments/Credits	\$0.00
Balance Due	\$630.00



GEORGIA DEPARTMENT OF CORRECTIONS (CART)
INVOICE 42101

		Requisitioner		Billing and Reporting Information													
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEPSI Interpretation Recipient	Case Number or File Number	DHR Staff Contact On Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
157610	5/3/2019	3/19/2019	CART Services	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
161697	5/10/2019	4/30/2019	CART Services	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
157614	5/31/2019	3/19/2019	CART Services	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
TOTAL																\$ 630.00	\$ 630.00

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, June 21, 2019 6:43 AM
To: Blalock, Carla; Sexton, Tammy
Cc: Aycock, India; Barlar, Jacob S.
Subject: Approval for Payment - LATN ASL and CART Services for May 2019 - Invoices received on 6.19.19
Attachments: 42102 - LATN Invoice Summary - ASL Services - June 2019.pdf; GA DEPARTMENT OF CORRECTIONS (CART) INV 42101 - Detailed Invoice - June 2019.pdf; 42101 - Invoice Summary - LATN - CART Services - June 2019.pdf; GA DEPARTMENT OF CORRECTIONS (ASL) INV 42102 - Itemized Invoice - LATN - June 2019.pdf
Importance: High

Good Morning All,

The following invoices, received 6.19.19, have been approved for payment for American Sign Language and CART services provided to Central State Prison from LATN:

Invoice 42101 - 3 assignments - CART Services for Jumah Services at Central State Prison - Offender Jorae Smith

Invoice 42102 - 83 assignments - (1 Mental Health (see attachment for MH and Psychiatry appointments, 1 Medical, and 81 Basic assignments) for ASL services at Central State Prison from LATN. Services were provided for ABE, GED, Church services, Counselor Meetings, Mental Health, Celebrate Recovery, Lifer's Group, GDC ADA Coordinator's Visits and Walk-through, Ramadan, Psychiatry and Classification, Praise Community Services. The offenders served are numerous and some assignments served various individuals. The offenders named for specific services include Jorae Smith, Andrew Smith, Darrell Smith, [REDACTED], [REDACTED], [REDACTED], [REDACTED], Christopher Shields, and [REDACTED].

Please advise if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards

LATN™ 415436-3
 Language Solutions
 LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

RECEIVED
 JUN 21 2019
 BUSINESS MANAGEMENT UNIT

INVOICE

Date	Invoice #
6/19/2019	42102

Service For **467111201**
 Georgia Department of Corrections **651017**
 Attn: Accounts Payable **10100**
 PO Box 1529 **PROJ. 41005**
 Forsyth, GA 31029 **FUND SRC 01**
PROG. 113124
312

Bill To
 Georgia Department of Corrections
 Attn: Accounts Payable
 PO Box 1529
 Forsyth, GA 31029
V#01428245

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	5/31/2019	C. Frazier	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Mental Health	Sign Language Interpreting Services - DOAS - Mental Health One Assignment: 161578	395.00	395.00
1	Medical	Sign Language Interpreting Services - DOAS - Medical One Assignment: 161631	295.00	295.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic	25,840.00	25,840.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$26,530.00

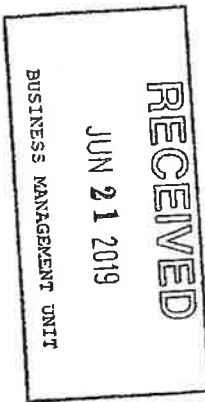
Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$26,530.00

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

GA DEPARTMENT OF CORRECTIONS (ASJ)
INVOICE 42102



Job	Date of Assignment	Received - Date	Purpose of Assignment	Name	# LEPSI Interpretation Recipient	Case Number or File Number	Unit Staff Contact Co. Staff Name	Interpreter	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at 1st Hour Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Total Amount Billed
149135	6/17/2018	4/24/2018	Re-Entry class	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Layvonne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:28 PM	2.00	2.00	1.00	1.00	1.00	1.00	1.00	1.00	\$ 285.00
149135	6/17/2018	12/7/2018	ABE class	Cheryl Frazer	Darrell Smith, Jose Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 320.00
149282	6/17/2018	12/7/2018	GED	Cheryl Frazer	Andrew Smith	Not Provided	Juanita Thorpe	Franziska Evans	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 320.00
149135	6/22/2018	4/24/2018	Re-Entry class	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Keri Brownson	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:00 PM	2.25	3.00	1.00	1.00	1.00	2.00	1.00	2.00	\$ 370.00
149801	6/22/2018	12/7/2018	ABE class	Cheryl Frazer	Darrell Smith, Jose Smith	Not Provided	Juanita Thorpe	Linda Ogilvie	\$220.00	\$65.00	\$230.00	\$75.00	6:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 360.00
149233	6/22/2018	12/7/2018	GED	Cheryl Frazer	Andrew Smith	Not Provided	Juanita Thorpe	Franziska Evans	\$220.00	\$65.00	\$230.00	\$75.00	6:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 360.00
149851	6/22/2018	12/7/2018	Evening Church service	Indie Aycock	Various	Not Provided	Juanita Thorpe	Deedra Harmon	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	\$ 300.00
149852	6/22/2018	12/7/2018	Evening Church service	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Layvonne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	\$ 300.00
149337	6/22/2018	4/24/2018	Re-Entry class	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Layvonne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:18 PM	2.50	3.00	1.00	1.00	1.00	2.00	1.00	2.00	\$ 300.00
149135	6/22/2018	12/7/2018	Evening Church Service	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Keri Brownson	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	\$ 300.00
149802	6/22/2018	12/7/2018	ABE class	Cheryl Frazer	Darrell Smith, Jose Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 390.00
149284	6/22/2018	12/7/2018	GED	Cheryl Frazer	Andrew Smith	Not Provided	Juanita Thorpe	Franziska Evans	\$220.00	\$65.00	\$230.00	\$75.00	6:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 390.00
149135	6/22/2018	4/24/2018	Counselor and Mental Health meetings	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.17	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 380.00
149135	6/22/2018	4/24/2018	Re-Entry class	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Keri Brownson	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:00 PM	2.25	3.00	1.00	1.00	1.00	2.00	1.00	2.00	\$ 370.00
149135	6/22/2018	12/7/2018	ABE class	Cheryl Frazer	Darrell Smith	Not Provided	Juanita Thorpe	Linda Ogilvie	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 380.00
149285	6/22/2018	12/7/2018	GED	Cheryl Frazer	Andrew Smith	Not Provided	Juanita Thorpe	Layvonne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:58 AM	2.88	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 380.00
149135	6/22/2018	4/24/2018	Colleton Recovery	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	\$ 285.00
149486	6/22/2018	4/24/2018	Life's Group	Cheryl Frazer	Chathacher Shields	Not Provided	Juanita Thorpe	Layvonne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:45 PM	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	\$ 285.00
149135	6/22/2018	4/24/2018	Re-Entry class	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Layvonne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	6:45 PM	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	\$ 305.00
149286	6/22/2018	4/24/2018	Walk Through of CPT with the Department Coordinator	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 AM	8:30 AM	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	\$ 305.00
149135	6/22/2018	12/7/2018	ABE class	Cheryl Frazer	Darrell Smith	Not Provided	Juanita Thorpe	Franziska Evans	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 380.00
149286	6/22/2018	12/7/2018	GED	Cheryl Frazer	Andrew Smith	Not Provided	Juanita Thorpe	Layvonne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 380.00
149135	6/22/2018	4/24/2018	Re-Entry class	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Keri Brownson	\$220.00	\$65.00	\$230.00	\$75.00	3:45 PM	4:00 PM	0.25	2.00	1.00	1.00	1.00	1.00	1.00	1.00	\$ 295.00
149135	6/22/2018	4/24/2018	Walk Through of CPT with the Department Coordinator	Cheryl Frazer	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	2.00	2.00	1.00	1.00	1.00	1.00	\$ 300.00
149823	6/22/2018	12/7/2018	ABE class	Cheryl Frazer	Darrell Smith	Not Provided	Juanita Thorpe	Valencia Butler	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 380.00
149135	6/22/2018	12/7/2018	GED	Cheryl Frazer	Andrew Smith	Not Provided	Juanita Thorpe	Franziska Evans	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	3.00	1.00	2.00	1.00	2.00	\$ 380.00

RECEIVED
JUN 21 2019
BUSINESS MANAGEMENT UNIT

**GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42102**

Job	Date of Assignment	Received - Date	Purpose of Appointment	Name	Is Not Independent Recipient	Case Number or File Number	Invoice Contract or Bill # Name	Supervisor	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1/3 Hour Rate	Number of Hours Billed at 2/3 Hour Rate	Number of Hours Billed at Full Rate	Total Amount Billed	
161939	5/10/2019	5/7/2019	Walk Through of CSP with the Department Coordinator	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 AM	8:30 AM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162088	5/10/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162089	5/11/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162090	5/12/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149184	5/13/2019	12/7/2018	Evening Church	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162091	5/13/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148904	5/13/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149268	5/13/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162092	5/14/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.15	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149154	5/14/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149269	5/14/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
161584	5/15/2019	4/29/2019	Ufor's Group	Cheryl Frazier	Christopher Shields	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
162093	5/15/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:45 PM	1.25	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
149155	5/15/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149270	5/15/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
161583	5/15/2019	4/29/2019	Church	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 285.00
162094	5/16/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148905	5/16/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149271	5/16/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
162095	5/17/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148855	5/18/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162086	5/18/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148858	5/19/2019	12/7/2018	Evening Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:20 PM	1.33	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162087	5/19/2019	5/8/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148185	5/20/2019	12/7/2018	Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
162088	5/20/2019	5/9/2019	Ramadan	Cheryl Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:55 PM	1.42	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00
148906	5/20/2019	12/7/2018	ABE class	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00
149272	5/20/2019	12/7/2018	GED	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00

47873

Harris v GDC - Binder 20

RECEIVED
JUN 21 2019
BUSINESS MANAGEMENT UNIT

**GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42102**

Job	Date of Assignment	Received - Date	Purpose of Assignment	Name	# LEPSI Incentive Recipient	Case Number or ID Number	Officer Contact or Site / Name	Supervisor	Business Hour Start Hour	Business Hour End Hour	Out of Business Hour Start Hour	Out of Business Hour End Hour	Start time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1.5x Rate	Number of Hours Billed at 2.0x Rate	Number of Hours Billed at 3.0x Rate	Total Amount Billed																		
162099	5/21/2019	8/9/2019	Ramadan	Ceryll Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:55 PM	1.42	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00																	
149186	8/21/2019	12/7/2018	ABE class	Ceryll Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 390.00																	
149273	5/21/2019	12/7/2018	GED	Ceryll Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00																	
161631	5/21/2019	4/30/2019	Psychiatry observed classification panel	Ceryll Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	9:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 298.00																	
161633	5/23/2019	4/23/2019	Praise Community	Ceryll Frazier	Various	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 308.00																	
162100	5/22/2019	5/9/2019	Ramadan	Ceryll Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 308.00																	
149157	5/22/2018	12/7/2018	ABE class	Ceryll Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00																	
149274	5/23/2019	12/7/2018	GED	Ceryll Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00																	
162632	5/22/2019	5/21/2019	Lifers Group Graduation	Ceryll Frazier	Christopher Shields	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	9:30 AM	11:30 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 286.00																	
161634	5/23/2019	4/29/2019	Ramadan & Praise Church #	Ceryll Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:00 PM	2.50	3.00	-	3.00	-	-	1.00	2.00	\$ 360.00																	
149907	5/23/2019	12/7/2018	ABE class	Ceryll Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00																	
149276	5/23/2019	12/7/2018	GED	Ceryll Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 380.00																	
162102	5/24/2019	5/9/2019	Ramadan	Ceryll Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 306.00																	
148867	5/25/2019	12/7/2018	Evening Church Service	Ceryll Frazier	Various	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 306.00																	
162103	5/25/2019	5/9/2019	Ramadan	Ceryll Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:30 PM	1.00	2.00	-	2.00	-	-	1.00	1.00	\$ 306.00																	
148858	5/28/2019	12/7/2018	Evening Church Service	Ceryll Frazier	Various	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 306.00																	
162106	5/28/2019	5/9/2019	Ramadan	Ceryll Frazier	Jorae Smith	Not Provided	Assistant Warden	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	9:00 PM	1.50	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00																	
149188	5/28/2019	12/7/2018	ABE class	Ceryll Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00																	
149277	5/28/2019	12/7/2018	GED	Ceryll Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00																	
162107	5/29/2019	5/9/2019	Ramadan	Ceryll Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:45 PM	1.25	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00																	
149169	5/29/2019	12/7/2018	ABE class	Ceryll Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00																	
149278	5/29/2019	12/7/2018	GED	Ceryll Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 350.00																	
162108	5/30/2019	5/9/2019	Ramadan	Ceryll Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:45 PM	1.25	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00																	
149909	5/30/2019	12/7/2018	ABE class	Ceryll Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Kerl Brousseau	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00																	
149279	5/30/2019	12/7/2018	GED	Ceryll Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 360.00																	
162109	5/31/2019	5/9/2019	Ramadan	Ceryll Frazier	Jorae Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	7:30 PM	8:00 PM	1.33	2.00	-	2.00	-	-	1.00	1.00	\$ 305.00																	
TOTAL																																								\$ 26,630.00

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER



Blalock, Carla

From: Frazier, Cheryl
Sent: Friday, June 21, 2019 6:43 AM
To: Blalock, Carla; Sexton, Tammy
Cc: Aycock, India; Barlar, Jacob S.
Subject: Approval for Payment - LATN ASL and CART Services for May 2019 - Invoices received on 6.19.19
Attachments: 42102 - LATN Invoice Summary - ASL Services - June 2019.pdf; GA DEPARTMENT OF CORRECTIONS (CART) INV 42101 - Detailed Invoice - June 2019.pdf; 42101 - Invoice Summary - LATN - CART Services - June 2019.pdf; GA DEPARTMENT OF CORRECTIONS (ASL) INV 42102 - Itemized Invoice - LATN - June 2019.pdf

Importance: High

Good Morning All,

The following invoices, received 6.19.19, have been approved for payment for American Sign Language and CART services provided to Central State Prison from LATN:

Invoice 42101 - 3 assignments - CART Services for Jumah Services at Central State Prison - Offender Jorae Smith

Invoice 42102 - 83 assignments - (1 Mental Health (see attachment for MH and Psychiatry appointments, 1 Medical, and 81 Basic assignments) for ASL services at Central State Prison from LATN. Services were provided for ABE, GED, Church services, Counselor Meetings, Mental Health, Celebrate Recovery, Lifer's Group, GDC ADA Coordinator's Visits and Walk-through, Ramadan, Psychiatry and Classification, Praise Community Services. The offenders served are numerous and some assignments served various individuals. The offenders named for specific services include Jorae Smith, Andrew Smith, Darrell Smith, [REDACTED], [REDACTED], [REDACTED], Christopher Shields, and [REDACTED].

Please advise if you need additional information.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards



LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

INVOICE

Date	Invoice #
8/8/2019	42524

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	7/31/2019	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Basic	Sign Language Interpreting Services - DOAS - Basic Fifty-six Assignments: Please See Spreadsheet For Details.	26,560.00	26,560.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$26,560.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$26,560.00



LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

INVOICE

Date	Invoice #
8/8/2019	42525

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	7/31/2019	I. Aycock	CART

Quantity	Item/Service	Description	Price Each	Amount
1	CART Services	Communication Access Real Time Translation Services Two Assignments: Please See Spreadsheet For Details.	420.00	420.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total 420.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits 0.00

Balance Due 420.00



LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

INVOICE

Date	Invoice #
9/10/2019	42853

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	8/31/2019	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Community Sign La...	Sign Language - Community Forty-eight Assignments: Please See Spreadsheet For Details.	21,705.00	21,705.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007 Tax ID# 58-2182907	Total	\$21,705.00
--	--------------	-------------

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits	\$0.00
Balance Due	\$21,705.00



LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

INVOICE

Date	Invoice #
10/16/2019	43198

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Job Number	Terms	Rep	Service Date	Ordered By	Language
Various	Due Upon Receipt	Vario	9/30/2019	Various	Sign Language

Quantity	Item/Service	Description	Price Each	Amount
1	Medical	Sign Language Interpreting Services - DOAS - Medical One Assignment: 171497	635.00	635.00
1	Basic	Sign Language Interpreting Services - DOAS - Basic Thirty-eight Assignments: Please See Spreadsheet For Details.	17,180.00	17,180.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$17,815.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$17,815.00



LATN Accounts
 Receivable
 P.O. Box 1150
 Cardiff, CA 92007

INVOICE

Date	Invoice #
10/16/2019	43199

Service For
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Bill To
Georgia Department of Corrections Attn: Accounts Payable PO Box 1529 Forsyth, GA 31029

Job Number	Terms	Rep	Service Date	Ordered By	Language
157629	Due Upon Receipt	VW	9/13/2019	I. Aycock	CART Services

Quantity	Item/Service	Description	Price Each	Amount
2	CART Services	Communication Access Real Time Translation Services One Assignment: Please See Spreadsheet For Details.	105.00	210.00

Make all payments to: LATN, Inc. P.O. Box 1150 Cardiff, CA 92007
 Tax ID# 58-2182907

Total \$210.00

Your partner for successful international communications. Visit us at www.latn.com
 Questions? Please call (404) 634-2635 or email accountsreceivable@latn.com

Payments/Credits \$0.00

Balance Due \$210.00



RECEIVED
 APR 10 2019
 BUSINESS MANAGEMENT UNIT

lc

Invoice

DATE	INVOICE NO.
12/31/2018	1811042

dba ALC, inc.
 172 Rollins avenue
 Rockville, MD 20852 TAX ID #: 54-1725423

BILL TO
 State of Georgia
 GA Department of Corrections
 Augusta State Medical Prison
 3001 Gordon Hwy, Grovetown, GA
 30813

SHIP TO
 State of Georgia
 GA Department of Corrections
 Augusta State Medical Prison
 3001 Gordon Hwy, GA 30813
 V#01409742

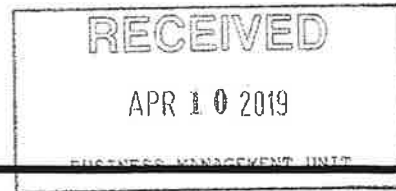
P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
			12/31/2018	
Sign Language Interpretation services Date: November 2018 Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208 Time: PLEASE SEE ATTACHED SPREADSHEET 4671111201 651017 10100 41005 01 1131214 312				
			17	75.00
				1,275.00
Total				\$1,275.00

Project: 41005
 Fund Src: 01
 Program: 1131214
 312

RECEIVED
 APR 10 2019
 BUSINESS SERVICES UNIT

Location	Clients Rate
Central State Prison, 4600 Fulton Mill Road, Macon, GA 31208	\$75.00
Central State Prison, 4600 Fulton Mill Road, Macon, GA 31208	\$75.00
Central State Prison, 4600 Fulton Mill Road, Macon, GA 31208	\$75.00
Central State Prison, 4600 Fulton Mill Road, Macon, GA 31208	\$75.00
Central State Prison, 4600 Fulton Mill Road, Macon, GA 31208	\$75.00
Central State Prison, 4600 Fulton Mill Road, Macon, GA 31208	\$75.00

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 8:06 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycock, India; Barlar, Jacob S.
Subject: Approval for Payment - Invoice 1811042 - AllWorld, Inc. - Received 1.12.19 - November 2018 ASL assignments
Attachments: Inv_1811042_from_AllWorld_Language_Consultants_Inc_30748 - Central SP ASL Assignments -.pdf; Invoice 1811042 Spreadsheet - ASL Services - AllWorld Inc. - January 2019.xlsx

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The invoice was received in our office on 1.12.2019. A breakdown of the services are listed below.

Invoice 1811042 - November 2018 assignments - Invoice Received 1.12.2019:

There were 6 ASL (American Sign Language) services assignments at Central State Prison. These appointments were for Celebrate Recovery, SOPP, Re-entry classes, GED classes, and ABE Classes. The clients were Darrell Smith, Andrew Smith, [REDACTED], [REDACTED], and [REDACTED].

NOTE: We received copies of our request forms as well; however, it shall be noted that not all assignments requested were filled. This information is not readily apparent on the spreadsheet.

Please advise if you have any questions.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535



6

Invoice

DATE	INVOICE NO.
1/31/2019	1901029

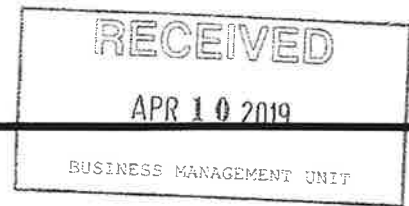
dba ALC, inc.
 172 Rollins avenue
 Rockville, MD 20862 TAX ID #: 54-1725423

BILL TO
State of Georgia GA Department of Corrections Augusta State Medical Prison 3001 Gordon Hwy, Grovetown, GA 30813

SHIP TO
State of Georgia GA Department of Corrections Augusta State Medical Prison 3001 Gordon Hwy, GA 30813
V#01409755

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA	
			1/31/2019		
Sign Language Interpretation services Requestor: Cheryl Ann Frazier Individual Requiring Services: D.S. GDC 1000356256 Subject Matter: Adult Basic Education ABE Date: January 7, 2019 Time: 8:45A.M -11:45A.M Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208			3.25	75.00 243.75	
Sign Language Interpretation services Requestor: Cheryl Ann Frazier Individual Requiring Services: D.S. GDC 1000356256 Subject Matter: Adult Basic Education ABE Date: January 22, 2019 Time: 8:45A.M -12:45P.M Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208			4	75.00 300.00	
Sign Language Interpretation services Requestor: Cheryl Ann Frazier Individual Requiring Services: C.S. Subject Matter: Bible Study Date: January 30, 2019 Time: 9:45A.M. -11:45A.M. Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208			3	72.50 217.50	
				Total	\$761.25

4671111201
 651017
 10100
 Project: 41005
 Funds: 01
 Programs: 1131214
 312



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 8:15 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycocock, India; Barlar, Jacob S.
Subject: Approval for Payment - Invoice 1901029 received 2.8.2019 - Central State Prison ASL Services January 2019 appointments
Attachments: Inv_1901029_from_AllWorld_Language_Consultants_Inc._27776 - Invoice Summary for ASL Services at Central SP.pdf

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The invoice was received in our office on 2.8.2019. A breakdown of the services are listed below.

Invoice 1901029 - January 2019 assignments - Invoice Received 2.8.2019:

There were 3 ASL (American Sign Language) services assignments at Central State Prison. These appointments were for Bible Study and ABE classes. The clients were Christopher Shields and Darrell Smith. A spreadsheet was not provided.

NOTE: We received copies of our request forms.

Please advise if you have any questions.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe



RECEIVED
 APR 10 2019
 BUSINESS MANAGEMENT UNIT

6

Invoice

DATE	INVOICE NO.
3/1/2019	1902042

dba ALC, inc.
 172 Rollins avenue
 Rockville, MD 20852 TAX ID #: 54-1725423

BILL TO
 State of Georgia
 GA Department of Corrections
 Augusta State Medical Prison
 3001 Gordon Hwy, Grovetown, GA
 30813

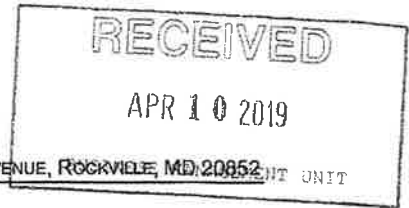
SHIP TO
 State of Georgia
 GA Department of Corrections
 Augusta State Medical Prison
 3001 Gordon Hwy, GA 30813
 V#01409758

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
			3/1/2019	
Sign Language Interpretation services Requestor: Cheryl Ann Frazier Individual Requiring Services: Christopher Shields Subject Matter: Bible Study Date: 2.18.2019 Time: 9:45-11:45am Location: Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208				
			2	72.50
				145.00
				Total
				\$145.00

467111201
 657017
 10100
 Project: 41005
 FwdSec: 01
 Programs 1131814
 31a



172 ROLLINS AVENUE, ROCKVILLE, MD 20852



Interpreter/CART Services Request Form

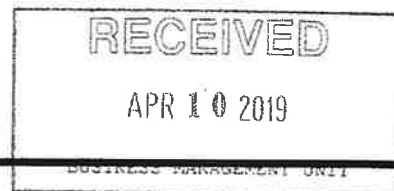
- 1. Date Request is Submitted to ALC: February 15, 2019
- 2. Type of Service Requested: American Sign Language
- 3. Number of Interpreters: 1
- 4. Contract number***: 99999-001- SPD0000134-0004
- 5. Name of Agency: Georgia Department of Corrections
- 6. Individual Requiring Service: Christopher Shields
- 7. Requester Information:
 - Name: Cheryl Ann Frazier
 - E-Mail: cheryl.frazier@gdc.ga.gov
 - Agency/Division: GDC-OPS/ Executive OPS
 - Phone Number: 770-330-7535
- 8. Date Service is Required: 2/18/2019 9:45-11:45am
- Time Service is Required (start-to-end): 1345-1545
- 9. Brief Description of Assignment:
 - Gideon Bible Study
 - Staff Meeting
 - All Hands
 - Training
 - Ceremony
- 10. Other (please give explanation)

Will informational material be provided in advance for ALC to share with the assigned interpreter(s)?

YES NO

If so, please email request@alcinc.com, so they are distributed accordingly.

- 11. Location of Assignment (including suite or room number): Central State Prison 4600 Fulton Mill Road Macon, Georgia 31208
- 12. Point of Contact:
 - Name: Juanita Thorpe
 - Email: juanita.thorpe@gdc.ga.gov
 - Onsite Escort (if different from above POC):
 - Name:
 - Email:
 - Phone Number: 478-757-2932
 - Phone Number:
- 14. Special Needs (if applicable):
 - Secret Clearance
 - Top Secret Clearance
 - Other: requesting at least advanced certification or equivalent



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 7:39 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycocock, India; Barlar, Jacob S.
Subject: Approval for Payment - Invoice 1902042 - ASL Services - AllWorld, Inc. - Received 3.27.2019 - Central SP
Attachments: 1902042 - Georgia Department of Corrections, Central State Prison - FEBRUARY 2019 - Request Form.pdf; Inv_1902042_from_AllWorld_Language_Consultants_Inc_608 - February ASL Assignment - Central SP.pdf

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The invoice was received in our office on 3.27.2019. A breakdown of the services are listed below.

Invoice 1902042 - February assignments - Invoice Received 3.27.2019:

There was 1 ASL (American Sign Language) services assignment at Central State Prison for a Gideon Bible Study.

Please advise if you have any questions.

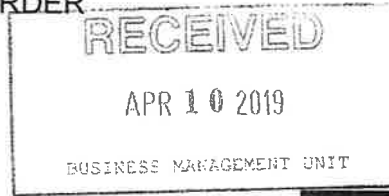
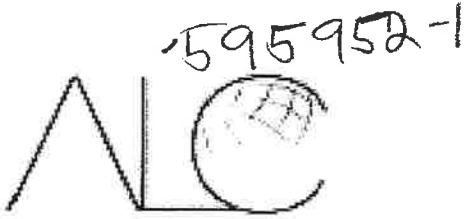
Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER



Invoice

DATE	INVOICE NO.
3/24/2019	1902055

dba ALC, inc.
 172 Rollins avenue
 Rockville, MD 20852 TAX ID #: 54-1725423

BILL TO
Macon State Prison - Dept. of Correction 2728 GA-49, Oglethorpe, GA 31068

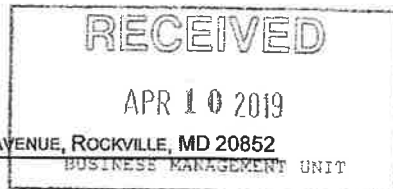
SHIP TO
Macon State Prison - Dept. of Correction 2728 GA-49, Oglethorpe, GA 31068
V#01409761

P.O. NO.	TERMS	REP	SHIP DATE	SHIP VIA
			3/24/2019	
Sign Language Interpretation services Requestor: Orientation/Counseling Meeting Individual Requiring Services: Offender Glen Gadson Subject Matter: Adult Basic Education ABE Date: 2/27/19 Time: 3:00pm – 5:00pm Location: Macon State Prison – 2728 HWY 49 South, Oglethorpe 31068 POC: Counselor Eric Finch Jr. (Eric.finchjr@gdc.ga.gov OR 478-472-3470)			2	74.00
467111201 657017 10100 Project: 41005 Fund Src: 01 Program: 1131214 312				148.00
Total				\$148.00

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER



172 ROLLINS AVENUE, ROCKVILLE, MD 20852



Interpreter/CART Services Request Form

- 1. Date Request is Submitted to ALC: February 24, 2019
- 2. Type of Service Requested: American Sign Language
- 3. Number of Interpreters: 1
- 4. **Contract number***:** 99999-001- SPD0000134-0004
- 5. Name of Agency: Georgia Department of Corrections
- 6. Individual Requiring Service: Offender Glen Gadson
- 7. Requester Information:

Name: Cheryl Ann Frazier	Agency/Division: GDC-OPS/ Executive OPS
E-Mail: cheryl.frazier@gdc.ga.gov	Phone Number: 770-330-7535
- 8. Date Service is Required: **February 25, 2019** Time Service is Required (start-to-end): 0945-1145 am or 1pm – 3pm
- 9. Brief Description of Assignment:
Orientation/ Counseling Meeting

- 10.

<input type="checkbox"/> Staff Meeting	<input type="checkbox"/> All Hands	<input type="checkbox"/> Training	<input type="checkbox"/> Ceremony
<input type="checkbox"/> Other (please give explanation)			

Will informational material be provided in advance for ALC to share with the assigned interpreter(s)?

YES NO

If so, please email request@alcinc.com , so they are distributed accordingly.

- 11. Location of Assignment (including suite or room number): Macon State Prison - 2728 HWY 49 South, Oglethorpe 31068

12. Point of Contact:

Name: Counselor Eric Finch Jr.

Email: Eric.finchjr@gdc.ga.gov

Phone Number:

478-472-3470

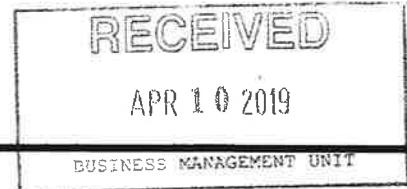
Email:

Phone Number:

14. Special Needs (if applicable):

Secret Clearance Top Secret Clearance

Other: requesting at least advanced certification or equivalent



Blalock, Carla

From: Frazier, Cheryl
Sent: Wednesday, April 10, 2019 7:32 AM
To: Blalock, Carla
Cc: Sexton, Tammy; Aycocock, India; Barlar, Jacob S.
Subject: Approval for Payment - ASL Services - AllWorld, Inc. - Macon State Prison - February 2019 - appointment
Attachments: ✓ 1902055 - Georgia Department of Corrections, Macon Co. Georgia - FEBRUARY 2019 - Request for Services.pdf; Inv_1902055_from_AllWorld_Language_Consultants_Inc._18296 - ASL Services Summary - Macon State Prison.pdf

Good Morning Mrs. Blalock,

The charges on the attached invoice have been reviewed and approved by my office for payment. The invoice was received in our office on 3.27.2019. A breakdown of the services are listed below.

1902055

Invoice ~~40750~~ - February assignments - Invoice Received 3.27.2019:

There was 1 ASL (American Sign Language) services assignment at Macon State Prison for a Counseling/Meaningful Contact appointment.

Please advise if you have any questions.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42624

Job	Date of Assignment	Received - Date	Purpose of Assignment	Requisitioner				Billing and Reporting Information																
				Name	# LEPS/Supervisor/Assignment	Case Number or Fee Number	Direct Staff Contact On Site / Name	Instructor	Business Hour First Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at Additional Hours Rate	Number of Hours Billed at Out of Business Rate	Number of Hours Billed at Additional Hours Rate	Blended	Total Amount Billed
186441	7/1/2018	8/26/2018	Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 200.00	\$ 605.00
186402	7/1/2018	8/28/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:55 AM	3.17	4.00	4.00	-	1.00	3.00	-	-	\$ 176.00	\$ 690.00
186538	7/1/2018	8/24/2018	ABE Classes	Cheryl Frazier	Darrell Smith	Not Provided	Juanita Thorpe	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:59 AM	3.23	4.00	4.00	-	1.00	3.00	-	-	\$ 60.00	\$ 465.00
186403	7/2/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 176.00	\$ 626.00
183276	7/2/2018	12/11/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 150.00	\$ 600.00
186404	7/3/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Assistant Warden	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 60.00	\$ 400.00
186438	7/3/2018	8/26/2018	ABE class	Cheryl Frazier	Smith, Darrell Smith,	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 176.00	\$ 626.00
186341	7/8/2018	8/24/2018	Church Services	India Aycock	Various	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:45 PM	2.25	3.00	-	3.00	-	-	1.00	2.00	\$ 200.00	\$ 680.00
186342	7/7/2018	8/24/2018	Church Services	Cheryl Frazier	Various	Not Provided	Assistant Warden	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 200.00	\$ 506.00
186573	7/8/2018	8/26/2018	Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 160.00	\$ 466.00
186406	7/8/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 160.00	\$ 600.00
186407	7/8/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ -	\$ 360.00
183276	7/8/2018	12/11/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 160.00	\$ 500.00
186984	7/8/2018	7/1/2018	Celebrate Recovery Graduation	India Aycock	Various	Not Provided	Juanita Thorpe	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ 75.00	\$ 360.00
186386	7/10/2018	8/28/2018	Praise Community	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 175.00	\$ 480.00
186408	7/10/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	12:00 PM	3.25	4.00	4.00	-	1.00	3.00	-	-	\$ -	\$ 415.00
186187	7/10/2018	8/18/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	12:00 PM	3.25	4.00	4.00	-	1.00	3.00	-	-	\$ 160.00	\$ 685.00
186409	7/11/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 160.00	\$ 600.00
183277	7/11/2018	12/11/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 160.00	\$ 500.00
186398	7/12/2018	8/26/2018	Praise Community	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:00 PM	2.80	3.00	-	3.00	-	-	1.00	2.00	\$ 160.00	\$ 530.00
186374	7/13/2018	8/26/2018	Church Service	India Aycock	Various	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	7:00 PM	0.60	2.00	-	2.00	-	-	1.00	1.00	\$ 160.00	\$ 456.00
186375	7/14/2018	8/26/2018	Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	7:00 PM	0.60	2.00	-	2.00	-	-	1.00	1.00	\$ 160.00	\$ 456.00
186376	7/16/2018	8/26/2018	Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 100.00	\$ 408.00
186410	7/16/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ -	\$ 360.00
186386	7/16/2018	8/17/2018	ABE class	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:46 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 160.00	\$ 600.00
186411	7/18/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 160.00	\$ 600.00
183278	7/18/2018	12/11/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 160.00	\$ 500.00
186402	7/17/2018	8/26/2018	ABE class	Cheryl Frazier	Smith, Jorae Smith,	Not Provided	Juanita Thorpe	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 76.00	\$ 426.00
186412	7/17/2018	8/26/2018	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 160.00	\$ 600.00

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42624

Job	Date of Assignment	Revised - Date	Purpose of Assignment	Name	LEADS to LEADS to Release	Core Number of Inmate	Core Staff Contact Cell Site Name	Investigator	Business Hour Rate Hour	Business Hour Additional Hours	Out of Business Hour First Hour	Out of Business Hour Additional Hour	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hour	Number of Hours Billed at 1st Hour Business Rate	Number of Hours Billed at 2nd Hour Business Rate	Number of Hours Billed at 3rd Hour Business Rate	Number of Hours Billed at 4th Hour Business Rate	Number of Hours Billed at 5th Hour Business Rate	Hourly Rate	Amount	Total Amount Billed
168403	7/18/2019	6/28/2019	ABE class	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$68.00	\$230.00	\$75.00	8:46 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 75.00	\$ 428.00	
168413	7/19/2019	6/25/2019	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$66.00	\$230.00	\$75.00	8:46 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 600.00	
168383	7/19/2019	6/3/2019	Jumah Prayer	Cheryl Frazier	Jorae Smith	Not Provided	Cheryl Frazier	DeeAnn Harmon	\$220.00	\$68.00	\$230.00	\$75.00	1:46 PM	4:00 PM	2.25	3.00	3.00	-	1.00	2.00	-	-	-	\$ 100.00	\$ 460.00	
166378	7/21/2019	8/25/2018	Church Service	Cheryl Frazier	Various	Not Provided	Cheryl Frazier	Laura Tolbert	\$220.00	\$86.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 200.00	\$ 605.00		
166379	7/22/2019	8/25/2019	Church Service	Cheryl Frazier	Various	Not Provided	Klosa Searcy	Keri Brousseau	\$220.00	\$68.00	\$230.00	\$75.00	8:30 PM	8:45 PM	2.25	3.00	-	3.00	-	-	1.00	2.00	\$ 75.00	\$ 455.00		
168404	7/22/2019	8/28/2019	ABE	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 600.00	
168414	7/22/2019	8/25/2019	G.E.D.	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 78.00	\$ 425.00	
168415	7/23/2019	8/25/2019	G.E.D.	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$68.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 76.00	\$ 425.00	
163279	7/23/2019	12/11/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 800.00	
166388	7/24/2019	6/28/2019	Praise Community	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$86.00	\$230.00	\$75.00	8:30 PM	8:13 PM	1.72	2.00	-	2.00	-	-	1.00	1.00	\$ 200.00	\$ 605.00		
168405	7/24/2019	8/28/2019	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 600.00	
168416	7/24/2019	8/28/2019	G.E.D.	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 76.00	\$ 425.00	
168414	7/25/2019	6/28/2019	Evening church with Lighthouse Missions	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$68.00	\$230.00	\$75.00	8:30 PM	8:31 PM	0.02	2.00	-	2.00	-	-	1.00	1.00	\$ 200.00	\$ 608.00		
166417	7/25/2019	6/25/2019	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 75.00	\$ 425.00	
163280	7/26/2019	12/11/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 600.00	
168401	7/28/2019	8/3/2019	Jumah Prayer	Cheryl Frazier	Jorae Smith	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$66.00	\$230.00	\$75.00	1:45 PM	3:45 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 75.00	\$ 360.00	
168801	7/27/2019	6/21/2019	Church Service	India Aycok	Various	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$66.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 160.00	\$ 465.00		
166381	7/28/2019	8/25/2019	Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$66.00	\$230.00	\$75.00	8:30 PM	7:00 PM	0.60	2.00	-	2.00	-	-	1.00	1.00	\$ 160.00	\$ 465.00		
167138	7/29/2019	7/29/2019	Intake, Orientation, Release Information, ReEntry class, Law Library, Recreation	India Aycok	William Trout	Not Provided	Juanita Thorpe	Linda Ogletree	\$230.00	\$76.00	\$230.00	\$75.00	1:46 PM	3:46 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 160.00	\$ 485.00	
166382	7/29/2019	8/25/2019	Church Service	Cheryl Frazier	Various	Not Provided	Juanita Thorpe	Keri Brousseau	\$220.00	\$66.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 75.00	\$ 390.00		
168406	7/29/2019	8/28/2019	ABE	Cheryl Frazier	SMth, Darrell Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 600.00	
168418	7/29/2019	8/25/2019	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 600.00	
167139	7/30/2019	7/29/2019	Intake, Orientation, Release Information, ReEntry class, Law Library, Recreation	India Aycok	Various	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	1:46 PM	3:46 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 160.00	\$ 435.00	
168419	7/30/2019	8/25/2019	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ -	\$ 350.00	
163281	7/30/2019	12/11/2018	ABE class	Cheryl Frazier	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 600.00	
167140	7/31/2019	7/29/2019	Intake, Orientation, Release Information, ReEntry class, Law Library, Recreation	India Aycok	Various	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	1:46 PM	3:46 PM	2.00	2.00	2.00	-	1.00	1.00	-	-	-	\$ 160.00	\$ 435.00	
168407	7/31/2019	8/28/2019	ABE	Cheryl Frazier	SMth, Darrell Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ 160.00	\$ 600.00	
168420	7/31/2019	8/25/2019	G.E.D.	Cheryl Frazier	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$66.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	-	\$ -	\$ 350.00	
TOTAL																							\$ 7,160.00	\$ 26,580.00		

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42853

				Requisitioner				Billing and Reporting Information																	
Job	Date of Assignment	Received - Date	Approved - Date	Name	ELDP: Job/Workshop	Core Number or Pile Number	Daily Start Contact Or Site Name	Interpreter	Business Hour Start/End	Business Hour Additional Hours	Cost of Materials (Year of Assignment)	Cost of Materials (Year of Assignment)	Start Time	End Time	Length of Assignment	Number of Hours (Actual)	Business Invoiced	Out of Business Hours	Number of Hours Billable at 1/2 Hour Rate	Number of Hours Billable at 1 Hour Rate	Number of Hours Billable at 1 1/2 Hour Rate	Number of Hours Billable at Additional Cost of Materials (Month Total)	Request	Total Amount Billed	
167141	8/1/2019	7/28/2019		India Aycock	[REDACTED]	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$78.00	1:45 PM	3:45 PM	2:00	2:00	2:00	-	1:00	1:00	-	-	\$ 150.00	\$ 438.00	
168408	8/1/2019	8/28/2019		Cheryl Frazier	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 500.00	
168421	8/1/2019	8/28/2019		Cheryl Frazier	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ -	\$ 350.00	
167823	8/2/2019	3/18/2019		India Aycock	SMITH, JORAE	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	1:45 PM	3:00 PM	1:15	2:00	2:00	-	1:00	1:00	-	-	\$ 150.00	\$ 438.00	
168383	8/3/2019	8/25/2019		India Aycock	Various	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:45 PM	0:15	2:00	-	2:00	-	-	1:00	1:00	-	\$ 150.00	\$ 468.00
168394	8/4/2019	8/28/2019		India Aycock	Various	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$78.00	8:30 PM	8:00 PM	2:50	3:00	-	3:00	-	-	1:00	2:00	-	\$ 150.00	\$ 630.00
167142	8/6/2019	7/28/2019		India Aycock	[REDACTED]	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	1:45 PM	1:50 PM	0:08	2:00	2:00	-	1:00	1:00	-	-	\$ 150.00	\$ 438.00	
168395	8/6/2019	8/25/2019		India Aycock	Various	Not Provided	Juanita Thorpe	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	\$ 75.00	\$ 380.00
165426	8/7/2019	8/25/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00	
168782	8/7/2019	8/21/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 128.00	\$ 478.00	
165425	8/8/2019	8/25/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 128.00	\$ 475.00	
168617	8/8/2019	8/24/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 500.00	
167099	8/9/2019	7/26/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	\$ 200.00	\$ 608.00
168388	8/10/2019	8/25/2019		India Aycock	Various	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	\$ 100.00	\$ 408.00
165387	8/11/2019	8/25/2019		India Aycock	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	\$ 200.00	\$ 608.00
168388	8/12/2019	8/25/2019		India Aycock	Various	Not Provided	Juanita Thorpe	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$76.00	8:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	-	\$ 75.00	\$ 380.00
168843	8/12/2019	8/21/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 500.00	
165426	8/12/2019	8/25/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 128.00	\$ 478.00	
168427	8/13/2019	8/25/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00	
168518	8/13/2019	8/24/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 160.00	\$ 600.00	
168428	8/14/2019	8/25/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 128.00	\$ 478.00	
168519	8/14/2019	8/24/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00	
168190	8/14/2019	8/13/2019		India Aycock	Andrew Smith	Not Provided	India Aycock	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	2:00	2:00	2:00	-	1:00	1:00	-	-	\$ 200.00	\$ 608.00	
165429	8/15/2019	8/25/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ -	\$ 350.00	
168520	8/15/2019	8/24/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 500.00	
168146	8/16/2019	8/13/2019		India Aycock	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	2:00	2:00	2:00	-	1:00	1:00	-	-	\$ -	\$ 285.00	
168149	8/16/2019	8/13/2019		India Aycock	Andrew Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	2:00	2:00	2:00	-	1:00	1:00	-	-	\$ 150.00	\$ 438.00	
168944	8/18/2019	8/21/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 128.00	\$ 478.00	
165430	8/19/2019	8/25/2019		India Aycock	Andrew Smith, Darrell Smith, [REDACTED], Jorae Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00	
168151	8/19/2019	8/13/2019		India Aycock	Andrew Smith	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$76.00	8:45 AM	11:45 AM	2:00	2:00	2:00	-	1:00	1:00	-	-	\$ 200.00	\$ 468.00	

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 42863

Job	Date of Assignment	Received Date	Program of Assignment	Name	INSPIN #	Case Number or File Number	DPR Job Control Or Site / Home	Inspector	Business Hour Start/Stop	Business Hour Additional Hours	Out of Business Hour Start/Stop	Out of Business Hour Additional Hours	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Out of Business Hours	Number of Hours Billed at 1/2 Hour Increment Rate	Number of Hours Billed at 1/4 Hour Increment Rate	Number of Hours Billed at 1/8 Hour Increment Rate	Number of Hours Billed at Additional Out of Business Hours Rate	Billed	Total Amount Billed
165431	8/20/2019	8/28/2019	Adult Basic Education	India Aycock	Andrew Smith, Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ -	\$ 350.00
166521	8/20/2019	8/24/2019	Adult Basic Education	India Aycock	Andrew Smith, Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 150.00	\$ 600.00
168961	8/21/2019	8/19/2019	Adult Basic Education	India Aycock	Andrew Smith, Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 125.00	\$ 475.00
168189	8/21/2019	8/13/2019	Graduation Rehearsal	India Aycock	Andrew Smith	Not Provided	India Aycock	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	2.00	2.00	2.00	-	1.00	1.00	-	-	\$ -	\$ 285.00
157628	8/23/2019	3/19/2019	Jumah Friday Congregational Prayer	India Aycock	SMITH, JORAE	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	2:20 PM	0.88	2.00	2.00	-	1.00	1.00	-	-	\$ 150.00	\$ 435.00
167135	8/23/2019	7/28/2019	GED Graduation	India Aycock	Andrew Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	9:30 AM	2:00 PM	4.60	6.00	6.00	-	1.00	4.00	-	-	\$ -	\$ 480.00
167138	8/23/2019	7/28/2019	GED Graduation	India Aycock	Andrew Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	9:30 AM	2:00 PM	4.60	6.00	6.00	-	1.00	4.00	-	-	\$ 125.00	\$ 605.00
166383	8/25/2018	8/25/2018	Church Service	India Aycock	Various	Not Provided	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 200.00	\$ 505.00
165384	8/26/2018	8/25/2018	Harvest UMC Church Service	India Aycock	Various	Not Provided	Juanita Thorpe	Karl Brouseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 75.00	\$ 350.00
168949	8/28/2019	8/21/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 150.00	\$ 800.00
168434	8/28/2019	8/25/2018	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 150.00	\$ 600.00
168435	8/27/2019	8/25/2018	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ -	\$ 350.00
167038	8/27/2019	8/19/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 125.00	\$ 478.00
165436	8/28/2019	8/25/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	LaVerne Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ -	\$ 350.00
166522	8/28/2019	8/24/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith	Not Provided	Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 150.00	\$ 600.00
169734	8/28/2019	8/28/2019	Psych appt.	India Aycock	Jorae Smith	Not Provided	India Aycock	LaVerne Lowe	\$245.00	\$90.00	\$245.00	\$90.00	9:45 AM	12:15 PM	2.80	3.00	3.00	-	1.00	2.00	-	-	\$ -	\$ 425.00
167627	8/30/2019	3/19/2019	Jumah Friday Congregational Prayer	India Aycock	SMITH, JORAE	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	2:45 PM	1.00	2.00	2.00	-	1.00	1.00	-	-	\$ 150.00	\$ 435.00
167266	8/31/2019	7/29/2019	Evening Church Service	India Aycock	Various	Not Provided	Juanita Thorpe	DeeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	8:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 100.00	\$ 405.00
TOTAL																						\$ 5,875.00	\$ 21,705.00	

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 43198

Job #	Date of Assignment	Inmate - Code	Purpose of Assignment	Requestor			Billing and Reporting Information																		
				Name	Employee ID	Contract Number	Direct Staff Contact (Y/N)	Employee Name	Employee Rate	Hourly Rate	Additional Hours	Cost of Business Hourly Rate	Cost of Business Hourly Additional	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	Cost of Business Hours	Number of Hours Billed at 1/2 Hour Business Rate	Number of Hours Billed at 1/4 Hour Business Rate	Number of Hours Billed at 1/8 Hour Business Rate	Revenue	Total Amount Billed	
168803	8/3/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 125.00	\$ 475.00
168850	8/3/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168904	8/4/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 125.00	\$ 475.00
168951	8/4/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ -	\$ 350.00
170018	8/5/2019	8/30/2019	Follow up on Well Being and Services (NOT MENTAL HEALTH)	Kioasha Searcy	[REDACTED]	Not Provided		Kioasha Searcy	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:30 AM	9:30 AM	0:33	2:00	2:00	-	1:00	1:00	-	-	\$ -	\$ 295.00
168898	8/7/2019	8/22/2019	Evening church service	India Aycock	All	Not Provided		Juanita Thorpe	DeAnn Harmon	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	\$ 100.00	\$ 405.00
168949	8/8/2019	8/22/2019	Evening church service	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	\$ 200.00	\$ 605.00
168976	8/9/2019	8/29/2019	Harvest UMC church service	India Aycock	All	Not Provided		Juanita Thorpe	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	\$ 75.00	\$ 380.00
168806	8/9/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168862	8/9/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 125.00	\$ 475.00
168808	8/10/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168953	8/10/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168957	8/11/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168954	8/11/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168992	8/13/2019	8/29/2019	Set Captives Free church service	India Aycock	All	Not Provided		Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:45 PM	2:25	3:00	-	3:00	-	-	1:00	2:00	\$ 200.00	\$ 690.00
168700	8/14/2019	8/22/2019	Evening church service	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	\$ 200.00	\$ 605.00
168701	8/16/2019	8/22/2019	Evening church service	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	\$ 200.00	\$ 605.00
168978	8/16/2019	8/29/2019	Harvest UMC church service	India Aycock	All	Not Provided		Juanita Thorpe	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2:00	2:00	-	2:00	-	-	1:00	1:00	\$ 75.00	\$ 380.00
168908	8/16/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ -	\$ 350.00
168856	8/16/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 75.00	\$ 425.00
168909	8/17/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ -	\$ 350.00
168966	8/17/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168910	8/19/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	9:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168867	8/19/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 125.00	\$ 475.00
167630	9/20/2019	3/18/2019	Jumah Friday Congregational Prayer	India Aycock	SMITH, JORAE	Not Provided		Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	1:45 PM	2:30 PM	0:75	2:00	2:00	-	1:00	1:00	-	-	\$ 150.00	\$ 435.00
168977	9/23/2019	8/29/2019	Harvest UMC church service	India Aycock	All	Not Provided		Juanita Thorpe	Keri Brouseau	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	7:30 PM	1:00	2:00	-	2:00	-	-	1:00	1:00	\$ 75.00	\$ 380.00
168811	9/23/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Susan Holly	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 125.00	\$ 475.00
168855	8/23/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168912	8/24/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ -	\$ 350.00
168858	8/24/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	Linda Ogletree	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ 150.00	\$ 600.00
168813	8/25/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith, [REDACTED]	ID100036266, ID100182 8089, ID1281244		Juanita Thorpe	LaVerna Lowe	\$220.00	\$65.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3:00	3:00	3:00	-	1:00	2:00	-	-	\$ -	\$ 350.00

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

GA DEPARTMENT OF CORRECTIONS (ASL)
INVOICE 43198

Job	Date of Assignment	Revised Date	Purpose of Assignment	Name	ELZPM Registration Number	City Number or File Number	Direct Contact: City Site / Name	Supervisor	Rate per Hour (Flat Fee)	Rate per Hour (Additional Hours)	City of Business (Flat Fee Hour)	City of Business (Hour Additional Hours)	Start Time	End Time	Length of Assignment	Number of Hours Billed	Business Hours	City of Business Hours	Number of Hours Billed at 1/2 Hour Business Rate	Number of Hours Billed at 1/2 Hour Non-Business Rate	Number of Hours Billed at 1/2 Hour City of Business Rate	Number of Hours Billed at 1/2 Hour City of Business Non-Business Rate	Expensed	Total Amount Billed
168680	8/26/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith	ID1000356266, ID100182 8089 ID1291244	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 125.00	\$ 475.00
144326	9/25/2019	8/26/2019	Evening Church Top Unita Lighthouse Missions	India Aycock	open	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$85.00	\$230.00	\$75.00	6:30 PM	7:30 PM	1.00	3.00	-	2.00	-	-	1.00	1.00	\$ 150.00	\$ 455.00
168704	8/28/2019	8/22/2019	Evening church service	India Aycock	Darrell Smith, Jorae Smith,	ID1000356266, ID100182 8089 ID1291244	Juanita Thorpe	DeAnn Harmon	\$220.00	\$85.00	\$230.00	\$75.00	8:30 PM	9:45 PM	2:25	3.00	-	3.00	-	-	1.00	2.00	\$ 100.00	\$ 480.00
168708	8/28/2019	8/22/2019	Evening church service	India Aycock	Darrell Smith, Jorae Smith,	ID1000356266, ID100182 8089 ID1291244	Juanita Thorpe	Laura Tolbert	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	8:30 PM	2.00	2.00	-	2.00	-	-	1.00	1.00	\$ 200.00	\$ 605.00
168978	9/30/2019	8/28/2019	Harvest UMC church service	India Aycock	all	Not Provided	Juanita Thorpe	Franklin Eaves	\$220.00	\$65.00	\$230.00	\$75.00	6:30 PM	6:50 PM	0:33	2.00	-	2.00	-	-	1.00	1.00	\$ 75.00	\$ 380.00
168614	9/30/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith,	ID1000356266, ID100182 8089 ID1291244	Juanita Thorpe	Linda Ogletree	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 150.00	\$ 600.00
168611	9/30/2019	8/22/2019	Adult Basic Education	India Aycock	Darrell Smith, Jorae Smith,	ID1000356266, ID100182 8089 ID1291244	Juanita Thorpe	Susan Holly	\$220.00	\$85.00	\$230.00	\$75.00	8:45 AM	11:45 AM	3.00	3.00	3.00	-	1.00	2.00	-	-	\$ 125.00	\$ 475.00
171487	8/30/2019	8/26/2019	ADA Interview & Orientation Paperwork // Medical appointment	India Aycock		Not Provided	Theresa Thornton	Laura Tolbert	\$225.00	\$70.00	\$235.00	\$80.00	10:00 AM	1:50 PM	3:55	4.00	4.00	-	1.00	3.00	-	-	\$ 200.00	\$ 635.00
TOTAL																						\$ 4,800.00	\$ 17,815.00	

**GEORGIA DEPARTMENT OF CORRECTIONS (CART)
INVOICE 42525**

				Requisitioner			Billing and Reporting Information										
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEP/ISI Interpretation Recipient	Case Number or File Number	DHR Staff Contact On Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
157619	7/5/2019	3/19/2019	CART Services	India Aycocok	Jorae Smith	Not Provided	Pashion Chambers	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
157620	7/12/2019	3/19/2019	CART Services	India Aycocok	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
TOTAL																\$ 420.00	\$ 420.00

**GEORGIA DEPARTMENT OF CORRECTIONS (CART)
INVOICE 42854**

				Requisitioner			Billing and Reporting Information										
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEP/SLI Interpretation Recipient	Case Number or File Number	DHR Staff Contact On Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
157624	8/9/2019	3/19/2019	CART Services	India Aycock	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
157625	8/16/2019	3/19/2019	CART Services	India Aycock	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:45 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
TOTAL																\$ 420.00	\$ 420.00

**GEORGIA DEPARTMENT OF CORRECTIONS (CART)
INVOICE 43199**

				Requisitioner			Billing and Reporting Information										
Job	Date of Assignment	Received - Date	Type of Visit	Name	# LEP/SLI Interpretation Recipient	Case Number or File Number	DHR Staff Contact On Site / Name	Interpreter	Business Hour Rate	Out of Business Hour Rate	Start Time	End Time	Number of Hours Billed	Business Hours	Out of Business Hours	Interpretation Charge	Total Amount Billed
157629	9/13/2019	3/19/2019	CART Services	India Aycock	Jorae Smith	Not Provided	Juanita Thorpe	Vickie Wiechec	\$ 105.00	\$ 115.00	1:45 PM	3:30 PM	2.00	2.00	-	\$ 210.00	\$ 210.00
TOTAL																\$ 210.00	\$ 210.00

GEORGIA DEPARTMENT OF CORRECTIONS EXECUTIVE SUMMARY

NAME OF CONSULTANT/CONTRACTOR:	Purple Communications, Inc.
ORIGINATING UNIT:	Office of Professional Standards
CONTACT PERSON:	Cheryl Ann Frazier
TELEPHONE:	770-330-7535
TODAY'S DATE:	March 23, 2018

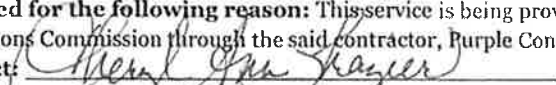
Purchase Order Number		Effective Date	March 15, 2018
Account Number		Termination Date	June 30, 2019
Fund Code		Original Effective Date	March 15, 2018
Department Number		Original Agreement Amount	\$0.00 – NO COST
Fund Source		All Previous Amendments	N/A
Program Number		Amount of this Amendment	N/A
Subclass		Total Contract Amount	\$0.00 – NO COST
Project Number		Amendment Number	
		Renewal Number	

SCOPE OF SERVICES: The Contractor (Purple Communications) will provide Video Relay Services ("VRS" or "Services") to offenders with hearing or speech disabilities at one or more of the Department's correctional facilities. The VRS provided by Contractor shall be performed by sign language interpreters with skills that are consistent with industry-wide standards.

Please check appropriate box:

<input type="checkbox"/> PERSONAL SERVICES AGREEMENT LGL09	<input type="checkbox"/> WORK DETAIL AGREEMENT LGL02, LGL03, LGL04, LGL05
<input checked="" type="checkbox"/> PROFESSIONAL SERVICES AGREEMENT LGL09	<input type="checkbox"/> DESIGN PROFESSIONAL AGREEMENT LGL06
<input type="checkbox"/> INDEPENDENT CONTRACTOR AGREEMENT LGL10	<input type="checkbox"/> LIMITED SERVICE AGREEMENT LGL08
<input type="checkbox"/> GED – INDEPENDENT CONTRACTOR AGREEMENT LGL11	<input type="checkbox"/> LEASE LGL27
<input type="checkbox"/> GED – INTERGOVERNMENTAL AGREEMENT LGL12	<input type="checkbox"/> NON-PROFIT ENTITY AGREEMENT LGL16
<input type="checkbox"/> INTERGOVERNMENTAL EVENT AGREEMENT LGL13	<input type="checkbox"/> AMENDMENT LGL07, LGL16, LGL17
<input type="checkbox"/> INTERGOVERNMENTAL AGREEMENT LGL14, LGL15	<input type="checkbox"/> CONSTRUCTION CONTRACT PURCHASING
<input type="checkbox"/> OTHER LGL19, LGL20, LGL20, LGL21, LGL70, LGL71	

I certify that competitive bidding is not required for the following reason: This service is being provided at no cost to GDC. This is a service provided by the Federal Communications Commission through the said contractor, Purple Communications. The information in this box is True and Correct:


 Signature of Contact Person

CENTRAL OFFICE USE ONLY






DIRECTOR APPROVAL

PURCHASING DIVISION APPROVAL

BUDGET OFFICE APPROVAL

CONTRACT ADMINISTRATION APPROVAL

LEGAL SECTION APPROVAL

	Date: 3-23-18
	Date: 3-26-18
	Date: 3/26/18
	Date: 3/26/18
	Date: 3/26/18

LGL01



Legal Services
FY18 Executive Summary

CONTRACT FOR SERVICES

THIS AGREEMENT is entered into the 15th day of March, 2018, by and between the GEORGIA DEPARTMENT OF CORRECTIONS, an agency of the State of Georgia (hereinafter referred to as the "Department"), and Purple Communications, Inc., (the "Contractor"), duly authorized by law to transact business in the State of Georgia.

WHEREAS, the Department desires to engage Contractor to provide services as more fully described below, and Contractor desires to provide such services in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of these premises and the mutual promises and agreements hereinafter set forth, the parties hereby agree as follows:

1. Scope of Services. The Contractor agrees to perform fully and faithfully the services described in Exhibit "A", attached hereto and incorporated by reference herein (the "Services") in accordance with standards applicable to similar professionals practicing in the geographic locality that the Services are to be performed. Contractor agrees to maintain for the duration of this Agreement all licenses, certifications and permits applicable to the Services to be performed. No additional or different services shall be performed unless provided for by an amendment to this Agreement, executed by the parties in the manner provided for herein. No provision of this Agreement shall be construed to prohibit Contractor from offering similar or different services to the public, including other State agencies.

2. Independent Contractor. In the performance of the Services, and for all tax, liability and insurance purposes, Contractor shall at all times be an independent contractor and not an agent, representative or employee of the Department. Contractor may not perform the Services through employees or subcontractors without prior approval from Department in writing. Contractor shall determine the means and manner of performance of Services to be rendered, and, in conformity with the foregoing status of the parties, Contractor shall not hold himself out to be an employee or agent of the Department or use the name of the Department in its business in any way.

3. Compensation. Contractor shall provide the Services at no cost to the Department.

4. Benefits. Contractor acknowledges that neither it, nor its employees, are entitled to any benefits from the Department, including health insurance, workers compensation coverage, unemployment compensation coverage, which are ordinarily provided to employees of the Department.

5. Pledges of Credit. Contractor acknowledges that the State of Georgia may not lawfully pledge its credit so as to cause a State agency to incur a financial obligation unless

funds to honor the obligation have been lawfully appropriated. In the event that the source of any payment by the Department as provided for herein is insufficient, in the sole discretion of the Department, then this Agreement shall terminate without further obligation of the Department.

6. Expenses. The Department shall not be liable for and shall not reimburse the Contractor for any travel or other expenses incurred by the Contractor unless approved in advance by the Department in writing. Any such reimbursement shall be made in accordance with and in amounts permitted by applicable state rules and regulations.

7. Equipment. The Department is not required to provide any office space nor any equipment to the Contractor except as specifically provided under this Agreement.

8. Term of Agreement. This Agreement shall be effective as of March 15, 2018 and shall continue in force and effect until 11:59 p.m. on June 30, 2019 unless such period is extended by mutual agreement of the parties in writing.

9. Termination for Convenience. The Department may at any time and for any reason terminate this Agreement by providing written notice in advance of such termination to the Contractor. In the event of termination under this paragraph, the Department shall pay the Contractor for Services that have been fully and faithfully performed prior to the effective date of termination; provided, however, that payments otherwise due the Contractor may be applied by the Department against amounts due or claimed to be due the Department and, in addition, if termination is for cause, payments may be withheld by the Department on account of the Services being deemed deficient and not remedied by the Contractor prior to the effective date of termination. Contractor shall be liable to the Department for any additional cost incurred by the Department as a result of deficiencies in the Services to be provided hereunder.

10. Compliance with Laws. The Contractor agrees to perform the Services in accordance with the terms and conditions of this Agreement and in compliance with all laws, rules, regulations and orders of federal, State and local governments, including orders of any court of competent jurisdiction. Without limitation to the generality of the foregoing, Contractor agrees to comply with any special conditions, undertakings or representations attached hereto, all of which form a part hereof.

11. Conflicts of Interest. The Contractor covenants that the Contractor presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the Contractor's services hereunder. The Contractor further covenants that in the performance of this Agreement, the Contractor will not employ any person having such an interest.

12. Trading with State Employees. The parties certify that this Agreement does not and will not violate the provisions of O.C.G.A. §45-10-20, *et seq.*, in any respect. The Contractor agrees not to employ any individual that would result in a violation of this law.

13. **Screening.** Contractor acknowledges and agrees that Contractor, including employees of Contractor, shall be subject to background investigations conducted by duly authorized agents of the State, and Contractor and Contractor's personnel shall be subject to, and agree to comply with, rules pertaining or related to safety and security, including spoken directives of GDC facility staff and the Department's standard operating procedures related to Employee Standards of Conduct and sexual harassment.

14. **Standards of Conduct and Sexual Harassment.** Contractor agrees that the Contractor and any of its agents, employees, officials or subcontractors who enter any facility, institution, office or other premise of the Department or who come into contact with any employee of the Department shall comply with the Department's Policies and Procedures relating to Standards of Conduct and Sexual Harassment and shall follow all orders or directives given by Department personnel. If the Contractor or any of its agents, employees, officials or subcontractors should be accused of violating any of these policies or procedures or otherwise violating this provision, then the Contractor will allow and assist the Department in investigating the charge or accusation. If the charge is established, the contractor will take appropriate action to sanction the violation and to ensure that there are no further violations. The Department may also bar anyone from its premises whom it finds to have violated these policies or procedures or who has otherwise violated this provision.

15. **Indemnification.** Contractor hereby releases and discharges the State of Georgia, its agencies, departments (including the Department), authorities and instrumentalities (including the State Tort Claims Trust Fund), and the officers, directors and employees of each, waiving all rights against any of them (collectively, the "State"), and agrees to indemnify, protect and save harmless the State, with respect to any claim, demand, liability, loss, penalty, cost, or expense (including court costs and reasonable attorneys' fees) arising out of or occurring in connection with (a) any breach of this Agreement or any of the terms or conditions hereof; (b) the violation of any federal or State law, rule or regulation (including those pertaining to the protection of the environment); or (c) damage to or destruction of property (including loss of use) or injury to persons (including death), in whole or in part caused by or resulting from any act of negligence or willful misconduct of the Contractor. In connection with the foregoing indemnity obligations, Contractor shall, at its sole expense, participate in the defense of any suit or action brought against the State, and no settlement or compromise entered into by the Contractor and stemming from the action or suit shall be effective to bind the State unless entered into with the express approval of the State. The indemnity obligations of this paragraph shall survive any termination of this Agreement.

16. **Insurance.** Contractor shall, at its sole expense, procure and maintain from insurance carriers licensed to transact business in the State of Georgia such insurance coverage as will protect Contractor's and Department's interests under this Agreement in accordance with rules and regulations established in the State of Georgia Insurance and Bonding Guidelines (SPD-SP048). Neither the policy limits nor any other provision of any insurance policy shall be construed as a limitation on the indemnity obligations herein.

17. **Confidentiality.** Contractor will hold in strictest confidence and will not disclose to others for any reason whatsoever, any works, writings, plans, proposals, documents, contracts, records, data, analyses, compilations, forecasts, studies, reports, recordings, maps, or other information or material received or prepared by Contractor (collectively, the "Information"), except to the extent that such Information (a) is otherwise available from third persons without restriction on its further use or disclosure, (b) is required by order of any court or by law or by any regulatory agency to which Contractor is subject or in connection with any civil or administrative proceeding, or (c) to the extent such Information is or becomes publicly known other than through actions, direct or indirect, of the Contractor.

18. **Prison Rape Elimination Act.** Contractor agrees to assist the Department in complying with standards articulated under 28 C.F.R. 115, entitled the Prison Rape Elimination Act, by submitting to a background check and agreeing not to sexually abuse or harass any offenders. Contractor agrees to undergo training, as the Department sees fit, regarding the Department's zero-tolerance policy for sexual abuse and sexual harassment and Contractor agrees to document that Contractor understands such training. Contractor agrees to inform Department of any knowledge, suspicion, or information regarding the occurrence of sexual abuse or harassment in any facility in which the Contractor is present. Contractor agrees to keep all information about sexual abuse or sexual harassment, other than such information as is required to report the incident, completely confidential. Contractor acknowledges that failure to maintain the standards articulated in this paragraph is considered a material breach of this Agreement and is grounds for termination of this Agreement.

19. **Shop Right.** Contractor agrees that any processes, equipment, proprietary know-how or other proprietary information or matters that are produced or result, directly or indirectly, from or in connection with Contractor's performance of the Services shall be the property of the Department, and Contractor further agrees to execute any and all documents, or take additional actions which may be necessary in the future to give full effect to this provision.

20. **Cooperation.** Contractor, its employees, agents, subcontractors and assigns, agree to cooperate fully in the defense of any litigation brought against the Department or Contractor relating to the Services to be performed under this Agreement, and each party shall give the other prompt notice of any claim, demand, suit or proceeding.

21. **Taxes.** Contractor shall be solely responsible for the payment, in a timely manner, of all federal, State and local taxes, fees or assessments of any type. Contractor further agrees to indemnify the Department from any loss, cost, claim, damage or expense arising therefrom.

22. **Amendment.** The parties recognize and agree that it may be necessary or convenient for the parties to amend this Agreement so as to provide for the orderly implementation of all of the undertakings described herein, and the parties agree to cooperate

fully in connection with such amendments if and as necessary. However, no change, modification or amendment to this Agreement shall be effective unless the same is reduced to writing and signed by the parties hereto.

23. Assignment. Neither party may assign its respective rights and obligations arising out of this Agreement without the prior consent in writing of the other party.

24. Notices. Any notice under this Agreement shall be deemed duly given if delivered by hand (against receipt) or if sent by registered or certified mail -- return receipt requested, to a party hereto at the address set forth below or to such other address as the parties may designate by notice from time to time in accordance with this Agreement.

If to the Contractor:	Greg Hlibok, Purple Communications 595 Menlo Drive Rocklin, California 95765
-----------------------	--

If to the Department:	Jennifer Ammons, General Counsel Georgia Department of Corrections P.O. Box 1529 Forsyth, Georgia 31029
-----------------------	--

25. Headings. The headings in this Agreement have been inserted for convenience only and shall not affect or control the meaning or construction of any of the provisions of this Agreement.

26. Meanings of Certain Terms. Where used herein, and unless the contract otherwise clearly requires, the term "including" shall be interpreted in its most expansive sense and shall not operate as a limitation; the term "Contractor" shall include any parent or subsidiary corporation or firm of Contractor, the officers, directors, employees, contractors, agents and assigns of any of them.

27. Equal Employment Opportunity. The Contractor agrees to comply with Executive Order No. 11246, as amended and as supplemented by U.S. Department of Labor regulations (41 CFR, Part 60-1, et seq.), which require that the Contractor not discriminate on the basis of race, creed, color, religion, national origin, sex, or age in the performance of this Agreement. The Contractor further agrees to include the provisions of this paragraph in every contract, subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor.

28. Compliance with Federal and State Work Authorization and Immigration Laws. Contractor certifies its compliance with Illegal Immigration Reform and Enforcement Act of 2011 and specifically those provisions codified at O.C.G.A. §13-10-90, *et seq.* Contractor warrants that it has registered with and uses the federal work authorization program commonly

known as "E-Verify." Contractor further agrees that it will contract for the physical performance of services in satisfaction of this contract only with subcontractors who present an affidavit as required by O.C.G.A. §13-10-91. Contractor warrants that it will include a similar provision in all contracts entered into for the physical performance of services in satisfaction of this contract.

29. **Survival.** The terms, conditions, representations, obligations, understandings and undertakings herein shall survive any termination of this Agreement.

30. **Severability.** If any term or provision in this Agreement shall be found to be illegal or unenforceable, then, notwithstanding the offending terms or provisions, this Agreement shall remain in full force in effect and such terms or provisions shall be deemed stricken herefrom.

31. **Legislative Modification.** Notwithstanding any other provision of this Agreement to the contrary, in the event that any federal, state, or local law, rule, regulation, or interpretation thereof restricts, prohibits, or in any way materially changes the method or amount of reimbursement or payment for services under this Agreement at any time during the duration of this Agreement, then this Agreement shall, to the extent permitted by the laws of the State of Georgia, be deemed amended by the parties to provide for payment of compensation and other fees in a manner consistent with any such prohibition, restriction, or limitation.

32. **Drug-Free Workplace.** The Contractor acknowledges that Contractor is fully aware of the contents and requirements of the Drug-Free Workplace Act, O.C.G.A. §50-24-1, *et seq.* (A) The Contractor hereby certifies that he will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of this Agreement and any extensions thereof. (B) The Contractor may be suspended, his contract terminated or the Contractor debarred if it is determined that: (1) the Contractor has made false certification hereinabove; or (2) the Contractor has violated such certification by failure to carry out the requirements of the "Drug-Free Workplace Act".

33. **Governing Law.** This Agreement is executed in the State of Georgia, and the laws of the State of Georgia shall govern all matters pertaining to the validity, construction, interpretation and effect of this Agreement. Jurisdiction and Venue for any civil action arising out of this agreement shall lie in the Superior Court of Fulton County, Georgia.

34. **Remedies.** No remedies or rights herein conferred upon the parties are intended to be exclusive of any remedy or right provided by law, but each shall be cumulative and shall be in addition to every other remedy or right given hereunder or now or hereafter existing at law or in equity (including the right of specific performance).

35. **Waiver.** The failure of either party to exercise or enforce any right conferred upon it hereunder shall not be deemed to be a waiver of any such right nor operate to bar the

exercise or performance thereof at any time or times thereafter; nor shall its waiver of any right hereunder at any given time, including rights to any payment, be deemed a waiver thereof for any other time.

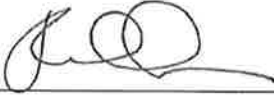
36. Boycott of Israel. Contractor certifies that Contractor is not currently engaged in, and agrees for the duration of the Contract not to engage in, a boycott of Israel, as defined in O.C.G.A. §50-5-85.

37. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original but all of which shall constitute one agreement. No party shall be bound by this Agreement until all parties have executed it.

38. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties hereto and replaces, cancels and supersedes any prior agreements and understandings relating to the subject matter hereof; and all prior representations, agreements, and undertakings between the parties hereto with respect to the subject matter hereof are merged herein.

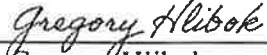
IN WITNESS WHEREOF, the parties have caused the authorized representatives of each to execute this Agreement on the day and year first above written.

**GEORGIA DEPARTMENT OF
CORRECTIONS**

By: 

Jennifer Ammons
General Counsel

PURPLE COMMUNICATIONS, INC.

By: 

Gregory Hlibok
Chief Legal Officer

Exhibit "A"
Scope of Services

1. Contractor will provide Video Relay Services ("VRS" or "Services") to offenders with hearing or speech disabilities at one or more of the Department's correctional facilities. The VRS provided by Contractor shall be performed by sign language interpreters with skills that are consistent with industry-wide standards.

2. The parties acknowledge that the technology utilized by Contractor to provide the Services are strictly confidential. As such, the parties agree to hold the other party's Confidential Information, as defined below, in confidence and will use the same efforts to maintain the confidentiality of the other party's Confidential Information as it uses to protect its own Confidential Information of a similar nature, but in any event no less than reasonable efforts. Except as required by law, neither party will disclose such Confidential Information to third parties nor use the other party's Confidential Information for any purpose other than the purposes of this Agreement. Each party agrees to instruct its employees and agents to hold the other party's Confidential Information in strict confidence and not to disclose or use the other party's Confidential Information in any fashion other than pursuant to the terms of this Agreement. For clarity, Confidential Information does not include information that (a) is already known by the receiving party at time of disclosure; (b) becomes, through no act or fault of the receiving party, publicly known; (c) is received by the receiving party from a third party without a restriction on disclosure or use; or (d) is independently developed by the receiving party without reference to Confidential Information of the disclosing party. For purposes of this Agreement "Confidential Information" shall mean, without limitation, in any form, format, or media: plans; processes; procedures; designs; concepts; systems; data; business plans; information related to the current, future, and proposed products and services; employee and contractor information; customer information and all aspect of VRS calls, research and development information; and other information relating to the disclosing party's business activities, regardless of how the confidential data is documented or memorialized. Notwithstanding the foregoing, any document or record that is subject to disclosure under Georgia's Open Records Act, O.C.G.A. §50-18-70, *et seq.*, shall not be considered Confidential Information.

3. Contractor shall be involved or participate in the recordation or storage of any information or data as to the content of any VRS call. The parties agree and acknowledge that, pursuant to Federal regulations, Contractor is prohibited from disclosing or recording through any medium the content of any relayed conversation, regardless of the content. As such Contractor shall not be requested or required to participate at any level in the recordation or disclosure of any call content, and Contractor makes no representation or warranty as to the legality of same. In order to avoid abuse of the Services by offenders who are not deaf or hard of hears, Contractor shall not facilitate any communication by offenders who are not attempting to communicate using sign language.

4. Contractor, on a case by case basis, will assist and support the delivery of any pre-recorded notices or admonishment to callers regarding their phone calls to the extent that such notices are required in order to comply with Federal or State law, or prison regulations.

5. Contractor acknowledges the requirements of an acceptable prison telephone service such as no inbound calls and no 911 calls. Contractor also acknowledges the requirements for access to call records by designated prison authorities. Examples of call records are date, time, duration, number dialed and originating number. Any call records requested from Contractor must be submitted to Contractor's internal compliance department.

GA DOC Purple ADA Accounts

GA DOC Facility	Username	Password	First name	Last Name	Phone Number	ADA POC & Warden
Arrendale State Prison			GA DOC Arrendale 1	Diagnostics Deaf Offender	(770) 742-6309	ADA-Alan Leach- 706-776-4700
			GA DOC Arrendale 2	GP Bldg B E2 Deaf Offender	(770) 742-6978	Warden- Brooke Benton 706-776-4800
Augusta State Medical Prison			GA DOC Augusta Medical	Dorm 23A1 Deaf Offender	706-343-3411	ADA- Madie Kitchen-706-885-4700
			GA DOC Augusta Medical	Dorm 23A2 Deaf Offender	706-343-3844	Warden- Edward Philbin 706-855-4766
GA DOC Central State Prison			GA DOC Central	C3 Deaf Offender	(478)-200-5252	ADA-Pashion Chambers- 478-471-2908
			GA DOC Central	E1 Deaf Offender	(478) 200-8110	Warden- Clinton Perry 478-471-2009
			GA DOC Central	E2 Deaf Offender	(478) 216-4542	
			GA DOC Central	E3 Deaf Offender	(478) 216-6481	
			GA DOC Central	E4 Deaf Offender	(478) 216-6832	
			GA DOC Central	G1 Deaf Offender	(478) 219-2297	
Georgia Diagnostic and Classification Prison			GA DOC Central	K4 Deaf Offender	(478) 219-3065	
			GA DCP Diagnostics Intake	Deaf Offender	(770)-727-8688	ADA- Theresa Thornton- 478-504-2000
			GA DCP Medical Infirmary	Deaf Offender	(770)-727_8828	Warden-Eric Sellers-770-504-2011
			GA DCP Medical Transient	Deaf Offender	(770) 731-8084	
Johnson State Prison			GA DCP D-House	Deaf Offender	(770) 731-8382	
			GA DOC Johnson J1	Deaf Offender	(478) 575-5133	ADA-Lakisha Franklin-478-864-4100
Pulaski State Prison			GA DOC Johnson D ADA	Deaf Offender	(478) 575-5134	Warden-Antoine Caldwell-478-864-4115
			GA DOC Johnson State E2 MH III	Deaf Offender	(478) 575-5140	
			GA DOC Pulaski E1 RSAT	Deaf Offender	(478) 200-5032	ADA-Remika Christian-478-783-6000
Wilcox State Prison			GA DOC Pulaski E5	Deaf Offender	(478) 200-2511	Warden- Sue Mickens-478-783-6001
			GA DOC Pulaski E6CD	Deaf Offender	(478) 200-2289	
			GA DOC Pulaski E7	Deaf Offender	(478) 200-2304	
			GA DOC Wilcox L building	Deaf Offender	229-233-4119	ADA- James Spann-229-467-3000 Warden-Shawn Emmons-229-467-3012



Barlar, Jacob S.

From: Nichols, Billy <BNICHOLS@augusta.edu>
Sent: Wednesday, August 01, 2018 3:13 PM
To: Lewis, Sharon;Charles Peterson;Williams, Jack;Williams, Jill;Knight, Jonathan01;Bennett, Gregory;Turner, Frank;Fletcher, Page;Hargrove, Cassie
Cc: Frazier, Cheryl
Subject: RE: [EXTERNAL] RE: Batteries

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Regional Mangers,

GDC is authorizing providing the Hearing Impaired with additional batteries for Hearing Aids or any other hearing device. Please see e-mail from Mr. Koon.
Please make sure that providers and HSA are aware.

B. Nichols MD

From: Lewis, Sharon [mailto:Sharon.Lewis@gdc.ga.gov]
Sent: Wednesday, August 01, 2018 2:31 PM
To: Nichols, Billy <BNICHOLS@augusta.edu>; Charles Peterson <capeterson01@gmail.com>; jack.williams@gdc.ga.gov; Williams, Jill <JWILLIAMS@augusta.edu>; Knight, Jonathan01 <JOKNIGHT@augusta.edu>
Cc: Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>
Subject: [EXTERNAL] RE: Batteries

This is an external email. Use caution responding, opening attachments and following links.

I am asking for your help in (re-) notifying clinical staff about obtaining batteries for hearing impaired offenders. Thank you for your help and cooperation.

From: Lewis, Sharon
Sent: Wednesday, June 27, 2018 10:41 AM
To: 'Nichols, Billy' <BNICHOLS@augusta.edu>; Williams, Jack <Jack.Williams@gdc.ga.gov>; Chad Knight (JOKNIGHT@augusta.edu) <JOKNIGHT@augusta.edu>
Subject: FW: Batteries

Please see below and notify medical staff / HSA's so there are no issues. Thanks for your help.

From: Koon, Jack
Sent: Tuesday, June 26, 2018 7:06 PM
To: Lewis, Sharon <Sharon.Lewis@gdc.ga.gov>
Cc: Toole, Robert <Robert.Toole@gdc.ga.gov>; Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>; Holt, Ahmed <Ahmed.Holt@gdc.ga.gov>
Subject: Batteries

Hi Dr. Lewis,



Barlar, Jacob S.

From: Lewis, Sharon
Sent: Wednesday, August 01, 2018 2:31 PM
To: Nichols, Billy; Charles Peterson; Williams, Jack; jwilliams@augusta.edu; Chad Knight (JOKNIGHT@augusta.edu)
Cc: Frazier, Cheryl
Subject: RE: Batteries

I am asking for your help in (re-) notifying clinical staff about obtaining batteries for hearing impaired offenders. Thank you for your help and cooperation.

From: Lewis, Sharon
Sent: Wednesday, June 27, 2018 10:41 AM
To: 'Nichols, Billy' <BNICHOLS@augusta.edu>; Williams, Jack <Jack.Williams@gdc.ga.gov>; Chad Knight (JOKNIGHT@augusta.edu) <JOKNIGHT@augusta.edu>
Subject: FW: Batteries

Please see below and notify medical staff / HSA's so there are no issues. Thanks for your help.

From: Koon, Jack
Sent: Tuesday, June 26, 2018 7:06 PM
To: Lewis, Sharon <Sharon.Lewis@gdc.ga.gov>
Cc: Toole, Robert <Robert.Toole@gdc.ga.gov>; Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>; Holt, Ahmed <Ahmed.Holt@gdc.ga.gov>
Subject: Batteries

Hi Dr. Lewis,

I just spoke with Cheryl Frazier about needing additional batteries for devices for hearing impaired offenders. I'm fine with issuing limited additional batteries as needed. If this becomes a problem, or if it appears that offenders are abusing the process please let me know.

Hope this helps.

Jack Koon
Director, Facilities Admin. Support
Georgia Department of Corrections
State Offices South
300 Patrol Road
Forsyth, GA 31029

Building PRIDE in ourselves and our Agency.

The Georgia Department of Corrections protects the public by operating secure and safe facilities, while reducing recidivism through effective programming, education and healthcare.

Barlar, Jacob S.

From: Frazier, Cheryl
Sent: Friday, March 22, 2019 12:21 PM
To: Strowbridge, Kendra
Subject: Fw: PLEASE CHECK - Hearing Aid Batteries

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

From: Frazier, Cheryl
Sent: Tuesday, December 18, 2018 4:16 PM
To: GDC Facility ADA Coordinators 1; Frazier, Cheryl
Subject: PLEASE CHECK - Hearing Aid Batteries

Good Afternoon Facility ADA Coordinators,

As the holiday approaches, please check on your offenders who wear hearing aids and ensure that they extra batteries in their lockers. Mr. Koon has approved for offenders to have one set of extra batteries for their hearing aids.

Please check this and document that the offenders have the necessary items. If you need assistance from my office to make this happen, please advise.

Thank you,
Cheryl

Fire Emergency Options for Impaired Individuals | MINUTES OF THE MEETING

March 27, 2019 | 10:10AM | Meeting location ADA Office, Compliance Unit

Meeting called by	Cheryl Frazier	David Hightower-Engineering (in room)
Type of meeting	Teleconference	Sean Wombles-Fire Services, Chief (on phone)
Facilitator	Cheryl Frazier	
Note taker	Cristina Murray	

TOPICS

Cheryl Ann Frazier started the meeting with welcoming Mr. Hightower and Mr. Wombles and mentioned that Cristina Murray is present to take down meeting minutes. Ms. Frazier started the meeting with a timeline:

- First contact with Fire Services-2/20/2019
- Follow-up-3/26/19
- Meeting-3/27/19

Central State Prison Review on 02.14 and 15, 2019, during a meeting at Central State Prison with offenders who are vision and hearing impaired, a request was noted (Ryan S) to install flashing lights (horn strobe) as they are unable to see the lights from their rooms.

3.27.2019 Meeting Points of Discussion for Accommodation

Discussion included the possibility of installation based on anticipating the needs in the future. Upon proper solutions, financial cost may be doable, Per Mr. Hightower, spot repairs (surface mount with hatch). He will look into other alternative devices as well.

Mr. Sean Wombles will be meeting with the State Fire Marshal (Mr. Jeff Hogan) for any guidance regarding provisions for installing these devices (lights, horn, etc.). He does agree with the horn strobes being a viable option.

Noting the importance of meeting provisions for penal institutions and codes were further discussed and everyone agreed.

Further discussions on Fire Watch and how this is implemented and documented in each facility were also discussed. Ms. Frazier made mention of a recent quarterly fire drill, but Mr. Wombles confirmed there is one being done on a monthly basis and documented on log



book/sheet by each facility. All shifts maintain a log of these records and they are kept within the facility.

Action items	Person responsible
Will look into alternative options on what can be installed and get back with group for further discussion.	Mr. David Hightower
Will meet and discussed with Fire Marshall and will share with group on any input.	Mr. Shawn Wombles
Will pull and share with Ms. Frazier the last Audit of Central State Prison re: Fire Safety	Cristina Murray

Conclusion:

Ms. Frazier thanked everyone for such a great interaction and sharing their time. It was a productive dialogue regarding fire emergency options for impaired offenders primarily for Central SP, as well as ASMP (major renovations going on), Lee Arrendale SP (spot repairs) and Pulaski SP.



No date was set for next meeting.

Meeting adjourned at 11:22am.

Prepared by:
Cristina Murray, MSEd
OPS-Compliance Unit

**THE AMERICANS WITH DISABILITIES ACT
(ADA)
IN A CORRECTIONS ENVIRONMENT**

**GDC PRE-SERVICE AND ORIENTATION TRAINING
2019 SOP 103.63**

INSTRUCTIONAL NOTE:


Welcome the trainees to the Americans with Disabilities Act In A Corrections Environment Pre-Service and Orientation Training. Make sure to state your name and the purpose of the training.

The instructor will state the following:

The Georgia Department of Corrections (GDC) offered ADA Orientation to all of its existing employees in 2018. GDC will now offer ADA Orientation Training to all new employees in Pre-Service Orientation and an update/refresher in Annual In-Service.

Terminal Performance Objective

➤ In a classroom setting, students will learn the requirements of the Americans with Disabilities Act (1990), a Federal Civil Rights Law, and its amendments examining the obligations of state and local government agencies, as outlined in the GDC ADA Standard Operating 103.63 (Title II) and supporting standards.




Instructional Note:

During this training, we will outline the legal requirements of the Americans with Disabilities Act and the Amendments Act. It is imperative that we all understand the obligations of the Georgia Department of Corrections, and our individual roles in ensuring compliance. We will review our current status in regards to compliance, and the plan to reach compliance with the law in each discipline of our agency.

Enabling Objectives

- Provide an overview of the Americans with Disabilities Act (1990) and the ADA Amendments Act (2008);
- Review the requirements of the Georgia Department of Corrections (GDC) as outlined in the ADA Civil Rights Law, ADA Amendments, and the GDC SOP 103.63, ADA Title II Provisions;
- Describe the ADA Accommodations Request Process utilizing GDC Standard Operating Procedure 103.63, with reference to the GDC Grievance Process;
- Define and review architectural, communication, and transportation barriers, and introduce accessibility solutions, utilizing references to lawsuits and settlement agreements of agencies similar to GDC;
- Describe the current ADA focus areas for the GDC.

 **GEORGIA**
DEPARTMENT OF CORRECTIONS

INSTRUCTIONAL NOTE

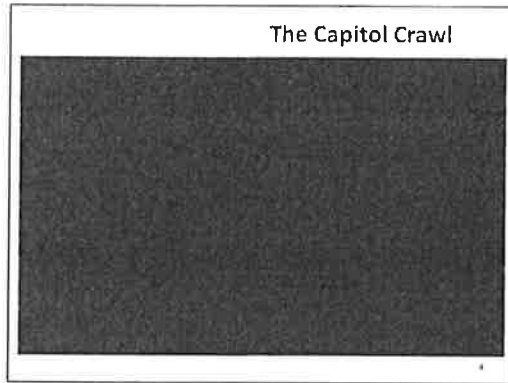
The Instructor will state the following:

The Enabling Objectives for this course of study include the following, we will:

- Provide an overview of the Americans with Disabilities Act (1990) and the ADA Amendments Act (2008);
- Review the requirements of the Georgia Department of Corrections (GDC) as outlined in the ADA Civil Rights Law, ADA Amendments, and the

GDC SOP 103.63, ADA Title II Provisions;

- Describe the ADA Accommodations Request Process utilizing GDC Standard Operating Procedure 103.63, with reference to the GDC Grievance Process;
- Define and review architectural, communication, and transportation barriers, and introduce accessibility solutions, utilizing references to lawsuits and settlement agreements of agencies similar to GDC;
- Describe the current ADA focus areas for the GDC.



openly illustrate the struggles that people in the disabilities communities faced and spurred Congress to pass the ADA. About 1,000 other protesters watched as members of ADAPT (Americans Disabled for Accessible Public Transit, now known only as ADAPT) threw themselves out of their chairs and began their crawl. Together, the march and the crawl comprised one of the largest disability direct actions to date.

<https://www.youtube.com/watch?v=loS8DnTUdEA>

Following the video: Ask the trainees what words come to mind after viewing the video. (Invoke class conversation...ask students if they think the protest was necessary and why).

****Before playing this video, please explain to the trainees that it contains some disturbing scenes. Reassure the trainees that you all will discuss the video as a group when it is finished.*

Give a brief synopsis of the video before it begins. It is important to share background information.

According to the ADA Legacy Project:

The Capitol Crawl of March 12, 1990

When the ADA stalled in the House Committee on Public Works and Transportation (now the House Committee on Transportation and Infrastructure), people within the disability community became alarmed. About 475 individuals, many in wheelchairs, gathered on the sidewalk in front of the White House to launch the "Wheels of Justice Campaign". Sixty protesters with disabilities "cast aside their wheelchairs, crutches and walkers to crawl or drag themselves, step by step, up the 78 marble stairs of the Capitol's West Front.

This protest, that came to be known as the "Capitol Crawl", was intended to

Americans with Disabilities Act (ADA)

- Civil Rights law, signed into law in 1990
- Origins in the Civil Rights Act of 1964 and the Disability Rights Movement

The ADA generally uses the framework of Titles II and VII of the Civil Rights Act of 1964 for coverage and enforcement and the terms and concepts of Section 504 for what constitutes discrimination.



INSTRUCTIONAL NOTE

The Instructor will say the following:

"The ADA is a Civil Rights Law. It is governed by the United States Department of Justice, Civil Rights Division. This law is focused on equal access to programs, services, and activities for all. This law uses the framework of the Titles II and VII of the Civil Rights Act of 1964 for coverage and enforcement, and the terms and concepts of Section 504 for what constitutes discrimination. This law prohibits discrimination. In July of 1990, President George H. W. Bush signed into law the Americans with Disabilities Act of 1990 (ADA), which is the world's first comprehensive civil rights law for people with disabilities. The Act prohibits discrimination against people with disabilities in employment (Title I), in public services (Title II), in public accommodations (Title III) and in telecommunications (Title IV)."

Definition of Disability

- An individual is considered to have a "disability" if s/he has a **physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.**



INSTRUCTIONAL NOTE

Instructor will state the following:

"As noted in the law and the GDC SOP, disability is defined as follows:

An individual is considered to have a "disability" if s/he has a **physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.** It is important that we communicate with our Qualified Medical, Mental Health, and Education professionals for determination of disabilities. These determinations will be made in collaboration with the GDC ADA Coordinator's Office. According to the GDC ADA SOP 103.63, determination of disabilities should initially be done at the Intake/Diagnostic Reception and Orientation.

These initial determinations shall be documented and sent to the GDC ADA Coordinator's Office by email. Disabilities may have an onset at any time, so it is important that such impairments identified during the offenders' stay with the GDC be

documented, addressed, and communicated to all staff on a need to know basis. In regards to communication disabilities, all staff will be notified and an identification card noting the disability will be issued to all affected offenders to wear on their uniform.

Instructional Note – Ask the participants to name some Major Life Activities. In the GDC ADA Orientation Training, the following non-exhaustive list of Major Life Activities included:


- Seeing
- Hearing
- Walking
- Breathing
- Eating
- Talking
- Learning
- Thinking
- Standing
- Working

There are some predictable assessments noted in the ADAAA regarding disabilities, as you will see on the next slide. (Acknowledge the participants answers to the question on the previous slide.)”

What is a Major Life Activity?

Non-exhaustive list of activities that an average person can perform with little or no difficulty:

- » Walking
- » Speaking
- » Breathing
- » Seeing
- » Hearing
- » Learning
- » Sitting
- » Standing
- » Thinking
- » Working
- » Eating



Great Plains ADA Center reference

Instructor's Note: What is a Major Life Activity?

Point out two or three major life activities that may resonate with the group or those who we serve (Eating, Breathing, Learning, etc.). This is a good time to share a personal account, if you have one. This will allow the audience to relate to the subject. Also, mention some items we may see in a correctional setting, such as, breathing associated with severe respiratory illnesses or sleep apnea and the possible effects of these illnesses without assistance of medications or medical devices. You may mention learning in regards to Intellectual Disabilities, which may be determined at the Diagnostics education screening. Please discuss Major Bodily Functions as well, which are included in the next slide.

Reminder – A disability is one which must have the presence of substantial limitation of a major life activity. Note: Obesity alone does not constitute a disability; however, if the person cannot walk on his or her own, uses a wheelchair, or cannot perform daily activities, it may be considered a disability. Be careful not to state that something is a disability, as items covered under the ADA need to be examined on a case-by-case basis.

Examples of Major Bodily Functions

- Immune System
- Normal Cell Growth
- Digestive
- Bowel
- Bladder
- Neurological
- Brain
- Respiratory
- Circulatory
- Endocrine
- Reproductive



Instructor's Note:

Inform class that Major Life Activities can be altered by the interruption of the following MAJOR BODILY FUNCTIONS including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

These items are included in the Americans with Disabilities Act Amendments Act.

ADA Amendments Act

- The ADA Amendments Act of 2008 (ADA Amendments Act) made a number of significant changes to the meaning and interpretation of the ADA definition of "disability" to ensure that definition would be broadly construed and applied without extensive analysis.
- On July 15, 2016, Attorney General Loretta Lynch signed a Final Rule incorporating the requirements of the ADA Amendments Act into the ADA title II and title III regulations. The Final Rule was published in the Federal Register on August 11, 2016.




INSTRUCTIONAL NOTE

The instructor will state the following:


The ADA Amendments Act of 2008 (ADA Amendments Act) made a number of significant changes to the meaning and interpretation of the ADA definition of "disability" to ensure that definition would be broadly construed and applied without extensive analysis.

On July 15, 2016, Attorney General Loretta Lynch signed a Final Rule incorporating the requirements of the ADA Amendments Act into the ADA title II and title III regulations. The Final Rule was published in the Federal Register on August 11, 2016, and takes effect 60 days from publication, on October 11, 2016.



ADA Amendments Act of 2008

- > Restores the ADA's broad protections as intended by Congress;
- > Definition of disability construed broadly;
- > Mitigating measures (other than ordinary corrective lenses) will not be considered;
- > Impairment can be a disability even if episodic or in remission.



medication, medical supplies and equipment, low vision and hearing devices, prosthetics, mobility devices, etc.
 Use of assistive technology
 Reasonable accommodations
 Learned behavioral or adaptive neurological modifications

Ordinary Eyeglasses or Contact Lenses

Distinguished from "low vision devices," defined as "devices that magnify, enhance, or otherwise augment a visual image"

Definition: "lenses that are intended to fully correct visual acuity or eliminate refractive error"

Major Life Activities

Include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

The term "major life activities" also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

"Regarded As" Disabled

Broader definition of "regarded as" disabled that would cover anyone subjected to an action "prohibited by this Act" because of a real or perceived physical or mental impairment

"Regarded as" would, however, exclude impairments that are transitory (less than six months) and minor individuals "regarded as" disabled not entitled to reasonable accommodation

The ADA Amendments Act of 2008 was signed into law by President George W. Bush and enacted on January 1, 2009. The Amendments Act does the following:

- > Restores the ADA's broad protections as intended by Congress;
- > Ensures the Definition of disability is construed broadly;
- > Ensures Mitigating measures (other than ordinary corrective lenses) will not be considered;
- > Explains that an Impairment can be a disability even if episodic or in remission.

We will now review some Predictable Assessments outlined in the ADAAG.

Notes to Instructor – Please study the timeline, and be careful to know your subject when you mention the indicated court cases (Sutton trilogy or Toyota Motor Mfg., Ky. V. Williams). ISFER BFL/OW

Timeline

- July 26, 1990: President George H.W. Bush signs the ADA
- July 26, 1991: EEOC issues regulations implementing Title I.
- June 22, 1999: Supreme Court issues Sutton trilogy
- January 8, 2002: Supreme Court decides Toyota Motor Mfg., Ky. V. Williams.
- September 25, 2008: President George W. Bush signs the ADA Amendments Act of 2008
- January 1, 2009: ADA Amendments Act becomes effective.

Findings

When Congress passed the ADA, it intended the definition of disability to be construed broadly. The ADA's definition of "disability" was based on Section 504 of the Rehabilitation Act of 1973, as construed broadly in Sch. Board of Nassau County v. Arline. The Supreme Court's decisions in the Sutton trilogy and in Toyota Motor Mfg., Ky v. Williams construed the term "disability" too narrowly. The EEOC's current regulation defining "substantially limits" as "significantly restricted" is inconsistent with Congressional intent by expressing too high a standard (Senate bill).

Mitigating Measures

Mitigating measures include:

Predictable Assessments - ADA

(A) Deafness substantially limits hearing;

(B) Blindness substantially limits seeing;

(C) Intellectual disability substantially limits brain function;

(D) Partially or completely missing limbs or mobility impairments requiring the use of a wheelchair substantially limit musculoskeletal function;

(E) Autism substantially limits brain function;

(F) Cancer substantially limits normal cell growth;

(G) Cerebral palsy substantially limits brain function;

(H) Diabetes substantially limits endocrine function;

(I) Epilepsy, muscular dystrophy, and multiple sclerosis each substantially limits neurological function;

(J) Human Immunodeficiency Virus (HIV) infection substantially limits immune function; and

(K) Major depressive disorder, bipolar disorder, post-traumatic stress disorder, traumatic brain injury, obsessive compulsive disorder, and schizophrenia each substantially limits brain function

11

INSTRUCTIONAL NOTE

Instructor will state the following:

"The regulations identify examples of specific impairments that should easily be concluded to be disabilities and examples of major life activities (including major bodily functions) that the impairments substantially limit. The impairments include: deafness, blindness, intellectual disability (formerly known as mental retardation), partially or completely missing limbs, mobility impairments requiring use of a wheelchair, autism, cancer, cerebral palsy, diabetes, epilepsy, HIV infection, multiple sclerosis, muscular dystrophy, major depressive disorder, bipolar disorder, post-traumatic stress disorder, obsessive-compulsive disorder, and schizophrenia."

The American Community Survey (ACS) estimates the overall rate of people with disabilities in the US population in 2016 was 12.8%, which was approximately more than 41 Million people.** –

Another interesting statistic to note is that in 2018, over 20% of the Georgia Department of Corrections offender population were diagnosed with a mental impairment, of which some were substantially limiting. Also, a considerable number of GDC offenders live with physical impairments, such as missing limbs, deafness, blindness, low vision, hearing impairment, cancer, diabetes, human immunodeficiency

virus, epilepsy, dementia, etc.

The ADA continues to have a profound effect on our citizens and the way we serve, almost thirty (30) years after President George H W Bush signed it into law. During the ADA Orientation Training, you learned about the Capital Crawl of 1990 protest and its effect on the signing of the law and the jubilation of the disability community on the day of its signing."

*
[Section 1630.2(j)(3)]

https://www.eeoc.gov/laws/regulations/ada_qa_final_rule.cfm

**

[https://disabilitycompendium.org/sites/default/files/user-uploads/2017 AnnualReport 2017 FINAL.pdf](https://disabilitycompendium.org/sites/default/files/user-uploads/2017%20AnnualReport%202017%20FINAL.pdf)

what you have shared does not contain all of the prohibitions listed in the law.

Use an example of excluding an offender from a program based upon his or her disability after it has been determined that the offender meets the essential eligibility requirements to be considered for the program (ex – RSAT, SOPP, etc.).

Qualified Individual

An individual with a disability, who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services (collectively referred to as "reasonable accommodation"), meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

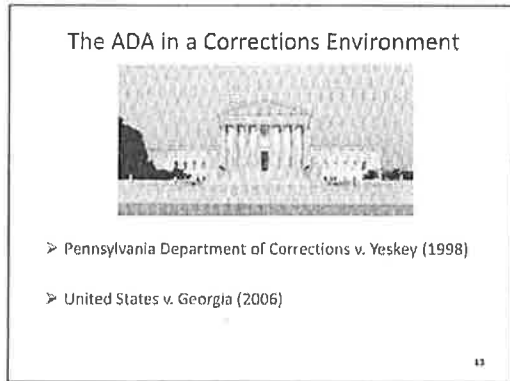


Instructor's Note:

Qualified individuals have a right to equal access of programs, services, and activities provided by a public entity, such as the Georgia Department of Corrections. Let us review the full definition:

An individual with a disability, who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services (collectively referred to as "reasonable accommodation"), meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

NOTE TO INSTRUCTOR – When explaining the definition of "Qualified Individual," incorporate a few of the regulations listed below, and explain to the trainees that



Instructor's Note – Share all documentation below in BOLD print with the class.

Yeskey was sentenced to 18 to 36 months in a Pennsylvania correctional facility, but was recommended for placement in a Motivational Boot Camp for first-time offenders, the successful completion of which would have led to his parole in just six months. When he was refused admission because of his medical history of hypertension, he sued, alleging that the exclusion violated the ADA.

Court held that Congress intended the ADA and Rehabilitation Act to apply to state prisons.

<https://www.oyez.org/cases/1997/97-634>

Facts of the case

After being sentenced to 18 to 36 months in prison, Ronald Yeskey was recommended as a candidate for a Motivational Boot Camp for first-time offenders. Successful completion of the Boot Camp could have resulted in Yeskey's early parole after just six months. When the Pennsylvania Department of Corrections discovered Yeskey's medical history of hypertension, he was denied admission to the Boot Camp. Yeskey challenged the refusal as discriminatory. On appeal from a reversal of a district court's dismissal of the claim, the

Supreme Court granted certiorari.

Question

Did the Pennsylvania Department of Corrections' refusal to allow a prison inmate to participate in a motivational boot camp, because of the inmate's history of hypertension, violate Title II of the Americans with Disabilities Act of 1990 (ADA) prohibiting disability-based discrimination against qualified individuals?

Conclusion

Yes. In a unanimous opinion, the Court held that under the ADA no "public entity" may discriminate against qualified disabled individuals due to their disability. Moreover, the Court stated that the ADA's protections extended to cover prison inmates as well as any other liberated citizen.

Decided June 15, 1998

Goodman v. Georgia case ... while case was pending in 11th Cir., the U.S. Intervened and file action against Georgia.

<https://www.oyez.org/cases/2005/04-1203>

Facts of the case

Goodman, a paraplegic held in a Georgia state prison, sued Georgia in federal court for maintaining prison conditions that allegedly discriminated against disabled people and violated Title II of the Americans with Disabilities Act (ADA). Georgia claimed the 11th Amendment provided the state immunity from such suits. The district court ruled for Georgia, but the 11th Circuit reversed.

Before the 11th Circuit ruled in the case, the United States sued Georgia, arguing that the ADA's Title II abolished state sovereign immunity from monetary suits. Congress could do this, the U.S. argued, by exercising its 14th Amendment power to enforce equal protection.

Question

Did Title II of the Americans with Disabilities Act of 1990 validly abrogate state sovereign immunity for suits by prisoners with disabilities challenging discrimination by state prisons? Was Title II a proper exercise of Congress's power under Section 5 of the Fourteenth Amendment, as applied to the administration of prison systems?


Conclusion

Yes and yes. In a unanimous decision authored by Justice Antonin Scalia, the Court ruled that Title II abrogates sovereign immunity in cases where violations of the 8th Amendment are alleged. The 14th Amendment incorporates the 8th Amendment (that is, applies it to the states). Congress can enforce the 14th Amendment against the states "by creating private remedies against the States for actual violations" of its provisions, which can involve abrogating state sovereign immunity. However, the Court did not address the question of whether Title II validly abrogates sovereign immunity when the 8th Amendment is *not* involved.

Decided January 10, 2006

In alignment with these important cases, there are five titles in ADA with Title II being specifically outlined for State and Local Governments. Let us review the titles of the ADA.

**U.S. Department of Justice
Civil Rights Division**



- Yearly, the Department receives more than 1,600 complaints from inmates in state and local facilities alleging discrimination on the basis of disability. The "Justice Project" is an initiative created in 2004 to investigate and resolve these complaints.
- Inmates with disabilities allege a wide variety of ADA violations at state and local correction and detention facilities. The three most common types of allegations involve: (1) denial of access or unequal access to the facility's programs and activities; (2) lack of effective communication for inmates who are deaf or hard of hearing and those who are blind or have low vision; and (3) denial of access to disability-related medical services and devices.

<https://www disability.gov/civilrights/ada/crdiv.asp>

The US DOJ Civil Rights Division reports that it receives more than 1600 complaints annually. The three most common types of allegations involve:

- (1) denial of access or unequal access to the facility's programs and activities;
- (2) lack of effective communication for inmates who are deaf or hard of hearing and those who are blind or have low vision; and
- (3) denial of access to disability-related medical services and devices.

The Georgia Department of Corrections Americans with Disabilities Act Coordinator's Office is responsible for investigating and resolving a great number of complaints, which indicate the same top three common types of allegations as cited by the US Department of Justice. As we move on in the lesson, we will explore how we can learn from other agencies who have gone through litigation on allegations that mirror the same top three common types.

Please remember that the Georgia Department of Corrections prohibits discrimination of individuals with disabilities from participating in programs, services, and activities. Now, let us learn from others.

Title I - V

- Title I – Employment (GDC Policy 104.21)
- Title II – Public Services: State and Local Government (GDC Policy 103.63)
- Title III – Public Accommodation and Services Operated by Private Entities
- Title IV – Telecommunications
- Title V – Miscellaneous

<https://adata.org/factsheet/ada-overview>

15

Instructor's Note:

- Title I – Employment (GDC Policy 104.21)
- Title II – Public Services: State and Local Government (GDC Policy 103.63)
- Title III – Public Accommodation and Services Operated by Private Entities
- Title IV – Telecommunications
- Title V - Miscellaneous

Instructional Note: See study notes for additional information.

Requirements of GDC – Title I Provisions – GDC SOP 104.21

- The Correction Human Resource Management (CHRM) Compliance Unit manages all employment related discrimination issues involving applicants and GDC employees.
- CHRM Compliance Unit will provide guidance, coordination, and technical assistance to GDC managers and supervisors on the application of this policy, equal opportunity diversity training, monitoring, and corrective action of unlawful discrimination management activities.

16

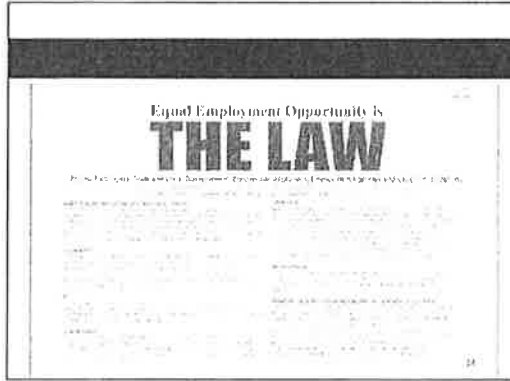
Instructional Note: Please display this slide and read the information below.

The Georgia Department of Corrections SOP 104.21 details the agency's requirements of complying with the Americans with Disabilities Act in regards to Employment.

The Correction Human Resource Management (CHRM) Compliance Unit manages all employment related discrimination issues involving applicants and GDC employees.

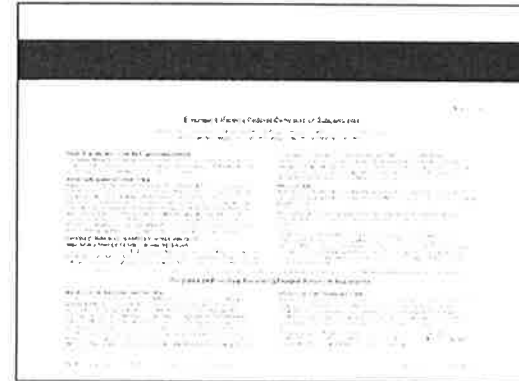
CHRM Compliance Unit will provide guidance, coordination, and technical assistance to GDC managers and supervisors on the application of this policy, equal opportunity diversity training, monitoring, and corrective action of unlawful discrimination management activities.

The GDC ADA Coordinator's Office serves as a resource for the GDC Human Resources Division.



Instructional Note: The Georgia Department of Corrections adheres to the Americans with Disabilities Act and its Amendments Act, Title VII of the Civil Rights Law, Equal Pay Act of 1963, Title II of the Genetic Information Nondiscrimination Act of 2008, Section 503 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, etc. to prohibit discrimination.

Each facility/office/program will post a copy of the Equal Employment Opportunity Commission Poster, Attachment 1, on the Official Bulletin Board.




Instructional Note:

This slide shows you the second page of the Equal Employment and Opportunity provisions.

**Title II Requirements for GDC
Access to Programs, Services, and
Activities**

SOP 103.63



19

Instructor's Note –

Inform the participants that you are ready to go over the GDC requirements outlined in SOP 103.63. This is a good point to see if you have any questions before progressing to the next slide.

Requirements of the GDC – Title II

- **Title II - Public Services: State and Local Government**
- Prohibits discrimination on the basis of disability by "public entities" such as state and local government agencies.
- Requires public entities to make their programs, services and activities accessible to individuals with disabilities.
- Outlines requirements for self-evaluation and planning; making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination; identifying architectural barriers; and communicating effectively with people with hearing, vision and speech disabilities.
- Regulated and enforced by the U.S. Department of Justice.
[http://www.ada.gov/link is external\)](http://www.ada.gov/link%20is%20external/)

20

INSTRUCTIONAL NOTE

The Instructor will state the following (see information in quotation marks):

"As stated above, there are five Titles of the ADA and a Transportation Clause. Let us now focus on Title II and the Transportation Requirements as they relate to our agency on all levels.

ADA Title II: State and Local Government Activities

Title II covers all activities of State and local governments regardless of the government entity's size or receipt of Federal funding. Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings).

State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate

effectively with people who have hearing, vision, or speech disabilities. Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Offenders, Staff, Visitors, and Members of the Public can file a complaint with the Georgia Department of Corrections Americans with Disabilities Act Coordinator's Office. There are Public Notices posted throughout facilities and headquarters with the contact information for filing. And, this information is also listed in the GDC SOP 103.63"

The Transportation Provision of Title II covers public transportation. Please note that the Georgia Department of Corrections is responsible for transporting offenders with mobility disabilities using accessible vehicles. The agency has several accessible vehicles located at various facilities. The next slide shows pictures of some new vehicles in our fleet, which also accommodate those with mobility disabilities.

**GDC ADA SOP 103.63
(ADA Title II Provisions)**

• POLICY STATEMENT

It is the policy of the Georgia Department of Corrections (GDC) to maintain compliance with the Americans with Disabilities Act (ADA), a Civil Rights Law, which requires accessibility to programs, services, and activities to individuals with disabilities and prohibits discrimination. This policy provides an open and meaningful accommodations request process, which offers resolution to offender complaints and allegations referencing the ADA.



INSTRUCTIONAL NOTE

The Instructor will state the following:

As noted in the Policy Statement/Introduction of GDC SOP 103.63,

It is the policy of the Georgia Department of Corrections (GDC) to maintain compliance with the Americans with Disabilities Act (ADA), a Civil Rights Law, which requires accessibility to programs, services, and activities to individuals with disabilities and prohibits discrimination. This policy provides an open and meaningful accommodations request process, which offers resolution to offender complaints and allegations related to concerns and issues referencing the ADA.

Definitions – GDC ADA SOP 103.63

- Agency ADA Coordinator
- Auxiliary Aids and Services
- Direct Threat to Health and Safety
- Facility ADA Coordinator
- Fundamental Alteration
- Qualified Individual with a Disability
- Reasonable Accommodation
- Undue Burden



INSTRUCTIONAL NOTE

Instructor will state the following (state all information between the bold quotation marks, which covers definitions of the terms listed above):

“There are approximately twenty (20) definitions cited in the GDC ADA SOP 103.63. We will review a few of those definitions today as a refresher. Please revisit this policy and other related policies for updates throughout the year on PowerDMS.

Agency ADA Coordinator - An individual appointed by the Commissioner to ensure agency’s compliance with ADA requirements.

Auxiliary Aids and Services - Materials and personal services that may be used to provide effective communication and Reasonable Accommodations for people with visual, hearing, speech, or cognitive disabilities, who are qualified under the ADA.

Direct Threat to Health and Safety - Under the ADA, a direct threat may exclude an individual from a public entity’s program, service, or activity. A Direct Threat must be a

significant risk to the health and safety of self or others that cannot be eliminated or reduced to safe levels through a Reasonable Accommodation. A direct threat cannot be based upon stereotypes or unfounded fears. Refer to Section IV. H.2. of this policy for further guidance.

Facility ADA Coordinator - An Individual, appointed by the Warden or Superintendent, who provides consultation to his/her assigned facility on reasonable accommodation requests from offender population in concert with and to assist the Agency ADA Coordinator in ensuring the agency’s compliance with ADA. The designated Facility ADA Coordinator shall be:

The Deputy Warden of Care and Treatment (DWCT), Assistant Warden, Counselor, or a Unit Manager at state and private prisons; or

The Assistant Superintendent at Detention Centers, Transitional Centers, and Treatment Centers.

Fundamental Alteration - A change that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered. Refer to Section IV.H.3. of this policy for further guidance.

Qualified Individual with a Disability - “Qualified individual with disability” means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

Reasonable Accommodation - Any change or adjustment that would not fundamentally alter the nature of a service, program, or activity of a living or work environment; including reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of Auxiliary Aids and Services that permit participation of qualified offenders with disabilities.

Undue Burden - Significant difficulty or expense incurred by a covered entity, when considered in light of certain factors. These factors include: the nature and cost of the action; the overall financial resources of the site or sites involved; the number of persons employed at the site; the effect on expenses and resources; legitimate safety requirements necessary for safe operation, including crime prevention measures; or other impact of the action on the operation of the site; the geographic separateness, and the administrative or fiscal relationship of the site or sites in question to any parent

corporation or entity; if applicable, the overall financial resources of any parent corporation or entity; the overall size of the parent corporation or entity with respect to the number of its employees; the number, type, and location of its facilities; and if applicable, the type of operation or operations of any parent corporation or entity, including the composition, structure, and functions of the workforce of the parent corporation or entity.”

GDC ADA Accommodation Request Process

- An Offender can file an ADA Accommodation Request Form (Att. 1) with the Facility ADA Coordinator (FADAC) or any other GDC staff member, who will ensure the FADAC receives the form.
- The Facility ADA Coordinator shall review the offender's accommodation request and consult with the Facility Administrator (Warden or Superintendent).



INSTRUCTIONAL NOTE

The Instructor will state the following:


"The Georgia Department of Corrections has an ADA Accommodation Request Process as outlined in GDC ADA Title II Provisions SOP 103.63.

- An Offender can file an ADA Accommodation Request Form (Att. 1) with the Facility ADA Coordinator or any other GDC staff member
- The Facility ADA Coordinator shall review the offender's accommodation request and consult with the Facility Administrator (Warden or Superintendent).

We will now discuss each Attachment and the responsibilities of the Facility ADA Coordinator in this process."

GDC ADA Accommodation Request Process

- >With guidance from the GDC ADA Coordinator's Office, the Facility Administrator will render a decision on the Response Form (Att. 2).
- >The Offender has a right to appeal the decision using the ADA Accommodations Appeal Form (Att. 3).
- >The Commissioner's Designee will respond to the Appeal using the Response Form (Att. 4).



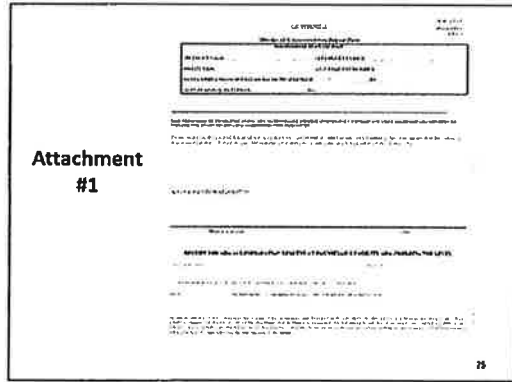
24

INSTRUCTIONAL NOTE

The Instructor will state the following:

"The ADA Accommodation Request Process continues

- > With guidance from the GDC ADA Coordinator's Office, the Facility Administrator will render a decision on the Response Form (Att. 2).
- > The Offender has a right to appeal the decision using the ADA Accommodations Appeal Form (Att. 3).
- > The Commissioner's Designee will respond to the Appeal using the Response Form (Att. 4).



Attachment #1

submits an accommodation request.

Offenders who cannot put their requests in writing shall make verbal requests to their assigned counselor, who shall document the request in writing on Attachment 1 and have the offender sign or otherwise acknowledge it. If an American Sign Language Interpreter is needed for this process, the Facility ADA Coordinator shall be contacted. If a spoken language interpreter is needed for this process, the language line shall be utilized.

Instructional Note: Another offender may assist a requester in submitting an accommodation request by providing help in filling out the form. However, one offender cannot file an accommodation request on behalf of another unless the offender is physically unable to do so. "

INSTRUCTIONAL NOTE

Instructional Note: Distribute Handout Packet SOP 103.63 (Attachments 1-4) Handouts # 1-4.

Offender ADA Accommodation Request Form
SOP 103.63


All agency and privately operated facilities shall furnish to any offender, upon request an Offender ADA Accommodation Request Form (Attachment 10). Copies of this form shall be available from the Control Room/Housing Unit Officer.

Offenders who have a documented disability and are requesting an accommodation or modification shall submit a request in writing on Attachment 1 to the Facility ADA Coordinator. Offenders shall specify the type of accommodation requested and why it is necessary.

There shall not be any reprisal or harassment directed at an offender who

GDC ADA Accommodation Request Process

- The Facility ADA Coordinator shall review the offender's accommodation request.
- The Facility ADA Coordinator has to maintain a logbook which lists all accommodation requests with the Name of Offender; GDC ID Number; Number of accommodation request; Description of request; Status of request.
- The Agency ADA Coordinator shall notify Facility ADA Coordinator within ten (10) days of receipt of their decision.

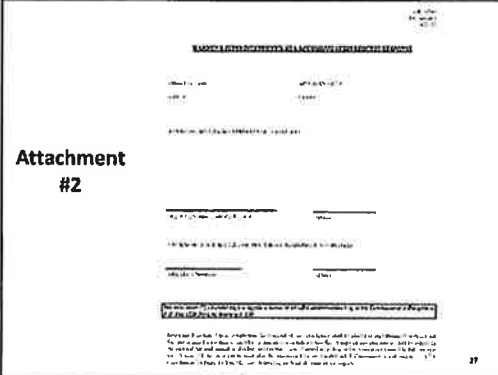


INSTRUCTIONAL NOTE

GDC ADA Accommodation Request Process

- The Facility ADA Coordinator shall review the offender's accommodation request.
 - The Facility ADA Coordinator has to maintain a logbook which lists all accommodation requests with the Name of Offender; GDC ID Number; Number of accommodation request; Description of request; Status of request.
- The Agency ADA Coordinator shall notify Facility ADA Coordinator within ten (10) days of receipt of their decision.

Attachment #2



INSTRUCTIONAL NOTE

The Instructor will state the following:

Warden's/Superintendent's ADA Accommodation Request Response

There will be consultation with the Agency ADA Coordinator, and the Warden/Superintendent or designee shall complete the Warden's/Superintendent's ADA Accommodation Request Response (SOP 103.63 Attachment 2),

Warden/Superintendent or designee shall either approve, deny modify/partially approve as well as their reason(s) for their decision for the ADA Accommodation Request Response.

If they approve of the accommodation, an anticipated completion date shall be reflected on Attachment 2.

The Offender shall receive the final decision within twenty-five (25) days of the

request receipt at the facility level on Attachment 2.

The Warden/Superintendent will take steps to comply with the collaborative decision reached with the Agency ADA Coordinator.

An Accommodation Can Be Denied IF:

- The Offender does not have a qualifying disability.
- Requested Accommodation request poses a threat to safety or security to the facility, staff, or the public. Request would adversely impact the deterrence of crime or maintenance of offender discipline.
- Requested Accommodation request is an undue burden to the agency.
- Requested Accommodation causes a fundamental alternation of service, program or activity.
- Requested Accommodation is ineffective.



INSTRUCTIONAL NOTE

GDC ADA Accommodation Request Process

"An Accommodation Can Be Denied IF:

- The Offender does not have a qualifying disability.
- Requested Accommodation request poses a threat to safety or security to the facility, staff, or the public. Request would adversely impact the deterrence of crime or maintenance of offender discipline.
- Requested Accommodation request is an undue burden to the agency.
- Requested Accommodation causes a fundamental alternation of service, program or activity.
- Requested Accommodation is ineffective.

The GDC ADA Coordinator's Office must be consulted before any denial of accommodation requests."

SOP 103.63
Attachment #3

ADA ACCOMMODATION REQUEST APPEAL RESPONSE

SOP 103.63

OFFENSE NUMBER: _____

OFFENDER NAME: _____

OFFENSE DATE: _____

OFFENSE LEVEL: _____

DATE: _____

**RECEIPT FOR ADA ACCOMMODATION REQUEST APPEAL FORM
AT THE COMMISSIONER'S DESIGNEE'S LEVEL**

THIS DOCUMENT IS THE PROPERTY OF THE GEORGIA DEPARTMENT OF CORRECTIONS. IT IS TO BE RETURNED TO THE COMMISSIONER'S DESIGNEE AT THE ADDRESS LISTED BELOW.

COMMISSIONER'S DESIGNEE
GEORGIA DEPARTMENT OF CORRECTIONS
P.O. BOX 1529
FORSYTH, GEORGIA 31029

29

INSTRUCTIONAL NOTE:

The instructor will state the following:

***ADA Accommodation Request Appeal Form SOP 103.63 Attachment 3**

For Accommodation Appeals, offenders who have a complaint alleging a violation of the Americans with Disabilities Act and wish to appeal the denial of a request for accommodation shall submit an ADA Accommodation Appeal Form (SOP 103.63 Attachment 3) within seven (7) calendar days of receipt of the Warden's/Superintendent's response to the following address.

Commissioner's Designee
Georgia Department of Corrections
P.O. Box 1529
Forsyth, Georgia 31029

SOP 103.63
Attachment #4

**GEORGIA DEPARTMENT OF CORRECTIONS
SOP 103.63
ADA ACCOMMODATION REQUEST APPEAL RESPONSE**

OFFENSE NUMBER: _____

OFFENDER NAME: _____

OFFENSE DATE: _____

OFFENSE LEVEL: _____

DATE: _____

**RECEIPT FOR ADA ACCOMMODATION REQUEST APPEAL FORM
AT THE COMMISSIONER'S DESIGNEE'S LEVEL**

THIS DOCUMENT IS THE PROPERTY OF THE GEORGIA DEPARTMENT OF CORRECTIONS. IT IS TO BE RETURNED TO THE COMMISSIONER'S DESIGNEE AT THE ADDRESS LISTED BELOW.

COMMISSIONER'S DESIGNEE
GEORGIA DEPARTMENT OF CORRECTIONS
P.O. BOX 1529
FORSYTH, GEORGIA 31029

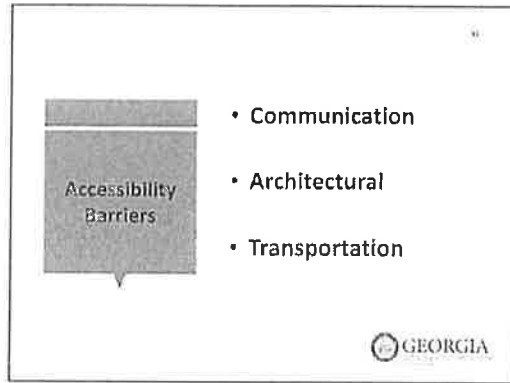
30

INSTRUCTIONAL NOTE

The instructor will state the following:

ADA Accommodation Request Appeal Form SOP 103.63 Attachment 4

The Commissioner's Designee will have twenty (20) calendar days of receipt of an appeal form to respond to an offender, utilizing the Commissioner's Designee's ADA Accommodation Request Appeal Response (Attachment 4).



Instructor's Note: Please display slide and state the following:

The Georgia Department of Corrections strives to reduce Accessibility Barriers in all areas of agency operations.

Accessibility Barriers include the following:

- Communication
- Architectural
- Transportation

Communication Barriers prevent people with communication disabilities from participating in Effective Communication with others during programs, services, and activities. In GDC, concerns may present themselves in Education, Medical, Mental Health, Dormitory living, Facility Movement, Detail Assignments, Disciplinary Hearings and Investigations, Grievance Reviews and Investigations, Programming (RSAT, Chaplaincy, SOPP, MRT, M4C, etc.).


Architectural Barriers prevent people with disabilities from accessing housing,

showers, dining tables, classrooms, recreation activities, etc. These barriers have to be removed to allow offenders access to these programs, services, and activities.

Transportation Barriers prevent people with disabilities from properly entering, using, and exiting vehicles. Offenders with physical disabilities and the need for accessible transportation shall be transported on accessible vehicles at all times.

Effective Communication

- People with communication disabilities may require auxiliary aids and services, unless the result is a fundamental alteration to the program or constitutes an undue burden.
- Communication must be as effective as that with others.
- Primary consideration to requested mode of communication.



INSTRUCTIONAL NOTE

The Instructor will state the following:

“Offenders may ask for an accommodations for several concerns, such as Effective Communication, Auxiliary Aids, Accessibility Solutions regarding Technology, Housing, Transportation, Medical or Mental Health Care, etc. Access to programs, services, and activities are the basis of accommodation requests. And they may file a complaint regarding retaliation, harassment, teasing, etc. We will discuss these items in detail in the next few slides.

Effective Communication is an extremely important component of the ADA. Effective Communication means communication with persons who are deaf or hard of hearing, who have a speech disability [or other communication disability] is as effective as communication with others. Effective communication is achieved by furnishing appropriate auxiliary aids and services where necessary to afford qualified individuals with disabilities an equal opportunity to participate in or benefit from the services, programs, or activities of a public entity.

People who have vision, hearing, or speech disabilities (“communication disabilities”) use different ways to communicate. For example, people who are blind may give and receive information audibly rather than in writing and people who are deaf may give and receive information through writing or sign language rather than through speech.

The ADA requires that title II entities (State and local governments) and title III entities (businesses and nonprofit organizations that serve the public) communicate effectively with people who have communication disabilities. The goal is to ensure that communication with people with these disabilities is equally effective as communication with people without disabilities.

The purpose of the effective communication rules is to ensure that the person with a vision, hearing, or speech disability can communicate with, receive information from, and convey information to, the covered entity.

Covered entities must provide auxiliary aids and services when needed to communicate effectively with people who have communication disabilities.

The key to communicating effectively is to consider the nature, length, complexity, and context of the communication and the person’s normal method(s) of communication.

The rules apply to communicating with the person who is receiving the covered entity’s goods or services as well as with that person’s parent, spouse, or companion in appropriate circumstances.

Georgia Department of Corrections will document communication disabilities and the offender’s primary, preferred mode of communication at Intake/Diagnostics. GDC will provide this preferred mode of communication, as noted as a reasonable accommodation, throughout an offender’s stay. Additionally, new onsets of communication disabilities will be documented in the agency’s electronic database and all staff members will be notified of the preferred mode of communication. GDC must honor the choice of the individual with a disability unless it can demonstrate that another effective means of communication exists. This type of decision shall be made in conjunction with the GDC ADA Coordinator’s Office.

In regards to medical emergencies, if an offender, who has a hearing disability, expresses or demonstrates a medical condition or need that cannot wait for assistance of a qualified interpreter to facilitate communication, or GDC suspects that there is a medical need or condition requiring immediate treatment or other immediate response, GDC personnel and/or contractors will not delay in providing whatever medical care, treatment, evaluation, or service that would be provided to other persons under similar situations. In such an event, the GDC will use the most effective, readily

available means of communicating with the offender and will provide a qualified interpreter as quickly as possible.

Finally, please refer to your Use of Force and Restraint SOP for in depth information about restraining those who have hearing disabilities. GDC will ensure that when offenders who have hearing disabilities are cuffed or restrained, they are cuffed or restrained in a manner that permits effective communication (e.g. cuffing inmates in the front so they can sign; having one free in order to write) UNLESS legitimate safety concerns dictate otherwise. This is the expectation for any movement (see Transportation SOP), as well as appearances in investigations or hearings."

Access to Interpreters

- Contact your Facility ADA Coordinator's Office with the following information:
 - Name of Offender
 - Date of Service
 - Time of Service
 - Duration of Service
 - Scope of Service (as much info as possible)
 - Point of Contact
 - Address and Telephone Contact of the Facility

Instructor's Note -

An offender with the Georgia Department of Corrections can request access to a qualified interpreter through any staff member. Said staff member will be tasked with notifying the Facility ADA Coordinator immediately of this request. The Facility ADA Coordinator will assess the request ensuring the following information is ascertained:

- Name of Offender
- Date of Service
- Time of Service
- Duration of Service
- Scope of Service (as much information as possible)
- Point of Contact
- Address and Telephone Contact of the Facility

The Facility ADA Coordinator will immediately contact the Agency ADA Coordinator's Office via email AND telephone to order services. The services must be ordered within an hour (1 hour) of the initial request. The Agency ADA Coordinator's Office will contact the Facility ADA Coordinator of progress on the request upon immediate

receipt of notification from the interpreting company. ***Contacts to secure ASL services must be documented, and this documentation will be collected on a monthly basis to be shared with a governing agency for compliance reviews.



Instructor's Note –

This slide shows a picture of a **Teletype Writer (TTY)** device.

The Instructor will state the following:

"Fifty-two (52) facilities within the Georgia Department of Corrections has one or more of these devices. Please ensure that offenders who are deaf or have a hearing impairment which indicates use of this device has unencumbered access to it as deemed equal to offenders' access to hearing phones. The time of phone use on the facility 24 hour schedule shall dictate access to these devices. Offenders using the TTY device or other telecommunication devices due to hearing impairment shall be given additional usage time (30 minutes per call, as indicated in the Telephone Access SOP). It takes longer to convey messages through typing/texting or using American Sign Language.



Instructor's Note -

As stated earlier in the presentation, Video Relay Services (VRS) are available at seven (7) GDC Facilities (Johnson SP, Wilcox SP, GDGP, LASP, Pulaski SP, ASMP, and Central SP). Purple Communications is the current provider of Videophones to the Georgia Department of Corrections for Video Relay Service. This service is free through the Federal Communications Commission. Offenders shall be allowed at least 30 minutes to complete calls using the VRS system.

The Instructor will read the prompts on the slide to explain the process.

- 1) Video relay user signs to the interpreter
- 2) Interpreters speaks to the phone user
- 3) Phone user responds
- 4) Interpreter signs the response

If an interpreter is not needed, Videophone to Videophone call, both users can have a call without an interpreter.



Instructor's Note -

This is a picture of how the VRS system will be displayed in the facility dormitories.

Identified Accessibility Solutions for those with Communication Disabilities

- Hearing Aids
- Coupler Devices
- TTY Devices
- Video Relay Services
- Video Remote Interpreting
- Qualified Interpreters
- Scan Readers



INSTRUCTIONAL NOTE

The Instructor will state the following:

"The Georgia Department of Corrections offers several accessibility solutions for those with Communication Disabilities. Appropriate Auxiliary Aids and Services, including Qualified Interpreters, shall be provided for the following non-exhaustive list:

- Critical communication, complex information, lengthy exchanges, or anything involving legal due process
- Intake and Diagnostics
- Orientation
- Classification
- Medical care and health programs and services, including physicals, medical screening and treatment, dental, visual, and/or mental health examinations or treatment, and drug and alcohol recovery services
- Counseling or psychological services
- Educational and vocational programming, including any programming required for parole or early release

- Due process hearings, including disciplinary hearings, and hearing in which the Inmate is a witness
- Classification review interviews
- Religious Services
- Non-criminal Investigations conducted by the GDC, and
- Pre-release instructions

Some Identified accessibility solutions provided by GDC include, but are not limited to the following:

Hearing Aids will be determined through audiology appointments. The Qualified Medical Professionals shall ensure that an indicated need for hearing aids shall be met with timely issuance of the devices. Offenders are allowed to have an extra set of batteries in their lockers for easy accessibility to replace them as needed. It is important to note that the Medical Unit shall send hearing aids out for repair within 48 hours (excluding weekends and holidays) following a request for repair and notify the offender of an estimated time of repair.

Coupler Devices – An inexpensive device that is used to cover the receiver of a phone to block out background noises of a hearing aid user or one who is hard of hearing.

TTY Devices – Teletypewriter – A device that allows individuals with hearing or speech disabilities to use a telephone to type and send text messages.

Video Relay Services – A telephone service using interpreters connected to callers by video hook-up that is designed to provide persons who are deaf and use American Sign Language with telephone services that are functionally equivalent to those provided to users who are hearing. GDC uses Videophones from Purple Communication for Video Relay Services and person to person/videophone to videophone calling without the assistance of an interpreter.

Video Remote Interpreting- An interpreting services that uses video conference technology over dedicated lines or wireless technology offering a high-speed, wide bandwidth video connection that delivers high-quality video images.

Qualified Interpreters - An interpreter who, via a video remote interpreting (VRI) service or an on-site appearance, is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary, given the deaf or hard of hearing individual's language, skills, and education. Qualified interpreters include, for example, sign language interpreters, oral transliterators, and cued-language transliterators. GDC will provide a qualified interpreter at the earliest

reasonable time. The qualified interpreter, in person or via VRI, shall be made available within 24 hours from when the event is scheduled, or within 24 hours of an inmate request. All requests will be completed by GDC within one hour. GDC will inform offenders of the current status of efforts being taken to secure a qualified interpreter within two (2) hours of making the request for the interpreter service.

Except for GDC personnel hired specifically to serve as qualified sign language interpreters, the GDC will not use its other personnel to serve as sign language interpreters, except in an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available.

The GDC will not use another offender to interpret for an individual who has a hearing disability unless there is an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available.

Scan Readers - Machines that can scan books, magazines, newspapers, even household objects and then will read the documents aloud."

Identified Accessibility Solutions for those with Communication Disabilities

- Magnifying Sheets
- Audio Recordings
- Closed Captioning
- Readers
- Pocket Amplifiers
- Document Cameras
- CART Services
- Speech Reading



INSTRUCTIONAL NOTE

The Instructor will state the following:

"The Georgia Department of Corrections also recognizes the following services as accessibility solutions for those with communication disabilities:

- Magnifying Sheets – These sheets can be used to enlarge text in documents, books, etc.
- Audio Recordings – Verbal recordings that can be used by those with visual disabilities. These recordings could be of announcements, memorandums, lessons, policies, etc.
- Closed Captioning shall be active on ALL GDC owned television screens. It is the goal of GDC to have all informational and instructional videos redone to include closed captioning. We are in contract with AMAC at Georgia Tech for this service.
- Readers – People can serve as readers for those who are blind or have low vision.

- **Pocket Amplifiers** - Body-worn or hand-held personal hearing amplifiers can help a person hear what other people are saying in one-on-one conversations or small group settings. Most of these personal amplifiers come with earphones or headphones for people without hearing aids, or have a neckloop for hearing aid users to listen through their hearing aids. GDC has purchased several of these devices, and they are used in classroom settings, visitation, etc.

- **Document Cameras** – These devices can project a large image of a document or video onto a wall or other visual aid. They are currently used in the Education, Library, and Law Library areas of the Georgia Department of Corrections.

- **CART Services** – Computer-aided real-time transcription services, which have been used for Chaplaincy Services in GDC. These services can be used for meetings, classes, etc.

- **Speech Reading** – Some offenders may prefer reading the lips of others.

Identified Accessibility Solutions for those with Communication Disabilities

- Identification Cards with Communication Needs
- Talking Watches
- Vibrating Watches
- Movement Notification Placards
- Flashing Lights for Emergency Evacuation
- Large Computer Monitors w/ Articulating Arms
- And, other accessibility solutions



INSTRUCTIONAL NOTE

Instructor will state the following:

Additional accessibility solutions for those with communication disabilities include:

- **Identification Cards with Communication Needs** – These cards should be distributed at Diagnostics and Facility Intake Units.

- **Talking Watches** – The GDC has completed a test study of talking watches for an alternate alert system for offenders who are blind. These watches will be issued to all offenders who are blind in 2019.

- **Vibrating Watches** - The GDC has completed a test study of vibrating watches for an alternate alert system for offenders who are deaf. These watches will be issued to all offenders who are deaf in 2019.

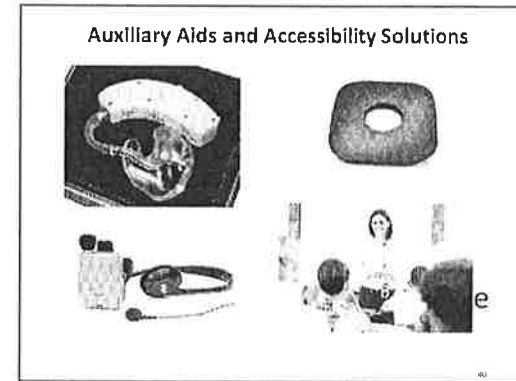
- **Movement Notification Placards** – Announcement placards shall be held up for all facility movement in designated facilities (recreation, meal times, education, sick

call, pill call, etc.

- Flashing Lights for Emergency Evacuation – All facilities will include buildings where offenders who have disabilities live in quarterly emergency drills, and flashing lights can be used as an alert system for those who are deaf or hard of hearing.

- Large Computer Monitors w/ Articulating Arms

- And, other solutions



INSTRUCTIONAL NOTE

The Instructor will state the following:

"This slide indicates pictures of a Hearing Aid, Coupler Device, Pocket Amplifier, and a speaker system where a facilitator uses a lapel microphone as noted earlier in the lecture.

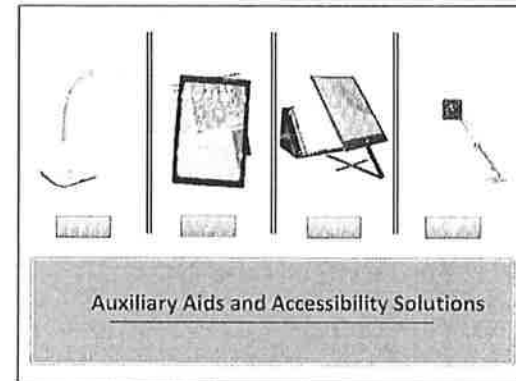
Hearing Aids (top left) should be recognized as part of an offender's property. If damage or confiscation of hearing aids occur during searches, force, or movement, the agency is tasked with replacement of said items. It is important to note that these items are issued by our Medical Department, and any questions regarding the examination of hearing aids should be directed to that department. Please be mindful that all hearing aids do not look like this. There are some that are clear and smaller, with a value of \$5,000. Please handle these items with care.

Coupler Device (top right) – This device cost approximately \$1.60. It is offered as a reasonable accommodation to those who use hearing aids and use the hearing phone. This device can be placed over the receiver of a phone to block out background noises,

which are usually indicated with the use of hearing aids. Like all items, this item can and should be searched. We are showing you pictures so you will be aware of what may be inside your facilities.

Pocket Amplifier (bottom left) – This device can be utilized by offenders with hearing impairments to hear sounds louder.

Lapel microphone with individual speaker system to be placed on participant's desk during class or activity (bottom right). This system helps individuals with hearing disabilities."



INSTRUCTIONAL NOTES

The Instructor will state the following:

"The images on this slide can be used by those with visual disabilities.

#1 – Document camera is used to magnify documents onto a wall or other surface.

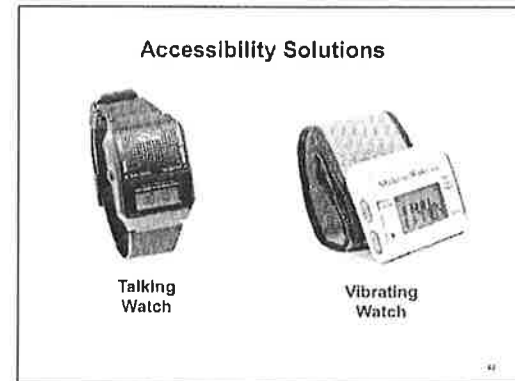
#2- This image is a hand-held magnifying sheet used to enlarge print.

#3 – This image is a hands-free magnifying device.

#4 – This is an articulating arm and monitor holder. Using this device an individual can move a monitor in all directions to assist with their vision of items on the screen."

All of these items are useful in our classrooms, career centers, libraries, and law

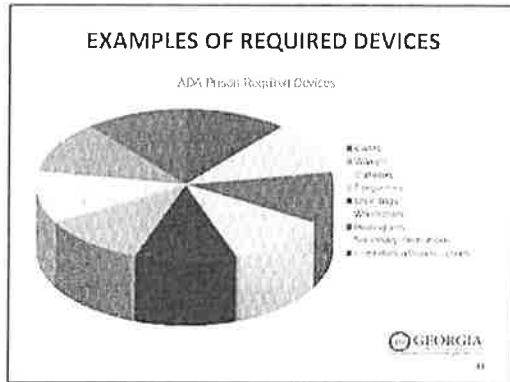
libraries. The hand-held magnifying sheet can be used in the dormitory for reading books, letters, correspondence from leadership, and homework.



INSTRUCTIONAL NOTE

The Instructor will state the following:

"The Georgia Department of Corrections has recently purchased, through Facility Operations, these items for security review (staff) and product review (offenders). The Talking and Vibrating Watches serve as alert systems to inform blind and deaf individuals of the time and alarms for programmed activities. Some offenders were issued these items for testing. Once approved by GDC, these items will be distributed to identified offenders."



INSTRUCTIONAL NOTE

The Instructor will state the following:

"We have spent a considerable amount of time discussing communication disabilities. We will discuss mobility disabilities and about specific services prison systems must provide, at no charge for items designated as a reasonable accommodation.

The prison system shall provide personal medical devices and services, such as, Canes, Walkers, Catheters, Eyeglasses, Urine Bags, Wheelchairs, Medications, and Orthopedic shoes in a timely manner at no cost to the offenders. We discussed Hearing Aids in the previous slides. This is not an exhaustive list. In the next few slides you will see some pictures of these items and other accessibility solutions we provide to offenders.



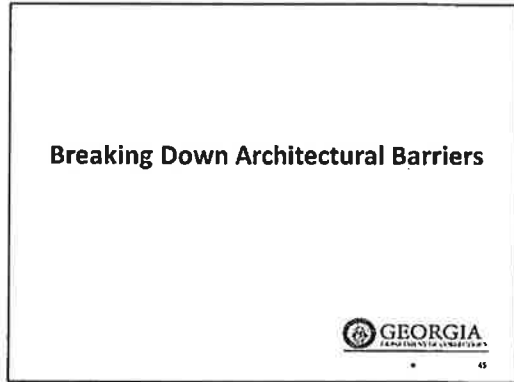
INSTRUCTIONAL NOTE

The Instructor will state the following:

Pictured on this slide are a set a braces used for walking on the left, a standard wheelchair in the middle, and a Clinitron Bed on the right.

A Clinitron bed is specially designed bed for people with bed sores (also referred to as decubitus ulcer, pressure sores or pressure ulcers). Clinitron beds use 'air fluidized therapy' (AFT) to **reduce pressure** on areas of the body and to assist in the wound healing process. Clinitron beds are designed to dissipate heat and moisture created by patients bodies and assist in healing wounds. Studies have shown that patients using Clinitron beds actually heal faster than those using ordinary mattresses. You will see this type of bed in an infirmary or hospital setting.

<https://www.nursinghomejawcenter.org/why-do-some-wound-clinics-and-nursing-homes-suggest-the-use-of-c.html>



Instructional Note: Please display slide – Breaking Down Architectural Barriers

“Let us now explore Architectural Barriers, which prevent program access.

The participants need to be made aware of the architectural barriers law and changes timeline.

The start of breaking down architectural barriers was in 1968 when Congress passed the Architectural Barriers Act, under the leadership of President Lyndon Johnson. In 1973, the Access Board was created. In 1990, the ADA was signed into law, and shortly after, in 1991, the Access Board created the ADA Accessibility Guidelines (ADAAG). This document expanded in 1998 to include prisons and other state and local government buildings. Under the leadership of President Barack Obama, the Department of Justice’s revised regulations for Titles II and III of the Americans with Disabilities Act of 1990 (ADA), which were published in the Federal Register on September 15, 2010. These regulations adopted revised, enforceable accessibility standards called the **2010 ADA Standards for Accessible Design**, “2010 Standards.” On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under Titles II and III. March 15, 2012, is also the compliance date for using the 2010 Standards for

program accessibility and barrier removal.”

Let us now review Program Accessibility for Existing Facilities and New Construction and Alterations.

Program Access: Existing Facilities

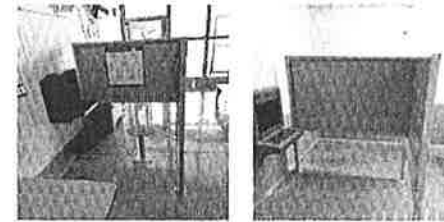
- Each program “when viewed in its entirety” must be accessible;
- Does not necessarily require structural modifications;
- Inmates in older facilities can be moved in lieu of structural modifications at inaccessible location;
- Programs must be available to similarly situated offenders with and without disabilities.



Instructional Note:

When reviewing program access in existing facilities, each program “when viewed in its entirety” must be accessible. Obtaining compliance does not necessarily require modification. Offenders in older facilities, which may be inaccessible, can be moved to other facilities. Additionally, there must be integration of offenders with and without disabilities.

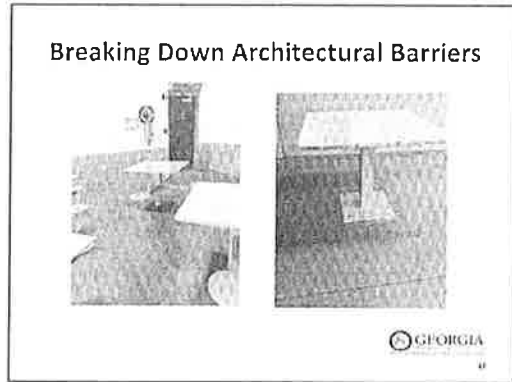
Breaking Down Architectural Barriers



Instructional Note: Prompt the class to view the pictures.

Please identify an architectural barrier in the picture on the left. (The bolted down stool)

The architectural barrier is moved in the picture on the right, and now all with mobility impairments (wheelchair or other) have access to the kiosk.

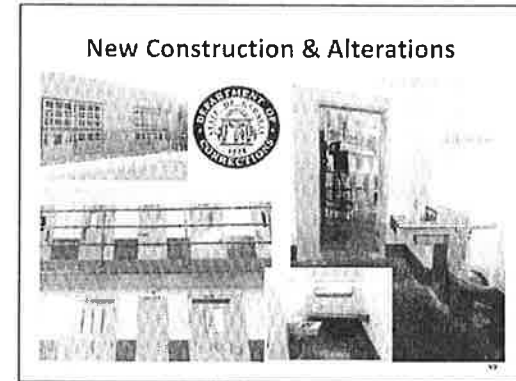


INSTRUCTOR NOTE: Please make the following statement and ask the question of the trainees.

Both of these tables have been made accessible to someone using a wheelchair. Which accommodation is better and why?

Some trainees will say the table on the right, and some will say the picture on the left. If someone says the picture on the left, ask why. And, then reiterate that integration is the key.

The tables on the left allows for those who use wheelchairs and those who do not to integrate/sit at the same table during a mealtime. The table on the right, although accessible, isolates wheelchair users from others.



Instructional Note: Bring the trainees attention to each picture and explain the requirements.

We have reviewed existing buildings. Let us now take a look at new construction and alterations building code guidelines.

Before we move any further, let us look at the toilet and sink combo on the right hand side of this slide. Please notice the grab bars on the back of the toilet, the sink does not have exposed pipes, and the height of the toilet is 17" – 18" from the ground. There is also another grab bar on the wall next to the toilet, which is required. This set up is the ideal accessible toilet/sink combination for those who have mobility disabilities.

The picture right below the toilet sink combo, shows a bed, a toilet/sink combo, and a desk. There is enough space in this room for a wheelchair user to pivot his or her wheelchair without space restriction. The wheelchair user can transition from the chair to the bed without concern, and use the desk by wheeling under it without obstruction.

The top left picture shows a sidewalk and recreation area. The sidewalk area shall be wide enough for a wheelchair user to travel and it should be a smooth top without

holes and obvious obstructions. The recreation should also be accessible to wheelchair users and others with mobility limitations.

Individuals who are wheelchair users shall not be housed on top tiers of a housing unit, unless there is an accessible elevator/lift available for use. Also, the rooms and shower areas shall be accessible. The room doors shall also meet accessibility standards.

New Construction & Alterations

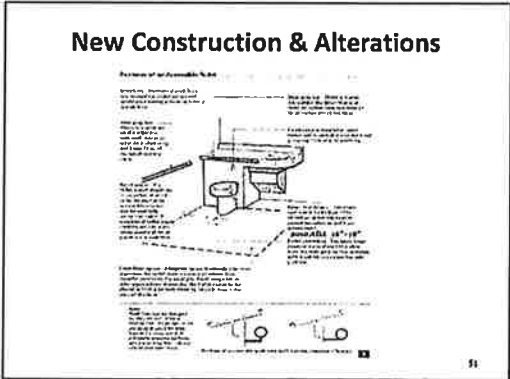
- Required to be fully accessible; and
- 2010 ADA Standards have prison-specific provisions.



INSTRUCTOR NOTE: The instructor shall read from the slide, emphasizing each point of information.

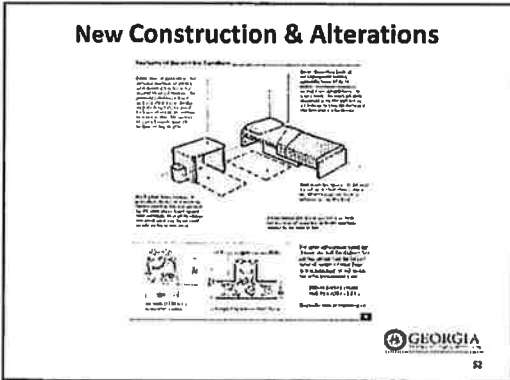
All new construction and alterations are:

- Required to be fully accessible and meet the
- 2010 ADA Standards have prison-specific provisions



Instructional Note: Please state the following:

This diagram is from the Department of Justice manual on 2010 ADA Standards for building construction and alterations. Please take note of the diagram at the bottom which shows grab bars with a suicide prevention feature.



Instructional Note: Please read the following while pointing out the items pictured:

This slide focuses on accessible furniture like the desk and bed. This space allows for a wheelchair user to pivot his or her chair and move from chair to bed without a problem. The desk allows for the user to wheel up to the desk for use without a barrier.

Housing Accommodations

- Offenders determined by medical to need accessible housing must be housed appropriately in the most integrated setting.
- Offenders must have accessible showers, toilets, bedding, desks (if provided in cell), sinks, etc., absent of architectural barriers.
- No offender shall be housed in an infirmary area for the sole reason of accessible housing; offenders must be receiving medical treatment or observation. If this is necessary, it must not exceed 30 days.
- All offenders housed in an infirmary setting must have access to programs, services, and activities (recreational, vocational, educational, library, etc.) absent articulable reasons.



INSTRUCTIONAL NOTE

GDC must ensure appropriate housing for offenders with disabilities.

Offenders determined by medical to need accessible housing must be housed appropriately in the most integrated setting.
 Offenders must have accessible showers, toilets, bedding, desks (if provided in cell), sinks, etc., absent of architectural barriers.

No offender shall be housed in an infirmary area for the sole reason of accessible housing; offenders must be receiving medical treatment or observation. If this is necessary, it must not exceed 30 days.

All offenders housed in an infirmary setting must have access to programs, services, and activities (recreational, vocational, educational, library, etc.) absent articulable reasons.

Note: If accessible housing is not available at current assigned facility, the GDC may house the offender at another location to ensure accessibility.

Accessible Transportation




INSTRUCTIONAL NOTE

"The Georgia Department of Corrections provides Accessible Vehicles to transport offenders. The picture on the left is of the outside of our newest fleet accessible vans, which can transport up to 10 offenders at one time. The picture on the right is of the inside of the van, and the seats pictured can fold or let down. Those slots can secure a wheelchair. There is a lift on the van. And, the van is totally secured for offender transport.

GDC also has smaller accessible vehicles for transport. It is imperative that an offender identified by the Office of Health Services as needing accessible transportation is transported appropriately."

Visitors - ADA Title II - Search

- Visitors to GDC are covered by Title II of the ADA;
- In accordance with GDC SOP 226.02, assigned officers shall screen visitors, who are wheelchair users or who have pacemakers, utilizing Walk-Through Metal Detectors and Hand-held Metal Detectors as opposed to Body Scanners;
- Visitors shall be allowed to bring in assistive technology/solutions (canes, crutches, hearing aids, etc.), which shall be properly searched;
- When in doubt about search procedures, contact the Officer in Charge and Administrative Duty Officer.



35

Instructional Note: Display Slide and Read the Contents

Visitors to GDC are covered by Title II of the ADA

In accordance with GDC SOP 226.02, assigned officers shall screen visitors, who are wheelchair users or who have pacemakers, utilizing Walk-Through Metal Detectors and Hand-held Metal Detectors as opposed to Body Scanners;

Visitors shall be allowed to bring in assistive technology/solutions (canes, crutches, hearing aids, etc.);

When in doubt about search procedures, contact the Officer in Charge and Administrative Duty Officer.

Visitors - ADA Title II – Service Animals

- Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. The work or task a dog has been trained to provide must be directly related to the person's disability.
- Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Title II entities may make special provisions. GDC ADA Coordinator's Office and Legal Office will provide guidance.



36

https://www.ada.gov/service_animals_2010.htm

Instructional Note: Display Slide: Visitors – ADA Title II – Service Animals

- Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. The work or task a dog has been trained to provide must be directly related to the person's disability.

Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets.


- Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Title II entities may make special provisions. GDC ADA Coordinator's Office and Legal Office will provide guidance.

https://www.ada.gov/service_animals_2010.htm

Visitors – ADA Title II – Service Animals

- **When interacting with users of service animals, staff members can only ask two questions.**
 - (1) Is the dog a service animal required because of a disability?
 - (2) What work or task has the dog been trained to perform?

Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.



57

require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.”

Instructional Note: Display Slide: Visitors – ADA Title II – Service Animals

When interacting with users of service animals, staff members can only ask two questions.

- (1) Is the dog a service animal required because of a disability?
- (2) What work or task has the dog been trained to perform?

Staff cannot ask about the person's disability, require medical documentation,

NO RETALIATION

- The Georgia Department of Corrections shall not retaliate against any person who files or may file a complaint, who has provided information or assistance with a complaint, or participates in any other manner in an investigation or proceeding relating to Title II or any other document related to requirements of GDC.



58

INSTRUCTIONAL NOTE

NO RETALIATION

The Georgia Department of Corrections shall not retaliate against any person who files or may file a complaint, who has provided information or assistance with a complaint, or participates in any other manner in an investigation or proceeding relating to Title II or any other document related to requirements of GDC.

Note: Georgia Department of Corrections includes you, as an employee, contractor, and/or affiliate.

58

Participant Review

- You will now participate in a Quiz Review of the Material covered in this course.



59

INSTRUCTIONAL NOTE

Instructional Note:

You will now participate in a Quiz Review of the Material covered in this course.

1. What does ADA stand for?
2. When was the ADA signed into law?
3. What type of law is the ADA?
4. Are offenders, staff, and visitors covered by ADA?
5. Name the two titles of ADA that indicate Employment and State and Local Governments.
6. What is a disability?
7. Name some major life activities.
8. Name some disabilities some of our offenders, visitors, or staff members may have.
9. Who determines if an offender has a disability?
10. Name some accessibility solutions/reasonable accommodations that GDC has implemented for those who have disabilities.
11. Please give a brief explanation of the ADA Accommodations Request process?

59

ANSWERS:

1. Americans with Disabilities Act
 2. 1990
 3. Civil Rights Law
 4. Yes.
 5. Title I – Employment; Title II – State, Federal, and Local Governments
 6. A person is considered to have a disability if he or she has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment. NOTE: Intellectual Disabilities are included.
 7. Major Life Activities include – Breathing, Eating, Seeing, Hearing, Walking, Speaking, Taking Care of oneself, etc.
 8. Cancer, Diabetes, Deafness, Blindness, Missing Limbs, HIV, Major Depressive Disorder, PTSD, Epilepsy, Digestive System Illnesses, Dyslexia, etc.
 9. Qualified Medical Professional, Qualified Mental Health Professional, Educational Professional
 10. Qualified Interpreter, Wheelchair, accessible housing, magnifying sheets, screen reader, enlarged text, braille, vibrating watch, talking watch, pocket amplifier, document reader, captioning, etc.
 11. Policy 103.63 –
- G. Accommodations Request Procedure:

1. All agency and privately operated facilities shall furnish to any offender, upon request, an Offender ADA Accommodation Request Form (Attachment 1). Copies of this form shall be available from the Control Room/Housing Unit Officer.

2. Offenders, who have a documented disability and are requesting an accommodation or modification shall submit a request in writing on Attachment 1 to the Facility ADA Coordinator. Offenders shall specify the type of accommodation requested and why it is necessary.

3. There will be no reprisal or harassment directed at an offender who submits an accommodation request.

5. Offenders who cannot put their requests in writing shall make their verbal requests to their assigned counselor, who shall document the request in writing on Attachment 1 and have the offender sign or otherwise acknowledge it. If an American Sign Language interpreter is needed for this process, the Facility ADA Coordinator shall be contacted. If a spoken language interpreter is needed for this process, the language line shall be utilized.

Note: Another offender may assist a requester in submitting an accommodation request by providing help in filling out the form. However, one offender cannot file an accommodation request on behalf of another unless the offender is physically unable to do so.

6. Upon receipt of Attachment 1, the Facility ADA Coordinator shall review the offender's accommodation request. The following documentation guidelines shall be adhered to in conducting the accommodation request process:

a. The Facility ADA Coordinator will administer the accommodation request process. This includes maintaining a log book, which lists all accommodation requests with the following information: i. Name of offender;

ii. GDC ID number;

iii. Number of accommodation request;

iv. Description of request; and v. Status of accommodation request. (Example of status: April 1, 2018 – mailed to Commissioner's Designee; or, resolved by Agency ADA Coordinator on June 1, 2018).

b. Accommodation requests are confidential. Only those who need to know the contents in order to process or answer an accommodation request should be aware of its content.

7. The Facility ADA Coordinator shall, as necessary, request additional information from the appropriate facility medical professionals to verify the offender's disability or other facility professionals to assist with the review of the request.

8. The Facility ADA Coordinator will forward Attachment 1, with supporting documents and proposed accommodation, to the Agency ADA Coordinator within (ten) 10 days of receipt. The proposed decision shall be made in conjunction with the Facility Warden or Superintendent.

9. The Agency ADA Coordinator shall review the request received and notify the Facility ADA Coordinator of his or her decision regarding reasonable accommodation within ten (10) days of receipt. Following consultation with the Agency ADA Coordinator, the Warden/Superintendent or designee shall complete the Warden's/Superintendent's ADA Accommodation Request Response (Attachment 2). This attachment shall reflect whether the accommodation request is either approved, denied, modified/partially approved, as well as the reason (s) for the decision. If an accommodation is granted, an

anticipated completion date shall be reflected on Attachment 2. The completion date of the granted accommodation shall be reflected in the department's database. 10. The offender shall receive the final decision within twenty - five (25) days of the request receipt at the facility level on Attachment 2.

11. The Warden/Superintendent will take steps to comply with the collaborative decision reached with the Agency ADA Coordinator.

H. Denial of Requests for Accommodation: A request for a particular accommodation shall be denied for any of the following reasons:

1. The person seeking an accommodation is not an individual with a qualifying disability;
2. When it poses a risk to the safety or security of the facility, staff, or the public, or when the request would adversely impact the deterrence of crime or maintenance of offender discipline;

Note: In determining if a requested accommodation poses a direct threat, the Facility Administrator (Warden or Superintendent) and the appropriate Division Director will consult with the Agency ADA Coordinator.

3. When it is an undue burden on the agency;

Note: A facility cannot deny a request for accommodation using the Undue Burden defense without consulting the Agency ADA Coordinator for guidance. The Agency ADA Coordinator shall consult with the appropriate Division Directors before making a determination that a requested accommodation would constitute an undue financial or administrative burden on the agency or a fundamental alteration to the nature of a service, program, or activity. The final decision that compliance with the requested accommodation would result in an undue financial or administrative burden shall be made by the Commissioner or designee after consideration of all resources available for use in the funding and operation of the service, program or activity. This decision will be accompanied by a written statement of the reasons for reaching the conclusion.

A request for a particular accommodation shall be denied if equally effective access to a program, service, or activity can be afforded through an alternate method, which is less costly or intrusive. Alternative methods that are less costly or intrusive to the existing operation or program shall be utilized to provide reasonable access in lieu of modifications requested by the offender as long as they are equally effective.

4. When it causes a fundamental alteration of the nature of the service, program, or activity; or

5. The accommodation is ineffective.

I. Accommodation Appeals: Offenders who have a complaint alleging a violation of the Americans with Disabilities Act and wish to appeal the denial of a request for accommodation shall submit an ADA Accommodation Appeal Form ADA Accommodation Request Appeal Form (Attachment 3) within seven (7) calendar days of receipt of the Warden's/Superintendent's response to the following address:

Commissioner's Designee Georgia Department of Corrections P.O. Box 1529 Forsyth, Georgia 31029

The Commissioner's Designee will have twenty (20) calendar days of receipt of an appeal form to respond to an offender, utilizing the Commissioner's Designee's ADA Accommodation Request Appeal Response (Attachment 4).

Current GDC ADA Focus Areas

- Accessible Housing Accommodations;
- Accessible Programming;
- Training (GDC, Contractors, staff members at County Facilities, and Facility ADA Coordinators);
- Statewide Video Remote Interpreting services;
- Procuring Additional Accessible Technology Items;
- Accessibility Assessment of GOAL Devices;
- Facility ADA Reviews.



- Statewide Video Remote Interpreting services – In 2019, GDC will provide statewide Video Remote Interpreting services which will allow staff members (counselors, health services professionals, grievance coordinators, disciplinary teams, PREA teams, intake/diagnostic staff, etc.) to effectively communicate with offenders whose primary, preferred mode of communication is American Sign Language;
- Procuring Additional Accessible Technology Items – GDC will continue to procure items which are accessible to all users, including accessible solutions (magnifying sheets, scan readers, large monitors, talking and vibrating watches, etc.);
- Accessibility Assessment of GOAL Devices – GDC will continue to work with its current contractor for GOAL device services, JPay, to ensure the tablets are accessible;
- Facility ADA Reviews – The GDC ADA Coordinator's Office will conduct facility ADA reviews of all GDC, private, and county facilities starting in 2019.

INSTRUCTIONAL NOTE

The Instructor will state the following:


As staff members of the Georgia Department of Corrections, it is important for you to know the agency's current focus areas regarding the Americans with Disabilities Act.

The Current GDC ADA Focus Areas Include

- Accessible Housing Accommodations, which include current and future construction projects to ensure accessibility. We want to ensure that offenders are housed appropriately;
- Accessible Programming shall be made available to all qualified individuals. GDC is currently reviewing all programmatic areas to ensure accessibility;
- Training (GDC, Contractors, and Facility ADA Coordinators) – In 2019, GDC will continue to train existing staff and new staff members. The agency will begin systematically training all contractors and staff members at county facilities. A training conference will be held for Facility ADA Coordinators;

Enabling Objectives

- Provide an overview of the Americans with Disabilities Act (1990) and the ADA Amendments Act (2008);
- Review the requirements of the Georgia Department of Corrections (GDC) as outlined in the ADA Civil Rights Law, ADA Amendments, and the GDC SOP 103.63, ADA Title II Provisions;
- Describe the ADA Accommodations Request Process utilizing GDC Standard Operating Procedure 103.63, with reference to the GDC Grievance Process;
- Define and review architectural, communication, and transportation barriers, and introduce accessibility solutions, utilizing references to lawsuits and settlement agreements of agencies similar to GDC;
- Describe the current ADA focus areas for the GDC.

 61

INSTRUCTIONAL NOTE

The Instructor will state the following:

The Enabling Objectives for this course were those displayed on this slide and we have covered each of them:

- Provide an overview of the Americans with Disabilities Act (1990) and the ADA Amendments Act (2008);
- Review the requirements of the Georgia Department of Corrections (GDC) as outlined in the ADA Civil

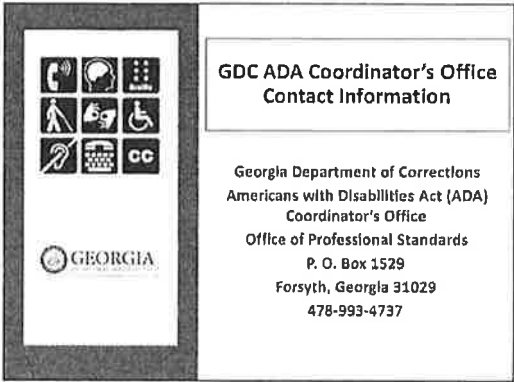
Rights Law, ADA Amendments, and the GDC SOP 103.63, ADA Title II Provisions;

- Describe the ADA Accommodations Request Process utilizing GDC Standard Operating Procedure 103.63, with reference to the GDC Grievance Process;
- Define and review architectural, communication, and transportation barriers, and introduce accessibility solutions, utilizing references to lawsuits and settlement agreements of agencies similar to GDC;
- Describe the current ADA focus areas for the GDC.



INSTRUCTIONAL NOTE

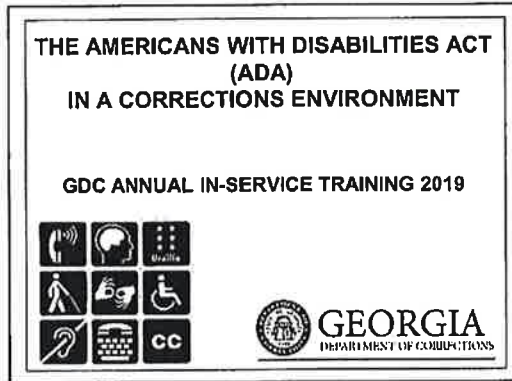
Please ask the class if there are any final questions.



INSTRUCTIONAL NOTE

The contact information for the GDC ADA Coordinator's Office is as follows:

Georgia Department of Corrections
 Americans with Disabilities Act (ADA) Coordinator's Office
 Office of Professional Standards
 P. O. Box 1529
 Forsyth, Georgia 31029
 478-993-4737

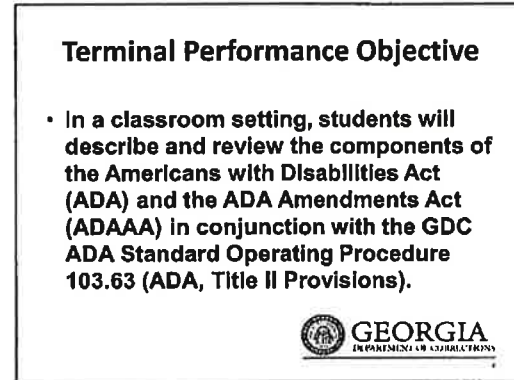


INSTRUCTIONAL NOTE:

Welcome the trainees to the Americans with Disabilities Act In A Corrections Environment Annual In-Service Training. Make sure to briefly introduce yourself (2 minutes).

The Instructor will state the following:

The Georgia Department of Corrections (GDC) offered ADA Orientation to all of its existing employees in 2018. GDC will offer ADA Orientation Training to all new employees in Pre-Service Orientation and an update/refresher in Annual In-Service.



The Terminal Performance Objective for the ADA Annual In-Service Training:

In a classroom setting, students will describe and review the components of the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) in conjunction with the GDC ADA Standard Operating Procedure 103.63 (ADA, Title II Provisions).

Blumberg No. 5114
DEFENDANT'S
EXHIBIT
16

Enabling Objectives

- > Define the ADA and the ADAAG;
- > Review the requirements of the Georgia Department of Corrections (GDC) as outlined in the ADA Civil Rights Law and the GDC SOP 103.63, ADA Title II Provisions;
- > Describe the ADA Accommodations Request Process utilizing GDC Standard Operating Procedure 103.63;
- > Identify a variety of accessibility solutions utilized by GDC;
- > Describe the current ADA focus areas for the GDC.



INSTRUCTIONAL NOTE

The Instructor will state the following:

The Enabling Objectives for this course of study include the following, we will:

- > Define the ADA and the ADAAG;
- > Review the requirements of the Georgia Department of Corrections (GDC) as outlined in the ADA Civil Rights Law;
- > Describe the ADA Accommodations Request Process utilizing GDC Standard Operating Procedure 103.63, ADA Title II Provisions;
- > Identify a variety of accessibility solutions utilized by GDC;
- > Describe the current ADA focus areas for the GDC.

Americans with Disabilities Act (ADA)

- > Civil Rights law, signed into law in 1990
- > Origins in the Civil Rights Act of 1964 and the Disability Rights Movement

The ADA generally uses the framework of Titles II and VII of the Civil Rights Act of 1964 for coverage and enforcement and the terms and concepts of Section 504 for what constitutes discrimination.



INSTRUCTIONAL NOTE

The Instructor will say the following:

"The ADA is a **Civil Rights Law**. It is governed by the United States Department of Justice, Civil Rights Division. This law is focused on equal access to programs, services, and activities for all. This law uses the framework of the Titles II and VII of the Civil Rights Act of 1964 for coverage and enforcement, and the terms and concepts of Section 504 for what constitutes discrimination. This law prohibits discrimination. In July of 1990, President George H. W. Bush signed into law the Americans with Disabilities Act of 1990 (ADA), which is the world's first comprehensive civil rights law for people with disabilities. The Act prohibits discrimination against people with disabilities in employment (Title I), in public services (Title II), in public accommodations (Title III) and in telecommunications (Title IV)."

Instructor Study Notes:

This all began to ensure that equal opportunity was afforded to all in the workplace. There were several documents considered and/or signed into law

before the ADA of 1990.

<https://www.eeoc.gov/eeoc/history/35th/thelaw/Index.html>

In June 1941, on the eve of World War II, President Franklin D. Roosevelt signs Executive Order 8802 prohibiting government contractors from engaging in employment discrimination based on race, color or national origin.

In July 1948, President Harry S. Truman orders the desegregation of the Armed Forces by Executive Order 9981. The order requires that there be "equality of treatment and opportunity for all persons in the armed services without regard to race, color, religion or national origin."

In March 1961, President John F. Kennedy signs Executive Order 10925 prohibiting federal government contractors from discriminating on account of race and establishing the **President's Committee on Equal Employment Opportunity**. President Kennedy states this enforcement authority signals a new "determination to end job discrimination once and for all."

In June 1963, Congress passes the **Equal Pay Act of 1963 (EPA)** protecting men and women who perform substantially equal work in the same establishment from sex-based wage discrimination. The EPA is the first national civil rights legislation focusing on employment discrimination.

At 7:40 on the evening of June 19, after the longest debate in its nearly 180-year history, the U.S. Senate passes the **Civil Rights Act of 1964**. Thirteen days later, on July 2, the U.S. House of Representatives passes the bill and President Lyndon B. Johnson signs the bill into law that same evening.

The **Civil Rights Act of 1964** prohibits discrimination in a broad array of private conduct including public accommodations, governmental services and education.

Title II of the Civil Rights Act of 1964 prohibits discrimination because of race, color, religion, or national origin in certain places of public accommodation, such as hotels, restaurants, and places of entertainment. **Title VII of the Civil Rights Act of 1964** prohibits employment discrimination based on race, sex, color, religion and national origin. Title VII applies to private employers, labor unions and employment agencies. The Act prohibits discrimination in recruitment, hiring, wages, assignment, promotions, benefits, discipline, discharge, layoffs and almost every aspect of employment.

Title VII of the Civil Rights Act of 1964 also creates the **U.S. Equal Employment Opportunity Commission (EEOC)**, a five-member, bipartisan commission whose mission


is to eliminate unlawful employment discrimination.

Congress passes the **Rehabilitation Act of 1973**. **Section 504** is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. **Section 504** is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

The ADA is described by some in the disability community as their Emancipation Proclamation.

ADA Amendments Act

- The ADA Amendments Act of 2008 (ADA Amendments Act) made a number of significant changes to the meaning and interpretation of the ADA definition of "disability" to ensure that definition would be broadly construed and applied without extensive analysis.
- On July 15, 2016, Attorney General Loretta Lynch signed a Final Rule incorporating the requirements of the ADA Amendments Act into the ADA title II and title III regulations. The Final Rule was published in the Federal Register on August 11, 2016.



effect 60 days from publication, on October 11, 2016.

We will now review the Definition of Disability and its Predictable Assessments discussed in the GDC ADA Orientation Training.

BEFORE TURNING TO THE NEXT TWO SLIDES, ASK PARTICIPANTS IF THEY CAN DEFINE DISABILITY AND NAME SOME OF THE PREDICTABLE ASSESSMENTS DISCUSSED IN GDC ADA ORIENTATION TRAINING. THIS WILL ENCOURAGE CLASS PARTICIPATION.

INSTRUCTIONAL NOTE

The Instructor will state the following:

The ADA Amendments Act of 2008 (ADA Amendments Act) made a number of significant changes to the meaning and interpretation of the ADA definition of "disability" to ensure that definition would be broadly construed and applied without extensive analysis.


The ADA Amendments Act of 2008 was signed into law by President George W. Bush and enacted on January 1, 2009. The Amendments Act does the following:

- >Restores the ADA's broad protections as intended by Congress;
- >Ensures the Definition of disability is construed broadly;
- >Ensures Mitigating measures (other than ordinary corrective lenses) will not be considered;
- >Explains that an Impairment can be a disability even if episodic or in remission.

On July 15, 2016, Attorney General Loretta Lynch signed a Final Rule incorporating the requirements of the ADA Amendments Act into the ADA title II and title III regulations. The Final Rule was published in the Federal Register on August 11, 2016, and takes

Definition of Disability

- An individual is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.



INSTRUCTIONAL NOTE

Instructor will state the following:

(Acknowledge the class participants answers from the inquiry on the previous slides.)

"As noted in the law and the GDC SOP, disability is defined as follows:

An individual is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. It is important that we communicate with our Qualified Medical, Mental Health, and Education professionals for determination of disabilities. These determinations will be made in collaboration with the GDC ADA Coordinator's Office. According to the GDC ADA SOP 103.63, determination of disabilities should initially be done at the Intake/Diagnostic Reception and Orientation.

These initial determinations shall be documented and sent to the GDC ADA Coordinator's Office by email. Disabilities may have an onset at any time, so it is

important that such impairments identified during the offenders' stay with the GDC be documented, addressed, and communicated to all staff on a need to know basis. In regards to communication disabilities, all staff will be notified and an identification card noting the disability will be issued to all affected offenders to wear on their uniform.

Instructional Note – Ask the participants to name some Major Life Activities. In the GDC ADA Orientation Training, the following non-exhaustive list of Major Life Activities included:

- Seeing
- Hearing
- Walking
- Breathing
- Eating
- Talking
- Learning
- Thinking
- Standing
- Working

There are some predictable assessments noted in the ADAAA regarding disabilities, as you will see on the next slide. *(Acknowledge the participants answers to the question on the previous slide.)*"

Predictable Assessments - ADA

(A) Deafness substantially limits hearing;
 (B) Blindness substantially limits seeing;
 (C) Intellectual disability substantially limits brain function;
 (D) Partially or completely missing limbs or mobility impairments requiring the use of a wheelchair substantially limit musculoskeletal function;
 (E) Autism substantially limits brain function;
 (F) Cancer substantially limits normal cell growth;
 (G) Cerebral palsy substantially limits brain function;
 (H) Diabetes substantially limits endocrine function;
 (I) Epilepsy, muscular dystrophy, and multiple sclerosis each substantially limits neurological function;
 (J) Human Immunodeficiency Virus (HIV) Infection substantially limits immune function; and
 (K) Major depressive disorder, bipolar disorder, post-traumatic stress disorder, traumatic brain injury, obsessive compulsive disorder, and schizophrenia each substantially limits brain function

INSTRUCTIONAL NOTE

Instructor will state the following:

"The regulations identify examples of specific impairments that should easily be concluded to be disabilities and examples of major life activities (including major bodily functions) that the impairments substantially limit. The impairments include: deafness, blindness, intellectual disability (formerly known as mental retardation), partially or completely missing limbs, mobility impairments requiring use of a wheelchair, autism, cancer, cerebral palsy, diabetes, epilepsy, HIV infection, multiple sclerosis, muscular dystrophy, major depressive disorder, bipolar disorder, post-traumatic stress disorder, obsessive-compulsive disorder, and schizophrenia.*

The American Community Survey (ACS) estimates the overall rate of people with disabilities in the US population in 2016 was 12.8%, which was approximately more than 41 Million people.** --

Another interesting statistic to note is that in 2018, over 20% of the Georgia Department of Corrections offender population were diagnosed with a mental impairment, of which some were substantially limiting. Also, a considerable number of GDC offenders live with physical impairments, such as missing limbs, deafness, blindness, low vision, hearing impairment, cancer, diabetes, human immunodeficiency

virus, epilepsy, dementia, etc.

The ADA continues to have a profound effect on our citizens and the way we serve, almost thirty (30) years after President George H W Bush signed it into law. During the ADA Orientation Training, you learned about the Capital Crawl of 1990 protest and its effect on the signing of the law and the jubilation of the disability community on the day of its signing."

•
[Section 1630.2()(3)]

https://www.eeoc.gov/laws/regulations/ada_qa_final_rule.cfm

**

https://disabilitycompendium.org/sites/default/files/user-uploads/2017_AnnualReport_2017_FINAL.pdf



INSTRUCTIONAL NOTE – This video is 2 minutes and 8 seconds. It can also be found at <https://youtu.be/2PQiVIJFcMA>.

Instructor will state the following:

This video is a recording of the celebration of the 26th Anniversary of the signing of the ADA. This video shows the continuous benefits of this Civil Rights Law.

Requirements of the GDC – Title II

- Title II - Public Services: State and Local Government
- Prohibits discrimination on the basis of disability by "public entities" such as state and local government agencies.
- Requires public entities to make their programs, services and activities accessible to individuals with disabilities.
- Outlines requirements for self-evaluation and planning; making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination; identifying architectural barriers; and communicating effectively with people with hearing, vision and speech disabilities.
- Regulated and enforced by the U.S. Department of Justice.
<http://www.ada.gov/link> *(link is external)*

INSTRUCTIONAL NOTE

The Instructor will state the following (see information in quotation marks):

"As you may recall from the GDC ADA Orientation Training, there are five Titles of the ADA and a Transportation Clause. Title I covers Employment, and the GDC Policy is SOP 104.21. Title II covers all State and Local Governments. Title III covers Public Accommodations. Title IV covers Telecommunications. And, Title V is a section of Miscellaneous coverage, and identifies items which are not covered under the ADA. Let us focus on Title II for this review.

ADA Title II: State and Local Government Activities

Title II covers all activities of State and local governments regardless of the government entity's size or receipt of Federal funding. Title II requires that State and local governments give people with disabilities an equal opportunity to benefit from all of their programs, services, and activities (e.g. public education, employment, transportation, recreation, health care, social services, courts, voting, and town meetings).

State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech disabilities. Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Offenders, Staff, Visitors, and Members of the Public can file a complaint with the Georgia Department of Corrections Americans with Disabilities Act Coordinator's Office. There are Public Notices posted throughout facilities and headquarters with the contact information for filing. And, this information is also listed in the GDC SOP 103.63"

Instructor Notes for reference:


Complaints of title II violations may be filed with the Department of Justice within 180 days of the date of discrimination. In certain situations, cases may be referred to a mediation program sponsored by the Department. The Department may bring a lawsuit where it has investigated a matter and has been unable to resolve violations.

<https://www.ada.gov/cguide.htm#anchor62335>

**GDC ADA SOP 103.63
(ADA Title II Provisions)**

- **POLICY STATEMENT**

It is the policy of the Georgia Department of Corrections (GDC) to maintain compliance with the Americans with Disabilities Act (ADA), a Civil Rights Law, which requires accessibility to programs, services, and activities to individuals with disabilities and prohibits discrimination. This policy provides an open and meaningful accommodations request process, which offers resolution to offender complaints and allegations related to concerns and issues referencing the ADA.



INSTRUCTIONAL NOTE

The Instructor will state the following:

As noted in the Policy Statement/Introduction of GDC SOP 103.63,

It is the policy of the Georgia Department of Corrections (GDC) to maintain compliance with the Americans with Disabilities Act (ADA), a Civil Rights Law, which requires accessibility to programs, services, and activities to individuals with disabilities and prohibits discrimination. This policy provides an open and meaningful accommodations request process, which offers resolution to offender complaints and allegations related to concerns and issues related to the ADA.

When should you consult the GDC ADA Coordinator's Office?

- According to SOP 103.63, The GDC ADA Coordinator's Office should be consulted in the following circumstances:
 - New Construction and Alteration to existing structures (prior to contract signing);
 - Emergency/evacuation transportation of qualified individuals with disabilities;
 - Need of appropriate mode of transportation for qualified individuals;
 - Grievance filing concerning ADA requests after the initial review, investigation, and proposed resolution of the Grievance Coordinator;

INSTRUCTIONAL NOTE

The Instructor will read (or ask a participant to read) the information on this slide.

- According to SOP 103.63, The GDC ADA Coordinator's Office should be consulted in the following circumstances:
 - New Construction and Alteration to existing structures (prior to

- contract signing);
- Emergency/evacuation transportation of qualified individuals with disabilities;
- Need of appropriate mode of transportation for qualified individuals;
- Grievance filing concerning ADA requests after the initial review, investigation, and proposed resolution of the Grievance Coordinator;

When should you consult the GDC ADA Coordinator's Office?

- All offender ADA accommodation requests (verbal, written, or offered on Attachment 1 of this policy);
- All recommendations for denial of accommodations;
- Procurement, to include contracts and decisions, which will affect qualified individuals with disabilities;
- Inquiries from external customers concerning ADA requirements;
- Requests for technical assistance regarding ADA requirements; and
- All other concerns regarding compliance with ADA requirements.

INSTRUCTIONAL NOTE


The Instructor will read (or ask a participant to read) the information on this slide.

- According to SOP 103.63, The GDC ADA Coordinator's Office should be consulted in the following circumstances:
 - All offender ADA accommodation requests (verbal, written, or offered on Attachment 1 of this policy);
 - All recommendations for denial of

- accommodations;
- Procurement, to include contracts and decisions, which will affect qualified individuals with disabilities;
- Inquiries from external customers concerning ADA requirements;
- Requests for technical assistance regarding ADA requirements; and
- All other concerns regarding compliance with ADA requirements.

GDC ADA Accommodation Request Process

- An Offender can file an ADA Accommodation Request Form (Att. 1) with the Facility ADA Coordinator (FADAC) or any other GDC staff member, who will ensure the FADAC receives the form.
- The Facility ADA Coordinator shall review the offender's accommodation request and consult with the Facility Administrator (Warden or Superintendent).



INSTRUCTIONAL NOTE


The Instructor will state the following:

"The Georgia Department of Corrections has an ADA Accommodation Request Process as outlined in GDC ADA Title II Provisions SOP 103.63.

- An Offender can file an ADA Accommodation Request Form (Att. 1) with the Facility ADA Coordinator or any other GDC staff member
- The Facility ADA Coordinator shall review the offender's accommodation request and consult with the Facility Administrator (Warden or Superintendent).

GDC ADA Accommodation Request Process

- With guidance from the GDC ADA Coordinator's Office, the Facility Administrator will render a decision on the Response Form (Att. 2).
- The Offender has a right to appeal the decision using the ADA Accommodations Appeal Form (Att. 3).
- The Commissioner's Designee will respond to the Appeal using the Response Form (Att. 4).



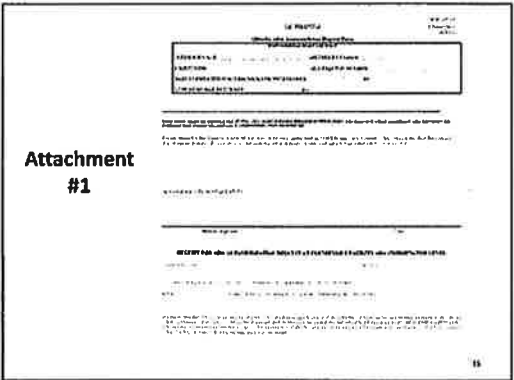
INSTRUCTIONAL NOTE

The Instructor will state the following:

"The ADA Accommodation Request Process continues

- With guidance from the GDC ADA Coordinator's Office, the Facility Administrator will render a decision on the Response Form (Att. 2).
- The Offender has a right to appeal the decision using the ADA Accommodations Appeal Form (Att. 3).
- The Commissioner's Designee will respond to the Appeal using the Response Form (Att. 4).

We will now discuss each Attachment and the responsibilities of the Facility ADA Coordinator in this process."



INSTRUCTIONAL NOTE

Instructional Note: Distribute Handout Packet SOP 103.63 (Attachments 1-4) Handouts # 1-4.

**Offender ADA Accommodation Request Form
SOP 103.63**

All agency and privately operated facilities shall furnish to any offender, upon request an Offender ADA Accommodation Request Form (Attachment 10). Copies of this form shall be available from the Control Room/Housing Unit Officer.

Offenders who have a documented disability and are requesting an accommodation or modification shall submit a request in writing on Attachment 1 to the Facility ADA Coordinator. Offenders shall specify the type of accommodation requested and why it is necessary.

There shall not be any reprisal or harassment directed at an offender who

submits an accommodation request.

Offenders who cannot put their requests in writing shall make verbal requests to their assigned counselor, who shall document the request in writing on Attachment 1 and have the offender sign or otherwise acknowledge it. If an American Sign Language Interpreter is needed for this process, the Facility ADA Coordinator shall be contacted. If a spoken language Interpreter is needed for this process, the language line shall be utilized.

Instructional Note: Another offender may assist a requester in submitting an accommodation request by providing help in filling out the form. However, one offender cannot file an accommodation request on behalf of another unless the offender is physically unable to do so."

GDC ADA Accommodation Request Process

- The Facility ADA Coordinator shall review the offender's accommodation request.
- The Facility ADA Coordinator has to maintain a logbook which lists all accommodation requests with the Name of Offender; GDC ID Number; Number of accommodation request; Description of request; Status of request.
- The Agency ADA Coordinator shall notify Facility ADA Coordinator within ten (10) days of receipt of their decision.



INSTRUCTIONAL NOTE

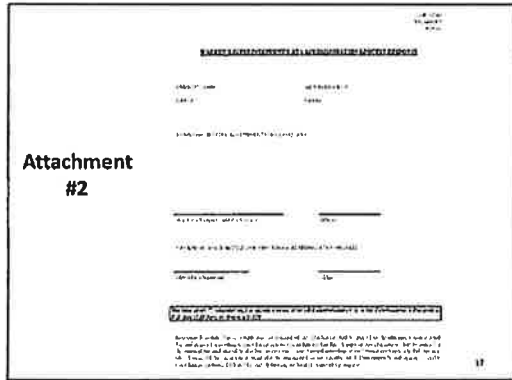
GDC ADA Accommodation Request Process

- The Facility ADA Coordinator shall review the offender's accommodation request.
- The Facility ADA Coordinator has to maintain a logbook which lists all accommodation requests with the Name of Offender; GDC ID Number; Number of accommodation request; Description of request; Status of request.

The Agency ADA Coordinator shall notify Facility ADA Coordinator within ten (10) days of receipt of their decision.

request receipt at the facility level on Attachment 2.

The Warden/Superintendent will take steps to comply with the collaborative decision reached with the Agency ADA Coordinator.



INSTRUCTIONAL NOTE

The Instructor will state the following:

Warden's/Superintendent's ADA Accommodation Request Response

There will be consultation with the Agency ADA Coordinator, and the Warden/Superintendent or designee shall complete the Warden's/Superintendent's ADA Accommodation Request Response (SOP 103.63 Attachment 2),


Warden/Superintendent or designee shall either approve, deny modify/partially approve as well as their reason(s) for their decision for the ADA Accommodation Request Response.

If they approve of the accommodation, an anticipated completion date shall be reflected on Attachment 2.

The Offender shall receive the final decision within twenty-five (25) days of the

An Accommodation Can Be Denied IF:

- The Offender does not have a qualifying disability.
- Requested Accommodation request poses a threat to safety or security to the facility, staff, or the public. Request would adversely impact the deterrence of crime or maintenance of offender discipline.
- Requested Accommodation request is an undue burden to the agency.
- Requested Accommodation causes a fundamental alternation of service, program or activity.
- Requested Accommodation is ineffective.



INSTRUCTIONAL NOTE

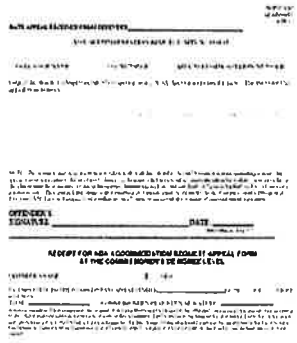
GDC ADA Accommodation Request Process

"An Accommodation Can Be Denied IF:

- The Offender does not have a qualifying disability.
- Requested Accommodation request poses a threat to safety or security to the facility, staff, or the public. Request would adversely impact the deterrence of crime or maintenance of offender discipline.
- Requested Accommodation request is an undue burden to the agency.
- Requested Accommodation causes a fundamental alternation of service, program or activity.
- Requested Accommodation is ineffective.

The GDC ADA Coordinator's Office must be consulted before any denial of accommodation requests."

Attachment #3



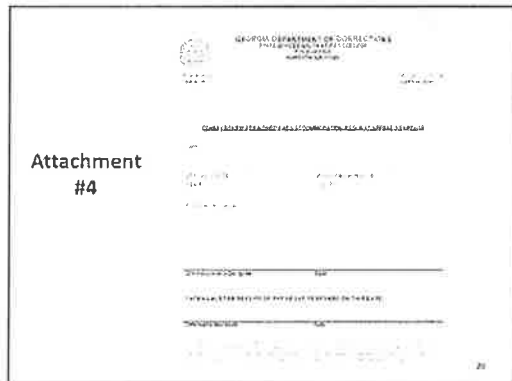
INSTRUCTIONAL NOTE:

The Instructor will state the following:

***ADA Accommodation Request Appeal Form SOP 103.63 Attachment 3**

For Accommodation Appeals, offenders who have a complaint alleging a violation of the Americans with Disabilities Act and wish to appeal the denial of a request for accommodation shall submit an ADA Accommodation Appeal Form (SOP 103.63 Attachment 3) within seven (7) calendar days of receipt of the Warden's/Superintendent's response to the following address.

Commissioner's Designee
 Georgia Department of Corrections
 P.O. Box 1529
 Forsyth, Georgia 31029"

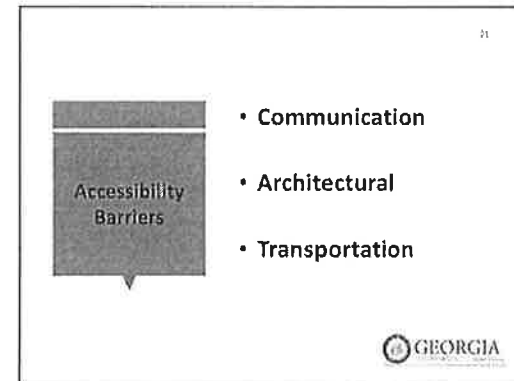


INSTRUCTIONAL NOTE

The instructor will state the following:

ADA Accommodation Request Appeal Form SOP 103.63 Attachment 4

The Commissioner's Designee will have twenty (20) calendar days of receipt of an appeal form to respond to an offender, utilizing the Commissioner's Designee's ADA Accommodation Request Appeal Response (Attachment 4).



Instructor's Note: Please display slide and state the following:

The Georgia Department of Corrections strives to reduce Accessibility Barriers in all areas of agency operations.

Accessibility Barriers include the following:

- Communication
- Architectural
- Transportation

Communication Barriers prevent people with communication disabilities from participating in **Effective Communication** with others during programs, services, and activities. In GDC, concerns may present themselves in Education, Medical, Mental Health, Dormitory living, Facility Movement, Detail Assignments, Disciplinary Hearings and Investigations, Grievance Reviews and Investigations, Programming (RSAT, Chaplaincy, SOPP, MRT, M4C, etc.).

Architectural Barriers prevent people with disabilities from accessing housing,

showers, dining tables, classrooms, recreation activities, etc. These barriers have to be removed to allow offenders access to these programs, services, and activities.

Transportation Barriers prevent people with disabilities from properly entering, using, and exiting vehicles. Offenders with physical disabilities and the need for accessible transportation shall be transported on accessible vehicles at all times.

Effective Communication

- People with communication disabilities may require auxiliary aids and services, unless the result is a fundamental alteration to the program or constitutes an undue burden.
- Communication must be as effective as that with others.
- Primary consideration to requested mode of communication.



INSTRUCTIONAL NOTE

The Instructor will state the following:

"Offenders may ask for an accommodations for several concerns, such as Effective Communication, Auxiliary Aids, Accessibility Solutions regarding Technology, Housing, Transportation, Medical or Mental Health Care, etc. Access to programs, services, and activities are the basis of accommodation requests. And they may file a complaint regarding retaliation, harassment, teasing, etc. We will discuss these items in detail in the next few slides.

Effective Communication is an extremely important component of the ADA. Effective Communication means communication with persons who are deaf or hard of hearing, who have a speech disability [or other communication disability] is as effective as communication with others. Effective communication is achieved by furnishing appropriate auxiliary aids and services where necessary to afford qualified individuals with disabilities an equal opportunity to participate in or benefit from the services, programs, or activities of a public entity.

People who have vision, hearing, or speech disabilities ("communication disabilities") use different ways to communicate. For example, people who are blind may give and receive information audibly rather than in writing and people who are deaf may give and receive information through writing or sign language rather than through speech.

The ADA requires that title II entities (State and local governments) and title III entities (businesses and nonprofit organizations that serve the public) communicate effectively with people who have communication disabilities. The goal is to ensure that communication with people with these disabilities is equally effective as communication with people without disabilities.

The purpose of the effective communication rules is to ensure that the person with a vision, hearing, or speech disability can communicate with, receive information from, and convey information to, the covered entity.

Covered entities must provide auxiliary aids and services when needed to communicate effectively with people who have communication disabilities.

The key to communicating effectively is to consider the nature, length, complexity, and context of the communication and the person's normal method(s) of communication.

The rules apply to communicating with the person who is receiving the covered entity's goods or services as well as with that person's parent, spouse, or companion in appropriate circumstances.

Georgia Department of Corrections will document communication disabilities and the offender's primary, preferred mode of communication at Intake/Diagnostics. GDC will provide this preferred mode of communication, as noted as a reasonable accommodation, throughout an offender's stay. Additionally, new onsets of communication disabilities will be documented in the agency's electronic database and all staff members will be notified of the preferred mode of communication. GDC must honor the choice of the individual with a disability unless it can demonstrate that another effective means of communication exists. This type of decision shall be made in conjunction with the GDC ADA Coordinator's Office.

In regards to medical emergencies, if an offender, who has a hearing disability, expresses or demonstrates a medical condition or need that cannot wait for assistance of a qualified interpreter to facilitate communication, or GDC suspects that there is a medical need or condition requiring immediate treatment or other immediate response, GDC personnel and/or contractors will not delay in providing whatever medical care, treatment, evaluation, or service that would be provided to other persons under similar situations. In such an event, the GDC will use the most effective, readily

available means of communicating with the offender and will provide a qualified interpreter as quickly as possible.

Finally, please refer to your Use of Force and Restraint SOP for in-depth information about restraining those who have hearing disabilities. GDC will ensure that when offenders who have hearing disabilities are cuffed or restrained, they are cuffed or restrained in a manner that permits effective communication (e.g. cuffing inmates in the front so they can sign; having one free in order to write) UNLESS legitimate safety concerns dictate otherwise. This is the expectation for any movement (see Transportation SOP), as well as appearances in investigations or hearings."

Identified Accessibility Solutions for those with Communication Disabilities

- Hearing Aids
- Coupler Devices
- TTY Devices
- Video Relay Services
- Video Remote Interpreting
- Qualified Interpreters
- Scan Readers



INSTRUCTIONAL NOTE

The Instructor will state the following:

“The Georgia Department of Corrections offers several accessibility solutions for those with Communication Disabilities. Appropriate Auxiliary Aids and Services, including Qualified Interpreters, shall be provided for the following non-exhaustive list:

- Critical communication, complex information, lengthy exchanges, or anything involving legal due process
- Intake and Diagnostics
- Orientation
- Classification
- Medical care and health programs and services, including physicals, medical screening and treatment, dental, visual, and/or mental health examinations or treatment, and drug and alcohol recovery services
- Counseling or psychological services
- Educational and vocational programming, including any programming required for parole or early release

- Due process hearings, including disciplinary hearings, and hearing in which the inmate is a witness
- Classification review Interviews
- Religious Services
- Non-criminal Investigations conducted by the GDC, and
- Pre-release instructions

Some identified accessibility solutions provided by GDC include, but are not limited to the following:

Hearing Aids will be determined through audiology appointments. The Qualified Medical Professionals shall ensure that an indicated need for hearing aids shall be met with timely issuance of the devices. Offenders are allowed to have an extra set of batteries in their lockers for easy accessibility to replace them as needed. It is important to note that the Medical Unit shall send hearing aids out for repair within 48 hours (excluding weekends and holidays) following a request for repair and notify the offender of an estimated time of repair.

Coupler Devices – An inexpensive device that is used to cover the receiver of a phone to block out background noises of a hearing aid user or one who is hard of hearing.

TTY Devices – Teletypewriter – A device that allows individuals with hearing or speech disabilities to use a telephone to type and send text messages.

Video Relay Services – A telephone service using interpreters connected to callers by video hook-up that is designed to provide persons who are deaf and use American Sign Language with telephone services that are functionally equivalent to those provided to users who are hearing. GDC uses Videophones from Purple Communication for Video Relay Services and person to person/videophone to videophone calling without the assistance of an interpreter.

Video Remote Interpreting- An interpreting services that uses video conference technology over dedicated lines or wireless technology offering a high-speed, wide bandwidth video connection that delivers high-quality video images.

Qualified Interpreters - An interpreter who, via a video remote interpreting (VRI) service or an on-site appearance, is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary, given the deaf or hard of hearing individual's language, skills, and education. Qualified interpreters include, for example, sign language interpreters, oral transliterators, and cued-language transliterators. GDC will provide a qualified interpreter at the earliest

reasonable time. The qualified interpreter, in person or via VRI, shall be made available within 24 hours from when the event is scheduled, or within 24 hours of an Inmate request. All requests will be completed by GDC within one hour. GDC will inform offenders of the current status of efforts being taken to secure a qualified interpreter within two (2) hours of making the request for the interpreter service.

Except for GDC personnel hired specifically to serve as qualified sign language interpreters, the GDC will not use its other personnel to serve as sign language interpreters, except in an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available.

The GDC will not use another offender to interpret for an individual who has a hearing disability unless there is an emergency involving an imminent threat to the safety or welfare of an individual or the public where there is no interpreter available.

Scan Readers - Machines that can scan books, magazines, newspapers, even household objects and then will read the documents aloud."

Identified Accessibility Solutions for those with Communication Disabilities

- Magnifying Sheets
- Audio Recordings
- Closed Captioning
- Readers
- Pocket Amplifiers
- Document Cameras
- CART Services
- Speech Reading



INSTRUCTIONAL NOTE

The Instructor will state the following:

"The Georgia Department of Corrections also recognizes the following services as accessibility solutions for those with communication disabilities:

- Magnifying Sheets – These sheets can be used to enlarge text in documents, books, etc.
- Audio Recordings – Verbal recordings that can be used by those with visual disabilities. These recordings could be of announcements, memorandums, lessons, policies, etc.
- Closed Captioning shall be active on ALL GDC owned television screens. It is the goal of GDC to have all informational and instructional videos redone to include closed captioning. We are in contract with AMAC at Georgia Tech for this service.
- Readers – People can serve as readers for those who are blind or have low vision.

- **Pocket Amplifiers** - Body-worn or hand-held personal hearing amplifiers can help a person hear what other people are saying in one-on-one conversations or small group settings. Most of these personal amplifiers come with earphones or headphones for people without hearing aids, or have a neckloop for hearing aid users to listen through their hearing aids. GDC has purchased several of these devices, and they are used in classroom settings, visitation, etc.

- **Document Cameras** – These devices can project a large image of a document or video onto a wall or other visual aid. They are currently used in the Education, Library, and Law Library areas of the Georgia Department of Corrections.

- **CART Services** – Computer-aided real-time transcription services, which have been used for Chaplaincy Services in GDC. These services can be used for meetings, classes, etc.

- **Speech Reading** – Some offenders may prefer reading the lips of others.

Identified Accessibility Solutions for those with Communication Disabilities

- Identification Cards with Communication Needs
- Talking Watches
- Vibrating Watches
- Movement Notification Placards
- Flashing Lights for Emergency Evacuation
- Large Computer Monitors w/ Articulating Arms
- And, other accessibility solutions



25

INSTRUCTIONAL NOTE

Instructor will state the following:

Additional accessibility solutions for those with communication disabilities include:

- **Identification Cards with Communication Needs** – These cards should be distributed at Diagnostics and Facility Intake Units.

- **Talking Watches** – The GDC has completed a test study of talking watches for an alternate alert system for offenders who are blind. These watches will be issued to all offenders who are blind in 2019.

- **Vibrating Watches** - The GDC has completed a test study of vibrating watches for an alternate alert system for offenders who are deaf. These watches will be issued to all offenders who are deaf in 2019.

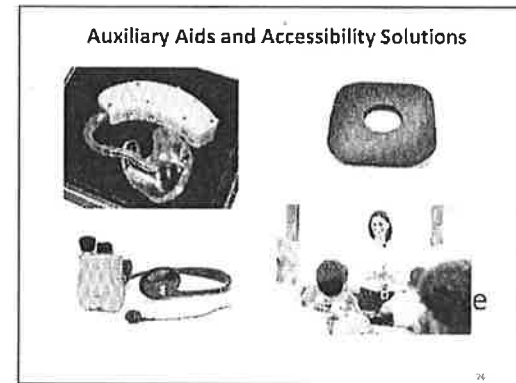
- **Movement Notification Placards** – Announcement placards shall be held up for all facility movement in designated facilities (recreation, meal times, education, sick

call, pill call, etc.

- Flashing Lights for Emergency Evacuation – All facilities will include buildings where offenders who have disabilities live in quarterly emergency drills, and flashing lights can be used as an alert system for those who are deaf or hard of hearing.

- Large Computer Monitors w/ Articulating Arms

- And, other solutions



INSTRUCTIONAL NOTE

The Instructor will state the following:

"This slide indicates pictures of a Hearing Aid, Coupler Device, Pocket Amplifier, and a speaker system where a facilitator uses a lapel microphone as noted earlier in the lecture.

Hearing Aids (top left) should be recognized as part of an offender's property. If damage or confiscation of hearing aids occur during searches, force, or movement, the agency is tasked with replacement of said items. It is important to note that these items are issued by our Medical Department, and any questions regarding the examination of hearing aids should be directed to that department. Please be mindful that all hearing aids do not look like this. There are some that are clear and smaller, with a value of \$5,000. Please handle these items with care.

Coupler Device (top right) – This device cost approximately \$1.60. It is offered as a reasonable accommodation to those who use hearing aids and use the hearing phone. This device can be placed over the receiver of a phone to block out background noises,

which are usually indicated with the use of hearing aids. Like all items, this item can and should be searched. We are showing you pictures so you will be aware of what may be inside your facilities.

Pocket Amplifier (bottom left)

Lapel microphone with individual speaker system to be placed on participant's desk during class or activity (bottom right). This system helps individuals with hearing disabilities."



Instructional Note: The instructor will display the slide and state the following:

" Access to Telecommunication Devices provides Effective Communication needs for offenders who are deaf or hard of hearing. The picture on the left is of a Teletypewriter Device (TTY) and the picture on the right is of a Videophone, which is used for Video Relay Services.

Fifty-two (52) facilities within the Georgia Department of Corrections has one or more of Teletypewriter Devices (TTY). Please ensure that offenders who are deaf or have a hearing impairment which indicates use of this device has unencumbered access to it as deemed equal to offenders' access to hearing phones. The time of phone use on the facility 24 hour schedule shall dictate access to these devices. Offenders using the TTY device or other telecommunication devices due to hearing impairment shall be given additional usage time (30 minutes per call, as indicated in the Telephone Access SOP). It takes longer to convey messages through typing/texting or using American Sign Language.

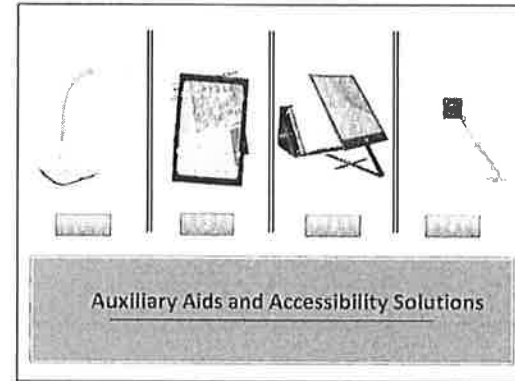
Video Relay Services (VRS) are available at seven (7) GDC Facilities (Johnson SP, Wilcox

SP, GDCP, LASP, Pulaski SP, ASMP, and Central SP). Purple Communications is the current provider of Videophones to the Georgia Department of Corrections for Video Relay Service. This service is free through the Federal Communications Commission. Offenders shall be allowed at least 30 minutes to complete calls using the VRS system.

The Instructor will read the prompts on the slide to explain the process.

- 1) Video relay user signs to the interpreter
- 2) Interpreters speaks to the phone user
- 3) Phone user responds
- 4) Interpreter signs the response

If an interpreter is not needed, Videophone to Videophone call, both users can have a call without an interpreter."



INSTRUCTIONAL NOTES

The Instructor will state the following:

"The images on this slide can be used by those with visual disabilities.

#1 – Document camera is used to magnify documents onto a wall or other surface.

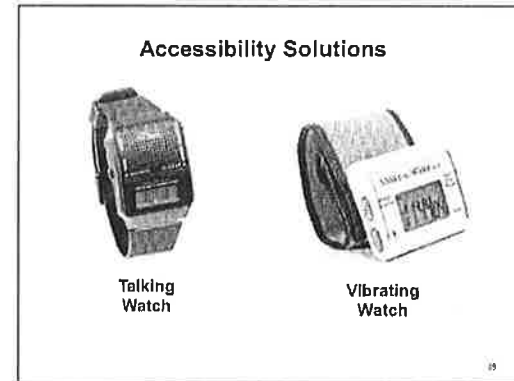
#2- This image is a hand-held magnifying sheet used to enlarge print.

#3 – This image is a hands-free magnifying device.

#4 – This is an articulating arm and monitor holder. Using this device an individual can move a monitor in all directions to assist with their vision of items on the screen."

All of these items are useful in our classrooms, career centers, libraries, and law

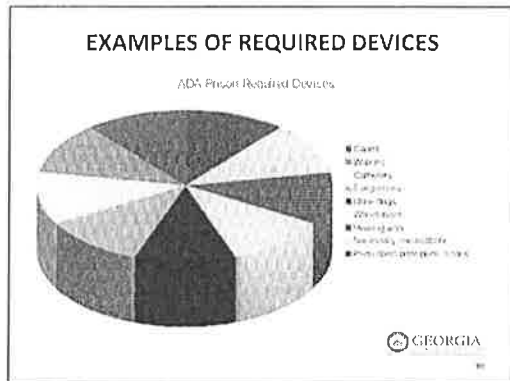
libraries. The hand-held magnifying sheet can be used in the dormitory for reading books, letters, correspondence from leadership, and homework.



INSTRUCTIONAL NOTE

The Instructor will state the following:

"The Georgia Department of Corrections has recently purchased, through Facility Operations, these items for security review (staff) and product review (offenders). The Talking and Vibrating Watches serve as alert systems to inform blind and deaf individuals of the time and alarms for programmed activities. Some offenders were issued these items for testing. Once approved by GDC, these items will be distributed to identified offenders."



INSTRUCTIONAL NOTE

The Instructor will state the following:

"We have spent a considerable amount of time discussing communication disabilities. We will now discuss mobility disabilities and about specific services prison systems must provide, at no charge for items designated as a reasonable accommodation.

The prison system shall provide personal medical devices and services, such as, Cane, Walkers, Catheters, Eyeglasses, Urine Bags, Wheelchairs, Medications, and Orthopedic shoes in a timely manner at no cost to the offenders. We discussed Hearing Aids in the previous slides. This is not an exhaustive list. In the next few slides you will see some pictures of these items and other accessibility solutions we provide to offenders.

Housing Accommodations

- Offenders determined by medical to need accessible housing must be housed appropriately in the most integrated setting.
- Offenders must have accessible showers, toilets, bedding, desks (if provided in cell), sinks, etc., absent of architectural barriers.
- No offender shall be housed in an infirmary area for the sole reason of accessible housing; offenders must be receiving medical treatment or observation. If this is necessary, it must not exceed 30 days.
- All offenders housed in an infirmary setting must have access to programs, services, and activities (recreational, vocational, educational, library, etc.) absent articulable reasons.

INSTRUCTIONAL NOTE

GDC must ensure appropriate housing for offenders with disabilities.

Offenders determined by medical to need accessible housing must be housed appropriately in the most integrated setting. Offenders must have accessible showers, toilets, bedding, desks (if provided in cell), sinks, etc., absent of architectural barriers.

No offender shall be housed in an infirmary area for the sole reason of accessible housing; offenders must be receiving medical treatment or observation. If this is necessary, it must not exceed 30 days.

All offenders housed in an infirmary setting must have access to programs, services, and activities (recreational, vocational, educational, library, etc.) absent articulable reasons.

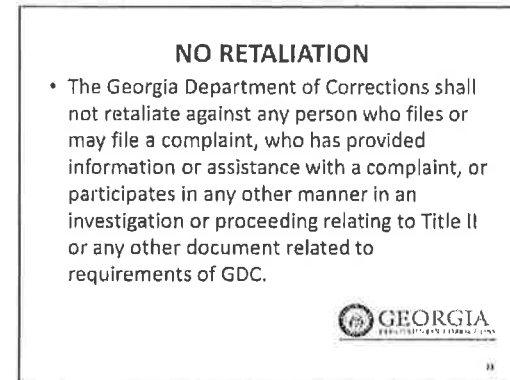
Note: If accessible housing is not available at current assigned facility, the GDC may house the offender at another location to ensure accessibility.



INSTRUCTIONAL NOTE

"The Georgia Department of Corrections provides Accessible Vehicles to transport offenders. The picture on the left is of the outside of our newest fleet accessible vans, which can transport up to 10 offenders at one time. The picture on the right is of the inside of the van, and the seats pictured can fold or let down. Those slots can secure a wheelchair. There is a lift on the van. And, the van is totally secured for offender transport.

GDC also has smaller accessible vehicles for transport. It is imperative that an offender identified by the Office of Health Services as needing accessible transportation is transported appropriately."



INSTRUCTIONAL NOTE


NO RETALIATION

The Georgia Department of Corrections shall not retaliate against any person who files or may file a complaint, who has provided information or assistance with a complaint, or participates in any other manner in an investigation or proceeding relating to Title II or any other document related to requirements of GDC.

Note: Georgia Department of Corrections includes you, as an employee, contractor, and/or affiliate.

Participant Review

- You will now participate in a Quiz Review of the Material covered in this course.



34

INSTRUCTIONAL NOTE

Instructional Note:

You will now participate in a Quiz Review of the Material covered in this course.

1. What does ADA stand for?
2. When was the ADA signed into law?
3. What type of law is the ADA?
4. Are offenders, staff, and visitors covered by ADA?
5. Name the two titles of ADA that indicate Employment and State and Local Governments.
6. What is a disability?
7. Name some major life activities.
8. Name some disabilities some of our offenders, visitors, or staff members may have.
9. Who determines if an offender has a disability?
10. Name some accessibility solutions/reasonable accommodations that GDC has implemented for those who have disabilities.
11. Please give a brief explanation of the ADA Accommodations Request process?

ANSWERS:

1. Americans with Disabilities Act
 2. 1990
 3. Civil Rights Law
 4. Yes.
 5. Title I – Employment; Title II – State, Federal, and Local Governments
 6. A person is considered to have a disability if he or she has a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment. NOTE: Intellectual Disabilities are included.
 7. Major Life Activities include – Breathing, Eating, Seeing, Hearing, Walking, Speaking, Taking Care of oneself, etc.
 8. Cancer, Diabetes, Deafness, Blindness, Missing Limbs, HIV, Major Depressive Disorder, PTSD, Epilepsy, Digestive System illnesses, Dyslexia, etc.
 9. Qualified Medical Professional, Qualified Mental Health Professional, Educational Professional
 10. Qualified Interpreter, Wheelchair, accessible housing, magnifying sheets, screen reader, enlarged text, braille, vibrating watch, talking watch, pocket amplifier, document reader, captioning, etc.
 11. Policy 103.63 –
- G. Accommodations Request Procedure:**

1. All agency and privately operated facilities shall furnish to any offender, upon request, an Offender ADA Accommodation Request Form (Attachment 1). Copies of this form shall be available from the Control Room/Housing Unit Officer.

2. Offenders, who have a documented disability and are requesting an accommodation or modification shall submit a request in writing on Attachment 1 to the Facility ADA Coordinator. Offenders shall specify the type of accommodation requested and why it is necessary.

3. There will be no reprisal or harassment directed at an offender who submits an accommodation request.

5. Offenders who cannot put their requests in writing shall make their verbal requests to their assigned counselor, who shall document the request in writing on Attachment 1 and have the offender sign or otherwise acknowledge it. If an American Sign Language interpreter is needed for this process, the Facility ADA Coordinator shall be contacted. If a spoken language interpreter is needed for this process, the language line shall be utilized.

Note: Another offender may assist a requester in submitting an accommodation request by providing help in filling out the form. However, one offender cannot file an accommodation request on behalf of another unless the offender is physically unable to do so.

6. Upon receipt of Attachment 1, the Facility ADA Coordinator shall review the offender's accommodation request. The following documentation guidelines shall be adhered to in conducting the accommodation request process:

a. The Facility ADA Coordinator will administer the accommodation request process. This includes maintaining a log book, which lists all accommodation requests with the following information: i. Name of offender;

ii. GDC ID number;

iii. Number of accommodation request;

iv. Description of request; and v. Status of accommodation request. (Example of status: April 1, 2018 – mailed to Commissioner's Designee; or, resolved by Agency ADA Coordinator on June 1, 2018).

b. Accommodation requests are confidential. Only those who need to know the contents in order to process or answer an accommodation request should be aware of its content.

7. The Facility ADA Coordinator shall, as necessary, request additional information from the appropriate facility medical professionals to verify the offender's disability or other facility professionals to assist with the review of the request.

8. The Facility ADA Coordinator will forward Attachment 1, with supporting documents and proposed accommodation, to the Agency ADA Coordinator within (ten) 10 days of receipt. The proposed decision shall be made in conjunction with the Facility Warden or Superintendent.

9. The Agency ADA Coordinator shall review the request received and notify the Facility ADA Coordinator of his or her decision regarding reasonable accommodation within ten (10) days of receipt. Following consultation with the Agency ADA Coordinator, the Warden/Superintendent or designee shall complete the Warden's/Superintendent's ADA Accommodation Request Response (Attachment 2). This attachment shall reflect whether the accommodation request is either approved, denied, modified/partially approved, as well as the reason (s) for the decision. If an accommodation is granted, an

anticipated completion date shall be reflected on Attachment 2. The completion date of the granted accommodation shall be reflected in the department's database. 10. The offender shall receive the final decision within twenty - five (25) days of the request receipt at the facility level on Attachment 2.

11. The Warden/Superintendent will take steps to comply with the collaborative decision reached with the Agency ADA Coordinator.

H. Denial of Requests for Accommodation: A request for a particular accommodation shall be denied for any of the following reasons:

1. The person seeking an accommodation is not an individual with a qualifying disability;

2. When it poses a risk to the safety or security of the facility, staff, or the public, or when the request would adversely impact the deterrence of crime or maintenance of offender discipline;

Note: In determining if a requested accommodation poses a direct threat, the Facility Administrator (Warden or Superintendent) and the appropriate Division Director will consult with the Agency ADA Coordinator.

3. When it is an undue burden on the agency;

Note: A facility cannot deny a request for accommodation using the Undue Burden defense without consulting the Agency ADA Coordinator for guidance. The Agency ADA Coordinator shall consult with the appropriate Division Directors before making a determination that a requested accommodation would constitute an undue financial or administrative burden on the agency or a fundamental alteration to the nature of a service, program, or activity. The final decision that compliance with the requested accommodation would result in an undue financial or administrative burden shall be made by the Commissioner or designee after consideration of all resources available for use in the funding and operation of the service, program or activity. This decision will be accompanied by a written statement of the reasons for reaching the conclusion.

A request for a particular accommodation shall be denied if equally effective access to a program, service, or activity can be afforded through an alternate method, which is less costly or intrusive. Alternative methods that are less costly or intrusive to the existing operation or program shall be utilized to provide reasonable access in lieu of modifications requested by the offender as long as they are equally effective.

4. When it causes a fundamental alteration of the nature of the service, program, or activity; or

5. The accommodation is ineffective.

I. Accommodation Appeals: Offenders who have a complaint alleging a violation of the Americans with Disabilities Act and wish to appeal the denial of a request for accommodation shall submit an ADA Accommodation Appeal Form ADA Accommodation Request Appeal Form (Attachment 3) within seven (7) calendar days of receipt of the Warden's/Superintendent's response to the following address:

Commissioner's Designee Georgia Department of Corrections P.O. Box 1529 Forsyth, Georgia 31029

The Commissioner's Designee will have twenty (20) calendar days of receipt of an appeal form to respond to an offender, utilizing the Commissioner's Designee's ADA Accommodation Request Appeal Response (Attachment 4).

Current GDC ADA Focus Areas

- Accessible Housing Accommodations;
- Accessible Programming;
- Training (GDC, Contractors, staff members at County Facilities, and Facility ADA Coordinators);
- Statewide Video Remote Interpreting services;
- Procuring Additional Accessible Technology Items;
- Accessibility Assessment of GOAL Devices;
- Facility ADA Reviews.



INSTRUCTIONAL NOTE

The Instructor will state the following:

As staff members of the Georgia Department of Corrections, it is important for you to know the agency's current focus areas regarding the Americans with Disabilities Act.

The Current GDC ADA Focus Areas include:

- Accessible Housing Accommodations, which include current and future construction projects to ensure accessibility. We want to ensure that offenders are housed appropriately;
- Accessible Programming shall be made available to all qualified individuals. GDC is currently reviewing all programmatic areas to ensure accessibility;
- Training (GDC, Contractors, and Facility ADA Coordinators) – In 2019, GDC will continue to train existing staff and new staff members. The agency will begin systematically training all contractors and staff members at county facilities. A training conference will be held for Facility ADA Coordinators;

- Statewide Video Remote Interpreting services – In 2019, GDC will provide statewide Video Remote Interpreting services which will allow staff members (counselors, health services professionals, grievance coordinators, disciplinary teams, PREA teams, intake/diagnostic staff, etc.) to effectively communicate with offenders whose primary, preferred mode of communication is American Sign Language;
- Procuring Additional Accessible Technology Items – GDC will continue to procure items which are accessible to all users, including accessible solutions (magnifying sheets, scan readers, large monitors, talking and vibrating watches, etc.);
- Accessibility Assessment of GOAL Devices – GDC will continue to work with its current contractor for GOAL device services, JPay, to ensure the tablets are accessible;
- Facility ADA Reviews – The GDC ADA Coordinator's Office will conduct facility ADA reviews of all GDC, private, and county facilities starting in 2019.

Enabling Objectives

- Define the ADA and the ADAAA;
- Review the requirements of the Georgia Department of Corrections (GDC) as outlined in the ADA Civil Rights Law and the GDC SOP 103.63, ADA Title II Provisions;
- Describe the ADA Accommodations Request Process utilizing GDC Standard Operating Procedure 103.63;
- Identify a variety of accessibility solutions utilized by GDC;
- Describe the current ADA focus areas for the GDC.



INSTRUCTIONAL NOTE

The Instructor will state the following:

Today, we covered our Enabling Objectives. We defined the ADA and ADAAA. We reviewed the requirements of the Georgia Department of Corrections (GDC) as outlined in the ADA Civil Rights Law. We described the ADA Accommodations Request Process utilizing GDC Standard Operating Procedure 103.63, ADA Title II Provisions. We identified a variety of accessibility solutions utilized by GDC. And, we described the current ADA focus area for the GDC.



INSTRUCTIONAL NOTE

Please ask the class if there are any final questions.



INSTRUCTIONAL NOTE

The contact information for the GDC ADA Coordinator's Office is as follows:

**Georgia Department of Corrections
Americans with Disabilities Act (ADA) Coordinator's Office
Office of Professional Standards
P. O. Box 1529
Forsyth, Georgia 31029
478-993-4737**

FACILITY ADA COORDINATORS TRAINING PHASE II

CHERYL ANN FRAZIER



GEORGIA
DEPARTMENT OF CORRECTIONS

June 24, 2019

Training Agenda

- 0930-0935 – Greetings and Introduction of Subject Matters
- 0935-0950 – Refresher on the Rehabilitation Act of 1973; ADA (1990) and ADAAA (2008) – The Law; ADA Title II Provisions
- 0950-1010 – Let's explore www.ada.gov ! Tool Kit for State and Local Governments; Self-Evaluation Checklists
- 1010-1020 – Accessibility Solutions – Making it work in a correctional setting!
- 1020-1045 – ADA Accommodation Requests and ADA related grievances
- 1045-1100 – Questions and Closing Remarks

Terminal Performance Objective

During this webinar, the trainees will receive a refresher of the requirements of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990), the ADA Amendments Act (2008), and the ADA Title II provisions. We will explore the ADA Tool Kit for State and Local Governments (www.ada.gov), reexamine accessibility solutions inside a correctional setting, and conduct an in-depth study of the GDC accommodation requests process.



Enabling Objectives

- Briefly review the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990), the ADA Amendments Act (2008) and the ADA Title II Provisions;
- Explore the ADA Tool Kit for State and Local Governments (www.ada.gov) and the GDC ADA Self-Evaluation Checklist;
- Reexamine accessibility solutions inside a correctional setting;
- Conduct an in-depth study of the GDC ADA Accommodation Requests process.



Americans with Disabilities Act (ADA)

- Civil Rights law, signed into law in 1990
- Origins in the Civil Rights Act of 1964 and the Disability Rights Movement

The ADA generally uses the framework of Titles II and VII of the Civil Rights Act of 1964 for coverage and enforcement and the terms and concepts of Section 504 for what constitutes discrimination.



Definition of Disability

- An individual is considered to have a "disability" if s/he has a **physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.**



Duties of the FADAC

- SOP 103.63 (ADA Accommodation Requests)
- SOP 227.02 (ADA Related Grievances)
- ADA Call Center Requests (Respond Timely)
- Train/ Inform Staff of Initiatives and Processes
- Inspect what you expect
- Stay abreast of ADA law revisions (www.ada.gov)
- Ensure Access to Programs, Services, and Activities
- Monthly Reports (VRI, TTY, Accessible Vehicles, etc.)
- Keep the GDC ADACO informed



ADA Title II Provisions 103.63



Requirements of the GDC – Title II

- **Title II - Public Services: State and Local Government**
- Prohibits discrimination on the basis of disability by “public entities” such as state and local government agencies.
- Requires public entities to make their programs, services and activities accessible to individuals with disabilities.
- Outlines requirements for self-evaluation and planning; making reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination; identifying architectural barriers; and communicating effectively with people with hearing, vision and speech disabilities.
- Regulated and enforced by the U.S. Department of Justice.
<http://www.ada.gov>(link is external)

GDC ADA SOP 103.63

(ADA Title II Provisions)

- **POLICY STATEMENT**

It is the policy of the Georgia Department of Corrections (GDC) to maintain compliance with the Americans with Disabilities Act (ADA), a Civil Rights Law, which requires accessibility to programs, services, and activities to individuals with disabilities and prohibits discrimination. This policy provides an open and meaningful accommodations request process, which offers resolution to offender complaints and allegations referencing the ADA.



Definitions – GDC ADA SOP 103.63

- Agency ADA Coordinator
- Auxiliary Aids and Services
- Direct Threat to Health and Safety
- Facility ADA Coordinator
- Fundamental Alteration
- Qualified Individual with a Disability
- Reasonable Accommodation
- Undue Burden



GDC ADA Accommodation Request Process

- An Offender can file an ADA Accommodation Request Form (Att. 1) with the Facility ADA Coordinator (FADAC) or any other GDC staff member, who will ensure the FADAC receives the form.
- The Facility ADA Coordinator shall review the offender's accommodation request and consult with the Facility Administrator (Warden or Superintendent).



GDC ADA Accommodation Request Process

- With guidance from the GDC ADA Coordinator's Office, the Facility Administrator will render a decision on the Response Form (Att. 2).
- The Offender has a right to appeal the decision using the ADA Accommodations Appeal Form (Att. 3).
- The Commissioner's Designee will respond to the Appeal using the Response Form (Att. 4).



Attachment #1

CONFIDENTIAL

SCP 10363
Attachment I
4/28/19

Offender ADA Accommodation Request Form

INSTITUTIONAL STAFF USE ONLY

OFFENDER NAME _____	OFFENDER NUMBER _____
INSTITUTION _____	ADA REQUEST NUMBER _____
DATE COMPLETED FORM RECEIVED FROM OFFENDER ____/____/____ BY _____	
DATE RESPONSE RETURNED ____/____/____ BY _____	

THIS FORM MUST BE COMPLETED IN FULL. YOU MUST INCLUDE SPECIFIC INFORMATION CONCERNING YOUR ABLEDES AND CONCERN TO INCLUDE THE BEST REASONABLE ACCOMMODATION REQUESTS.

Please describe the alleged denial of services, activities, programs or benefits and your reasons for concluding that the conduct was discriminatory. Please include the name(s) of witness(es), if any, and attach supporting data, if available.

ACCOMMODATION REQUESTED:

Offender Signature _____
Date _____

RECEIPT FOR ADA ACCOMMODATION REQUEST AT COUNSELOR'S FACILITY ADA COORDINATOR LEVEL

OFFENDER NAME _____ GDC ID # _____

I ACKNOWLEDGE RECEIPT OF THE ADA ACCOMMODATION FORM FROM THE ABOVE OFFENDER.

DATE: ____/____/____ COUNSELOR STAFF MEMBER FACILITY ADA COORDINATOR'S SIGNATURE _____

Retention Schedule: Upon completion, the original of this document shall be placed in the offender's institution file and scanned according to the official retention schedule for this file. A copy of this document shall be placed in the medical file and mental health file, as necessary, and retained according to the official retention schedule for that file. A copy of this document shall also be maintained in the Facility ADA Coordinator's and Agency's ADA Coordinator's offices for four (4) years following the final decision of the request.

GDC ADA Accommodation Request Process

- The Facility ADA Coordinator shall review the offender's accommodation request.
- The Facility ADA Coordinator has to maintain a logbook which lists all accommodation requests with the Name of Offender; GDC ID Number; Number of accommodation request; Description of request; Status of request.
- The Agency ADA Coordinator shall notify Facility ADA Coordinator within ten (10) days of receipt of their decision.



WARDEN'S/SUPERINTENDENT'S ADA ACCOMMODATION REQUEST RESPONSE

Offender's Name: ADA REQUEST #:
GDC #: Facility:

RESPONSE TO ADA ACCOMMODATION REQUEST:

Attachment
#2

Warden's/Superintendent's Signature

(Date)

I ACKNOWLEDGE RECEIPT OF THE ABOVE RESPONSE ON THIS DATE:

Offender's Signature

(Date)

You have seven (7) calendar days to appeal a denial of an ADA accommodation (s) to the Commissioner's Designee at P.O. Box 1329 Forsyth, Georgia 31029.

Retention Schedule: Upon completion, the original of this attachment shall be placed in the offender's institutional file and retained according to the official retention schedule for this file. A copy of this attachment shall be placed in the medical file and mental health file, as necessary, and retained according to the official retention schedule for that file. A copy of this attachment shall also be maintained in the Facility ADA Coordinator's and Agency's ADA Coordinator's offices for four (4) years following the final decision of the request.

An Accommodation Can Be Denied IF:

- The Offender does not have a qualifying disability.
- Requested Accommodation request poses a threat to safety or security to the facility, staff, or the public.
Request would adversely impact the deterrence of crime or maintenance of offender discipline.
- Requested Accommodation request is an undue burden to the agency.
- Requested Accommodation causes a fundamental alternation of service, program or activity.
- Requested Accommodation is ineffective.



SCP 10A.03
Attachment 3
4/20/18

DATE APPEAL RECEIVED FROM OFFENDER: _____

ADA ACCOMMODATION REQUEST APPEAL FORM

OFFENDER NAME: _____ I.D. NUMBER: _____ ADA ACCOMMODATION NUMBER: _____

I reject the Warden's/Superintendent's response to my ADA Accommodation Request. The basis for this appeal is as follows:

NOTE: The option to appeal a proposed resolution rests with the offender. All ADA request denials indicating a desire for appeal will be forwarded to the next level. However, to allow a full review of all issues the offender wishes considered, he or she should state these reasons clearly in the appeal. Statements such as "not satisfied" or "appeal further" will result only in a general review. This appeal form, along with supporting documents, must be submitted to the Commissioner's Designee at P.O. Box 3529, Forsyth, Georgia 31029 within seven (7) days of receipt of the Warden's/Superintendent's response.

OFFENDER'S SIGNATURE: _____ DATE: _____
(Reproduced locally)

RECEIPT FOR ADA ACCOMMODATION REQUEST APPEAL FORM
AT THE COMMISSIONER'S DESIGNEE LEVEL

OFFENDER'S NAME: _____ I.D.# _____

I ACKNOWLEDGE RECEIPT OF ADA REQUEST APPEAL NUMBER _____ FROM _____ TITLE: _____
DATE: _____ OFFICIAL DESIGNEE'S FINGERPRINT SIGNATURE: _____

Retention Schedule: Upon completion, the original of this attachment shall be placed in the offender's institutional file and retained according to the official retention schedule for this file. A copy of this attachment shall be placed in the medical file and mental health file, as necessary, and retained according to the official retention schedule for that file. A copy of this attachment shall also be maintained in the Warden/ADA Coordinator's, Agency's ADA Coordinator's, and Commissioner's Designee's office for four (4) years following the final decision of the request.

Attachment
#3

SDP 101-63
Attachment 4
4/26/19



GEORGIA DEPARTMENT OF CORRECTIONS
STATE OFFICES SOUTH AT TRT COLLEGE
P.O. BOX 1529
FORSYTH, GA 31029

Nathan Deal
Governor

Gregory C. Dwyer
Commissioner

**Attachment
#4**

COMMISSIONER'S DESIGNEE'S ADA ACCOMMODATION REQUEST APPEAL RESPONSE

Date: _____

Offender's Name: _____
GDC#: _____

ADA Request Number: _____
Facility: _____

Response to Appeal:

Commissioner's Designee Date

ACKNOWLEDGE RECEIPT OF THE ABOVE RESPONSE ON THIS DATE

Offender's Signature Date

Return Schedule: Upon completion, the original of this attachment shall be placed in the offender's institutional file and retained according to the official retention schedule for this file. A copy of this attachment shall be placed in the medical file and mental health file, as necessary, and retained according to the official retention schedule for this file. A copy of this attachment shall also be maintained in the Facility ADA Coordinator's, Agency's ADA Coordinator's, and Commissioner's Designee's offices for four (4) years following the final decision of the appeal.

ADA Related Policy Revisions Review



POLICY ADA INCLUSIONS

Policy Name	Policy Number	Date of Revision
ADA Title II Provisions	103.63	Effective Date 4/20/2018 Under Revision
Inter-Institutional Transfer	222.01	Effective Date 3/7/2019
Medical Protheses	507.04.63	Effective Date 2/25/2019
Statewide Grievance Procedure	227.02	Effective Date 3/19/2019
Health Screening Offender Transfers	507.04.25	Effective Date 2/25/2019
Use of Force and Restraint for Offender Control	209.04	Effective Date 2/6/2018 Under Revision
Offender Access to Telephone	227.01	Effective Date 2/13/2019
Diagnostic, Reception, Orientation, and Processing	220.05	Effective Date 2/14/2019
Searching, Handcuffing, and Transporting Procedures	103.08	Effective Date 9/1/2014 Under Revision
Assisted Living Medical Bed Space	507.04.59	Effective Date 1/1/2004 Under Revision
Medical Classification and Profiling	507.04.23	Effective 2/25/2019
Classification Committee	220.03	Effective 10/30/2017 Under Revision
Access to Services/Programs	107.02	Effective 2/14/2019
Clearance for Transitional Centers	508.34	Effective 3/1/2005 Under Revision
Transfer of Seriously Mentally Ill Inmates/Probationers	508.33	Effective 2/25/2019
Security Procedures During Transport of Offenders	222.10	Effective Date 3/29/2019
Offender Discipline	209.01	Effective Date 11/6/2017 Under Revision

Handbook Inclusion



Access to Interpreters

- Contact your **Facility ADA Coordinator's Office** with the following information:
 - Name of Offender
 - Date of Service
 - Time of Service
 - Duration of Service
 - Scope of Service (as much info as possible)
 - Point of Contact
 - Address and Telephone Contact of the Facility

Accessibility Solutions



Effective Communication

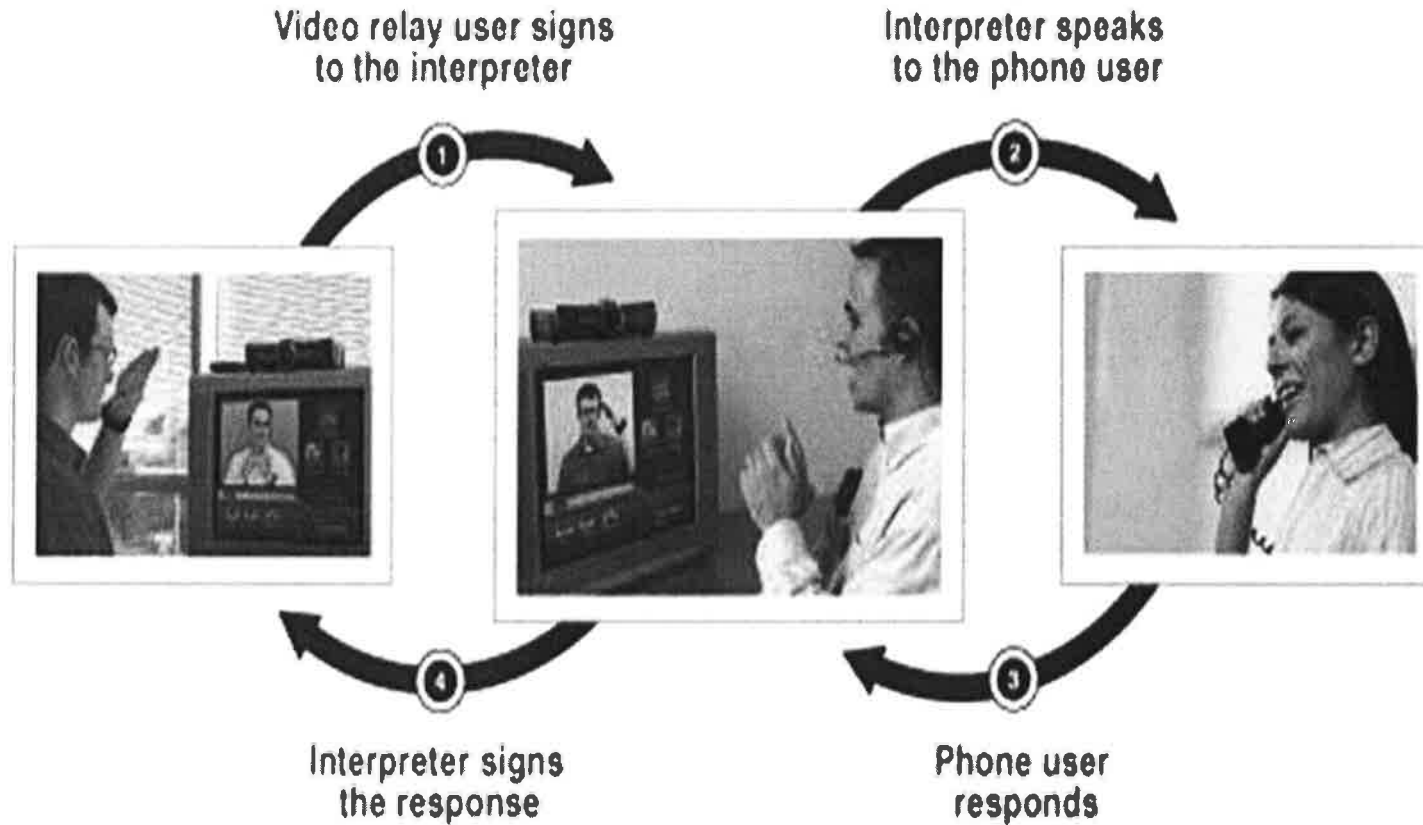
- People with communication disabilities may require auxiliary aids and services, unless the result is a fundamental alteration to the program or constitutes an undue burden.
- Communication must be as effective as that with others.
- Primary consideration to requested mode of communication.



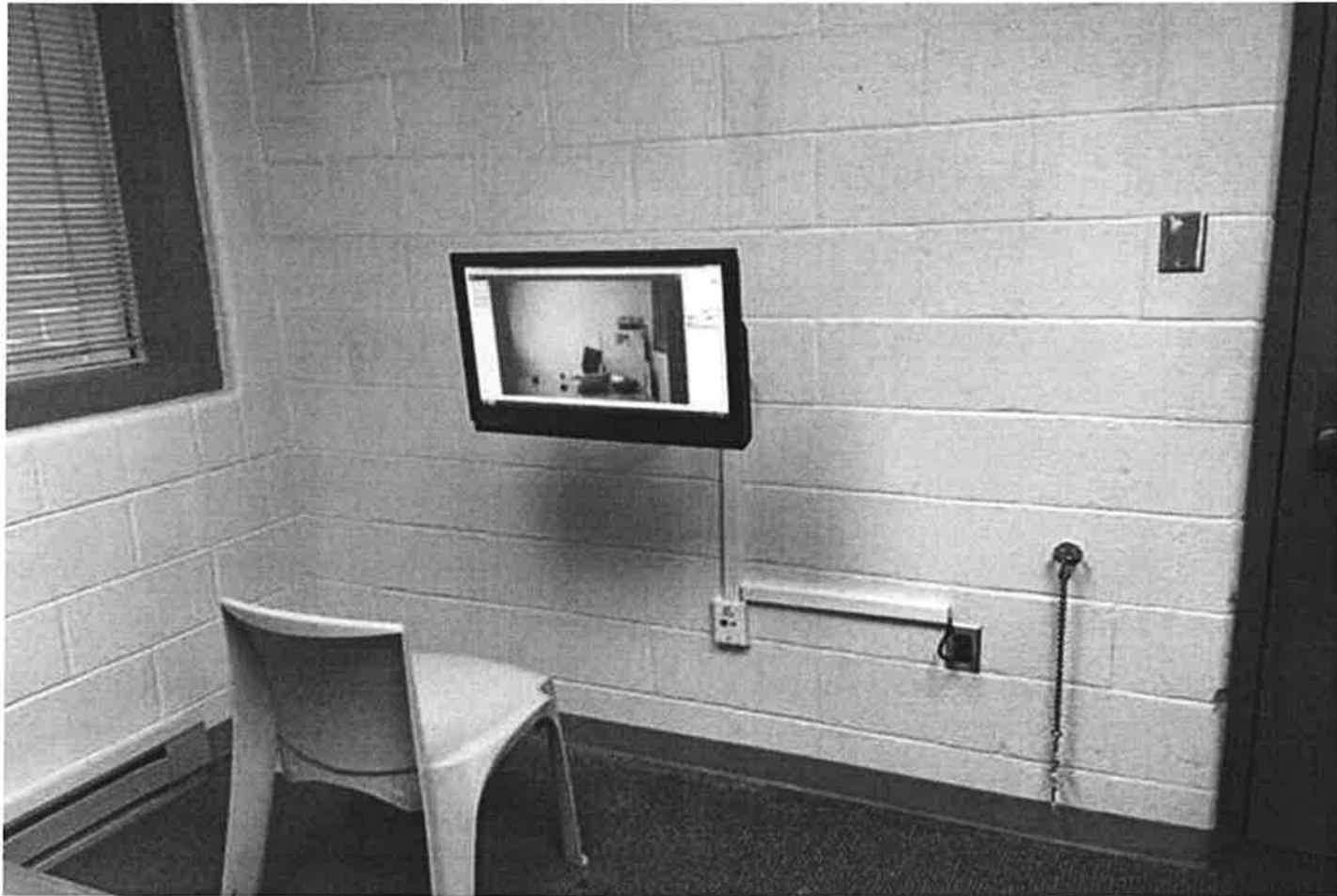
Teletype Writer Device (TTY)



Video Relay Services (VRS)



VRS - Videophone



Identified Accessibility Solutions for those with Communication Disabilities

- Hearing Aids
- Coupler Devices
- TTY Devices
- Video Relay Services
- Video Remote Interpreting
- Qualified Interpreters
- Scan Readers



Identified Accessibility Solutions for those with Communication Disabilities

- Magnifying Sheets
- Audio Recordings
- Closed Captioning
- Readers
- Pocket Amplifiers
- Document Cameras
- CART Services
- Speech Reading

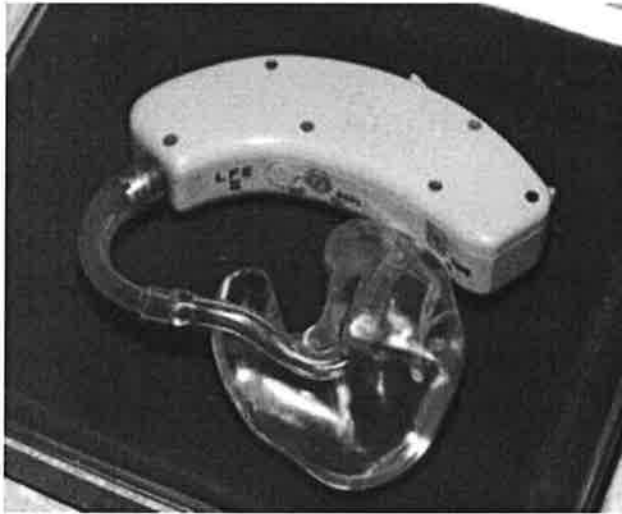


Identified Accessibility Solutions for those with Communication Disabilities

- Identification Cards with Communication Needs
- Talking Watches
- Vibrating Watches
- Movement Notification Placards
- Flashing Lights for Emergency Evacuation
- Large Computer Monitors w/ Articulating Arms
- And, other accessibility solutions



Auxiliary Aids and Accessibility Solutions





1



2



3



4

Auxiliary Aids and Accessibility Solutions

Accessibility Solutions



**Talking
Watch**



**Vibrating
Watch**

Current GDC ADA Focus Areas

- Accessible Housing Accommodations;
- Accessible Programming;
- Training (GDC, Contractors, staff members at County Facilities, and Facility ADA Coordinators);
- **Statewide Video Remote Interpreting services;**
- Procuring Additional Accessible Technology Items;
- Accessibility Assessment of GOAL Devices;
- Facility ADA Reviews.





Questions



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Access to Services/Programs		
Policy Number: 107.02	Effective Date: 2/14/2018	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Inmate Services Division (Risk Reduction Services)	Access Listing: Level I: All Access

- I. Introduction and Summary:** It is the policy of Georgia Department of Corrections (GDC) that counseling/case management services are accessible to all offenders in GDC facilities. It shall be the policy, procedure, and practice that GDC offers a range of resources appropriate to the needs of offenders, including individual and family counseling, family planning and parental education, and community services.
- II. Authority:**
- A. GDC Board Rules: 125-2-1-.01, 125-4-1-.04, and 125-4-1-.06;
- B. GDC Standards Operating Procedures (SOPs): 103.63 Americans with Disabilities Act (ADA) Title II Provisions, 220.03 Classification, 107.01 Purpose & Objectives-Counseling Programs, 220.04 Offender Orientation, and 214.01 Operations of Care & Treatment; and
- C. ACA Standards: 4-4277, 4-4278, 4-4428, 4-4429, 4-4430, 4-4431, 4-4432, 4-4435, 4-4436, and 4-4442.
- III. Definitions:** None
- IV. Statement of Policy and Applicable Procedures:**
- This policy is applicable to all Administrative and counseling staff in all GDC State Prisons, Private and County Prisons, and Centers:
- A. The staff in the Care and Treatment Department will at least annually assess the needs of the offender population to ensure that the necessary programs and services are available to meet the needs of the offender population. The assessment shall address areas including, but not limited to, student participation, student performance data, personnel data, and detailed program goals. The Deputy Warden of Care and Treatment will oversee to assure any needed implementation is initiated by the Programs Department.
- B. Community social service resources are used to augment counseling services provided in the institution and will be coordinated by the Chaplain/Volunteer Coordinator.



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Access to Services/Programs		
Policy Number: 107.02	Effective Date: 2/14/2018	Page Number: 2 of 4
Authority: Commissioner	Originating Division: Inmate Services Division (Risk Reduction Services)	Access Listing: Level I: All Access

- C. Program Coordination and Supervision: The Care and Treatment Program is administered and supervised by a qualified, trained individual with a minimum of a Bachelor's degree in the social or behavioral sciences or a related field.
- D. Each offender will be assigned a counselor who will be responsible for managing their case, assisting with the development of their individualized case plan, and for recommending programs and services that meet the goals established in the plan.
- E. Case Management and Counseling Services/Programs are provided, but are not limited to the following: Offenders will have the opportunity to participate in the classification process by presenting opinions, preferences and requests regarding their participation in programs to their Counselor/Case Manager with Attachment 8, Counselor Request Form located in SOP 220.03 Classification Committee
- F. GDC prohibits discrimination based on an offender's race, religion, national origin, sex, disability, or political views in making administrative decisions and in providing access to programs.
- G. Where male and female offenders are housed in the same facility, they will have separate sleeping quarters, but will have equal access to all available services and programs. Neither sex will be denied opportunities solely on the basis of their smaller number in the population.
- H. Comprehensive counseling and assistance are provided to pregnant offenders in keeping with their expressed desires in planning for their unborn children.
- I. All offenders will have access to a program of release preparation prior to their release to the community.
- J. Counseling services and programs will be scheduled to address the assessed needs of each offender. GDC prohibits discrimination on the basis of disability in the provision of services, programs, and activities administered for program beneficiaries and participants.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Access to Services/Programs		
Policy Number: 107.02	Effective Date: 2/14/2018	Page Number: 3 of 4
Authority: Commissioner	Originating Division: Inmate Services Division (Risk Reduction Services)	Access Listing: Level I: All Access

1. Offenders who are assigned to a work detail or program will receive general counseling/case management services at times that do not conflict with the assignment.
 2. Assignment to programs and services which address the criminogenic needs, as identified in the offenders' case plan, will take precedence over all other assignments when delays in assignment would not allow sufficient time to complete the program/services.
- K. Each facility will offer at a minimum the following programs:
1. Motivation for Change (M4C);
 2. Reentry Skills Building;
 3. Family Violence;
 4. Thinking for A Change (T4C);
 5. Moral Reconciliation Therapy (MRT);
 6. Matrix Early Recovery Skills;
 7. Matrix Relapse Prevention; and
 8. Problem Solving Skills in Action.
- L. Each facility will develop a procedure for staff to be available to counsel offenders upon request (Counselor Request Form); provision is made for counseling and crisis intervention services. These procedures will be presented orally and in writing, or by using other means of effective communication, to each offender during the orientation process and a copy will be placed in the Care and Treatment Operational Manual.
- M. Written procedures will be developed that ensure access to counseling services/programs for those offenders not assigned to general population. These

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Access to Services/Programs		
Policy Number: 107.02	Effective Date: 2/14/2018	Page Number: 4 of 4
Authority: Commissioner	Originating Division: Inmate Services Division (Risk Reduction Services)	Access Listing: Level I: All Access

procedures will address the needs of offenders who are permanently or temporarily assigned to Tier I, Tier II, Protective Custody, Death Row, Special Management Unit, Medical Infirmaries, etc.

N. Written procedure will be developed to provide counseling and case management coverage during the extended absence of a counselor and this should be kept in the Care and Treatment Operational Manual.

O. Offenders who do not have access to the services or programs required to meet the goals established in the case plan will be considered for transfer to a facility/site that can provide those services/programs.

V. **Attachments:** None

VI. **Record Retention of Forms Relevant to this Policy:** None

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 1 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- I. **Introduction and Summary:** Each facility shall provide offenders with reasonable and equitable access to telephones and this policy and procedure governs offender use of telephones. The Warden or Superintendent shall determine the appropriate supervision of offender telephone calls in a manner consistent with the mission of the facility.
- II. **Authority:**
- A. Georgia Department of Corrections (GDC) Board Rules: 125-2-1-.01 and 125-3-2-.04;
- B. GDC Standard Operating Procedures (SOPs): 103.63 Americans with Disabilities Act (ADA) Title II Provisions, 104.47 Employee Standards of Conduct, 205.09 Guidelines for Civilian Construction Workers, Consultant and Contract Personnel, 208.06 PREA-Sexually Abusive Behavior Prevention and Intervention Program, 209.01 Offender Discipline, 222.06 Consular Notification, and 222.08 Sex Offender Registration; and
- C. ACA Standards: 2-CO-3C-01, 2-CO-5D-01, 4-4275, 4-4272, 4-4497 and 4-4497-1.
- III. **Definitions:**
- A. **Attorney** - The offender's attorney of record or an attorney employed by the Public Defenders Council.
- B. **Emergency Telephone Calls** - Calls involving death or critical illness of Immediate Family members or other matters as determined by the Warden or Superintendent.
- C. **Immediate Family** - Member of an offender's family that falls into one of the following relationships: parents, siblings, spouse, grandparents, grandchildren or children.
- D. **Offender Telephone (Phone) System** - Telephones and related equipment that are installed in GDC facilities to enable offenders to complete local, long



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 2 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

distance and/or international collect, pre-paid, debit and free calls, and which may also be used by GDC for investigative purposes.

- E. **Offender Telephone System Compliance Monitor** - Contractor who is employed by GDC to monitor the Service Provider's compliance with the terms of the contract for Offender Telephone Services.
- F. **Offender Telephone System Facility Point of Contact** - Designated GDC staff member who is responsible for addressing telephone system matters arising at GDC facilities not assigned an On-Site Offender Phone System Staff member.
- G. **On-Site Offender Telephone System Staff** - Service Provider employees who are assigned to certain GDC facilities for the purpose of addressing telephone system matters arising at those facilities.
- H. **Service Provider** - The vendor who has a current contract with GDC to provide and operate the Offender Telephone System.
- I. **TTY Phones** - Telephones with equipment (Teletypewriter) for offenders with hearing impairments.
- J. **Video Relay Service (VRS)** - A telephone service using interpreters connected to callers by video hook-up that is designed to provide persons who are deaf and use American Sign Language with telephone services that are functionally equivalent to those provided to users who are hearing.

IV. Statement of Policy and Applicable Procedures:

- A. Access to and Use of Telephone Equipment:
 - 1. Each facility will be responsible for providing access to telephone services for offenders in compliance with this SOP.
 - 2. Emergency Telephone Calls from family and friends of offenders and calls from Attorneys will be directed to the offender's assigned counselor or the chaplain for verification and further action if needed.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 3 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

3. No long distance telephone calls for offenders will be made at the facility's expense without authorization from the Warden or designee.
4. Boot Camp offenders will only have access to phones in emergency situations.
5. Each offender will a phone list or "Call Allow List" made up of a maximum of twenty (20) persons. This Call Allow list does not have to correspond to the visitation list. The offender may have persons on the Call Allow list that are not on their visitation list.
6. Only calls to phone numbers on the offender's Call Allow list can be placed through the Offender Phone System. Calls to cell phone numbers are allowed and shall be listed on the approved phone list. Calls to remote forwarding numbers are not allowed.
7. The Georgia Public Defender Council is a Georgia State agency, which provides legal services and information to indigent persons in Georgia, including offenders. Offenders must be given the opportunity to add this agency's number, (404) 795-2440, to their Call Allow lists as one of the twenty numbers they are allowed. Notices must be posted in housing units or this information must be placed in the Offender Handbook informing offenders that they may choose to add the Georgia Public Defender Council's number to their Call Allow list as one of their 20 allowed numbers.
8. An offender, established as a foreign national, shall be allowed telephone calls with representatives of the Consulate General of his/her native country per SOP 222.06 Consular Notification. The phone number must be authenticated prior to the call. Staff shall maintain surveillance and general supervision during the phone call. Staff shall be positioned so as to permit the Consulate General representative and offender to converse privately and maintain the privileged nature of their relationship. Offenders may also be given the opportunity to add the number to their Call Allow lists as one of the twenty numbers, allowed. The offender must provide accurate information regarding the consular representative so the phone number can be clearly identified to ensure calls to the consular representative are not monitored or recorded.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 4 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

9. Normal operating hours for the offender telephones will be posted in each facility. Operating hours will generally extend until lock down or lights-out time. The Warden or Superintendent shall have the authority to disable telephone operations for good cause in accordance with this policy.
10. Phone systems in all facilities (with the exception of the TTY phones and VRS) shall be programmed with a 15-minute maximum limit on all calls. Offenders using TTY and VRS devices will be allowed extra time, of at least 30 minutes, to complete calls. Phones will automatically cut off when the time limit is reached.
11. Disciplinary infractions related to telephone use may result in restriction of telephone privileges in addition to other sanctions. Restrictions shall not apply to calls related specifically to access to the offender's Attorney or the PREA Hotline.
12. Offenders under investigation for serious criminal offenses (i.e. murder, homicide, rape, assault on staff or offenders, introduction of contraband, etc.) may have their phone privileges suspended until the investigation is complete.
13. In the event of an emergency, the Warden or Superintendent has the authority to disable the Offender Telephone System at his or her facility for up to 24 hours. With the written approval of the Regional Director, the Offender Phone System may be disabled for up to 48 hours. The Warden must receive the written approval of the Director, Field Operations in order to disable the Offender Phone System for a period in excess of 48 hours.
14. All Offender Phone System computer equipment shall be maintained in a secure area and shall be inaccessible to offenders at all times.
15. All Offender Phone System records to include User I.D.s, Passwords, offender Call Allow lists, audio recordings of offender calls, and both manual and on-line records of offender calls are deemed a part of the offender's institutional file.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 5 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

B. Call Allow Lists and the Centralized Data Base:

1. While in Diagnostics, Attachment 1 Diagnostic/Permanent Offender Call Allow List ("Call Allow List") will be completed for each offender and entered into the centralized offender telephone data base. The Call Allow List, once completed by the offender, is a confidential document and must not be left in plain view of other offenders, given to other offenders, or left otherwise unsecured.
2. The offender's PIN or identifying number is the offender's GDC State ID number.
3. Information on the Call Allow list includes the telephone numbers, name, relationship to the offender, address, city, and state of the people whose numbers are being placed on the list. Complete information must be given before a number can be entered into the telephone system. All land line phone numbers must be tied to a phone located at the physical address listed. This may not be possible with cell phones. Cell Phone numbers are authorized for placement on offender call-allow lists. Remote forwarding is a violation of policy. Verification is not required for the Public Defender Council's number as specified in this policy.
4. The Offender Phone System Facility Point of Contact or designee will indicate whether the phone list is the initial or an update by circling the appropriate information on the Call Allow List at the time the data is entered into the system. Once the initial list is entered, six-month revisions will be based on the last digit of the offender's identification number. The system will work as follows:

Last Digit of ID#	Six-Month Review
0 or 5	January & July
1 or 6	February & August
2 or 7	March & September
3 or 8	April & October
4 or 9	May & November

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 6 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Note: Only one Call Allow List can be submitted for updates during each month of the six-month review period for each offender, unless an additional submission is approved by the Warden/Superintendent or designee.

5. Once the data is entered, the Call Allow list, including both the initial and updates, shall be placed in the offender's institutional file.
6. The facility must include the six-month phone review schedule in the Offender Handbook or post it in all offender living units.

C. The Offender Shall Be Responsible for:

1. Providing accurate information for the Call Allow List. Any offender who gives deceptive or inaccurate information in an effort to circumvent these established procedures shall be subject to disciplinary action in accordance with GDC SOP 209.01, Offender Disciplinary process;
2. Providing accurate information regarding their Attorney and designating the number for the Attorney to ensure calls to the Attorney are not monitored or recorded. The offender must ensure that the Attorney is clearly designated on the call allow list;
3. Using the phone system in accordance with operating instructions. Misuse of the phone system, including providing incorrect identification information (ID number; name; etc.) or failing to follow directions given through phone system prompts, will result in disciplinary action which may include loss of phone privileges in addition to other sanctions;
4. Updating, if desired, and submitting their Call Allow List to their assigned facility counselor in the appropriate months for review; and
5. Obtaining Attachment 2, Offender Telephone Trouble Report ("Telephone Trouble Report") and completing it to report any problems with the Offender Phone System. This form shall be used instead of the standard Offender Request Form to report trouble with the Offender Phone System. The offender

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 7 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

will forward the completed form to their counselor or Offender Phone System Facility Point of Contact via the internal facility offender mail system.

D. The Offender's Assigned Counselor Shall Be Responsible for:

1. Verifying the accuracy and completeness of information on the offender's Call Allow List;
2. Verifying the accuracy of the offender's State I.D. number in order to ensure the correct number is given to the Offender Telephone System Facility Point of Contact, or designee. The Offender Telephone System Facility Point of Contact or designee will forward correct identifying information to the Service Provider for enrollment in the Offender Telephone System;
3. Ensuring that the telephone numbers of any of the offender's victims or witnesses are not on the offender's Call Allow List unless authorized by the Warden or Superintendent; and
4. Verifying the accuracy of the information given for the offender's Attorney. The number of the Attorney must be verified to ensure that the number listed does belong to the Attorney and that the person listed is, in fact, the offender's Attorney. This action is critical as, once approved, these calls WILL NOT be monitored or recorded. Calls with Attorneys are protected by attorney-client privilege and must remain confidential. Once verified, the Call Allow List shall be forwarded to the Warden or designee for approval.

E. The Offender Phone System Facility Point of Contact, or Designee Shall Be Responsible for:

1. Establishing a logbook system, consisting of three logbooks for the documentation of telephone system activity and information. Logs shall be established as follows:
 - a. The first logbook shall be used to document all action by the facility to report trouble with the phone system (who reported, what was reported,

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 8 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

when reported, where reported, why reported and what action was taken) or to document information received from the Service Provider regarding problems related to the Call Allow Lists or other problems. This log shall be maintained by the Offender Phone System Facility Point of Contact or designee;

- b. The second logbook shall be used to document all visits by the Service Provider's representatives (technician, trainer, etc.) to the facility, to include date and time of arrival, reason for visit, action taken, and time of departure. This logbook shall be kept by the Offender Telephone System Facility Point of Contact or designee to ensure that they are aware that the Service Provider's representative is in the facility and of the activity taking place on the phone system as a result of each visit; and
 - c. An after-hours logbook will be set-up in central control or at the facility entrance portal for Service Provider's representative to sign when visiting the facility after normal work hours.
2. Forwarding completed Telephone Trouble Reports to Service Provider once received from the offender.

F. Service Provider Responsibilities:

1. Accurately entering the offender telephone information within five days of receipt;
2. Ensuring that when an offender's Attorney's number is entered into the computerized telephone system, that the recording feature of the system is blocked for that number;
3. Addressing the problems outlined in Telephone Trouble Reports and responding to the offender within five (5) days of receipt of the Trouble Report with the action taken.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 9 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

G. Staff System Access:

1. In order to access the administrative control system, authorized users must be assigned a User I.D. and Password. Once a user logs onto the system, the administrative control system tracks every action of the authorized staff while working in that system. Under no circumstances will staff give their Passwords or User I.D.s to anyone else. The person assigned a Password and User I.D. will be accountable for any unauthorized activity which takes place under those identifiers. Unauthorized activity includes but is not limited to removing or adding an offender's numbers without the proper authorization and commencing or terminating an offenders phone privileges without proper authorization.
2. There are three levels of access available for authorized staff at all facilities within the administrative control system. User capability will be based on the individual assigned level of access below:
 - a. **Data Entry Access:** Each facility shall designate staff authorized to forward the Call Allow List to the Service Provider for the data to be entered into the computerized telephone system. Service Provider is responsible for the entry of offender Call Allow List data, updating changes to previously entered numbers, and entry of information related to offender privileges, i.e. length of call (if different from the standard fifteen (15) minutes), number of calls that can be made in a specified time period, the time of day and the days of the week the telephone can be used, and the entry of restriction of telephone privileges based on disciplinary action.
 - b. **Call Search Access:** Each Offender Telephone System Facility Point of Contact or designee shall have Call Search Access, which allows review and research of telephone data for cross-reference purposes. To obtain this level of access, an authorization form must be completed and signed by the Warden or Superintendent.
 - c. **Call Monitoring Access:** This level of access will allow the monitoring of live and recorded calls and will be limited to the Warden and the

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 10 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Superintendent and their designees at each facility. It is prohibited for any staff to monitor live or recorded calls without authorization.

H. Call Monitoring Procedures:

1. Monitoring activities will only be conducted by the Warden or the Superintendent and their designees at each facility. Attachment 3, Record of Monitoring Offender Calls ("Record of Monitoring") must be created for all live or recorded calls monitored. When completed, the Record of Monitoring sheet will be placed in a notebook which is the Offender Telephone Monitoring Log.
2. The offender telephone system automatically records all offender calls unless a number has been blocked for recording purposes. Calls placed to the offender's Attorney and to the Indigent Defense Council will be entitled to attorney-client confidentiality and will not be recorded or monitored if the offender designated the number as being that of their Attorney on the Call Allow list. The recording feature must be blocked on all calls to this number so these calls are NOT recorded. When monitoring calls, it is the responsibility of the person monitoring to ensure they are not monitoring an attorney call. **It is the responsibility of the Warden/Superintendent, or their designee to ensure they are not monitoring calls protected by attorney-client privilege.**
3. It is the responsibility of each facility to ensure that offenders are aware that telephone calls may be monitored or recorded. The Warden or Superintendent of every facility must inform, in writing, the entire offender population that telephone calls may be monitored or recorded. This notice must be posted by each offender telephone.
4. Monitoring may be conducted if the offender is suspected of, is attempting to, or is in the process of compromising the safety, security, or integrity of the facility, staff, another offender, or the general public. Calls may also be selected randomly for monitoring.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 11 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

5. All requests from outside agencies (i.e.: FBI; GBI; other law enforcement agencies) to monitor offender calls must be made, in writing, to the Warden/Superintendent of the facility housing the offender with detailed information regarding why the request is being made. The Warden shall forward this information to the Director, Field Operations who, in turn, will forward the request to the Assistant Commissioner, Facilities Division for review and authorization as appropriate.
 6. The Office of Professional Standards has authorization to monitor offender calls.
 7. The Records of Monitoring and Offender Monitoring Log shall be kept in the Warden or Superintendent's office in a secure location. Should the offender transfer to another facility, the Record of Monitoring associated with that offender shall be forwarded to the receiving Warden or Superintendent. GDC audit teams and GDC Central Office staff will be allowed to access these records for auditing and review purposes.
 8. Monitoring must be done in a private and confidential setting, out of sight and sound of other staff and offenders in order to avoid disclosure of the contents of the call. Headphones may be used to contain sound, but the monitor must be out of sight of all offenders and staff not authorized to monitor calls.
- I. Transitional Centers: A collect only telephone system is installed at these facilities. This system does not have the security features of the Offender Telephone System requiring the entry of a Call Allow list and Call Allow List procedures in this SOP do not apply. The telephone system (with the exception of the TTY phones and VRS) shall be programmed for a fifteen (15) minute maximum limit on all calls. Offenders using TTY and VRS devices will be allowed extra time, of at least 30 minutes, to complete calls. Phones will automatically cut off when the time limit is reached. Transitional Centers shall continue to utilize their established procedures for access to telephones.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 12 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

J. Customer Service/Reporting of Telephone Problems:

1. If complaints are received at the facility from family members of offenders or others related to the Offender Phone System, designated staff at the facility will advise the caller to contact the Service Provider directly. If the complaint is not addressed by the Service Provider, the facility will provide contact information for the Offender Phone System Compliance Monitor.
2. If the facility experiences problems with the telephone system that cannot be corrected by facility personnel, the facility should contact the GDC Offender Phone System Compliance Monitor in order to open a trouble ticket. This information should then be documented in the Offender Phone System Logbook.
3. In the event a facility needs to place a block on a telephone number at the request of a called party, or for any other reason, the facility will refer the called party to the GDC Offender Phone System Compliance Monitor. This information should also be recorded in the Offender Phone System Logbook.

K. On-Site Offender Phone System Staff:

1. On-Site Offender Phone System staff are located at designated GDC facilities. (Arrendale, GDCP, and SOSTC) On-Site Offender Phone System staff are employees of the Service Provider and not employees of GDC. They are on-site full time and serve as Offender Telephone System Facility Point of Contact at selected GDC facilities. These contractors must adhere to all GDC policies, procedures, rules, and regulations applicable to contractors and shall comply with this SOP.
2. **Background Checks:** Offender Phone System staff are required to have background checks completed prior to being approved to work in GDC facilities. They must also meet the requirements in SOPs 205.09 Guidelines for Civilian Construction Workers, Consultant and Contract Personnel and 208.06 PREA-Sexually Abusive Behavior Prevention and Intervention Program. The Service Provider will contact the GDC Offender Telephone Service Contract

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Access to Telephones		
Policy Number: 227.01	Effective Date: 2/13/2019	Page Number: 13 of 13
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Manager when they want a new employee approved to enter GDC facilities. Background checks shall be completed by GDC Central Office staff and approval or disapproval will be relayed from the GDC Offender Telephone Service Contract Manager to the Service Provider. Upon approval, arrangements will be made for a GDC Vendor Identification Card to be made at a GDC facility.

V. Attachments:

Attachment 1: Diagnostic/Permanent Offender Call Allow List;
Attachment 2: Offender Telephone Trouble Report; and
Attachment 3: Record of Monitoring Offender Phone Calls

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be placed in the offender's institutional file and retained according to the official records retention schedule for that file. Attachment 2 shall be kept on file by the Offender Phone System Facility Point of Contact for one year for audit purposes and then destroyed. A copy shall be returned to the offender informing them of the status of the problem reported. Attachment 3 shall be maintained in a confidential and secure area in the Warden's or Superintendent's office for one year and then destroyed.

FACILITY	# of TTY Devices
APPLING ITF	2
ARRENDALE STATE PRISON	2
ATLANTA TRANSITIONAL CENTER	1
AUGUSTA STATE MED. PRISON	6
AUGUSTA TC	1
AUTRY STATE PRISON	2
BACON PDC	1
BAINBRIDGE SUB ABUS CENTER	1
BALDWIN STATE PRISON	2
BLECKLEY RSAT	1
BURRUSS CORRECTIONAL TRAINING CTR	2
C H COLWELL DETENTION CENTER	1
CALHOUN STATE PRISON	1
CENTRAL STATE PRISON	6
CHARLES D. HUDSON TC	1
CLAYTON TRANSITIONAL CENTER	1
COASTAL STATE PRISON	2
COLUMBUS TC	1
DODGE STATE PRISON	1
DOOLY STATE PRISON	1
EMANUEL DETENTION CENTER	2
EMANUEL WOMEN'S FACILITY	2
GA DIAG CLASS PRISON	5
GA STATE PRISON	2
HANCOCK STATE PRISON	2
HAYS STATE PRISON	2
HELMS FACILITY	2
JOHNSON STATE PRISON	1
LEE STATE PRISON	1
LONG UNIT	1
MACON STATE PRISON	2
MACON TC	1
McEVER PDC	1
METRO REENTRY FACILITY	1
METRO TC	1
MONTGOMERY STATE PRISON	1
NORTHWEST PRSAT	1
PATTEN PDC	2



PAULDING RSAT	1
PHILLIPS STATE PRISON	1
PHILLIPS TC	1
PULASKI STATE PRISON	3
ROGERS STATE PRISON	2
RUTLEDGE STATE PRISON	2
SMITH STATE PRISON	1
SMITH TRANSITIONAL CENTER	1
TELFAIR STATE PRISON	2
TREUTLEN DETENTION CENTER	1
TURNER RSAT	1
VALDOSTA STATE PRISON	2
VALDOSTA TC	1
WALKER STATE PRISON	2
WARE STATE PRISON	1
WASHINGTON STATE PRISON	2
WEST CENTRAL ITF	1
WHITWORTH WOMEN'S FACILITY	1
WILCOX STATE PRISON	1
WOMEN'S PDC	1

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 1 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

I. Introduction and Summary:

This Standard Operating Procedure (SOP) will govern the use of the Georgia Offender Alternative Learning (GOAL) Devices and Kiosks. The SOP explains the rules and sanctions that can be imposed if a GOAL Device or Kiosk is misused. Use of the GOAL Device and Kiosk is a privilege and not a right. Loss of this privilege is non-grievable. All communications sent or received via the GOAL Device or Kiosk are subject to inspection and review for security reasons, and neither the sender, nor receiver, has an expectation of privacy in any of these communications.

II. Authority:

A. Georgia Department of Corrections (GDC) SOPs: 227.06, Offender Receipt of Mail; 206.01, Offender Personal Property Standards; 206.02, Management of Offender Property or Contraband; 227.05, Visitation of Offenders; 209.01, Offender Discipline; 204.07, Offender Use of Computers; 108.02, Academic Education Program Operations; 203.03, Incident Reporting, and

B. ACA Standards: 4-4164, 4-4226, 4-4487, and 4-4499.

III. Definitions:

A. **Electronic Mail/Message** - Correspondence sent electronically over an authorized network through a Kiosk between an offender and a person on his/her approved visitation list.

B. **Georgia Offender Alternative Learning (GOAL) Device** - An electronic mobile GOAL Device used by offenders for educational purposes, sending and receiving electronic messages, ordering store items, filing grievances, and purchasing entertainment. This GOAL Device is also known as a JPay tablet.

C. **JPay** - The authorized contractor for the installation and maintenance of GOAL Devices and Kiosks at GDC facilities, as well as for processing offender financial transactions.

D. **Kiosk** - An electronic stationary GOAL Device installed at a GDC facility for use by offenders for educational purposes, sending and receiving Electronic



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 2 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Mail/Messages, Video Grams, Video Visitation, ordering store items, filing grievances, and purchasing entertainment.

- E. **Video Visitation** - A 30-minute electronic interactive visit between an offender and a person on his/her approved visitation list conducted using a JPay Kiosk.
- F. **Video Gram** - A 30-second message or clip recorded and sent to an offender from a person on the offender's approved visitation list or recorded by the offender at a JPay Kiosk and sent to a person on the offender's approved visitation list.

IV. Statement of Policy and Applicable Procedures:

- A. Policy: The purpose of a GOAL Device is to prepare offenders for reentry by facilitating access to education and programming, and helping offenders regain and maintain family bonds.
- B. Offender use of the GOAL Device.
 - 1. Each Offender shall complete Attachment 5 of SOP 227.05, Visitation of Offenders: Facility/Center Visitation List. The number of visitors on an offender's approved visit list is limited to twelve (12). Only those individuals approved for visitation with the offender will be allowed to correspond with the offender through Electronic Mail/Messaging, Video Grams, and Video Visitation. The appropriate departmental staff member shall enter all necessary information into the "Contacts" section of SCRIBE. All data fields MUST be completed. When an offender is transferred to another facility, his/her previously approved visitation list shall be honored unless extenuating circumstances come to light that would threaten the security and orderly operating of the receiving facility.
 - 2. An offender may request to add or delete a name on their visitation list by contacting their counselor and providing the necessary information. If the offender is requesting to add a visitor(s), the visitor(s) must complete all necessary paperwork prior to approval. The Counselor shall forward this request from the offender, along with the applicable paperwork from the

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 3 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

visitor(s) being added, to the Warden or Superintendent or their designees who shall be the authorizing agent for such changes. Visitation lists may only be changed when the offender arrives at their first permanent facility or during the months of May and November. An offender may not change their visitation list in less than six (6) months' time. The results of these requested revisions shall be completed and forwarded back to the offender within fourteen (14) working days from the date of the request.

3. The GOAL Device can be used during waking hours, except for during official count times and during facility lockdown. The GOAL Device must remain indoors in areas authorized by the Warden or Designee.
4. During security inspections, staff conducting inspections shall review offender GOAL Devices to ensure appropriateness of the device.

V. Issuance, Transfer, Replacement, Refresh, Ownership and Release of Device:

A. Issuance.

1. All offenders will be issued a GOAL Device upon leaving diagnostics, except those offenders going to a county correctional institution and those offenders who received a GOAL Device during a previous period of incarceration. The GOAL Device will be rendered unusable until the offender gets to his or her assigned institution and can sync the GOAL Device to his or her permanent institution's Kiosk. Each offender must sign Attachment 1, Acknowledgement of Receipt, when receiving the GOAL Device. The rules and regulations for use of the GOAL Device shall be explained to the offender upon receipt or during orientation at his or her permanent facility. An offender may possess a GOAL Device and one other portable music device. GOAL Devices will not be engraved as engraving will damage the device. The name of the offender and GDC I.D. number is displayed on the screen of the device. Proof of ownership may be required wherever there is a dispute over ownership of a GOAL Device in accordance with SOP 206.02, Management of Offender Property or Contraband.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 4 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

2. Each facility will have a JPay Point of Contact (POC) designated by the Warden to handle JPay concerns and to issue devices. The Warden, Institutional Investigator and POC may monitor Electronic Mail/Messages locally. In addition, the POC will serve as the liaison between the Facility and the Office of Information Technology JPay Support Staff.

B. Transfer.

1. Upon transfer from general population of one GDC facility to another GDC facility, the offender's assigned GOAL Device will transfer with the offender and be accounted for on the Personal Property Inventory Sheet, Attachment 2 of SOP 206.02, and Attachment 2, GOAL Device Disposition Form. If transferring to a facility that is not participating in the GOAL Device program, the offender will be given the option to store the GOAL Device with the offender's personal property or to mail the GOAL Device home.
2. Upon transfer from general population of a participating GDC facility to a county camp, the offender's assigned tablet is **NOT** allowed to transfer with the offender as part of their personal property. The offender will be given the option to mail the GOAL Device home, free of charge, one time with the assistance of the Inmate Benefit Fund. If the offender is transferred back into a GDC or private participating facility after the GOAL Device has been shipped to their home address, the offender must purchase a new GOAL Device at their own expense if they wish to again participate in the GOAL Device program, regardless of whether they chose to ship the old GOAL Device home. Once a GOAL Device leaves GDC, it is considered contraband and cannot be returned to the offender.
3. Where an offender goes directly from diagnostics to a county camp, then later transfers from county camp to a participating GDC or private facility, the offender shall receive a new GOAL Device after processing into the newly assigned participating facility. It is mandatory that all Operations Analysts, Business Managers, and Technology Point of Contacts (TPOC's) verify if the offender was ever issued a GOAL Device from another facility before ordering or issuing another device.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 5 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

C. Replacement.

1. Defective GOAL Device. Offenders experiencing issues with their GOAL Device within the Warranty period (180 days beginning upon receipt of device) must report their issue directly to JPay via the Kiosk. The offender will receive a reference number from JPay which can be used to check the status of the claim on the Kiosk. JPay will approve or decline the request for a GOAL Device replacement within fourteen (14) business days. In the event the offender is approved for a GOAL Device replacement, the defective GOAL Device shall be given to the Facility Operations Analyst or TPOC, who shall issue a receipt to the offender which must be submitted in order to receive the new GOAL Device. If the request is denied the offender will be given the opportunity to purchase a new GOAL Device.
2. Lost or Misplaced Devices. GOAL Devices removed from an offender and lost or misplaced by a staff member/officer may be replaced using the Inmate Benefit Fund, if approval is given by the facility Warden. An Incident Report must be completed in accordance with SOP 203.03, Incident Reporting, and maintained on file before a request can be submitted to the facility Warden. A GOAL Device order request must be routed to gdc.jpays@gdc.ga.gov with the facility or Deputy Warden copied in the distribution.

D. Ownership.

1. Handling of Confiscated GOAL Devices. GOAL Devices confiscated during shakedowns will not be returned to offenders if more GOAL Devices than offenders are found in a cell (ex: more than one (1) GOAL Device is discovered in a single cell room or more than two (2) devices are discovered in a two man/woman cell room, etc...). Handling the return of confiscated devices to an offender will be at the discretion of the facility Warden or Deputy Warden of Security.
2. Offenders will be allowed to purchase items such as a JPay keyboard, charger, ear buds, and headphones from the offender commissary. The offender can only have one (1) of each accessory in his or her possession.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 6 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

E. Release.

1. Upon permanent release from GDC custody, the offender's GOAL Device shall be given to the offender to assist in his/her reentry into the community. The tablet shall be noted on the offender's Personal Property Inventory Sheet, Attachment 2 of SOP 206.02, Management of Offender Property and Contraband. The Shift Officer-in-Charge (OIC) or designee shall collect the GOAL Device if the offender does not take it with him or her upon release.
2. To have a GOAL Device unlocked for internet use after permanent release from GDC custody, the offender must mail the GOAL Device to JPay (shipping at the offender's expense) and include a return address. JPay will unlock the GOAL Device and the unlocked device, with all existing content (music, pictures, resumes, etc.), will be shipped to the address provided by the offender. These instructions, as well as JPay's address, will be posted on the GDC website.

VI. Times of Use, Restrictive Housing, and Communications Subject to Review:

- A. Times of Use: The GOAL Device can be used during waking hours, except for during official count times and during facility lockdown. The GOAL Device must remain indoors in areas authorized by the Warden or Designee.
- B. Restrictive Housing.
 1. Any time an offender goes to Isolation/Segregation, the offender's GOAL Device may only be used during times designated by the Warden and may only be used for Education and/or Programming purposes.
 2. When an offender is placed in Tier II, the GOAL Device will be confiscated until the offender reaches Tier II - Phase III. When the offender reaches Phase III, the GOAL Device may be used only for Education and/or Programming and only at times designated by the Warden.
 3. Offenders in the Tier II—Phase III program and offenders in Isolation/Segregation will only have Video Visitation on Tuesdays and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 7 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Thursdays from 0900-1500 hours. Offenders in Tier II—Phase III or Isolation/Segregation will only be allowed one (1) Video Visit per calendar month.

C. Communications Subject to Review.

1. During specified facility hours, offenders may sync their GOAL Devices to the Kiosks located inside their assigned housing units to charge the devices or download music and books, check financials, etc.
2. Video Visits/Video Grams are not available on the GOAL Device and can only be received/viewed while offenders are at the Kiosk.
3. All communications sent or received via the GOAL Device or Kiosk are subject to inspection and review for security reasons, and neither the sender, nor receiver, has an expectation of privacy in any of these communications. Attorney-client privilege will not apply to any communications sent or received via the GOAL Device or Kiosk. Because of the need for such inspections, both sent and received communications may be delayed. Communications which violate this policy will be intercepted (censored) without notice or explanation and no refund will be provided to the sender.

VII. Rules for Use of Kiosk and GOAL Device and Prohibited Content:

- A. Offenders shall be fully dressed in their state uniform with their state issued I.D. card visible throughout the entire Video Visit, as well as in photographs. This includes Video Grams, Video Visits, and photographs taken after hours and on weekends.
- B. Adults and children must be appropriately dressed during Video Visits and in photographs. Inappropriate clothing, as defined by SOP 227.05, Visitation of Offenders, is prohibited. Children must be fully clothed at all times.
- C. Nudity, as defined in SOP 227.06, Offender Receipt of Mail, is not permitted in photos, Video Grams, or Video Visitation.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 8 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- D. No offender group photos, group Video Grams, or group Video Visitations are permitted.
- E. No gang signs or symbols may be displayed in photos, Video Grams or Video Visitations. Hand signs are permissible for both hearing impaired offenders and customers.
- F. No smoking is permitted, nor may alcohol be consumed or displayed in photos, Video Grams or during Video Visitation.
- G. No drugs or drug paraphernalia can be used or displayed in photos, Video Grams or during Video Visitation.
- H. No acts of violence or display of weapons will be tolerated, to include images of or references to any kind of weapon in photos, Video Grams, or Video Visitations.
- I. Offenders shall remain seated throughout the entire Video Gram or Video Visitation.
- J. Offenders shall not allow other offenders to participate in their photos, Video Grams, or Video Visitation.
- K. Neither customers nor offenders shall request or attempt to request that an Electronic Mail/Message, photo, Video Gram, Video Visitation or any other information be placed on social media of any kind.
- L. Customers shall not share screen shots of their Video Visits with, or Video Grams of, offenders, to include sharing using social media, text messages or electronic messages.
- M. Offenders shall not request Electronic Mail/Messages to be forwarded, sent, or mailed to others.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 9 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- N. Customers and offenders shall not request information about another offender or send information on behalf of another offender.
- O. Offenders must follow all Kiosk rules when taking a photo, sending a Video Gram or having a Video Visitation. Violations with photos, Video Grams, or during Video Visitation will result in disciplinary action. This may include temporary loss of privileges and/or termination of privileges. The offender shall be responsible for notifying his or her contacts when privileges have been terminated.
- P. Customers and offenders shall be advised of these rules and that communications which violate this policy will be intercepted (censored) without notice or explanation and no refund will be provided to the sender.

VIII. Violations of the Above Rules May Result in the Following:

- A. A disciplinary report or warning;
- B. Cancellation of Video Visitation session without refund;
- C. Suspension of Video Gram, Video Visitation, and Electronic Mail/Messaging privileges;
- D. Suspension of Kiosk privileges;
- E. Suspension of GOAL Device privileges; and/or
- F. Customers who violate this policy may be removed from an offender's approved visitation list or may be banned from sending and receiving Electronic Mail/Messages, photos, Video Grams and Video Visitation.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 10 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

IX. The Following May Result in the Permanent Loss of All GOAL Device or Kiosk Privileges:

- A. Damaging and/or tampering with any offender GOAL Device shall result in the loss of device privileges and an obligation will be placed on the offender's trust account equal to the cost to GDC for the device.
- B. Loss of the GOAL Device shall result in an obligation placed on the offender's trust account for the cost of the device.
- C. Misuse of the GOAL Device, including using the GOAL Device to hide contraband or a weapon, or doing intentional damage to the device.
- D. Misuse of Offender Kiosk, including attempting to cause or causing intentional damage to the Kiosk, Kiosk screen, or Kiosk cord.
- E. Use of another offender's JPay account for any reason or allowing the use of one's own JPay account by another offender for any reason.
- F. A finding of Guilty for a Disciplinary Charge for Drug(s), Cellphone(s), Weapon(s), or Assault(s) of any kind related to the GOAL Device.

X. Criminal Charges:

Any criminal activity mentioned in Electronic Mail/Messages, message attachments, or displayed/discussed in photos, Video Grams or Video Visitation involving the offender, customer, or related parties may result in the charge and arrest of the violator(s).

XI. Conduct and Responsibility of Offenders and Electronic Mail/Message Recipients:

The GOAL Device and all related programs including Electronic Mail/Messaging are a privilege for offenders and should not be considered a right. Offenders or their contacts who provide misleading information to GDC or who act out in a way that is averse to the policies, safety, and security of GDC are subject to suspension and/or removal of all GOAL Device privileges.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender Use of the GOAL Device and J-Pay Kiosk		
Policy Number: 204.10	Effective Date: 9/4/2018	Page Number: 11 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

XII. Rights of Georgia Department of Corrections:

The GOAL Device and all related programs are a privilege and not a right. GDC has the right to refuse emails to/from any person who is suspected of, who attempts to introduce, or who is caught on the premises of GDC property with contraband/gang related paraphernalia, or who has been repeatedly warned about a particular action yet fails to comply. This behavior may also result in criminal charges. Moreover, the Department may suspend or revoke an offender's GOAL Device privileges as a disciplinary sanction for violations of any institutional rule or procedure that results in the offender receiving a Disciplinary Report. The Department may suspend privileges to meet special security needs of the facility at any time.

XIII. Attachments:

Attachment 1: Acknowledgement of Receipt; and
Attachment 2: GOAL Device Disposition Form.

XIV. Record Retention of Forms Relevant to this Policy:

Upon completion, the attachments shall be placed in the offender's institutional file and maintained according to the retention schedule for that file.

ACCOUNT NUMBER: 9020581647

INVOICE DATE: Jun 30, 2019

DATE	TIME(PST)	LANGUAGE	INTERP NUMBER	DEVICE ID	MINUTES	CHARGES OPI	INSIGHT ONLY - NO
581648 GEORGIA DEPT. OF CORRECTIONS INSIGHT							
06/01/2019	08:43	ASL	26060	GDCADACIPad1-6ZDF	2	\$5.90	
06/03/2019	08:10	ASL	24764	GDCPSPPC5-6ZDF-6ZDF	1	\$2.95	
06/03/2019	10:37	ASL	56721	Medical-6ZDF	2	\$5.90	
06/03/2019	10:41	ASL	351172	Medical-6ZDF	4	\$11.80	
06/04/2019	07:23	ASL	48662	Central-6ZDF	5	\$14.75	
06/04/2019	07:39	ASL	63720	CENTRALSPMUM1-6ZDF	12	\$35.40	
06/04/2019	07:53	ASL	48662	CENTRALSPMUM1-6ZDF	53	\$156.35	
06/04/2019	08:08	ASL	65584	GDCPSPPC10-6ZDF	1	\$2.95	
06/04/2019	08:18	ASL	24764	PulaspPC2-6ZDF-6ZDF	1	\$2.95	
06/04/2019	08:20	ASL	62617	PulaspPC2-6ZDF-6ZDF	1	\$2.95	
06/04/2019	12:57	ASL	48662	Central-6ZDF	1	\$2.95	
06/04/2019	12:58	ASL	19566	Central-6ZDF	9	\$26.55	
06/04/2019	13:07	ASL	65585	Central-6ZDF	4	\$11.80	
06/04/2019	13:11	ASL	47413	Central-6ZDF	4	\$11.80	
06/04/2019	14:29	ASL	67108	chudtcmmum1-6ZDF-6ZDF	1	\$2.95	
06/05/2019	09:27	SPANISH	62589	Macon Tc-6ZDF	1	\$1.85	
06/05/2019	09:29	ASL	65464	Macon Tc-6ZDF	2	\$5.90	
06/05/2019	09:54	ASL	65582	RSAT Intake-6ZDF	1	\$2.95	
06/05/2019	13:35	ASL	65585	MSPI9-6ZDF	1	\$2.95	
06/06/2019	04:26	MANDARIN	26692	GDCPINTIPad1-6ZDF	2	\$3.90	
06/06/2019	06:23	ASL	323613	CENTRALSPMUM1-6ZDF	2	\$5.90	
06/06/2019	07:42	ASL	47592	HANDINT1-6ZDF-6ZDF	1	\$2.95	
06/06/2019	12:06	MANDARIN	19662	GDCPINTIPad1-6ZDF	2	\$3.90	
06/07/2019	09:01	ASL	47413	centralspmum1-6ZDF	2	\$5.90	
06/07/2019	09:32	ASL	323613	WAREDWCTIPad1-6ZDF	2	\$5.90	
06/07/2019	09:37	ASL	323613	WAREDWCTIPad1-6ZDF	2	\$5.90	
06/10/2019	07:10	ASL	63865	Central -6ZDF	7	\$20.65	
06/10/2019	11:08	ASL	25738	Central-6ZDF	5	\$14.75	
06/10/2019	11:15	ASL	24764	Central -6ZDF	3	\$8.85	
06/11/2019	07:07	ASL	65464	medical-6ZDF	8	\$23.60	
06/11/2019	07:15	ASL	65586	medical-6ZDF	2	\$5.90	
06/11/2019	09:17	ASL	24764	MCEVERINT1-6ZDF	8	\$23.60	
06/12/2019	09:22	ASL	65857	ASMPCCIPad1-6ZDF	3	\$8.85	
06/12/2019	09:26	ASL	24764	ASMPCCIPad1-6ZDF	12	\$35.40	
06/12/2019	12:49	ASL	51641	Pulasp19-6ZDF	1	\$2.95	
06/17/2019	08:14	ASL	24764	GDCADACIPad1-6ZDF	1	\$2.95	
06/17/2019	09:21	ASL	54749	GDCADACIPad1-6ZDF	1	\$2.95	
06/20/2019	06:25	ASL	24764	COASTCMUM1-6ZDF-6ZDF	2	\$5.90	
06/20/2019	08:10	ASL	323582	CENTRALSPMUM1-6ZDF	1	\$2.95	
06/26/2019	08:16	ASL	66313	WARDENTJEFFIPad-6ZDF	11	\$32.45	
06/26/2019	08:31	ASL	65857	WARDENTJEFFIPad-6ZDF	7	\$20.65	
06/26/2019	08:45	ASL	56870	WARDENTJEFFIPad-6ZDF	10	\$29.50	
06/26/2019	08:55	ASL	47592	WARDENTJEFFIPad-6ZDF	3	\$8.85	
06/26/2019	09:06	ASL	58120	WARDENTJEFFIPad-6ZDF	4	\$11.80	
06/26/2019	10:24	ASL	65466	CENTRALSPMUM1-6ZDF	9	\$26.55	
06/26/2019	11:19	ASL	66313	CENTRALSPMUM1-6ZDF	6	\$17.70	
06/26/2019	11:49	ASL	48372	CENTRALSPMUM1-6ZDF	12	\$35.40	
06/26/2019	12:16	ASL	323614	CENTRALSPMUM1-6ZDF	5	\$14.75	
06/26/2019	12:21	ASL	48749	CENTRALSPMUM1-6ZDF	7	\$20.65	
06/26/2019	12:36	ASL	47592	CENTRALSPMUM1-6ZDF	13	\$38.35	
06/26/2019	12:57	ASL	351740	CENTRALSPMUM1-6ZDF	8	\$23.60	
06/28/2019	10:28	ASL	49230	CENTRALSPMUM1-6ZDF	14	\$41.30	
06/28/2019	11:37	ASL	25738	CENTRALSPMUM1-6ZDF	5	\$14.75	
06/28/2019	11:49	ASL	323613	CENTRALSPMUM1-6ZDF	22	\$64.90	
06/28/2019	12:19	ASL	25738	CENTRALSPMUM1-6ZDF	2	\$5.90	

TOTAL 581648 GEORGIA DEPT. OF CORRECTIONS INSIGHT 311 \$912.35



ACCOUNT NUMBER: 9020581647

INVOICE DATE: Jul 31, 2019

DATE	TIME(PST)	LANGUAGE	INTERP NUMBER	DEVICE ID	MINUTES	CHARGES INSIGHT ONLY - NO OPI
581648 GEORGIA DEPT. OF CORRECTIONS INSIGHT						
07/02/2019	05:58	SPANISH	63688	AUGTCEMPO1-6ZDF	89	\$164.65
07/02/2019	06:04	SPANISH	57696	AUGTCMUM1-6ZDF	2	\$3.70
07/03/2019	09:02	ASL	56479	Central -6ZDF	7	\$20.65
07/08/2019	07:02	MANDARIN	52056	GDCPINTIPad1-6ZDF	6	\$11.70
07/08/2019	07:07	MANDARIN	26692	GDCPINTIPad1-6ZDF	30	\$58.50
07/08/2019	08:44	ASL	66313	CENTRALSPMUM1-6ZDF	8	\$23.60
07/08/2019	09:10	ASL	47799	CENTRALSPMUM1-6ZDF	8	\$23.60
07/09/2019	07:54	ASL	48315	PulaspPC8-6zdf-6zdf	1	\$2.95
07/09/2019	10:28	ASL	63988	CENTRALSPMUM1-6ZDF	22	\$64.90
07/11/2019	07:37	ASL	47592	CENTRALSPMUM1-6ZDF	1	\$2.95
07/11/2019	07:39	ASL	56721	CENTRALSPMUM1-6ZDF	4	\$11.80
07/11/2019	08:04	ASL	351739	CENTRALSPMUM1-6ZDF	3	\$8.85
07/15/2019	08:47	ASL	351739	GDCPTELPSY1-6ZDF-6ZD	1	\$2.95
07/15/2019	09:02	ASL	58411	GDCASSTADACIPad-6ZDF	1	\$2.95
07/15/2019	09:03	ASL	351174	GDCASSTADACIPad-6ZDF	1	\$2.95
07/15/2019	09:19	ASL	47592	CENTRALSPMUM1-6ZDF	5	\$14.75
07/15/2019	12:24	ASL	323581	GDCPED02-6ZDF-6ZDF	1	\$2.95
07/15/2019	12:24	ASL	66610	GDCPED02-6ZDF-6ZDF	1	\$2.95
07/15/2019	12:27	ASL	24764	GDCPED02-6ZDF-6ZDF	2	\$5.90
07/15/2019	12:54	ASL	65466	GDCPLIB1-6ZDF-6ZDF	2	\$5.90
07/16/2019	08:57	ASL	24764	CENTRALSPMUM1-6ZDF	1	\$2.95
07/16/2019	08:58	ASL	58120	CENTRALSPMUM1-6ZDF	2	\$5.90
07/16/2019	09:16	ASL	48372	CENTRALSPMUM1-6ZDF	2	\$5.90
07/16/2019	10:16	ASL	50902	CENTRALSPMUM1-6ZDF	1	\$2.95
07/18/2019	07:21	ASL	50902	CENTRALSPMUM1-6ZDF	4	\$11.80
07/18/2019	12:43	ASL	24764	Central Prison-6ZDF	1	\$2.95
07/19/2019	07:15	ASL	54395	CENTRALSPMUM1-6ZDF	5	\$14.75
07/19/2019	07:20	ASL	66610	CENTRALSPMUM1-6ZDF	7	\$20.65
07/19/2019	07:51	ASL	351172	CENTRALSPMUM1-6ZDF	7	\$20.65
07/22/2019	06:00	ASL	54889	Central -6ZDF	6	\$17.70
07/22/2019	06:10	ASL	351740	Central -6ZDF	3	\$8.85
07/22/2019	06:41	ASL	50902	balgpcounipad1-6ZDF	1	\$2.95
07/22/2019	07:43	ASL	24764	balgpcounipad6-6ZDF	1	\$2.95
07/22/2019	08:24	ASL	47413	balgpcouipad10-6ZDF	1	\$2.95
07/22/2019	10:52	ASL	24764	Baldccipad1-6ZDF	2	\$5.90
07/22/2019	12:14	ASL	323582	balgpcounipad8-6ZDF	1	\$2.95
07/22/2019	13:30	ASL	65466	baldumgripad3-6ZDF	2	\$5.90
07/25/2019	08:38	ASL	351739	ASMPCCIPad1-6ZDF	10	\$29.50
07/29/2019	09:01	ASL	66313	Central-6ZDF	14	\$41.30
07/30/2019	12:04	ASL	24764	CENTRALSPMUM1-6ZDF	13	\$38.35
TOTAL 581648 GEORGIA DEPT. OF CORRECTIONS INSIGHT					279	\$686.95

SUMMARY

INSIGHT VIDEO INTERPRETATION DURATION	279
TOTAL CHARGE	\$686.95

ACCOUNT NUMBER: 9020581647

INVOICE DATE: Aug 31, 2019

DATE	TIME(PST)	LANGUAGE	INTERP NUMBER	DEVICE ID	MINUTES	CHARGES INSIGHT ONLY - NO OPI
581648 GEORGIA DEPT. OF CORRECTIONS INSIGHT						
08/01/2019	08:39	ASL	66313	CENTRALSPMUM1-6ZDF	10	\$29.50
08/02/2019	07:28	ASL	54395	CENTRALSPMUM1-6ZDF	6	\$17.70
08/02/2019	08:21	ASL	62617	CENTRALSPMUM1-6ZDF	18	\$53.10
08/07/2019	07:10	ASL	351740	Central-6ZDF	6	\$17.70
08/07/2019	13:06	ASL	54889	Central-6ZDF	3	\$8.85
08/08/2019	10:01	ASL	351740	CENTCCIPad1-6ZDF	4	\$11.80
08/08/2019	10:05	ASL	63988	CENTCCIPad1-6ZDF	8	\$23.60
08/08/2019	11:07	ASL	24764	baldsppc02-6ZDF	3	\$8.85
08/15/2019	12:19	ASL	65496	CENTRALSPMUM1-6ZDF	7	\$20.65
08/15/2019	12:26	ASL	58851	CENTRALSPMUM1-6ZDF	5	\$14.75
08/19/2019	09:06	ASL	54889	CENTRALSPMUM1-6ZDF	4	\$11.80
08/19/2019	11:34	ASL	351174	Central-6ZDF	6	\$17.70
08/21/2019	08:20	ASL	351174	Central-6ZDF	3	\$8.85
08/22/2019	12:31	ASL	54889	GDCASSTADACIPad-6ZDF	9	\$26.55
08/22/2019	12:46	ASL	48681	CENTCCIPad1-6ZDF	8	\$23.60
08/22/2019	12:56	ASL	51641	CENTCCIPad1-6ZDF	49	\$144.55
08/22/2019	14:32	SPANISH	60044	EMWFMUM1-6ZDF	11	\$20.35
08/23/2019	11:00	ASL	351739	CENTRALSPMUM1-6ZDF	3	\$8.85
08/28/2019	06:28	ASL	58120	CENTRALSPMUM1-6ZDF	3	\$8.85
08/28/2019	06:39	ASL	54395	CENTRALSPMUM1-6ZDF	1	\$2.95
08/28/2019	06:48	ASL	65585	CENTRALSPMUM1-6ZDF	2	\$5.90
08/28/2019	10:45	ASL	67108	Central-6ZDF	3	\$8.85
08/28/2019	10:49	ASL	63988	Central-6ZDF	1	\$2.95
08/28/2019	10:58	ASL	66610	CENTCCIPad1-6ZDF	26	\$76.70
08/30/2019	06:50	ASL	54395	CENTCCIPad1-6ZDF	4	\$11.80
08/30/2019	07:22	ASL	66610	CENTRALSPMUM1-6ZDF	7	\$20.65
08/30/2019	08:43	ASL	48315	CENTRALSPMUM1-6ZDF	4	\$11.80
08/30/2019	08:50	ASL	66610	CENTRALSPMUM1-6ZDF	6	\$17.70
TOTAL 581648 GEORGIA DEPT. OF CORRECTIONS INSIGHT					220	\$636.90

SUMMARY

INSIGHT VIDEO INTERPRETATION DURATION	220
TOTAL CHARGE	\$636.90

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
6/18/2019		Cheryl Frazier	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/10/2019	ABE
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/29/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/9/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/10/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/15/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/16/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/30/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/31/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/1/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/25/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/3/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/18/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/22/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/11/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/17/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/23/2019	GED
6/25/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/24/2019	GED
6/25/2019		Cheryl Frazier	Central SP	ASL	Various	7/10/2019	Praise Community
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/8/2019	GED
6/25/2019		Cheryl Frazier	Central SP	ASL	various	7/12/2019	Praise Community
6/25/2019		India Aycock	Central SP	ASL	Various	7/13/2019	Church Service

DEFENDANT'S EXHIBIT 23
 Blumberg No. 6114

47844

Harris v GDC - Binder 20

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Franklin Eaves	7/10/2019			#42524	Yes	\$565.00	
Dionne Eargle	LATN	Susan Holly				#42524	Yes	\$500.00	
Dionne Eargle	LATN	LaVerne Lowe				#42524	Yes	\$350.00	
Dionne Eargle	LATN	LaVerne Lowe				#42524	Yes	\$415.00	
Dionne Eargle	LATN	LaVerne Lowe				#42524	Yes	\$350.00	
Dionne Eargle	LATN	LaVerne Lowe				#42524	Yes	\$350.00	
Dionne Eargle	LATN	LaVerne Lowe				#42524	Yes	\$350.00	
Dionne Eargle	LATN	LaVerne Lowe				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Laura Tolbert				#42524	Yes	\$590.00	
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$425.00	
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$400	
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$425.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$425.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$425.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$480.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$530.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$455.00	

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
6/25/2019		Cheryl Frazier	Central SP	ASL	Various	7/14/2019	Church Service
6/25/2019		Juanita Thorpe	Central SP	ASL	Various	7/15/2019	Church Services
6/25/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/2/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	7/5/2019	Jumah Prayer Services
6/27/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	7/12/2019	Jumah Prayer Services
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/29/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/30/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/2/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED] ver	7/22/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/23/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/25/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED] r	7/29/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/2/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/8/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/16/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/22/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/23/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/25/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/29/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/31/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/30/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/31/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/10/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/22/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/3/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/25/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED] r	7/3/2019	ABE

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Frankie Eaves				#42524	Yes	\$455.00	
Dionne Eargle	LATN	DeeAnn Harmon				#42524	Yes	\$405.00	
Dionne Eargle	LATN	Laura Tolbert				#42524	Yes	\$525.00	
Dionne Eargle	LATN	Vickie Wiechec							
Dionne Eargle	LATN	Vickie Wiechec							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Linda Ogletree				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Linda Ogletree				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Linda Ogletree				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Linda Ogletree				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Linda Ogletree				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Lavene Lowe							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert				#42524	Yes	\$525.00	

47847

Harris v GDC - Binder 20

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/6/2019	Damascus CME Church-
6/27/2019		Cheryl Frazier	Central SP	ASL	Various	7/7/2019	Communion Service - Chaplain Moss
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/8/2019	Harvest UMC-Harry Childress
6/27/2019		Cheryl Frazier	Central SP	ASL	Various	7/8/2019	Harvest UMC-Harry Childress
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/21/2019	Rock Springs Church
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/24/2019	Praise Community
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/25/2019	Lighthouse Missions
6/27/2019		Cheryl Frazier	Central SP	ASL	Various	7/1/2019	Harvest UMC-Harry Childress
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/7/2019	Communion Service - Chaplain Moss
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/17/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/22/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/24/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/29/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith	7/1/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/22/2019	Harvest UMC-Harry Childress
6/27/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	7/26/2019	Jumah Prayer Services
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/29/2019	Harvest UMC-Harry Childress
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/10/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/19/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	7/15/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/12/2019	Set Captives Free
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/13/2019	House of Prayer COGI-Pastor Robert Smith
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/14/2019	Glorious Hope Church
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/27/2019	Winbush 7th Day Adventist Church
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/28/2019	Church Service
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/6/2019	Damascus CME Church-
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/15/2019	Harvest UMC-Harry Childress
6/27/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	7/19/2019	Jumah Prayer Services
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/29/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/16/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/8/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/16/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/16/2019	ABE

47848

Harris v GDC - Binder 20

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert					Yes		
						#42524		\$505.00	
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert				#42524	Yes	\$455.00	
Dionne Eargle	LATN	Laura Tolbert				#42524	Yes	\$450.00	
Dionne Eargle	LATN	Laura Tolbert					-Yes		
						#42524		\$505.00	
Dionne Eargle	LATN	Laura Tolbert				#42524	Yes	\$505.00	
Dionne Eargle	LATN	Laura Tolbert				#42524	Yes	\$505.00	
Dionne Eargle	LATN	Lakisha Tolbert							
Dionne Eargle	LATN	Keri Brosseau					Yes	\$425.00	
						#42524			
Dionne Eargle	LATN	Keri Brosseau							
Dionne Eargle	LATN	Keri Brosseau							
Dionne Eargle	LATN	Keri Brosseau							
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$465.00	
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$455.00	
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$360.00	
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$360.00	
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$500.00	
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$455.00	
Dionne Eargle	LATN	Franklin Eaves				#42524	Yes	\$455.00	
Dionne Eargle	LATN	DeeAnn Harmon				#42524	Yes	\$580.00	
Dionne Eargle	LATN	DeeAnn Harmon							
Dionne Eargle	LATN	DeeAnn Harmon				#42524	Yes	\$450.00	
Dionne Eargle	LATN	Susan Holly							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							

47849

Harris v GDC - Binder 20

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/29/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/31/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/9/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/3/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/24/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/25/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/30/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/22/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/24/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/29/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/18/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/3/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/17/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/23/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/25/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/18/2019	ABE
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/17/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	7/18/2019	GED
6/27/2019		Juanita Thorpe	Central SP	ASL	Various	7/20/2019	International Gospel Outreach
7/1/2019		Cheryl Frazier	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/9/2019	ABE
7/1/2019		Sonja Moss	Central SP	ASL	[REDACTED]	7/02/2019 Rescheduled to 7/09/2019	Celebrate Recovery
7/1/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/9/2016	Celebrate Recovery
7/6/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/12/2019	ABE
7/6/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/13/2019	ABE
7/6/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/14/2019	ABE
7/6/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/15/2019	ABE
7/6/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/12 & 13 & 14 & 15/2019	ABE

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Laverne Lowe							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Keri Brosseau				#42524	Yes	\$425.00	
Dionne Eargle	LATN	Keri Brosseau							
Dionne Eargle	LATN	Keri Brosseau							
Dionne Eargle	LATN	Keri Brosseau							
Dionne Eargle	LATN	Keri Brosseau							
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Linda Ogletree	7/9/2019			#42524	Yes	\$500.00	
Dionne Eargle	LATN	Keri Brosseau	7/1/2019						
Dionne Eargle	LATN	Keri Brosseau	7/9/2019			#42524	Yes	\$360.00	
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Laverne Lowe							

47851

Harris v GDC - Binder 20

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

July 1, 2019 forward

GDC ADA Coordinator's Office
 Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
7/6/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/12 & 13 & 14 & 15/2019	ABE
7/6/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/13/2019	ABE
7/11/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/11/2019	ABE
7/11/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	7/26/2019	Jumah Prayer Services
7/11/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	8/05/19	Jumah Prayer Services
7/11/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	8/2/2019	Jumah Prayer Services
7/24/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/30/2019	M4C
7/24/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/29/2019	M4C
7/24/2019		Juanita Thorpe	Central SP	ASL	Various	8/2/2019	Jumah Prayer Services
7/24/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	8/1/2019	M4C
7/24/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	8/5/2019	M4C
7/24/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/29/2019	Intake, Orientation, Release Information, ReEntry Class, Law Library, Recreation
7/24/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/30/2019	Intake, Orientation, Release Information, ReEntry Class, Law Library, Recreation
7/24/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/31/2019	Intake, Orientation, Release Information, ReEntry Class, Law Library, Recreation
7/26/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	8/9/2019	Jumah Prayer Services
7/26/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	8/16/2019	Jumah Prayer Services
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/12/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/14/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	8/5/2019	GED
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/21/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/21/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/26/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	8/8/2019	GED
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	9/1/2019	Evening Church
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/1/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	7/24/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/6/2019	ABE

July 1, 2019 forward

GDC ADA Coordinator's Office
 Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Keri E.				#42524	Yes	\$500.00	9/10/2019
Dionne Eargle	LATN	Vickie Wiechec							
Dionne Eargle	LATN	Franklin Eaves				# 42853	Yes	\$350	9/10/2019
Dionne Eargle	LATN	Linda Ogletree,							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Franklin Eaves				#42853	Yes	\$350	9/10/2019
Dionne Eargle	LATN	Franklin Eaves					Yes		
						#42583		\$435	9/10/2019
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Linda Ogletree					Yes		
						#42524		\$455.00	9/10/2019
Dionne Eargle	LATN	Linda Ogletree					Yes		
						#42524		\$435.00	9/10/2019
Dionne Eargle	LATN	Linda Ogletree					Yes		
						#42524		\$435.00	9/10/2019
Dionne Eargle	LATN	Vickie Wiechec-CART Services				#42854	Yes	\$210	9/10/2019
Dionne Eargle	LATN	Vickie Wiechec-CART Services				#42854	Yes	\$210	9/10/2019
Dionne Eargle	LATN	Susan Holly, Linda Ogletree							
						#42853	Yes	Ogletree-\$500, Holly-\$475	9/19/2019
Dionne Eargle	LATN	Susan Holly & Linda Ogletree				# 42853	Yes	Holly-\$475, Ogletree-\$500	9/10/2019
Dionne Eargle	LATN	Susan Holly							
Dionne Eargle	LATN	Susan Holly					Yes		
						#42853		\$475	9/10/2019
Dionne Eargle	LATN	Susan Holly							
Dionne Eargle	LATN	Susan Holly							
Dionne Eargle	LATN	Susan Holly				#42853	Yes	\$475	9/10/2019
Dionne Eargle	LATN	No Interpreter available							
Dionne Eargle	LATN	Linda Ogletree					Yes		
						#42853		\$500	9/10/2019
Dionne Eargle	LATN	Linda Ogletree					Yes		
						#42524		\$500.00	9/10/2019
Dionne Eargle	LATN	Linda Ogletree							

47853

Harris v GDC - Binder 20

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/8/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/26/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	9/3/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	9/4/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/15/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/20/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/26/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/11/2019	Glorious Hope Church
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/8/2019	Top Units, House of Prayer COGIC
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/11/2019	Glorious Hope Church
7/26/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	8/16/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/9/2019	Set Captives Free
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/11/2019	Glorious Hope Church
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/18/2019	Rock Springs Church
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/25/2019	New Beginnings Fellowship
7/26/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	7/26/2019	Jumah Prayer Services
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/5/2019	Harvest UMC
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/12/2019	Top Units, Harvest UMC
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/19/2019	Harvest UMC
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/26/2019	Harvest UMC
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/19/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/7/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/13/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/26/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	7/26/2019	Top Units Communion Service-Curvis Webb
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	7/24/2019	Damascus CME Church-Cedric Allen
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/3/2019	Damascus CME Church
7/26/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	8/23/2019	Jumah Prayer Services
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/4/2019	Top Units Communion Service-Curvis Webb
7/26/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	8/30/2019	Jumah Prayer Services
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/10/2019	House of Prayer COGIC-Pastor Robert Smith

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Linda Ogletree				#42853	Yes	\$500	9/10/2019
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	LaVerne Lowe, Susan Holly							
Dionne Eargle	LATN	LaVerne Lowe & Linda Ogletree				#42853	Yes	Lowe-\$350, Ogletree-\$500	9/19/2019
Dionne Eargle	LATN	LaVerne Lowe & Linda Ogletree				#42853	Yes	Lowe-\$350, Ogletree-\$500	9/10/2019
Dionne Eargle	LATN	LaVerne Lowe & Linda Ogletree				#42853	Yes	Lowe-\$350, Ogletree-\$500	9/10/2019
Dionne Eargle	LATN	Laura Tolbert				#42853	Yes	\$505	9/10/2019
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert				#42853	Yes	\$505	9/10/2019
Dionne Eargle	LATN	Laura Tolbert				#42853	Yes	\$405	9/10/2019
Dionne Eargle	LATN	Laura Tolbert			Chaplain Moss-Death in Family		Cancellation # AU162019-1114EM		
Dionne Eargle	LATN	Laura Tolbert	8/16/2019			#42853	Yes	\$505	9/10/2019
Dionne Eargle	LATN	Keri Brosseau				#42853	Yes	\$435	9/10/2019
Dionne Eargle	LATN	Keri Brosseau				#42853	Yes	\$380	9/10/2019
Dionne Eargle	LATN	Keri Brosseau							
Dionne Eargle	LATN	Keri Brosseau				#42853	Yes	\$380	9/10/2019
Dionne Eargle	LATN	Franklin Eaves, Susan Holly				#42853	Yes	Eaves-\$500, Holly-\$475	9/19/2019
Dionne Eargle	LATN	Franklin Eaves and Susan Holly				#42853	Yes	Eaves-\$500, Holly-\$475	9/10/2019
Dionne Eargle	LATN	Franklin Eaves & Linda Ogletree				#42853	Yes	Eaves-\$500, Ogletree-\$500	9/10/2019
Dionne Eargle	LATN	Franklin Eaves & Linda Ogletree				#42853	Yes	Eaves-\$500, Ogletree-\$500	9/10/2019
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Franklin Eaves				#42853	Yes	\$435	9/10/2019
Dionne Eargle	LATN	Franklin Eaves				#42853	Yes	\$435	9/10/2019
Dionne Eargle	LATN	Franklin Eaves				#42853	Yes	\$530	9/10/2019
Dionne Eargle	LATN	Franklin Eaves				#42853	Yes	\$405	9/10/2019
Dionne Eargle	LATN	Dee Ann Harmon				#42853	Yes	\$405	9/10/2019

47855

Harris v GDC - Binder 20

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/17/2019	International Gospel Outreach
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/31/2019	Evening Church
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/27/2019	ABE
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/19/2019	Harvest UMC
7/26/2019		Juanita Thorpe	Central SP	ASL	Various	8/22/2019	Lighthouse Missions
7/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/22 & 29 & 9/5 & 12 & 19 & 26 & 10/3 & 10 & 17 & 24, 2019	ABE
7/29/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith, Jorae Smith, [REDACTED]	8/5/2019	ABE
7/29/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/30/2019	Re-Entry Skills Building
7/29/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	8/1/2019	GED
7/29/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/29/2019	Re-Entry Skills Building
7/29/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	8/5/2019	Re-Entry Skills Building
7/29/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	7/31/2019	Re-Entry Skills Building
7/29/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	8/1/2019	Re-Entry Skills Building
8/13/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	8/23/2019	GED Graduation
8/13/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	8/16/2019	GED Graduation Practice
8/13/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	8/14/2019	GED Graduation Practice
8/13/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	8/19/2019	GED Graduation Practice
8/13/2019		Juanita Thorpe	Central SP	ASL	Andrew Smith	8/21/2019	GED Graduation Practice
8/28/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	8/29/2019	Mental Health-Psychiatric Appt
8/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/3/2019	ABE
8/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/3/2019	ABE

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	DeeAnn Harmon	8/16/2019		Chaplain Moss-Death in Family		Cancellation # AU162019-1114EM		
Dionne Eargle	LATN	DeeAnn Harmon				#42853	Yes	\$405	9/10/2019
Dionne Eargle	LATN	LaVerne Lowe & Susan Holly				#42853	Yes	Lowe-\$350, Holly \$475	9/10/2019
Dionne Eargle	LATN		8/16/2019	Chaplain Moss-Death in Family	Cancellation # AU162019-1114EM				
Dionne Eargle	LATN		8/16/2019	Chaplain Moss-Death in Family	Cancellation # AU162019-1114EM				
Dionne Eargle	LATN		8/19/2019	Schedule Conflict with Deaf Bible Study	Cancellation # AU192019-0343 EM				
Dionne Eargle	LATN	Susan Holly and Franklin Eaves							
Dionne Eargle	LATN	Linda Ogletree	7/30/2019						
Dionne Eargle	LATN	LaVerne Lowe				#42853	Yes	\$350	9/10/2019
Dionne Eargle	LATN	Linda Ogletree	7/29/2019						
Dionne Eargle	LATN	Franklin Eaves	8/5/2019			#42853	Yes	\$435	9/10/2019
Dionne Eargle	LATN	Linda Ogletree	7/31/2019						
Dionne Eargle	LATN	Linda Ogletree	8/1/2019			#42853	Yes	\$500	9/10/2019
Dionne Eargle	LATN	Susan Holly, Laverne Lowe				#42853	Yes	Holly-\$480, Lowe \$605	9/10/2019
Dionne Eargle & Erica Mason	LATN	LaVerne Lowe & Linda Ogletree				#42853	Yes	Lowe-\$285, Ogletree-\$435	9/10/2019
Dionne Eargle & Erica Mason	LATN	Laura Tolbert				#42853	Yes	\$505	9/10/2019
Dionne Eargle & Erica Mason	LATN	Laura Tolbert				#42853	Yes	\$485	9/10/2019
Dionne Eargle & Erica Mason	LATN	Laverne Lowe				#42853	Yes	\$285	9/10/2019
Dionne Eargle	LATN	LaVerne Lowe				#42853	Yes	\$425	9/10/2019
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly				#43198	Yes	Linda Ogletree: \$500 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly				#43198	Yes	Linda Ogletree: \$500 Susan Holly: \$475	10/16/2019

47857

Harris v GDC - Binder 20

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
8/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/3/2019	ABE
8/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/4/2019	ABE
8/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/4/2019	ABE
8/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/4/2019	ABE
8/30/2019		Kiosha Searcy	McEver PDC	ASL	[REDACTED]	9/5/2019	Interview
8/26/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	All	9/7/2019	Evening Church Service
8/28/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	9/8/2019	Evening Church Service
9/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/9/2019	ABE
9/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/9/2019	ABE
9/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/9/2019	ABE
9/3/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	9/9/2019	Harvest UMC Church Service
9/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/11/2019	ABE
9/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/10/2019	ABE
9/3/2019	8:45-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/10/2019	ABE
9/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/10/2019	ABE
9/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/11/2019	ABE

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly					Yes	Linda Ogletree: \$500 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	Susan Holly/ LaVerne Lowe				#43198	Yes	Susan Holly: \$475 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	Susan Holly/ LaVerne Lowe				#43198	Yes	Susan Holly: \$475 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	Susan Holly/ LaVerne Lowe				#43198	Yes	Susan Holly: \$475 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	LaVerne Lowe				#43198	Yes	\$285	10/16/2019
Dionne Eargle	LATN	DeeAnn Harmon				#41398	Yes	\$405	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#41398	Yes	\$505	10/16/2019
Dionne Eargle	LATN	Susan Holly/ Linda Ogletree					Yes	Susan Holly: \$475 Linda Ogletree: \$500	10/16/2019
Dionne Eargle	LATN	Susan Holly/ Linda Ogletree				#43198	Yes	Susan Holly: \$475 Linda Ogletree: \$500	10/16/2019
Dionne Eargle	LATN	Keri Brousseau				#43198	Yes	\$500	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly				#43198	Yes	\$380	10/16/2019
Dionne Eargle	LATN	Franklin Eaves/ Linda Ogletree				#43198	Yes	Linda Ogletree: \$500 Susan Holly: \$500	10/16/2019
Dionne Eargle	LATN	Franklin Eaves/ Linda Ogletree				#43198	Yes	Franklin Eaves: \$500 Linda Ogletree: \$500	10/16/2019
Dionne Eargle	LATN	Franklin Eaves/ Linda Ogletree				#41398	Yes	Franklin Eaves: \$500 Linda Ogletree: \$500	10/16/2019
Dionne Eargle	LATN	Susan Holly/ Franklin Eaves				#41398	Yes	Franklin Eaves: \$500 Linda Ogletree: \$500	10/16/2019
Dionne Eargle	LATN	Susan Holly/ Linda Ogletree				#43198	Yes	Susan Holly: \$475 Linda Ogletree: \$500	10/16/2019

47859

Harris v GDC - Binder 20

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
9/3/2019	8:45AM- 11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/11/2019	ABE
9/5/2019	1:45PM-3:45PM	Juanita Thorpe	Central SP	CART	Jorae Smith	9/13/2019	Jumah Friday Congregational Prayer
8/30/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	9/13/2019	J & K Set Captives Free Church Service
9/5/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/14/2019	Church Service
9/5/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/14/2019	Church Service
9/5/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/14/2019	Church Service
8/26/2019		Juanita Thorpe	Central SP	ASL	Darrell Smith	9/15/2019	Evening Church
8/26/2019		Juanita Thorpe	Central SP	ASL	Jorae Smith	9/15/2019	Evening Church
8/26/2019		Juanita Thorpe	Central SP	ASL	[REDACTED]	9/15/2019	Evening Church
8/26/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/16/2019	ABE
8/26/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/16/2019	ABE
8/26/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/16/2019	ABE
9/11/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	All	9/16/2019	Harvest UMC Church Service
9/5/2019	8:45AM- 11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/17/2019	ABE
9/5/2019	8:45AM- 11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/17/2019	ABE
9/5/2019	8:45AM- 11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/17/2019	ABE
9/5/2019	8:45AM- 11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/18/2019	ABE
9/5/2019	8:45AM- 11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/18/2019	ABE
9/5/2019	8:45AM- 11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/18/2019	ABE
9/11/2019	1:45PM-3:45PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/20/2019	Jumah Friday Congregational Prayer

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Susan Holly/ Franklin Eaves						Susan Holly: \$475 Linda Ogletree:	
Dionne Eargle	LATN	Vickie Wiechec				#41398	Yes	\$500	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#43199	Yes	\$ 210.00	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#41398	Yes	\$580	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#43198	Yes	\$505	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#43198	Yes	\$505	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#43198	Yes	\$505	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#43198	Yes	\$505	10/16/2018
Dionne Eargle	LATN	Laura Tolbert				#43198	Yes	\$505	10/16/2018
Dionne Eargle	LATN	LaVerne Lowe/ Keri Brousseau					Yes	LaVerne Lowe: \$350 Keri Brousseau: \$380	10/16/2019
Dionne Eargle	LATN	LaVerne Lowe/ Keri Brousseau				#41398	Yes	LaVerne Lowe: \$350 Keri Brousseau: \$380	10/16/2019
Dionne Eargle	LATN	LaVerne Lowe/ Keri Brousseau				#41398	Yes	LaVerne Lowe: \$350 Keri Brousseau: \$380	10/16/2019
Dionne Eargle	LATN	Keri Brousseau				#41398	Yes	\$380.00	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Laverne Lowe				#43198	Yes	Linda Ogletree: \$500 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Laverne Lowe				#41398	Yes	Linda Ogletree: \$500 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Laverne Lowe				#41398	Yes	Linda Ogletree: \$500 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	Franklin Eaves/ Susan Holly				#41398	Yes	Franklin Eaves: \$500 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	Franklin Eaves/ Susan Holly				#43198	Yes	Franklin Eaves: \$500 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	Franklin Eaves/ Susan Holly				#41398	Yes	Franklin Eaves: \$500 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	Franklin Eaves				#41398	Yes	\$475	10/16/2019
Dionne Eargle	LATN	Franklin Eaves				#43198	Yes	\$435.00	10/16/2019

47861

Harris v GDC - Binder 20

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
9/17/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/22/2019	Evening Church
9/17/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/22/2019	Evening Church
9/17/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/22/2019	Evening Church
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/23/2019	ABE
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/23/2019	ABE
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/23/2019	ABE
9/19/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	9/23/2019	Evening Church
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/24/2019	ABE
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/24/2019	ABE
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/24/2019	ABE
9/19/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/25/2019	ABE
9/19/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/25/2019	ABE
9/19/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/25/2019	ABE
9/19/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	9/26/2019	Evening Church Top Units Lighthouse Missions
9/23/2019	1:45PM-3:45PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/27/2019	Jumah Friday Congregational Prayer
9/20/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/28/2019	Evening Church Service
9/20/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/28/2019	Evening Church Service
9/20/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/28/2019	Evening Church
9/17/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/29/2019	Evening Church
9/17/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/29/2019	Evening Church
9/17/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/29/2019	Evening Church
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	9/30/2019	ABE

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Linda Ogletree/Susan Holly							
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly				#43198	Yes	Linda Ogletree: \$500 Laverne Lowe: \$475	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly				#43198	Yes	Linda Ogletree: \$500 Laverne Lowe: \$475	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly				#43198	Yes	Linda Ogletree: \$500 Laverne Lowe: \$475	10/16/2019
Dionne Eargle	LATN	Keri Brousseau				#43198	Yes	\$380	10/16/2019
Dionne Eargle	LATN	Linda Ogletree / LaVerne Lowe				#43198	Yes	Linda Ogletree:\$500 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Laverne Lowe				#43198	Yes	Linda Ogletree:\$500 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Laverne Lowe				#43198	Yes	Linda Ogletree:\$500 LaVerne Lowe: \$350	10/16/2019
Dionne Eargle	LATN	LaVerne Lowe/ Susan Holly				#43198	Yes	LaVerne Lowe: \$350 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	LaVerne Lowe/ Susan Holly				#43198	Yes	LaVerne Lowe: \$350 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	LaVerne Lowe/ Susan Holly				#43198	Yes	LaVerne Lowe: \$350 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	Franklin Eaves				#43198	Yes	\$455	10/16/2019
Dionne Eargle	LATN	Laura Tolbert	9/25/2019	Declined		#43198	Yes		
Dionne Eargle	LATN	DeeAnn Harmon				#43198	Yes	\$480	10/16/2019
Dionne Eargle	LATN	DeeAnn Harmon				#43198	Yes	\$480	10/16/2019
Dionne Eargle	LATN	DeeAnn Harmon				#43198	Yes	\$480	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#41398	Yes	\$505	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#41398	Yes	\$505	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#41398	Yes	\$505	10/16/2019
Dionne Eargle	LATN	Laura Tolbert				#41398	Yes	\$505	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/Susan Holly				#41398	Yes	Linda Ogletree: \$500 Susan Holly: \$475	10/16/2019

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	9/30/2019	ABE
9/5/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	9/30/2019	ABE
9/19/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	9/30/2019	Harvest UMC Church Service
9/27/2019	10:00AM-12:00PM	Theresa Thornton	GDCP	ASL	[REDACTED]	9/30/2019	ADA Interview/ Orientation Paperwork
9/27/2019	10:00AM-2:00PM	Theresa Thornton	GDCP	ASL	[REDACTED]	9/30/2019	ADA Interview/ Orientation Paperwork
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/1/2019	ABE
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/1/2019	ABE
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/1/2019	ABE
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/2/2019	ABE
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/2/2019	ABE
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/2/2019	ABE
9/25/2019	1:45PM-3:45PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/4/2019	Jumah Friday Congregational Prayer
9/25/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/6/2019	Evening Church Service
9/25/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/6/2019	Evening Church Service
9/25/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/6/2019	Evening Church Service
10/3/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	10/7/2019	Evening Church Service
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/7/2019	ABE
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/7/2019	ABE
9/20/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/7/2019	ABE
10/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/8/2019	ABE
10/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/8/2019	ABE
10/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/8/2019	ABE
10/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/9/2019	ABE
10/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/9/2019	ABE
10/3/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/9/2019	ABE
9/25/2019	1:45PM-3:45PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/11/2019	Jumah Friday Congregational Prayer
10/3/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	10/11/2019	Top Units Set Captive Free
10/3/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/13/2019	Evening Church Service
10/3/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/13/2019	Evening Church Service
10/3/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/13/2019	Evening Church Service
10/4/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/14/2019	ABE
10/4/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/14/2019	ABE
10/4/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/14/2019	ABE

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly						Linda Ogletree: \$500 Susan Holly: \$475	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/ Susan Holly				#43198	Yes		
Dionne Eargle	LATN	Keri Brousseau (originally) / Franklyn Eaves				#43198	Yes	Linda Ogletree: \$500 Susan Holly: \$475	10/16/2019
Erica Mason	LATN	Laura Tolbert				#41398	Yes	\$380	10/16/2019
Erica Mason	LATN	Laura Tolbert	9/30/2019	ASL Interpreter only had time for Offender [REDACTED] interview		#431998	Yes	\$635	10/16/2019
Dionne Eargle	LATN	Linda Ogletree/Franklin Eaves							
Dionne Eargle	LATN	Linda Ogletree/ Franklin Eaves							
Dionne Eargle	LATN	Linda Ogletree/ Franklin Eaves							
Dionne Eargle	LATN	Franklin Eaves/Susan Holly							
Dionne Eargle	LATN	Franklin Eaves/ Susan Holly							
Dionne Eargle	LATN	Franklin Eaves/ Susan Holly							
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Keri Brousseau							
Dionne Eargle	LATN	Franklin Eaves/ Susan Holly							
Dionne Eargle	LATN	Franklin Eaves/ Susan Holly							
Dionne Eargle	LATN	Franklin Eaves/ Susan Holly							
Dionne Eargle	LATN	Keri Brousseau/ Linda Ogletree							
Dionne Eargle	LATN	Keri Brousseau/ Linda Ogletree							
Dionne Eargle	LATN	Keri Brousseau/ Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Linda Ogletree							
Dionne Eargle	LATN	Keri Brousseau							
Dionne Eargle	LATN	Franklin Eaves							
Dionne Eargle	LATN	Laura Tolbert							
Dionne Eargle	LATN	Laura Tolbert	10/11/2019	declined; interpreter no longer available					
Dionne Eargle	LATN	Laura Tolbert	10/11/2019	declined; interpreter no longer available					
Dionne Eargle	LATN	Laura Tolbert	10/11/2019	declined; interpreter no longer available					
Dionne Eargle	LATN	Susan Holly/Linda Ogletree	10/10/2019	Holiday					
Dionne Eargle	LATN	Susan Holly/Linda Ogletree	10/10/2019	Holiday					
Dionne Eargle	LATN	Susan Holly/Linda Ogletree	10/10/2019	Holiday					
Dionne Eargle	LATN	Susan Holly/Linda Ogletree	10/10/2019	Holiday					

47865

Harris v GDC - Binder 20

CONFIDENTIAL – SUBJECT TO PROTECTIVE ORDER

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Date of Request	Timeframe	Requested By	Facility	Service Requested	Offender(s)	Date Needed	Event
10/4/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	10/14/2019	Harvest UMC Church Service
10/10/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/15/2019	ABE
10/10/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	10/16/2019	ABE
10/10/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/15/2019	ABE
10/10/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/15/2019	ABE
10/10/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	10/16/2019	Top Units Relevate Church
10/10/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/16/2019	ABE
10/10/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/16/2019	ABE
10/10/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/16/2019	ABE
10/16/2019	1:45PM-3:45PM	Juanita Thorpe	Central SP	CART	Jorae Smith	10/18/2019	Jumah Friday Congregational Prayer
9/24/2019	1:45PM-3:45PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/18/2019	Jumah Friday Congregational Prayer
9/24/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/19/2019	Evening Church Service
9/24/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/19/2019	Evening Church Service
9/24/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/19/2019	Evening Church Service
10/10/2019	6:30-8:30PM	Juanita Thorpe	Central SP	ASL	Various	10/20/2019	Evening Church Service
10/11/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/21/2019	ABE
10/11/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/21/2019	ABE
10/11/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/21/2019	ABE
10/11/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	10/21/2019	Harvest UMC Church Service
10/16/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/22/2019	ABE
10/16/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/22/2019	ABE
10/16/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/22/2019	ABE
10/16/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/23/2019	ABE
10/16/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/23/2019	ABE
10/16/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/23/2019	ABE
10/17/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Various	10/23/2019	Top Units Praise Community
9/24/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/26/2019	Evening Church Service
9/24/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/26/2019	Evening Church Service
9/24/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/26/2019	Evening Church Service
10/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/28/2019	ABE
10/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/28/2019	ABE
10/22/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/28/2019	ABE
10/22/2019	6:30PM-8:30PM	Juanita Thorpe	Central SP	ASL	ALL	10/28/2019	Harvest UMC Church Service
10/23/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/29/2019	ABE
10/23/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/29/2019	ABE
10/23/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/29/2019	ABE
10/23/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Darrell Smith	10/29/2019	ABE
10/23/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	Jorae Smith	10/30/2019	ABE
10/23/2019	8:45AM-11:45AM	Juanita Thorpe	Central SP	ASL	[REDACTED]	10/30/2019	ABE

July 1, 2019 forward

GDC ADA Coordinator's Office
Interpreters Invoices Requests Tracking Log

Scheduled With	Company	Interpreter	Date Cancelled	Reason Cancelled	Cancellation #	Invoice #	Invoice Received or Cancellation #	Amount Submitted	Date Submitted Business
Dionne Eargle	LATN	Keri Brousseau	10/10/2019	Holiday	OC1019-0124BR				
Bri Rose	LATN	Franklin Eaves / Linda Ogletree							
Bri Rose	LATN	Franklin Eaves / Linda Ogletree							
Bri Rose	LATN	Franklin Eaves/ Linda Ogletree							
Erica Mason	LATN		10/15/2019	declined; interpreter no longer available					
Bri Rose	LATN	LaVerne Lowe / Franklin Eaves							
Bri Rose	LATN	LaVerne Lowe/ Franklin Eaves							
Bri Rose	LATN	LaVerne Lowe / Franklin Eaves							
Bri Rose	LATN	Vickie Wiechec							
Dionne Eargle	LATN	Keri Brousseau							
Dionne Eargle	LATN	DeeAnn Harmon							
Dionne Eargle	LATN	DeeAnn Harmon							
Dionne Eargle	LATN	DeeAnn Harmon							
Erica Mason	LATN	Laura Tolbert							
Bri Rose	LATN	Susan Holly/ Franklin Eaves							
Bri Rose	LATN	Susan Holly/ Franklin Eaves							
Bri Rose	LATN	Susan Holly/ Franklin Eaves							
Bri Rose	LATN	Keri Brousseau							
Erica Mason	LATN	LaVerne Lowe/ Franklin Eaves							
Erica Mason	LATN	LaVerne Lowe/ Franklin Eaves							
Erica Mason	LATN	LaVerne Lowe/Franklin Eaves							
Erica Mason	LATN	LaVerne Lowe(originaly) Susan Holly / Franklin Eaves							
Erica Mason	LATN	LaVerne Lowe(originaly) Susan Holly / Franklin Eaves							
Erica Mason	LATN	LaVerne Lowe(originaly) Susan Holly / Franklin Eaves							
Erica Mason	LATN	Kerri Brousseau							
Dionne Eargle	LATN	DeeAnn Harmon							
Dionne Eargle	LATN	DeeAnn Harmon							
Dionne Eargle	LATN	DeeAnn Harmon							
Erica Mason	LATN	Susan Holly/ Franklin Eaves							
Erica Mason	LATN	Susan Holly/ Franklin Eaves							
Erica Mason	LATN	Susan Holly/ Franklin Eaves							
Erica Mason	LATN	Keri Brousseau							
Erica Mason	LATN	Susan Holly/ LaVerne Lowe							
Erica Mason	LATN	Susan Holly/ LaVerne Lowe							
Erica Mason	LATN	Susan Holly/LaVerne Lowe							
Erica Mason	LATN	Susan Holly/Franklin Eaves							
Erica Mason	LATN	Susan Holly/Franklin Eaves							
Erica Mason	LATN	Susan Holly/Franklin Eaves							

47867

Harris v GDC - Binder 20

Offender JORAE DAJON-GDC ID 1001828089
 Profile History

MEDICAL

Profiles	Start Date	End Date	Location Profile Created	Location Profile Deactivated	End Reason Description
<u>APPLIANCE:</u> <u>HEARING AID</u>	03/19/2019		CENTRAL STATE PRISON		
<u>APPLIANCE: WRIST</u> <u>BRACE</u>	03/20/2017	03/31/2017	COASTAL STATE PRISON	COASTAL STATE PRISON	
<u>DEAF</u>	03/06/2018		CENTRAL STATE PRISON		



MOORE, TONY -GDC ID 1141929

Profile History

MEDICAL

Profiles	Start Date	End Date	Location Profile Created	Location Profile Deactivated	End Reason Description
<u>APPLIANCE: HEARING AID</u>	05/25/2016	05/25/2017	CENTRAL STATE PRISON	CENTRAL STATE PRISON	
<u>APPLIANCE: HEARING AID</u>	08/02/2017		CENTRAL STATE PRISON		
<u>DEAF</u>	02/21/2018		CENTRAL STATE PRISON		
<u>DETAIL RESTRICTION: HEARING IMPAIRMENT</u>	05/25/2016		CENTRAL STATE PRISON		
<u>MEDICAL RESTRICTION: 1/4" SHAVE</u>	02/07/2011	02/20/2011	COFFEE CORR FACILITY	COFFEE CORR FACILITY	
<u>MEDICAL RESTRICTION: SHAVING</u>	12/21/2011	12/02/2012	CENTRAL STATE PRISON	CENTRAL STATE PRISON	
<u>MEDICAL RESTRICTION: SHAVING</u>	11/03/2014	11/03/2015	CENTRAL STATE PRISON	CENTRAL STATE PRISON	
<u>MEDICAL RESTRICTION: SHAVING</u>	06/09/2011	12/07/2011	COFFEE CORR FACILITY	CENTRAL STATE PRISON	
<u>MEDICAL RESTRICTION: SHAVING</u>	01/23/2013	01/22/2014	CENTRAL STATE PRISON	CENTRAL STATE PRISON	



GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 1 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

I. Introduction and Summary:

Offenders who are transferred within the Georgia Department of Corrections (GDC) will have their health records screened prior to transfer and upon arrival at the receiving facility to promote continuity of care. Current medications will be transferred to the receiving facility. This procedure applies to all facilities that house GDC offenders to include County Prisons.

II. Authority:

- A. GDC Standard Operating Procedure (SOPs): 103.63 Americans with Disabilities Act (ADA) Title II Provisions, 507.04.01 State Offenders in County Correctional Institutions, 507.04.04 Patient Tracking Systems, 507.04.28 Chronic Care Procedures and Protocols, and 507.04.52 Patient Transport;
- B. NCCHC Adult Standard: P-E-03;
- C. NCCHC Juvenile Standard: Y-E-03; and
- D. ACA Standard: 4-4363.

III. Definitions:

- A. **Licensed Health Care Provider** - A licensed practical nurse, registered nurse, nurse practitioner, physician assistant, physician, dentist, or dental hygienist.
- B. **Physician** - Medical doctor, MD or DO.
- C. **Medical Hold** - Administrative order to delay a transfer for medical reasons.

IV. Statement of Policy and Applicable Procedure:

- A. Intra-system Transfer (**The Transferring Facility**):
 - 1. Facility authorities will notify the health authority of offenders who will be transferred to another facility. When possible, the medical staff should receive twenty-four (24) hours' notice.



GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 2 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

2. The health authority will ensure that health records of offenders to be transferred are reviewed by a licensed health care provider and the Intra-System Transfer Form is completed (CAPTIVA, P-30-0001-01). The purpose of the pre-transfer review is to ensure continuity of care as offenders move through the correctional system.
3. When notified that an offender is to be transferred to another facility, a licensed health care provider at the sending facility will do the following:
 - a. Review the record for acute or chronic illnesses, current medications, therapeutic diet, pending appointments or consultations, physical and/or communication disabilities or limitations, mental health history and allergies.
 - i. If the offender being transferred is not ordered any current medications, this box on page two will be checked and the health care or trained staff will sign and date the appropriate space at the bottom of page two of the form. The form will be placed behind page one in the Progress Note section of the health record.
 - ii. Review the Problem List and update if necessary based on current findings.
 - iii. Review the Health/Activity Profile and update if necessary based on current findings. If special equipment, appliances or transportation is required, it should be noted on the form. Offenders with physical disabilities shall be allowed to transfer with and keep assistive devices on their person (i.e. hearing aids, medically prescribed dark glasses, prescribed glasses, dentures, walking canes or braces, walkers, wheelchairs, white canes, etc.). Offenders with physical disabilities who have been assigned wheelchairs or other devices for mobility impairment will be transferred using accessible vehicles. Profiles related to this equipment should continue at the receiving facility.
 - b. The top portion of the Intra-System Transfer Form will be completed, signed by the reviewing provider and page one placed in the Progress Notes section of the health record. All data will be filled in on the form. Other

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 3 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

parts of the health record should not be referenced in place of data (e.g., see physician orders, see Problem List etc.).

- c. The health record will be prepared for transfer by placing it in a large, clear plastic envelope which is labeled "Medical Record" with the offender's name and ID number written in the space provided. (Medical Record Plastic bags will be obtained through the Business Manager at the Facility)
 - d. Make arrangements with security to provide necessary medical care during transport to offenders with special medical needs (e.g., insulin dependent diabetics to receive injections or therapeutic diet etc.).
4. Preparing and Packaging Medications for Transport:
(White Medication Plastic bags will be obtained through the Business Manager at the Facility)
- a. Directly Observed Therapy (DOT) Medications:
 - i. The assigned licensed health care provider will complete the second page of the Intra-System Transfer Form (P30-0001.01) indicating the names of the current medications and the number of unit doses being sent (e.g., 24 pills, one bottle etc.) The licensed healthcare provider packaging the medications for transfer will sign and date the second page in the space provided. If a different health care provider reviewed and listed current medications but did not package them, that provider will sign and date the appropriate space on page two. A minimum of a seven (7) day supply will be sent to the receiving facility.
 - ii. All DOT medications being sent, and the second page of the IST Form will be placed in the white plastic "Medication" envelope labeled with the offender's name and identification number and sealed by the licensed healthcare provider or trained staff.
 - iii. The white medication envelope will be placed in or securely taped to the clear envelope containing the medical record. The tape will not obscure any demographic information on either envelope.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 4 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

iv. The health record and medication envelope (s) will be forwarded to the designated location for transfer.

b. Self - Administered Medications (SAM):

- i. The officer preparing the offender for transport will complete the property inventory sheet to include the number of medication blister packs and any other medications (e.g., inhalers, bottles etc.)
- ii. The officer will allow the offender to keep all SAM medications on his/her person during transport for the purpose of self-administration of medications that might be needed during transport.

B. Delaying Transfers for Medical Reasons (Medical Holds)

1. If for any reason it is not medically appropriate to transfer the offender at that time, the physician or designee will be notified. Reasons for a delay in transfer would include an acute illness or a pending urgent or routine local appointment. Transfers will not be delayed for circumstances that could easily be managed by the receiving facility.
2. If the physician agrees that it is not appropriate to transfer the offender, an order will be written in the health record indicating that the offender is on Medical Hold and the date the hold expires. The Warden/Superintendent or designee will then be notified of the offender's status.
3. If the offender is being transferred out-to-court (OTC), the Warden or designee should be notified so that court officials issuing the order can be contacted. This may also be accomplished by contacting the clerk handling court production orders in Offender Administration, Central Office.
4. The nurse reviewing the transport list should note any offender being transferred to a private prison. Offenders with pending consultations greater than 30 days or who have been scheduled for a procedure/surgery should not be transferred until the consultation or surgery has been completed.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 5 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

5. When the reason for the Medical Hold no longer applies, an order will be written in the health record discontinuing the Medical Hold and the Warden/Superintendent or designee will again be notified.

C. Intra-System Transfer (The Receiving Facility):

1. The purpose of the post-transfer review is to identify acute or chronic illness requiring evaluation or treatment in order to provide continuity of care.
2. Upon arrival at the receiving facility, the offender will be evaluated in the medical section with SAM/DOT medications and the health record present. All medical records and medication envelopes will immediately be sent to medical staff for processing.
3. A licensed health care provider will conduct the encounter and perform the following:
 - a. Interview the offender and review the health record for current and past illnesses, including medical, dental and mental health problems and conditions.
 - b. Record weight, vital signs and other pertinent objective data.
 - c. Review the Master Problem List and update if necessary.
 - d. Note chronic health conditions requiring enrollment into the chronic care clinic system.
 - e. Note pending and completed consults, laboratory tests, diagnostic studies and therapeutic diets. Refer any pending items to the appropriate staff member for tracking.
 - f. Review status of physical profile and dates of most recent physical examination, health screening and TB skin testing.
 - g. Review status of any medical restrictions/profiles.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 6 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

h. Review mental health status.

4. Processing Medications - Review of current medications including whether or not medications were transferred with the offender, self-administration vs. directly observed therapy status, disposition of medications, and notation of medication renewal dates, if applicable.

a. Directly Observed Therapy (DOT) Medications:

- i. The assigned licensed healthcare provider will open the "Medications" envelope and compare the DOT medications sent with the health record to the completed page two of the IST Form noting medications received and any discrepancies.
- ii. Medications will be reviewed for correctness and expiration dates. Referrals to physician, physician assistant or nurse practitioner for renewals will be made as needed.
- iii. All current medications received will be placed in the designated medication administration area. Any medication not placed in this area for reasons such as being expired or a change in physician orders will be returned to the pharmacy for proper disposal.
- iv. Healthcare or other trained staff processing medications will report any medications not received or obviously tampered with to the responsible health authority who will report to the Warden or designee at the facility.
- v. The licensed health care or other trained staff will document the medications received on page two of the IST Form, sign and date the form in the space provided and file it in the progress note section of the health record behind page one of the IST form (if there are no self-administered medications (SAM) to review.)

b. Self-Administered Medications (SAM):

- i. The offender will bring his/her SAM medications to the Intra-system screening process done by a licensed healthcare provider.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 7 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

- ii. The licensed healthcare provider will review the SAM/OTC medications, brought by the offender, for necessary referrals or reorders and compare them to the list prepared by the sending facility.
 - iii. All appropriate SAM/OTC medications will be returned to the offender. Any medication that is expired or has been changed by physician order will be confiscated and returned to the pharmacy for proper disposal.
 - iv. Any medications not received that were listed on IST form page two as being sent will be reported to the responsible health authority who will report to the Warden or designee at the facility.
 - v. The licensed healthcare provider will document the SAM/OTC medications received at the facility in the space provided on the IST form page two then sign and date the form in the space provided and will place page two of the IST form behind page one in the Progress Note section of the health record.
5. Screening activities will be documented onto the lower section of the Intra-System Transfer Form. All data will be filled in on the form; other parts of the health record should not be referenced in place of data (e.g., see Problem List, See orders etc.). If more space is needed, staff will document in the progress notes and indicate this at the bottom of the form. The first page of the IST Form will be filed in the progress note section of the health record when it is complete.
6. The licensed health care provider will document orders based upon the assessment of the offender. These orders will include:
- a. Informing the offender verbally and in writing of policies and procedures for accessing sick call and other health services (for non-English speaking persons, written materials should be developed, or a staff interpreter contacted).

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 8 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

- b. Referring offenders requiring medication renewal immediately to a physician, physician assistant or nurse practitioner, or obtaining a verbal order for medication renewal until an appointment can be scheduled.
 - c. Refer offenders with acute medical/dental/mental health, abuse or trauma conditions to an appropriate provider immediately. It is recommended that offenders with chronic health problems are scheduled to see a physician, nurse practitioner or physician assistant within 5 working days.
 - d. Document previous and future dates of TB skin testing and periodic physicals on the Intra system Transfer Tracking Log (P-30-0001-02).
 - e. Document previous dates and future dates for chronic illness clinic appointments (e.g., note the month the appointment is due within 90 days of previous appointment).
 - f. Notation of pending consultation(s) (e.g., cardiac) or completed consultations requiring follow-up care on the Intra-System Transfer Tracking Log.
 - g. Document whether a mental health referral is indicated.
 - h. If female, notation of Pap smear and mammogram due dates on the Intra-System Tracking Log.
7. Following completion of the intra-system transfer review, a physician, nurse practitioner or physician assistant will initiate a complete set of orders. The orders should address aspects of care including medications, consultations, chronic illness clinic enrollment and lab work to be obtained prior to the next clinic appointment, therapeutic diet, and medical profiles, if applicable.
 8. The data gathered during the screening process will be transferred from the Intra-System Transfer Log to the TB Skin Test and the Physical Examination Tracking Logs within three (3) working days. Data will be transferred to the Consultation Tracking Log, Chronic Illness Clinic Log and other logs as applicable (See SOP 507.04.04 Patient Tracking Systems).

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Health Screening-Offender Transfers		
Policy Number: 507.04.25	Effective Date: 2/25/2019	Page Number: 9 of 9
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

9. Smaller institutions (less than 200 offenders) may transfer data to their Intra-System Transfer Log.

NOTE: All forms associated with this SOP may be found on the GDC Intranet at Captiva/Inmate Services Division/Health Services/02 Physical Health/Health Record Manual.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Inter-Institutional Transfer		
Policy Number: 222.01	Effective Date: 3/7/2019	Page Number: 1 of 7
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

Offenders may be transferred from one facility to another facility for administrative, causal, medical, emergency or programmatic reasons. Proper recommendations from the Warden/Superintendent documenting the need for the transfer shall be forwarded to the Offender Administration. No offender shall be transferred due to the filing of writs and/or grievances.

II. Authority:

- A. Americans with Disabilities Act of 1990;
- B. Georgia Department of Corrections (GDC) Board Rules: 125-2-4-.18, 125-3-2-.11 and 125-4-4-.09;
- C. GDC Standard Operating Procedures (SOP's): 103.63 Americans with Disabilities Act (ADA), Title II Provisions, 203.03 Incident Report, 206.02 Management of Offender Property and Contraband, 209.01 Offender Discipline, 209.04 Use of Force & Restraint for Offender Control, 222.02 County Facility Placement, and 508.33 Transfer of Seriously Mental Ill Offenders; and
- D. ACA Standards: 4-4404 and 4-4414.

III. Definitions:

- A. **Administrative Transfer Request** - A request to move an offender based upon another move, such as causal mentioned below, or as a result of population redistribution or a change in missions of a facility, etc. Requests may also be based upon a positive move for the offender for family or personal reasons such as a move closer to where the offender's family lives.
- B. **Causal Transfer Request** - Requests that are based upon documented negative/problem behavior of an offender for which the current facility of assignment is not appropriate.
- C. **Medical Transfer Request** - Requests that are based upon the need to transfer an offender to another facility in order to receive appropriate medical or mental health services. Other requests involve the movement of an offender in preparation for a medical or mental health appointment and/or evaluation.



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Inter-Institutional Transfer		
Policy Number: 222.01	Effective Date: 3/7/2019	Page Number: 2 of 7
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- D. **Emergency Transfer Request** - Requests that are a result of a unique event or unforeseen circumstances that necessitates immediate action.
- E. **Programmatic Transfer Request** - Requests to move an offender in order to participate in a program that is offered only at a facility other than the offender's current facility of assignment.
- F. **Warden-to-Warden Transfer Request** - Requests generated by unique circumstances involving an offender assigned to a facility that needs to be moved. The warden at one facility can contact a warden at a near-by facility and agree to an exchange. These moves are temporary and the status of the offenders involved are in "sleeper status."
- G. **Sleeper Status** - A status of an offender who is moved temporarily from one facility to another, i.e., warden-to-warden transfer. This status is strictly time limited and shall not exceed twenty-four (24) hours. If such moves exceed the 24-hour time limit, then the sending facility shall submit a formal transfer request.
- H. **The Americans with Disabilities Act (ADA)** - Ensures that all individuals with disabilities are guaranteed the same rights and privileges as those without disabilities.

IV. Statement of Policy and Applicable Procedures:

- A. Transfer requests shall be submitted to the Classification Committee on Attachment 1, Facility Transfer Recommendation. All recommendations to Central Office shall be made electronically via SCRIBE in the assignments module. Refer to Transfer Request Codes to locate appropriate transfer reason. The following information should be included:
1. Pertinent information regarding the reason for transfer.
 2. Present specific job and/or program assignment, i.e. truck driver (not just county detail #4).
 3. Verified secondary job skills, i.e. cook, plumber, etc.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Inter-Institutional Transfer		
Policy Number: 222.01	Effective Date: 3/7/2019	Page Number: 3 of 7
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

4. Any recent change of physical profile, i.e. broken nose 9/28/18, cleared to return to work.
 5. Known enemies, co-defendants, currently incarcerated family member and family members employed with or contracted by GDC. (Name & GDC ID number must be supplied)
 6. Current location of family members if closer to home is the objective.
- B. Administrative transfers are initiated by the offender through the local Classification Committee. The Classification Committee then notifies central office Classification staff in Offender Administration of the request for transfer. Such requests generally shall not be considered until an offender has been assigned to an institution for twelve (12) months and has not been found guilty of a major Disciplinary Report infraction during the preceding six (6) months.
- C. Transfers for cause shall be accompanied by a thorough documentation of problem behavior. Documentation shall include a comprehensive narrative in a case note summarizing such reports as Disciplinary Reports (SOP 209.01, Offender Discipline), Use of Force Reports (SOP 209.04, Use of Force & Restraint for Offender Control), Reports of Escape (SOP 203.04 Notification/Clearance of Escape), and Incident Reports (SOP 203.03). This documentation shall be placed in the offender's institutional file for consideration by staff of the next facility of assignment. Documentation in the institutional file shall also include any information to benefit the receiving facility such as teletype, e-mail, or fax sent to Central Office describing an incident or behavior. Requests should be submitted via SCRIBE.
- D. Medical Transfer Requests:
1. Medical transfer requests are to be submitted via SCRIBE and include a medical description of the offender's condition that necessitates a transfer (i.e. dental needs, dentures, fillings, laboratory results, special physical needs, etc.).
 2. Procedures shall be adhered to regarding the transfer of medical offenders during off hours and on weekends.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Inter-Institutional Transfer		
Policy Number: 222.01	Effective Date: 3/7/2019	Page Number: 4 of 7
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

3. Any institution needing to transfer a state offender to Augusta State Medical Prison(ASMP) for medical reasons shall contact the ASMP duty officer and then ASMP control room officer and provide the following information:
 - a. Offenders name and identification number;
 - b. Physician's name and telephone number; and
 - c. Name of institution where offender is presently located.
 4. The originating institution shall await confirmation from the control room officer at ASMP. When confirmation is received from ASMP, the sending institution shall provide an estimated time of arrival and any special information related to the offender such as security status, MH/MR, HIV, etc. if available.
 5. It shall be the responsibility of the originating institution to request and receive approval from the Regional Director for transporting the offender and notifying the GDC Communications Center.
 6. When offenders are transferred to ASMP, both the institutional file and medical file of the offender are to accompany the offender.
 7. Emergency transfers may occur only on an "as needed" basis. The sleeper status information should be immediately entered into SCRIBE and marked urgent.
 - a. If any offender is transferred to ASMP in transient status, Attachment 2, Authorized Items Checklist should be completed and accompany other specified records.
 - b. Upon completion of the ASMP visit, the checklist should be completed and returned to the originating facility along with the offender.
- E. Programmatic Transfer involvement shall indicate the specific program requested (i.e. academics/GED, vocational/carpentry, RSAT etc.) These requests shall be submitted via SCRIBE. If an offender is participating in a program, activity, etc.,

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Inter-Institutional Transfer		
Policy Number: 222.01	Effective Date: 3/7/2019	Page Number: 5 of 7
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

this, along with the program end date, shall be noted in the text of the transfer request.

- F. **Mental Health Transfers** are outlined in SOP 508.33 Transfer of Seriously Mentally Ill Offenders.
- G. Offenders eligible for transfer to a county facility are outlined in SOP 222.02 County Facility Placement.
- H. **Warden-to-Warden Transfer** may occur only after the wardens involved have discussed this transfer with their respective Regional Director. Once advised of this request from the wardens, the Regional Director shall contact the Director of Offender Administration to discuss and solicit guidance regarding the appropriateness of this action and to determine if a permanent transfer is appropriate and warranted.
- I. **Sleeper Status:** Wardens who authorize transport of an offender(s) from one facility to another for a short term stay because of disciplinary problems, medical testing, mental health evaluations, etc. should contact the Director of Offender Administration, or designee, to discuss, if the stay exceeds twenty-four (24) hours. At this time a determination will be reached as to whether or not a permanent transfer is warranted and appropriate.
- J. When the offender is transferred, the offender's institutional file, medical file, mental health file, current medications, and personal property (see SOP 206.02 Management of Offender Property and Contraband) shall accompany the offender unless otherwise prohibited.
- K. **Physical Limitation Transfers:** Offenders who are qualified for accommodation as defined by the Americans with Disabilities Act will be accommodated by placing them in housing that is most suited to their classification and physical and/or mental impairments. Housing that is designed to accommodate persons with disabilities will be utilized for those purposes. Offenders with need for special accommodation will be given priority for the housing units that can accommodate their needs. This type of transfer shall be recommended to the facility's Classification Committee by the facility medical administrator/ designee.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Inter-Institutional Transfer		
Policy Number: 222.01	Effective Date: 3/7/2019	Page Number: 6 of 7
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

1. Offenders with physical disabilities shall be allowed to transfer with and keep assistive devices on their person (i.e. hearing aids, medically prescribed dark glasses, prescribed glasses, dentures, walking canes or braces, walkers, wheelchairs, white canes, etc.). Profiles related to such assistive devices shall be continued at the receiving facility unless and until they are deemed by medical personnel to no longer be needed.
2. Offenders with physical disabilities who have been assigned wheelchairs or other devices for mobility impairment will be transferred using accessible vehicles. In particular, offenders who use wheelchairs or other mobility devices will be given priority, on a case by case basis through Offender Administration, for housing at the following facilities as defined by classification.
 - a. Segregation Bed Facilities - Johnson State Prison (Primary Male), Augusta State Medical Prison, Autry State Prison, Coastal State Prison, and Pulaski State Prison (Primary Female).
 - b. General Population Bed Facilities - Augusta State Medical Prison (temporary housing), Autry State Prison, Coastal State Prison, Johnson State Prison (Primary Male), and Pulaski State Prison (Primary Female).
- L. For reasons dictated by good security practices, all transfers approved by Offender Administration shall always be kept confidential and under no circumstances shared with the offender or the offender's contacts.

V. Attachments:

- Attachment 1: Institutional Transfer Recommendation
Attachment 2: Authorized Items Checklist to/From ASMP (Transient)

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1 and 2 of this SOP shall be placed in the offender's institutional file and shall be maintained according to the official records retention schedule of that file.

Blumberg No. 5114
DEFENDANT'S
EXHIBIT
28

YARD
CALL

REPORT TO
SECURITY

Store
Call

FIRE

EXIT
BUILDING

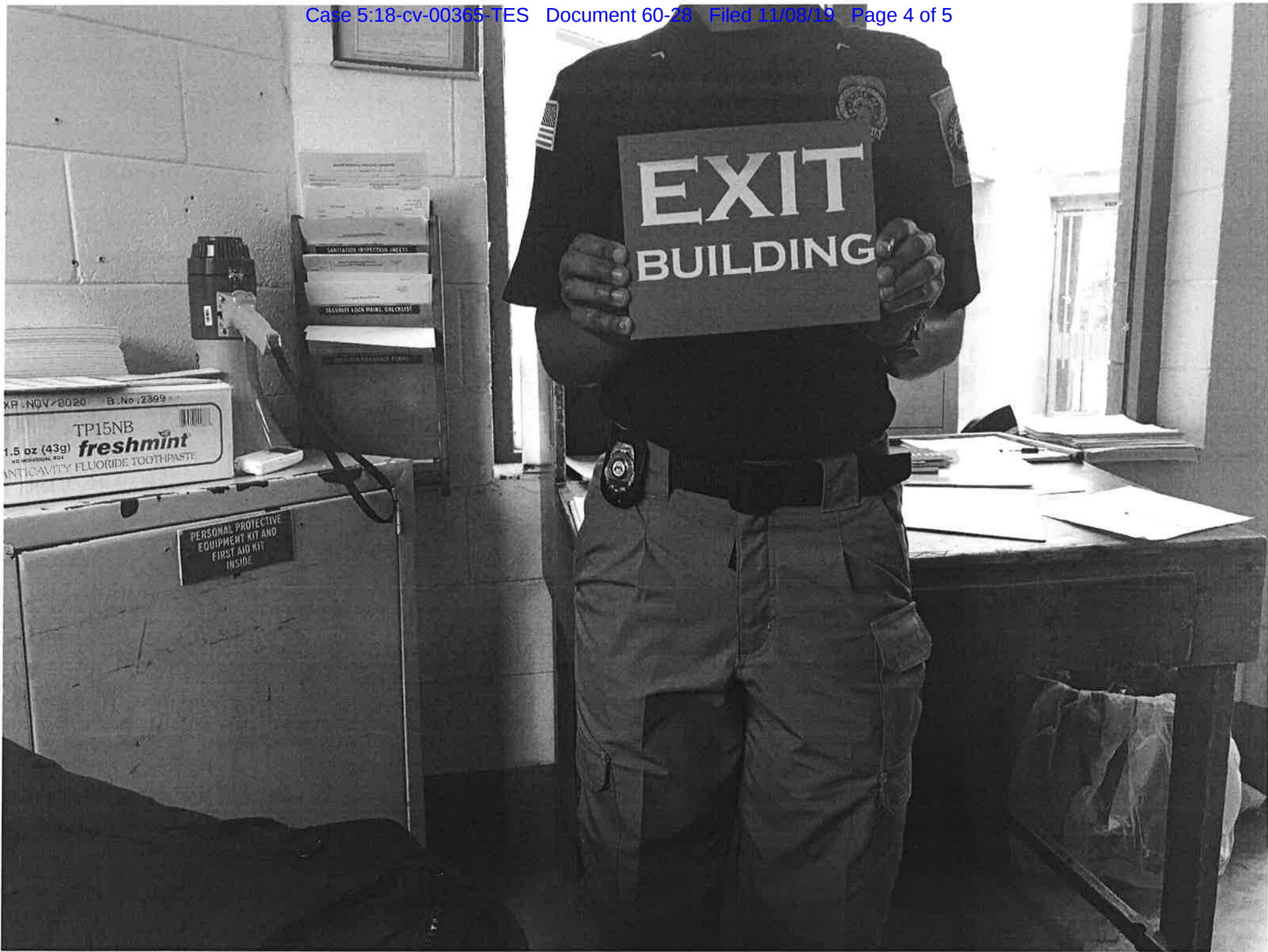
PILL
CALL

INSPECTION

INSULIN
CALL





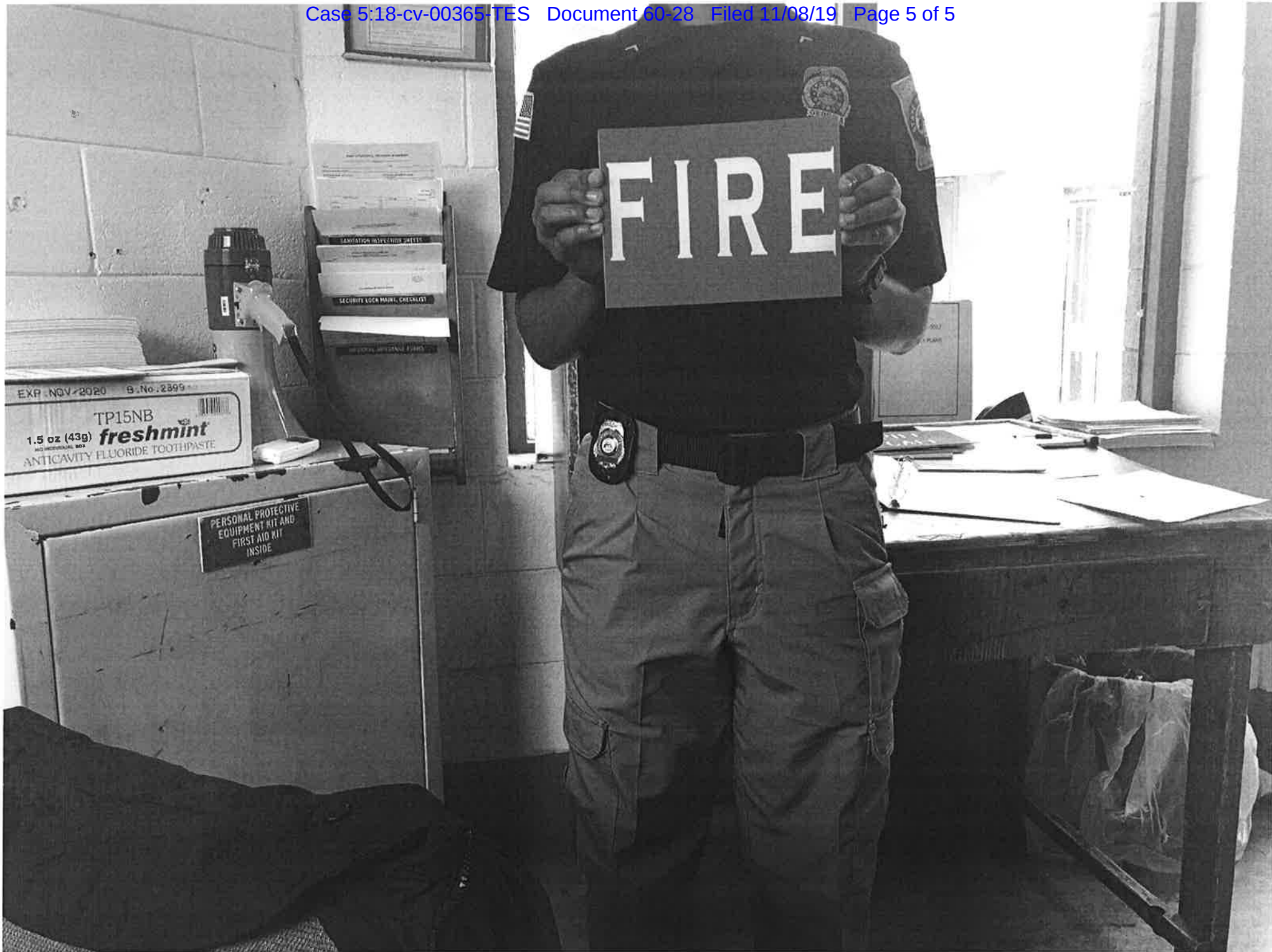


XP NOV 2020 B.No. 2399
TP15NB
1.5 oz (43g) **freshmint**
NO INDIVIDUAL BOX
ANTICAVITY FLUORIDE TOOTHPASTE

PERSONAL PROTECTIVE
EQUIPMENT KIT AND
FIRST AID KIT
INSIDE

SANITATION INSPECTOR CHECKLIST
SECURITY LOCK MAIL CHECKLIST
INSPECTION REPORT FORM

EXIT
BUILDING



GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 1 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

I. Introduction and Summary:

All offenders will be medically classified and profiled according to their functional status following the diagnostic reception process and whenever the functional status of the offender changes. This policy is applicable to all facilities that house Georgia Department of Corrections (GDC) offenders to include county prisons.

II. Authority:

- A. NCCHC Adult Standards: P-D-04, P-A-08;
- B. NCCHC Juvenile Standards: Y-D-04, Y-A-08; and
- C. GDC Standard Operating Procedures (SOPs): 103.63 Americans with Disabilities Act (ADA) Title II Provisions, 203.06 Electronic Data Processing Offender Tracking System (Scribe), 210.02 Offender Boot Camp - Classification and Assignment, 213.11 Detainee Classification, 220.05 Diagnostic Reception, Orientation and Processing, 222.02 County Facility Placement, 507.04.21 Health Assessment and Medical Diagnostics, 507.04.28 Chronic Care Procedures and Protocols, 507.04.36 Periodic Physical Examinations, 507.04.58 Special Needs Treatment Planning, 507.04.63 Medical Prostheses, 507.04.69 Women's Health Services, 507.05.06 Dental Screening Examination and Profiling, 507.05.04 Specialized Dental Services and Consultations at ASMP, and 508.14 MH/MR Reception Screen.

III. Definitions:

- A. **Profile (Health/Activity Profile)** - An instrument to define the functional capability of offenders with regard to institutional life, this includes capabilities as well as limitations. There are 10 categories known by the acronym: PULHESDWIT. The profiling system is not meant to be a disease descriptor; it should define offender functional capability or limitations in each area covered.
- B. **Medical Hold** - Administrative order to delay a transfer for medical reasons.
- C. **Medical Restrictions** - Also known as "permits or passes". These are restrictions which signal classification, security, and other staff of the "medical need" to allow certain offender activities, devices, or other departures from general population



GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 2 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

rules. For temporary conditions (i.e., expected to last less than 30 days), a temporary medical restriction printed on paper is sufficient.

IV. Statement of Policy and Applicable Procedure:

A. Initial Medical Classification and Profiling:

1. Offenders will receive a full Health/Activity Profile or medical grade at the completion of their work-up during Reception Processing at the Diagnostic Centers. The information will be documented on the Health/Activity Profile Form (PI-2051) and entered into Scribe.
2. Physicians (MD or DO), nurse practitioners (NP) and/or physician's assistants (PA) will assign medical grades P, U, L, H, E, W, I, and T. Mental Health professionals (Psychiatrist, Psychologist, CNS, etc.) will assign S grades and Dentists (DDS or DMD) will assign D grades.
3. Each letter grade will consist of a numbering system to designate the degree of functional capability or limitation. In general, the higher the number, the greater the degree of limitation.
4. Profiles are automatically dated upon entry into Scribe. There is no provision for backdating a profile. Profiles can only be entered at the offender's current facility. The exception is ASMP, where profiles can be entered for all offenders in the system. Historical tracking of previous profiles is available in Scribe. The narrative section of the profile can be updated but may not exceed 300 characters in length.
5. Both the health record document and the Scribe generated Health/Activity Profile (PI-2051) must be updated each and every time the profile changes, as determined by direct examinations performed by medical, mental health or dental clinicians. Clinicians should be aware that Health/Activity Profiles do not become effective until the data has been entered into Scribe.
6. A temporary condition is a medical condition expected to resolve within 30 days or less. The Health/Activity Profile does not include a provision for assigning temporary medical grades. Offenders with temporary medical conditions may be given appropriate lay-ins or other temporary exceptions

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 3 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

without changing their Health/Activity Profile. If the medical condition becomes permanent, a change in the Health/Activity Profile must be made.

7. Table 1 lists criteria and descriptions of areas included in the Health/Activity Profile. Clinicians should thoroughly review these criteria prior to assigning a medical grade designation for each offender. For most categories, Medical grades greater than "1" are designated by an asterisk (*). The clinician assigning a grade of this magnitude will provide a brief description of the clinical rationale for assigning the grade. The description should delineate specific limitations and note whether additional monitoring or specialized housing will be necessary. This notation should be documented in the Narrative Section of the Health/Activity Profile Form (PI-2051).
8. Impairment "I" grades greater than 1 are also designated by an asterisk (*). The clinician assigning this grade must complete the Functional Status Screening Form (P26-0001-02). A brief description of the limitation and required monitoring should be written in the Progress Notes section of the health record and in the Narrative Section of the Health/Activity Profile Form.

Table 1

Physical Capability: The grade assigned should indicate the overall medical condition and reflect the degree of medical illness. It should not be confused with the W grade or work capacity. The presence of a chronic illness in and of itself does not imply decreased functional status.	
P1	The offender has no medical illness or could have only TB Infection and is receiving preventive therapy.
P2 *	This is an offender who has well-controlled chronic illnesses without evidence of end-organ damage.
P3 *	This is an offender with fairly or poorly controlled chronic illnesses as evidenced by end-organ damage.
P4 *	This is an offender with significant medical problems (e.g., ESRD, ESLD, advanced HIV/AIDS, severe COPD, etc.) who will likely require specialized housing.
P5 *	This is an offender with a terminal illness and for whom a physician has estimated that the offender has less than six months to live.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 4 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

P6 *	This is a pregnant offender. The clinician should record the estimated date of confinement (delivery) on the Problem List and any additional medical information (e.g., breech presentation, gestational diabetes, etc.) The clinician will also profile the pregnant offender with a restraint restriction which will be discontinued following delivery in accordance with SOP 507.04.69.
Upper Extremities: This grade describes the strength, range of motion and overall function of the hands, arms, forearms and shoulder girdle. This grade is critical to assigning work details and should include a summary of capabilities and limitations. Relate any limitations to type of work offender performed prior to incarceration.	
U1	All upper extremity bones, joints and muscles are of normal strength and function. Muscle strength 5/5 and there are no neurological deficits.
U2 *	Bones, joints, muscles or overall functionality of one or both upper extremities show minimal loss with good adaptation and good functional results. Muscle strength is 4/5 and there are no neurological deficits.
U3 *	Bones, joints, muscles or overall functionality of one or both upper extremities show defects causing moderate limitation of function, strength or range of motion. Muscle strength is 3/5 with no more than mild sensory/motor deficit.
U4 *	Bones, joints, muscles or overall functionality of one upper extremity shows severe impairment to a degree that renders the extremity functionally disabled, paralyzed or amputated.
U5 *	Both upper extremities are disabled, paralyzed or absent.

Lower Extremities: This grade describes the strength, range of motion, and overall function of the feet, legs and pelvic girdle. This grade is critical to assigning work details and should include a summary of capabilities and limitations. Relate any limitations to type of work offender performed prior to incarceration.	
L1	All lower extremity bones, joints and muscles are of normal strength and function. Muscle strength 5/5 and there are no neurological deficits.
L2 *	Bone, joints, muscles or overall functionality of one or both lower extremities shows minimal loss with good adaptation and good functional results. Muscle strength is 4/5 and there are no neurological deficits.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 5 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

L3 *	Bones, joints, muscles or overall functionality of one or both lower extremities show defects causing moderate limitation of function, strength or range of motion. Muscle strength is 3/5 with no more than mild sensory/motor deficit.
L4 *	Bones, joints, muscles or overall functionality of one lower extremity shows severe impairment to a degree that renders the extremity functionally disabled, paralyzed or amputated.
L5 *	Both lower extremities are disabled, paralyzed or absent.
Hearing: Hearing should be tested by having the offender listen to a softly ticking watch or by rubbing one's fingers a few inches from the ear. Other gross measures to include maybe whispering or speaking to the offender in a low, conversational tone of voice. The clinician can use his/her own hearing as a standard. If hearing is diminished, the Weber test should be performed. Lateralization to the diminished hearing side suggests conductive loss. Lateralization to the normal hearing side suggests a sensor neural problem. If clinically indicated, the clinician should refer the offender for an audiometry evaluation.	
H1	The offender hears adequately (i.e., normal conversational level, whispering, ticking watch, TV or phone).
H2 *	Unilateral hearing loss with no loss in the other ear or mild bilateral hearing loss.
H3 *	Total unilateral hearing loss with mild hearing loss in the other ear. The clinician should consider audiometry to evaluate hearing loss.
H4 *	Severe bilateral hearing loss confirmed by an audiometric examination that does not improve with hearing aids. Functionally deaf.
H5 *	Absence of useful hearing of any manner bilaterally. Offenders assigned this grade will likely require specialized housing.

Vision: This grade measures visual acuity according to standard visual acuity screening tools. For far vision the Snellen Eye Chart is used. For near vision the Rosenbaum or Jaeger Chart can be used. Visual fields should also be evaluated.	
E1	Visual acuity of 20/40 or better in both eyes with or without corrective lenses (glasses or contact lenses) and no gross visual field limitations.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 6 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

E2 *	Vision correctable to 20/70 in one eye with no gross visual field limitations; the other eye may be blind.
E3 *	Vision correctable to 20/200 one eye with no more than a moderate visual field cut; the other eye may be blind.
E4 *	Vision not correctable to 20/200 in one eye; may be blind in the other eye. The clinician should describe if the offender can or cannot see light or shadows, and whether the offender can walk without bumping into objects.
E5 *	Bilateral Blindness. Offenders assigned this grade will likely require specialized housing.

Psychiatric: This grade is concerned with personality, intellectual, cognitive, behavioral and emotional functions and disorders. The emphasis is on adaptive functioning or ability to cope successfully with prison life. Narratives should describe special needs for assistance with hygiene or other ADLs and/or the need for physical controls.	
S1	No impairment or disorder of adaptive functioning. Requires no scheduled mental health services.
S2	Mental health disorder in remission or stable with minimal residual symptoms or mild impairment of adaptive functioning or mild mental retardation. S2 offenders may need periodic supportive mental health counseling and psychological/psychiatric treatment with or without psychotropic medications and may be housed in general population.
S3	Mental health disorder and/or symptoms which seriously impair adaptive functioning. S3 offenders require placement into a Level III SLU. These offenders require continuous case management and psychological/psychiatric treatment with or without psychotropic medications and can only be placed in facilities where there is a Level III SLU.
S4	Severe mental health disorder and/or symptoms which seriously impair adaptive functioning. S4 offenders require placement in a Level IV SLU where more intense mental health services are available. These offenders require continuous outpatient case management and psychological/psychiatric treatment with or without psychotropic

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 7 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

	medications and can only be placed in facilities where there is a Level IV SLU.
S5	Severe mental health disorder and/or symptoms which seriously impair adaptive functioning. S5 offenders cannot be safely managed as outpatients and require Crisis Stabilization Unit (CSU) inpatient care.
S6	Severe mental health disorder and/or symptoms which seriously impair adaptive functioning and there is a need for psychiatric inpatient care, with or without involuntary commitment to a psychiatric hospital.

Dental: This grade encompasses all dental health issues. Refusal of dental care should not prompt changes of the assigned dental grade. Certain dental or oral surgical advanced conditions may affect the P, W or other medical grades. In these complex cases, the Senior Dentist and Institutional Medical Director may arrive at a consensus.	
D1	Visual dental examination shows suitability to any facility, with minimal routine dental health care needs. In addition to offenders with good teeth, this grade should be assigned to offenders with adequate prosthetic appliances and not expected to be in need of dental services for six months. This grade should also be assigned to edentulous offenders who have adapted to mastication without teeth and are not interested in prosthetic appliances.
D2	Dental examination reveals a moderate amount of caries and/or periodontal disease with a possible need for comprehensive dental treatment with or without extractions.
D3	Dental examination reveals extensive periodontal disease and/or edentulous or partially edentulous areas in one or both arches and/or widespread decay with the likely need for comprehensive dental treatment, with or without extractions. These offenders should be considered for assignment only at those facilities with available in-house dental care.
D4*	Dental examination reveals the need for urgent services (within 7 working days), for conditions such as moderate to severe dental pain, acute or chronic infection (e.g., oral cellulitis), or oral cancer. These offenders may require referral to Oral Surgery Services, within the very near future. Offenders with urgent needs should be treated, prior to transfer to another facility by placement on Medical Hold status until cleared by dental.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 8 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

D5*	These offenders require immediate care for emergent dental needs. Examples of emergent needs include the following: potentially life-threatening (e.g., severe infections, hemorrhage); where delay would be inappropriate to insure safe treatment or proper healing (e.g., some facial fractures); or where there is a significant degree of pain or infection involved (to be determined by the examining dentist or designee). Offenders with emergent needs should be treated prior to transfer to another facility by placing them on Medical Hold until cleared by dental. When necessary, offenders in this group may be transferred on an urgent basis to ASMP. Life threatening emergencies may be treated by local specialists and then transferred to ASMP for recovery. See SOP 507.05.04 Specialized Dental Services and Consultations at ASMP.
Work Capacity: Describes the work capabilities and limitations of the offender in the prison environment. Clinicians should list specific limitations which may potentially impact work assignment.	
W1	Unrestricted activities including any official work, training or recreational activity within applicable safety rules and regulations. This offender has no upper or lower extremity deficits affecting strength, no serious medical problems, hearing normal and vision normal.
W2*	Minor restrictions on types of work as described in the Narrative Section of Form P-26-0001-01. This offender may have an inguinal hernia or moderate low back pain and unable to lift >25 lbs. Could be blind in one eye and wear protective eyewear. Could have hearing loss and should avoid exposure to excessive noise.
W3*	Moderate restrictions on the type of work as described in the Narrative Section of Form P-26-0001-01. Examples include an offender with peripheral vascular disease that requires no standing for >30 minutes at a time. The offender could have coronary artery disease and should avoid duties requiring heavy exertion. The offender could be paraplegic requiring no outside detail, but is able to perform desk work.
W4*	Major restrictions on types of work as described in the Narrative Section of Form P-26-0001-01. An offender in this grade may have severe joint or degenerative disc disease and may not lift. Other examples could be an offender with moderate pulmonary disease who can only perform light duty. The offender could have end stage renal disease requiring light duty.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 9 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

W5*	Cannot work under any circumstances. Proper use of this grade is reserved for permanently disabled or bedridden offenders. Examples include offenders who are quadriplegic, severe COPD and oxygen-dependent, stroke with hemi paresis, terminally ill or severely mentally ill with active psychosis.
------------	--

Impairment Grade: Impairment grades are assigned to offenders who enter GDC with or develop disabilities, impairments or limitations that medically restrict their performance of ADLs and/or impede or curtail their participation in training, work or other offender programs available to the general population. If assigning a medical grade greater than "1", the clinician will need to complete the Functional Status Screening Form (P-26-0001-02).	
I1	No impairments or limitations that restrict performance.
I2*	The I-2 grade should be assigned to offenders with NO ESTABLISHED DAILY NURSING CARE NEEDS. Offenders in this category use wheelchairs but are otherwise able to perform all ADLs and participate in work and programs available to the general population. Offenders using wheelchairs with established daily nursing care needs should be classified as I3* I4* or I5* as required by their daily nursing and/or ADL needs. Offenders in this category would likely score less than 10 points on the Functional Status Screening Form (P-26-0001-02).
I3*	<p>ASSISTED LIVING I: For offenders in need of protective housing or environmental support. May include offenders using wheelchairs or offenders who use a walker or cane and require minimal assistance with ADLs (eating, toileting, bathing, etc.). May include the elderly or infirm, but should predominantly be those capable of participating in self-care activities. May be on Self-Administered Medications (SAM) or receive non-SAM medications at pill call. Offenders in this category would likely score between 10 and 18 points on the Functional Status Screening Form (P-26-0001-02).</p> <p>ASSISTED LIVING NEEDS (Accommodated Living Unit)</p> <ul style="list-style-type: none"> - Minimal assistance with eating or toileting - Minimal assistance with bathing or grooming

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 10 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

	<p>PHYSICAL/COGNITIVE ACUITY:</p> <ul style="list-style-type: none"> - Able to perform most self-care needs or direct others - Mobile with occasional human assistance <p>NURSING NEEDS:</p> <ul style="list-style-type: none"> - Requires nursing supervision or observation/evaluation NO MORE THAN FIFTEEN (15) HOURS WEEKLY <p>MEDICAL/REHAB/BEHAVIORAL NEEDS:</p> <ul style="list-style-type: none"> - Medical will document a medical or rehabilitation need in the Medical Record. <p>Rehab: none to limited Behavioral: minimal assistance with behavior</p> <p>MEDICATION NEEDS:</p> <ul style="list-style-type: none"> - Minimal supervision or assistance with medications (routine or as needed); - no injections except insulin - Can be via blister pack medications
I4*	<p>ASSISTED LIVING II:</p> <p>For offenders needing an environment medically more sophisticated than the general population but not requiring direct 24-hour skilled nursing care. The offender might be restricted in certain activities, but in the free world would care for themselves or be cared for in their home. Examples are: persons who may have difficulty washing, dressing, eating or ambulating (i.e.: elderly, some amputees, and paraplegics) and some may be convalescing from a non-serious condition. May need therapy assistance or assistance with medication administration. May also include offenders with severe chronic illnesses who experience frequent exacerbation. Offenders in this category would likely score between 19 and 27 points on the Functional Status Screening Form (P-26-0001-02).</p> <p>ASSISTED LIVING NEEDS:</p> <ul style="list-style-type: none"> - Moderate assistance with many ADL's requiring a higher level of care

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 11 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

	<p>PHYSICAL/COGNITIVE ACUITY:</p> <ul style="list-style-type: none"> - Offender is medically stable and may routinely have special needs requiring intermittent/periodic direct nursing services - Moderate ability to direct self-care needs - Mobile with wheelchair, or other assistive devices (walker, cane crutches, etc.) and requires Offender Helper assistance <p>NURSING NEEDS:</p> <ul style="list-style-type: none"> - Nursing supervision and observation/evaluation available on premises required EIGHT (8) hours daily and on call SIXTEEN (16) hours daily for health care oversight - Intermittent/periodic direct nursing care which requires specialized training <p>MEDICAL/REHAB/BEHAVIORAL NEEDS:</p> <ul style="list-style-type: none"> - Medical: Will document a medical or rehabilitation need in the Medical Record - Rehab: Training for ADL's - Behavioral: intervention based on monitored plan <p>MEDICATION NEEDS:</p> <ul style="list-style-type: none"> - Requires licensed health care providers to administer medications - May require assistance by unlicensed personnel as allowed by state law (e.g., HST, CNA, etc.) - If cognitively impaired, requires licensed personnel to administer medication
15*	<p>Offenders determined by medical staff to require routine to complex care needs. These offenders will require housing in a SKILLED NURSING UNIT (SNU) where 24 HOUR A DAY NURSING CARE SERVICES are available. Their medical condition should be documented on the Functional Status Screening Form (P-26-0001-02). Offenders in this category would likely score greater than 27 points on the Functional Status Screening Form (P-26-0001-02).</p>

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 12 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

	<p>ASSISTED LIVING NEEDS:</p> <ul style="list-style-type: none"> - Maximum assistance with most ADL's <p>PHYSICAL/COGNITIVE ACUITY:</p> <ul style="list-style-type: none"> - Routine to complex care needs: Medically stable but may have special custodial nursing needs OR may be susceptible to physical/cognitive compromise unless stability maintained through appropriate therapies. - Not able to direct self-care needs - Poor life preserving skills - Mobile with chair/device and Offender Helper <p>NURSING NEEDS:</p> <ul style="list-style-type: none"> - Continuous nursing management, observation, evaluation and delivery of service - General: LPN 24-hours daily; RN available for planning, assessing, management - Skilled: RN 24-hours daily <p>MEDICAL/REHAB/BEHAVIORAL NEEDS:</p> <ul style="list-style-type: none"> - Medical will document a medical or rehabilitation need in the Medical Record; Requires clinician contact more than once every 60-90 days - If on a skilled nursing unit, requires clinician contact at least once every 30 days - If on an acute care unit, requires clinician contact at least every 72 hours, and more often if clinically indicated <p>Behavioral: intervention based on monitored behavior plan</p> <p>MEDICATION NEEDS:</p> <ul style="list-style-type: none"> - All medication administration by licensed personnel
--	---

Transportation: This grade is used to identify offenders with special transportation requirements.	
T1	The offender can be transported in any approved vehicle. This is usually a bus or van.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 13 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

T2*	Assign this grade to offenders using wheelchairs who do not need to be transported in a specially equipped vehicle. May need minimal assistance for transporting in a van or bus.
T3*	Assign this grade to offenders using wheelchairs who need to be transported in a specially equipped vehicle (e.g., van w/ lift, etc.). An example could be a paraplegic or quadriplegic in a wheelchair that does not fold up. Cannot be transported on a bus or regular van.
T4*	Assign this grade to an offender who is using a wheelchair, but has medical needs that will require a special vehicle. Examples include someone requiring continuous oxygen, or a brittle diabetic requiring frequent glucose monitoring. This offender does not require ambulance transportation, but cannot be transferred on the bus or regular van.
T5*	This grade is assigned to offenders who require ambulance transport due to severe medical needs. An example would be an offender suffering a catastrophic illness and will be transported to a nursing home in the community following a medical reprieve.

B. Medical Holds:

1. The Health/Activity Profile includes a provision for assigning medical holds. Offenders may be placed on medical hold which will be issued by the clinician by entering the date the hold is to start and the date the hold is to end (Medical holds are generally in effect for up to fifteen days with 2 renewals). If no "stop hold" date is entered into Scribe, the hold will automatically expire in 15 days. There is no provision for permanent holds. The reason for a medical hold should be stated in the Summary Section of the Health/Activity Profile. Holds may be entered with or without changes in the medical profile.
2. Once entered into Scribe, a hold will alert Offender Administration that the offender should not be transferred to another institution until the clinician responsible for the hold has been notified. When notified by institutional authorities of the intention to transfer an offender on hold, the responsible physician has the option of releasing the hold if medically appropriate. If the offender's condition warrants continuation of the medical hold, the clinician

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 14 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

has the option to notify the institutional authorities of the need to continue the hold with an estimate of when the hold may be released.

C. Medical Restrictions:

1. Medical restrictions are sometimes called profiles or passes, but the terminology "restrictions" is more accurate and should be used. These entries signal Offender Administration, security, and other staff of the medical need to allow certain offender activities, devices, or other departures from general population rules.
2. Medical profiles may be issued for both temporary and permanent conditions and should not exceed a period of 12 months without an evaluation by a clinician. Profiles will be entered into Scribe and or a paper profile card issued to offender.
3. Offenders should be educated on the reasons for their medical restriction and this education documented in the health record.
4. Admission to the regional infirmary or a hospital should not prompt an immediate change in profile or the issuing of a medical restriction. The offender's profile will be rewritten upon stabilization and discharge.
5. Offenders with a medical condition for which the use of physical restraints would pose a considerable medical threat, the clinician will order a profile for restraint restriction. For example: pregnant females, liver disease with ascites, end stage COPD, end stage heart disease where patient is unable to tolerate certain positions and patients with significant circulatory conditions. This list is not exhaustive and is left to the discretion of the physician who orders the profile. If the condition is temporary, (e.g. female following delivery) the restriction will be discontinued once the condition is resolved.
6. Table 2, lists examples of medical restrictions and the criteria that should be met for assigning the specific medical restriction.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 15 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

Table 2

Restriction	Criteria for Assigning
Severe Allergies	Objective demonstrated evidence of severe intolerance to an environmental condition or agent, which triggers an asthmatic exacerbation or allergic reaction. Examples include: no outside work details during Spring, Summer; avoid details with chemicals producing fumes or buffer dust; etc.
Extreme Obesity	Offenders whose weight impairs their ability to function in general population without a special device or program may require an extra wide wheelchair, reinforced bariatric bed or special housing.
Severe Weight Loss	An offender who has lost an amount of body weight beyond their ability to function in a general population setting may require nutritional supplements or special interventions to prevent wasting or skin breakdown. Examples include anorexia or cachexia secondary to cancer or terminal illnesses (AIDS, ESRD, and ESLD).
Oxygen Dependent	Demonstrated need for supplemental oxygen on a continuous or intermittent basis. May need to be housed near an electric outlet to accommodate CPAP or oxygen concentrator devices.
Heat Intolerance	Medical conditions (cardiac, pulmonary, metabolic) or medications (Psychotropic, sulfonamides, etc.) which have sun/exposure or heat-related side effects warranting work detail restrictions. The offender may require sunscreen or access to fluids while receiving these medications.
Insulin Dependent	For diabetes whereby offenders need a profile in order to alert security and other staff of the need to present themselves at certain times to the medical unit for medications, insulin injection, blood or urine sugar testing, or specially scheduled meals or snacks.
Prosthetic Device	Allows the offender to retain certain items which otherwise could be considered contraband (limbs, eyeball, dentures). The clinician should describe the type of prosthesis and how it affects the offender's ability to perform ADL's, work details or live in a general population setting.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 16 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

Therapeutic Diet (Special Diet)	While the necessity of a medical diet as such does not constitute an impairment, in some facilities these offenders need a profile in order to alert security and other staff of the need to present themselves at certain times to the medical unit for specially scheduled and/or prepared meals. The clinician should list the specific therapeutic diet prescribed. Refer to SOP VH30-0005 "Therapeutic Diets" and Clinical Updates 98.02 "Medical Use of Nutritional Supplements" and 01.01 "Medical Diets" for additional information regarding ordering diets and supplements.
Cold Intolerance	Indicates the presence of medical conditions such as Reynaud's Syndrome, hypothyroidism, wasting syndrome or others which may limit work details or housing assignments. For example, no outside winter detail or extra blankets or clothing.
Mental Instability	Mental health staff determines the diagnostic level for mental health offenders. In addition, there may be cases when an offender needs additional support or increased supervision, especially if receiving certain psychotropic medications.
Indwelling Catheter	A communication to security that the offender has a catheter and bag at all times, plus the need to keep a reasonable amount of catheter and bag supplies at hand. They may require medical supervision to avoid infections. Could also be used to designate an offender who regularly self-catheterizes. Offenders with indwelling catheters may require special housing arrangements.
Medically Necessary Footwear	Indicates the medical necessity for specialized footwear due to a medical condition or disability. Could also signify a temporary medical problem which has developed as a result of ill-fitting shoes, which will require medical follow up for a designated period of time.
Renal Dialysis	Indicates the need for ongoing renal dialysis and access to a facility which can provide these services. Male offenders will likely be transferred to ASMP. Female offenders will likely be transferred to Pulaski State Prison.
Lower Range	Indicates the need for lower range for all activities due to the possibility of a neurological condition or other deficit. Examples include offenders who have seizures or are paraplegic, hemiplegic, or amputees. This would preclude work

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 17 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

	assignments involving climbing ladders, stairs, scaffolds, handling moving vehicles, dangerous machinery, etc. May require special housing assignment. The clinician should specify the specific clinical rationale for requesting a lower range.
Special Sleeping Arrangements or Low Bunk	Indicates the need for special bedding and/or bottom bunk due to a neurological disorder or inability to climb to a higher bunk. Examples may include a COPD offender needing extra pillows or a wedge for sleeping, offenders in need of CPAP machines, offenders with degenerative disc disease or other chronic, debilitating orthopedic problems.
Cane/Crutches, Walker or Wheelchair, etc.	Indicates the need to possess these assisting devices, which should be issued strictly on the basis of medical necessity, with objective findings documented in the health record and in the Narrative Section of the Health/Activity Profile. May signal an offender requiring assistance with ADL's or special housing.
No Restraints	Medical condition in which the use of restraints is contraindicated due to potential adverse outcomes. See VI.C.5: e.g. pregnant women, end stage liver disease with ascites, end stage COPD, significant circulatory conditions, heart disease with intolerance to postural changes.

D. Narrative Section:

1. The narrative section of the Health/Activity Profile Form (PI-2051) is used to describe the offender's functional capabilities and limitations or reasons for medical holds. It should include what type of work or profession the offender performed prior to incarceration. The summary should address any medical condition(s) for which specialized housing may be needed. It is essential that clinicians describe for Classification what the offender can and cannot do and should include unusual characteristics such as morbid obesity, extreme variations in height, prostheses or non-English speakers. Offender Administration will consider the information documented in this section in determining housing or work assignments.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Medical Classification and Profiling		
Policy Number: 507.04.23	Effective Date: 2/25/2019	Page Number: 18 of 18
Authority: Commissioner	Originating Division: Health Services Division (Physical Health)	Access Listing: Level I: All Access

2. The narrative is also particularly useful for determining the need for placement of offenders into special housing.
3. The narrative section may not exceed 300 characters in length.
4. ONLY MEDICAL INFORMATION FOR WHICH THERE IS A NEED TO KNOW SHOULD BE ENTERED. In other words, the narrative section is a medical statement of classification, security, and other staff describing certain capabilities or limitations with the intent to afford the offender the medically necessary housing, program or job assignment. For confidentiality reasons, medical information not relevant to housing, program or job assignment considerations should be omitted.

NOTE: The forms associated with this SOP e.g., Health/Activity Profile Form (PI-2051) and Functional Status Screening Form (P26-0001.02), may be found on the GDC Intranet at Captiva/Inmate Services Division/Health Services/Physical Health/Health Record Manual/Health Record Forms.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 1 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) provides a Classification plan that assesses the program needs of offenders, ensures appropriate custody level assignment, and provides for on-going evaluation of offender progress and adjustment. GDC policy provides that all offenders/juveniles/residents are classified into the most appropriate security and program level. All offenders/juveniles/residents will be provided: Classification plans, Classification status reviews, pre-parole progress reports, and special needs. This policy will provide a procedure and practice for a written offender Classification plan. The plan specifies the objectives of the Classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met.

II. Authority:

- A. Americans with Disabilities Act (ADA) of 1990;
- B. O.C.G.A. §§ 17-10-6.1, 17-10-30(b), 42-5-2;
- C. GDC Board Rules: 125-2-4-.03, Identification and Classification and 125-3-1-.02, Offender Security Classification;
- D. GDC Standard Operating Procedures (SOP): 209.06, Administrative Segregation; 215.01, Transitional Center Selection Criteria and Placement; 220.02, Security Classification; 222.02, County Facility Placement; and
- D. ACA Standards: 2CO-4B-01; 2-CO-4B-03; 2-CO-4B-05; 2-CO-5A-01; 2CO-5B-01; 4-4296; 4-4295; 4-4444; 4-4309; 4-4448; 4-4449; 4-4450; 4-4451; 4-4452; 4-4457; 4-4297; 4-4298; 4-4301; 4-4299; 4-4300; 4-4303; 4-4302; 4-4304; 4-4305; 4-4430; and 4-4096.

III. Definitions:

- A. **Outside Detail** - A detail that is beyond the perimeter fence. Either a correctional officer or a GDC trained/certified government staff member supervises this detail. These details may be contract details, facility details, or limited supervision outside details.



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 2 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- B. **Limited Supervision Outside (LSO) Detail** - Outside details that are not normally supervised by a correctional officer. These details are supervised by a representative from another government agency that has completed the required GDC training for outside details.
- C. **Closed Outside Detail** - A detail location that is contained within a perimeter fence and that is guarded by an armed correctional officer. This detail location is not contained within the perimeter fence of the offender's assigned facility (i.e. Food Distribution Unit, Canning Plant, etc.).
- D. **Operational Manual** - The authoritative guidebook that describes the detailed processes and systems utilized by Care and Treatment Staff identifying the services provided to the offender population.
- E. **Next Generation Assessment (NGA)** – GDC's assessment tool to identify programming for the offender population.

IV. Statement of Policy and Applicable Procedures:

- A. **Classification.** The goal of Classification is to provide an objective categorization of each offender based on their needs to assist offenders in reaching their goals. Individual offender treatment program needs should be based on a Next Generation Assessment (NGA) of the criminogenic factors that apply to that offender. The offender's treatment program should provide evidence based interventions targeted to factors that relate to the individual's criminal behavior. Classification also provides a method of monitoring progress toward those goals.

GDC houses close, medium, and minimum security offenders, and the offender's security level is determined by the NGA. All offenders transferred to facilities have been pre-classified by GDC based on the NGA for their security needs. The Classification process will be an on-going activity to record each offender's progress and personal adjustment. No offender will receive more surveillance or assistance than required or be kept in a more secure status than potential risk requires. GDC Classification policy provides that an offender has the right for a Classification review and appeal process. When an offender disagrees with a Classification decision, the offender must submit Attachment 3, Classification Appeal Form to the Classification Chairperson.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 3 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

The Warden/Superintendent or their designee will review the Classification Chair's decision, and his or her decision will be the final decision for the offender. This decision will be documented in SCRIBE. The offender will be notified of the Warden's/Superintendent's decision, and the Classification Appeal Form will be placed in the offender's institutional file.

1. **Security Classification:** Upon placement into the supervision of the GDC, the NGA Security Classification Instrument generates a security level in SCRIBE for each offender. The Security Classification Instrument is an automated system that analyzes several factors. Each factor is assigned a unique weight and then processed by an algorithm that produces a security level for an offender, which is displayed in SCRIBE. The identified security level is then reviewed by the Warden/Superintendent or their designee for final approval and comment if necessary. The system also allows limited override capability that is submitted through SCRIBE for NGA Classification Manager at Central Office review and final approval. The Security Classification Instrument requires a one-level analysis of the system-generated security level by the Warden/Superintendent or their designee to review and approve. The designee shall be the Chief Counselor, S.I.P. Coordinator, Deputy Warden of Care Treatment (DWCT) (at Some Facilities this is the Deputy Warden of Care & Treatment/Security), Asst. Superintendent or Diagnostic Director if applicable. The Deputy Warden of Security (DWS) can also fulfill this role.
2. Offenders will not be classified or housed based on race, religion, national origin, sex, disability, or political views.
3. The Classification Committee will recommend eligible offenders for graduated release, through a decrease in supervision to the GDC Offender Administration Unit, for transfer to a Transitional Center via SCRIBE assignment.
4. The Committee shall be responsible for all offender initial assignments, Reclassification actions and movements regarding work details, program assignments, security levels, transfer requests, housing assignments and facility segregation hearings. The Committee's decisions are subject to the review and approval of the Warden/Superintendent. Each newly admitted

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 4 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

offender shall be evaluated in terms of security level, behavior history, substance abuse history, medical needs, MH/MR needs, work history and skills, number of adult incarcerations, gang affiliation, and program needs/requirements.

5. **Special Needs:** Offenders identified as high risk of re-offending with a history of aggressive and/or sexually assaultive behavior are assessed by the NGA or another qualified professional. Counseling, interventions and case management are designed to facilitate change in behavior for successful transition to society or for a compliant life under facility supervision. Offenders with alcohol and drug abuse problems should be identified early as well as all criminogenic areas, along with Mental Health, Medical, Housing, etc.
6. The Classification Committee will develop and maintain an Operations Manual, which is to include pertinent information and requirements, as specified in this SOP. The Classification Committee is charged with the development and maintenance of a Master Programs Schedule. The Committee will also develop offender work programs, detail descriptions, and detail criteria. The Classification Committee will develop and maintain a Facility Classification/Stratification Plan outlining:
 - a. The purpose of each offender housing unit;
 - b. Facility Mission/Vision Statement;
 - c. Facility Overview;
 - d. Specialized Programs & Details offered at the facility;
 - e. Staffing Analysis;
 - f. Facility Schematic; and
 - g. Housing Unit Stratification.
7. Classification plans for juvenile offenders will assist in determining the level of risk and program needs developmentally appropriate for adolescents. Classification plans shall include consideration of physical, mental, social, and educational maturity of the juvenile offender, (if applicable).
8. The facility will maintain a written plan for full-time work and/or program assignments for all offenders in the general population. This plan will be

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 5 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

maintained in the DWCT Operational Manual (see Attachment 14, Operational Manual Template). The plan also provides for employment for offenders with disabilities.

9. All eligible offenders are to work unless assigned to an approved education or training program. Offenders have the option of refusing to participate in any rehabilitation or treatment program except adult basic education and programs required by statute or ordered by the sentencing court or paroling authority.
 10. The facility will provide opportunities for offender employment in correctional industries, facility maintenance, operations, public works or community projects.
 11. GDC has written policy, procedure, and practices that provide that the security and program determinations necessary for any individual to be eligible for industries work are made by the Classification Committee.
 12. If services for adult and juvenile offenders are provided by the same agency, written statements of philosophy, policy, program, and procedure make clear differences in intent between criminal code and the statutes that establish and give direction to programs for juveniles. There is a separate service delivery system for juveniles. The juvenile population is not programmed or classified with adult offenders.
 13. GDC policy provides for a comprehensive work program.
 14. The offender work plan provides for employment for offenders with disabilities.
 15. GDC will provide a variety of work assignments that afford offenders an opportunity to learn job skills and develop good work habits and attitudes that they can apply for jobs after they are released.
- B. State Board of Pardons and Parole (P&P). P&P has access to all information regarding offenders housed in GDC. The offender's case note progress report will be made available to P&P. All information regarding the offenders current

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 6 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

and complete history of their programs and activities and progress can be viewed in the SCRIBE Programs Module, SCRIBE contacts, SCRIBE case-notes, Reentry Checklist, and Reentry Plan. The offender's parole plan is also documented in the SCRIBE contacts and prioritized for parole release.

- C. **Classification Committee Composition.** The Classification Committee membership, with appropriate alternates, shall be designated in writing, by the Warden/Superintendent. It shall be comprised of the following members:
1. Chairperson: DWCT or Chief Counselor;
 2. Care and Treatment Member: Selected based on experience/ability;
 3. Security Member: Sergeant or higher rank; and
 4. Other staff, such as the Operations Analyst (OA), OA Technician, or medical personnel, may be assigned to assist the Committee.
- NOTE:** In facilities where there is no Chief Counselor, a Senior Counselor may act as the Chairperson. In facilities where there is no DWCT, the Chief Counselor or Senior Counselor may act as Chairperson.
- D. **Classification Meetings:** The Classification Committee shall meet a minimum of once per week, as scheduled by the Committee Chairperson. The Classification Committee Chairperson may schedule additional meetings as the need arises. The scheduling of Initial and Reclassification meetings on the same day, has been identified as a best practice. A SCRIBE case note shall be used to document Committee actions.
- E. **Classification Committee Operations:** Each state, county and private facility shall implement a Classification and Assignment system that ensures the following in the operation of the Classification process: All new offender arrivals will be orientated upon arrival to familiarize themselves with available programs, jobs, facility rules, etc.
1. **Admissions & Orientation (A&O) Process:** The DWCT will designate a counselor(s) to conduct the A&O process, to include completing all

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 7 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

necessary paperwork and case management requirements. In order to provide for a comprehensive offender orientation, the counselor(s) shall be trained in the diagnostic, general population, medical and MH/MR requirements at their facility. Counseling staff are to perform the day to day operations of the A&O process. Best practices indicate that the use of A&O beds in a designated area, enhances the effectiveness and efficiency of the process. During the A&O process the assigned A&O counselor will:

- a. Screen the institutional file and SCRIBE for each assigned offender within 72-hours of arrival to the facility.
- b. Identify any special needs that require attention from the staff and make referrals to appropriate staff/departments upon discovery of such needs.
- c. Review each offender's history and observe his/her behavior in preparation for making initial recommendations. The A&O counselor will meet with each offender to determine their program job needs and make initial referrals to the Classification Committee. The Classification plan will provide for maximum involvement of representatives of relevant facility programs and the offender concerned in Classification reviews.
- d. The A&O counselor will be responsible for reviewing the information in SCRIBE and the institutional file to ensure that all personal information is completed and accurate and entered prior to initial Classification.
- e. The facility staff will utilize the pre-facility assessment information regarding the offender's progress and adjustment in the facility's Classification decision. Information on any offender who has had contact with the criminal justice system will be used in the facility's Classification decision.
- f. The counselor assigned to complete the initial Classification paperwork of the offender shall evaluate the offender through: a thorough file review, the review of SCRIBE reports to screen for the status of NGA assessed needs, legal mandates, and GDC referred and specialized program requirements.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 8 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- g. An initial interview and observation of the offender's initial behavior and adjustment to the facility is noted.
 - h. Counselors shall ensure that all required activities and documents are completed, prior to submitting the offender and case file to the Classification Committee. This includes the completion of the Classification Form and any other documentation required by facility management.
 - i. If the offender has returned from a Transitional Center, a security Reclassification review will be conducted to ensure proper placement by the assigned counselor and forwarded to the Classification Committee along with the Initial Classification Form.
- F. **Initial Classification Committee:** The Committee will ensure a thorough assessment of needs, risks, capabilities, and all intake activities are completed before offenders are scheduled for Initial Classification. To provide ample time for accomplishing this requirement, offenders are typically not classified before the third (3rd) working day after their arrival. Offenders are not to be classified on the day of their arrival. The timeframe for completing Initial Classification should not exceed seven (7) working days from arrival.
- Note:** County facilities may classify offenders on the day of arrival but only after all orientation processes have been completed.
- G. **Initial Classification Committee Responsibilities:** Following the completion of orientation and intake processing, the Classification Committee shall conduct an initial review and classification of each offender, with assignments made as appropriate.
- 1. The Classification Form shall be used to structure the Committee's review and interview. It is the responsibility of the Committee to include on the form any additional information or clarifications brought forward during their interview and questioning of an offender. Areas or issues requiring follow-up by the counselor and/or offender should be addressed and documented in the offender's facility institutional file and SCRIBE case notes.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 9 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

2. The Committee will review the status of NGA and specialized programming. In instances where offenders are received from other permanent facilities, the committee will determine if program information is being tracked accurately. When confirmed, necessary corrections will be forwarded to the appropriate staff for data entry. Also, in cases where it can be confirmed that an offender was participating in a group(s) at the sending facility, the Committee should immediately re-enroll the offender, if appropriate.
3. The Committee shall inform the offenders of NGA and specialized program requirements, reinforcing the offender's responsibility in addressing identified needs, as opportunities are made available to them. The Committee will use the referral capability in SCRIBE for educational testing, vocational assessment, substance abuse programs and other activities.
4. The Classification plan specifies criteria and procedures for determining and changing an offender's program status. The Classification plan will include at least one (1) level of appeal. Program status decisions include level of custody, transfer to another institution, and other program changes, but do not include disciplinary action.
5. The Committee shall review each offender to determine if he/she is currently a registered sex offender. If the offender is currently registered, the Committee will notify the Facility Sex Offender Point of Contact. The Facility Point of Contact will then notify the Sheriff of the County in which the registered offender is housed using Attachment 9, Notification of Registered Sex Offender Transfer via email or facsimile.

Note: If the offender is currently registered, it will be noted in red lettering under his/her picture on the personal history page in SCRIBE.

6. Offenders will be assigned to a permanent counselor/case manager at the initial Classification within seven (7) days of arrival or at arrival to the facility. During the initial Classification, the offender will be assigned a permanent counselor (if not done at arrival) for assured access, advice, and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 10 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

assistance. The counselor is expected to maintain contact with the offender. This will be documented in the case management module in SCRIBE during initial Classification.

7. The Classification Committee will meet at a minimum, weekly to review the recommendations and finalize initial Classification. After the Committee has convened, the final Classification will be made and forwarded to the designated data entry staff for recording in SCRIBE. Once entered into SCRIBE the offender will receive a copy of his/her schedule. The Classification Committee Form will be placed in the offender's institutional file.
8. At a minimum, offenders will receive a progress review to review their Classification status every twelve (12) months.
9. Progress reviews are scheduled based on the last progress review date. Offenders should be allowed to initiate reviews that determine the extent of their progress and the effectiveness of their programming. Program review includes reviews of all matters affecting the offender's status, including custody. This review does not include disciplinary action. A copy of the progress review will be documented as a meaningful contact in the case notes section of SCRIBE.
10. Offender Classification Attendance: All offenders shall be required to attend Initial Classification. This policy provides for a procedure and practice which requires that unless precluded for security or other substantial reasons, all offenders appear at their Classification hearing and are given notice forty-eight (48) hours prior to the hearing. An offender may waive the forty-eight (48) hour notice. The waiver shall be clearly documented on the Classification document. If a document is not completed, the waiver of the forty-eight (48) hour notice shall be completed and placed in the offender's institutional file.
11. The names of new arrivals will be placed on the SCRIBE Classification Schedule (call-out), for the day they are to appear before the Classification Committee.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 11 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

H. Reclassification Committee:

1. It shall be the responsibility of the Reclassification Committee to manage the following scope of work:
 - a. Job Detail Changes;
 - b. Program Assignments;
 - c. Security Reviews;
 - d. Transfer Requests;
 - e. Institutional Segregation Reviews;
 - f. Housing Assignments; and
 - g. Special Parole Review.

2. Preparation for Reclassification: For work detail and program assignments, the counselor shall complete and submit Attachment 2, Re-classification Form for Committee review and action. The counselor shall review and document each offender's facility institutional file, prior to the Classification meeting.
 - a. Offender Reclassification Meeting Attendance: Offenders will not be required to attend Reclassification. However, this policy provides for a procedure and practice which require that unless precluded for security or other substantial reasons, all offenders appear at their Classification review and are given notice forty-eight (48) hours prior to the hearing; such notice may be waived by the offender in writing. It shall be the responsibility of the Classification Committee to establish a definite time to meet each week. Each scheduled offender shall be notified forty-eight (48) hours prior to the Classification review via SCRIBE appointment schedule and/or posting call-outs in the dorm on evening shift. Such notice may be waived by the offender. The waiver shall be clearly documented on the Classification document. If a document is not completed, the waiver of forty-eight (48) hour notice shall be completed and placed in the offender's institutional file. At a minimum, ensure that the offender is aware of the Classification process. Counselors shall have the responsibility for notifying offenders on their caseload of Classification Committee actions.

 - b. Counselor Attendance: Counselors are not required to be present at Reclassification meetings, unless requested by the Chairperson.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 12 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- I. **Assignment Change/Request Procedure:** The Classification Committee shall have an assignment Change/Request procedure for changes in job assignments and program assignments. The offender can initiate a review of progress and program status by use of the Counselor Request Form, Attachment 8. It shall be submitted through the assigned counselor to the Committee.
- J. **Institutional Reviews:** The following actions or functions may be handled institutionally by the Classification Chairperson:
1. Actions such as reentry plan reviews, security reviews, and transfer requests may be acted on by the Chairperson. On their signature, these documents can be forwarded for review, approval, and processing by facility management. As necessary, the Chairperson should forward exceptional cases for review by the full Committee.
 2. Please note that the Classification Form does not have to accompany security Reclassifications, reentry plan reviews, institutional segregation reviews, or transfer requests.
 3. Assignments to programs made in mass may be handled by the Chairperson. The Program Data Form should be utilized to make, add and remove offenders from Risk Reduction Programs. However, the assignment recommendations shall be submitted by the assigned counselor or program counselor to the Chairperson. To document these actions, each offender's new schedule will be assigned through SCRIBE and documented in SCRIBE case-notes as a Classification or Reclassification action.
 4. When offenders are placed in segregation or isolation, they are to be removed immediately from the detail roster. Once released from isolation/segregation, they are to be institutionally reviewed and re-assigned by the Classification Chairperson if the assignment involves an outside detail. The previous steps of this section shall be followed and then forwarded to the Deputy Wardens/Assistant Superintendents and Warden/Superintendent for approval.
- K. **Work Activity Performance Report (WAPR):** All requests to remove offenders from job assignments must be supported by a completed WAPR and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 13 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

documented in SCRIBE case-notes. The Program Data Form will be utilized to remove offenders from Risk Reduction Programs for successful or unsuccessful removal. A SCRIBE documentation will also be noted in case-notes regarding offender's program participation. In Education/Vocational, a WAPR will be utilized to address moving from one level to the next level as well. In instances where the reason for requesting an assignment change is unsatisfactory performance, the Committee should verify that other appropriate action has been taken.

1. WAPR's will also be used for the following reasons:
 - a. When supervisors want to communicate exceptionally good or poor performance to an offender's counselor. This should be the first intervention, prior to requesting removal from an assignment.
 - b. Counselors should request WAPR's to gather current information when necessary for a full assessment of offender's progress or lack of progress on all assignments.
 - c. WAPR's shall be placed in the offender's institutional file, along with any documentation of counselor intervention.

- L. Special Parole Review: In the event an offender has displayed exemplary conduct for an extended period, the Warden or Acting Warden may recommend a Special Parole Review to be conducted. The Classification Committee shall be responsible for gathering pertinent documentation concerning the exemplary conduct. This recommendation, (see Attachment 4) once approved by the Regional Director and Director, Facilities Operations, will be forwarded to the State Board of Pardons and Paroles for an early release consideration of the offender. This recommendation will only take place when and if certain preliminary criteria are met. Those criteria include:
 1. The offender in question must not be serving a sentence of life without parole.
 2. This type of recommendation cannot be made on the behalf of an offender who:

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 14 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- a. was convicted of a "Serious Violent Felony" as defined in O.C.G.A. § 17-10-6.1 and
 - b. has a sentence of less than Life.
3. An offender serving a sentence of Life must have served the majority of his/her set off period (5 of 8 years, 4 of 6 years, etc.)
 4. The offender must have served twenty-four (24) months since his/her last parole consideration.
 5. The offender must have been at his/her present (recommending) facility for a minimum of twenty-four (24) months, of which time he/she has not received a disciplinary report.
 6. The offender must have documented in his/her file, exemplary conduct documented via staff completing Work Activity Reports (WARP's).
- M. Institutional Segregation Hearings: The Classification Committee shall follow the requirements outlined in SOP 209.06, Administrative Segregation. With the approval of the Warden, the Classification Committee Chairperson may designate a sub-committee to handle institutional segregation reviews. The Classification Committee Chairperson must review and sign off on the sub-committee's actions.
- N. Outside Detail Assignment: The following criteria shall be applied to all outside details.
1. The offender shall have no more than thirteen (13) years left to serve on his/her sentence, TPM or Maximum Release Date.
 2. The offender shall have no pending felony charges or detainers.
 3. Offenders with Federal Immigration Detainers pending charges or any active detainer/special notification of a violent nature will not be considered for placement on an outside detail.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 15 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

4. Offenders with a conviction of statutory rape shall be considered for outside detail on a case-by-case basis.
 5. Offenders with excessive fines (i.e. \$500,000 or more) shall not be considered for outside de tail.
 6. Offenders shall have no escape convictions or attempts within the last five (5) years.
 7. Offenders with convictions of violent offenses may be considered only as a last resort unless the detail assignment is to a closed outside detail. Murder, voluntary manslaughter, and manslaughter indictments and convictions shall never be considered for outside detail. Offenders with armed robbery indictments or convictions may be considered if no other offenders are suitable for the detail. Cases such as this must be reviewed carefully to ensure that no present security concerns exist.
 8. If an offender receives an Immigration and Nationalization Services (INS) Detainer, he/she shall never be placed on an outside detail.
- O. Limited Supervision Outside (LSO) Details: The offender, prior to being assigned to these type details, shall meet the following criteria:
1. Prior to the review the offender shall be minimum security.
 2. The offender shall not be involved with drugs and/or alcohol within the last year.
 3. A former offender who had been previously assigned to an LSO detail and who has been returned to incarceration because of violation of conditions of parole (as stipulated upon the offender's parole certificate) may be recommended for reinstatement of assignment to LSO detail after serving three (3) months.
 4. An offender who loses his LSO detail due to violation of the rules and regulations must maintain a clear conduct record for one (1) year to be eligible for a recommendation to return to LSO detail.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 16 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

5. If known to be an alcohol or drug addict at the time of commitment, sufficient evidence must be furnished indicating that the addiction is controlled (i.e. completed a substance abuse class, no positive drug screens, etc.).
6. An offender is NOT eligible for LSO detail:
 - a. If he or she is or has ever been under a death sentence.
 - b. If he or she has a Life sentence which is under appeal.
 - c. If he or she has been sentenced for two (2) or more crimes of violence.
 - d. If current or prior sentence is for a felony sex offense.
 - e. If he or she is serving a sentence for a crime of violence involving particularly brutal or wantonly cruel circumstances, which involved multiple victims, which was committed against persons employed in law enforcement, the judiciary, or corrections, or if he or she committed murder in the act of another felony.
 - f. If he or she is serving a sentence for murder, unless the Commissioner has approved in writing a finding by the Department that the murder did not involve any aggravating circumstance(s) as defined in O.C.G.A. § 17-10-30(b).
7. An offender normally will not become eligible for LSO detail without additional, justifying documentation when:
 - a. He or she has an outstanding detainer;
 - b. He or she is serving a single misdemeanor sentence.
 - c. He or she escaped from a close security facility, if the recapture occurred less than five (5) years ago. Refer to Section IV of this SOP for a definition of closed prison/center.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 17 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

8. County Camp Placement – Follow guidelines established in SOP 222.02, County Camp Placement.
 9. Transitional Center Placement – Follow guidelines established in SOP 215.01 Transitional Center Criteria Placement and Process. (Attachment 6 Transitional Center Criteria)
- P. Administration and Oversight: Working in conjunction with the Facility's Oversight Committee, the Classification Committee shall be responsible for monitoring, analyzing, providing reports and making recommendations on the facility's work programs, program slots, in/out criteria, and the facility housing/movement plan.
- Q. Facility Profile: The facility shall have a written profile for each of its housing units and beds, work details, and programs. The profile shall contain all the pertinent information needed for making appropriate assignments, given an offender's medical profile, MH/MR status, education level, skill level, security level, and in/out status.
- R. In/Out Criteria: Classification Committees, under direction provided by the Warden, are to continue using SOP 220.02, County Camp Placement and directives issued by the Facilities Operations to guide the development of their facility's In/Out criteria.
- S. Review of Offenders on Outside Details: Under the direction of the Warden, the Classification Committee will conduct an on-going review of all offenders assigned to outside details for appropriateness of assignment. To implement this requirement, the Committee will establish the circumstances and events which will require the review of offenders assigned to outside details. This requirement shall contain but not be limited to the following:
1. When offenders are sent to and return from court (sentence modification, new conviction, or detainer added), they shall be removed from the detail roster upon leaving the facility. When they return from court they are to be put back before the full Classification Committee for review and assignment.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 18 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

2. Notification of Parole Board action such as denials or change of TPM (set-off).
 3. An increase in security level.
 4. When these offenders are placed in Segregation or Isolation, they are to be removed immediately from the detail roster. Once released from Isolation/Segregation, they are to be institutionally reviewed and assigned by the Classification Chairperson and then forwarded to the Deputy Wardens and Warden for approval if the assignment involves an outside detail.
 5. Receipt of a Disciplinary Report.
 6. Below average performance indicated on a WAPR.
 7. Family crisis matters, i.e. divorce, death, custody changes, etc.
 8. Reports of suspicious behavior.
 9. The Classification Committee will coordinate with facility management to ensure that staff members are informed of the above requirements. The committee will maintain documentation regarding the communication of these requirements.
- T. Facility Stratification and Movement Plan: With the Warden's approval, the Classification Committee and Facility Oversight Committee shall develop and maintain a written Facility Stratification and Movement Plan. The plan shall be utilized to organize and manage the internal stratification and movement of the facility's offender population. Specific criteria shall be established for housing/bed assignments and movements. The plan will identify the level of authority required for approving and making movements within dorm/units, between dorm/units in the same building, and between buildings at the facility. The Classification Committee Chairperson shall be provided a copy of the daily report of all moves.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 19 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

Note: Physical Limitation moves: All offenders requiring special accommodation as defined by the Americans with Disabilities Act shall be housed in cells/living units that best meet their physical limitation needs. Offenders that require this type of accommodation will be given priority over an offender that does not require physical limitations assistance. The offender not requiring special accommodations shall be moved to another cell/living unit if the cell/living unit is needed for an offender requiring physical limitations assistance. Transfer from one facility of this nature to another facility of this nature shall be a method of last resort.

- U. **Facility Trend Analysis:** The Classification Committee and Facility Oversight Committee shall have the responsibility for identifying, analyzing, and reporting trends or issues within the facility, to include areas such as: disciplinary reports and other behavior related issues, requirements of work details and programs, full employment (work/programs) of the population, level of movements, etc. The Committee shall also develop strategies to help stabilize caseloads and minimize movements. The Committee is to coordinate with the Operations Analyst to identify and secure information available through computerized systems, for example: disciplinary report tracking, intranet reports, vacancy reports, activity rosters, attendance reports, reports on internal moves, etc. This policy ensures that a process and practice are provided so that facility staff will identify monthly the needs of the offender population to ensure that the necessary programs and services are available, including programs and services to meet the needs of offenders with specific types of problems.
1. **Work/Program Slot Review:** The Classification Committee, with assistance from the Operations Analyst, will ensure that computerized Vacancy Reports are kept current, on a weekly basis. The Committee will use the report(s) to guide their decision making when assigning offenders to work details and programs. Supervisors are to inform the Committee of any critical needs or issues.
 2. **Computer Reports:** The Classification Committee shall utilize current available computer report formats. The Operations Analyst or their designee shall provide current Vacancy Reports, Incarcerated Offender Reports, Performance Incentive Credit, Movement Reports, etc., to the

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 20 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

Committee to assist them with making appropriate assignment decisions, and carrying out trend analysis responsibilities.

- a. **Computerized Report Entry:** The Operations Analyst or designee shall enter schedule changes daily to ensure accurate accountability.
 - b. **SCRIBE:** All assignments, profiles, events and conditions shall be entered into SCRIBE. Offenders shall receive a printed copy of their new schedule prior to the start of their work cycle and program assignment.
 3. **Documentation of Classification Committee Actions:** All Classification Committee actions shall be documented in a written report which is to be maintained on file and kept on file in the Counselor Supervisor office or DWCT office. After each Classification meeting, this report shall be forwarded for review and signature by the DWCT, DWS, and Warden.
- V. **Role of the Operations Analyst (OA):** The OA shall have the responsibility of helping to coordinate the computerized documentation/tracking for all offender movement and assignments. The OA or designee shall provide the Classification Committee with the necessary information/reports needed to develop a Stratification and Movement Plan, and to continue to do an analysis of the trends in movement at the facility.
- W. **Offender Classification Committee Appeal:** All Classification actions may be appealed. If an offender is dissatisfied with a decision of the Classification Committee, he/she must complete and submit Attachment 3, Classification Appeal Form, which will be forwarded to the Warden/Superintendent. The Warden/Superintendent or their designee shall review and respond to the issue and so advise the offender. The form will be filed in the offender's institutional file.

- V. **Attachments:**
Attachment 1, Classification Committee Stamps
Attachment 2, Classification Committee Form
Attachment 3, Classification Appeal Form

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Classification Committee		
Policy Number: 220.03	Effective Date: 10/30/17	Page Number: 21 of 21
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

Attachment 4, Special Parole Review Recommendation Form
Attachment 5, Re-Classification Form (Inside Only)
Attachment 6, Transitional Center Criteria
Attachment 7, Notification of Registered Sex Offender Transfer
Attachment 8, Counselor Request Form
Attachment 9, Movement Plan Memo Template
Attachment 10, Stratification Plan Template
Attachment 11, 48-hour Waiver
Attachment 12, County Facility Criteria
Attachment 13, Offender Refusal Form
Attachment 14, Operational Manual Template

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 2, 3, 4, 5, 7, 8, 11 and 13 will be placed in the offender institutional file and retained per the official retention schedule. Attachments 6, 9, 10, 12, and 14 shall be utilized as instructed and destroyed when revised and obsolete.



ADA COMPLIANCE NOTICE

In accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990, the Georgia Department of Corrections will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

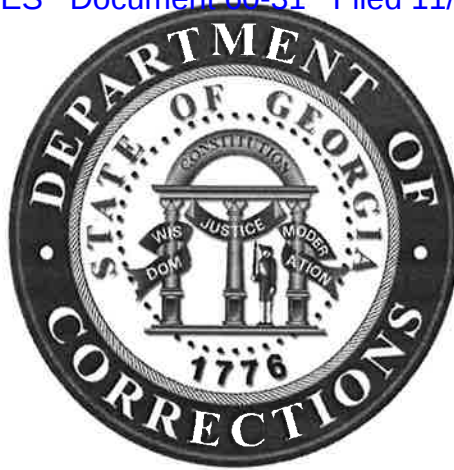
The Georgia Department of Corrections Standard Operating Procedures include an Accommodation Request Procedure (103.63) and a Grievance Procedure (227.02), which can be utilized to communicate the need for a reasonable accommodation or to file a complaint. Both policies have an appeal process.

If you have a specific request or need additional information, please contact your Facility ADA Coordinator. The Facility Coordinator's contact information will be provided to you by the facility administrator.

In accordance with 28 C.F.R. § 35.107, GDC has an Agency ADA Coordinator, who can be reached using the following contact information:

Cheryl Ann Frazier
Americans with Disabilities Act (ADA) Coordinator
Georgia Department of Corrections
P.O. Box 1529
Forsyth, Georgia 31029
478-993-4737





ADA COMPLIANCE NOTICE

In accordance with the requirements of the Americans with Disabilities Act (ADA) of 1990, the Georgia Department of Corrections will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

The Georgia Department of Corrections Standard Operating Procedures include an Accommodation Request Procedure (103.63) and a Grievance Procedure (227.02), which can be utilized to communicate the need for a reasonable accommodation or to file a complaint. Both policies have an appeal process.

If you have a specific request or need additional information, please contact your Facility ADA Coordinator. The Facility Coordinator's contact information will be provided to you by the facility administrator.

In accordance with 28 C.F.R. § 35.107, GDC has an Agency ADA Coordinator, who can be reached using the following contact information:

Tomeka Simpson-Dumas
Americans with Disabilities Act (ADA) Coordinator
Georgia Department of Corrections
P.O. Box 1529
Forsyth, Georgia 31029
478-993-4737

ADA.ACCESSIBILITY@GDC.GA.GOV

The Americans with Disabilities Act (ADA)

It is the policy of the Georgia Department of Corrections (GDC) to maintain compliance with the Americans with Disabilities Act (ADA), a Civil Rights Law, which requires accessibility to programs, services, and activities to individuals with disabilities and prohibits discrimination. GDC Standard Operating Procedure (SOP) 103.63 provides an open and meaningful accommodations request process, which offers resolution to offender complaints and allegations related to concerns and issues related to the ADA. GDC Standard Operating Procedure 227.02 provides information regarding ADA related grievances. These policies can be accessed in your Law Library. Each facility has a Facility ADA Coordinator, who is in place to assist in ensuring you have equal access to programs, services, and activities. **Your Facility ADA Coordinator is**

According to SOP 103.63, all qualified offenders with disabilities will have access to services, programs, and activities. Appropriate and effective communication will be available to ensure access to the services and programs through contracted or employed language services or other accessibility solutions. All offenders shall have equal access to the following services, programs, and activities, but are not limited to those outlined below:

1. Academic and vocational education;
2. Work programs/work release programs;
3. Recreation;
4. Mail, telephone, visiting;
5. Library;
6. Religious programs;
7. Reception and orientation;
8. Transportation services;
9. Classification;
10. Food Service;
11. Sanitation and Hygiene;
12. Health Care;
13. Social Services;
14. Release;



15. Discipline, Grievance Procedures, and Due Process proceedings;
16. Safety and Emergency Procedures;
17. Access to media, courts, counsel, and law library;
18. Commissary;
19. Volunteer Programs; and
20. Mental Health Services.

To ensure effective communication with offenders who have a hearing disability, the Georgia Department of Corrections will provide appropriate auxiliary aids and services free of charge, such as: qualified sign language interpreters and oral transliterators, TTYs, videophones, note-takers, computer-assisted real time transcription services, written materials, telephone handset amplifiers, assistive listening devices and systems, telephones compatible with hearing aids, closed caption decoders or TVs with built-in captioning, open and closed captioning of Georgia Department of Corrections' programs, or other equally effective solutions.

To ensure effective communication with offenders who have a vision disability, the Georgia Department of Corrections will provide appropriate auxiliary aids and services free of charge, such as: guide sticks (as medically indicated), documents with enlarged text, documents in Braille, magnifying sheets, magnifying devices, computer keyboards with enlarged text, large computer screens, bold lined paper, talking books, screen reader devices, readers, audio recordings, or other equally effective solutions.

To ensure effective communication with other offenders with communication disabilities, the Georgia Department of Corrections will provide other effective methods to make materials available to indicated individuals.

NOTE: You can ask or write any of our staff members for assistance, or you can use our ADA Accommodations Request and Grievance processes. Please see the next two pages, which outlines the ADA Compliance Notice in English and Spanish. Other translations and accessible formats will be made available upon request.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 1 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

I. Introduction and Summary:

It is the policy of the Georgia Department of Corrections (GDC) to maintain a grievance procedure available to all Offenders, which provides an open and meaningful forum for their complaints, the resolution of these complaints including an appeals process, and is subject to clear guidelines. This policy serves to protect Offenders from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment and provides for the resolution of Offender grievances relating to health care concerns.

II. Authority:

- A. GDC Board Rules: 125-2-4-.23;
- B. GDC Standard Operating Procedures (SOP's): 103.63 Americans with Disabilities Act (ADA) Title II Provisions, 204.10 Offender Use of the Goal Device, 208.06 Prison Rape Elimination Act - (PREA) Sexually Abusive Behavior Prevention and Intervention Program, 209.01 Offender Discipline, 209.05 Administrative Segregation, and 507.04.03 Inmate/Probationer Health Concerns or Complaints; and
- C. ACA Standards: 2-CO-3C-01, 4-4281 (Ref. 3-4268) (MANDATORY), 4-4284, and 4-4394.

III. Definitions:

- A. **Active Grievance** - A grievance that is currently being worked at the local facility level and has not been resolved or appealed to the Commissioner's level.
- B. **American with Disabilities Act (ADA)** - As defined in SOP 103.63 Americans with Disabilities Act (ADA), Title II Provisions.
- C. **Alternate Grievance Coordinator** - The individual assigned by the Warden or Superintendent to back-up and/or assist the Grievance Coordinator to manage the grievance process at the local facility as the secondary point-of-contact.
- D. **Business Day** - Monday through Friday excluding state holidays.



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 2 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- E. **Calendar Day** - Calendar Day is considered a 24-hour time period from midnight to midnight Monday through Sunday.
- F. **Emergency Grievance** - An unforeseen combination of circumstances, urgent need, or the resulting state that calls for immediate action or relief through the grievance process. (e.g. a situation involving a significant threat to the health, safety or welfare of an Offender that requires prompt action)
- G. **Georgia Offender Alternative Learning (GOAL) Device** - As defined in SOP 204.10 Offender Use of the Goal Device. Also known as the JPay Tablet.
- H. **Good Cause** - A legitimate reason involving unusual circumstances that prevented the Offender from timely filing a grievance, appeal, or Attachment 10, Active Grievances Process Form. Examples include: serious illness, being housed away from a facility covered by this procedure (such as being out on a court production order or for medical treatment).
- I. **Grievance Coordinator** - The individual assigned by the warden or superintendent to manage the grievance process at the local facility and serve as the primary point-of-contact.
- J. **JPay** - As defined in SOP 204.10 Offender Use of the Goal Device.
- K. **Kiosk** - As defined in SOP 204.10 Offender Use of the Goal Device.
- L. **Offender** - A person who has been placed under the supervision of Georgia Department of Corrections.
- M. **Physical Force Non-Compliance** - Allegation of staff use of force that is **NOT** in alignment with the letter of, the intent of, and the purpose of GDC written policy and procedures.
- N. **Physical Force Compliance** - Allegation of staff use of force that is in alignment with the letter of, the intent of, and the purpose of GDC written policy and procedures.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 3 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- O. **Sexual Abuse** - As defined in SOP 208.06, Prison Rape Elimination Act – (PREA) Sexually Abusive Behavior Prevention and Intervention Program.
- P. **Sexual Harassment** - As defined in SOP 208.06 Prison Rape Elimination Act - (PREA) Sexually Abusive Behavior Prevention and Intervention Program.

IV. Statement of Policy and Applicable Procedures:

A. General Information:

1. Notice to Offenders. Upon entering the Department of Corrections, each Offender must receive an oral explanation of the grievance procedure. The Offender must also receive a copy of the Orientation Handbook for Offenders, which includes instructions about the procedure. The Offender's receipt of an oral explanation of the grievance procedure and Orientation Handbook will be noted in the Offender's institutional file. Additionally, Offenders may access a copy of this policy in its entirety at the facility library.
2. No Offender may be denied access to this procedure.
 - a. Grievances must be initiated on the J-Pay Kiosk (Kiosk) at those facilities with the Kiosk or the JPay Tablet (Tablet). All grievances shall be entered into the Kiosk. If the Offender does not have access to the Kiosk, the designated staff will initiate the grievance process in the JPay System link on Captiva.
 - b. Grievance forms must be available in the control rooms of all living units and must be provided upon request by an Offender that does not have access to the Kiosk or the Tablet. For Offenders in isolation and segregation areas, staff assigned to those areas must provide these forms upon request by an Offender.
 - c. Offenders are not prohibited from assisting other Offenders from filling out any forms attached to this SOP. They may not assist Offenders at the Kiosk. One Offender may not file a grievance on behalf of another Offender.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 4 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- d. Institutional staff will assist Offenders who need special help filling out the grievance forms (*i.e.*, due to language barriers, illiteracy, or physical or mental disability) upon request;
3. Retaliation against an Offender for filing a grievance is strictly prohibited. The prohibited retaliation includes, but is not limited to, disciplinary action against the Offender for filing a grievance.
4. Informal Dispute Resolution: The Department encourages Offenders to try to resolve complaints on an informal basis before filing a grievance. However, an Offender is not required to attempt an informal resolution before filing a grievance.
5. The grievance procedure is not intended to circumvent routine administrative processes (*i.e.*, clothing requests, sick call, etc.).

B. Grievances:

1. Grievable Issues: Except as provided below, an Offender may file a grievance about any condition, policy, procedure, or action or lack thereof that personally affects the Offender.
2. Non-grievable Issues: An Offender may not file a grievance about any of the following issues:
 - a. Matters that do not personally affect the Offender;
 - b. Matters over which the Department has no control, including parole decisions, sentences, probation revocations, court decisions, and any matters established by the laws of the state;
 - c. Disciplinary actions, including any warnings, sanctions, fees, or assessments: The disciplinary appeal procedure is located in SOP 209.01, Offender Discipline;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 5 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- d. Involuntary assignments to Administrative Segregation: The procedure to appeal such assignment is located in SOP 209.06, Administrative Segregation;
 - e. Co-pay charges assessed for health care: The procedure to appeal such charges is located in SOP 507.04.03, Inmate/Probationer Health Concerns or Complaints;
 - f. Transfers of Offenders between Facilities;
 - g. Housing assignments, program assignments, security classifications or work assignments, unless there is an alleged threat to the Offender's health or safety. The procedure to appeal such assignments is located in SOP 220.03, Classification Committee;
 - h. Requests for special religious accommodation outside the accommodations allowed for by policy: The procedure to file a special religious request is located in SOP 106.11, Religious Accommodations. However, Offenders may file grievances regarding the Department or a staff member's alleged failure to adhere to current policy regarding religious accommodations;
 - i. Sexual Abuse and Sexual Harassment shall be forwarded to the Institutional Sexual Assault Response Team (SART) and processed according to SOP 208.06, Prison Rape Elimination Act: Sexually Abusive Behavior Prevention and Intervention Program;
 - j. GOAL Devices (Tablets) including issuance, usage, access, loss or termination of privileges, repair or replacement of the Tablets, etc. An issue with this device should be addressed at the facility with the J-Pay Point of Contact designated by the Warden. Use of the Tablet is a privilege, not a right.
3. An Offender may file a grievance alleging retaliation or harassment, regardless of the form of the alleged retaliation or harassment.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 6 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

4. An Offender is limited to two (2) Active Grievances:

- a. Active Grievances with Offender Access to the Kiosk/Tablet:
 - i. If an Offender's new grievance would exceed the two (2) Active Grievances limit, the Grievance Coordinator will advise the Offender, via a JPay System message, that he may voluntarily drop one (1) of the two (2) Active Grievances.
 - ii. The Offender must return a message, via the Kiosk/Tablet, to the Grievance Coordinator, within five (5) days, stating that he or she wishes to drop one of the active grievances and provide the Reference Number of the grievance.
 - iii. If the Offender fails to respond via the Kiosk/Tablet, to the Grievance Coordinator, within five (5) Calendar Days, then the third (3rd) grievance will be closed.
 - iv. If the Offender responds after five (5) Calendar Days, it may be accepted with Good Cause.
- b. Active Grievances without Offender access to the Kiosk/Tablet: Attachment 10, must be used, by staff and the Offender, if the Kiosk/Tablet is not used to process the grievance.
 - i. If an Offender's new grievance exceeds the two (2) Active Grievances limit, the Grievance Coordinator will advise the Offender, utilizing Attachment 10, Active Grievances Process Form, that he may voluntarily drop one of the (1) of the two (2) Active Grievance. The Grievance Coordinator will enter the grievance in the JPay System and note that Attachment 10, Active Grievances Process Form was forwarded to the Offender.
 - ii. The Offender must return Attachment 10, Active Grievances Process Form and the new grievance to his Counselor within five (5) Calendar Days of receipt of Attachment 10, to drop one (1) of the two (2)

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 7 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Active Grievances. The Counselor will then forward Attachment 10, Active Grievances Process Form and the new grievance back to the Grievance Coordinator. The Grievance Coordinator will enter this information in the JPay system and drop the appropriate grievance.

- iii. If the Offender fails to return Attachment 10, Active Grievances Process Form, to the Grievance Coordinator, within five (5) Calendar Days, then the third (3rd) grievance will be closed.
 - iv. If the Offender returned Attachment 10, Active Grievances Process Form after five (5) Calendar Days, it may be accepted with Good Cause.
- c. The Department will not further review a dropped grievance and the Offender's ability to file a grievance or otherwise seek administrative review for the subject matter of a dropped grievance will be forfeited.
5. The following do not count toward the two (2) Active Grievance limit and will be processed:
- a. A grievance submitted by the Offender as an Emergency Grievance, and determined by the Duty Officer to be an Emergency Grievance;
 - b. A grievance that involves allegations of physical abuse with significant injury to the Offender;
 - c. A grievance that the Grievance Coordinator determines involves an important issue of prison security or administration, such as a serious threat to life, health, or safety; and
 - d. A grievance that involves allegations of ADA violations.
6. Grievances will be rejected that include threats, profanity, insults, or racial slurs that are not a part of the Offender's complaint.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 8 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

7. **Range of Remedies:** Remedies include all reasonable and effective resolutions, which may range from corrective action by the Warden/Superintendent up to statewide policy changes by the Commissioner. Monetary awards are not allowed, except for missing or damaged property claims.

C. The Grievance procedure has two (2) Steps. Step 1: Original Grievance and Step 2: Central Office Appeal:

1. Step 1: Original Grievance:

- a. The Offender's complaint and requested relief must be stated legibly and in writing in the space provided using the Kiosk/Tablet or the Grievance Form. Only one (1) additional page may be attached to the paper Grievance Form and the Offender may write on only one (1) side of the page.
- b. The complaint must be a single issue/incident and must be submitted no later than ten (10) Calendar Days from the date the Offender knew, or should have known, of the facts giving rise to the grievance. Grievances filed later than ten (10) days may only be considered upon Good Cause.
- c. Submitting the grievance on the Kiosk/Tablet will initiate the grievance process giving a date and time stamp that will serve as the Offender's receipt. This step also provides a Reference Number which will serve as the Grievance number.
- d. If the Offender submits a paper Grievance, the Offender must sign and hand-deliver the Grievance Form to any Counselor. Immediately upon receipt of the grievance, the Counselor must give the Offender the receipt from the bottom of the Grievance Form and give the Grievance to the Grievance Coordinator. Grievances submitted through the mail (in-house or U.S. Postal Services) will not be processed except for Good Cause.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 9 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

e. Screening:

i. The Grievance Coordinator will screen the grievance. During screening, the Grievance Coordinator may:

- 1) Accept the grievance for processing;
- 2) Recommend that the Warden/Superintendent reject the grievance pursuant to one (1) of the categories listed in subsection IV.C.1.e.ii., below; or
- 3) If there are two (2) Active Grievances, advise the Offender per the process outlined in IV.B.4.

ii. The Warden/Superintendent or designee should reject the grievance, via the JPay System or on paper if it:

- 1) Raises a non-grievable issue as defined in Paragraph IV.B.2.;
- 2) Is not filed timely; however, the Grievance Coordinator may waive the time limit for Good Cause;
- 3) Includes threats, profanity, insults, or racial slurs that are not a part of the Offender's complaint;
- 4) Raises more than one (1) issue/incident; or
- 5) Contains any extra pages other than those allotted and has any writing on the backside of a page.

iii. Grievances rejected by the Warden/Superintendent shall be returned to the Grievance Coordinator, who will send the Warden's/Superintendent's decision, Attachment 11, Warden/Superintendent's Rejected Grievance Response to the Offender via a message on the JPay System or by the Counselor. The Warden's response delivered to the Offender via the Kiosk/Tablet will

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 10 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

be time and date stamped upon receipt. When the Warden's response is delivered by the Counselor, a copy of Attachment 11, Warden's/Superintendent's Rejected Grievance Response, must be given to the Offender and the Offender must sign and acknowledge receipt.

- iv. Wardens/Superintendents must still act on the information contained in a rejected grievance that concerns the health or safety of any person in accordance with good prison management.
 - v. The Offender may appeal the Warden's/Superintendent's decision to reject the grievance to Central Office.
 - vi. All grievances shall be entered into the JPay System by the Grievance Coordinator/designee.
- f. Processing:
- i. The Grievance Coordinator shall appoint an appropriate staff member to thoroughly investigate the Offender's complaint. The investigation may include interviewing the Offender, interviewing witnesses, taking statements, and obtaining documents.
 - ii. Upon completing the investigation, the staff member must write a complete report, attaching all relevant documentation, and submit it to the Grievance Coordinator. (Refer to Attachment 2, Staff Local Investigative Form) The report must contain:
 - 1) A summary of the facts surrounding Offender's complaint;
 - 2) The staff member's conclusions; and
 - 3) A recommendation for resolution.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 11 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- iii. The Grievance Coordinator will then review the staff report and submit a recommendation, via the JPay System, to the Warden/Superintendent, to grant or deny the grievance.
- iv. The Warden/Superintendent or Designee will then review the grievance, the staff report, and the Grievance Coordinator's recommendation and issue a decision to grant or deny the grievance. The decision must be in writing and must state the reasons for the decision.
- v. The Warden/Superintendent has forty (40) Calendar Days from the date the Offender submitted the Grievance Form to deliver the decision to the Offender. A one-time, ten (10) Calendar Days-extension may be granted; however, the Offender must be advised, in writing or via the Kiosk/Tablet, of the extension prior to the expiration of the original forty (40) Calendar Days.
- vi. The Warden/Superintendent or Designee will send the grievance decision, via the JPay System, to the Grievance Coordinator, who will notify the Offender via the Kiosk/Tablet or send the decision to the Offender's Counselor, utilizing Attachment 4, Warden's/Superintendent's Response Form, if the Offender does not have access to the Kiosk/Tablet. The Counselor must then give the decision to the Offender and have the Offender sign an acknowledgement of receipt.
- vii. A copy of the grievance, the staff report (including any attachments to the staff report), the recommendation, and the Warden's/Superintendent's decision will be maintained in the JPay database.
- viii. The Offender may appeal the Warden's/Superintendent's decision to Central Office via the Kiosk/Tablet or by utilizing Attachment 5, Grievance Appeal to Central Office Form.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 12 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

g. Referral to the Office of Professional Standards, Criminal Investigation Division by Region:

- i. Rejected Grievances: Grievances with Physical Force allegations that are deemed to be Non-Compliance, but satisfy the criteria for rejection pursuant to Paragraph (IV)(C)(1)(e)(ii) shall be rejected. Although the grievance has been rejected pursuant to policy guidelines, an investigation is warranted due to the nature of the allegation. The facility shall forward a copy of the grievance packet containing all relevant information to the Criminal Investigation Division by Region for review and any action deemed appropriate.

Although the grievance has been rejected, the investigative process will continue. Attachment 12, Rejected: Notification of Referral to the Office of Professional Standards will be given to the Offender, Via the Kiosk/Tablet or send the decision to the Offender's Counselor, if the Offender does not have access to the Kiosk/Tablet. The Counselor must then give the decision to the Offender and have the Offender sign an acknowledgement of receipt. Upon the completion of the investigation conducted by the Criminal Investigation Division, the Offender will be notified.

- ii. Accepted Grievances: If a grievance alleges Physical Force and is deemed to be Non-Compliance and is accepted, the facility shall forward a copy of the grievance packet containing all relevant information to the Criminal Investigation Division by Region for review and any action deemed appropriate.

Attachment 6, Accepted: Notification of Referral to the Office of Professional Standards will be given to the Offender, via the Kiosk/Tablet or sent to the Offender's Counselor, if the Offender does not have access to the Kiosk/Tablet. The Offender must sign an acknowledgement of receipt when the Counselor gives the decision to the Offender. This action effectively closes the grievance. This decision is not appealable. Although the grievance is closed, the investigative process will continue. The Offender shall receive a

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 13 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

response upon the completion of the investigation conducted by the Criminal Investigation Division.

- h. Referral to the Facility ADA Coordinator: Grievances from Offenders with disabilities who are grieving requests for accommodation or ADA related complaints shall be forwarded to the Facility ADA Coordinator and processed pursuant to and within the timelines established in SOP 103.63, Americans with Disabilities Act (ADA), Title II Provisions;
- i. Rejected Grievances: Grievances with Americans with Disabilities Act allegations that satisfy the criteria for rejection pursuant to Paragraph (IV)(C)(1)(e)(ii) shall be rejected. Although the grievance has been rejected pursuant to policy guidelines, an investigation is warranted due to the nature of the allegation. The facility shall forward a copy of the grievance packet containing all relevant information to the Facility ADA Coordinator for processing in accordance with SOP 103.63 Americans with Disabilities Act (ADA), Title II Provisions.

Although the grievance has been rejected, the investigative process will continue in accordance with SOP 103.63 Americans with Disabilities Act (ADA), Title II Provisions. Attachment 13, Rejected: Notification of Referral to the Facility ADA Coordinator will be given to the Offender, Via the Kiosk/Tablet or send the decision to the Offender's Counselor, if the Offender does not have access to the Kiosk/Tablet. The Counselor must then give the decision to the Offender and have the Offender sign an acknowledgement of receipt. Upon the completion of the investigation conducted by the Facility ADA Coordinator, the Offender will be notified.

- ii. Accepted Grievances: If a grievance alleges Americans with Disabilities Act allegations and is accepted, the facility shall forward a copy of the grievance packet containing all relevant information to the Facility ADA Coordinator for processing in accordance with SOP 103.63 Americans with Disabilities Act (ADA), Title II Provisions.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 14 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Attachment 14, Accepted: Notification of Referral to the Facility ADA Coordinator will be given to the Offender, via the Kiosk/Tablet or sent to the Offender's Counselor, if the Offender does not have access to the Kiosk/Tablet. The Offender must sign an acknowledgement of receipt when the Counselor gives the decision to the Offender. This action effectively closes the grievance. This decision is not appealable. Although the grievance is closed, the investigative process will continue in accordance with SOP 103.63 Americans with Disabilities Act (ADA), Title II Provisions. The Offender shall receive a response upon the completion of the investigation conducted by the Facility ADA Coordinator.

2. Step 2: Central Office Appeal:

- a. The Offender may file a Central Office Appeal only after:
 - i. The Offender receives the Warden's/Superintendent's response to the grievance via the Kiosk/Tablet or the Grievance Coordinator; or
 - ii. The time allowed for the Warden's/Superintendent's decision to be given to the Offender has expired.

Note: Offenders may not appeal accepted grievances forwarded to Criminal Investigations or those forwarded to the Facility ADA Coordinator.

- b. The Offender has seven (7) Calendar Days from the Warden's response date to file a Central Office Appeal. The Grievance Coordinator or Commissioner's Designee may waive this time limit for Good Cause.
- c. The Offender must send an appeal via the Kiosk/Tablet or fill out and sign Attachment 5, Central Office Appeal Form and give it to his/her Counselor. The Counselor must sign and date the Central Office Appeal Form and must give the Offender the receipt, which is the bottom portion of Attachment 5, Central Office Appeal Form.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 15 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- d. The Grievance Coordinator must ensure the Grievance, the Warden's/Superintendent's decision, Attachment 5, Central Office Appeal Form, and any supporting documentation is electronically entered into the JPay System for the Commissioner's Designee to review.
- e. The Commissioner or his/her designee has 120 Calendar Days after submission of the Central Office Appeal Form to deliver a decision to the Offender.
- f. The Commissioner's designee will send the Central Office Appeal decision to the facility Grievance Coordinator, via the JPay System. The Grievance Coordinator will notify the Offender, Via the Kiosk/Tablet or send the decision to the Offender's Counselor, if the Offender does not have access to the Kiosk/Tablet. The Counselor must then give the decision to the Offender and have the Offender sign an acknowledgement of receipt.
- g. If the Commissioner or the Commissioner's designee determines that a grievance should have been accepted by the facility and processed, the grievance will be returned to the facility for investigation, via the JPay System. The Warden/Superintendent will have fifteen (15) calendar days from receipt of the returned grievance to process and deliver the decision to the Offender, via the JPay System. If the Offender does not have access to a Kiosk/Tablet, a paper copy will be provided utilizing Attachment 4, Warden's/Superintendent's Grievance Response. Once the Offender receives the Warden's 2nd response, the Offender will have seven (7) calendar days from the Warden's response date to file the 2nd Central Office Appeal.

D. Emergency Grievance Procedure:

1. Emergency Grievances must be immediately referred to the Duty Officer. The Duty Officer shall be responsible for monitoring the JPay System during each duty rotation and is responsible for the following:

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 16 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

2. The Duty Officer must determine if the Grievance fits the definition of an Emergency Grievance. If it does, the Duty Officer must immediately take whatever action necessary to protect the health, safety, or welfare of the Offender, and provide an initial response within 48-hours. This information shall be documented, and the Offender must be given a written response, via the Kiosk/Tablet, to his Emergency Grievance within five (5) Calendar Days.
 3. If the Duty Officer determines that the grievance does not fit the definition of an Emergency Grievance, the Emergency Grievance will be closed. The reason why the grievance is not considered an emergency, must be documented and the Offender must be notified of this, via the JPay Kiosk/Tablet, within five (5) Calendar Days. The Offender can then file a new grievance, within ten (10) Calendar Days of the notification, if the new grievance meets the requirements of this SOP.
- E. Administration and Record-keeping for the Grievance Procedure:
1. The Commissioner may delegate his/her authority over grievance matters to a designee.
 2. Confidentiality of Grievances:
 - a. All paper copies of grievances and related documents retained at the institution must be kept in a local working file within the office of the Grievance Coordinator in a locked cabinet. Paper copies of grievance documents retained by Central Office staff must be kept in a separate file. Electronic grievance documents must have similar restricted access. If there is a scanning process available to the Grievance Coordinator at the local level or the Commissioner's Designee at the Central Office level, then once the decision is made, the local working file may be scanned into a PDF file. This file will be assigned a unique file name following the statewide guidelines and stored in a secured, limited access folder on the network. Grievances processed via the JPay System will be maintained on that JPay Server.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 17 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- b. A Grievance must not be placed in the Offender's file or referred to in SCRIBE case notes.
 - c. Grievances may be made available to staff members involved only to the extent necessary for processing the Grievance or for an audit.
3. Grievance Coordinator: The Warden/Superintendent must appoint a Grievance Coordinator and an Alternate Grievance Coordinator.
4. Grievance Coordinator Duties:
 - a. Ensure compliance with the Grievance SOP;
 - b. Maintain the JPay System records on grievances;
 - c. Retain all paper records and documentation relevant to grievances as provided by this policy;
 - d. Coordinate the timely investigation of grievances.
5. When a grievance is filed in reference to a different facility, the Grievance Coordinator at the Offender's current facility will notify the Grievance Coordinator at the originating facility via the JPay system for screening and processing. Once the Warden's Response is entered by the originating facility, the Offender will be notified via the Kiosk/Tablet. If the Offender does not have access to the Kiosk/Tablet, the Offender will be notified in writing.
6. Employee Training: All facility employees will be required to attend grievance training. The training officer will document this annually.
7. Deadlines and time calculation: If the final day of a deadline falls on a day that is not a Business Day, then the deadline expires on the next Business Day.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 18 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

8. Released or Transferred Offenders: Facilities shall continue to screen and process grievances of Offenders who were subsequently released or transferred from the facility after the grievance was filed.
9. If the Offender filed a Central Office appeal of the Warden's/Superintendent's decision prior to being released, the appeal will not be processed.
10. If an Offender does not have access to a Kiosk/Tablet, the grievance process will be maintained by staff in the JPay System. Written responses will be provided to the Offender in every step and manually entered into the JPay System.

F. Evaluation of the Grievance Procedure:

1. The Office of Professional Standards, Audits and Compliance Unit must audit and evaluate the grievance process at least once every twelve (12) months.
2. The Office of Information and Technology will generate semi-annual reports regarding the number and type of grievances filed and will present those reports to the Commissioner, the Director of Field Operations, and the General Counsel of the Department.

V. Attachments:

- Attachment 1: Offender Grievance Form;
- Attachment 2: Staff Local Investigative Form;
- Attachment 3: Witness Statement Form;
- Attachment 4: Warden's/Superintendent's Response Form;
- Attachment 5: Grievance Appeal to Central Office Form;
- Attachment 6: Accepted: Notification of Referral to Office of Professional Standards;
- Attachment 7: Grievance Rejection Code Form;
- Attachment 8: Grievance Resolution/Drop Form;
- Attachment 9: Central Office Appeal Response Form;
- Attachment 10: Active Grievances Process Form;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Statewide Grievance Procedure		
Policy Number: 227.02	Effective Date: 3/19/2019	Page Number: 19 of 19
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- Attachment 11: Warden's/Superintendent's Rejected Grievance Response;
Attachment 12: Rejected: Notification of Referral to the Office of Professional Standards;
Attachment 13: Rejected: Notification of Referral to the Facility ADA Coordinator; and
Attachment 14: Accepted: Notification of Referral to the Facility ADA Coordinator.

VI. Record Retention of Forms Relevant to this Policy:

All Grievance related paper documents shall be retained in the Grievance Coordinator's file for four (4) years after the final disposition of the grievance and then destroyed. All grievance related documents within the JPay System will be permanently maintained.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 1 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

Force may be used to accomplish legitimate and necessary functions of Facility/Center operations, and to prevent injury to persons or substantial damage to property. The use of force to compel an offender to take involuntary action, or to restrain and prevent him or her from an action, is authorized only to the extent necessary to maintain positive control of the offender. When the offender involved is Mental Health (MH/MR) as defined in Paragraph IV.D. below, SOP 508.01 Mental Health Organization and Administration becomes the controlling procedure for use of restraints and for seclusion cells. At no time does this transfer of control nullify the responsibility and authority of security staff to protect the safety and security of employees, offenders, and the Facility/Center as a whole.

A. **Authorization** - Authority for the use of force, security equipment and restraint equipment, or special cells such as hardened cells or stripped cells, shall rest with the Warden, Superintendent, Deputy Warden, Assistant Superintendent, Chief Correctional Supervisor, or Administrative Duty Officer.

1. Facility/Center staffs are authorized and shall use appropriate force when an escape is in progress, when it is evident that an escape may ensue or when it is evident that danger to persons or damage to property may ensue.
2. If time and circumstances permit, employees shall obtain authorization from the Warden, Superintendent, or designee before using force. In an emergency where it is not possible or practical to seek prior authorization, an employee shall use appropriate force, and then notify the Warden, Superintendent, or designee as soon as possible. The employee shall be required to justify use-of-force without prior authorization.

C. **Punishment Not Permitted** - Force, security equipment, and restraint equipment are intended to be used only as control measures when absolutely necessary. They are not intended, and shall never be used as a means of punishment.

D. **Notification** - The Warden, Superintendent or designee shall be immediately notified when any type of force is used. A written report, as outlined in Section IV.J., Reporting Use of Force, shall be submitted no later than the conclusion of that shift.

II. Authority:

- A. O.C.G.A. §17-4-20;



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 2 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- B. GDC Board Rules: 125-2-1-.09; 125-3-1-.06(a); 125-3-2-.07; 125-3-2-.12; and 125-4-4-.05(d).;
- C. GDC Standard Operating Procedures (SOP): 103.10, Evidence Handling and Crime Scene Processing; 203.02, Document Flow; 203.03, Incident Report; 224.01, Control, Storage and Issuance of Firearms/Ammunition, Chemical Agents and other Security Equipment; 209.05, Stripped Cells and Temporary Confiscation of Personal Property; 508.01, Mental Health Organization and Administration; 209.07, Segregation - Tier I; 209.08, Administrative Segregation; 209.09, Special Management Unit - Tier III; 508.27, Time Out, Seclusion, and Physical Restraint; 507.04.23, Medical Classification and Profiling; and 507.04.69, Women's Health Services; and
- D. ACA Standards: 2-CO-3A-01, 4-4173, 4-4090, 4-4091, 4-4092, 4-4189, 4-4190, 4-4190-1, 4-4191, 4-4199, 4-4199 (Ref. 3-4191), 4-4200, 4-4201, 4-4202, 4-4204 (MANDATORY), 4-4205, 4-4206 (MANDATORY), 4-4281 (MANDATORY), 4-4403, and 4-4405.

III. Definitions:

- A. **Anticipated Use of Force** - A planned use of force in which time and circumstances allow for the preparation of the use of force and there is not an immediate threat of injury to staff or other offenders or damage to state property.
- B. **Spontaneous Use of Force** - An unplanned use of force in which there is immediate action necessary to prevent injury to staff or other offenders or damage to state property.
- C. **Use of force** - Use of force shall be defined as physical force used to compel an offender to take action against his or her will, or to prevent an offender from taking action that would be damaging to themselves, other persons, or property. The use of force may include the use of hands, batons, chemical agents, water pressure, firearms, or other instruments. The use of physical force shall be restricted to instances of justifiable self-defense, protection of others, protection of property, prevention of escapes, to maintain or regain control of an offender and deadly force will only be utilized as the last resort. Refer to Section IV.G.2.a. and b. of this policy, which governs the Use of Deadly Force.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 3 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

D. **MH/MR Offenders** (from SOP 508.01) - Those offenders who have been evaluated by a Department of Corrections professional mental health staff member, licensed psychologist or psychiatrist who has determined that the offender is either mentally ill and/or mentally retarded and requires treatment or habilitation services, or offenders with identified psychological problems as determined by counseling staff and/or mental health professionals and/or MH/MR professionals at all state or county facilities/centers, private prisons, transitional centers, or community corrections facilities.

E. **Offender** - A person who has been placed under the supervision of Georgia Department of Corrections.

IV. Statement of Policy and Applicable Procedures:

Use of force applied in any circumstance and involving any equipment or only hands shall not be more than is reasonable and necessary. Any willful or intentional physical abuse of an offender shall result in adverse action up to and including immediate termination, and possible civil or criminal charges.

A. **Protective Gear:** All available protective gear must be worn during an Anticipated Use of Force. Wardens and Superintendents are required to ensure that this is complied with and documented in the Warden's and Superintendent's Comment Section on Attachment 3, Use of Force Cover/Checklist.

B. **Restraint Equipment:** Restraint equipment is designed to be applied to a person's body to limit the ability to move about or to restrict the movement and use of his or her extremities.

1. **Use of Restraints:** Restraints may be used routinely during the movement of potentially violent or unruly offenders or during movement outside the Facility/Center. The use of restraint equipment is also designed to prevent the committing of an offense by violent or unruly offenders. In the latter case, restraint equipment may be necessary to regain and maintain control of the offender involved. Medical conditions and physical limitations shall be considered when using restraints on ANY offender, male or female.

a. Restraints utilized on offenders with medical conditions or physical limitations shall be in accordance with the issued "**medical restriction – no restraint**" profile (see SOPs 507.04.23 and 507.04.69 for more information).

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 4 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- b. Waist chains, leg and ankle restraints, four-point restraints shall not be used on pregnant offenders nor shall they be restrained with hands behind the back. Restraints shall be applied so pregnant female offenders can protect themselves in case of fall.
- c. Restraints shall NOT to be utilized on pregnant offenders during the labor and delivery process. Restraints shall be used only if absolutely needed during post-partum or transports of pregnant females.

NOTE: Should security or medical reasons justify (Escape or harm to self, fetus, or others); the Warden or Superintendent shall be notified immediately and is authorized to deviate from the above requirements. Restraints are to be utilized only as long as the events justify. An incident report shall be completed justifying said action. A copy of the incident report is to be placed in the offender's medical file.

- d. **Use of Force and Restraint for Control of Offenders with Disabilities:**
 - i. Before restraining an offender who may have a medically documented disability, security staff shall consult with a medical practitioner (or designee) to determine any restrictions on applying restraints, unless there is imminent danger to self or others and the need for spontaneous use of force.
 - ii. Unless there is a medically documented restriction regarding the use of restraints, restraints shall be applied to offenders with disabilities with consideration given to any illness or disability that adversely affects an offender's stability, balance and/ or coordination, or communication as in the same manner as any other offender.
 - iii. Force multipliers (chemical agents, impact weapons, canines, etc.) may be used on offenders with disabilities if necessary to protect the staff, visitors, and other offenders or to control disruptive behavior.
 - iv. Any authorized restraints may be used on offenders with disabilities subject to the guidance below and recommendations of a medical practitioner or medical professional.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 5 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

v. Methods of Restraint for Types of Disabilities:

1) Back Injuries:

- (a) Offenders should be laid with their backs on a board when transporting (only with direct one-on-one supervision).
- (b) Metal or soft restraints may be used to secure limbs to board.
- (c) Soft restraints may be used under the back to secure the offender to the board.
- (d) Metal restraints should not be used between the offender's back and the board.

2) Arm Sling/Swath and Free Sling:

- (a) Prior to treatment, offenders with an injured arm should have the uninjured arm secured to a waist chain using metal handcuffs.
- (b) The injured arm should be secured as approved by medical personnel (on site or through the duty officer call roster)

3) Wheelchairs and Walkers:

- (a) Quadriplegic offenders may be secured using metal or soft restraints.
- (b) Paraplegic offenders shall be restrained using a waist chain and handcuffs. Leg irons may be used, if no medical restrictions preclude their use. Medical staff, security staff, and the facility ADA liaison shall be included on the decision for restraint use.
- (c) Offenders requiring walkers, canes, or crutches may be transferred to a wheelchair and appropriately restrained.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 6 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

4) Prostheses:

- (a) Leg prostheses are not normally removed, and shall only be removed by medical personnel.
- (b) Arm or hand prostheses may be removed under the direct supervision of medical staff.
- (c) Full restraints (metal or soft) can be used, if there is no medical restriction.

5) Dialysis:

- (a) Offenders who require dialysis may be fully restrained as approved by a medical practitioner.
- (b) Metal handcuffs may be loosely applied to wrists, cuffed in front only, and more than one (1) inch from the graft or swelling if present.
- (c) Leg irons can be worn provided there is no swelling or sores around the ankle.
- (d) Any offender being returned from the hospital after graft surgery should not be restrained with any device on the graft arm. The other arm may be cuffed to a waist chain.

6) Bedridden Offenders - A medical practitioner (or designee) shall indicate which transport vehicles and restraints are appropriate for bedridden offenders, and transport decisions shall be made in collaboration with the Warden and Transportation Unit of Facility Operations.

7) Deaf Offenders - A deaf offender will be handcuffed in waist chains to allow for hand use for sign language communication. If the offender is combative or other security measures are necessary, the Administrative Duty Officer shall be contacted for guidance.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 7 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

8) Standard Position for Four-Point or Five-Point Restraints:

- (a) To prevent medical problems, offenders in four or five-point restraints should be placed on their back with arms secured at their side.
- (b) Hands shall be positioned no higher than the waist.

2. **Types of Restraints:** Restraint equipment shall be categorized as follows:

- a. **Soft Restraints** - These include leather straps or other similar devices constructed of soft material. The Safety Restraint Chair shall be considered a soft restraint.
 - i. **Authorization for Use of the Safety Restraint Chair:** The Warden or Superintendent shall authorize use of the Safety Restraint Chair. Any time in the Safety Restraint Chair exceeding the initial two (2) hour time period shall be approved by the Warden or Superintendent and a Qualified Health Care Official. The Warden/Superintendent can approve up to an eight (8) hour period in the chair. Any time over eight (8) hours shall be approved by the Regional Director.
 - ii. **The Safety Restraint Chair may be used in the following instances:**
 - 1) When an offender has demonstrated violent or uncontrollable behavior;
 - 2) To prevent offender self-injury, injury to others, or property damage when other techniques have been ineffective in regaining control of the offender;
 - 3) Upon recommendation by a psychiatrist, physician, or qualified health care professional if self-harm (banging of the head, etc.) has been determined as behavioral; or
 - 4) As a means of moving a combative offender safely from one section of the facility to another.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 8 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

iii. **Staff Training:** Only Correctional Staff trained in the use of the Safety Restraint Chair shall place an offender in the Safety Restraint Chair. Mental Health and Medical Staff shall also be trained on the use of the Safety Restraint Chair.

iv. **Duration of Stay in the Safety Restraint Chair:** The offender shall be placed in the Safety Restraint Chair long enough to regain control of his/her behavior.

v. **Reporting:** An Incident Report shall be completed along with Attachment 6, Safety Restraint Chair Authorization Form. If the behavior is considered to be MH, then MH staff shall direct the management of the offender. MH staff shall evaluate and if deemed behavioral, this shall be notated prior to use of the Safety Restraint Chair. Use of the Safety Restraint Chair shall be documented in an Official Log Book that shall be kept in a secure place and maintained when the Safety Restraint Chair is in use. The following shall be recorded:

- 1) Who authorized the placement;
- 2) What time the offender was placed in the Safety Restraint Chair;
- 3) Who placed the offender in the Safety Restraint Chair;
- 4) What time the offender was taken out of Safety Restraint chair and who authorized removal;
- 5) Who removed the offender from the Safety Restraint Chair; and
- 6) The condition and behavior of the offender when removed.

v. **Placement in the Safety Restraint Chair:**

- 1) A minimum of two (2) Correctional Officers and a Supervisor shall be present to assist in the placement of an offender in the Safety Restraint Chair.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 9 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- 2) The placement of an offender in the Safety Restraint Chair and the entire duration of the offender's time in the Safety Restraint Chair shall be videotaped. (Follow the procedures outlined in this policy. (VI.K.)
- 3) The Safety Restraint Chair shall be used in an upright position. Never lay it on its back while occupied.
- 4) Any offender placed in the Safety Restraint Chair shall be decontaminated if they have been subjected to the use of Oleoresin Capsicum (O.C.) Spray prior to placement in the chair.
- 5) The offender shall be restrained with hard restraints. (Leg-irons and Handcuffs)
- 6) The offender shall be strip searched if possible prior to placement. If not strip searched, then a thorough pat search shall be completed.
- 7) An offender shall not be placed in a Safety Restraint Chair naked nor shall his/her clothing be removed unless, in the judgment of the Warden or Superintendent, Facility/Center Physician, or the Mental Health Director, the offender is classified as violent, or likely to become so, or might commit mutilation or bodily harm to one's self or others. A paper gown may be appropriate in some cases.
- 8) The offender shall be positioned in front of the Safety Restraint Chair with their back toward the seat, with an officer on each side maintaining positive control of the offender. Staff shall assist the offender while being placed into the chair.
- 9) Staff shall not, at any time, wrap any of the belts or straps around the head or neck.
- 10) Be aware at all times of your position in relation to the offender's head, to reduce the chance of being bitten or spat on. If the offender is displaying this kind of behavior, the Spit Hood shall be used.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 10 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- 11) The offender shall be under direct and constant observation while in the Safety Restraint Chair.
- 12) 15 minute checks shall be completed and documented on the Segregation/Isolation Checklist.
- 13) The offender shall be given the opportunity to use the bathroom at least once every two (2) hours and this shall be documented in the Official Log Book. If the offender's behavior does not warrant allowing him/her out of the Safety Restraint Chair, once the offender calms down, a bathroom break shall be offered. A bathroom break shall be offered every two hours after the initial 2-hour time span.
- 14) The offender shall be given the opportunity to eat. Meals shall be governed by S.O.P. 508.27 Time Out, Seclusion and Physical Restraint. The status of meals shall be documented on Segregation/Isolation Checklist.
- 15) An offender shall be offered water whenever appropriate and at least every two (2) hours to maintain hydration. This shall be documented in the Official Log Book.

vi. The Chief of Security or Shift O.I.C. shall:

- 1) Review the use of the Safety Restraint Chair once every hour to include talking with the offender, checking the restraints for comfort and security, developing an appropriate plan for release, and checking the Safety Restraint Chair Monitoring Log Form for appropriate entries.
- 2) Ensure that the appropriate staff person completes Attachment 6, Safety Restraint Chair Authorization Form and the Segregation/Isolation Checklist, until the offender is released.
- 3) Ensure that no offender is kept in the Safety Restraint Chair for more than two (2) hours without the Warden's/ Superintendent's or designee's authorization.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 11 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

vii. A qualified health care professional shall:

- 1) Reassess the offender's mental and medical health care status every two (2) hours.

viii. Conditions for the Use of the Safety Restraint Chair:

- 1) The Use of the Safety Restraint Chair shall not be for punishment.
- 2) The Safety Restraint Chair shall be used according to the manufacturer's instructions and shall not be altered, modified, or customized in any way from the original manufactured state and intended use.
- 3) The Safety Restraint Chair shall not be altered from the original design.

ix. After placement in the Safety Restraint Chair:

- 1) The offender can be transported to an area for observation, preferably, in a single cell in the unit where he/she cannot be observed by other offenders. Welfare checks or observation shall be documented every 15-minutes.
- 2) Correctional staff and qualified health care professionals shall follow all monitoring requirements outlined above and all related directives and Standard Operating Procedures. Use of the Safety Restraint Chair in a way that would jeopardize the health of an offender, shall be reported immediately by Staff to their immediate Supervisor, the Chief of Security, Deputy Warden, or the Warden/ Superintendent.

x. Removal from the Safety Restraint Chair:

- 1) Correctional staff shall remove the offender from the Safety Restraint Chair when the Warden, Superintendent, or their Designee determines that there is no longer a threat to self and others, and the offender can be managed by other means. This decision shall be made in conjunction with a qualified health care professional. Staff shall

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 12 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

complete the Attachment 6, Safety Restraint Chair Authorization Form.

- 2) A minimum of two (2) Correctional Officers and a Supervisor shall be present when an offender is removed from the Safety Restraint Chair.
 - 3) A qualified health care professional shall examine the offender immediately after removal from the Safety Restraint Chair.
 - 4) Staff shall clean and disinfect the Safety Restraint Chair prior to storage.
- b. **Hard Restraints** - These include handcuffs, leg chains, waist chains, waist belts, and "flex cuffs."
3. **Conditions of Restraint:** No more force than is necessary shall be used to place a violent offender or one becoming violent into restraints.
- a. At no time shall an offender be attached by restraints to fixed objects such as cell doors or grill work. (The Tier Program Chair is not considered a fixed object for the purposes of this S.O.P.) An offender may be restrained on a bed with appropriate restraints, including four-point restraints which may be soft restraints or hard restraints, until he or she can be brought under control. The only other exception is that offenders in the Tier Program are to be placed in the GDC Authorized Tier Program Restraint Chairs for programmatic use only and with the approval of the Warden or Superintendent. Offenders are not to be placed in these for punishment.
 - b. Even if the offender is loud or boisterous, he or she shall never have his or her mouth taped in an effort to repress noise.
 - c. Restraining an offender on his or her back or side shall be determined by MH/MR issues or physical health.
 - d. At no time shall an offender be restrained where the hands or hand restraints are tied or otherwise attached behind the back to the feet or foot restraints.

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 13 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

C. **Physical Handling:** Hands-on force is the first level of force available to a correctional officer. Physical handling is justified to subdue unruly offenders, to separate participants in a fight, in self-defense and in defending staff, offenders or other persons, and protect state property. It may also be employed to move offenders who fail to comply with lawful orders.

D. **Less Lethal Devices: Shock Shields, Tasers, Pepper Ball Projectors, Chemical Agents, and R-E-A-C-T BAND-IT System-** are less lethal devices that can greatly reduce potential injuries to staff and offenders in cell extractions or in quelling disturbances within a facility.

1. The minimum level of authorization for use of Shock Shields, Tasers, Pepper Ball Projectors, Chemical Agents, and R-E-A-C-T BAND-IT System is the Warden or Superintendent or their designee, except in circumstances that can be justified as spontaneous where immediate action is necessary. When these devices are used spontaneously, the incident report shall reflect the necessity for use without prior authorization.
2. Only those staff members that have attended the appropriate Departmental training and are certified by the Georgia Department of Corrections may use Shock Shields, Tasers, Pepper Ball Projectors, Chemical Agents, or R-E-A-C-T BAND-IT System as authorized. After the initial training/certification with the CEW (Taser), staff shall maintain certification by completing annual recertification. At the Warden's or Superintendent's discretion, the following uniformed staff are authorized to be issued a CEW (Taser): Correctional Officers serving in the Tier Program and Isolation/Segregation; Utility Officers supervising mass movement areas to include chow, recreation, programs, etc.; Tier Multifunctional Officers; Select Floor Officers; I.D. Officers; Transfer Officers; CERT Members; TACT Squad Members; Sergeants; Lieutenants; Captain; and Majors.
 - a. **Tasers** - The Tasers in use by the Georgia Department of Corrections have an integrated camera with audio. When an officer draws a Taser, the officer shall give the command of "Camera, Camera, Camera." This shall inform all present that the Taser is displayed and the camera is recording.
 - i. The Taser is equipped with Laser Sights.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 14 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- ii. Laser sights shall only be utilized for target acquisition in situations where weapons are equipped with lasers, such as the Taser.
 - iii. Any other use of this laser sight device, including but not limited to, pointing at any person (i.e. offender, staff), animals, structures, buildings, vehicles, or objects for the purposes of intimidation, harassment, “horseplay”, or any other unauthorized use, shall result in adverse action up to and including immediate termination of employment, and may additionally subject the identified correctional staff member to prosecution in civil or criminal court as the situation dictates.
 - iv. Prior to the deployment of the cartridges from the Taser, if force is needed, the officer shall give the command of “Taser, Taser, Taser!”
 - v. Reporting process for Use of Taser to Facility Operations: The individual facility shall be responsible for tracking the use of the Taser. The report shall be submitted no later than every Sunday by 6:00 p.m. Information that shall be tracked includes the number of times the device was displayed, deployed, “drive” stuns, and accidental discharge. This information shall be reported on Attachment 4, Conducted Electrical Weapon Weekly Usage Report. An incident report shall also be completed.
- b. **Chemical Agents** - Chemical agents shall be used only in the control or disbursing of offenders in emergency situations.
- i. Chemical agents (e.g.: pepper spray, C.S. gas, etc.) are NOT to be utilized on pregnant offenders.
 - ii. When time permits, the ventilation systems in areas where chemical agents are to be deployed shall be turned off to maximize the effectiveness of the chemical and to ensure that other areas are not contaminated.
 - iii. Decontamination: Anyone exposed to Direct, Indirect, or Area Contamination shall be decontaminated. Decontamination shall include:
 - 1) Remove offender(s) from the contaminated area;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 15 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- 2) Establish verbal rapport;
- 3) Expose the offender(s) to fresh air (non-contaminated area);
- 4) Have the offender stay still and encourage him/her to breathe normally and relax;
- 5) The resin shall be removed from the skin by placing the offender under running cold water as soon as possible. If circumstances prevent placing the offender in the shower, give the offender a wet paper towel to press on the face followed by a dry one to help remove resin from skin until they can be placed in the shower; flush eyes liberally with cool water, while encouraging the offender to open eyes in order to flush out the OC; or use a non-oil-based soap, shampoo or detergent to help remove the OC.

NOTE: Once sprayed with OC, an offender should never be restrained in four (4) or five (5) point restraint until medically cleared. Individuals exposed to chemical agents shall be examined by the medical staff as soon as practical and monitored until no further effects or symptoms remain.

- E. **Batons and Riot Sticks:** When the degree of force that can be applied by physical, bodily intervention alone is inadequate, additional force may be exerted. The baton or riot stick may be used to separate fighting offenders or to quell violence.
- F. **Water Hoses:** The decision to employ high pressure water shall be made by the Warden or Superintendent in consultation with the respective Regional Director. **If time permits, the Regional Director shall contact the Director of Field Operations who shall apprise the Assistant Commissioner, Facilities Division of the situation which may necessitate the use of high pressure water. If time does not permit prior to the incident necessitating the use of high pressure water, then information regarding deployment of this device shall be relayed to the Assistant Commissioner, Facilities Division during or IMMEDIATELY THEREAFTER the incident.**
- G. **Firearms:** Only those staff that have attended the appropriate Departmental training and are certified by the Georgia Department of Corrections may use firearms. Only those firearms issued by the Department shall be used for Departmental business.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 16 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

Firearms are considered to be potentially lethal weapons, and for use only in the most extreme cases. However, they are very effective tools that are authorized for use in facilities/centers under the following conditions:

1. **Non-deadly Force:** Non-deadly firearms ammunition shall be an additional option for controlling violent situations. This ammunition is constructed of material (such as rubber) which can be used against the offender without exposing him/her to a high risk of death or serious injury. This ammunition shall not be used at close range direct fire.
2. **Deadly Force:** Firearms with standard ammunition constitute force that is potentially deadly. They may be used only in situations where there is a danger of death, escape, or serious bodily harm. As in all other cases, deadly force may not be used if less extreme measures shall suffice.
 - a. **Authorization** - Deadly force may be used only under the following circumstances:
 - i. **When an offender or other person:**
 - 1) Is carrying a weapon with intent to kill or seriously injure;
 - 2) Is attempting to get a weapon to kill or seriously injure;
 - 3) Gives the officer reason to believe the intent is to kill or seriously injure; or
 - 4) Whom the officer has seen kill or seriously injure any person and refuses to halt when ordered.
 - ii. **Authorized Use of Force to Prevent an Escape:** Correctional officers are authorized to use force to prevent an escape from a secure facility, up to and including deadly force. Deadly force should only be used in circumstances where the escape cannot be prevented using a lesser degree of force.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 17 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- iii. **Warning Shot is NOT Authorized:** Correctional officers are NOT authorized to fire a warning shot in an effort to prevent an escape or for any other reason.
- b. **Authorization for Canine Officers:** Canine Officers assisting local/state law enforcement agencies while engaged in the apprehension of persons suspected of committing a crime shall comply with the above procedures, except they may pursue persons beyond the guard line, and are also authorized to use deadly force in an attempt to arrest a person who has committed a felony dangerous to human life.
- i. Canine Officers shall not shoot at a fleeing misdemeanor nor fire a warning shot.
- ii. Canine Officers are authorized to use deadly force, if necessary, to prevent the escape of a fleeing felon if the person fleeing is positively identified as a dangerous felon (the felon must be dangerous to human life while fleeing). The act of firing at the dangerous felon should not be resorted to if other means of capture and arrest are available to the Canine Officer.
- iii. Canine Officers shall not shoot at a fleeing person who has committed some act which may or may not be a felony; for example, accusation of hit-and-run or automobile theft.
- iv. Canine Officers who observe a person in the process of committing or about to commit a felony dangerous to human life are authorized to use deadly force to prevent the felony. This rule only applies when all other means to prevent the felony, short of the use of deadly force, have failed.

H. Unauthorized Persons Inside the Guard Line:

1. **Committing a Crime:** Correctional officers may use the minimum amount of force necessary to detain any person inside the guard line observed committing or attempting to commit a criminal offense. No officer shall pursue a person beyond the guard line unless directed to do so by the Shift Officer in Charge (Shift OIC). The officer shall report a description of the person and situation, including the person's departure direction and method, to the Shift OIC who shall coordinate any necessary response with local law enforcement.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 18 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

2. **Investigatory Stops:** Officers are authorized to conduct an investigatory stop on all unauthorized or unidentified persons inside the guard line. If the person flees, the officer shall not pursue the person outside the guard line, but shall report a description of the person and situation, including the person's departure direction and method, to the Shift OIC who shall coordinate any necessary response with the duty officer and local law enforcement.

NOTE: If an officer observes a crime being committed outside the guard line adjacent to a facility, the officer should report the crime and description of the situation to the Shift OIC who shall coordinate any necessary response with local law enforcement.

- I. **Medical Examination and Attention:** After any use of force the offender shall be examined by the medical staff as soon as possible. Individuals exposed to chemical agents shall be examined by the medical staff as soon as practical and monitored until no further effects or symptoms remain. (See VI.D.2.b.iii. for Decontamination Process) **An offender may refuse treatment for an injury but cannot refuse an examination.** If an offender is uncooperative during an examination, a physical assessment shall be made to the extent permitted under the circumstances and the findings (including the offender's statements) thoroughly documented. Documentation shall be provided on the Use of Force Medical Exam Form.
- J. **Reporting Use of Force:** The routine use of hard restraints in the movement and transportation of offenders does not need to be reported.
1. **When any use of force is employed, the following reporting process must occur:** A written report must be submitted no later than the conclusion of the shift in which the use of force incident occurred. The Senior Official in charge of the incident shall be responsible for reporting the facts necessitating the use of force on an offender and forwarding of the report through the chain of command, Chief of Security, Deputy Warden, and Warden or Superintendent.
- a. Attachment 3, Use of Force Cover/Checklist shall be used to document the processing of the Use of Force Incident Report, including any pending documentation, by the Senior Official in charge of the incident. This form shall document the administrative review of the report and videotape by the Chief of Security, Deputy Warden, and Warden or Superintendent.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 19 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- b. A Use of Force Incident Report is the standard document that shall be utilized when reporting a use of force incident.
- c. A Supplementary Report shall be used when force is employed on an offender. Each staff member involved in the actual use of force shall complete Attachment 1, Use of Force Supplementary Report. Any use of less lethal weapons (chemical agents, Taser, pepper ball gun, shock shield, etc.) shall be documented on this form, as well as the certification date of the employee deploying the less lethal weapon.
- d. Witnesses: Any staff and offender that witnesses a use of force shall submit a written statement. In addition, the offender that use of force was employed on shall complete a written statement. This statement shall normally be requested by a counselor but never by a staff member involved in the use of force.
- e. Medical Reports: A written report completed by the Medical Staff serving as documentation of the Use of Force Medical Examination.
- f. Mental Health Reports: A written report completed by the Mental Health Staff when applicable.
- g. Disciplinary Report: A copy of the disciplinary report that has been completed and served on the offender justifying the use of force incident.
- h. All Use of Force Incident Reports, shall be reviewed by the Office of Professional Standards.
- i. All Use of Force Incident Reports containing bodily injury to either an offender or staff shall be forwarded to Office of Professional Standards, for their review and any action deemed necessary. All relevant documentation, videos, and photographs shall also be sent with this report. The report shall be forwarded within (5) five working days after the incident.
- j. Any use of force that does not fall into one of the above referenced categories shall be reviewed by the Warden or Superintendent, who shall make a determination as to whether the incident should be forwarded to the Office of Professional Standards. Should the Warden or Superintendent determine that

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 20 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

the report shall be forwarded to the Office of Professional Standards, a cover letter shall be included in the package outlining their concerns and any adverse actions taken.

- k. Non-compliance with requirements specified in Section VI.J.1.a. through j. may result in adverse action.

K. Video Recording: The department utilizes camcorders and body worn cameras (BWC's) to record contact with offenders pursuant to this policy. Officers shall activate a camcorder and the body worn camera (BWC) when such use is appropriate to the performance of his or her official duties, including during a use of force. BWC's shall also be activated during shakedown, search of an offender or location, movement of an offender into segregation or isolation, or as otherwise directed by the Warden, Superintendent or designee. This policy does not govern the use of surreptitious recording devices used in undercover operations. Video recordings may be subject to the Open Records Act.

1. Policy Objectives:

- a. Video documentation of contacts with offenders, contacts with the public and critical incidents may enhance the accuracy of officer reports and testimony in court.
- b. Audio and video recordings also may enhance the department's ability to capture statements from offenders and witnesses, verify officers' compliance with legal and procedural directives, identify security threats or weaknesses, and provide additional information for officer evaluation and training.
- c. Video documentation may also be useful in documenting crime and accident scenes or other events, including confiscation and documentation of evidence or contraband.

2. General Use and Maintenance of the Camcorder or BWC:

- a. Camcorders and BWC equipment are issued primarily to CERT Team Officers. Officers who are assigned camcorder or BWC equipment must use the equipment pursuant to this policy unless otherwise directed by supervisory personnel.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 21 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- b. Officers shall use only camcorders and BWC's issued by this department. The Camcorders, BWCs, and all data, images, video, and metadata captured, recorded or otherwise produced by the equipment is the sole property of the department.
 - c. Officers assigned camcorders or BWC's must complete a department-approved and/or provided training program to ensure proper use and operation.
 - d. The Chief of Security shall ensure a system is in place to maintain the camcorder and BWC equipment, including charged batteries, extra disks, and that the equipment is functioning properly.
 - e. Officers shall inspect and test camcorder and BWC equipment prior to each shift to verify proper functioning and shall report equipment malfunctions to the Chief of Security or designee as soon as possible.
 - f. Officers shall use reasonable care to prevent damage to the camcorder or BWC.
 - g. Officers shall not edit, alter, or erase camcorder or BWC recordings. However, the Office of Legal Services may approve editing of video copies for training or other authorized purposes.
 - h. Videos may not be duplicated, copied, shared, or otherwise distributed in any manner without authorization and approval by the General Counsel, or a designee.
 - i. Officers are encouraged to inform their supervisor of any recordings that may be valuable for training.
 - j. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use-of-force, the department reserves the right to limit or restrict an officer from viewing the video file.
3. **When and How to Use the Camcorder or BWC:** A video recording with a camcorder shall be a routine supplemental report for ANY use of force, consistent with the following provisions. Use of the camcorder is **not** optional. If an officer has a BWC, this video shall also be provided. Officers shall note in

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 22 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

Use of Force Incidents and related Reports when recordings were made during an incident.

- a. **Anticipated Use of Force:** All Anticipated Use of Force shall be video recorded with two (2) camcorders. **If an officer fails to activate the camcorder or BWC, fails to record the entire event, or interrupts the recording, the officer shall explain and justify the circumstances on the Use of Force Incident Report.**
- i. Officers shall record the anticipated use of force on two Camcorders. The use of two camcorders provides additional documentation of the incident and ensures coverage is continuous in case of malfunctions. The exception to this rule is small centers, such as ITFs, RSATs, TC's, and PDC's. When staffing is limited and does not permit the use of two camcorders, Centers shall use at least one camcorder.
 - ii. Officers assigned a BWC shall also activate the device to record the anticipated use of force.
 - iii. Begin recording **BEFORE ANY** contact occurs. This **INCLUDES** hands-on contact. This practice shall document the offender's behavior and the degree of force used to restrain the offender.
 - iv. Before entering the area where filming of the offender will occur, the staff member recording the incident must record a narration by the Senior Officer present. The Senior Officer shall be the sole narrator throughout the filming of an incident. The narration shall include:
 - 1) Name of the officer/staff narrating this incident (Senior Officer present);
 - 2) Date;
 - 3) Time;
 - 4) Place (building, cell, etc.);
 - 5) Name and number of all offenders involved;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 23 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- 6) Circumstances;
 - 7) Name of the officer or staff member recording this incident;
 - 8) Name of all involved officer(s)/staff; and
 - 9) Plan of action.
- v. Once filming begins, do not release the action trigger or turn off the Camcorder or BWC until **AFTER** staff leaves the scene. The officer should film the exit, showing a closed cell door or other evidence that the action is over. Do not edit by stopping the camera or pointing away from the offender. Try to obtain a continuous stream of action. Let the camera tell the story. If the camera gets jostled, continue filming and quickly point it back on the offender.
- b. **Unanticipated Use of Force:** An incident may require immediate action to prevent injury to staff or other offenders or damage to state property. A BWC shall be activated whenever possible during an unanticipated Use of Force. As soon as possible, a handheld Camcorder shall be used to record the incident, to include the filming of a closed cell door or other evidence that the action is over.
- i. Officers shall adhere, as closely as possible, to the same procedures as recording an anticipated use of force.
 - ii. The Senior Officer present shall summarize the incident on the video, including the circumstances leading up to the unanticipated use of force and what was done to gain control of the offender. The summary shall include the following narrative:
 - 1) The name of the officer giving the narration (Senior Officer present);
 - 2) Date;
 - 3) Time;
 - 4) Place (building, cell, etc.);

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 24 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- 5) Name and number of all offenders involved;
 - 6) Circumstances leading up to the Use of Force;
 - 7) Name of the officer or staff member filming this incident; and
 - 8) Name of all involved officer(s) or staff member;
4. **Restrictions of Use:** Camcorders and BWC's shall only be used in performance of an officer's official duties. Unless an Officer is recording for a purpose authorized by this policy, the following situations generally should not be recorded:
- a. Communications with other department personnel;
 - b. Encounters with confidential informants;
 - c. When on break or otherwise engaged in personal activities;
 - d. Situations that would unreasonably invade an offender's privacy; or
 - e. Encounters with visitors.

NOTE: During offender medical examinations, the camcorder shall be turned on to capture audio but pointed away from the offender.

5. **Storage:**
- a. Camcorder and BWC recordings shall be securely downloaded periodically or no later than the end of each shift.
 - b. Each video recording shall be identified and labeled on a disk with information relating to the date, camcorder or BWC identifier, assigned officer, and if applicable, corresponding Use of Force or Incident Report number. The video recordings shall be retained in a secure location at the facility where the incident occurred for a period of three (3) years. A single disk may not contain multiple uses of force incidents or videos from different cameras.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Use of Force and Restraint for Offender Control		
Policy Number: 209.04	Effective Date: 2/6/2018	Page Number: 25 of 25
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

- c. Chain of Custody requirements shall govern possession of the disk. (See SOP 103.10, Evidence Handling and Crime Scene Processing.)

6. Review of Video Recordings:

- a. The Chief of Security, Deputy Warden and Warden or Superintendent shall review each Use of Force Video and its corresponding Use of Force Report/Incident Report using Attachment 3, the Use of Force Cover/Checklist. If any procedure was not following during filming, the Warden or Superintendent shall cite the reasons for the policy violation and whether corrective action was or will be taken. The Warden or Superintendent shall also comment whether the Use of Force was conducted in the safest means possible and with the appropriate protective gear.
- b. At least on a monthly basis, the Chief of Security, Deputy Warden, Warden, or Superintendent shall randomly review video recordings to ensure the equipment is operating properly, that officers are using the devices appropriately and in accordance with policy, and to identify any additional training or guidance required.

V. Attachments:

Attachment 1: Use of Force Supplementary Report;
 Attachment 2: Use of Force Incident Report;
 Attachment 3: Use of Force Cover/Checklist;
 Attachment 4: Conducted Electrical Weapon Weekly Usage Report Example;
 Attachment 5: Official Witness Statement Form; and
 Attachment 6: Restraint Chair Authorization Form.

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 2, 3, 5, and 6 shall be placed in the offender's case history file and retained according to the retention schedule for that file. Upon completion, Attachment 4 shall be submitted to Field Operations and a copy shall be maintained locally at the facility.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 1 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

I. Introduction and Summary:

It is the policy of the Georgia Department of Corrections (GDC) to establish and provide effective administrative segregation management procedures for offenders who have otherwise participated in or were associated with activity such that greater management of the offender's interaction with other persons is necessary to ensure the safety, security and orderly operation of GDC facilities, or protection of the public. Administrative Segregation is not intended for a means of abuse, any form of corporal punishment, or harassment of an offender. Administrative Segregation shall be utilized for those offenders who are removed from general population, serving disciplinary sanctions, pending reclassification, pending transfer, pending protective custody review, and pending investigation.

II. Authority:

A. GDC Board Rules: 125-3-1-.03, 125-3-2-.10(e) 125-3-5-.06 (1), and 125-4-4-.08;

B. GDC Standard Operating Procedures (SOPs): 103.06, Investigations of Allegations of Sexual Contact, 106.11, Special Religious Request, 107.02, Access to Services and Programs, 208.01, Management of Inmates Diagnosed Positive for the HIV Antibody: 205.06, Administrative Duty Officer: 205.07 Post Orders, 227.05, Visitation of Offenders, 226.01, Searches, Security Inspections and Use of Permanent Logs, 209.10, Offender Drug Testing, 209.03, Disciplinary Isolation, 227.06, Offender Receipt of Mail, 227.02, Statewide Grievance Procedures, 206.02, Management of Offender Property or Contraband, 209.04, Use of Force, 209.05, Stripped Cells, 211.04, Intensive Therapeutic Program, 228.01, Safety and Sanitation Inspections, 409.04.12, Food Service Staff, 506.01, Training Registration Fee Requests, 507.04.01, State Inmate in County Correctional Institutions, 507.04.32, Transcription of Medical Orders, and 507.04.43, Medication Distribution System; and

C. ACA Standards: 4-4140; 4-4141; 4-4155, 4-4235, 4-4249, 4-4250, 4-4251, 4-4252, 4-4253, 4-4254, 4-4255, 4-4256, 4-4257, 4-4258, 4-4259, 4-4260, 4-4261, 4-4262, 4-4263, 4-4264, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-4271, 4-4272, 4-4273, 4-4281, and 4-4400.



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 2 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

III. Definitions:

- A. **Administrative Segregation** - The Classification Committee, Deputy Warden/Assistant Superintendent/Unit Supervisor, or in an emergency, the Warden/Superintendent may place in Administrative Segregation an offender whose continued presence in the general population poses a serious threat to life, property, self, staff, or other offenders, or to the security or orderly running of the facility. Offenders in administrative segregation because of behavioral problems should be provided with programs conducive to their well-being.
- B. **Protective Custody** - Offenders requesting or requiring protection from the general population may be placed in protective custody. Offenders in protective custody should be allowed to participate in as many as possible of the programs afforded the general population, providing such participation does not threaten facility security.

IV. Statement of Policy and Applicable Procedure:

This policy is applicable to all facilities housing GDC offenders.

- A. The Deputy Warden/Assistant Superintendent/Unit Supervisor may place an offender in the Administrative Segregation Unit for the following reasons:
1. Protective Custody:
 - a. Voluntary; or
 - b. Involuntary.
 2. Awaiting disciplinary hearing for a violation of Facility/Center rules;
 3. Awaiting investigation of a serious violation of Facility/Center rules or regulations;
 4. Awaiting investigation of trial for a criminal act;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 3 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

5. Pending a transfer or is holdover status during transfer; or
6. Pending classification.

B. Voluntary Assignment to Administrative Segregation (Protective Custody (PC)): An offender may request placement in Administrative Segregation for Protective Custody.

1. The offender should submit the request in writing. The request must explain why the offender needs protective custody and it should list who the offender thinks might hurt him/her, if known.
2. The Deputy Warden/Assistant Superintendent/Unit Supervisor shall review the request. If the request has merit, the offender will be placed in administrative segregation/protective custody.
3. The investigation shall include an interview with the offender. The notes of the interview will be retained in a secure area apart from the offender's institutional file.
4. If the Deputy Warden/Assistant Superintendent/Unit Supervisor determines that the results of the investigation do not justify Protective Custody, the offender may be returned to the general population.
5. The Deputy Warden/Assistant Superintendent/Unit Supervisor shall attempt to institute alternative means of control to resolve the problem presented by the offender.
6. Offenders in Protective Custody shall not be double bunked except in emergency situations. In an emergency situation, the Deputy Warden/Assistant Superintendent/Unit Supervisor will notify the Warden/Superintendent of the situation and the Warden/Superintendent shall contact the Regional Director for approval. This approval shall not exceed 72-hours. Offenders housed in this manner beyond the 72-hour time limit shall be approved in writing by the Director of Field Operations.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 4 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

C. **Involuntary Assignment to Administrative Segregation (PC):** The Deputy Warden/Assistant Superintendent/Unit Supervisor or Shift Supervisor can order immediate segregation when it is necessary to protect the offender or others.

D. **Protective Custody Assignment (Voluntary or Involuntary):** Use the Administrative Segregation Assignment Memorandum, Attachment 1, to document each offender assignment to Protective Custody; that is, whether the assignment was voluntary or involuntary to include documentation of the offender's rebuttal. The offender shall receive a copy of Attachment 1. See section E., below, for review and distribution procedures.

E. **Involuntary Assignment to Administrative Segregation:**

1. Reasons for Placement in Administrative Segregation: The following actions shall be taken prior to an offender being placed in Administrative Segregation for any of the reasons set forth in Section IV. A.1.b. or A.2.-6. of this SOP:
 - a. The Deputy Warden/Assistant Superintendent/Unit Supervisor assigns the offender to Administrative Segregation, using the Administrative Segregation Assignment Memorandum, Attachment 1.
 - b. In the absence of the Deputy Warden/Assistant Superintendent/Unit Supervisor, the senior officer present, with the notification and approval of the facility/center Duty Officer, may place an offender in Administrative Segregation and will forward the Administrative Segregation Assignment Memorandum, Attachment 1, to the Deputy Warden/Assistant Superintendent/Unit Supervisor for review.
2. Within 72-hours of placement in Administrative Segregation, the Deputy Warden/Assistant Superintendent/Unit Supervisor shall determine one of the following regarding the offender's status:
 - a. Return the offender to the appropriate housing unit, or
 - b. Order the offender to remain in Administrative Segregation.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 5 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

3. The Deputy Warden's/Assistant Superintendent's/Unit Supervisor's decision will be documented on the Administrative Segregation Assignment Memo, Attachment 1, and will not be subject to appeal by the offender.

Note: Prior to placement of an offender in Administrative Segregation for **any reason** (pending disciplinary hearing, protective custody, etc.), the correctional officer will notify a licensed health care provider as soon as possible. Refer to SOP 507.04.32 for specific guidelines to be followed by the licensed health care provider.

4. The offender will be provided a copy of Administrative Segregation Assignment Memo, Attachment 1, stating the reason(s) why he/she is being placed in Administrative Segregation at the time of placement. This also includes when the offender's status changes. For example, if the original assignment was pending disciplinary hearing and the offender receives isolation. A copy shall be forwarded to the Warden/Superintendent, Deputy Warden of Care and Treatment, and all other staff members deemed necessary by the Warden.

- F. 96-hour Formal Hearing for Voluntary/Involuntary Assignment to Protective Custody and Administrative Segregation:** Once the Deputy Warden's/Assistant Superintendent's/Unit Supervisor's 72-hour review has been completed, the Classification Committee shall have 96-hours to complete the formal hearing utilizing Attachment 2, 96-Hour Segregation Hearing Report.

1. For the initial Administrative Segregation hearing the offender may request that an employee who is on duty and willing to represent the offender by being the offender's advocate at this initial Administrative Segregation hearing.
2. The offender may also request that witnesses be called on his/her behalf and the Classification Committee will have the discretion to call these witnesses.
3. If the Classification Committee determines the offender should remain in Administrative Segregation, the offender may appeal that decision to the Warden/Superintendent.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 6 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

4. The offender shall have three (3) business days, after the 96-hour hearing to appeal the decision of the Classification Committee. Attachment 4, Administrative Segregation Assignment Appeal Form, shall be submitted to the Counselor conducting rounds. Upon receiving Attachment 4, the Counselor, shall issue the offender a receipt, acknowledging that the appeal was received. The Counselor shall then forward the appeal form to the Warden/Superintendent.
 5. The Warden's/Superintendent's review and decision on the appeal is final.
 6. If the offender's status changes, another 96 Hour Segregation Hearing must be conducted. For example, the original assignment was pending investigation and the status changes to pending disciplinary hearing. The offender may appeal this hearing. (see IV.F.4.)
 7. The offender shall receive a copy of Attachment 2.
- G. **Housing Exceptions:** Under the following conditions, it might be necessary to house an offender in Administrative Segregation in a single cell (this section does not apply to offenders in Protective Custody, see Section IV.B. above):
1. Offender with severe medical disabilities (assigned by Medical and evaluated within 72-hours of placement).
 2. Offenders suffering from serious mental illness (assigned by Mental Health Staff and evaluated within 48-hours of placement).
 3. Sexual Predators (assigned by the Classification Committee and evaluated within 48-hours of placement).
 4. Offenders likely to be exploited or victimized by others (assigned by the Classification Committees and evaluated within 48-hours of placement).
 5. Offenders who have other special needs for single housing (assigned by the Classification Committees and evaluated within 48-hours of placement).

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 7 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

H. Conditions of Administrative Segregation: The basic level of conditions described below applies to the Administrative Segregation Unit:

1. Cells shall be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition always. All cells shall be equipped with beds which may be securely fastened to the wall or floor.
2. Cell occupancy, except in emergency, shall not exceed design capacity. When an emergency requires excess occupancy, a report shall be prepared immediately and delivered to the Warden/Superintendent for review and corrective action.
3. Cells in Administrative Segregation shall be equipped and furnished in a manner like cells in the general population.
4. Each offender shall be provided the same opportunities for personal hygiene available to the general population, except that an offender may be limited to showering and shaving three (3) times per week. This includes establishing a schedule for barbering, hair care services, and receipt of hygiene items (toilet paper, soap, deodorant, tooth brush/paste).
5. Offenders will have same access to Chaplaincy Services as that of the general population.
6. Each facility shall have an established laundry schedule that addresses the issue and exchange of clothing, as well as the washing schedule of clothing, bedding and linen, in the same manner as the offenders assigned to general population.
7. Each offender, shall be allowed to write and receive mail in the same manner as general population offenders.
8. Visiting and correspondence privileges accorded the general population shall be allowed to offenders in Administrative Segregation (see SOP 227.05).

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 8 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

9. No restrictions shall be placed upon an offender's contact with courts or legal counsel. Each facility shall establish procedures that allows for all offenders to receive legal library services.
10. Offenders in administrative segregation shall have access to reading materials. Each facility shall establish a procedure for offenders to receive library services.
11. Food provided to offenders in Administrative Segregation shall be the same quality and quantity as that provided in the general population. Paper products may be may be provided to offenders, when food and equipment (trays), are utilized in a manner that is hazardous to self, staff, or other offenders. These meals are served on an individual basis, and based on health or safety considerations only. They must meet basic nutritional requirements, and must be approved by the Warden/Superintendent, responsible health authority, and shall not exceed seven (7) days, unless the offender's behavior dictates otherwise.
12. Offenders shall be provided the same bedding supplies as are provided persons in the general population.
13. An offender shall normally be assigned all his or her personal property consistent with the length of assignment, security needs of the unit, and in accordance with established housekeeping plans of the unit.
14. Offenders shall continue to receive the services of a Counselor. Offenders may participate in such educational, vocational and/or rehabilitative programs as can be provided within the confines of the Administrative Segregation unit, consistent with the security needs of the unit.
15. Offenders may order items from the commissary. Items from the commissary may be withheld if determined by the Correctional Supervisor to be a threat to the security of the Administrative Segregation unit.
 - a. Offenders will be limited to the equivalent of \$60.00 of Commissary items.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 9 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

b. Spending limits may be reduced based upon the spacing of the facility and in accordance with the housekeeping plan of the unit.

16. Offenders, shall be administered medications in the same manner as general population offenders. This will include medication in blister packs in accordance to SOP 507.04.43. If the offender's behavior demonstrates a high potential for self-harm, blister packed medication maybe withheld at the discretion of the health care provider.

17. Whenever an offender is deprived of any of the conditions afforded in Administrative Segregation, it must be approved by the Warden/Superintendent. Refer to SOP 209.05 Stripped Cell and Temporary Confiscation of Property.

18. Exercise: Offenders in Administrative Segregation shall receive a minimum of one (1) hour of exercise per day outside of their assigned cells, five (5) days per week, unless security or safety considerations dictate otherwise.

19. Telephone Privileges: Offenders in Administrative Segregation/Protective Custody shall be allowed telephone privileges, subject to the legitimate needs of the facility, as approved by the Warden/Superintendent. No restrictions shall be made to calls related specifically to access to the attorney of record, or for reporting PREA incidents.

20. GOAL Devices: Offenders in Administrative Segregation/Protective Custody shall have the same access to GOAL Devices and the J-Pay Kiosk as that of the general population, subject to the legitimate needs of the facility.

I. Unit Inspection: Monitoring of the unit shall be conducted on a regular basis. This monitoring enables responsible officials to observe and evaluate conditions of confinement and talk with confined offenders. These monitoring visits shall be conducted in accordance with the following schedule:

1. Correctional shift supervisor in charge shall visit once (1) each shift.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 10 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

2. Health Care officials: When an offender is transferred to Administrative Segregation, health care personnel will be informed immediately and will provide assessment and review as indicated by the protocols established by the Health Authority. Unless medical attention is needed more frequently, each offender in segregation receives daily visits from a health care provider. The visit ensures that offenders have access to the health care system. The presence of a health care provider in segregation is announced and recorded. The frequency of the physician visits to segregation units is determined by the Health Authority. Psychologist or Psychiatrist shall visit as requested by staff, when the offender is a Mental Health offender.
3. Chief of Security: Daily/excluding weekends and holidays.
4. Counselor: One time per week.
5. Deputy Warden/Assistant Superintendent: At least one (1) Deputy Warden/Assistant Superintendent each day, excluding weekends/holidays.
6. Warden: At least twice (2) per week.
7. Institutional Duty officer: Daily.
8. Chaplain or Chaplain volunteer: At least twice (2) per week.
9. Documentation of rounds: It shall be the responsibility of everyone to document in the appropriate colored ink to provide a clear record of whom has visited the segregation unit.
 - a. Wardens and Supervisors shall document in **RED ink**.
 - b. Health Care staff shall document in **GREEN ink**.
 - c. Counselors, Chaplains, and Volunteers, shall document in **BLUE ink**.
 - d. Officers shall document in **BLACK ink**.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 11 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

J. Classification Committee's Continued Review of Administrative Segregation:

1. The Classification Committee shall review the status of all offenders in Administrative Segregation and protective custody every seven (7) days for the first two (2) months and then, at least every thirty (30) days thereafter. A qualified Mental Health Professional shall personally interview and prepare a written report on any offender that remains in segregation for more than thirty (30) days. If housed beyond thirty (30) days, a psychological mental health assessment will be completed at least every three (3) months, more frequently if prescribed by the Chief Medical Authority. The Warden/Superintendent shall review and approve all offenders that remain in Administrative Segregation, for more than (30) days.
2. Classification Committee reviews shall consider the original reason for segregating an individual and his/her behavior during segregation. This shall include reports from unit staff.
3. Each review shall include an evaluation of the offender's administrative file.

K. Staff Assignments: The staff of the unit shall be selected carefully and regularly evaluated by the supervisory personnel. This evaluation will be monitored through making notes through E-Performance. The Warden/Superintendent shall ensure staff are provided a special orientation and training as to the function of the unit, rules governing its operation and the needs and problems typical of offenders in the unit. The orientation and training must be documented, and maintained in the staff member's training file. Specialized departmental training will be developed to support this.

L. Permanent Logs: Permanent logs shall be maintained by the Correctional Officer on duty. The record shall include:

1. A record of all admissions and releases including:
 - a. The offender's name and GDC#;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 12 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

- b. Housing location;
- c. Date of action;
- d. Time of action;
- e. Reason for admission tentative release date; and
- f. Authorizing official or committee.

2. A record of visitors including all official visits from staff, and time, date, and signature of visitor.
3. Notations of observations of unusual occurrences or behavior.
4. Site medical observations/visits and the medical officer conducting the visit.

M. Accountability Log: The dorm or housing unit officer will maintain an accountability log accurate to the minute, making it possible to give an accounting of the whereabouts of each offender assigned to the dorm/housing unit. This log shall include cell/room number, bed number, offender name, offender number, race, in or out time, assignment of offender and destination of offender.

1. The accountability logs shall be printed daily after 1800 hours once all daily scheduled offender moves have been completed in both SCRIBE and the offender-housing unit. All unscheduled in movement will be hand written by the assigned dorm officer on the accountability log with all information recorded as is on the printed log to include the cell/room number, bed number, race, in or out time, reason for assignment of the offender, and destination of the offender. Accountability logs will be distributed daily by the Second (2) or Third (3) shift supervisor/designee.

N. Individual Records: Individual records shall be maintained for each offender in Administrative Segregation to provide a document listing daily activities. Use the

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 13 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Segregation/Isolation Checklist, Attachment 3 or 3A, of this SOP. This record shall:

1. Be completed daily with 30-minute documented checks. The 30-minute checks should be documented when they occur, not at the end of the shift (“gang” entries shall never be permitted on any of the Segregation/Isolation forms).
 2. Contain a record of all activity such as bathing, exercise, medical visits, program participation, and religious visits.
 3. Be signed by the officer in charge of each shift.
 4. Cite medical observations/visits.
 5. Include comments of unusual occurrences or behavior.
 6. Be filed in accordance with GDC Rule 125-3-1-.10(e).
- O. **Release:** Prior to an offender being released from Administrative Segregation/Protective Custody, the Classification Committee or other staff group, designated by the Warden/Superintendent, shall conduct a release hearing. During the hearing, the following will be considered for release: infraction or reason for admission, disciplinary history (while in segregation), mental health/medical needs, housing needs (STG, PREA, etc.). All recommendations for release will be forwarded to the Warden/Superintendent for approval. Document the return to general population, date and time in the log book. If the offender requests return to general population from voluntary segregation (protective custody), put the offender’s request in the same file with the request for protective custody.

V. Attachments:

- Attachment 1: Administrative Segregation Assignment Memorandum
- Attachment 2: 96-Hour Segregation Hearing Report
- Attachment 3: Segregation/Isolation Checklist - 8 Hour Shift
- Attachment 3A: Segregation/Isolation Checklist -12 Hour Shift

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Administrative Segregation		
Policy Number: 209.06	Effective Date: 2/7/2018	Page Number: 14 of 14
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

Attachment 4: Administrative Segregation Assignment Appeal Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1, 2, 3 or 3A, and 4 shall become part of the offender's institutional file and shall be retained per the official records retention schedule of that file.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Disciplinary Isolation		
Policy Number: 209.03	Effective Date: 2/28/2018	Page Number: 1 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access Offender

I. Introduction and Summary:

It shall be the policy of the Georgia Department of Corrections (GDC) that an offender may be placed in Disciplinary Isolation after other methods of disciplinary action have proved ineffective or when it is clearly obvious that maximum control is essential. The procedures and restrictions of Disciplinary Isolation are outlined in GDC Rule 125-302-.10 and in the procedures section of this operating procedure. This policy applies to all State and County facilities, Probation Detention Centers, and Private Prisons.

II. Authority:

- A. GDC Rules: 125-3-2-.08, 125-3-2-.09, 125-3-2-.10, 125-3-5-.06, 125-4-2-.08 and 125-4-4-.08;
- B. GDC Standard Operating Procedures (SOPs): 103.06, Investigations of Allegations of Sexual Contact, Sexual Abuse and Sexual Harassment of Offenders; 203.02, Document Flow; 205.07, Post Orders; 226.01, Searches Security Inspections and Use of Permanent Logs; 214.02, Performance and Incentive Credit Program; 209.01, Offender Discipline; 227.06, Offender Receipt of Mail; 227.02, Statewide Grievance Procedure; 206.02, Management of Offender Property/Contraband; 209.05, Stripped Cells and Temporary Confiscation of Personal Property; 209.06, Administrative Segregation; 210.01, Probation Boot Camp; 409.04.07, Emergency Feeding Plan; 104.71.03, Salary Supplement-SMU; 106.04, Chaplaincy Services; 106.11, Special Religious Request; 107.02, Access to Services/Programs; 501.01, Library Services Administration; 507.04.07, Scope of Treatment Services; 507.04.34, Health Evaluation of Offender in Segregation/Disciplinary; and 507.04.43, Medication Distribution System; and
- C. ACA Standards: 4-4140, 4-4249, 4-4252, 4-4255, 4-4257, 4-4258, 4-4259, 4-4260, 4-4261, 4-4262, 4-4263, 4-4264, 4-4265, 4-4266, 4-4267, 4-4268, 4-4269, 4-4270, 4-42724-4273 4-4281 (Mandatory), and 4-4400 (Mandatory).

III. Definitions: None.**IV. Statement of Policy and Applicable Procedures:**

- A. An offender may be placed in Disciplinary Isolation upon the recommendation of the Disciplinary Hearing Officer at the completion of the Disciplinary Hearing and



GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Disciplinary Isolation		
Policy Number: 209.03	Effective Date: 2/28/2018	Page Number: 2 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access Offender

with approval of the Warden/Superintendent, or designee. No offender shall be placed in Disciplinary Isolation for more than thirty (30) days and Disciplinary Isolation shall not be utilized as corporal punishment. Refer to SOP 209.01, Offender Discipline, for specific guidelines to be followed. Prior to placement of an offender into Disciplinary Isolation, the Disciplinary Hearing Officer or the Investigator will notify a licensed health care provider as soon as possible. Refer to SOP 507.04.34, Health Evaluation of Offender in Segregation/Disciplinary, for specific guidelines to be followed by the licensed health care provider.

NOTE: Attachment 1, Administrative Segregation Assignment Memorandum (Form 1), of SOP 209.06, Administrative Segregation, shall be completed, reflecting the Offender's Assignment to Disciplinary Isolation. The Assistant Superintendent, Deputy Warden of Security, or Unit Supervisor, shall review and sign within 72 hours, of the Offender's placement. The offender shall be given a copy of Attachment 1.

- B. Conditions of Disciplinary Isolation: In addition to the procedures and restrictions outlined in GDC Rule 125-3-2-.10 the following procedures shall also apply to Disciplinary Isolation:
1. Before placing an offender in a cell, the offender will be strip searched and then his/her property shall be inventoried and stored in accordance with SOP 206.02, Management of Offender Property. Offenders shall be authorized the following property while in Disciplinary Isolation:
 - a. One (1) pair of coveralls or applicable clothing;
 - b. One (1) pair of shower shoes (state issued);
 - c. One (1) pillow;
 - d. One (1) pillow case;
 - e. One (1) blanket (summer), Two (2) blankets (winter);
 - f. Two (2) sheets;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Disciplinary Isolation		
Policy Number: 209.03	Effective Date: 2/28/2018	Page Number: 3 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access Offender

- g. One (1) mattress;
- h. One (1) toothbrush;
- i. One (1) container of shampoo;
- j. One (1) tube of toothpaste;
- k. One (1) bar of soap;
- l. One (1) applicator of deodorant;
- m. One (1) towel;
- n. One (1) drinking cup;
- o. One (1) roll toilet tissue;
- p. One (1) approved religious text of choice (if requested by offender);
- q. One (1) pen or pencil (if requested by offender);
- r. Three (3) envelopes with stamps per week (if requested by offender);
- s. Three (3) sheets of paper;
- t. Legal materials; and
- u. Medication in blister packs in compliance with SOP 507.04.43, Medication Distribution System. If the offender's behavior demonstrates a high potential for self-harm, blister packed medication may be withheld at the discretion of the health care provider. If correctional staff have any questions regarding whether an offender should maintain blister packed medication in his/her possession, medical staff should be notified for proper verification.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Disciplinary Isolation		
Policy Number: 209.03	Effective Date: 2/28/2018	Page Number: 4 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access Offender

**NOTE: ALL OTHER ITEMS MUST BE APPROVED BY THE
WARDEN/SUPERINTENDENT, OR DESIGNEE. NO
EXCEPTIONS.**

2. Offenders shall not be allowed telephone or visitation privileges while in Disciplinary Isolation. However, offenders shall be allowed the opportunity to make phone calls to their Attorney of Record and PREA reporting calls. The Warden/Superintendent shall grant all other calls and visitation on a case by case basis. These calls shall be logged in the post logbook, and visits recorded in the Visitation Queue of SCRIBE.
3. Offenders housed in Disciplinary Isolation shall receive mail privileges in the same manner as offenders in the general population, to include the writing of letters, unless the offender's mail privilege has been withdrawn as specified in SOP 227.06, Offender Receipt of Mail.
4. Isolation Units will provide living conditions that approximate those of the general offender population with all exceptions clearly documented. Cells permit the offenders assigned to them to converse with and be observed by staff members. Cells shall be well ventilated, adequately lighted, appropriately heated and maintained in a sanitary condition. All cells will be equipped with beds shall be securely fastened to the wall and floor.
5. Each offender shall be issued personal hygiene items in accordance with the established facility schedule. See paragraph B.1, for authorized items. Should there be a medical conflict with a state issued item or the offender exhausts their supply of a non-issued item, the offender will be allowed limited access to the Offender Commissary for purchasing the needed personal hygiene items only (i.e., allergic to state issued soap).
6. Each offender in Disciplinary Isolation will be offered out of cell recreation one (1) hour per day, five (5) days per week unless security or safety considerations dictate otherwise. This information shall be recorded on Attachment 3, Segregation/Isolation Checklist, of SOP 209.06, Administrative Segregation.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Disciplinary Isolation		
Policy Number: 209.03	Effective Date: 2/28/2018	Page Number: 5 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access Offender

7. Each offender in Disciplinary Isolation shall be afforded the opportunity to shower at least three (3) times per week as established by the Warden/Superintendent. This information shall be recorded on Attachment 3, Segregation/Isolation Checklist, of SOP 209.06, Administrative Segregation.
8. The Warden/Superintendent shall be responsible for establishing facility schedules for laundry/linen/bedding exchanges, barbering/shaving, and hair care services for offenders in Disciplinary Isolation on the same basis as offenders in general population.
9. Offenders in disciplinary isolation shall have access to legal materials as established in SOP 227.03, Access to Courts.
10. General library services shall be provided in accordance with SOP 501.01, Library Services Administration.
11. Offenders in disciplinary isolation, shall not be allowed store call (see IV.B.5. and 9. for the only allowed purchases).
12. Counseling services, shall be provided in the same manner as General Population Offender.
13. Educational and programming services, shall be provided on a case-by-case basis, as determined by the Counseling staff, and approved by the Warden/Superintendent.
14. The Warden/Superintendent or designee and the responsible health authority or designee shall have the authority to authorize the use paper plates, cups, etc., for an offender that utilize food service equipment, (trays, cups, etc.), in a manner that is hazardous to themselves and staff. This authorization shall be written and documented in the unit logbook, as well as in the comments on Attachment 3, Segregation/Isolation Checklist, of SOP 209.06, Administrative Segregation. This substitution shall not exceed seven (7) days.
15. In accordance with SOP 209.05, Stripped Cell and Temporary Confiscation of Property, any item(s) removed from an offender's cell shall be authorized by

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Disciplinary Isolation		
Policy Number: 209.03	Effective Date: 2/28/2018	Page Number: 6 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access Offender

the Warden/Superintendent or Unit Supervisor and an Incident Report shall be completed and forwarded to the Chief of Security.

C. Staff Assignments: The Warden/Superintendent shall ensure staff assigned to this unit are provided a special orientation and training as to the function of the unit, rules governing its operation and the needs and problems typical of offenders in the unit. Such orientation and training will be documented in the employee's training file and made available to his/her supervisor. Staff assigned to this unit should be periodically rotated (see SOP 205.07, Post Orders).

D. Records:

1. Permanent logs shall be maintained by the correctional officer on duty. The record shall include:
 - a. A record of all admissions and releases including:
 - 1) Date of action;
 - 2) Time of action;
 - 3) Reason for admission or release; and
 - 4) Authorizing official or committee.
 - b. A record of visitors, including all official visits from staff, notations of unusual observations and time, date, and signature of visitors.
 - c. Unusual occurrences or behavior including comments.
 - d. Cite medical observations/visits and the medical officer conducting the visit.
2. Individual records shall be maintained for each offender in Disciplinary Isolation on Attachment 3, Segregation/Isolation Checklist of SOP 209.06,

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Disciplinary Isolation		
Policy Number: 209.03	Effective Date: 2/28/2018	Page Number: 7 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access Offender

Admin Segregation, to provide a document listing daily activities. This record shall:

- a. Be completed by the correctional officer on duty with thirty (30) minute documented checks. Each check should be documented by the officer when the check is made (no gang entries).
 - b. Contain a record of all activity such as bathing, exercise, medical visits, program participation and religious visits.
 - c. Be signed by the officer in charge of each shift.
 - d. Cite medical observations/visits.
 - e. Include comments of unusual occurrences or behavior.
 - f. Be kept for the entire period the offender remains in Disciplinary Isolation, then reviewed, dated, and signed by the Warden/Superintendent or designee, then placed and maintained in the offender's institutional file.
- E. Unit Inspection: Monitoring of the unit shall be conducted on a regular basis. This monitoring enables responsible officials to observe and evaluate conditions of confinement and discuss with confined offenders. These monitoring visits shall be recorded on Attachment 3, Segregation/Isolation Checklist, of SOP 209.06, Administrative Segregation, and conducted as follows:
1. Correctional shift supervisor in charge shall visit once (1) each shift.
 2. Licensed health care official: An initial round or visit will be made within the first 24-hours after placement unless medical attention is needed more frequently. Each offender in Disciplinary Isolation will receive a daily visit from a health care provider. The assigned correctional officer will announce the health care provider and ensure they are signed in and log the visit in the unit logbook.

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Disciplinary Isolation		
Policy Number: 209.03	Effective Date: 2/28/2018	Page Number: 8 of 8
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access Offender

3. A Psychologist or Psychiatrist shall visit as requested by staff when the offender is a Mental Health offender.
4. Chief of Security - Daily, excluding weekends and holidays.
5. Counselor - Daily, excluding weekends and holidays.
6. Deputy Wardens - At least one (1) Deputy Warden each day, excluding weekends and holidays
7. Warden/Superintendent - At least twice (2) per week.
8. Facility Duty Officer - Daily.
9. Religious Guidance may be conducted by the Institutional Chaplain or volunteer. Religious Guidance is defined as delivery of religious materials (religious text, pamphlets, etc.), and/or religious counseling at least twice (2) per week or more frequently at the offender's request.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.

Offender Grievances
BISHOP, KYLE RICHARD-GDC ID 1073991

OTIS Grievance
History.

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
12/15/2018	WILCOX STATE PRISON	280319	NO	SEXUAL ASSAULT / HARASSMENT	FORMAL	PENDING INVESTIGATION RESULTS	05/07/2019
10/02/2018	WASHINGTON STATE PRISON	275606	NO	ASSIGNMENT/CLASSIFICATION	FORMAL	DROPPED BY OFFENDER	10/18/2018
10/16/2017	WASHINGTON STATE PRISON	253376	NO	SENTENCE COMPUTATION	FORMAL	APPEAL DENIED	02/12/2018
07/25/2017	WASHINGTON STATE PRISON	248018	NO	POLICY/PROCEDURAL CHALLENGE	FORMAL	REJECTED	10/17/2017
05/31/2017	WILCOX STATE PRISON	244517	NO	STAFF NEGLIGENCE	FORMAL	APPEAL DENIED	10/06/2017
12/14/2016	WILCOX STATE PRISON	233629	NO	STAFF NEGLIGENCE	FORMAL	APPEAL DENIED	02/23/2017
07/08/2011	MACON STATE PRISON	92022	NO	MISSING/CONFISCATED PROPERTY	INFORMAL	PENDING RESOLUTION	
06/08/2011	MACON STATE PRISON	89204	NO	MISSING/CONFISCATED PROPERTY	INFORMAL	NOT RESOLVED	06/27/2011
10/13/2010	MACON STATE PRISON	66669	NO	MAIL/PACKAGES	FORMAL	ADMINISTRATIVE CLOSURE	11/08/2010
11/18/2009	MACON STATE PRISON	33706	NO	POLICY/PROCEDURAL CHALLENGE	FORMAL	ADMINISTRATIVE CLOSURE	12/17/2009
03/25/2009	MACON STATE PRISON	11234	NO	MAIL/PACKAGES	INFORMAL	RESOLVED	03/30/2009
03/18/2009	MACON STATE PRISON	10530	NO	MISSING/CONFISCATED PROPERTY	FORMAL	APPEAL DENIED	05/28/2009

© 1998 - 2002 Georgia Department of Corrections

Send your system questions and recommendations to us



Offender Grievances
BROWN, VIRGIL ALBERT-GDC ID 848779

OTIS Grievance History

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
10/13/2016	GA STATE PRISON	230100	NO	SENTENCE COMPUTATION	FORMAL	DENIED	11/14/2016

© 1998 - 2002 Georgia Department of Corrections
[Send your system questions and recommendations to us](#)

Offender Grievances
COBB, BRANDON LEE-GDC ID 1001311531

OTIS Grievance
History.

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
<u>12/19/2017</u>	AUGUSTA STATE MED. PRISON	257340	NO	AMERICAN DISABILITIES ACT	FORMAL	PENDING NOTIFY OFFENDER ON APPEAL	04/18/2018
<u>12/19/2017</u>	AUGUSTA STATE MED. PRISON	257338	NO	AMERICAN DISABILITIES ACT	FORMAL	PENDING NOTIFY OFFENDER ON APPEAL	04/18/2018
<u>12/07/2015</u>	AUGUSTA STATE MED. PRISON	210657	NO	AMERICAN DISABILITIES ACT	FORMAL	REJECTED	01/13/2016

© 1998 - 2002 Georgia Department of Corrections
Send your system questions and recommendations to us

Offender Grievances
GADSON, GLEN BERNARD-GDC ID 1146292

OTIS Grievance
History

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
07/26/2017	CENTRAL STATE PRISON	247995	NO	HARASSMENT	FORMAL	DROPPED BY OFFENDER	08/11/2017
08/25/2012	GA DIAG CLASS PRISON	130063	NO	SENTENCE COMPUTATION	INFORMAL	RESOLVED	11/05/2012

© 1998 - 2002 Georgia Department of Corrections

Send your system questions and recommendations to us

Offender Grievances
GREEN, TOMMY LEE-GDC ID 537348

OTIS Grievance
History

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
<u>03/21/2019</u>	CENTRAL STATE PRISON	286231	NO	AMERICAN DISABILITIES ACT	FORMAL	DENIED	04/17/2019
<u>12/13/2017</u>	CENTRAL STATE PRISON	257306	NO	AMERICAN DISABILITIES ACT	FORMAL	APPEAL DENIED	04/30/2018
<u>12/13/2017</u>	CENTRAL STATE PRISON	257302	NO	AMERICAN DISABILITIES ACT	FORMAL	FULLY GRANTED	02/06/2018

© 1998 - 2002 Georgia Department of Corrections
Send your system questions and recommendations to us

Offender Grievances
HARRIS, RICARDO LARON-GDC ID 1001602900

**OTIS Grievance
History**

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
<u>06/18/2019</u>	CENTRAL STATE PRISON	290726	NO	AMERICAN DISABILITIES ACT	FORMAL	DENIED	07/18/2019
<u>12/21/2017</u>	AUGUSTA STATE MED. PRISON	257777	NO	AMERICAN DISABILITIES ACT	FORMAL	DENIED	02/21/2018
<u>12/21/2017</u>	AUGUSTA STATE MED. PRISON	257775	NO	AMERICAN DISABILITIES ACT	FORMAL	DENIED	02/21/2018
<u>08/04/2016</u>	AUGUSTA STATE MED. PRISON	225143	NO	AMERICAN DISABILITIES ACT	FORMAL	FULLY GRANTED	09/16/2016

© 1998 - 2002 Georgia Department of Corrections
Send your system questions and recommendations to us

Offender Grievances
HENDERSON, LEROY -GDC ID 122084

OTIS Grievance
History

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
<u>03/20/2014</u>	CENTRAL STATE PRISON	169274	NO	COUNSELING	FORMAL	REJECTED	04/23/2014
<u>01/23/2013</u>	CENTRAL STATE PRISON	146531	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	02/12/2013

© 1998 - 2002 Georgia Department of Corrections
Send your system questions and recommendations to us

Offender Grievances

LAMB, GREGORY MICHAEL-GDC ID 63239

**OTIS Grievance
History**

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
03/27/2019	GA STATE PRISON	286009	NO	CONDITIONS OF CONFINEMENT	FORMAL	REJECTED	04/10/2019
02/14/2019	GA STATE PRISON	284049	NO	CONDITIONS OF CONFINEMENT	FORMAL	REJECTED	03/12/2019
10/01/2013	CENTRAL STATE PRISON	159130	NO	MEDICAL	FORMAL	REJECTED	10/29/2013
09/26/2013	CENTRAL STATE PRISON	159011	NO	CONDITIONS OF CONFINEMENT	FORMAL	REJECTED	10/29/2013
07/19/2013	CENTRAL STATE PRISON	155124	NO	CONDITIONS OF CONFINEMENT	FORMAL	APPEAL DENIED	10/29/2013
04/16/2013	CENTRAL STATE PRISON	147835	NO	MEDICAL	FORMAL	REJECTED	05/02/2013
05/14/2012	CENTRAL STATE PRISON	120696	NO	HARASSMENT	INFORMAL	NOT RESOLVED	05/25/2012
05/09/2012	CENTRAL STATE PRISON	121429	NO	MEDICAL	FORMAL	APPEAL DENIED	07/30/2012
09/27/2011	AUGUSTA STATE MED. PRISON	101332	NO	MISSING/CONFISCATED PROPERTY	INFORMAL	NOT RESOLVED	09/27/2012
10/28/2010	CENTRAL STATE PRISON	74984	NO	STAFF NEGLIGENCE	INFORMAL	DROPPED BY OFFENDER	01/12/2011
08/22/2010	WHEELER CORR FACILITY	61405	NO	POLICY/PROCEDURAL CHALLENGE	INFORMAL	NOT RESOLVED	10/08/2010
05/17/2010	WHEELER CORR FACILITY	50718	NO	CONDITIONS OF CONFINEMENT	FORMAL	DENIED	02/03/2011
05/03/2010	WHEELER CORR FACILITY	49568	NO	MEDICAL	FORMAL	APPEAL DENIED	02/03/2011
02/18/2010	WHEELER CORR FACILITY	42139	NO	GENERAL LIBRARY	FORMAL	APPEAL DENIED	06/03/2010
02/03/2010	WHEELER CORR FACILITY	41475	NO	MISSING/CONFISCATED PROPERTY	FORMAL	APPEAL DENIED	06/03/2010
10/14/2009	WHEELER CORR FACILITY	30488	NO	COMMISSARY/STORE	FORMAL	APPEAL DENIED	01/14/2010
06/01/2009	WHEELER CORR FACILITY	18558	YES	MEDICAL	FORMAL	APPEAL DENIED	06/21/2019
05/01/2009	WHEELER CORR FACILITY	15123	YES	HARASSMENT	FORMAL	DENIED	07/01/2009
04/11/2009	WHEELER CORR FACILITY	13473	YES	CONDITIONS OF CONFINEMENT	FORMAL	APPEAL DENIED	07/31/2009
04/08/2009	WHEELER CORR FACILITY	12709	YES	MEDICAL	FORMAL	APPEAL DENIED	09/11/2009
03/30/2009	WHEELER CORR FACILITY	11968	YES	MISSING/CONFISCATED PROPERTY	INFORMAL	NOT RESOLVED	04/10/2009
03/05/2009	WHEELER CORR FACILITY	9408	YES	MISSING/CONFISCATED PROPERTY	INFORMAL	NOT RESOLVED	03/17/2009
01/25/2009	WARE STATE PRISON	5831	NO	ASSIGNMENT/CLASSIFICATION	INFORMAL	REJECTED	01/29/2009
01/15/2009	WARE STATE PRISON	4767	NO	MEDICAL	FORMAL	APPEAL DENIED	05/26/2009

Offender Grievances

MOORE, TONY -GDC ID 1141929

OTIS Grievance History

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
<u>12/13/2017</u>	CENTRAL STATE PRISON	257368	NO	AMERICAN DISABILITIES ACT	FORMAL	DENIED	02/06/2018
<u>12/13/2017</u>	CENTRAL STATE PRISON	257366	NO	AMERICAN DISABILITIES ACT	FORMAL	FULLY GRANTED	02/06/2018
<u>09/11/2016</u>	CENTRAL STATE PRISON	227465	NO	POLICY/PROCEDURAL CHALLENGE	FORMAL	REJECTED	10/11/2016
<u>08/16/2016</u>	CENTRAL STATE PRISON	225526	NO	PHYSICAL FORCE (NON-COMPLIANCE)	FORMAL	FORWARDED TO INTERNAL INVESTIGATION	08/18/2016
<u>05/01/2012</u>	CENTRAL STATE PRISON	118863	NO	MISSING/CONFISCATED PROPERTY	FORMAL	DENIED	05/15/2012
<u>03/14/2012</u>	CENTRAL STATE PRISON	117782	NO	MISSING/CONFISCATED PROPERTY	INFORMAL	REJECTED	04/27/2012

© 1998 - 2002 Georgia Department of Corrections

Send your system questions and recommendations to us

Offender Grievances
SHIELDS, CHRISTOPHER MARTIN-GDC ID 1050654

OTIS Grievance
History.

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
<u>03/21/2019</u>	CENTRAL STATE PRISON	285563	NO	AMERICAN DISABILITIES ACT	FORMAL	DENIED	04/17/2019
<u>08/14/2018</u>	CENTRAL STATE PRISON	272818	NO	COMMISSARY/STORE	FORMAL	DENIED	10/18/2018
<u>05/18/2018</u>	CENTRAL STATE PRISON	266649	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	05/24/2018
<u>02/15/2018</u>	CENTRAL STATE PRISON	261527	NO	MISSING/CONFISCATED PROPERTY	FORMAL	PENDING NOTIFY OFFENDER ON APPEAL	06/20/2018
<u>01/31/2018</u>	CENTRAL STATE PRISON	260646	NO	AMERICAN DISABILITIES ACT	FORMAL	DROPPED BY OFFENDER	02/13/2018
<u>01/08/2018</u>	CENTRAL STATE PRISON	258409	NO	MAIL/PACKAGES	FORMAL	DROPPED BY OFFENDER	01/26/2018
<u>11/27/2017</u>	CENTRAL STATE PRISON	256531	NO	MEDICAL	FORMAL	APPEAL FULLY GRANTED	04/06/2018
<u>11/03/2017</u>	CENTRAL STATE PRISON	255294	NO	MISSING/CONFISCATED PROPERTY	FORMAL	DENIED	12/27/2017
<u>03/18/2017</u>	CENTRAL STATE PRISON	239749	NO	STAFF NEGLIGENCE	FORMAL	DENIED	04/19/2017
<u>04/15/2011</u>	HANCOCK STATE PRISON	85097	NO	HARASSMENT	INFORMAL	DROPPED BY OFFENDER	06/23/2011

© 1998 - 2002 Georgia Department of Corrections

Send your system questions and recommendations to us

Offender Grievances
SMITH, ANDREW JOSEPH-GDC ID 1148408

**OTIS Grievance
History.**

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
<u>03/20/2019</u>	CENTRAL STATE PRISON	285562	NO	STAFF NEGLIGENCE	FORMAL	DENIED	04/17/2019
<u>10/30/2018</u>	AUGUSTA STATE MED. PRISON	277463	NO	MEDICAL	FORMAL	PARTIALLY GRANTED	12/20/2018
<u>09/11/2018</u>	CENTRAL STATE PRISON	274299	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	09/14/2018
<u>04/17/2018</u>	CENTRAL STATE PRISON	264839	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	05/02/2018
<u>04/17/2018</u>	CENTRAL STATE PRISON	264836	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	05/02/2018
<u>02/06/2018</u>	AUGUSTA STATE MED. PRISON	260274	NO	AMERICAN DISABILITIES ACT	FORMAL	DENIED	08/30/2018
<u>12/21/2017</u>	AUGUSTA STATE MED. PRISON	257779	NO	AMERICAN DISABILITIES ACT	FORMAL	APPEAL DROPPED BY OFFENDER	04/04/2018
<u>09/21/2017</u>	AUGUSTA STATE MED. PRISON	251879	NO	CONDITIONS OF CONFINEMENT	FORMAL	REJECTED	10/24/2017

© 1998 - 2002 Georgia Department of Corrections
Send your system questions and recommendations to us

Offender Grievances
SMITH, DARRELL CHARLES-GDC ID 1000356256

**OTIS Grievance
History**

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
<u>03/19/2018</u>	AUGUSTA STATE MED. PRISON	262567	NO	AMERICAN DISABILITIES ACT	FORMAL	PENDING NOTIFY OFFENDER ON APPEAL	12/12/2018
<u>12/13/2017</u>	CENTRAL STATE PRISON	257310	NO	AMERICAN DISABILITIES ACT	FORMAL	FULLY GRANTED	02/06/2018
<u>12/13/2017</u>	CENTRAL STATE PRISON	257308	NO	AMERICAN DISABILITIES ACT	FORMAL	FULLY GRANTED	02/06/2018
<u>09/14/2016</u>	CENTRAL STATE PRISON	228570	NO	AMERICAN DISABILITIES ACT	FORMAL	APPEAL DENIED	01/19/2017
<u>07/05/2016</u>	CENTRAL STATE PRISON	222576	NO	AMERICAN DISABILITIES ACT	FORMAL	REJECTED	07/19/2016
<u>07/05/2016</u>	CENTRAL STATE PRISON	222574	NO	AMERICAN DISABILITIES ACT	FORMAL	REJECTED	07/19/2016
<u>04/18/2016</u>	CENTRAL STATE PRISON	218865	NO	AMERICAN DISABILITIES ACT	FORMAL	DROPPED BY OFFENDER	07/18/2016
<u>02/09/2016</u>	CENTRAL STATE PRISON	213453	NO	AMERICAN DISABILITIES ACT	FORMAL	APPEAL DENIED	05/02/2017
<u>04/04/2012</u>	CENTRAL STATE PRISON	116975	NO	MISSING/CONFISCATED PROPERTY	INFORMAL	RESOLVED	04/17/2012
<u>12/08/2010</u>	GA DIAG CLASS PRISON	83914	NO	ASSIGNMENT/CLASSIFICATION	INFORMAL	NOT RESOLVED	05/17/2011

© 1998 - 2002 Georgia Department of Corrections

Send your system questions and recommendations to us

Offender Grievances

SMITH, JORAE DAJON-GDC ID 1001828089

**OTIS Grievance
History**

Grievance Date	Location	Grievance Number	Expedited	Grievance Category	Grievance Type	Status	Status Date
08/15/2019	CENTRAL STATE PRISON	293934	NO	STAFF NEGLIGENCE	FORMAL	PENDING NOTIFY OFFENDER ON APPEAL	10/16/2019
02/04/2019	CENTRAL STATE PRISON	284916	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	04/17/2019
01/31/2019	CENTRAL STATE PRISON	284921	NO	HARASSMENT	FORMAL	DROPPED BY OFFENDER	04/28/2019
12/21/2018	CENTRAL STATE PRISON	285552	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	04/04/2019
12/07/2018	CENTRAL STATE PRISON	279764	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	12/20/2018
12/07/2018	CENTRAL STATE PRISON	279752	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	12/20/2018
09/18/2018	CENTRAL STATE PRISON	274739	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	09/19/2018
08/22/2018	CENTRAL STATE PRISON	273653	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	08/24/2018
08/10/2018	CENTRAL STATE PRISON	272808	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	08/21/2018
07/22/2018	CENTRAL STATE PRISON	271031	NO	HARASSMENT	FORMAL	DENIED	09/06/2018
07/09/2018	CENTRAL STATE PRISON	270194	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	07/18/2018
05/24/2018	CENTRAL STATE PRISON	267580	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	06/05/2018
05/23/2018	CENTRAL STATE PRISON	267707	NO	STAFF NEGLIGENCE	FORMAL	DROPPED BY OFFENDER	06/06/2018
01/24/2018	AUGUSTA STATE MED. PRISON	259523	NO	AMERICAN DISABILITIES ACT	FORMAL	PENDING NOTIFY OFFENDER ON APPEAL	06/06/2018
01/24/2018	AUGUSTA STATE MED. PRISON	259521	NO	AMERICAN DISABILITIES ACT	FORMAL	PENDING NOTIFY OFFENDER ON APPEAL	06/06/2018
07/25/2017	AUGUSTA STATE MED. PRISON	247910	NO	AMERICAN DISABILITIES ACT	FORMAL	PARTIALLY GRANTED	09/01/2017

Offender Disciplinaries History

SHIELDS, CHRISTOPHER MARTIN-GDC ID 1050654

Offense Date	D.R. #	Location	Charge(s) and Final Disposition(s)	Disposition Date	Authorizing Official's Recommendation	AOR Date	Sanctions Probated	Obligation Id
04/21/2015	554195	CENTRAL STATE PRISON	C13-HIGH-UNAUTHORIZED ABSENCE - GUILTY	05/12/2015	COMPLETE LOCAL APPEAL DENIED	05/18/2015	NO	19252022

© 1998 - 2002 Georgia Department of Corrections

Send your system questions and recommendations to us



Movement History

SHIELDS, CHRISTOPHER MARTIN - GDC ID 1050654

Move Date	Move Type	Move Reason	Moved To Location
11/19/2018	BED MOVE	ADMINISTRATIVE	CENTRAL STATE PRISON E-3-201-T
07/27/2018	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON D-3-201-T
08/30/2016	ARRIVE EXTERNAL NON CUSTODY	RETURN FROM COURT	CENTRAL STATE PRISON E-3-201-T
08/04/2016	EXTERNAL NON CUSTODY	COURT PRODUCTION ORDER	OUT TO COURT @ CATOOSA CO., GA.
06/24/2015	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON E-2-104-T
06/11/2015	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON D-2-205-T
03/03/2014	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON D-3-206-B
05/16/2012	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON D-4-205-B
02/17/2012	BED MOVE	ADMINISTRATIVE	CENTRAL STATE PRISON D-4-205-T
07/19/2011	GDC MOVE	OTHER REQUEST	CENTRAL STATE PRISON J-2-4-M
04/14/2011	BED MOVE	ADMINISTRATIVE	HANCOCK STATE PRISON F-1-124-T
03/01/2011	GDC MOVE	ADMINISTRATIVE	HANCOCK STATE PRISON F-1-121-B
02/01/2011	DIAGNOSTIC	NEW SENTENCE - COURT COMMIT	GA DIAG CLASS PRISON J-2-139-T
05/24/2010	PROBATION CUSTODY STATUS	JAIL AWAITING REVOCATION	
08/28/2006	RELEASE	MAX OUT W/PROBATION	
04/20/2006	ARRIVE EXTERNAL NON CUSTODY	RETURN FROM COURT	MENS STATE PRISON D-W-39-B
03/09/2006	EXTERNAL NON CUSTODY	COURT PRODUCTION ORDER	PATOOSA COUNTY COURT
01/19/2006	GDC MOVE	ADMINISTRATIVE	MENS STATE PRISON C-W-11-B
12/22/2005	BED MOVE	ADJUSTMENT	GA DIAG CLASS PRISON J-4-228-B
12/19/2005	BED MOVE	ADJUSTMENT	GA DIAG CLASS PRISON J-4-239-T
12/19/2005	BED MOVE	ADJUSTMENT	GA DIAG CLASS PRISON J-4-228-B
10/19/2005	INITIAL ASSIGNMENT	NEW SENTENCE - COURT COMMIT	GA DIAG CLASS PRISON J-4-239-T
02/22/2005	RELEASE	PAROLE	
02/03/2005	BED MOVE	ADMINISTRATIVE	HANCOCK STATE PRISON J-4-27-B
01/20/2005	GDC MOVE	ADMINISTRATIVE	HANCOCK STATE PRISON J-2-5-B
10/14/2004	BED MOVE	ADJUSTMENT	GA DIAG CLASS PRISON A-8-122-B
09/14/2004	BED MOVE	COMPLETION OF A/O	GA DIAG CLASS PRISON B-7-037-T



Movement History

SHIELDS, CHRISTOPHER MARTIN - GDC ID 1050654

09/08/2004	BED MOVE	ADJUSTMENT	GA DIAG CLASS PRISON J-4-235-T
08/31/2004	INITIAL ASSIGNMENT	NEW SENTENCE - COURT COMMIT	GA DIAG CLASS PRISON J-4-182-B

Offender Disciplinaries History**SMITH, ANDREW JOSEPH-GDC ID 1148408**

Offense Date	D.R. #	Location	Charge(s) and Final Disposition(s)	Disposition Date	Authorizing Official's Recommendation	AOR Date	Sanctions Probated	Obligation Id
<u>09/20/2017</u>	728262	AUGUSTA STATE MED. PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY C13-HIGH-UNAUTHORIZED ABSENCE - GUILTY	09/29/2017	COMPLETE LOCAL DISPOSITION APPROVED	09/29/2017	NO	23734670
<u>07/20/2017</u>	719147	AUGUSTA STATE MED. PRISON	D03L-GREAT-POSSESSION OF CELL PHONE - GUILTY	08/09/2017	COMPLETE LOCAL DISPOSITION APPROVED	08/09/2017	NO	23545395
<u>07/30/2009</u>	47949	MENS STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	08/12/2009	COMPLETE LOCAL DISPOSITION APPROVED	08/12/2009	YES	

© 1998 - 2002 Georgia Department of Corrections

Send your system questions and recommendations to us



Name: SMITH, ANDREW JOSEPH
 Race: WHITE
 Sex: MALE
 DOB: [REDACTED]

GDC ID: 1148408
 Status: INMATE
 Supervision Level/Type: MEDIUM /
 Type Population: GENERAL POPULATION


 Last Scribe Move: CENTRAL STATE PRISON E-3-101-B
 Classification Score: [REDACTED]

Offender Programs

Current Plan

Type - Category	Activity	PIC Program Category	Reason	Location Created	Identified	Started	Status	Refusal
EDUCATION-SKILL TRAINING	<u>OSHA 10.1</u>		GDC - REFERRED	AUGUSTA STATE MED. PRISON	02/21/2018			
RISK REDUCTION-COUNSELING	<u>CAREER CENTER</u>		GDC - REFERRED	CENTRAL STATE PRISON	07/29/2019			

Program Completions

Type - Category	Activity	PIC Program Category	Reason	Location Created	Identified	Started	End Reason	End Date	Location Ended
EDUCATION-ACADEMIC	<u>ADULT BASIC EDUCATION</u>	EDUCATIONAL	GDC - REFERRED	AUGUSTA STATE MED. PRISON	07/26/2016	06/01/2017	COMPLETED SUCCESSFULLY	12/07/2017	AUGUSTA STATE MED. PRISON
EDUCATION-ACADEMIC	<u>ADULT BASIC EDUCATION</u>	EDUCATIONAL	GDC - REFERRED	BOSTICK UNIT	08/20/2008		RELEASED FROM CONFINEMENT	03/18/2013	
EDUCATION-ACADEMIC	<u>EDUCATIONAL TESTING</u>		ASSESSED NEED	CANTON PROBATION	11/13/2015		ASSESSMENT PERIOD ENDED	12/09/2015	
EDUCATION-ACADEMIC	<u>EDUCATIONAL TESTING</u>		ASSESSED NEED	CANTON PROBATION	01/19/2016		ASSESSMENT PERIOD ENDED	02/17/2016	
EDUCATION-ACADEMIC	<u>EDUCATIONAL TESTING</u>		ASSESSED NEED	GA DIAG CLASS PRISON	04/20/2016		CORRECTING ERRONEOUS	02/21/2018	AUGUSTA STATE MED. PRISON
EDUCATION-ACADEMIC	<u>EDUCATIONAL TESTING</u>		ASSESSED NEED	GA DIAG CLASS PRISON	08/30/2014		RELEASED FROM CONFINEMENT	03/26/2015	
EDUCATION-ACADEMIC	<u>GED PREPARATION</u>	EDUCATIONAL	GDC - REFERRED	AUGUSTA STATE MED. PRISON	12/20/2017	02/14/2018	COMPLETED SUCCESSFULLY	02/21/2018	AUGUSTA STATE MED. PRISON
EDUCATION-ACADEMIC	<u>GED TESTING</u>	EDUCATIONAL	GDC - REFERRED	AUGUSTA STATE MED. PRISON	02/21/2018	10/15/2018	COMPLETED SUCCESSFULLY	07/22/2019	CENTRAL STATE PRISON
EDUCATION-ACADEMIC	<u>SPECIAL EDUCATION</u>	EDUCATIONAL	GDC - REFERRED	CENTRAL STATE PRISON	12/14/2010	01/03/2011	RELEASED FROM CONFINEMENT	03/18/2013	

Blumberg No. 5114
DEFENDANT'S EXHIBIT
41

EDUCATION-SKILL TRAINING	<u>OSHA 10</u>	VOCATIONAL	GDC - REFERRED	AUGUSTA STATE MED. PRISON	04/28/2017		CORRECTING ERRONEOUS	02/21/2018	AUGUSTA STATE MED. PRISON
EDUCATION-SKILL TRAINING	<u>SERVERSAFE</u>	VOCATIONAL	GDC - REFERRED	AUGUSTA STATE MED. PRISON	04/17/2017		COMPLETED SUCCESSFULLY	04/19/2017	AUGUSTA STATE MED. PRISON
RISK REDUCTION-ASSESSMENTS	<u>COMPAS</u>		GDC - REFERRED	MENS STATE PRISON	03/02/2009		COMPLETED SUCCESSFULLY	03/02/2009	MENS STATE PRISON
RISK REDUCTION-ASSESSMENTS	<u>TCUDS</u>		GDC - REFERRED	COASTAL STATE PRISON	10/09/2014		COMPLETED SUCCESSFULLY	10/10/2014	COASTAL STATE PRISON
RISK REDUCTION-ASSESSMENTS	<u>TCUDS</u>		REQUIRED - PAROLE	BOSTICK UNIT	11/03/2008		COMPLETED SUCCESSFULLY	11/03/2008	BOSTICK UNIT
RISK REDUCTION-COGNITIVE INSTRUCTION	<u>MORAL RECONATION THERAPY</u>	COGNITIVE	ASSESSED NEED	CANTON PROBATION	04/13/2015		ASSESSMENT PERIOD ENDED	09/22/2015	
RISK REDUCTION-COGNITIVE INSTRUCTION	<u>MORAL RECONATION THERAPY</u>	COGNITIVE	ASSESSED NEED	CANTON PROBATION	11/13/2015		ASSESSMENT PERIOD ENDED	12/09/2015	
RISK REDUCTION-COGNITIVE INSTRUCTION	<u>MORAL RECONATION THERAPY</u>	COGNITIVE	ASSESSED NEED	CANTON PROBATION	01/24/2016		ASSESSMENT PERIOD ENDED	02/17/2016	
RISK REDUCTION-COGNITIVE INSTRUCTION	<u>MORAL RECONATION THERAPY</u>	COGNITIVE	ASSESSED NEED	GA DIAG CLASS PRISON	11/06/2014		RELEASED FROM CONFINEMENT	03/26/2015	
RISK REDUCTION-COGNITIVE INSTRUCTION	<u>MORAL RECONATION THERAPY</u>	COGNITIVE	ASSESSED NEED	GA DIAG CLASS PRISON	01/25/2017		NOT INDICATED BY ASSESSMENT	04/19/2017	AUGUSTA STATE MED. PRISON
RISK REDUCTION-COGNITIVE INSTRUCTION	<u>MORAL RECONATION THERAPY</u>	COGNITIVE	GDC - REFERRED	MENS STATE PRISON	12/16/2008		RELEASED FROM CONFINEMENT	03/18/2013	
RISK REDUCTION-COGNITIVE INSTRUCTION	<u>THINKING FOR A CHANGE</u>	COGNITIVE	GDC - REFERRED	MENS STATE PRISON	12/16/2008	12/30/2010	RELEASED FROM CONFINEMENT	03/18/2013	
RISK REDUCTION-COUNSELING	<u>CAREER CENTER</u>		GDC - REFERRED	AUGUSTA STATE MED. PRISON	04/07/2017		COMPLETED SUCCESSFULLY	04/26/2017	AUGUSTA STATE MED. PRISON
RISK REDUCTION-LOCAL COUNSELING GROUP	<u>HEALTH EDUCATION</u>		START - OTHER IN OTIS	UNKNOWN	05/15/2005		RELEASED FROM CONFINEMENT	10/05/2005	MENS STATE PRISON
RISK REDUCTION-PRE-RELEASE	<u>BIRTH CERTIFICATE (TOPPSTEP)</u>		GDC - REFERRED	COASTAL STATE PRISON	10/09/2014		DOESN'T MEET CRITERIA	10/10/2014	COASTAL STATE PRISON

RISK REDUCTION-PRE-RELEASE	<u>BIRTH CERTIFICATE (TOPPSTEP)</u>		GDC - REFERRED	MENS STATE PRISON	12/29/2008		RELEASED FROM CONFINEMENT	03/18/2013	
RISK REDUCTION-PRE-RELEASE	<u>RE-ENTRY SKILLS BUILDING</u>	VOCATIONAL	GDC - REFERRED	BOSTICK UNIT	09/25/2008		RELEASED FROM CONFINEMENT	03/18/2013	
RISK REDUCTION-PRE-RELEASE	<u>RE-ENTRY SKILLS BUILDING</u>	VOCATIONAL	GDC - REFERRED	GA DIAG CLASS PRISON	04/20/2016	01/06/2017	COMPLETED SUCCESSFULLY	04/07/2017	AUGUSTA STATE MED. PRISON
RISK REDUCTION-PRE-RELEASE	<u>RE-ENTRY SKILLS BUILDING</u>	VOCATIONAL	GDC - REFERRED	GA DIAG CLASS PRISON	08/30/2014	10/20/2014	COMPLETED SUCCESSFULLY	10/29/2014	COASTAL STATE PRISON
RISK REDUCTION-PRE-RELEASE	<u>SOCIAL SECURITY CARD (TOPPSTEP)</u>		GDC - REFERRED	COASTAL STATE PRISON	10/09/2014		DOESN'T MEET CRITERIA	10/20/2014	COASTAL STATE PRISON
RISK REDUCTION-PRE-RELEASE	<u>SOCIAL SECURITY CARD (TOPPSTEP)</u>		GDC - REFERRED	MENS STATE PRISON	12/29/2008		RELEASED FROM CONFINEMENT	03/18/2013	
RISK REDUCTION-PRE-RELEASE	<u>TOPPSTEP</u>		GDC - REFERRED	COASTAL STATE PRISON	10/09/2014		COMPLETED SUCCESSFULLY	10/10/2014	COASTAL STATE PRISON
RISK REDUCTION-PRE-RELEASE	<u>TOPPSTEP</u>		START - OTHER IN OTIS	UNKNOWN	05/18/2005		COMPLETED SUCCESSFULLY	09/30/2005	MENS STATE PRISON
RISK REDUCTION-SEX AND VIOLENCE	<u>FAMILY VIOLENCE I</u>		START - OTHER IN OTIS	UNKNOWN	05/18/2005		COMPLETED SUCCESSFULLY	09/30/2005	MENS STATE PRISON
RISK REDUCTION-SEX AND VIOLENCE	<u>SOPP</u>	SOPP	GDC - REFERRED	COASTAL STATE PRISON	07/19/2013		REFUSED TO PARTICIPATE	12/24/2014	COASTAL STATE PRISON
RISK REDUCTION-SEX AND VIOLENCE	<u>SOPP</u>	SOPP	GDC - REFERRED	MCRAE PROBATION	05/09/2016	10/17/2016	COMPLETED SUCCESSFULLY	01/25/2017	AUGUSTA STATE MED. PRISON
RISK REDUCTION-SEX AND VIOLENCE	<u>SOPP</u>	SOPP	START - OTHER IN OTIS	UNKNOWN	07/07/2005		RELEASED FROM CONFINEMENT	10/05/2005	MENS STATE PRISON
RISK REDUCTION-SPECIAL HOUSING	<u>TC PREFERRED</u>		REQUIRED - PAROLE	GA DIAG CLASS PRISON	08/15/2013		RELEASED FROM CONFINEMENT	03/26/2015	
RISK REDUCTION-SUBSTANCE ABUSE	<u>MOTIVATION FOR CHANGE</u>		GDC - REFERRED	BOSTICK UNIT	09/25/2008		COMPLETED SUCCESSFULLY	09/25/2010	CENTRAL STATE PRISON
RISK REDUCTION-SUBSTANCE ABUSE	<u>MOTIVATION FOR CHANGE</u>		GDC - REFERRED	GA DIAG CLASS PRISON	04/20/2016	01/06/2017	COMPLETED SUCCESSFULLY	02/17/2017	AUGUSTA STATE MED. PRISON
RISK REDUCTION-SUBSTANCE ABUSE	<u>MOTIVATION FOR CHANGE</u>		GDC - REFERRED	GA DIAG CLASS PRISON	08/30/2014	02/09/2015	COMPLETED SUCCESSFULLY	02/25/2015	COASTAL STATE PRISON

RISK REDUCTION-SUBSTANCE ABUSE	<u>MOTIVATION FOR CHANGE</u>		REQUIRED - PAROLE	UNKNOWN	05/18/2005	08/28/2008	COMPLETED SUCCESSFULLY	09/25/2008	BOSTICK UNIT
RISK REDUCTION-SUBSTANCE ABUSE	<u>RSAT: RESIDENTIAL SA PROGRAM</u>		GDC - REFERRED	GA DIAG CLASS PRISON	11/27/2012		RELEASED FROM CONFINEMENT	03/18/2013	

There are no overridden programs for this offender

© 1998 - 2002 Georgia Department of Corrections
Send your system questions and recommendations to us

Offender Disciplinary History**SMITH, DARRELL CHARLES-GDC ID 1000356256**

Offense Date	D.R. #	Location	Charge(s) and Final Disposition(s)	Disposition Date	Authorizing Official's Recommendation	AOR Date	Sanctions Probated	Obligation Id
01/06/2013	358787	CENTRAL STATE PRISON	B01K-GREAT-INJURY TO INMATE/ONESELF - GUILTY	01/14/2013	COMPLETE LOCAL DISPOSITION APPROVED	01/17/2013	YES	14635274
06/22/2012	310172	CENTRAL STATE PRISON	C17B-HIGH-UNDER INFLUENCE OF DRUGS - GUILTY	07/17/2012	COMPLETE LOCAL DISPOSITION APPROVED	07/17/2012	YES	13630763
03/23/2011	199412	GA DIAG CLASS PRISON	B01K-GREAT-INJURY TO INMATE/ONESELF - GUILTY	04/19/2011	COMPLETE LOCAL DISPOSITION APPROVED	04/19/2011	YES	

© 1998 - 2002 Georgia Department of Corrections
 Send your system questions and recommendations to us



Movement History

GADSON, GLEN BERNARD - GDC ID 1146292

Move Date	Move Type	Move Reason	Moved To Location
10/05/2019	RELEASE	SENTENCE EXPIRED	
08/01/2019	BED MOVE	SEPARATE ENEMIES & ASSOCIATES	CENTRAL STATE PRISON E-3-206-T
07/31/2019	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON E-4-101-T
07/31/2019	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON E-3-206-T
05/14/2019	GDC MOVE	ADMINISTRATIVE	CENTRAL STATE PRISON E-4-101-T
05/09/2019	GDC MOVE	ADJUSTMENT	SMITH STATE PRISON G-1-203-B
03/01/2019	BED MOVE	CORRECTING ERRONEOUS MOVE	MACON STATE PRISON M-2-47-B
03/01/2019	BED MOVE	ADMINISTRATIVE	MACON STATE PRISON H-2-137-T
03/01/2019	BED MOVE	ADJUSTMENT	MACON STATE PRISON M-2-47-B
01/08/2019	GDC MOVE	ADMINISTRATIVE	MACON STATE PRISON D-1-121-B
06/19/2018	BED MOVE	ADMINISTRATIVE	COASTAL TC A-13-66-B
11/20/2017	BED MOVE	ADJUSTMENT	COASTAL TC A-13-65-T
10/10/2017	GDC MOVE	OTHER REQUEST	COASTAL TC B-40-227-T
06/15/2017	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON E-1-103-B
06/15/2017	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON C-1-203-B
01/08/2016	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON E-1-103-B
05/22/2015	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON E-3-105-B
05/22/2015	BED MOVE	ADJUSTMENT	CENTRAL STATE PRISON E-4-102-T
10/04/2014	BED MOVE	MEDICAL	CENTRAL STATE PRISON E-3-105-B
03/27/2014	BED MOVE	ADMINISTRATIVE	CENTRAL STATE PRISON E-3-204-T
01/13/2014	BED MOVE	POPULATION REDISTRIBUTION	CENTRAL STATE PRISON J-3-1-M
01/06/2014	BED MOVE	DISCIPLINARY	CENTRAL STATE PRISON G-1-106-B
08/30/2012	GDC MOVE	ADMINISTRATIVE	CENTRAL STATE PRISON J-2-28-M
06/07/2012	BED MOVE	ADJUSTMENT	GA DIAG CLASS PRISON J-3-160-B
05/24/2012	DIAGNOSTIC	NEW SENTENCE - COURT COMMIT	GA DIAG CLASS PRISON J-3-189-T
03/20/2012	PROBATION CUSTODY STATUS	JAIL AWAITING SP	
01/11/2010	PROBATION CUSTODY STATUS	JAIL AWAITING REVOCATION	



Movement History

GADSON, GLEN BERNARD - GDC ID 1146292

09/18/2008	EXTERNAL NON CUSTODY	COURT PRODUCTION ORDER	CHATHAM COUNTY COURT
06/24/2008	BED MOVE	ADMINISTRATIVE	COASTAL STATE PRISON K-C-203-4
06/19/2008	DIAGNOSTIC	NEW SENTENCE - COURT COMMIT	COASTAL STATE PRISON L-D-4-T
05/12/2008	PROBATION CUSTODY STATUS	JAIL AWAITING SP	
02/14/2008	PROBATION CUSTODY STATUS	JAIL AWAITING REVOCATION	
02/01/2007	PROBATION CUSTODY STATUS	NOT IN CUSTODY	
09/02/2005	RELEASE	MAX OUT W/PROBATION	
06/27/2005	INITIAL ASSIGNMENT	PROBATION REVOCATION	I.W. DAVIS DETENTION CENTER DORM-A-11-T

Movement History

BROWN, VIRGIL ALBERT - GDC ID 848779

Move Date	Move Type	Move Reason	Moved To Location
12/06/2018	RELEASE	PAROLE CERTIFICATE	
06/18/2018	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON 23A-2-13-B
06/16/2018	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON NU-4A-12-B
06/16/2018	BED MOVE	ADMINISTRATIVE	AUGUSTA STATE MED. PRISON 23A-2-13-B
06/15/2018	BED MOVE	ADJUSTMENT	AUGUSTA STATE MED. PRISON NU-4A-15-B
01/04/2018	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON 23A-2-13-B
01/02/2018	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON NU-4A-12-B
12/05/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON 23A-2-25-T
12/04/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON NU-4A-14-B
11/22/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON 23A-2-25-T
11/06/2017	BED MOVE	ADMINISTRATIVE	AUGUSTA STATE MED. PRISON NU-3A-15-B
10/12/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON 23A-2-25-T
10/11/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON NU-4A-10-B
08/30/2017	BED MOVE	ADMINISTRATIVE	AUGUSTA STATE MED. PRISON 23A-2-25-T
08/22/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON 14B-2-28-B
07/24/2017	BED MOVE	ADJUSTMENT	AUGUSTA STATE MED. PRISON NU-3A-13-B
07/24/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON NU-2A-14-B
07/24/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON 14B-2-19-T
07/24/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON NU-2A-14-B
07/17/2017	BED MOVE	MEDICAL	AUGUSTA STATE MED. PRISON 14A-2-23-T
06/09/2017	ARRIVE HOSPITAL TRANSPORT	RETURN FROM MEDICAL	AUGUSTA STATE MED. PRISON NU-2A-18-B
05/15/2017	HOSPITAL TRANSPORT	MEDICAL	MCG HEALTH SYSTEM HOSP
05/05/2017	ARRIVE HOSPITAL TRANSPORT	RETURN FROM MEDICAL	AUGUSTA STATE MED. PRISON NU-2A-13-B
05/04/2017	HOSPITAL TRANSPORT	MEDICAL	MCG HEALTH SYSTEM HOSP
03/31/2017	ARRIVE HOSPITAL TRANSPORT	RETURN FROM MEDICAL	AUGUSTA STATE MED. PRISON NU-2A-13-B
03/22/2017	HOSPITAL TRANSPORT	MEDICAL	CANDLER HOSP
03/10/2017	BED MOVE	MEDICAL	GA STATE PRISON F-3-12-B



Movement History

BROWN, VIRGIL ALBERT - GDC ID 848779

02/23/2017	BED MOVE	ADMINISTRATIVE	GA STATE PRISON C-1-14-B
02/21/2017	BED MOVE	MEDICAL	GA STATE PRISON F-3-1-B
08/18/2016	ARRIVE EXTERNAL NON CUSTODY	RETURN FROM COURT	GA STATE PRISON C-1-14-B
08/11/2016	EXTERNAL NON CUSTODY	COURT PRODUCTION ORDER	WASHINGTON CO.
06/22/2016	BED MOVE	ADMINISTRATIVE	GA STATE PRISON C-2-32-B
06/21/2016	ARRIVE EXTERNAL NON CUSTODY	RETURN FROM COURT	GA STATE PRISON E-3-21-T
06/14/2016	EXTERNAL NON CUSTODY	COMPASSIONATE LEAVE	OTC/WASHINGTON CO.
02/10/2016	BED MOVE	ADMINISTRATIVE	GA STATE PRISON C-1-49-B
12/03/2015	GDC MOVE	ADMINISTRATIVE	GA STATE PRISON A-4-4-T
11/05/2015	DIAGNOSTIC	NEW SENTENCE - COURT COMMIT	GA DIAG CLASS PRISON J-2-084-B
10/16/2008	PROBATION CUSTODY STATUS	JAIL AWAITING SP	
01/04/2008	PROBATION CUSTODY STATUS	NOT IN CUSTODY	
12/07/2007	PROBATION CUSTODY STATUS	JAIL AWAITING REVOCATION	
11/07/2007	PROBATION CUSTODY STATUS	JAIL AWAITING TREATMENT	
11/01/2007	PROBATION CUSTODY STATUS	JAIL AWAITING REVOCATION	
01/08/2007	PROBATION CUSTODY STATUS	NOT IN CUSTODY	
12/08/2006	PROBATION CUSTODY STATUS	JAIL AWAITING TREATMENT	
11/17/2006	PROBATION CUSTODY STATUS	JAIL AWAITING REVOCATION	
08/12/2005	RELEASE	MAX OUT W/PROBATION	
04/11/2005	INITIAL ASSIGNMENT	PROBATION REVOCATION	EMANUEL WOMENS FACILITY DORM-F-25-T

Offender Disciplinaries History

LAMB, GREGORY MICHAEL-GDC ID 63239

Offense Date	D.R. #	Location	Charge(s) and Final Disposition(s)	Disposition Date	Authorizing Official's Recommendation	AOR Date	Sanctions Probated	Obligation Id
<u>03/21/2017</u>	692248	PHILLIPS STATE PRISON	D03L-GREAT-POSSESSION OF CELL PHONE - GUILTY	03/22/2017	COMPLETE LOCAL DISPOSITION APPROVED	03/24/2017	NO	22783742
<u>09/14/2016</u>	656188	PHILLIPS STATE PRISON	D01-HIGH-POSSESSION OF CONTRABAND - GUILTY	09/15/2016	COMPLETE LOCAL DISPOSITION APPROVED	09/15/2016	NO	21814716
<u>11/25/2015</u>	598428	PHILLIPS STATE PRISON	C17B-HIGH-UNDER INFLUENCE OF DRUGS - GUILTY	12/04/2015	COMPLETE LOCAL DISPOSITION APPROVED	12/09/2015	YES	20356426
<u>01/20/2015</u>	534489	PHILLIPS STATE PRISON	D03L-GREAT-POSSESSION OF CELL PHONE - GUILTY D01-HIGH-POSSESSION OF CONTRABAND - GUILTY	01/26/2015	COMPLETE LOCAL DISPOSITION APPROVED	01/27/2015	NO	18631950
<u>11/07/2011</u>	253610	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - DISMISSED	12/22/2011	COMPLETE LOCAL DISPOSITION DISMISSED	01/05/2012	NO	
<u>02/03/2010</u>	93869	WHEELER CORR FACILITY	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - NOT GUILTY B13-HIGH-INSUBORDINATION - NOT GUILTY	02/17/2010	COMPLETE LOCAL DISPOSITION APPROVED	02/17/2010	NO	

© 1998 - 2002 Georgia Department of Corrections

[Send your system questions and recommendations to us](#)



Offender Disciplinaries History

MOORE, TONY -GDC ID 1141929

Offense Date	D.R. #	Location	Charge(s) and Final Disposition(s)	Disposition Date	Authorizing Official's Recommendation	AOR Date	Sanctions Probated	Obligation Id
<u>09/02/2017</u>	727287	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - DISMISSED B15-HIGH-EXTORTION - DISMISSED	09/25/2017	COMPLETE LOCAL DISPOSITION DISMISSED	10/02/2017	NO	
<u>12/13/2016</u>	673729	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	01/03/2017	FINAL REVIEW APPEAL DENIED	02/02/2017	NO	22424351
<u>08/12/2016</u>	650603	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY B13-HIGH-INSUBORDINATION - GUILTY B05-HIGH-VERBAL/GESTURE THREATENING - GUILTY	08/23/2016	COMPLETE LOCAL DISPOSITION APPROVED	08/23/2016	NO	21670103
<u>11/27/2015</u>	598890	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - GUILTY	12/16/2015	COMPLETE LOCAL DISPOSITION APPROVED	12/18/2015	NO	20377394
<u>09/04/2015</u>	582181	CENTRAL STATE PRISON	B01C-GREAT-ASSAULT OFFICER - GUILTY	09/18/2015	FINAL REVIEW APPEAL DENIED	10/27/2015	NO	19901666
<u>07/29/2015</u>	574403	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	08/27/2015	COMPLETE LOCAL DISPOSITION APPROVED	08/28/2015	NO	19755556
<u>07/27/2015</u>	574089	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	07/31/2015	COMPLETE LOCAL DISPOSITION APPROVED	07/31/2015	YES	19599643
<u>07/05/2015</u>	571204	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - DISMISSED	08/24/2015	COMPLETE LOCAL DISPOSITION APPROVED	08/25/2015	NO	
<u>06/27/2015</u>	567965	CENTRAL STATE PRISON	C10-GREAT-DISRUPTING COUNT - GUILTY C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	07/17/2015	FINAL REVIEW APPEAL DENIED	08/11/2015	NO	19575203
<u>07/25/2014</u>	496142	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	07/30/2014	COMPLETE LOCAL DISPOSITION APPROVED	07/31/2014	NO	17674225
<u>01/31/2014</u>	452611	CENTRAL STATE PRISON	B01K-GREAT-INJURY TO INMATE/ONESELF - GUILTY	02/25/2014	COMPLETE LOCAL APPEAL DENIED	03/05/2014	NO	16846564
<u>12/29/2013</u>	444156	CENTRAL STATE PRISON	D01-HIGH-POSSESSION OF CONTRABAND - NOT GUILTY	01/07/2014	COMPLETE LOCAL DISPOSITION APPROVED	01/07/2014	NO	
<u>12/03/2013</u>	438279	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	12/18/2013	COMPLETE LOCAL DISPOSITION APPROVED	12/18/2013	NO	16506015
<u>08/19/2013</u>	413397	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - GUILTY	09/04/2013	COMPLETE LOCAL DISPOSITION APPROVED	09/04/2013	NO	15965752
<u>08/10/2013</u>	411693	CENTRAL STATE PRISON	C14-HIGH-UNAUTHORIZED PRESENCE - GUILTY	08/19/2013	COMPLETE LOCAL DISPOSITION APPROVED	08/21/2013	NO	15835131
<u>07/05/2013</u>	402474	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - GUILTY	07/24/2013	COMPLETE LOCAL DISPOSITION APPROVED	07/24/2013	YES	15653697
<u>03/10/2013</u>	373183	CENTRAL STATE PRISON	B01C-GREAT-ASSAULT OFFICER - NOT GUILTY C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	03/15/2013	FINAL REVIEW APPEAL DENIED	05/06/2013	NO	14978187
<u>01/06/2013</u>	358798	CENTRAL STATE PRISON	B01K-GREAT-INJURY TO INMATE/ONESELF - GUILTY	02/05/2013	COMPLETE LOCAL DISPOSITION APPROVED	02/05/2013	NO	14775120
<u>10/28/2012</u>	346062	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - GUILTY	11/21/2012	COMPLETE LOCAL DISPOSITION APPROVED	11/29/2012	YES	14333718
<u>07/18/2012</u>	316963	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - GUILTY	08/01/2012	COMPLETE LOCAL DISPOSITION APPROVED	08/01/2012	YES	13768605

Blumberg No. 5114

DEFENDANT'S
EXHIBIT

46

<u>06/07/2012</u>	305982	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - GUILTY	06/21/2012	FINAL REVIEW APPEAL DENIED	08/14/2012	NO	13482086
<u>06/03/2012</u>	304849	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY B13-HIGH-INSUBORDINATION - GUILTY	06/21/2012	COMPLETE LOCAL DISPOSITION APPROVED	06/25/2012	YES	13482078
<u>03/25/2012</u>	289531	CENTRAL STATE PRISON	C19-HIGH-UNAUTHORIZED HANGING/ATTACHING OF MATERIALS - DISMISSED	04/26/2012	COMPLETE LOCAL DISPOSITION DISMISSED	05/09/2012	NO	
<u>03/11/2012</u>	288152	CENTRAL STATE PRISON	B13-HIGH-INSUBORDINATION - DISMISSED B05-HIGH-VERBAL/GESTURE THREATENING - DISMISSED	04/20/2012	COMPLETE LOCAL DISPOSITION DISMISSED	04/20/2012	NO	
<u>02/29/2012</u>	280830	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY G02-LOW-UNKEPT CELL - GUILTY	03/22/2012	COMPLETE LOCAL DISPOSITION APPROVED	03/23/2012	NO	
<u>01/19/2012</u>	270729	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - DISMISSED	02/21/2012	COMPLETE LOCAL DISPOSITION DISMISSED	02/27/2012	NO	
<u>01/07/2012</u>	267656	CENTRAL STATE PRISON	B13-HIGH-INSUBORDINATION - GUILTY	01/20/2012	COMPLETE LOCAL DISPOSITION APPROVED	01/24/2012	NO	
<u>10/21/2011</u>	250129	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - DISMISSED	12/12/2011	COMPLETE LOCAL DISPOSITION DISMISSED	12/14/2011	NO	
<u>10/21/2011</u>	250132	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - DISMISSED	12/12/2011	COMPLETE LOCAL DISPOSITION DISMISSED	12/14/2011	NO	
<u>09/26/2011</u>	246920	CENTRAL STATE PRISON	B11-HIGH-EXPOSURE/EXHIBITION - GUILTY	10/25/2011	COMPLETE LOCAL DISPOSITION APPROVED	10/31/2011	NO	
<u>09/06/2011</u>	238085	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	10/06/2011	COMPLETE LOCAL DISPOSITION APPROVED	10/12/2011	NO	
<u>08/11/2011</u>	232777	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - DISMISSED	08/24/2011	COMPLETE LOCAL DISPOSITION DISMISSED	08/30/2011	NO	
<u>07/21/2011</u>	227309	CENTRAL STATE PRISON	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - DISMISSED	08/19/2011	COMPLETE LOCAL DISPOSITION DISMISSED	08/22/2011	NO	
<u>03/11/2011</u>	194252	COFFEE CORR FACILITY	C15-HIGH-FAIL TO FOLLOW INSTRUCTIONS - GUILTY	04/11/2011	COMPLETE LOCAL DISPOSITION APPROVED	04/11/2011	YES	



Nathan Deal
Governor

GEORGIA DEPARTMENT OF CORRECTIONS

*CENTRAL STATE PRISON
4600 Fulton Mill Road,
Macon, Georgia 31208
Phone 478/471-2906
Fax 478/471-2095*



Georgia
Greg Dozier
Commissioner

Memorandum

Date: June 1, 2018

To: Security

From: Sr. Counselor Chambers, ADA Coordinator

Thru: DWC&T Micheal Thomas

Effective immediately the below list of offenders are deaf and should have access to use the Video Relay Service.

Deaf Offenders

- | | | | | |
|-----|----------------------|----------------|---------|-----|
| 1. | Green, Tommy | GDC 537348 | C3 106T | ASL |
| 2. | Moore, Tony | GDC 1141929 | K4 30T | ASL |
| 3. | Shields, Christopher | GDC 1050654 | E3 201T | ASL |
| 4. | Smith, Darrell | GDC 1000356256 | E1 202T | ASL |
| 5. | [REDACTED] | | | |
| 7. | [REDACTED] | | | |
| 9. | [REDACTED] | | | |
| 10. | Cobb, Brandon | GDC 1001311531 | E1 105B | ASL |
| 11. | Harris, Ricardo | GDC 1001602900 | E1 204B | ASL |
| 12. | [REDACTED] | | | |
| 13. | Smith, Andrew | GDC 1148408 | E3 101B | ASL |
| 14. | Smith, Jorae | GDC 1001828089 | E3 106B | ASL |



3/25/2019

Mail - Cheryl.Frazier@gdc.ga.gov

Re: CONFIRMED: Phone request for 8/27 at 12:00pm - 1:00 pm

Frazier, Cheryl

Fri 8/24/2018 3:49 PM

Sent Items

To: LATN ASL <asl@latn.com>;

Cc: Thorpe, Juanita <Juanita.Thorpe@gdc.ga.gov>; Chambers, Pashion <pashion.chambers@gdc.ga.gov>; Thomas, Micheal <micheal.thomas@gdc.ga.gov>; Bowen, Tommy <Tommy.Bowen@gdc.ga.gov>; York, Jada <jada.york@gdc.ga.gov>;

Thank you. Your email also serves as notice to the facility that the order for ASL services has been filled.

Have a great weekend!
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

From: LATN ASL <asl@latn.com>
Sent: Friday, August 24, 2018 3:46:30 PM
To: Frazier, Cheryl
Cc: Thorpe, Juanita; Chambers, Pashion; Thomas, Micheal; Bowen, Tommy; York, Jada; LATN ASL
Subject: CONFIRMED: Phone request for 8/27 at 12:00pm - 1:00 pm

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Ms. Frazier,

I have confirmed your interpreter for 8/27 at 12:00 pm to 1:00pm. The interpreter assigned is Linda Ogletree.

Please let me know if you have any questions.

Thanks

<https://outlook.office365.com/owa/?path=/mail/search>

Harris v GDC - Binder 6



3/25/2019

Mail - Cheryl.Frazier@gdc.ga.gov

Erica Mason

Sign Language Services Coordinator

L A T N

1720 Peachtree Street NW, Suite 532 Atlanta GA 30309

1.800.943.LATN (5286) main | 1.888.511.6233 fax | www.latn.com | emason@latn.com



Language Solutions



This communication and any attachment to this communication may contain confidential and/or private information. Any dissemination, review, copying, distribution or retransmission of this information by anyone other than the intended recipient(s) is strictly prohibited. If you have received this communication in error, please immediately contact the sender and delete the material. Thank you.

From: Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>

Sent: Friday, August 24, 2018 3:37 PM

To: LATN ASL <asl@latn.com>

Cc: Thorpe, Juanita <Juanita.Thorpe@gdc.ga.gov>; Chambers, Pashion <pashion.chambers@gdc.ga.gov>; Thomas, Micheal <micheal.thomas@gdc.ga.gov>; Bowen, Tommy <Tommy.Bowen@gdc.ga.gov>; York, Jada <jada.york@gdc.ga.gov>

Subject: Re: DECLINED: Phone request for 8/27 at 9:45 AM

Importance: High

Good Afternoon Mrs. Xandra Kenney-Blumer,

I just received notice from the Facility ADA Coordinator, Mrs. Thorpe, at Central State Prison that they will accept the adjusted time frame, as noted in your email. Please send a confirmation when the appointment is finalized.

Thank you,
Cheryl

Cheryl Ann Frazier

Americans with Disabilities Act/ LEP/SI Coordinator

Office of Professional Standards

Compliance Unit

Georgia Department of Corrections

Executive Operations

770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

3/25/2019

Mail - Cheryl.Frazier@gdc.ga.gov

From: LATN ASL <asl@latn.com>
Sent: Friday, August 24, 2018 3:10 PM
To: Frazier, Cheryl
Cc: LATN ASL
Subject: DECLINED: Phone request for 8/27 at 9:45 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Ms. Frazier,

Thank you for contacting LATN Language Solutions to assist with your interpretation needs.

Unfortunately, we do not have an interpreter for the appointment below. The earliest we can provide an interpreter is Monday August 27, 2018, at 12:00 PM. Please let us know if this appointment can be rescheduled.

ID 138367

Date 2018-08-27

Start Time 09:45 AM

Estimated End Time 10:45 AM

Client Georgia Department of Corrections

Location Central State Prison

Address 4600 Fulton Mill Rd, Macon 31208

On-site Contact Pashion Chambers

On-site Contact Number 478-757-2633

Non-English Speaker Brandon Cobb & Darrell Smith

Language / Appointment Type Sign Language - Community

Reason for Appointment Quarterly Counseling Session with Brandon Cobb and Grievance for Darrell Smith

Requester Cheryl Frazier

Should any of the information above be incorrect, or require adjustment, please let us know immediately via phone at 404-634-2635 or via email at latn@latn.com.

We sincerely appreciate the fact that you chose LATN and look forward to serving your language needs.

Kind regards,

Xandra Kenney-Blumer

Sign Language Services Coordinator

L A T N

<https://outlook.office365.com/owa/?path=/mail/search>

3/4

3/25/2019

Mail - Cheryl.Frazier@gdc.ga.gov

1720 Peachtree Street NW, Suite 532 Atlanta GA 30309

1.800.943.LATN (5286) main | 1.888.511.6233 fax | www.latn.com | xkenney-blumer@latn.com

LATNTM

Language Solutions



This communication and any attachment to this communication may contain confidential and/or private information. Any dissemination, review, copying, distribution or retransmission of this information by anyone other than the intended recipient(s) is strictly prohibited. If you have received this communication in error, please immediately contact the sender and delete the material. Thank you.

3/25/2019

Mail - Cheryl.Frazier@gdc.ga.gov

Fw: ASL interpreter

Thorpe, Juanita

Tue 9/18/2018 1:57 PM

To: Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>

*Juanita Thorpe
Medical Unit Manager/ADA Coordinator
Central State Prison
4600 Fulton Mill Road
Macon, GA 31208
478-471-2932*

Building PRIDE in ourselves and our Agency.

"The Georgia Department of Corrections protects the public by operating secure and safe facilities, while reducing recidivism through effective programming, education and healthcare."

From: Chambers, Pashion
Sent: Tuesday, September 18, 2018 1:02 PM
To: Thorpe, Juanita
Subject: ASL interpreter

Interpreter needed for quarterly contact with the follow offenders on Thursday September 20, 2018 at 0945-1145
Green, Tommy 537348
Harris, Ricardo 1001602900
Moore, Tony 1141929
[REDACTED]
Smith, Andrew 1148408
Smith, Jorae 1001828089

3/25/2019

Mail - Cheryl.Frazier@gdc.ga.gov

Pashion Chambers
Chief Counselor
Central State Prison
478-471-2935



Building PRIDE in ourselves and our Agency.

"The Georgia Department of Corrections protects the public by operating secure and safe facilities, while reducing recidivism through effective programming, education and healthcare."

3/25/2019

Mail - Cheryl.Frazier@gdc.ga.gov

Re: Deaf Offender - Request for Qualified ASL interpreter

Franklin, Lakisha

Tue 3/27/2018 2:18 PM

To: Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>;

Cc: Caldwell, Antoine <Antoine.Caldwell@gdc.ga.gov>;

As soon as the RSAT director provides the phase information I will email the information to you as soon as possible. I have already advised medical and counseling that the offender cannot have any services provided to him until the interpreter is present.

DATE: Monday 04/02/18

TIME: 0900-1130

POC: Bobby Figueroa

OFFENDER: Cobb, Brandon GDC#1001311531

SCOPE OF SERVICES: Offender Orientation/Classification-Offender will be introduced to the facility rules/regulations as it relates to grievances, PREA, disciplinary process, general library/law library, counseling/programming, medical/sick call, assignment to RSAT and review for detail assignment.

LOCATION of SERVICES: Johnson State Prison-Multipurpose Room

END DATE: Monday 04/02/18

Lakisha M. Franklin
Deputy Warden Care & Treatment
Johnson State Prison

Office: 478-864-4151
Cell: 404-323-6896
Fax: 478-864-4104

Building PRIDE in ourselves and our Agency.

The Georgia Department of Corrections protects the public by operating secure and safe facilities, while reducing recidivism through effective programming, education and healthcare.

3/25/2019

Mall - Cheryl.Frazier@gdc.ga.gov

From: Frazier, Cheryl
Sent: Tuesday, March 27, 2018 10:52:30 AM
To: Franklin, Lakisha
Cc: Frazier, Cheryl; Caldwell, Antoine
Subject: Re: Deaf Offender - Request for Qualified ASL interpreter

Good Morning Mrs. Franklin,

Thank you for this information. I need the following information as soon as possible to order interpreting services in your area:

- Dates of assignments
- Times of assignments
- Duration of assignments (each of them)
- Point of Contact
- Name of Offender
- Scope of service (as specific as possible)
- Location of services
- End date of services

The offender should not participate in activities without a qualified interpreter, as it is his preferred mode of effective communication.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/ SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare. "

> On Mar 27, 2018, at 10:30 AM, Franklin, Lakisha <lakisha.franklin@gdc.ga.gov> wrote:

- >
- > Good morning,
- > We will receive Cobb, Brandon GDC#1001311531 today from Central State Prison. He is coming to Johnson for RSAT. The transfer comments indicated he communicates via sign language. The RSAT director indicated that none of his staff know sign language. We do not have any staff that know sign language. We will need assistance to accommodate this offender. Thanks so much
- >
- >
- > Lakisha M. Franklin
- > Deputy Warden Care & Treatment
- > Johnson State Prison
- > Cell:404-323-6897
- > Office:478-864-4151

3/25/2019

Mall - Cheryl.Frazier@gdc.ga.gov

>

> Sent from my iPhone

Re: ADA Title II Provisions SOP - 103.63 - Effective 4.20.2018 -
Delivery to those who have disabilities

Franklin, Lakisha

Mon 4/16/2018 2:00 PM

To: Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>;

Date: 04/19/2018

Time of Service: 0900-11:00

POC: Lakisha M. Franklin, DWCT

Offender: Brandon Cobb GDC#1001311531

Services: ASL Interpreter

I changed it from one hour to two.

Lakisha M. Franklin
Deputy Warden Care & Treatment
Johnson State Prison
Office: 478-864-4151
Cell: 404-323-6896
Fax: 478-864-4104

Building PRIDE in ourselves and our Agency.

The Georgia Department of Corrections protects the public by operating secure and safe facilities, while reducing recidivism through effective programming, education and healthcare.

From: Franklin, Lakisha
Sent: Monday, April 16, 2018 1:31:57 PM
To: Frazier, Cheryl
Subject: Re: ADA Title II Provisions SOP - 103.63 - Effective 4.20.2018 - Delivery to those who have disabilities

Date: 04/19/2018

Time of Service: 10:00-11:00

POC: Lakisha M. Franklin, DWCT

Offender: Brandon Cobb GDC#1001311531

Services: ASL Interpreter

Re: ADA Title II Provisions SOP - 103.63 - Effective 4.20.2018 -
Delivery to those who have disabilities

Franklin, Lakisha

Mon 4/16/2018 1:59 PM

To: Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>;

Hey,

I printed it out, I see 4 attachments. I am overlooking some attachments.

Attachment 1: Offender ADA Accommodation Request Form

Attachment 2: Warden's/Superintendent's ADA Accommodation Request Response

Attachment 3: ADA Accommodation Request Appeal Form

Attachment 4: Commissioner's Designee ADA Accommodation Request Appeal Response

Lakisha M. Franklin
Deputy Warden Care & Treatment
Johnson State Prison
Office: 478-864-4151
Cell: 404-323-6896
Fax: 478-864-4104

Building PRIDE in ourselves and our Agency.

The Georgia Department of Corrections protects the public by operating secure and safe facilities, while reducing recidivism through effective programming, education and healthcare.

From: Frazier, Cheryl
Sent: Monday, April 16, 2018 1:40:04 PM
To: Franklin, Lakisha
Subject: Re: ADA Title II Provisions SOP - 103.63 - Effective 4.20.2018 - Delivery to those who have disabilities

Just FYI - The policy is 20 pages, and 24 with attachments.

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

From: Franklin, Lakisha
Sent: Monday, April 16, 2018 1:31:57 PM
To: Frazier, Cheryl
Subject: Re: ADA Title II Provisions SOP - 103.63 - Effective 4.20.2018 - Delivery to those who have disabilities

Date: 04/19/2018
Time of Service: 10:00-11:00
POC: Lakisha M. Franklin, DWCT
Offender: Brandon Cobb GDC#1001311531
Services: ASL Interpreter

An hour should be reasonable to read the policy and answer any questions he may have at that time.

Lakisha M. Franklin
Deputy Warden Care & Treatment
Johnson State Prison
Office: 478-864-4151
Cell: 404-323-6896
Fax: 478-864-4104

Building PRIDE in ourselves and our Agency.

The Georgia Department of Corrections protects the public by operating secure and safe facilities, while reducing recidivism through effective programming, education and healthcare.

From: Frazier, Cheryl
Sent: Monday, April 16, 2018 1:10:30 PM
To: Franklin, Lakisha
Subject: Re: ADA Title II Provisions SOP - 103.63 - Effective 4.20.2018 - Delivery to those who have disabilities

Good Afternoon,

Okay. I will order services. I need a date, time frame, point of contact, etc.

Please advise.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

From: Franklin, Lakisha
Sent: Monday, April 16, 2018 1:07:20 PM
To: Frazier, Cheryl
Subject: Re: ADA Title II Provisions SOP - 103.63 - Effective 4.20.2018 - Delivery to those who have disabilities

Hello,
We will need an interpreter for Brandon Cobb

Lakisha M. Franklin
Deputy Warden Care & Treatment
Johnson State Prison
Office: 478-864-4151
Cell: 404-323-6896
Fax: 478-864-4104

Building PRIDE in ourselves and our Agency.

The Georgia Department of Corrections protects the public by operating secure and safe facilities, while reducing recidivism through effective programming, education and healthcare.

From: Frazier, Cheryl
Sent: Monday, April 16, 2018 12:28:20 PM
To: Smith, Crystal; Chambers, Pashion; Thornton, Theresa; Rodney L. Jackson; Dep Warden CT - All; Madie Kitchens; Franklin, Lakisha; Sharpe, Juanita; Superintendent - All; Assistant Superintendents - All; Wardens - All; Dep Warden Security - All; Remika Christian
Cc: Davis, Belinda; Crickmar, Scott; Shepard, Stan; Wiggins, Pamela; Toole, Robert; Walker, Chris; Ammons, Jennifer; Jack Roberts; Tommy Fountain; Smith, Bethrix; Koon, Jack; Steve Upton; Shaver, Sharon; Nix, Clay;

Tomeka Simpson-Dumas; Shelia Oubre; Seitz, Gini; Atchison, Grace; Sharon Lewis; Dennis, Melinda; Tebought, Donna Vernae; Sauls, Randy; Fiveash, Laura; Sanders, Billy; Wilson, Norman; Edwards, Komola; Frazier, Cheryl; Holt, Ahmed; Kennedy, Kathleen; Danforth, William; Chatman, Bruce
Subject: ADA Title II Provisions SOP - 103.63 - Effective 4.20.2018 - Delivery to those who have disabilities

Good Afternoon All,

As you know, the new ADA Title II Provisions SOP has been published and is effective on April 20, 2018. Please notify my office as soon as possible for Qualified Interpreting Services **specifically** for delivering the information within this SOP to offenders who use American Sign Language as their primary language (deaf or hard of hearing). This ASL service request should be separate from any of your ongoing requests.

If you have offenders who are blind or have low vision, the policy should be read aloud or the offender should be given access to magnifying sheets (low vision) or text to talk devices to read the SOP. I have been informed that the Education Department has magnifying sheets for use.

The entire policy and attachments should be delivered by reading or signing (as appropriately determined) to these offenders prior to the effective date. Please ensure that offenders in your Administrative Segregation/Isolation, Tier Programs, Medical Units, CSU, ACU, and Mental Health Units are aware of this SOP, as well. Please document your delivery of this policy information in SCRIBE and additionally as you see fit. Please notify my office when the sharing of this policy has been completed for documentation purposes.

If there is anything I can do to assist you in this process and beyond, please do not hesitate to contact me at 770-330-7535.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare."

Barlar, Jacob S.

From: Frazier, Cheryl
Sent: Tuesday, March 05, 2019 2:44 PM
To: Smith, Eugenia;Axom, Carlisia;Thorpe, Juanita;Bowen, Tommy;Thomas, Micheal;Chambers, Pashion
Cc: Aycock, India;Barlar, Jacob S.
Subject: Fwd: CONFIRMED Interpreter RE: ASL Phone Request for 03/06/19 1:45PM Dental

Good Afternoon,

Please see the confirmation for ASL services for the Dental appointment.

Thank you,
Cheryl

Cheryl Ann Frazier
Americans with Disabilities Act/ LEP/ SI Coordinator
Office of Professional Standards
Compliance Unit
Georgia Department of Corrections
Executive Operations
770-330-7535

Building PRIDE in ourselves and our Agency.

"The Department of Corrections protects the public by operating secure and safe facilities while reducing recidivism through effective programming, education, and healthcare. "

Begin forwarded message:

From: LATN ASL <asl@latn.com>
Date: March 5, 2019 at 2:36:22 PM EST
To: "Frazier, Cheryl" <Cheryl.Frazier@gdc.ga.gov>
Cc: "Thorpe, Juanita" <Juanita.Thorpe@gdc.ga.gov>, "Barlar, Jacob S." <jacob.barlar@gdc.ga.gov>, "Aycock, India" <India.Aycock@gdc.ga.gov>
Subject: CONFIRMED Interpreter RE: ASL Phone Request for 03/06/19 1:45PM Dental

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Greetings,

Thank you for the request. The assigned interpreter for the appointment below is: Ms. Laura Tolbert.

Please call LATN at 404-634-2635 if you have any questions or concerns.

Kind Regards,

Dionne Eargle

Language Services Coordinator

L A T N

1720 Peachtree Street NW, Suite 532 Atlanta GA 30309

1.800.943.LATN (5286) main | 1.888.511.6233 fax | www.latn.com | deargle@latn.com

<image001.jpg>

From: LATN ASL

Sent: Tuesday, March 5, 2019 11:38 AM

To: Frazier, Cheryl <Cheryl.Frazier@gdc.ga.gov>

Cc: Thorpe, Juanita <Juanita.Thorpe@gdc.ga.gov>; Barlar, Jacob S. <jacob.barlar@gdc.ga.gov>; Aycock, India <India.Aycock@gdc.ga.gov>

Subject: ASL Phone Request for 03/06/19 1:45PM Dental

Greetings Ms. Frazier,

This message is to confirm that, per your phone call today, we are in the process of scheduling an interpreter for the following appointment:

ID 156648

Date 2019-03-06

Start Time 01:45 PM

Estimated End Time 03:45 PM

Client Georgia Department of Corrections

Location Central State Prison

Address 4600 Fulton Mill Rd, Macon 31208

On-site Contact Juanita Thorpe

On-site Contact Number 478-471-2932

Non-English Speaker Tony Moore

Language / Appointment Type Sign Language - Healthcare

Reason for Appointment Dental

Requester Cheryl Frazier

Should any of the information above be incorrect, or require adjustment, please let us know immediately via phone at 404-634-2635 or via email at latn@latn.com.

We sincerely appreciate the fact that you chose LATN and look forward to serving your language needs.

Kind regards,

Dionne Eargle

Language Services Coordinator

L A T N

1720 Peachtree Street NW, Suite 532 Atlanta GA 30309

1.800.943.LATN (5286) main | 1.888.511.6233

fax | www.latn.com | deargle@latn.com

<image001.jpg>

13-49B

REFUSAL TO ACCEPT MEDICAL TREATMENT

I, (Name) Henderson, Leroy (Number) 172084 at
(Facility) Coffee Correctional

refuse to accept the following Dental/ Psychiatric/ Medical/ and/or Surgical services and/ or treatment recommended by this Facility's Dental/ Psychiatric/ Medical staff and/or a referred secondary care specialist: (list treatment(s)/service(s) in layman terminology)


Pocketalker Personal Amplifier

I am refusing the above recommended treatment(s)/service(s) for the following reason(s):
I don't want that. I already have my hearing aids. I'm not signing anything."

I acknowledge that I have been informed of the risks and possible consequences which include, but are not limited to, the following, and which may be up to and including death:
Trouble hearing or communicating, hearing loss, deafness, or any other communication barrier.

I understand the possible consequences and/or complications, listed above and still refuse recommended treatment. I understand that my failure to follow this advice may seriously affect my health or the health of the person under my guardianship.

I hereby release the Dental/ Psychiatric/ Medical staff and/or a referred secondary care specialist associated with this correctional facility, CoreCivic, any contract managed care company, and their employees and agents of all responsibility regarding this matter, and I am making this decision of my own free will.

Refused to sign 172084 
Inmate/Resident Signature Inmate/Resident # DOB

(This section to be completed by a staff member)

[Signature] 10-30-19 0945
Qualified Health Care Professional Signature Date/Time
(Note: For CDCR inmates, must be an RN or higher credentialed QHCP)

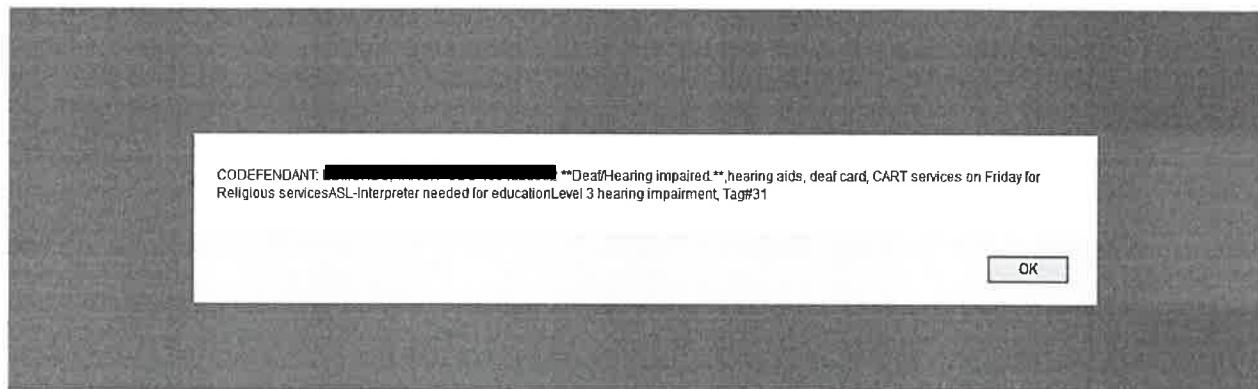
[Signature] 10-30-19 0945
Witness Signature Date/Time

12/8/14

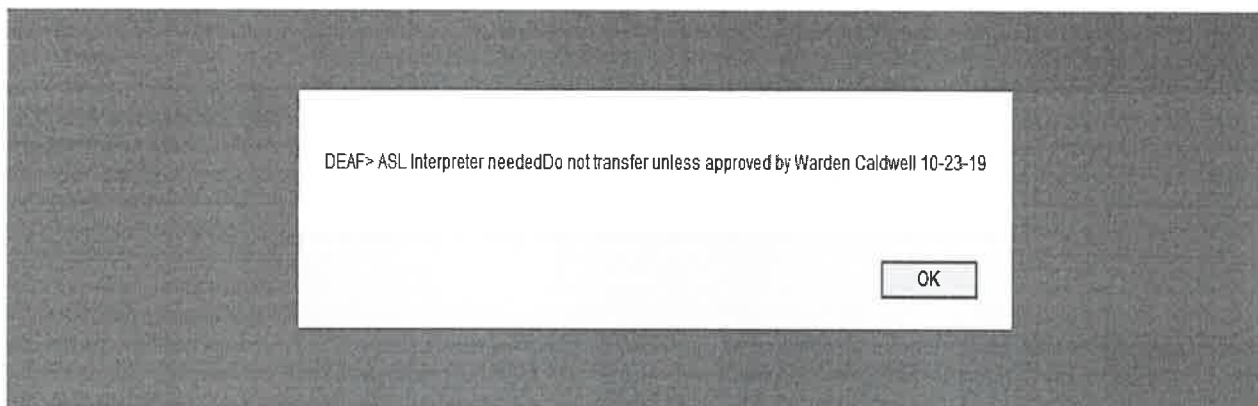
Proprietary Information - Not For Distribution - Copyrighted - Property of CoreCivic



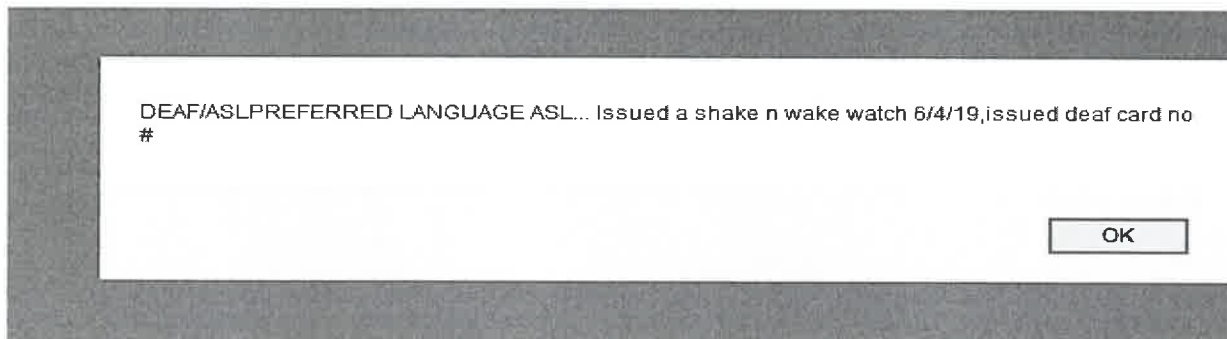
SMITH, JORAE DAJON-GDC ID 1001828089
CENTRAL STATE PRISON



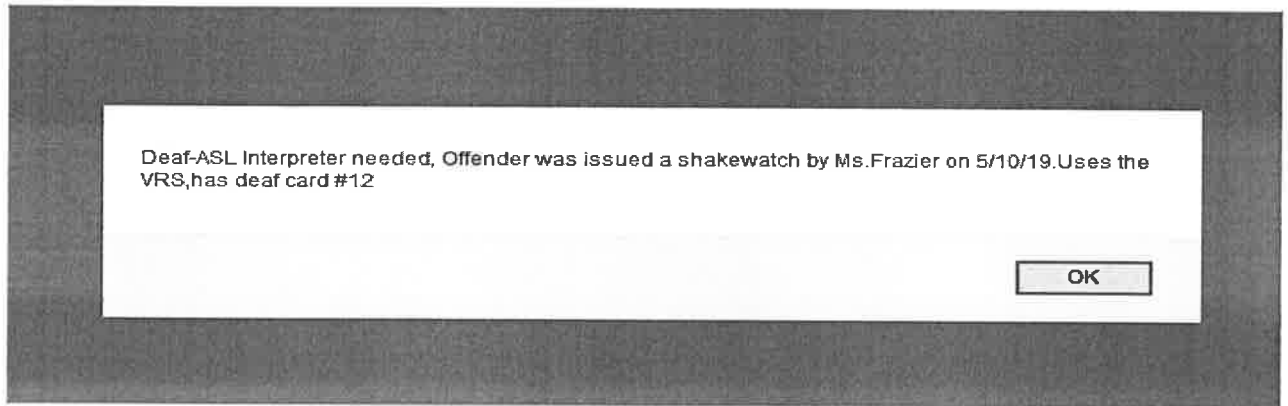
MOORE, TONY JR. GDC ID 1141929
Currently @ Johnson State Prison



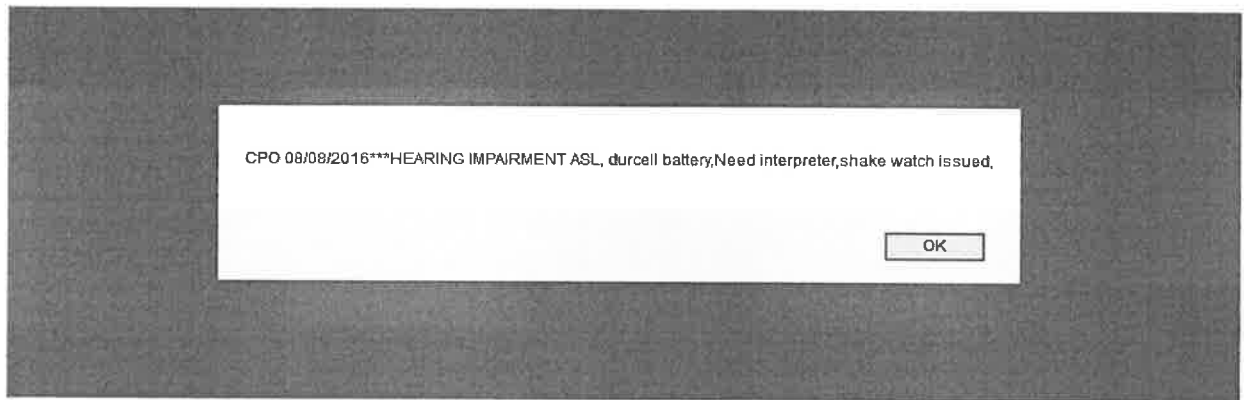
GREEN, TOMMY GDC ID 537348
Currently at Central State Prison



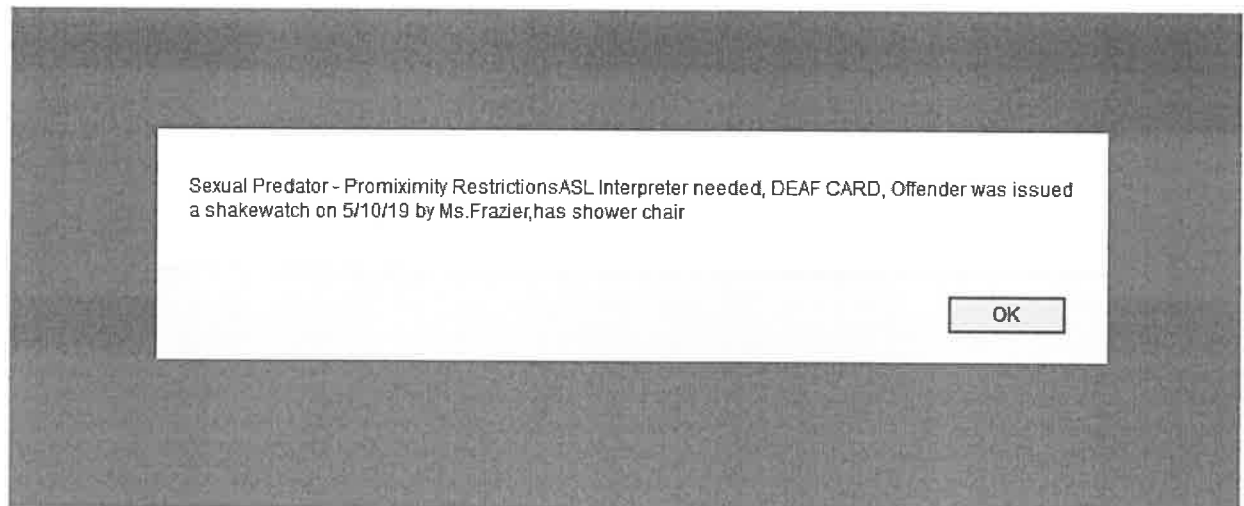
HARRIS, RICARDO LARON - GDC ID 1001602900
CURRENTLY AT CENTRAL STATE PRISON



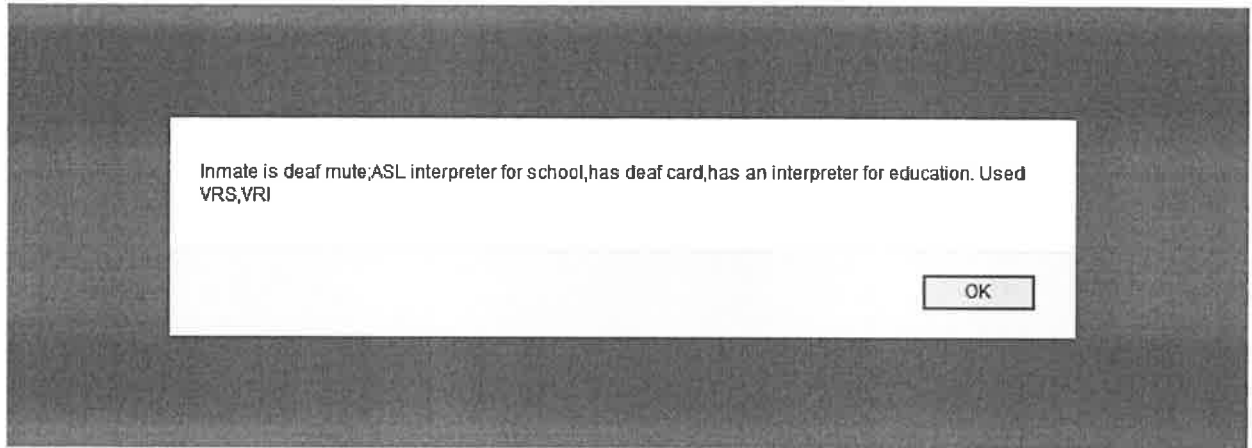
SHIELDS, CHRISTOPHER MARTIN - GDC ID 1050654
CURRENTLY AT CENTRAL STATE PRISON



SMITH, ANDREW JOSEPH - GDC ID 1148408
CURRENTLY AT CENTRAL STATE PRISON



SMITH, DARRELL CHARLES- GDC ID 1000356256
CURRENTLY AT CENTRAL STATE PRISON





Brian P. Kemp
Governor

**GEORGIA DEPARTMENT OF CORRECTIONS
OFFENDER ADMINISTRATION**

Offender Information Services

200 Sharon Rogers Drive
Jackson, Georgia, 30233

Mailing Address

Post Office Box 1529
Forsyth, Georgia 31029

Telephone: (770) 504-7312

Fax: (770) 504-7304

www.dcor.state.ga.us



Timothy C. Ward
Commissioner

STATE OF GEORGIA, COUNTY OF BUTTS

TO WHOM IT MAY CONCERN:

*I, **Sonya D. McCullough**, certify that I am an assistant to the Commissioner, Corrections Division, Keeper of the Official Central Office inmate records, for the Department Of Corrections, and as such assistant, I am authorized to certify official inmate records of said Department.*

This is to certify that the attached copies from the records of:

Name: MOORE, TONY JR
GDC#: 1141929

are true and correct copies from the Official Records of the Georgia Department of Corrections.

This the 5th day of November, 2019

Sonya D. McCullough
Sonya D. McCullough, Assistant Supervisor
Offender Information Services
Offender Administration
Corrections Division



R.H.

1141929

New

PRISONER'S PERSONAL HISTORY SHEET

TO BE FURNISHED TO THE GEORGIA DEPARTMENT OF CORRECTIONS, ATLANTA, GA., BY CLERKS OF THE SUPERIOR COURT OF THE STATE OF GEORGIA AT THE SAME NOTICE IS FURNISHED.

SENTENCED DATA:

FROM SUPERIOR COURT OF **DOUGLAS COUNTY, GEORGIA** TERM **2010**

NAME OF PRISONER: MOORE, TONY JR "AKA" TONEY MAYS

IDENTITY OF PRISONER

NOTE: BOXED AREA MUST BE COMPLETED

RACE: <u>B</u> SEX: <u>M</u> DOB: <u>[REDACTED]</u> SSN: <u>[REDACTED]</u> OTN: <u>[REDACTED]</u>
State any defects or medication required: <u>DEAF R. EAR</u>
Was subject picked up from the Department of Corrections to answer these changes? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, which Institution? _____
From what jail can the Department of Corrections assume custody of this subject? <u>DOLLORES CO Jail</u>

FBI NO: 548515EB3 S.I.D. NO.: GA24083409 Finger Print#: _____

EYE COLOR: BRO HAIR COLOR: BLK HEIGHT: 5'6 WEIGHT: 154

PLACE OF BIRTH: GA. DISTINGUISHING MARKS OR SCARS: 181S ON BOTH ARMS

LAST HOME ADDRESS: 1507 RUPERT RD. Decatur, Ga. 30032

MARITAL STATUS: SINGLE SPOUSE'S NAME: _____

NAME, ADDRESS, AND RELATION OF NEAREST RELATIVE OR FRIEND:
WILL DAVIS - FATHER - 404-577-2018

AFFIDAVIT OF CUSTODIAN

I, THE UNDERSIGNED CUSTODIAN OF THE DEFENDANT, DO SWEAR AND AFFIRM THAT THE FOLLOWING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NAME OF DEFENDANT: MOORE, TONY JR "AKA" TONEY MAYS

WAS CONFINED ON CASE NUMBER(S): 09CRO1417 ON THE FOLLOWING DATES:

ENTERED: <u>11.03.09</u>	DEPARTED: _____	REASON: ARRESTED/
ENTERED: _____	DEPARTED: _____	REASON: ARRESTED/
ENTERED: _____	DEPARTED: _____	REASON: ARRESTED/

COMMENTS: 09CRO1417


Alisha Whiteley
 CUSTODIAN, DOUGLAS COUNTY GEORGIA Administrative Assistant

Received
 JUN - 8 2010
 Offender Processing

I, THE UNDERSIGNED (DEPUTY) CLERK OF THE SUPERIOR STATE COURT, IN AND FOR SAID COUNTY, DO HEREBY CERTIFY THAT THE ABOVE IS A TRUE AND COMPLETE COPY OF THE AFFIDAVIT OF CUSTODIAN, A PART OF THE OFFICIAL RECORD OF THE TRIAL OF SAID DEFENDANT, AS APPEARS OF RECORD AND FROM THE MINUTES OF SAID COURT.

GIVEN UNDER MY OFFICIAL SIGNATURE AND THE SEAL OF SAID COURT THIS 4 DAY OF 6 2010

Rhonda H. Page (DEPUTY CLERK)

rec'd 6-3-10

SUPERIOR COURT OF DOUGLAS COUNTY

ORIGINAL

STATE OF GEORGIA

FILED

APRIL TERM 2010

Versus

MAY 17 2010

CRIMINAL NO. 09CR01417

TONY MOORE JR
AKA TONEY MAYS
SENTENCE IMPOSED PURSUANT
TO REPEAT OFFENDER
PROVISION OF O.C.G.A. 17-10-7
(c)

Rhonda G. Payne, Clerk
Superior & State Court
Douglas County, GA

Defendant

OFFENSE (S):

Count 1: Theft by Receiving Stolen Property (FM). Date: 11-03-09

Count 2: Purchase/Possess/Control - Sch I/II/III Date: 11-03-09

GA ID No.

OTN NO. [REDACTED]

DOB [REDACTED]

PLEA:

- Negotiated Plea Non-Negotiated Plea
- Guilty on Count(s) 1,2
- Nolo Contendere on Count(s) _____
- To Lesser Included Offense(s) _____
on Count(s) _____

VERDICT:

- Guilty on Count(s) _____
- Not Guilty on Count(s) _____
- Jury
- Non-Jury
- To Lesser Included Offense(s)
on Count(s) _____

OTHER DISPOSITION:

- Nolle Prosequi Order on Count(s) _____
For the following reason: _____
- Dead Docket Order on Count(s) _____
For the following reason: _____

FELONY SENTENCE

WHEREUPON the defendant is hereby adjudged guilty of the above-stated offense(s); the defendant is hereby sentenced to confinement for a period of **30 YEARS ON COUNT 2; 10 YEARS ON COUNT 1 CONCURRENTLY WITH COUNT 2** in such institution as the Commissioner of the Georgia Department of Corrections may direct, to be computed as provided by law.

HOWEVER, it is the further order of the court:

- 1) That the sentence may be served on probation.
 - 2) That upon service of **12 YEARS**, the remainder of **SENTENCE** may be served on probation; PROVIDED, that the defendant complies with the following general and special conditions herein imposed as part of this sentence.
- IT IS THE FURTHER ORDER of the court, and the defendant is hereby advised, that the court may at any time revoke or modify any condition of this probation as allowed by law. The defendant shall be subject to arrest for violation of any condition of probation herein granted. If such probation is revoked, the court may order the execution of the sentence, which is originally imposed, or any portion thereof in the manner provided by law after deducting the amount of time the defendant has served on probation.

GENERAL CONDITIONS OF PROBATION

The court imposes the following general conditions of probation:

- 1) Do not violate the criminal laws of any governmental unit.
- 2) Avoid injurious and vicious habits; especially alcoholic intoxication, and use of controlled substances unless as prescribed lawfully.
- 3) Avoid persons or places of disreputable or harmful character.
- 4) Report to the Probation Officer as directed and permit such Officer to visit you at home or elsewhere.
- 5) Work faithfully at suitable employment insofar as may be possible.
- 6) Do not change your place of residence or leave the State without prior permission of the Probation Officer.
- 7) Support your legal dependents, if any, to the best of your ability.
- 8) Offenders sentenced to probation on or after November 1, 2004 will be assessed probation fees as follows: Offenses committed prior to May 13, 2002, will be assessed \$26.00; Offenses committed on or after May 13, 2002 will be assessed \$32.00. In addition to those fees, a one-time fee of \$25.00 is imposed where the defendant was convicted in violation of a misdemeanor plus a one time fee of \$25.00 if the defendant was convicted of violation of §40-6-391 or sentenced under §16-13-2(b), or a one time fee of \$50.00 if the defendant was convicted of any felony pursuant to this sentence. The probationer shall be subject to arrest for violation of any condition herein imposed.
- 9) It is further ordered that defendant pay a fine in the amount of **\$-0-**.
- 10) The court assesses the following statutory surcharges as required by Georgia law:
 - (a) \$50 or 10% of the fine, whichever is less, (§15-21-73(a)(1)(A));

ORIGINAL

- (b) 10% of the original fine to the County Jail Fund (§15-21-93);
 - (c) 5% of the original fine to the local Victim Assistance Fund (§15-21-131);
 - (d) For offenses committed before July 1, 2004, for violation of §40-6-391 relating to driving under the influence of alcohol or drugs, the court imposes an additional penalty of \$25.00 or 10 percent of the original fine, whichever is less. For offenses committed on or after July 1, 2004 for violation of §40-6-391 relating to driving under the influence of alcohol or drugs, the court imposes an additional penalty of \$28.00 or 11 percent of the original fine, whichever is less, for the Crime Victim Emergency Fund (§15-21-112) plus an additional 10% of the fine for the Brain & Spinal Injury Trust Fund (§15-21-149) plus an additional \$25 pursuant to §40-6-391(j)(2) if applicable;
 - (e) If the offense is for violation of §§16-13-30, 16-13-30.1 or 16-13-31 relating to activities regarding marijuana, controlled substances or non-controlled substances, the court imposes the additional penalty of 50% of the original fine (§15-21-100); and
 - (f) \$1.75 as costs (§47-14-50) plus the amounts required in §47-16-60 and §47-17-60 plus \$5.00 as costs (§36-15-9) together with all other authorized court costs.
 - (g) 10% of the fine to the Georgia Indigent Defense for offenses occurring after June 15, 2004 (§15-21-73(a)(1)(B)).
 - (h) If the offense is for violation of any provision of Title 40 relating to the traffic laws of this state, an additional five percent of the original fine on that count under O.C.G.A. §15-21-179.
- 11) The court further orders that the defendant shall pay the following sums:
- (a) Court Costs of \$100.00;
 - (b) Appointed attorney fees of \$_____ to the Georgia Public Defender Standards Council;
 - (c) Appointed attorneys' fees of \$_____ to the Douglas County Board of Commissioners under O.C.G.A. §17-12-51;
 - (d) Restitution of \$_____ less any amount paid by co-defendant(s).
- 12) It is ordered that the defendant must submit to evaluations and testing relating to rehabilitation and participate in and successfully complete rehabilitative programming as directed by the department.

Special Conditions of Probation Imposed Pursuant to Code §42-8-34.1

The court imposes the following special conditions of probation, the violation of which will authorize the court to revoke the probation or suspension and may require the defendant to serve up to the balance of the sentence in confinement:

- 1) The defendant shall avoid contact, personal, by telephone, mail, or otherwise, with _____.
- 2) The defendant shall perform _____ hours of community service at the rate of not less than eight (8) hours per week, or as otherwise directed by the Probation Officer.
- 3) The defendant shall, from time to time, upon oral or written request by the Probation Officer or any law enforcement officer, produce a specimen of any bodily substance for analysis for the presence of a substance prohibited by any law of the State of Georgia or the United States and pay the cost of such test.
- 4) The defendant shall submit to a search of his/her person, houses, papers, and/or effects any time of the day or night, with or without a search warrant, whenever requested to do so by a Probation Officer or any law enforcement officer, and he/she specifically consents to the use of anything seized as evidence in any Judicial proceedings or trial.
- 5) The defendant shall report all arrests for any reason to the Probation Officer within forty-eight (48) hours.
- 6) The defendant shall not illegally possess any controlled substances, nor occupy any residence or vehicle where such is present.
- 7) The defendant has not been sentenced under the provisions of the Probation Options Management Act.
The sanction ceiling under this act is set at Probation Detention Center.
- 8) Other Special Conditions pursuant to O.C.G.A. §42-8-34.1 ordered by the court are as follows: THE DEFENDANT IS BANISHED FROM DOUGLAS COUNTY, GEORGIA EXCEPT FOR COURT APPEARANCES AND PAROLE AND INITIAL PROBATION REPORTING; THE DEFENDANT MUST UNDERGO AN ALCOHOL AND DRUG EVALUATION AND COMPLETE ANY TREATMENT DEEMED NECESSARY BY PROBATION.

The defendant was represented by the Honorable Travis Glahn, Attorney at Law.

So ordered May 17, 2010.



WILLIAM H MCCLAIN
Judge Superior Court
Douglas Judicial Circuit

I have read these conditions, understand the terms hereof and agree to the terms of this sentence.

Defendant

If you are convicted of a crime involving violence where you are or were a spouse, intimate partner, parent, or guardian of the victim or are or were involved in another, similar relationship with the victim, it may be unlawful for you to possess or purchase a firearm including a rifle, pistol, or revolver, or ammunition, pursuant to federal law under 18 U.S.C. 922 (g)(9).

FELONY ACCUSATION

COUNT 1

On behalf of the people of the State of Georgia, the undersigned, as prosecuting attorney for the county and State aforesaid, does hereby charge and accuse **Tony Moore JR, aka - Toney Mays** with the offense of **THEFT BY RECEIVING (O.C.G.A. SEC. 16-8-7)** for that the said accused, in the State of Georgia and County of Douglas, on or about **November 03, 2009** did retain a stolen Pontiac motor vehicle, the property of Calandra Terrell, which he knew or should have known was stolen, and the accused did not retain the property with the intent to restore it to the owner, contrary to the laws of said State, the good order, peace and dignity thereof.

COUNT 2

On behalf of the people of the State of Georgia, the undersigned, as prosecuting attorney for the county and State aforesaid, does hereby charge and accuse **Tony Moore JR, aka - Toney Mays** with the offense of **VIOLATION OF GEORGIA CONTROLLED SUBSTANCES ACT - POSSESSION OF COCAINE WITH INTENT TO DISTRIBUTE (O.C.G.A. SEC. 16-13-30(a))** for that the said accused, in the State of Georgia and County of Douglas, on or about **November 03, 2009** did unlawfully possess with intent to distribute cocaine, a Schedule II controlled substance, in violation of the Georgia Controlled Substances Act, contrary to the laws of said State, the good order, peace and dignity thereof.

**DAVID MCDADE, DISTRICT ATTORNEY
DOUGLAS JUDICIAL CIRCUIT**

FELONY ACCUSATION

WITNESSES:

Joshua Lee Skinner
Douglas County Sheriff's Office
6840 West Church Street
Douglasville, GA 30134

Warrant/Ticket No(s): MJD09-2046, MJD09-2047

WHM

FELONY ACCUSATION

ORIGINAL

Witnesses:
(See last page of Accusation)

CASE NO. 09CR1417
DOUGLAS SUPERIOR COURT
OCTOBER TERM, 2009

Assigned to Judge
William H. McClain

2/18

STATE OF GEORGIA

versus

**Tony Moore JR
aka Toney Mays**

Offenses(s):

1. THEFT BY RECEIVING
(O.C.G.A. Sec. 16-8-7)
2. VIOLATION OF GEORGIA CONTROLLED
SUBSTANCES ACT - POSSESSION OF
COCAINE WITH INTENT TO DISTRIBUTE
(O.C.G.A. Sec. 16-13-30(a))

David McDade, District Attorney
Douglas Judicial Circuit

Filed in Office of Clerk, Superior Court
this 7 day of Dec, 2009.

Rhonda G. Payne
Rhonda G. Payne, Clerk

The defendant herein waives a copy
of accusation, list of witnesses, formal
arraignment and pleads _____ guilty.

The defendant herein waives a copy
of accusation, list of witnesses, formal
arraignment and pleads _____ guilty.

This _____ day of _____, 20____.

This _____ day of _____, 20____.

Defendant

Defendant

Attorney for the Defendant

Attorney for the Defendant

Assistant District Attorney

JMG/kb

Assistant District Attorney



Brian P. Kemp
Governor

GEORGIA DEPARTMENT OF CORRECTIONS
OFFENDER ADMINISTRATION
Offender Information Services

200 Sharon Rogers Drive
Jackson, Georgia, 30233

Mailing Address

Post Office Box 1529
Forsyth, Georgia 31029

Telephone: (770) 504-7312

Fax: (770) 504-7304

www.dcor.state.ga.us



Timothy C. Ward
Commissioner

STATE OF GEORGIA, COUNTY OF BUTTS

TO WHOM IT MAY CONCERN:

*I, **Sonya D. McCullough**, certify that I am an assistant to the Commissioner, Corrections Division, Keeper of the Official Central Office inmate records, for the Department Of Corrections, and as such assistant, I am authorized to certify official inmate records of said Department.*

This is to certify that the attached copies from the records of:

Name: SMITH, DARRELL CHARLES
GDC#: 1000356256

are true and correct copies from the Official Records of the Georgia Department of Corrections.

This the 5th day of November, 2019

Sonya D. McCullough
Sonya D. McCullough, Assistant Supervisor
Offender Information Services
Offender Administration
Corrections Division



R.H.

PRISONERS PERSONAL HISTORY SHEET

1000356256 New

To be furnished to Georgia Department of Corrections, Atlanta, Ga., by Clerks of the Superior Court of the State of Georgia at the same time notice of sentence is furnished.

SENTENCED DATA

From Superior Court DEKALB County July 26, 2010
Name of Prisoner DARRELL CHARLES SMITH

IDENTITY OF PRISONER

NOTE: BOXED AREA MUST BE COMPLETED

Form with fields for Race: B, Sex: M, DOB, SSN, OTN, State any defects or medication required, Was subject picked up from Department of Corrections to answer these Charges? N, If yes, which Institution?, From what jail can Department of Corrections assume custody of this subject? DEKALB CO JAIL

FBI No. 12874IHC9 S.I.D. No. 3835357W Finger Print #
Eye Color: BRO Hair Color: BLK Height: 73 Weight: 170
Place of Birth: LA Distinguishing marks and scars:
Last home address: 281 NORTHERN AVE # 1K AVONDALE ES GA
Marital Status: Spouse Name:
Name, Address, and relations of nearest relative or friend:
UNKNOWN

Received AUG 17 2010 Offender Processing

AFFIDAVIT OF CUSTODIAN

I, the undersigned custodian of the defendant, do swear and affirm that the following is true and correct to the best of my knowledge.

DARRELL CHARLES SMITH
Name of Defendant
Was confined on case number (s) 09CR6381 - 3 Was confined on case number (s)
On the following dates: On the following dates: On the following dates:
Entered: 10-06-09 Entered: Entered:
Sentenced on: 07-26-10 Sentenced on: Sentenced on:
Reason: 268 DAYS SERVED Reason: Reason:

COMMENTS: LIFE IN PRISON

S BUSSEY / S Bussey Dekalb Georgia
Custodian County

I, the undersigned (Deputy) Clerk of the Superior Court, in and for said county, do hereby certify that the above is a true and complete copy of the affidavit of custodian, a part of the official record of the trial of said defendant, as appears of records and from the minutes of said court.

Given under my official signature and the seal of said court this 16th day of August 20 10

nealigan Kanyre (Deputy) Clerk.



FILED 2000 JUL 30 P 4: 23 CLERK OF SUPERIOR COURT DEKALB COUNTY GA

IN THE SUPERIOR COURT OF DEKALB COUNTY

CASE NO. 09CR6381-3

THE STATE OF GEORGIA

OFFENSE(S) MALICE MURDER (CT.1); FELONY MURDER (CT.2); RAPE (CT.3); AGGRAVATED ASSAULT (CT.4); TAMPERING WITH EVIDENCE (CT.5); FALSE IMPRISONMENT

VS

DARRELL CHARLES SMITH

RACE/SEX: BM DOB: OFFENDER TRACKING NUMBER: 88371911655

PLEA:

NEGOTIATED ALFORD VS. NORTH CAROLINA GUILTY ON COUNT(S) NOLO CONTENDERE ON COUNT(S) TO LESSER INCLUDED OFFENSE(S) ON COUNT(S) VERDICT: JURY NON-JURY GUILTY ON COUNT(S) NOT GUILTY ON COUNT(S) GUILTY OF LESSER INCLUDED OFFENSE(S) OF ON COUNT(S) OTHER DISPOSITION NOLLE PROSEQUI ORDER ON COUNT(S) DEAD DOCKET ORDER ON COUNT(S) COUNT(S) MERGE WITH COUNT(S)

July TERM 20 10

Deputy Clerk

regularly consents

26th day of July 20 10

Filed in Open Court, this 26th day of July 20 10

CLERK

Court-2 FELONY SENTENCE MISDEMEANOR SENTENCE

WHEREAS, the above-named defendant has been found guilty of the above-stated offense, WHEREUPON, it is ordered and adjudged by the Court that The said defendant is hereby sentenced to confinement for a period of Life in prison as to Court-2

in the State Penal System or such other institution as the Commissioner of the State Department of Corrections may direct, to be computed as provided by law. HOWEVER, it is further ordered by the Court:

- 1) THAT the above sentence may be served on probation
2) THAT upon service of of the above sentence, the remainder of may be served on probation PROVIDED that the said defendant complies with the following general and other conditions herein imposed by the Court as part of this sentence.
3) Defendant is to receive credit for time served. Since 10/06/2009
4) Time to serve reduced to present time served.

FIRST OFFENDER SENTENCE

WHEREAS said defendant has not previously been convicted of a felony nor availed himself of the provision of the First Offender Act (Ga. Laws 1968, p. 324). NOW, THEREFORE, the defendant consenting hereto, it is the judgment of this Court that no judgment of guilt or sentence be imposed at this time, but that further proceedings are deferred and defendant is hereby placed on probation for the period of from this date provided that said defendant complies with the following general and special conditions herein imposed by the Court as part of this sentence: PROVIDED, further, that upon violation of the terms of probation, the Court may enter an adjudication of guilt and proceed to sentence defendant to the maximum sentence provided by law. Upon fulfillment of the terms of probation, or upon release of the defendant by the Court prior to the termination of the period thereof, the defendant shall stand discharged of said offense charged and shall be completely exonerated of guilt of said offense charged. Let a copy of this Order be forwarded to the Office of the State Probation System of Georgia, and to the Identification Division of the Federal Bureau of Investigation.

GENERAL CONDITIONS OF PROBATION

- 1) THAT defendant not violate any State or Federal laws to be adjudged by the Court;
2) THAT defendant make regular reports to the Adult Probation Officer of DeKalb County as directed;
3) THAT defendant keep the Adult Probation Officer of DeKalb County informed at all times of the defendant's place of employment and residence address;
4) THAT defendant shall, from time to time upon oral or written request by any probation officer, produce a breath, urine, and/or blood specimen for analysis for the possible presence of a substance prohibited or controlled by any law of the state of Georgia or of the United States;
5) THAT defendant pay a fine in the amount of \$ plus \$50.00 or 10% of said fine, whichever is less pursuant to O.C.G.A. 15-21-70 and pay a jail fee in the amount of \$ drug penalty fine \$ Victim's Fund \$ DUI penalty \$ Brain & Spinal injury fee \$ and pay restitution in the amount of \$ probation fee \$ One-time felony fee \$ Court Cost \$ attorney's fee, through the adult probation officer as provided by said officer;
6) THAT defendant undergo and successfully complete any alcohol, drug, mental health or educational program abiding by all rules, regulations or directions of such program to include any aftercare deemed necessary as directed by the probation officer;
7) THAT defendant must complete hours of Community Service as directed by Adult Probation;
8) THAT defendant must enter into and successfully complete the program, abiding by all of their rules and regulations;
9) THAT defendant must report to the DeKalb County Jail on at (a.m.) (p.m.), to begin serving sentence;
10) THAT defendant may remain on probation until accepted into program;
11) THAT defendant may perform Community Service at the rate of \$5.00 per hour in lieu of payment of fine and fees with the exception of probation fee;
12) THAT defendant must abstain from the use or possession of any alcoholic beverages or illegal drugs.

OTHER CONDITIONS OF PROBATION

IT IS FURTHER ORDERED THAT the defendant abide by all other general conditions of probation as set forth herein:

IT IS THE FURTHER ORDER OF the Court, and the defendant is hereby advised that the Court may, at any time, revoke any conditions of this probation and/or discharge the defendant from probation. The probation shall be subject to arrest for violation of any condition of probation herein granted. If such probation is revoked, the Court may order the execution of the sentence which was originally imposed or any portion thereof in the manner provided by law after deducting therefrom the amount of time the defendant has served on probation.

So ordered this 26th day of July 20 10 Judge, DeKalb Superior Courts

COUNT 1

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

DARRELL CHARLES SMITH

with the offense of **MALICE MURDER** for the said accused person, in the County of DeKalb and State of Georgia, **on or about the 4th day of October, 2009**, did with malice aforethought cause the death of Tekelia Blackshear, a human being, by stabbing said victim,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

GWENDOLYN KEYES FLEMING, District Attorney

COUNT 2

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

DARRELL CHARLES SMITH

with the offense of **FELONY MURDER** for the said accused person, in the County of DeKalb and State of Georgia, **on or about the 4th day of October, 2009**, while in the commission of the offense of Aggravated Assault, a felony, did cause the death of Tekelia Blackshear, a human being, by stabbing said victim,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

GWENDOLYN KEYES FLEMING, District Attorney

COUNT 3

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

DARRELL CHARLES SMITH

with the offense of **RAPE** for the said accused person, in the County of DeKalb and State of Georgia, **on or about the 4th day of October, 2009**, did have carnal knowledge of Tekelia Blackshear, a female, forcibly and against her will,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

GWENDOLYN KEYES FLEMING, District Attorney

COUNT 4

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

DARRELL CHARLES SMITH

with the offense of **AGGRAVATED ASSAULT** for the said accused person, in the County of DeKalb and State of Georgia, **on or about the 4th day of October, 2009**, did make an assault upon the person of Tekelia Blackshear with a knife, an object which when used offensively against a person did result in serious bodily injury by stabbing said victim,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

GWENDOLYN KEYES FLEMING, District Attorney

COUNT 5

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

DARRELL CHARLES SMITH

with the offense of **TAMPERING WITH EVIDENCE** for the said accused person, in the County of DeKalb and State of Georgia, **on or about the 4th day of October, 2009**, did knowingly conceal physical evidence, to wit: clothing, said evidence involving the prosecution of the offense of Murder, a serious felony as defined in subsection (a) of Code Section 17-10-6.1 of the Official Code of Georgia, with intent to prevent the apprehension of Darrell Smith, another person,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

GWENDOLYN KEYES FLEMING, District Attorney

COUNT 6

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

DARRELL CHARLES SMITH

with the offense of **FALSE IMPRISONMENT** for the said accused person, in the County of DeKalb and State of Georgia, **on or about the 4th day of October, 2009**, in violation of the personal liberty of Tekelia Blackshear, did unlawfully confine Tekelia Blackshear without legal authority,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

GWENDOLYN KEYES FLEMING, District Attorney

State Witness - Det. R. B. Bryant, #1853
DeKalb County Police Department

29

09-126310
FILED
2009 DEC 29 P 12 35
CLERK OF SUPERIOR COURT
DEKALB COUNTY GA

No. **09-CR 6381-3**
DEKALB COUNTY SUPERIOR COURT

NOVEMBER TERM 2009

THE STATE

vs

DARRELL CHARLES SMITH

D0208074-03

- Ct. 1: Malice Murder
- Ct. 2: Felony Murder
- Ct. 3: Rape
- Ct. 4: Aggravated Assault
- Ct. 5: Tampering With Evidence
- Ct. 6: False Imprisonment

Bryant Bill.
Henrietta M. ... Foreperson.

The Defendant, Darrell Charles Smith, waives copy of the Indictment, list of witnesses, full panel, formal arraignment, and pleads

Guilty to Ct. 2

This the 26th of July 2010

Sheri Grant
District Attorney

[Signature]
Defendant's Attorney

[Signature]
Defendant

[Signature]

STATE OF GEORGIA, COUNTY OF DEKALB
IN THE SUPERIOR COURT OF SAID COUNTY,

BILL OF INDICTMENT

The Grand Jurors selected, chosen and sworn for the County of DeKalb to wit:

- | | |
|---|-------------------------------------|
| 1. Della J. Royster, Foreman | |
| 2. Johnnie Berry | 14. Jennifer L. Hyde |
| 3. Louise T. Brannen | 15. Christopher R. Jowers |
| 4. Patrick Brown | 16. Veronica O. Marks |
| 5. Connie B. Cook | 17. Joseph A. Marsh |
| 6. Jolene R. Davis | 18. Lawrence Mosley |
| 7. Dominic W. DeDuonni | 19. Alicia Pabon |
| 8. Jeffrey L. Edwards | 20. Michael D. Parker |
| 9. V-Neesa Gabriel | 21. Michael B. Silverman |
| 10. Marsha Galloway | 22. Idella Smith-Bynom |
| 11. Margie Griffin | 23. Elizabeth A. Stalzer |
| 12. Michael Hagerty | 24. Danielle Taylor |
| 13. Samantha Hendricks | 25. Daniel P. Tindol |



Brian P. Kemp
Governor

GEORGIA DEPARTMENT OF CORRECTIONS
OFFENDER ADMINISTRATION
Offender Information Services

200 Sharon Rogers Drive
Jackson, Georgia, 30233

Mailing Address

Post Office Box 1529
Forsyth, Georgia 31029

Telephone: (770) 504-7312

Fax: (770) 504-7304

www.dcor.state.ga.us



Timothy C. Ward
Commissioner

STATE OF GEORGIA, COUNTY OF BUTTS

TO WHOM IT MAY CONCERN:

*I, **Sonya D. McCullough**, certify that I am an assistant to the Commissioner, Corrections Division, Keeper of the Official Central Office inmate records, for the Department Of Corrections, and as such assistant, I am authorized to certify official inmate records of said Department.*

This is to certify that the attached copies from the records of:

Name: SMITH, JORAE DAJON
GDC#: 1001828089

are true and correct copies from the Official Records of the Georgia Department of Corrections.

This the 5th day of November, 2019

Sonya D. McCullough
Sonya D. McCullough, Assistant Supervisor
Offender Information Services
Offender Administration
Corrections Division



PRISONERS PERSONAL HISTORY SHEET

To be furnished to Georgia Department of Corrections, Atlanta, Ga., by Clerks of the Superior Court of the State of Georgia at the same time notice of sentence is furnished.

SENTENCED DATA

From Superior Court DEKALB County August 03, 2016

Name of Prisoner JORAE DAJON SMITH

IDENTITY OF PRISONER

NOTE: BOXED AREA MUST BE COMPLETED

Race: B Sex: M DOB: [redacted] SSN: [redacted] OTN: [redacted]
State any defects or medication required
Was subject picked up from Department of Corrections to answer these Charges? N
If yes, which Institution?
From what jail can Department of Corrections assume custody of this subject? DEKALB COUNTY JAIL

BI No. 42462TD3 S.I.D. No. GA4218185H Finger Print #
Eye Color: BRO Hair Color: BLK Height: 63 Weight: 140
Place of Birth: GA Distinguishing marks and scars:
Last home address: 5530 BOGGS DR STN MTN GA 30087
Marital Status: UNKNOWN Spouse Name:
Name, Address, and relations of nearest relative or friend:
MAY MITCHELL @ 770 837-6853

AFFIDAVIT OF CUSTODIAN

I, the undersigned custodian of the defendant, do swear and affirm that the following is true and correct to the best of my knowledge.

Table with 3 columns: Name of Defendant (JORAE, DAJON, SMITH), Was confined on case number (s) 15CR3780, and Was confined on case number (s). Includes dates of entry and sentencing.

COMMENTS:

A JENKINS mj Dekalb County Georgia
Custodian

I, the undersigned (Deputy) Clerk of the Superior Court, in and for said county, do hereby certify that the above is a true and complete copy of the affidavit of custodian, a part of the official record of the trial of said defendant, as appears of records and from the minutes of said court.

Given under my official signature and the seal of said court this 31st day of August 2016
(Deputy) Clerk.

[Handwritten signature]

SCANNED

SC-6.2 Final Disposition Felony Sentence With Probation

IN THE SUPERIOR COURT OF DEKALB COUNTY, STATE OF GEORGIA

STATE OF GEORGIA versus

JORAE D SMITH

CRIMINAL ACTION #:

15CR3780-7

July Term of 20 16

Clerk to complete if incomplete:

OTN(s):

DOB: [REDACTED]

Ga. ID#:

**Final Disposition:
FELONY with PROBATION**

First Offender/Conditional Discharge entered under:

- O.C.G.A. § 42-8-60 O.C.G.A. § 16-13-2
 Repeat Offender as imposed below
 Repeat Offender waived

PLEA:

- Negotiated Non-negotiated

VERDICT:

- Jury Non-jury

The Court enters the following judgment:

Count	Charge (as indicted or accused)	Disposition (Guilty, Not Guilty, Guilty-Afford, Guilty-Lesser Incl, Nolo, Nol Pros, Dead Docket)	Sentence	Fine	Concurrent/ Consecutive, Merged, Suspended
1	Armed Robbery (F)	Guilty	20 years to serve 12 years		
2	Robbery by Force (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 1
3	Aggravated Assault (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 2
4	Aggravated Assault (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 3

The Defendant is adjudged guilty or sentenced under ~~First Offender/Conditional Discharge~~ for the above-stated offense(s); the Court sentences the Defendant to confinement in such institution as the Commissioner of the State Department of Corrections may direct, with the period of confinement to be computed as provided by law.

Sentence Summary: The Defendant is sentenced for a total of 20 years

with the first 12 years to be served in confinement and the remainder to be served on probation; or to be served on probation.

The Defendant is to receive credit for time served in custody: from Nov 24, 2014; or as determined by the custodian.

1. The above sentence may be served on probation provided the Defendant shall comply with the Conditions of Probation imposed by the Court as part of this sentence.

SC-6.5 Final Disposition Continuation of Sentence

NOTE: May be used to continue any final disposition form when needed

IN THE SUPERIOR COURT OF DEKALB COUNTY, STATE OF GEORGIA

STATE OF GEORGIA versus

JORAE D SMITH

CRIMINAL ACTION #:

Final Disposition:
CONTINUATION OF SENTENCE


15CR3780-7

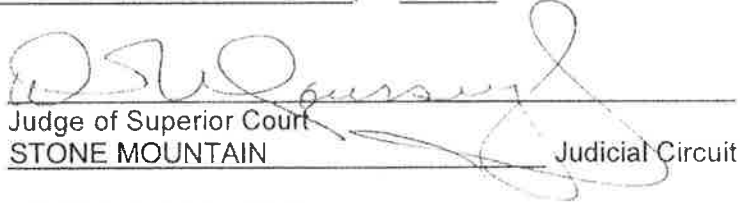
July Term of 2016

The Court enters the following judgment:

Count	Charge (as indicted or accused)	Disposition (Guilty, Not Guilty, Guilty-Alford, Guilty- Lesser Incl, Nolo, Nol Pros, Dead Docket)	Sentence	Fine	Concurrent/ Consecutive, Merged, Suspended
5	Aggravated Assault (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 4
6	Aggravated Assault (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 5
7	Aggravated Assault (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 6
8	Kidnapping (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 7
9	Kidnapping (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 8
10	False Imprisonment (F)	Guilty	10 years to serve		Concurrent to Ct. 9
11	False Imprisonment (F)	Guilty	10 years to serve		Concurrent to Ct. 10
12	Hijacking a Motor Vehicle (F)	Guilty	20 years to serve 12 years		Concurrent to Ct. 11
13	Theft by Taking	Guilty	5 years to serve		Concurrent to Ct. 12
14	Possession of Firearm During Commission of a Felony (F)	Guilty	5 years to serve		Suspended
15					
16					
17					
18					
19					

SO ORDERED this 13th day of July, 2016.

Filed in Open Court
This 13th day of July 2016

Deputy Clerk
Time _____ M


Judge of Superior Court
STONE MOUNTAIN Judicial Circuit
DANIEL M. COURSEY
(print or stamp Judge's name)

2. Upon service of 12 years, the remainder of the sentence may be served on probation; PROVIDED, that the Defendant shall comply with the Conditions of Probation imposed by the Court as part of this sentence.

3. The Court sentences the Defendant as a recidivist under O.C.G.A.:

§ 17-10-7(a); § 17-10-7(c); § 16-7-1(b); § 16-8-14(b); or § _____.

GENERAL CONDITIONS OF PROBATION

The Defendant is subject to arrest for any violation of probation. If probation is revoked, the Court may order incarceration. The Defendant shall comply with the following General Conditions of Probation: 1) Do not violate the criminal laws of any governmental unit and be of general good behavior. 2) Avoid injurious and vicious habits. 3) Avoid persons or places of disreputable or harmful character. 4) Report to the Probation Officer as directed and permit the Probation Officer to visit you at home or elsewhere. 5) Work faithfully at suitable employment insofar as may be possible. 6) Do not change your place of abode, move outside the jurisdiction of the Court, or leave Georgia without permission of the Probation Officer. If permitted to move or travel to another state, you agree to waive extradition from any jurisdiction where you may be found and not contest any effort by any jurisdiction to return you to this State. 7) Support your legal dependents to the best of your ability. 8) When directed, in the discretion of the Probation Officer: (a) submit to evaluations and testing relating to rehabilitation and participate in and successfully complete rehabilitative programming; (b) wear a device capable of tracking location by means including electronic surveillance or global positioning satellite systems; (c) complete a residential or nonresidential program for substance abuse or mental health treatment; and/or (d) agree to the imposition of graduated sanctions as defined by law. 9) Make restitution as ordered by the Court.

FINE SURCHARGES or ADD-ONS: The Court assesses all fine surcharges or add-ons as required by the laws of the State of Georgia and as are applicable to offense(s) for which the Defendant has been convicted.

- 1) The Court orders that: the Defendant shall pay the probation supervision fee as required by law; or the probation supervision fee is waived.
- 2) If counsel was provided under the Georgia Indigent Defense Act: the Defendant shall pay the \$50 Public Defender Application Fee; or the Public Defender Application Fee is waived.
- 3) If counsel was provided at public expense: the Defendant shall pay attorney's fees of \$_____ to **DEKALB** County; or attorney's fees are waived.
- 4) The Defendant shall pay the Crime Lab Fee as required by law.

~~SPECIAL CONDITIONS OF PROBATION~~

The Defendant is advised that violation of any Special Condition of Probation may subject the Defendant to a revocation of probation and the Court may require the Defendant to serve up to the balance of the sentence in confinement. The Defendant shall comply with all Special Conditions of Probation: as designated on the attached Inventory of Special Conditions of Probation; or as follows: (*import conditions to be imposed from inventory of Special Conditions of Probation*).

~~FIRST OFFENDER OR CONDITIONAL DISCHARGE~~

(If designated by the Court)

The Defendant consenting hereto, it is the judgment of the Court that no judgment of guilt be imposed at this time but that further proceedings are deferred and the Defendant is hereby sentenced

State of Georgia v. JORAE D. SMITH

Criminal Action # 15CR3780-7

SC-6.2 Final Disposition Felony Sentence With Probation

Page 2 of 4

to confinement at such institution as the Commissioner of the State Department of Corrections or the Court may direct, with the period of confinement to be computed as provided by law.

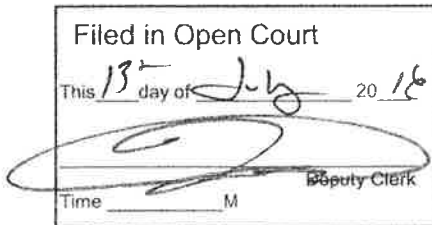
Upon violation of the terms of probation, upon conviction for another crime during the period of probation, or upon the Court's determination that the Defendant is or was not eligible for sentencing under the First Offender Act or for Conditional Discharge, the Court may enter an adjudication of guilt and proceed to sentence the Defendant to the maximum sentence as provided by law.

Upon fulfillment of the terms of this sentence, or upon release of the Defendant by the Court prior to the termination of this sentence, the Defendant shall stand discharged of said offense without court adjudication of guilt and shall be completely exonerated of guilt of said offense charged.

For Court's Use:

The Hon. Bruce Vail, Attorney at Law, represented the Defendant by: employment; or appointment.

SO ORDERED this 13th day of July, 2016.



[Signature]
Judge of Superior Court
STONE MOUNTAIN Judicial Circuit
DANIEL M. COURSEY
(print or stamp Judge's name)

FIREARMS – If you are convicted of a crime punishable by imprisonment for a term exceeding one year, or of a misdemeanor crime of domestic violence where you are or were a spouse, intimate partner, parent, or guardian of the victim, or are or were involved in another similar relationship with the victim, it is unlawful for you to possess or purchase a firearm including a rifle, pistol, or revolver, or ammunition, pursuant to federal law under 18 U.S.C. § 922(g)(9) and/or applicable state law.

Acknowledgment: I have read the terms of this sentence or had them read and explained to me. If all or any part of this sentence is probated I certify that I understand the meaning of the order of probation and the conditions of probation. I understand that violation of a special condition of probation could result in revocation of all time remaining on the period of probation.

Jacal Smith
Defendant

State of Georgia v. JORAE D SMITH
Criminal Action # 15CR3780-7
SC-6.2 Final Disposition Felony Sentence With Probation
Page 3 of 4

**ADDENDUM TO SENTENCE SHEET REFLECTING SURCHARGES, ADD-ONS, AND FEES
REQUIRED BY LAW**

COURT COST	COUNT					
POPIDF-A FUND (10% TO MAX)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
POPIDF-B FUND (10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JAIL FEE (10%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DUI SURCHARGE (10%/\$26 MAX)						
DATE SURCHARGE (50%)						
CRIME VICTIM ASSISTANCE (5%)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LAW LIBRARY (\$4.00)			\$0.00			
BSIT FUND (10%) DUI'S ONLY						
DETF (5%)						
PUBLICATION FEE (DUI/IO/PAN)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL: COURT COSTS AND FINES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PLUS CRIME LAB FEE						
TOTAL TO CLERK OF COURT	\$0.00					

Waived

and a **PROBATION FEE** of _____ and \$9.00G.C.V.E.F. per month.

State of Georgia v. JORAE D SMITH
 Criminal Action # 15CR3780-7
 SC-6.2 Final Disposition Felony Sentence With Probation
 Page 4 of 4

04

State Witness – Inv. C Patterson
DeKalb County District Attorney’s Office
14-117433, 14-118029

15-CR 3780-7

No. _____
DEKALB COUNTY SUPERIOR COURT

SEPTEMBER TERM 2015

THE STATE

vs

JORAE D SMITH
and
TARON DUNTRELL EDMONDS

#-07

- Ct. 1: Armed Robbery
- Ct. 2: Robbery by Force
- Ct. 3: Aggravated Assault
- Ct. 4: Aggravated Assault
- Ct. 5: Aggravated Assault
- Ct. 6: Aggravated Assault
- Ct. 7: Aggravated Assault
- Ct. 8: Kidnapping
- Ct. 9: Kidnapping
- Ct. 10: False Imprisonment
- Ct. 11: False Imprisonment
- Ct. 12: Hijacking a Motor Vehicle
- Ct. 13: Theft by Taking
- Ct. 14: Possession of Firearm During Commission of a Felony

TRVE _____ Bill.

 _____ Foreperson.

SCANNED

The Defendant, Jorae D Smith, waives copy of the Indictment, list of witnesses, full panel, formal arraignment, and pleads

GUILTY

This the 13TH of JULY 20 16.

Jennifer J. Brooks
District Attorney

[Signature]
Defendant's Attorney

Jorae Smith
Defendant

The Defendant, Taron Duntrell Edmonds, waives copy of the Indictment, list of witnesses, full panel, formal arraignment, and pleads

GUILTY

This the 13TH of JULY 20 16.

Jennifer J. Brooks
District Attorney

[Signature]
Defendant's Attorney

X Taron Edmonds
Defendant

STATE OF GEORGIA, COUNTY OF DEKALB

BILL OF INDICTMENT

IN THE SUPERIOR COURT OF SAID COUNTY,

The Grand Jurors selected, chosen and sworn for the County of DeKalb to wit:

1. Manuel E. Kingsley, Foreperson
2. ~~Jamiel Alkhaja~~
3. ~~Tiara Booker~~
4. ZaQuan Brown
5. Chau T. Bui
6. Arletha R. Burns
7. Delores J. Clark
8. Joseph W. Cotter
9. Frederick R. Crowder
10. Edward A. Fahy
11. Sonja R. Fulton
12. Crystal Harris
13. Reginald D. Humphrey
14. Allen A. Jackson
15. Clara M. Johnson
16. Jeffrey A. McDuffie
17. Sara K. McKlin
18. ~~William Kyle Messer~~
19. Sara Radparvar
20. Selina Schell
21. Catherine Statham
22. Edna T. Thompson
23. ~~Veronica Walker~~
24. Terrence A. Watkins
25. ~~Catherine A. Willis~~
26. Portia E. Wilson

COUNT 1

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **ARMED ROBBERY**, in violation of O.C.G.A. 16-8-41, for the said accused person, in the County of DeKalb and State of Georgia, **on the 23rd day of November, 2014**, with the intent to commit a theft, did unlawfully take a Chevrolet Impala, a cellular phone, a wallet, and car keys, property of Robert Lackey, from the person and immediate presence of Robert Lackey by the use of a handgun, an offensive weapon,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 2

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **ROBBERY BY FORCE**, in violation of O.C.G.A. 16-8-40, for the said accused person, in the County of DeKalb and State of Georgia, **on the 21st day of November, 2014**, with the intent to commit theft, did take a Chevrolet HHR, a motor vehicle, from the immediate presence of Langston Riddle, by use of force,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 3

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **AGGRAVATED ASSAULT**, in violation of O.C.G.A. 16-5-21, for the said accused person, in the County of DeKalb and State of Georgia, **on the 21st day of November, 2014**, did make an assault upon the person of Langston Riddle with his hands, objects and instruments which, when used offensively against a person, are likely to result in serious bodily injury by strangling said victim,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 4

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **AGGRAVATED ASSAULT**, in violation of O.C.G.A. 16-5-21, for the said accused person, in the County of DeKalb and State of Georgia, **on the 21st day of November, 2014**, did make an assault upon the person of Anthony Wilcox with his hands, objects and instruments, which when used offensively against a person, are likely to result in serious bodily injury by strangling said victim,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 5

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **AGGRAVATED ASSAULT**, in violation of O.C.G.A. 16-5-21, for the said accused person, in the County of DeKalb and State of Georgia, **on the 21st day of November, 2014**, did make an assault upon the person of Anthony Wilcox with a rock, an object which, when used offensively against a person, is likely to result in serious bodily injury,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 6

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **AGGRAVATED ASSAULT**, in violation of O.C.G.A. 16-5-21, for the said accused person, in the County of DeKalb and State of Georgia, **on the 21st day of November, 2014**, did make an assault upon the person of Anthony Wilcox with a tree branch, an object which, when used offensively against a person, is likely to result in serious bodily injury,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 7

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **AGGRAVATED ASSAULT**, in violation of O.C.G.A. 16-5-21, for the said accused person, in the County of DeKalb and State of Georgia, **on the 23rd day of November, 2014**, did make an assault upon the person of Robert Lackey with a deadly weapon, a hand gun, a firearm, a deadly weapon.

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 8

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **KIDNAPPING**, in violation of O.C.G.A. 16-5-40, for the said accused person, in the County of DeKalb and State of Georgia, **on the 21st day of November, 2014**, unlawfully did abduct Anthony Wilcox without lawful authority and held said person against his will,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 9

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **KIDNAPPING**, in violation of O.C.G.A. 16-5-40, for the said accused person, in the County of DeKalb and State of Georgia, **on the 23rd day of November, 2014**, unlawfully did abduct Robert Lackey without lawful authority and held said person against his will,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 10

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **FALSE IMPRISONMENT**, in violation of O.C.G.A. 16-5-41, for the said accused person, in the County of DeKalb and State of Georgia, **on the 21st day of November, 2014**, in violation of the personal liberty of Anthony Wilcox, unlawfully did confine and detain Anthony Wilcox without legal authority,

contrary to the laws of said State, the good order, peace and dignity thereof,

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 11

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **FALSE IMPRISONMENT**, in violation of O.C.G.A. 16-5-41, for the said accused person, in the County of DeKalb and State of Georgia, **on the 23rd day of November, 2014**, in violation of the personal liberty of Robert Lackey, unlawfully did confine and detain Robert Lackey without legal authority,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 12

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **HIJACKING A MOTOR VEHICLE**, in violation of O.C.G.A. 16-5-44.1, for the said accused person, in the County of DeKalb and State of Georgia, **on the 23rd day of November, 2014**, unlawfully did obtain a Chevrolet Impala, a motor vehicle, from the person and presence of Robert Lackey by force and violence, while in possession of a handgun, a firearm,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 13

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **THEFT BY TAKING**, in violation of O.C.G.A. 16-8-2, for the said accused person, in the County of DeKalb and State of Georgia, **on the 21st day of November, 2014**, unlawfully did take a Toyota Corolla, the property of Anthony Wilcox, with a value greater than one thousand five hundred dollars (\$1,500.00), the exact value being unknown to the Grand Jurors, with the intent to deprive said owner of said property,

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

COUNT 14

The GRAND JURORS aforesaid, in the name of and on behalf of the citizens of the State of Georgia, charge and accuse

**JORAE D SMITH, and
TARON DUNTRELL EDMONDS,
individually and as parties concerned in the commission of a crime,**

with the offense of **POSSESSION OF FIREARM DURING COMMISSION OF A FELONY**, in violation of O.C.G.A. 16-11-106, for the said accused person, in the County of DeKalb and State of Georgia, **on the 23rd day of November, 2015**, unlawfully did have on and within arm's reach of his person a handgun, a firearm, during the commission of the crime of Armed Robbery, a felony, a crime involving the person of Robert Lackey.

contrary to the laws of said State, the good order, peace and dignity thereof.

DEKALB SUPERIOR COURT

ROBERT JAMES, District Attorney

NOTE: THIS DEFENDANT / CO-DEFENDANT HAS A
PREVIOUS CASE(S) ASSIGNED TO JUDGE

15CR1555-(7) Coursey
PLEASE ASSIGN CASE TO THE SAME JUDGE.

Jorge D. Smith
DEFENDANT: Taron D. Edmonds

Robert James
DISTRICT ATTORNEY

2019 OCT 29 AM 10:29
CLERK OF DISTRICT COURT



Brian P. Kemp
Governor

**GEORGIA DEPARTMENT OF CORRECTIONS
OFFENDER ADMINISTRATION**

Offender Information Services

200 Sharon Rogers Drive
Jackson, Georgia, 30233

Mailing Address

Post Office Box 1529
Forsyth, Georgia 31029

Telephone: (770) 504-7312

Fax: (770) 504-7304

www.dcor.state.ga.us



Timothy C. Ward
Commissioner

STATE OF GEORGIA, COUNTY OF BUTTS

TO WHOM IT MAY CONCERN:

I, Sonya D. McCullough, certify that I am an assistant to the Commissioner, Corrections Division, Keeper of the Official Central Office inmate records, for the Department Of Corrections, and as such assistant, I am authorized to certify official inmate records of said Department.

This is to certify that the attached copies from the records of:

**Name: HARRIS, RICARDO LARON
GDC#: 1001602900**

are true and correct copies from the Official Records of the Georgia Department of Corrections.

This the 5th day of November, 2019

Sonya D. McCullough
Sonya D. McCullough, Assistant Supervisor
Offender Information Services
Offender Administration
Corrections Division



PRISONERS PERSONAL HISTORY SHEET

To be furnished to the Georgia Department of Corrections, Atlanta, Ga., by Clerks of the Superior Court of the State of Georgia at the same time notice of sentence is furnished.

SENTENCE DATA:

From Superior Court of Cobb County _____ Term 20 15
 Name of Prisoner RICARDO LARON HARRIS

Identity of Prisoner Note: **Boxed Area Must Be Completed**

Race: B	Sex: M	DOB: [REDACTED]	SSN: [REDACTED]	OTN: [REDACTED]
Was subject picked up from Department Of Corrections to answer these charges?				Yes _____ No X
From what jail can the Department of Corrections assume custody of this subject?		COBB COUNTY JAIL		

F.B.I. No. NO RAP S.I.D. No. 4236700L Finger Print # 1004825
 Eye Color BRO Hair Color BLK Height 509 Weight 205
 Place of Birth IN Distinguishing Marks and Scars DEAF/R W BASKETBALL ON R ARM

Last Home Address? 610 PARK POINT DR UNIT 6 ROCHESTER NY 14623
 Marital Status UNK Spouse _____
 Name, Address, and relation of nearest relative or friend RICHARD HARRIS/FATHER

AFFIDAVIT OF CUSTODIAN

RICARDO LARON HARRIS

Name of defendant

Was confined on case number: 13-9-1223 on the following dates: _____

Entered <u>01-01-13</u>	Departed <u>PRESENT</u>	Reason _____
Entered _____	Departed _____	Reason _____
Entered _____	Departed _____	Reason _____
Entered _____	Departed _____	Reason _____
Entered _____	Departed _____	Reason _____

Mag. Thomas Hayes 127
 Commander – Detention , Records and ID

Cobb County, Georgia

eeb
 I, the undersigned (Deputy) Clerk of the Superior State Court, in and for said county, do hereby certify that the above is a true and complete copy of the affidavit of custodian, a part of the official record of the trial of said defendant, as appears of record and from the minutes of said court.

Given under my official signature and the seal of said court this 29 day of July 20 15

Debra Keston (Deputy) Clerk

IN THE SUPERIOR COURT OF COBB COUNTY, STATE OF GEORGIA

STATE OF GEORGIA versus
RICARDO LARON HARRIS

CRIMINAL ACTION #13-9-1223-40

WARRANT#13-WD-545
MAY / JUNE Term of 2015

OTN(s): [REDACTED]
 DOB: [REDACTED]
 Ga. ID#4236700L

Filed In Office Jul-24-2015 15:46:13
 ID# 2015-0096606-CR
 Page 1
 Clerk of Superior Court Cobb County
 Rebecca Keaton
 www.cobbcountyga.com
 Clerk of Superior Court Cobb County
 Rebecca Keaton
 www.cobbcountyga.com

FILED IN COURT
 THIS July 24 2015
 REBECCA KEATON
 CLERK SUPERIOR COURT
 COBB COUNTY, GEORGIA

Final Disposition:
FELONY CONFINEMENT

PLEA: VERDICT:
 Negotiated Non-negotiated Jury Non-jury

The Court enters the following judgment:

Count	Charge (as indicted or accused)	Disposition (Guilty, Not Guilty, Guilty-Alford, Guilty- Lesser Incl, Nolo, Nol Pros, Dead Docket)	Sentence	Fine	Concurrent/ Consecutive, Merged, Suspended
1	MALICE MURDER	Guilty	LIFE		CONSECUTIVE
2	FELONY MURDER	Guilty			VACATED by operation of law
3	AGGRAVATED BATTERY	Guilty			MERGED INTO COUNT1
4	CONCEALING DEATH OF ANOTHER	Guilty	(10) Ten Years To Be Served In Confinement		CONSECUTIVE TO COUNT1

The Defendant is adjudged guilty for the above-stated offense(s); the Court sentences the Defendant to confinement in such institution as the Commissioner of the State Department of Corrections may direct, with the period of confinement to be computed as provided by law.

Sentence Summary: The Defendant is sentenced for a total of LIFE + 10 Years Consecutive, to be served in confinement.

GEORGIA, COBB COUNTY
 I HEREBY CERTIFY THE WITHIN AND FOREGOING
 TO BE A TRUE CORRECT AND COMPLETE COPY OF
 THE ORIGINAL THAT APPEARS OF RECORD
 CASE No. 13-9-1223 IN THIS OFFICE
 THIS 29 DAY OF July 2015
Kandi
 DEPUTY CLERK, COBB SUPERIOR
 COURT, COBB COUNTY, GEORGIA

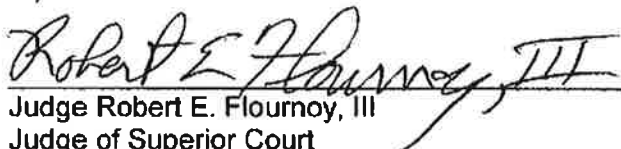
The Defendant is to receive credit for time served in custody pursuant to the jailer's affidavit.

Attorney Tom Ford represented the Defendant by employment.

Attorney Jesse Evans represented the State of Georgia in this proceeding.

Certified court reporter Alison Jordan reported this proceeding.

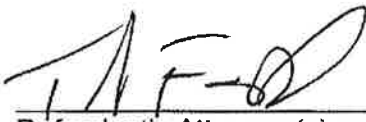
SO ORDERED this 24th day of July, 2015.



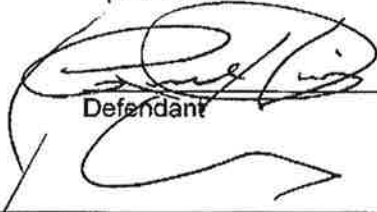
Judge Robert E. Flounoy, III
Judge of Superior Court
Cobb Judicial Circuit

FIREARMS – If you are convicted of a crime punishable by imprisonment for a term exceeding one year, or of a misdemeanor crime of domestic violence where you are or were a spouse, intimate partner, parent, or guardian of the victim, or are or were involved in another similar relationship with the victim, it is unlawful for you to possess or purchase a firearm including a rifle, pistol, or revolver, or ammunition, pursuant to federal law under 18 U.S.C. § 922(g)(9) and/or applicable state law.

Acknowledgment: I have read the terms of this sentence or had them read and explained to me. If all or any part of this sentence is probated I certify that I understand the meaning of the order of probation and the conditions of probation. I understand that violation of a special condition of probation could result in revocation of all time remaining on the period of probation.

 268 235

Defendant's Attorney (signature and Bar #)

 752312

Prosecutor (signature and Bar #)

ID# 2015-0086606-CR
Page 2

JUDGE FLOURNOY

GENERAL BILL OF INDICTMENT

RE: Warrant(s)
13-WD-545

NO. 131223
COBB SUPERIOR COURT

WITNESSES: Mark W Erion, Marietta Police Department

MARCH/APRIL TERM 2013

THE STATE OF GEORGIA

V.

RICARDO LARON HARRIS

- Ct. 1: Malice Murder
- Ct. 2: Felony Murder
- Ct. 3: Aggravated Battery
- Ct. 4: Concealing Death of Another

Filed In Office Jun-30-2015 16:39:39
 ID# 2015-0076480-CR
 Page 1
 Court Rule: www.cobbsuperiorcourtclerk.com
 Rebecca Keaton
 Clerk of Superior Court Cobb County
Rebecca Keaton
agn

=====

Tove BILL Date March 28, 2013
 Delivered in open Court by:
James Long Diana McManus
 Grand Jury Foreperson Grand Jury Bailiff

=====

REBECCA KEATON, Clerk, S. C.

D. VICTOR REYNOLDS,
District Attorney, Cobb Judicial Circuit

The Defendant herein waives copy of indictment, list of witnesses, formal arraignment and pleads not Guilty.

Ricardo Laron Harris
 Defendant
Tom Ford
 Attorney for Defendant
[Signature]
 Assistant District Attorney

The Defendant herein waives copy of indictment, list of witnesses, formal arraignment and pleads _____ Guilty.

 Defendant

 Attorney for Defendant

 Assistant District Attorney

Filed In Office Mar-28-2013 17:19:16
 ID# 2013-0038855-CR
 Page 1
 Court Rule: www.cobbsuperiorcourtclerk.com
 Rebecca Keaton
 Clerk of Superior Court Cobb County
S
Rebecca Keaton

STATE OF GEORGIA, COUNTY OF COBB
IN THE SUPERIOR COURT OF SAID COUNTY

THE GRAND JURORS selected, chosen and sworn for the County of Cobb, to wit:

Sherie Anderson Britain	Seth David Lafera - Alt #2
June Leffew Brown - Asst. Foreperson	Jesse Patrick Manska
Walter Andrew Brunson	Melissa Lynn Meyer
Carol Campagne-Vazquez	Dennis Patrick Mostyn
Carla Eugenia Criswell	Joseph Kyle Orr, IV
Ophelia Durham	Magdaleno Ortiz
Melodie Sarah Edwards	Theresa Almeda Penfield - Clerk
Crystal Glover Wilborn	Gregory A. Piligian
Nikki Crooms Gordon	Donna Nelson Rodman
Jesse Moore Hallmark, Jr. - Foreperson	Karen Taylor Rubenfield
Robert Clarence Hipps	Fieonna R. Tucker
Jesse L. Johnson	Terry Lynn Turk
Jonathan Damian King - Alt #1	

COUNT 1

The Grand Jurors, aforesaid, in the name and behalf of the citizens of Georgia, further charge and accuse **RICARDO LARON HARRIS** with the offense of **MALICE MURDER, O.C.G.A. 16-5-1**, for that the said accused person, in the County of Cobb and State of Georgia, **on or about the 1st day of January, 2013**, did unlawfully, with malice aforethought, cause the death of Yvonne James, a human being, by inflicting blunt force trauma and causing asphyxiation, contrary to the laws of said State, the good order, peace and dignity thereof.

COUNT 2

and the Grand Jurors, aforesaid, in the name and behalf of the citizens of Georgia, further charge and accuse **RICARDO LARON HARRIS** with the offense of **FELONY MURDER, O.C.G.A. 16-5-1**, for that the said accused person, in the County of Cobb and State of Georgia, **on or about the 1st day of January, 2013**, while in the commission of the offense of Aggravated Battery, a felony, did cause the death of Yvonne James, a human being, contrary to the laws of said State, the good order, peace and dignity thereof.

COUNT 3

and the Grand Jurors, aforesaid, in the name and behalf of the citizens of Georgia, further charge and accuse **RICARDO LARON HARRIS** with the offense of **AGGRAVATED BATTERY, O.C.G.A. 16-5-24**, for that the said accused person, in the County of Cobb and State of Georgia, **on or about the 1st day of January, 2013**, did maliciously cause bodily harm to Yvonne James by seriously disfiguring her head and face, a member of said person's body, contrary to the laws of said State, the good order, peace and dignity thereof.

COUNT 4

and the Grand Jurors, aforesaid, in the name and behalf of the citizens of Georgia, further charge and accuse **RICARDO LARON HARRIS** with the offense of **CONCEALING DEATH OF ANOTHER, O.C.G.A. 16-10-31**, for that the said accused person, in the County of Cobb and State of Georgia, **on or about the 1st day of January, 2013**, did unlawfully conceal the death of Yvonne James which hindered the discovery of whether or not said person was unlawfully killed, to wit: said accused did fail to timely inform authorities of Yvonne James's death and did allow Ancil Neil to tamper with evidence thereby hindering the discovery of whether or not Yvonne James was unlawfully killed, contrary to the laws of said State, the good order, peace and dignity thereof.

D. VICTOR REYNOLDS, District Attorney

ID# 2013-0038059-CR
Page 3



**GEORGIA DEPARTMENT OF CORRECTIONS
OFFENDER ADMINISTRATION**



Brian P. Kemp
Governor

Post Office Box 1529
Forsyth, Georgia 31029
Telephone: (770) 504-7312
Fax: (770) 504-7304
www.dcor.state.ga.us

Timothy C. Ward
Commissioner

PROOF OF INCARCERATION

NAME: COBB, BRANDON LEE DOB: XX-XX-1988 RACE: W/M

State Identification Number: 1001311531

Current Status: PAROLEE

Incarceration Movement

**Arrival Date: 06/04/2014
Release Date: 04/01/2019 Parole**

Parole End Date: 12/30/2033

This information reflects time spent in the Georgia State Prison System and does not reflect time spent in the county jail.

This will certify that according to our records, the above information is true and correct.

This 6th day of November, 2019

Sonya D. McCullough
Sonya D. McCullough, Assistant Supervisor,
Offender Information Services

