

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Georgia Correctional Industries	<b>Reference Number:</b> VIB01-0008	<b>Revises Previous Effective Date:</b>  7/30/96
<b>Subject:</b> Inmate Orientation		
<b>Authority:</b> Wetherington/Watson	<b>Effective Date:</b> 9/01/01	Page 1 of  2

**I. POLICY:**

All newly assigned inmates will be provided information concerning Correctional Industries during initial orientation to plant operations.

**II. APPLICABILITY:**

All GCI Production Facilities.

**III. RELATED DIRECTIVES:**

A. GDC-SOP: VA02-0007

**IV. DEFINITIONS:**

Orientation: The process which an overview of rules, regulations and safety policies and procedures are presented and reviewed, along with explanation of benefits of OJT program participation.

**V. ATTACHMENTS:**

None

**VI. PROCEDURE:**

A. Production Manager or his designee will provide orientation material and general information to all newly assigned inmates. This will include learning opportunities and expectations.

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- B. Production Managers will maintain a written procedure for orientation of all new inmates working for Correctional Industries.
1. Orientation will include: Employment conditions, safety and operating instructions for equipment, hours of work, special rules and regulations, personnel policies, OJT and other training programs.
  2. Orientation will include all inmates employed with Correctional Industries.
  3. No inmate will begin work without first completing the Safety and Orientation Program.
  4. The Production Manager will ensure that a written receipt is signed by the inmate as acknowledgement for information received.
- C. The Production Manager, jointly with the Division Manager, will conduct periodic review of orientation program and revise as needed.
- D. GCI maintains a number of on-the-job training (OJT) programs accredited by local technical schools and community colleges. Production Managers are responsible for enrolling, monitoring, grading and files associated with the OJT program.