

GEORGIA DEPARTMENT OF CORRECTIONS  
**Standard Operating Procedures**

**Policy Name:** Georgia Correctional Industries Offender Work Programs

**Policy Number:** 409.02.11

**Effective Date:** 3/23/2018

**Page Number:** 1 of 4

**Authority:**  
Commissioner

**Originating Division:**  
Executive Division - Georgia  
Correctional Industries

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

- A. To establish and outline the statute and/or written policy and procedure that authorizes the establishment of an industries program and delineates the areas of authority, responsibility, and accountability for the program.
- B. To establish and outline the standard procedures for providing that the security and program determinations necessary for any individual to be eligible for industries work are made by the classification committee.
- C. To establish and outline standard procedures for the number of offenders assigned to industries operations for meeting the realistic workload needs of each industries operating unit.
- D. Each industries operating unit shall have a written Quality Control procedure that provides for raw materials, goods in process, and final product inspection.
- E. Each industries unit shall use a cost accounting system or a manufacturing inventory management system designed, implemented, and maintained in accordance with generally accepted accounting principles.

**II. Authority:**

- A. O.C.G.A. §42-10-1, *et seq.*;
- B. Georgia Department of Corrections (GDC) Standard Operating Procedure (SOP): 220.03 Classification Committee; and
- C. ACA Standards: 4-4458, 4-4459, and 4-4460.

**III. Definitions:**

- A. **Classification Committee** - Committee responsible for all offender initial assignments, reclassification actions and movements with regard to work details, program assignments, security levels, transfer requests, housing assignments and administrative segregation hearings.

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- B. **Quality Control** - A procedure or set of procedures intended to ensure that a manufactured product or performed service adheres to a defined set of quality criteria or meets the requirements of the client or customer.
- C. **Offender Request Form** - A form used by industries supervisor/manager to request offenders for industries program.
- D. **Plant Report** - Monthly report compiled by industries plant manager to include the number of offenders, overall production, etc.

**IV. Statement of Policy and Applicable Procedures:**

- A. Georgia state law established a chapter cited as the “Correctional Industries Act” in which Georgia Correctional Industries (GCI) Administration is established as a public and corporate body, an instrumentality and public corporation of the state of Georgia. The state law outlines the corporate powers, establishes the Commissioner of Corrections as the Executive Officer, powers of the administration, and responsibility for custodial care of the offenders utilized by the administration.
- B. It is the responsibility of the Industries Supervisor or Manager to provide the designated facility personnel with a list of vacancies via Attachment 1, Offender Request Form, based on the realistic workload of the program determined by the reported open orders, which outlines production demand, due dates and pending orders. It is then the designated facility personnel’s responsibility to report the vacancy information to the facility’s Classification Committee whose responsibility it is to assign offenders, based on security level, to operate within the industries program. It is the responsibility of the Industries Manager to submit Attachment 2, Plant Report, to designated GCI Administration personnel of the offender worker request information for the week.
  - 1. On an as-needed basis, the Industries Manager shall complete the Offender Request Form to submit an official request for offender workers needed for his/her industries program. The Offender Request Form shall be submitted to the designated facility personnel. At a minimum, the Offender Request Form shall include the following information:

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- a. Industries manager's name;
  - b. Designated facility personnel receiving the form/request;
  - c. Number of offender workers requested;
  - d. The begin date the requested number of offender workers are needed;
  - e. The submission date of the request (month, day and year); and
  - f. The offender worker detail destination.
2. The Industries Manager shall submit a Plant Report to the designated GCI Administration personnel. At a minimum, the Plant Report shall be submitted monthly and shall include the following information:
- a. Total number of offenders requested for the reporting month;
  - b. Total number of offenders assigned for the reporting month;
  - c. Total number of offenders who reported during the reporting month; and
  - d. Date of the plant report submission.
- C. Quality Control procedures (inspections and documentation) will differ within the individual plan.
1. The following determinations must be made for each product:
    - a. The desired requirements of the product design, finished product, manufacturing process, raw materials, packaging, and shipping; and
    - b. The necessary inspection steps, documentation procedures, and the labor needed to achieve the requirements desired by GCI.

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2. The basic elements upon which the Quality Control programs are to be evaluated will include:
  - a. Specifications - Each location shall have specifications covering necessary elements of each product;
  - b. In Process Control - There shall be a manufacturing sequence that includes appropriate Quality Control checks. Every workstation shall have appropriate Quality Control checks;
  - c. Final Evaluation - The finished product shall be reviewed for conformance to specifications prior to shipment;
  - d. Incoming Materials - Incoming materials shall be evaluated upon receipt for both quality and conformance to the purchase specifications;
  - e. Housekeeping - Manufacturing areas shall be kept at a level of cleanliness consistent with the nature of the industry;
  - f. Product Packaging - The finished product shall be packaged to minimize damage and maintain quality;
  - g. Customer Delivery - Upon delivery, customer shall receive a copy of the Packing Slip and sign to verify accuracy of order and satisfactory condition of the product; and
  - h. Offender Training - There shall be a planned system of training and evaluating offenders.

**V. Attachments:**

Attachment 1: Offender Request Form

Attachment 2: Plant Report

**VI. Record Retention of Forms Relevant to this Policy:**

Upon completion, a copy of the attachments shall be retained by the Industries Manager for a minimum of five (5) years and then shall be destroyed.