

<p style="text-align: center;"><b>GEORGIA DEPARTMENT OF CORRECTIONS</b>  <b>Standard Operating Procedures</b></p>		
<b>Policy Name:</b> PeopleSoft Location Codes		
<b>Policy Number:</b> 402.04	<b>Effective Date:</b> 8/27/2019	<b>Page Number:</b> 1 of 3
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Administration & Finance Division (Business Processes)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

Georgia Department of Corrections (GDC) utilizes PeopleSoft Location Codes to properly document and identify property location codes within the facility when express adding and transferring inventory in PeopleSoft. Codes are to help identify sections/areas when pulling inventory reports.

**II. Authority:**

A. O.C.G.A. §50-16-160; and

B. ACA Standard: 2-CO-1B-08.

**III. Definitions: None.**

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

A. Area codes are the identifying numbers used after the facility's locator code.

**EXAMPLE:** Arrendale State Prison, locator code 202, and then 001 for Administrative Services = 202001xxxx (xxxx room number, if applicable).

Administrative Services	001	Barber Shop	058
Counseling Services	002	Classroom, Auto Mechanics	060
Boiler Plant	003	Classroom, Small Engines	061
Water and Sewer Plant	004	Classroom, Drafting	062
Motor Vehicle Garage	005	Classroom, Masonry	063
Maintenance Operation	006	Classroom, Welding	064
Laundry	007	Classroom, Building Maintenance	065
Warehouse	008	Classroom, Barbering	066

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Fire Station	009	Institution Store	067
Control Room	010	Dairy	069
Security Building\Department	011	Poultry Plant	070
Dormitory #1	012	Diagnostic Services	072
Dormitory #2	013	Armory	073
Dormitory #3	014	Tower #1	074
Dormitory #4	015	Tower #2	075
Dormitory #5	016	Tower #3	076
Dormitory #6	017	Tower #4	077
Dormitory #7	018	Tower #5	078
Dormitory #8	019	Tower #6	079
Dormitory #9	020	Tower #7	080
Dormitory #10	021	Tower #8	081
Dormitory #11	022	Guardhouse	082
Dormitory #12	023	Radio Shack and Tower	083
Dormitory #14	025	Tower #9	086
Dormitory #15	026	Electric Shop	088
File Room	029	Plumbing and Welding Shop	089
Superintendent Office	038	Carpenter Shop	090
Assistant Superintendent	039	Paint Shop	091
Care and Treatment	040	Abattoir	092
In-service Training Center	045	Cannery	093

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Medical Section	046	Horticulture	094
Education	047	Machine Shop	095
Vocational School	048	Masonry Shop	096
Library	049	Inmate ID	109
Chapel	050	Mental Health	113
Kitchen	051	Training	119
Farm	052	Staff Dining	120
Recreation Area	053	Mail Room	121
Tailor and Shoe Shop	054	Staff Barber Shop	122
Visiting Area	056	Supply Room	123
Isolation/Segregation	057		

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.