

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Bedding Equipment

Policy Number: 401.05

Effective Date: 3/17/2021

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Executive Division (Office of
Professional Development -
Care & Custody)

Access Listing:
Level I: All Access

I. Introduction and Summary:

It is the policy of the Georgia Department of Corrections (GDC) to provide Bedding Equipment to all facilities. This policy is applicable to all facilities, centers, and units operating under GDC management.

II. Authority: None.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

A. Bedding Equipment and Replacement:

1. All bedding equipment will be allocated and replaced on an as needed basis.
2. All bedding equipment must be maintained and replaced in an economic and efficient manner.
3. All request for additional bedding equipment be approved by the Director of Care and Custody.
4. All request for replacement bedding equipment be sent to Care and Custody for approval.
5. A visual inspection of any replacement bedding equipment will be conducted by Care and Custody.

V. Attachments:

Attachment 1: Maximum Items Allowed Per Bed

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VI. Record Retention of Forms Relevant to this Policy:

Attachment 1 shall be utilized per the Standard Operating Procedure until revised or obsolete.