

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Authority and Responsibility

Policy Number: 409.01.01

Effective Date: 12/14/2020

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Executive Division -Georgia
Correctional Industries

Access Listing:
Level I: All Access

I. Introduction and Summary:

The institution(s) providing the offender workers for a given GCI plant is responsible for maintaining security, and monitoring safety and sanitation practices within that plant. Plant operations and offender training is the responsibility of the GCI staff. This policy is applicable to GCI Plants/Facilities.

II. Authority:

- A. Ga. Comp. R. & Regs. R. 125-2-1-.01, 125-3-1-.01, and 125-3-1-.04;
- B. GDC Standard Operating Procedures (SOPs): 209.01 Offender Discipline, 218.01 Key and Lock Control, 218.02 Control of Tools and Equipment, 221.02 Count Procedures, 228.01 Safety-Sanitation Inspections, and 409.02.01 Inmate Recruitment/Reassignment; and
- C. ACA Standards: 5-ACI-7A-08 (ref. 4-4456).

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

- A. The senior GCI employee or his/her designee at each site shall attend the institution staff meeting and maintain awareness of institutional procedures concerning security, safety, and sanitation. Institutional procedures shall be followed in the planning and maintenance of these environmental elements. Special circumstances should be discussed and brought to closure within the staff meetings. Institution security, safety, tool control, key control, and similar personnel shall be consulted and solicited to assist in setting up and maintaining these programs.
- B. The institution shall inspect the GCI facilities at regular intervals to ensure compliance. Any discrepancies found are to be reported to the senior GCI employee at the site, the Division Manager, the Operations Director, and the Executive Director as well as the Warden of the institution.

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- C. The Facility Manager/Plant Manager shall prepare a report within the seven (7) days of notification detailing the remedial action to be taken in detail with a completion date. This report is to be forwarded to the same recipients.
- D. All operations of the plant, assignment of offenders within the plant, and the training of the offenders are the responsibility of the GCI employees.
- E. Discipline of the offenders is a joint responsibility of the correctional officers in the plant and the plant personnel. Severe violations must be dealt with immediately and according to the rules and regulations. Minor offenses should be dealt with appropriately with the offender's record and his/her value relative to production and/or training taken into consideration.

V. Attachments: None.

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