

## WORK ASSIGNMENT AGREEMENT

\_\_\_\_\_  
Institution

The following items are established as guidelines designed for the mutual protection and benefit of the Georgia Department of corrections and the \_\_\_\_\_ (Name of agency /activity).

1. All offenders sentenced to state custody remain in the custody of the Department of Corrections [Ga. Comp. Rules & Regs. R. 125-3-1-.01(1)]. Offenders are assigned, by mutual agreement, to provide certain services to your agency. Such services include, but are not limited to, the following: building and grounds maintenance, vehicle clean-up and maintenance, and maintenance of equipment and supply items.
2. Under no circumstances shall an offender be allowed to work on private property, private equipment, or private vehicles.
3. Under no circumstances shall an offender be allowed to place his or her hands on weapons or ammunition. This includes cleaning, carrying, removing from or placing in vehicles or in any other way or manner.
4. Offenders will not normally work on Saturdays, Sundays, or holidays (Ga. Comp. Rules & Regs. R. 125-3-5-.06).
5. Offenders will not be permitted to leave the property upon which the agency or activity is located with the exception of transfer to and from the institution.
6. Except in emergency conditions, where life or public property are in danger, offenders should not be required to work in rain or exposed to inclement weather conditions which jeopardize the health of those concerned. However, in the event of an emergency situation, use of offender(s) must be approved in advance by the Warden/Superintendent.
7. Each offender is to be supervised by a designated person at all times and actively employed at all times, except during designated lunch and break times.
8. Offenders are not allowed to receive mail or packages while on assignment. Offenders are not allowed to mail letters or packages outside of the assigned institution.
9. Offenders are not allowed to change into non-regulation clothing and/or modify dress appearance while on assignment.
10. Offenders are not allowed to have visitors while on work assignment without expressed written permission of the Warden/Superintendent.
11. Offenders are not allowed to receive money, gifts or gratuities, or to have money in their possession unless authorized by the institution.
12. Offenders assigned to details authorized in this procedure must have achieved trusty status before being so assigned.
13. Offenders are prohibited from using the telephone, radio, or any other communication device. Exceptions for use of telephone and receipt of calls must be authorized by the Warden/Superintendent.
14. The Warden/ Superintendent, or his or her designee shall inspect the work assignment area of each offender at least once weekly during the hours that the offender is on assignment at that location.

15. Offenders will not be allowed access to weapons, ammunition, secured areas, secured equipment, secured or classified information.
16. All offenders on details outside the institution perimeter must be signed out and signed in by the person responsible for supervising them. Offenders will not be picked up at the institution before 7:30 a.m. They will return to the institution prior to 5:00 p.m. In the event of an emergency which prevents the offender from arriving at the institution at the designated time, the institution must be notified prior to 5:00 p.m. as to the expected time of arrival.
17. Offenders must be transported to and from the institution in a closed state or official government vehicle. Under no circumstances may an offender be transported in a private vehicle. Offenders will not be allowed to stop and enter private or commercial establishments while in transfer.
18. Should any disciplinary, medical, or other problem occur while on assignment, such information should be reported immediately to the Institution.
19. Offenders must be given job specific "right to know" training by the work area supervisor before the offender is allowed to handle or operate such chemicals or equipment. This training should cover the use or handling of equipment, dispensing of gasoline and/or hazardous chemicals. Documentation to verify that this training has been accomplished must be placed in the offender's institutional file.
20. As required by local circumstances, additional items of agreement may be needed but any additional items agreed upon shall be in accordance with GDC Rules.

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21. In the event of a change in the agency supervisor, activity, or Warden/Superintendent this agreement will be reissued.

\_\_\_\_\_/\_\_\_\_\_  
Name & Title, Agency/Activity Supervisor      Date

\_\_\_\_\_/\_\_\_\_\_  
Warden/Superintendent      Date

\_\_\_\_\_/\_\_\_\_\_  
State/Regional Supervisor      Date

cc: Offender File

#### RETENTION SCHEDULE:

Upon completion a copy of this agreement will be kept in warden/superintendent's office for a period of 6 years after it has become obsolete or discontinued.