

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Work Assignment Agreement

Policy Number: 207.03

Effective Date: 03/16/2023

Page Number 1 of 2

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections shall ensure that proper supervision is provided for all offender detailed from correctional facilities to perform tasks in county courthouse, state patrol barracks, National Guard Armories and other authorized activities.

II. Authority:

- A. Ga. Comp. R. & Regs. 125-3-5-.07; and
- B. ACA Standards: 5-ACI-7A-04.

III. Definitions:

None.

IV. Statement of Policy and Applicable Procedures:

- A. The Work Assignment Agreement (see Attachment 1) shall be agreed upon and signed by the Warden/Superintendent of the facility providing offender labor and the local agency supervisor receiving detail offenders.
- B. As required by local circumstances, additional items of agreement may be needed (see item 19 of the Work Assignment Agreement) but any additional items agreed upon shall be in accordance with GDC Rules.
- C. Copies of the agreement shall be maintained at the following locations:
 - 1. The correctional facility detailing the offender;
 - 2. The agency receiving offender labor; and
 - 3. The appropriate Regional Director.

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D. The fully executed Work Assignment Agreement is valid until it is superseded by a revised Work Assignment Agreement, or the work detail is abolished. A new Work Assignment Agreement shall be completed by the local agency supervisor, who is responsible for signing this agreement, or the Warden/Superintendent upon changes in work assignment.

V. Attachments:

Attachment 1: Work Assignment Agreement

VI. Record Retention of Forms Relevant to this Policy:

Attachment 1: Upon completion a copy of this agreement will be kept in the Warden's/Superintendent's Office for a period of 6 years after it has become obsolete or discontinued.