

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Guidelines for Civilian Workers, Consultants, and Contract Personnel

**Policy Number:** 205.09

**Effective Date:** 10/31/2024

**Page Number:** 1 of 5

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Division

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

Under the rules of the Board of Corrections, any and all civilian construction employees, consultants, and contract personnel or employees of other public or private organizations providing a service to the agency, shall be required to adhere to applicable rules, regulations, policies, procedures, and directives published by the Georgia Department of Corrections and are accountable to the appointing authority of the facility where they serve. This procedure shall apply only to the above listed personnel who are temporarily working at a facility or center.

**II. Authority:**

- A. GA Comp. R. & Regs R.: 125-2-1-.01; 125-2-1-.02; 125-2-1-.07; 125-2-1-.08; 125-2-1-.09(2) (b); 125-3-1-.06; and
- B. GDC-SOPs: 204.01, Georgia Crime Information Center GDC Limited GCIC Terminal Operations; 208.06, Prison Rape Elimination Act (PREA) Sexually Abusive Behavior Prevention and Intervention Program; 218.02, Control of Tools and Equipment; 218.03, Control and Dispensation of Gasoline and Hazardous Materials; 226.01, Searches, Security Inspections, and the Use of Permanent Logs; and
- C. ACA Standards: 2-CO-1C-17 and 5-ACI-1A-11.

**III. Definitions: None.**

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

- A. Prior to beginning employment at any state and county correctional facility center, all construction workers, consultants, or contract personnel will read this Standard Operating Procedure (SOP), sign and date the signature form, Attachment 1, acknowledging that they have read and understand the contents.
- B. All personnel covered under this SOP will be screened through the GCIC/NCIC computer files. Attachment 2 (Consent Form) will be completed and signed by the individual undergoing the background records check. Failure or refusal to sign the

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form will result in the individual being denied access to state/county facility and center.

- C. A person's suitability for unescorted employment access within a correctional facility or center shall be questioned if screening reveals:
1. Willful omission or falsification of information submitted in support of employment or access to the facility or center for daily business;
  2. Use of non-prescribed narcotic or hallucinogenic drugs or excessive use of alcohol;
  3. A criminal conviction by any state or federal government, of any crime, the punishment for which could have been imprisonment in a state or federal prison or facility or center;
  4. Convictions of sufficient misdemeanors to establish a pattern of disregard for the law;
  5. History of mental illness or emotional instability that may cause a significant defect in the individual's judgment or reliability;
  6. Any evidence of coercion, influence, or pressure that may be applied from outside sources to compel an individual to commit any act that could affect the health and safety of the public, offenders or facility or center personnel and their families; and
  7. Any other information that would adversely reflect upon the reliability and trustworthiness of the individual as it relates to unescorted access within the facility or center.
- D. Identification of individuals authorized access without escort shall be accomplished by personal recognition and comparison of the individual's likeness portrayed on a photo identification card (Attachment 3). The card will be red in color and will be worn at all times when in state/county facility or center.
- E. The possession, use or sale of any illegal drugs (defined as any drug or drug-like substance whose sale, use or possession is unlawful), is inconsistent with the facility or center's objective of operating in a safe and efficient manner.

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- Accordingly, no employee, visitor, contractor, vendor or supplier who performs duties on facility or center property or away from facility or center property, shall use, sell or have in his possession illegal drugs at any time regardless of location. Further, no person noted above shall report to work while under the influence of illegal drugs. Any employee who engages in such conduct will be denied access to state and county facilities or centers and may be subject to adverse action up to and including arrest.
- F. When taking physician prescribed drugs or "over the counter" legal drugs, which may affect performance, the personnel covered by this SOP must report such use to his or her supervisor prior to the start of his or her shift for a determination of fitness for duty while on such medication.
  - G. The use of alcoholic beverages is inconsistent with the objectives of state and county facilities and of operating in a safe and efficient manner. No person shall report to work under the influence of alcoholic beverages. Persons in violation of this policy will be subject to termination of employment.
  - H. Persons who demonstrate a lack of judgement, stability or trustworthiness that have resulted in or may result in actions adverse to the safety of the facility or center, themselves, co-workers, offenders or the general public will not be allowed access to any state and county facility and center. It is the responsibility of each supervisor to be aware and know the condition of the employees assigned to them.
  - I. Any contractor, visitor, vendor, or supplier seeking to gain unescorted access to any state and county facility, or center shall be required to read and sign this policy. Short term visitors, delivery personnel and other similar categories of personnel on site for periods less than eight (8) hours who will be escorted by others may be exempt from signing this policy at the discretion of the Warden or their designee.
  - J. In the event any civilian construction worker, contractor, consultant, and contract personnel exhibit behavior indicative of a condition which would potentially render them unfit for their assigned tasks, appropriate steps will be taken to determine the extent, if any, of violations of this procedure.

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- K. To ensure the effective implementation of this procedure, anyone on state or county facility center grounds exhibiting behavior creating reasonable suspicion that a violation of this procedure exists may be asked to comply with one or more of the following actions:
1. Submitting to search, prior to entering or leaving prison grounds as well as while on prison grounds;
  2. Opening of cars parked on prison grounds for search;
  3. Providing a urine sample or alcoholalyzer (breath test) and if requested, by submitting to examination by a license physician to include such test as recommended by the physician, including psychological testing and evaluation;
  4. Voluntarily submitting to a polygraph test in circumstances where allegations of procedure violation have been made and those persons reporting have themselves submitted to such verification testing; and/or
  5. Leave state property.
- L. Persons asked to agree to a request as outlined in Paragraph K above may refuse. However, failure to comply with such a request may result in being denied access to any state or county facility or center or Transitional Center.
- M. Personnel are restricted from bringing any firearms or other weapons on the property of any state or county facility or center without the written consent of the Warden or Superintendent.
- N. Vehicles used in construction will never be left unattended with keys in them.
- O. Personal vehicles will be parked in approved areas and locked.
- P. Civilian construction workers, consultants, and contract personnel employed by or under contract to perform services or construction within the facility or center will:
1. Submit a written inventory of all tools, toolboxes, and related equipment prior to admittance into the facility or center. The list will be used each time workers enter and leave the facility or center;

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2. Control of all tools and equipment will be accomplished in accordance with SOP 218.02 (Control of Tools and Equipment); and
3. Control of hazardous materials (flammable, toxic, and caustic materials) used on facility or center grounds will be adequately controlled in accordance with SOP 218.03 (Control and Dispensation of Gasoline and Hazardous Materials.)

Q. Personal dealings with offenders are strictly prohibited.

R. Storing and stacking of construction inventory is not to interfere with the tower or perimeter patrol officers' ability to view the perimeter fence.

**V. Attachments:**

Attachment 1 – SOP Acknowledgement Statement

Attachment 2 – GCIC/NCIC Consent Form

Attachment 3 – Red Photo Identification Card

**VI. Retention Schedule:**

Attachments 1 & 2 – Once completed, will be attached to the contract and will be governed by the official record retention schedule of the contract. Contracts are to be held by the originating office for six years and then destroyed.

Attachment 3 – Destroy upon fulfillment of contracted duties.