

**SPECIAL WORK ASSIGNMENT AGREEMENT**

(Name of Center)

The following items are established as guidelines for the mutual protection and benefit of the Georgia Department of Corrections and the (agency/activity).

1. All detainees sentenced to the remain in the custody of the Department of Corrections. Detainees 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 a detainee be allowed to work on private property, private equipment or private vehicles, except as outlined in Rules of the Board of Corrections 125-3-5.05.
3. Under no circumstances shall a detainee be allowed access to weapons or controlled substances. Further, detainees shall not handle money or financial transactions of any kind, be involved in management, decision making, or a supervisory capacity; nor shall they provide medical services or act as a security officer.
4. Detainees will not normally work on Saturdays, Sundays, or holidays.
5. Detainees will not be permitted to leave the property upon which the agency/activity is located with the exception of transfer to and from the center. **Location of assignment:**  
\_\_\_\_\_.
6. Except in emergency conditions where life or public property are in danger, detainees should not be required to work in rain or exposed to inclement weather conditions which jeopardize the health of those concerned. Further, detainee

**SPECIAL WORK ASSIGNMENT - CONTINUED**

- shall not be exposed to unsafe or hazardous working conditions.
7. Each detainee is to be supervised by a designated person at all times.
  8. Detainees are not allowed to receive mail or packages while on assignment. Detainees are not allowed to mail letters or packages outside the assigned center.
  9. Detainees are not allowed to change into non-regulation clothing and/or modify dress appearance while on assignment.
  10. Detainees are not allowed to have visitors while on work assignment without written permission of the Superintendent.
  11. Detainees are not allowed to receive money, gifts or gratuities, or to have money in their possession unless authorized by the Center.
  12. Detainees assigned to details authorized in this procedure must be screened and approved by the center before being assigned.
  13. Detainees are prohibited from using the telephone, radio or any other communication device. Exceptions for use of the telephone and receipt of calls must be authorized by the Superintendent.
  14. The Superintendent or designee shall inspect the work assignment area of each detainee at least once weekly during the hours that the detainee is on assignment at that location.
  15. Detainees will not be allowed access to secured areas, secured equipment or secured/classified information.
  16. Detainees will not be picked up at the center before a.m. They will return to the center prior to        p.m. In the event of an emergency which prevents the detainee from arriving at the center at the designated time, the center must be notified prior to        p.m. as to the expected time of arrival.
  17. Detainees must be transported to and from the center in a

**SPECIAL WORK ASSIGNMENT - CONTINUED**

closed state or official government vehicle. Under no circumstances may a detainee be transported in a private vehicle. Detainees will not be allowed to stop and enter private or commercial establishments while in transfer.

18. Should any disciplinary, medical, escape/abscond or other problem occur while on assignment, such information should be reported immediately to the center.
19. 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.
20. In the event of a change in the agency authority or Superintendent, this agreement will be reissued.

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Name and Title, Agency Authority DATE

Superintendent DATE

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Probation Detention Center

Distribution: Center file  
Agency Receiving Service

DTC-19 (1)  
Revised: 9/01/99

**RETENTION SCHEDULE:**

This signed agreement will be kept locally for three years after the assignment is completed, then destroyed.