

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Live Works Projects

Policy Number: 108.12

Effective Date: 01/09/2025

Page Number: 1 of 6

Authority:
Commissioner

Originating Division:
Inmate Services Division
(Career Technical and
Higher Education)

Access Listing:
Level I: All Access

I. Introduction and Summary:

Offenders enrolled in Career Technical Education (CTE) programs may participate in Live Works activity, if this participation primarily benefits the State by contributing to offenders acquiring educational skills. The purpose of this procedure is to provide agency personnel with uniform guidelines for acceptance of Live Works projects into CTE programs.

II. Authority:

- A. O.C.G.A.: §§45-10-1, 42-5-60, and 45-5-120;
- B. Ga. Comp. R. & Regs. 125-4-2-.06;
- C. GDC Standard Operating Procedure (SOP): 108.08 Career Technical Education; 108.11, On-the-Job Training Programs 401.03, Barber Shop Supplies 207.04, Offender Work Details;
- D. The Americans with Disabilities Act of 1990: 42 U.S.C. §12102, § 12131-34, and 28 C.F.R. §35.101 et seq.; and
- E. ACA Standards: 5-ACI-7A-03, 5-ACI-7A-05, 5-ACI-7B-03, 5-ACI-7B-04, and 5-ACI-7B-10.

III. Definitions:

As used in this SOP, these terms are defined as follows.

- A. **Career Technical Education (CTE)** - Education that prepares students for a wide range of high-wage, high-skill, high-demand careers, formerly referred to as Vocational Education.

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- B. **Live Works Coordinator** - The Deputy Warden of Care and Treatment (DWCT), or designee, if the facility does not have a DWCT that oversees Live Works projects.
- C. **Non-Profit Organization** – Any organization or other entity (1) which is exempt from paying federal income taxes under 26 U.S.C. 501(c), (2) which has been created for a lawful noncommercial purpose, (3) for which there is no person or entity that may financially benefit as an owner or investor of the organization, and (4) which has been approved by the Director of the Operations, Planning, and Training Division or his designee. For the purposes of this Standard Operating Procedure, nonprofit organization will not include any political organization nor any non-governmental organization which directly or through a third party engages in a lobbying effort in the Georgia General Assembly.
- D. **Public Property** - Materials publicly owned by a state, county, or local agency.

IV. Statement of Policy and Applicable Procedures:

- A. The Deputy Warden of Care and Treatment (DWCT), or Warden/Superintendent's designee at facilities where there is no DWCT, are responsible for supervising Live Works projects undertaken and completed to assure that work is performed in accordance with established trade practices.
- B. All Live Works projects must contribute to offenders acquiring or developing proficiency in the tasks included in the curriculum of the specific CTE program.
- C. All Live Work projects (repairs, fabrication, printing, etc.) considered for acceptance must coincide with the training needs of individual offenders. The projects will be scheduled by the Live Works Coordinator according to the following priorities:

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1. Property owned or operated by the Georgia Department of Corrections (GDC), the Georgia Correctional Industries (GCI), or the Board of Corrections.
 - a. The Live Works Coordinator will create and submit the Live Works Project Request to the Director of CTHE for review if necessary.
 2. Property owned or operated by another department, agency, commission, board, or authority of the State of Georgia.
 3. Property owned or operated by a municipality, county, or other political subdivision of the State of Georgia.
 4. Property owned or operated by any other governmental entity.
 5. Property which is owned or operated by a Non-Profit Organization, and which is not used primarily for religious purposes.
 6. Property which is owned or operated by employees of the GDC using the following listed order of priority:
 - a. Correctional staff below the level of manager.
 - b. Other GDC staff.
 7. Property owned or operated by employees of other state, county, or local government agencies.
- D. Motor vehicle/equipment repair will not be performed on any item in any of the following categories:
1. An insurance claim has been or will be filed for the cost of repair/replacement of that item.

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2. The item is intended for the sole purpose of resale for profit.
 3. The item is intended for use primarily for religious purposes.
- E. The motor vehicle owner/project requestor must sign a form affirming the statements above in D, items 1 through 3 are adhered to.
- F. Any motor vehicle left inside the facility must be rendered inoperable, as defined by the Warden of the facility.
- G. Requests involving all Live Work projects must be approved and scheduled by the Live Works Coordinator, after the following items have been completed:
1. The Live Works Coordinator, in conjunction with the instructor or area supervisor, shall determine if the requested work aligns to the course learning objectives or included as one of the tasks listed in the course outline.
 2. A GDC Live Works Project Request, Attachment 1, has been completed and approved by the Live Works Coordinator.
 3. Motor vehicle proof of current ownership, registration, and insurance has been provided by the requestor. This documentation shall show that the requestor is the rightful owner of the motor vehicle and there is insurance in the requestor's name.
 4. Employee requests will be limited to two (2) projects per fiscal year. At the discretion of the Live Works Coordinator a request to exceed this number of projects must be submitted to and approved by the Warden in order to ensure the CTE program is running at its full benefit to the offender's education.
- H. The instructor or area supervisor will provide a list of necessary parts and materials for the Live Works project to the requestor.

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1. All materials and parts are supplied by the requestor for necessary completion of the Live Works project.
 2. The specified parts and materials must be purchased by the requestor. Items purchased directly by the requestor must be brought to the facility and are subject to normal entry procedures.
 3. If items are ordered through an approved vendor and delivered directly to the facility, the requestor will pay the approved vendor directly for the specified parts/materials needed for the Live Works project.
- I. Requestor must agree to provide for and arrange delivery and receipt of all Live Works projects at the scheduled time and designated place, at the direction of the Live Works Coordinator.
- J. GDC is not responsible for any damages to property and offers no warranty for Live Works projects. In instances where damage to property has occurred, an incident report must be filed by the instructor or area supervisor and monitored through the appropriate channels. Additionally, any occurrence of property damage must be reported to the Live Works Coordinator, who will report the damage to the requestor.
- K. The Live Works Coordinator must ensure that the following procedures and the Code of Ethics for Public Employees are followed when Live Work projects are incorporated into CTE programs.
1. Instructors/supervisors involved in Live Works projects are reminded that Code of Ethics of Public Employees of the State of Georgia (O.C.G.A. §45-10-1, et seq.) specifically prohibits the unfair dispensing of special favors or privileges to anyone, whether for remuneration or not.

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2. GDC Live Works Project Request for active projects shall be kept in the work area. Personal information of the requestor shall be redacted from copies offenders have access to.
 - a. The Live Works Coordinator should conduct routine inspections of the work area to ensure all projects have appropriate documentation.
 - b. The Live Works Coordinator shall have a tracking system to know the active projects as well as all projects that have been completed.
3. Upon project completion Live Works Project Requests must be maintained by the Live Works Coordinator in accordance with GDCs record retention schedule.

V. Attachments:

Attachment 1: Live Works Project Request Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, all Live Works Project Request Forms and Documentation shall be maintained for three (3) fiscal years.