

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Comprehensive Loss Control Program

Policy Number: 404.02

Effective Date: 7/1/2020

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Administration & Finance
Division (Risk Management)

Access Listing:
Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) will participate in the Comprehensive Loss Control Program (CLCP) established by the Georgia Department of Administrative Services (DOAS) to reduce/manage risks associated with Worker's Compensation, Property Liability, Auto Liability, and Physical Damage and General Liability.

II. Authority:

- A. O.C.G.A.: § 50-21-33;
- B. DOAS Comprehensive Loss Control Program; and
- C. ACA Standard: 2-CO-1B-11 and 5-ACI-1B-03 (ref. 4-4027).

III. Definitions:

- A. **DOAS Loss Control and Safety Officer** - The staff member assigned by DOAS to inspect GDC facilities for adherence to the CLCP program.
- B. **GDC CLCP Coordinator** - The staff member assigned by GDC to serve as the liaison between GDC facilities and the DOAS Loss Control and Safety Officer.

IV. Statement of Policy and Applicable Procedures:

- A. DOAS is authorized by O.C.G.A. § 50-21-33 to establish incentive programs that include setting insurance coverage premium rates and adjusting claim deductibles based upon participation in loss control programs. GDC has chosen to participate in the program as established by DOAS. There are eight (8) components to the CLCP program:
 - 1. Employee Education and Training;
 - 2. Employee Accident Prevention;

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3. Theft;
4. General Liability;
5. Workers' Compensation – Return-to-Work;
6. Property;
7. Auto Liability and Physical Damage; and
8. Fleet Management.

- a. The requirements of each component of the program are described in documents located on the website <http://doas.ga.gov/risk-management/comprehensive-loss-control-program/clcp-publications-and-forms>.

B. Setting up a CLCP Evaluation:

1. The DOAS Loss Control and Safety Officer will contact the GDC CLCP Coordinator with a list of facilities and dates and times that he/she wants to visit.
2. The GDC CLCP Coordinator will contact the facilities to verify that the dates and times are acceptable.
3. The GDC CLCP Coordinator will inform the DOAS Loss Control and Safety Officer of the agreed upon dates and times or negotiate any needed variations thereof.

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C. CLCP Evaluation:

The CLCP evaluation will be a two-part process consisting of the initial meeting and working through the questions on the DOAS evaluation instrument and an inspection of the facility. The process is described below:

1. Staff Needed for Part 1 of the CLCP Evaluation:

- a. This section of the evaluation will consist of a question and answer session in the facility conference room. The staff needed will be the Deputy Warden of Administration, Deputy Warden of Security, Maintenance Engineer, Personnel Manager, Safety and Sanitation Officer, and any others that facility management would like to have present. There will also be several staff from GDC Central Office present. These include staff from Human Resources, Fire and Life Safety, Business Processes, and Risk Management. It is recommended that the Warden or Superintendent attend but it is not required.

2. Areas of Facility to be Inspected:

- a. This section of the evaluation will be a walk-around facility inspection. The areas to be inspected will include the server room, kitchen, maintenance shop, boiler room(s), warehouse areas, one (1) or two (2) dormitories, any vocational areas of the facility, and the fire suppression system. Other areas may be added during the evaluation.

D. Feedback:

The DOAS Loss Control and Safety Officer will send a written copy of the evaluation instrument with a numerical score to the facility and to the GDC CLCP Coordinator. The evaluation will list all findings and provide a timeframe for a response from the facility (usually 90 days). The facility will copy the GDC CLCP Coordinator when they make their response to the findings.

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V. Attachments:

All documents associated with this policy can be found at the following website:

<http://doas.ga.gov/risk-management/comprehensive-loss-control-program/clcp-publications-and-forms>

VI. Record Retention of Forms Relevant to this Policy:

Evaluations shall be maintained for three (3) years after completion, and then destroyed.