

**GEORGIA DEPARTMENT OF CORRECTIONS**

Standard Operating Procedures

<b>Functional Area:</b> Support Services/Personnel	<b>Reference Number:</b> IVO02-0005	<b>Revises Previous Effective Date:</b>  9/01/01
<b>Subject:</b> Gender-Specific Post Assignments/Job Responsibilities		
<b>Authority:</b> Donald/Owens	<b>Effective Date:</b> 12/15/06	Page 1 of  <b>3</b>

**I. POLICY:**

Within the scope of the provisions of Section 703(e) (1), Title VII, 1964 Civil Rights Act, the Department has elected to restrict certain individuals from performing selected job assignments within correctional facilities on the basis of their gender. These restrictions will be limited to those instances where the Department has a basis for believing that all, or substantially all, of the excluded individuals would be unable to perform the designated job responsibilities without violating offender bodily privacy rights.

**II. APPLICABILITY:**

All correctional facilities operating under the management of the Georgia Department of Corrections.

**III. RELATED DIRECTIVES:**

1964 Civil Rights Act, Title VII.

**IV. DEFINITIONS:**

Gender-Specific Post Assignment/Job Responsibility:

A designated post assignment/job responsibility where the employee must be the same gender as the offender.

**V. ATTACHMENTS:**

NONE

Functional Area: Support Services/Personnel	Prev. Eff. Date: 09/01/01	Page 2 of 3
	Effective Date: 12/15/06	Reference Number: IVO02-0005

**VI. PROCEDURE:**

A. IDENTIFYING DESIGNATED POST ASSIGNMENTS and/or JOB RESPONSIBILITIES

1. Selected security post assignments/job responsibilities will be designated to require same gender contact, and will be limited to those duty assignments requiring the greatest protection of offender's privacy interests.
2. Only a limited number of post assignments/job responsibilities should be identified by an Appointing Authority as requiring same gender contact.
3. Generally, officer duty assignments restricted to a "gender-specific" designation must be limited to posts or special security tasks which involve:
  - a. Routine or anticipated physical contact with unclothed offenders; or
  - b. Routine or anticipated observation of strip or body cavity searches unless observation is done merely by video monitor.

The mere fact that it is foreseeable that an emergency situation may require an officer to participate in the above does not provide a sufficient basis for classifying the post assignment/job responsibility as gender specific. An emergency situation is a situation where death or serious bodily injury is likely to result. Only in emergency situations should staff members of the opposite gender become involved in strip or body cavity searches or otherwise have supervised contact with unclothed offenders of the opposite gender.

4. Post assignments/job responsibilities identified by an Appointing Authority as requiring a gender-specific designation should be extremely limited and meet the criteria set forth in 3 (a) or (b) above.

Functional Area: Support Services/Personnel	Prev. Eff. Date: 09/01/01	Page 3 of 3
	Effective Date: 12/15/06	Reference Number: IVO02-0005

B. OBTAINING FINAL APPROVAL OF DESIGNATED POST ASSIGNMENTS and/or JOB RESPONSIBILITIES

1. Appointing Authorities must review all security posts to identify which assignments and/or job responsibilities which meet the criteria for "gender-specific" designation.
2. Identified post assignments/job responsibilities must be thoroughly documented to justify a gender-specific designation.
3. The complete facility listing of post assignments/job responsibilities must be forwarded to the Facilities Director for review. Periodic on-site reviews for compliance will be the responsibility of the Field Operations Manager.
4. The identified post assignments/job responsibilities must be forwarded to the Corrections Division Director and the Department Personnel Director for review and final approval.
5. Changes in the designated post assignment/job responsibility must be approved through the same procedure described above.
6. Appointing Authorities must ensure each gender-specific post assignment/job responsibility is performed by the appropriate gender.