GEORGIA DEPARTMENT OF CORRECTIONS **Standard Operating Procedures**		
Policy Name: Offender Supplies Inventory Control		
Policy Number: 401.06	**Effective Date:** 5/27/2020	**Page Number:** 1 of 4
Authority: Commissioner	**Originating Division:** Executive Division (Office of Professional Development, Care and Custody Section)	**Access Listing:** Level I: All Access

I. **Introduction and Summary**: It is the policy of the Georgia Department of Corrections (GDC) to provide guidance in setting and maintaining, proper and accurate, inventory levels for the warehousing of prisoner supply items.

II. **Authority:**

A. Standards for the Administration of Correctional Agencies: 2-CO-1B-08:

B. Standards for Adult Correctional Institutions, with 2014 Standards Supplement: 4-4037, 4-4163, 4-4334, and 4-4335:

C. Standards for Adult Correctional Institutions, 5th edition, with 2014 and 2016 Standards Supplement: 5-ACI-1B-13, 5-ACI-2E-09, 5-ACI-5D-06, and 5-ACI-5D-07: and

D. Standards for Adult Local Detention Centers, 4th edition, with 2014 and 2016 Standards Supplement: 4-ALDF-7D-15.

III. **Definitions:**

A. **SCRIBE Care and Custody Module** - A specific CAPTIVA based software system module with restricted access that is used to record and maintain the offender/detainee clothing record; staff clothing record; a facility's inventory of offender/detainee clothing, bedding and supplies; and a facility's inventory of security supplies and equipment.

B. **Central Care and Custody** - The office of Care and Custody Manager, Business Manager located in Decatur, Georgia.

C. **CAPTIVA** - Georgia Department of Corrections (GDC) Intranet.

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

A. **Inventory Management:**

1. All offender/detainee supply items purchased by Care and Custody must be located in a single secured area.

2. Any facility unable to warehouse and issue all offender/detainee clothing, bedding, and supply items from a single location must receive specific permission from the Manager of Care and Custody for this variation from the Standard Operating Procedure.

3. All offender/detainee clothing, bedding and supply items purchased by Care and Custody must be correctly labeled, counted, and arranged by item description, size, and separated by new and used.

4. All warehouse shelving must be clearly labeled, neatly arranged, and organized to simplify physical inventory counts. Shelved inventory must be rotated First-In/First-Out.

B. **Warehouse Security:**

1. All offender/detainee clothing, bedding and supply items purchased by Care and Custody must be secured with limited access.

2. Only authorized personnel shall be allowed access to the prisoner supply area.

3. Any personnel with authorized access to the Care and Custody warehouse must be trained and follow all procedures set forth by Care and Custody regarding the issuing/receiving and warehousing of offender/detainee clothing, bedding and supply items.

C. **SCRIBE Care and Custody Module:**

1. All facilities must issue and receive all offender/detainee clothing, bedding and supply items purchased by Care and Custody through the SCRIBE Care and Custody Module.

2. All facilities must have two identified and trained personnel for the SCRIBE Care and Custody Module. One primary and one back-up user.

3. All SCRIBE Care and Custody Module training will be scheduled and provided by Care and Custody staff only.

4. Any change in SCRIBE Care and Custody Module operators must be reported to your Care and Custody Advisor within 72 hours to schedule training for the new SCRIBE operator.

D. **Monthly Inventory:**

1. A monthly physical inventory must be conducted and reconciled with the SCRIBE Care and Custody Module.

2. The SCRIBE operator must print out their Inventory Status Report from the SCRIBE Care and Custody Module.

3. An actual count must be conducted on all on-hand inventories, to include all new and used.

4. The SCRIBE operator must compare the actual count to the SCRIBE Care and Custody Module printed inventory.

5. The SCRIBE Care and Custody Module operator must make the necessary adjustments in SCRIBE to make it match the actual on-hand inventory, to include new and used.

E. **Reports:**

1. After reconciling the computer inventory report with the actual on-hand inventory, the SCRIBE Operator must save the revised Monthly Inventory Status Report for the appropriate month in the SCRIBE Care and Custody Module.

2. The Monthly Physical Inventory Report and the Monthly Destroy Report must be submitted in the SCRIBE Care and Custody Module by the 5th day of the following month.

NOTE: See CAPTIVA (GDC Intranet Home Page) for a link to the Care and Custody Module User Guide that contains step by step instructions for managing inventory in the Care and Custody Module.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.