

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Reference Number: IVM01-0001	Revises Previous Effective Date:
Subject: Administration		12/15/02
Authority: DONALD/ADAMS	Effective Date: 9/01/04	Page 1 of 12

I. POLICY:

- A. To provide guidelines for production of menu vegetables, fruit, meats, eggs, and milk as cost effectively as possible, with a plan to support the Master Menu needs.
- B. To utilize each institution's land, manpower (offenders), and resources to make the correctional system's Food Service as self-sufficient as possible.
- C. To establish the objective to produce at costs below those that would be incurred if the farm products were to be purchased from outside vendors and to also provide job training for offenders.
- D. To establish and outline to the farm manager the method of Inventory Control of all equipment and land, and all supplies and materials received, issued, processed, consumed, and stored for each farming and vegetable gardening unit in the Georgia Department of Corrections under the jurisdiction of Central Farm Services.
- E. To establish waste management procedures to reduce farming related waste by-products, to use as fertilizer as many by-products as possible, and properly dispose of all waste not otherwise usable, including carcasses of dead animals.
- F. To account to the State Auditor for state property in the form of agricultural commodities, livestock, equipment, and other inventories.

II. APPLICABILITY:

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All facilities having farms established by Central Office Food and Farm Services Subdivision and operating under Central Farm Services management.

III. RELATED DIRECTIVES:

- A. OCGA 4-5-1, 12-5-20, 40-5-6b.
- B. Georgia Department of Agriculture Regulation 40-16-2.
- C. GDC - IVA04-0002, IVA04-0003, IVA04-0004, IVA04-0005.

IV. DEFINITIONS:

Farm Manager: Used generally to refer to the primary local administrator over an institutional farm. The manager may actually be a farm manager or supervisor in title.

V. ATTACHMENTS:

- Attachment 1 - Livestock Sale / Transfer Agreement
- Attachment 2 - Animal Death Certificate
- Attachment 3 - Way Bill & Receiving Report For Farm Products
- Attachment 4 - Beef Monthly Livestock Report
- Attachment 5 - Dairy Monthly Livestock Report
- Attachment 6 - Poultry Monthly Livestock Report
- Attachment 7 - Swine Monthly Livestock Report
- Attachment 8 - Monthly Farm Production Report

VI. PROCEDURE:

- A. Administration
 - 1. Central Farm Services shall give production priority to products with the comparatively highest production efficiency as measured by farm cost of production versus unit cost of purchases of alternative product on the open market.

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2. Production requirements shall be directed toward meeting Master Menu requirements in all feasible categories prior to directing production toward meeting needs of other agencies. The projected need for farm products is determined by consultations among the Food and Farm Services Manager, State Farm Administrator, the Food Service Administrator, and the State Dietitian.

B. Controls and Support - Agency Wide

1. Crucial to the program is the recognition and full support of the farm production objective by all levels of management, including farm managers and employees, food service managers, wardens and superintendents, regional staff, central office staff, division directors, and commissioner. It is imperative that all levels of GDC Management recognize that this endeavor requires a systematic, coordinated, and cooperative approach from all concerned in order for perishable crops and livestock products to be rendered on the offenders' plates in the form of a wholesome meal provided at maximum cost avoidance.

C. Controls and Support - State Farm Administrator's Staff

1. Planning and management of farm planting, production, budgets, capital, and equipment acquisition and utilization is centrally directed through the office of the State Farm Administrator.
2. All farming operations and processing units are under the general direction of the State Farm Administrator. Primary designee of the State Farm Administrator is State Farm Advisor. The advisor is the official representative of the State Farm Administrator and is to work closely with each farm manager and warden to keep the State Farm Administrator informed about conditions on the farms.
3. Each farm operation will be personally visited by the State Farm Administrator's staff on a regular basis to assure the State Farm Administrator that production goals, security, sanitation and maintenance standards,

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and other applicable areas of designated responsibility are being maintained.

- a. The Central Farm Services staff visitor will meet with the Warden and/or Superintendent or staff in charge of the facility upon arrival at the institution.
- b. If the Warden and/or Superintendent or designee does not accompany the advisor on the farm tour, an exit interview with the warden and/or superintendent is to be conducted, if possible.
- c. The State Farm Administrator shall furnish a written report to the Food and Farm Services Manager, with a copy to the Superintendent. If conditions are satisfactory, no follow-up action is required of the superintendent or farm manager. If conditions necessitate action/correction, the local Farm Manager shall advise the Food and Farm Services Manager of the intended course of action, time requirements, etc., in writing within ten days.

4. State Farm Advisor shall purchase all livestock unless otherwise directed by State Farm Administrator.

D. Support by Institutions

1. Each farm must have a responsible farm manager and knowledgeable staff with skills required to serve the role designated for that particular farm. Farm staff shall work directly under supervision of the Farm Manager.
2. The farm manager shall follow policies and procedures as established by the department and approved by the Commissioner.
3. All farm managers will cooperate fully in sharing of farm equipment and other assets as needed or directed by State Farm Administrator.
 - a. All equipment transfers must be documented in accordance with departmental regulations.

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- b. Equipment sent to salvage must be approved by the State Farm Administrator and documented to ensure that all applicable requirements are adhered to.
- c. Upon the transfer or salvage of farm equipment, the State Farm Administrator's Office should be copied on all documentation.
4. It shall be the farm manager's responsibility to carry out farm programs as set forth by Central Farm Services for that institution as approved by the Commissioner.
5. The farm manager shall, in addition to any other areas assigned, be responsible for farm production, livestock, maintenance and care of all farm property, fences, buildings, processing plants, etc., and for the proper care and storage of all farm equipment.
6. It shall be the farm manager's responsibility to report to the State Farm Administrator's office immediately any damage, accident, neglect, abuse, contamination, or mortality, which occurs, on farm property and/or affects production. This report to Central Farm Headquarters shall be verbal, with follow-up in writing within ten (10) days. Proper course of action is to be determined cooperatively by the State Farm Administrator and staff, institutional superintendent, and farm manager.
7. Performance of each farm will be measured by its efficiency and effectiveness in the achievement of farm production goals as scheduled. It shall be the responsibility of the State Farm Administrator to apprise each farm manager as to farm management expectations, including how performance is to be measured and what constitutes excellence.
8. The State Farm Administrator shall complete the Performance Management Form on all farm managers. The farm manager shall complete the Performance Management Forms of all other farm employees.
9. Established farming practices, as set forth by the GDC Farm Services Administration, based largely on the University of Georgia Cooperative Extension Service

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recommendations, must be followed. Each farm is required to have a map or graphical outline of each individual field or production unit and it shall be used as a management device in directing day-to-day operations.

10. Farm managers must follow purchasing procedures and stay within budgeted amounts for line item accounts. Requests for transfers of budgeted funds must be made through the State Farm Administrator or his designee before being submitted to GDC Budget Section.
11. No farm funds may be used for purposes other than that for which budgeted without prior approval by State Farm Administrator.
12. Before a farm personnel vacancy at any facility is filled, the prior approval of State Farm Administrator shall be obtained.
13. Farm equipment rental, or repairs to farm equipment by other than state labor, must have prior approval from State Farm Administrator. Explanation or justification shall be submitted at time of request.
14. Accidents involving farm equipment shall be dealt with in accordance with standard procedures developed by risk/fleet management and the GDC compliance office.

E. Transfer of Livestock

1. Livestock are designated as state property that must be accounted for throughout the agency. Livestock, which are transferred between institutions, shall be accompanied by Livestock Sale/Transfer Agreement. (Attachment 1)
2. The following information must be completed:
 - a. Type and number of animals transferred.
 - b. Total pounds for each type animal.
 - c. Total live weight pounds of all animals.
 - d. Name of farm transferring animals.

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- e. Signature of person acknowledging transfer from the farm.
 - f. Name of farm receiving animals.
 - g. Signature of person acknowledging transfer to the receiving farm.
3. Following the signature of the representative of the receiving farm, distribution shall be made as follows:
 - a. Original to State Farm Administrator's office.
 - b. One copy to transferring farm.
 - c. One copy retained by receiving farm.

F. Animal Death Certificates

1. Livestock deaths are to be recorded immediately on Animal Death Certificate. (Attachment 2)
2. In unusual circumstances, or in a situation involving an unknown cause, which might possibly affect the health of other animals, a veterinarian should be contacted.
3. All Certificates shall be sent to Central Farm Services Headquarters with the next monthly livestock report.
4. Animal Death Certificates should be completed as indicated on the form.
5. Signatures of a farm staff member and a security staff member are mandatory on all Animal Death Certificates.
6. Signature of the veterinarian is required in instances where consultation occurred.

G. Transfer of Farm Products to Food Service

1. All farm-produced commodities are to be transferred from the institutional farm service to Central Food Service or institutional food service with a completed Way Bill and Receiving Report for Farm Products

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(Attachment 3). Send only the original copy to Central Farm Services.

2. Information required on all Way Bills includes:
 - a. Date of transaction.
 - b. Name of issuing farm service unit.
 - c. Name of receiving food service unit.
 - d. Description of item(s) issued.
 - e. Number of units.
 - f. Signature and title of issuing farm service employee.
 - g. Signature and title of receiving food service employee.
 - h. Farms are NOT to fill in any prices or dollar amounts.
3. Distribution of copies
 - a. Original - Submit to State Farm Administrator's office with the regular monthly report.
 - b. Copy - Retain for farm records.
 - c. Copy - To receiving unit.

H. Reporting Procedures

1. Monthly reports are to be prepared and sent to the State Farm Administrator's Office by 10th of each month include:
 - a. Livestock Monthly Reports (Beef, Dairy, Poultry, and Pork - Attachments 4, 5, 6, and 7), or any other appropriate report. Each institution with livestock programs is required to complete a Livestock Report on a monthly basis. Each of these farm operations should include in this report an actual count of livestock with the exception of Rogers SP Farm's beef cattle

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enterprise and Joe Kennedy Farm. Rogers SP Farm will report a book inventory monthly and an actual inventory quarterly for beef cattle. The quarterly inventory should be submitted in April, July, October, and December. Joe Kennedy Farm will report a book inventory monthly and an actual inventory every other month beginning February of each year.

- b. Farm Production Report (Attachment 8). Each farm will report monthly production figures for all enterprises in appropriate units of measure. The report submitted in July for the previous June shall represent the actual month-by-month production for the preceding fiscal year for all enterprises on the farm.
 - c. Feed Mill Operations Report (IVM01-0009, Attachment 1).
 - d. Copies of Way Bills (Attachment 3) pertinent to production for the month.
 - e. Slaughter and processing performance report.
 - f. Additional reports and/or supporting documentation as requested from individual farms.
2. A crop analysis report (no special form) is due in the State Farm Administrator's Office ten (10) days after completion of the harvesting of each crop. This report will include the total cost of crop, units of production, production cost per unit with detail listing of all costs.

I. Planning and Record Keeping Procedures

1. A package of procedures and forms has been designed to enable each farm manager to maintain standardized records, plans, and budget estimates. General requirements are as follows:
 - a. Each farm manager will maintain production goals and estimates in accordance with departmental guidelines for supplying food needs of the system.

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- b. Each year, the State Farm Administrator and staff will assist each farm manager in developing an updated twenty-four month production schedule.
 - c. The first twelve months (July through June) shall represent the production plan under the current approved operating budget. The second twelve months (July through June) shall represent target production upon which new requests for appropriations are to be based.
 2. By June 1 of each year, State Farm Administrator and staff shall develop detailed budget estimates based on the target production estimates for the second twelve months. These will serve as the basis of appropriations requests for that period. During May of each year State Farm Administrator and staff will adjust and revise previous budget request documents, as well as the production plan, to insure that budget plans fit actual funding made available to each farm for the upcoming fiscal year.
- J. Detailed Budgeting Procedure: Development of detailed budget estimates in accordance with the production plan for each fiscal year shall be the responsibility of Central Farm Services under the leadership of the State Farm Administrator. Start-up budgets for new farms will also be developed by the State Farm Administrator and staff.
- K. Inventory and Depreciation Accounting Procedures
 1. Inventory includes all items on hand purchased with GDC Farm funds. On-hand items are items in whole or in part that are stored or kept in Farm facilities, on Farm property, and on or in GDC institutional facilities and property. The taking of a Farm inventory shall consist of an actual count of measure of weight or volume (where applicable) of each item.
 - a. All farming and vegetable gardening units under the jurisdiction of Central Farm Services shall implement the methods and procedures as outlined in this chapter.
 - b. All items must be stored in such a manner as to expedite physical count, with labels (where

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present) indicating contents, etc., in a position to be visible or easily accessible and to assure proper first in/first out (FIFO) rotation of stock (where applicable).

- c. Each item shall be counted, measured, or weighed in the appropriate way as applicable to the type of item being inventoried. The State Farm Administrator and staff determine the unit by which any particular item shall be counted, measured, or weighed. Inventory forms will be printed from the Farmworks computer program.
- d. Inventories of farm equipment and land, and all supplies and materials shall be brought up to date at the end of each fiscal year.
- e. The date on which the actual physical inventory is to be taken for fiscal year closeout shall be the last business day of the fiscal year.
- f. For each item of farm equipment on hand at the end of each fiscal year, the farm manager shall provide the following additional information:
 - 1) Description of item, including its Department of Corrections inventory ID number and manufacturer serial number.
 - 2) Date acquired
 - 3) Original new cost (Acquisition Cost)
 - 4) Whether item was purchased new or used

L. Waste Management Procedures

- 1. The farming operations of the Georgia Department of Corrections shall comply in all applicable respects with federal law and the rules and regulations set forth by Georgia Department of Agriculture and the Georgia Department of Natural Resources regarding pollution-causing hazardous chemicals, animal wastes, and disposal of dead animals.

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- a. The State Farm Administrator and State Farm Advisor shall be observant of potential problem areas on the farms in order to prevent violations.
 - b. Whenever advisable, ways to use organic waste to provide fertilization or other useful benefits shall be explored by the office of the State Farm Administrator.
2. Carcasses of dead animals that are buried shall be placed not more than eight feet--but not less than three feet--below the surrounding surface. Disposal shall occur within 24 hours of animal's death.

M. Security

1. All farm staff in non-security positions shall be acutely aware of the need for inmate security at all times and shall support correctional officers in security-related functions if it is necessary for the maintenance of security. Said staff shall also observe all facility rules concerning security in all contexts, and shall seek clarification from supervisors or correctional officers when in doubt concerning some security aspect of the farm operation.

N. Safety

1. All equipment shall be operated and maintained in accordance with the federal government's Occupational Safety and Health Administration (OSHA) rules and regulations.
2. Before using equipment, inmates are to be instructed as to proper operation, maintenance, and service. Training sessions should be documented to include inmate's name, identification number and instructor's name.
3. Prior to applying chemicals, inmates are to be instructed in the safe methods of use, and are issued gloves, goggles, and other protective clothing as may be required. The federal Worker Protection Standard and OSHA rules and regulations regarding hazardous chemicals shall be assumed to apply.

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4. A shower area is designated and maintained at all times for proper and adequate cleaning if so needed.

O. Repair Policy

1. No Farm equipment should be submitted to outside sources for major repair without the consent and approval of either the State Farm Administrator or the State Farm Advisor.

This procedure is pertinent to any repairs which could be generally assumed to cost \$1,000 or greater. While it is sometimes necessary to have repairs performed by outside forces, all possibility that the repairs could be performed at a Georgia Department of Corrections Farm Services repair facility at a substantial savings must first be eliminated.

VII. RETENTION SCHEDULE:

Attachments 1,2,3,4,5,6,7 and 8 of this SOP will be kept locally for one year in an active file and two years inactive. A copy should be forwarded to the Central Farm Office to be kept for one year in an active file and five years inactive, then destroyed.