

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> CORRECTIONS DIVISION/ FACILITIES OPERATIONS	<b>Reference Number:</b> IVM01-0002	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Beef Cattle Operations		12/15/02
<b>Authority:</b> DONALD/ADAMS	<b>Effective Date:</b> 9/01/04	Page 1 of <b>9</b>

**I. POLICY:**

GDC beef farms shall have the goal of efficient production of beef to meet requirements established through analysis of food service needs for inmate population.

**II. APPLICABILITY:**

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

**III. RELATED DIRECTIVES:**

- A. OCGA 40-5-6b
- B. GDC SOP: IVM01-0001

**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

- A. Beef Cattle Operation:
  - 1. Beef cattle operations function under the general direction of the State Farm Administrator who has authority to set production goals, design bloodlines, set finish weights, dictates purchase

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and transfer plans, and institutes any other fundamental farm management policies.

2. Institutional operations are conducted through the cooperation of institutional farm managers with the State Farm Administrator.
3. Research shall be incidental to the farm's purpose and is not to interfere with the primary function, namely, beef production. Research proposals submitted by the University shall be discussed with the State Farm Administrator and the State Farm Advisor prior to initiation. Data obtained will be made available to the benefit of all Georgians according to the University's policies.
4. The Farm Manager is responsible for overall beef cattle operation. Temporary authority and accountability may be delegated to specified personnel for time periods of weekends and after normal working hours.
5. All replacements will be purchased by the Farm Advisor. The Farm Advisor and the Farm Manager will coordinate how many and the type of replacements needed. If permissible each manager will be able to view replacements before purchase is made.

B. Personnel:

1. Operation supervisor shall delegate duties to correctional officers, and is responsible for the supervision of all work projects.
2. Correctional officers shall pick up and transport inmates to work areas, and shall provide necessary supervision and security.
3. 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

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concerning some security aspect of the farm operation.

4. All staff shall hold the care and health of animals used in the operation to be of utmost importance. Animal abuse or mistreatment by inmates or staff shall be vigorously prohibited and dealt with in an appropriate manner if it occurs. Offenders shall not be allowed to work in a Georgia Department of Corrections animal enterprise if they have any history of animal abuse.
5. Correctional officers assigned to the beef cattle unit are to receive on-the-job training in working with beef cattle.
6. Supervisors and correctional officers shall keep informed in modern beef operations techniques by participating in short-courses and/or classes, which may be offered.

C. Record Keeping:

1. Accurate records pertaining to farm inventory are maintained, and livestock Monthly Report is submitted to the State Farm Administrator's Office.
2. Livestock inventories will be monitored by the State Farm Advisor, who will conduct an inventory audit on a quarterly basis.
3. Lee Arrendale State Prison Farm - Actual head count is to be continued each month using the Beef Monthly Livestock Report (IVM01-0001, Attachment 4).
4. Middle Georgia Regional Farm - Actual head count is to be continued each quarter as outlined below using the Beef Monthly Livestock Report (IVM01-0001, Attachment 4).
  - a. March, May, August, and October
5. Joe Kennedy Farm - Actual head count is to be conducted no less than every other month using the Beef Monthly Livestock Report (IVM01-0001, Attachment 4).

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6. Rogers State Prison Farm - Actual head count is to be conducted on a quarterly basis using the Beef Monthly Livestock Report (IVM01-0001, Attachment 4). An actual head count shall be conducted in April, July, October, and December. These are the months the cattle are worked on an individual basis.
7. If a farm for any reason cannot conduct an actual head count in the above outlined manner, the manager must submit a report outlining the reason why actual head count is not conducive at the scheduled time and a plan of action outlining a more appropriate count time to the State Farm Administrator. This report must be received prior to the above scheduled count time.

D. Cattle Pre-Breeding Procedures:

1. No less than three weeks prior to the beginning of the breeding season, all bulls will be worked through a restraining system, and qualified personnel will perform a reproductive soundness examination.
  - a. Bulls shall be given a rectal palpation in order to determine whether or not there are any abnormalities of the sex glands.
  - b. Scrotal measurements are to be recorded, and semen samples should be collected. Semen is to be tested for sperm quality, motility, and morphology.
  - c. Bulls are also to be examined for soundness of the feet and legs.
  - d. Bulls not meeting selection criteria are to be culled from the herd.
  - e. In addition to the above procedures, bulls are to be dewormed at this time.
2. If replacement bulls are to be used, these bulls are to be selected on the basis of performance of testing data. Any replacement bulls must be tested for tuberculosis and brucellosis prior to exposure

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to the cow herd unless purchased from a certified or accredited herd.

3. Approximately three weeks prior to the beginning of the breeding period, all cows should be processed through restraining equipment. Prebreeding requirements of the Farm Services' Herd Health Program must be met.
4. Following the treatment prescribed above, cows should be organized into designated breeding groups.
5. Replacement bulls and/or cows must be approved by State Farm Advisor or designee of State Farm Administrator.

E. Breeding Period Procedures:

1. The length of the breeding season shall not exceed ninety days.
2. The bull to cow ratio shall be no greater than one bull for each 35 cows to be bred.
3. Bulls shall be observed daily in order to determine soundness of the feet and legs, sex organs, and the ability to service females.
4. It is essential to be certain that the correct bull is with each designed breeding group. Bull to breeding group relationships is to be recorded in the Farm's records for inspection by the State Farm Advisor or State Farm Administrator.
5. Bulls who are determined to be unable to properly service cows are to be replaced immediately.

F. Calving Period Procedures:

1. Approximately six to eight (6-8) weeks prior to the beginning of the calving season, the cows shall be worked through restraint equipment. Cows shall be treated for internal and external parasites.

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2. After being worked, cows are to be placed in designated pastures easily traversed by horses and light truck.
3. Protein and energy feedstuffs should be provided in order to meet nutrition requirements. Adequate water and minerals are also to be provided.
4. Heifers calving for the first time shall be placed in easily accessible pastures in the event that delivery assistance is required; the pastures should be checked frequently at this time.
5. Calving pastures are to be checked routinely. The observer is to look for calving difficulties, rectal prolapse, and other problems.
6. All newborn calves are to receive the following by the age of 100 days:
  - a. Male calves are to be castrated, treated with a topical antibiotic, and implanted with a growth promotant.
  - b. All calves are to be tattooed in both ears with a designated chronological identification number.
  - c. All calves will be ear tagged, with male calves being tagged in the right ear, and females being tagged in the left ear with metal and plastic tags.
  - d. Ear tag numbers should be identical to the tattoo numbers. All lost tags shall be replaced.
  - e. Calves are to be dehorned when they are processed through the chute for their first series of vaccinations. All calves are to be dehorned and healed prior to weaning.
  - f. These procedures are to be followed unless other directives are given in writing by the State Farm Advisor and approved by the State Farm Administrator.

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G. Weaning Period Procedures:

1. At an approximate age of nine months, calves are to be prepared for the stress of hauling and the differing environment of the feedlot through the following:
  - a. At weaning time (during the suppression of nursing), calves will be separated from their dams and placed in separate enclosures.
  - b. All calves will be processed through restraint equipment, treated for internal and external parasites, and given the proper vaccination boosters.
  - c. Brood cows will be pregnancy checked 90 days after the bulls have been removed from the breeding group or shortly after weaning.

H. Finishing Period Procedures

1. Feeder calves are to be transferred to the finishing unit at approximately 500 lbs. of bodyweight. A Livestock Sale/Transfer Agreement, (IVM01-0001, Attachment 1) is completed and signed, and serves as documentation of transfer. This form is to accompany cattle at time of shipment. For calves falling short of 500 lbs. in weight, a list of each animal must be submitted to the State Farm Administrator.
2. Feeder calves received at the finishing facility are to be placed in a backgrounding program, which consists of grazing with supplemental feed provided.
3. Calves will remain in the backgrounding program until a bodyweight of approximately 800 pounds is reached.
4. When adequate bodyweight is achieved, calves are to be moved into a feedlot, where they will remain on feed until attaining a slaughter weight of approximately 1200 pounds or has reached maximum growth potential as dictated by frame size. Average

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time in the feedlot is 125 to 130 days, with an average daily gain of approximately three pounds.

I. Production Goals for Cow/Calf Units:

1. The following are goals, which have been established for cow/calf operations:
  - a. Conception rates - 90% or better as computed from the number of breeding females exposed.
  - b. Live calf delivery rate - 90% or better as computed from the number of females bred.
  - c. Live calf weaning rate - 95% or better as computed from the number of calves born alive.
  - d. Average weaning weight of male calves - 475 lbs. or better
  - e. Average weaning weight of female calves - 450 lbs. or better
  - f. Post-weaning average daily gain (120 days) - 1.25 lbs.
  - g. Total annual death loss - 2% or less as calculated on weaned calves and mature animals.

J. Pasture Management:

1. Fences are to be examined frequently for damage, and repaired as necessary. All fence lines are to be maintained free of debris and plant growth.
2. Water supply (ponds, tanks, creeks, etc.) is to be checked daily to be sure that there is an ample supply of quality drinking water.
3. Pastures are to be observed daily for adequate grazing forage, and should be rotated as necessary.
4. Pastures are to be maintained for weed control by chemical spraying, rotary mowing, and intensive grazing practices.



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5. Soil samples are to be submitted for laboratory analysis each year during the fall season. Pastures are to be fertilized according to soil test recommendations. Fertilizer will be applied in accordance with Georgia Cooperative Extension Service recommendations. Copies of test results and plans for fertilization will be submitted to the State Farm Advisor for his records.
6. Winter small grain pastures should be grazed in order to prevent overgrazing. This results in diminished leaf area, which will not allow for regrowth.
7. Selected pastures will be properly managed in order to obtain optimum hay harvest. In the event that Hay is transferred from one farming operation to another a farm Weigh Bill form is used, see (IVM01-0001 Attachment 3). Proper management will involve soil sampling, fertilization, limited grazing, etc.

K. Security:

1. Syringes, needles, medicines, scalpel blades, and similar supplies are stored in a secure place, and are checked out to inmates in accordance with institutional security regulations. A record is kept indicating what was issued, to whom issued, and the time that the item was returned.
2. Other tools are issued in the same manner.
3. A daily and monthly inventory is kept on all items for security and restocking purposes. Disposable items such as needles, syringes, and scalpel blades are accounted for and secured in the same manner as non-disposable items.

L. Safety:

1. Weekly safety meetings pertaining to work area specific topics will be mandatory. A copy of the meeting minutes including list of attendees should be maintained on site for a period of two (2) years.

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2. It will be the responsibility of all farm staff to monitor farm operations on a daily basis to insure the safety of both the staff and inmates assigned to this work area.