

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> CORRECTIONS DIVISION/ FACILITIES OPERATIONS	<b>Reference Number:</b> IVM01-0003	<b>Revises            Previous            Effective Date:</b>
<b>Subject:</b> Swine Operations		12/15/02
<b>Authority:</b> DONALD/ADAMS	<b>Effective Date:</b> 9/01/04	Page 1 of 6

**I. POLICY:**

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

**II. APPLICABILITY:**

All facilities having swine 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 SOPs: IVM01-0001, IIB01-0002, IIB01-0020, IID04-0004.

**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

- A. Swine Operations:
  - 1. All swine facility operations are under the overall direction of the State Farm Administrator, State Farm Advisor, Institutional Farm Manager, and University of Georgia personnel, where applicable.
- B. Personnel:

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/15/02	Page 2 of 6
	Effective Date: 9/01/04	Reference Number: IVM01-0003

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 and from 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 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 known history of animal abuse.
5. All staff will be held accountable for insuring availability of quality drinking water. Water checks will be done a minimum of twice daily.
6. Untrained staff can contaminate swine units, causing severe losses. Therefore, correctional officers assigned to the swine unit are to receive on-the-job training in working with swine and should not be routinely rotated away from the swine unit once trained.
7. Supervisors and correctional officers shall keep informed in modern swine operations techniques by participating in short-courses and/or classes, which may be offered.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/15/02	Page 3 of 6
	Effective Date: 9/01/04	Reference Number: IVM01-0003

8. Inmates assigned to swine production units will be supervised in accordance with Departmental rules and regulations governing inmates.
9. Weekend work necessary to continuous farming operations will be handled through scheduling of inmates as needed, subject to official limitation on length of offender workweek.

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. (Refer to SOP IVM01-0001.)
2. The State Farm Advisor will monitor livestock inventories.

D. 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.
4. Appropriate reports, as required by Departmental and Institutional policy, shall be made to the Deputy Warden of Security.

E. Breeding:

1. Sows and gilts are bred according to an organized schedule.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/15/02	Page 4 of 6
	Effective Date: 9/01/04	Reference Number: IVM01-0003

2. Breeding is conducted in designated breeding pens, and hand mating is utilized. Accurate records are kept on matings.
3. Breeding stock is fed by hand once daily.
4. Sows and boars are wormed every six months, and receive vaccinations on a regular basis; boar tusks are removed on an as-needed basis.
5. Purchases of breeding stock are to be conducted by the State Farm Advisor, or by designee appointed by the State Farm Administrator.
6. Selection of replacement gilts is based upon the reproductive performance of their mothers, utilizing a sow productivity indexing system. Accurate performance records are kept on all breeding stock.
7. After breeding, sows are moved to gestation facility.
8. Sows culled from the herd are sold at market. Boars culled from the herd are sold at market.
9. Floor of breeding facility is kept properly cleaned and sanitized.
  - a. Floor is rinsed daily.
  - b. A thorough cleaning is conducted between groups using an approved disinfectant.

F. Gestation:

1. Sows in gestation facility are hand fed once a day.
2. Sows are kept in pens according to group during the gestation phase.
3. Open sows are culled and sent to sale.
4. Waste management system is flushed in accordance with system design.

G. Farrowing:

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/15/02	Page 5 of 6
	Effective Date: 9/01/04	Reference Number: IVM01-0003

1. Sows are moved into farrowing facilities one week prior to farrowing date.
2. Sows are hand fed daily a predetermined amount of feed.
3. Farrowing is supervised whenever possible.
4. Following birth, pigs are to be ear notched, given iron vaccinations, tails docked, and needle teeth clipped at one to three days of age. At ten days of age, male pigs are castrated.
5. Three days prior to weaning, litters are weighed and counted. Accurate records are maintained.
6. Sows, which are not highly productive, are culled from the herd. The decision to cull a sow is based on information collected through the sow productivity indexing system.
7. Facility is thoroughly cleaned and sanitized between groups.
  - a. After being completely emptied, facility is cleaned with high-pressure spray and disinfected.
  - b. Cement sealer is utilized to seal the concrete flooring in an attempt to reduce the possibility that the floor will harbor disease organisms.
8. Waste management system is flushed in accordance with system design.

H. Nursery:

1. Pigs are placed in the nursery at approximately 21 to 28 days of age.
2. Air temperature in early nursery phase is kept between 80°F and 90°F.
3. Pigs are to be fed creep feed during the early nursery phase.

Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Prev. Eff. Date: 12/15/02	Page 6 of 6
	Effective Date: 9/01/04	Reference Number: IVM01-0003

4. Pigs are sorted into pens based on pig size.
5. Pigs remain in the nursery facilities until bodyweight of approximately 60 to 80 pounds is reached; at which time they are moved into the finishing facilities. Unthrifty or runt pigs may be sold at market with local farm manager's approval.
6. Waste management system in nursery should be flushed at least one time each day.

I. Finishing:

1. Hogs are placed in pens in finishing facility according to size.
2. Hogs in finishing phase are treated with medications as needed. Withdrawal times for these medications prior to slaughter are carefully observed, and are in accordance with USDA guidelines.
3. Hogs are sent to slaughter at approximately 240 pounds bodyweight.
4. Finishing facilities are cleaned and sanitized frequently. Older facilities must be scraped to remove excess waste on an as-needed basis.

J. Safety:

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