

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Offender Workers		
<b>Policy Number:</b> 409.04.13	<b>Effective Date:</b> 2/9/2018	<b>Page Number:</b> 1 of 3
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Georgia Correctional Industries - Food and Farm Services)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

The Food and Farm Division of Georgia Correctional Industries shall establish the procedures for the management of offenders assigned to the food service area. This shall include the standard clothing issued and the training program for offenders. These procedures are applicable to all Georgia Department of Corrections (GDC) State Prisons and Centers which operate kitchens for preparation of the GDC Master Menu.

**Note:** Exceptions may be made for contracted food service operations.

**II. Authority:**

- A. O.C.G.A. § 42-2-11;
- B. Georgia Department of Public Health (GA DPH): Chapter 511-6-1;
- C. GDC Board Rule: 125-4-3;
- D. GDC Standard Operating Procedure (SOP): 409.04.01 Introduction; and
- E. ACA Standards: 1-CTA-3D-02-1, 1-CTA-3E-01, 4-4321-1, 4-4322, and 4-4337.

**III. Definitions:**

**Food Service Director** - This term will be used to refer generally to the person in charge of the food services area of a facility.

**IV. Statement of Policy and Applicable Procedures:** The Food Service Director and/or their designee will follow the procedures as outlined in each facility.

- A. Offender Workers: The Food Service Director or their designee is to ensure all offenders assigned to the food service department are provided the following:
  - 1. Access to all food services policies and procedures, GA DPH Chapter 511-6-1 Food Service Rules and Regulations, and local operating procedures when requested;

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2. A copy of the offender's job description containing the duties to be performed;
  3. Specific orientation similar to the On the Job Training (OJT) program of the food service area, including information on all food service equipment, safety, feeding and shift schedules, training, and applicable rules and regulation;
  4. An evaluation at the end of the offender's first month. The Food Service Director or their designee will ensure all training requirements have been met. This evaluation should be documented in the offender's file using Attachment 1, Training Progress Report; and
  5. The clothing required to meet the dress code. The dress code includes clean shirts, pants, socks, undergarments, and closed-toed, slip resistant shoes.
- B. Offender Clothing Issue: In addition to basic clothing issued, each offender assigned to a food service detail is allowed additional clothing from GDC Care and Custody Section. A minimum of 3 uniforms shall be provided. A total of five uniforms are preferred.
- C. Management:
1. The facility's Food Service Director or their designee will periodically conduct meetings with the offenders assigned to the food service department. This is an opportunity to review safety, sanitation, food preparation, rules and regulations, changes in procedures, etc. that might affect their job performance.
  2. The work schedule is designed to provide food service offenders the opportunity to receive meals separate from the main facility feeding schedule.
- D. Job Descriptions: All offenders will be given a copy of their job description, which is to be discussed with the offender. The offender is to sign that job

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description and it is to be maintained in the food service office. The offender job descriptions are to be reviewed on an annual basis and updated as necessary.

- E. Reports of Performance: Performance evaluations will be given to all offender workers a minimum of once a year.
- F. Record Keeping: The Food Service Director will maintain files on all food service offenders, including job descriptions, performance evaluations, training records on use of food service equipment, safety procedures, etc., and any other applicable information concerning the offenders. Local operating procedures may require additional procedures.

**V. Attachments:**

Attachment 1: Training Progress Report

**VI. Record Retention of Forms Relevant to this Policy:**

Upon completion, Attachment 1 shall be kept locally in food service for one (1) year in an active file, five (5) years in an inactive file, and then destroyed.