

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: CORRECTIONS DIVISION/ FACILITIES OPERATIONS	Reference Number: IVL01-0020	Revises Previous Effective Date:
Subject: Food Distribution Unit Procedures		12/31/01
Authority: Donald / Adams	Effective Date: 9/01/04	Page 1 of 20

I. POLICY:

To establish and outline to the Administrator and Supervisors of Food Distribution Unit (FDU), procedures required for cost effectiveness in Food and Farm Services through operation of the centralized allocation and delivery system.

II. APPLICABILITY:

Food Distribution Unit and all feeding units operating under GDC management.

III. RELATED DIRECTIVES:

A. GDC-SOP: IVL01-0015, IVL01-0016

** - LEGAL - REECE

IV. DEFINITIONS:

A. Regular 409 - Inventory Order of staple/canned goods for use in feeding units. This type 409 is shipped every 60 days. (Actual order calculation is for an 84-day food supply).

B. Supply 409 - Inventory Order of supply items (e.g.: gloves, film wrap, cups, diet items) for use in feeding units. This type 409 is shipped every 60 days with the Regular 409. There are no menu requirements for such items therefore, institutions should limit the amount of goods they order to no more than a 90 day supply.

C. Frozen 409 - Inventory Order of refrigerated items shipped from the Meat Plant every 30 days. (Actual order calculation is for 35-day food supply).

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D. Milk Inventory Order of milk to be delivered to facilities every 7 days.

E. Fresh Egg 409 - Inventory order of fresh eggs to be delivered to facilities every 30 days.

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

A. FDU Purchasing

1. Purchases of Selected Meat Plant Supplies (FDU Warehouse Inventory Items)- from Central Food Services Budget.

a. Selected items used in the Meat Processing Plants are ordered by the FDU Business Manager and stored in the FDU Warehouse, for use in the production of meat, on an as-needed basis.

b. Purchasing procedures will be followed as specified in the GDC Standard Operating Procedures, Purchasing section.

c. Orders will be placed on an as needed basis and charged to the Central Food Service Budget. A copy of the purchase document is forwarded to Central Food and Farm Office for their records.

2. Emergency Purchases of Food/Supply Items (FDU Warehouse Inventory Items) - from Central Food Service Budget.

a. Warehouse food and/or supply items for shipment to GDC feeding units are normally purchased by the Central Food Service office. However, in a bonafide emergency, the FDU Business Manager (i.e. - in the FDU warehouse) may order food and/or supply items, as directed by the State Food Service Administrator or the Food and Farm Services Manager.

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- b. The specific need is identified and approved by the FDU Administrator.
 - c. The Central Food Budget is charged and a copy of the purchase document is forwarded to the Central Food and Farm Office for their records.
 - 3. Purchase for the General Operations of FDU.
 - a. The Section Supervisors to the FDU Business Manager submit requests on a FDU In-house Request form for purchase of items and/or supplies necessary for the general operations of Food Distribution Unit. The sections of FDU include the meat processing plant, the business office, the motor vehicle shop, two (2) food warehouses, and maintenance.
 - b. Any necessary agency contracts are initiated and negotiated for routine purchases of material or services used by FDU.
 - 4. Purchasing procedures will be followed as specified in the GDC Standard Operating Procedures, Purchasing section.
- B. FDU Accounting/Bookkeeping
 - 1. Accounts Payable
 - a. Payments of orders for warehouse stock items (from Central Food Service Budget or Central Office Meat Plant Budget) are processed as follows.
 - b. Prepare and submit payment packets per instructions in the GDC Standard Operating Procedures, Accounting Section.
 - c. These payment packets are forwarded to Central Office Food and Farm Services for approval and completion of payment vouchers.
- C. Payments of orders for FDU expenditures (from Warehouse Operations budget or the FDU Meat Processing Plant budget) are processed as follows.

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1. Prepare and submit payment packets per instructions in the GDC Standard Operating Procedures, Accounting Section.
2. Post expenditures to Peoplesoft for the budget being charged.
3. Prepare Monthly Budget Projection at the end of each month for the Warehouse Operations budget. Submit this report to the Food and Farm Services Manager by the 5th of each month.

D. Accounts Receivables

1. Sales of Farm Produced Items to other State Agencies - (This would include processed meat items, canned farm vegetables, milk, and egg.)
2. In the event of excess farm produced items, Food Distribution Unit may sell these products to other state agencies (i.e. - Department of Public Safety), with the approval of the Food and Farm Services Manager. These products are sold at the regular farm prices as determined by the actual cost of production and processing. The prices are subject to change annually.
3. The following procedures will be used in the issuing, billing, and remittance of payment for these sales.
 - a. The recipient agency will telephone FDU to determine the availability of the product. This telephone order will be followed by a field purchase order from the receiving agency to the Department of Corrections, Food Distribution Unit as the vendor.
 - b. Upon receipt of the purchase order, the order will be filled and delivered to the receiving agency. A 409 will be used as the delivery invoice. The 409 will also be processed through the DMS Food Computer inventory system. (Refer to IVL01-0014).

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- c. A signed copy of the delivered 409 will be furnished to the FDU Business Manager. An invoice will be issued to the receiving agency as billing for the shipment.
 - d. A check will be issued by the receiving agency, payable to GDC, Food Distribution Unit. When the check is received at FDU it is forwarded to Central Office Food and Farm Services to determine the correct budget and then processed through GDC Central Accounting on a Revenue Remittance, per the guidelines in the GDC Standard Operating Procedures, Accounting Section.
 - e. The revenue is posted to a revenue accounts ledger. A monthly total of revenue collected is submitted on the Monthly Budget Report to the Food and Farm Services Manager and the GDC Budget Office.
4. Disposal of Meat Scraps (Bones and Fats)
- a. An outside rendering company picks up the scraps from meat being processed at the Central Meat Processing Plant. The following procedures will be used in the payment for these disposals.
 - b. An agreement for the pickup of these products is initiated and secured through procedures and instructions in the GDC Standard Operating Procedures.
 - c. Per terms of the Agreement, the rendering company will pick up the meat scraps at specific intervals. Upon pickup of the product, a pickup ticket is given to the Meat Plant Manager as receipt for the product picked up. These tickets are forwarded to the Business Office at the end of each month.
 - d. At the end of the month, payment is made to the rendering company for the total number of trips to pick up scraps.

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E. Food Distribution Receiving

1. Warehouse Receiving of Stocked Items

- a. When an outside purchase order is placed, a copy of the purchase order is furnished to the FDU Warehouse. In the event a purchase order is not available at the time of the receipt, the FDU receiving agent will contact the Central Office Food and Farm Services Business Office for verification of the order. In this case, the receipt will be marked "Accepted - Pending Verification of the Purchase Order".
- b. NO COLLECT FREIGHT SHIPMENTS WILL BE ACCEPTED.
- c. Upon delivery of the merchandise, the number of the items will be counted and verified against the shipping document and compared to the purchase order for quantity received and specifications of the purchase order. Only products meeting specifications will be accepted without prior approval from FDU Administrator, State Food Service Administrator, or the Manager of Food and Farm Services.
- d. Any discrepancies in the receipt will be noted on all copies of the receiving document, and must be initialed by both the FDU receiving agent and the delivery driver.
- e. In the event that the FDU receiving agent cannot do an accurate count of items received (due to items being mixed on pallets and impossible to restack) he will mark all copies of the shipping documents "accepted pending restacking and counting" in the presence of the delivery driver.
- f. The Business Office will be notified immediately of any discrepancies in receipt so that the vendor can be contacted regarding the discrepancies.

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- g. The original delivery invoice or a certified copy of the original must be left with the delivery.
 - h. A receiving Report is completed according to procedures in the GDC Standard Operating Procedures for the items received, and is signed by the person receiving the items. A number is assigned to the Receiving Report by the warehouse's receiving office.
 - i. The receiving Report and Delivery Invoice are to be forwarded to the FDU Business Office for processing.
2. Warehouse receiving of credit card purchases.
- a. Upon delivery of the merchandise, the receiver will verify shipment according to order placed.
 - b. The receiver will sign invoice and forward it to Central Office with a copy of the in-house attached.
3. Meat Plant Receipt of Carcass Meats - please refer to IVL01-0021 for procedures in receiving carcass meats.
4. General Receiving (All areas of FDU): for supplies, materials, or services.
- a. When the order is placed, a copy of the purchase document is furnished to the area that receives the merchandise or service.
 - b. Upon delivery of the order the merchandise will be counted and verified against the shipping document and compared to the purchase document. Only products meeting specifications will be accepted without prior approval from FDU Administrator, State Food Service Administrator, or the Manager of Food and Farm Services.
 - c. Any discrepancies in shipments will be noted on all copies of the receiving documents and

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initialed by both the FDU receiving agent and the delivery driver.

- d. The FDU Business Office will be notified immediately of any discrepancies in receipts so that the vendor can be contacted regarding these discrepancies.
- e. A receiving report is prepared according to instructions in the GDC Standard Operating Procedures, and signed by the person receiving the merchandise. The Receiving Report and/or delivery invoice must indicate the project or area of FDU for which the materials or service were purchased.
- f. The delivery notice/invoice is attached to the receiving report, and is forwarded to the FDU Business Office to process for payment.

F. Deliveries/Shipments of Food and Supply Items

- 1. FDU processes food and supply orders originating from three sources:
 - a. Computer generated 409 inventory orders.
 - b. Emergency requests via the DMS Food System or by telephone.
 - c. Forced Issues.

G. Regular and Supply 409 - Food and Supply Items

- 1. The FDU staff will pull and stage the order as specified on the computerized 409 report, keeping in mind that the load limit is 18-20 pallets. If the order exceeds the load limit, make a notation of items requested and ship balance later.
- 2. If an inmate pulls the order, a FDU staff member will supervise the activity.
- 3. Make appropriate substitutions and note on the 409.
- 4. Frozen/Refrigerated 409:

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- a. The DMS Food Computer System will calculate the needs of the facility based on the menu requirement and institutional feeding strength.
- b. FDU staff will pull and stage order, keeping the load limit in mind. If an inmate pulls an order, a FDU staff member will supervise the activity.
- c. Make appropriate substitutions if item is out of stock as determined by Central Office and note on the 409.
- d. If substitution cannot be made, make notation on 409 Back order. If Back orders can be filled and if the truck is in the area, it will be shipped. If an emergency contact Central Office.

H. Special Shipments from FDU.

1. Emergency Requests - In the case of a bona-fide emergency (shortage of food) at the feeding unit, the Food Service Director will contact the Food Distribution Unit Warehouse Supervisor and request the item. The feeding unit will also place the order via the on-line emergency ordering capability of the DMS Food Computer system. Emergency orders should be approved by Central Office, if time allows. If the request can be shipped in a timely fashion, or picked up by the requesting facility, FDU will:
 - a. Print the Emergency 409 from the DMS Food Computer system.
 - b. Evaluate the request to determine if the reason for the special request is due to backorder or if there is a possibility that the facility may be overusing a particular item.
 - c. Distribute the 409 copy set as follows:
 - 1) Original is retained by FDU and used by the computer operator.

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- 2) 1st copy, "shipping copy", accompanies driver with shipment and is returned to FDU with any corrections noted. This becomes a permanent record (Statement of Delivery).
 - 3) 2nd copy, "facility copy", accompanies driver with shipment. After facility personnel has checked the shipment and signed the 409, the document copy remains at the facility.
 - 4) 3rd copy is retained by FDU warehouse.
- d. If FDU cannot ship the item(s) in a timely fashion to accommodate a meal, refer to section IVL01-0015 Emergency Purchases.
2. Forced Issues - As directed by Food and Farm Services, Central Offices, FDU will make special "forced" shipments to prevent loss. (Refer to section IVL01-0016).
 3. Partial/Split Shipments - In the event that all items listed on the 409 cannot be loaded on the trailer (18-20 pallet load limit), FDU will:
 - a. Fill an order beginning with items that are low in inventory at the facility and continue until the trailer is filled. For example, some items listed on pages one through eight may be loaded on the first trailer for load #1. Only the items on the 409 shipped on the trailer will accompany the driver.
 - b. Hold the remainder of the 409 order in the computer until scheduled for the next delivery.
 - c. Subsequent partial loads are processed in the same manner. The second trailer load begins with those items not previously shipped, and the delivery process continues until the entire 409 is shipped.
 - d. Paper work distribution is outlined in IVL01-0016.

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- e. All partial or subsequent shipments will be completed within seven (7) days from the first shipment.

I. Milk Deliveries:

1. FDU procedures applicable to receipt of milk from Rogers SP dairy are:
 - a. All milk will be shipped by the milk order type and quantities submitted by each facility.
 - b. Milk orders for the Child Nutrition Program and Special Diets will be placed weekly along with the institutional milk order.
 - c. On the scheduled date for pickup from the Dairy, the FDU driver will comply with the receiving procedures in section IVL01-0017.
 - d. The driver will receive a Milk Delivery form.
 - e. The driver will prepare an Invoice for each facility in accordance with the approved delivery schedule and allocation for that particular facility.
2. Upon arrival at each facility the FDU driver will:
 - a. Remain present during unloading to insure accuracy in amounts received and the unloading is handled carefully.
 - b. Insure that amount of items left at the facility, correspond with the amount on the milk shipment form or written on the issue ticket. Record the amount of milk leakers separately.
 - c. Obtain the facility receiving agent's initials on the issue ticket. One copy of the signed milk invoice will be left at the receiving facility.
3. Upon completion of the milk run, the FDU driver will:

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- a. Record the total number of all milk leakers, overages, and shortages on an Overage/Shortage/Damage (OSD) form.
- b. Complete a survey form if necessary for all damaged items.
- c. Forward all paperwork to their supervisor upon return to FDU.
- d. Upon receiving invoice paperwork, the Supervisor will review and forward it to the computer operator for billing.

J. Fresh Egg Deliveries:

1. FDU procedures applicable to receipt of fresh eggs from the Montgomery SP egg unit are:
 - a. On the scheduled date for pickup from the Egg Unit, the FDU driver will comply with the receiving procedures in section IVL01-0017.
 - b. The driver will receive an egg order form. The DMS Food Computer System will initially calculate the needs of the facility based on the menu requirement and institutional feeding strength. Facility shall alert FDU of changes thereafter.
 - c. The driver will prepare an issue ticket (invoice) for each facility in accordance with the approved delivery schedule and allocation for that particular facility.
 - d. It is the facility's responsibility to contact FDU Frozen Shipping if there is a change to the Egg Order.
2. Upon arrival at each facility the FDU Driver will:
 - a. Remain present during unloading to ensure accuracy in amount received and the unloading is handled carefully.

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- b. Insure that the amount of items left at the facility corresponds with the amount on the Egg 409 or written on the issue ticket, recording milk leakers separately.
 - c. Obtain facility receiving agent's initials on the 409 shipment Statement of Delivery or Invoice.
 - 3. Upon completion of the egg run, the FDU driver will:
 - a. Record the total number of all damaged eggs, overages and shortages on an overage/shortage/damage (OSD) form.
 - b. Complete a survey form if necessary for all damaged items.
 - c. Forward all paperwork to their Supervisor upon return to FDU.
 - d. Upon receiving 409 paperwork, the Supervisor will review and forward it to the computer operator at FDU for review. Any notations regarding overages/shortages will be investigated and corrections to inventory and billing noted.
- K. Verification of orders for shipping from FDU.
 - 1. Regardless of the type of order, the following procedures will apply, after an order has been pulled and staged.
 - a. An FDU staff person, other than the driver and the person who pulled or supervised the pulling of the 409-order, will count and verify all items shipped to insure quantity and stock numbers agree with the 409.
 - b. Sign the 409 in the section "Shipment Supervisor".
 - c. Supervise items that are loaded on the trailer to insure all items are loaded properly and securely to prevent spillage and breakage.

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- d. Orders are loaded in delivery sequence according to which facility will be the first scheduled stop.
 - e. Give the 409 packet to the Supervisor and advise them the trailer is loaded.
2. The dispatcher will be notified by phone that the trailer is ready to be moved. The dispatcher will:
- a. Notify shuttle operator which of the trailers (by number) to move and where to stage it. (A numbered seal is issued for the trailer and recorded on the tractor/trailer operator instruction sheet).
 - b. Seal the trailer doors or delegate to another employee.
 - c. Insure 409 paperwork is distributed properly. (Refer to Section IVL01-0015).
- L. FDU Inventory Procedures:
- 1. Storage and Warehousing
 - a. As soon as possible after receipt, the item(s) are to be moved from the receiving area to the storage area, to promote accountability and eliminate damage and safety hazards.
 - b. All food and supply items are to be stored properly to prevent rodent and vermin infestation, deterioration caused by heat, dryness, or excessive moisture.
 - c. All storage areas including freezers and coolers will be kept clean, free of dirt, dust and grease. Items are to be stored for proper ventilation.
 - d. A regular schedule for extermination of insects and rodents is to be maintained and documented in warehouse files.

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- e. Canned and packaged goods are to be stored neatly on shelves with labels facing outward for easy identification. Items are to be stored six inches (6") off the floor, six inches from the wall and stacked for proper air circulation.
- f. Frozen foods are to be stored according to size and type. The temperature to be maintained is between 0EF and minus (-) 10EF.
- g. All food and supply items will be issued from the warehouse on a first-in, first-out (FIFO) basis.
- h. All food and supply items will be inspected and inventoried on a continuous basis.

2. Inventory Reconciliation

- a. Every month FDU Warehouse I, II, and the Meat Plant Shipping and Processing will do simultaneous physical/DMS Food inventory, as directed by the Food Distribution Unit Administrator. All other areas will conduct monthly inventories and balance to Farmworks.
- b. A copy of the physical inventory and the adjustments made to the DMS Food System will be sent to Central Office, Food and Farm Services.
- c. All transactions reflecting the dates specified when inventory was taken will be entered into the DMS Food computer system and checked for accuracy.
- d. A DMS Food Master Inventory List will be obtained to check against the physical inventory.
- e. Corrections to the DMS Food computer system will be made as applicable.
- f. When the physical inventory count and the inventory in DMSFood reflect a discrepancy, FDU will make efforts to find why the discrepancy

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exists and a correction will be made and documented. When a recount results in an error being discovered, FDU will make such changes on their inventory sheet totals.

- g. When all efforts have been made to find errors, those remaining errors will be compiled into a monthly recap report to reflect the discrepancies as follows (FS9931 Report):
 - 1) Stock number and Item description.
 - 2) Amount of overage/shortage.
 - 3) Monetary value of each discrepancy. USDA items will reflect the fair market value assigned by USDA.
 - 4) Warehouse location where discrepancy exists.
 - 5) Breakdown by percentage of each warehouse's portion of inventory and monetary discrepancies.
- h. FDU will retain inventory records for future audit documentation.
- i. By the 10th of the month (this date is dependent upon receiving the DMS ending inventory figures from Central Office), FDU will complete and submit an overage/shortage recap of inventory discrepancies to the Food and Farm Services Manager.
- j. On the last business day of each Fiscal Year, a complete physical inventory will be taken and the DMS Food Inventory or Farmworks inventory reconciled. The physical inventory will be forwarded to the Food and Farm Services Manager. No items are to be in transit on this date without prior approval from the Food and Farm Services Manager.

M. Inventory Adjustments to the Computer.

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1. Overages/shortages

- a. The computer operator must have approval and adequate documentation before making any adjustment to the computer inventory.
- b. Any adjustments are to be made on a daily basis.
- c. Copies of all adjustments are kept on file for future audit.
- d. In the event that theft is suspected, the Food Distribution Unit Administrator will begin an immediate investigation and maintain documentation.

2. Damaged Items

- a. When items are damaged during transit, facilities are to receive the item, determine the usable portion and complete a survey form for the rest. An exception to this is a milk and egg delivery (Refer to sections IVL01-0016).
- b. Items damaged at FDU will be reported to the Property and Supply Supervisor Sr., who will determine if the item in question needs to be surveyed. A numbered survey report is then obtained from the FDU Business Office. If disposal of the item is necessary, two employees will witness the transaction.

N. USDA Commodities

1. The Georgia Department of Corrections, Food Distribution Unit receives and stores USDA items for distribution to state and county correctional facilities, and other charitable organizations.
 - a. Delivery orders or confirmation of shipments to be received of the USDA donated items is sent to FDU from the Georgia Department of Education, Food Distribution Unit.

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- b. Shipments are delivered by truckline from the processing facilities, and received per procedures outlined in Section IVL01-0022.
- c. At the end of the month, a copy of documents for USDA items received are forwarded to the Administrator of Georgia Department of Education, Food Distribution Unit in Atlanta.

2. Allocations/Issues to feeding units within GDC

- a. USDA donated items are allocated to GDC per requirements of the total population of feeding units. Allocation amounts for each item are determined by the Food Service Administrator, Central Office and the Administrator of the Georgia Department of Education, Food Distribution Unit, in Atlanta.
- b. GDC Food Distribution Unit receives an allocation sheet from the Department of Education, Food Distribution Unit, which shows the items and amounts allotted to our feeding units each quarter.
- c. Allocations of each item (for shipment to GDC feeding units) are transferred from the USDA warehouse to the FDU/GDC shipping warehouse. A transfer entry is made to the computerized inventory system.
- d. Items are shipped to each facility as required.

3. Allocations/Issues to County Correctional Facilities

- a. Notice of arrival sheets of USDA items for county facilities are mailed from the Georgia Department of Education, Food Distribution Unit to the GDC Food Distribution Unit when commodities are available. The reports reflect amounts of each USDA item to be issued to the county facility.
- b. The county facility contacts FDU for an appointment to pickup these items or to get

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permission to leave the item until enough items are allocated to warrant a trip to FDU.

- c. Orders are filled from the notice of arrival sheets. Each county facility receives a specific amount of each commodity, plus any bonus items that may be stored at FDU.
 - d. When the county facility comes to pick up the items, their copy of the notice of arrival is verified against the FDU copy and against the order.
 - e. The notice of arrival is signed and forwarded to the FDU computer operator for entry into the DMS Food computer inventory system as an issue to the county facility.
 - f. Copies of all issues to the county facilities are sent to the administrator of the Georgia Department of Education, Food Distribution Unit, in Atlanta.
4. Receipts/Allocations/Issues to other Charitable Organizations
- a. Overview Shipment
 - 1) The Overview Office notifies FDU that USDA items are available for shipment. Prior to pickup of items from FDU, the Overview Office sends FDU a confirmation of products to be received and a disbursement schedule.
 - 2) After receipt of the commodities, the confirmation notice is signed and returned to the local Overview office.
 - 3) Daily orders are picked up and dispersed by the Overview office.
 - b. Child Nutrition

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- 1) Bibb County Board of Education contacts FDU by phone when a commodity is available. A pick up is scheduled by FDU.
- 2) Commodities are delivered per instructions from Central Food and Farm Child Nutrition Program Coordinator.

O. FDU Vehicle/Fleet Management

1. FDU manages a fleet of tractors and trailers necessary for the delivery of food and food related items to feeding units in GDC, transportation of farm produced items from the processing facilities to the FDU warehouses.
2. Preventative Maintenance
 - a. The FDU garage is used to perform all routine and preventative maintenance on vehicles and other motorized equipment assigned to FDU. No work will be done on personal vehicles in the FDU garage.
 - b. A computerized parts inventory will be maintained for use in preventative maintenance and routine repairs.
 - c. Safety and sanitation checks will be made on all vehicles once a month. Driver should visually inspect vehicle prior to each route.
3. Vehicle reporting will be completed per instructions in the GDC Standard Operating Procedures.
4. Task Descriptions will be maintained on all vehicles assigned to FDU. The use and condition of all vehicles will be monitored regularly.
5. Vehicle replacements or requests for additional vehicles will be coordinated with the Food and Farm Services Manager.

P. FDU Personnel Administration

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1. The Food Distribution Unit Administrator is responsible for the personnel administration, and the Business Manager shall act as Personnel Manager for FDU.
2. A copy of all personnel related manuals, rules and regulations will be maintained at FDU and procedures followed.
3. The Administrator makes recommendations, through the Food and Farm Services Manager and Division Director, Corrections Division on hiring, termination, promotions, transfers, etc.
4. Individual personnel records are maintained on the staff assigned to FDU. Personnel actions and other required reports are prepared and submitted to Central Personnel through the Food and Farm Services Manager and the Division Director, Corrections Division.
5. FDU Administration will provide the opportunity for all employees to receive the necessary training to perform their job and to upgrade the performance of the job. Training calendars and notices of classes offered will be posted and made available to all employees. In-service and any other specialized training will be included. Training will be coordinated through the Training and Employee Development Office or the Management Information Systems office (computer training).

Q. FDU Safety and Maintenance

1. FDU management will maintain a system of routine and preventative maintenance to grounds, facilities and equipment at FDU.
2. FDU management will monitor and evaluate all major facility repairs and renovations, requesting assistance through GDC Central repair when needed.
3. FDU will maintain or exceed all safety standards as established by GDC and/or the State Fire Marshall.

R. FDU Security and Inspection

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1. FDU management will maintain all grounds, facilities and buildings in physical condition consistent with the security requirements dictated by the classification of Offenders assigned to work details at FDU.
2. FDU management shall provide and promote security training and awareness to all staff persons who supervise offenders. FDU operations are subject to routine and regular security inspections.