

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Resignations/Terminations		
Policy Number: 409.04.25	Effective Date: 1/3/2018	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Executive Division (Georgia Correctional Industries - Food and Farm Services)	Access Listing: Level I: All Access

I. Introduction and Summary:

It is the policy of the Food and Farm Service's Subdivision to provide guidelines on the actions that must be taken when the Food Service Director resigns, transfers, or is terminated from his or her post. This policy is applicable to all Georgia Department of Corrections (GDC) State Prisons and Centers which operates kitchens for preparation of the GDC Master Menu. Exceptions may be made for contracted food service operations.

II. Authority:

None

III. Definitions:

- A. **Food Service Management System** - Computerized inventory system used by Food and Farm to order, produce, and ship all food and supply items.
- B. **Physical Inventory** - Actual count of all food and supply items and adjustments made to the Food Service Computer System, if necessary.
- C. **Food Service Director** - The highest ranking food service employee at each facility.

IV. Statement of Policy and Applicable Procedures:

- A. In the event the highest ranking Food Service employee is to be terminated or resigns the following procedures should be followed:
 - 1. The Food and Farm Services Central Office shall be notified;
 - 2. A physical inventory will be conducted and verified by the Regional Food Service Advisor;
 - 3. The physical inventory shall be compared to the recorded inventory displayed in the Food Service Computer Inventory System;
 - 4. If discrepancies exist, corrections are to be made only after Food and Farm Services appointed authority reviews and makes the appropriate changes;

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Resignations/Terminations		
Policy Number: 409.04.25	Effective Date: 1/3/2018	Page Number: 2 of 2
Authority: Commissioner	Originating Division: Executive Division (Georgia Correctional Industries - Food and Farm Services)	Access Listing: Level I: All Access

5. Once discrepancies have been resolved, a copy of all documentation used to verify the physical inventory shall be forwarded for review to the Food Service Advisor of the facility; and
 6. All discrepancies will be resolved before the director is released from all liabilities to the department.
- B. Arrangements are to be made to immediately rehire for the vacant position or to temporarily fill with an emergency appointment.
1. When making emergency appointments for the duties of the Food Service Director, those who have had experience with the Food Service Computer System and inventory should be considered.
 2. Once a permanent hire has been assigned to fill the position, the appointee must receive training with the Food Service Computer System unless he or she is previously experienced with the system. Prior to the appointee assuming responsibilities in the food service operation, the appointee and business manager must conduct a physical count of inventory and verify inventory with the Food Service Computer System.

V. **Attachments:**
None

VI. **Record Retention of Forms Relevant to this Policy:**
None