

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Georgia Correctional Industries	Reference Number: VIA01-0001	Revises Previous Effective Date: 7/30/96
Subject: Authority and Responsibility		
Authority: Wetherington/Watson	Effective Date: 9/01/01	Page 1 of 2

I. POLICY:

The institution(s) providing the inmate workers for a given GCI plant is responsible for maintaining security and monitoring safety and sanitation practices within that plant. Plant operations and inmate training are the responsibility of the GCI staff.

II. APPLICABILITY:

GCI Plants/Facilities

III. RELATED DIRECTIVES:

- A. GDC Rules 125-2-1-.01; 125-3-1-.01; 125-3-1-.04;
- B. GDC SOP's IIB1-0001;

IV. DEFINITIONS:

None

V. ATTACHMENTS:

None

VI. PROCEDURE:

- A. The senior GCI employee or his designate at each site shall attend the institution staff meeting and maintain awareness of institutional procedure concerning security, safety, and sanitation. Institutional procedures shall be followed in the planning and maintenance of these environmental elements. Special circumstances should be discussed and brought to closure within the staff

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meetings. Institution security, safety, tool control, key control, and similar personnel shall be consulted and solicited to provide assistance in setting up and maintaining these programs.

- B. The institution shall inspect the GCI facilities at regular intervals to insure compliance. Any discrepancies found are to be reported to the senior GCI employee at the site, the Division Manager, the Operations Director, and the Executive Director as well as the Warden of the institution.
- C. The Facility Manager/Plant Manager shall prepare a report within the seven (7) days of notification detailing the remedial action to be taken in detail with a completion date. This report is to be forwarded to the same recipients.
- D. All operations of the plant, assignment of inmates within the plant, and the training of the inmates are the responsibility of the GCI employees.
- E. Discipline of the inmates is a joint responsibility of the Correctional Officers in the plant and the plant personnel. Severe violations must be dealt with immediately and according to the rules and regulations. Minor offenses should be dealt with appropriately with the inmates record and his/her value relative to production and/or training taken into consideration.