

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Georgia Correctional Industries	<b>Reference Number:</b> VIB01-0001**	<b>Revises Previous Effective Date:</b>  7/30/96
<b>Subject:</b> Inmate Recruitment/Reassignment		
<b>Authority:</b> Wetherington/Watson	<b>Effective Date:</b> 9/01/01	Page 1 of  2

**I. POLICY:**

All inmates employed by GCI will receive work performance evaluations as required by GDC facilities.

**II. APPLICABILITY:**

All GCI facilities/work sites with inmate work details.

**III. RELATED DIRECTIVES:**

A. GDC Rules: 125-3-5-.01

B. GDC-SOP's: VB01-0001, IIC02-0002, IIC02-0003

C. ACA Standard: 2-4421-2

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**IV. DEFINITIONS:**

A. Work Performance Evaluation: Uniform written criteria through which inmate work performance is rated.

B. Classification Committee: Selected institutional staff members who make recommendations for all inmate assignments, reassignments, transfers, and security adjustments.

**V. ATTACHMENTS:**

None

**VI. PROCEDURE:**

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A. All Production Managers will ensure that supervisors of Industries operations evaluate the performance of inmate workers when institutional staff.

B. A standardized written form will be used for all evaluations (Work/Activity Performance Report).

C. A copy of all evaluations should be forwarded to the institutional staff, to be placed in the inmate's file.

D. Security personnel and/or classification committee can make appropriate recommendation for separation due to none-work related performance.

E. Inmates separated are referred to the classification committee for reassignment.