

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Georgia Correctional Industries	<b>Reference Number:</b> VIB01-0003	<b>Revises Previous Effective Date:</b>  7/30/96
<b>Subject:</b> Inmate Staffing Pattern		
<b>Authority:</b> Wetherington/Watson	<b>Effective Date:</b> 9/01/01	Page 1 of  2

**I. POLICY:**

Inmate staffing patterns will be maintained for each Industries plant.

**II. APPLICABILITY:**

GCI Production Facilities

**III. RELATED DIRECTIVES:**

A. GDC-SOP VIB02-0005

**IV. DEFINITIONS:**

Inmate Detail: The group of inmates assigned by the institutional classification committee to work in an industry plant.

**V. ATTACHMENTS:**

None

**VI. PROCEDURE:**

- A. All inmate positions required to operate each plant will be identified by Operations. Position numbers will be assigned to these positions.
- B. Division Managers and the Production Managers will maintain a complete set of inmate job descriptions for each plant. The position numbers and associated job

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descriptions will be communicated to the institution staff.

- C. The Division Managers will distribute to institutional counseling staff and to diagnostic staff a description of each inmate job, together with a description of desirable educational and skill levels.
- D. Whenever a position is vacated within a plant, the position number will be made known to the institution staff. An appropriate replacement will be selected and assigned to that position.