

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Georgia Correctional Industries	Reference Number: VIB01-0004	Revises Previous Effective Date: 7/30/96
Subject: Inmate Job Posting		
Authority: Wetherington/Watson	Effective Date: 9/01/01	Page 1 of 2

I. POLICY:

Inmate job vacancies will be provided by each plant manager to institutional counseling.

II. APPLICABILITY:

G.C.I. Production Facilities.

III. RELATED DIRECTIVES:

A. GDC-SOP: VIB02-0003

IV. DEFINITIONS:

Job Vacancy: Any position within the inmate staffing pattern in a GCI plant that is vacant.

V. ATTACHMENTS:

None

VI. PROCEDURE:

A. The Plant Manager will prepare a list of vacant inmate jobs within his plant immediately upon the loss of the inmates in those positions or upon the creation of new positions. This list will be prepared following internal reassignments reflecting cross-training.

B. The Plant Manager will submit the list of inmate job vacancies to the institutional classification committee. If inmates at that institution have been identified as

Functional Area: Georgia Correctional Industries	Prev. Eff. Date: 7/30/96	Page 2 of 2
	Effective Date: 9/01/01	Reference Number: VIB01-0004

GCI replacements, then the vacancies will be filled from that pool.

- C. Upon identification of an inmate interested in and qualified for an industry vacancy at an institution other than where he is currently housed, the Division Manager will request the departmental inmate classification and assignment staff to transfer the inmate to appropriate institution where he will become part of the pool available to GCI.