

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Georgia Correctional Industries	Reference Number: VIB01-0005	Revises Previous Effective Date: 7/30/96
Subject: Inmate Job Descriptions		
Authority: Wetherington/Watson	Effective Date: 9/01/01	Page 1 of 2

I. POLICY:

Written job descriptions will be maintained for all inmate positions in Correctional Industries.

II. APPLICABILITY:

All G.C.I. Facilities/work sites with inmate work details.

III. RELATED DIRECTIVES:

NONE

IV. DEFINITIONS:

Job Class: A group of positions that is sufficiently alike with respect to duties and qualifications to justify being covered by a job description.

V. ATTACHMENTS:

None

VI. PROCEDURE:

A. Upon the creation of a new manufacturing facility, the following actions will be taken. The deadline for completion is (30) days prior to opening.

1. The Operations Director shall, by memorandum, establish the timetable for the development and review of all inmate job descriptions for that plant.

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2. The Production Manager will write job descriptions based on needed positions.
 3. Finalized descriptions will be forwarded to and maintained by the Division Manager.
- B. All written job descriptions will be reviewed and updated each June by the Production Manager. All revisions and additional positions will be submitted to the Division Manager by July 1, each year.