

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Georgia Correctional Industries	Reference Number: VIB01-0006	Revises Previous Effective Date: 7/30/96
Subject: Inmate Work Hours		
Authority: Wetherington/Watson	Effective Date: 9/01/01	Page 1 of 2

I. POLICY:

Correctional Industries will establish and provide a workday for inmate personnel, which is similar to that experienced in private industry.

II. APPLICABILITY:

G.C.I. Production Facilities.

III. RELATED DIRECTIVES:

A. GDC Rule 125-3-5-.06

IV. DEFINITIONS:

Work Day: The hours spent in productive work, not calculating lunch breaks or time required for security measures such as count and shakedown.

V. ATTACHMENTS:

None

VI. PROCEDURE:

- A. Each Plant Manager will maintain a written plan stating:
1. The actual length of inmate workday on the job.
 2. A schedule of time for breaks, lunch, and security measures.

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3. A full detail movement schedule.
- B. The written plan shall be submitted to the Executive Director of Industry Division after approval by the GCI Operations Director, Assistant Executive Director and the institution Warden.
- C. Within security allowances, the workday is to emulate a workday in private industry as much as possible.