



GEORGIA DEPARTMENT OF CORRECTIONS

STATE PRISON

Street Address

P.O. Box

_____, GA _____ Zip

Phone #

Fax #

Brian P. Kemp
Governor

Timothy C. Ward
Commissioner

MEMORANDUM

TO: Staff & Offender Population
FROM: Warden _____
RE: New Movement Plan
DATE:

Beginning _____, a new movement plan will go into effect for all inmates. On your date of movement, you will be required to go to education, vocation, barbershop, gym call, library call, counseling/chaplain call-outs, etc. The following days are allocated for movement:

Eastside	Monday & Wednesday
Westside	Tuesday & Thursday

On non-movement side, all inmates will be inspection ready by 0900 hours. Store call will be done on the non-movement side as followed:

G & L Unit	Monday
H & K Unit	Wednesday
D & E Unit	Tuesday
F & M Unit	Thursday

Store orders will be taken to the dorm by the store and security staff. In order to participate in the store call, you must be in your assigned cell, be properly dressed, have legible ID card. Inmates will be escorted to the sally-port. Inmates must be in the assigned cell as per accountability roster. If not, he will remain in the cell and will not receive store goods for that week. As soon as the dorm is completed with store call the unit will come off lockdown status.

Library schedule and Career Center movement will be done by buildings. The schedule is as followed:

M1 & M2	Monday 0730-0930
M3 & M4	Monday 0945-1145
D1 & D2	Monday 1345-1545
L1 & L2	Tuesday 0730-0930
K1 & K2	Tuesday 0945-1145
G1 & G2	Tuesday 1345-1545
E1 & E2	Wednesday 0730-0930
F1 & F2	Wednesday 0730-0930
Law Library-Eastside ONLY (Wednesday)	-1345-1545
H-1 & H2	Thursday 0730-0930
Law Library-Westside ONLY (Thursday)	0945-1145

Jumah-Friday's ONLY-Westside 1:00-2:00 PM Eastside 2:00 PM-3:00 PM (GYM)

Please adhere to this new movement plan as listed above.

Retention Schedule: This memorandum shall be utilized as instructed and destroyed when revised and obsolete.