

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Quality Improvement Operations

Policy Number: 205.08

Effective Date: 6/30/2020

Page Number: 1 of 2

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

I. Introduction and Summary:

Employees are the most important asset of the Georgia Department of Corrections (GDC) and should participate in the formulation of policies, procedures, and programs. It is our goal to utilize the skills obtained through job experiences to streamline and improve our operations, improve morale, and foster better communication between employees and management. Therefore employees shall participate in the formulation of policies, procedures, and programs.

II. Authority:

- A. GDC Board Rule: 125-2-1-.01 (d); and
- B. ACA Standards: 5-ACI-1A-05 (ref. 4-4004), 5-ACI-1A-15 (ref. 4-4015), 1-CTA-1A-03, 2-CO-1A-07, 1-CTA-1A-13, 2-CO-1A-21, 4-ALDF-7D-07, 4-ACRS-7B-09, and 4-ACRS-7D-35.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures:

- A. Employee Representatives:
 - 1. Employee representatives shall be selected by their fellow employees through a nomination and voting process. An alternate will also be selected.

Representatives will be selected from major departments at State Facilities, Centers, and the Academy. Regular meetings between the director, warden, or superintendent and all department heads will be held. Meetings between department heads and their key staff members will also be held.
 - a. 1st shift;
 - b. 2nd shift;
 - c. 3rd shift;

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- d. Administration;
- e. Food Service/Maintenance;
- f. 5 days a week (Split Shift);
- g. Medical; and
- h. Care & Treatment (Counseling, Education, Recreation, etc.).

B. The Agency Director, State Facility or Center Warden, Superintendent, or designee will chair the meetings.

C. Meetings will be held monthly.

D. Minutes will be taken and published with interim and/or final resolution within 24 hours of the meeting's adjournment.

E. Copies will be furnished to each representative and alternates and will be posted on each State Facility, Center, and the Academy's Official Bulletin Board.

F. A status of every interim solution will be presented at the next meeting before new business.

G. The Agency Director, State Facility or Center Warden, Superintendent, or designee shall monitor progress toward achieving previously identified program objectives at least annually.

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.