

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: (IIE05-0002) 213.12	Revises Previous Effective Date: 12/31/00
Subject: Detainee Work Details		
Authority: Bryson/Ward	Effective Date: 09/03/15	Page 1 of 5

I. POLICY:

All physically and mentally able detainees will be required to work. This SOP provides guidance for work activities applicable only to Probation Detention Centers.

II. APPLICABILITY:

Probation Detention Centers and Probation Boot Camps.

III. RELATED DIRECTIVES:

- A. Board Rules: 125-3-4, 125-3-5.
- B. GDC-SOP: IIB03-0004, IIE05-0001.

IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

- Attachment 1 - Work Detail Contract (Non-Revenue)
- ATTACHMENT 2 - Work Detail Contract (Revenue)
- ATTACHMENT 3 - Special Work Assignment Agreement

VI. PROCEDURE:

- A. Center Supervised Outside Work Details. Work performed by detainee details in the local community will be an important component of each Detention Center's program. The Superintendent shall be responsible for working with local government officials and leaders in designing a work program that is of benefit to the local community. When work details are provided to an agency on a continuing basis, a written work agreement will be executed between the Superintendent and the Executive Officer of the other agency. This agreement will outline services to be performed and identify responsibilities of

Functional Area: Facilities Operations	Prev. Eff. Date: 12/31/00	Page 2 of 5
	Effective Date: 09/03/15	Reference Number: ((IIE05-0002) 213.12

all parties. The standard form, Detainee Work Detail Agreement will be utilized. As stated on the form, this is not a legal contract but rather an agreement for the mutual benefit of parties concerned. The Department may authorize and direct that actual legal contracts be entered into with other agencies or organizations. (Example: Department of Transportation details.) The local Center shall not enter into such contracts except as directed by the Commissioner of the Department of Corrections. All work performed by Center detainees will be for the public good. There shall be no hiring out of detainees to private persons or corporations. No detainee work shall result in personal gain to any individual (see Board of Corrections Rule 125-3-4-.5).

1. Detail officers will supervise detainee details using guidelines found in IIE05-0001(G) - Detainee Classification. This describes Level I, II, III and IV supervision requirements.
 2. Correctional officers supervising detainee work details will not carry firearms except when supervising special outside work details deploying Level III detainees. The Superintendent may authorize the issue of a nightstick to outside detail officers. The nightstick or firearm shall be carried only while supervising an outside detail and shall not be routinely carried within the Center except as specifically ordered in an emergency. The correctional officer shall be responsible for supervision, security and safety of his/her detail. The Superintendent shall insure that there are post orders and written local operating procedures pertaining to the daily operation of outside work details. This SOP and IIB03-0004 will provide guidance for these post orders.
 3. All detainee uniforms (jumpsuits) will be stenciled on the back upper portion of the uniform with "State Probationer" in black letters. Other clothing that is worn as an outer garment will also be stenciled with "State Probationer".
- B. Special Work Assignments. After a period of assignment to supervised work details, individual detainees may be

Functional Area: Facilities Operations	Prev. Eff. Date: 12/31/00	Page 3 of 5
	Effective Date: 09/03/15	Reference Number: ((IIE05-0002) 213.12

assigned to unsupervised work tasks by the classification committee and at the discretion of the Superintendent. Unsupervised for the purpose of this procedure means a work assignment not directly supervised by Detention Center staff or staff appropriately trained and approved by G.D.C. Potential work units would include such areas as National Guard Armories, Georgia State Patrol Posts, and County Court Houses. Guidelines will be adhered to as follows:

1. Detainees must work a minimum of two weeks on a supervised detail prior to assignment to a special work assignment. Only those detainees who are appropriate for unsupervised details will be utilized in this capacity. The following factors will be considered in determining eligibility for special work assignments:
 - a. Review of supervision assessment (must be Level I).
 - b. Prior criminal history. (Detainees who have an established history of violence or sexual offenses will be considered on a case-by-case basis by the Superintendent.)
 - c. Other relevant information.
2. The agency receiving services may be responsible for transporting the detainee to and from the Detention Center. Detainees will be transported in an enclosed governmental or agency vehicle.
3. Detainees will not work on private property or for private citizens unless such work is for the public benefit and no individual profits from the performance of the work. Written permission of the private property owner and the Commissioner of the Department of Corrections is required (see Board of Corrections Rule 125-3-5-.05). Work performed will normally be located on public property or performed in the public interest under the direct supervision of a duly authorized governmental agent.
4. Prior to assigning a detainee to a special work project, a written work agreement will be executed between the Superintendent and the executive officer

Functional Area: Facilities Operations	Prev. Eff. Date: 12/31/00	Page 4 of 5
	Effective Date: 09/03/15	Reference Number: ((IIE05-0002) 213.12

of the other agency. This Special Work Assignment Agreement will outline duties of the detainee, work hours, rules and regulations that govern the detainee, will identify who will be the detainee's supervisor, and will specify other responsibilities of each party entering into the agreement.

5. The Superintendent or designee will visit special work assignment sites at least once a week while the detainee is present.
6. Detainees will wear their regulation uniform at all times.
7. Detainees will not be paid for work performed or receive any gratuities.
8. Detainees performing special work assignments will not receive visits, make telephone calls, conduct personal business or receive mail unless specifically authorized to do so by the Superintendent.
9. Detainees will be confined to a designated work area. They will not visit such establishments as restaurants, stores, private homes, etc.
10. Normally, detainees will not be involved in night work except in emergency situations as deemed necessary by the Superintendent. Work hours will normally be confined to those established as routine for the Center. Exceptions will be approved by the Regional Director.
11. Special assignment job duties will not require a detainee to handle money or financial transactions of any kind, be involved in a management or decision-making capacity, serve in a supervisory capacity, and have access to weapons or controlled substances (drugs), provide medical services, or act as a security officer.

VII. RETENTION SCHEDULE:

- A. Attachments 1 and 2 of this SOP, upon completion, will be forwarded to the Legal Services section for processing. These contracts will be kept according to the official

Functional Area: Facilities Operations	Prev. Eff. Date: 12/31/00	Page 5 of 5
	Effective Date: 09/03/15	Reference Number: ((IIE05-0002) 213.12

records retention schedule of contracts which is 7 years, then destroyed.

- B. Attachment 3 of this SOP will kept locally for a period of 3 years past the date the agreement expires.