

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: PROGRAM SERVICES/RISK REDUCTION/VOCATIONAL EDUCATION	Reference Number: VC01-0013	Revises Previous Effective Date:
Subject: LIVE WORKS PROJECTS		7/01/04
Authority: DONALD/SMITH	Effective Date: 9/01/04	Page 1 of <div style="text-align: center;">4</div>

I. POLICY:

Inmates enrolled in vocational education programs participate in live work activity involving the use of publicly and privately-owned property or other property provided that this participation **primarily** benefits the **State** by **contributing to inmates** acquiring **vocational, technical or educational skills**. The purpose of this procedure is to provide agency personnel with uniform guidelines for acceptance of live work projects into vocational education programs.

II. APPLICABILITY:

All facilities housing GDC inmates

III. RELATED DIRECTIVES:

- A. O.C.G.A. 45-10-1, 42-5-60(a)
- B. Board of Corrections Rule 125-4-2-.06
- C. Standard Operating Procedure: IVQ01-0001

** - LEGAL - REECE vs. EVANS.

IV. DEFINITIONS:

Nonprofit Organization: For purposes of this Standard Operating Procedure a nonprofit organization is any organization or other entity (1) which is exempt from paying federal income taxes under 26 U.S.C. 501(c), (2) which has been created for a lawful noncommercial purpose, (3) for which there is no person or entity that may financially benefit as an owner or investor of the organization, and (4) which has been approved by the Director of the Operations, Planning, and

Functional Area: PROGRAM SERVICES/RISK REDUCTION/VOCATIONAL EDUCATION	Prev. Eff. Date: 7/01/04	Page 2 of 4
	Effective Date: 9/01/04	Reference Number: VC01-0013

Training Division or his designee. Provided that for purposes of this Standard Operating Procedure, nonprofit organization will not include any political organization nor any non-governmental organization which directly or through a third party engages in a lobbying effort in the Georgia General Assembly.

V. **ATTACHMENTS:**

NONE

VI. **PROCEDURE:**

A. Technical Instructors, under supervision of the Deputy Warden of Care and Treatment, are responsible for supervising live work projects undertaken and completed to assure that work is performed in accordance with established trade practices. In instances where damage to property has occurred, incident reports are filed by the instructor and monitored through appropriate channels. **All projects must contribute to inmates acquiring or developing proficiency in the tasks included in the curriculum of the specific vocational education program.**

1. All live work projects other than on property owned or operated by the Department of Corrections:

a. **MUST** be authorized in writing by the Deputy Warden Care and Treatment prior to the project initiation.

b. The Deputy Warden of Care and Treatment will maintain a log of live work projects requests and completions.

B. All live work projects (repairs, fabrication, printing, etc.) considered for acceptance **must coincide with the training needs of individual trainees**. **The projects will be scheduled by the Deputy Warden of Care and Treatment according to** the following priorities

1. Property owned or operated by the Department of Corrections, the Georgia Correctional Industries or the Board of Corrections.

Functional Area: PROGRAM SERVICES/RISK REDUCTION/VOCATIONAL EDUCATION	Prev. Eff. Date: 7/01/04	Page 3 of 4
	Effective Date: 9/01/04	Reference Number: VC01-0013

2. Property owned or operated by another department, agency, commission, board or authority of the State of Georgia.
 3. Property owned or operated by a municipality, county or other political subdivision of the State of Georgia.
 4. Property owned or operated by any other governmental entity.
 5. Property which is owned or operated by a nonprofit organization and which is not used primarily for religious purposes.
 6. Property which is owned or operated by **employees of** the Department of Corrections using the following listed order of priority:
 - a. Correctional staff below the level of manager.
 - b. Other Department of Corrections staff.
 7. Employee requests will be limited to 2 projects per year, written approval will be required to exceed this number.
 8. Property owned or operated by employees of other state, county or local government agencies.
- C. Motor vehicle/equipment repair will not be performed on any item which is in any of the following categories:
1. An insurance claim has been or will be filed for the cost of repair/replacement of that item.
 2. The item is intended for the sole purpose of resale for profit.
 3. The item is intended for use primarily for religious purposes.
- D. The motor vehicle owner/project requestor must sign a form affirming the statements above in C, items 1 through 4.

Functional Area: PROGRAM SERVICES/RISK REDUCTION/VOCATIONAL EDUCATION	Prev. Eff. Date: 7/01/04	Page 4 of 4
	Effective Date: 9/01/04	Reference Number: VC01-0013

- E. Any motor vehicle left inside the facility must be rendered inoperable.
- F. Requests involving all live work projects will be approved and scheduled **by the Deputy Warden of Care and Treatment** after the following items have been completed:
1. Educational/Vocational Supervisor determines the requested work is included as one of the tasks listed in the course outline.
 2. A GDC work order form has been completed.
 3. Motor vehicle proof of ownership has been provided by the requestor.
- G. All materials and parts are supplied by the owner for necessary completion of the live work project. The Technical Instructor will provide a list of necessary parts and materials for the live work project. The specified parts and materials must be purchased at an approved vendor site and delivered to the facility. Billing is directly to the owner for the item(s) used in the live work project.
- H. Owner must agree to deliver and receive all live work projects at the scheduled time and designated place.
- I. Education/Vocational Supervisors must ensure that the following procedures and the Code of Ethics for Public Employees are followed when live work projects are incorporated into vocational education programs.
1. Instructors/supervisors involved in live work projects are reminded that Code of Ethics of Public Employees of the State of Georgia (O.C.G.A. 45-10-1 et seq.) specifically prohibits the unfair dispensing of special favors or privileges to anyone, whether for remuneration or not.
 2. A complete and current file of completed GDC work order forms is maintained by the trade area.