

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Capital Planning & Administration		
<b>Policy Number:</b> 410.05	<b>Effective Date:</b> 10/13/17	<b>Page Number:</b> 1 of 3
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Executive Division (Engineering & Construction Services)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

This policy provides capital planning guidance for the Georgia Department Corrections (GDC) and the Engineering & Construction Services section of GDC. Engineering & Construction Services endeavors to meet the highest performance standards for supporting operations of GDC.

**II. Authority:**

- A. GDC Board Rules: 125-2-2-.01, 125-2-2.02, 125-2-3-.02, and 125-2-3-.03;
- B. GDC Standard Operating Procedures (SOPs): 410.04 Facility Design and Space Planning and 410.06 Mechanical, Electrical, Plumbing Design Standards; and
- C. ACA Standards: 2-CO-2B-02, 2-CO-2B-03, 2-CO-2B-04, and 4-4330.

**III. Definitions: None**

**IV. Statement of Policy and Applicable Procedures:**

- A. Prior to the new construction or expansion of any correctional institutions, permission from the Commissioner of GDC shall be obtained and a needs evaluation study shall be completed to identify the following:
  - 1. Projected future bed needs by type;
  - 2. Any special needs for programs or vocational training;
  - 3. Any special reentry programming or bed needs;
  - 4. Any needs to replace any old or non-enduring facilities or buildings;
  - 5. Any Americans with Disabilities Act accommodations needed; and
  - 6. Any special location needs for planned bed type such as:
    - a. Medical Services;
    - b. Public Transportation;

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- c. Inmate Jobs; and
- d. Ability to hire staff to support the facility.

The study may be conducted in-house, by a third-party contractor or by any other branch of Georgia State government.

- B. During the facility site selection and planning phase the Department will seek participation from the community in which a new facility is planned.
  - 1. Meetings will be held with local authorities such as Mayors, County Commissioners, Sheriffs, Police Chiefs, local Representatives and Senators.
  - 2. At least one town hall meeting will be held in the community of planned new facilities. Notice of the town hall meeting will be given by one of the following:
    - a. Published in the local newspaper;
    - b. Advertised on local radio; or
    - c. By posting public signage.
- C. Engineering and Construction Services representatives will meet with local utility providers to ensure the following:
  - 1. Water source and waste treatment plants are adequate to support the projected immediate and near future needs of the planned facility or supply can be obtained at a reasonable and agreeable cost to the State and the Utility supplier. If these utilities will be constructed and self-operated, Engineering and Construction Services will meet with regulatory agencies to ensure the proposed location will meet permitting requirements.
  - 2. Adequate electrical power source is available to support the projected immediate and near future needs of the planned facility, or supply can be

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obtained at a reasonable and agreeable cost to the State and the Utility supplier.

3. Gas source is available to support the projected immediate and near future needs of the planned facility, or supply can be obtained at a reasonable and agreeable cost to the State and the Utility supplier.

V. **Attachments:** None

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