

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Employment of Relatives		
Policy Number: 104.51	Effective Date: 01/22/2019	Page Number: 1 of 3
Authority: Commissioner	Originating Division: Administration & Finance Division (Human Resources)	Access Listing: Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) shall not hire, promote, or transfer employees into positions in which they either supervise or are supervised by a close relative or someone with whom they have a special relationship. Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member or someone with whom they have a special relationship to an office or position within the GDC.

Note: For purposes of this procedure, the GDC definition of Close Relatives and the provision that prohibits work assignments within the chain of command differs from the definition of Family Member as stated in the Governor's Executive order relating to advancement, appointment, employment, promotion, or transfer.

II. Authority:

- A. Governor's Executive Order, dated 01-14-2019, Establishing A [Code of Ethics](#) for Executive Branch Officers and Employees;
- B. GDC SOP: 104.47 Employee Standard of Conduct; and
- C. ACA Standard: 2-CO-1C-03.

III. Definitions:

- A. **Close Relative** - A spouse, parent or child, step-parent or step-child, grandparent or grandchild, brother or sister, niece or nephew, aunt or uncle, guardian or ward, and including persons related by marriage within the same classes enumerated.
- B. **Emergency Situation** - A time of crisis or staffing shortage, when employees who are close relatives or who are in special relationships must be utilized to ensure the ongoing internal functional integrity of a unit; or where failure to use employees who are close relatives or in special relationships would jeopardize the security of the facility or safety of the general public.
- C. **Special Relationship** - A person has a special relationship with another if they are cohabitating or dating.

Note: Only in Emergency Situations will security staff be allowed to work with someone in their chain of command who is a close relative or where a special relationship exists.

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IV. Statement of Policy and Applicable Procedures:

- A. An Appointing Authority shall ensure that persons who are close relatives or who have special relationships with other employees are not hired, assigned to or used in a position where such action would result in a supervisor/subordinate relationship. This includes Security staff (except in Emergency Situations, as defined in Section IV.C. of this procedure).
- B. Employees who are close relatives or have special relationships may not be employed for, assigned to, or work in positions directly involved in fiscal checks or balances or in positions whose daily interaction could result in collusion or fraud.
- C. Employees who are close relatives or have special relationships with Wardens/Superintendents and Deputy Wardens/Assistant Superintendents may not be employed in the same facility.
- D. A person who is a close relative or has a special relationship with a Warden or Superintendent may not be employed in the same Section (i.e., Facilities Operations) without the approval of the Regional Director.
- E. A person who is a close relative or has a special relationship with a Regional Director may not be employed in the Department without written approval of the Director of Human Resources.
- F. A person who is a close relative or has a special relationship with a Director level employee may not be employed within the same Division as the Director without the written approval of the Assistant Commissioner.
- G. Employees must report relationships that are in violation of this procedure. Failure to do so may result in disciplinary action.
- H. If current employees become close relatives or develop a special relationship, as defined by this policy, the same conditions will apply. If this occurs, affected employees will not be terminated to comply with this procedure; however, the Director of Human Resources must be notified immediately. The Director of Human Resources will take necessary steps to relieve the situation through job change or transfer, subject to the final approval of the Chief of Staff.
- I. Waivers to this procedure may only be granted by the Chief of Staff.

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Page Number: 3 of 3

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V. **Attachments:** None.

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