

**North Carolina Department of Public Safety**  
**Prisons**  
**Policy Summary Sheet**



**Management of Security Posts**

Chapter : F

Section: .1600

**Current Review Date:** October 26, 2018

**Reviewed By:** Prisons Security Accountability Section

**Next Review Due:** **October 26, 2019**

---

**Current Revision Date:** October 26, 2018

**Supersedes Revision Dated:** **July 10, 2013**

Current significant changes are highlighted in yellow.

Some grammatical changes made where necessary. “Department of Public Safety Prisons” was changed to “NCDPS-Prisons” throughout document, “institution/facility” was changed to “facility” and “warden./administrator/superintendent” changed to “facility head” and these may not be highlighted.

**Current Revision Summary (if applicable):**

**.1603 Responsibilities**

Page 6 (c) language changed from “Chief of Security” to Deputy Director” to reflect change in reporting structure.

**.1604 Security Posts**

Page 7 removed (d) which stated, “Each institution/facility will have a communication system between control centers and the inmate living areas to supplement direct staff supervision and to notify staff and inmates of emergency situations. Departmental intercom systems, telephones, and radios, will be used for official business only. Firearms and other issued equipment will be handled in a safe manner.” This shifted (e) through (o) one designator forward.

Page 8 (f) additional language added for clarity which states, “All officers will have secured backup staff to observe staff activity in the Restrictive Housing Unit or Security

Room (time limited cell). Control room or secured backup officer must have communication capability with another location from which support staff can be dispatched. All officers will secure backup staff prior to unlocking the door to the Restrictive Housing Cell or Security Room. Officers will never unlock the cell door without at least one other custody staff as backup.”

Page 9 now provides additional information in designators (o) and (p) provided for clarity in areas of staff inspections and physical area inspections for order and cleanliness. They state:

- (o) Shift briefings will be held fifteen (15) minutes prior to the time security posts are to be relieved. The Officer-in-Charge of the incoming shift will inspect all officers to determine that they are appropriately attired and prepared for duty.
- (p) Work areas, including housing units, offices, control rooms, etc., are inspected for order and cleanliness on a daily basis by supervisory staff and/or the OIC. These inspections will be documented on the daily activity log.

#### **.1606 Roster Management**

Page 13 (c) Annual Leave changed to reflect new title used in Department of Public Safety, “Refer to Section 5 of the Department of Public Safety Personnel Manual” was changed to, “Refer to The Department of Public Safety Human Resources Manual.”

#### **.1609 Gender Specific Posts**

Page 17 (b) language changed to reflect the discontinuation of the term “segregation.” “Segregation/Control Housing” was changed to “Control Housing.” Information also updated to clarify Prisons no longer uses ICON, MCON or HCON. Original language read, “Segregation/Control Housing: Posts involving the direct supervision of inmates in administrative segregation, disciplinary segregation, or any control status to include ICON, MCON, or HCON will be gender specific to the inmates being supervised.” The new verbiage reads, “Control Housing: Posts involving the direct supervision of offenders in administrative segregation (RHAP), disciplinary segregation (RHDP), or any control status to include protective control (PCon) will be gender specific to the offenders being supervised.”



\_\_\_\_\_  
Interim Prisons Policy Coordinator    Date    10/26/18