

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



**Employee Training**

**Chapter: A**

**Section: .0900**

**Current Review Date:**

**November 03, 2020**

**Reviewed By:**

**Prisons Administrative Services**

**Next Review Due:**

**November 03, 2021**

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**Current Revision Date:**

**November 03, 2020**

**Supersedes Revision Dated:**

**September 10, 2020**

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

All current changes are highlighted in turquoise. General changes throughout policy include changing “Facility Head” to “Warden” and “Director” to “Commissioner.” Other minor grammatical corrections made where necessary.

**Specific Changes**

**.0906 RESPONSIBILITIES**

Page 2 (c) Added additional verbiage within paragraph “The institution’s budget includes funds to reimburse staff for their time when training is conducted during off-duty hours.”

**.0910 TRAINING**

Page 4 (A) added the following bullet points:

- Security and Contraband Regulations
- Key Control • Occupational Exposure
- Personal Protective Equipment
- Biohazard Waste Disposal
- Emergency Plan
- Suicide Intervention/Prevention

Page 5 (B) (1) Added additional verbiage at the end of (d) “as a last resort to control offenders” and added the following bullet points:

- (U) Offender Rights
- (V) Standards of Conduct
- (W) Code of Ethics

Page 7 (C) Added additional information at the end of the last bullet point “as a last resort to control offenders.”

Page 9 (G) additional verbiage added within the paragraph “16 hours of.”

Page 10 (I) Removed “(1) Volunteers shall complete orientation and training prior to participating in DOP Programs. Volunteer training shall be documented and forwarded to the facility training coordinator. In addition, volunteers must agree to abide by all DOP policies, procedures and other written directives. The volunteer orientation training shall, at a minimum, include the following:

- (A) Volunteer Expectation and Best Practices
- (B) PREA
- (C) Unlawful Workplace Harassment
- (D) Staff Offender Relations-Undue Familiarity
- (E) Ethics and Professional Conduct
- (F) Blood Bourne Pathogens
- (G) Safety and Security Awareness and Emergency Procedures
- (H) Facility Access

(2) Annual Training All volunteers shall receive training in addition to orientation annually. All annual training shall be documented and forwarded to the facility training coordinator to be reviewed and filed. The volunteer orientation training shall at a minimum, include the following:

- (A) PREA
- (B) Unlawful Workplace Harassment
- (C) Staff Offender Relations
- (D) Ethics and Professional Conduct
- (E) Blood Bourne Pathogens
- (F) Security Awareness (as applicable)” and added “Volunteers will complete orientation and annual training as detailed in policy F .0604 Community Volunteer & Community Leave Program.”

*Stephanie P. Hubbard*

Correctional Planner II

November 03, 2020

Date