



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: A  
Section: .1700  
Title: **Career Progression for  
Correctional Staff**  
Issue Date: 02/17/21  
Supersedes: None – new policy

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**POLICY AND PROCEDURE**

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References

5<sup>th</sup> Edition Standards for Adult Correctional  
Institutions: 5-ACI-1C-10

ACA Related Standards

2<sup>nd</sup> Edition: Administration of Correctional  
Agencies: 2-CO-1C-14

**.0101 PURPOSE**

The purpose of this policy is to outline the career progression for correctional staff.

**.0102 POLICY**

*It is the policy of NC DPS Prisons to encourage all staff who are employed by Prisons to be considered for promotion to the next level after meeting the requirements of training, merit, and time in grade (5-ACI-1C-10).* Any staff who desires to promote to the next level must apply and meet the minimum requirements set forth in the desired position specifications as administered by the Office of State Human Resources and the State Human Resources Commission.

**.0103 PROCEDURE**

Upon meeting the minimum requirements, Prisons' staff may desire to promote as a part of a career progression to the next level. The staff shall complete an application demonstrating they meet the requisite requirements for consideration. ***Organization charts for each section indicate career progression and supervision chain of command (2-CO-1C-14).*** They may be viewed at the appropriate Prisons facility by contacting the facility administrative officer.

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Commissioner of Prisons

February 17, 2021

Date

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