



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter:  
Section:  
Title: **Table of Contents**  
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Supersedes: 04/08/21

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## **POLICY & PROCEDURES**

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**NOTE: NC DPS PRISONS POLICY & PROCEDURES HAVE BEEN REALIGNED. NEW CHAPTERS HAVE BEEN ADDED TO THE MANUAL. POLICIES IN RED HAVE BEEN RESCINDED OR MOVED TO ANOTHER CHAPTER. POLICIES ARE UPDATED AND ACCURATE ON POWER DMS. A REQUEST HAS BEEN SUBMITTED AND THE WEB WILL BE UPDATED SOON.**

<b>CHAPTER A ORGANIZATION of PRISONS</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Organization of Prisons</b>	<b>02/09/21</b>	<b>02/21</b>
<b>.0200 Conduct of Employees</b>	<b>Refer to J .0100</b>	
<b>.0300 Appearance and Grooming Regulations</b>	<b>Refer to J .0200</b>	
<b>.0500 Licensure Requirements for Educational Personnel</b>	<b>Refer to P .0100</b>	
<b>.0600 Policy and Procedure Development</b>	<b>11/03/20</b>	<b>11/20</b>
<b>.0700 Unit Management</b>	<b>01/16/19</b>	<b>10/20</b>
<b>.0800 Training Leave</b>	<b>Refer to K .0200</b>	
<b>.0900 Employee Training</b>	<b>Refer to K .0100</b>	
<b>.1000 State Emergency Response Team (SERT)</b>	<b>08/16/18</b>	<b>10/20</b>
<b>.1100 Promotional Examination Policy</b>	<b>Refer to J .0300</b>	
<b>.1200 Mutual Respect and Collaboration</b>	<b>06/11/19</b>	<b>06/20</b>
<b>.1300 Employee Recognition Program</b>	<b>Refer to J .0400</b>	
<b>.1400 Strategic Plan Monitoring</b>	<b>03/31/21</b>	<b>03/21</b>
<b>.1500 Required COVID-19 Employee Testing</b>	<b>Refer to J .0500</b>	
<b>.1600 Hiring of Ex-Offenders</b>	<b>Refer to J .0600</b>	
<b>.1700 Career Progression for Correctional Staff</b>	<b>Refer to J .0700</b>	
<b>.1800 Tobacco Policy</b>	<b>07/14/20</b>	<b>07/20</b>

<b>CHAPTER B OFFENDER CONDUCT, RULES, DISCIPLINE</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Sentence Credits</b>		<b>Refer to C .3000</b>
<b>.0200 Disciplinary Procedures</b>	<b>11/03/20</b>	<b>11/20</b>
<b>.0300 Offender Conduct Rules</b>	<b>08/12/19</b>	<b>04/20</b>
<b>.0500 Incentive Wage Program</b>		<b>Rescinded: Refer to E .3100</b>
<b>.0600 Prison Industries Enhancement (PIE) Program</b>		<b>Refer to E .2900</b>
<b>.0700 Offenders Conducting Personal Business</b>	<b>09/24/18</b>	<b>10/20</b>
<b>CHAPTER C CLASSIFICATION</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Classification Process</b>	<b>03/10/21</b>	<b>03/21</b>
<b>.0200 Diagnostic Centers</b>	<b>09/09/20</b>	<b>09/20</b>
<b>.0300 Restrictive Housing for Administrative Purposes</b>		<b>Refer to O .0100</b>
<b>.0400 Maximum Control</b>		<b>Rescinded</b>
<b>.0500 Promotion of Felons</b>		<b>Rescinded</b>
<b>.0600 International Prisoner Transfer Program</b>	<b>08/01/17</b>	<b>10/20</b>
<b>.0700 Consular Notification and Access</b>	<b>08/28/17</b>	<b>10/20</b>
<b>.0800 Parole-Committed Youthful Offenders and Regular Offenders Serving Indeterminate Sentences</b>	<b>04/08/19</b>	<b>10/20</b>
<b>.0900 Admission Custody Assignment</b>		<b>Rescinded</b>
<b>.1000 Interstate Corrections Compact</b>	<b>08/01/17</b>	<b>10/20</b>
<b>.1100 Protective Control</b>		<b>Refer to O .0200</b>
<b>.1200 Conditions of Confinement</b>		<b>Refer to O .0300</b>
<b>.1300 Restrictive Housing for Control Purposes</b>		<b>Refer to O .0400</b>
<b>.1400 Case Management</b>		<b>Refer to E .3000</b>

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<b>.1500 Offender Release Procedures</b>	<b>Refer to Q .0100</b>	
<b>.1600 Safekeepers</b>	<b>Refer to O .0500</b>	
<b>.1700 High Security Maximum Control</b>	<b>Refer to O .0600</b>	
<b>.1800 Transition Services</b>	<b>Rescinded: Refer to E .3000</b>	
<b>.1900 Security Alert Policy</b>	<b>02/01/18</b>	<b>10/20</b>
<b>.2000 Deportation Releases &amp; Citizenship Verification</b>	<b>Refer to Q .0200</b>	
<b>.2100 Medical Release of Ill and Disabled Offenders</b>	<b>Refer to Q .0300</b>	
<b>.2200 Extension of Limits of Confinement</b>	<b>Refer to Q .0400</b>	
<b>.2300 Modified Housing for Regular Population</b>	<b>Refer to O .0700</b>	
<b>.2400 Central Monitoring</b>	<b>02/01/18</b>	<b>10/20</b>
<b>.2500 Community Based Programs for Sex Offenders</b>	<b>Rescinded</b>	
<b>.2600 Advanced Supervised Release</b>	<b>07/10/18</b>	<b>10/20</b>
<b>.2700 Confinement in Response to Violation (CRV)</b>	<b>08/25/20</b>	<b>08/20</b>
<b>.2800 Offender Assignment</b>	<b>Refer to E .3100</b>	
<b>.2800(I)Offender Assignment (Interim)</b>	<b>Refer to E .3100(I)</b>	
<b>.2900 Designated Reentry Facilities</b>	<b>Refer to Q .0500</b>	
<b>.3000 Sentence Credits</b>	<b>01/07/21</b>	<b>01/21</b>
<b>CHAPTER D PUBLIC COMMUNICATIONS</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Publications Received/Possessed by Inmates</b>	<b>09/24/10</b>	<b>09/20</b>
<b>.0200 Visitation: Policy/Procedure</b>	<b>03/18/20</b>	<b>08/20</b>
<b>.0300 Offender Use of the Mail</b>	<b>11/03/20</b>	<b>11/20</b>
<b>.0500 Public Relations/Media Policy</b>	<b>06/25/18</b>	<b>06/20</b>
<b>.0600 Access to Information/Offender Records</b>	<b>06/17/20</b>	<b>06/20</b>
<b>.0700 Offender Labor for Public Work Projects</b>	<b>08/20/20</b>	<b>08/20</b>

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<b>.0800 Inmate Access to Telephone</b>	<b>05/13/14</b>	<b>10/20</b>
<b>.0900 Victim Services</b>	<b>06/15/17</b>	<b>06/20</b>
<b>.1000 Role of Outside Agencies</b>	<b>Rescinded</b>	
<b>.1100 Library Services</b>	<b>Refer to P .0200</b>	
<b>CHAPTER E CORRECTIONAL PROGRAMS</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Food and Nutrition Management</b>	<b>03/18/20</b>	<b>03/21</b>
<b>.0200 Health Care Policy</b>	<b>Refer to S .0100</b>	
<b>.0600 Prison Dog Training Programs</b>	<b>06/15/17</b>	<b>06/20</b>
<b>.0700 Work Release</b>	<b>06/15/17</b>	<b>06/20</b>
<b>.0900 AA and NA Correctional Facility Representative Program</b>	<b>11/01/17</b>	<b>11/20</b>
<b>.1100 Restitution Program</b>	<b>09/01/20</b>	<b>09/20</b>
<b>.1300 Study Release</b>	<b>06/15/17</b>	<b>06/20</b>
<b>.1400 Mandatory Education Program</b>	<b>Refer to P .0300</b>	
<b>.1500 Safety Policy</b>	<b>Refer to R .0100</b>	
<b>.1700 Mutual Agreement Parole Program (MAPP)</b>	<b>02/02/18</b>	<b>11/20</b>
<b>.1800 Non-English-Speaking Offender Program</b>	<b>Refer to P .0400</b>	
<b>.1900 Recreation</b>	<b>08/28/17</b>	<b>11/20</b>
<b>.2000 Social Service Programs</b>	<b>Rescinded</b>	
<b>.2100 Clothing, Bedding, &amp; Personal Hygiene</b>	<b>Refer to F .4400</b>	
<b>.2200 Construction Apprenticeship Program (CAP)</b>	<b>11/30/20</b>	<b>11/20</b>
<b>.2300 Parenting Programs</b>	<b>06/15/17</b>	<b>06/20</b>
<b>.2400 Domestic Violence Education Program</b>	<b>06/15/17</b>	<b>06/20</b>
<b>.2500 Offender Death Procedures</b>	<b>Refer to F .4100</b>	

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<b>.2600 Reasonable Accommodations for Offenders with Disabilities</b>	<b>09/05/13</b>	<b>10/20</b>
<b>.2700 Evaluation and Management of Transgender Offenders</b>	<b>Refer to F .4300</b>	
<b>.2800 Use of Naloxone Opioid Antagonist by Non-Medical Staff</b>	<b>Refer to F .4200</b>	
<b>.2900 Prison Industry Enhancement (PIE) Program</b>	<b>10/02/20</b>	<b>11/20</b>
<b>.3000 Case Management</b>	<b>07/03/17</b>	<b>08/20</b>
<b>.3100 Offender Assignment</b>	<b>06/18/20</b>	<b>08/20</b>
<b>.3100(D)Offender Assignment (Interim)</b>	<b>03/22/21</b>	
<b>.3200 Offender Marriage Requests</b>	<b>09/09/20</b>	<b>09/20</b>
<b>.3300 Home Leaves</b>	<b>05/03/19</b>	<b>11/20</b>
<b>.3400 Community Volunteer Leave</b>	<b>04/30/19</b>	<b>11/20</b>
<b>.3500 Community Resource Council</b>	<b>11/01/17</b>	<b>11/20</b>
<b>.3600 Inmate Nonprofit Program</b>	<b>06/15/17</b>	<b>06/20</b>
<b>CHAPTER F OPERATIONS</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Operational Searches</b>	<b>08/12/19</b>	<b>08/20</b>
<b>.0300 Offender Marriage Request</b>	<b>Refer to E .3200</b>	
<b>.0400 Emergency Leave</b>	<b>08/27/20</b>	<b>08/20</b>
<b>.0500 Offender Personal Property</b>	<b>08/19/20</b>	<b>08/20</b>
<b>.0600 Custodial Classification</b>	<b>08/01/17</b>	<b>11/20</b>
<b>.0603 Home Leaves</b>	<b>Refer to E .3300</b>	
<b>.0604 Community Volunteer &amp; Community Leave Program</b>	<b>Refer to E .3400</b>	
<b>.0605 Community Resource Council</b>	<b>Refer to E .3500</b>	
<b>.0606 Inmate Nonprofit Program</b>	<b>Refer to E .3600</b>	
<b>.0700 Transfer Branch</b>	<b>11/13/20</b>	<b>11/20</b>

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<b>.0800</b>	<b>Contraband Control</b>	<b>11/06/18</b>	<b>09/20</b>
<b>.1000</b>	<b>Control of Offenders</b>	<b>11/13/18</b>	<b>09/20</b>
<b>.1100</b>	<b>Transporting Offenders</b>	<b>03/18/20</b>	<b>08/20</b>
<b>.1200</b>	<b>Inspections</b>	<b>02/01/18</b>	<b>11/20</b>
<b>.1400</b>	<b>Custodial Agents</b>	<b>08/08/18</b>	<b>11/20</b>
<b>.1500</b>	<b>Use of Force</b>	<b>08/30/18</b>	<b>09/20</b>
<b>.1600</b>	<b>Management of Security Posts</b>	<b>08/12/19</b>	<b>08/20</b>
<b>.1700</b>	<b>Double Cell Housing</b>	<b>01/01/14</b>	<b>04/20</b>
<b>.1900</b>	<b>Highway Work Squads - Medium Custody</b>	<b>Rescinded</b>	
<b>.2000</b>	<b>Early Parole</b>	<b>Refer to Q .0600</b>	
<b>.2100</b>	<b>Plumbing Facilities</b>	<b>07/20/10</b>	<b>04/20</b>
<b>.2200</b>	<b>Jail Housing of Inmates</b>	<b>08/01/17</b>	<b>11/20</b>
<b>.2300</b>	<b>Offender Maternity Leave</b>	<b>04/08/19</b>	<b>11/20</b>
<b>.2400</b>	<b>Key and Lock Control</b>	<b>08/14/18</b>	<b>08/20</b>
<b>.2500</b>	<b>Tobacco Policy</b>	<b>Refer to A .1800</b>	
<b>.2600</b>	<b>Inmate Drug/Alcohol Testing</b>	<b>08/12/19</b>	<b>11/20</b>
<b>.2700</b>	<b>Tool Control</b>	<b>08/14/18</b>	<b>11/20</b>
<b>.2800</b>	<b>Jail Bus Transportation-Standard Operating Procedures</b>	<b>06/11/19</b>	<b>08/20</b>
<b>.2900</b>	<b>Identification Card Procedure</b>	<b>08/01/17</b>	<b>11/20</b>
<b>.3000</b>	<b>Firing Ranges</b>	<b>Refer to DPS Safety Manual</b>	
<b>.3100</b>	<b>Close Observation Procedures</b>	<b>09/21/12</b>	<b>04/20</b>
<b>.3200</b>	<b>Special Management Meals</b>	<b>08/01/17</b>	<b>11/20</b>
<b>.3300</b>	<b>Prison Entrance/Exit Policy</b>	<b>10/29/18</b>	<b>08/20</b>

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<b>.3400 Inmate Sexual Abuse and Harassment Policy</b>	<b>08/12/19</b>	<b>04/20</b>
<b>.3500 Minimum Custody Highway Work Squads</b>	<b>Rescinded</b>	
<b>.3600 Hazardous Chemical Control &amp; Management</b>	<b>Refer to R .0200</b>	
<b>.3700 Fire Protection</b>	<b>Refer to R .0300</b>	
<b>.3800 Water Testing, Recycling, and Waste Disposal</b>	<b>Refer to L .0200</b>	
<b>.3900 Control Center Operations</b>	<b>01/16/19</b>	<b>08/20</b>
<b>.4000 Cellular/Wireless Device Management</b>	<b>04/08/19</b>	<b>08/20</b>
<b>.4100 Inmate Death Procedures</b>	<b>05/10/17</b>	<b>11/20</b>
<b>.4200 Use of Naloxone Opioid Antagonist by Non-Medical Staff</b>	<b>04/15/19</b>	<b>11/20</b>
<b>.4300 Evaluation &amp; Management of Transgender Offenders</b>	<b>03/31/21</b>	<b>03/21</b>
<b>.4400 Clothing, Bedding, and Personal Hygiene</b>	<b>10/23/20</b>	<b>10/20</b>
<b>CHAPTER G COURT RELATED PROCEEDINGS</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Outstanding Charges/Detainers</b>	<b>10/20/14</b>	<b>11/20</b>
<b>.0200 Court Related Procedures</b>	<b>01/16/18</b>	<b>11/20</b>
<b>.0300 Administrative Remedy Procedures</b>	<b>08/01/13</b>	<b>11/20</b>
<b>.0400 Court Ordered Probationer Visits to Prisons Facilities</b>	<b>11/20/17</b>	<b>11/20</b>
<b>CHAPTER H RELIGIOUS PRACTICES</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Religious Services</b>	<b>02/01/18</b>	<b>11/20</b>
<b>CHAPTER I FISCAL</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>CHAPTER J PERSONNEL</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Conduct of Employees</b>	<b>02/09/21</b>	<b>02/21</b>

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<b>.0200 Appearance and Grooming Regulations</b>	<b>09/28/20</b>	<b>11/20</b>
<b>.0300 Promotional Examination Policy</b>	<b>08/15/18</b>	<b>08/20</b>
<b>.0400 Employee Recognition Program</b>	<b>08/03/20</b>	<b>11/20</b>
<b>.0500 Required COVID-19 Employee Testing</b>	<b>10/09/20</b>	<b>11/20</b>
<b>.0600 Hiring of Ex-Offenders</b>	<b>02/17/21</b>	<b>02/21</b>
<b>.0700 Career Progression for Correctional Staff</b>	<b>02/17/21</b>	<b>02/21</b>
<b>CHAPTER K TRAINING</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Employee Training</b>	<b>01/07/21</b>	<b>01/21</b>
<b>.0200 Training Leave</b>	<b>04/08/19</b>	<b>10/20</b>
<b>CHAPTER L FACILITY SERVICES</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Preventive Maintenance</b>	<b>04/22/21</b>	<b>04/21</b>
<b>.0200 Water Testing, Recycling, and Waste Disposal</b>	<b>11/01/11</b>	<b>11/20</b>
<b>CHAPTER M FOOD AND NUTRITION MANAGEMENT</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>CHAPTER N CORRECTION ENTERPRISES</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Organization of Correction Enterprises</b>		
<b>.0200 Customer Service Tasks</b>		
<b>.0300 Sales Tasks</b>		
<b>.0400 Product Pricing</b>		
<b>.0500 Managerial Tasks</b>		
<b>CHAPTER O SPECIAL MANAGEMENT and RESTRICTIVE HOUSING</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Restrictive Housing for Administrative Purposes</b>	<b>05/10/16</b>	<b>10/20</b>

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<b>.0200 Protective Control</b>	<b>11/06/17</b>	<b>10/20</b>
<b>.0300 Conditions of Confinement</b>	<b>09/06/18</b>	<b>11/20</b>
<b>.0400 Restrictive Housing for Control Purposes</b>	<b>08/14/18</b>	<b>10/20</b>
<b>.0500 Safekeepers</b>	<b>11/07/17</b>	<b>08/20</b>
<b>.0600 High Security Maximum Control</b>	<b>08/10/18</b>	<b>10/20</b>
<b>.0700 Modified Housing for Regular Population</b>	<b>08/01/17</b>	<b>10/20</b>
<b>CHAPTER P OFFENDER EDUCATION</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Licensure Requirements for Education Personnel</b>	<b>03/10/21</b>	<b>03/21</b>
<b>.0200 Library Services</b>	<b>08/03/20</b>	<b>08/20</b>
<b>.0300 Mandatory Education Program</b>	<b>06/01/17</b>	<b>06/20</b>
<b>.0400 Non-English-Speaking Offender Program</b>	<b>02/05/18</b>	<b>11/20</b>
<b>CHAPTER Q RELEASE AND REENTRY</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Offender Release Procedures</b>	<b>06/06/19</b>	<b>06/20</b>
<b>.0200 Deportation Releases &amp; Citizenship Verification</b>	<b>08/31/18</b>	<b>10/20</b>
<b>.0300 Medical Release of Ill and Disabled Offenders</b>	<b>02/01/18</b>	<b>10/20</b>
<b>.0400 Extension of Limits of Confinement</b>	<b>02/01/18</b>	<b>10/20</b>
<b>.0500 Designated Reentry Facilities</b>	<b>05/21/19</b>	<b>10/20</b>
<b>.0600 Early Parole</b>	<b>04/08/19</b>	<b>11/20</b>
<b>CHAPTER R SAFETY</b>	<b><u>Revised</u></b>	<b><u>Reviewed</u></b>
<b>.0100 Safety Policy</b>	<b>10/12/07</b>	<b>11/20</b>
<b>.0200 Hazardous Chemical Control and Management</b>	<b>11/13/20</b>	<b>11/20</b>
<b>.0300 Fire Protection</b>	<b>08/17/18</b>	<b>04/20</b>

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**CHAPTER 5 HEALTH AND WELLNESS SERVICES**

**Revised**

**Reviewed**

**.0100 Health Care Policy**

**08/01/17**

**10/20**