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## **POLICY & PROCEDURES**

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### **.0401 PURPOSE**

The following guidelines have been developed in regard to court ordered tours for probationers. The focus of these programs is educational and informative and will not use emotional and intentionally intimidating approaches. The use of profane language, harassing behavior, or physical contact is strictly prohibited.

### **.0402 PHILOSOPHY**

Programs of this nature are designed to provide a structured encounter between adult probationers, committed offenders and corrections' staff inside a correctional facility. Prisons must respond to court and legislative mandates for correctional awareness programs as well as make every appropriate effort to enhance the public safety. These programs are designed to selectively accommodate those probationers whose future behavior might be altered as a result of their experience in the correctional setting. The primary focus is educational. The tour should provide a realistic view of the liabilities of imprisonment. Additionally, the programs attempt to persuade probationers to avoid future criminal involvement. These programs are a support component of the criminal justice system and are not intended to be a primary catalyst for the reassessment of value systems and alteration of behavior by the participant.

### **.0403 PARTICIPANT CRITERIA**

- (a) The participants are adult probationers ordered by the court to visit a Prisons facility.
- (b) Participants, male or female, should be those adjudicated by the adult criminal justice system. Court Ordered probationer tours for juvenile offenders (accused or adjudicated in the juvenile justice system) shall not take place at any prison.
- (c) Age and sex may be considered in determining the appropriate correctional facility for each tour.

### **.0404 PROGRAM CONTENT**

- (a) The programs will be offered only at those correctional facilities which have been designated by the Director of Prisons. The Division of Community Correction will be provided a list of designated prisons. The program presentation time will normally be limited to two hours and will be coordinated by one correctional staff member who has been selected by the facility head as the coordinator.

- (b) The programs will be offered only from 8:00 a.m. to 5:00 p.m., Monday through Friday. The frequency of programs will be determined by the local facility head, but will be frequent enough to meet the needs of the court.
- (c) Probation officers will be required to prearrange the tours not less than five working days in advance, unless otherwise ordered by the court. The tour must have the approval of the program coordinator and the facility head.
- (d) The program should begin with the proper registration of all participants and sponsors prior to entering the correctional facility. All program participants are subject to the pat and frisk searches prior to entering a correctional facility as set forth in Prisons Policy and Procedure F.0100. No other search shall be conducted.
- (e) The facility head has the authority to terminate a probationer tour and deny the person access to the unit or institution if he has reasonable cause to believe that the probationer will attempt to smuggle contraband into the facility. This belief must be based upon a reliable tip or other specific information known to the facility head. The facility head must notify the probation/parole officer that he is terminating the tour, and the reason for doing so. The probation/parole officer shall contact the local law enforcement agency, provide them with the necessary information, and turn the matter over to law enforcement for investigation and handling. If requested by the law enforcement agency, the facility head and probation/parole officer shall detain the probationer until law enforcement officers arrive at the unit or institution.
- (f) A tour should be conducted with the probation officer present. The typical tour could involve any or all of the following areas: living quarters, dining facilities, recreation, restrictive housing, work projects and school/program areas. Security and operational needs must be considered in selecting tour sites. Offenders shall not mingle or converse with the probationers except with the permission of the supervising officer, nor shall the probationers mingle or converse with offenders except with the permission of the supervising officer.
- (g) Upon completion of the tour, the group will be escorted to a classroom or office type setting (depending on the number in the group) where a short program will be conducted by one or two selected residents of the correctional facility. This will consist of a short speech designed to show the realities of prison life to the participants through testimony of offenders who are now serving time in the correctional system. A question and answer session will then be conducted (allow at least 20 minutes) to provide interaction with the selected offenders.
- (h) When the program is completed the group will be escorted to the main entrance of the correctional facility where they will sign out before release. Evaluation forms must be completed by the probationers.

#### **.0405 STAFF RESPONSIBILITY**

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- (a) The coordinator of the program and any staff conducting a tour will be approved by the facility head. They will be available at all times to assist in any manner and may respond to or clarify any **offender's** statements. Adequate staff supervision for the tour will be determined by the number of the participants and by the security needs of the correctional facility. A maximum ratio of eight probationers to one staff will be provided. Staff will only allow interaction with **offenders** at the end of the tour. Should problems arise prior to, during the tour, or during the **offender** presentation, the staff member will terminate the program immediately and escort the participants out of the facility.
- (b) Supervising probation officers of the participants will be required to accompany their clients during the tour. Male and female probation officers should limit their presence in areas which may violate **offender** privacy but should participate in all other areas.
- (c) Staff are instructed to prohibit the following activities:
  - (1) **Offender** physical contact with any participant.
  - (2) Passing of any material between participant and **offenders** including written material.
  - (3) Allowing the separation of the tour group in anyway.
  - (4) Verbal abuse or harassing behavior directed towards the participant or **offenders**.
  - (5) Profane language.

#### **.0406 INMATE SELECTION AND PARTICIPATION**

- (a) **Offenders** should be selected and trained to participate in the program. They should be chosen from the regular population based upon the following criteria:
  - (1) Demonstration of responsible and stable behavior by an infraction-free record for six months prior to date of tour.
  - (2) A variety of ages, races, religions, and ethnic backgrounds.
  - (3) A variety of crimes and sentences.
- (b) **Offender** speeches should follow the outline provided. The coordinator will review this outline with the participant prior to the time of his presentation. The speech will focus on the impact of incarceration on a person's life both during and after incarceration, including such topics as loss of freedom, loss of employment and educational opportunities, relations with family, and relations within the prison environment. Participating **offenders** will be instructed that they do not have to answer any questions which they consider too personal, too embarrassing, or that they are uncomfortable in answering.

**INMATE SPEECH OUTLINE:**

Each **offender** presentation should address all of the following subjects:

- (a) Loss of Freedom
  - (1) The incarceration intake process
  - (2) Lack of privacy
  - (3) Clothing policies
  - (4) Freedom of movement
  - (5) Dealing with authorities (correctional officer and prison staff)
  - (6) Impact of rules and regulations in a controlled environment
- (b) Loss of Employment or Educational Opportunities
  - (1) The effects on job opportunities after release
  - (2) The effects on educational opportunities
  - (3) The stigma of being in prison
- (c) Relations with Family
  - (1) The stigma of both the resident and his family
  - (2) Separation from friends and family
  - (3) Visiting policy of institution
- (d) Return to family
  - (1) Relations Within the Prison Environment
  - (2) Work projects and money in prison
  - (3) Homosexuality
  - (4) Living conditions
  - (5) Dealing with other **offenders**.

**.0407 LIST OF FACILITIES DESIGNATED TO CONDUCT COURT ORDERED  
PROBATIONER VISITS**

The following facilities have been designated to conduct Court Ordered Probationer Visits:

**Roanoke River  
Carteret  
Central Prison  
Columbus  
Craggy  
Craven  
Eastern  
Foothills  
Gaston  
Harnett  
Hyde  
Lincoln  
Lumberton  
Marion**

**Richmond  
Mt. View  
Nash  
NCCIW  
Odom  
Pamlico  
Pasquotank  
Pender  
Piedmont  
Granville  
Randolph  
Southern  
Tyrrell  
Wilkes**



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Director of Prisons

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Date

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