

.0100 Sentence Credits

State of North Carolina Department of Public Safety Prisons

Chapter: Section: Title: **Table of Contents** Issue Date: 12/01/21 Supersedes: 09/28/21

Refer to C .3000

POLICY AND PROCEDURE

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 POLICIES IN RED HAVE BEEN RESCINDED OR MOVED TO ANOTHER CHAPTER.

CHAPTER A ORGANIZATION of PRISONS	<u>Revised</u>	<u>Reviewed</u>
.0100 Organization of Prisons	02/09/21	02/21
.0200 Conduct of Employees	Refer to J .0	100
.0300 Appearance and Grooming Regulations	Refer to J .0	200
.0500 Licensure Requirements for Educational Personnel	Refer to P.0)100
.0600 Policy and Procedure Development	11/03/20	11/21
.0700 Unit Management	01/16/19	11/21
.0800 Training Leave	Refer to K.	0200
.0900 Employee Training	Refer to K.	0 100
.1000 State Emergency Response Team (SERT)	08/16/18	11/21
.1100 Promotional Examination Policy	Refer to J .0	300
.1200 Mutual Respect and Collaboration	06/11/19	06/21
.1300 Employee Recognition Program	Refer to J .0	400
.1400 Strategic Plan Monitoring	03/31/21	03/21
.1500 Required COVID-19 Employee Testing	Refer to J .0	500
.1600 Hiring of Ex-Offenders	Refer to J .0600	
.1700 Career Progression for Correctional Staff	Refer to J .0700	
.1800 Tobacco Policy	09/17/21	09/21
CHAPTER B OFFENDER CONDUCT, RULES, DISCIPLINE	<u>Revised</u>	<u>Reviewed</u>
		1000

.0200(Disciplinary Procedures I)Disciplinary Procedures (Interim) I)Disciplinary Procedures (Interim)	11/03/20 07/23/21 11/03/21	11/21
.0300	Offender Conduct Rules	08/12/19	05/21
.0500	Incentive Wage Program	Rescinded: R	efer to E .3100
.0600	Prison Industry Enhancement (PIE) Program	Refer to E .2900	
.0700	Offenders Conducting Personal Business	09/24/18	11/21
СНАР		<u>Revised</u>	<u>Reviewed</u>
.0100(Classification Process I)Classification Process (Interim) I)Classification Process (Interim)	03/10/21 07/30/21 11/03/21	03/21
.0200	Diagnostic Centers	09/09/20	11/21
.0300	Restrictive Housing for Administrative Purposes	Refer to O .0	100
.0400	Maximum Control	Rescinded	
.0500	Promotion of Felons	Rescinded	
.0600	International Prisoner Transfer Program	08/01/17	11/21
.0700	Consular Notification and Access	08/28/17	11/21
.0800	Parole-Committed Youthful Offenders and Regular Offenders Serving Indeterminate Sentences	04/08/19	11/21
.0900	Admission Custody Assignment	Rescinded	
.1000	Interstate Corrections Compact	08/01/17	11/21
.1100	Protective Control	Refer to O .02	200
.1200	Conditions of Confinement	Refer to O .0.	300
.1300	Restrictive Housing for Control Purposes	Refer to O .04	400
.1400	Case Management	Refer to E .30)00

.1500	Offender Release Procedures	Refer to Q .0100	
.1600	Safekeepers	Refer to O .0	500
.1700	High Security Maximum Control	Refer to O .0	600
.1800	Transition Services	Rescinded: R	efer to E .3000
.1900	Security Alert Policy	02/01/18	11/21
.2000	Deportation Releases & Citizenship Verification	Refer to Q .0	200
.2100	Medical Release of Ill and Disabled Offenders	Refer to Q .0	300
.2200	Extension of Limits of Confinement	Refer to Q .0	400
.2300	Modified Housing for Regular Population	Refer to O .0	700
.2400	Central Monitoring	03/31/21	03/21
.2500	Community Based Programs for Sex Offenders	Rescinded	
.2600	Advanced Supervised Release	07/10/18	11/21
.2700	Confinement in Response to Violation (CRV)	08/25/20	05/21
	Offender Assignment I)Offender Assignment (Interim)	Refer to E .3 Refer to E .3	
.2900	Designated Reentry Facilities	Refer to Q .0	500
.3000	Sentence Credits	01/07/21	01/21
СНАР	TER D PUBLIC COMMUNICATIONS	<u>Revised</u>	<u>Reviewed</u>
.0100	Publications Received/Possessed by Inmates	09/24/10	09/21
	Visitation Policy/Procedure I)Visitation Policy/Procedure (Interim)	03/18/20 12/01/21	08/21
.0300	Offender Use of the Mail	10/13/21	10/21
.0500	Public Relations/Media Policy	06/25/18	07/21
.0600	Access to Information/Offender Records	06/17/20	07/21

	Offender Labor for Public Work Projects I)Offender Labor for Public Work Projects (Interim)	08/20/20 11/03/21	05/21
.0800	Inmate Access to Telephone	05/13/14	11/21
.0900	Victim Services	06/15/17	07/21
.1000	Role of Outside Agencies	Rescinded	
.1100	Library Services	Refer to P .02	200
.1200	Correspondence	10/27/21	10/21
СНАР	TER E CORRECTIONAL PROGRAMS	<u>Revised</u>	<u>Reviewed</u>
.0100	Food and Nutrition Management	Refer to Chaj	pter M
.0200	Health Care Policy	Refer to S .01	00
.0600	Prison Dog Training Programs	09/17/21	09/21
	Work Release I)Work Release (Interim)	06/15/17 11/03/21	07/21
.0900	AA and NA Correctional Facility Representative Program	11/01/17	11/21
.1100	Restitution Program	09/23/21	09/21
	Study Release I)Study Release (Interim)	06/15/17 11/03/21	07/21
.1400	Mandatory Education	Refer to P .03	600
.1500	Safety Policy	Refer to R .0100	
.1700	Mutual Agreement Parole Program (MAPP)	02/02/18	11/21
.1800	Non-English-Speaking Offender Program	Refer to P .0400	
.1900	Recreation	08/28/17	11/21
.2000	Social Service Programs	Rescinded	
.2100	Clothing, Bedding, & Personal Hygiene	Refer to F .44	00

.2200 Construction Apprenticeship Program (CAP)	11/30/20	11/21
.2300 Parenting Programs	09/23/21	09/21
.2400 Domestic Violence Education Program	06/15/17	07/21
.2500 Offender Death Procedures	Refer to F .4	100
.2600 Reasonable Accommodations for Offenders with Disabilities	03/31/21	03/21
.2700 Evaluation and Management of Transgender Offenders	Refer to F .4	300
.2800 Use of Naloxone Opioid Antagonist by Non-Medical Staff	Refer to F .4	200
.2900 Prison Industry Enhancement (PIE) Program	10/02/20	11/21
.3000 Case Management	07/03/17	08/21
.3100 Offender Assignment .3100(I)Offender Assignment (Interim)	06/18/20 03/22/21	08/21
.3200 Offender Marriage Requests	09/09/20	09/21
.3300 Home Leaves .3300(I)Home Leaves (Interim)	05/03/19 11/03/21	11/21
.3400 Community Volunteer & Community Leave Program .3400(I)Community Volunteer & Community Leave Program (Interim)	04/30/19 11/03/21	11/21
.3500 Community Resource Council	11/01/17	03/21
.3600 Inmate Nonprofit Program .3600(I)Inmate Nonprofit Program (Interim)	06/15/17 11/03/21	07/21
CHAPTER F OPERATIONS	<u>Revised</u>	<u>Reviewed</u>
.0100 Operational Searches	08/12/19	08/21
.0300 Offender Marriage Request	Refer to E .3200	
.0400 Emergency Leave	06/11/21	06/21
.0500 Offender Personal Property .0500(I)Offender Personal Property	08/19/20 11/03/21	11/21

.0600 Custodial Classification .0600(I)Custodial Classification (Interim)	08/01/17 11/03/21	11/21
.0603 Home Leaves	Refer to E .3.	300
.0604 Community Volunteer & Community Leave Program	Refer to E .34	400
.0605 Community Resource Council	Refer to E .3	500
.0606 Inmate Nonprofit Program	Refer to E .3	600
.0700 Transfer Branch	11/09/21	11/21
.0800 Contraband Control	11/06/18	09/21
.1000 Control of Offenders	11/13/18	09/21
.1100 Transporting Offenders .1100(I)Transporting Offenders (Interim) .1100(I)Transporting Offenders (Interim)	03/18/20 07/13/21 12/01/21	08/20
.1200 Inspections	02/01/18	11/21
.1400 Custodial Agents	08/08/18	11/21
.1500 Use of Force .1500(I)Use of Force (Interim)	08/30/18 12/01/21	11/21
.1600 Management of Security Posts .1600(I)Management of Security Posts (Interim)	08/12/19 06/04/21	09/21
.1700 Double Cell Housing	07/07/21	07/21
.1900 Highway Work Squads - Medium Custody	Rescinded	
.2000 Early Parole	Refer to Q .0600	
.2100 Plumbing Facilities	07/20/10	05/21
.2200 Jail Housing of Inmates	08/01/17	11/21
.2300 Offender Maternity Leave	04/08/19	11/21
.2400 Key and Lock Control	08/14/18	08/21
.2500 Tobacco Policy	Refer to A .1	800

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.2700 Tool Control	08/14/18	11/21
.2800 Jail Bus Transportation-Standard Operating Procedures	11/09/21	11/21
.2900 Identification Card Procedure	08/01/17	11/21
.3000 Firing Ranges Re	fer to DPS Safe	ty Manual
.3100 Close Observation Procedures	07/07/21	07/21
.3200 Special Management Meals	08/01/17	11/21
.3300 Prison Entrance/Exit Policy	10/29/18	08/21
.3400 Offender Sexual Abuse and Harassment Policy	08/12/19	04/21
.3500 Minimum Custody Highway Work Squads	Rescinded	
.3600 Hazardous Chemical Control & Management	Refer to R	.0200
.3700 Fire Protection	Refer to R	.0300
.3800 Water Testing, Recycling, and Waste Disposal	Refer to L .	.0200
.3900 Control Center Operations	01/16/19	09/21
.4000 Cellular/Wireless Device Management	04/08/19	08/21
.4100 Offender Death Procedures	05/10/17	11/21
.4200 Use of Naloxone Opioid Antagonist by Non-Medical Staff	04/15/19	11/21
.4300 Evaluation & Management of Transgender Offenders .4300(I)Evaluation & Management of Transgender Offenders (Interim)	03/31/21 07/13/21	03/21
.4400 Clothing, Bedding, and Personal Hygiene	10/23/20	05/21
CHAPTER G COURT RELATED PROCEEDINGS	<u>Revised</u>	<u>Reviewed</u>
.0100 Outstanding Charges/Detainers	10/20/14	11/21
.0100(I)Outstanding Charges/Detainers	11/03/21	
.0200 Court Related Procedures	01/16/18	11/21

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.0100 Religious Services	02/01/18	11/21
CHAPTER I FISCAL	<u>Revised</u>	<u>Reviewed</u>
CHAPTER J PERSONNEL	<u>Revised</u>	<u>Reviewed</u>
.0100 Conduct of Employees	02/09/21	02/21
.0200 Appearance and Grooming Regulations	09/28/20	11/21
.0200(I)Appearance and Grooming Regulations (Interim)	04/27/21	
.0200(I)Appearance and Grooming Regulations (Interim)	11/01/21	
.0300 Promotional Examination Policy	*SUSPEND	ED 10/04/21*
.0400 Employee Recognition Program	08/03/20	11/21
.0500 Required COVID-19 Employee Testing	10/09/20	11/21
.0600 Hiring of Ex-Offenders	02/17/21	02/21
.0700 Career Progression for Correctional Staff	02/17/21	02/21
CHAPTER K TRAINING	<u>Revised</u>	<u>Reviewed</u>
.0100 Employee Training	01/07/21	01/21
.0200 Training Leave	04/08/19	11/21
CHAPTER L FACILITY SERVICES	<u>Revised</u>	<u>Reviewed</u>
.0100 Preventive Maintenance	04/22/21	04/21
.0200 Water Testing, Recycling, and Waste Disposal	04/27/21	04/21

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.0200 Selection of Staff	06/01/20	06/21
.0300 Staff Development/Training	06/01/20	06/21
.0400 Offender Personnel	06/01/20	06/21
.0500 Menu Development	06/01/20	06/21
.0600 Food Management System (FMS)	06/01/20	06/21
.0700 Therapeutic Diets	06/01/20	06/21
.0800 Religious Menu Accommodation .0800(I)Religious Menu Accommodation (Interim)	06/01/20 08/16/21	06/21
.0900 Satellite Feeding	06/01/20	06/21
.1000 Packouts	06/01/20	06/21
.1100 Nutrition Management of Offenders at Risk for Self-Injury	06/01/20	06/21
.1200 Fiscal Administration	06/01/20	06/21
.1300 Dairy and Bread	06/01/20	06/21
.1400 Food Cost	06/01/20	06/21
.1500 Central Warehouse	06/01/20	06/21
.1600 Meat Plant	06/01/20	06/21
.1700 Produce Distribution Center	06/01/20	06/21
.1800 Department of Public Safety Farm/Cannery	06/01/20	06/21
.1900 Food Production	06/01/20	06/21
.2000 Food Safety and Sanitation .2000(I)Food Safety and Sanitation (Interim)	06/01/20 10/01/21	06/21
.2100 Hazard Analysis Critical Control Point (HACCP)	06/01/20	06/21

.2200 Test Trays	06/01/20	06/21
.2300 Emergency Plans	06/01/20	06/21
.2400 Equipment	06/01/20	06/21
.2500 Tool Control	06/01/20	06/21
.2600 Monthly Reports	06/01/20	06/21
.2700 Audits	06/01/20	06/21
.2800 Inspections	06/01/20	06/21
.2900 Child Nutrition Program	06/01/20	06/21
.3000 USDA Commodities	06/01/20	06/21
.3100 Food Technology Program	06/01/20	06/21
.3200 Apprentice Program	06/01/20	06/21
.3300 ServSafe	06/01/20	06/21
.3400 Nutraloaf	06/01/20	06/21
CHAPTER N CORRECTION ENTERPRISES	<u>Revised</u>	<u>Reviewed</u>
.0100 Organization of Correction Enterprises		
.0200 Customer Service Tasks	07/06/21	07/21
.0300 Sales Tasks	07/06/21	07/21
.0400 Product Pricing	07/07/21	07/21
.0500 Managerial Tasks		
CHAPTER O SPECIAL MANAGEMENT and RESTRICTIVE HOUSING	<u>Revised</u>	<u>Reviewed</u>
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.0200 Protective Control	11/06/17	11/21

.0300 Conditions of Confinement .0300(I)Conditions of Confinement (Interim) .0300(I)Conditions of Confinement (Interim)	09/06/18 07/30/21 12/01/21	11/21
.0400 Restrictive Housing for Control Purposes .0400(I)Restrictive Housing for Control Purposes (Interim)	08/14/18 11/03/21	11/21
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.0600 High Security Maximum Control	08/10/18	11/21
.0700 Modified Housing for Regular Population	08/01/17	11/21
CHAPTER P OFFENDER EDUCATION	<u>Revised</u>	<u>Reviewed</u>
.0100 Licensure Requirements for Education Personnel	03/10/21	03/21
.0200 Library Services .0200(I)Library Services	08/03/20 07/13/21	08/21
.0300 Mandatory Education	06/01/17	07/21
.0400 Non-English-Speaking Offender Program	02/05/18	11/21
CHAPTER Q RELEASE AND REENTRY	<u>Revised</u>	<u>Reviewed</u>
.0100 Offender Release Procedures	06/06/19	07/21
.0200 Deportation Releases & Citizenship Verification	08/31/18	11/21
.0300 Medical Release of Ill and Disabled Offenders	02/01/18	02/21
.0400 Extension of Limits of Confinement	02/01/18	03/21
.0500 Designated Reentry Facilities .0500(I)Designated Reentry Facilities (Interim)	05/21/19 11/03/21	11/21
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CHAPTER R SAFETY	<u>Revised</u>	<u>Reviewed</u>
.0100 Safety Policy	10/12/07	11/21

.0200 Hazardous Chemical Control and Management	11/13/20	11/21
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CHAPTER S HEALTH AND WELLNESS SERVICES	<u>Revised</u>	<u>Reviewed</u>

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