

State of North Carolina Department of Public Safety Prisons

Chapter: Section:

Title: **Table of Contents**

Issue Date: 05/26/21 Supersedes: 05/14/21

POLICY & PROCEDURES

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 POLICIES IN RED HAVE BEEN RESCINDED OR MOVED TO ANOTHER CHAPTER.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

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.)100
.0300 Appearance and Grooming Regulations	Refer to J.)200
.0500 Licensure Requirements for Educational Personnel	Refer to P.	0100
.0600 Policy and Procedure Development	11/03/20	11/20
.0700 Unit Management	01/16/19	10/20
.0800 Training Leave	Refer to K.	0200
.0900 Employee Training	Refer to K.	0100
.1000 State Emergency Response Team (SERT)	08/16/18	10/20
.1100 Promotional Examination Policy	Refer to J.	0300
.1200 Mutual Respect and Collaboration	06/11/19	06/20
.1300 Employee Recognition Program	Refer to J.	0400
.1400 Strategic Plan Monitoring	03/31/21	03/21
.1500 Required COVID-19 Employee Testing	Refer to J.	0500
.1600 Hiring of Ex-Offenders	Refer to J.	0600
.1700 Career Progression for Correctional Staff	Refer to J.)700
.1800 Tobacco Policy	07/14/20	07/20

CHAP	TER B OFFENDER CONDUCT, RULES, DISCIPLINE	<u>Revised</u>	Reviewed
.0100	Sentence Credits	Refer to C .3000	
.0200	Disciplinary Procedures	11/03/20	11/20
.0300	Offender Conduct Rules	08/12/19	04/20
.0500	Incentive Wage Program	Rescinded: R	efer to E .3100
.0600	Prison Industry Enhancement (PIE) Program	Refer to E .29	900
.0700	Offenders Conducting Personal Business	09/24/18	10/20
CHAP	TER C CLASSIFICATION	Revised	Reviewed
CIIAI	TER C CLASSIFICATION	KEVISEU	Keviewed
.0100	Classification Process	03/10/21	03/21
.0200	Diagnostic Centers	09/09/20	09/20
.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.0400	Maximum Control	Rescinded	
.0500	Promotion of Felons	Rescinded	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	10/20
.0700	Consular Notification and Access	08/28/17	10/20
.0800	Parole-Committed Youthful Offenders and Regular Offenders Serving Indeterminate Sentences	04/08/19	10/20
.0900	Admission Custody Assignment	Rescinded	
.1000	Interstate Corrections Compact	08/01/17	10/20
.1100	Protective Control	Refer to O .02	200
.1200	Conditions of Confinement	Refer to O .03	300
.1300	Restrictive Housing for Control Purposes	Refer to O .04	400
.1400	Case Management	Refer to E .30	000

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.1500	Offender Release Procedures	Refer to Q .0	100
.1600	Safekeepers	Refer to O .0	500
.1700	High Security Maximum Control	Refer to O .0	600
.1800	Transition Services	Rescinded: R	Refer to E .3000
.1900	Security Alert Policy	02/01/18	10/20
.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	10/20
.2700	Confinement in Response to Violation (CRV)	08/25/20	08/20
	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
СНА	PTER D PUBLIC COMMUNICATIONS	Revised	<u>Reviewed</u>
.0100	Publications Received/Possessed by Inmates	09/24/10	09/20
.0200	Visitation: Policy/Procedure	03/18/20	08/20
.0300	Offender Use of the Mail	11/03/20	11/20
.0500	Public Relations/Media Policy	06/25/18	06/20
.0600	Access to Information/Offender Records	06/17/20	06/20
.0700	Offender Labor for Public Work Projects	08/20/20	08/20

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.0800	Inmate Access to Telephone	05/13/14	10/20
.0900	Victim Services	06/15/17	06/20
.1000	Role of Outside Agencies	Rescinded	
.1100	Library Services	Refer to P .02	200
CHAP	TER E CORRECTIONAL PROGRAMS	<u>Revised</u>	<u>Reviewed</u>
.0100	Food and Nutrition Management	03/18/20	03/21
.0200	Health Care Policy	Refer to S .01	100
.0600	Prison Dog Training Programs	06/15/17	06/20
.0700	Work Release	06/15/17	06/20
.0900	AA and NA Correctional Facility Representative Program	11/01/17	11/20
.1100	Restitution Program	09/01/20	09/20
.1300	Study Release	06/15/17	06/20
.1400	Mandatory Education	Refer to P.0300	
.1500	Safety Policy	Refer to R .0	100
.1700	Mutual Agreement Parole Program (MAPP)	02/02/18	11/20
.1800	Non-English-Speaking Offender Program	Refer to P .0400	
.1900	Recreation	08/28/17	11/20
.2000	Social Service Programs	Rescinded	
.2100	Clothing, Bedding, & Personal Hygiene	Refer to F .4400	
.2200	Construction Apprenticeship Program (CAP)	11/30/20	11/20
.2300	Parenting Programs	06/15/17	06/20
.2400	Domestic Violence Education Program	06/15/17	06/20
.2500	Offender Death Procedures	Refer to F .4	100

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.2600	Reasonable Accommodations for Offenders with Disabilities	03/31/21	03/21
.2700	Evaluation and Management of Transgender Offenders	Refer to F.4300	
.2800	Use of Naloxone Opioid Antagonist by Non-Medical Staff	Refer to F .4200	
.2900	Prison Industry Enhancement (PIE) Program	10/02/20	11/20
.3000	Case Management	07/03/17	08/20
	Offender Assignment I)Offender Assignment (Interim)	06/18/20 03/22/21	08/20
.3200	Offender Marriage Requests	09/09/20	09/20
.3300	Home Leaves	05/03/19	11/20
.3400	Community Volunteer & Community Leave Program	04/30/19	11/20
.3500	Community Resource Council	11/01/17	11/20
.3600	Inmate Nonprofit Program	06/15/17	06/20
СНАР	TER F OPERATIONS	<u>Revised</u>	<u>Reviewed</u>
CHAP		Revised 08/12/19	Reviewed 08/20
.0100			08/20
.0100 .0300	Operational Searches	08/12/19	08/20
.0100 .0300 .0400	Operational Searches Offender Marriage Request	08/12/19 Refer to E .32	08/20
.0100 .0300 .0400	Operational Searches Offender Marriage Request Emergency Leave	08/12/19 Refer to E .3. 08/27/20	08/20 200 08/20
.0100 .0300 .0400 .0500 .0600	Operational Searches Offender Marriage Request Emergency Leave Offender Personal Property	08/12/19 Refer to E .3: 08/27/20 08/19/20	08/20 200 08/20 08/20 11/20
.0100 .0300 .0400 .0500 .0600	Operational Searches Offender Marriage Request Emergency Leave Offender Personal Property Custodial Classification	08/12/19 Refer to E .32 08/27/20 08/19/20 08/01/17	08/20 200 08/20 08/20 11/20
.0100 .0300 .0400 .0500 .0600 .0603	Operational Searches Offender Marriage Request Emergency Leave Offender Personal Property Custodial Classification Home Leaves	08/12/19 Refer to E .32 08/27/20 08/19/20 08/01/17 Refer to E .33	08/20 200 08/20 08/20 11/20 300 400
.0100 .0300 .0400 .0500 .0600 .0603 .0604	Operational Searches Offender Marriage Request Emergency Leave Offender Personal Property Custodial Classification Home Leaves Community Volunteer & Community Leave Program	08/12/19 Refer to E .3: 08/27/20 08/19/20 08/01/17 Refer to E .3: Refer to E .3:	08/20 200 08/20 08/20 11/20 300 400

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.0800	Contraband Control	11/06/18	09/20
.1000	Control of Offenders	11/13/18	09/20
.1100	Transporting Offenders	03/18/20	08/20
.1200	Inspections	02/01/18	11/20
.1400	Custodial Agents	08/08/18	11/20
.1500	Use of Force	08/30/18	09/20
.1600	Management of Security Posts	08/12/19	08/20
.1700	Double Cell Housing	01/01/14	04/20
.1900	Highway Work Squads - Medium Custody	Rescinded	
.2000	Early Parole	Refer to Q .0	600
.2100	Plumbing Facilities	07/20/10	04/20
.2200	Jail Housing of Inmates	08/01/17	11/20
.2300	Offender Maternity Leave	04/08/19	11/20
.2400	Key and Lock Control	08/14/18	08/20
.2500	Tobacco Policy	Refer to A .1	800
.2600	Inmate Drug/Alcohol Testing	08/12/19	11/20
.2700	Tool Control	08/14/18	11/20
.2800	Jail Bus Transportation-Standard Operating Procedures	06/11/19	08/20
.2900	Identification Card Procedure	08/01/17	11/20
.3000	Firing Ranges	Refer to DPS Safety	Manual
.3100	Close Observation Procedures	09/21/12	04/20
.3200	Special Management Meals	08/01/17	11/20
.3300	Prison Entrance/Exit Policy	10/29/18	08/20

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.3400	Offender Sexual Abuse and Harassment Policy	08/12/19	04/20
.3500	Minimum Custody Highway Work Squads	Rescinded	
.3600	Hazardous Chemical Control & Management	Refer to R .02	200
.3700	Fire Protection	Refer to R .03	300
.3800	Water Testing, Recycling, and Waste Disposal	Refer to L .02	200
.3900	Control Center Operations	01/16/19	08/20
.4000	Cellular/Wireless Device Management	04/08/19	08/20
.4100	Offender Death Procedures	05/10/17	11/20
.4200	Use of Naloxone Opioid Antagonist by Non-Medical Staff	04/15/19	11/20
.4300	Evaluation & Management of Transgender Offenders	03/31/21	03/21
.4400	Clothing, Bedding, and Personal Hygiene	10/23/20	10/20
CHAF	TER G COURT RELATED PROCEEDINGS	<u>Revised</u>	Reviewed
	Outstanding Charges/Detainers	Revised 10/20/14	Reviewed 11/20
.0100			
.0100 .0200	Outstanding Charges/Detainers	10/20/14	11/20
.0100 .0200 .0300	Outstanding Charges/Detainers Court Related Procedures	10/20/14 01/16/18	11/20 11/20
.0100 .0200 .0300 .0400	Outstanding Charges/Detainers Court Related Procedures Administrative Remedy Procedures	10/20/14 01/16/18 08/01/13	11/20 11/20 11/20
.0100 .0200 .0300 .0400	Outstanding Charges/Detainers Court Related Procedures Administrative Remedy Procedures Court Ordered Probationer Visits to Prisons Facilities	10/20/14 01/16/18 08/01/13 11/20/17	11/20 11/20 11/20 11/20
.0100 .0200 .0300 .0400	Outstanding Charges/Detainers Court Related Procedures Administrative Remedy Procedures Court Ordered Probationer Visits to Prisons Facilities TER H RELIGIOUS PRACTICES Religious Services	10/20/14 01/16/18 08/01/13 11/20/17 Revised	11/20 11/20 11/20 11/20 Reviewed
.0100 .0200 .0300 .0400 CHAF	Outstanding Charges/Detainers Court Related Procedures Administrative Remedy Procedures Court Ordered Probationer Visits to Prisons Facilities PTER H RELIGIOUS PRACTICES Religious Services PTER I FISCAL	10/20/14 01/16/18 08/01/13 11/20/17 Revised 02/01/18	11/20 11/20 11/20 11/20 Reviewed 11/20
.0100 .0200 .0300 .0400 CHAF	Outstanding Charges/Detainers Court Related Procedures Administrative Remedy Procedures Court Ordered Probationer Visits to Prisons Facilities PTER H RELIGIOUS PRACTICES Religious Services PTER I FISCAL	10/20/14 01/16/18 08/01/13 11/20/17 Revised 02/01/18 Revised	11/20 11/20 11/20 11/20 Reviewed 11/20

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.0200 Appearance and Grooming Regulations .0200(I) Appearance and Grooming Regulations (Interim)	09/28/20 04/27/21	11/20
.0300 Promotional Examination Policy	08/15/18	08/20
.0400 Employee Recognition Program	08/03/20	11/20
.0500 Required COVID-19 Employee Testing	10/09/20	11/20
.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>Reviewe</u>
.0100 Employee Training	01/07/21	01/21
.0200 Training Leave	04/08/19	10/20
CHAPTER L FACILITY SERVICES	<u>Revised</u>	<u>Reviewe</u>
.0100 Preventive Maintenance	04/22/21	04/21
.0200 Water Testing, Recycling, and Waste Disposal	04/27/21	04/21
CHAPTER M FOOD AND NUTRITION MANAGEMENT	<u>Revised</u>	Reviewe
CHAPTER N CORRECTION ENTERPRISES	<u>Revised</u>	Reviewe
.0100 Organization of Correction Enterprises		
.0200 Customer Service Tasks		
.0300 Sales Tasks		
.0400 Product Pricing		
.0500 Managerial Tasks		
CHAPTER O SPECIAL MANAGEMENT and RESTRICTIVE HOUSING	<u>Revised</u>	Reviewe
.0100 Restrictive Housing for Administrative Purposes	05/10/16	10/20

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

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.0300 Fire Protection	08/17/18	04/20
CHAPTER S HEALTH AND WELLNESS SERVICES	<u>Revised</u>	Reviewed
.0100 Health Care Policy	08/01/17	10/20

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