



North Carolina Department of Public Safety Prisons

Policy Summary Sheet

Offender Release Procedures

Chapter : C

Section : .1500

Current Review Date: October 15, 2018
Reviewed By: Auxiliary Services
Next Review Due: **October 15, 2019**

Current Revision Date: October 15, 2018
Supersedes Revision Dated: **Sept. 12, 2016**

Current Revision Summary (if applicable):

The following change(s) are effective:

General changes throughout policy involve changing of “inmate” to “offender,” “will” to “shall,” “should” to “must,” and other grammatical corrections as needed.

All changes are highlighted.

Specific Changes:

.1502 Definitions

Page 1 (e) terminology change from “the state which the inmate came,” to “sending” state.

.1503 Procedure

Page 3 (5) language added to clarify meaning, “entry of the” state and county code “being” essential.

A major change in policy is noted on Page 3 (8) added language which clarifies releases are to occur Monday through Friday during normal business hours, “In the interest of safety and security, offender releases from Prisons shall occur Monday through Friday, between the normal business hours of 8 am – 5pm. If the date of an offender’s release from custody falls on a Saturday, a Sunday, or a holiday, the offender may be awarded Discretionary Time credits such that the offender is released on the last preceding weekday prior to the offender’s projected release date. Understanding that circumstances will arise that require an exception to this provision (i.e., the offenders minimum release date falls on a Saturday, Sunday, or holiday) every effort shall be made to facilitate releases during the time frame as noted above.”

Direct Release Page 4 (b) has been **amended with the removal from policy** of the following information: “Sex Offenders convicted of a reportable conviction or who have been convicted of a non-reportable offense that involves the physical, mental or sexual abuse of a minor; Inmates being released from High Security Maximum Control (HCON), Maximum Control (MCON) and Intensive Control (ICON) and the note which stated, The Release officer will affect the release of inmates from the control statuses listed above. Prisons will purchase a bus ticket to the inmate’s home county if needed. The Supervision Officer will not be required to travel to the facility to perform the release unless they are in the same county as the facility. Inmates who are under the age of 18. Note: For offenders under the age of 18, the release officer will affect the release on the date of the release; if the inmate does not have transportation, Community Corrections will transport the offender to the inmate’s home county.”

Page 4 (2) has additional language added to clarify, “The Releasing Prison Facility will review DCI to determine if there are Out of State pending charges or detainers and to ensure all commitments have been satisfied. Information regarding any pending charges or detainers shall be relayed to the Release Officer by the Supervising Officer and the Releasing Prison Facility.”

Page 4 (3) has additional language added noting “within 30 days of release and reconfirm within 14 days of release.”

Safekeeper Release Page 5 (1) language changed from “...Chapter C, .1600 Safekeepers, specifically .1608 Release” to read “...under Section .1608, Released in Chapter C, Section .1600, Safekeepers.” Page 5 (f) (1) terminology change from “the state which the inmate came will,” to “sending state shall.” Page 5 (h) (1) language changed from “this release” to “conditional commutations” for clarity.

Post Release Supervision Page 6 (i) (1) updated to reflect change in name of “North Carolina Community Corrections” to “Division of Community Corrections.”

Sex Offenders Page 11 (3) language added to clarify the offender’s refusal to sign with the addition of “...Register form, two staff members will document by signature and date that the duty to register as a sex offender was explained to the identified sex offender and he/she refused to sign.”

.1504 Additional Requirements

Page 12, (e) language changed from “not receiving Community Corrections supervision upon release,” to “not eligible for Direct Release.”

.1505 Release Procedural Responsibility

Page 14 has had additional language added for clarification now reads, “the Release Officer will ensure the release papers have been processed according to this policy with any offender requiring supervision. Offender pick-up responsibilities are directed under section .1503 (b). Prison staff will act in a supporting role to ensure these matters are accomplished.” “For releases with no mandated supervision” has been changed to read, “For any offender released without mandated supervision...”

.1506 Release through Administrative Error

Page 15 (g) has been changed from “Chief of Security’s Office” to “Security Accountability Section in two instances.

.1507 Exceptions

Page 15 has been changed for clarity from “Exceptions may be made by the Prisons Section Director or designee” to read “Excpetions to these procedures may be made by the Director of Prisons or designee.”

Karen R. Pardue

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10-15-18
Date