

North Carolina Department of Public Safety
Prisons
Policy Summary Sheet



Offender Construction Program (OCP)

Chapter: E

Section: .2200

Current Review Date:

August 25, 2020

Reviewed By:

Prisons Rehabilitative Services

Next Review Due:

August 25, 2021

Current Revision Date:

August 25, 2020

Supersedes Revision Dated:

June 15, 2017

Current Revision Summary (if applicable):

Added: References

Related ACA Standard

5th Edition Standards for Adult Correctional Institutions 5-ACI-7A-03,

5-ACI-7A-04, 5-ACI-7A-05, 5-ACI-7A-06, 5-ACI-7A-07, 5-ACI-7A-13

All current changes are highlighted in yellow. General changes throughout policy include changing “Rehabilitative Programs and Services” to “Rehabilitative Services,” “Inmate” to “Offender,” and “Director” to “Commissioner”. Other minor grammatical corrections made where necessary.

Specific Changes

.2201 CONDITIONS OF CONTINUED EMPLOYMENT

Page 1 removed “Adult Facilities.” Modified by removing “Prisons and replacing with “NCDPS.” Additional verbiage added in the paragraph “apprenticeship level,” and “within the engineering construction trades of Concrete Finisher,

Masonry, Carpentry, Fence Installer, Drywall, Painter, Welding, Pipe Fitter, Plumber, HVAC Technician, and Electrician.”

.2203 SUPERVISION

Page 2 added new paragraph “Any individual approved by Central Engineering to supervise offenders must be approved, certified and trained by Prisons’ staff to be a Custodial Agent. The guidelines for this process may be found in Prisons’ Policy & Procedure Chapter F .1400 Custodial Agents. Approved Custodial Agents shall carry their pink custodial agent card at all times while supervising offenders assigned to the Offender Construction Program.”

.2204 SAFETY

Page 2 Added new section:

(a) Responsibility: Offender safety while assigned to the Offender Construction Program is the primary responsibility of the Central Engineering Supervisors. They must ensure the offenders under their supervision are properly trained on safety procedures and equipment established by their agency’s guidelines. Offenders will be monitored and required to follow safety training and expectations. Further, offender assignment procedures for the Offender Construction Program assignments will include the use of the established Incentive Wage Description Form (IW01) and Essential Functions Checklist (EFC) forms developed and maintained in the Offender Assignment Manual. These forms also cover safety procedures as well as other essential job-related expectations.

(b) Prohibitions: The following prohibitions apply to the Offender Construction Program.

(1) Offenders are prohibited from working on the premises of any institution operated or administered by the Youth Development Section of the Division of Adult Correction and Juvenile Justice of the Department of Public Safety unless approved by the Assistant Commissioner of Prisons and then, a complete sight and sound barrier must be erected and maintained during the course of the labor being performed by adult offenders.

(2) Offenders are prohibited from working at a school while students are on the property. This includes either public or private elementary, middle or high schools. Prior to any work being done on school property, the school administrator or principal must provide a letter certifying that there will be no students on the property during the time the work is being performed.

.2205 OFFENDER SELECTION AND REMOVAL CRITERIA

Page 3 (11) Added new paragraph “Any individual approved by Central Engineering to supervise offenders must be approved, certified and trained by Prisons’ staff to be a Custodial Agent. The guidelines for this process may be found in Prisons’ Policy & Procedure Chapter F .1400 Custodial Agents. Approved Custodial Agents shall carry their pink custodial agent card at all times while supervising offenders assigned to the Offender Construction Program.”

.2206 HOUSING OF OFFENDERS ASSIGNED TO THE OCP

Page 6 (d) Removed “ICP” and replaced with “The Offender Construction Program.”

Stephanie P. Hubbard

Correctional Planner II

August 25, 2020
Date