



# North Carolina Department of Public Safety Prisons

## Policy Summary Sheet

### Key and Lock Control

Chapter : F

Section : .1400

**Current Review Date:** August 8, 2018  
**Reviewed By:** Auxiliary Services  
**Next Review Due:** August 8, 2019

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**Current Revision Date:** August 8, 2018  
**Supersedes Revision Dated:** November 1, 2017

#### Current Revision Summary (if applicable):

The following change(s) are effective:

All changes are highlighted.

General Changes: “Division of Prisons” or “Prison Section” is changed to “Prisons” throughout the policy. “Rehabilitative Programs and Services” has been changed to “Reentry, Programs and Services” throughout the policy.  
Minor changes for grammatical and spelling corrections.

Specific Changes:

#### **.1401 Purpose**

Page 1 Revised language to clarify purpose of policy to establish how employees of state government and non-state government agents are approved as custodial agents. It provides training guidelines, procedures and expectations for custodial agents.

#### **.1402 Custodial Agents for Inmate Labor**

Page 1 Added “medium” custody inmates as possible participants. Under (b) it is noted “A labor contract will be signed by the state or other government agency that represents the employees detailing the services to be provided and locations to be served.”

Page 2 (c) Adds language concerning a “A CJ Leads criminal background check will be conducted on all prospective custodial agents upon their initial application.” (d) Changes “Employees” to “Candidates” and they must sign all required forms to retain classification as a custodial agent. Added (f) “All

Custodial agents will be subject to a CJ Leads criminal background check once every 5 years after being granted custodial agent status.”

### **.1403 Custodial Agents for Re-Entry Services**

Page 2 Changed “1. State Employees of Other State Agencies” to “Government Agency Employees” and throughout policy. Changed “perspective” to “respective” custody levels. Under (a.) changed to read Government agency employees will complete “the four (4) hour orientation and training for custodial agents. This training will include the one hour PREA instructional course that complies with the Prison Rape Elimination Act of 2003.” Under (b) removed “employees” and added “or other government agency.” Under (c) removed “Agency” and added “or other government agency.” The previous (d) was removed and replaced with “A CJ Leads criminal background check will be conducted on all prospective custodial agents upon their initial application.” Added language to (e) includes “and all other required forms,” and “to continue” changed to “retain their classification.”

Page 3 Changed (f) to read: “All Custodial agents will be subject to a CJ Leads criminal background check once every 5 years after being granted custodial agent status.” New (g) is former (f) with “they” changed to read “These employees.”

2. Employees of Non-State Agencies was changed to read “Custodial Agents for Re-entry Purposes.” (a) has been changed to remove references to volunteer training to read, “the four (4) hour orientation and training for custodial agents. This training will include the one hour PREA instructional course that complies with the Prison Rape Elimination Act of 2003.” (b) has been changed in its entirety, specifically “employees” was changed to “Candidates” and “criminal background check” was changed to “CJ Leads criminal background check” and added language to (b) “and all other required forms,” and “to continue” changed to “retain their classification.” (c) is the former (d) and the new (d) states, Custodial Agents must submit to a CJ Leads criminal background check once every 5 years after being granted custodial agent status.”



Interim Division Policy Coordinator

Date