



State of North Carolina
Department of Public Safety
Prisons

Chapter:
Section:
Title: **Table of Contents**
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POLICY & PROCEDURES

CHAPTER A - ORGANIZATION & PERSONAL CONDUCT		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0100 - Organization of Prisons	06/01/16	06/01/16
	.0101 - Purpose		
	.0102 - Policy		
	.0103 - Director of Prisons		
	.0104 - Director of Prisons' Staff		
	.0105 - Facility Wardens, Administrators, Superintendents		
	.0106 - Facility Designations		
	.0107 - Legal Assistance		
SECTION	.0200 - Conduct of Employees	02/01/16	02/01/16
	.0201 - General		
	.0202 - Conditions of Continued Employment		
	.0203 - Social Networking/Media, Personal Web Pages/ Sites, and other Mediums of Communication		
	.0204 - Off-Duty Certified Staff Carrying Concealed Weapons		
SECTION	.0300 - Appearance and Grooming Regulations	10/05/15	10/05/15
	.0301 - General		
	.0302 - Appearance Standards		
	.0303 - Grooming Standards		
	.0304 - Standard Issue		
SECTION	.0500 - Licensure Requirements for Educational Personnel	06/01/17	06/01/17
	.0501 - General		
	.0502 - Definitions and Employment Standards		
	.0503 - Provisional Licensure		
	.0504 - Licensure and License Renewal		
	.0505 - Failure to Maintain Current Licensure		
	.0506 - License Renewal Procedure		
	.0507 - In-Service Training for Teachers		
	.0508 - Salary Schedules of Licensed Personnel		
	.0509 - Personnel Files		
	.0510 - Hiring Procedures		
	.0511 - Licensure Suspension and Revocation		
	.0512 - Disciplinary Action and Dismissal Procedures		
	.0513 - Employment of Career Teachers		

CHAPTER A - Organization and Personal Conduct (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0600 - Policy and Procedure Development	08/06/18	08/06/18
	.0601 - General		
	.0602 - Purpose		
	.0603 - Scope		
	.0604 - Definitions		
	.0605 - Policy		
	.0606 - Policy and Procedure Development		
	.0607 - Policy Rescission		
	.0608 - Public and Offender Access		
	.0609 - Exceptions		
	.0610 - Variance		
	.0611 - Prisons Administrative Manuals		
	.0612 - Facility Standard Operating Procedures Manual		
SECTION	.0700 - Unit Management	01/16/19	01/16/19
	.0701 - General		
	.0702 - Purpose		
	.0703 - Overview		
	.0704 - Objectives		
	.0705 - Staff Roles		
	.0706 - Essentials of Unit Management		
	.0707 - Unit Operations		
	.0708 - Classification/Case Management/Programs		
	.0709 - Staff Supervision and Management		
SECTION	.0800 - Training Leave	04/08/19	04/08/19
	.0801 - General		
	.0802 - Training Time As Work Time		
SECTION	.0900 - Employee Training	05/22/18	05/22/18
	.0901 - General		
	.0902 - References		
	.0903 - Responsibilities		
	.0904 - Coordination and Supervision of Training		
SECTION	.1000 - State Emergency Response Team (SERT)	08/16/18	08/16/18
	.1001 - Purpose		
	.1002 - Definitions		
	.1003 - Policy		
	.1004 - Procedures		
	.1005 - Documentation		
	.1006 - SERT Representatives		

CHAPTER A - Organization and Personal Conduct (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.1100 - Promotional Examination Policy	08/15/18	08/15/18
	.1101 - General		
	.1102 - Promotional Examination Eligibility		
	.1103 - Application Process		
	.1104 - Pre-examination Training		
	.1105 - Promotional Eligibility Following Examination		
	.1106 - Veteran's Preference		
	.1107 - Responsibility of the Office of Staff Development and Training		
	.1108 - Responsibility of the Division of Prisons		
SECTION	.1200 - Mutual Respect and Collaboration	04/17/15	04/17/15
	.1201 - Purpose		
	.1202 - Policy		
	.1203 - Meetings		
SECTION	.1300 - Employee Recognition Program	07/13/18	NEW
	.1301 - General		
	.1302 - Eligibility Requirements		
	.1303 - Frequency of Awards		
	.1304 - Employee of the Year Award Requirements		
	.1305 - Nomination Process		
	.1306 - Time Frames		
	.1307 - Director's Review Board		

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CHAPTER B - OFFENDER CONDUCT RULES, DISCIPLINE		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0100 - Sentence Credits	08/10/18	08/10/18
	.0109 - Scope		
	.0110 - Definitions		
	.0111 - Good Time		
	.0112 - Gain Time		
	.0113 - Earned Time Credits		
	.0114 - Discretionary Time		
	.0115 - Meritorious Time		
	.0116 - Restoration of Forfeited Good Time, Earned Time and Meritorious Time		
	.0117 - Procedures for Awarding and Crediting Time		
	.0118 - ADA Assigned Gain and Earned Time Credit		
	.0119 - ADA Accommodation Gain and Earned Time Credit		
SECTION	.0200 - Disciplinary Procedures	08/10/18	08/10/18
	.0201 - General		
	.0202 - Disciplinary Offenses		
	.0203 - Administrative Fees		
	.0204 - Authorized Disciplinary Sanctions		
	.0205 - Disciplinary Procedures		
SECTION	.0300 - Inmate Conduct Rules	07/10/13	07/10/13
	.0301 - General		
	.0302 - Other Rules and Regulations		
	.0303 - Disciplinary Procedures for Local Confinement Facilities		
SECTION	.0500 - Incentive Wage Program	Rescinded	
	.0501 - General		
	.0502 - Application		
SECTION	.0600 - Prison Industries Enhancement (PIE) Program	02/08/01	09/13/07
	.0601 - Purpose		
	.0602 - Requirements		
	.0603 - Definitions		
	.0604 - PIE Program Operation		
	.0605 - Inmate Participation in PIE Programs		
	.0606 - Disposition of Inmate Wages		
	.0607 - Civilian PIE Program Employees		
	.0608 - Worker's Compensation Requirement		
	.0609 - Other Requirements		

CHAPTER B - OFFENDER CONDUCT RULES, DISCIPLINE (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0700 - Offenders Conducting Personal Business	09/24/18	09/24/18
	.0701 - Purpose		
	.0702 - Policy		
	.0703 - Prohibited Activities and Services for Personal Compensation		
	.0704 - Special Provisions		
	.0705 - Offender Manuscripts		

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CHAPTER C - CLASSIFICATION		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0100 - Classification Process	11/06/17	11/06/17
	.0101 - General		
	.0102 - Classification Procedure, Terms, and Definitions		
	.0103 - Special Classification Processes		
	.0104 - Organization and Levels of Classification Authority		
	.0105 - Classification Authority by Action Type and Decision Level		
	.0106 - Case Documentation Requirements		
	.0107 - Exceptional Case Considerations		
	.0108 - Appeals		
SECTION	.0200 - Diagnostic Centers	02/01/18	02/01/18
	.0201 - General		
	.0202 - Organization		
	.0203 - Procedure		
SECTION	.0300 - Rest. Housing for Adm. Purp.	05/10/16	05/10/16
	.0301 - General		
	.0302 - Procedure		
SECTION	.0400 - Maximum Control	Rescinded	
	.0401 - General		
	.0402 - Director's Classification Authority/Director's Classification Committee		
	.0403 - Referral to the Director's Classification Committee		
	.0404 - Temporary Transfer		
	.0405 - Approving Authority		
SECTION	.0500 - Promotion of Felons	06/01/17	06/01/17
	.0501 - General		
	.0502 - Reviewing and Approving Authority		
	.0503 - Criteria for Consideration of and Review for Promotion		
	.0504 - Case Factors, Overrides and Waivers		
	.0505 - Psychological Risk Assessments		
	.0506 - Procedures		
SECTION	.0600 - International Prisoner Transfer Program	08/01/17	08/01/17
	.0601 - General		
	.0602 - Procedure		
SECTION	.0700 - Consular Notification and Access	08/28/17	08/28/17
	.0701 - Purpose		
	.0702 - Mandatory Notification Countries		
	.0703 - Procedure		

CHAPTER C - CLASSIFICATION (Continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0800 - Parole-Committed Youthful Offenders and Regular Offenders Serving Indeterminate Sentences	04/08/19	04/08/19
	.0801 - Purpose		
	.0802 - Committed Youthful Offenders		
SECTION	.0900 - Admission Custody Assignment	11/01/17	11/01/17
	.0901 - General		
	.0902 - Specific Admission Custody Grade Assignments		
	.0903 - Procedure for Exceptional Consideration		
SECTION	.1000 - Interstate Corrections Compact	08/01/17	08/01/17
	.1001 - Purpose		
	.1002 - Application		
	.1003 - Procedures as the Sending State		
	.1004 - Procedures as a Receiving State		
	.1005 - Escape of Inmate From the Receiving State		
	.1006 - Return of the Inmate to the Sending State		
	.1007 - Per Diem Expenses for Maintenance of Inmates and Recapture of Escapees		
SECTION	.1100 - Protective Control	11/06/17	11/06/17
	.1101 - General		
	.1102 - Procedure		
SECTION	.1200 - Conditions of Confinement	09/06/18	09/06/18
	.1201 - Conditions of Confinement		
	.1202 - Procedure		
	.1203 - Sanitation/Safety/Personal Hygiene		
	.1204 - Meals		
	.1205 - Shower/Shave		
	.1206 - Exercise Periods		
	.1207 - Procedures to Restrict Outside Cell Activities		
	.1208 - Trust Fund Withdrawals		
	.1209 - Canteen Orders		
	.1210 - Personal Property		
	.1211 - Television Privileges		
	.1212 - Radios and Batteries		
	.1213 - Mail		
	.1214 - Telephone Privileges		
	.1215 - Visits		
	.1216 - Use of Restraints - Internal Movement/Control		
	.1217 - Access to Health Care		

CHAPTER C - CLASSIFICATION (Continued)		<u>Revised</u>	<u>Reviewed</u>
	.1218 - Work Assignments		
	.1219 - Program Participation		
	.1220 - Sentence Credits		
	.1221 - Library		
	.1222 - Tennis Shoes		
	.1223 - Acetaminophen (Tylenol) and Antacid		
SECTION	.1300 - Rest. Housing Cont. Purp.	08/14/18	08/14/18
	.1301 - General		
	.1302 - Procedure		
	.1303 - Temporary Transfer		
	.1304 - Approving Authority		
SECTION	.1400 - Case Management	07/03/17	07/03/17
	.1401 - Purpose		
	.1402 - Policy		
	.1403 - Descriptions and Expected Case Management Practices		
	.1404 - Case Management System		
	.1405 - Case Assessment and Plans for Inmates with RNA Completed		
	.1406 - Case Assessment and Plans for Non-RNA Inmates		
	.1407 - Case Management Requirement for ALL		
	.1408 - Case Management Audits		
	.1409 - Case Management References		
SECTION	.1500 - Offender Release Procedures	10/26/18	01/26/18
	.1501 - General		
	.1502 - Definitions		
	.1503 - Procedure		
	.1504 - Additional Requirements		
	.1505 - Release Procedural Responsibility		
	.1506 - Release Through Administrative Error		
	.1507 - Exceptions		
	.1508 - Issues		
SECTION	.1600 - Safekeepers	11/06/17	11/06/17
	.1601 - Scope and Definitions		
	.1602 - General Provisions and Notifications		
	.1603 - Admission Procedures		
	.1604 - Conditions of Confinement		
	.1605 - Designation of Prison Facilities		
	.1606 - Assignment and Transfer		
	.1607 - Use of Force		
	.1608 - Release		

CHAPTER C - CLASSIFICATION (Continued)		<u>Revised</u>	<u>Reviewed</u>
	.1609 - Fiscal		
	.1610 - Death		
SECTION	.1700 - High Security Maximum Control	08/10/18	08/10/18
	.1701 - General		
	.1702 - Assignment and Review Procedures		
	.1703 - Referral, Screening, Documentation, and Other Requirements		
	.1704 - Additional Procedural and Assignment Considerations		
	.1705 - Approving Authority		
SECTION	.1800 - Transition Services	Rescinded: Refer to C.1400	
SECTION	.1900 - Security Alert Policy	02/01/18	02/01/18
	.1901 - General		
	.1902 - Security Alert Designations		
	.1903 - Application of Security Audits		
	.1904 - Removal of Security Alerts		
SECTION	.2000 - Deportation Releases & Citizenship Verification	08/31/18	08/31/18
	.2001 - General		
	.2002 - Definitions		
	.2003 - General Communication with Federal Agencies		
	.2004 - Eligibility for Consideration for Conditional Release		
	.2005 - Procedures		
	.2006 - Return to Custody		
SECTION	.2100 - Medical Release of Ill and Disabled Offenders	02/01/18	02/01/18
	.2101 - Purpose		
	.2102 - Definitions		
	.2103 - Eligibility		
	.2104 - Procedures		
	.2105 - Revocation of Medical Release		
SECTION	.2200 - Extension of Limits of Confinement	02/01/18	02/01/18
	.0201 - Purpose		
	.0202 - Terminally Ill or Permanently and Totally Disabled Inmates		

CHAPTER C - CLASSIFICATION (Continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	2300 - Modified Housing for Regular Population	08/01/17	08/01/17
	.2301 - General		
	.2302 - Procedures		
	.2303 - Offender Orientation		
	.2304 - Meals		
	.2305 - Dayroom/Exercise/Shower Periods		
	.2306 - Canteen		
	.2307 - Radios		
	.2308 - Trust Fund		
	.2309 - Mail		
	.2310 - Telephones		
	.2311 - Televisions		
	.2312 - Access to Health Care		
	.2313 - Library		
	.2314 - Visiting		
	.2315 - Haircuts		
	.2316 - Work Assignments		
	.2317 - Program Services		
	.2318 - Religious Services		
	.2319 - Rules		
SECTION	2400 - Central Monitoring	02/01/18	02/01/18
	.2401 - Purpose		
	.2402 - Types		
	.2403 - Definition		
	.2404 - Process		
SECTION	2500 - Community Based Programs for Sex Offenders	06/01/17	06/01/17
	.2501 - General		
	.2502 - Definitions		
	.2503 - Promotions to Minimum Custody		
	.2504 - Community Based Programs/Activities		
	.2505 - Training		
	.2506 - Offenses Requiring Registration		
	.2507 - Restrictions		

CHAPTER C - CLASSIFICATION (Continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	2600 - Advanced Supervised Release	07/10/18	07/10/18
	.2601 - Purpose		
	.2602 - Procedures		
	.2603 - Inmate Assignments		
	.2604 - Tracking of ASR Program Participating Inmates		
	.2605 - Summarization of ASR Program Participation		
	.2606 - Case Management for ASR		
	.2607 - Removal for ASR Program and Term		
SECTION	2700 - Confinement in Response to Violation (CRV)	09/19/12	09/19/12
	.2701 - Purpose		
	.2702 - Admission Procedures		
	.2703 - Housing		
	.2704 - Visitation		
	.2705 - Programming		
	.2706 - Conditions of Confinement		
	.2707 - Release		
SECTION	2800 - Offender Assignment	10/02/18	10/02/18
	.2801 - General		
	.2802 - Definitions		
	.2803 - Procedures		
	.2804 - Incentive Wage		
	.2805 - Sentence Credits		
	.2806 - Time Keeping and Performance Management		
	.2807 - Removal From Job Assignment		
SECTION	2900 - Designated Reentry Facilities		

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CHAPTER D - PUBLIC COMMUNICATIONS		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0100 - Publications Received/Possessed By Inmates	09/24/10	09/24/10
	.0101 - Inmate Publication Privileges		
	.0102 - Facility Review: Administrative Procedures		
	.0103 - Facility Review: Publication Approval/Disapproval		
	.0104 - Publication Review Committee		
	.0105 - Publication Review Committee Procedures		
	.0106 - Notification to Inmates of Publication Review Committee Decisions		
	.0107 - Notification to Publishers of Publication Disapprovals and Appeal Rights of Publishers		
	.0108 - Conditions For Receipt or Possession		
	.0109 - Specific Criteria For Publication Disapproval		
	.0110 - Staff Training on Inmate Publications		
	.0111 - Inmate Access to Publications Policy, D.0100		
SECTION	.0200 - Visitation: Policy/Procedure	02/05/19	02/05/19
	.0201 - General		
	.0202 - Visitation Applications		
	.0203 - Visitors		
	.0204 - Visitors Who Are Victims of the Offender		
	.0205 - Partners in Crime, Ex-Offenders & Probationer/Parolees		
	.0206 - Ex-employee Visitation		
	.0207 - Approvals		
	.0208 - Disapprovals		
	.0209 - Visitor Suspension		
	.0210 - Visitation List		
	.0211 - Visits to Inmates Not In the Regular Population		
	.0212 - Non-Contact Visitation		
	.0213 - Security Risk Group Visitation		
	.0214 - Rules for Visiting		
	.0215 - Appropriate Standards of Dress for Visitors		
SECTION	.0300 - Inmates Use of the Mail	11/01/13	11/01/13
	.0306 - Purpose		
	.0307 - General		
	.0308 - Correspondence		
	.0309 - Content and Structure of Incoming and Outgoing Mail		
	.0310 - Processing Incoming and Outgoing Mail		
	.0311 - Packages and Other Items		

CHAPTER D - PUBLIC COMMUNICATIONS (Continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0500 - Public Relations/Media Policy	06/25/18	06/25/18
	.0501 - General		
	.0502 - Matters of Public Record		
	.0503 - Role of the Communications Office		
	.0504 - Role of Facility Management		
	.0505 - Media Inquiries		
	.0506 - Release of Information In Crisis Situations		
SECTION	.0600 - Access to Information/Inmate Records	11/14/11	11/14/11
	.0601 - Inmate Records		
	.0602 - Research		
SECTION	.0700 - Inmate Labor for Public Work Projects	11/22/05	09/07/07
	.0701 - Policy		
	.0702 - Safety		
	.0703 - Compensation		
	.0704 - Approval of Contracts		
	.0705 - Suspension of Contracts		
	.0706 - Community Work Program		
	.0707 - Correction Enterprises		
SECTION	.0800 - Inmate Access to Telephone	05/13/14	05/13/14
	.0801 - General		
	.0802 - Responsibility		
	.0803 - Procedures		
	.0804 - Other Program Requirements		
SECTION	.0900 - Victim Services	06/15/17	06/15/17
	.0901 - Policy		
	.0902 - Sources		
	.0903 - Definitions		
	.0904 - Victim Confidentiality		
	.0905 - Roles and Responsibilities of the Office of Victim Services		
	.0906 - Roles and Responsibilities of the Rehabilitative Programs & Services Victim Services Coordinator		
	.0907 - Roles and Responsibilities of Prisons Region Program Coordinators		
	.0908 - Roles and Responsibilities of the Facility Victim Information Coordinators		
	.0909 - Notifications		
	.0910 - SAVAN		

CHAPTER D - PUBLIC COMMUNICATIONS (Continued)	<u>Revised</u>	<u>Reviewed</u>
.0911 - Response to Significant Issues		
.0912 - Escape and Capture Procedures		
SECTION .1000 - Role of Outside Agencies	Rescinded	
.1001 - General		
.1002 - Purpose		
.1003 - Procedure		
SECTION .1100 - Library Services	06/01/17	06/01/17
.1101 - General		
.1102 - Procedures		
.1103 - Coordination and Supervision		

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CHAPTER E - TREATMENT		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0100 - Food and Nutrition Management	09/18/07	07/01/17
	.0101 - Purpose		
	.0102 - General		
SECTION	.0200 - Health Care Policy	08/01/17	08/01/17
	.0201 - Division Responsibility		
	.0202 - Facility Responsibility		
	.0203 - Responsible Health Authority		
	.0204 - Staff Responsibility		
	.0205 - Central Office Staff		
	.0206 - Consultants		
	.0207 - Medical Autonomy		
	.0208 - Meetings and Reports		
	.0209 - Policy and Operating Procedures		
	.0210 - Review/Revision of Health Care Procedure Manual/Nursing Protocols and Chronic Disease Guidelines		
SECTION	.0600 - Prison Dog Training Programs	06/15/17	06/15/17
	.0601 - General		
	.0602 - Purpose		
	.0603 - Definitions		
	.0604 - Program Management		
	.0605 - Inmate Selection and Removal Criteria		
	.0606 - Roles and Responsibilities		
	.0607 - Routine and Emergency Veterinarian Care		
	.0608 - Apprenticeship		
SECTION	.0700 - Work Release	06/15/17	06/15/17
	.0701 - Purpose		
	.0702 - Work Release Eligibility		
	.0703 - Work Release Conditions		
	.0704 - Concurrent: Consecutive Sentences		
	.0705 - Probation Revoked		
	.0706 - Processing Procedures		
	.0707 - Other Requirements/Conditions		
	.0708 - Transportation		

CHAPTER E - TREATMENT (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0900 - AA and NA Correctional Facility Representative Program	11/01/17	11/01/17
	.0901 - General		
	.0902 - The Role of the AA or NA Correctional Facilities Representative		
	.0903 - The Role of the Prisons Staff Coordinator		
	.0904 - Eligibility Criteria for Representative		
	.0905 - Screening and Approval Process		
	.0906 - Authorization Process		
	.0907 - Approval Revocation or Dismissal		
	.0908 - Disapproval of AA/NA Correctional Facility Representative Applicant.		
	.0910 - One Time Volunteers		
	.0911 - Special Provisions		
SECTION	.1100 - Restitution Program	09/18/07	06/30/10
	.1101 - General		
	.1102 - Procedures - Active Sentence of Five Years or Less		
	.1103 - Procedures - Active Sentence More Than Five Years		
	.1104 - Procedures - Notification of Completed Restitution/Reparation		
SECTION	.1300 - Study Release	06/15/17	06/15/17
	.1301 - General		
	.1302 - Eligibility Requirements		
	.1303 - Study Release Conditions		
	.1304 - Application Procedure		
	.1305 - Reinstatement		
	.1306 - Study Release Fiscal Policies and Procedures		
	.1307 - Change in Education Plan		
	.1308 - Removal From or Completion of Study Release		
SECTION	.1400 - Mandatory Education Program	06/01/17	06/01/17
	.1401 - Mandatory Education Program		
	.1402 - Criteria for Mandatory Participation		
	.1403 - Identification of Inmates with Educational Deficiencies		
	.1404 - Assignment of Inmates to ABE/HSE		
	.1405 - Inmate Performance		
	.1406 - Disciplinary Action		
SECTION	.1500 - Safety Policy	10/12/07	06/30/10
	.1501 - Purpose		
	.1502 - Supervisory and Employee Responsibility		
	.1503 - Contracting Agency Responsibility		

CHAPTER E - TREATMENT (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.1700 - Mutual Agreement Parole Program (MAPP)	02/02/18	02/02/18
	.1701 - General		
	.1702 - Procedures		
	.1703 - Implementation and Responsibilities		
	.1704 - Violation of the MAPP Agreement		
	.1705 - Termination of the MAPP Agreement		
SECTION	.1800 - Non-English Speaking Offender Program	02/05/18	02/05/18
	.1801 - Purpose		
	.1802 - Policy		
	.1803 - Definitions		
	.1804 - Non-English Speaking Offender Program		
	.1805 - Procedures		
	.1806 - Other Procedures		
SECTION	.1900 - Recreation	08/28/17	08/28/17
	.1901 - Purpose		
	.1902 - Coordination		
	.1903 - Equipment & Facilities		
	.1904 - Program Requirements		
SECTION	.2000 - Social Service Programs	Rescinded	
	.2001 - General		
	.2002 - Purpose		
	.2003 - Definitions		
	.2004 - Policy		
	.2005 - Procedures		
SECTION	.2100 - Clothing, Bedding & Personal Hygiene	06/30/14	06/30/14
	.2101 - Purpose		
	.2102 - General		
	.2103 - Clothing & Bedding Supplies		
	.2104 - Clothing Issue		
	.2105 - Bedding & Linen Issue		
	.2106 - Bathing and Personal Hygiene		
	.2107 - Hair Care Services		
	.2108 - Medium and Close Custody Facility Shaver Systems & Battery Operated Razors		
SECTION	.2200 - Inmate Construction Program	06/15/17	06/15/17
	.2201 - Purpose		
	.2202 - Program Management		
	.2203 - Inmate Selection and Removal Criteria		
	.2204 - Housing of Inmate Construction Program Inmates		

CHAPTER E - TREATMENT (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.2300 - Parenting Program	06/15/17	06/15/17
	.2301 - General		
	.2302 - Purpose		
	.2303 - Policy		
SECTION	.2400 - Domestic Violence Education Program	06/15/17	06/15/17
	.2401 - General		
	.2402 - Purpose		
	.2403 - Definitions		
	.2404 - Program Management		
	.2405 - Procedure		
	.2406 - Confidentiality		
SECTION	.2500 - Inmate Death Procedure	05/10/17	05/10/17
	.2501 - Purpose		
	.2502 - Policy		
	.2503 - Resource & Reference		
	.2504 - Procedures		
	.2505 - Facility Responsibilities		
	.2406 - Region Responsibilities		
SECTION	.2600 - Reasonable Accommodation for Inmates with Disabilities	09/05/13	09/05/13
	.2601 - Authority		
	.2602 - Purpose		
	.2603 - Applicability		
	.2604 - Definitions		
	.2605 - Policy		
	.2606 - Equal Access to Jobs, Programs, Activities and Services		
	.2607 - Procedures		
SECTION	.2800 - Use of Naloxone Opioid Antagonist by Non-Medical Staff	04/15/19	NEW
	.2801 - Purpose		
	.2802 - Definitions		
	.2803 - Policy		
	.2804 - Procedures		

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CHAPTER F - CUSTODY AND SECURITY		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0100 - Operational Searches	07/10/13	07/10/13
	.0101 - Purpose		
	.0102 - Definitions		
	.0103 - Policy		
	.0104 - Searches of Inmates		
	.0105 - Searches of Visitors and Other Persons		
	.0106 - Searches of Employees		
	.0107 - Authority to Detain		
	.0108 - Complete Facility Search		
	.0109 - Disposition of Contraband		
SECTION	.0300 - Inmate Marriage Requests	10/22/01	09/13/07
	.0301 - General		
SECTION	.0400 - Emergency Leave	09/05/14	09/05/14
	.0401 - General		
	.0402 - Approving Authority		
	.0403 - Emergency Leave		
	.0404 - Fiscal Responsibilities		
SECTION	.0500 - Offender Personal Property	02/21/19	02/21/19
	.0501 - General		
	.0502 - Personal Clothing		
	.0503 - Authorized Items		
	.0504 - Disposition of Unauthorized Property		
	.0505 - Reception Inventory		
	.0506 - Return of Personal Property Upon Release		
SECTION	.0600 - Custodial Classification	08/01/17	08/01/17
	.0603 - Home Leaves	05/03/19	05/03/19
	.0604 - Community Volunteer & Community Leave Program	07/01/10	07/01/10
	.0605 - Community Resource Council	11/01/17	11/01/17
	.0606 - Inmate Nonprofit Program	06/15/17	06/15/17
SECTION	.0700 - Transfer Branch	12/12/08	12/12/08
	.0701 - General		
	.0702 - Application		
	.0703 - Precautions		
	.0704 - Transfer Branch Personnel		

CHAPTER F - CUSTODY AND SECURITY (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0800 - Contraband Control	11/6/18	11/06/18
	.0801 - Policy		
	.0802 - General		
	.0803 - Controlled Substance		
	.0804 - Hazardous Chemicals & Materials		
	.0805 - Tools and Hobby Craft Materials		
	.0806 - Disposition of Contraband		
SECTION	.1000 - Control of Offenders	11/13/18	11/13/18
	.1001 - Policy		
	.1002 - Offender Count Control Procedures		
	.1003 - Responsibility		
SECTION	.1100 - Transporting Inmates	09/06/18	09/06/18
	.1101 - General		
	.1102 - Security		
	.1103 - Certified Staff to Offender Ratios		
	.1104 - Special Security Issues		
SECTION	.1200 - Inspections	02/01/18	02/01/18
	.1201 - Purpose		
	.1202 - General		
	.1203 - Inspections		
SECTION	.1400 - Custodial Agents	08/08/18	08/08/18
	.1401 - Purpose		
	.1402 - Custodial Agents for Inmate Labor		
	.1403 - Custodial Agents for Reentry Services		
	.1401 - Application		
SECTION	.1500 - Use of Force	08/30/18	08/30/18
	.1501 - Purpose		
	.1502 - Definitions		
	.1503 - Policy		
	.1504 - Procedures		
	.1505 - Medical Response		
	.1506 - Reporting Procedures		
	.1507 - Video Recording of Use of Force Incidents		

CHAPTER F - CUSTODY AND SECURITY (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.1600 - Management of Security Posts	10/26/18	10/26/18
	.1601 - General		
	.1602 - Definitions		
	.1603 - Responsibilities		
	.1604 - Security Posts		
	.1605 - Duties of Correctional Officers		
	.1606 - Roster Management		
	.1607 - Post Charts		
	.1608 - Staffing Levels		
	.1609 - Gender Specific Posts		
	.1610 - Training		
	.1611 - Post Reviews		
	.1612 - Security Staffing Planning		
SECTION	.1700 - Double Cell Housing	01/01/14	01/01/14
	.1701 - Purpose		
	.1702 - Definitions		
	.1703 - Policy		
	.1704 - Application		
	.1705 - Procedures		
	.1706 - Others Conditions		
SECTION	.1900 - Highway Work Squads - Medium Custody	Rescinded	
	.1901 - Purpose		
	.1902 - Policy		
	.1903 - Organization		
	.1904 - Classification and Selection of Inmates		
	.1905 - Supervision		
	.1906 - Operations		
	.1907 - Supervision During Work Assignments		
	.1908 - Security Equipment		
	.1909 - Other Equipment		
	.1910 - Weather Conditions		
	.1911 - Safety		
	.1912 - Training		
	.1913 - Other Requirements		
SECTION	.2000 - Early Parole	04/08/19	04/08/19
	.2001 - Prison Population Management		
	.2002 - Supervision		

CHAPTER F - CUSTODY AND SECURITY (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.2100 - Plumbing Facilities	07/20/10	07/20/10
	.2101 - Inmate Misuse of Plumbing Facilities		
SECTION	.2200 - Jail Housing of Inmates	08/01/17	08/01/17
	.2201 - General Jail Housing of Inmates		
	.2202 - Requirements		
	.2203 - Procedures		
	.2204 - Conditions of Confinement		
	.2205 - Other Requirements		
SECTION	.2300 - Offender Maternity Leave	04/08/19	04/08/19
	.2301 - Purpose Offender Maternity Leave		
	.2302 - Procedure		
	.2303 - Termination of Leave		
	.2304 - Design and Evaluation		
SECTION	.2400 - Key and Lock Control	08/14/18	08/14/18
	.2401 - Purpose		
	.2402 - Responsibility		
	.2403 - Procedures		
	.2404 - Other Requirements		
SECTION	.2500 - Tobacco Policy	07/02/12	07/02/12
	.2501 - Purpose		
	.2502 - Definitions		
	.2503 - Tobacco-Free Facilities		
	.2504 - Notice		
SECTION	.2600 - Inmate Drug/Alcohol Testing	02/01/19	02/01/19
	.2601 - Purpose		
	.2602 - Responsibility		
	.2603 - Urinalysis		
	.2604 - Testing Time Frames		
	.2605 - Staff Training		
	.2606 - Substance Abuse Treatment Programs		
	.2607 - Breath Alcohol Testing		
SECTION	.2700 - Tool Control	08/14/18	08/14/18
	.2701 - General		
	.2702 - Responsibility		
	.2703 - Procedures		
	.2704 - Other Requirements		

CHAPTER F - CUSTODY AND SECURITY (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.2800 - Jail Bus Transportation-Standard Operating Procedures	06/30/09	06/30/09
	.2801 - General		
	.2802 - Policy		
	.2803 - Procedures		
	.2804 - Jail Bus Transportation Officers		
	.2805 - Equipment		
	.2806 - Other Requirements		
SECTION	.2900 - Identification Card Procedure	10/01/17	10/01/17
	.2901 - Purpose		
	.2902 - Scope		
	.2903 - General		
	.2904 - Specific		
	.2905 - Responsibility		
	.2906 - Production		
	.2907 - Card Format Description		
	.2908 - Initial Issue and Reissue Procedures and Requirements		
	.2909 - Identification Data Display		
	.2910 - Identification Card Maintenance, Retention, and Distribution		
	.2911 - Authority		
	.2912 - Visitor Pass		
SECTION	.3000 - Firing Ranges		Refer to DPS Safety Manual
SECTION	.3100 - Close Observation Procedures	09/21/12	09/21/12
	.3101 - Purpose		
	.3102 - Approving Authority		
	.3103 - Procedures		
SECTION	.3200 - Special Management Meals	08/01/17	08/01/17
	.3201 - Purpose		
	.3202 - General		
	.3203 - Applicability		
	.3204 - Procedures		

CHAPTER F - CUSTODY AND SECURITY (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.3300 - Prison Entrance/Exit Policy	10/29/18	10/29/18
	.3301 - Purpose		
	.3302 - Definitions		
	.3303 - Responsibility		
	.3304 - Applicability		
	.3305 - Procedures at All Facilities		
	.3306 - Personal Property		
	.3307 - Search to Control Contraband		
	.3308 - Authority to Detain		
	.3309 - Designated Entrance/Exit Point At Medium/Close Custody Facilities		
SECTION	.3400 - Inmate Sexual Abuse and Harassment Policy	08/24/15	08/24/15
	.3401 - Authority		
	.3402 - Purpose		
	.3403 - Applicability		
	.3404 - Definitions		
	.3405 - Policy		
	.3406 - Procedures		
SECTION	.3500 - Minimum Custody Highway Work Squads	03/01/10	06/30/10
	.3501 - Purpose		
	.3502 - Policy		
	.3503 - Organization		
	.3504 - Classification and Selection of Inmates		
	.3505 - Supervision		
	.3506 - Operations		
	.3507 - Supervision During Work Assignments		
	.3508 - Equipment		
	.3509 - Weather Conditions		
	.3510 - Safety		
	.3511 - Training		
	.3512 - Other Requirements		

CHAPTER F - CUSTODY AND SECURITY (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.3600 - Hazardous Chemical Control & Management	08/17/18	08/17/18
	.3601 - Purpose		
	.3602 - Policy		
	.3603 - Resource & Reference		
	.3604 - Definitions		
	.3605 - Procedural Guidelines		
	.3606 - Chemical Container Labeling		
	.3607 - Chemical Storage		
	.3608 - Chemical Issuance and Use		
	.3609 - Chemical Spill & Exposure Management		
	.3610 - Material Safety Data Sheets		
	.3611 - Annual Review Responsibility		
SECTION	.3700 - Fire Protection	08/17/18	08/17/18
	.3701 - Purpose		
	.3702 - Policy		
	.3703 - Resource & Reference		
	.3704 - Procedures		
	.3705 - Non-Institutional Buildings		
	.3706 - Facility Responsibility		
	.3707 - Inspections		
	.3708 - Facility Furnishings		
	.3709 - Smoking Material Receptacles		
SECTION	.3800 - Water Testing, Recycling and Waste Disposal	11/01/11	11/01/11
	.3801 - Purpose		
	.3802 - General		
	.3803 - Definitions		
	.3804 - Policy		
SECTION	.3900 - Control Center Operations	01/16/19	01/16/19
	.3901 - Purpose		
	.3902 - Responsibility		
	.3903 - General		
	.3904 - Definitions		
	.3905 - Access to Control Areas		
	.3906 - Information Recorded in Control Station		
	.3907 - Cleaning of Control Stations		
	.3908 - Close Custody Control Stations		
	.3909 - Control Center Camera Operations		
	.3910 - Restrictive Housing Control Operations		

CHAPTER F - CUSTODY AND SECURITY (continued)		<u>Revised</u>	<u>Reviewed</u>
SECTION	.4000 - Cellular/Wireless Device Management	04/08/19	04/08/19
	.4001 - Purpose		
	.4002 - Responsibility		
	.4003 - General		
	.4004 - Definitions		
	.4005 - Discovery of Cellular/Wireless Devices During Entrance Search		
	.4006 - Discovery of Cellular/ Wireless Devices Under Suspicion		
	.4007 - Discovery of Cellular/Wireless Devices in Possession of Visitor		
	.4008 - Disposition of Cellular/Wireless Devices Confiscated		

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CHAPTER G - COURT RELATED PROCEEDINGS		<u>Revised</u>	<u>Reviewed</u>
SECTION	.0100 - Outstanding Charges/Detainers	10/20/14	07/01/17
	.0101 - General		
	.0102 - Definitions		
	.0103 - Processing Requirements		
	.0104 - Reclassification of Inmates with Pending Charges/Detainers		
	.0105 - Release Procedures		
	.0106 - Exceptional Case Considerations		
SECTION	.0200 - Court Related Procedures	01/16/18	01/16/18
	.0201 - General		
	.0202 - Access to the Courts		
	.0203 - Prisons Responsibility		
	.0204 - Offender - Contractor Access		
	.0205 - Access to Private Counsel		
	.0206 - Telephone Access to Offender Clients		
	.0207 - Pro Se Representation		
	.0208 - Legal Materials		
	.0209 - Offender Assistance		
SECTION	.0300 - Administrative Remedy Procedure	08/01/13	08/01/13
	.0301 - Purpose		
	.0302 - Accessibility		
	.0303 - Reprisals		
	.0304 - Submission of Grievances		
	.0305 - Screening Officer		
	.0306 - Rejection of Grievances		
	.0307 - Time Limits		
	.0308 - Emergency Grievances		
	.0309 - Confidential Grievances		
	.0310 - Grievance Review Procedure		
	.0311 - Transfers During Grievance Process		
	.0312 - Record Maintenance and Confidentiality		
	.0313 - Grievance Resolution Board		
SECTION	.0400 - Court Ordered Probationer Visits to Prisons Facilities	11/20/17	11/20/17
	.0401 - Purpose		
	.0402 - Philosophy		
	.0403 - Participant Criteria		
	.0404 - Program Content		
	.0405 - Staff Responsibility		
	.0406 - Inmate Selection and Participation		
	.0407 - List of Facilities Designated to Conduct Court Ordered Probationer Visits		

CHAPTER H - RELIGIOUS SERVICES

Revised

Reviewed

SECTION	.0100 - Religious Services	02/01/18	02/01/18
	.0101 - Scope		
	.0102 - Community-Funded and Volunteer Chaplains		
	.0103 - Procedures		
	.0104 - Inmate Religious Affiliations		
	.0105 - Inmate Request for Religious Assistance		
	.0106 - Authorized Religious Practices		
	.0107 - Religious Corporate Services		
	.0108 - Committees		

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