

Handbook for Family and Friends of Inmates



**NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY**

PRISONS

2017

Helpful Information to Remember

- ◆ For general information, you can call the prison where your relative or friend is housed.
- ◆ For specific information about a certain inmate, contact the inmate's case manager at the prison.
- ◆ The prison chaplain or designated religious services staff can help you.
- ◆ Always ask about and follow the prison rules where your relative or friend is housed.
- ◆ You can find more information on the N.C. Department of Public Safety's website at www.ncdps.gov.
- ◆ If you still need help, call **1-800-368-1985** or **919-838-4000**.

Introduction

Every offender is a part of a family. Incarceration is often a difficult time not only for the offenders, but also for their family and friends. It can be overwhelming for family and friends in the separation and in understanding the rules and regulations that govern prisons operated by the State of North Carolina through the Department of Public Safety (DPS). This handbook may not answer all of your questions, but we hope the general information it contains about the North Carolina prison system will help you during this difficult time.

Please take the time to read this handbook, and remember that **it is for informational purposes only**. Rules and regulations outlined in this book are subject to change and standard operation procedures can vary among prison facilities. DPS policies and procedures are reviewed and updated from time to time, as are state laws that affect prison operations.



North Carolina Department of Public Safety
Division of Adult Correction and Juvenile Justice
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Organization

What are the Department of Public Safety and the Division of Adult Correction and Juvenile Justice?

In January 2012, the State of North Carolina created a new department that combined three others into one — the Department of Public Safety (DPS). It is a combination of what were once the Department of Correction, the Department of Crime Control and Public Safety, and the Department of Juvenile Justice and Delinquency Prevention. Correction and Juvenile Justice were later merged into a single division within DPS.

The mission of the Division of Adult Correction and Juvenile Justice is to promote public safety by the administration of a fair and humane system which provides reasonable opportunities for adjudicated offenders to develop progressively responsible behavior.

The state's prisons are part of the Division of Adult Correction and Juvenile Justice, and the system of prisons operates 55 correctional facilities located throughout the state. The prisons house more than 37,000 inmates. Prisons receive all felons and some misdemeanants sentenced by a court to a period of active incarceration.

Does the Department of Public Safety send people to prison?

Except for short periods of time for certain probation violations, DPS does not send offenders to prison and does not determine their sentences. The courts determine: (1) whether an individual goes to prison; and (2) how long the offender will be in prison.

By law, DPS carries out the sentences ordered by the courts. Any change in an inmate's sentence is determined and ordered by the courts, not by DPS.

Diagnostic Process

What happens between the time an offender is sentenced to spend time in prison and is transported to a prison?

Arrival to prison to begin serving a sentence often presents a very difficult time for new inmates and their family and friends.

Most often, the offender will initially be housed in the jail of the county in which the offender was convicted. DPS will schedule a time to pick up and transport the offender from the jail to an appropriate prison.

When are inmates transported to prison?

For the security of the inmate and the public, information about the day an inmate will be transferred to a prison (usually from a county jail) and the name of the prison are not disclosed until after the inmate has arrived at the prison.

What happens when inmates first get to prison?

When an offender is sentenced to prison – depending on the type of law violated and the offender’s age and gender – they are first sent to one of the eight prisons that have a diagnostic center. Diagnostic centers evaluate the inmates’ physical and mental health, temperament, education and family, work and criminal histories. The information is placed into the inmate’s prison records.

Evaluation of inmates at the diagnostic prisons is also known as processing. Four to six weeks may elapse before processing is completed and the inmate is classified and sent to another prison. In addition to the processing evaluation and classification, inmates are tested and interviewed to determine the inmate’s interests and abilities, which is information to be used in making recommendations for future job and program assignments in prison. Counseling is provided to assist the inmate in making an adequate adjustment to prison.

An inmate orientation program explains rules, penalties, disciplinary procedures and how to obtain health services. A description of the inmate's current situation and a summary of available programs and work assignments are also provided to the inmate.

Based on this information, the offender is assigned to the most appropriate custody classification and prison facility when they leave the diagnostic facility.

When is information available about an offender's sentence and the amount of time the offender will be incarcerated?

An offender's sentence is public record. It is filed in the office of the Clerk of Court in the county where the offender was convicted and sentenced. The Clerk of Court will have that information before DPS will.

The sentence does not state the date when an inmate's incarceration will end. The sentencing court will send a file of information about the sentence to DPS, and it will be placed into a records file for the inmate. One of the ways DPS uses that information is to estimate a date when an inmate will be eligible for release. It is known as a projected release date, and it can change based on several factors, including the inmate's behavior. Generally, four to six weeks are needed to make an initial projection of a date for release. DPS can provide information about the inmate's sentence at that time.

Another way DPS uses information from the courts – along with other information – is in determining an inmate's security classification for prison.

Are inmates allowed to keep their clothes and other personal items they have when they enter prison?

The Department of Public Safety provides all of the inmates' personal needs such as underwear, shoes, socks, pants, shirts, coats and hats, and basic toiletry items, such as toothbrushes and tooth paste.

Unauthorized personal items will be stored or disposed according to DPS policy.

Personal items that a newly-admitted inmate may keep include:

- Books and periodicals.
- Eyeglasses and cases not made of metal.
- Equipment for severe visual and hearing impairment.
- Religious items (for example, medals and rosaries).
- Certain jewelry, such as a wedding band. (A personal watch is not included.)
- Unframed photographs not larger than 8x10 inches.
- Wallets or clear pocketbooks.

Are there other personal items that an inmate may obtain and keep?

Inmates are allowed certain personal items. The items and amounts of items allowed may vary from one prison facility to another because some prisons require more security and control. Also, personal items are limited due to fire safety codes, storage space availability, sanitation regulations, and for security and safety reasons.

A list of items allowed may be available at the prison where the inmate is housed. Unauthorized items or excessive amounts of personal items are considered contraband and may be taken from the inmate. These items may be mailed home or be discarded.

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Where are the diagnostic centers?

The male diagnostic centers are:

Piedmont Corr. Institution
1245 Camp Road
Salisbury, NC 28147
Telephone: (704) 639-7540

Craven Corr. Institution
600 Alligator Road
P.O. Box 839
Vanceboro, NC 28586
Telephone: (252) 244-3337

Foothills Correctional Institution
5150 Western Ave.
Morganton, NC 28655
Telephone: (828) 438-5585

Polk Correctional Institution
1001 Veazey Road
Butner, NC 27509-2500
Telephone: (919) 575-3070

The female diagnostic center is:

North Carolina Correctional Institution for Women
1034 Bragg Street
4287 MSC
Raleigh, NC 27699-4287
Telephone (919) 733-4340

Classification

Classification is a determination of how much security will be needed to ensure inmates remain safely confined and/or managed. The custody classification level depends on the seriousness of the crime, willingness of the inmate to obey rules and regulations, and perceived potential for attempting escape.

Each prison is operated on one or more custody levels:

Close Custody is for inmates who need extra security and are under armed constant supervision. Close custody housing is generally made up of single cells and divided into cellblocks. Case management, work assignments, basic education, counseling and other programs are available to inmates in close custody.



Close custody cellblock

Medium Custody is less restrictive than close custody and inmates are under armed constant supervision. Medium custody prisons have all programs and activities operating within the unit. Programs include academic and vocational education, substance abuse treatment, psychological and self-improvement programs, varied work assignments, as well as case management services. When working outside the prison, inmates are supervised by armed personnel.

Minimum Custody is the least restrictive and has the most privileges of the custody grades. Inmates who have been promoted to minimum custody must be within five years of their release date. There are three levels of minimum custody:

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Level I inmates may work on the grounds or away from the prison as long as a correctional officer or agent of the DPS is with them.

Level II inmates may work on the grounds or away from the prison with an assigned supervisor from another government agency. They can also be eligible to go out on a short term community pass with an approved volunteer.

Level III inmates may be away from the prison for specific programs such as work release, jobs, home leaves, school or other kinds of training.

Inmates convicted of felony crimes, under certain conditions, can be considered for promotion to minimum custody once they are within 60 months of release or within 60 months of their parole eligibility date.

All inmates undergo routine custody reviews, which determine if their custody is appropriately assigned. Progression (called promotion) to a



Minimum custody cellblock

less restrictive custody grade is a privilege granted to inmates who obey rules and meet other requirements.

Other factors are also taken into consideration, including pending charges, physical and mental health needs, risk to the community, risk to other inmates and staff, number and nature of infractions, and amount of time since the inmate's last infraction.

Eligibility for promotion does not guarantee promotion.

Are there other types of classification assignments?

Most inmates are assigned to regular population, which means they may move about the prison facility as needed due to their job or program assignment, for recreation and mealtime with other inmates. In addition to the various custody levels, inmates may also be assigned to restrictive housing, where inmates are separated from the regular population. These assignments include:

Restrictive Housing for Administrative Purposes (RHAP)

The classification status that temporarily removes an inmate from the regular population and places them in a single cell on a short-term basis to protect staff and other inmates, preserve order, provide control or protection of the inmate pending final classification or disciplinary action or to remove the inmate from regular population as a “cooling off” period.

Restrictive Housing for Disciplinary Purposes (RHDP)

This classification status is for inmates who are subject to punishment, in accordance with the Prisons authorized disciplinary procedures, after being found guilty of a disciplinary offense.

Restrictive Housing for Control Purposes (RHCP)

This classification status is for inmates who have shown disruptive behavior through disciplinary offenses, assaultive actions, or those who are so continuously a disruptive influence on the operation of the facility to the extent that additional structure and management by prison authorities are required. This control status is designed to control inmates who pose a threat to the safety of staff, other inmates and the security of a prison facility.

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High Security Maximum Control

This classification status is for inmates who pose the most serious threat to the safety of staff and other inmates and to the security of a prison facility. Inmates assigned to this control status require more security than can be given in RHCP.

Protective Control

This classification status is when the inmate is separated from the regular population when their lives or well-being may be threatened by staying in the regular population.



Restrictive Housing for Control Purposes, High Security Maximum Control

and Protective Control statuses require that an inmate meet with a special classification board known as the Director's Classification Committee (DCC)/Authority (DCA). Inmates in these statuses must go before the DCC/DCA every six months to determine appropriate housing needs.

Does North Carolina have the death penalty?

Yes. Inmates sentenced to DPS under a death order commitment are housed in a secure area that is separate from the regular population. Only two facilities are authorized to have a death row housing unit. They are Central Prison and North Carolina Correctional Institution for Women.

Money

Are inmates allowed to have money in prison?

Each inmate has a personal account called a Trust Fund Account. Inmates may receive money from family members and friends only through JPay, a service that automatically deposits funds sent for an inmate into the inmate's account.

Money may be deposited to JPay in multiple ways. If a money order is used, it must be payable to JPay and sent with a deposit slip to JPay at this address:

JPay
P.O. Box 173070
Hialeah, FL 33017

Funds will be available to the offender within 10 business days. JPay will make every effort to make funds available sooner.

Deposits can also be made online at **JPay.com**. Depositors can use a credit or debit card. JPay also offers a mobile app. JPay also offers a 24/7 toll free telephone line to a live call center agent, who can help callers make deposits using their credit or debit card. The number is (800) 574-5729.

Cash deposits can be made at MoneyGram agent locations (including all Walmart stores and CVS Pharmacies). A receive code must be used. The receive code is 1224.

Inmate wages from job assignments at the prison, Correction Enterprises and construction jobs are deposited electronically into the inmate's account each week.

Inmates may request a special draw to send money home or for other needs. The prison facility superintendent must approve a special draw.

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May inmates buy personal items?

All prisons operate a cashless canteen where inmates buy items such as hygiene products, snack foods, soft drinks, watches, radios and stamps. Inmates are not allowed to have cash or coins on their person, but may spend up to \$40 each week from their trust fund account for personal use using the cashless canteen. Prisons will provide basic hygiene items for inmates who do not have the monies to purchase them.



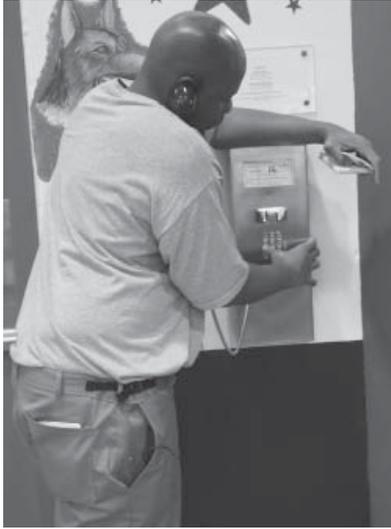
Correctional institution canteen

Communication

Can inmates receive phone calls while in prison?

Inmates are not allowed to receive telephone calls, except under extraordinary circumstances approved by the prison superintendent. Family members and friends may call the prison to speak to members of the staff, such as case managers.

Inmates are allowed to make telephone calls through a system operated by a company that has a contract with DPS. The system allows inmates to make phone calls to people who have set up an account to pay for the cost of the calls. The name of the company is GTL.



At many correctional institutions, telephones for inmate use are in dayrooms and common areas.

To set up an account, contact the GTL Customer Service Center at 1-866-230-7761. Multiple payment methods are available.

Can inmates use e-mail?

E-mail requires Internet access, which inmates are not allowed to have.

How do inmates send and receive mail?

One of the most important ways to communicate with the inmate is through letters, and Adult Correction facilities encourage family and friends to write.

For security reasons, all incoming mail will be checked to see if it contains any illegal or unauthorized items. Outgoing mail from inmates may also be checked. Personal letters will not be read

unless the officer-in-charge or designee has reason to believe that the letter contains threats of harm or criminal activity, escape plans, or plans to violate prison rules. If the officer-in-charge decides to delay or not deliver the letter to the inmate, the inmate will be told in writing the reason for this action.

Incoming mail from lawyers, any legal aid service assisting inmates, and state and federal court officials must be opened in the presence of the inmate before it is checked for illegal or unauthorized items. Inmates who have no money and are determined indigent will be provided up to 10 stamps per month for 1-ounce personal letters. This limit of stamps does not apply to mail relating to legal matters.

Letters to an inmate should include the inmate's prison ID number, which is often referred to as the OPUS number. The letter should be addressed in this format:

Inmate Name and OPUS Number
Prison Name
Prison Street Address or Post Office Box number
City, State and Zip of the prison location

Example: John Smith #1234567
 Maury Correctional Institution
 P.O. Box 506
 Maury, N.C. 28554

Are inmates allowed to have postage stamps?

Inmates may buy their own stamps from the prison canteen. An inmate can have no more than 25 postage stamps at a time.

If an inmate is found to have more than 25, the excess stamps will go into a facility safe and be used to mail letters for indigent inmates.

Inmates are not allowed to receive stamps through the mail.

Are inmates allowed to receive packages/other items through the mail?

A limited number of items can be sent to an inmate through the mail. No “cash on delivery” packages will be accepted. All packages are always subject to inspection.

Items that an inmate may receive through the mail are:

- Clothing approved for use by inmates who have been granted community-based privileges.
- Clothing to be used upon release, if received within 15 days of release date.
- Unframed photographs, no larger than 8 inches by 10 inches.
- Legal papers.
- Pre-approved publications.
- Pre-approved religious items.

Approved items may vary from one prison to another due to the security level of the facility. Contact the prison where the inmate is housed before mailing anything.

Where can I get general information about an inmate?

You may call the prison where the inmate is housed and speak with the case manager assigned to that inmate. Prison phone numbers are listed at the back of this handbook.

The Department of Public Safety has an website that provides publicly available information about inmates. Go to www.ncdps.gov and click on “Offender Search,” and then on “Offender Public Information.”

General information is also available at 1-800-368-1985.

Visitation

Visitation means that someone from outside the prison is allowed inside the prison to see and talk with an inmate. For security reasons, visitation is controlled to protect the prison staff, the inmates and the public, including families and friends.

Visitation by family and friends is encouraged and can make a positive difference during an offender's incarceration. The Division of Adult Correction understands the importance of inmates maintaining contact with their family and friends. However, inmates are not assigned to specific prisons for the purpose of making visitation easier. It is important to remember that because visitation is a **privilege**, it can be restricted for inmates and visitors who violate the rules.

What is the application process for visitation?

Inmates choose who they want to have as visitors, request official visitation applications and mail them to potential visitors. In applying to become a visitor, a potential visitor should:

- Should read and understand the instructions and rules that are with the application.
- Submit an original application. Copies of the form are not allowed.
- Fully complete the application.
- Include a copy of their ID (for example, a driver's license).
- Mail the application to the visitation office at the prison where the inmate is housed.
- Not send the application to the inmate. Applications are not accepted from inmates. *Inmates should include the prison name and address when sending the application to a potential visitor.*
- Call the prison to get the address if needed.

Inmates can have visitors only after the visitors applications have been approved by prison officials.

The inmate will be notified whether a visitor's application has been approved. The inmate is responsible for notifying a potential visitor whether the application was approved.

An application must be completed for each potential visitor, whether the person is an adult or a child.

A visitation list remains active when an inmate transfers to a different facility.

Inmates have the right to remove visitors from their lists at any time. The open visitor slot can be refilled during open visitor enrollment.

Open enrollment is every six months based on the date when the inmate was admitted to prison. (For example, the open enrollment periods for an inmate admitted to prison in January are January and July.)

Inmates can have a maximum of 18 approved visitors. To add a new visitor during open enrollment, the inmate must first remove a current approved visitor from the list.

What type of identification is required to visit?

Types of identification that are accepted for visitors are:

- Valid state issued driver's license
- State ID issued by Department of Motor Vehicles
- Military ID or Passport
- Birth certificate for minors (age 15 or less)

The same type of picture ID submitted with an application will be required for entry upon a visit.

Each applicant at least age 16 must choose one of the approved picture IDs and attach a copy to the application.

Minors (less than age 16) must have a copy of their birth certificate attached to the application.

An application for a minor under age 16 must be updated upon the minor reaching age 16 to include a copy of a photo ID.

What are the visitation times and who can visit?

Visitation days and hours are established by each prison facility.

Visitation will not occur on holidays.

Normally, inmates will be allowed no more than one visiting session a week that does not last more than two hours. Generally, no more than three approved visitors may visit during the visiting session.

Minors who are less than age 18 must be on the inmate's approved visitation list. Minors must be accompanied by an adult and supervised at all times during the visit.

Many facilities have weekend visitation, but hours vary from prison to prison. Contact the specific prison to ask about visiting times. Many facilities offer weekday visitation by appointment only. Long lines and waiting may occur for weekend visitation.

Only immediate family members or those who have acted as immediate family, clergy, legal, law enforcement, family or juvenile services officials, or consular officials will be approved for visitation with more than one inmate.

Violations of visiting privileges may result in disciplinary action against the inmate and appropriate administrative or legal actions against the visitor.

What are possible reasons for denying a visitor's application?

Grounds for disapproving a visitor application MAY be:

- Incorrect information on the application.

- The application form was a copy, not an original application form.
- The application was not complete or did not include proper attachments.

Some exceptions may be made for immediate family members regarding these rules for disapproving a visitor application:

- The visitor has a prior criminal record.
- The visitor was a participant in the criminal activity for which the inmate is incarcerated.
- The visitor is a former inmate who has not been released for a minimum of 12 months.
- The visitor is on probation/parole, on supervised release or has not been off probation or supervised release for a minimum of six months.

Does visitation have a dress code?

Visitors must dress appropriately. The dress code will be strictly enforced. It will be the inmate's responsibility to communicate these standards to his/her visitors.

These clothing requirements for visitors are in effect at all facilities:

- Shirts and shoes are mandatory.
- Halter tops, bare midriffs, strapless tops, tube tops, body suits, underwear-type tee-shirts, tank tops, sleeveless shirts or dresses that are inappropriately revealing, fish net shirts, or any type of shirt or pants made with see-through fabric are NOT allowed to be worn by any visitor (male or female). A sleeveless shirt or dress is considered inappropriately revealing when the female breast or lingerie can be seen.
- Visitors may wear Bermuda-length shorts provided they are not more than 3 inches above the kneecap.

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- Females may wear dresses or skirts. Dresses or skirts may not be more than three inches above the kneecap. Slits in skirts and dresses may not be more than three inches above the kneecap. Dresses and skirts for pre-teens may be shorter than three inches above the kneecap.
- Any shirt or other articles of clothing will not be allowed if it has a picture or language that may be considered profane or offensive by current public standards or Adult Correction standards, or is related to a Security Risk Group (gang).
- Wave caps, doo rags and bandanas are not allowed.
- Slacks and pants are to be worn at or above the waist.
- Spandex clothing is prohibited.

Questions concerning the prison Visitation Policy/Procedure (D.0200) should be directed to the head of the prison where the inmate is housed.

Can visitors be searched?

Anyone entering a prison may be subject to a routine search of their person or personal items upon entering or leaving the prison facility, or at any time while at the prison. Dogs may be used to search vehicles, property and persons.

Visitors may refuse to be searched; however, entry to the prison will be denied and visiting privileges may be permanently suspended.

Inmates are searched before and after each visit.

Everyone entering a medium or close custody facility must be processed by passing through metal detection (walk-through, hand-held and/or both). Anyone who does not clear metal detection will not be allowed into the facility and will be immediately reported to the facility head or designee.

Any visitor with a medical prosthesis or device that may alert metal detection must provide medical documentation from a doctor (such as a Pacemaker Identification Card) of the medical item in question.

What items can be brought in at visitation?

For security reasons, items allowed into the prison during visitation are limited. Weapons, alcohol and drugs are illegal on prison property.

Prohibited items are considered contraband.

It is a felony for anyone to deliver drugs or cell phones to an inmate or bring any illegal drugs onto prison property. Visitors who attempt to deliver or transport drugs onto prison property or deliver a cell phone to an inmate will have their visiting privileges permanently revoked.

It is a misdemeanor for a visitor to deliver tobacco to an inmate. Adult Correction facilities policy prohibits visitors from having tobacco in their possession while within the confines of a prison. A violation of the rules about tobacco will result in revocation of visiting privileges.

Such personal items as handbags, briefcases, diaper bags, cameras, recording devices, music boxes, cell phones and pagers must remain outside the prison during visitation.

Contact the prison if you have any questions about what may be taken into a prison.

Are visits allowed outside regular visiting hours?

Special visits may be authorized by the prison facility superintendent when circumstances warrant the need for a visit to take place outside the regular visiting hours. Special visitors must be on the inmate's approved visitor list.

Prior approval can be obtained by calling or writing to the prison superintendent in advance of the desired visiting day.

May inmates in special conditions of confinement have visitors?

Special conditions of confinement are restrictive housing, death row, protective control, pretrial safekeepers and high security maximum control.

Visiting schedules are arranged by appointment only. Visitors must be on the inmate's approved visitation list.

Visits are limited to one hour. The officer-in-charge at the prison may change the visiting day, time and number of visits, or may suspend the visit.

Inmates in special conditions of confinement, high security maximum control, pretrial safekeepers and on death row customarily visit in the non-contact visiting area. No physical contact is allowed during the visit.

Inmates on protective control will generally be allowed contact visiting privileges in visiting areas where possible.

Inmates in disciplinary status will be allowed visits from attorneys, legal assistants and clergy. Personal visitation privileges may be limited consistent with security requirements.

Inmates validated as SRG level 2 (gang) will be allowed contact visits with approved immediate family members. Inmates validated as level 3 will be allowed non-contact visits with approved immediate family members. Inmates validated as security threat level 2 or 3 will not be allowed visits with individuals who are not immediate family members.

Regular population inmates may be restricted to non-contact visits based on behavior detrimental to the security of the institution. (i.e. drug/alcohol disciplinary convictions, refusal to submit drug/alcohol test, disciplinary convictions or misconduct during visitation).

What physical contact is allowed during a visit?

Physical contact during any visitation is limited. While it is understandable that it may be very difficult not to have physical contact with your family member or friend, the amount and type of contact must be limited. Inappropriate displays of affection or sexual activity are not allowed. If an individual does not follow the rules, the visit may be terminated and visitation privileges may be suspended.

The Division of Adult Correction does not allow conjugal visits (sexual contact).

Can visits be disapproved, suspended or terminated?

Yes. Visiting privileges can be disapproved, suspended/restricted, or terminated for any of these reasons:

- The visitor has caused problems during previous visits.
- The visitor is under the influence of alcohol or drugs or has attempted to bring alcohol or drugs or contraband into the prison facility.
- The visitor refuses to be searched.
- The visitor does not have the proper identification.
- The visitor took part in the crime for which the offender is in prison.
- The visitor's presence at the facility is considered a security risk or the visitor might create problems for the inmate he or she wishes to see.
- The visitor has had visitation privileges terminated indefinitely at another DPS prison.

- The visitor is a minor not accompanied by an adult.
- The visitor is a minor (age 17 or younger) and a victim of the offender.
- To comply with regulations on visitation by former employees of the DPS Adult Correction and Juvenile Justice.
- Any other reason considered necessary by the prison facility superintendent.

Can an inmate attend a funeral or visit a critically ill family member?

The Department of Public Safety has an Emergency Leave Policy for inmates regarding in-state and out-of-state emergency leaves.

Emergency leaves may be given to inmates when a critical illness or death of an immediate family member has occurred. Immediate family member is considered to be father, mother, sister, brother, husband, wife, child, grandparents, foster parents or other persons who have acted in the place of parents where such relationship can be verified.

Emergency leaves for in-state purposes may be granted for these reasons:

Critical illness of an immediate family member — The nature of the illness must be verified by a capable medical professional. The word “critical” means probable death within a short period of time. The birth of a child will not be considered a critical illness unless the doctor in charge determines the mother’s condition is not normal and unusual serious conditions are involved.

Death of an immediate family member — Verification of death of an immediate family member may be received from a law enforcement officer (sheriff or police chief), doctor, funeral director or director of Social Services.

The prison facility superintendent may approve emergency leave for minimum custody inmates, and the inmates may be given as much as 72- hour leave. Minimum custody inmates may attend funerals or private viewings, including for grandparents. Medium custody inmates are not eligible for emergency leave involving a grandparent unless the grandparent was the inmate's guardian or parent.

For security reasons, medium and close custody inmates will only be allowed to attend private viewings. Inmates on restrictive housing are not allowed to attend funerals or private viewings.

When Adult Correction facilities provide correctional officers to supervise the inmate on an emergency leave, the inmate or the family is responsible for paying back the costs of the supervision at the following rate:

- One correctional officer and one vehicle per day - \$50
- Two correctional officers and one vehicle per day - \$100

Emergency leaves to go outside the state of North Carolina for either critical illness or death of an immediate family member must be approved by the region director or his/her designee. Only minimum custody inmates are allowed to be considered for out-of-state emergency leaves. A cash bond of \$500 must be posted with the prison facility superintendent and the inmate must sign a waiver of extradition (Form DC-228).

Can an inmate be transferred to a prison close to home?

Adult Correction recognizes that families like their relatives in prison to be housed close to home. Unfortunately, because of limited bed space, custody level, the inmate's program needs and other factors, transfers close to home may not be possible.

If an inmate wants to transfer to another prison, the inmate is responsible for writing a request to his or her case manager. However, the request does not guarantee that the transfer will be granted.

To be eligible to have a transfer request considered, inmates must have been in their current prison (after processing) for a minimum of 90 days and must be free of infractions.

Can an inmate request to get married?

Yes. Marriage requests are reviewed and approved by the prison facility superintendent. All DPS requirements and legal requirements must be met to marry. Both the inmate and fiancée must consent to the marriage in writing. If the inmate or fiancée has been married before, a verified copy of the divorce papers must be submitted.

Custody or housing restrictions can make it difficult or impossible to complete the paperwork requirements. DPS does not assist inmates in meeting the legal requirements.

Facilities will not transport an inmate from the confines of a prison for the purpose of obtaining a marriage license. When marriage requests are approved, the inmate and fiancée can consult with a minister or religious counselor.

For more information, contact the chaplain at the prison facility where the inmate is housed.

Children of Incarcerated Parents

How does prison affect the children of offenders?

When a parent goes to prison, children are often confused and feel left out. Some feelings the children might have are loneliness, fear, anger, sadness and guilt. Their friends may also make fun of them.

Children need to have an adult to talk to about their feelings. They may act out these feelings in ways such as a poor grade in school, fighting, a lot of crying, having bad dreams or stopping participation in social activities. Children may develop physical changes such as complaining of headaches, illnesses, or injuries.

These changes in behavior are cries for help and the child may need encouragement and support. It is also important to note that even children who were not living with the parent before the parent went to prison feel a lot of emotions.

Every child is unique, each family is different and each child within a family is different. But it is important to tell the children the truth. It is scarier for them not to know. It is also important for the children to have contact with their parent who is in prison as much as possible through letters, telephone calls and visitation.

Other things you can do to help children deal with their parent being in prison:

- Allow children to express their feelings. Respond to the feeling the child expresses. It is important not to tell the child what they should be feeling and not force them to talk about it.
- Listen to a child's words and actions. If a child says they miss mom or dad, that's a good time to begin talking about their feelings. Also, if you see a change in behavior during

special occasions such as Father's Day or Mother's Day, that is an opening for conversation.

- Talk to the child about the parent's absence. For example, some children may feel better knowing that their parent is no longer in danger because they are not on the streets. Answer their questions honestly.
- Help the child express his or her feelings in appropriate ways. Words and/or tears are a better way of expressing their feelings other than those such as fighting, getting into trouble with the law, or using alcohol or drugs.
- Support the child who can and wants to write his/her parent in prison, send pictures, greeting cards, etc.
- Prepare the child for a prison visit. If at all possible, make one or two visits alone before the child's visit so you can tell the child what the prison looks like, where the visits take place, how long the visit will be, what the visitation rules are, etc. Help the child prepare for his or her parent's release. This can also be especially important if the child will not be reunited with their incarcerated parents.
- Outside support can often help the child and family. A favorite aunt or uncle, a teacher, social worker, church, a prison ministry group in your area, or community programs such as the Big Brother/Big Sister Program can help sup-

Are there any books and other resources that can be helpful to parents and caregivers who care for children of offenders?

Here is a list of books and resources that may be helpful. Most of the books can be found at Amazon and Barnes & Noble.

When Andy's Father Went to Prison by Martha Whitmore Hickman
Albert Whitman and Co.
5747 Howard Street
Niles IL 60648-4012
ISBN #0-8075-8874-1

My Mother and I Are Growing Stronger by Inez Maury
New Seed Press
PO Box 9488
Berkeley CA 947099 ISBN #0-938678-06-X

An Inmate's Daughter by Jan Walker
Raven Publishing, Inc.
P. O. Box 2866 Norris, MT 59745
www.ravenpublishing.net

I Didn't Leave Because of You by Tyechia White

Daddy, Can You Hear Me? by Thomas O'Neal Davidson
Ultimate Joy Publications
(612) 281-5167
www.daddyhearme.com

What Will Happen to Me? by Howard Zehr

Wish You Were Here: Teens Write About Parents in Prison
by Autum Spanne

Kofi's Mom by Richard Dyches

My Daddy's In Jail by Anthony Curcio

My Daddy Is In Jail: Guide & Activities by Janet M. Bender

Visiting Day by Jacqueline Woodson

Secret Saturdays by Torrey Maldonado

Mama Loves Me From Far Away by Pat Brisson

A Terrible Thing Happened by Margaret M. Holmes

The Invisible String by Patrice Karst

Additional Resources

National Resource Center for Children and Families
of the Incarcerated
(856) 225-2718
www.nrccfi@camden.rutgers.edu

National Fatherhood Initiative (800) 790-DADS
www.fatherhood.org

Project Iron Kids books for children of the incarcerated
www.projectironkids.com

Our Children's Place
P.O. Box 1086
Chapel Hill, NC 27514 919-904-4286
ourchildrensplace@gmail.com
www.ourchildrensplace.com

Straight Talk Support Group – supporting families and friends of
the incarcerated
3500 Westgate Drive
Durham, NC 27707
919-699-4093

Programs

What programs are available to inmates?

Programs and services for inmates are important to promoting personal growth and responsible behavior that will eventually make them contributing members of the community. Programs vary at each prison. Briefly, the programs are:

Case Management

Case management is a program of services provided to each inmate in Adult Correction facilities. The correctional case manager works with the inmate to help determine his or her needs, risks and interests to develop a correctional plan.

How inmates spend their time in prison is determined by the programs and services outlined in their correctional plan and by their overall behavior. Case management provides the services and resources necessary to improve each inmate's well-being and promote law-abiding behavior.

Work Assignments

All inmates are expected to work during their stay in prison. The prisons have a variety of jobs to which inmates are assigned. Each prison depends on the inmates to operate the kitchen, to provide housekeeping and maintenance, provide labor to maintain state roads and do the many other tasks that support the prison and other governmental agencies.

Each inmate who works receives time credit reductions from his or her sentence. They also receive an incentive wage in the amount of 40 cents, 70 cents or \$1 per day, depending on the job they hold. Inmates working in Correction Enterprises or with the Inmate Construction Program can earn up to \$3 a day.



Inmates at work in the Correction Enterprises sewing plant at Scotland Correctional Institution.

Inmates working in the Prison Industry Enhancement program can earn a wage comparable to the prevailing wage in the local economy while working at a manufacturing operation inside the prison walls. Requiring inmates to work is an important part of prison life. It is an effort to teach good work habits and encourage inmates to work when they return to society.

Work Release

Work release is a program that allows selected minimum custody level III inmates the privilege of having a job in the community while being in prison and to prepare them for their release from prison.

Inmates on work release leave the prison during the day and return to the prison after their workday is over.

Inmates on work release earn at least minimum wage and from this wage they must pay a portion of the cost of being in prison. Also, they must pay support for their dependents, pay restitution or fines, and pay taxes. Inmates on work release are usually approaching the end of their sentence.

Work release is a privilege and not every inmate may obtain work release prior to his or her release. An inmate on work release cannot have any contact with family members at the work release job site.

Education

Inmates have many opportunities to improve their education. Programs are offered for inmates to work toward receiving Adult Basic Education, their High School Equivalency, and/or to learn a vocational skill in a wide variety of areas.



Inmates can graduate while incarcerated through the programs offered in North Carolina's prisons.



Inmates can take college level courses while incarcerated.

Special programs are available to inmates who have learning disabilities or special needs. Day and evening education programs are offered so inmates can combine work and education.

Study Release

This program allows selected minimum custody level III inmates the privilege of furthering their education in a college setting within the community. Inmates must also have participated in other activities in the community to be eligible (i.e., community leave passes). Prison superintendents are the approving authority for inmates to participate in this program.

Community Volunteer Leave Program

This program, also called “CV Passes,” allows selected minimum custody level II and level III inmates to go into the community with an approved volunteer sponsor for up to six hours, no more than three times a week. Inmates who are a part of this program are approaching the end of their sentence and have demonstrated positive behavior and responsibility.

DPS trains citizens to be community volunteer sponsors. The purpose of this program is to allow inmates an opportunity to get re-acquainted with the community, attend religious services or participate in other positive activities that will help in their transition into the community.

A family member cannot be a community volunteer sponsor for a relative in prison. An inmate on a community volunteer leave pass cannot have any contact with family members.

Self-Improvement Programs

A major goal of the Division of Adult Correction is to encourage inmates to change those behaviors that contributed to their arrest and imprisonment. Self-improvement programs such as Anger Management, Character Education, Think Smart, Life Skills and Thinking for a Change are some of the programs inmates can attend to help them make better decisions, improve their self-worth, and learn effective problem solving skills.

Domestic Violence Education Programs

These two part-time Domestic Violence Education Programs are at Lanesboro Correctional Institution Medium and Dan River Prison Work Farm. A full-time program – S.T.O.P. and Change Direction Domestic Violence Education and Treatment Program – is a 20-week psycho-educational program at Albemarle Correctional Institution.

Religious Services

Adult Correction facilities authorize religious practices for all major religions. Organized worship services are provided for most faith groups.

Chaplains are employed at many prisons. The role of the chaplain is to assist and encourage inmates in spiritual matters and provide pastoral care.

Each week, chaplains, along with religious volunteers from the community, provide Bible study, worship services, religious training and ministry to the inmates. Adult Correction facilities have rules on what religious items inmates can have in their possession.

Parenting Programs

Adult Correction facilities recognize the importance of family. A number of classes are offered that assist inmates in being better parents by helping them to recognize the needs of their children, and responsibilities to them. These programs help inmates work to maintain and improve relationships with their children and family during this difficult time and upon their release.

Some of the parenting programs offered are Motherread, F.A.T.H.E.R. (Fathers Acting To Heal, Educate and Reconnect), Father Accountability, STEP (Systematic Training for Effective Parenting), and Prison MATCH (Mothers and Their Children).

Parenting programs are offered at various prisons. The MATCH Program is only offered at the North Carolina Correctional Institution for Women in Raleigh.

Transition Planning

Planning for an inmate's release back into the community at the end of the sentence is very important to the inmate's success

after prison. Time spent in prison learning new skills and developing good habits is necessary for a law-abiding future upon release. These programs assist inmates in planning how to find employment, housing, transportation, continue in their addiction recovery, further their education, and how to seek out available resources in the community. Family and friends can assist the inmate with this planning.

Home Leave Program

This program is available to minimum custody level III inmates who are within 12 months of a release date or parole eligibility date. The purpose of this program is to allow inmates to begin re-establishing themselves with their families and communities. No sex offender inmate will be allowed to participate in the home leave program. No inmate serving Life will be allowed to participate in the home leave program unless recommended/approved through the Mutual Agreement Parole Program.

An approved responsible, adult and immediate family member serves as the home leave sponsor and must be with the inmate at all times. All activities planned for the family visit are pre-approved by the prison staff and restrictions are placed on the visits. The inmate and family sponsor must follow all of the rules and instructions.

Only those inmates who have gained the highest level of trust are granted family visits.

Sex Offender Accountability and Responsibility

This is a treatment program in Adult Correction facilities for male inmates who are sex offenders. Inmates in this program learn appropriate and responsible social and sexual behavior. Inmates must volunteer for this program, admit to committing a sexual offense, and be willing and able to participate in a highly emotional group as part of the treatment experience.

Recreation, Arts and Crafts

Inmates are given the opportunity to participate in recreational activities as well as arts and crafts classes and contests. These activities are opportunities for improvement and usually offered after work activities are done.

Drug and Alcohol Addiction/Substance Abuse Treatment

The use of drugs and alcohol in a prison setting presents a threat to the safety and security of staff, inmates and visitors, and is a violation of law.

All inmates are subject to drug testing due to cause or suspicion, prior to release from prison, or they can be randomly selected at any time. Drug testing through drug screening is an effort to keep inmates from using or possessing drugs, reduce violence and ensure inmates released from prison are drug free.

Inmates who fail to cooperate with drug testing or breath alcohol testing and inmates who test positive for drug or alcohol use are subject to disciplinary action.

Do inmates get treatment for substance abuse?

The primary responsibility of Alcoholism and Chemical Dependency Programs (ACDP) is to deliver treatment programs and services to inmates in realistically dealing with their substance abuse, and develop a support network to aid in avoiding substance abuse in the future.

About 85 percent of crimes that result in prison incarceration are linked to substance abuse like alcoholism and/or drug addiction. Often offenders' addictions are determined before they arrive at prison. Addictions are also determined during processing.

Relapsing into substance abuse after leaving prison very often leads to a return to prison. Support of families and friends is criti-

cal to former inmates' success in remaining substance free. Treatment programs are offered at certain prisons:

Residential Treatment

Substance abuse treatment programs offer continuing treatment and recovery services to inmates. It begins when an inmate is identified upon entering prison as needing drug/alcohol treatment. Inmates are then referred to one of Adult Correction facilities' several residential treatment facilities across the state.

During the offender's time in prison, he or she may attend Alcoholics Anonymous and/or Narcotics Anonymous to continue in his or her recovery.

Long-Term Residential Substance Abuse Treatment (RSAT)

Long-term residential substance abuse treatment programs involve three to four hours of daily chemical dependency treatment. Currently, ACDP has one RSAT program operating at Dan River Prison Work Farm.

These staff members coordinate a three-month post-release community transition aftercare plan. This is an essential part of the planned range of care. Newly released offenders have referrals to local Treatment Alternatives for Safer Communities agencies, which help the former inmates readjust to community living and to address recommended continuing treatment needs.

Community-Based Residential Treatment

ACDP has two community-based residential treatment facilities for people on probation, parole or post-release supervision.

DART Cherry

This facility offers a 90-day therapeutic community program. Offenders in these programs return to the supervision of a probation/parole officer upon release. A 300-bed community-based residential treatment facility in Goldsboro provides

substance abuse treatment services to male offenders who are on probation and/or paroled and under the supervision of Community Corrections. This program can be ordered by a judge as a condition of probation or by the Parole Commission as a condition of his parole.

Black Mountain

A 50-bed community-based residential center in Black Mountain, N.C., the facility provides substance abuse treatment services to female offenders who are on probation or parole and under the supervision of the Division of Community Corrections. This program can be ordered by a judge as a condition of probation or by the Parole Commission as a condition of her parole. Black Mountain offers a 90-day substance abuse program that uses proven methods, focusing on group and individual therapy, in addition to substance abuse education.

ACDP provides long term therapeutic treatment services for male and female inmates. Long term programs last four to 12 months and are “back-end loaded,” which means inmates that, when successfully complete the program, they leave prison immediately or soon thereafter, returning to the community.

Therapeutic Community Program

Four substance abuse therapeutic programs are offered for inmates. Three of the programs are for female inmates: Women’s Recovery from Addictions Program at Eastern Correctional Institution for Women, Last Alternative Therapeutic Community of Hope at North Carolina Correctional Institution for Women and Choice for Change Drug Abuse Program at Southern Correctional Institution for Women. One New Directions program is for male inmates at Morrison Correctional Institution.

Food Services

What types of meals are served in prison?

Inmate meals in Adult Correction facilities are composed of healthy foods which contain approximately 2,700 calories per day. We serve three hot meals a day with a variety of vegetables, starches and meats.



Prepared food on the serving line.

Many of the foods are grown on the prison farms and processed by inmates. All of the menus are written by registered dietitians to meet the Dietary Reference Intakes (DRI) established by the Food and Nutrition Board of the National Academy of Science.

Are therapeutic diets available?

All therapeutic diets are prescribed by the inmate physician at the facility where the inmate is housed. Nutritional adequacy determination is based on the DRI as determined by the Food and Nutrition Board of the National Research Council. If the inmate is housed in one of the medical facilities he or she will have a consultation by a registered dietitian.

Are special menus available for holidays?

Special menus are used for July 4th, Thanksgiving, Christmas and New Year's Day. Non-pork preferences are met by a lacto-ova-vegetarian entree at all meals. Other religious diets are set forth in the Division of Adult Correction/Prisons "Religious Practices Resource Guide and Reference Manual."

Who cooks the meals served in prison?

All of the meals are prepared by inmates under the supervision of correctional food management staff.



Inmates prepare meals under the supervision of correctional food service officers.

DPS has nine Food Service Technology Programs offered to inmates. The classes are taught by staff from community colleges statewide. Inmate bakers, cooks and stock clerks learn to follow menus, recipes, production sheets and inventory processes in class and on the job in prison kitchens.

This curriculum prepares inmates for a career in food service, especially when combined with the practical application of working in a prison food service operation.

What types of foods are raised on the prison farms?

Inmates raise sweet potatoes, corn, squash, cabbage, onions, white potatoes and string beans. They also raise chickens to become laying hens and then process fresh eggs.

How do the inmates process food?

Inmates working in a cannery at Caledonia Correctional Institution process more than 150,000 cases of food per year using methods like any other large vegetable cannery. At Harnett Correctional Institution, a meat processing plant produces all types of meat patties.

These operations follow all of the safety guidelines from the N.C. Department of Agriculture and federal inspections. Both of these plants meet all requirements for producing safe and healthy food.

Health Care and Mental Health Services

What kind of health care do inmates receive?

Inmates are provided health care services for medical, mental health and dental concerns. Health care services stress prevention and early identification of health concerns. Each prison is capable of meeting its inmates' basic medical and mental health needs.

Upon entering the prison system, each inmate is evaluated medically and assigned an acuity rating which correlates with the amount of nursing care required to meet the inmate's medical and mental health needs. This initial evaluation includes a physical exam, dental screening, TB testing and an update on immunizations. Blood tests may be drawn based on health history



Medical treatment area.

and state requirements. The acuity rating is also a critical factor in determining an inmate's housing assignment.

Inmates are urged to complete a request for release of medical records form to be sent to their previous doctor(s) for ongoing medical conditions. The signed release gives the provider physician the inmate's permission to have medical records forwarded to the institution's medical unit for review and to have as a part of the medical file.

How do medical needs affect the housing assignment for inmates?

Every inmate is housed in a facility that is capable of meeting the inmate's medical and mental health needs.

How does an inmate make a health care appointment?

Inmates who need to make an appointment with health care staff

complete a sick-call form requesting medical care. The sick call schedule is posted. All requests are reviewed, prioritized and scheduled according to the urgency of the problem. Emergency medical care is provided when needed.

Do inmates pay for health care services?



Correctional healthcare staff provide medical care to inmates.

Since 1997, inmates have been charged a co-pay, or fee, when they request sick call, which is for routine medical and dental care. This fee is currently \$5. The fee is \$7 for a self-declared emergency visit outside the normal sick call appointment. The fee is not charged if a defined emergency occurs.

No fee is charged for health care visits initiated by Adult Correction facilities, such as initial screenings, physicals and emergency care. Regardless of ability to pay, no inmate is denied access to health care.

Can inmates use their family physician to provide medical services?

In most circumstances, Adult Correction is charged with ensuring that all inmates receive appropriate medical, dental and mental health care.

The division's physicians and dentists provide medical and dental services. Inmates in minimum custody may be allowed to use their personal specialists or family physician if the expenses are paid completely by the inmate or the inmate's family.

What if an inmate needs to be hospitalized?

Several prisons have medical facilities on site that provide in-patient care. Local community hospitals provide medical care and treatment when the onsite facility cannot provide needed services.

What services are available to pregnant inmates?

All pregnant inmates are housed and receive services at the North Carolina Correctional Institution for Women in Raleigh. They receive a full range of prenatal care at the health care unit at the prison.

If a pregnant inmate should require specialized medical care, she is referred to services in the community. All deliveries take place at an outside hospital. Correctional staff is assigned to be with the inmate during her entire stay at the hospital.

A medical social worker at the prison provides specialized social work services to pregnant inmates. Services include counseling, assisting the pregnant inmate in making the best possible placement plan for her child, parenting classes, maternal health education and other support groups.

What if treatment by a specialist is necessary?

Outside specialists are available when ordered by the primary care provider and approved by the Utilization Review Department to provide medical treatment. Those specialists are oftentimes associated with one of North Carolina's medical centers and/or major hospitals and provide cardiology, orthopedics, dermatology, oncology, hematology, oral surgery, general surgery, gynecology and other specialty care. Some specialty clinics are also established within facilities to provide services onsite at the prison.

What if questions arise about treatment or medical condition?

Family members and friends are often concerned about the medical condition of an inmate. Adult Correction facilities, like any medical care provider, must abide by the guidelines governing the patient's right to confidentiality of medical records information. The inmate may sign a medical release that would authorize proper medical staff to discuss care and provide updates regarding medical condition and treatment.

What efforts are made to control contagious disease?

Guidelines from the Centers for Disease Control and the North Carolina Department of Public Health are followed. New inmates are tested for tuberculosis and syphilis, as required by state law. They are offered HIV testing (may opt out) upon arrival to prison. Routine testing, including annual TB screening, continues to occur for both staff and inmates. An inmate will be placed in separate housing if he or she poses a health risk to others.

Mental Health Services

General outpatient mental health services are available at all prison facilities. Typically, psychologists and social workers provide individual and group therapy programs to address most issues related to mental health. The prison psychology staff is available to meet with and evaluate any inmate who is referred or who asks to speak about problems with prison adjustment or other concerns that may indicate a mental illness.

There may be specific and ongoing programs to address such issues as anger management, stress management, communication skills and others. In addition, outpatient psychiatric services are available for inmates who require treatment with medications.

How does an inmate receive mental health services?

An inmate can request to see mental health staff simply by scheduling an appointment.

The unit's medical department often first notices mental health concerns and an inmate may be referred to mental health by medical staff. Also, other staff members (correctional officers, case managers, etc.) may suspect that an inmate is having a problem and refer the inmate to the mental health staff.

Each prison facility has procedures for how referrals to mental health are handled.

What treatment is available for inmates who have a serious and persistent mental illness?

Adult Correction has several facilities equipped and staffed to provide more intensive and structured treatment for those needing this service. Inpatient facilities provide a place for the evaluation and stabilization of acute illnesses and unstable chronic mental illness. Typically, an inmate is admitted while his or her condition is evaluated, treated and stabilized. Once stable, the inmate could be sent to another prison facility for follow-up or to a residential program for long-term care and observation.

Inmates with chronic mental illness who lack the skills necessary to function in the general population are reviewed for possible housing and treatment in a residential program.

Treatment may include training to improve adaptive skills as well as educational programs to reinforce the need for ongoing monitoring and treatment of a serious mental illness. Programs are in place for chronically mentally ill inmates, providing structure and additional skills training.

What services are available to inmates with developmental disabilities?

Services for inmates with developmental disabilities (also known as “DD”) are provided. An individual is considered to have a developmental disability if the disability is connected to a mental or physical impairment or a combination of both. Mental retardation is the most common developmental disability in the prison population.

The N.C. Department of Public Safety, Division of Adult Correction, Prisons, acknowledges its responsibility to comply with the American Disabilities Act of 1990. Reasonable accommodations necessary to allow inmates with disabilities to effectively and safely participate in or have access to jobs, programs, activities and services in the correctional facility environment will be provided.

Each new inmate is evaluated, and if identified as having a developmental disability, specialized services are provided and are ongoing until his or her release. A treatment plan is developed to meet the inmate's needs and for successful transition back into the community.

Certain prison facilities are considered as "special housing" to meet physical limitations inmates may have.

What happens when an inmate needs mental health care after being released from prison?

All inmates who are involved in Mental Health Services, including those with developmental disabilities, receive aftercare planning prior to their release. Adult Correction facilities work closely with community resources to set up aftercare programs that give inmates the opportunity to continue with their mental health treatment after release from prison.

The aftercare plan is completed by the social worker who is assigned to that prison facility. The plan consists of a home plan, mental health and/or medical care referrals, financial plan, and other community referrals that may include the Department of Social Services, educational programs, job training/employment, Social Security Office for Social Supplemental Income (SSI) where applicable, Vocational Rehabilitation Services, Section 8 or HUD for housing purposes.

The plan may also include substance abuse programs such as AA and NA to meet those needs upon release. Applications for public assistance can be started before release by contacting the social worker assigned to the prison where the inmate is housed. Most of the time, these applications must be completed after the inmate is released from prison.

Inmate Conduct Rules and Disciplinary Procedures

Good behavior of inmates is expected and necessary to ensure safety and security in the prisons for both the inmates and staff. Rules are established and must be followed. The Division of Adult Correction, Prisons, informs inmates about the rules, disciplinary procedures and punishments during the admission process. It is important to closely follow the progress of the inmate and encourage good behavior.

How is an individual charged with a rule violation?

If a staff member observes and/or determines that an inmate has violated prison rules, a report is prepared. This report is commonly known as a “write-up.” If the facility head or designee determines that disciplinary action is appropriate, an official report is prepared. Care is taken to make sure procedures are followed correctly, that inmate rights are protected, the investigations are thorough, and all information is properly documented.

When the charges are presented to the inmate, the inmate may voluntarily offer a plea of guilty and accept lesser punishment or suspended punishment/sanction guilty or may plead not guilty and appear before a disciplinary hearing officer (DHO). The DHO is a DPS Adult Correction, Prisons employee from outside the prison who will review all of the evidence and determine guilt or innocence. If the inmate is found not guilty, the violation will be removed from the inmate’s OPUS records.

If the inmate pleads guilty, the DHO will determine the appropriate punishment according to policy. If the inmate pleads not guilty but is found guilty by the DHO, the inmate may appeal the decision to the Prisons Director. The director or designee will review the records and make a final decision.

The inmate will be charged a \$10 administrative fee if the case ends with a guilty decision.

What are the sanctions if an inmate is found guilty?

Sanctions may include confinement to restrictive housing – which is often called “lock up” – loss of time credits, extra job duties, demotion in custody grades/level and loss of privileges such as telephone, visitation or radio, and limited weekly trust fund withdrawal. Disciplinary actions with a guilty or dismissed verdict will always remain on an inmate’s record.

How can inmates have their concerns addressed?

The Administrative Remedy Procedure, most often known as the Grievance Procedure, provides inmates the opportunity to voice their concerns. A grievance is written by an inmate concerning an action, incident, policy or condition within the housing facility or within an Adult Correction facility. The grievance will be investigated in a timely manner, and a written response will be given to the inmate.

If the inmate is not satisfied with that response, he or she may appeal the grievance to the facility superintendent. If the inmate is not satisfied with the superintendent’s response, he/she may appeal the complaint to the Inmate Grievance Resolution Board. The Inmate Grievance Resolution Board will then review the complaint and provide the inmate with an answer to his or her grievance.

Security

How are risk groups in the prisons managed?

The Division of Adult Correction recognizes that certain groups commit acts that are disruptive to the safe, secure and orderly operation of a prison facility. These groups are identified as Security Risk Groups (SRG), commonly known as “gangs.”

If a group’s disruptive acts meet the criteria of a SRG as established by the department, the group may be confirmed as an SRG. Inmates within the SRG may also be confirmed as SRG members or individuals.

When an inmate is confirmed as a SRG member, they are closely monitored which may include non-contact visits, monitored telephone calls and reading of mail.

Each member’s status is reviewed once every six months. As a result of the review, the level at which the inmate is monitored may remain the same, increase, decrease or be removed altogether.

An intelligence officer is assigned at each facility to monitor gang activity and to review the status of confirmed SRG members.



Canines are routinely used to search prisons for drugs and contraband.

Why are searches needed?

Searches are essential to the safe and secure operation of prison facilities and are the main method of detecting weapons, drugs and other contraband that could pose a threat to the safety and security of the facility, staff, inmates and visitors.

How are inmates searched?

Inmates are subject to a search at any time. A correctional officer does not need to have probable cause or even suspicion to search an inmate. Such searches may be done at random or as planned. Routine searches, also called “pat and frisk” searches, may be done by male and female staff, and are completed with the inmate being fully dressed. Complete searches are called “strip searches,” where the inmate is required to remove his or her clothing so as to include a visual search of the body, and are performed by staff of the same sex as the inmate.

Area searches are made in an inmate’s living quarters, work areas, recreational areas or visiting areas and may be done at any time.

Inmates who in any way, interfere with or fail to cooperate fully with staff are subject to sanctions.

Is smoking or tobacco use allowed in prison?

No. As of Jan. 1, 2006, the use of all tobacco products and tobacco materials at all prison facility buildings is prohibited.

Tobacco products include cigarettes, cigars, snuff, smokeless tobacco, chews or any other substance containing tobacco. Tobacco materials include rolling papers, pipes or other products used to smoke, inhale or ingest tobacco products.



The use of tobacco products, tobacco materials and lighting devices is prohibited at all facilities.

Tobacco use by visitors also is prohibited on all facility grounds.

Sentencing

What are the sentencing laws in North Carolina?

While North Carolina has several sentencing laws, there are three types of sentencing laws under which an inmate has likely been sent to prison.

These laws are the Justice Reinvestment Act, Structured Sentencing Act and Fair Sentencing Act. The majority of inmates are serving time under structured sentencing.

Justice Reinvestment Act

This 2011 Act represents significant changes to the state's sentencing laws. Some of those changes are:

Post Release Supervision

Offenders who are convicted of committing a felony on or after Feb. 2, 2011, will receive at least nine months of post-release supervision. Offenders convicted of committing crimes B1-E (serious/violent felonies) receive 12 months of post-release supervision. For crimes F-I, they receive nine months of post-release supervision.

Misdemeanants

Since Jan. 1, 2012, offenders convicted of misdemeanor crimes and sentenced to confinement for up to 90 days serve their time in the local jail. If the sentence is 91-180 days, it will be a part of the Misdemeanant Confinement Program and the offenders serve their time in a county jail. This does not apply to DWI offenders.

90-Day CRV

Confinement in Response to Violation (CRV) is for probationers who, since Dec. 1, 2011, violated the terms of their probation. The court may impose confinement of 90 days for a

felony or up to 90 days for a misdemeanor. The confinement is in three locations designated for CRV offenders.

ASR

Advanced Supervised Release (ASR) is a sentence option based on certain felony classes and prior record levels. This was established for offenders sentenced on/after Jan. 1, 2012. The judge uses a sentencing grid to determine eligibility and sentence length. If an inmate is sentenced under ASR, he/she is required to complete risk reduction incentive programs based on risk/needs while incarcerated which can result in a shorter sentence being served. An inmate can be removed from the ASR sentence if he/she commits certain disciplinary infractions and/or refuses to participate in the required programming.

PR3

Post Release three month re-imprisonment (PR3) is a three month period of confinement for post release violators who were not in compliance with the terms of their supervision conditions.

Structured Sentencing Act

An offender whose crime was committed on or after Oct. 1, 1994, will be sentenced under the Structured Sentencing Act. Each felon will receive a minimum sentence and a maximum sentence. By law, the offender will serve 100 percent of the minimum sentence. The offender will have a maximum release date and minimum release date, and cannot be released before the minimum release date. Persons who are sentenced to a life sentence under this law will not have a release date and will not be eligible for parole.

Offenders serving sentences for Driving While Impaired (DWI), DWI in a Commercial Vehicle, and/or Failure to Comply with Control Conditions by Persons with Communicable Diseases

where the offense occurred on or after Oct. 1, 1994, are not subject to the provisions of the Structured Sentencing Act.

Offenders convicted and sentenced under the Structured Sentencing Act are not eligible for any type of parole or early release.

Inmates who have been convicted of serious crimes (Class “B1 through E” felonies excluding B1 felons serving life sentences) under Structured Sentencing and who have completed their mandatory prison time are released on post-release supervision.

Post-release supervision is ordered when an offender completes the active portion of his or her term. Felony offenders are to be supervised in the community for nine months after release from prison.

If the offense is a sexual offense, the offender is to be supervised in the community for a period of five years. Offenders on post-release supervision must live by the rules and conditions of their supervision. If the offender does not live up to the rules and conditions, the post-release supervision may be revoked (stopped) and the offender will be returned to prison for a period of up to nine months.

Offenders convicted of Class “F through I” felonies or Class “A1 through 3” misdemeanors under Structured Sentencing will be released into the community with no supervision after they have served their required time in prison.

Fair Sentencing Act

Offenders who committed felony crimes on or after July 1, 1981, and before Oct. 1, 1994, are sentenced under the Fair Sentencing Act. The Fair Sentencing Act requires that offenders with felony convictions serving 18 months or longer in prison must be released on parole 90 days before their sentence expires. This is called 90-day mandatory parole.

Inmates under fair sentencing may be eligible for parole earlier if they meet certain criteria and if they agree to perform community service work as a part of their parole.

For an offender serving Class A or Class B life sentences, he or she must serve 20 years on each consecutive life sentence received in order to be eligible for parole. For an offender serving Class C life sentences, he or she is eligible for parole after service of 20 years less good time on each consecutive life sentence received.

Offenders serving misdemeanor sentences for DWI, Driving While Impaired in a Commercial Vehicle, and/or Failure to Comply with Control Conditions by Persons with Communicable Diseases, they are eligible for parole using the “1/5” formula.

Parole other than the 90-day mandatory parole is not automatically granted but must be earned. It is always in the inmate’s best interest to be of good behavior, work hard and participate in appropriate and/or required programs, as these factors are considered during a parole review.

Offenders on parole must live by the rules and conditions of their parole. If an offender on parole does not live up to these rules and conditions, the parole may be revoked (stopped), and the offender will be returned to prison to serve their sentence.

Questions regarding parole for inmates who were convicted and sentenced under the Fair Sentencing Act or received a sentence prior to the Fair Sentencing Act should be addressed to the North Carolina Post- Release Supervision and Parole Commission.

Do inmates get credit for working and/or good behavior while in prison?

An inmate sentenced under the Structured Sentencing Act will receive “earned time” when they are assigned to a job or a full-time program. For an inmate assigned to a job or a full-time

program, earned time can help reduce the sentence down from the maximum release date to the minimum release date. An inmate's sentence cannot be reduced below the minimum amount of time that was ordered by the judge.

Inmates sentenced under the Fair Sentencing Act will be able to reduce the amount of time they spend in prison by working or participating in certain programs. Inmates working or assigned to a program will receive "gain time." Different amounts are awarded based on the type of job or program the offender is assigned to.

Inmates sentenced under the Fair Sentencing Act are also awarded "good time" – one day of credit for each day of good behavior while in prison. The credit is applied when the inmate begins serving a sentence. Good time is to be taken back when the inmate receives disciplinary action.

"Merit time" may also be awarded under the Fair or Structured Sentencing acts as additional time credits to inmates who work more than 40 hours a week, work in bad weather or work under emergency conditions.

Projected release dates are subject to change if inmates are removed from a job or program assignment for any reason such as transfer, disciplinary or completion of a program.

Confinement in Response to Violation (CRV)

What is CRV?

Probationers may be sentenced by a court or the N.C. Post Release Supervision and Parole Commission to a period of confinement because they failed to comply with the conditions of supervision. This

temporary confinement at a CRV center is designed to provide the probationer with structured programming, case planning, educational and vocational services to prepare them for a successful return to the community.



During their confinement, they are given many responsibilities to fulfill, such as attending class, participating in recreational activities and performing yard and dorm duties. Each day is structured to help the probationers learn to make better decisions on their own and become more productive and law-abiding citizens, which will make communities safer.

Is CRV the same as prison?

Confinement in Response to Violation is not like prison. While at the CRV, those confined are held accountable for their actions through rewards and consequences. Being “held accountable” means they have the opportunity to earn privileges as they progress through the program components as well as lose privileges because of poor decision making.

Offenders at a CRV are subject to random drug and alcohol screenings, and are required to submit to random, warrantless searches. Offenders at a CRV are not allowed to possess drugs, alcohol, drug/alcohol

paraphernalia, gang paraphernalia, illegal items, lottery tickets, cash, tobacco products, items or instruments which could be used as a means to assault or compromise safety.

Any item that an offender has not been authorized to possess is considered contraband and can be illegal, and will be taken from the resident. Further, this may result in consequences up to removal to a more restrictive facility.

Two facilities are designated to house male CRV offenders: Burke and Robeson. Female CRV offenders are housed at a separate location. Occasionally, a CRV offender has to be housed at a prison facility if special circumstances warrant which may include medical/mental health treatment and/or removal from the program.

What may a resident have while in a CRV center?

Offenders at a CRV may possess:

- Canteen purchases earned through the program participation and achievements during their placement.
- A wedding ring and/or eye glasses. (All other jewelry will remain with property relinquished upon entrance to the center and will be provided back to the offender upon release.)
- Uniforms issued upon intake to the program, along with toothbrush, shaving cream, safety razors and blades issued by the confinement center.
- Unframed pictures not larger than 8-inches by 10-inches.
- Personal mail approved according to the mail policy after these items have been searched.

The CRV center is not responsible for any items in the possession of the offender if they are damaged, lost or stolen.

Can an offender at a CRV send and receive mail?

Correspondence is prohibited with inmates in federal and state prisons and county jails. Offenders at a CRV center are allowed to

write to anyone unless restricted by conditions of supervision. This is a privilege and can be taken away if the resident is not abiding by the rules of the CRV center.

Incoming mail is subject to be searched and read if there is reason to believe that the letter contains threats of harm, criminal activity, escape plans or plans to violate rules of the CRV center. Offenders are not allowed to receive publications from any source while at the CRV center. Offenders do not have J-Pay or trust fund accounts and cannot receive any outside monies.

Offenders may send outgoing mail by purchasing stamps from the incentive shop. Funds to purchase stamps and other “canteen items” from the incentive shop are earned by pro-social behaviors recognized by staff or stated accomplishments in programs offered at the CRV center.

Can an offender at a CRV have visitors?

A completed visitor application for immediate family members must be approved by resident’s probation officer before a visit can occur. Visits are not permitted until after the first two weeks of an offender’s confinement period and the offender is participating in the activities/programs of the CRV center.

Probation officers verify immediate family members. No more than five family members can be approved for visitation days. Visitation is a privilege and can be taken away if resident is not abiding by the rules of the program. No property or monies is received at visitation.

Can offenders at a CRV make phone calls?

Offenders are permitted to make collect calls to family members. Procedures for phone calls will be posted in the dorms. Phone calls are permitted once a resident receives a PIN at intake. In the event of death of immediate family member, the CRV leadership will determine if a special telephone call is allowed.

Preparing for Release

Several services and resources are designed to help inmates make the transition home and seek employment:

Social Security Cards

An agreement between the Social Security Administration (SSA) and DPS enables an inmate to receive a duplicate Social Security card prior to release. He or she will need a Social Security card to start work.

The inmate's case manager can ensure a duplicate card has been requested. If the inmate was never issued a Social Security card, he or she will need to apply for one at the SSA office in their community immediately following release.

DPS Release ID

An arrangement between DPS and the Division of Motor Vehicles (DMV) allows an ex-offender to use a DPS Release ID for personal identification when applying at DMV for a driver's license or State ID, along with a Social Security card and proof of residence. A State ID or driver's license also is required for starting work.

County Resource List

A case manager will provide an inmate with a list of community resources in the county to which the inmate will be returning, including contact information for public and private agencies offering services and programs that may be needed, including faith-based resources.

Transition Documents Envelope (TDE)

The inmate's TDE will include a Social Security card, DPS Release ID, County Resource List and copies of certificates awarded and other credentials which may have been earned. It may also contain other information and documents needed in applying for work and re-entering the community. After release, the inmate

should have his or her TDE when keeping appointments with the Employment Security Commission or Job Link Career Center and when applying for a job.

Job Search Assistance

Inmates are encouraged to use the services of the local Job Link Career Center and Employment Security Commission (ESC) office to conduct a job search, prepare a resume, apply for jobs online and take assessments for employment and training assistance.

Work Opportunity Tax (WOTC) and Federal Bonding programs

These two federal programs are incentives for employers who hire a person with a felony record. The WOTC awards the employer with a \$2,400 tax credit for employing a former felony inmate full-time for a year. The Federal Bonding Program provides the employer \$5,000 or more in free bonding insurance for hiring an ex-offender. Both programs are administered through the local ESC office, so the ex-offender should mention these incentives to employers when he/she interviews.

Financial Aid for College

While no one with a felony record is eligible for an educational grant while under supervision, the ex-offender may be eligible for other forms of financial assistance or a grant after completing supervision. To find out what may be available, contact the financial aid office at the community college or four-year college in the ex-offender's home area. They also may qualify for financial assistance for college study through the Job Link Career Center in their community.

Veterans Benefits

If the ex-offender served in one of the branches of the U.S. military, he/she may be eligible for one or more benefits or services through the Veterans Administration (VA), depending on the type of discharge. To learn what may be available, contact the local

Veterans Services Office. The ex-offender should have the DD-214 discharge papers with him/her when they go for an appointment.

Voting Rights

Prior to release, inmates are informed of their voting rights and the procedures to register to vote upon having their rights of citizenship restored.

Remember to check out the accuracy of all information you hear or read about regarding any community resource, before and after release, to ensure the information is accurate, complete and up-to-date. The first step in any successful re-entry is being correctly informed.

Getting the facts straight...

As inmates are preparing for release, it is important to understand the publicly offered programs and services they may apply for in the community so that the plans they make to resume life as a private citizen are based on solid information. The purpose of this section is to clarify information you may depend on as opposed to “hearsay” you should ignore.

A great deal of misinformation circulates among inmates about benefits and services they should expect to receive as a result of being incarcerated. The truth is no benefits or entitlements of any kind are due to an inmate as the result of being incarcerated.

In the community are programs and services that inmates may apply for, just like any other citizen. Also, a few special provisions for ex-offenders and employers that inmates need to be aware of will be explained below. Here are five examples of the most common types of misinformation about “ex-inmate benefits or entitlements” you may hear about, followed by the facts of the matter.

Handbook for Family and Friends

If inmates were receiving SSI from the Social Security Administration (SSA) prior to being in prison, they would need to reapply to SSA to determine whether they are still eligible. Being awarded SSI has nothing to do with being an ex-inmate. A copy of “What Prisoners Should Know About Social Security” is available at the SSA Web site: www.socialsecurity.gov.

Getting the Facts Straight...

Inmates are eligible for automatic unemployment payments from the Employment Security Commission (ESC) based on the length of their incarceration. **FALSE**

Inmates are NOT eligible for any unemployment benefits from ESC or payments from any other agency, regardless of the number of months or years they have served or for any other reasons. ESC staff will assist them in their job search, and in any other ways they can, but they should not go to ESC expecting to receive any unemployment check for being incarcerated

Most inmates are eligible for services from the Division of Vocational Rehabilitation (VR). **FALSE**

Only those inmates who meet very specific requirements for psychological or physical barriers to employment are eligible for referral to VR for assessment, which also requires access to and evaluation of medical records. Even then, services are not assured. These requirements exclude the great majority of inmates.

All inmates are eligible for Food Stamps from the Department of Social Services. **FALSE**

If inmates are in need of food assistance when released, they should apply for food stamps at their county Social Services (DSS) office, which will determine whether or not they are eligible, but they will not automatically receive food stamps because they are an ex-inmate. To be eligible, they must meet the same requirements as other applicants.

The Small Business Administration (SBA) offers special loans to ex-inmates. **FALSE**

No special loan programs are available for ex-offenders. The inmate must apply to the SBA, which will evaluate the merits of his/her business plan for being awarded a loan, the same as any other applicant.

Many inmates are eligible for Supplemental Security Income (SSI). **FALSE**

If inmates were receiving SSI from the Social Security Administration (SSA) prior to being in prison, they would need to reapply to SSA to determine whether they are still eligible. Being awarded SSI has nothing to do with being an ex-inmate. A copy of "What Prisoners Should Know About Social Security" is available at the SSA Web site: www.socialsecurity.gov.

Terms and Definitions

Prison has a language of its own which can be confusing. Many of these terms and phrases are used by prison staff as well as inmates. The definitions below should help you understand the meaning of some of these terms.

Classification – A method for determining inmate custody level and program needs.

Combined Records – A Department of Public Safety office in Raleigh where copies of inmate records are kept.

Concurrent Sentences – If an offender has more than one sentence the court may decide that the sentences can be served concurrently, which means the sentences are served at the same time. For example, a person with a two-year sentence plus a two-year concurrent sentence will have a total sentence length of two years.

Consecutive Sentences – If an offender has more than one sentence the court may decide that each sentence must be served separately before the next sentence begins. For example, a person with a two-year sentence plus a two-year consecutive sentence has a total sentence length of four years. Inmates sometimes refer to consecutive sentences as “boxcar sentences.”

Contraband – Items / articles not approved by the prison facility and approved items that have been altered or are over the required limit.

Control Status – The level of an inmate’s supervision and control when separated from the regular inmate population.

Convicted – A term used when a person has been found guilty of a crime by a court.

CRV – A 90-day term of confinement for probationers who violate the terms of their probation.

Custody – For maintaining public safety and institutional safety, the level in which an inmate is housed based on the crime committed, the length of the sentence, criminal history and behavior.

Death Row – The housing assignment of inmates admitted to prison on a death order commitment. These inmates are housed only at Central Prison and at the North Carolina Correctional Institution for Women..

Defendant – A person who is accused of committing a crime.

Designee - A prison staff person who has been appointed to act with authority in the absence of the director, region director, and/or prison facility superintendent.

Detainer - A legal document in an inmate's record stating that he or she is wanted in another county, state, or federal system and should be transported to another correctional system rather than being released.

Developmental Disabilities – Mental and/or physical limitations that require special programs for an inmate.

DHO - Disciplinary Hearing Officer: An employee of DPS not assigned to any specific prison facility, who investigates inmate disciplinary offenses.

Diagnostic Center – A facility in certain prisons where new inmates are admitted, processed, and assessed while waiting for initial classification and housing assignment.

Director of Prisons – The person in charge of all the prisons in the state.

Escape – A person who escapes or attempts to escape from prison has violated prison rules and the laws of North Carolina and can receive an additional sentence. Anyone assisting an inmate to escape from prison has also violated the laws of the State of North Carolina.

Facility Head, Correctional Administrator, Prison

Superintendent, or Warden - The person who is in charge of the overall operation of a prison facility.

Felony – a serious crime.

Grievance – An appeal or complaint using specific forms and procedures regarding a decision or action made.

HCON – Abbreviation for “High Security Maximum Control.” This is the housing assignment and classification status where inmates pose the most serious threat to the safety of staff and other inmates and to the security of the prison facility. Inmates assigned to this control require the most security.

Honor Grade – Also known as “minimum custody.” Because minimum custody inmates wear green uniforms, they often refer to minimum custody as “having their greens.” Minimum custody prisons are often called “honor grade” prisons. Armed supervision is not required.

Immediate Family – Adult Correction facilities policy defines immediate family members as mother, father, husband, wife, daughter, son, brother, sister, foster parents, or other persons who have acted in the place of parents where such relationships can be verified.

Incarcerate – to put an individual in prison or jail.

Incentive Wage – The wage that an inmate is paid when working on a job assignment at the prison, on a community work crew, on a road squad or at a prison enterprises plant.

Indigent – An inmate is considered indigent if they have no money to purchase basic hygiene items such as soap or deodorant.

Infraction – A violation of a law or rule. In the prison system, it is most often called a “write-up.”

Investigating Officer – A person who gathers the facts when a rule may have been broken or an incident occurred involving an inmate.

Inmate – A person committed by law to the custody of DPS.

Misdemeanor – A crime that is not as serious as a felony.

Offender – Any person convicted of a crime or offense under the laws of North Carolina.

Parole – A conditional release from prison that allows an inmate to serve the remainder of his or her sentence in the community after serving a portion of the sentence in prison. Only inmates who have been sentenced under the Fair Sentencing Act or earlier sentencing laws are eligible for parole. Parole is earned and not automatic. It provides for supervision of the parolee and permits the inmate’s return to prison through revocation if parole conditions are not met.

Parole Case Analyst – A person who works for the Post-Release Supervision and Parole Commission. This person is in charge of reviewing an inmate’s records to determine if the inmate should be recommended for parole. The Parole Commission votes as to whether an inmate should receive parole.

PCON – Abbreviation for “Protective Control.” An inmate housed in Protective Control is separated from the general population for his or her safety. An inmate may request protective custody, but a committee decides if protective custody is necessary.

PR3 – Post Release 3 month Re-imprisonment (PR3) is a three (3) month period of confinement for post release violators who were not in compliance with the terms of their supervision conditions.

Post-release supervision (PRS) – A period of supervised release felon inmates must serve in the community upon release from prison. Usually, supervision will last either 9 months or 12 months depending on what felony class for which the inmate was convicted.

Prisons – Often used as a short reference to the entire system of prisons in DPS, especially in written format.

Probation – A sentence ordered by the Court allowing an offender to remain in the community with supervision and guidance of a Probation Officer, under such conditions as the court may impose. If an offender does not follow the conditions of the probation, he or she can be put in prison.

Processing – When an offender first arrives in prison, the first few weeks are spent at a diagnostic center to best determine the needs and assignment of the offender. This time spent in diagnostic centers is called processing.

Projected Release Date – The estimated date of release that is based on any time credits that the inmate has earned or is projected to earn until the time of his/her release. The projected release date is always subject to change depending on whether the inmate earns or loses time credits.

Region Director – A person who is in charge of several prison facilities in a region. DPS has four geographical regions of prisons: Central, Coastal, Triangle, and Mountain.

Regular Population – A housing assignment in a prison, where inmates may move about the prison facility as needed due to their jobs or program assignments, recreation or mealtime with other inmates. It is also known as “general population.”

Restitution – Required payments that are authorized by the courts to be paid by an offender to the victim of his or her crime

Restrictive Housing for Administrative Purposes (RHAP) – Restrictive Housing for Administrative Purposes (RHAP) is the temporary removal of an offender from a general offender population to confinement in a secure area. Reasons for RHAP may include protecting staff and other inmates, preventing escape, “cooling off” period, investigation and preserving order.

Restrictive Housing for Control Purposes (RHCP) – Restrictive Housing for Control Purposes (RHCP) is a long-term restrictive housing assignment. The intent is the control of offenders due to behavior deemed to be repeatedly disruptive to the orderly operations of the facility, threats to the safety of staff or other offenders, threats to the security and operational integrity of the facility, or as a transition following assignment to a higher control status.

Restrictive Housing for Disciplinary Purposes (RHDP) – Restrictive Housing for Disciplinary Purposes (RHDP) is the classification status assigned to offenders who are subject to punishment pursuant to authorized Prisons disciplinary procedures after being found guilty of a disciplinary offense.

Safekeeper – A county jail inmate who is admitted to prison while awaiting trial or sentencing. Safekeeping provides extra security for those inmates who pose a danger to themselves, to other inmates and to the general public. A person may also be admitted as a safekeeper if they require medical or mental health care that cannot be provided by the county jail.

Sanction – A penalty for not following a rule or policy, typically determined during the inmate disciplinary process. The action taken at the disciplinary hearing can include demotion in custody, loss of privileges, loss of good/earned time, and/or restrictive housing.

Security Risk – Any possible danger to the general public, staff or inmates.

Security Risk Group (SRG) – A group of inmates who pose a threat to the safe, secure and orderly operation of a prison. These groups are also known as “gangs.”

Sentence Reduction Credits – Time credits applied to an inmate’s sentence that reduces the amount of time to be served. Sentence Reduction Credits include good time, gain time, earned time and meritorious time.

Split Sentence – A judge may order a split sentence that requires the offender to serve a period of time in prison followed by a period of special probation. The time served in prison must be served without any sentence reduction credits.

Suspended – A court-ordered sentence may remain inactive subject to conditions established by the court; it may be imposed by the court at any time during the sentence.

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Adult Correction Facility Information

Abbreviations used in prison facility list

CC – Correctional Center CCW – Correctional Center for Women
 CI – Correctional Institution CIW – Correctional Institution for Women PWF = Prison Work Farm

Albemarle CI	P.O. Box 460, Badin, N.C. 28009 44150 Airport Road, New London, N.C. 28127	704-422-3036	MED
Alexander CI	Box 909, Taylorsville NC 28681 633 Old Landfill Road, Taylorsville, N.C. 28681	828-632-1331	CL/MIN
Avery/Mitchell CI	600 Amity Park Rd., Spruce Pine NC 28657	828-765-0229	MED
Bertie CI	Box 129, Windsor NC 27983 218 Cooper Hill Road, Windsor, N.C. 27983	252-794-8600	CL/MED
Caldwell CC	Box 397, Hudson NC 28638 480 Pleasant Hill Road, Lenoir, N.C. 28645	828-726-2509	MED
Caledonia CI	Box 137, Tillery NC 27887 2787 Caledonia Drive, Tillery, N.C. 27882	252-826-5621	MED/MIN
Carteret CC	Box 220, Newport NC 28579 1084 Orange Street, Newport, N.C. 28570	252-223-5100	MIN
Caswell CC	Box 217, Yanceyville NC 27379 444 County Home Road, Blanch, N.C. 27212	336-694-4531	MED
Catawba CC	1347 Prison Camp Rd., Newton NC 28658	828-466-5521	MIN
Central Prison	1300 Western Boulevard, Raleigh NC 27606	919-733-0800	CL/MED/MIN
Columbus CI	Box 8, Brunswick NC 28424 1255 Prison Camp Road, Brunswick, N.C. 28424	910-642-3285	MED
Craggy CC	Box 8909, Asheville NC 28814 2992 Riverside Drive, Asheville, N.C. 28804	828-645-5315	MED
Craven CI	Box 839, Vanceboro NC 28586 600 Alligator Road, Vanceboro, N.C. 28586	252-244-3337	MED
Dan River PWF	Box 820, Yanceyville NC 27379 981 Murray Road, Blanch, N.C. 27212	336-694-1583	MIN
Davidson CC	1400 Thomason Street, Lexington NC 27292	336-249-7528	MIN
Eastern CIW	Box 215, Maury NC 28554 2821 Hwy 903, Maury, N.C. 28554	252-747-8101	MIN
Foothills CI	5150 Western Ave., Morganton NC 28655	828-438-5585	CL
Forsyth CC	307 Craft Drive, Winston-Salem NC 27105	336-896-7041	MIN
Franklin CC	Box 155, Bunn NC 27508 5918 Hwy 39 South, Bunn, N.C. 27508	919-496-6119	MED
Gaston CC	1025 Cherryville Hwy., Dallas, NC 28034	704-922-3861	MIN
Greene CI	PO Box 39, Maury NC 28554 2699 Hwy 903, Maury, N.C. 28554	252-747-3676	MIN
Harnett CI	Box 1569, Lillington, NC 27546 1210 E. McNeil Street, Lillington, N.C. 27546	910-893-2751	MED
Hoke CI	243 Old Hwy 211, Raeford NC 28376-0700	910-944-7612	MIN
Hyde CI	Box 278, Swan Quarter NC 27885 620 Prison Road, Fairfield, N.C. 27826	252-926-1810	MED

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Johnston CI	2465 U.S. 70, Smithfield NC 27577	919-934-8386	MIN
Lanesboro CI	Box 280, Polkton NC 28135 552 Prison Camp Road, Polkton, N.C. 28135	704-695-1013	CL/MED
Lanesboro CI	Box 310, Polkton, NC 28135 248 Prison Camp Road, Polkton, NC 28135	704 -694-2622	MIN
Lincoln CC	461 Prison Camp Road, Lincolnton, NC 28092	704-735-0485	MIN
Lumberton CI	Box 1649, Lumberton NC 28359-1649 75 Legend Road, Lumberton, N.C. 28359	910-618-5574	MED
Marion CI	Box 2405, Marion NC 28752 355 Old Glenwood Rd, Marion, NC 28752	828-659-7810	CL/MIN
Maury CI	Box 506, Maury NC 28554 2568 Moore Rouse Road, Hookerton, N.C. 28538	252-747-1400	CL/MED
Morrison CI	Box 169, Hoffman NC 28347 1573 McDonald Church Road, Hoffman, N.C. 28347	910-281-3161	MED
Mountain View CI	545 Amity Park Road, Spruce Pine NC 28777	828-766-2555	MED
Nash CI	Box 600, Nashville NC 27856 2869 US 64 Alt, Nashville N.C. 27856	252-459-4455	MED
North Carolina CIW	1034 Bragg Street, Raleigh NC 27610	919-733-4340	CL/MED/MIN
Neuse CI	710 Stevens Mill Road, Goldsboro NC 27530	919-731-2023	MIN
New Hanover	CC Box 240, Wilmington NC 28402 330 Division Drive, Wilmington, N.C. 28402	910-251-2666	MIN
Odom CI	Route 1, Box 36, Jackson NC 27845 485 Odom Prison Rd, Jackson, NC 27845	252-534-5611	MIN
Orange CC	2110 Clarence Walters Rd., Hillsborough NC 27278	919-732-9301	MIN
Pamlico CI	601 North Third St., Bayboro, NC 28515	252-745-3074	MED
Pasquotank CI	527 Commerce Dr., Elizabeth City 27906-5005	252-331-4881	CL/MIN
Pender CI	Box 1058, Burgaw NC 28425 906 Penderlea Highway, Burgaw, N.C. 28425	910-259-8735	MED
Piedmont CI	1245 Camp Road, Salisbury NC 28147	704-639-7540	MED
Polk CI	Box 2500, Butner NC 27509 1001 Veazey Road, Butner, N.C. 27509	919-575-3070	CL
Randolph CC	Box 4128, Asheboro NC 27204 2760 US Hwy 220 Bus, Asheboro, NC 27203	336-625-2578	MIN
Rutherford CC	Box 127, Spindale NC 28160 549 Ledbetter Road, Spindale, N.C. 28160	828-286-4121	MIN
Sampson CI	Box 999, Clinton NC 28328 700 Northwest Blvd, Hwy 421 N, Clinton, N.C. 28328	910-592-2151	MED
Sanford CC	Box 2490, Sanford NC 27330 417 Advancement Center Road, Sanford NC 27330	919-776-4325	MIN
Scotland CI	Box 1808, Laurinburg NC 28353 22385 McGirt's Bridge Rd., Laurinburg, N.C. 28353	910-844-3078	CL/MED/MIN
Southern CI	Box 786, Troy NC 27371 272 Glen Road, Troy, N.C. 27371	910-572-3784	CL/MED/MIN

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Swannanoa CCW	Box 609, Black Mountain NC 28711 55 Lake Eden Road, Black Mountain, N.C. 28711	828-686-0567	MIN
Tabor CI	4600 Swamp Fox Hwy. West Tabor City, N.C. 28463	910-653-6413	CL/MED/MIN
Tyrrell PWF	Box 840, Columbia NC 27925 620 Snell Rd, Columbia, NC 27925	252-796-1085	MIN
Wake CC	1000 Rock Quarry Road, Raleigh NC 27610	919-733-7988	MIN
Warren CI	Box 399, Manson NC 27553 379 Collins Road, Manson, N.C. 27553	252-456-3400	CL/MED/MIN
Wilkes CC	404 Statesville Rd., North Wilkesboro NC 28659	336-667-4533	MIN

Burke CRV Center

248 beds for male offenders Mary Maret, Director
5161 Western Ave. Morganton NC (828) 433-4036

Robeson CRV Robeson CRV Center

192 beds for male offenders Stephen Jacobs, Director 872 NC Hwy 711
Lumberton NC (910) 618-5535

Center for Community Transitions / minimum (private contract facility for women)

5825 Old Concord Road Charlotte, NC 28213
(704) 494-0001

Additional Services and Information

Other available resources that you might find helpful, too, are:

Offender Family Services (OFS) - This service is a liaison between families of offenders and the Department of Public Safety. The OFS provides an open line of communication to assist offender families with resolving human service needs through emotional support and referral to community resources. These services are also provided for inmates nearing release and offenders already released. It also helps families and others with understanding the policy and procedures of the prison system. Contact OFS at (919) 733-3388, or you can write to:

Offender Family Services
4221 Mail Service Center
Raleigh, NC 27699-4221

Victim Services - The office assists victims of crime, their families, and interested parties whose offenders were sentenced to prison or placed on probation, parole, or post-release supervision. The staff provides emotional support, educational materials, training, resource referral and assists victims in understanding the criminal justice system. You can contact Victim Services phone at 1-866-719-0108.

Public Affairs - The Communications Office can provide accurate information and answer questions that you may have about an offender and/or the Division of Adult Correction. The office responds to letters, e-mail and telephone inquiries received from interested parties, news media and citizens. You can reach the Public Affairs Office at 1-800-368-1985 or via e-mail at info@ncdps.gov.

Public Policy Manuals - The Prisons Policy and Procedures Manual (Redbook) Prisons Health Care Manual, and Prisons Food and Nutrition Management Manual are public documents that are listed on the DPS Prisons website at http://www.ncdps.gov/search?search_api_views_fulltext=policy%20manual. Members of the general public who wish to purchase a manual may complete the order form listed on the public website. Questions can be referred to Management Services Section at 831 W. Morgan Street, 4270 MSC, Raleigh, NC, 27699-4270; 919-838-4000.

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Artwork by Former Inmate Renee Morton