



*State of North Carolina
Department of Correction
Division of Prisons*

Chapter: F
Section: .3300
Title: **Prison Entrance/Exit
Policy**
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POLICY & PROCEDURES

.3301 PURPOSE

To establish guidelines for identifying all persons prior to entrance and upon exit of Division of Prisons facilities. Establish procedures to identify and search for contraband at all facilities including metal detection and special procedures for employee searches at Medium and Close custody facilities. The facility head will be responsible for developing and implementing a facility prison entry procedure consistent with this policy. Facility procedures must be reviewed annually to assure compliance with the current policy of the Division of Prisons.

.3302 DEFINITIONS

- (a) **Inmate Visitors** - any person who is approved to visit an inmate and whose approval is documented in the OPUS/visitation tracking system (VTS).
- (b) **Visitation Tracking System** - a computer subsystem of the Offender Population Unified System (OPUS) that automates the records relating to visitor facility entry and exit.
- (c) **Contractor** - a business entity that agrees to perform work on a large scale that requires workers to enter and exit a facility on a daily basis.
- (d) **Departmental Official Visitors** - any staff members not assigned to the facility that are on official department business and are attempting to enter the secure perimeter of any facility.
- (e) **Official Visitor** - refers to the Governor, Lieutenant Governor, all Cabinet members, members of the Legislature, judges of state courts, state attorneys, federal and state law enforcement officers, and to non-Department of Correction state employees on official business.
- (f) **Vendor** - a business entity engaged as a merchant of products on a regular delivery basis or a service on an irregular or on-call basis. An example of the former would be the entity that supplies the vending machines. An example of the latter would be a refrigeration repair service.
- (g) **Volunteer** – refers to any person authorized to enter the facility in order to conduct approved programs which utilize citizen volunteers.
- (h) **Employees** - All employees on the payroll of the institution including individuals contracted to provide services for that institution.

- (i) **Routine Search** - Pat and frisk searches with the person clothed. Can include the removal and search of hat, gloves, shoes, and socks.
- (j) **Complete Search** – A strip-search (removal of all person's clothing), a search of the person's effects, and a visual search of the person's body cavities to look for contraband.

.3303 PROCEDURES

- (a) Employee/Visitor Identification at all Prison Facilities
 - (1) Control of all employee, non-employee or commercial traffic into/out of a facility, both pedestrian and vehicular, is the responsibility of the facility staff. Confirmation of identification by direct employee contact is required prior to allowing entrance into or exit from the secure perimeter of the facility.
 - (2) All pedestrian traffic is processed through the designated primary entrance of any correctional facility. Limited use of this area for inmate traffic may be allowed as required by facility mission and inmate work assignments.
 - (3) The officer/staff member assigned to any entrance/exit point will be responsible for proper identification of all persons, including inmates, employees, and visitors, entering and leaving the facility. All will be identified by utilizing a valid picture identification card.
 - (4) Anyone authorized to enter who is not in possession of a valid NC Division of Prisons identification card will be positively identified and issued a temporary "Visitor" identification card by facility staff prior to being allowed entrance to the facility. Prior to departure, these temporary "Visitor" identification cards will be returned and the individual positively identified. Departmental visitors will be issued a "Visitor" ID card.
 - (5) Before entrance or exit is allowed, if there is any doubt about the identity of any person attempting to pass through an entrance/exit point, the officer will not permit the person to pass through until positive identification can be made. At no time should an outer gate be opened before everyone in the immediate vicinity has been appropriately identified.
 - (6) The facility head will determine the maximum number of persons allowed within a gate house at any time, or between the inner and outer perimeter fence gates, in order to ensure a gate or door leading into or out of the facility is never opened until all persons within the immediate vicinity have been appropriately identified and have been cleared to enter or exit.

(b) Processing Inmate Visitors

- (1) Approved visitors sixteen (16) years of age or older, will be processed by requiring the presentation of acceptable forms of identification with a photograph during inmate visitation hours.
- (2) Inmate visitors will be registered utilizing the Visitation Tracking System (VTS) in OPUS.
- (3) To avoid confusion, the number of visitors allowed in the registration area at any time will be stipulated by facility SOP's.
- (4) In facilities housing medium and close custody inmates, upon completion of the visit, the visitor(s) will not be cleared to leave the visiting area until the inmate with whom s/he was visiting is positively identified and secured in a strip search area or is under direct visual observation of an officer in an inmate registration area.
- (5) Prior to departure each visitor will be positively identified.
- (6) In the event that the automated system fails prior to or during visitation hours, a back-up batch job listing of approved visitors will be printed by designated facility staff and provided to the officer-in-charge. This list will be utilized to process visitors until such time as the automated system is operational.
- (7) All other aspects of the visitation including acceptable form of identification and visitor registration are addressed in the DOP Inmate Visitation policy, D.0200.

(c) Processing Employees, Official/Departmental Visitors, Vendors, and Volunteers

- (1) A record of all visitors will be maintained at the main entrance control room. All official visitors, vendors, and volunteers who enter and exit the institution will sign in/out in the appropriate log book.
- (2) Departmental official visitors and employees will be processed through the Gatelog system. If a facility does not have the Gatelog system, departmental official visitors will sign in/out in an appropriate log book. The staff member will present his/her departmental identification card to checkpoint staff prior to entering/exiting the facility.

(d) Processing of Contractors

- (1) Each contractor and subcontractor (see section .3301 (c) of this policy) will provide the following information on each of their employees prior to entrance into a correctional institution. This process will include each individual associated with the project during each phase through completion:

- full name;
 - gender;
 - race;
 - physical address;
 - telephone number;
 - date of birth;
 - drivers license number;
- (2) With the intent of maintaining security upon the facility grounds, a background check will be made upon all persons employed by the contractor who will work on the project.
 - (3) These reports will be submitted to the facility head, or designee, for review. The Division of Prisons, represented by the facility head or designee, reserves the right to reject any person whom it determines may be a threat to the security of the facility.
 - (4) Any individual with an arrest or conviction history will be evaluated on a case-by-case basis before approval is given to enter.
 - (5) An ex-offender will not be considered until at least one (1) year has elapsed since release from custody of the Division of Prisons or other county/state/federal correctional agency.
 - (6) An individual under probationary supervision must have completed at least three (3) months of supervision, have a satisfactory record, and receive the written approval of the assigned probation officer.
 - (7) An ex-offender will not be considered if prosecuted and found guilty of assaulting correctional staff or any law enforcement officer or for escaping from a correctional facility while incarcerated.
 - (8) An ex-offender's record of institutional adjustment and/or adjustment to supervision will be evaluated and considered prior to approval.
 - (9) An ex-employee who was terminated or resigned under investigation will not be considered for approval.
 - (10) Tool control for contractors will be in compliance with the requirements specified in the DOP Tool Control policy, F .2700.
 - (11) Contractors and their employees will maintain picture identification upon their person at all times.

(e) Search of a Person to Control Contraband

- (1) All persons attempting to enter/exit the secure perimeter of a Division of Prisons facility are subject to being searched, including routine searches.
- (2) Routine searches of inmate visitors, contractors, vendors, volunteers and their personal property are referenced in the DOP Operational Searches policy, F.0100.
- (3) Complete searches of visitors and staff is solely the authority of local law enforcement.
- (4) Routine searches shall be conducted by designated staff members who have received proper training in search procedures.

(f) Search Notification

Each facility head shall have signs in English and Spanish, posted conspicuously at all entrance roads to facility grounds and at all checkpoint and vehicular gate entrances to advise visitors to the facility that:

- (1) All persons, property, and vehicles are subject to search.
- (2) Illegal drugs, alcohol, firearms, ammunition, explosives, weapons, cell phones, and other contraband are prohibited within the confines of the facility as defined by Division of Prisons policy.

(g) Vehicle Search Inside Secure Perimeter

- (1) Vehicular traffic involving departmental vehicles inside the secure perimeter, other than inmate transport vehicles, will be permitted only in situations where reasonable alternatives cannot accomplish the movement of materials, equipment, supplies, or other legitimate purposes.
- (2) Anytime it is determined that a departmental vehicle, other than inmate transport vehicles, is required to enter the secure perimeter, the officer-in-charge or designee will be contacted for authorization. The officer-in-charge or designee will:
 - (A) make a determination of the necessity of such access or if a reasonable alternative can accomplish the same objective;
 - (B) consider whether the compound needs to be closed while the vehicle is on the compound or if sufficient staff is available to ensure safe movement; and

- (C) if the officer-in-charge or designee authorizes entry, ensure that the authorized vehicular access is noted on the facility's shift narrative.
- (3) Golf or "Gator" types of carts are excluded from obtaining prior approval of the officer-in-charge before entering the secure perimeter. They will, however, be subject to all other requirements listed in this section including being secured when left unattended.
 - (4) Each facility's standard operating procedures will stipulate how many vehicles may be inside the perimeter at any one time.
 - (5) All vehicles, commercial, private, or institutional, will be thoroughly searched both entering and departing the facility to prevent the introduction of contraband or use of the vehicle as a means of escape by inmates. Vehicles will be searched above, inside, under the hood, and below. Additionally, any attachment to the vehicle such as trailers, carts, toolboxes, etc., will be searched prior to entry and exit.
 - (6) Vehicle keys will be placed in a secured area such as a tower or key box after the vehicle has entered the confines of the facility and prior to inmates accessing the vehicle.
 - (7) All non-departmental persons will be questioned regarding possession of contraband (e.g. firearms, ammunition, narcotics, knives, ropes, jacks, tools, cell phones, etc.). Prior to being allowed entry, the driver of the vehicle will turn over any articles offering a threat to the security of the facility to staff who will ensure they are stored in a secure area until his/her departure. Items remaining on the vehicle (e.g. ropes, jacks, etc.) should remain secured while within the facility. All vehicle occupants are subject to search pursuant to Operation Searches, F.0100.
 - (8) Vehicles entering the secure perimeter will keep their windows rolled up and the doors locked at all times while inside the compound. Vehicles inside the compound will be locked while parked and unattended. If a vehicle needs to be left inside the compound overnight, it will be rendered inoperable by the driver by removal of an engine part necessary for its operation (i.e. battery removal, etc.).
 - (9) Prior to entry, a careful inspection of the interior of vehicles such as a box truck, semi-truck, etc., will be conducted. The cargo truck will remain secured until it reaches its destination and an officer is present at the rear of the truck to closely monitor the loading/unloading of the truck. The officer will maintain constant visual observation of the loading/unloading area of the truck and, upon completion, will secure the cargo bay. The cargo bay will remain secured until it is inside the sally port area for an exit security inspection.

- (10) Commercial vehicles leaving the facility will have a designated point at which to stop before reaching the vehicle entrance/exit gate so that the driver can establish to the assigned gate officer the fact that s/he is not under duress.
 - (11) During formal counts, vehicles will be held at the gate area until the count is officially cleared.
 - (12) In situations where a life threatening medical emergency exists, the normal search requirements for vehicles entering and exiting the facility compound via the vehicle gate will be suspended for emergency vehicles (e.g. ambulance or fire truck) called to provide emergency transport. In order to expedite the ambulance entrance/exit, security staff will meet the ambulance at the gate and provide constant observation of the vehicle until the ambulance exits the compound. Staff should positively identify the emergency personnel, as well as look inside the vehicle to ensure there is no breach of security.
 - (13) Pedestrian traffic through vehicle access gates will be restricted to only those persons whose job responsibilities require use of this entrance/exit area. The facility head, or designee, will determine what pedestrian traffic will be permitted through this gate; however, this should be based on need rather than convenience. Any person entering through any vehicle gate will be subject to search in accordance with the DOP Operational Searches policy, F.0100.
- (h) Personal Property Search
- (1) The following items are allowable for employees only, unless otherwise noted:
 - (A) Prescription medications in reasonably small amounts as determined by the facility head and commensurate with facility needs;
 - (B) Provisions for injectable medication which may or may not require refrigeration and/or other special medication needs may be made by the facility head, or designee, upon a review of the circumstances with the individual employee.
 - (C) Over the counter medications in reasonably small amounts;
 - (D) Small compact with mirror;
 - (E) Personal pagers (standard type only). Pagers with the ability to transmit and/or receive e-mail/internet communications or text messaging are not permitted except that members of the facility management team (facility heads, assistant superintendents, and Division of Prisons special teams members) may carry state-issued cell phones and pagers inside the secure perimeter of the facility;

- (F) Small nail clippers without file;
- (G) Cigarette lighters except at Tobacco banned facilities;
- (H) Lunch box/small cooler (plastic or nylon) not to exceed measures of 15" x 9" x 12";
- (I) Water or beverage containers not to exceed two (2) liter or 64 oz. size;
- (J) Clear plastic or Tupperware® containers for food (must be removed daily);
- (K) Plastic eating utensils;
- (L) Umbrella;
- (M) Eyeglass repair kit as approved by facility head;
- (N) Purse not to exceed 10"x 12"x 6"; and
- (O) Gym bag of reasonable size. Gym bags are not permitted in areas accessible to inmates.
- (P) State issued cell phone or pagers. Departmental official visitors and law enforcement officers will be authorized to retain their state-issued cell phone or pager when entering any DOP facility. Cameras or recording devices will not be allowed into any DOP facility without the approval of the facility head or designee. Non-departmental official visitors will not be allowed to bring cell phones, pagers, cameras, or recording devices into a DOP facility without the facility head's or designee's approval. In the event that a cell phone is misplaced, or inadvertently falls into inmate hands while a departmental official visitor is on the compound, the vendor will be notified immediately and requested to deactivate the device. Additionally, members of the facility management team (facility heads, assistant superintendents, and Division of Prisons special team members) may carry state-issued cell phones and pagers inside the secure perimeter of the facility.
- (Q) Briefcases are authorized for department official visitors when necessary for performance of assigned duties. For the purpose of this policy, briefcases include nylon satchels, etc.
 - (i) Briefcases may be authorized for non-security staff as determined by the facility head.

- (ii) Briefcases are authorized for private attorneys and medical staff. The briefcase should not be handled by the searcher, but shall be opened completely and its contents displayed by the owner/bearer.
- (R) The facility head, or designee, may authorize the introduction of glass containers and necessary utensils for staff luncheons, or department functions when requested in advance. These items will be removed immediately at the conclusion of the luncheon/function.
- (S) Facilities will stock the medical department with an adequate supply of bandage scissors for issue to medical staff on a shift-by-shift basis to prevent the need for medical personnel to use their personal equipment.
- (2) The following personal items, unless otherwise noted are prohibited from being introduced or possessed by anyone inside the secure perimeter of a prison facility:
 - (A) Knives, metal utensils, or any other item that could commonly be used as a weapon;
 - (B) Intoxicants such as alcoholic beverages (except as provided in the Religious Practices Manual), illegal drugs, and non-prescribed narcotics on any departmental property;
 - (C) Personal handcuffs, unapproved weapons belts, and other related personal equipment not issued by the facility or otherwise approved by Division of Prisons policy. This will not apply to law enforcement officers;
 - (D) Caustics/flammable materials - nail polish remover, thinners, contact cement, alcohol, any item labeled "Harmful or Fatal if Swallowed";
 - (E) Aerosols containers;
 - (F) Audio and video recording devices except as authorized by the facility head; Authorized devices should be approved for security or program functions, but must be secured when not in use.
 - (G) VCR tapes, televisions, portable radios, cassette tapes, compact discs, cassette/CD/DVD players unless approved by the facility head or designee;
 - (H) Video games, scanners and computer games;
 - (I) Portable or personal cellular telephones except those issued by the Division of Prisons;
 - (J) Cameras; cell phones or watches with recording capabilities;

- (K) Computers, hardware and software except DOP property (i.e. personal zip drives, floppy disks, etc.;
- (L) Personal protection equipment - mace, kubaton, etc.;
- (M) Glass containers other than approved coffee pots;
- (N) Metal hair picks, metal brushes, metal combs, or metal nail files;
- (O) Cigarette lighters at Tobacco banned facilities;
- (P) Personal scissors (office or medical), letter openers;
- (Q) Recreational reading material (non-work related) such as books, magazines, newspapers, etc., except as authorized by the facility head. This does not include authorized books, magazines, newspapers, etc. in an inmate's possession;
- (R) Briefcases except as addressed in Section .3303 (h) (1) (q) of this policy;
- (S) Zip-lock bags larger than one-gallon size;
- (T) Thermal containers containing glass or with removable inserts;
- (U) Backpacks, book bags, or large bags (grocery-size; paper or plastic);
- (V) Purses or gym bags except as addressed in Section .3303 (h)(1)(n) and (o) of this policy;
- (W) Camouflaged clothing except as issued by security for K-9, emergency teams, etc.; and Drug Interdiction Teams; This will not apply to visitors.
- (X) Personal tools such as screwdrivers, pliers, multi-tools (i.e., Leatherman type, etc.) except inventoried personal tools in the possession of approved contractors and vendors.

.3304 ENTRANCE/EXIT PROCEDURES FOR CLOSE AND MEDIUM CUSTODY FACILITIES

- (a) Metal Detection
 - (1) All close and medium security facilities shall be equipped with metal detectors, either walk-through or hand held, at all entrance checkpoints.
 - (2) All inmate visitors, contractors, vendors, and volunteers must be processed with a walk-through or handheld metal detector prior to entering the secure perimeter.

- (3) Employees at Close and Medium custody facilities will be subject to metal detection search as per section .3304 (b) of this policy.
- (4) Anyone failing to clear a walk-through metal detector will be subjected to a closer screening by a hand-held metal detector. Failure to pass the localized search will require the individual to produce or otherwise identify the item causing the metal detector to react. Staff should ensure all personal items are carefully searched. Refer to the Division's Operational Searches F.0100 policy for additional information concerning search of visitors, employees, etc.
- (5) Testing/Calibration of Walk-Through Metal Detectors
 - (A) Weekly testing of each walk-through metal detector is necessary to ensure each unit is calibrated sufficiently to prevent the introduction of unauthorized metal items.
 - (B) Once appropriately calibrated, no person will arbitrarily change the calibration settings of any metal detector unless in accordance with subsequent calibration tests or with the approval of the assistant superintendent or higher authority.
 - (C) The assistant superintendent will be responsible for ensuring compliance with calibration/testing of all metal detectors at his/her facility.
 - (D) Weekly calibration tests will be conducted in accordance with the following:
 - (E) A pair of blunt-tip scissors with blades no longer than three (3) inches shall be used as the test object.
 - (F) The employee conducting the test will first remove all metal objects, including shoes if they have a metal shank in the sole, before conducting the test.
 - (G) Test verification will be documented on the activity log noting the time the test was completed and by whom.
 - (H) In the event of a test failure the shift supervisor will be notified immediately so that the appropriate staff can be contacted to make corrections or complete repairs.
 - (I) The testing employee will obtain the test object and ensure the metal detector is switched on.
 - (J) The testing employee should pass through the metal detector once without the test object; the metal detector should not alert.

- (K) With the test object, the employee should pass through the metal detector two (2) times each while carrying the test object in the following manner:
- (i) Inner left leg with blades pointing down;
 - (ii) Centered on front of body with blades pointing down;
 - (iii) Left side of body with blades pointing down;
 - (iv) Center of lower back with blades pointing down;
 - (v) Under left arm with blades pointing down;
 - (vi) Centered on top of head with blades pointing forward;
 - (vii) The metal detector should alert during each passage.
- (b) Searching Employees at Close and Medium Security Facilities
- (1) Employees at Close and Medium custody facilities will be subject to some form of metal detection search determined by a number established each day by the on-duty officer-in-charge as either every person, 1st, 2nd, 3rd, or 4th employee, but no less than every 5th employee. Nothing in this policy will preclude the use of metal detection on every employee entering the facility.
 - (2) Any employee failing to clear a walk-through metal detector will be subjected to a closer screening by a hand-held metal detector. Failure to pass the localized search will require the individual to produce or otherwise identify the item causing the metal detector to react.
 - (3) Additional searches of an employee as a result of metal detector failure or suspicion will be conducted per the Division's Operational Searches F.0100 policy.
 - (4) Routine searches conducted on employees at Close and Medium custody facilities may be conducted by employees of lesser or equal rank.

 7-2-07
Director of Prisons Date

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