



State of North Carolina
Department of Correction
Division of Prisons

Chapter: F
Section: .1200
Title: **Inspections**
Issue Date: 10/05/07
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POLICY & PROCEDURES

.1201 PURPOSE

The purpose of this policy is to ensure that all North Carolina Division of Prisons facilities meet and conform to appropriate federal, state, and local fire, sanitation, safety and health codes. The Division of Prisons requires all facilities to be inspected by qualified employees and by qualified representatives of appropriate governmental agencies at specified intervals and that each report is reviewed and remedial action taken if indicated.

.1202 GENERAL

- (a) The officer in charge of each facility within the Division of Prisons (or his/her designated representative) will conduct a daily inspection of the facility for the purpose of detecting and eliminating all hazards to the security, health, sanitation, safety, and welfare of staff and inmates at the facility. No condition which constitutes a threat to the sanitation, safety, or security of the prison facility will be permitted to exist. Defective security equipment will be replaced or repaired immediately. Both custodial and program staff members will be responsible for the prevention of serious security hazards. Carelessness or inefficiency that might create a threat to safety or security will be cause for appropriate disciplinary action.
- (b) All correctional employees will be required to observe and report to their immediate supervisor any unusual conditions affecting security or safety of facilities.

.1203 INSPECTIONS

- (a) Inspections of Staff
 - (1) An official shift change will be held 15 minutes prior to the time security posts are to be relieved. Custodial officers assigned to the shift will be briefed as a group at a designated time and place.
 - (2) During shift briefings, the staff will listen to the briefing officer attentively. Talking, moving about and smoking will not be permitted.
 - (3) The officer in charge of the incoming shift will inspect all officers to determine that they are appropriately attired. The officer in charge of the shift must make sure that each officer is alert. If an officer is physically or mentally exhausted or if his/her physical condition is impaired due to intoxication or physical illness,

he/she will not be permitted to assume a post.

- (4) The officer in charge will instruct all officers on the performance of their duties, explain new policies and procedures, and issue special orders concerning the prevailing conditions at the facility.
- (5) Before the officer in charge of the shift is relieved by the on-coming officer in charge, a routine security briefing will be held between the two officers. A continuous log will be maintained on each shift to record:
 - (A) Any unusual incidents or special instructions of the officer in charge.
 - (B) The results of inspections.
 - (C) Any special conditions that may reflect on the security, safety, or welfare of staff or inmates.
- (b) Inspections of Vehicles. All vehicles entering the secured confines of correction facilities will be carefully inspected for concealed contraband. Non-Division of Prisons vehicles will be kept under constant surveillance by a custodial officer. Vehicles leaving the confines of any prison facility will be carefully inspected for contraband.
- (c) Inspections of Trash Compactors/Dumpsters. Facilities that maintain trash compactors and/or trash dumpsters inside the secure confines of the facility shall ensure that these compactors/dumpsters are locked and are secured to prevent an inmate from entering the cubicle to attempt escape. Facilities will ensure that this is regularly inspected to ensure compliance.
- (d) Sanitation Inspections. A weekly sanitation inspection of all facility areas will be conducted by the officer in charge (OIC). The inspection may be conducted over the course of one week or all at once. A comprehensive and thorough monthly inspection of all facility areas will be conducted by the facility safety officer or members of his safety committee who possess knowledge of departmental safety policy and applicable jurisdictional codes and regulations. Assistance may be obtained from specialists and the DOC Safety office regarding safety and sanitation requirements and inspections. No less than annually, the entire facility will be inspected by appropriate federal, state, and / or local sanitation and health officials.
- (e) Pest Control Inspections & Housekeeping Plans. Contracted pest control professionals will conduct monthly inspections of all facility areas and will eradicate by the most effective means any insects, rodents, or vermin found. Each facility will develop a definite cleaning schedule for daily housekeeping and regular maintenance, with personnel and inmates assigned specific duties. Cleaning activities should be supervised at all times to ensure that the work performed is proper and thorough. Different facilities

may require specialized and distinct housekeeping plans, but at minimum the cleanliness of the following areas must be provided for: floors, walls, ceilings, lighting, ventilation, toilet, handwashing & bathing facilities.

- (f) **Region Inspections.** Region Directors will insure that a complete inspection of each facility within their region occurs annually. Inspection committee members will review all aspects of the facilities' functional operations and will report findings through the chain of command to the Director of Prisons. The report will also include recommendations regarding corrective action necessary to insure maintenance of order, security, safety, and health standards at facilities in their region.
- (g) **Departmental and Divisional Inspections.** Inspections of operational components of correctional facilities will be conducted by various section managers of the Department of Correction and the Division of Prisons. These inspections include but are not restricted to safety inspections, programs inspections, food service inspections, medical inspections, and security inspections. Inspection results will be provided to the facility head and forwarded, as appropriate, through the chain of command.
- (h) **Grand Jury Investigations.** In most counties, the Grand Jury inspects prisons along with other institutions. The officer in charge of each facility will inform the facility head or designee of the time the Grand Jury is expected to visit the facility. The facility head or designee will answer questions posed by the Grand Jury. A copy of the Grand Jury report will be requested by the facility head and forwarded through the chain of command. If the facility head or designee cannot be contacted, the officer in charge will respond to the questions, obtain a copy of the report, and forward through the chain of command.
- (i) **Inspections by Other Governmental Agencies.** From time to time other governmental agencies are required by statute or by an appropriate order from a court of legal jurisdiction to inspect prison operations and facilities. The results of such inspections will be forwarded through the chain of command to the Director of Prisons and the Secretary of Correction.

 10-05-07

Director of Prisons Date

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