



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

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**POLICY & PROCEDURES**

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Chapter: E  
Section: .2400  
Title: **Domestic Violence  
Education Program**  
Issue Date: 08/16/10  
Supersedes: New Policy

**.2401 GENERAL**

The Division of Prisons, in accordance with G.S. 143B-262 (e) and in consultation with the NC Domestic Violence Commission and established best practices, shall establish and make available a domestic violence education program for inmates whose official record includes a finding by the court that the offender committed acts of domestic violence. Inmates who are not court recommended but their records include acts of domestic violence may participate in the program. The Division of Prisons will make every effort to ensure that inmates who have committed acts of domestic violence are afforded the opportunity to participate in the program.

**.2402 PURPOSE**

The purpose of this policy is to provide guidelines and procedures regarding the Department of Correction, Division of Prisons (DOP) Domestic Violence Education Program (DVEP). The program provides education and tools to help minimum custody and medium custody inmates recognize the long term impact their actions have on other people as well as themselves and to provide an avenue for change.

**.2403 DEFINITIONS**

Domestic Violence – any violence between current or former partners who are in or have had an intimate or personal relationship. The violence may include intentional bodily injury or attempts to cause bodily injury. Domestic violence includes placing members of a family or household in fear of imminent serious bodily injury. Additionally, domestic violence is continued harassment that rises to the level of inflicting substantial emotional/psychological distress for current or former partners or members of the family or household. It also includes rape or sexual offense against current or former partners. According to laws that govern, domestic violence also includes stalking of current or former partners.

Domestic Violence Education Program (DVEP) – a program designed to orient and educate participants on ways to identify abusive behavior patterns, issues of power and control, and the basic skills to begin the process of breaking the cycle of abuse.

Peer Counselors – selected inmates who have previously completed a Domestic Violence Program offered by the Division of Prisons who assist other inmate participants in understanding the material presented during classroom sessions and helps them with any related activities for the program.

**.2404 PROGRAM MANAGEMENT**

- (a) The Division of Prisons designates facilities that will offer the program.
- (b) DVEP is a part-time education program presented in cycles of four week sessions. The program is normally held 4 days per week for two and one-half (2.5) hours in length. Inmates participate for a total of 40 classroom hours and are provided a certificate upon completion of the program. There is a maximum of 15 inmates per class. Student /Facilitator ratio is 15 to 2.
- (c) The Division of Prisons designates a Program Director in the Division of Prisons Program Services Section as the Division DVEP Manager to provide Division management and coordination for the DVEP. The Division DVEP Manager will monitor the program to ensure compliance with the policy, standards, and G.S. 143B-262 (e), to maintain the programs policy and standards, assist staff in interpreting and understanding the policy, and to approve placement of inmates in the DVEP.
- (d) The Division DVEP Manager will do quality assurance by conducting frequent direct observation and monitoring of the program operation.
- (e) The Division DVEP Manager will obtain and use persons skilled in the area of domestic violence to aid in the recruitment, maintenance/development of the curriculum and program standards and audits.
- (f) A Division of Prisons Programs staff is designated as the Division Program Transfer Coordinator that will be responsible for tracking, backlogging, and scheduling inmates for transfer to be assigned to a DVEP. Based on bed space availability, the Division Program Transfer Coordinator will ensure inmates are transferred according to the priority established and transferred to the appropriate facility.
- (g) Prison facilities designated to offer the program will assign a staff member as Coordinator of the Domestic Violence Education Program. The DVEP Prison Facility Coordinator will ensure implementation and maintenance of the program at the facility and that the program quota is met at all times.
- (h) Each facility designated to offer the program will maintain a minimum of (2) staff as the Domestic Violence Education Program (DVEP) Case Manager/Facilitator. The DVEP Case Manager/Facilitator will:
  - (1) Provide case management for a caseload of no more than 20 inmates who have been selected to participate in the DVEP, and/or inmates currently participating in the program.
  - (2) Conducts a personal interview with all inmate referrals to verify the inmates' suitability for the program. The DVEP Case Manager/Facilitator notifies the Prison Facility Coordinator when inmates have been determined to not be suitable

for the program. The Prison Facility Coordinator notifies the Division DVEP Manager, who should authorize the cancellation of the inmate's assignment when the inmate is found not suitable for the program.

- (3) Conducts an orientation session for all inmates who have been assigned to participate in the program to inform them of the program purpose, the purpose of their assignment, and the program rules.
  - (4) Conduct classroom instruction using the approved curriculum.
  - (5) Documents daily class attendance for all participants on the OPUS IJ61 screen.
  - (6) Maintains statistical data for each program cycle that provides information about the number of inmate participants, the number of inmates terminated, and the number of inmates who completed the program. The data is submitted to the Division DVEP Manager by the 10th day after the cycle has been completed.
- (i) The DVEP will have 2 (two) Peer Counselors. The DVEP facilitators and the facility DVEP Coordinator select Peer Counselors. Both peer counselors will attend each class and assist the class as needed as determined by the facilitators. The Peer Counselors also provide appropriate support and mentoring to inmate participants outside of the classroom structure. The Peer Counselor tasks are to be provided in a manner that is not disruptive to prison operation or violate prison rules.
  - (j) The DVEP Peer Counselor position is a full-time job assignment. The position is assigned gain-time III or earned-time III with an incentive wage rate of \$1.00 per day.
  - (k) An inmate's identification, referral, and assignment to the DVEP is mandatory if he is court ordered/sanctioned to attend a domestic violence program. A court ordered/sanctioned inmate's refusal to participate after completion of the program orientation may be referred for disciplinary action. Non court ordered/sanctioned inmates may elect not to participate after completion of orientation. As deemed appropriate, the Division DVEP Manager may notify the sentencing court of a court ordered/sanctioned inmate's refusal to participate in the program.

Division of Prisons staff must make efforts to ensure that court ordered/sanction inmates' participate in the program according to their court order/sanction and to be in compliance with the governing law.

#### **.2405 PROCEDURE**

- (a) Inmate Eligibility and Priority of Selection – Court ordered/sanctioned inmates identified and selected for the DVEP must be given priority for assignment to this program based on the program being mandated for them by NC General Statute. However; legitimate exceptions to this rule may be made if the inmate's sentence length does not allow him or her to complete the program. Additionally, legitimate exceptions may occur when the

inmate is assigned to ESL, segregation, and when the inmate's acuity level and custody level does not match the DVEP facility. In addition, an inmate's assignment to a residential substance abuse program is not interrupted in order to assign the inmate to a DVEP.

- (1) The inmate selection priority for the Domestic Violence Education Program is as follows:
    - (A) Priority I – Inmates who are court ordered/sanction for domestic violence education;
    - (B) Priority II – MAPP inmates who have a history of domestic violence;
    - (C) Priority III – Inmates with a history of domestic violence who have been evaluated and referred by a reception and diagnostic center;
    - (D) Priority IV – Inmates with a history of domestic violence who have been referred by other prison staff;
    - (E) Priority V – Inmates with a history of domestic violence who make a request to their Case Manager to participate.
  - (2) Inmates should have a minimum of 45 days remaining on their sentence when identified and/or selected for the program. Inmates should have a minimum of 30 days remaining on their sentence when assigned and begin participation.
- (b) Identification and Referral for the Domestic Violence Education Program

#### Diagnostic Center Identification and Referral

- (1) As a part of the Reception and Diagnostic Center process, the Diagnostic Center Director or designee will screen and evaluate the inmate to determine if the inmate meets one or more of the criteria for participation in the program.
- (2) When the inmate is court ordered/sanctioned for a DVEP, the Diagnostic Center staff will document in the inmate's record the court order for participation in the DVEP, the history of domestic violence, and /or other pertinent information relating to the domestic violence acts.
- (3) Upon completion of the reception and diagnostic process, the Diagnostic Center Director or designee will make a referral of a DVEP eligible inmate for participation. The referral will be made in OPUS on the IJ01 screens.
- (4) The Diagnostic Center Director or designee will enter "AZ" on the OPUS OT24 screen and a "Y" after the DV field on the OPUS OT21 screen, at which time the Division DVEP Manager and Division Programs Transfer Coordinator will

receive an automatic e-mail notification of the admittance of a court order/sanction domestic violence program inmate.

- (c) Tracking, Backlogging, Scheduling, and Transferring of Inmates to the Domestic Violence Education Program
- (1) Upon receipt of the DVEP notification e-mail, the Division Programs Transfer Coordinator will automatically place the inmate on a tracking log. The log will be used to keep track of the status of all DVEP eligible inmates and will ensure their placement in the program in priority order when space is available.
  - (2) When space becomes available in a DVEP, the Division DVEP Manager will authorize and approve inmates for placement in the program.
  - (3) The Program Transfer Coordinator will backlog and schedule the approved inmates and coordinate their transfer to a DVEP facility with the DOP Population Management Section.
- (d) Assignment and Housing
- (1) Facility staff, using the domestic violence part-time code, will assign inmates within 3 days after their arrival to the prison facility.
  - (2) Inmates participating in the DVEP are also assigned to the facility labor service. The assignment must not interfere with and/or take priority over their participation in the DVEP.
  - (3) All inmates participating in the DVEP are assigned to the caseload of a DVEP Case Manager/Facilitator. The DVEP Case Manager/Facilitator will adhere to all Case Management policy and procedures.
  - (4) Upon arrival, the inmate will have a personal interview with the DVEP Case Manager/Facilitator with regard to the program.
  - (5) The DVEP Case Manager/Facilitator will ensure that the inmate completes the orientation phase of the DVEP within a maximum of fifteen (15) days after the inmate has been assigned to the program.
  - (6) Inmates assigned to the DVEP and the DVEP Peer Counselors are housed together in a designated dorm at the facility.
  - (7) Inmate participants are expected to adhere to all class rules and standards, be on time, actively participate in class, and complete required class assignments.
  - (8) Inmate participants are expected to attend every class. No participant may have more than two (2) excused absences and zero (0) unexcused absences.

- (9) Inmates are enrolled only once in a DVEP. If the inmate's participation is interrupted due to transfer or other reasons beyond the inmate's control such as court dates, medical/mental health issues, or for other management reasons, an exception may be made for re-enrollment of the inmate in the program.
  - (10) Inmates, with the exception of disciplinary actions, court appearances, medical/mental health issues, and in emergency situations, will not be removed from the DVEP for routine transfers without consultation and approval from the Division DVEP Manager.
- (e) Program Termination
- (1) The Division of Prisons may terminate an inmate's participation in the program for any of the following reasons:
    - (A) Fails to abide by the class rules and regulations;
    - (B) Disciplinary infraction and/or segregation;
    - (C) Fails to participate, attend sessions, and/or complete required program assignments;
    - (D) Has a documented recurrence of violent conduct or intimidation;
    - (E) Transferred to another local or federal facility to participate in the criminal justice process.
  - (2) In accordance with General Statute 143B-262 (e), if an inmate does not complete the program or is terminated during the period of incarceration, documentation must be made in the inmate's official record giving specific reasons as stated above and in section .0004 (a) for the non-participation.
  - (3) This documentation will be made in OPUS using the fast path command "IP61 4 INMATE# DATE TIME". The Case Manager, if he or she does not have the user profile DOPINSTV, should request a facility staff with the user profile DOPINSTV, to enter the required comment in OPUS IP61 using the "09" (domestic violence) type code and disposition code "002" (documented).
  - (4) Case Managers must review the OPUS IP55 screen to determine if the inmate is court ordered/sanctioned to attend a domestic violence program. The OPUS IP55 screen will show "DV Prog Needed", indicating the inmate has a domestic violence court order/sanction.
  - (5) When an inmate, who has a domestic violence court order/sanction, has legitimate reasons that prevent him from not completing the program, the Case Manager

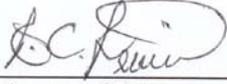
must ensure that the reason is documented. This must be done to avoid release problems for the inmate and avoid the need for an override to be done to enable the inmate to be released.

- (6) If an email alert is received from [INTERSTATE@doc.state.nc.us](mailto:INTERSTATE@doc.state.nc.us) notifying the Case Manager that the inmate has been approved for release but has not completed the domestic violence program, and that the required comment has not been entered which indicates why the inmate has not completed the program, the Case Manager or facility staff with the user profile DOPINSTV must immediately enter the required comment in OPUS on IP61.
  - (7) When the inmate has enough time remaining to participate in the DVEP, the Case Manager will immediately contact the Division DVEP Manager to have the inmate enrolled in the program.
- (f) Program Completion
- (1) The DVEP Case Manager/Facilitators will provide the Division DVEP Manager a list of inmates who have completed the DVEP within 5 working days after completion of each cycle.
  - (2) Inmates who successfully complete the program receive Certificate of Completion and the Case Manager will record in OPUS on the IJ11 screen (Inmate Activity Assignment) and the IJ20 screen (Award of Certificate).
  - (3) The facility conducts a recognition activity for the inmates who successfully complete the program.

#### **.2406 CONFIDENTIALITY**

- (a) The Division of Prisons shall provide notice of the laws, policies and procedures related to confidentiality of inmate records to all who provide direct services and programs and to those individuals with access to inmate records.
- (b) Program staff shall not disclose, without an inmate's consent, any confidential communication made by a participant to the staff during the course of the program with the exception of the following:
  - (1) An inmate makes an overt or covert threat to harm self or others. When this occurs, a referral is made to the appropriate facility staff.
  - (2) The inmate is suspected of child abuse or neglect. Staff shall report such abuse or neglect to the authority of the social services in the county where the juvenile resides, pursuant to G.S. 7B-301.

- (c) Information provided by victims is strictly confidential and is not to be released to inmates or the public. Domestic Violence Case Managers/Facilitators who are contacted by a victim of an inmate participating in the DVEP will immediately notify the facility primary Victim Information Coordinator (VIC) or back-up facility VIC. If the primary or back-up VIC is not available, the Department of Correction Office of Victim Services is to be notified.

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Director of Prisons                      Date  
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