



State of North Carolina
Department of Correction
Division of Prisons

Chapter: F
Section: .1200
Title: **Inspections**
Issue Date: 11/05/10
Supersedes: 07/20/10

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, and moving about 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) **Facility Inspections**

Facility Heads will insure that the entire facility, including building and grounds, are inspected at least monthly. This requires routine site visits to all areas of the institution by the facility head and management team and completion of the Facility Head Checklist. The facility head will submit the checklist every 60 days to the Region Director for review, who will insure the facility head and management team are routinely visiting all sites of the prison. Assistant Superintendents/Deputy/Associate Wardens, and Administrative Service Managers or senior Administrative/Program Managers are expected to conduct site visits of their areas of supervision. The expectation is facility heads and the management team routinely inspect all aspects of the prison operations on site and off-site, and take corrective action needed to remain in compliance with Division of Prisons Policies and Procedures and Facility Standard Operation Procedures. In addition to site checks, facility heads are responsible for reviewing inmate grievance, incident reports and any report relevant to prison operation, and taking corrective action deemed necessary, while appropriately and timely reporting through the chain of command on significant issues.

(g) **Region Inspections**

Region Directors will conduct a complete inspection of each facility within their region annually. A designated inspection committee will assist and review all aspects of the facilities' functional operations. The Region Director 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. In addition to comprehensive annual reviews, the Region Director and Operations Manager will jointly inspect each facility at least semi-annually to review housing units and general operations.

(h) **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

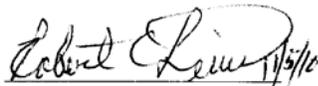
service inspections, medical inspections, and security inspections. Inspection results will be provided to the facility head and forwarded, as appropriate, through the chain of command.

(i) **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.

(j) **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.


Director of Prisons Date

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FACILITY HEAD CHECKLIST

Facility Name: _____

Initial

Date

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| 1. Review sampling of rejected /delayed inmate grievances and all Step 2 appeals. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Review sick call numbers to evaluate number of inmates being seen in medical as well as sick call trends from month to month. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Review security alerts for inmates in facility. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Random review of case management notes should be made to insure effective case management is occurring and being properly documented. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. During walk-through, Facility Head should question inmate about frequency of case manager and medical contacts. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Facility Head should note the number of inmates in facility that is indoors or in recreation areas during programs and work time. | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Make periodic visits to shift line up to observe process and communication of daily information to staff. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Where camera and recording capabilities are present, Facility Head should review institution activity with emphasis on staff making rounds, counts and inmate movement. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Periodically visit offsite labor service contract worksites and other offsite programs and work assignments. | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Review random inmate offense reports and grievances. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Ensure that managers and supervisors are making rounds, talking with inmates, staff and observing the daily operations. | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Hold monthly meetings with key managers to review operation concerns and most recent Facility Head meeting information. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Procedures for censorship of mail and rejection of publications per Division policy. | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Ensure Tool Control Policy is in compliance. | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Ensure kitchen/dining areas are secure, clean and food is prepared properly. Periodically observe feeding process. | <input type="checkbox"/> | <input type="checkbox"/> |

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| 16. Post Orders and SOPs maintained at all assigned posts. | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. All weapons stored in a safe and secure manner. | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Fire drill conducted on each shift and documented; observe periodically. | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Key and lock control procedures in place and being followed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Emergency keys available to access all areas/buildings. | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Perimeter fence/gates are secure and work properly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. All inmates exiting the facility are logged and verified. | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Staff are knowledgeable on location of gas, water, and electricity cutoffs. | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. A minimum of three (3) formal counts are conducted each 24-hour period and observed periodically. | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. All emergency equipment is operable. | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Observe searches of inmate quarters. | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Observe safety equipment provided for inmates/staff as required. | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Dormitories and buildings are clean, neat and painting is maintained. | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Dangerous materials kept locked under control of correctional staff. | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Utility rooms/mop rooms are in good repair, clean and odor free. | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Toilet, lavatory and shower fixtures are functioning properly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Doors/lid to dumpster and trash receptacles are kept closed and locked at all times except when opened temporarily for use. | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Perimeter lighting is sufficient and all lights are working. | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. All vehicles entering and exiting the facility are inspected; observe periodically. | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. Pat/frisk searches are being conducted on all inmates returning to facility from leaves or work assignments; observe periodically. | <input type="checkbox"/> | <input type="checkbox"/> |

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| 36. Correctional staff members present a professional and well-groomed image as instructed by Appearance Policy. | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Ensure medical area is clean and orderly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Sick call procedures are being properly followed. | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Controlled drugs are properly stored and accounted for. | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Ensure maintenance area is in order and tools and chemicals are handled properly. Ensure inmates are properly supervised and searched. | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. Weekly rounds are conducted in controlled housing areas. | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Check electronic control panels and monitoring equipment at least once monthly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Inspect door control with emphasis on interlocks and staff over-rides. | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. Inspect log and OIC entries and ensure that rounds have been made in various areas of the facility. | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. Staff is present on post and is not congregating inappropriately. | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. Staff are alert and in compliance with procedures. | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Loading dock activity, organized, and secure. | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. Ensure vacant offices and mop rooms which are accessible to inmates are secured. | <input type="checkbox"/> | <input type="checkbox"/> |

Comments/Action Taken: _____

 Facility Head Signature

 Date