



*State of North Carolina  
Department of Public Safety  
Prisons*

Chapter: O  
Section: .0500  
Title: **Safekeepers**  
Issue Date: 09/21/22  
Supersedes: 11/06/17  
Expiration: Policy Revision  
Publication

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## **INTERIM POLICY AND PROCEDURE**

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**The purpose of this interim policy is to make a change to a policy prior to the annual review date. The interim policy will be incorporated into the actual policy during the next annual review. All interim policies shall be updated no more than six months past the annual review date.**

### **NEW LANGUAGE**

#### **.0505 DESIGNATION OF PRISON FACILITIES**

- (a) The Commissioner of Prisons will designate authorized facilities for admission and housing safekeepers. Safekeepers are housed apart from the general population except as noted below when inpatient medical and mental health services are required.
- (1) Central Prison shall receive all adult males, age 18 and above, committed for safekeeping.
  - (2) North Carolina Correctional Institution for Women (NCCIW) shall receive and house all females committed for safekeeping.
  - (3) Foothills Correctional Institution shall receive and house males, age 17 and below, committed for safekeeping.
  - (4) Granville Correctional Institution shall house adult male safekeepers assigned to HCON.

#### **.0508 RELEASE**

- (a) A copy of the Safekeeper Transfer of Custody form is required for release of a safekeeper. The receiving officer shall be required to sign this document, which will be retained by the facility.

#### **.0511 TEMPORARY AWAY ASSIGNMENT**

- (a) Jails that are requesting to resume custody of a committed safekeeper should complete the Safekeeper Transfer of Custody form two business days in advance of the requested pickup date.
- (b) For the temporary away assignment of a safekeeper, upon receipt of the completed form, DOP Population Management – Jail Section will contact the housing facility.
- (c) The offender will be released from temporary away status upon notification from the local confinement facility, or upon expiration of three business days from the pick up date, whichever occurs first.
- (d) Once an offender is released from the temporary away status, DOP will require a new safekeeper order signed by a superior or district court judge. The jail will be required to initiate the safekeeper commitment using the current process.

- (e) Safekeepers who are temporarily away from the designated facility will count towards the statutory limit of 200 since their bed is being reserved. The jail will continue to be charged the statutory safekeeping rate when the offender is on temporary away status and in the custody of the local jail.
- (f) Upon pickup from the designated facility, the safekeeper will be placed in temporary away status by the facility.
- (g) If a safekeeper has a change in medical status while assigned to temporary away status, the jail must contact the designated facility and have the safekeeper medically cleared prior to DOP reassuming custody of the safekeeper.

Facility Contact Information:

- (1) NCCIW – Call (919) 743-4340 and ask for the Shift Officer in Charge (OIC) who will connect the jail to the on-call medical provider.
- (2) Central Prison – Call the Urgent Care Center at (984) 810-5727.
- (3) Foothills Correctional Institution – Call (828) 438-5585 and ask for the Shift OIC.
- (4) Granville Correctional Institution – Call (919) 764-8570 and ask for the Shift OIC.
- (5) Population Management – Jail Section – (919) 838-3750.

**SUMMARY:**

- .0505 (a) has been revised to address changes to facility safekeeper designations
- .0506 (d)(1)(D) has been deleted
- .0508 (a) has been amended to address utilization of the new Safekeeper Transfer of Custody form
- .0511 has been added to address temporary assignment away from the DOP facility

**FILING:**

This Interim Policy will be filed on the Prisons Policy and Procedure Manual web page along with the original policy.

**RESPONSIBILITIES:**

The Director of Operations is responsible for ensuring the content of this interim policy and procedure is included in a revised policy and updated through the annual review process.



Interim Commissioner of Prisons

September 21, 2022  
Date

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