



**State of North Carolina
Department of Public Safety
Prisons**

Chapter: N
Section: .0100
Title: **Organization of Correction
Enterprises**
Issue Date: 04/04/22
Supersedes: New Policy

POLICY AND PROCEDURE

References	5 th Edition Standards for Adult Correctional Institutions 2 nd Edition Performance-Based Standards for Correctional Industries
Related ACA Standards	5-ACI-7A-08, 2-CI-6A-1, 2-CI-6A-3, 2-CI-6A-7
North Carolina General Statute	66-58 , 148-128 thru 148-134

.0101 PURPOSE

The purpose of this policy is to specify the organizational structure of North Carolina Correction Enterprises (NCCE) a section within the Adult Corrections and Juvenile Justice (ACJJ) Prisons and describe the general duties of the Director, Deputy Director, Assistant Directors, and Personnel Technician III (5-ACI-7A-08, 2-CI-6A-1).

Per the governing statutes, Correction Enterprises shall serve all of the following purposes:

- (a) Provide incarcerated offenders a work and training environment that emulates private industry.
- (b) Provide incarcerated offenders with training opportunities that allow them to increase their work skills and employability upon release from prison.
- (c) Provide quality goods and services to our customers.
- (d) Aid crime victims by contributing a portion of its proceeds to the Crime Victims Compensation Fund
- (e) Generate sufficient funds from the sale of goods and services to be a self-supporting operation.

.0102 POLICY

NCCE is a section of the North Carolina Department of Public Safety (DPS), Adult Correction and Juvenile Justice, Prisons. This policy establishes the organization of NCCE and describes administrative levels, management functions, plant groupings, support sections, and lines of authority. The organization of NCCE is structured to ensure management effectiveness, efficiency, and accountability.

.0103 DIRECTOR

- (a) The Director is appointed by the Secretary of the Department of Public Safety. The Director is responsible for the administration of NCCE and has been delegated the authority necessary to act in all matters related to NCCE.
- (b) The Director designates managers to assume specific managerial responsibilities in NCCE.
- (c) The Director of NCCE is responsible for establishing policies and procedures for short- and long-range planning for the achievement of administrative and functional goals. Responsibilities include the creation of a strategic planning team to develop a Strategic Plan for NCCE that incorporates DPS, ACJJ, and Prisons agencies administrative and functional goals and identifies performance measures. The Strategic Plan must be reviewed annually, updated accordingly and new tactics and measures added, and progress monitored for achievement of previously identified industry objectives as it relates to short- and long-range goals of NCCE. The Director is responsible for formulating the goals for industries, establishing policy and priorities related to them, and with available resources, translating the goals into measurable objectives.
- (d) The Director is responsible for establishing a written plan describing NCCE's organization and groups. The plan should include similar function, services, and activities into administrative subunits. The plan should clearly designate lines of responsibility, authority, and support. The plan must be reviewed annually and updated if necessary.
- (e) The Director is responsible for ensuring an open communication system among employees. The Director or designee shall meet with all Correction Enterprises' Plant Managers and other key staff members on a monthly basis at a minimum.
- (f) The Director is responsible for annually assessing NCCE's personnel needs and assignments and developing a budget plan for meeting those staffing needs.
- (g) The Director is responsible for monitoring and reviewing the expenditure of all NCCE funds. A monthly review should include a review of all plant BD70's and NCCE's cash balance. Planning and budgeting are related directly to the achievement of Correction Enterprises' objectives and goals.
- (h) The Director is responsible for reporting all emergencies through the chain-of-command in a timely and accurate manner. This includes developing a Continuity of Operations Plan (COOP).

.0104 DIRECTOR'S STAFF

The Director is supported by the following positions: Deputy Director, Assistant Director of Security Compliance, Assistant Director of Business Development, Assistant Director of Support Services, and Human Resources Technician III in managing and coordinating activities and operations as designated (2-CI-6A-3).

- (a) The Deputy Director is responsible for the overall plant operations of NCCE. The General Managers report directly to this position.
 - (1) The General Managers shall be designated to have overall responsibility for the daily operations of all NCCE plants through the direct supervision of the Plant Managers.
 - (2) Plants within NCCE are grouped based on a combination of product group and geography. The Director designates facilities for the respective groupings.
- (b) The Assistant Director of Security Compliance is responsible for all NCCE security operations, ensuring compliance with security audit standards, and maintaining a positive working relationship with the ACJJ/Prisons Chief of Security and Facility leadership.
- (c) The responsibilities of the Assistant Director of Business Development include managing the Sales and Customer Services Departments. This includes the vetting of all new industry projects that cause a major shift in any product line, or the creation of a new product line. The position also reports on sales revenues each month and tracks progress toward revenue growth goals.
- (d) The Assistant Director of Support Services is responsible for preparation and monitoring of the NCCE operating budget and cash account. Responsibilities also include, fiscal training support for field operations. The position serves as the primary liaison between the Controller's Office and NCCE.
 - (1) The Business Office is tasked with fiscal training/support and surplus management for field operations. Additional responsibilities include the proper tracking and reporting of all Prison Industry Enhancement Certification Program PIECP activities.
 - (2) ***The Maintenance Supervisor is tasked with developing preventive maintenance plans, projected repair plans for all NCCE sites on an annual basis. This position is also tasked with ensuring proper repairs are made in a timely manner (2-CI-6A-7).***
 - (3) The Information Technology (IT) office works under the direct supervision of the Assistant Director of Administration. The IT office maintains and installs all technology services for NCCE locations in consultation with appropriate staff from the DPS/DIT section.
 - (4) The Reentry Office works under the direct supervision of the Assistant Director of Administration. This office is responsible for establishing reentry program for NCCE offender employees releasing from custody to aid in a successful transition to civilian life. This office is also responsible for tracking all pre-apprenticeship and apprenticeship programs providing accurate monthly reporting on activity.
- (e) The Human Resources Technician III is tasked with all aspects of human resources management for NCCE, including position management, the application of merit-based hiring policies, procedures for all classifications including medical and administrative, curriculum and training, the Field Training Officer Program, and NCVIP.

.0105 LEGAL ASSISTANCE

- (a) The North Carolina Attorney General and the Department of Justice provide legal assistance and represents all departments, institutions, and agencies of the State. The Attorney General's office defends all actions in the appellate division and appears in any other civil or criminal court matter in which the State may be interested or a party.
- (b) The Department of Public Safety General Counsel's Office supports the Commissioner of Prisons and NCCE staff on matters of interest that require legal assistance and/or legal opinion.
- (c) Matters requiring legal assistance from the Department's General Counsel's Office or the State Attorney General shall be forwarded in writing through the chain of command to the Commissioner of Prisons for appropriate referral to legal counsel.



Commissioner of Prisons

April 04, 2022

Date

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