



North Carolina Department of Public Safety Prisons

Policy Summary Sheet

Contraband Control

Chapter: F

Section: .0800

Current Review Date: November 6, 2018
Reviewed By: Security Accountability Section
Next Review Due: **November 6, 2019**

Current Revision Date: November 6, 2018
Supersedes Revision Dated: **October 12, 2007**

Current Revision Summary (if applicable):

The following change(s) are effective:

All changes are highlighted.

General Changes: Division of Prisons is changed to "NCDPS-Prisons" throughout the policy. The term "inmate" has been changed to "offender" throughout the policy. This policy should be read in its entirety.

.0802 General

Overall, section (a) was added, (b) amended and (c) and (d) added. Details are:

Page 1 (a) additional language added to provide clarity on control of contraband being a critical component of a security plan. "The control of contraband within a correctional facility is a critical component of the facility's security plan and contraband control procedures are necessary for all facilities within Prisons. Contraband control procedures should include effective measures to deter and prevent contraband within the correctional facility as well as any off-site locations such as Corrections Enterprises and properly storing and securing contraband for evidentiary purposes. Every effort will be made by correctional officials to stop the flow of contraband to offenders from inside and outside sources. All offenders, visitors, staff members and others seeking entry into Prisons facilities shall be subject to a search of their person and effects pursuant to Prisons policies and as provided in 14B NCAC 12D .0101."

Page 1 (b) additional language added to definition of contraband, "...any material or publication disapproved pursuant to Policy and Procedure Chapter D Section .0190 (f), Publications Received/Possessed by Offenders;" and "...or Publications Received/Possessed by Offenders policy..."

Pages 1-2 (c) Language added noting facility head responsibilities: "The facility head must have a written memorandum in place for evidence management and assign a staff member(s) responsibility for evidence management, identifying them by name or title. The contraband/evidence storage area shall be limited to authorized personnel only. All persons entering the evidence storage area shall log their name, date, evidence number and reason for entry. Facility procedures must be reviewed annually to assure compliance with current policy of the NCDPS-Prisons."

Page 2 (d) new information provided which reads, "All facilities shall maintain readily accessible and properly identifiable storage container(s) and equipment suitable for the collection and preservation of physical evidence, biological evidence and contraband. All facilities shall have paper bags available for the collection and storage of clothing items to preserve evidence for DNA testing purposes."

.0803 Controlled Substances

(a) Page 2 (a) additional language added for clarity, "...and other federal and state controlled substance laws." "A qualified pharmacist shall dispense medications and controlled substances as approved by the facility health care providers. Controlled substances shall be prescribed, stored, documented, tracked, and destroyed pursuant to Division of Prisons Health Services Policy and Procedure Manual, Policy TX II-12. Policy TX II-12 contains further instructions regarding the management of controlled substances and other medications."

.0804 Hazardous Chemicals and Materials – new section added to policy

Pages 2-3 previous policy reorganized for clarity purposes. This portion includes information from prior .0803 Controlled Substance. New information includes (a) "Pursuant to Prisons Policy and Procedure Chapter F Section .3600, Hazardous Chemical Control and Management,..." and "Offenders and staff who will use hazardous chemicals or materials should be orientated by knowledgeable supervisory staff and safe work practices should be stressed at all times. All materials designated as "Hazardous," "Dangerous," or "Flammable" may be used by offenders only under direct staff supervision..." "All correctional staff, including correctional enterprise personnel, shall handle hazardous chemicals according to the provisions of Policy and Procedure Chapter F Section .3600 Hazardous Chemical Control & Management. Sharps containers shall be strategically located in areas of use for the storage and/or disposal of sharps and contraband sharps requiring secure safe storage. Containers should not be more than three-quarters ($\frac{3}{4}$) full at any time and shall not exceed the "full" mark on the container. Sharps containers should be stored in a secure, locked location under the control of correctional staff and not accessible to offenders."

.0805 Tools & Hobby Craft Materials-new section added to policy

Page 3 previous policy reorganized for clarity purposes. This portion includes information from prior .0803 Controlled Substance. (a) All tools shall be maintained pursuant to Policy and Procedure Chapter F Section .2700, Tool Control. Facilities shall not develop independent Tool Control Policies and all facilities shall implement standard operating procedures (SOP's) that mirror the policy standards set out in Divisions of Prisons Policy and Procedure, Chapter F Section .2700 Tool Control. (b) Hobby craft materials including but not limited to paints, aerosol cans, glue/adhesives, and other potentially hazardous items shall be maintained in a separate locked area under the control of designated correctional staff. Keys to the locked area shall be maintained pursuant to the key control provisions in Policy and Procedure Chapter F Section .2400 Key and Lock Control.

.0806 Disposition of Contraband

Page 3 (a) language added noting chain of custody shall be established and maintained. Reference to Attachment 1 added. Also providing clarity, additional language added, "All evidence/contraband will be properly bagged, assigned an evidence number, and proper chain-of-custody form(s) attached to the contraband. Disposition of evidence is documented on the contraband log including but not limited to the following information: name, date, method of disposition, and witness/witnesses to disposition."

Pages 3-4 (b) additional language included which provides details, "All evidence/contraband will be assigned an evidence number and proper chain- of-custody form(s) attached to the contraband."

Page 4 (c) new information provided which states, "Unless retained for disciplinary action, training or other legal purpose, contraband item(s) will be disposed of within a 90-day timeframe after final disposition. Contraband will be documented on a bi-monthly report and disposed of pursuant to Prisons Policy & Procedure Chapter F .0500 Offender Personal Property, Section .0504 Disposition of Unauthorized Items. The reporting process should be cumulative and consistent with the search procedure. Items of contraband which are to be destroyed will be burned, broken, or otherwise rendered useless. Destruction of contraband will be documented in a memorandum to the Facility Head with information to include but not limited to the means of disposal/destruction, time/date, and at least one witness."

Page 4 (d) was previously (4) under (e) Disposition of Contraband in prior version of policy.



Interim Division Policy Coordinator

11-06-18
Date