



State of North Carolina
Department of Public Safety
Prisons

Chapter: F
Section: .3300
Title: **Prison Entrance/Exit Policy**
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POLICY & PROCEDURES

.3301 PURPOSE

To establish procedures to identify all persons, to search for contraband and to maintain safety and security at all facilities by utilizing metal detection, routine searches (pat/frisk) and special procedures for employee searches. The facility head will be responsible for developing and implementing a facility prison entry procedure consistent with this policy.

.3302 DEFINITIONS

- (a) Employees - All employees on the payroll of the facility including individuals contracted to provide services for that facility.
- (b) Offender Visitors - any person who is approved to visit an offender and whose approval is documented in the OPUS/visitation tracking system (VTS).
- (c) Visitation Tracking System - a computer subsystem of the Offender Population Unified System (OPUS) that automates the records relating to visitor facility entry and exit.
- (d) Contractor - a business entity that agrees to perform work on a large scale that requires workers to enter and exit a facility on a daily basis.
- (e) Departmental Official Visitors - any staff members not assigned to the facility that are on official department business and are attempting to enter the secure perimeter of any facility.
- (f) Official Visitor - refers to the Governor, Lieutenant Governor, all Cabinet members, members of the Legislature, judges of state courts, state attorneys, federal and state law enforcement officers, and non-Department of Public Safety state employees on official business.
- (g) Vendor - a business entity engaged as a merchant of products on a regular delivery basis or a service on an irregular or on-call basis. An example of the former would be the entity that supplies the vending machines. An example of the latter would be a refrigeration repair service.
- (h) Volunteer – refers to any person authorized to enter the facility in order to conduct approved programs which utilize citizen volunteers.

- (i) Routine Search - Pat and frisk searches with the person clothed. Can include the removal and search of outer garments, hat, gloves, shoes, and socks.
- (j) Complete Search – A strip-search (removal of all person’s clothing) and a search of the person’s effects.
- (k) Authorized Items – Any approved item authorized for entry into a prison facility but which is not authorized as accessible to the offender population.
- (l) Unauthorized Items – Any item that is NOT authorized or approved for entry into a prison facility.

.3303 RESPONSIBILITY

The Warden, Administrator, Superintendent, Deputy Warden, Associate Warden, Assistant Superintendents, Shift Captains, Unit Managers, Lieutenants, Assistant Unit Managers, Sergeants as well as the Entrance/Exit staff, will be responsible for ensuring compliance with this procedure.

The facility head is responsible for developing an SOP that includes specific procedures to address the entrance and exit of all persons, vehicles (including emergency response vehicles), and supplies for the facility. The Warden, Administrator, Superintendent, Deputy Warden, Associate Warden, Assistant Superintendents, Shift Captains, Unit Managers, Lieutenants, Assistant Unit Managers, Sergeants as well as the Entrance/Exit staff, will be responsible for ensuring compliance with this procedure.

.3304 APPLICABILITY

These procedures shall apply to all persons entering or exiting the primary entrance/exit of the facility. This does not include building or structures that are not in the confines of the facility or as otherwise indicated in this policy. Employees with inner-institution assignments and all visitors are processed through the main entrance of the institution. At close and medium custody facilities, staff/visitor entrance and exit points into the facility are restricted to one location. At minimum custody facilities, the entrance and exit points are determined by the superintendent.

.3305 PROCEDURES AT ALL FACILITIES

- (a) Identification
 - (1) The officer/staff member(s) assigned to any entrance/exit point will be responsible for proper identification of all persons, including offenders, employees, and visitors entering and leaving the facility. All persons sixteen (16) years of age or older will be identified by utilizing a valid and current picture

identification card. Visitors under sixteen (16) must be identified by the supervising adult visitor who seeks to bring them into the facility.

- (2) Anyone authorized to enter who is not in possession of a valid NC Division of Prisons identification card will be positively identified and issued a temporary "Visitor" identification card by facility staff prior to being allowed entrance to the facility. Prior to departure, these temporary "Visitor" identification cards will be returned and the individual positively identified. Signs with instructions for visitors will be posted in English and Spanish.
- (3) Before entrance or exit is allowed, if there is any doubt about the identity of any person attempting to pass through an entrance/exit point, the officer will not permit the person to pass through until positive identification can be made. At no time should an outer gate or door be opened before everyone in the immediate vicinity has been appropriately identified.

(b) General

- (1) This procedure identifies authorized items that may be allowed into a facility. Any item not authorized is deemed unauthorized; the list of unauthorized items is not exhaustive. Unauthorized items may be reviewed by the facility head or designee for admittance into a facility.
- (2) It is the responsibility of all staff and contractors to prevent the introduction of unauthorized items into the facilities, both refraining from bringing in such items themselves and by reporting any knowledge of the introduction of unauthorized items by others. Staff and contractors are expected to know at all times what items are authorized. Introduction of unauthorized items will not be excused by ignorance of this policy. Any staff member found to have violated this policy may be subject to disciplinary action up to and including dismissal.
- (3) Staff members are responsible for ensuring that all items brought into the facility are authorized prior to entry.
- (4) Unauthorized items will not be introduced into the facility by any staff member, vendor, visitor, volunteer, or other individual or group.
- (5) Employees are required to provide information concerning other staff members, visitors, vendors, volunteers, or other individuals or groups who may be in possession of unauthorized items while within the confines of the facility. This information shall be passed on to the OIC and the respective section head for possible investigation. Employees who are found to have been aware of unauthorized items being brought in by others and who failed to report the same, shall be subject to disciplinary action up to and including dismissal.

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- (6) Neither the Department of Public Safety, Prisons, nor any of its facilities assumes responsibility or liability for any item(s) or personal property that become lost or damaged. The loss or theft of any item while in the confines of the facility will be immediately reported to the OIC.
 - (7) Unauthorized items may be returned to the employee/visitor's vehicles unless the item(s) violates federal law, state law, and/or departmental policies and is necessary evidence in an investigation at which time local law enforcement will be contacted.
- (c) Processing Employees, Official/Departmental Visitors, Vendors, and Volunteers
- (1) A record of all visitors will be maintained. All official visitors, vendors, and volunteers who enter and exit the facility will sign in/out in the appropriate log book.
 - (2) Standards of dress for employees entering the facility are listed in the Division of Prisons Appearance & Grooming Regulation policy, A.0300.
 - (3) Departmental official visitors and employees will be processed through the Gatelog system, having their card swiped. The officer operating the Gatelog system computer will positively identify the employee by photo identification after their card has been swiped. If a facility does not have the Gatelog system, departmental official visitors will sign in/out in an appropriate log book. The staff member will present his/her departmental identification card to entrance/exit point staff prior to entering or exiting the facility.
- (d) Processing Offender Visitors
- (1) Approved visitors sixteen (16) years of age or older, will be processed by requiring the presentation of acceptable forms of identification with a photograph during offender visitation hours. Visitors under sixteen (16) years of age must be identified by the adult visitor who will be responsible for them while inside the facility.
 - (2) Standards of dress for visitors entering the facility are listed in the Division of Prisons Visitation Policy/Procedures, B.0215 Appropriate Standard of Dress of Visitors section.
 - (3) Offender visitors will be registered utilizing the Visitation Tracking System (VTS) in OPUS.
 - (4) To avoid confusion, the number of visitors allowed in the registration area at any time will be stipulated by facility SOP's.
 - (5) In facilities housing medium and close custody offenders, upon completion of the

visit, the visitor(s) will not be cleared to leave the visiting area until the offender with whom s/he was visiting is positively identified and secured in a strip search area or is under direct visual observation of an officer in an offender registration area.

- (6) Prior to departure each visitor will be positively identified. Facilities are authorized to search any person exiting a facility.
 - (7) In the event that the automated system fails prior to or during visitation hours, a back-up batch job listing of approved visitors will be printed by designated facility staff and provided to the officer-in-charge. This list will be utilized to process visitors until such time as the automated system is operational.
 - (8) All other aspects of the visitation including acceptable form of identification and visitor registration are addressed in the DOP Inmate Visitation policy, D.0200.
- (e) Processing of Contractors at all Facilities
- (1) Each contractor and subcontractor (section .3302(c)) will provide the following information on each of their employees prior to entrance into a correctional facility. This process will include each individual associated with the project during each phase through completion:
 - full name;
 - gender;
 - race;
 - physical address;
 - telephone number;
 - date of birth;
 - drivers license number;
 - (2) With the intent of maintaining security upon the facility grounds, a background check will be made upon all persons employed by the contractor who will work on the project.
 - (3) These background checks will be submitted to the facility head, or designee, for review. Prisons, represented by the facility head or designee, reserve the right to reject any person whom it determines may be a threat to the security of the facility.
 - (4) Any individual with an arrest or conviction history will be evaluated on a case-by case basis to determine whether entry will be approved.
 - (5) No ex-offender will be considered for entrance into a facility until at least one (1) year has elapsed since release from custody of Prisons or other county/state/federal correctional agency. An ex-offender who has been found

guilty of assaulting correctional staff or law enforcement or of escaping from a correctional facility will not be permitted entry.

- (6) No individual under supervised probation will be allowed entrance into a facility unless approved by the facility head or his/her designee.
- (7) An ex-offender's record of facility adjustment and/or adjustment to supervision will be evaluated and considered prior to approval.
- (8) No former employee who was terminated or resigned under investigation will be permitted entry.
- (9) Tool control for contractors will be in compliance with the requirements specified in the DOP Tool Control policy, F .2700.
- (10) Contractors and their employees will maintain picture identification upon their person at all times.
- (11) Volunteers and contract service providers may be allowed to bring in items approved by this policy with the exception of personal radios, which are not permitted by these visitors.

.3306 PERSONAL PROPERTY

- (a) **AUTHORIZED ITEMS FOR STAFF:** Approved items must not be accessible to the inmate population. These items must remain under close control by the employee or secured in the immediate work area at all times.
 - (1) **Personal Clothing** – Personal coats, sweaters, or rain gear are permissible provided they are secured in a locker with no offender access and/or maintained in the employee's immediate work area. No excess clothing will be allowed past Master Control. All personal clothing items are subject to review by the facility head or designee.
 - (2) **Personal Photographs** – Staff may bring personal photographs into the facility once authorized by the facility head or designee. However, at no point should these items be displayed in a manner that would permit unauthorized viewing by offenders.
 - (3) **Umbrellas** – Under no circumstances will umbrellas be allowed past Master Control or in any area where inmates may gain access. Custody staff are not permitted to carry umbrellas in the performance of their duties as they will be issued appropriate Division-approved rain gear. Umbrellas will be stored in the entrance breezeway in the designated storage area. Exceptions will be approved by the facility head when employee work locations are significantly separated in distance from the primary umbrella storage area and these work location paths are

not protected by covered shelter. In such circumstances, umbrellas will be secured under lock and inaccessible to inmates when not in use. Under no circumstances will umbrellas be left at the facility upon completion of the shift.

- (4) Needle Stick Gloves- Staff may obtain their own personal pair of search gloves at their own expense from a law enforcement vendor or use those made available by the department.
- (5) Personal Radios- Employees assigned to an office setting may be authorized, by the facility head or designee, to bring a personal radio into the facility.
- (6) Medication
 - (A) Employees are authorized to bring into the facility only the amount of prescription and non-prescription medication to be taken during a normal working day. The medication should be carried in its container to work. A necessary dosage for work may be brought into the facility while the rest must remain secured in the vehicle. Additional medication, both prescription and non-prescription may be stored in the employee's vehicle.
 - (B) Employees shall immediately report any lost or missing medication to the Shift OIC. When reporting this, the employee should provide any information concerning the name of the medication(s) and offer any assistance in locating same.
- (7) Vehicle Keys- NCDPS staff shall be authorized to enter facilities with vehicle keys.
- (8) Female Personal Hygiene- NCDPS female staff shall be authorized to enter facilities with female personal hygiene items. This authorization does not include cosmetic items.
- (9) Glasses- NCDPS staff shall be authorized to enter facilities with glasses.
- (10) Pocket Notepad, Pocket Calendar and Writing Utensils- In order to adequately perform job functions, NCDPS staff shall be authorized to enter facilities with the aforementioned items.
- (11) Carrying Devices: Items designed for the sole purpose of transporting staff meals and/or articles associated with work functions in and out of the facility. In general, these items should be removed at the end of each workday. All carrying devices will be searched in accordance with section .3307 of this policy.
 - (A) Briefcases are not permitted without prior approval by the Facility Head.
 - (B) Carry bags/containers will be allowed in accordance with the following:

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- (i) Clear purses not to exceed 10"x 12"x 6" containing authorized items only.
 - (ii) Clear gym bag or clear backpack of reasonable size. Clear gym bags or clear backpacks are not permitted in areas accessible to inmates and must be secured in a locker located in staff locker rooms. (if applicable) Clear gym bags or clear backpacks will contain exercise clothing or authorized items only.
 - (iii) Clear Coolers/lunch boxes: Plastic or nylon type, external dimensions may not exceed 15"x 9"x 12". Only one cooler allowed per staff member. Coolers/lunch boxes must be kept in a secure location (a locked office, refrigerator or personal locker). Clear Coolers/lunch boxes shall contain food or authorized items only.
 - (iv) Unopened plastic beverage containers: Various size containers are allowed within the facility but the amount will not exceed one, two (2) liter container or smaller plastic beverage containers equal to or less than the two liter amount. Beverage containers made from any other substance (i.e. glass or aluminum) will not be permitted.
 - (v) Non ceramic type plastic or aluminum coffee cups/mugs are permitted but must be void of liquid contents for inspection when passing through a facility entrance/exit point.
 - (vi) Clear food containers: All food items entering the facility must be placed in clear plastic, rubber or silicone food containers, clear plastic bags and/or wrapped in clear plastic wrap. All food and beverage items must be transported in a clear wrapper or container that permits visual inspection. Frozen microwave meals must be in a frozen state, and may be searched in the original container if such container displays a clear wrapping sealed by the manufacturer. Outside food deliveries made to the facility must be in the vendor's original packaging and will be subject to inspection prior to entering the facility. Food containers must be secured in a refrigerator, locked office or a personal locker.
- (12) Cell Phones/Pager: Cell Phones and/or pagers are not permitted within prison facilities, with only the following exceptions:
- (A) Departmental Official Visitors and Law Enforcement Officers (SBI, FBI, Local Law Enforcement) will be authorized to retain their cell phone or pager designated for official business when entering a prison facility.
 - (B) PERT, HNT, SOTIT & SORT teams, Canine Handlers, will be authorized

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- to retain their state/agency issued cell phone or pager when entering a facility.
- (C) Each approved cell phone entering the facility will be documented.
 - (D) In the event a State cell phone is misplaced or inadvertently falls into an offender's hands, the Facility Services Telecommunication's Office must be notified immediately at 919-838-3520 and the vendor will be requested to deactivate the device. Should a personal or other agency cell phone be misplaced or inadvertently fall into an offender's hands, the individual that was in possession of the phone must immediately deactivate the phone through their service provider.
- (b) **AUTHORIZED ITEMS FOR VISITORS:** Approved items must not be accessible to the offender population. These items must remain under close control by the visitors or secured in their vehicles at all times. All items are subject to search in accordance with section .3307 of this policy. Approved items are limited to:
- (1) For offender visitors with small children may bring in a diaper, wipes, pacifier, and one bottle of milk. These items must be transported into the facility by either a clear plastic bag or a clear purse no larger than 10"x12"x6".
 - (2) Visitor key ring. (Vehicle keys only no ornaments)
 - (3) Picture I.D. or driver's license (mandatory)
 - (4) Cash for vending machines (where applicable)
 - (5) Legal documents (For attorneys)
 - (6) Food brought by volunteers for service clubs and or religious feasts are subject to search in accordance with section .3307 of this policy.
- (c) **UNAUTHORIZED ITEMS:** The following items will not be allowed within the confines of the facility at any time unless approved by the Facility Head or his/her designee:
- (1) Any device or item, regardless of its intended use or design, if said item may compromise safety and security, and/or facilitate an assault, escape, insurrection, and/or interfere with or negatively impact the orderly and efficient operation of the facility.
 - (2) Weapons and associated components that include but are not limited to: firearms, ammunition, edged weapons, impact weapons, stun guns, chemical agents, or other weapons. Visiting law enforcement or correctional transport officers must store their weapon(s) in a weapons depository if it is available at the facility. If a depository is not available at the facility, then the weapon(s) must be secured in

either the trunk of the vehicle or in a locked glove box inside the vehicle if a trunk is not available (i.e. van, etc).

- (3) Personal handcuffs or handcuff keys, unapproved weapons belts, and other related personal equipment not issued by the facility or otherwise approved by Prisons policy. This will not apply to law enforcement officers, and staff assigned to Division of Community Corrections.
- (4) Protective apparel or equipment to include bullet-proof/bullet-resistant devices, or impact-resistant devices.
- (5) Excess Custody, Medical, or Maintenance uniforms
- (6) Excess personal clothing
- (7) Controlled substances; with the exception of prescription medication noted in .3306 (a)(6)
- (8) Unlabeled or bulk medications, either prescription or non-prescription
- (9) Chemicals or poisons
- (10) Hazardous materials, including volatile or flammable chemicals or agents or incendiary devices, matches or lighters
- (11) Aerosol containers, flammable materials such as nail polish remover, thinners, contact cement, alcohol, or any item labeled "Harmful or Fatal if Swallowed".
- (12) Knives (including pocket-knives), with the exception of State-owned pocket-knives in the possession of a Maintenance Staff member and with a blade length no longer than three inches (3"). These pocket-knives may be purchased by the Facility and will be made a standard tool item maintained on the tool inventory.
- (13) Cutlery or utensils including but not limited to forks, spoons, and knives, though plastic utensils may be authorized.
- (14) Scissors or Letter openers
- (15) Audio and video recording devices except as authorized by the facility head; Authorized devices may be approved for security or program functions, but must be secured when not in use.
- (16) Cameras – Exceptions made for cell phones in accordance with section .3306 (a)(12) of this policy.
- (17) Cellular or mobile phones – Exceptions made for cell phones and pagers or for

staff identified in accordance with section .3306 (a)(12) of this policy.

- (18) Beepers/Pagers
- (19) PDA's (Personal Digital Assistants), unless approved by/and used by DOP Medical Staff (i.e. Treatment Doctors)
- (20) Personal computers (desk or laptop), IPAD, E-readers, or computer software or hardware
- (21) Computerized game devices such as Gameboys, etc
- (22) Electronic media and media players, including but not limited to televisions, CD/DVD players, MP3 players, and CDs and DVDs, with exception of cell phones consistent with section .3306 (a)(12) of this policy.
- (23) Communication equipment
- (24) Metal and/or aluminum cans/Pop-top canned items (i.e. canned soda, Beanie Weenies, Vienna Sausages, etc.).
- (25) Glass containers
- (26) Alcohol
- (27) Tobacco
- (28) Personal publications, newspapers, books, catalogs or periodicals which are not directly related to job duties
- (29) Any sexually explicit or obscene material
- (30) Tools, except for inventoried personal tools in the possession of approved contractors and vendors
- (31) Heating or air-conditioning devices
- (32) Any device that consumes or produces electricity or other energy that is not specifically identified as authorized in this procedure or approved by the Facility Head or his/her designee.
- (33) Motorcycle safety helmets (Facility will provide adequate storage area. Cannot go past Master Control)

Any issues or disputes concerning authorized or unauthorized items should be directed to the facility head or designee.

.3307 SEARCH TO CONTROL CONTRABAND

(a) Search Notification

- (1) Each facility head shall have signs in English and Spanish, posted conspicuously at all entrance roads to facility grounds and at all entrance/exit point and vehicular gate entrances to advise employees and visitors to the facility that:
- (2) All persons, property, and vehicles are subject to search.
- (3) Illegal drugs, alcohol, firearms, ammunition, explosives, weapons, cell phones, tobacco and other contraband are prohibited within the confines of the facility as defined by Prisons policy.

(b) Metal Detection

- (1) All facilities designated by Prisons Management shall be equipped with metal detectors, walk-through or hand held, at all appropriate entrance/exit points.
- (2) All pedestrian traffic entering a facility will be processed through a designated, primary entrance at each facility. A designated secondary entrance/exit point may be authorized by the Region Director upon receipt of a written request from the facility head. All approved entrance/exit points must document each person's entrance/exit and use metal detection for search of persons and items.
- (3) All personal items/effects to include hats, coats, belts, jewelry, hair clips, jackets, brief cases, purses, lunch containers, coolers, food items, etc. will be placed on a search table and all pockets will be emptied into provided container. These items will be hand searched and/or searched using metal detection.
- (4) All persons entering a facility must be processed by passing through metal detection (walk-through, hand-held, and/or both). Failure to clear metal detection **may** result in the person not being allowed access to the facility.
- (5) **Any person who does not clear metal detection will be referred to the Facility Head or designee. If circumstances warrant, the Facility Head or designee may allow entrance as long as other security measures are met.**
- (6) Any person with a medical prosthesis/appliance that may alert metal detection must provide medical documentation from their doctor (i.e. Pacemaker Identification Card) of the medical prosthesis/appliance.

(c) Routine Searches (Pat/Frisk)

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- (1) All employees shall receive a routine search (pat/frisk) upon entry to a facility. Female Officers may conduct routine searches on either female or male employees. Male Officers shall conduct routine searches on male employees only.
 - (2) Visitors – All visitors sixteen (16) years of age or older shall receive a routine search (pat/frisk) upon entry to a facility. Female Officers may conduct routine searches on either female or male visitors. Male Officers shall conduct routine searches on male visitors only. When visitors are suspected of carrying contraband, the Officer in Charge is authorized to request the assistance of local law enforcement provided that such assistance results in a routine search of the visitors by an officer of the same sex.
 - (3) All persons upon leaving or while in the confines of any NCDPS Prisons facility may be subject to a routine search of their person and personal effects. Any such search must be authorized by the facility head or designee. The right-to-search includes, but is not limited to, work areas, break areas, personal property, possessions, lockers, vehicles, and any other property located on facility property. Such searches are authorized by the Officer-in-Charge. Lockers (if applicable) will be searched at least once every six months and as often as necessary if suspicion arises.
 - (4) Items belonging to a visitor such as purses, boxes, briefcases, or other personal items will remain outside the confines of any NCDPS Prisons facility. Exceptions may be approved by the facility head or designee. If approval is granted, the personal effect(s) in question will be subject to a thorough visual and/or metal detector search. Any visitor who refuses to submit to a search of their belongings will be denied entry into the facility and **will** be subject to permanent revocation of visiting privileges.
 - (5) A person's wallet or employee's purse may not be handled by the searcher, but shall be opened completely by the owner/bearer and its content displayed.
 - (6) **All persons entering a close/medium facility must be processed by passing through metal detection (walk-through, hand-held, and/or both). Failure to clear metal detection will result in the person not being allowed immediate access to the facility. The person who does not clear metal detection will be referred to the Facility Head or designee. The Facility Head or designee has the authority to allow entrance as long as other security measures are met.**
- (d) Complete searches (unclothed).
- (1) Of visitors, volunteers, vendors, etc. is solely the authority of local law enforcement. While such searches may be conducted on agency property,

Division staff should not provide assistance. Any complete search by law enforcement officers shall be conducted in an area that affords the maximum level of privacy to the visitor and to law enforcement personnel while the complete search is performed. If a law enforcement officer of the same sex as the visitor is not available to conduct a complete search then the visitors will be declined entry into a facility.

- (2) Of employees who consent is solely the authority of local law enforcement. Any complete search by law enforcement officers shall be conducted in an area that affords the maximum level of privacy to the employee and to law enforcement personnel while the complete search is performed. If a law enforcement officer of the same sex as the employee is not available to conduct a complete search, then law enforcement may ask for assistance from a same sex division employee of superior rank to the employee being searched; or local law enforcement may removed the employee from the premises.
- (3) Body cavity search of employees is solely the authority of local law enforcement.
- (4) Refusals - Any persons attempting to enter any NCDPS Prisons facility who refuses to comply with any required search (i.e. routine, metal detection, etc.) of themselves or their property or to produce and/or identify the item causing the metal detection to alert (where applicable) will not be allowed to enter the facility. A written report detailing the person's refusal shall be prepared by the staff member(s) involved and forwarded to the officer in charge for inclusion in an incident report.
 - (A) Employees – Who refuse to submit to a search or refuse to remain in the area as ordered, shall be denied access to the facility. Appropriate disciplinary action up to and including dismissal, shall be initiated in accordance with the Department's Disciplinary Policy and Procedures.
 - (B) Visitors - Who refuse to submit to any search shall be denied entry into the facility and should be considered for exclusion from an inmate's approved visitors' list in accordance with the inmate Visitation Policy/Procedure policy, D.0200
- (5) Any persons found with any unauthorized items will be reported to the OIC immediately.
- (6) If contraband is found on a person or in the personal effects of a person, the contraband should be confiscated and local law enforcement authorities may be notified immediately.
 - (A) Until local law enforcement authorities arrive, reasonable efforts short of the use of force should be utilized to encourage the visitor to remain at the facility. If the visitor refuses to remain then as much descriptive and

information data as can be accumulated by correctional staff regarding the identity of the visitor and direction of departure and method of departure should be communicated to the local law enforcement officers.

- (B) An employee may be ordered to remain in a designated area until local law enforcement authorities arrive. Whenever possible more than one staff person should be present in the area and one of these staff persons should be a supervisor superior in rank to the person searched. If the employee refuses to remain in the area as ordered, appropriate disciplinary action up to and including dismissal, shall be initiated in accordance with the Department's Disciplinary Policy and Procedures. A written statement detailing the employee's refusal shall be prepared by the staff member(s) involved and forwarded to the officer in charge for inclusion in an incident report.
 - (7) If prior to entry, prison officials receive reliable information that a person will attempt to smuggle contraband into the facility, the Officer in Charge should contact the local law enforcement agency for assistance.
- (e) Vehicle Search Inside Secure Perimeter
- (1) Other than inmate transport vehicles, vehicular traffic involving departmental vehicles will be permitted inside the secure perimeter, only in situations where reasonable alternatives cannot accomplish the movement of materials, equipment, supplies, or other legitimate purposes.
 - (2) If it is determined that a departmental vehicle (other than offender transport vehicles) is required to enter the secure perimeter, the officer-in-charge or designee will be contacted for authorization. The officer-in-charge or designee will:
 - (A) make a determination of the necessity of such access or if a reasonable alternative can accomplish the same objective;
 - (B) consider whether the compound needs to be closed while the vehicle is on the compound or if sufficient staff is available to ensure safe movement; and
 - (C) if the officer-in-charge or designee authorizes entry, ensure that the authorized vehicular access is noted on the facility's shift narrative.
 - (3) Each facility's standard operating procedures will stipulate how many vehicles may be inside the perimeter at any one time, and will specify the Officers duties and responsibilities when assigned to a loading dock, sally port, entrance gate, etc... Facility Standard Operating Procedures will also specify the number of offenders utilized to load/unload vehicles and specify when designated offenders have access to the loading dock or sally port area. These areas are not to be

accessible by offenders other than those assigned to work this area.

- (4) All vehicles, commercial, private, or facility, will be thoroughly searched both entering and departing the facility to prevent the introduction of contraband or use of the vehicle as a means of escape by offenders. Vehicles will be searched above, inside, under the hood, and below. Additionally, any attachment to the vehicle such as trailers, carts, toolboxes, etc., will be searched prior to entry and exit of the institution. Specialized vehicles such as food trucks, waste trucks, will receive a thorough inspection. All clothing baskets, furniture boxes, or other containers that are large enough to conceal an offender will be checked before being loaded onto a vehicle. Mirrors and probing rods will be kept readily available to aid in checking these containers.
- (5) At close/medium custody facilities, vehicle keys will be placed in a secured area such as a tower or key box after the vehicle has entered the confines of the facility and prior to offenders accessing the vehicle.
- (6) All non-departmental persons will be questioned regarding possession of unauthorized items or contraband (e.g. firearms, ammunition, narcotics, knives, ropes, jacks, tools, cell phones, tobacco, etc.). Prior to being allowed entry, the driver of the vehicle will turn over any articles offering a threat to the security of the facility to staff who will ensure they are stored in a secure area until his/her departure. Items remaining on the vehicle (e.g. ropes, jacks, etc.) should remain secured while within the facility. All vehicle occupants are subject to search pursuant to section .3307 of this policy.
- (7) Vehicles entering the secure perimeter will keep their windows rolled up and the doors locked at all times while inside the compound. Vehicles inside the compound will be locked while parked and unattended. If a vehicle needs to be left inside the compound overnight, it will be rendered inoperable by the driver by removal of an engine part necessary for its operation (i.e. battery removal, etc.). No motorized vehicles will be stored, parked or left unattended in the loading dock or sally port areas. There will be constant supervision of the areas anytime an offender or vehicle is present. Offenders will be under constant supervision when on the loading dock. The loading dock/sally port Officer will maintain a log of all incoming and outgoing vehicles to include company name, license tag number, date and time in and out.
- (8) Prior to entry, a careful inspection of the interior of vehicles such as a box truck, semi-truck, etc., will be conducted. The cargo truck will remain secured until it reaches its destination and an officer is present at the rear of the truck to closely monitor the loading/unloading of the truck. The officer will maintain constant visual observation of the loading/unloading area of the truck and, upon completion, will secure the cargo bay. The cargo bay will remain secured until it is inside the sally port area for an exit security inspection. Vehicles will be

allowed to exit the area only after all offenders have been accounted for.

- (9) Commercial vehicles leaving the facility will have a designated point at which to stop before reaching the vehicle entrance/exit gate so that the driver can establish to the assigned gate officer the fact that s/he is not under duress.
 - (10) During formal counts, vehicles will be held at the gate area until the count is officially cleared this includes transfer buses, enterprise vehicles, law enforcement, etc.
 - (11) In situations where a life threatening medical emergency exists, the normal search requirements for vehicles entering and exiting the facility compound via the vehicle gate will be suspended for emergency vehicles (e.g. ambulance or fire truck) called to provide emergency transport. In order to expedite the ambulance entrance/exit, security staff will meet the ambulance at the gate and provide constant observation of the vehicle until the ambulance exits the compound. Staff should positively identify the emergency personnel, as well as look inside the vehicle to ensure there is no breach of security.
 - (12) Pedestrian traffic through vehicle access gates will be restricted to only those persons whose job responsibilities require use of this entrance/exit area. The facility head, or designee, will determine what pedestrian traffic will be permitted through this gate; however, this should be based on need rather than convenience. Any person entering through any vehicle gate will be subject to search in accordance with section .3307 of this policy
 - (13) All loading dock/sally port areas will be well lit in order to permit good observation during periods of low/limited light. These areas shall remain clean and well organized. No excess storage or other items such as wooden pallets or milk crates will be left in this area past the end of the workday, unless they are secured by cable or chain, or locked in a separate fenced area.
 - (14) All dumpsters, recycling or trash containers inside the secure confines of the facility will remain locked and secured when not in use. Trash compactors will be secured with padlocks at both the front and back access points.
 - (15) Offenders assigned to the loading dock area will wear a safety vest with the word "INMATE" printed on the back for clear identification.
- (f) Employee's Personal Vehicle Search
- (1) Employees will ensure their parked and unattended personal vehicles are locked and the windows rolled up while on state property.
 - (2) If a vehicle is found to be unlocked, the officer-in-charge will be notified immediately.

- (A) The driver of the vehicle will be determined via consultation with local law enforcement (license registration) and then notified to report to the vehicle.
- (B) Action will be taken to secure the vehicle and/or the vehicle contents.
- (3) Employee vehicles parked on Division property are subject to external inspections by Department staff and/or Narcotic Detection Canines.
- (4) Employee vehicles on Division property may be searched if consent is given by the employee, or a Search Warrant has been properly issued and is being served by a law enforcement agency, or under some other legal justification for a search as determined by local law enforcement officials.
- (5) Employees who bring a personal firearm onto NCDPS Prisons facility property must obtain written authorization in advance from the facility head.
 - (A) Staff members who carry a firearm to and from work in their personal vehicle are expected to store it in a locked glove box, locked box or locked trunk.
 - (B) Firearms will not be placed in toolboxes or other similar storage devices affixed to or located in a truck bed.
 - (C) If the vehicle is a Jeep or similar soft top, no top, and/or no trunk type of vehicle, then a firearm must be secured in a locked box in order to be approved to have it on state property.
 - (D) Firearms will not be removed from a vehicle while on state property.

.3308 AUTHORITY TO DETAIN

- (a) Prisons staff may detain another person when the staff member has probable cause to believe that the individual to be detained has committed in his or her presence any of the following:
 - (1) A felony
 - (2) A breach of the peace
 - (3) A crime involving physical injury to another person
 - (4) A crime involving theft or destruction of property
- (b) The detention must be in a reasonable manner considering the offense involved and the

circumstances of the detention.

- (c) The individual may not be detained any longer than required to accomplish the earliest of the following:
 - (1) The determination that neither of the events described in section F.3308 (a) above has occurred.
 - (2) Surrender of the individual being detained to a law enforcement officer.
- (d) A staff member who detains another person must immediately notify a law enforcement officer and must then surrender the person to the law enforcement officer , unless the staff member releases the person pursuant to section F.3308(c)(1) above.
- (e) This section does not pertain to situations in which contraband is found on the person or in the personal effects of a visitor. The procedure to follow for that situation is detailed in Section F.3307 (d) (6) of this policy.

.3309 DESIGNATED ENTRANCE/EXIT POINT AT MEDIUM/CLOSE CUSTODY FACILITIES

- (a) Setup
 - (1) Each facility must designate a single entrance/exit point to conduct a proper search of employees and visitors.
 - (2) The layout and function of the facility's entrance/exit point must be documented in the facility standard operating procedures and be approved by the Region Director.
 - (3) The smaller the entrance/exit point; the fewer number of persons allowed in the area during search.
 - (4) At minimum, the entrance/exit search station should have the following:
 - (A) Metal detection device(s) (i.e. walk-through, hand-held, or both) (Standardized model per Security manual section .1400).
 - (B) Table or tables.
 - (C) Baskets to separate each individual's personal items.

- (b) Staffing

The entrance/exit point is the cornerstone in the facility security net to prevent contraband. Therefore, it is considered a specialized assignment requiring specialized

skills and training. Assignment to this post should be based on an officer's ability to search, professional demeanor and ability to complete their task while possibly making some staff and visitors uncomfortable due to the thoroughness of the search process. Facility heads should not consider this a pull post or a routine rotation of staff.

- (1) Staff selected for the entrance/exit post should be professional with good interpersonal communication skills.
- (2) Staff selected for the entrance/exit should be experienced in conducting searches of persons as well as property.
- (3) Staff selected should be well trained in the Division's D.0200 Visitation Policy, F.0100 Operational Searches, F.3300 Entrance/Exit Policy as well as the facility's standard operating procedures on entrance/exit and search.
- (4) Entrance/Exit staff should ensure all persons and personal items are carefully searched.
- (5) The Shift OIC will randomly report to the entrance/exit point to observe the entrance/exit operations to ensure Prisons policies and the facility's standard operating procedures are being followed.
- (6) The facility head should periodically meet staff at line-ups to address the division's commitment to preventing contraband from entering the facility and emphasize his/her support for the entrance/exit staff as it relates to facility security.



Director of Prisons

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Date