

North Carolina Department of Public Safety
Prisons
Policy Summary Sheet



Prison Entrance/Exit Policy

Chapter : F

Section: .3300

Current Review Date: October 29, 2018

Reviewed By: Prisons Security Accountability Section

Next Review Due: **October 29, 2019**

Current Revision Date: October 29, 2018

Supersedes Revision Dated: **October 16, 2017**

Current significant changes are highlighted in yellow.

Current Revision Summary (if applicable):

.3303 Responsibility

Page 2 Additional information added clarifying the responsibility of the facility head in ensuring compliance with entrance/exit policy. “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

Page 2 Additional information added clarifying the location of entrance/exit points, now stating, “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

Page 3 (a) (2) Additional language added which states, “Signs with instructions for visitors will be posted in English and Spanish.”

.3307 Search to Control Contraband

Page 12 (4) Sentence changed from, “Failure to clear metal detection will result in the person not being allowed access to the facility...” to “Failure to clear metal detection may result in the person not being allowed access to the facility.”

Page 12 (5) Sentence changed from, “Any person who does not clear metal detection and is not allowed entry to the facility will be immediately reported to the facility head or designee...” to “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.”

Page 13 (6) new information provided. “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.”

Page 15 (e) (3) additional language added to provide clarity, “...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.”

Page 16 (e) (4) additional language added to provide clarity, “...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.”

Page 16 (e) (5) “At close/medium custody facilities...” added to provide clarity.

Page 16 (e) (7) additional verbiage added for clarification and specification, “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.”

Page 16-17 (e) (8) additional language which states, “Vehicles will be allowed to exit the area only after all offenders have been accounted for.”

Page 17 (e) additional subsets added, (13), (14) and (15). They now read:

(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.

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10/29/18

Interim Prisons Policy Coordinator Date