



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

Chapter: F
Section: .1200
Title: **Inspections**
Issue Date: 07/26/22
Supersedes: 02/01/18

POLICY AND PROCEDURE

References

5th Edition Standards for Adult Correctional Institutions

Related ACA Standards

5-ACI-1A-17, 5-ACI-2D-02, 5-ACI-2D-07, 5-ACI-2D-08, 5-ACI-2D-09, 5-ACI-3A-10, 5-ACI-3A-12, 5-ACI-3A-25, 5-ACI-5D-01, 5-ACI-5D-04, 5-ACI-5D-05, 5-ACI-6B-09, 5-ACI-7A-07

North Carolina General Statutes

[20-183.2](#)

NCDPS Safety Policy and Procedures Manual

.1201 PURPOSE

It is the policy of North Carolina Department of Public Safety (NCDPS), Prisons to ensure all facilities establish a series of internal safety, security, occupational health, and environmental health inspections of department facilities, to efficiently and effectively identify and address safety, security, occupational health, and environmental issues, hazards, and deficiencies.

.1202 Policy

Prisons shall institute a system of safety, security, occupational, and health inspections to ensure the maintenance of safe, secure and environmentally sound conditions and to address hazards in a timely manner.

.1203 Daily and Shift Inspections

- (a) *As required by Standard Operating Procedures and Post Orders, Designated Management Staff will conduct a daily inspection of all areas of the facility for the purpose of detecting and eliminating all hazards to the security, health, sanitation, safety, and welfare of staff and offenders at the facility (5-ACI-3A-10).* This will occur on each shift. No condition which constitutes a threat to the sanitation, safety, or security of the facility will be permitted to exist. Defective security equipment will be replaced or repaired immediately. Both custodial and program staff members will be responsible for the prevention of serious security hazards. Carelessness or inefficiency that might create a threat to safety or security will be cause for appropriate disciplinary action. **Daily**

inspections will be documented on the Shift Narrative Log (5-ACI-3A-10). The documentation should include whether a work order was submitted.

(b) All correctional employees will be required to observe their work environment/conditions and report to their immediate supervisor any unusual conditions affecting facility safety or security. Offender sanitation, safety, and hygiene expectations, and the required inspection of those standards, are detailed in Prisons policy, O .0300 Conditions of Confinement, and Prisons policy, B .0300 Offender Conduct Rules.

(c) Inspections of Staff

(1) An official shift change will be held 15 minutes prior to the time security posts are to be relieved. Custodial officers assigned to the shift will be briefed as a group at a designated time and place.

(2) During shift briefings, the staff will listen to the briefing officer attentively. Talking and moving about will not be permitted.

(3) The OIC of the incoming shift will inspect all officers to determine that they are appropriately attired. The OIC must make sure that each officer is alert. If an officer is physically or mentally exhausted or if their physical condition is impaired due to intoxication or physical illness, they will not be permitted to assume a post.

(4) The OIC will instruct all officers on the performance of their duties, explain new policies and procedures, and issue special orders concerning the prevailing conditions at the facility.

(5) Before the OIC of the shift is relieved by the on-coming OIC, a routine security briefing will be held between the two officers. A continuous log will be maintained on each shift to record:

(A) Any unusual incidents or special instructions of the officer in charge.

(B) The results of inspections.

(C) Any special conditions that may reflect on the security, safety, or welfare of staff or offenders.

(d) Inspections of Vehicles

All vehicles entering the secured confines of facilities will be carefully inspected for concealed contraband. Non-DPS vehicles will be kept under constant surveillance by a custodial officer. Vehicles leaving the confines of any facility will be carefully inspected

for contraband.

(e) Inspections of Trash Compactors/Dumpsters

Facilities that maintain trash compactors and/or trash dumpsters inside the secure confines of the facility shall ensure that these compactors/dumpsters are locked and are secured to prevent an offender from entering the cubicle to attempt escape. Facilities will ensure that this is regularly inspected to ensure compliance.

(f) Heating and Cooling

Temperatures in indoor living and work areas will be routinely monitored to ensure indoor temperatures consistent with the recommendations of the DPS Energy Management recommendations.

.1204 Weekly Inspections

(a) *A weekly sanitation inspection of all facility areas will be conducted by Designated Management Staff. The inspection may be conducted over the course of one week or all at once. Assistance may be obtained from the Facility Safety Committee regarding safety and sanitation requirements and inspections (5-ACI-3A-12, 5-ACI-5D-01).*

(b) Power generators will be started and inspected weekly by the assigned facility department employee(s), in compliance with Prisons policy R .0300, Fire Protection, and L .0100, Preventive Maintenance, and documented on the NCDPS Life Safety Inspection Report, Stand By/Emergency Generator, Form 428C-5. Generator load testing will be covered in the Monthly Inspections portion of this policy.

.1205 Monthly Inspections (5-ACI-5D-01)

(a) Facility Inspections: Wardens will ensure that the entire facility, including building and grounds, are inspected at least monthly. This requires routine site visits to all areas of the institution by the Wardens and management team. Deputy/Associate Wardens, and Administrative Service Managers or senior Administrative/Program Managers are expected to conduct site visits of their areas of supervision. The expectation is Wardens and the management teams routinely inspect all aspects of the prison operations on-site and off-site, and take corrective action needed to remain in compliance with Prisons' Policies and Procedures and Facility Standard Operation Procedures. In addition to site checks, the Warden/designee is responsible for reviewing offender grievances, incident reports, and any report relevant to prison operations, and taking corrective action deemed necessary, while appropriately and timely reporting through the chain of command on significant issues.

(b) Each Facility Safety Committee shall oversee a monthly inspection of the worksites

identified with that facility, to ensure the maintenance of safe and environmentally sound conditions and to address hazards in a timely manner. Inspection shall include the following areas:

- (1) Each building or portions thereof belonging to, leased, or operated by the facility.
 - (2) Each outside area of above facilities where employees, offenders, and/or visitors can be expected to frequent.
- (c) Each area should be inspected by the facility safety representative and/or member of the Facility Safety Committee assigned to that area, and the supervisor (if applicable) responsible for the safety of that area.
- (d) The inspection shall consist of two parts:
- (1) New items: The inspectors shall check for new hazards via the DC-428A, Monthly Facility Inspection Form. Any item marked out of compliance shall be described in the provided space.
 - (2) Previously noted hazards: The inspectors shall visually inspect and report on any changes, corrective action, or other action occurring with hazards that have been identified previously.
- (e) The completed DC-428A will be signed by the persons conducting the inspection and returned to the facility safety representative not later than the first workday of the following month. These will be maintained at the facility for two years.
- (f) The facility safety representative shall present a list of newly identified hazards to the Facility Safety Committee at the next meeting following the inspection. The committee shall discuss what action should and can be taken to correct the identified hazards, and will then make recommendations to the Warden. This proposed recommendation should be noted in the minutes of that committee meeting.
- (g) Power generators will be loaded tested monthly by the assigned facility department employee(s), in compliance with Prisons policy R .0300, Fire Protection, and L .0100 Preventive Maintenance, and documented on the NCDPS Life Safety Inspection Report, Stand By/Emergency Generator, Form 428C-5. Generator inspections are covered in the Weekly Inspections portion of this policy.
- (h) Monthly fire safety inspections will be performed in accordance with procedures identified in R .0300, Fire Protection, and utilizing form 428C-1, Facility Fire Detection and Alarm System Periodic Inspection and Test Log Monthly Inspection.
- (i) The monthly inspection of emergency lighting will be performed utilizing 428C-6, Emergency Lighting Systems.

- (j) The monthly inspection of properly identified and visible building exits will be performed utilizing 428C-7, Exit Signs.
- (k) Monthly inspections of Self-Contained Breathing Apparatus (SCBA) will be performed utilizing 428C-8, SCBA.
- (l) Monthly Fire Extinguisher inspections will be performed utilizing 428C-9, Fire Extinguishers.
- (m) ***First Aid kits will be inspected monthly for content and expiration of included items utilizing 428C-10, First Aid Kits. The facility's health authority will determine the content, number, location, and procedures for monthly inspection. Blood borne Pathogen Kits will be inspected monthly, as directed by the facilities health authority, utilizing 428C-11, Bloodborne Pathogen Kits. Automated External Defibrillators (AED) will be inspected on a monthly basis, as directed by the facilities health authority, utilizing 428-16, AED Monthly Inspection (5-ACI-6B-09).***
- (n) Monthly Eyewash Station and Safety Shower inspections will be performed utilizing 428C-12, Eyewash Stations/Safety Showers.
- (o) Oil storage tanks will be inspected on a monthly basis utilizing 428C-18, Spill Prevention, Control & Countermeasure Plan.
- (p) ***Pest Control Inspections: Contracted pest control professionals will conduct monthly inspections of facility areas and will eradicate by the most effective means any insects, rodents, or vermin found. This will be documented on the Monthly Facility Inspection Form, 428-A (5-ACI-5D-04).***
- (q) Waste disposal will be performed in compliance with Prisons policy L .0200, Water Testing, Recycle, and Waste Disposal. An inspection of the solid waste program will be done monthly utilizing the Waste Disposal Inspection form. Needs to be an internal health/sanitation inspection checklist/form.
- (r) Facility Security Self Inspection: Facility Management Staff shall conduct monthly facility inspections. The purpose of the inspection is to review the security inspection standards and ensure all applicable standards meets expectations at their respective facility. At the conclusion of the inspection, results will be documented on the Bi-Annual Facility Security Inspection Form and provided to the Region Director and Director of Operations.

.1206 Semi-Annual Inspections

- (a) Region Inspections: In addition to comprehensive annual reviews, Region Management Staff will jointly inspect each facility at least semi-annually to review housing units and

general operations.

- (b) Each facility safety representative shall conduct two comprehensive safety inspections of the facilities under their jurisdiction within each year; the first to be completed not later than June 15th and the second not later than December 15th.
 - (1) The results of these inspections shall be documented on Form DC-428 and maintained for five years. A copy shall be submitted to the facility manager of each facility, the Chain of Command, and the Safety, Occupational and Environmental Health Office not later than June 20th and December 20th of each year.
 - (2) The Semi-Annual Inspection may be conducted in lieu of the facility's inspection for that month
- (c) The semi-annual inspection of each facilities fire alarm system will be conducted in accordance with R .0300, Fire Protection, and utilizing form 428C-2, Facility Fire Detection and Alarm System Periodic Inspection and Test Log Semi-Annual Inspection.
- (d) Inspection of pallet jacks and Hydraulic jacks will be performed twice per year utilizing 428C-13, Pallet & Hydraulic Jacks.
- (e) Facilities must inspect heat exchangers twice per year. Buildings must be tested for carbon monoxide levels at the start of the heating season and periodically thereafter. Inspections will be performed utilizing 428C-14, Carbon Monoxide Monitoring Log Sheet.

.1207 Annual Inspections (5-ACI-1A-17, 5-ACI-5D-01)

- (a) Region Inspections: Region Management Staff will conduct a complete inspection of each facility within their region annually. A designated inspection committee will assist and review all aspects of the facilities' functional operations. The Region Director will report findings through the chain of command to the Commissioner of Prisons. The report will also include recommendations regarding corrective action necessary to ensure maintenance of order, security, safety, and health standards at facilities in their region. Further, there will be a follow-up inspection of the items noted in the report needing corrective action that shall be completed within the same year.

Departmental and Divisional Inspections: Additionally, inspections of operational components of correctional facilities will be conducted by various division section managers of the North Carolina Department of Public Safety, Prisons using a standard tool. These inspections include but are not restricted to safety inspections, programs inspections, food service inspections, medical inspections, and security inspections. Inspection results will be provided to the Warden and forwarded, as appropriate, through the chain of command.

Food Service Inspections: Comprehensive inspections of each facility's food service area will be conducted on an annual basis. Facility staff shall develop and implement an action plan to address any deficiencies noted during inspections.

- (b) ***At least once each year, a Safety, Occupational and Environmental Health consultant shall make an extensive inspection of each Prisons facility, including all work, vocational and education areas, etc. Procedures for response to the findings of this inspection are documented in the NCDPS Safety Manual, Section SOEH-200-01, Safety Inspections (5-ACI-7A-07).*** This inspection may be conducted in lieu of the facility's monthly inspection and shall consist of the following:
- (1) A visual inspection of the grounds and every building, including attics, basements, crawlspaces, closets, and any other areas deemed necessary.
 - (2) A review of the following programs and documentation:
 - (A) OSHA 300 Logs (previous five years plus current year for offenders and employees)
 - (B) Facility Safety procedures.
 - (C) Confined space permits and related records.
 - (D) Lock-Out/Tag-Out procedures and records.
 - (E) Electrical safety policy, procedures, and records.
 - (F) Inspection of personal protective equipment, associated written policies, and medical surveillance records.
 - (G) Respirator files, including medical surveillance records, fit test records, and other related records.
 - (H) Hearing conservation program, including baseline and annual audiograms.
 - (I) Blood borne pathogen records.
 - (J) Hazard Communication Plans, Safety Data Sheets, Hazardous Materials (Lists) Inventory, Tier II reports (if applicable), and supporting documentation.
 - (K) Workplace violence program, incident reports, posted policy and poster, employee acknowledgements.
 - (L) Bomb threat procedures, assignments and report forms.
 - (M) Fire evacuation and fire extinguisher training and inspection documentation.
 - (N) Monthly and semi-annual facility inspection documentation.
 - (O) North Carolina Department of Insurance (NCDOI) fire and life safety inspection report and status of corrective action.
 - (P) North Carolina Department of Health and Human Services, Environmental Health Section – Food Service inspections and status of corrective action.
 - (Q) Industrial Risk Insurers inspection report and status of corrective action.
 - (R) Fire alarm inspection report and status of corrective action.

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- (S) Sprinkler inspection report and status of corrective action.
 - (3) When appropriate, the testing of air contaminants, sound levels, electrical wiring and protective devices, illumination, ventilation of occupationally hazardous areas, and heat stress.
 - (A) ***Lighting in offender rooms/cells will be tested and documented once every three years by a qualified source (5-ACI-2D-02).***
 - (B) ***Annual noise level measurements shall be conducted by a qualified source. Noise levels in offender housing areas measurements being performed both during day and night hours (5-ACI-2D-07).***
 - (C) ***Once every three years, a qualified technician will evaluate and document the air circulation of offender cells / rooms, officer stations, and dining areas (5-ACI-2D-08, 5-ACI-2D-09).***
 - (D) Once a year, a qualified source will conduct a flow test of fire hydrants and document the findings.
 - (4) Review of manifests, waste profile sheets, weekly inspection log sheets, contingency plan, emergency telephone numbers, emergency equipment, and training records relating to hazardous.
 - (5) Random observation of work practices by employee and offender workers.
 - (c) Department of Insurance (DOI) Inspections shall be done annually by the Office of State Fire Marshal. A written report will be sent to the Warden or Division Head detailing any violations and the facility shall correct any reported deficiencies in a timely manner. The Warden is required to respond to the DOI report within 30 days. Upon receipt of the report, and on response to the DOI, the following individuals must be copied on all correspondence:
 - (1) Commissioner of Prisons
 - (2) Safety, Occupational and Environmental Health Office
 - (3) NCDPS Chief Deputy Secretary for Prisons
 - (4) Region Operations Manager
 - (5) Director of Facility Management
 - (6) Director of Correction Enterprises
 - (d) The annual inspection of each facilities fire alarm system will be conducted in accordance with R .0300, Fire Protection, and utilizing:
 - (1) 428C-3, Facility Fire Detection and Alarm System Periodic Inspection and Test Log Annual Inspection;
 - (2) 428C-4, Facility Fire Detection and Alarm System Periodic Inspection and Test Log Annual Smoke Detector Test Log
 - (3) 428C-17, Water Based Fire Protection Systems, if applicable

- (e) The annual inspection of emergency lighting will be performed utilizing 428C-6, Emergency Lighting Systems.
- (f) Annual Unannounced Facility Security Inspection: Staff from Security Accountability's Facility Security Inspection team will conduct unannounced security inspections at each prison on an annual basis. Findings of the inspection will be documented in a written report.
- (g) The Construction Apprenticeship Program (CAP) job sites shall be inspected on an annual basis by the Security Accountability Section. The inspections will be unannounced. The team will conduct the inspection by evaluating all of the security inspection standards applicable to the program's operation. Inspection results will be documented in a written report.
- (h) *Vehicles will be inspected annually in accordance with North Carolina General Statute 20-183.2 (5-ACI-3A-25).*

.1208 Security Vulnerability Inspections

At the direction of the Commissioner of Prisons, Assistant Commissioner of Prisons, Region Director or Director of Operations, a facility can undergo a security vulnerability inspection at any time. This inspection is a systematic facility review of strengths and weaknesses when the need arises. The Security Accountability Section will be responsible for conducting the assessment and making a determination for changes in policies and procedures at that facility.

.1209 Housekeeping Plans (5-ACI-5D-05)

Each facility will develop a definite cleaning schedule for daily housekeeping and regular maintenance, with personnel and offenders being assigned specific duties. Cleaning activities should be supervised at all times to ensure that the work performed is proper and thorough. Different facilities may require specialized and distinct housekeeping plans, but at minimum the cleanliness of the following areas must be provided for: floors, walls, ceilings, lighting, ventilation, toilet, hand washing and bathing facilities.

.1210 Grand Jury Investigations

In most counties, the Grand Jury inspects prisons along with other institutions. The OIC of each facility will inform the Warden or designee of the time the Grand Jury is expected to visit the facility. The Warden or designee will answer questions posed by the Grand Jury. A copy of the Grand Jury report will be requested by the Warden and forwarded through the chain of command. If the Warden or designee cannot be contacted, the OIC will respond to the questions, obtain a copy of the report, and forward through the chain of command.

.1211 Inspections by Other Governmental Agencies

From time to time other governmental agencies are required by statute or by an appropriate order from a court of legal jurisdiction to inspect prison operations and facilities. The results of such inspections will be forwarded through the chain of command to the Commissioner of Prisons and the Secretary of the North Carolina Department of Public Safety or designee.



Commissioner of Prisons

July 26, 2022

Date

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