

Roy Cooper, Governor

Todd Ishee, Secretary

### **MEMORANDUM**

TO:

Joint Legislative Oversight Committee on Justice and Public Safety

FROM:

Todd E. Ishee, Secretary

RE:

CY 2022 Report on Prison Personnel Matters

DATE:

February 22, 2023

SECTION 19C.6. The Department of Public Safety [Adult Correction] shall report the following information to the Joint Legislative Oversight Committee on Justice and Public Safety by February 1, 2022, and by February 1, 2023:

- (1) The number of Division [Department] employees charged with the commission of a criminal offense committed in a State prison and during the employee's work hours. The information shall be provided by State facility and shall specify the offense charged and the outcome of the charge.
- (2) The number of employees disciplined, demoted, or separated from service due to personal misconduct. To the extent it does not disclose confidential personnel records, the information shall be organized by type of misconduct, nature of corrective action taken, and outcome of the corrective action.
- (3) The hiring and screening process, including any required credentials or skills, criminal background checks, and personality assessments. The information shall also include the process the Division [Department] uses to verify the information provided by an applicant.

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FROM THE OFFICE OF:

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(1) The number of Division employees charged with the commission of a criminal offense committed in a State prison and during the employee's work hours. The information shall be provided by State facility and shall specify the offense charged and the outcome of the charge.

In 2020, the Department began tracking citations and arrests of employees. During the period of January 1, 2022, to December 31, 2022, seventy-seven (77) employees were logged. One (1) of the of the citations/arrests was reported to have been committed in a state prison and during the employee's work hours. Specifically, a Correctional Officer III employed at Alexander Correctional Institution was arrested on August 31, 2022, and charged with providing contraband to an offender, 14-258.1a. The case is currently under continuance in the court system.

(2) The number of employees disciplined, demoted, or separated from service due to personal misconduct. To the extent it does not disclose confidential personnel records, the information shall be organized by type of misconduct, nature of corrective action taken, and outcome of the corrective action.

Figure 1 below provides the total number of employee disciplinary actions for the period of January 1- December 31, 2022.

Figure 1

# **Employee Unacceptable Personal Conduct**

January 1, 2022 - December 31, 2022

Category of Discipline	Number of Staff Disciplines
M/with an M/a	645
Written Warning	615
Suspension	69
Demotion	3
Dismissal	37
Grand Total:	724

(3) The hiring and screening process, including any required credentials or skills, criminal background checks, and personality assessments. The information shall also include the process the Division uses to verify the information provided by an applicant.

See Attachment A that provides the Correctional Officer Hiring Process Flowchart.

### Attachment A

# **Correctional Officer Hiring Process Flowchart**

#### (1) Application

- •Application submitted by applicant in NeoGov
- Application screened by Prisons Employment Specialist based on minimum Education & Experience requirements
- Qualified applications referred to REO.

# (2) Qualifications and Background Check

- •REO enters application into Applicant Tracking System (ATS).
- •Reviews application to determine highest CO level qualification.
- · Checks application, IHRPS, ATS for prior employment history.
- Employment Reference Check(s) required IF previous corrections, law enforcement, or negative state government employment history.
- OCI Criminal Background Check conducted based on CJ Standards requirements and Prisons' DL requirement.
- Court docs may be required to determine eligibility IF disposition not reported on DCI for CI disqualifying charge(s).
- Military records may be required to determine eligibility IF DD214 reveals less than honorable discharge, charges or infractions while in the military. A Dishonorable discharge is a CJ disqualifier.
- Qualified (no CI disqualifiers & valid DL) = applicant added to interview rosters based on facility selections, including facilities near residence address.

### (3) Interview

- Hiring facility schedules interview w/applicant and enters appt date/time in ATS.
- Appt confirmation email or text sent to applicant.
- ·Interview conducted at facility.
- COE extended and applicant provided 'pre-employment package' for REO appt / pre-emp medical appt (list of auth medical vendors provided).
- Conducts references on selected apps: last 2 employers (non-CI), security agency, neg work hx
- •Hiring request PAR sent to REO

# 4(A) Pre-employment Medical Appt

Applicant completes before REO appt: (Appt or walk-in at auth med vendor)

- •Medical Examination
- Drug Screening
- •TB Screening (IGRA 1-step test)

# 6(B) Start Date Set

•Prisons Admin establishes start date w/ applicant and notifies REO, facility, and RO •Facility schedules COBT

# 6(A) Hiring Approval

- •REO receives med & psych results, T&Cs, etc. required
- Hiring approval given if applicant meets all agency & CJ requirements

### (5) Criminal Justice (CJ) Processing

- CJ Processing at Regional Employment Office (REO):
- Livescan Fingerprints
- •Completion of employment forms, CJ Application for Cert
- Collect/review/verify required documentation (proof of education, citizenship, I-9 docs, etc.; true, certified copies (T&Cs) of warrants & judgments on ALL charges other than minor traffic offenses are required by CJ.
- Psychological Screening administered & in-person intvw
- •NS med/psych may require ADA review process

### 4(B) Pre-Processing

 REO receives PAR and schedules CJ Proc appt w/ applicant; enters dates in ATS.
 Sends appt confirmation email or text to applicant.

### (7) Report for Duty

- •New CO reports for duty
- Facility sends confirmation to REO by 10:00 AM

# (8) Report of Appointment/Cert

- •REO processes payroll action
- F-5A docs submitted to CJ by 12:00 PM on report date [CI requires T&Cs, and verification on all previous Corrections, LE, & Security employment or denial.]

Prisons = Blue
Regional Employment
Office(REO) = Orange
Applicant = Green
REO/Ap/Ven = Yellow