

Roy Cooper, Governor Eddie M. Buffaloe, Jr., Secretary Timothy D. Moose, Chief Deputy Secretary Todd E. Ishee, Commissioner Brandeshawn Harris, Assistant Commissioner

MEMORANDUM

TO:

Joint Legislative Oversight Committee on Justice and Public Safety

FROM:

Eddie M. Buffaloe, Jr., Secretary

Timothy D. Moose, Chief Deputy Secretary

Todd E. Ishee, Commissioner of Prisons

RE:

FY 2021 - 2022 Report on Prison Personnel Matters

DATE:

February 22, 2022

SESSION LAW 2021-180

SECTION 19C.6. The Department of Public Safety, Division of Adult Correction and Juvenile Justice, 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 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 uses to verify the information provided by an applicant.

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Office Location: 831 West Morgan Street Raleigh, NC 27603 Phone: 919-838-4000 Fax: 919-733-8272 (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, 2021 to December 31, 2021, no employees committed a criminal offense in a state prison during the employee's work hours.

(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, 2021.

Figure 1

Employee Unacceptable Personal Conduct January 1, 2021 - December 31, 2021	
Category of Discipline	Number of Staff
Written Warning	680
Suspension	116
Demotion	9
Dismissal	37
Grand Total	842

(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.

The Correctional Officer Hiring Process Flowchart in Attachment A details the process for hiring a correctional officer.

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.
- •DCI 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 CJ disqualifiers & valid OL) = 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

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

- •CI 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(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)

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 Cl by 12:00 PM on report date [C) 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