NC Division of Marine Fisheries Inmate Policy for Headquarters and Central District Office

October 22, 2013

Introduction:

It is the policy of the Division of Marine Fisheries (DMF) to “strictly” adhere to the guidelines set forth by the Department of Public Safety Prison Section for the supervision of inmates. Therefore, DMF staffs that supervise inmates are required to be certified on an annual basis to perform this responsibility. DMF’s role is one as a correctional agent and this enforces the importance of these duties.

Procedures:

The following guidelines have been established by the Prison Section and DMF to assist staff on how to interact with inmates on a daily bases. Reminder, a violation of these guidelines will jeopardize DMF’s participation in this program. Therefore, it is imperative that staff always be mindful of our responsibilities and the consequences if established instructions are not followed. Recent events have mandated that DMF re-evaluate how the inmate program works and use inmates in accordance with established policy. The inmate program is valuable to DMF sections in that it provides addition manpower that benefits our programs.

Therefore, the following established guidelines will be adhered to.

Avoid Personal Involvement

• Do not share personal information about yourself.
• Do not seek out personal information from an inmate.
• Do not make or accept gifts from an inmate.
• Do not loan anything to an inmate.
• Always refer to an inmate by their proper name.

Do Not Be Fooled

• Contrary to what an inmate may tell you, all of their needs can or will be met at the prison facility.
• Do not be fooled by what an inmate might tell you in order to get you to perform a personal favor, such as: they have a sick mother or child and would like use your cell phone to call and check on them.
• Never let inmates give you money to go out and buy goods or tobacco products.
• Do not give inmates any type of medicine (even for colds or headaches).

Prevent Contact with Others
• Don’t allow inmates to mail letters or make phone calls (inmates are allowed to mail letters and make phone calls at their facility).
• Always remove keys from parked vehicles.

Food and Drinks
• Each inmate is provided with a pack-out lunch.
• Do not bake or cook any type food at home and bring it in for inmates to consume.
• Inmates are “not” allowed to participate in any DMF function.
• Staff is not allowed to purchase food of any kind, at any time, for an inmate.

Additional Guidelines to Prevent Potential Issues
• Any issues of concern regardless of how minute, report it immediately to the Maintenance Services Section Chief or his designee.
• Inmates will not enter into any office space unless they are accompanied by a Maintenance Services staff. Picking up trash or recycled paper will be addressed below.
• Inmates are not allowed to remain in the main building unless they are performing a task assigned by their supervisor.
• Inmates are only allowed in common space areas in the main building to perform specific duties such as; cleaning restrooms, hallways, lobby area, stairwells and mechanical room.
• Inmates will not deliver packages from the warehouse or carry mail to any office.
• Remember an inmate’s status is because of a wrongful act, but always treat them with respect.
• Areas that are always off limits to inmates are:
  1. Communications Center
2. Marine Patrol offices
3. Licenses Offices.

Maintenance Services Trash and Recycled Paper Schedule

- Office trash will be picked up only on Monday, Wednesday and Friday between the hours of 2 to 3 pm by MSS staff. If your trash needs to be emptied sooner due to food items, you must take your trash to a storage room located near the elevator and place it in the gray container. If pest control becomes an issue due to food left in trash cans, the person responsible will be held accountable.
- Recycled paper will be picked up on Thursday’s by MSS staff. If you need to empty your container sooner, please use the blue recycled container located at the west stairwell on each floor.
- If trash bags cannot be reused, a new bag will be provided by Maintenance Service staff. Call or email Andy Gupton and in his absence contact Jim Fuller.
- Services at CDO will remain as previously established.

We realize we are doing business a little different than in the past but, if we are to continue to participate in the inmate program we must abide by these guidelines. Your full cooperation is appreciated.