

STATE OF NORTH CAROLINA
DEPARTMENT OF CORRECTION

Report on Phase I
of the Development of A
Total Correctional Information System
Volume 3

BURLINGTON MANAGEMENT SERVICES COMPANY

Greensboro, North Carolina

April 30, 1971

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NCJ-009781, V. 3, C. 3

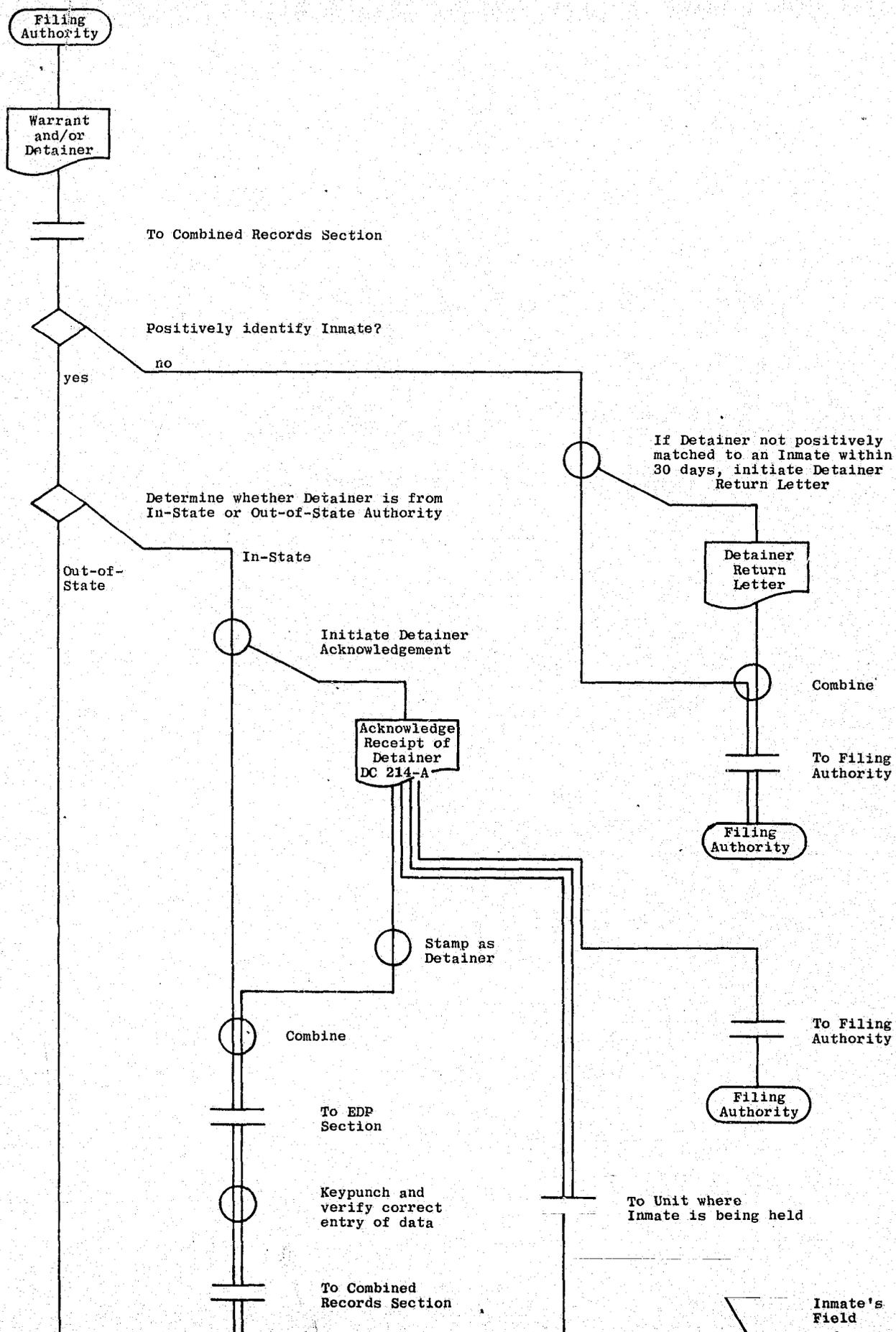
XII. DETAINER PROCEDURES

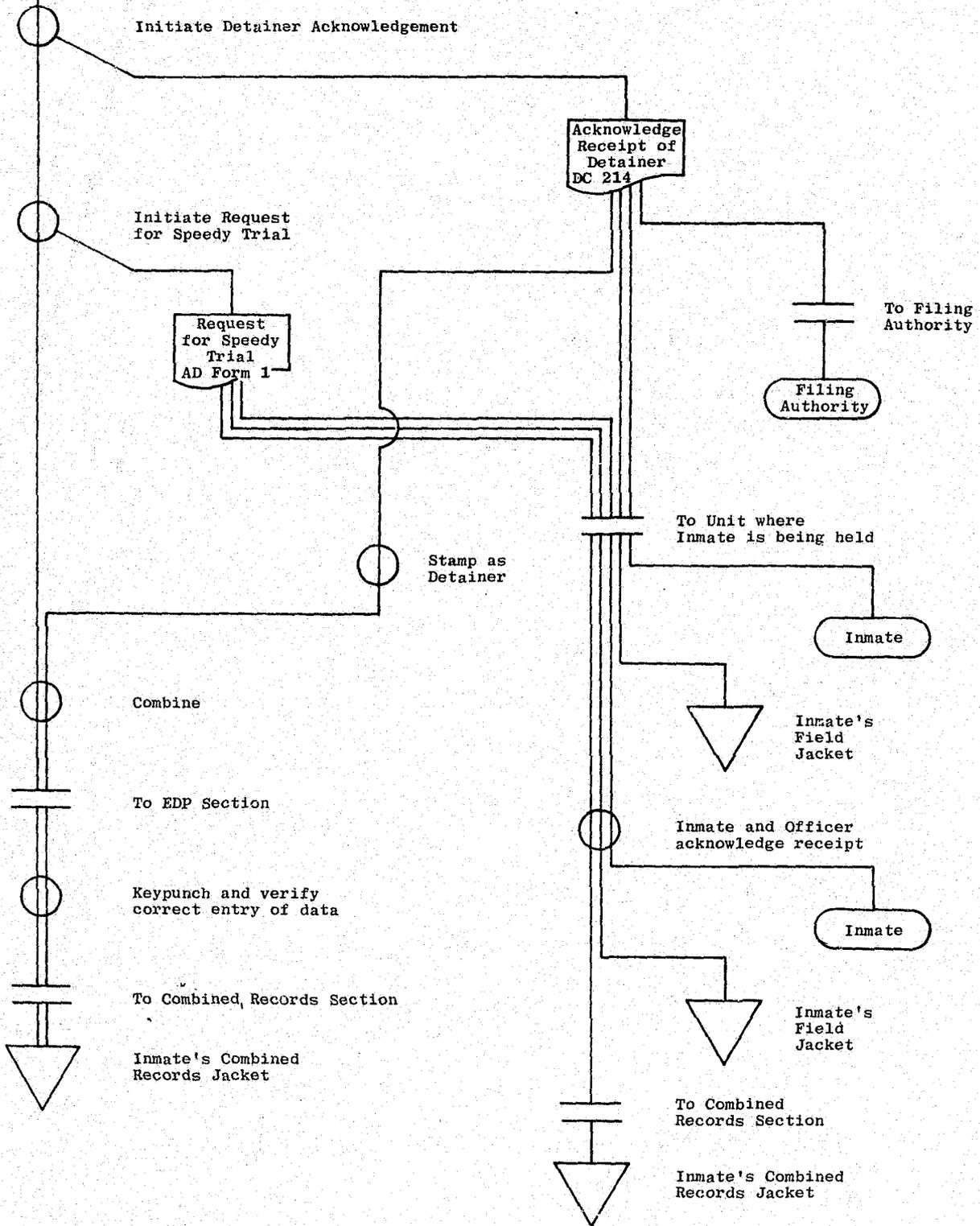
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DETAINERS





Initiate Detainer Acknowledgement

Acknowledge Receipt of Detainer DC 214

Initiate Request for Speedy Trial

Request for Speedy Trial AD Form 1

To Filing Authority

Filing Authority

Stamp as Detainer

To Unit where Inmate is being held

Inmate

Combine

Inmate's Field Jacket

To EDP Section

Inmate and Officer acknowledge receipt

Keypunch and verify correct entry of data

Inmate

To Combined Records Section

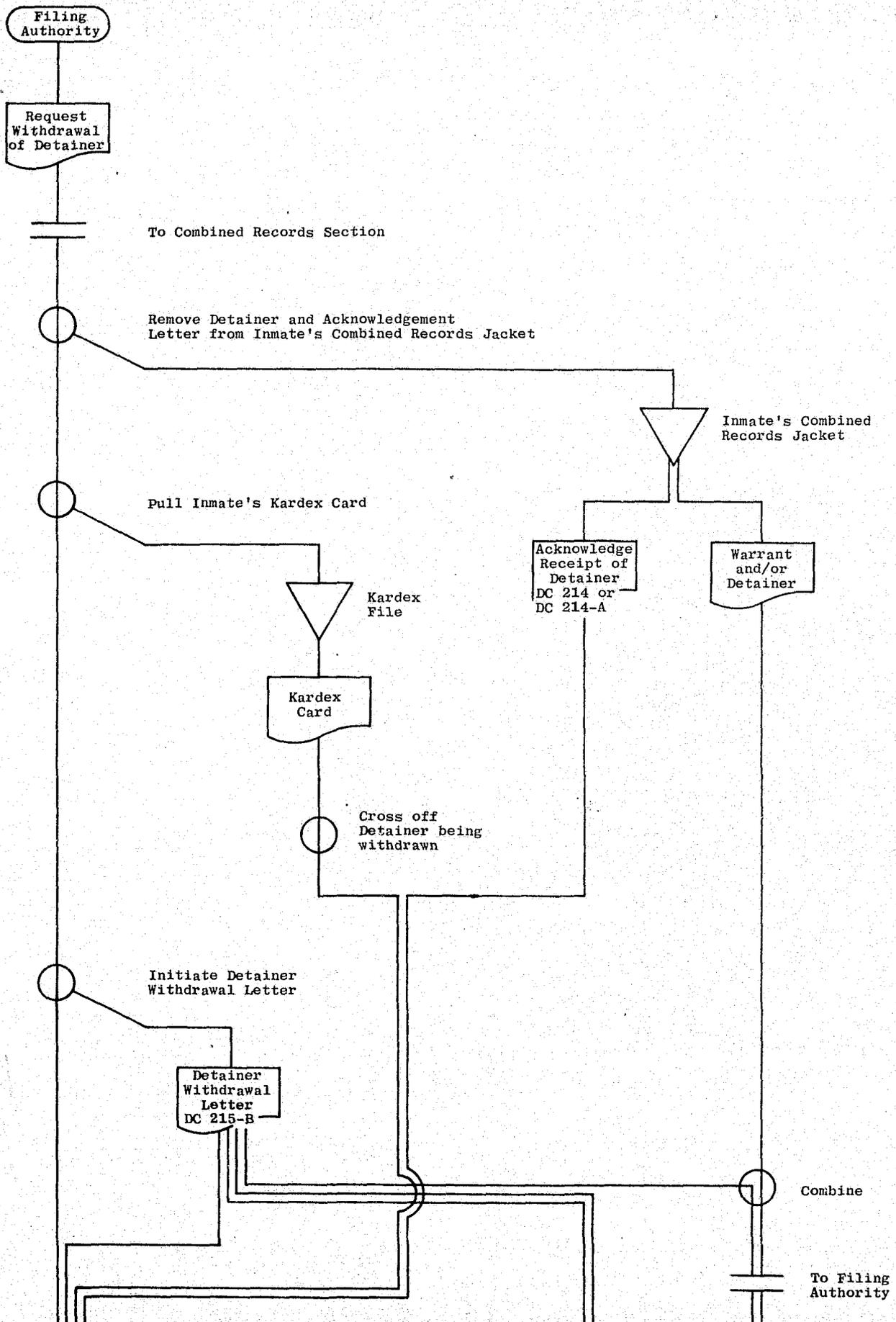
Inmate's Field Jacket

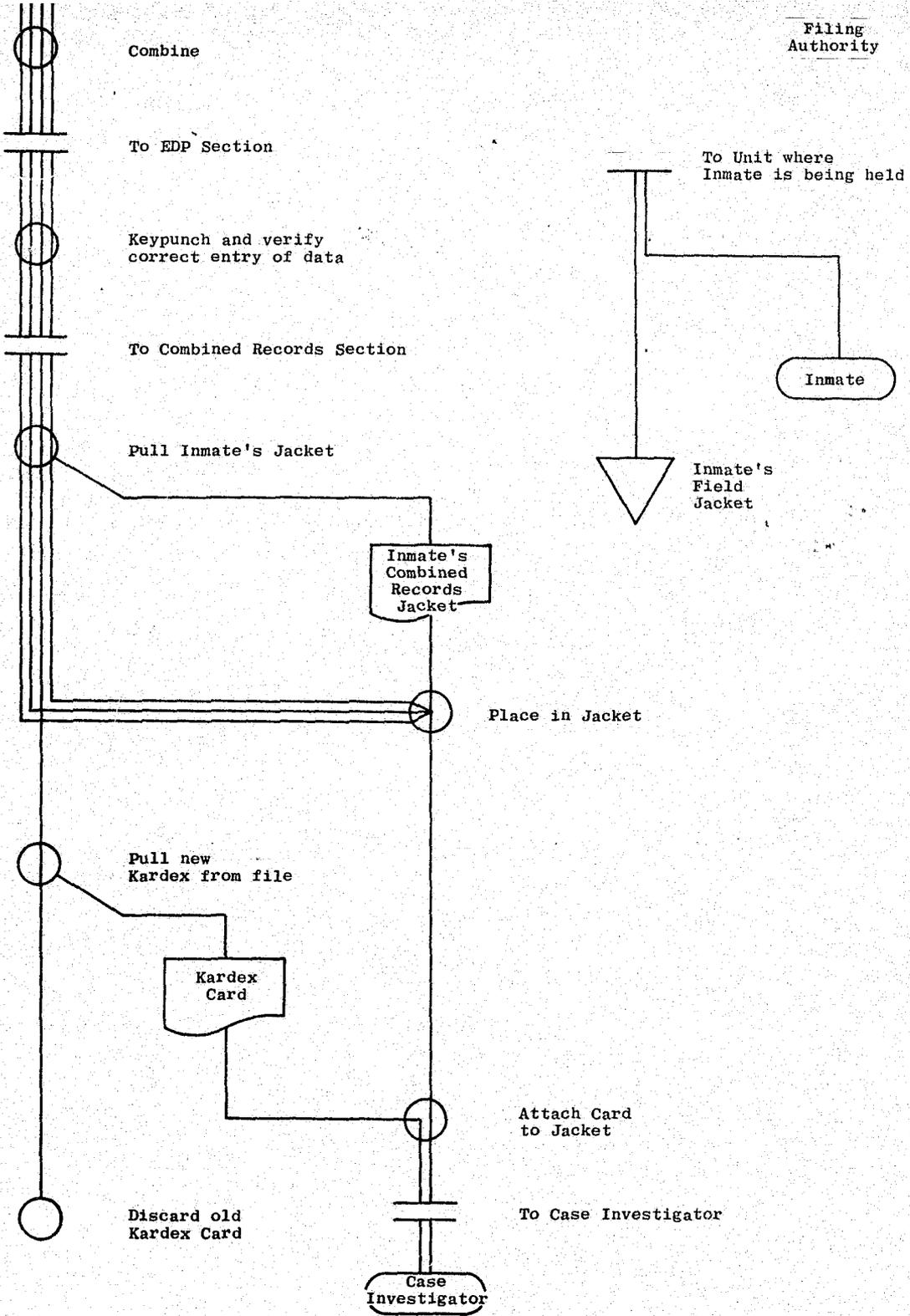
Inmate's Combined Records Jacket

To Combined Records Section

Inmate's Combined Records Jacket

DETAINERS





DETAINERS

Inmate

Inmate's
Letter

Letter requesting
a speedy trial



To Combined Records Section



Initiate Request for Speedy Trial

Request
for Speedy
Trial
DC 215

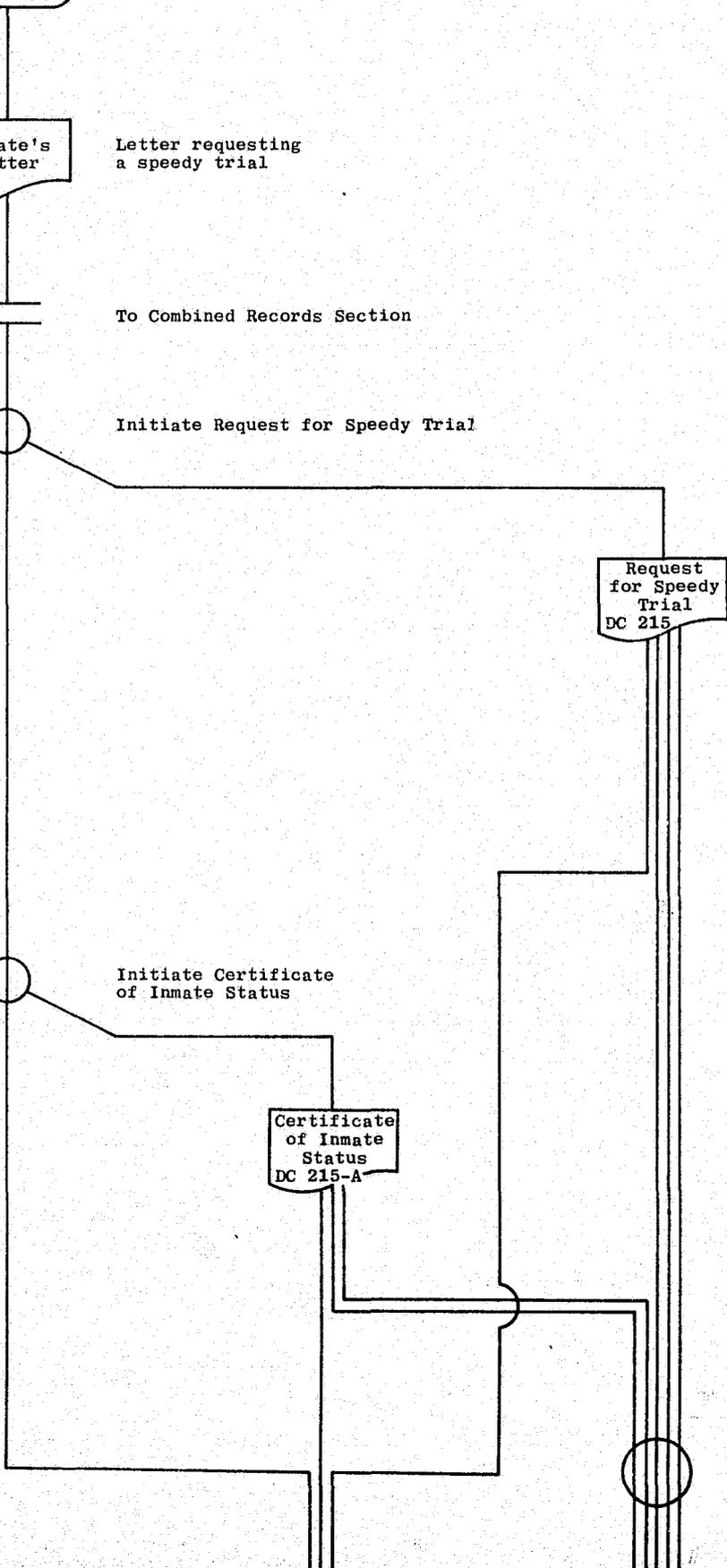


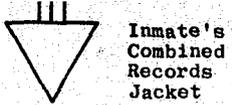
Initiate Certificate
of Inmate Status

Certificate
of Inmate
Status
DC 215-A



Combine





Inmate's
Combined
Records
Jacket

To Unit where
Inmate is being held



Officer enters date forms
being forwarded to Court



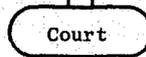
Inmate's
Field
Jacket



To Combined
Records
Section

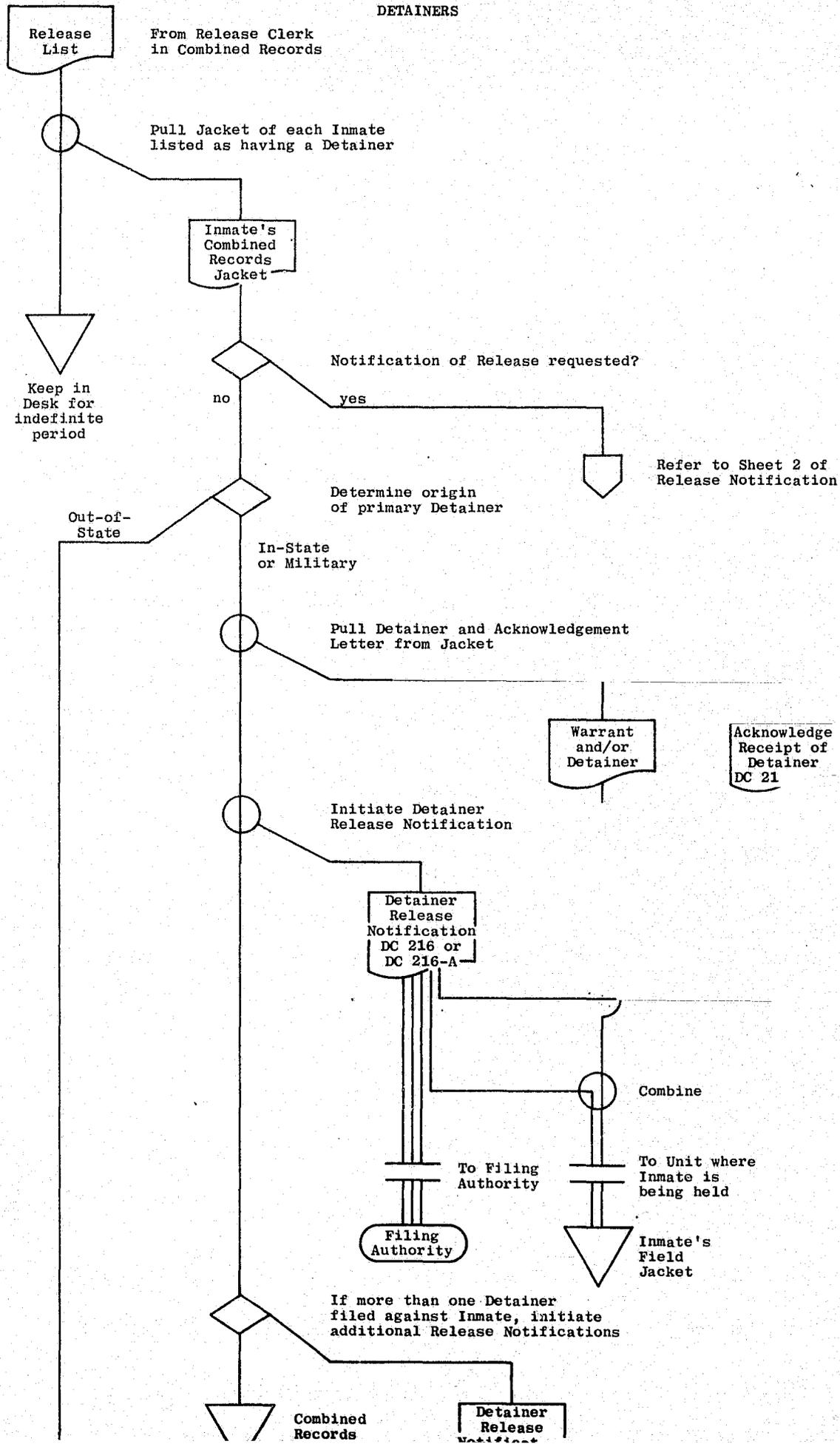
Inmate's
Combined
Records
Jacket

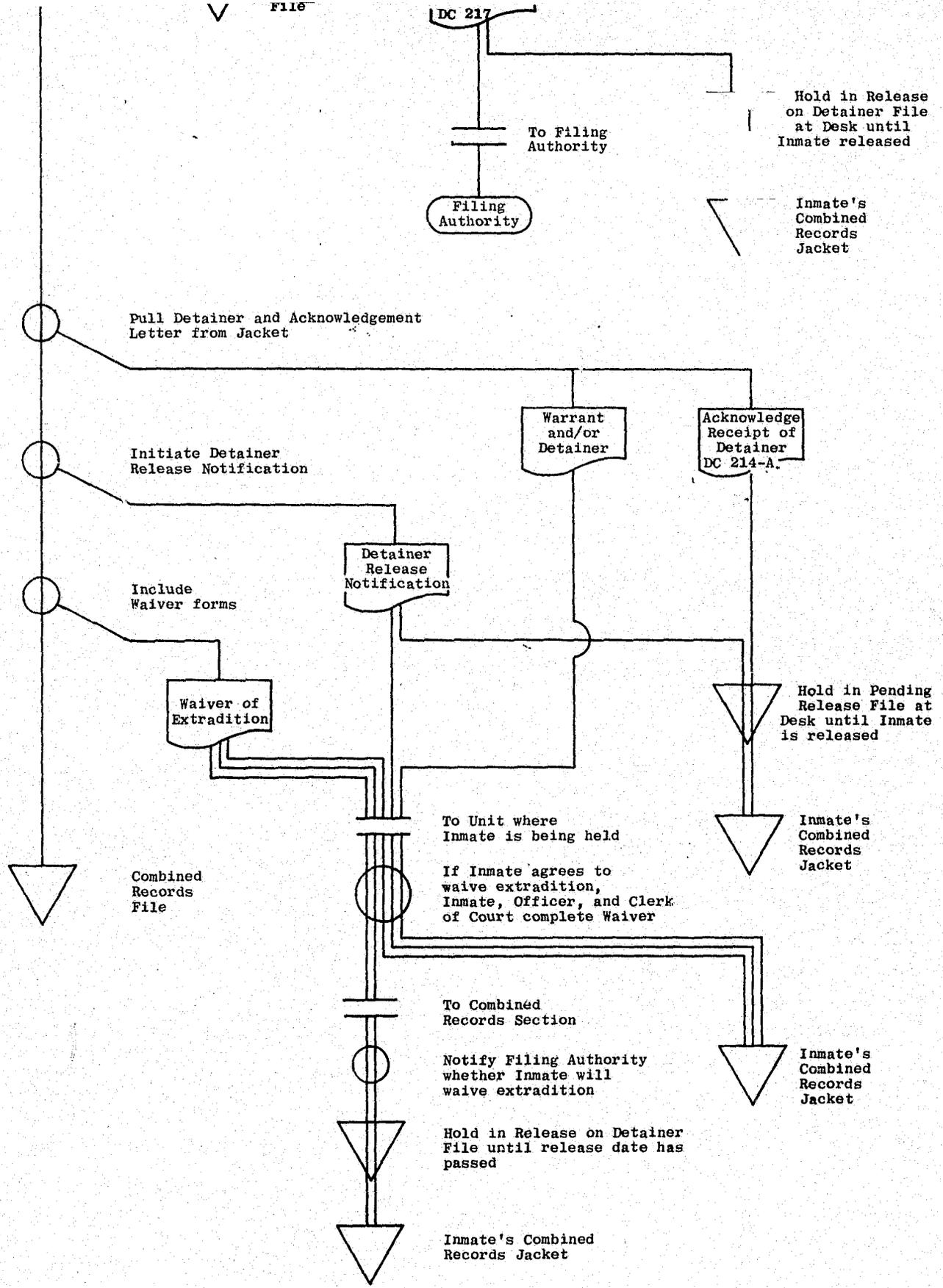
To Solicitor of Court
which filed Detainer



Court

DETAINERS





Hold in Release on Detainer File at Desk until Inmate released

Filing Authority

Inmate's Combined Records Jacket

Pull Detainer and Acknowledgement Letter from Jacket

Initiate Detainer Release Notification

Include Waiver forms

Waiver of Extradition

Detainer Release Notification

Warrant and/or Detainer

Acknowledge Receipt of Detainer DC 214-A

Hold in Pending Release File at Desk until Inmate is released

To Unit where Inmate is being held

If Inmate agrees to waive extradition, Inmate, Officer, and Clerk of Court complete Waiver

Inmate's Combined Records Jacket

Combined Records File

To Combined Records Section

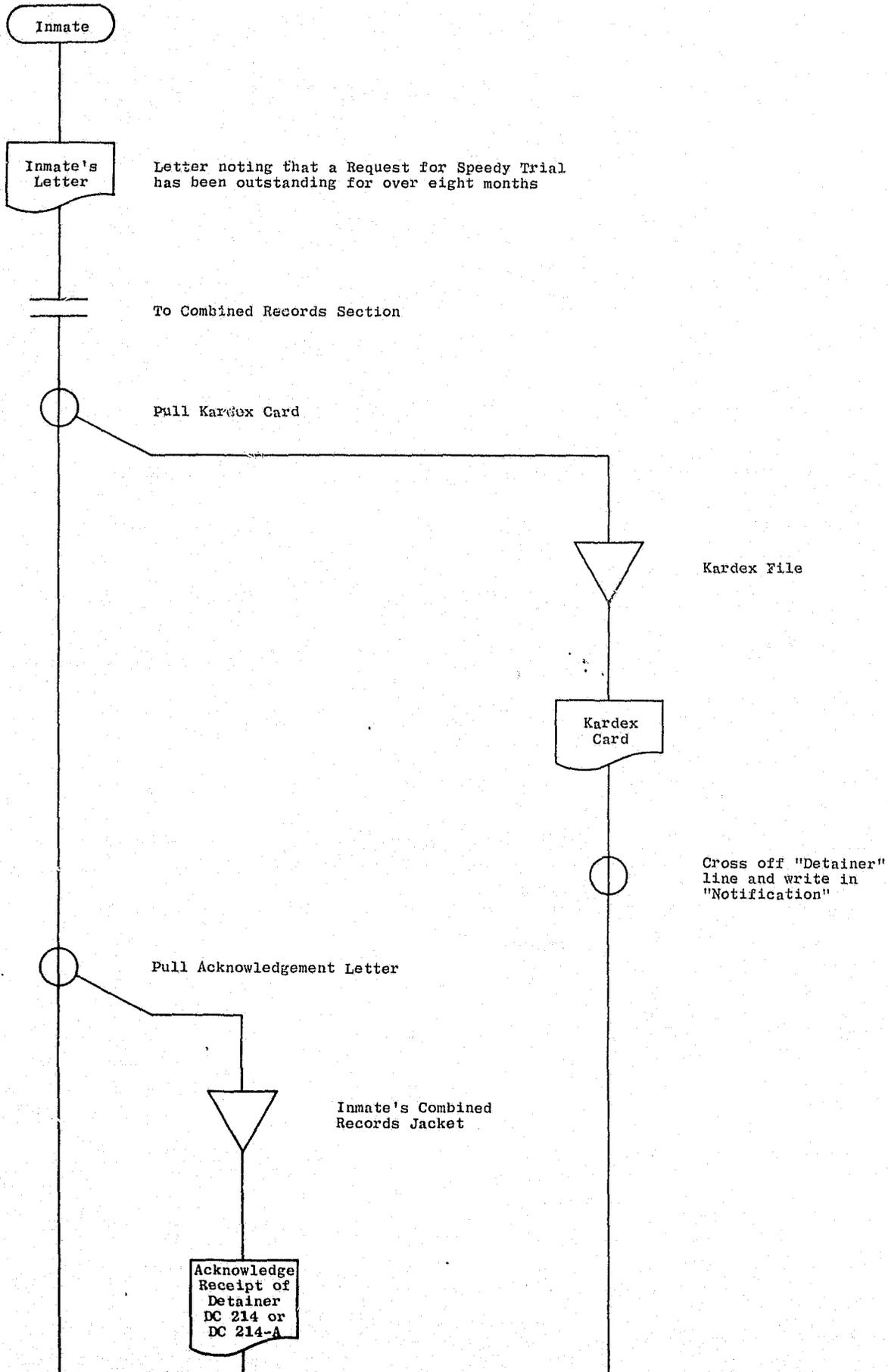
Notify Filing Authority whether Inmate will waive extradition

Inmate's Combined Records Jacket

Hold in Release on Detainer File until release date has passed

Inmate's Combined Records Jacket

DETAINERS



Cross off "Detainer"
stamp and write in
"Notification"

To EDP Section

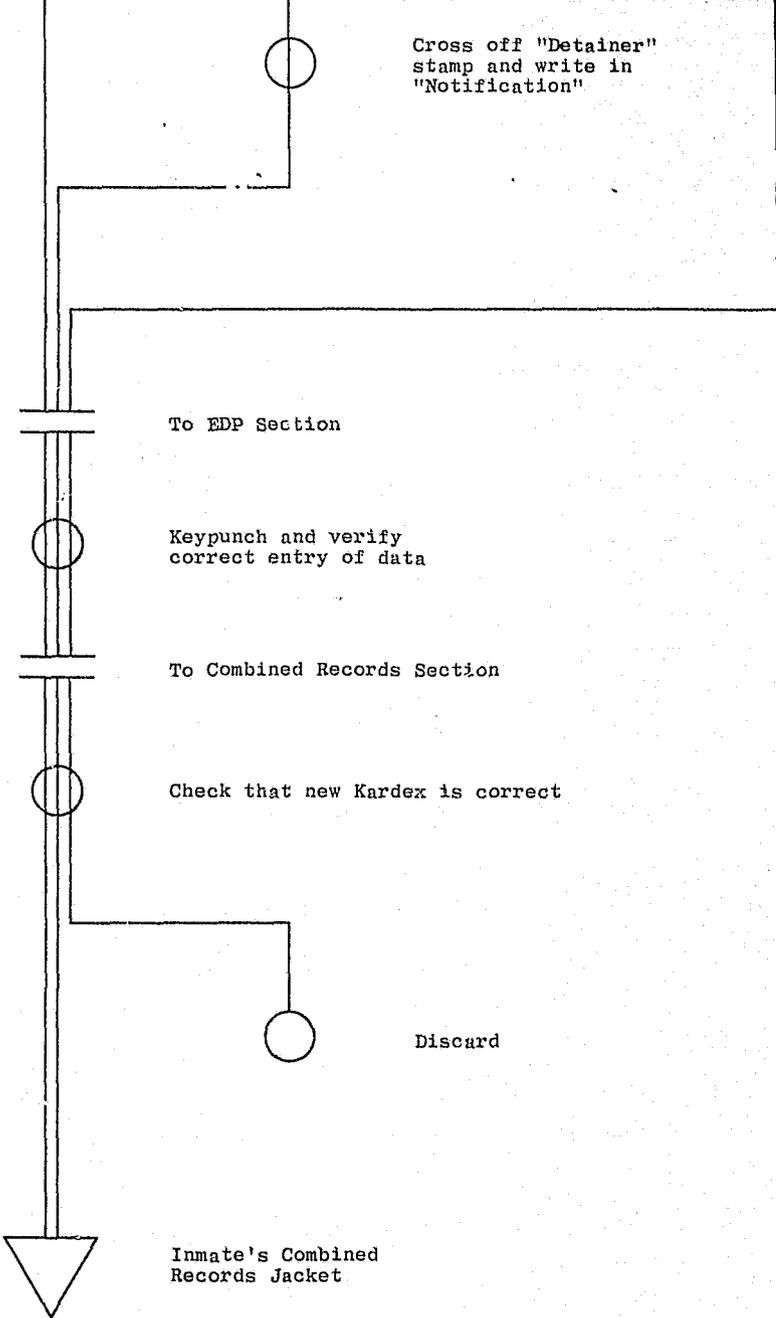
Keypunch and verify
correct entry of data

To Combined Records Section

Check that new Kardex is correct

Discard

Inmate's Combined
Records Jacket



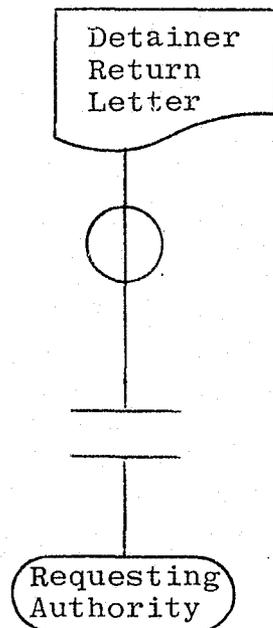
TITLE: Detainer Return Letter

FUNCTION: To notify a requesting authority of the reason(s) why its detainer cannot be filed against the inmate and therefore is being returned.

COPIES: Original only.

ORIGIN: Combined Records Office upon receiving a detainer and being unable to positively identify a current inmate as the individual against which it is to be filed.

PROCEDURE:



Clerk enters: 1-Date; 2-Name and address of authority which sent detainer; 3-Name against which authority was attempting to file detainer; 4-Check applicable reason(s); 5-Date, if applicable; 6-Other reason; and 7.

To requesting authority with warrant and/or detainer.



State of North Carolina
Department of Correction
Raleigh 27603

(1)

(2)

Re: (3)

Dear Sir:

Your detainer is being returned to you for the reason indicated below:

- (1) N. C. General Statute 15-10.1 requires that all warrants be docketed in the Court in which the warrant or charge has been issued, prior to filing as a detainer with the N. C. Department of Correction. An Order and Detainer, Form AOC-L 172 or NCP Form 126 certifying that the matter is pending in the court of jurisdiction and signed by the Clerk or Judge thereof must be forwarded to this office to comply with the statute.
- (2) No identifying data furnished. It is necessary that we have sufficient identifying data in order to file your detainer against the correct individual. If available, please forward a copy of the warrant.
- (3) Subject of your interest does not appear in our current criminal files as based on a name search.
- (4) Subject was discharged (5) _____ prior to receipt of your detainer.
- (5) (6) _____

In cases where Item 1 or 2 is checked, and you are able to comply with this letter by furnishing requested Order and Detainer, or identifying data, you may return your papers to this office for proper filing.

Sincerely yours,

(7)

Ben L. Baker, Supervisor
Combined Records

/mll

Enclosures

TITLE: Acknowledge Receipt of Detainer -OS

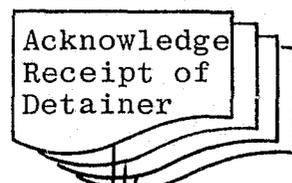
DC 214
(Dated 3-68)

FUNCTION: To acknowledge receipt of detainer from an authority outside North Carolina and to advise that authority of the projected status and release date for the inmate.

COPIES: Original plus three copies.

ORIGIN: Combined Records Office upon receipt of a detainer against an inmate currently being held.

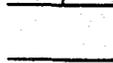
PROCEDURE:



Clerk enters: 1-Date; 2-Name and address of authority filing detainer; 3-Name of affected inmate; 4-Warrant number or charge; 5; 6; 7; 8; 10-Name and title of Supervisor Combined Records; and 9-Signature of Supervisor of Combined Records.



Clerk stamps as detainer.



To EDP Section



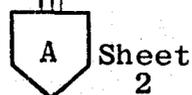
Clerk stamps with date data is being entered into I/R system.



Keypunch



Sheet 2

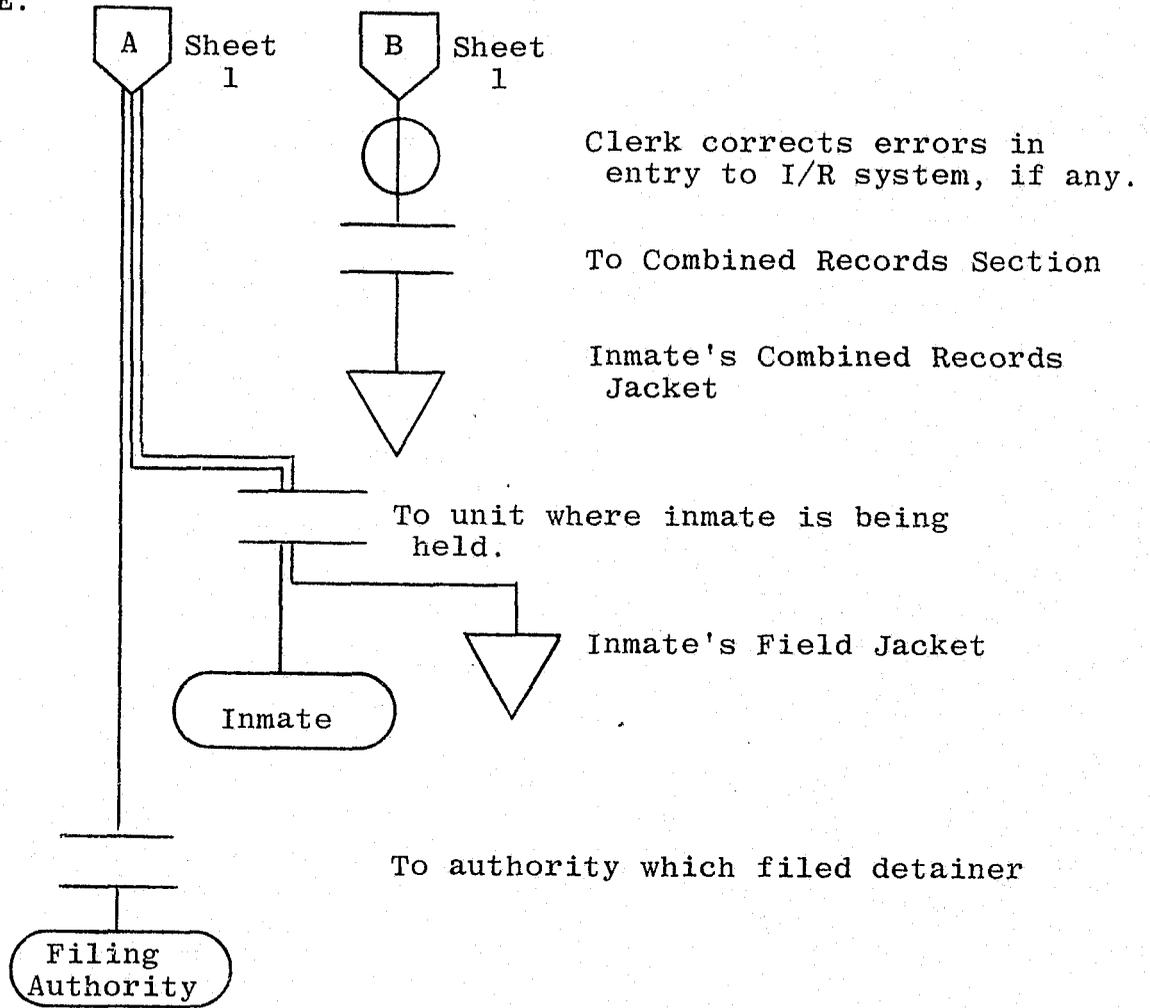


Sheet 2

TITLE: Acknowledge Receipt of Detainer -OS

DC 214
(Dated 3-68)

PROCEDURE:
(Cont)



STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

①

V. L. BOUNDS
COMMISSIONER

②

Re: ③ _____

Your Detainer: ④ _____

We have received and recorded your detainer. During the month preceding discharge, we will notify you of the final release date.

Present Sentence: ⑤ _____

Approximate Release: ⑥ _____

Location: ⑦ _____

Previous Detainer: ⑧ _____

Sincerely,

⑨

⑩

cc: Unit Head
Inmate
Records Section

TITLE: Acknowledge Receipt of Detainer -NC

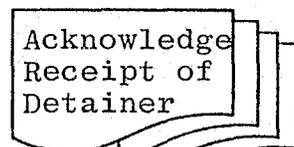
DC 214-A
(Dated 3-68)

FUNCTION: To acknowledge receipt of detainer from an authority within North Carolina and to advise that authority of the projected status and release date for the inmate.

COPIES: Original plus three copies.

ORIGIN: Combined Records Office upon receipt of a detainer against an inmate currently being held.

PROCEDURE:



Clerk enters: 1-Date; 2-Name and address of filing authority; 3-Name of affected inmate; 4-Warrant number or charge; 5; 6; 7; 8; 9; 11-Name and title of Supervisor of Combined Records; and 10-Signature of Supervisor of Combined Records.

Clerk stamps as detainer

To EDP Section

Clerk stamps with date data is being entered into I/R system.

Keypunch

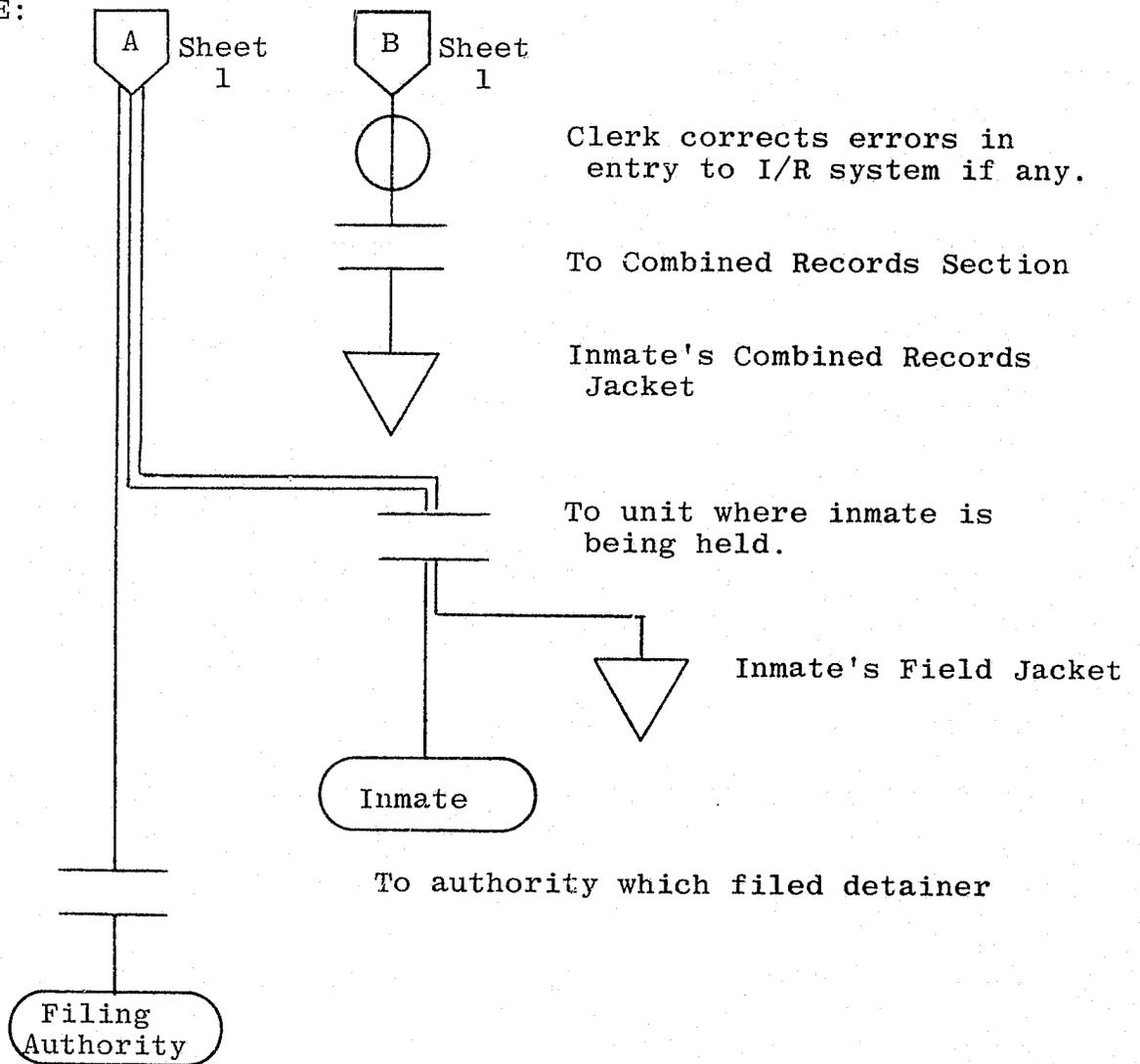
A Sheet 2

B Sheet 2

TITLE: Acknowledge Receipt of Detainer -NC

DC 214-A
(Dated 3-68)

PROCEDURE:
(Cont)



STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

FILED
DETAINER

①

V. L. BOUNDS
COMMISSIONER

②

Re: ③ _____

Your Detainer: ④ _____

Your detainer has been received and filed. If you desire to prosecute your charge while the subject is incarcerated, a Court Order, "Writ of Habeas Corpus Ad Prosequendum", must be issued. The Court Order, in three copies should be forwarded to the State Department of Correction, 831 West Morgan Street, Raleigh. Attention: Records Section. Necessary arrangements will be made, upon its receipt, for your Agent to take custody of the subject. If you prefer, your Agent may present the Court order direct to the Officer in Charge of the Unit to which the subject is assigned and take the subject into custody.

The subject may request early trial under the provisions of General Statute 15-10.2. If he makes this request, he must be tried within eight months from the date of his request or the detainer will have to be withdrawn and returned to you. For your information, the North Carolina Supreme Court has ruled that once a detainer has been withdrawn for failure to bring the accused to trial, it cannot be refiled against him.

It is requested that you notify this office if and when disposition is made on your charges. Please include the inmate's prison number on all correspondence pertaining to him.

Present Sentence: ⑤ _____

Approximate Release Date of Present Sentence: ⑥ _____

Additional Sentence(s): ⑦ _____

Location: ⑧ _____

Previous Detainer(s): ⑨ _____

Sincerely,

⑩

⑪

cc: Unit Head
Inmate
Parole Office
Records Section

TITLE: Request for Speedy Trial

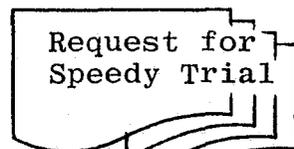
DC 215
(Dated 3-68)

FUNCTION: To inform an inmate of the procedures for requesting an early disposition of charges pending against him by an authority within North Carolina.

COPIES: Original plus three copies.

ORIGIN: Combined Records Office upon receipt of a letter from an inmate requesting that he be brought to trial as quickly as possible to dispose of charges pending against him.

PROCEDURE:



Clerk enters: 1-Name of inmate; 2; 3; 4; 6-Name and title of Supervisor of Combined Records; and 5-Signature of Supervisor of Combined Records.

Inmate's Combined Records Jacket

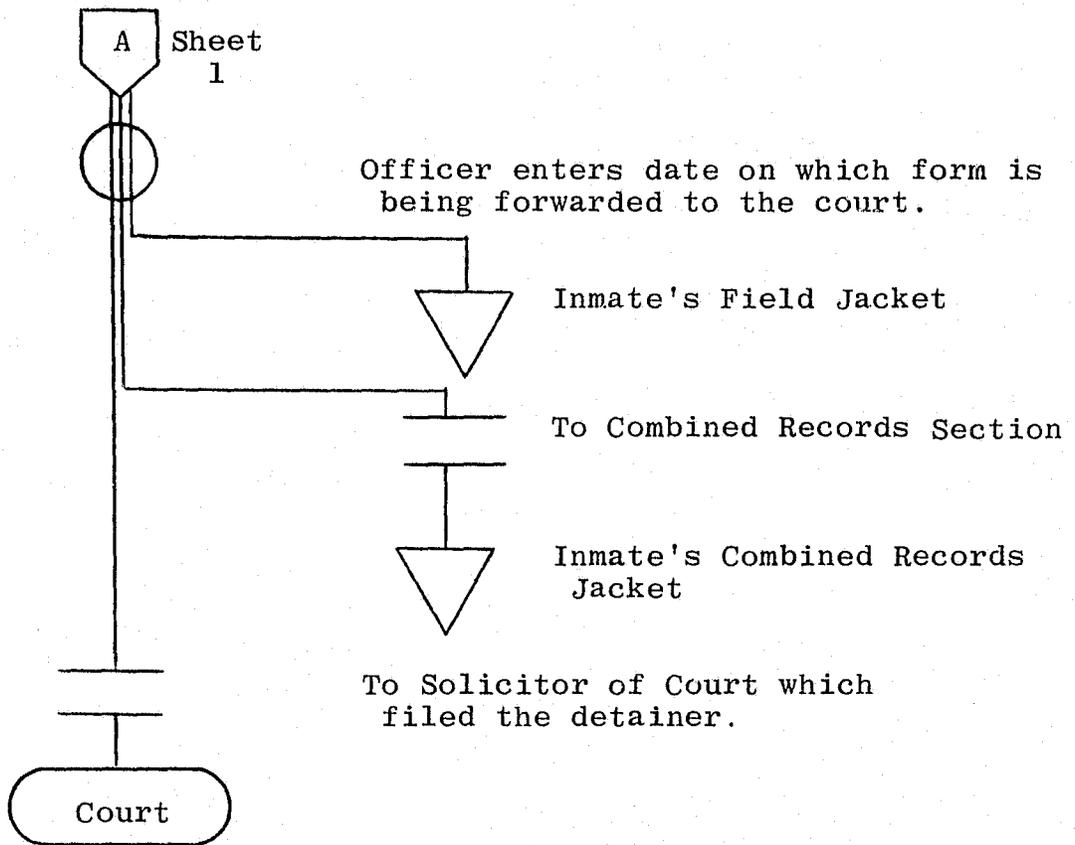
To unit where inmate is being held.

A Sheet
2

TITLE: Request for Speedy Trial

DC 215
(Dated 3-68)

PROCEDURE:
(Cont)



STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

MEMORANDUM TO: (1)

DATE: (2)

RE: DETAINER FILED BY: (3)

DETAINER CHARGES: (4)

Pursuant to your request, this detainer is pending against you.

The enclosed certificate is forwarded in compliance with General Statute 15-10.2 which is quoted below. The certificate should be forwarded to the Solicitor of the Court in which charges are pending against you if you desire disposition of the charges under the provisions of this Statute. This Statute provides:

15-10.2 Mandatory disposition of detainees-Request for final disposition of charges: continuance; information to be furnished prisoner. (a) Any prisoner serving a sentence or sentences within the State Prison System who during his term of imprisonment, shall have logged against him a detainer to answer any criminal charge pending against him in any court within the State, shall be brought to trial within eight (8) months after he shall have caused to be sent to the Solicitor of the Court in which the criminal charge is pending, by registered mail, written notice of his place of confinement and request for a final disposition of the criminal charge against him; said request shall be accompanied by a certificate from the Commissioner of Correction stating the term of the sentence or sentences under which the prisoner is being held, the date he was received, and the time remaining to be served; provided that, for good cause shown in open court, the prisoner or his counsel being present, the court may grant any necessary and reasonable continuance.

Very truly yours,

V. L. BOUNDS
Commissioner of Correction

By _____
(5)
(6)

cc: Records Section

THIS MEMORANDUM AND ATTACHED CERTIFICATE SHOULD ACCOMPANY
YOUR LETTER TO THE SOLICITOR OF THE SPECIFIED COURT

INSTRUCTIONS TO INSTITUTIONAL OR UNIT HEAD:

1. Inmate must request trial by letter to the Solicitor of Court noted on this Form DC 215.
2. His letter must be accompanied by one (1) copy of this Form DC 215, and one (1) copy of Form DC 215-A Certificate.
3. His letter and enclosures must be sent by registered mail to the Solicitor of the Court noted on this Form DC 215.
4. The date his letter is mailed must be noted on the bottom of the remaining copies of Form DC 215. One copy is to be forwarded to the Records Section, the remaining copy filed in the inmate's Field Jacket.

TITLE: Certificate of Inmate Status

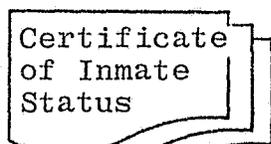
DC 215-A
(Dated 3-68)

FUNCTION: To provide an official verification of an inmate's status to a court within North Carolina which has charges pending against the inmate.

COPIES: Original plus two copies.

ORIGIN: Combined Records Office upon receipt of a letter from an inmate requesting that he be brought to trial as quickly as possible to dispose of the charges pending against him.

PROCEDURE:



Clerk enters: 1-Name of inmate; 2- Date sentence imposed; 3; 4; 5; 6; 7; 8; 9; 11-Name and title of Supervisor of Combined Records; and 10-Signature of Supervisor of Combined Records.

Inmate's Combined Records Jacket

To unit where inmate is being held along with the Request for Speedy Trial (DC 215).

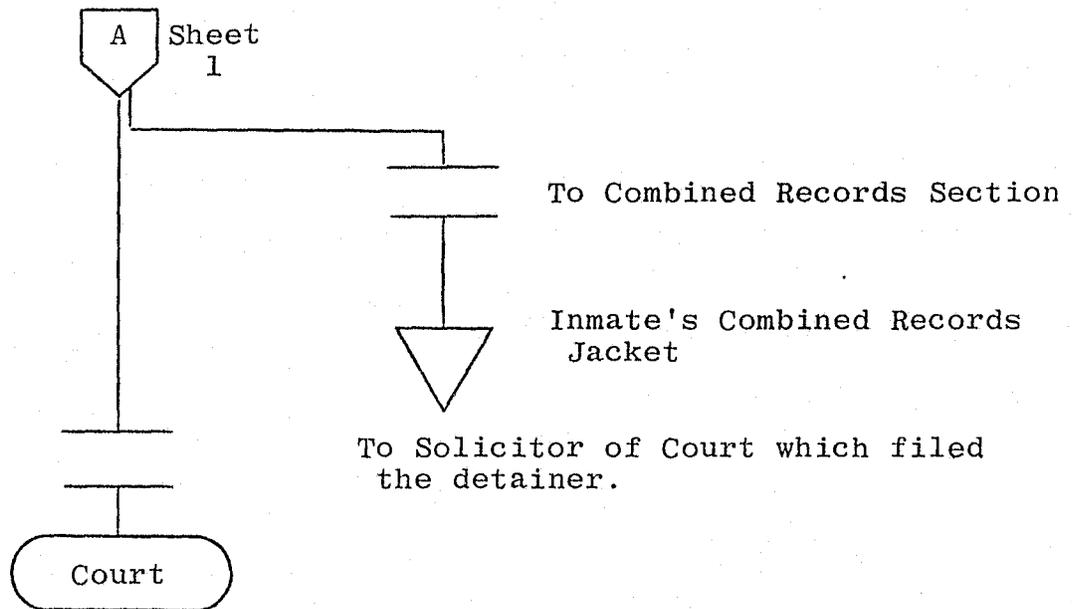
A

Sheet
2

TITLE: Certificate of Inmate Status

DC 215-A
(Dated 3-68)

PROCEDURE:
(Cont)



STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

C-E-R-T-I-F-I-C-A-T-E

Re: (1)

In compliance with General Statute 14-10.2 and 15-10.3 the above named inmate is now serving a sentence imposed on (2) _____, by the (3) _____ Court of (4) _____, County, for a term of (5) _____ in the North Carolina Prison System, which began on (6) _____. The minimum release date for this sentence is (7) _____, based on the inmate's present conduct grade. Upon completion of the above sentence, this inmate has additional sentences to serve as follows:

(8)

NORTH CAROLINA
WAKE COUNTY

This is to certify that the foregoing has been obtained from the original records on file in this office.

This the _____ day of (9) _____, 19_____

V. L. BOUNDS
Commissioner of Correction

(SEAL)

By (10) _____

(11)

cc: Records Section

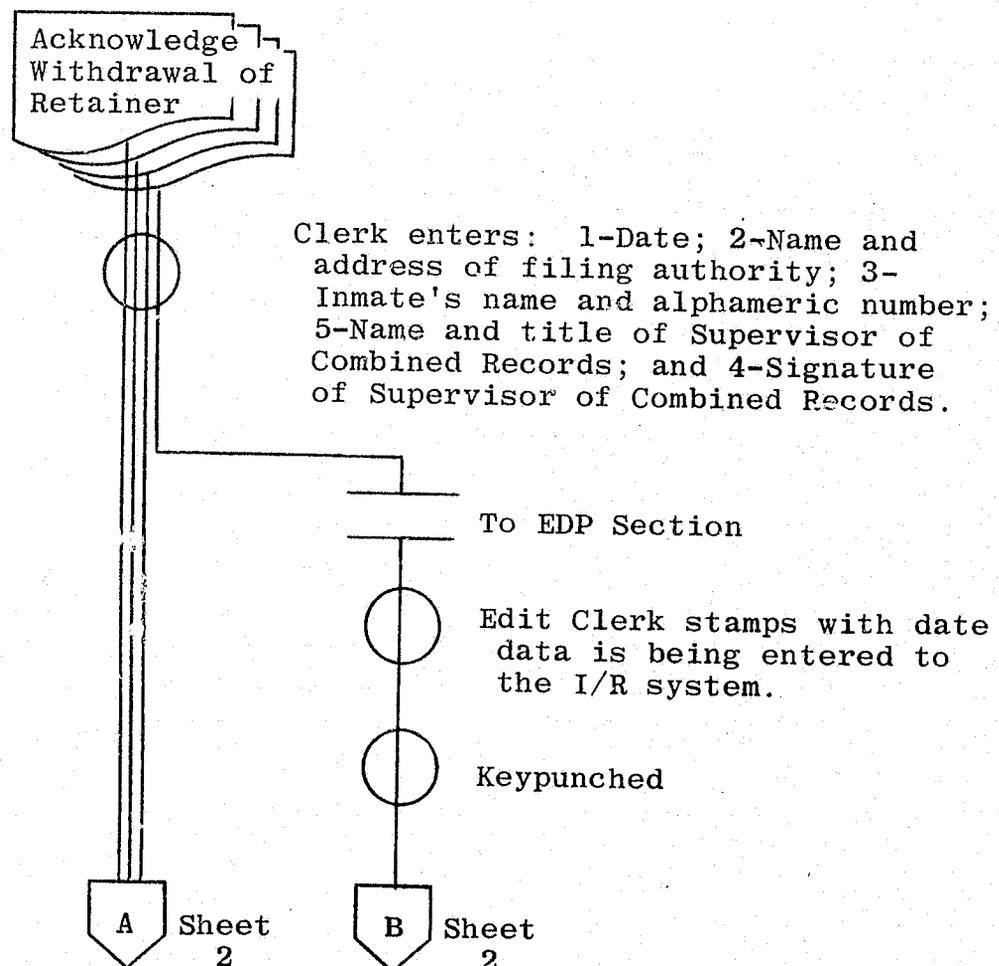
TITLE: Acknowledge Withdrawal of Detainer
DC 215-B
(Dated 3-68)

FUNCTION: Acknowledge the withdrawal of a detainer which had previously been filed against an inmate currently in custody.

COPIES: Original plus three copies.

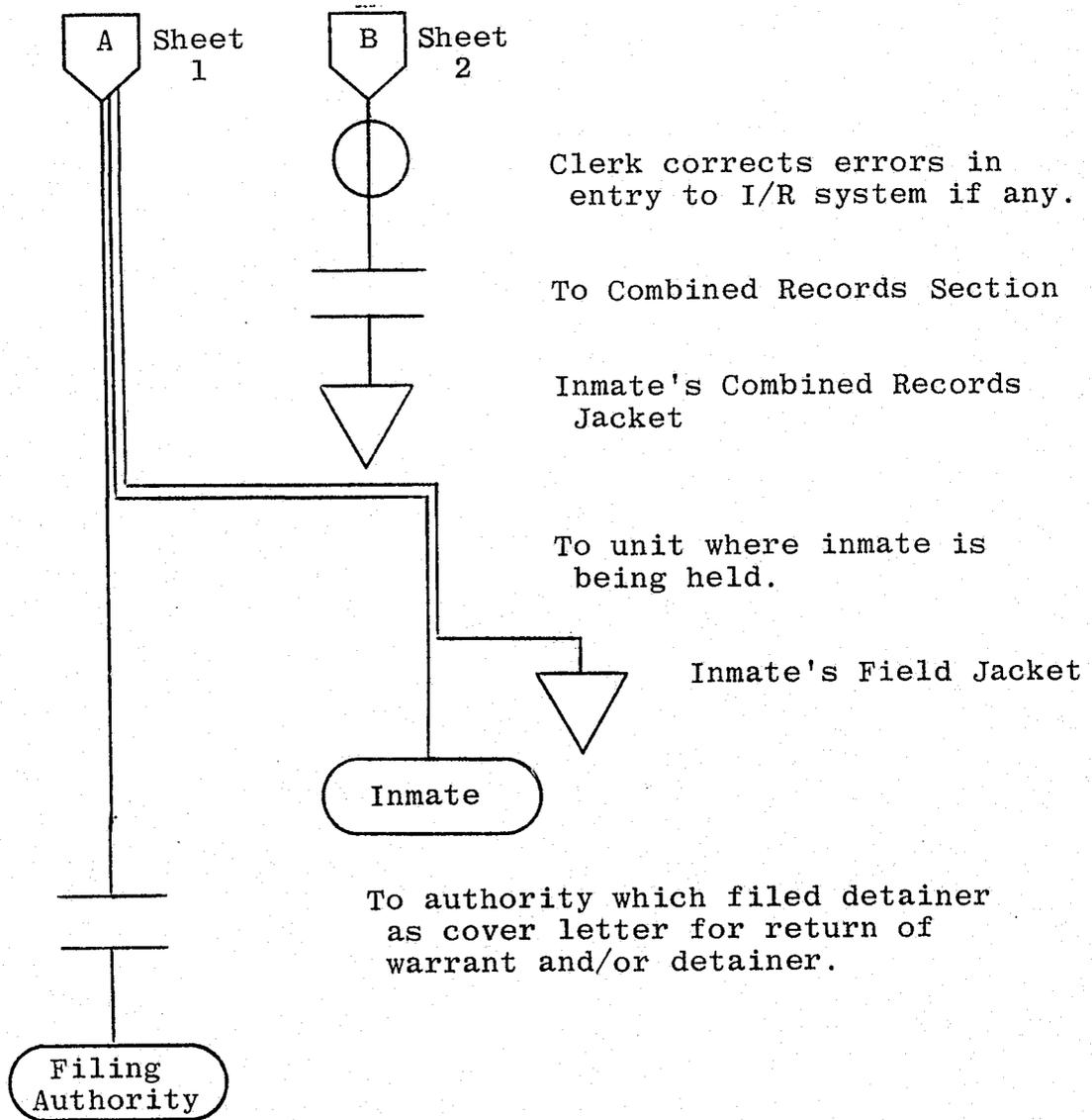
ORIGIN: Combined Records Office upon receipt of a letter requesting that a detainer previously filed against the inmate by the authority be withdrawn.

PROCEDURE:



TITLE: Acknowledge Withdrawal of Detainer
DC 215-B
(Dated 3-68)

PROCEDURE:
(Cont)



STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

①

V. L. BOUNDS
COMMISSIONER

MRU
DETAINER WITHDRAWAL

②

Re: ③

Dear Sir:

In accord with your recent request, we have withdrawn your detainer from records of the subject inmate and it is being returned to you herewith.

Thank you for your attention to this matter.

Sincerely yours,

④

⑤

cc: Unit Head
Inmate
Records

Encs.

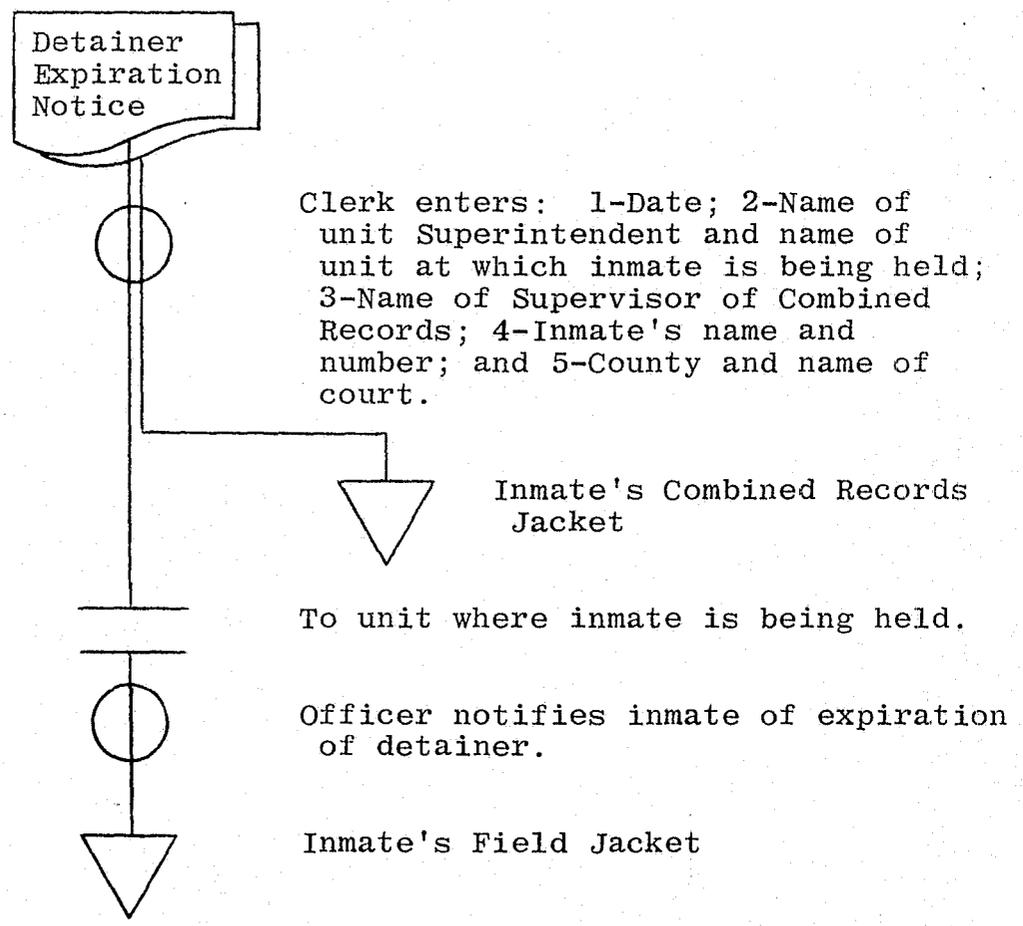
TITLE: Detainer Expiration Notice to Inmate
DC 215-C
(Dated 3-68)

FUNCTION: To notify the necessary parties that a detainer filed against an inmate by an authority within North Carolina has been withdrawn due to the failure of the authority which filed the detainer to bring the inmate to trial within eight months after the inmate requested that they do so.

COPIES: Original plus one copy.

ORIGIN: Combined Records Office upon receiving a letter from an inmate regarding his Request for Speedy Trial and determining that the authority which filed the detainer has not acted upon the inmate's Request for Speedy Trial within the prescribed time period.

PROCEDURE:



STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

①

MEMORANDUM TO: ②

FROM: ③

SUBJECT: ④

A period of more than eight (8) months has passed since the above named inmate requested trial on a detainer filed by the ⑤ Court. His request has not been acted upon; therefore, the detainer is being returned to the court. The inmate may now be granted privileges which were previously denied him (including consideration for promotion to Honor Grade) because of the detainer, provided there are no other detainers filed against him. The court which issued the detainer will be notified thirty (30) days prior to the inmate's discharge for such action as they deem proper.

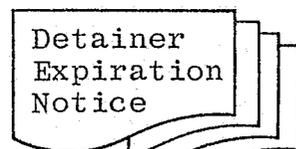
TITLE: Detainer Expiration Notice to Filing Authority
DC 215-D
(Dated 3-68)

FUNCTION: To notify the authority which filed the detainer that the detainer has been withdrawn due to failure to bring the inmate to trial within the prescribed time period.

COPIES: Original plus three copies.

ORIGIN: Combined Records Office upon receiving a letter from an inmate regarding his Request for Speedy Trial and determining that the authority which filed the detainer has not acted upon the inmate's Request for Speedy Trial within the prescribed time period.

PROCEDURE:



Clerk enters: 1-Date; 2-Name and address of filing court; 3-Inmate's name and alphameric number; 4-Date of Request for Speedy Trial; 5-Date detainer was filed; 7-Name and title of Supervisor of Combined Records; and 6-Signature of Supervisor of Combined Records.

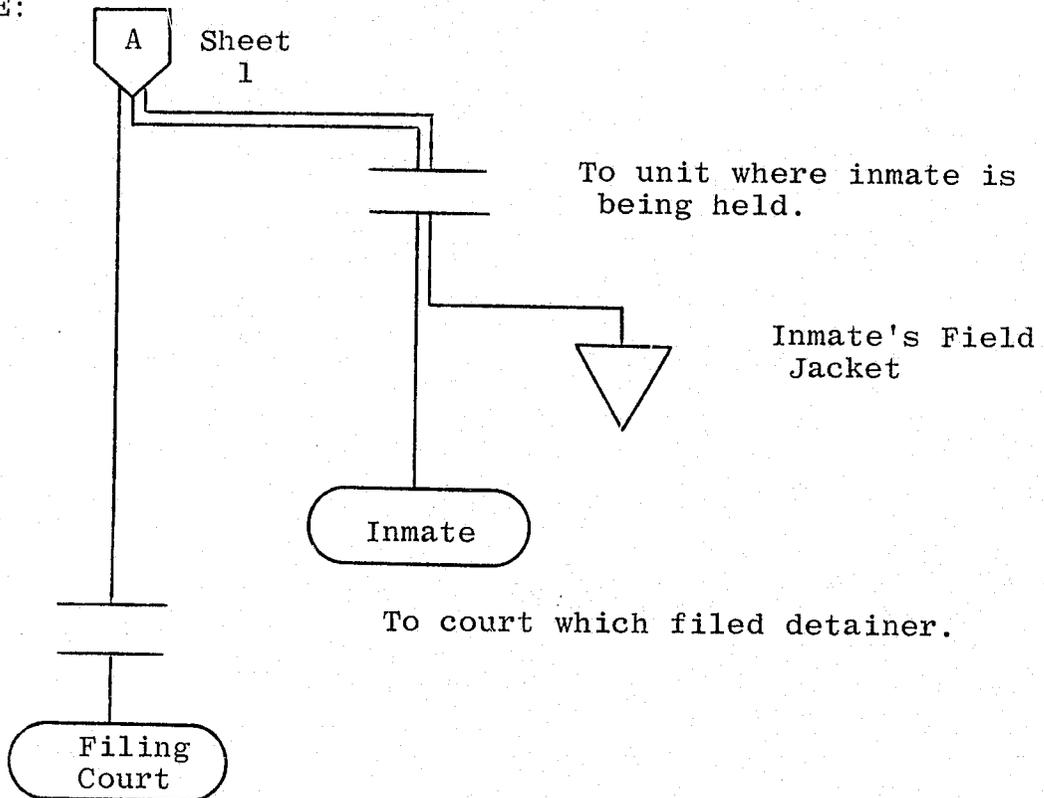
Inmate's Combined Records Jacket

A Sheet
2

TITLE: Detainer Expiration Notice to Filing Authority

DC 215-D
(Dated 3-68)

PROCEDURE:
(Cont)



STATE DEPARTMENT OF CORRECTION

831 WEST MORGAN STREET

RALEIGH, N. C. 27603

①

Clerk, ② _____ Court

Re: ③ _____

Dear Sir:

On ④ _____, under provisions of G.S. 15-10.2 the above named inmate filed a request in your court asking to be tried on the detainer you filed against him on ⑤ _____

The Supreme Court of North Carolina has recently entered an order as follows:

"The Court is of the opinion that the Attorney General should advise the Commissioner of Correction that where a prisoner, who has a detainer filed against him, has fully complied with G. S. 15-10.2 and his request for a trial on the charge specified in the detainer has been ignored for eight (8) months, that the detainer should be removed from his prison record and disregarded by the Prison Department. However, this does not mean that the charge itself is dismissed in the court where it is pending."

More than eight (8) months have passed since this inmate requested trial on the charges contained in your detainer. Since we have no record to show that any action has been taken, we are following the Supreme Court opinion and returning the detainer for your files. The Supreme Court of North Carolina has recently ruled that once a detainer has been returned under the provisions of G. S. 15-10.2, it cannot be refiled with the Department of Correction against the inmate.

We shall notify you thirty (30) days prior to the inmate's discharge on the sentence(s) he is now serving in order that you may take such action as you may deem proper.

Sincerely yours,

⑥

⑦

cc: Unit Head
Parole Board
Records Section

Enc.

TITLE: Detainer Release Notification -NC Single

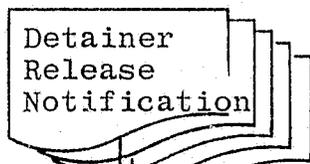
DC 216
(Dated 3-68)

FUNCTION: To notify the North Carolina authority having first priority of assuming custody of an inmate of the inmate's release date, and to request a reply as to whether the authority will assume custody of the inmate.

COPIES: Original plus four copies.

ORIGIN: Combined Records Office upon receiving notification via the Release List that the inmate is scheduled to be released.

PROCEDURE:



Clerk enters: 1-Date; 2-Name and address of authority which filed detainer; 3-Inmate's name and alphameric number; 4; 5; 7-Name and title of Supervisor of Combined Records; and 6-Signature of Supervisor of Combined Records.



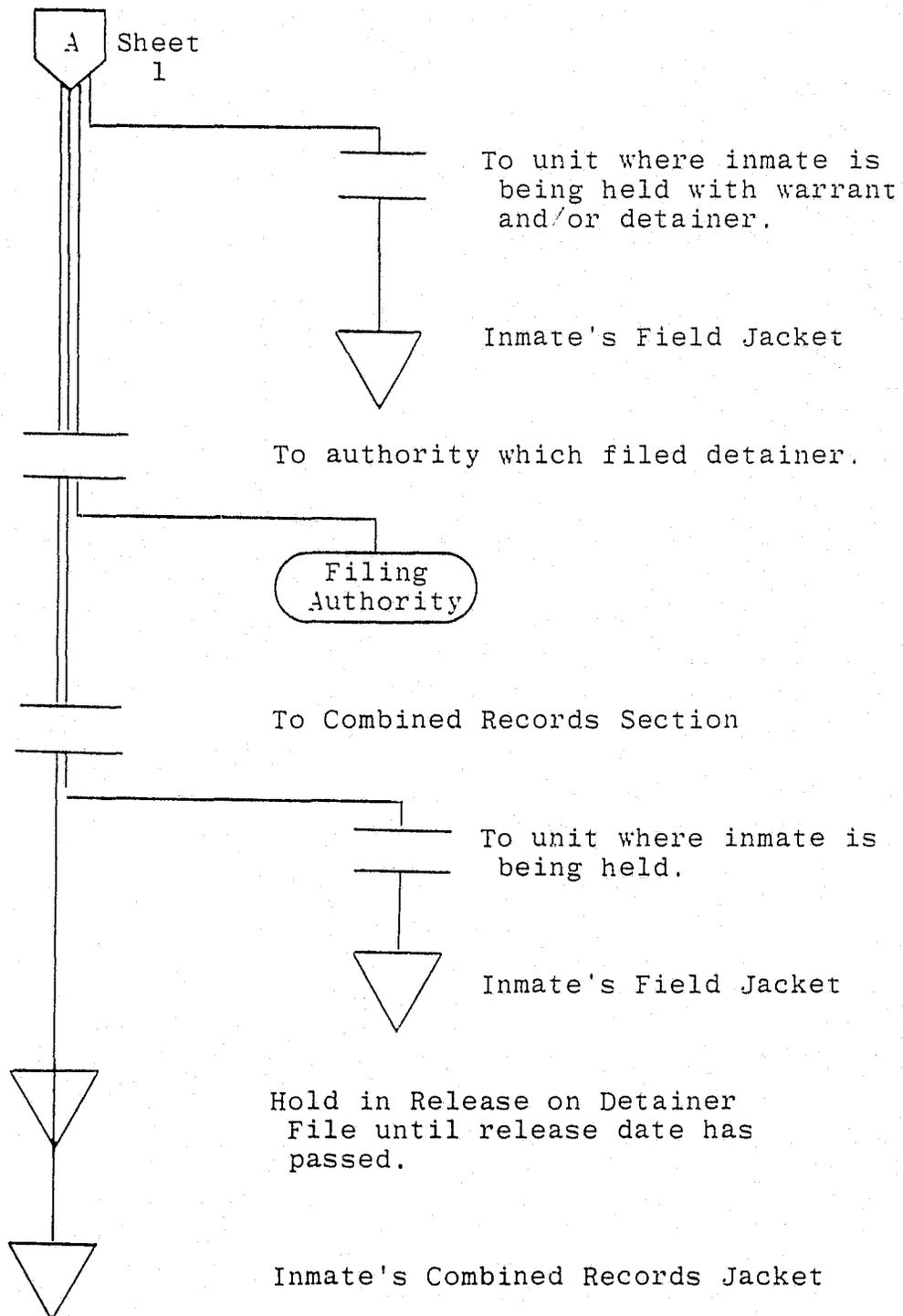
Release on Detainer File until release date has passed.



Inmate's Combined Records Jacket

TITLE: Detainer Release Notification -NC Single
DC 216
(Dated 3-68)

PROCEDURE:
(Cont)



STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

V. L. BOUNDS
COMMISSIONER

①

②

Re: ③

Dear Sir:

In further reference to your detainer filed against the above inmate, he/she is scheduled for discharge on the date and place listed below. If you will assume custody, please sign and return the two attached copies of this notice to this office at your earliest convenience.

Date of discharge: ④ _____ Time: 7:00 A.M. to 4:00 P.M.

Location of Subject: ⑤ _____

Sincerely yours,

⑥

⑦

cc: Unit Head - Enc.
Records Section

MEMO: I will dispatch an officer to the above designated Prison Unit on the given date for the purpose of assuming custody.

Signed: _____

Department: _____

RETURN IN DUPLICATE

TITLE: Detainer Release Notification -NC Multiple

DC 216-A
(Dated 3-68)

FUNCTION: To notify the North Carolina authority having first priority of assuming custody of an inmate of the inmate's scheduled release date and of other detainers filed against the inmate, and to request a reply as to whether the authority will assume custody of the inmate.

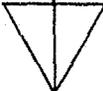
COPIES: Original plus four copies.

ORIGIN: Combined Records Office upon receiving notification via the Release List that the inmate is scheduled to be released.

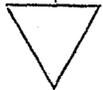
PROCEDURE:



Clerk enters: 1-Date; 2-Name and address of authority which filed detainer; 3-Inmate's name; 4; 5; 6; 8-Name and title of Supervisor of Combined Records; and 7-Signature of Supervisor of Combined Records.



Release on Detainer File until release date has passed.

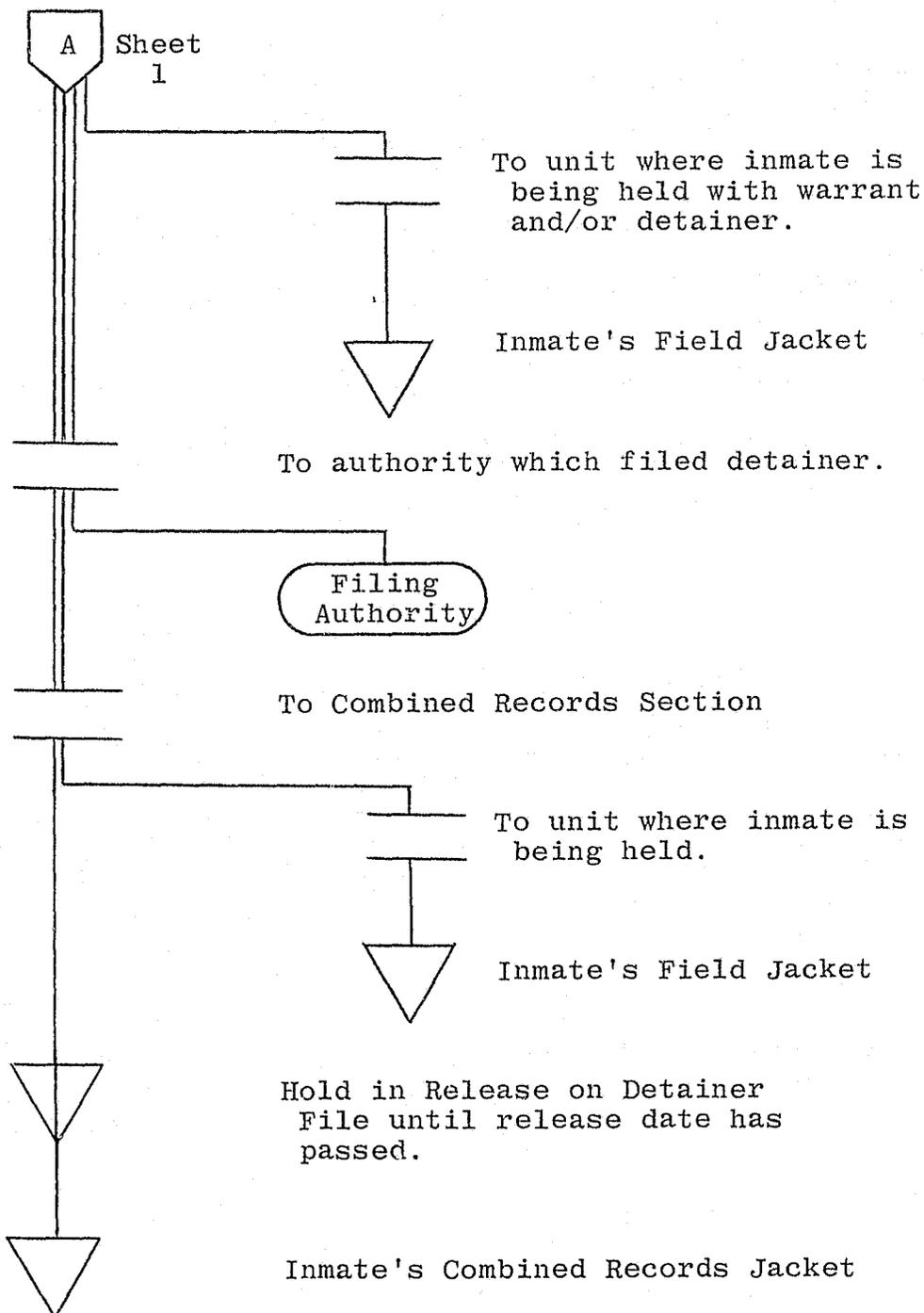


Inmate's Combined Records Jacket

TITLE: Detainer Release Notification -NC Multiple

DC 216-A
(Dated 3-68)

PROCEDURE:
(Cont)



STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

①

V. L. BOUNDS
COMMISSIONER

②

Re: ③

Dear Sir:

In further reference to your detainer filed against the above subject, he/she is now scheduled to be discharged on the date and place listed below. If you will assume custody, please sign and return the two attached copies of this notice to this office at your earliest convenience.

Date of discharge: ④ _____ Time: 7:00 A.M. to 4:00 P.M.

Location of Subject: ⑤ _____

When you accept custody of the inmate, please assume responsibility for the following subsequently filed detainers. If a sentence results from your charges, please return the detainers here for further handling; otherwise, release the subject to authorities next in order.

⑥

Sincerely,

⑦

⑧

cc: Unit Head - Enc.
Records

MEMO: I will dispatch an officer to the above designated Prison Unit on the given date for the purpose of assuming custody.

Signed: _____

Department: _____

RETURN IN DUPLICATE

TITLE: Detainer Release Notification -Lower Priority

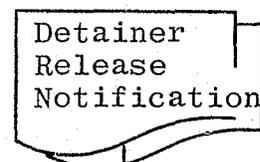
DC 217
(Dated 3-68)

FUNCTION: To notify an authority which has filed a detainer against an inmate that the inmate is scheduled to be released to the custody of another authority which had filed a detainer having a higher priority.

COPIES: Original plus one copy.

ORIGIN: Combined Records Office upon receiving notification via the Release List that the inmate is scheduled to be released.

PROCEDURE:



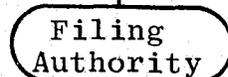
A full set is completed for each authority which has filed a detainer against the inmate, but which does not have first priority for assuming custody of him.

Clerk enters: 1-Date; 2-Name and address of authority being notified; 3-Inmate's name; 4; 5; 7-Name and title of Supervisor of Combined Records; and 6-Signature of Supervisor of Combined Records.

Release on Detainer File until inmate's release has been confirmed.

Inmate's Combined Records Jacket

To authority which filed detainer.



DC 217
Revised March 1968)

STATE DEPARTMENT OF CORRECTION
831 WEST MORGAN STREET
RALEIGH, N. C. 27603

①

V. L. BOUNDS
COMMISSIONER

②

Re: ③ _____

Discharge date: ④ _____

Dear Sir:

This inmate, scheduled for discharge as shown, will be released to the law enforcement authorities who filed the first detainer. These authorities, ⑤ _____

_____ ,
will have your detainer and will contact you.

Sincerely yours,

⑥

⑦

cc: Records Section

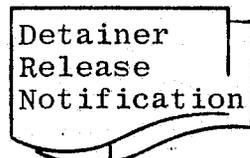
TITLE: Detainer Release Notification to Unit Superintendent

FUNCTION: To notify the Unit Superintendent of an inmate's scheduled release subject to a detainer filed against the inmate by an authority outside North Carolina, and to request that he notify the Combined Records Office as to whether or not the inmate will waive extradition.

COPIES: Original plus one copy.

ORIGIN: Combined Records Office upon receiving notification via the Release List that the inmate is scheduled for release, and after noting that the detainer with highest priority filed against the inmate is from an authority outside North Carolina.

PROCEDURE:



Clerk enters: 1-Date; 2-Name and address of Unit Superintendent where inmate is being held; 3-Inmate's name and alphameric number; 4; 5; 6-Signature of Supervisor of Combined Records.

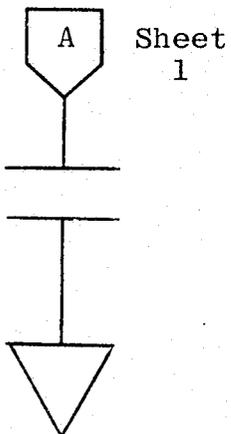
Release on Detainer File until
release date has passed.

Inmate's Combined Records
Jacket

A Sheet
?

TITLE: Detainer Release Notification To Unit Superintendent

PROCEDURE:
(Cont)



To unit where inmate is being held,
with Waiver of Extradition.

Inmate's Field Jacket



State of North Carolina
Department of Correction
Raleigh 27603

①

②

Re: ③

Dear Sir:

The above inmate is scheduled to be discharged from your unit on the morning of ④ _____ at which he will be released on a detainer in favor of:

⑤

Attached herewith is the warrant and three blank waiver forms, the latter of which you will please have executed before a Clerk of Superior Court or a Judge of either a Superior or Recorder's Court in the event the subject will waive. Thereafter, return two copies of the waiver to this office and retain the other copy and the warrant to be released with the inmate to the demanding state.

Should the subject not sign the waiver forms, it will be necessary that you deliver him/her to the custody of the Sheriff of your county on the discharge date to be further held on authority of the warrant pending extradition procedure.

In either case, please notify this office by return mail of the inmate's decision, and we will in turn notify proper authorities.

Sincerely yours,

⑥

Bon L. Baker, Supervisor
Combined Records

/mll

Enclosures

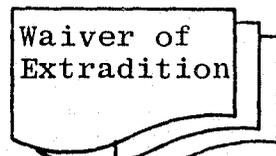
TITLE: Waiver of Extradition

FUNCTION: To provide an official record of an inmate's having waived his right to require that an authority outside North Carolina serve formal extradition papers on him in order to return him to the jurisdiction of that authority for trial.

COPIES: Original plus two copies.

ORIGIN: Combined Records Office upon receiving notification via the Release List that the inmate is scheduled for release and after noting that the detainer filed against the inmate is from an authority outside North Carolina.

PROCEDURE:



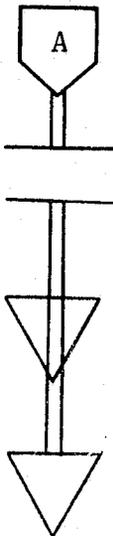
To unit where inmate is being held along with the Detainer Release Notification letter and the warrant and/or detainer filed by the authority requesting custody of the inmate.

Officer explains to inmate and enters: 1; 2-Inmate's name; 3; 4; 5-Inmate's name; and 6.
Before a local court official, Officer enters: 7; 8; Inmate enters: 9; and court official enters: 10; and 11.

Inmate's Field Jacket

TITLE: Waiver of Extradition

PROCEDURE:
(Cont)



Sheet
1

To Combined Records Section

Hold in Release on Detainer File
until release date has passed.

Inmate's Combined Records Jacket

W-A-I-V-E-R

STATE OF NORTH CAROLINA COUNTY OF 1
IN RE: 2 N. C. PRISON NO. 3
A FUGITIVE FROM JUSTICE IN THE STATE OF 4

*****WAIVER OF EXTRADITION PROCEEDINGS*****

I, 5, NOW BEING HELD BY PRISON AUTHORITIES
IN THE ABOVE ENTITLED COUNTY AND STATE UPON CRIMINAL CHARGES PREFERRED
AGAINST ME IN THE STATE OF 6, AS AN ALLEGED FUGITIVE
FROM JUSTICE AND BEING ANXIOUS TO HAVE SAID CHARGES QUICKLY DISPOSED OF,
HEREBY WAIVE MY RIGHT TO HAVE FORMAL EXTRADITION PAPERS SERVED UPON ME,
AND LIKEWISE WAIVE MY RIGHT TO HAVE THE CHARGES PREFERRED AGAINST ME,
AND MY ARREST ON ACCOUNT THEREOF, INQUIRED INTO AND DETERMINED BY A COURT
IN THIS STATE UNDER A WRIT OF HABEAS CORPUS, AND AGREE FORTHWITH TO
VOLUNTARILY RETURN TO THE DEMANDING STATE IN COMPANY WITH ANY LAWFUL
OFFICER OR AGENT THEREOF.

I, HEREBY, ASSERT AND DECLARE THAT I HAVE BEEN INFORMED BY THE OFFICERS
NOW HOLDING ME IN CUSTODY OF MY LEGAL RIGHT TO RESIST EXTRADITION AND
DEMAND A HEARING BEFORE THE GOVERNOR AND/OR THE COURTS OF THIS STATE.

THIS THE 7 DAY OF 8 199
9 (SIGNED)
WITNESS

SUBSCRIBED AND SWORN TO BEFORE ME THIS THE 10 DAY OF 10 199

11
CLERK OF SUPERIOR COURT (OR) JUDGE OF ANY
COURT OF RECORD

(SEAL)

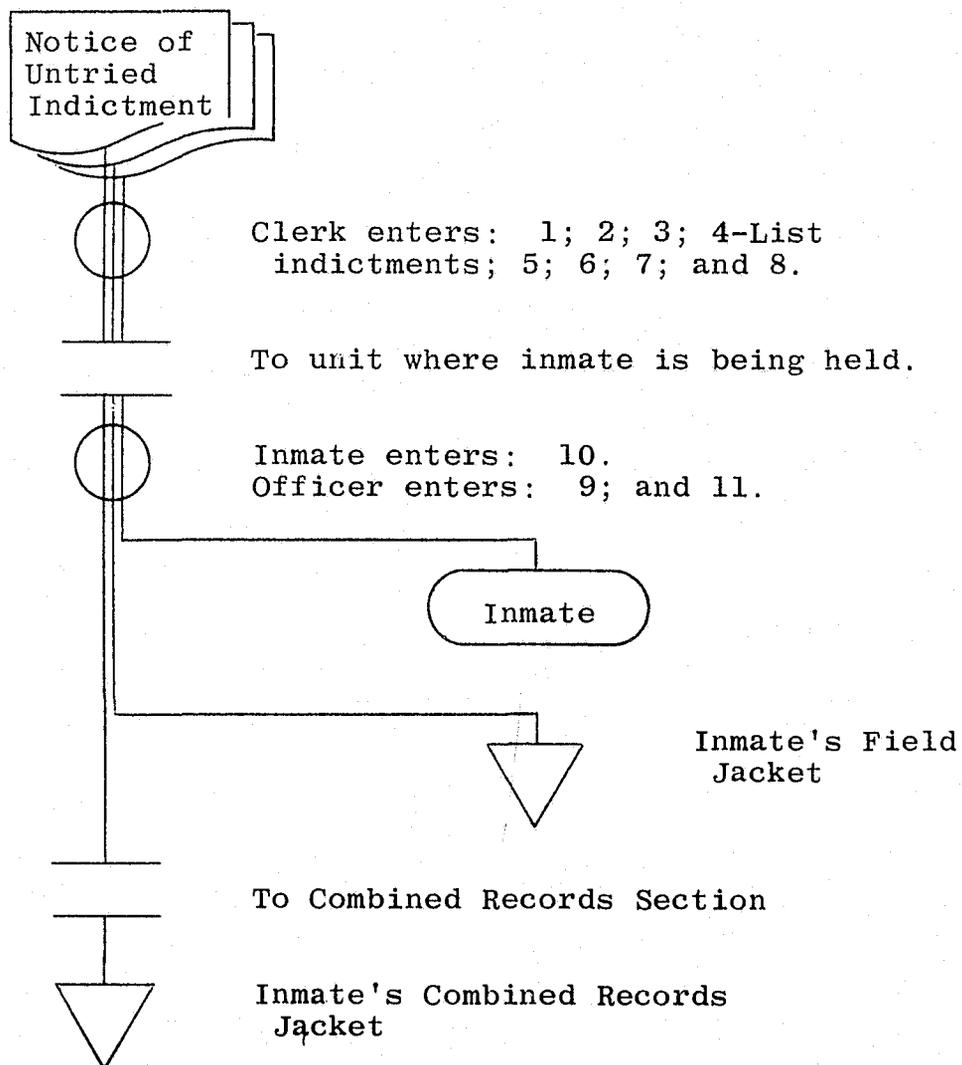
TITLE: Notice of Untried Indictment
AD Form 1

FUNCTION: To notify an inmate of his right to and the procedures required to request the prompt disposition of charges pending against him in another state which is a member of the Interstate Compact on Detainers.

COPIES: Original plus two copies.

ORIGIN: Combined Records Office upon receipt of a detainer from a jurisdiction within a state which is a member of the Interstate Compact on Detainers.

PROCEDURE:



Agreement on Detainers: Form 1

NOTICE OF UNTRIED INDICTMENT, INFORMATION OR COMPLAINT
AND OF RIGHT TO REQUEST DISPOSITION

Inmate ① No. ② Inst. ③

Pursuant to the Agreement on Detainers, you are hereby informed that the following are the untried indictments, informations, or complaints against you concerning which the undersigned has knowledge, and the source and contents of each.

④

You are hereby further advised that by the provisions of said Agreement you have the right to request the appropriate prosecuting officer of the jurisdiction in which any such indictment, information or complaint is pending and the appropriate court that a final disposition be made thereof. You shall then be brought to trial within 180 days, unless extended pursuant to provisions of the Agreement, after you have caused to be delivered to said prosecuting officer and said court written notice of the place of your imprisonment and your said request, together with a certificate of the custodial authority as more fully set forth in said Agreement. However, the court having jurisdiction of the matter may grant any necessary or reasonable continuance.

Your request for final disposition will operate as a request for final disposition of all untried indictments, informations or complaints on the basis of which detainers have been lodged against you from the state to whose prosecuting official your request for final disposition is specifically directed. Your request will also be deemed to be a waiver of extradition with respect to any charge or proceeding contemplated thereby or included therein and a waiver of extradition to the state of trial to serve any sentence there imposed upon you, after completion of your term of imprisonment in this state. Your request will also constitute a consent by you to the production of your body in any court where your presence may be required in order to effectuate the purposes of the Agreement on Detainers and a further consent voluntarily to be returned to the institution in which you are now confined.

Should you desire such a request for final disposition of any untried indictment, information or complaint, you are to notify ⑤ of the institution in which you are confined.

You are also advised that under provisions of said Agreement the prosecuting officer of a jurisdiction in which any such indictment, information or complaint is pending may institute proceedings to obtain a final disposition thereof. In such event, you may oppose the request that you be delivered to such prosecuting officer or court. You may request the Governor of this state to disapprove any such request for your temporary custody but you cannot oppose delivery on the grounds that the Governor has not affirmatively consented to or ordered such delivery.

DATED: ⑥

⑦
(insert name and title of custodial authority)

BY: ⑧
Warden - Superintendent - Director

RECEIVED

DATE ⑨

INMATE ⑩ NO. ⑪

In Triplicate - White copy signed by inmate and unit head to be returned to Records Section, yellow copy signed by inmate and unit head for field jacket, pink copy for inmate.

TITLE: Inmate's Request for Disposition of Indictment
AD Form 2

FUNCTION: To request (according to the provisions of the Interstate Compact on Detainers) the prompt disposition of a detainer filed by another state.

COPIES: Original plus four copies.

ORIGIN: Custody Section upon receipt of letter from an inmate requesting that the charges against him be disposed of as quickly as possible.

PROCEDURE:

Inmate's Request
for Disposition
of Charges

Clerk enters: 1-Name of prosecuting officer; 2; 3-Name of clerk of court having jurisdiction; 4; 5; 6; and 7.

To unit at which inmate is being held.

Inmate enters: 8; 9; 10; 11; and 12.

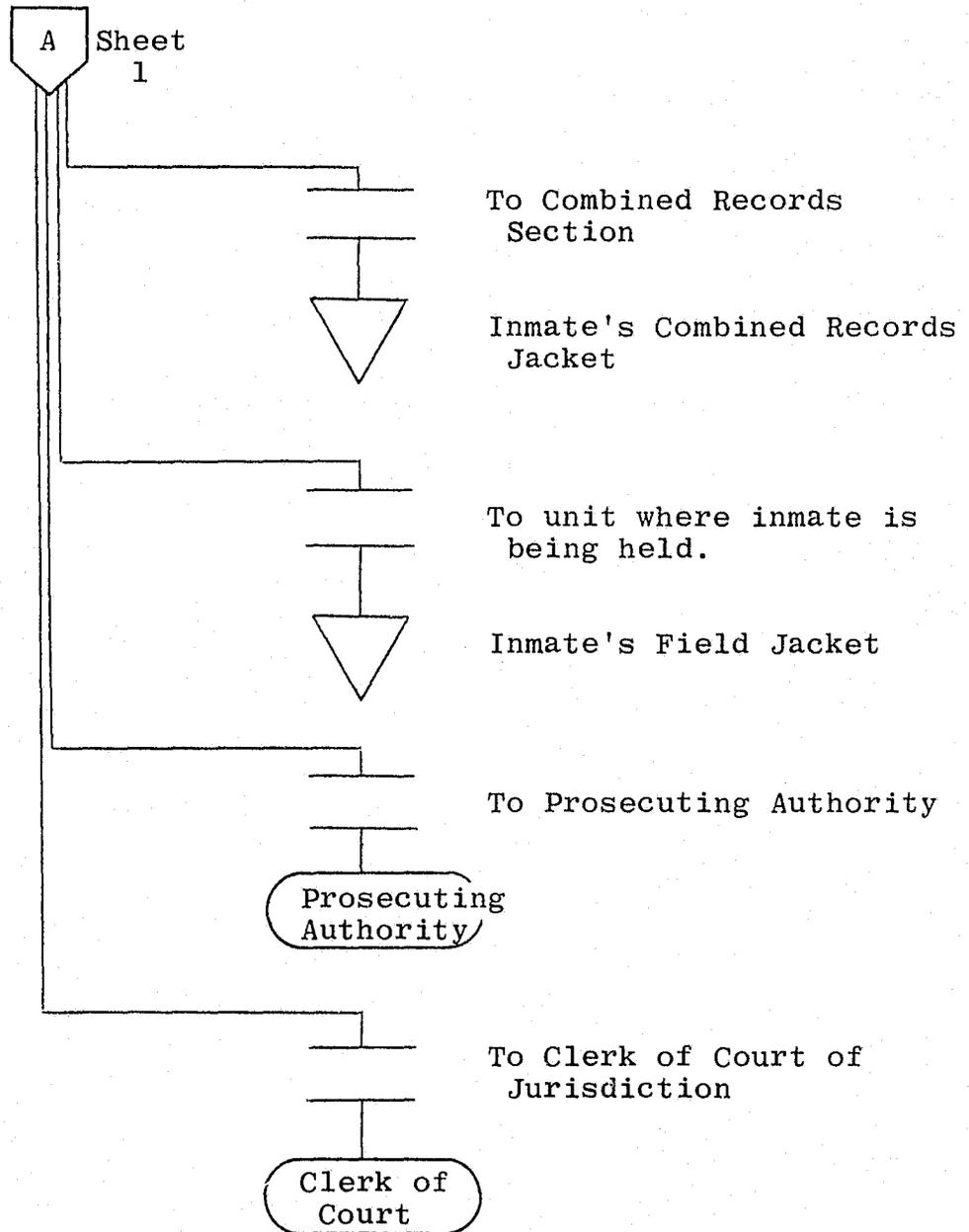
To Custody Section

Complete additional forms.

Interstate Compact
Files

TITLE: Inmate's Request for Dispositon of Indictment
AD Form 2

PROCEDURE:
(Cont)



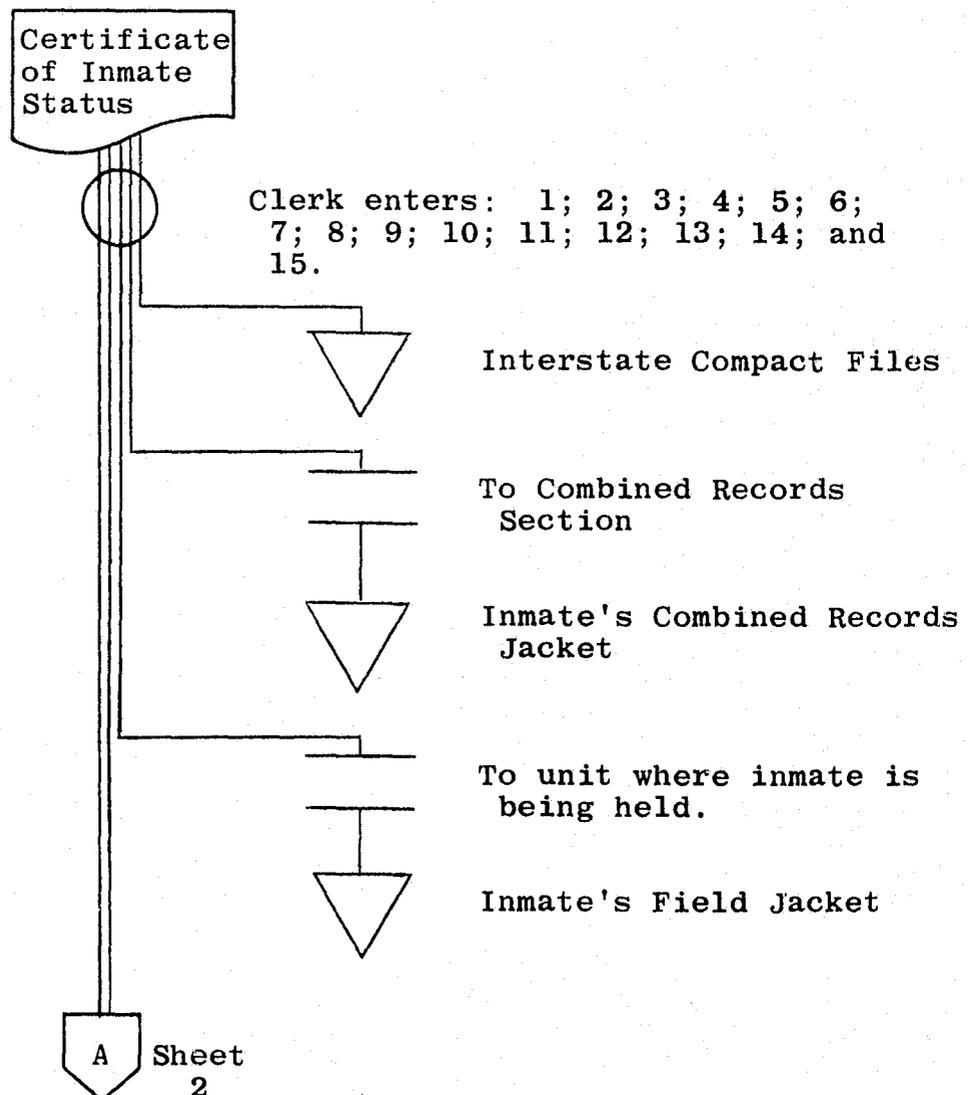
TITLE: Certificate of Inmate Status
AD Form 3

FUNCTION: To provide an official verification of an inmate's status to a court outside North Carolina which has charges pending against an inmate.

COPIES: Original plus four copies.

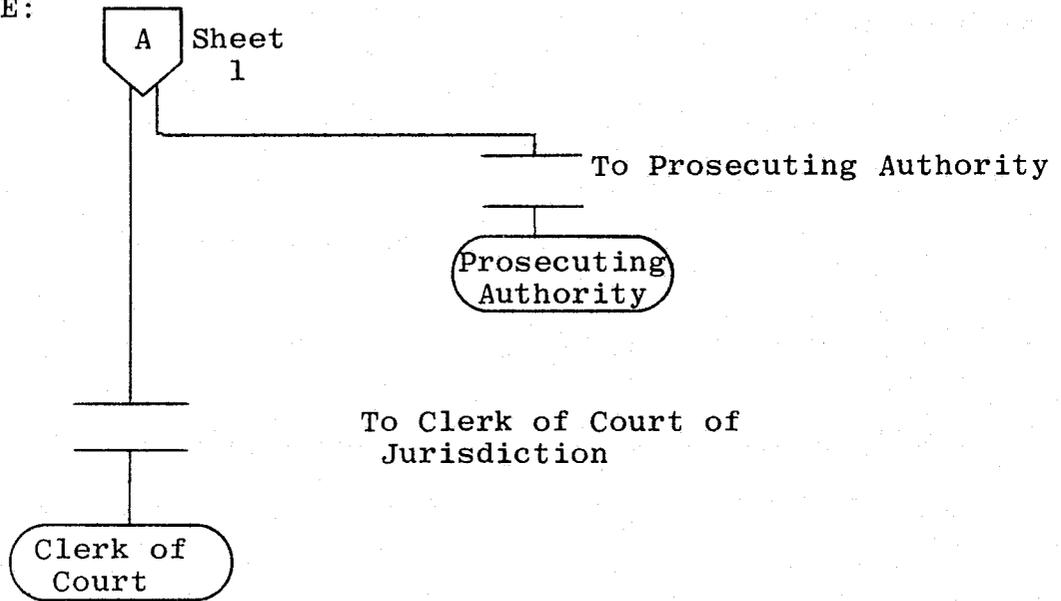
ORIGIN: Custody Section upon receiving AD Form 2 from the inmate or AD Form 5 from the prosecuting authority.

PROCEDURE:



TITLE: Certificate of Inmate Status
AD Form 3

PROCEDURE:
(Cont)



Agreement on Detainers: Form 3

CERTIFICATE OF INMATE STATUS

RE: 1 2 3 4
(inmate) (number) (institution) (location)

The [N C Prison Department] hereby certifies:

1. The term of commitment under which the prisoner above named is being held: 5
2. The time already served: 6
3. Time remaining to be served on the sentence: 7
4. The amount of good time earned: 8
5. The date of parole eligibility of the prisoner: 9
6. The decisions of the Board of Parole relating to the prisoner: (if additional space is needed use reverse side)
7. Maximum expiration date under present sentence: 10 11
8. Detainers currently on file against this inmate from your state are as follows:
12

DATED: 13

14
N. C. PRISON DEPARTMENT

BY: 15
DIRECTOR

Five Copies in case of an inmate's request for disposition under Article III, copies of this Form should be attached to all copies of Form 2. In the case of a request initiated by a prosecutor under Article IV, copy of this Form should be sent to the prosecutor upon receipt by the Consolidated Record Section of Form 5. Copies also should be sent to all other prosecutors in the same state who have lodged detainers against the inmate. One copy for the inmate. One copy main jacket, one copy field jacket.

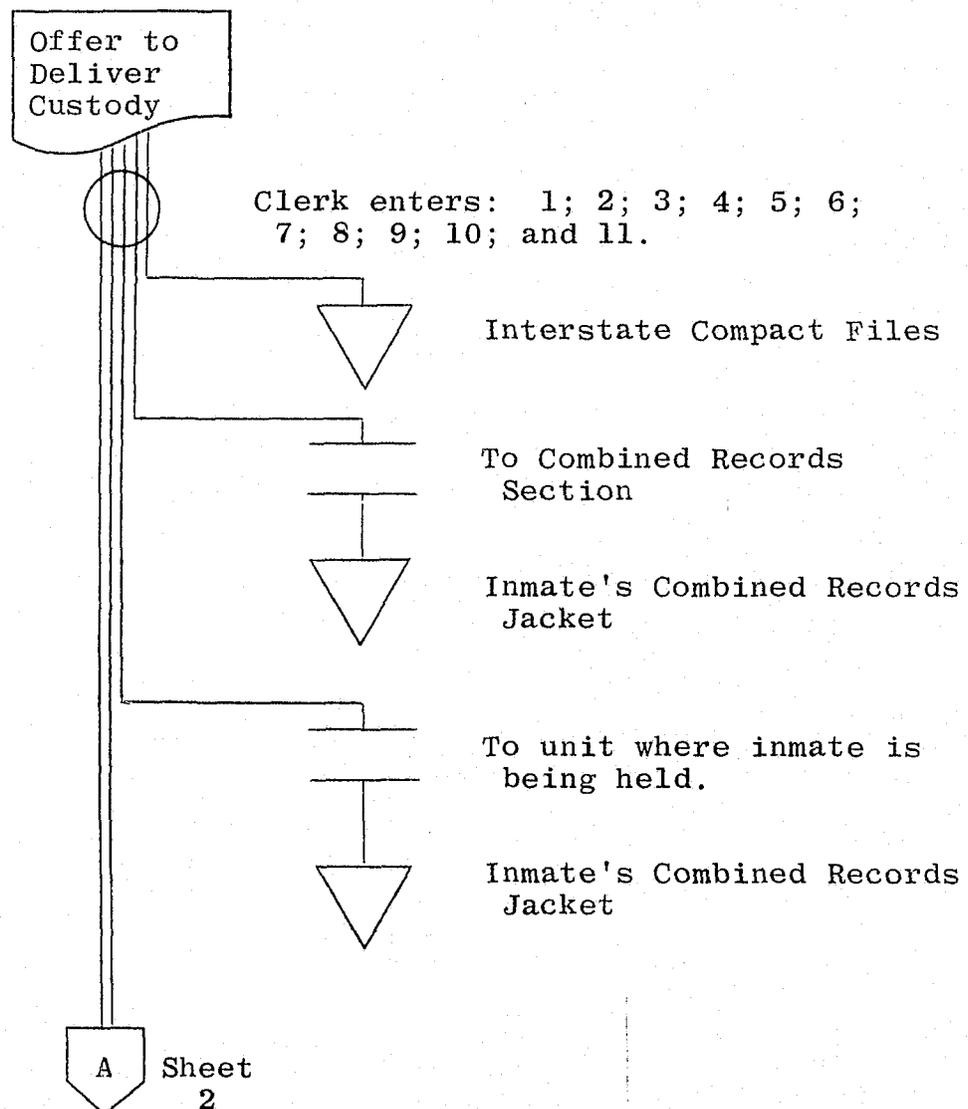
TITLE: Offer to Deliver Custody
AD Form 4

FUNCTION: To offer to deliver temporary custody of an inmate to another state for purposes of disposing of a detainer pending against him.

COPIES: Original plus four copies.

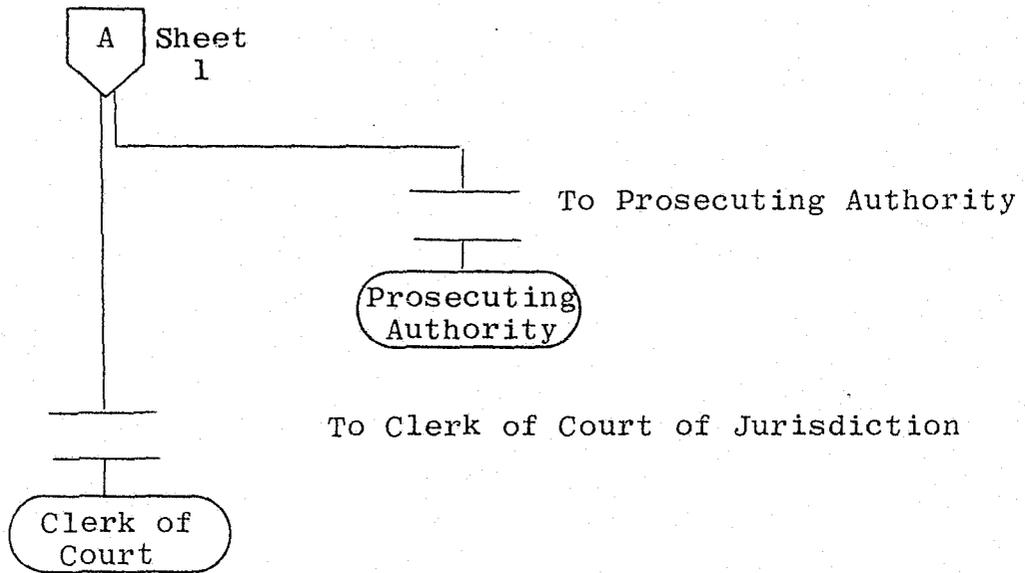
ORIGIN: Custody Section upon receiving AD Form 2 from the inmate or AD Form 5 from the prosecuting authority.

PROCEDURE:



TITLE: Offer to Deliver Custody
AD Form 4

PROCEDURE:
(Cont)



Agreement on Detainers: Form 4

OFFER TO DELIVER TEMPORARY CUSTODY

Date 1

TO: 2 Prosecuting Officer
(insert name and title if known)

3
(jurisdiction)

And to all other prosecuting officers and courts of jurisdictions listed below from which indictments, informations or complaints are pending.

RE: 4 Number 5
(inmate)

Dear Sir:

Pursuant to the provisions of Article V of the Agreement on Detainers between this state and your state, the undersigned hereby offers to deliver temporary custody of the above-named prisoner to the appropriate authority in your state in order that speedy and efficient prosecution may be had of the indictment, information or complaint which is [described in the attached inmate's request] [described in your request for custody of 6].
(date)

[The required Certificate of Inmate Status is enclosed.] [The required Certificate of Inmate Status was sent to you with our letter of 7].
(date)

If proceedings under Article IV (d) of the Agreement are indicated, an explanation is attached.

Indictments, informations or complaints charging the following offenses also are pending against the inmate in your state and you are hereby authorized to transfer the inmate to custody of appropriate authorities in these jurisdictions for purposes of disposing of these indictments, informations or complaints.

Offense	County or Other Jurisdiction
<u>8</u>	<u>9</u>

If you do not intend to bring the inmate to trial, will you please inform us as soon as possible?

Kindly acknowledge.

N. C. Prison Department
(name and title of custodial authority)
BY: 10
(Director)
11
(institution and address)

Five copies In case of an inmate's request for disposition under Article III, copies of this Form should be attached to all copies of Form 2. In case of a request initiated by a prosecutor this Form should be completed after the Governor has indicated his approval of the request for temporary custody or after the expiration of the 30 day period. Copies of this Form should then be sent to all officials who previously received copies of Form 3. One copy For the Prisoner and one copy for the Consolidated Records. Copies mailed to the prosecutor should be sent by certified or registered mail, return receipt requested.

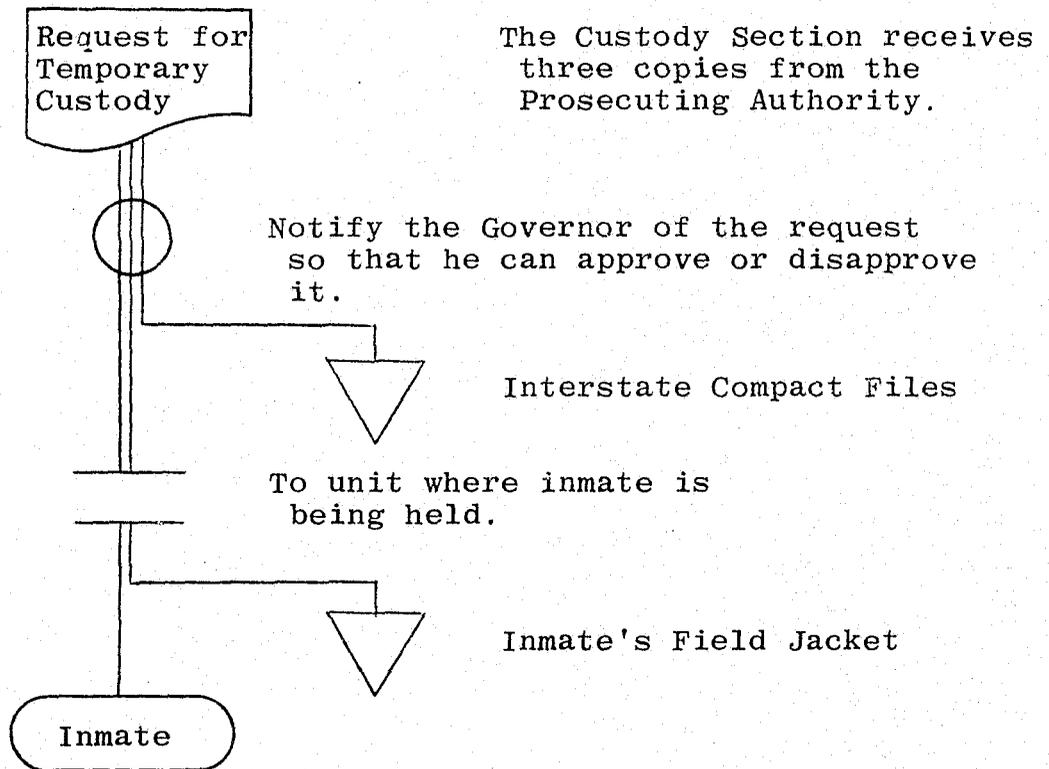
TITLE: Request for Temporary Custody
AD Form 5

FUNCTION: To request temporary custody of an inmate so that he may be tried for charges pending against him.

COPIES: Original plus four copies.

ORIGIN: Prosecuting Authority when he wishes to dispose of charges pending against an inmate.

PROCEDURE:



Agreement on Detainers: Form 5

REQUEST FOR TEMPORARY CUSTODY

TO: _____ (1) _____ (2)
(Warden - Superintendent - Director) (institution)

(3)
(address)

Please be advised that _____ (4), who is presently an inmate of your institution, is under [indictment] [information] [complaint] in the _____ (5) (jurisdiction) of which I am the _____ (6) (title of prosecuting officer). Said inmate is therein charged with the [offense] [offenses] enumerated below:

Offense

(7)

I propose to bring this person to trial on this [indictment] [information] [complaint] within the time specified in Article IV (c) of the Agreement.

In order that proceedings in this matter may be properly had, I hereby request temporary custody of such persons pursuant to Article IV (a) of the Agreement on Detainers.

Signed _____ (8)
Title _____ (9)

I hereby certify that the person whose signature appears above is an appropriate officer within the meaning of Article IV (a) and that the facts recited in this request for temporary custody are correct and that having duly recorded said request I hereby transmit it for action in accordance with its terms and the provisions of the Agreement on Detainers.

DATED: _____ (10) Signed _____ (11) (Judge)

(12) (Court)

Five copies. Signed copies must be sent to the prisoner and to the officer who has the prisoner in custody. A copy should be sent to the Agreement Administrator of the state which has the prisoner incarcerated. Copies should be retained by the person filing the request and the judge who signs the request.

TITLE: Evidence of Agent's Authority
AD Form 6

FUNCTION: To notify authorities holding an inmate of who will take the inmate into custody in order to temporarily return him to North Carolina for disposition of charges pending against him.

COPIES: Original plus three copies.

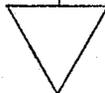
ORIGIN: Prosecuting Authority upon receipt of AD Form 4 from the Department.

PROCEDURE:

Evidence of
Agent's
Authority

One copy received by the unit at which the inmate is being held.

Inmate's Field Jacket. When agent arrives, matched against his copy to verify his identity.



TITLE: Prosecutor's Acceptance of Custody

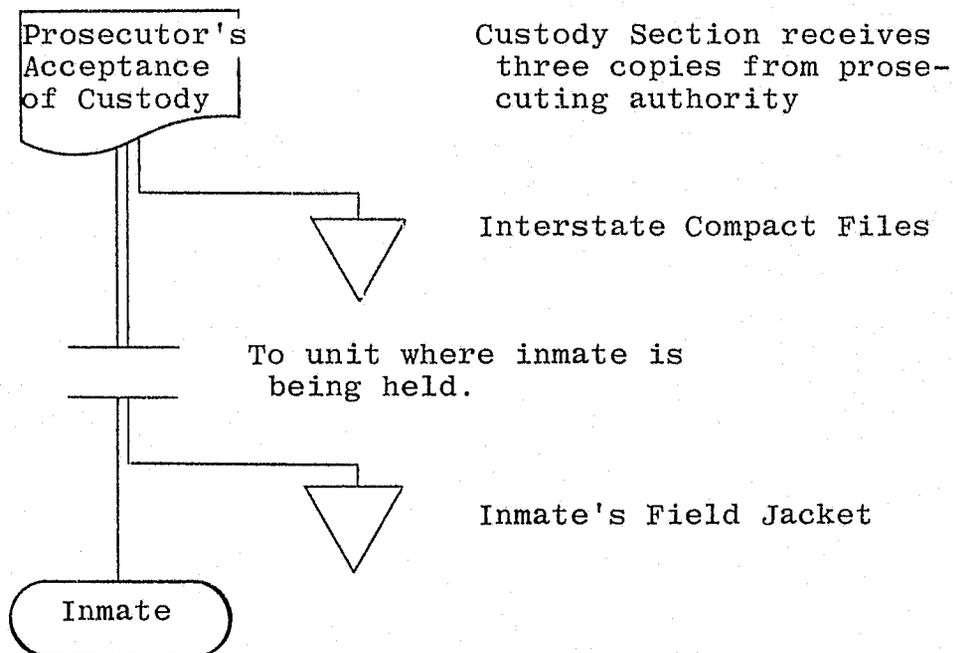
AD Form 7

FUNCTION: To notify the authorities holding an inmate that the authority with charges pending against the inmate will accept temporary custody of him in order to try him on those charges as he requested.

COPIES: Original plus four copies.

ORIGIN: Prosecuting Authority when accepting offer of custody of an inmate because of inmate's request for quick disposition of charges pending against him.

PROCEDURE:



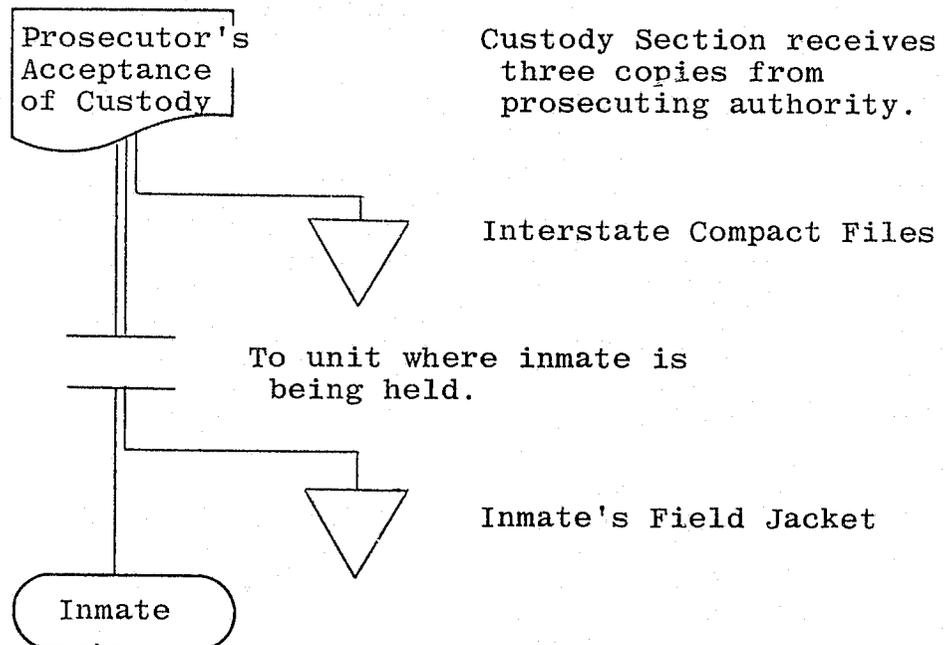
TITLE: Prosecutor's Acceptance of Custody
AD Form 8

FUNCTION: To notify the authorities holding an inmate that an authority with charges pending against the inmate will accept temporary custody of him in order to try him on those charges after he has been tried on the charges for which he requested prompt disposition.

COPIES: Original plus five copies.

ORIGIN: Prosecuting Authority when accepting offer of custody of an inmate which resulted from another prosecutor initiating action for the quick disposition of charges pending against an inmate.

PROCEDURE:



Agreement on Detainers: Form 7

PROSECUTOR'S ACCEPTANCE OF TEMPORARY CUSTODY OFFERED IN CONNECTION WITH A PRISONER'S REQUEST FOR DISPOSITION OF A DETAINER.

TO: _____
(Warden, Superintendent, Director) _____ (Institution)

_____ (Address)

In response to your letter of _____ and offer of temporary custody

regarding _____ who is presently

under indictment, information, complaint in the _____ of which

I am _____, please be advised that I accept temporary custody and that

I propose to bring this person to trial on the indictment, information or complaint named in the offer within the time specified in Article III (a) of the Agreement on Detainers.

COMMENTS: [If your jurisdiction is the only one named in the offer of temporary custody, use the space below to indicate when you would like to send your agents to conduct the prisoner to your jurisdiction. If the offer of temporary custody has been sent to other jurisdictions in your state, use the space below to make inquiry as to the order in which you will receive custody, or to indicate any arrangements you have already made with other jurisdictions in your state in this regard.)

Signed: _____

Title: _____

I hereby certify that the person whose signature appears above is an appropriate officer within the meaning of Article IV (a) and that the facts recited in this request for temporary custody are correct and that having duly recorded said request I hereby transmit it for action in accordance with its terms and the provisions of the Agreement on Detainers.

DATED: _____

Signed: _____ (Judge)

_____ (Court)

IMPORTANT: This form should only be used when an offer of temporary custody has been received as the result of a prisoner's request for disposition of a detainer. If the offer has been received because another prosecutor in your state has initiated the request, use Form 8. Copies of Form 7 should be sent to the warden, the prisoner, the other jurisdictions in your state listed in the offer of temporary custody, and the Agreement Administrator of the state which has the prisoner incarcerated. Copies should be retained by the person filing the acceptance and the judge who signs it.

Agreement on Detainers: Form 8

PROSECUTOR'S ACCEPTANCE OF TEMPORARY CUSTODY OFFERED IN CONNECTION WITH ANOTHER PROSECUTOR'S REQUEST FOR DISPOSITION OF A DETAINER.

TO: _____ (1) _____ (2)
(Warden, Superintendent, Director) Institution)

_____ (3)
(Address)

According to your letter of _____ (4)
(Date),

_____ (5) is being returned to this state at the request of _____
(Name of Prisoner)

_____ (6) of _____ (7)
(Title of Prosecuting Officer) (Jurisdiction)

I hereby accept your offer of temporary custody of _____ (8)
(Name of Prisoner)

who also is under indictment, information or complaint in the _____ (9)
(Jurisdiction)

of which I am the _____ (10)
(Title of Prosecuting Officer)

I plan to bring this person to trial on said indictment, information or complaint within the time specified in Article IV (c) of the Agreement on Detainers.

COMMENTS: [Use the space below to make inquiry as to order in which your jurisdiction will receive custody or to inform the warden of arrangements you have already made with other jurisdictions in your state in this regard.]

Signed: _____ (11)

Title: _____ (12)

I hereby certify that the person whose signature appears above is an appropriate officer within the meaning of Article IV (a) and that the facts recited in this request for temporary custody are correct and that having duly recorded said request I hereby transmit it for action in accordance with its terms and the provisions of the Agreement on Detainers.

DATED: _____ (13)

Signed: _____ (14)
(Judge)

_____ (15)
(Court)

IMPORTANT: This form should only be used when an offer of temporary custody has been received as the result of another prosecutor's request for disposition of a detainer. If the offer has been received because a prisoner has initiated the request, use Form 7 to accept such an offer. Copies of Form 8 should be sent to the warden, the prisoner, the other jurisdictions in your state listed in the offer of temporary custody, and the Agreement Administrator of the state which has the prisoner incarcerated. Copy should be retained by the person filing the acceptance and the judge who signs it.

XIII. MISCELLANEOUS PROCEDURES

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Report of Promotion from "B" to "A" Grade (DC-153)	XIII-1
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Outside Visiting Pass (PA-13)	XIII-4
Rejected Mail Letter (NCP 267)	XIII-5
Mail Record Book (NCP 218)	XIII-6
Unit Index Card	XIII-7
Inmates Request for Information (PA-04)	XIII-8
Gained Time Restoration (PA-11)	XIII-9
Daily Telephone Report (DC 327)	XIII-10
Daily Population Reporting	XIII-11
Request for Gate Money Checks	XIII-12

TITLE: Report of Promotion From "B" to "A" Grade

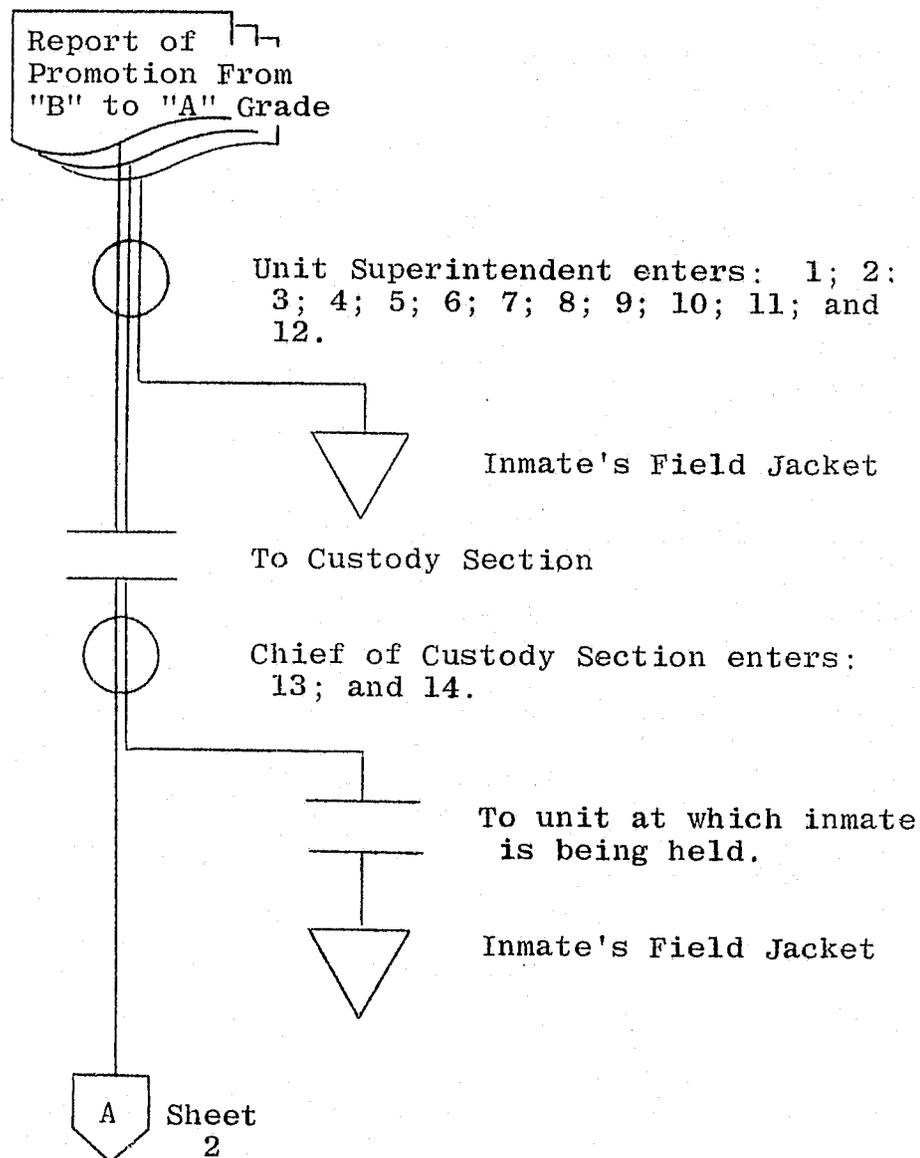
DC-153

FUNCTION: To report the promotion of inmates from one custody grade to another.

COPIES: Original plus two copies.

ORIGIN: Unit where inmate is being held when Unit Superintendent believes that an inmate should be promoted.

PROCEDURE:

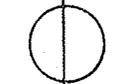


TITLE: Report of Promotion From "B" to "A" Grade
DC-153

PROCEDURE:
(Cont)



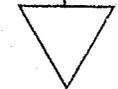
To Data Processing Section



Keypunch and verify correct entry
of information into the data
processing system.



To Combined Records Section



Inmate's Combined Records Jacket

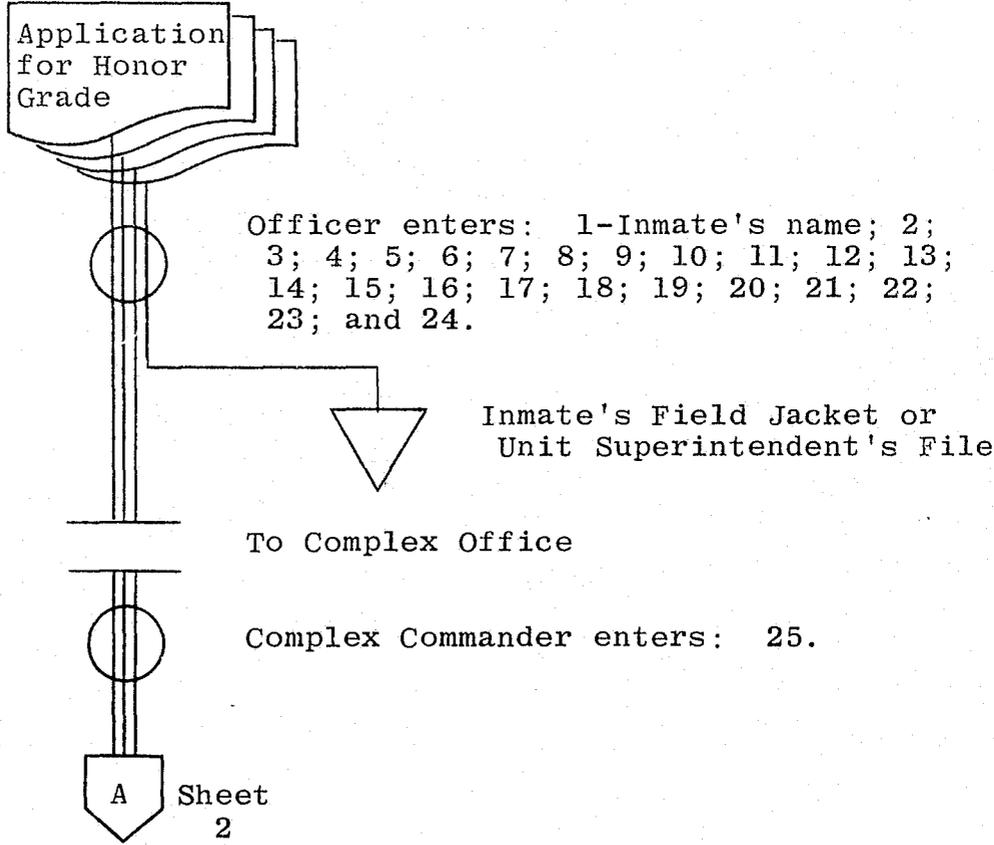
TITLE: Application for Honor Grade
DC-151

FUNCTION: To provide a document showing the reason(s) for promoting a felon inmate to honor grade, the inmate's eligibility for the promotion, and disposition of the application by the required officials.

COPIES: Original plus three copies.

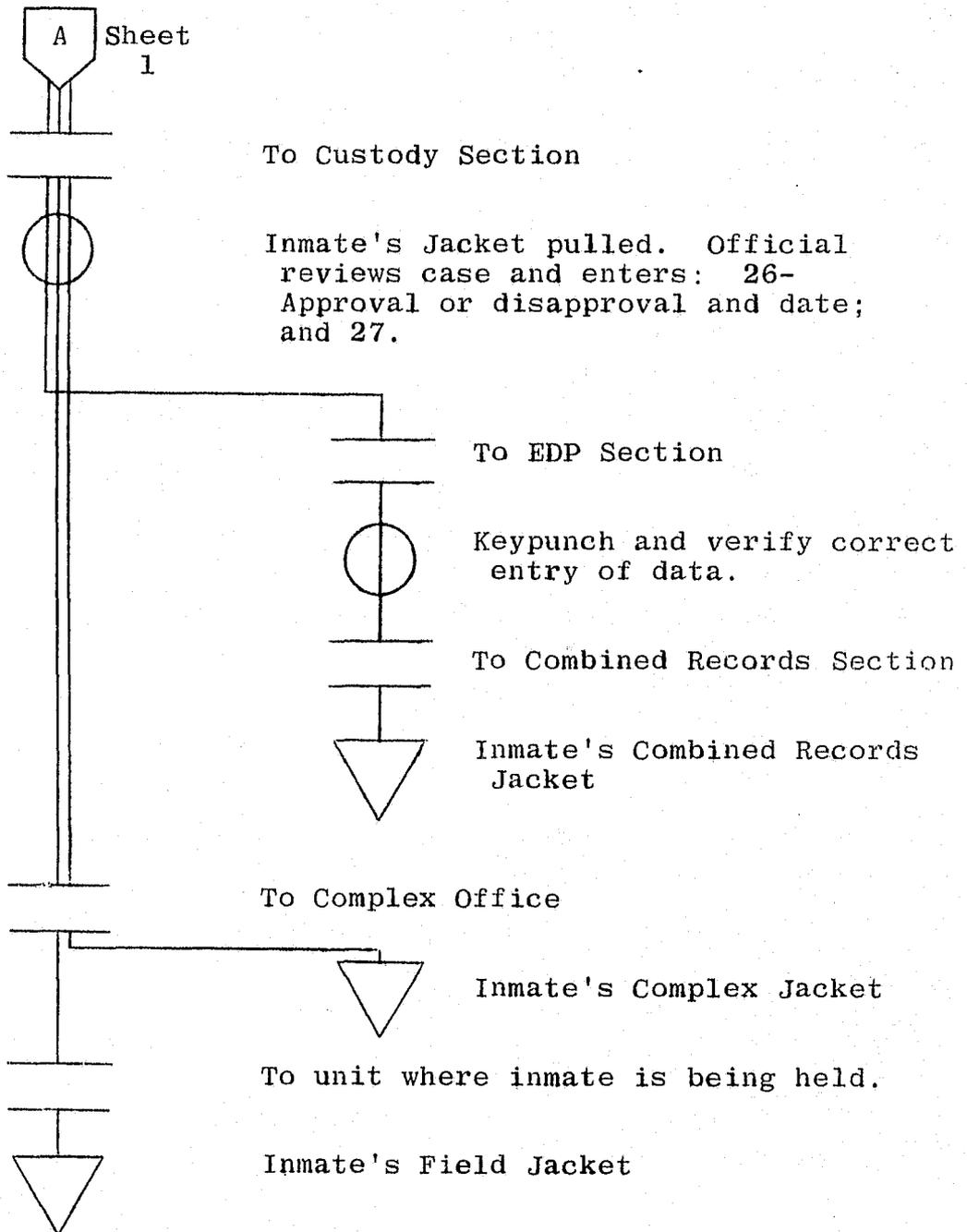
ORIGIN: Unit at which inmate is being held when the Unit Superintendent believes that an inmate should be promoted to honor grade.

PROCEDURE:



TITLE: Application for Honor Grade
 DC-151

PROCEDURE:
(Cont)



APPLICATION FOR HONOR GRADE

Name (1) No. (2) Race (3) Age (4)

Home Address (5)

Place of Trial (6) Crime (7) Term (8) Amt. served (9)

Detainers (10) Marital Status (11) Physical Grade (12)

Describe Present Assignment (13)

Anticipated Assignment if Promoted (14)

Escape record (give good circumstantial description) (15)

Transfer and behavior record (16)

Unit Official's estimate of behavior at Unit (17)

How long have you known this man? (18)

Has application been discussed with Inmate? (19)

Present Foreman's estimate (including attitude toward rules, trustworthiness, etc.) (20)

Remarks: (21)

Date (22) Unit No. (23) By: Captain (24)

By: Complex Commander (25)

DO NOT WRITE BELOW THIS LINE

Approved (26)

Disapproved

By: (27)

Official

CONFIRMATION

I am familiar with the prison rules and know that any violation of them will be recorded against my department record. I know that any prisoner who escapes or attempts to escape, or in any manner aids, connives or assists in helping other prisoners to escape or attempt to escape, violates the state law. I promise that I will not betray any trust placed in me by the prison officials.

Signature of Prisoner or mark

Witness

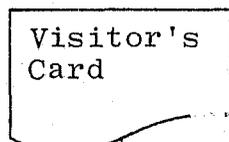
TITLE: Visitor's Card
DC-161

FUNCTION: To provide a visitor with authorization to visit an inmate on inclement days when visits must be conducted indoors.

COPIES: Original only.

ORIGIN: Unit where inmate is being held, on inclement visiting days, for each authorized visitor.

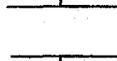
PROCEDURE:



After checking the Correspondents and Visitors List and determining that visitor is authorized to visit inmate, Officer enters: 1; 2; 3; 4; 5; 6; and 8.



Visitor enters: 7.



Visitor takes card with him and surrenders it to Officer at gate upon being admitted.



At end of day, all cards collected at gate are destroyed.

DC-161

Unit

①

Inmate's
Name:

②

No.

③

Visitor's Name:

④

Visitor's Address:

⑤

STREET & TOWN

Visitor's Relationship:

⑥

Visitor's Signature:

⑦

Signed:

⑧

Officer in Charge

TITLE: Outside Visiting Pass

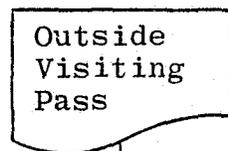
PA-13

FUNCTION: To provide a readily accessible listing of those individuals who are authorized to visit with an inmate.

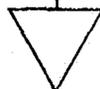
COPIES: Original only.

ORIGIN: Unit where inmate is being held after Unit Superintendent approves or rejects each entry on the inmate's Regular Correspondents and Visitors List.

PROCEDURE:



Officer enters: 1; 2; 3; 4;
5; and 6.



Visitors Card File

NOTE: Item 7 is seldom entered.

SUBSIDIARY # ①

OUTSIDE VISITING PASS

Form No. PA-13

Inmate's Names

②

Number

③

APPROVED VISITORS:

④ NAME	RELATIONSHIP	ADDRESS
	⑤	⑥

RULES FOR VISITING

- (1) All inmates with outside visiting privilege will be permitted picnic-style visiting in the Area provided.
- (2) Visitors, shall surrender all Picnic Lunches for inspection before being permitted to receive the inmate's visitor.
- (3) Visiting will be permitted Each Sunday From 1:00 P.M. until 4:00 P.M. and All Work Release Units from 12:00 Noon to 4:00 P.M.
- (4) Visitors will not be Permitted to Bring Beverages. Water will be provided at the Visiting Area.
- (5) Inmates shall Not Leave the Visiting Area Without Permission of the Officer In-Charge.

- (6) Visitors shall not go to and from the visiting area except for toilet purposes.
- (7) No food shall be taken from the Picnic Area and all scrapes shall be placed in Garbage Containers.
- (8) Inmates shall not wave, yell, or make signs at persons visiting other inmates.
- (9) Inmates shall not accept any article from visitors. Approved items will be turned over to the Officer-in-Charge.
- (10) Misconduct or violation of visiting rules by inmates or visitors shall be cause for suspension of visiting privileges.

INMATE'S SIGNATURE

⑦

CHAPTER 14, ARTICLE 34, General Statute of N. C.

14-266. Persuading inmates to escape, it shall be unlawful for any parent, guardian, brother, sister, uncle, aunt, or any person whatsoever to persuade or induce to leave, carry away or accompany from any State Institution, except with the permission of the Superintendent or other persons next in authority, any boy or girl, man or woman, who has been Legally Committed or admitted under suspended sentence to said Institution by Juvenile, Recorder's Superior or any other Court of Competent Jurisdiction.

CHAPTER 14, ARTICLE 52

14-390. FURNISHING INTOXICANTS, BARBITURATES, OR STIMULANT DRUGS TO INMATES OF CHARITABLE OR PENAL INSTITUTIONS. If any person shall sell or give to any inmate of any charitable or penal institution, any intoxicating drink, barbiturate or stimulant drink or drug as defined by G.S. 90-113.1, except upon the prescription of a physician, he shall be fined or imprisoned at the discretion of the Court.

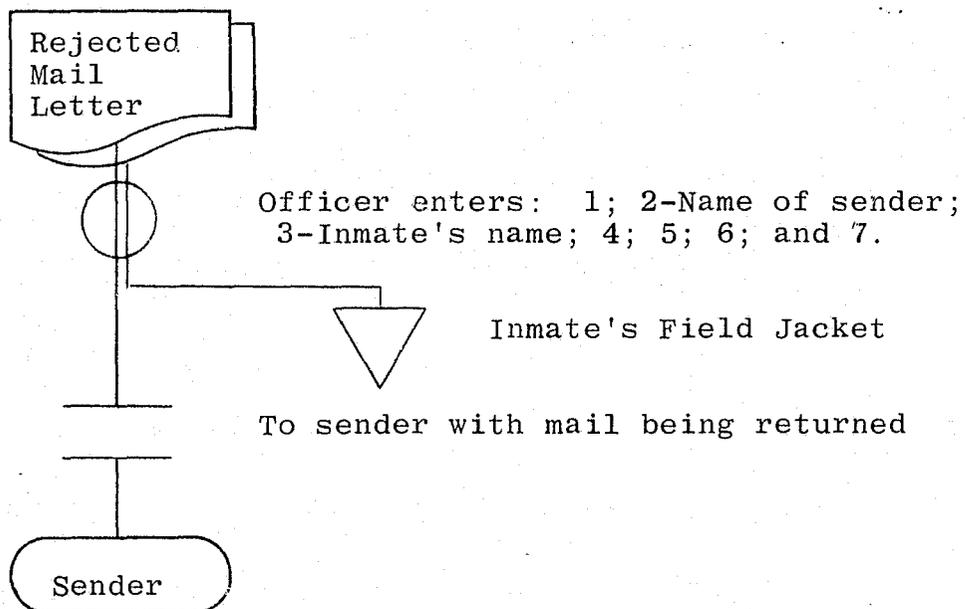
TITLE: Rejected Mail Letter
NCP 267

FUNCTION: To provide a record of mail which has been returned, and to inform the sender of the reason(s) his mail was not delivered to the inmate.

COPIES: Original plus one copy.

ORIGIN: Unit where inmate is being held, by officer who censors mail, upon deciding that a piece of mail should not be delivered to the inmate.

PROCEDURE:



STATE OF NORTH CAROLINA
PRISON DEPARTMENT
RALEIGH

①
DATE

DEAR ② _____ :

Your (letter, package) addressed to ③ _____ is being returned to you for the reason checked below.

- Your name does not appear on the approved mail and visiting list.
- Appears to contain reference, innuendos, or codes to convey a hidden meaning.
- Seems to be attempting to carry on or to direct a business.
- ④ Contains contraband or plans for unauthorized actions.
- Contains statements offensive to any race, nationality, religious faith, political party or other group of citizens.
- Criticizes the law, prison policies, prison rules, or public officials.
- Discusses crimes, character, or personal habits of other inmates.
- Violates postal laws in any way.
- Violates rules respecting address, date, stationery, length, signature, or inmate's number.
- Writing not legible, statements not clear, Foreign language used.
- Package contains items not permitted by mail _____
- Package contains items unauthorized in the Prison System _____
- _____
- Against Rules and Regulations of the North Carolina Prison Department and is not in the best interest of the inmate's welfare.

Very truly yours,

⑤

Censor

⑥

Prison Unit

⑦

Address

TITLE: Mail Record Book

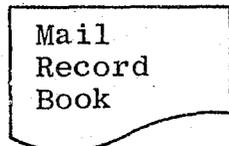
NCP 218

FUNCTION: To maintain a record of all legal correspondence, packages, money, and items of value either sent or received by inmates.

COPIES: Original only.

ORIGIN: At each unit by Officer(s) responsible for handling inmate's mail.

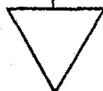
PROCEDURE:



For each item of mail which includes legal correspondence, packages, money or other items of value, Officer opening mail enters: 1; 2; 3; 4; and 5.



When items are distributed to inmate, inmate enters: 6. Officer who distributes items then enters: 7.



Kept at unit in booklet form.

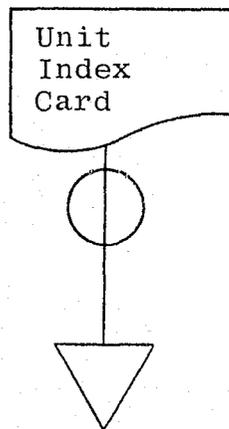
TITLE: Unit Index Card

FUNCTION: To provide a quick reference for frequently needed information.

COPIES: Original only.

ORIGIN: Created for each inmate when he arrives at the unit.

PROCEDURE:



Officer admitting inmate to unit enters: 1-Inmate's name; 2; 3; 4; 5; 6; 7; 8; 9; 10; 11; and 12.

Card file on desk of Officer in charge.

When an inmate leaves the unit, his card is pulled from the file and discarded.

I E (1) _____ RACE (2) _____
NUMBER (3) _____ SENT. (4) _____
CRIME (5) _____ REC'D (6) _____
SENT BEG (7) _____ FELON (8) MISD _____
AGE (9) _____ CONDUCT (10) _____ WK RT (11) _____
COMMENT (12) _____

TITLE: Inmate's Request for Information

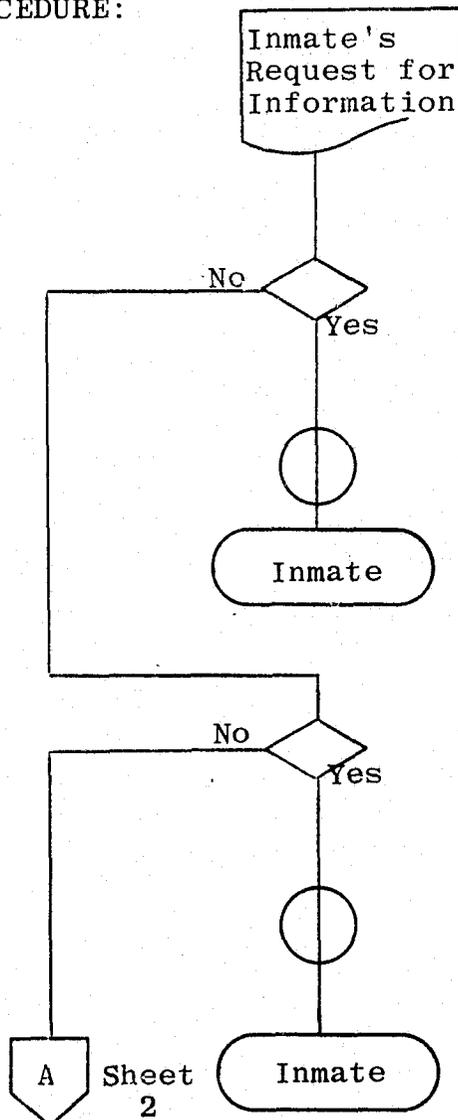
PA-04

FUNCTION: To provide a channel through which an inmate may request information or action and receive a response from the proper authority.

COPIES: Original only.

ORIGIN: By inmate.

PROCEDURE:



Inmate enters: 1-His name; 2; 3; 4; and 5.

Officer decides whether request is within the scope of his authority.

Officer enters: 6; 7-Response to inmate's request; and 8-His signature.

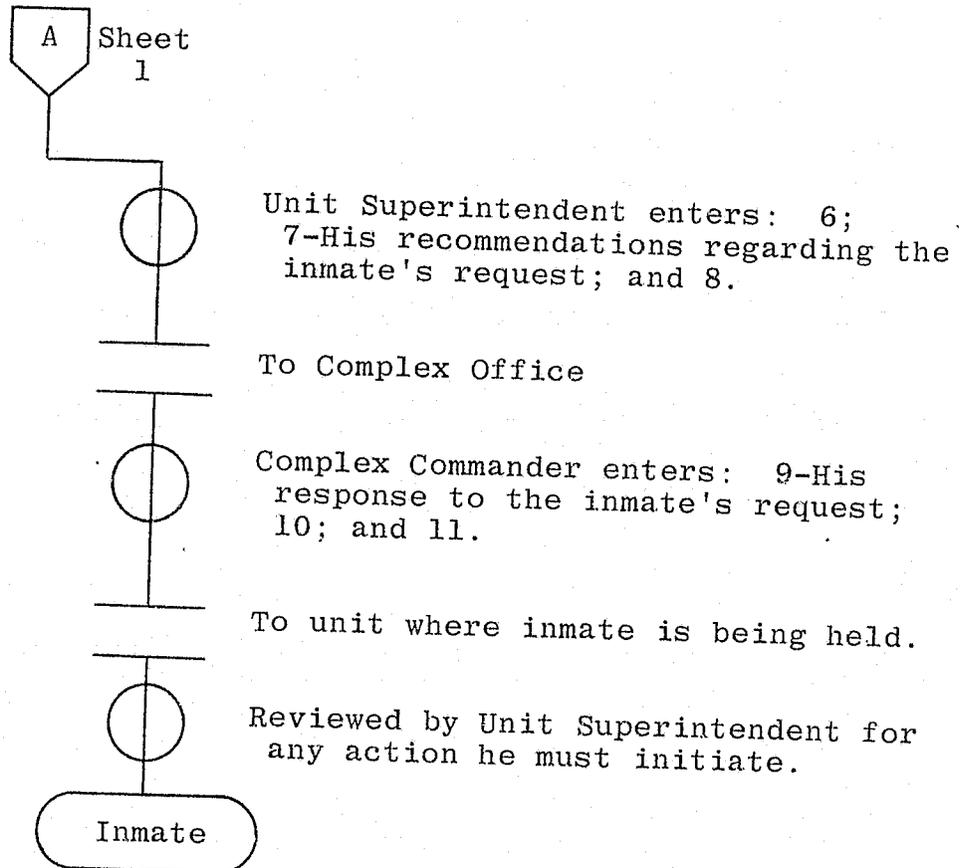
Unit Superintendent decides whether request is within the scope of his authority.

Unit Superintendent enters: 6; 7-Response to the inmate's request; and 8.

TITLE: Inmate's Request for Information

PA-04

PROCEDURE:
(Cont)



INMATE'S REQUEST FOR INFORMATION

FROM: 1 DATE: 2

NUMBER: 3

SUBSIDIARY NUMBER: 4

TO: SUBSIDIARY CAPTAIN

I RESPECTFULLY REQUEST THAT CONSIDERATION BE GIVEN TO THE FOLLOWING:

1. 5

2. _____

3. _____

FOR CAPTAIN'S USE:

DATE: 6

COMMENTS: 7

8

CAPTAIN'S SIGNATURE

FOR COMPLEX COMMANDER'S USE:

COMMENTS: 9

DATE: 10

11

COMMANDER'S SIGNATURE

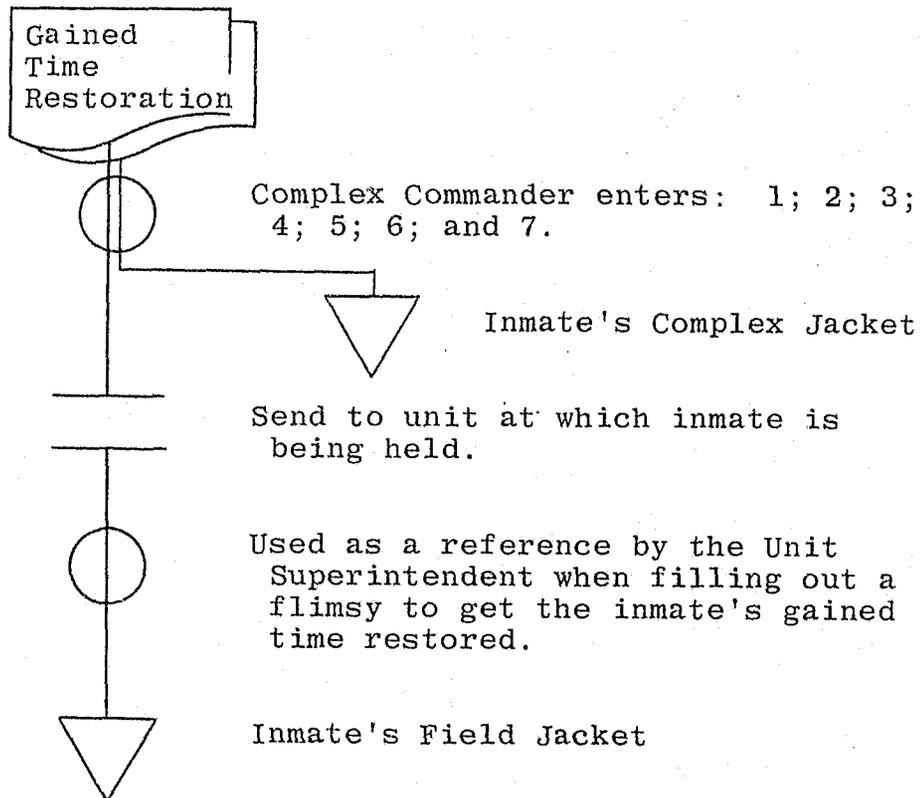
TITLE: Gained Time Restoration
PA-11

FUNCTION: To officially document the Complex Commander's restoration of an inmate's gain time.

COPIES: Original plus one copy.

ORIGIN: Created by the Complex Commander upon his decision to restore an inmate's gain time.

PROCEDURE:



Form No. PA-11

GAINED TIME RESTORATION

INMATES NAME ① NUMBER ②

As provided in General Policies, Rules and Regulations and Required by GS-148-12, please restore ③ days gained time lost by departmental disciplinary action on ④ Date

General Policies, Rules and Regulations 2-404 Record and Review. By authority invested by the Commissioner of Correction, I authorize restoration of gained time base on review as follows:

⑤

SIGNATURE ⑥
COMPLEX COMMANDER
⑦ COMPLEX

CC: Complex Jacket
Subsidiary Jacket

CONTINUED

1 OF 2

TITLE: Daily Telephone Report

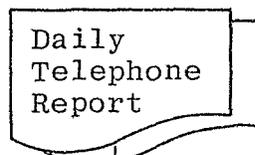
DC 327
(Dated 3-68)

FUNCTION: To provide daily, a detailed record of all inmate movements and a summary of all inmate assignments and status.

COPIES: Original plus one copy.

ORIGIN: Completed each day at each unit.

PROCEDURE:



Officer on duty each morning enters:
1; 2; 3; and 4.

For each inmate movement which occurs during the day, Officer on duty enters: 48; 49-Except if new admission; 50; 51; 52; 53; and 54 if a new admission; 55; 56; 57; and 58-If a transfer.

Officer on duty early in the evening enters: 5; 6; 7; 8; 9; 10; 11; 12; 13; 14; 15; 16; 17; 18; 19; 20; 21; 22; 23; 24; 25; 26; 27; 28; 29; 30; 31; 32; 33; 34; 35; 36; 37; 38; 39; 40; 41; 42; 43; 44; 45; 46; and 47.

During the night all information is transmitted to Raleigh via telephone.

Night operator at Central Prison fills out report from information given by Officer at the unit.

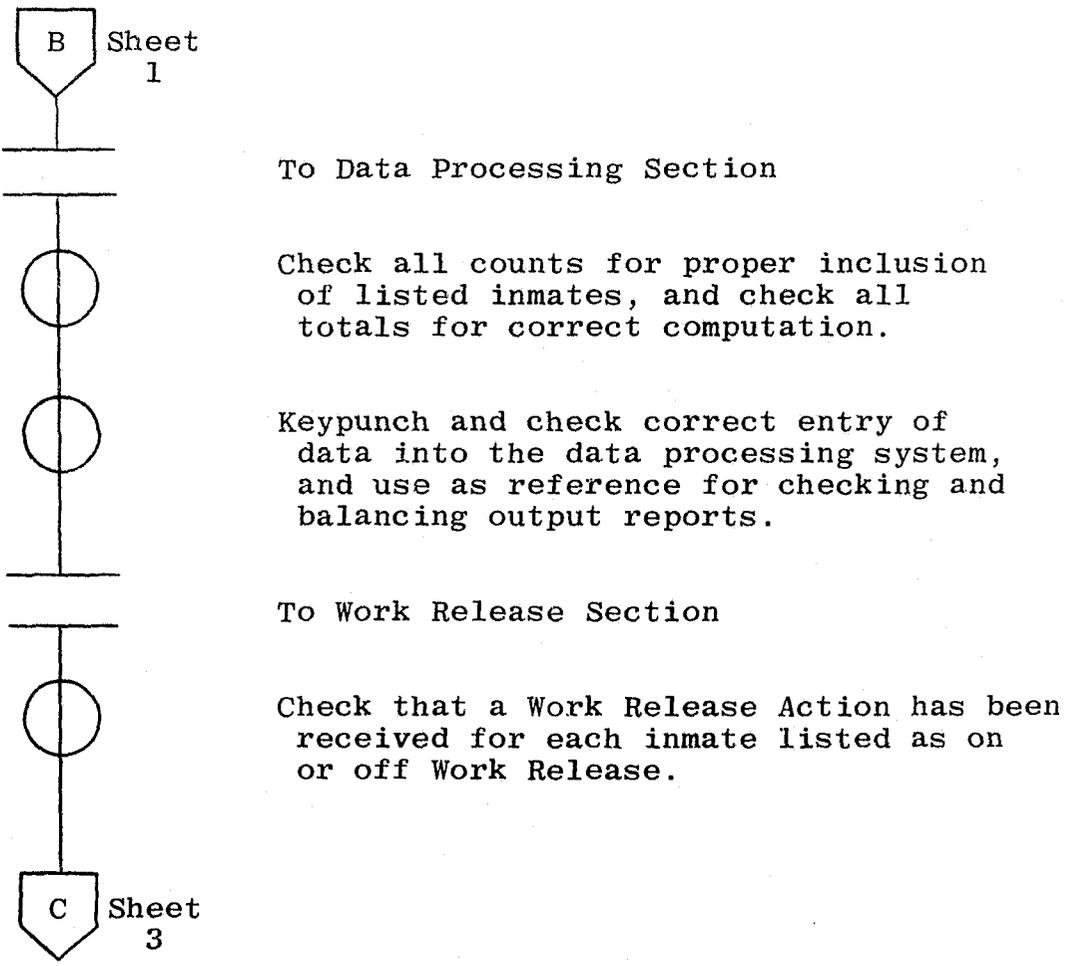
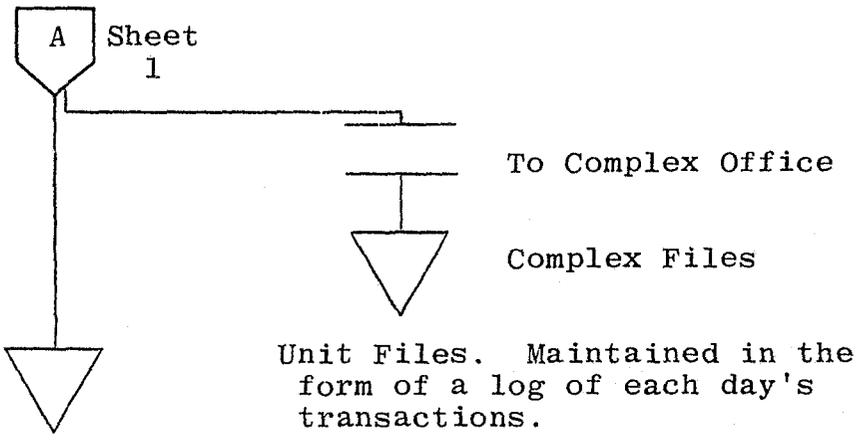
A Sheet
2

B Sheet
2

TITLE: Daily Telephone Report

DC 327
(Dated 3-68)

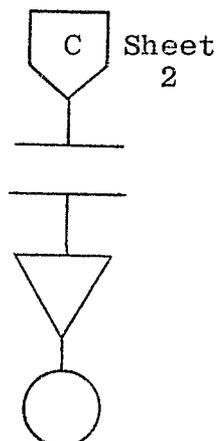
PROCEDURE:
(Cont)



TITLE: Daily Telephone Report

DC 327
(Dated 3-68)

PROCEDURE:
(Cont)



To Combined Records Section

File for approximately eight months.

Discard.

DAILY TELEPHONE REPORT

Unit 1 Complex 2 Date 3

POPULATION		WORK RATING			INMATES UNASSIGNED		INMATES ASSIGNED		
Previous Day Total	(4)	A		(16)	School	(25)	Dietary	(33)	
Admissions	(5)	B		(17)	New Inmate	(26)	Housekeeping	(34)	
		C		(18)	Adm. Segregation	(27)	Highway	(35) (36)	
		Unc.		(19)	Pun. Segregation	(28)	Highway Patrol	(37)	
Captures	(6)	Total			(20)	"C" Work Rating	(29)	Prison Enterprise	(38)
Transfers (In)	(7)	Felon Conduct		Safe Keep.—Pre Sent. Diag.—Dth. Row	Sick	(30)	Prison Maintenance	(39)	
Releases	(8)	Honor	(12)	SK	(21)	Other	(31)	Work Release	(40)
		A	(13)	PSD	(22)			Other	(41)
Escapes	(9)	B	(14)	DR	(23)				
Transfers (Out)	(10)	Total			(15)	Total	(24)	Total	(42)
Total	(11)	Total			(15)	Total	(24)	Total	(42)

Total Assigned	(43)	Transients	(44)	Temporarily Assigned to Unit	(45)	Temporarily Assigned Away from Unit	(46)	Total Present	(47)
----------------	------	------------	------	------------------------------	------	-------------------------------------	------	---------------	------

INDIVIDUAL PRISON MOVEMENT

Code	Alphameric Number		Name	Race	Sex	Date of Birth	County Born	Wk. Rel. Info.	SK PSD DR	Crime F/M	Transfe To/Fro
(48)		(49)	(50)	(51)	(52)	(53)	(54)	(55)	(56)	(57)	(58)

Schedule of Codes	A—New Admission R—Release	PR—Parole Revocation RP—Release on Parole	C—Capture E—Escape	TI—Transfer In T—Transfer Out	D—Death RC—Released by Court	W—On Work Release O—Off Work Release	CR—Conditional Release RR—Revocation of Conditional Release
Definitions	SK-Safe Keeper		PSD-PreSentence Diagnostic			DR-Death Row	

TITLE: Daily Population Reporting

FUNCTION: To provide a checklist for determining which units have reported their population for the previous day.

COPIES: Original only.

ORIGIN: EDP Edit Section each morning when processing Daily Telephone Reports from the previous day.

PROCEDURE:

Daily
Population
Reporting



After checking totals on reports, clerk checks off each unit from which a report has been received.



Clerk calls each unit which is not checked off and either takes report over telephone immediately or has unit call back when ready. Clerk checks off each of these units as its report is received.



After all units have reported in and all Daily Telephone Reports have been forwarded to the keypunching section, clerk discards sheet.

DAILY POPULATION REPORTING DATE

012	Currituck		066	Rowan
013	Gates		067	Stokes
014	Greene		068	Yadkin
015	Hartford		071	Cabarrus
016	Martin		072	Gaston
017	Pitt		073	Lincoln
018	Washington		074	Mecklenburg
021	Bladen		075	Mecklenburg
022	Carteret		076	Stanly
023	Columbus		077	Union
024	Duplin		081	Alexander
025	New Hanover		083	Avery
026	Pender		084	Burke
027	Sampson		085	Caldwell
032	Franklin		086	Catawba
033	Halifax		087	Watauga
034	Johnston		088	Wilkes
035	Mash		092	Cleveland
036	Vance		093	Haywood
037	Warren		094	Henderson
041	Anson		095	McDowell
042	Montgomery		096	Rutherford
043	Moore		097	Yancey
044	Randolph		200	Central Prison
045	Richmond		300	N.C.C.Center for Women
046	Robeson		350	Polk Youth Center
047	Scotland		400	Caledonia Prison
051	Alamance		500	Odom Prison
052	Caswell		600	Blanch Prison
053	Durham		650	Craggy Prison
054	Guilford		700	Harnett Prison
055	Granville		710	Umstead Youth Center
056	Orange		720	Goldsboro Youth Center
057	Person		730	McCain Sanatorium
058	Rockingham		740	State Hospital-Raleigh
061	Davidson		750	State Hospital-Goldsboro
062	Davie		760	Personnel Training Center
063	Forsyth		770	Community Correct.Center
064	Guilford			
065	Iredell			

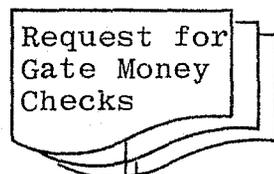
TITLE: Request for Gate Money Checks

FUNCTION: To request that the Accounting Section prepare Gate Money Checks payable to the listed inmates in the amount shown for each.

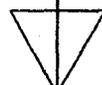
COPIES: Original plus two copies.

ORIGIN: Combined Records Section
Created each month after reviewing the Monthly Release List and determining which inmates are eligible to receive gate money.

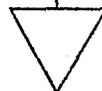
PROCEDURE:



For each inmate scheduled for release, as indicated by the Monthly Release List, and eligible for gate money, clerk enters: 1-Inmate's name; 2; 3-Scheduled date of release; 4; and 5.



Hold on desk until checks received and forwarded to the units.



File with Gate Money List for the month.

To Accounting Section

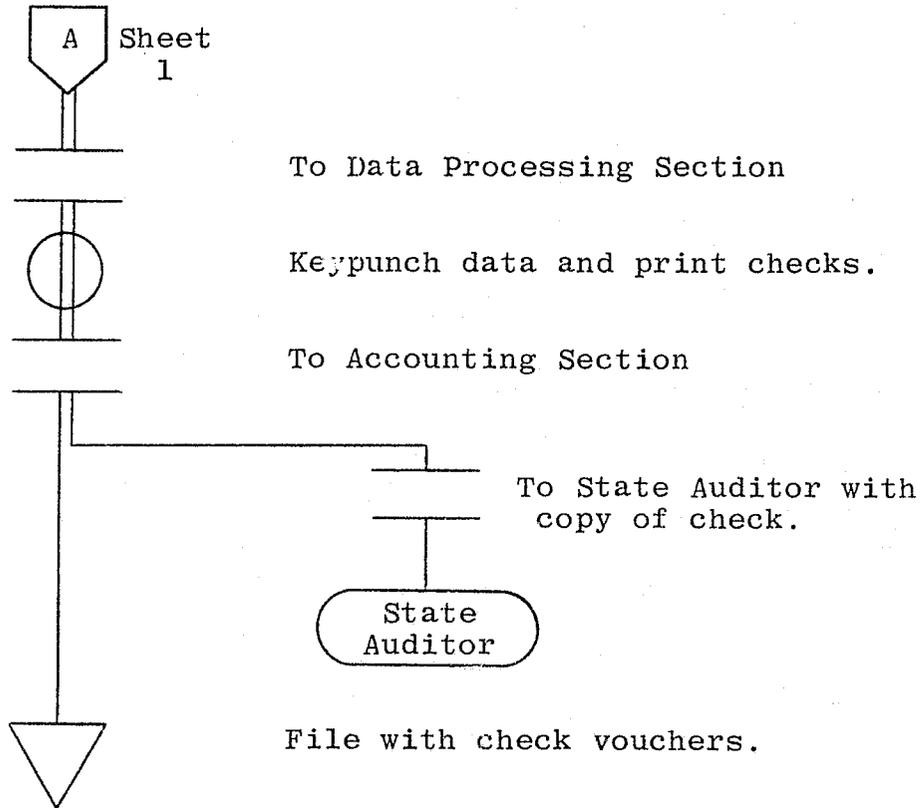


Prepare data for entry into data processing system.



TITLE: Request for Gate Money Checks

PROCEDURE:
(Cont)



XIV. MACHINE OUTPUTS

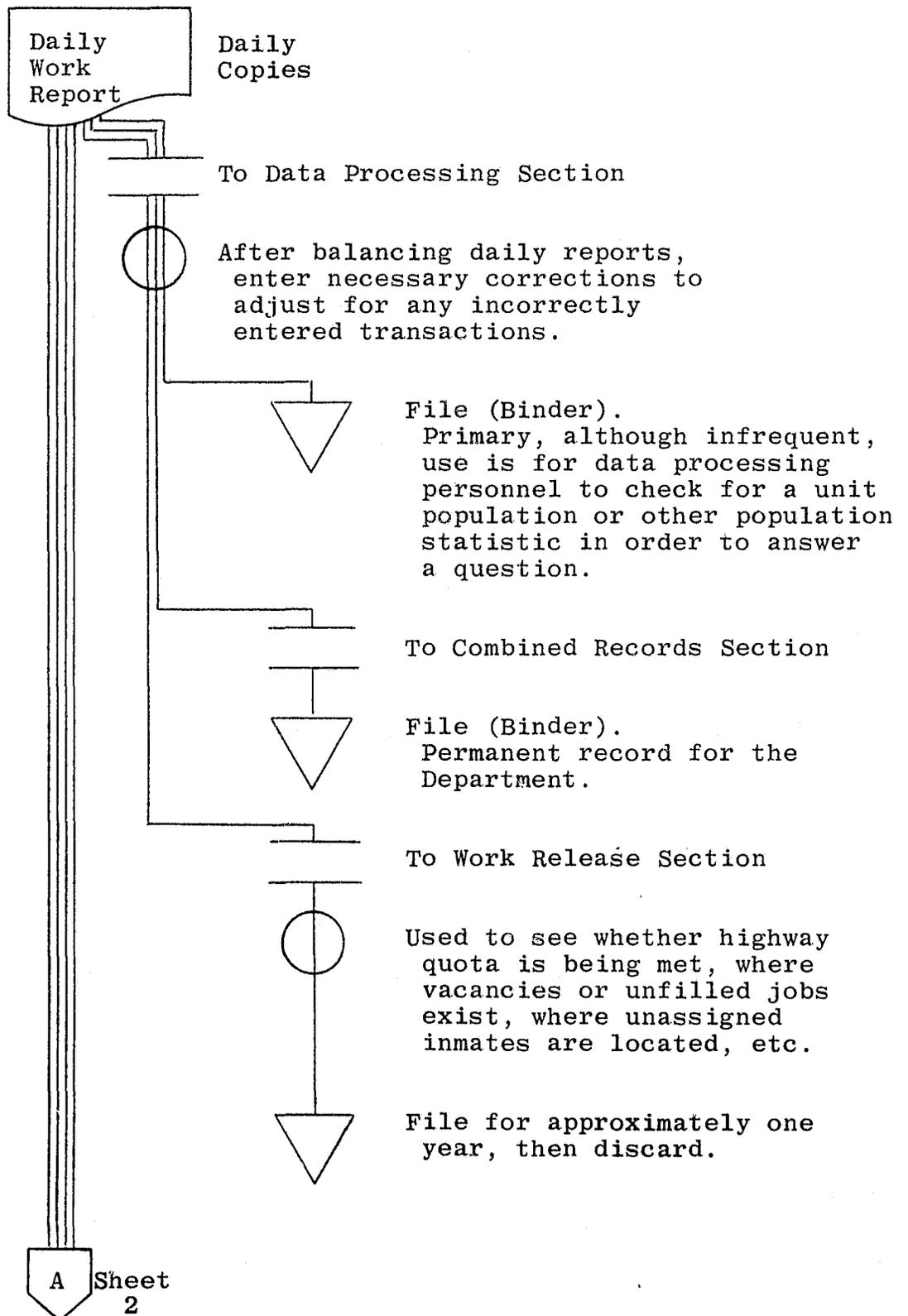
	<u>PAGE</u>
Daily Work Report	XIV-1
Number Verification List	XIV-2
New Admissions List	XIV-3
Parole Referral List	XIV-4
Dummy List	XIV-5
Release List	XIV-6
Release Update List	XIV-7
Kardex Cards	XIV-8
Daily Letter	XIV-9
Daily Transactions List	XIV-10
Escapes and Absconders List	XIV-11
Inmate Records Book	XIV-12
Habitual Drunks List	XIV-13
Monthly Work Report	XIV-14
Gate Money List	XIV-15
Indeterminate List in Number Sequence	XIV-16
Indeterminate List in Unit Sequence	XIV-17
Release Instructions	XIV-18
Youth Complex List	XIV-19
Parolees List	XIV-20
SCCRC Report	XIV-21

XIV. MACHINE OUTPUTS (Cont)

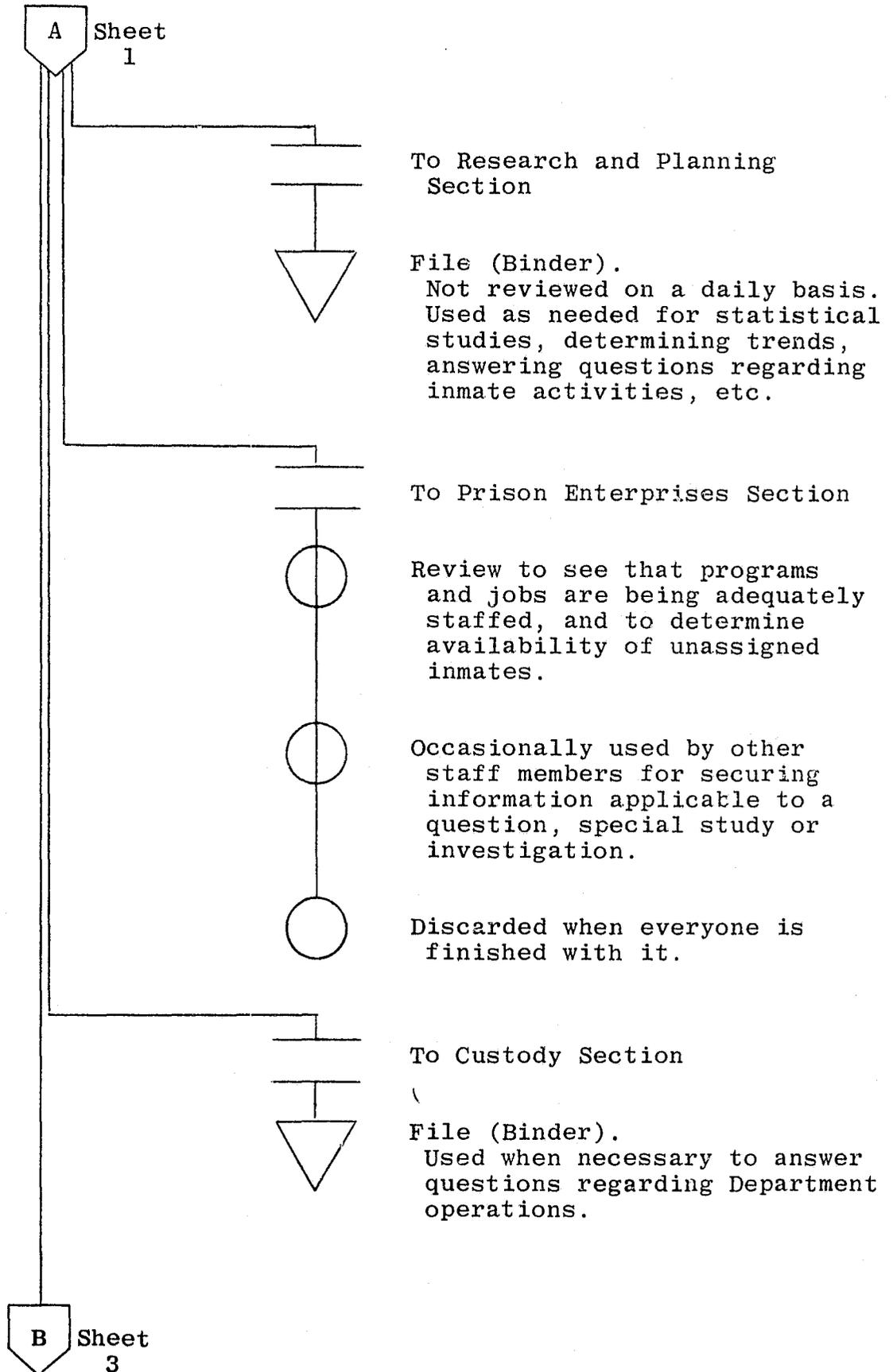
	<u>PAGE</u>
Release for Cumberland County	XIV-22
Pre-Release List	XIV-23
Work Release List	XIV-24
Monthly Release List	XIV-25
Felon Admissions List	XIV-26
Abstract	XIV-27
Unit Population Report	XIV-28
Sanford List	XIV-29
Case Load Lists	XIV-30
Inmate History Book	XIV-31
Conditional Release Termination of Supervision	XIV-32

TITLE: Daily Work Report

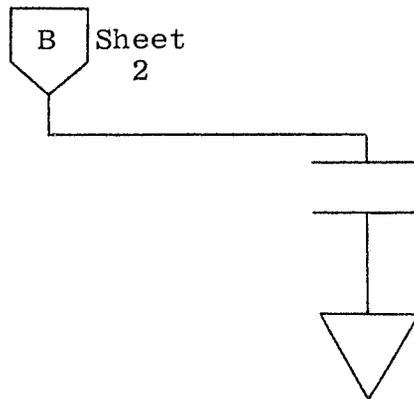
COPIES AND FREQUENCY: Seven copies daily. Eleven additional copies on Friday.



TITLE: Daily Work Report



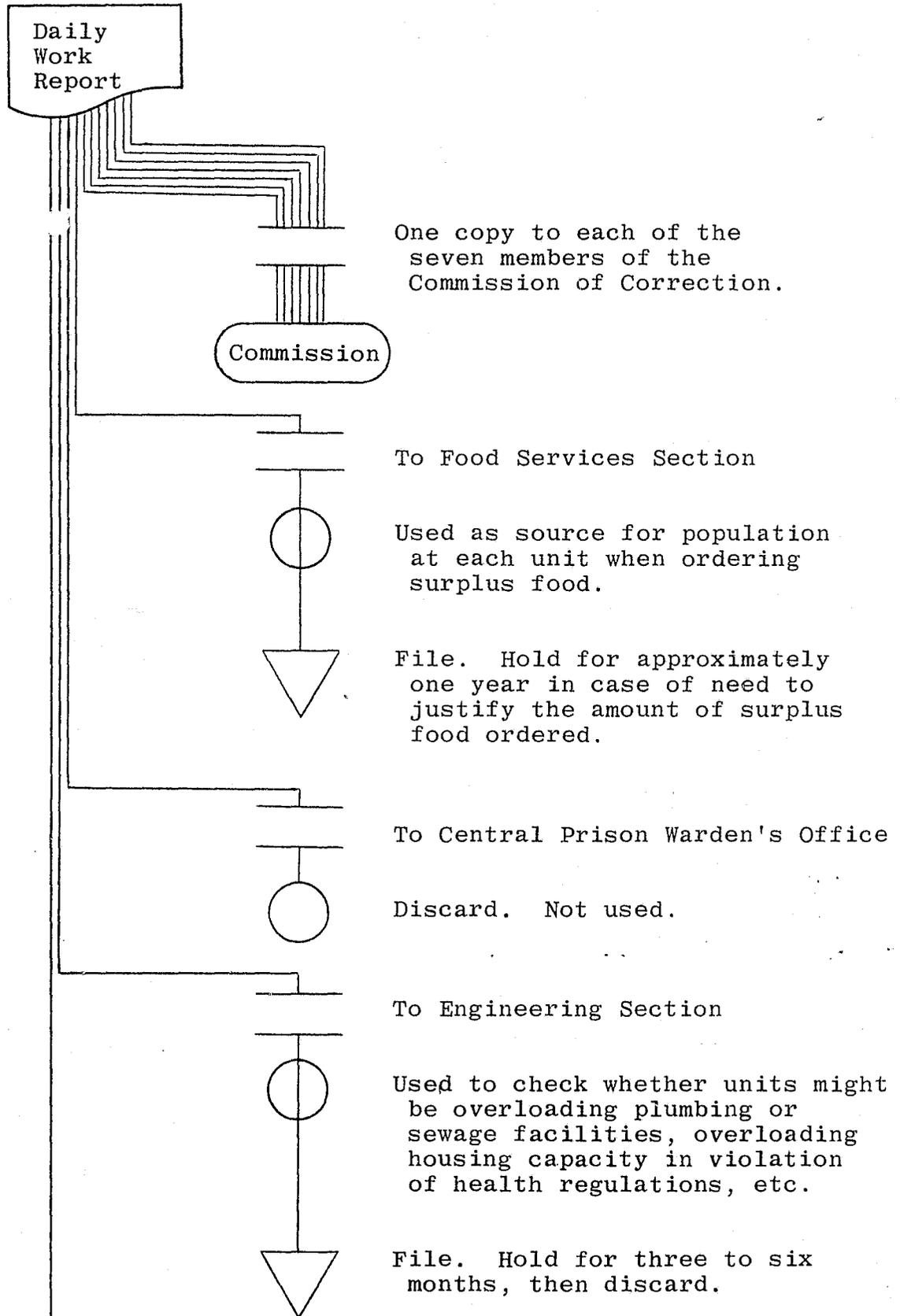
TITLE: Daily Work Report



To Commissioner's Office

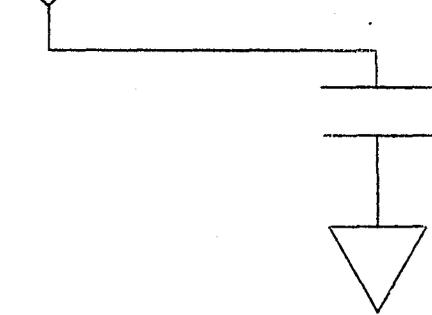
File (Binder).
Used as reference for inmate
population statistics at any
given unit on any given day.

TITLE: Daily Work Report



TITLE: Daily Work Report

C Sheet
4

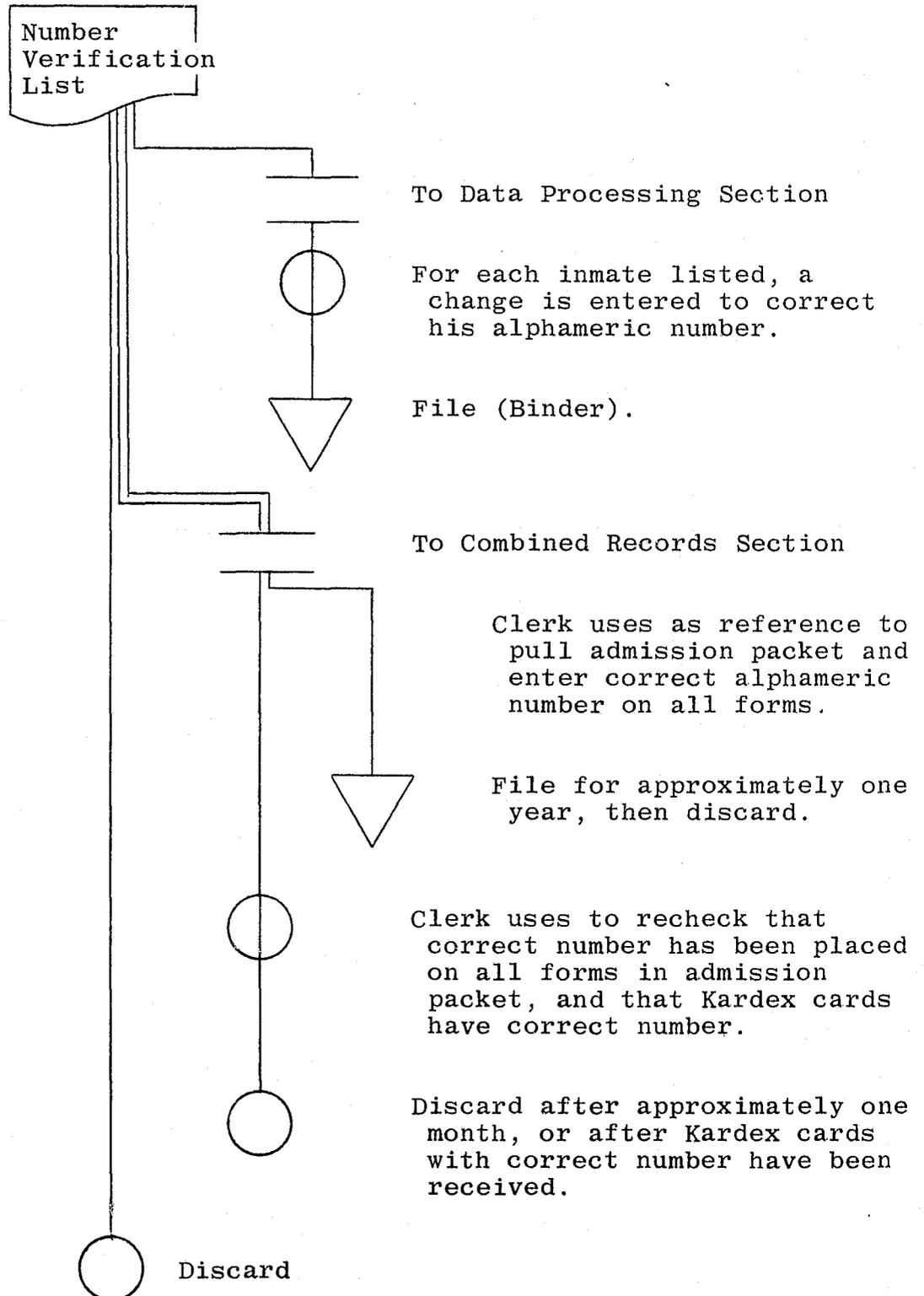


To North Central Area
Office

File (Binder).

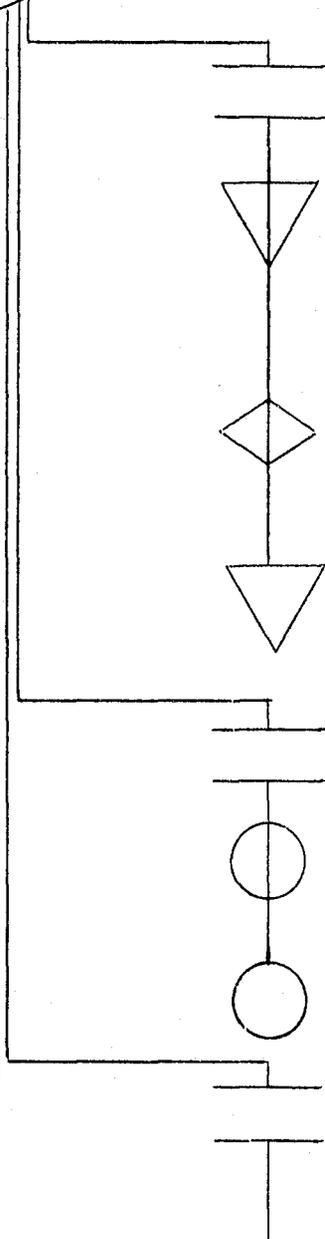
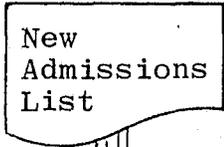
TITLE: Number Verification List

COPIES AND
FREQUENCY: Four copies daily.



TITLE: New Admissions List

COPIES AND FREQUENCY: Four copies daily.



To Data Processing Section

Hold in New Admissions Binder.
When admission packet is received, enter inmate's number on all forms and cross name off list.

If name not crossed off after one month, call unit to expedite handling of papers.

File after all names have been crossed off sheet.

Applicable section sent to unit where inmate is being held.

Enter inmate's alphameric number on all forms in Field Jacket.

Discard

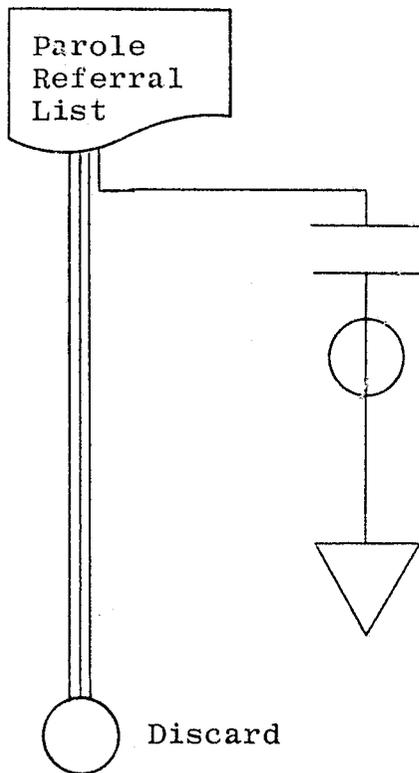
To Central Prison

Use and disposition unknown.

Discard

TITLE: Parole Referral List

COPIES AND FREQUENCY: Four copies daily.



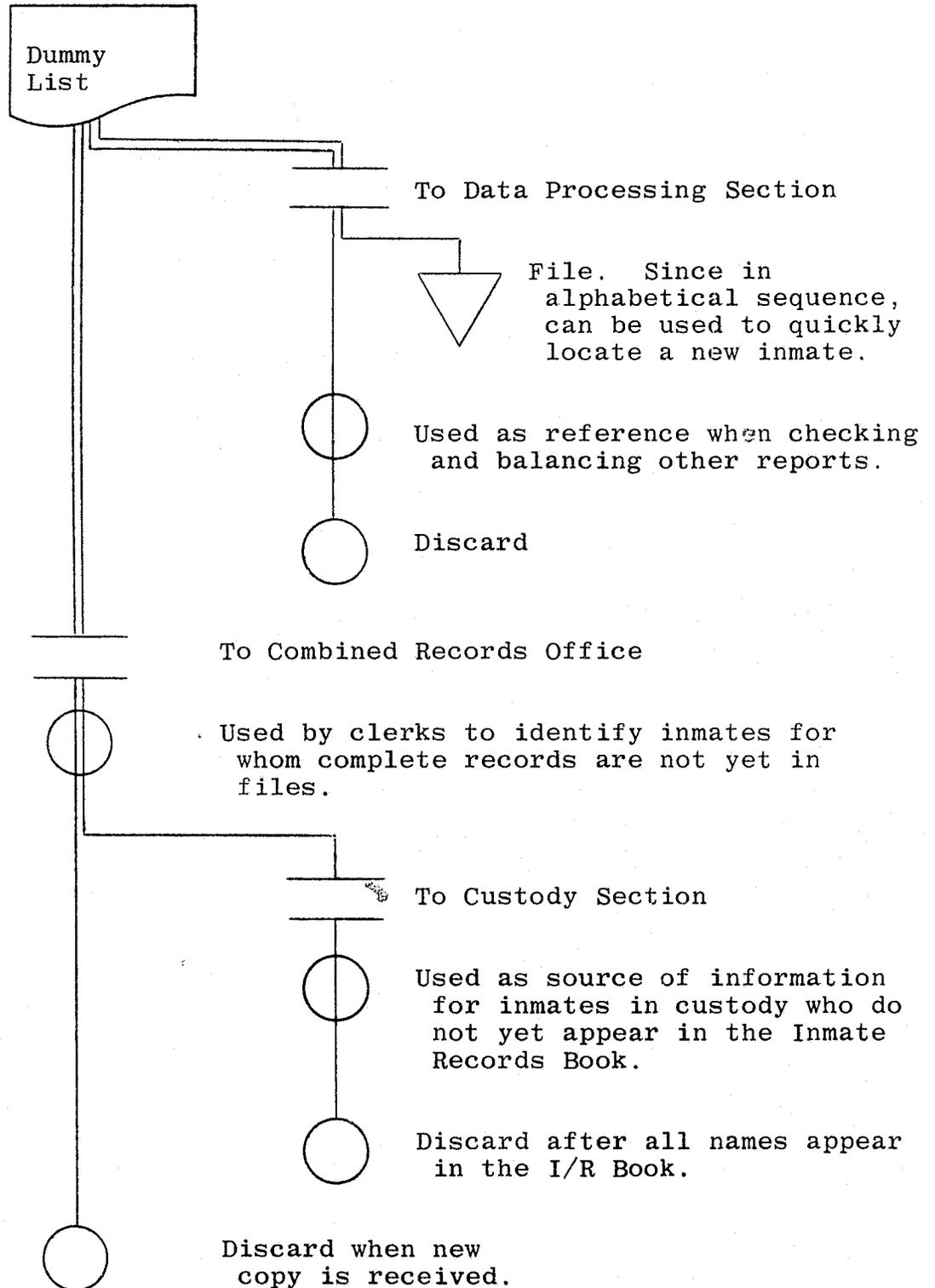
To Combined Records Section

Check that proper parole investigator has been assigned to the inmate. Pull jacket for each inmate and send to parole investigator.

File

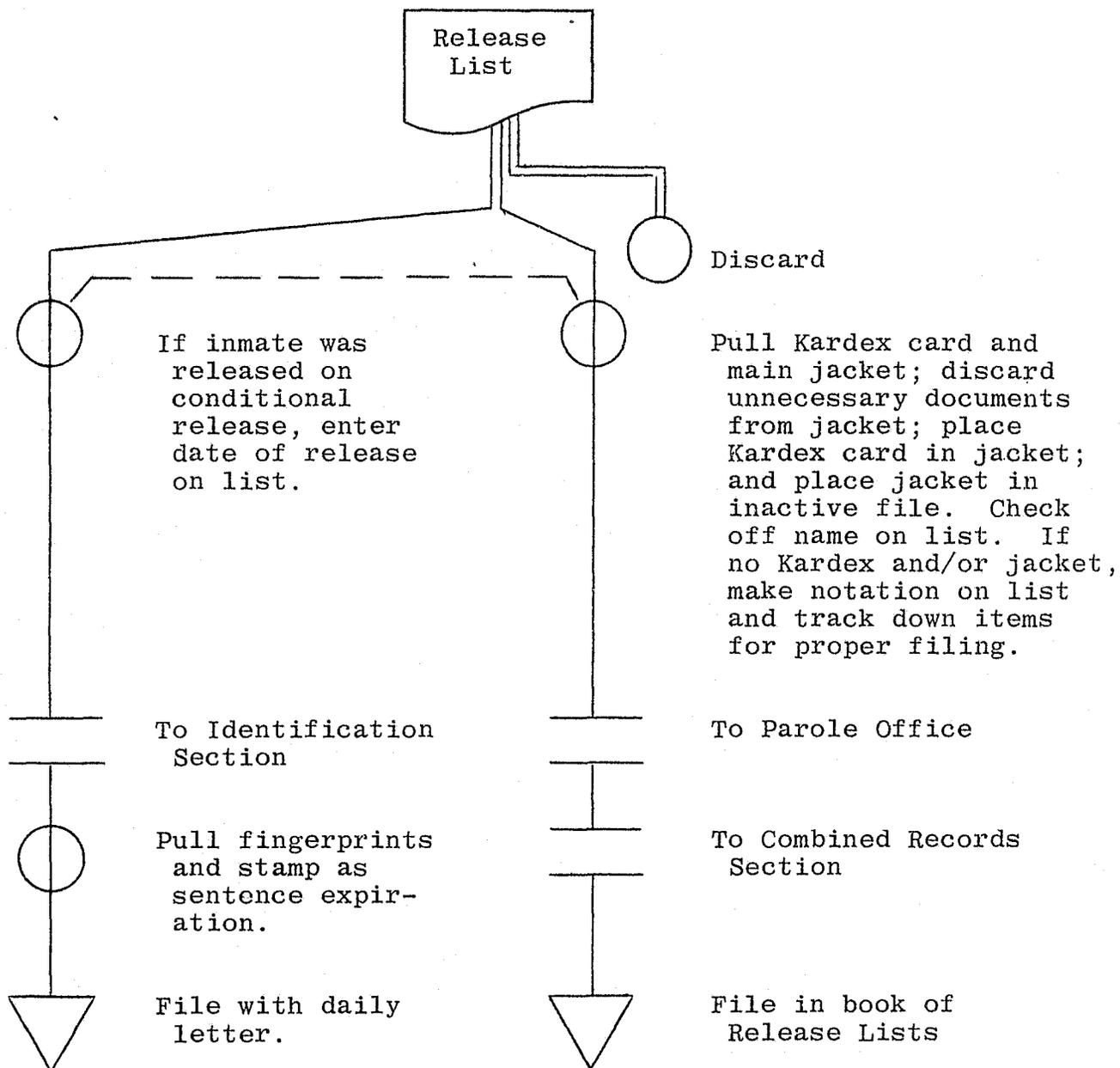
TITLE: Dummy List

COPIES AND
FREQUENCY: Four copies daily.



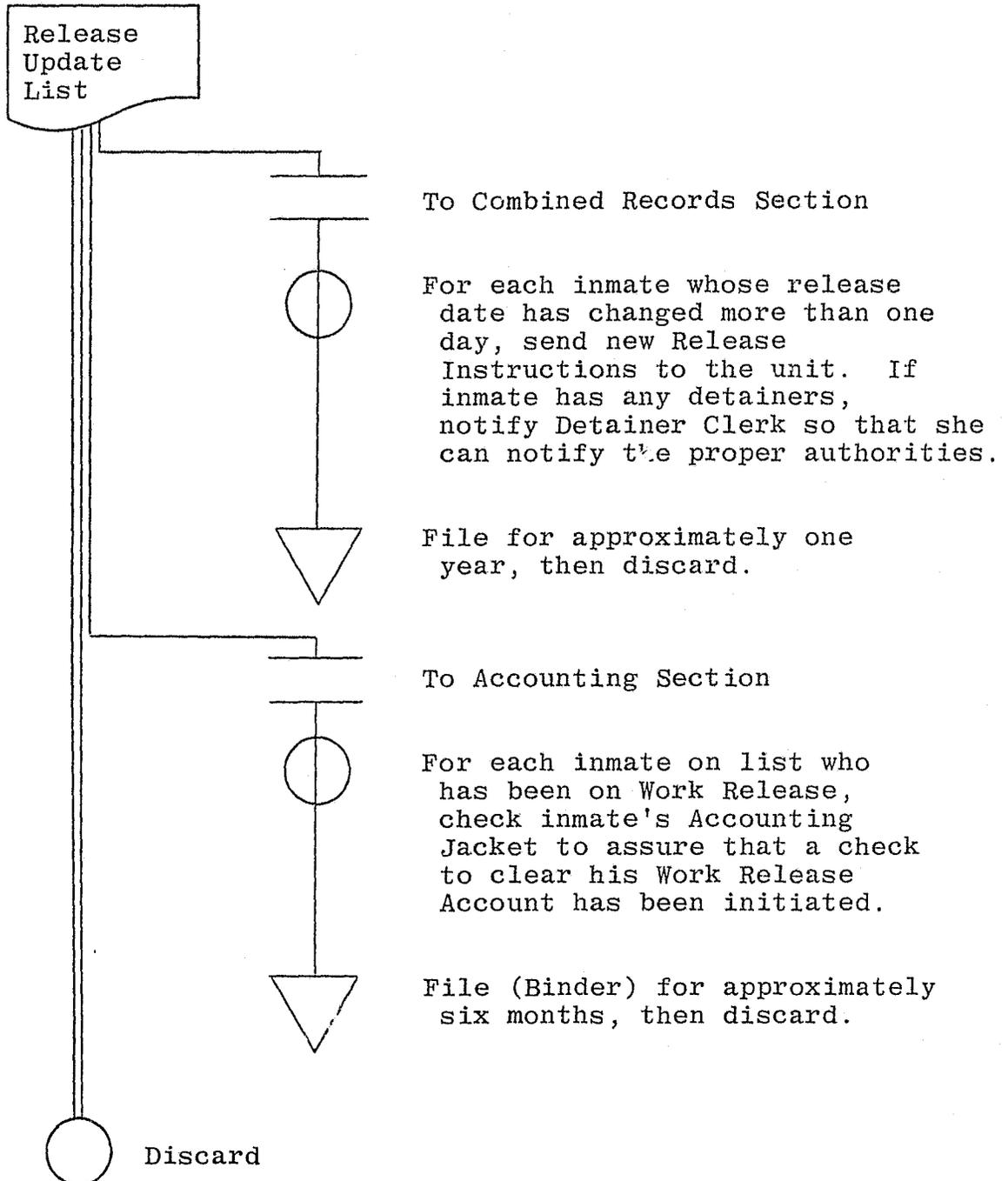
TITLE: Release List

COPIES AND
FREQUENCY: Four copies daily.



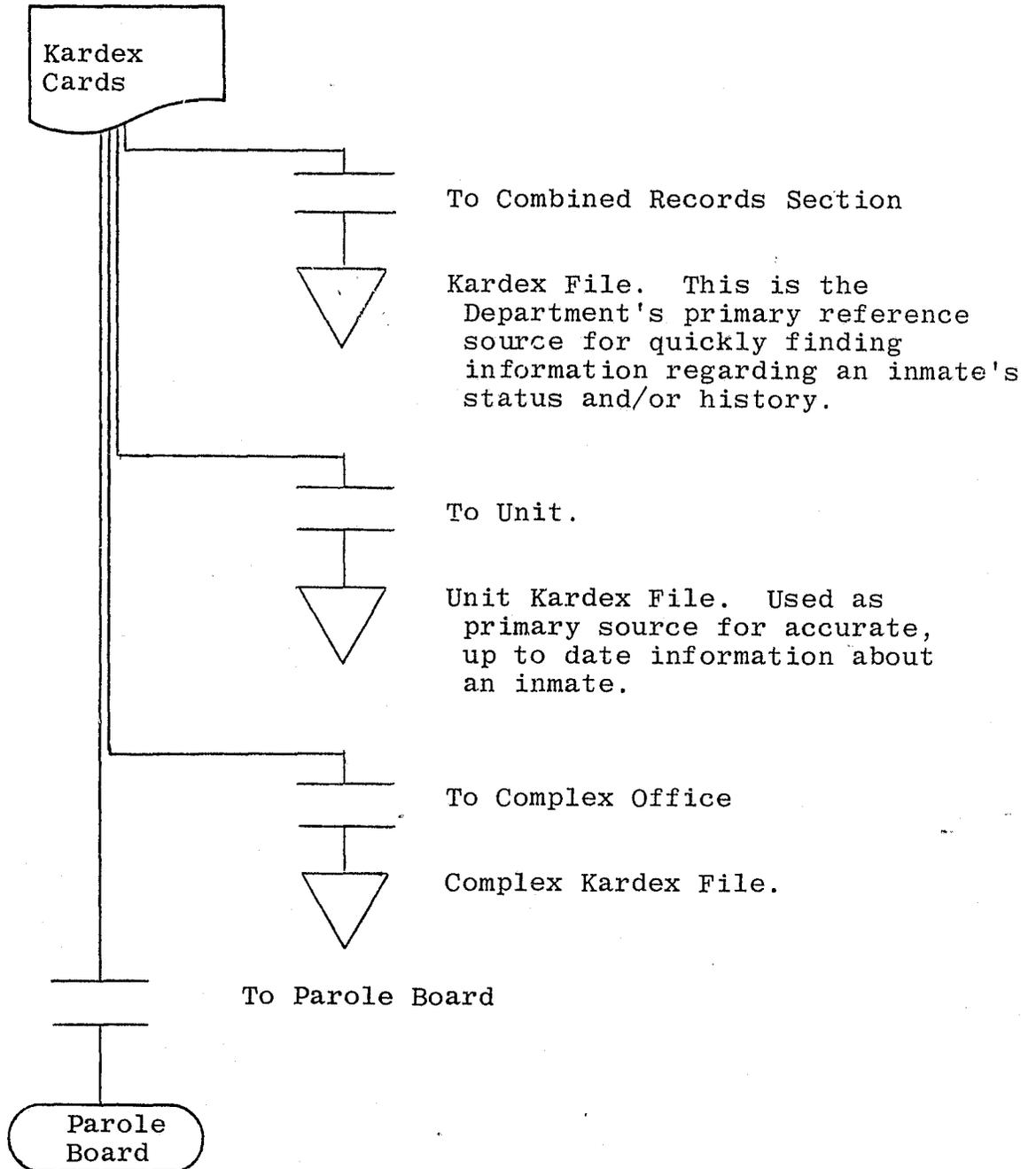
TITLE: Release Update List

COPIES AND FREQUENCY: Four copies daily.



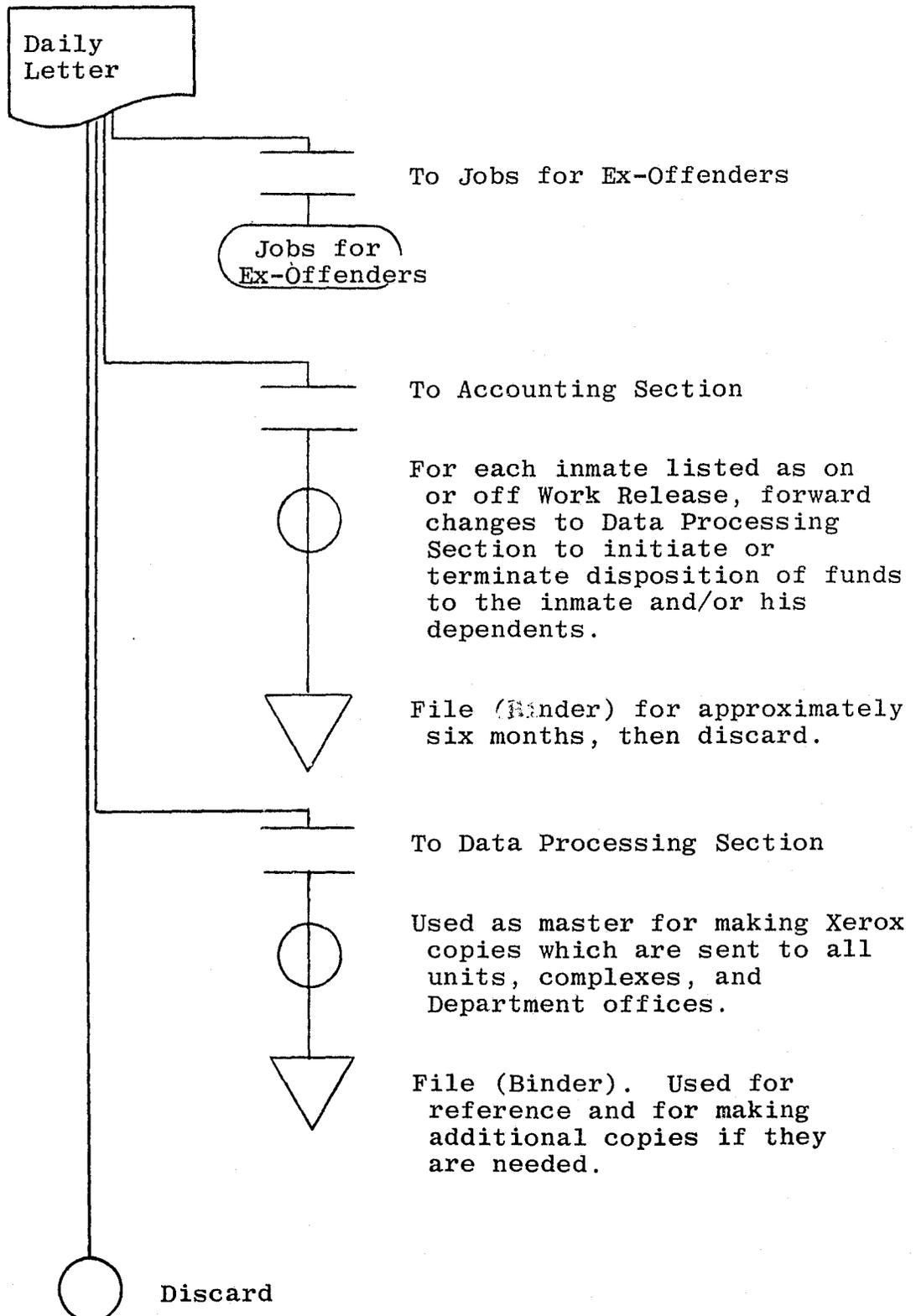
TITLE: Kardex Cards

COPIES AND FREQUENCY: Four copies daily.



TITLE: Daily Letter

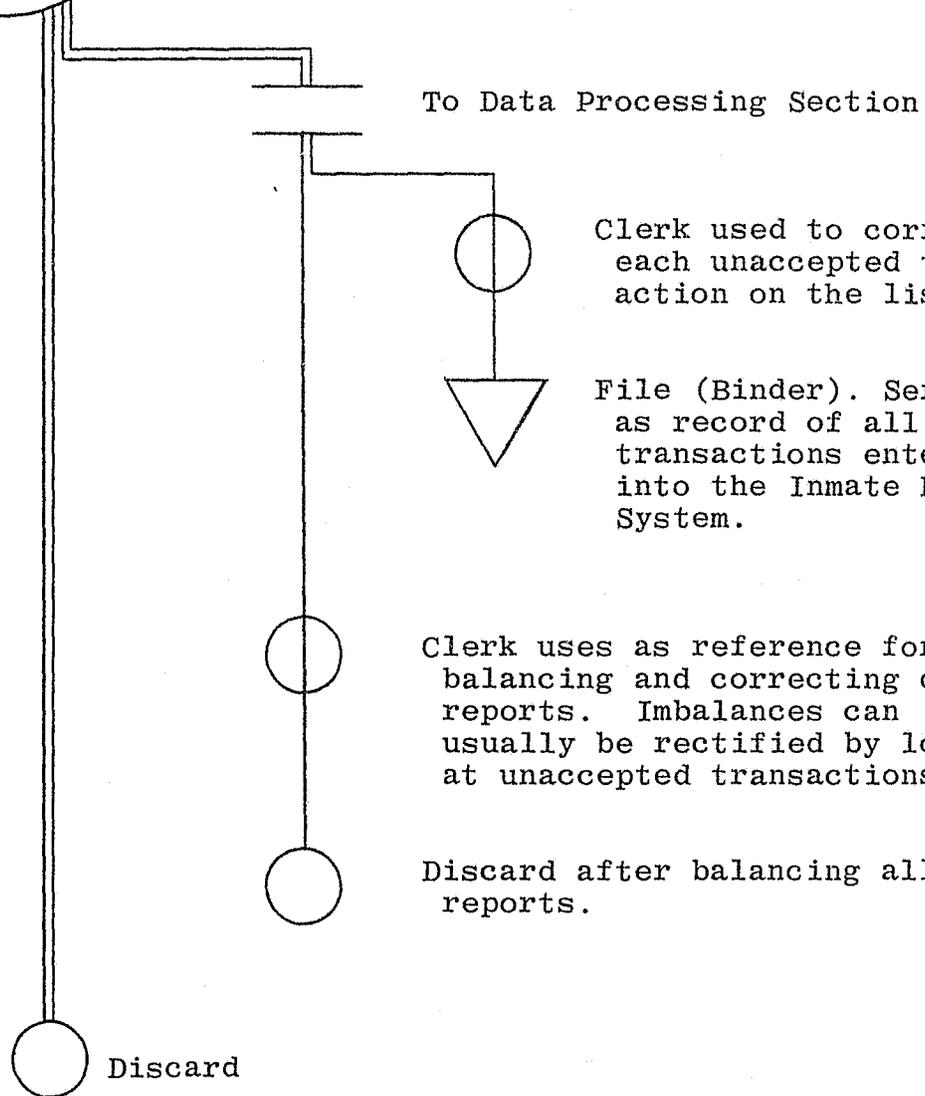
COPIES AND FREQUENCY: Four copies daily.



TITLE: Daily Transactions List

COPIES AND FREQUENCY: Four copies daily.

Daily Transactions List



To Data Processing Section

Clerk used to correct each unaccepted transaction on the list.

File (Binder). Serves as record of all transactions entered into the Inmate Records System.

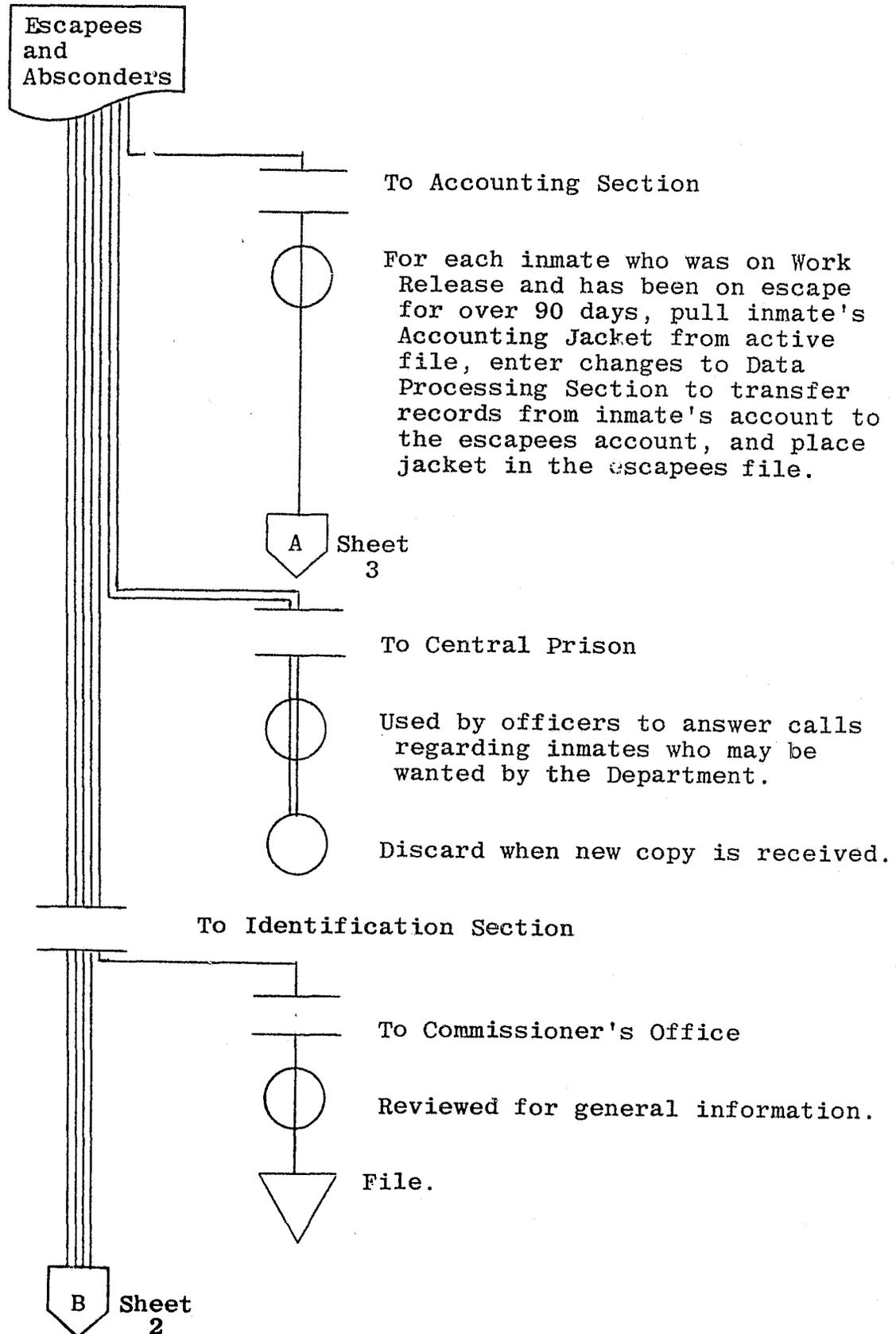
Clerk uses as reference for balancing and correcting daily reports. Imbalances can usually be rectified by looking at unaccepted transactions.

Discard after balancing all reports.

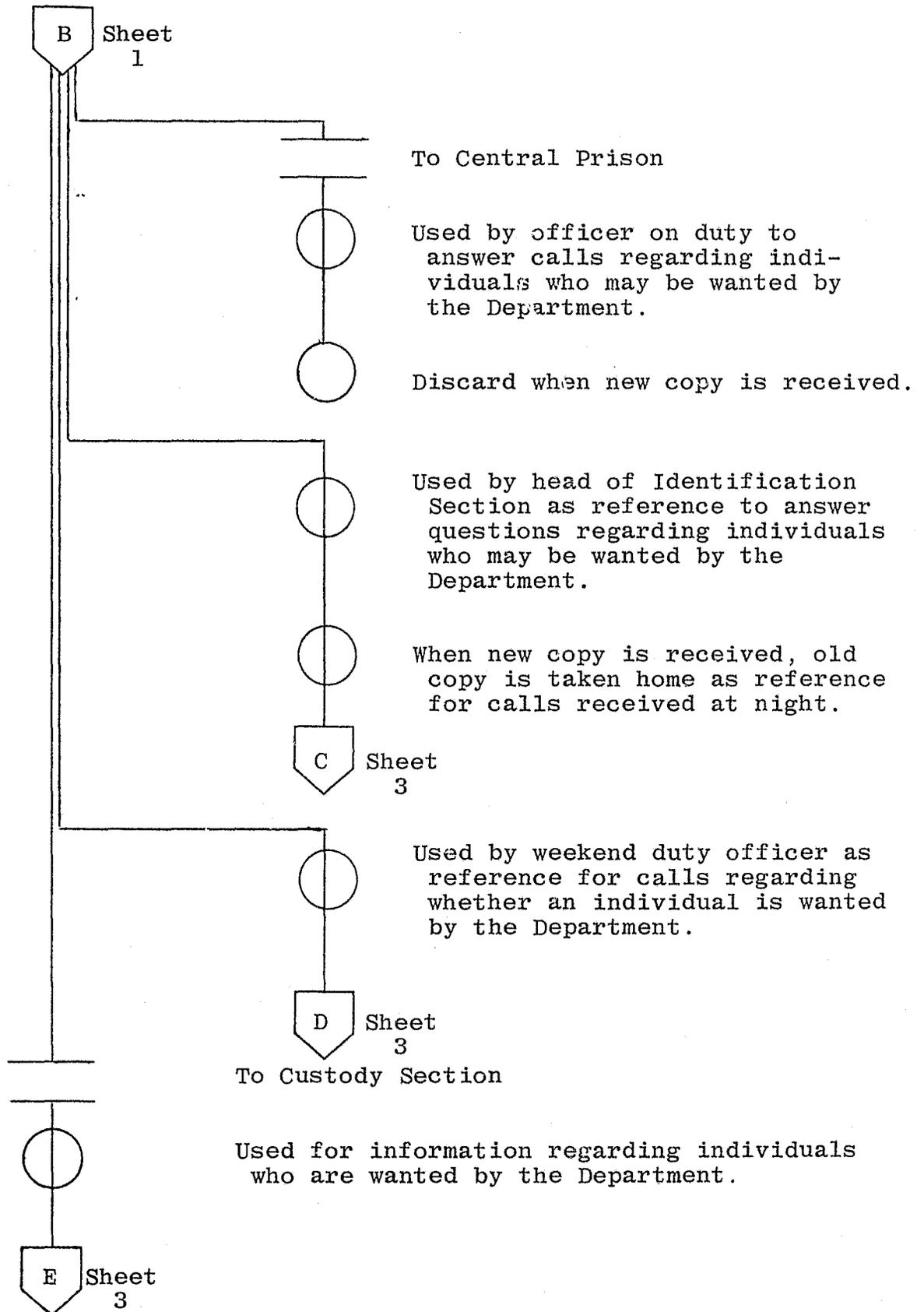
Discard

TITLE: Escapes and Absconders List

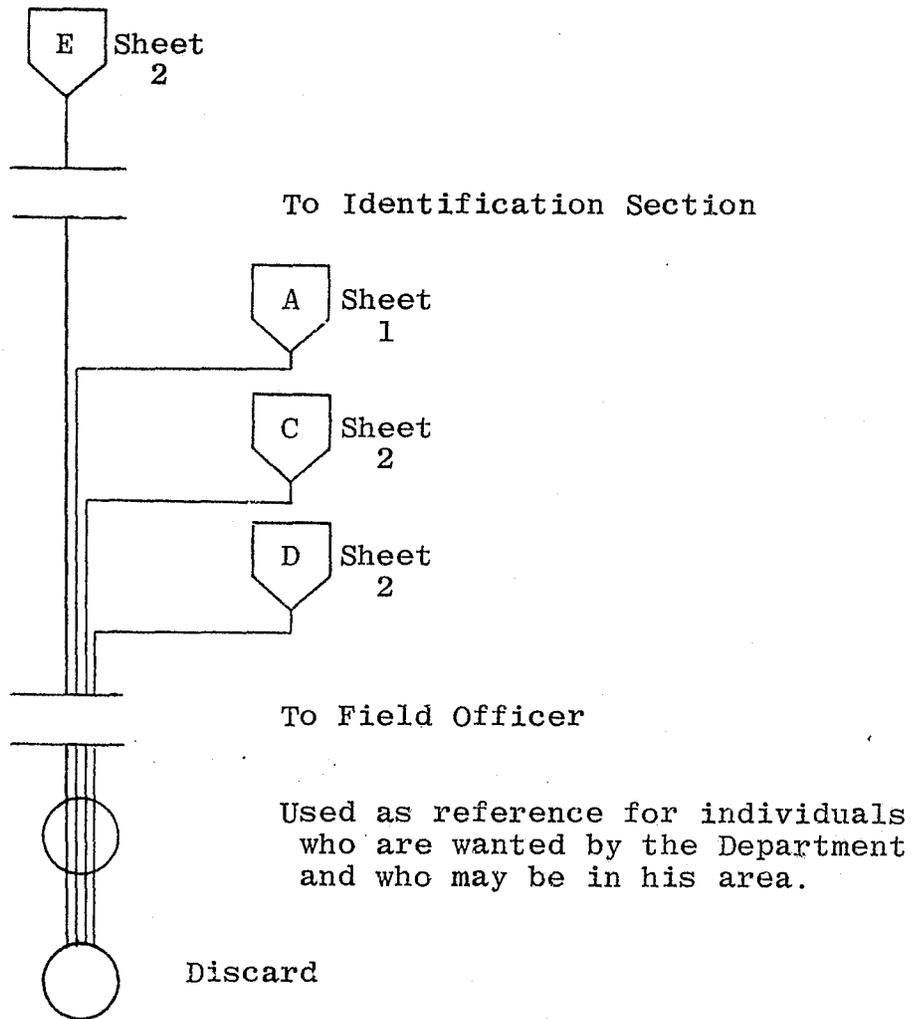
COPIES AND FREQUENCY: Eight copies weekly.



TITLE: Escapes and Absconders List

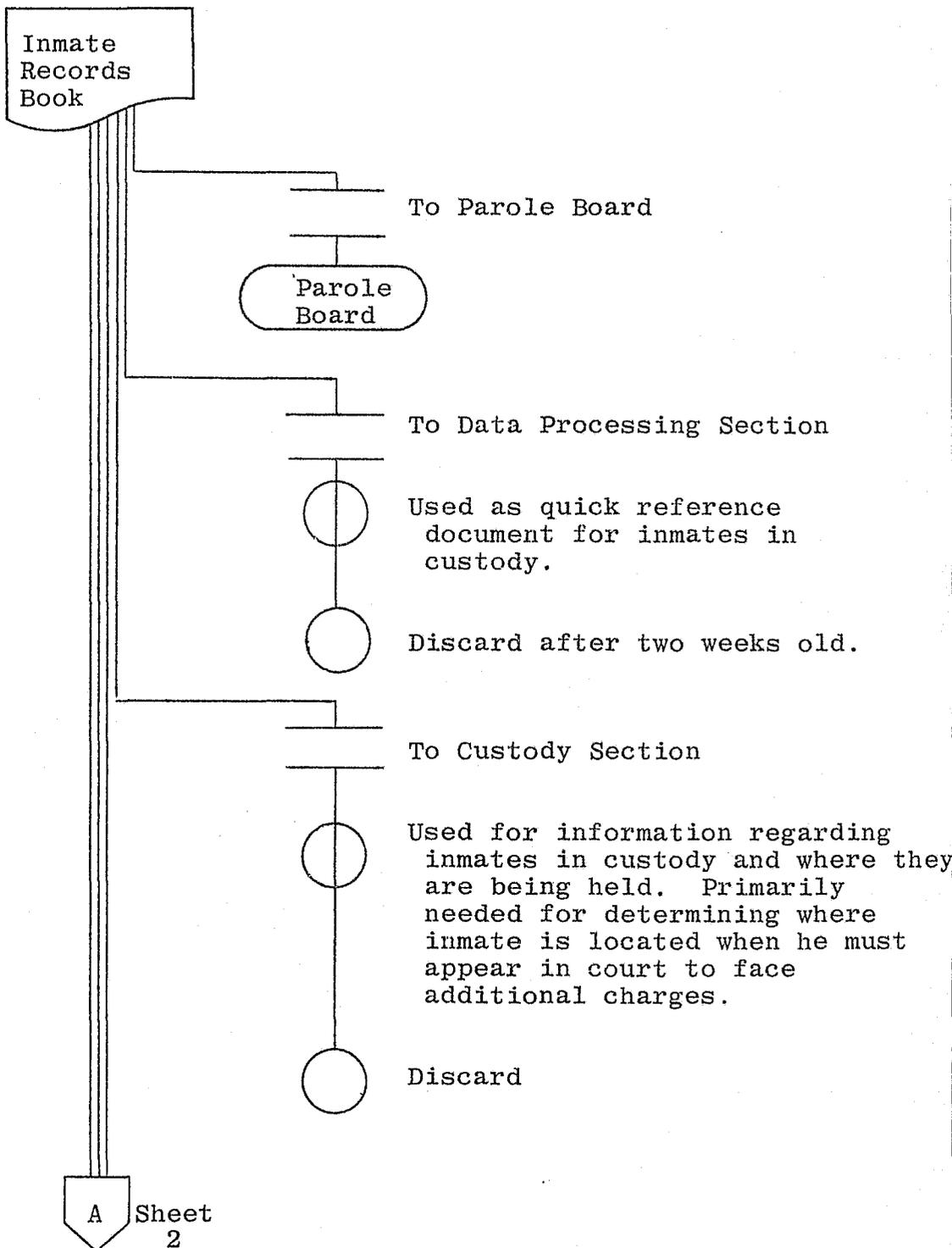


TITLE: Escapes and Absconders List

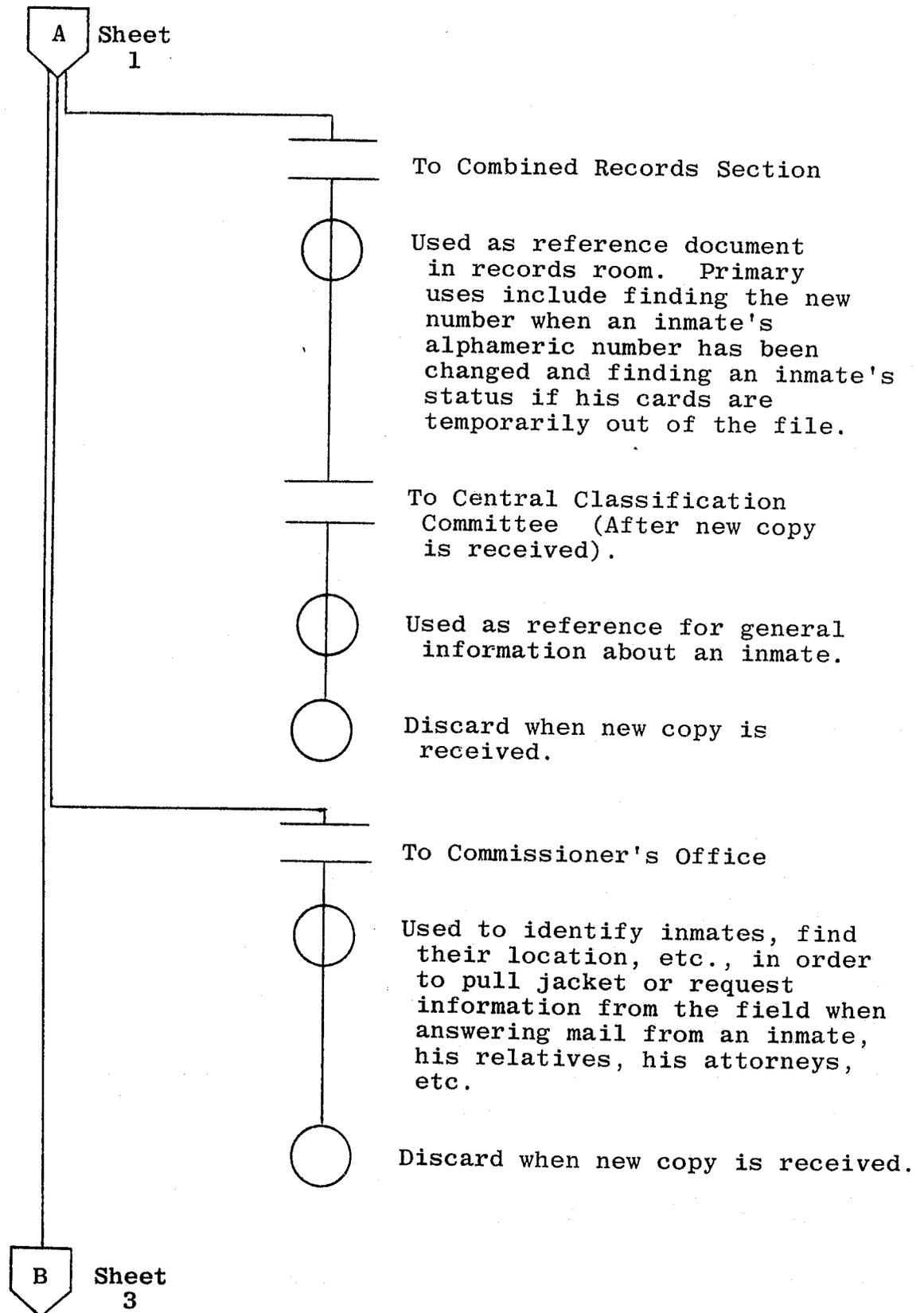


TITLE: Inmate Records Book

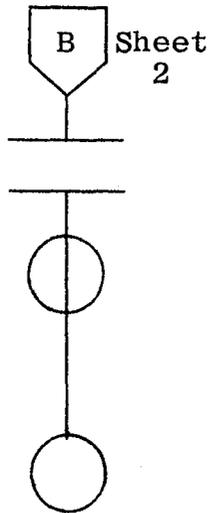
COPIES AND FREQUENCY: Six copies weekly.



TITLE: Inmate Records Book



TITLE: Inmate Records Book



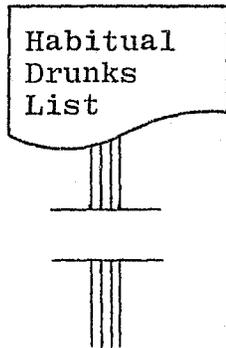
To Accounting Section

Used as reference for information
about an inmate, particularly,
whether or not he is on Work
Release.

Discard

TITLE: Habitual Drunks List

COPIES AND
FREQUENCY: Four copies; weekly and monthly.

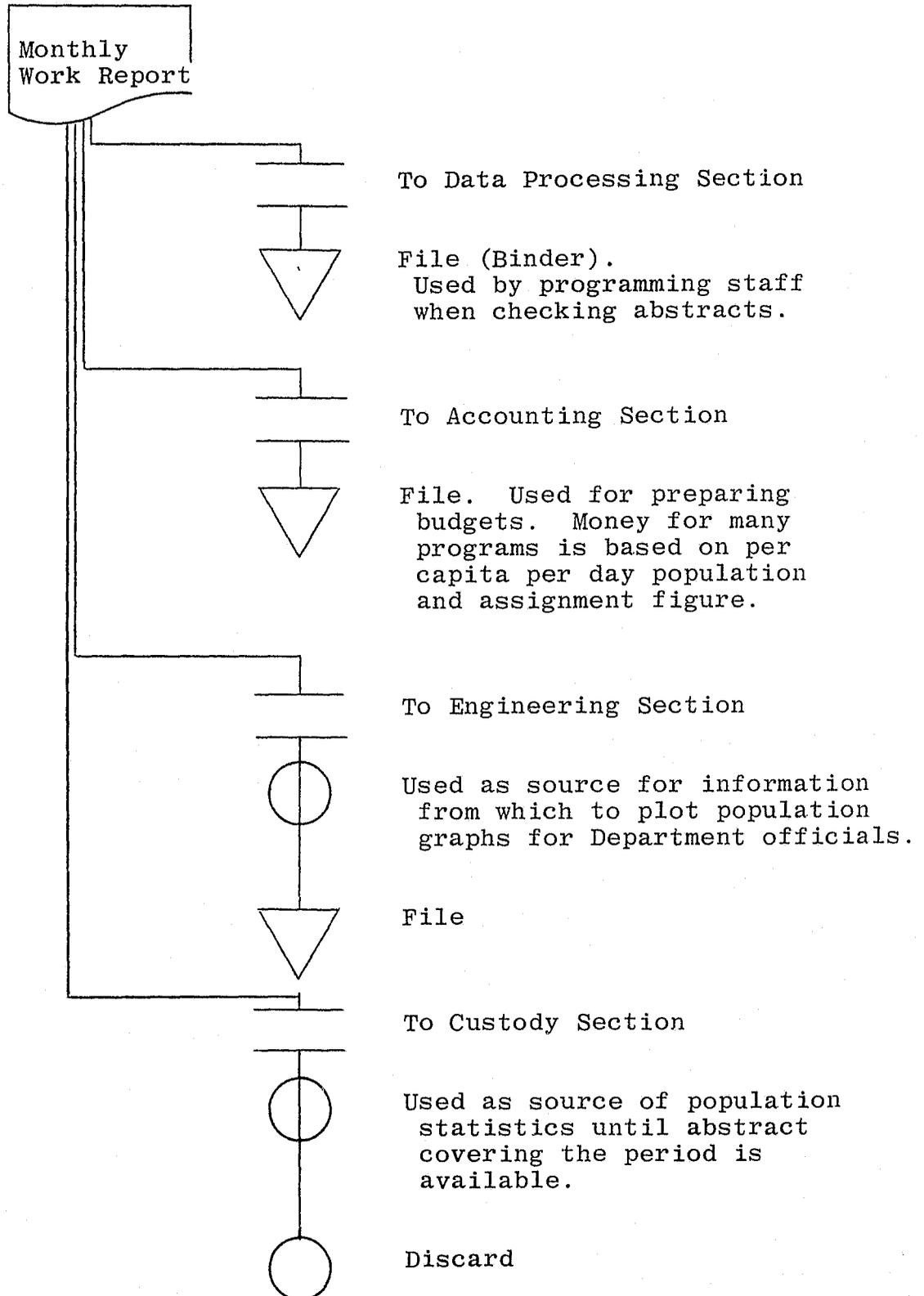


To Rehabilitation Section

Exact use and disposition unknown.
One copy of the monthly list is
separated into the applicable
sections for each unit and
mailed to the units.

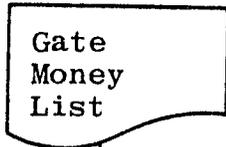
TITLE: Monthly Work Report

COPIES AND FREQUENCY: Four copies monthly.

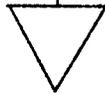


TITLE: Gate Money List

COPIES AND
FREQUENCY: One copy monthly.



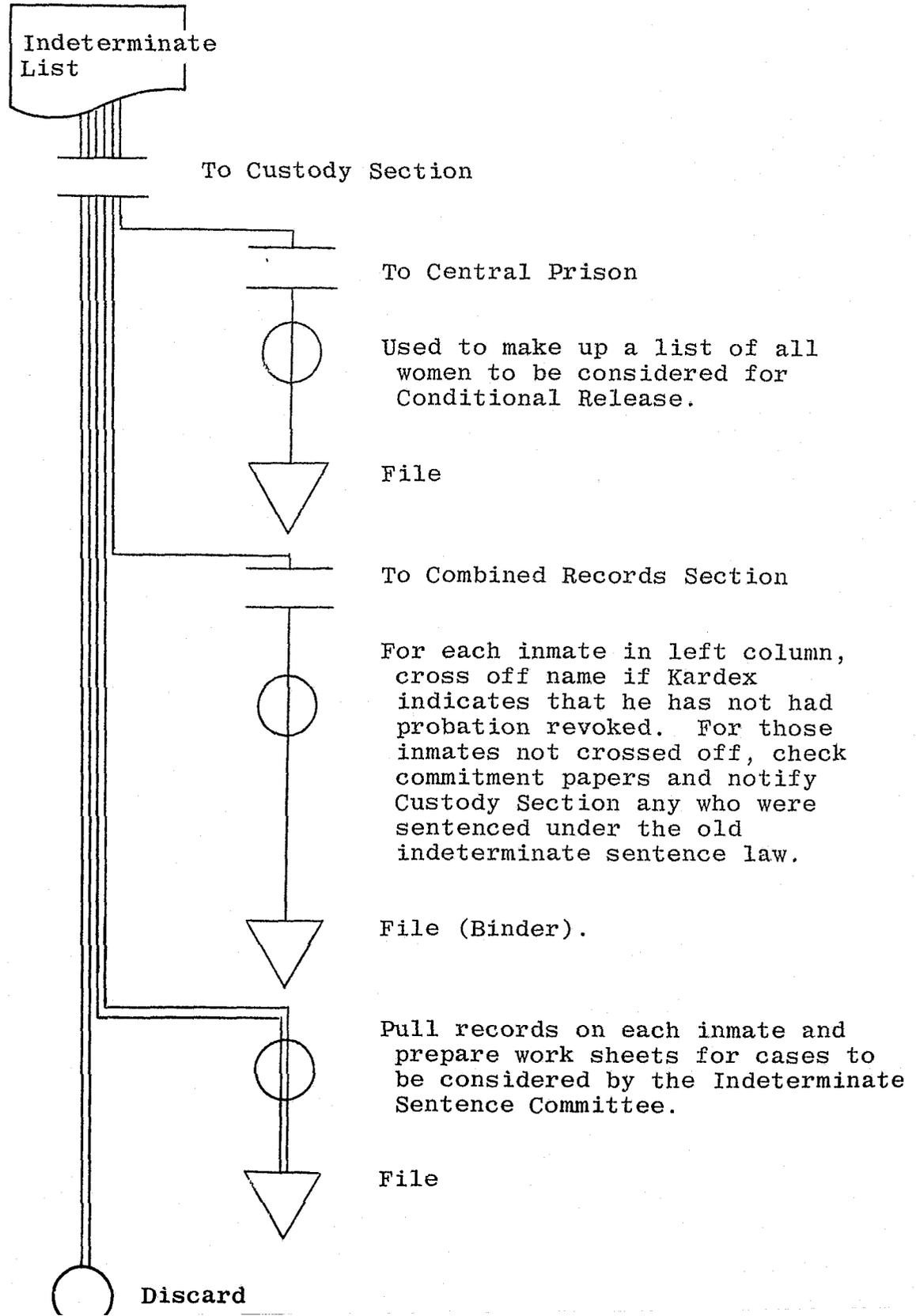
For each inmate listed, pull Kardex card to determine whether inmate is eligible for gate money. If he is, enter his name on check list. If not, cross his name off the list.



File

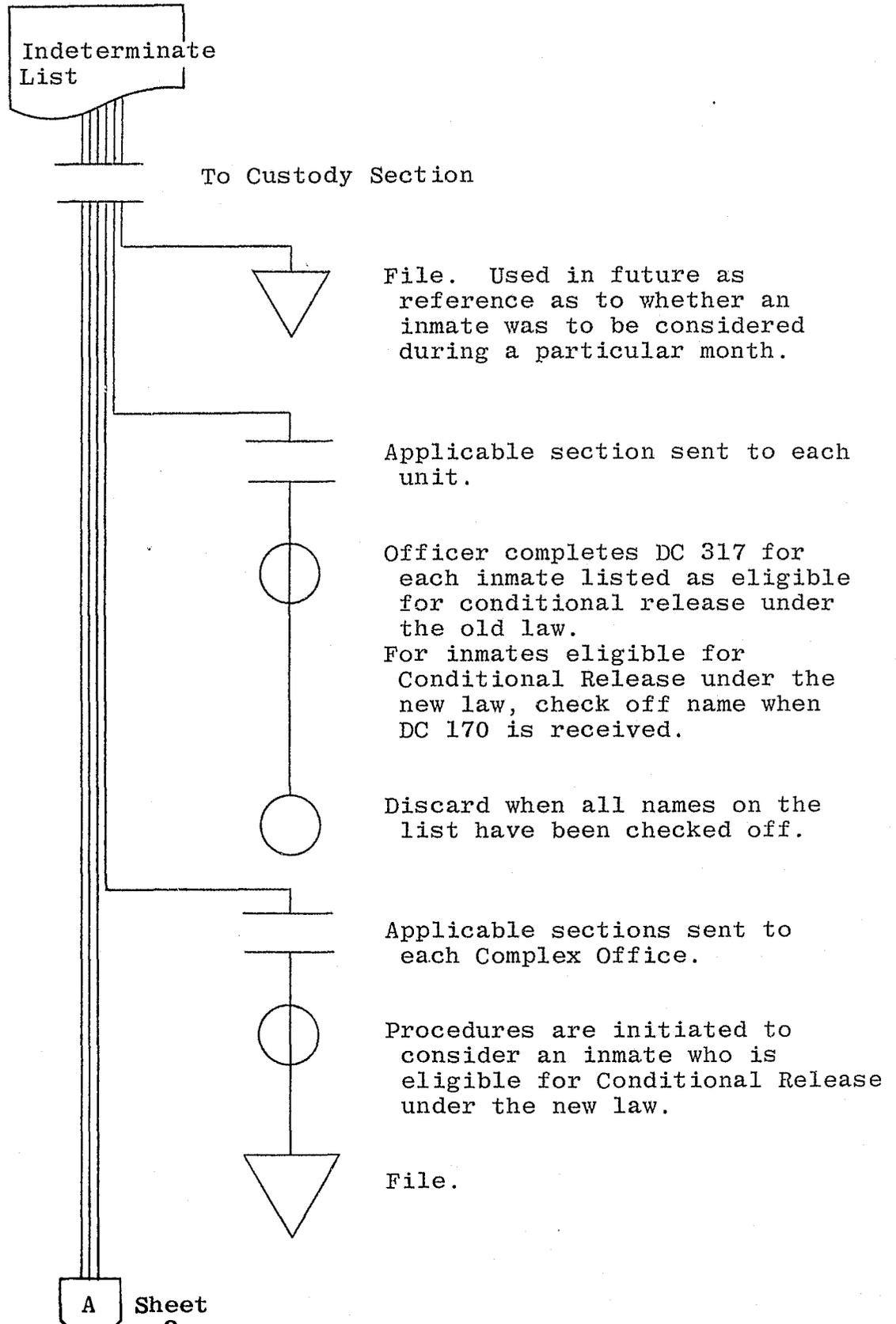
TITLE: Indeterminate List in Number Sequence

COPIES AND FREQUENCY: Six copies monthly.

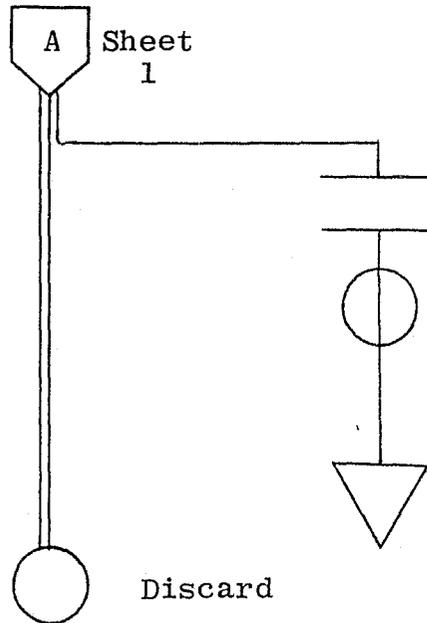


TITLE: Indeterminate List in Unit Sequence

COPIES AND
FREQUENCY: Six copies monthly.



TITLE: Indeterminate List in Unit Sequence



To Area Coordinator

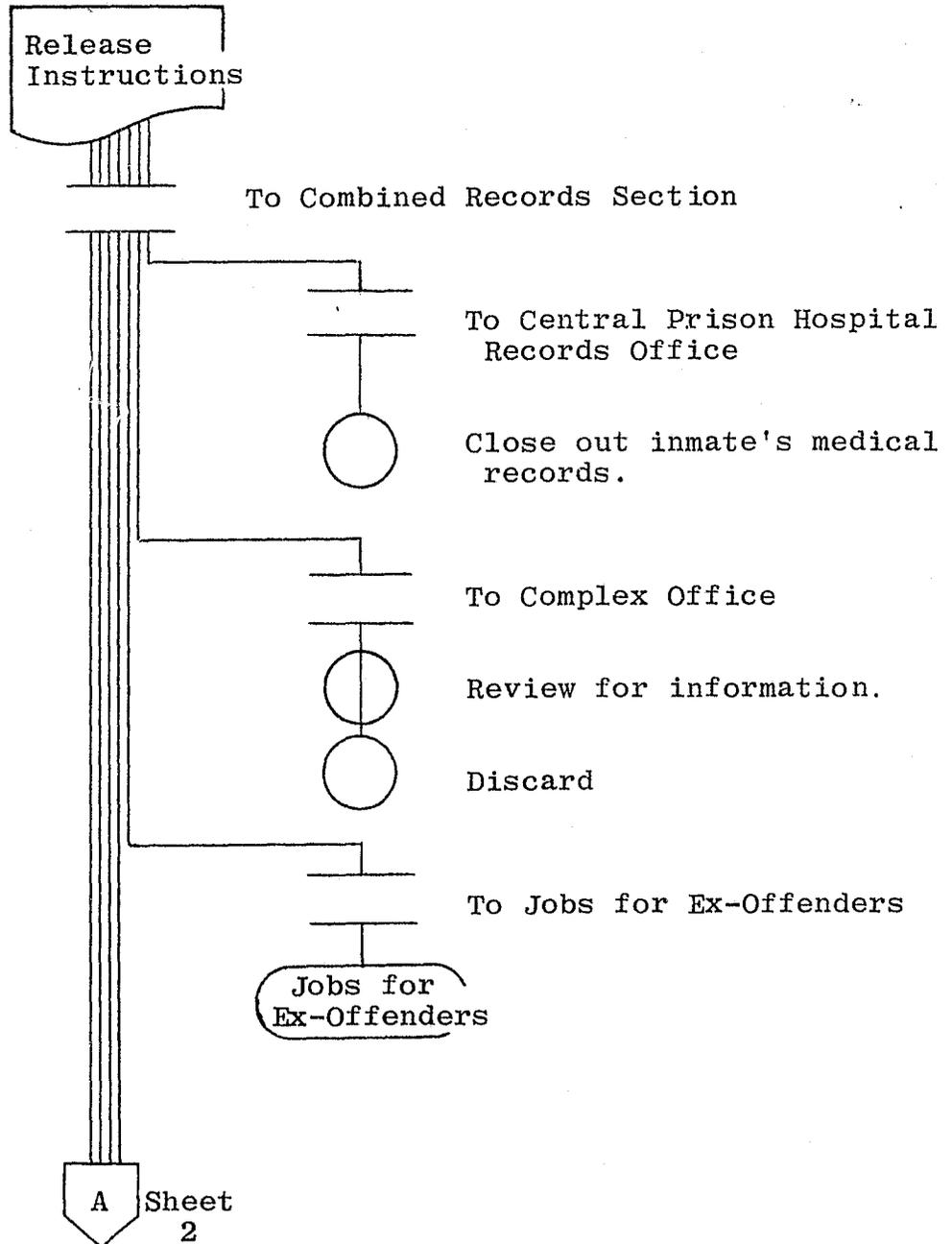
Spot check to make sure that
eligible inmates are being
properly considered for
Conditional Release.

File

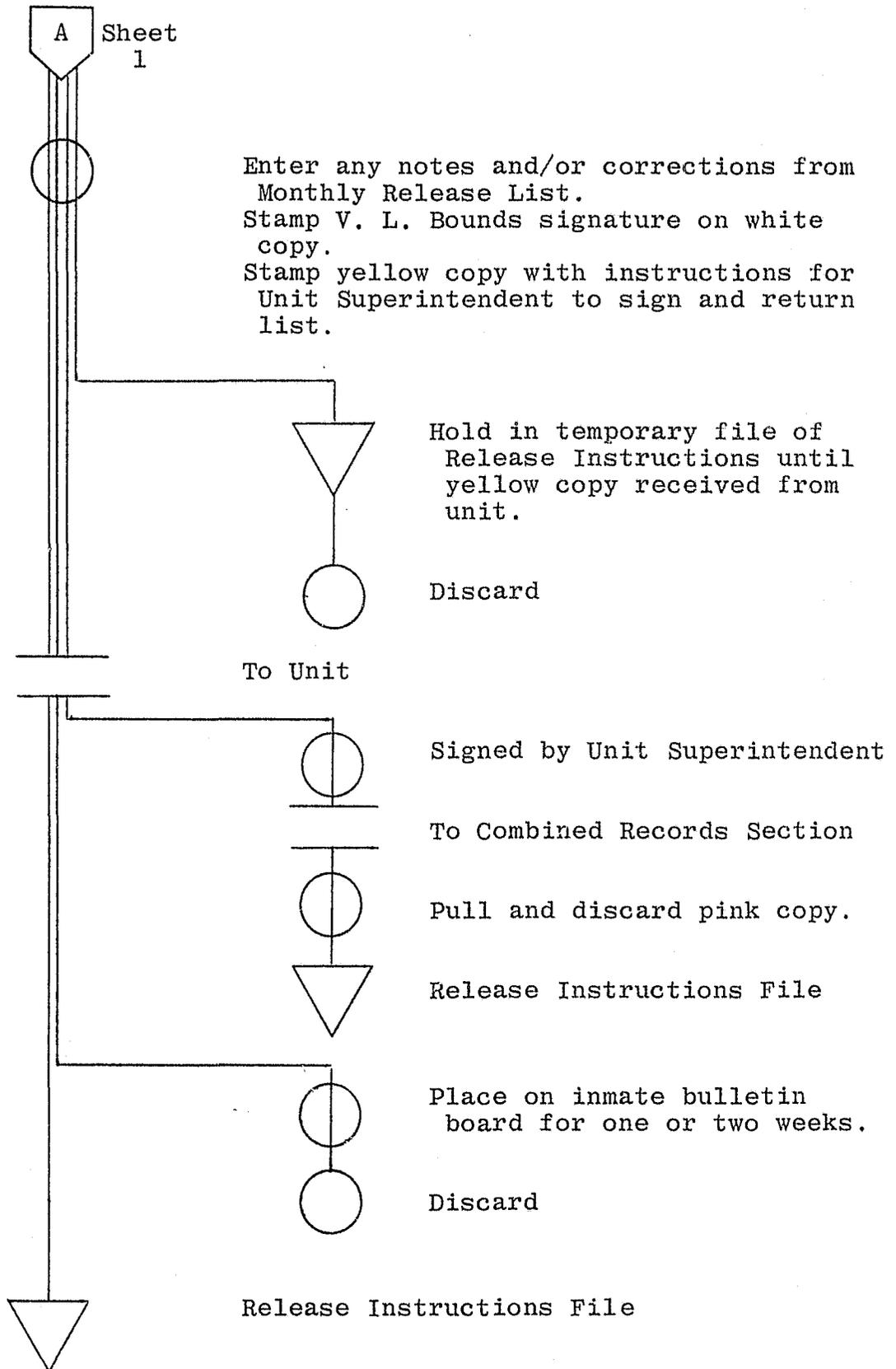
Discard

TITLE: Release Instructions

COPIES AND FREQUENCY: Seven copies monthly.

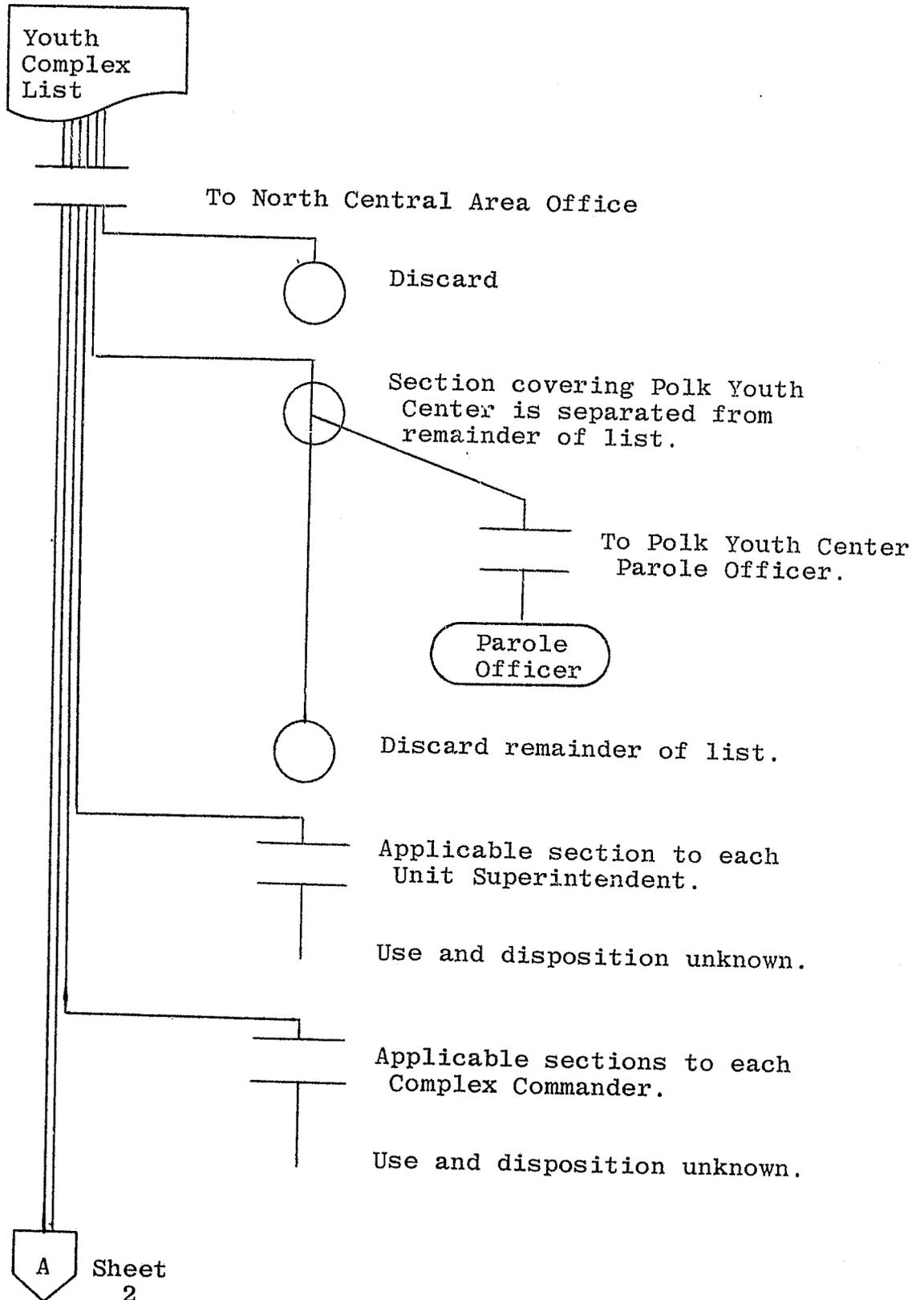


TITLE: Release Instructions

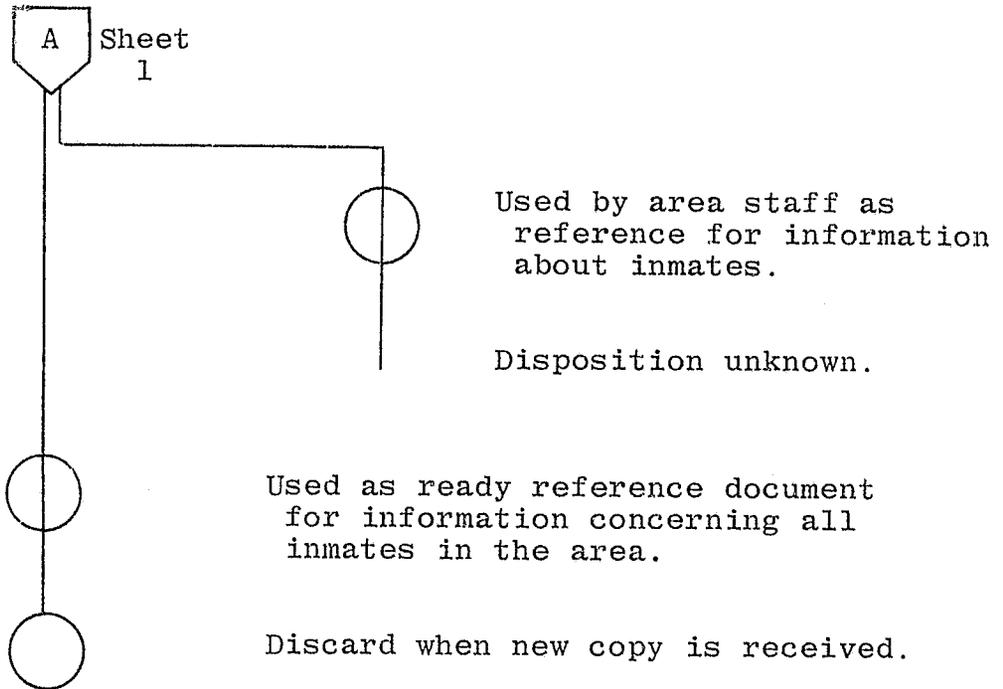


TITLE: Youth Complex List

COPIES AND FREQUENCY: Six copies monthly.

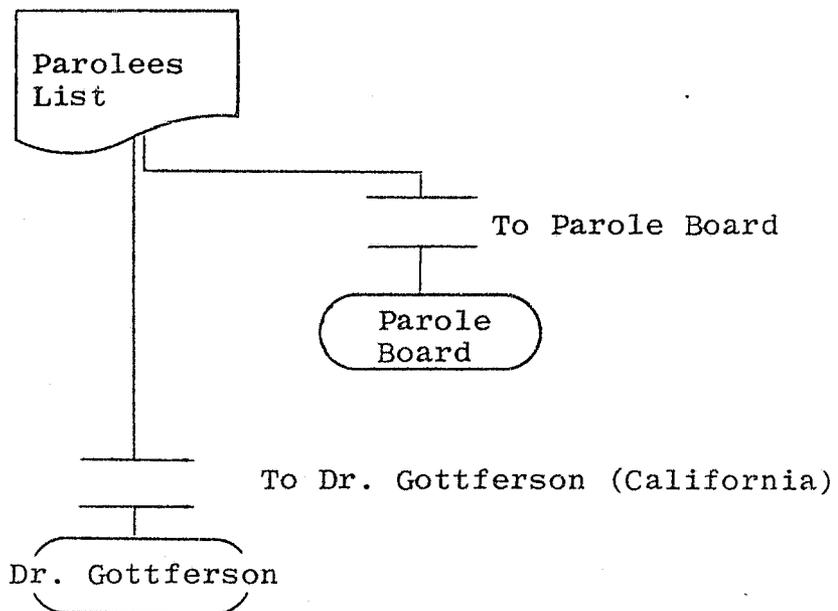


TITLE: Youth Complex List



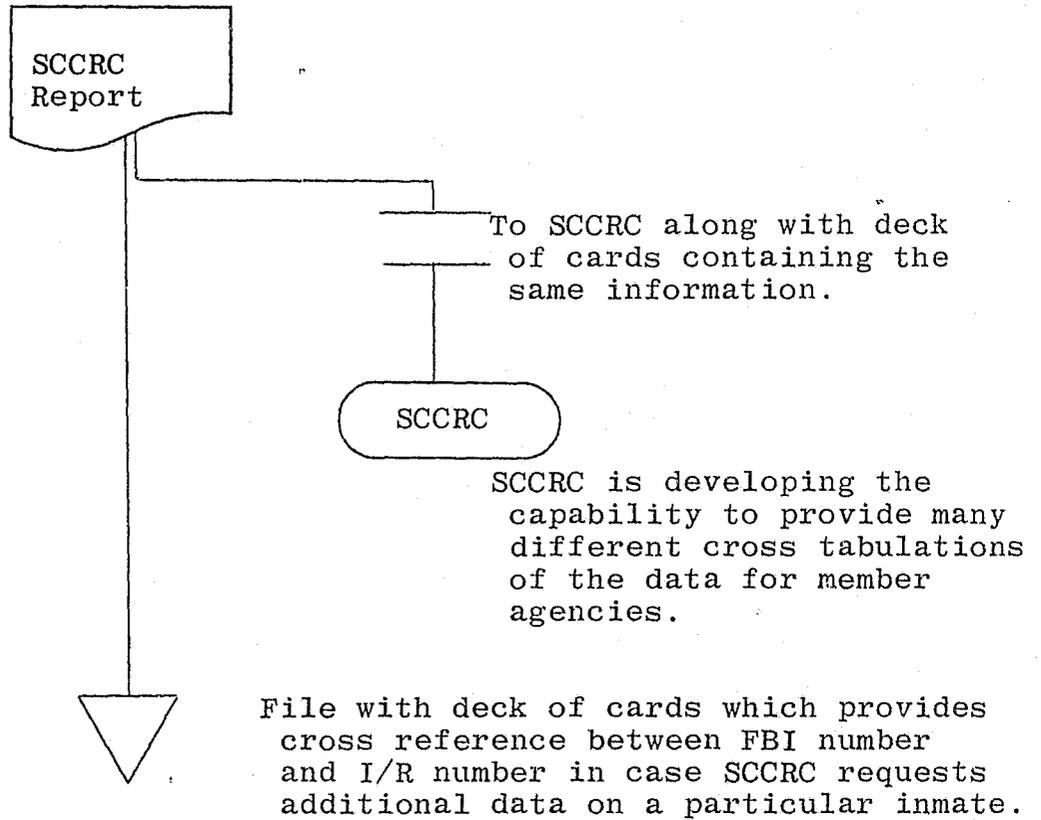
TITLE: Parolees List

COPIES AND FREQUENCY: Two copies monthly.



TITLE: SCCRC Report

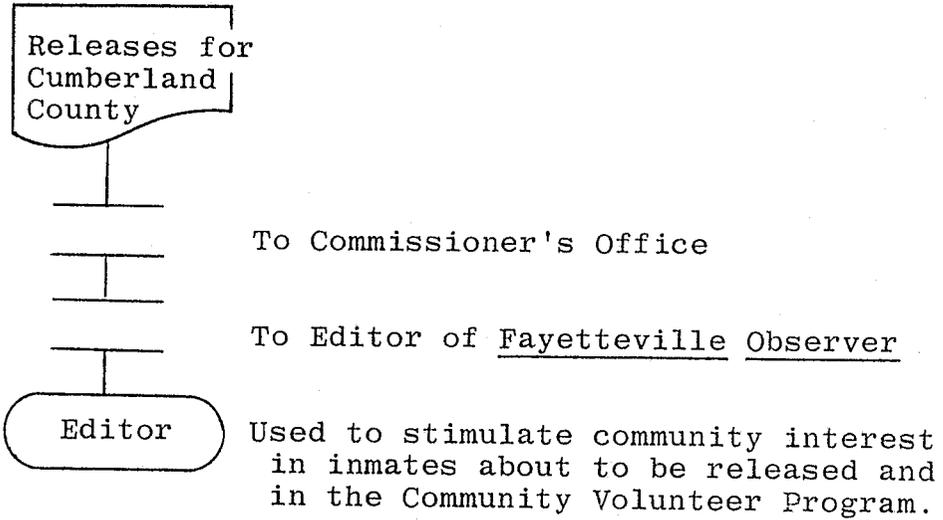
COPIES AND
FREQUENCY: Two copies monthly.



TITLE: Releases for Cumberland County

COPIES AND
FREQUENCY: One copy monthly.

RECIPIENTS: Assistant Director



TITLE: Pre-Release List

COPIES AND
FREQUENCY: One copy monthly.

Pre-Release
List



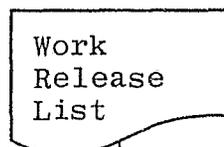
To Wake Advancement Center

Use and disposition unknown.

TITLE: Work Release List

COPIES AND
FREQUENCY: Two copies monthly.

RECIPIENTS: Accounting Section



To Accounting Section

Clerk makes entries to Data Processing Section to correct any overdrawn accounts, to pay any single payment requests outstanding against the account, and to close any open accounts for inmates who have been discharged.

Disposition unknown.

TITLE: Monthly Release List

COPIES AND
FREQUENCY: One copy; monthly.

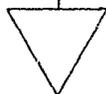
Monthly
Release
List



To Combined Records Section



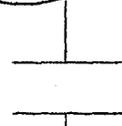
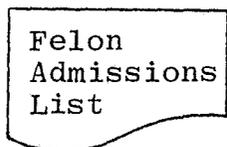
Check release date, detainer status,
and location against Kardex for
accuracy. If OK, check off name.
If any discrepancies note on list
and Release Instructions.
For those with detainers, send
notification to filing authorities
and unit heads.



File

TITLE: Felon Admissions List

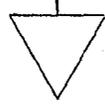
COPIES AND
FREQUENCY: One copy monthly.



To Data Processing Section



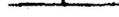
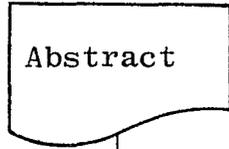
Used for information for punching
cards for SCCRC Report.



File

TITLE: Abstract

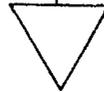
COPIES AND
FREQUENCY: One copy; quarterly and annually.



To Data Processing Section



Used as master from which
copies are printed.



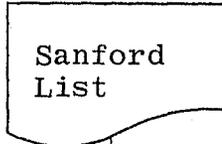
File

NAME: Unit Population Report

COPIES AND
FREQUENCY: Distribution, use, and disposition unknown.

TITLE: Sanford List

COPIES AND
FREQUENCY: One copy.



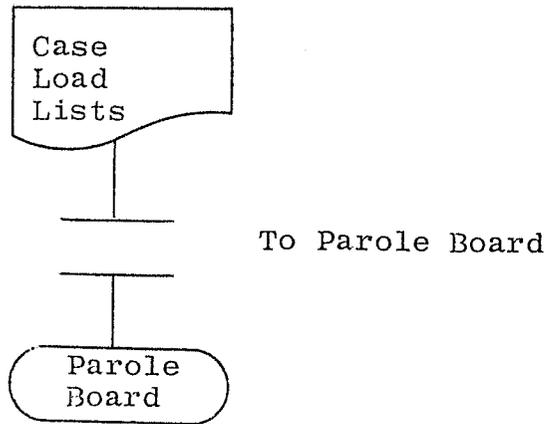
To Sanford Advancement Center

Use and disposition unknown.

TITLE: Case Load Lists

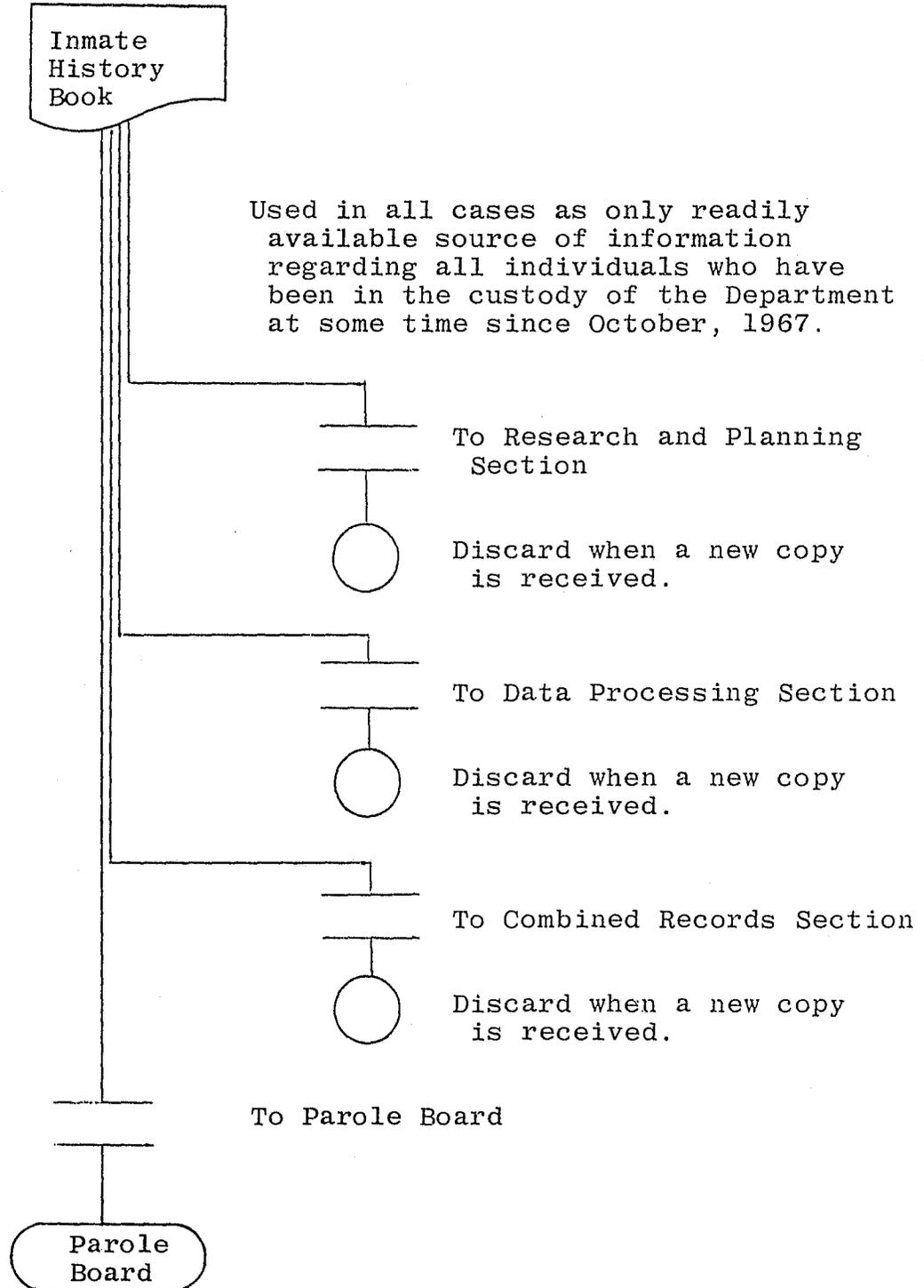
COPIES AND
FREQUENCY: One copy.

RECIPIENTS: Parole Board



TITLE: Inmate History Book

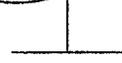
COPIES AND FREQUENCY: Four copies; as required.



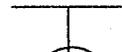
TITLE: Conditional Release Termination of Supervision

COPIES AND
FREQUENCY: Unknown.

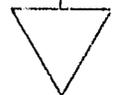
Conditional
Release
Terminations



To Identification Section



For each name listed, clerk pulls
prints, enters date of termination,
and removes flag.



File with Daily Letter.

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