




Roy Cooper, Governor

Todd Ishee, Secretary

**MEMORANDUM**

**TO:** Joint Legislative Oversight Committee on Justice and Public Safety

**FROM:** Todd E. Ishee, Secretary 

**RE:** CY 2022 Report on Prison Personnel Matters

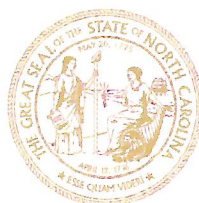
**DATE:** February 22, 2023

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

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

**MAILING ADDRESS:**  
5201 Mail Service Center  
Raleigh, NC 27699-5201

**OFFICE LOCATION:**  
214 W. Jones St  
Raleigh, NC 27603



*An Equal Opportunity Employer*

**FROM THE OFFICE OF:**  
Todd Ishee  
Secretary  
Telephone: 919-457-1155

<http://dac.nc.gov>

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

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

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

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

*Figure 1*

## **Employee Unacceptable Personal Conduct**

*January 1, 2022 - December 31, 2022*

<b>Category of Discipline</b>	<b>Number of Staff Disciplines</b>
Written Warning	615
Suspension	69
Demotion	3
Dismissal	37
<b>Grand Total:</b>	<b>724</b>

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

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

## Attachment A

### Correctional Officer Hiring Process Flowchart

