

AGENDA

Catawba County Board of Commissioners Meeting
Monday, June 1, 2026, 7:00 p.m.
Board of Commissioners' Meeting Room, 2nd Floor
Catawba County Justice Center
100 Government Drive, Newton, NC

1. Call to Order.
2. Pledge of Allegiance to the Flag.
3. Invocation.
4. [Approval of the Minutes from the Board's Regular Meeting of May 18, 2026; Special Meeting of May 22, 2026; and Special Meeting of May 26, 2026.](#)
5. Recognition of Special Guests.
6. Public Comments.
7. Appointments.
 - a. [NACo Annual Voting Delegate Appointment.](#)
 - b. [Boards and Commissions Appointments.](#)
8. Public Hearings.
 - a. [Scattered Site Housing Grant Close Out. Presented by Planning Director Chris Timberlake.](#)
9. Consent Agenda.
 - a. [Catawba Juvenile Crime Prevention Council Annual Plan: Fiscal Year 2026/27.](#)
 - b. [Jail Medical Plan Approval.](#)
 - c. [Inmate Health Care Services Bid Award.](#)
 - d. [Lake Norman Marine Commission: Confirmation of At-Large Member.](#)
 - e. [Register of Deeds Records Retention Schedule Approval.](#)
10. Other Items of Business.
11. Manager's Report.
12. Attorney's Report.
13. Adjournment.

PERSONS WITH DISABILITIES: Individuals needing assistance should contact the County Clerk at 828-465-8990 within a reasonable time prior to the meeting. Participation in public meetings is without regard to race, ethnicity, religion, sex, age, or disability.

CALENDAR: The next Board of Commissioners Meeting will take place on Monday, June 15, 2026, at 7:00 p.m., in the Board of Commissioners Meeting Room of the Catawba County Justice Center.

APPOINTMENTS

RANDY **2026 NACo Annual Conference Voting Delegate**
Commissioner Barbara Beatty

Chair Isenhower recommends Commissioner Barbara Beatty as the voting delegate for the 2026 NACo Annual Conference on July 20th, 2026.

AUSTIN **Catawba Valley Community College Board of Trustees**
6/30/26 **Deanna Taylor** Eligible for a 3rd Term
4-year terms

Vice-Chair Allran recommends Deanna Taylor to the Catawba Valley Community College Board of Trustees for a third term, with a term expiration of June 30, 2030.

AUSTIN **Public Health Board**
6/30/26 **Dr. Hannah Glenn** Eligible for a 2nd Term
06/30/26 **Dr. Eugene Modlin** Eligible for a 2nd Term
06/30/26 **Dr. Shirley Huffman (Dr. Knowles)** Eligible for a 1st Term
3-year terms

Vice-Chair Allran recommends the following appointments to the Public Health Board: Dr. Hannah Glen and Dr. Eugene Modlin for second terms, and Dr. Shirley Huffman to a first term, each with term expirations of June 30, 2029.

BARBARA **WPCOG Aging Advisory Committee**
6/30/26 **Mark Bumgarner** Eligible for 3rd Term-final
6/30/26 **Tamara "Tami" Hefner** Eligible for 1st Full Term
6/30/26 **Lynn Sampson** Eligible for 1st Full Term
2-year terms

Commissioner Beatty recommends the following to the Western Piedmont Council of Government Aging Advisory Committee: Mark Bumgarner to a third term, and Tami Hefner and Lynn Sampson each to their first full term, with term expirations of June 30, 2028.

COLE (Due) **Agriculture Advisory Board**
12/31/28 **David Carpenter (Vacant-Steve Killian)** **Fill Unexpired Term**
3-year terms

Commissioner Setzer recommends the appointment of David Carpenter to the Agriculture Advisory Board to fill the unexpired term of Steve Killian, with a term expiration of December 31, 2028.

MEMORANDUM

TO: Catawba County Board of Commissioners
FROM: Chris Timberlake, Planning Director
DATE: June 1, 2026
IN RE: 2020 Scattered Site Housing Grant Close-Out

REQUEST

Staff requests the Board of Commissioners conduct a Public Hearing required to close out the 2020 Scattered Site Housing Grant and consider approval of the amended project budget.

BACKGROUND

Catawba County is required to hold a Public Hearing to receive public comment for the closeout of the Scattered Site Housing Project Community Development Block Grant (CDBG) 19-C-3125. This grant was funded by Rural Economic Development Division (REDD) in 2020 for \$750,000 to rehabilitate 15 homes located throughout the County.

This grant rehabilitated eight houses within the county benefiting 12 low to moderate income citizens. CDBG funds provided 100% of the total expenditure. Total grant expenditures amounted to \$625,352.55, with the remaining \$124,647.45 being de-obligated (\$122,003 Rehabilitation / \$2,644.45 Administration).

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners conduct a Public Hearing required to close out the 2020 Scattered Site Housing Grant and consider approval of the amended project budget.

ORDINANCE# 2026-__
AMENDMENT#1

CATAWBA COUNTY'S PROJECT BUDGET ORDINANCE
CDBG SCATTERED SITE HOUSING PROGRAM (19-C-3125)

The following revenue was received to complete the project:

<u>Revenues</u>	
Community Development Block Grant	\$ 625,352.55

The following amounts were expended to complete this project:

<u>Expenditures</u>	
Rehabilitation (CDBG)	\$ 559,997.00
Administration	\$ 62,355.55
Planning	\$ 3,000.00
	<u>\$ 625,352.55</u>

Adopted the 1st day of June 2026.

Chair, C. Randall Isenhower

ATTEST:

County Clerk, Dale R. Stiles

MEMORANDUM

TO Catawba County Board of Commissioners
FROM Finance and Personnel Subcommittee
RE Catawba JCPC Annual Plan for Fiscal Year 2026/27
DATE June 1, 2026

Request:

The Finance and Personnel Subcommittee requests the Board of Commissioners approve its Fiscal Year 2026/27 Annual Plan.

Background:

The Catawba JCPC is a locally appointed board with members drawn from a list of statutorily recommended community representatives involved with youth that exists to identify risks of youth in the community, review court data, and identify needed programs to provide juvenile delinquency intervention and prevention services. Funding is provided by the State through the North Carolina Department of Public Safety (DPS) to each county, which then allocates these funds to programs through the JCPC process.

Annual Plan Development Process: The JCPC is charged with developing a County Plan for review and approval by the Board of Commissioners. Steps in the annual process include:

1. Development of a risk and needs assessment summary, with funding priorities for the coming year:
 - Psychological Assessments
 - Substance Abuse Assessment and Treatment
 - Teen Court/Restorative Justice
 - Counseling (Individual, Group, & Family)
 - Sexual Offender Assessment and Treatment
 - Restitution/Community Service
 - Mentoring
 - Interpersonal Skill building
 - Mediation/Conflict Resolution
 - Parent/Family Skill Building
 - Tutoring/Academic Enhancement
2. Advertisement of request for proposals (RFP) for service providers to propose services that fall within the funding priorities. (*advertised January 5, 2026*)
3. Review of proposals and development of funding recommendations for services that address the risks and needs. (*approved by JCPC March 3, 2026*)
4. Adoption of the full County Plan (*approved by JCPC May 5, 2026*).
5. Submission of the County Plan to the Board of Commissioner for approval. (*pending; BOC consideration planned for June 1, 2026*).

Attached is the recommended Annual Plan for Fiscal Year 2026/27, which consists of the following:

- I. **Executive Summary.** Summarizes the Catawba JCPC's funding priorities
- II. **Funding Plan.** Lists recommended allocation by program, and sources of required matches.
- III. **JCPC Organization.** A list of JCPC officers, meeting dates, and whether quorums were present.
- IV. **Risk and Needs Assessment Summary.** Summarizes court data over four years and compares it to State averages in two areas: Risk data – predicts likelihood of juvenile being involved in future delinquent behavior; and Needs data – examines a youth's needs in various domains of life (individual, school, peer and community). The combined data is used to detect gaps in service and is the basis of the prioritized list of services for funding.
- V. **Requests for Proposals.** This section verifies JCPC ran a legal advertisement based on risks and needs as required, including the dates the ad ran.
- VI. **Funding Decisions Summary.** The JCPC Finance Committee reviews proposals for the next year and lists reasons supporting the funding decision.

VII. Funded Programs Program Enhancement Plan (PEP). Programs are evaluated against best practice models. Based on the evaluation, areas of improvement are identified, and a performance plan written, which must be reviewed and accepted by the JCPC.

Funding Recommendations

The Catawba JCPC Annual Plan does not require any local funding from Catawba County. For Fiscal Year 2026–27, the JCPC anticipates an allocation of \$431,225, pending final approval of the State budget. One proposed initiative, Thrive in Community – Family Empowerment, addresses an identified priority need but was not funded due to limited resources. The recommended services to be funded for the upcoming year are detailed below.

- JCPC Administration: \$2,000 for direct expenses including travel, supplies, etc.;
- Conflict Resolution Center: \$99,674 for interpersonal skills, mediation, and restorative justice / Teen Court;
- Cognitive Connection: \$71,725 for substance abuse counseling and assessments;
- Repay – \$59,127 SAIS program for sex offender assessment and treatment;
- Repay – \$29,475 for “Just Girls” counseling service for female at-risk youth;
- Repay - \$19,491 for Psychological Services for comprehensive clinical assessments;
- Aspire / Kids At Work: \$47,000 for interpersonal skills and culinary program;
- Aspire / Vocational Directions: \$73,182 for a restitution/community service program;
- Shining Hope Farms: \$29,551 for family skill building therapy sessions.

Recommendation:

The Finance and Personnel Subcommittee recommends the Board of Commissioners approve its Fiscal Year 2026/27 Annual Plan.

Juvenile Crime Prevention Council County Plan

Catawba County

For FY 2026-27

Table of Contents

- I. Executive Summary
- II. County Funding Plan
- III. Juvenile Crime Prevention Council Organization
- IV. Summary Report of the Risk and Needs Assessment Committee
- V. County Juvenile Crime Prevention Council Request for Proposals
- VI. Funding Decisions Summary
- VII. Funded Programs Program Enhancement Plan (PEP). (Add brief program description for any program without a PEP)

Executive Summary

The Catawba County Juvenile Crime Prevention Council (JCPC), in fulfillment of the duties and responsibilities as set forth in the General Statutes of the State of North Carolina, has reviewed and updated the County Plan for FY 2026-27.

The JCPC has identified the issues and factors which have an influence and impact upon delinquent youth, at-risk youth, and their families in Catawba County. Further, the JCPC has identified the strategies and services most likely to reduce/prevent delinquent behavior.

Priorities for Funding: Through a risk & needs assessment and a resource assessment, the JCPC has determined that the following services are needed to reduce/prevent delinquency in Catawba County.

PRIORITIES FOR FY 2026-27:

- Psychological Assessments
- Substance Abuse Assessment and Treatment
- Teen Court/Restorative Justice
- Counseling (Individual, Group, & Family)
- Sexual Offender assessment and treatment
- Restitution/Community Service
- Mentoring
- Interpersonal Skill building
- Mediation/Conflict Resolution
- Parent/Family Skill Building
- Tutoring/Academic Enhancement

Monitoring and Evaluation: Each program funded in the past year by the JCPC has been monitored. The monitoring results and program outcomes evaluations were considered in making funding allocation decisions.

Funding Recommendations: Having published a Request for Proposals for these needed services for a minimum of thirty (30) days, the JCPC has screened the submitted proposals and has determined which proposals best meet the advertised needed services. As required by statute, the JCPC recommends allocation of the NC Department of Public Safety (NC DJJ) Funds to the following Programs in the amounts specified below for FY 26/27.

The funding recommendations are:

<u>NAME</u>	<u>Program Type</u>	<u>Recommended</u>
Cognitive Connections	Substance Abuse; Counseling	\$71,725
Repay "Just Girls"	Mixed Counseling	\$29,475
Vocational Directions	Restitution/Community Service	\$73,182
Repay	Sex Offender Treatment/Assessment	\$59,127
Repay	Psych. Assessment	\$19,491
Aspire-Kids at Work	Interpersonal Skills	\$47,000
Conflict Resolution Center	Restorative Justice; Mediation,	\$99,674
Shining Hope Farms	Family Skill Building	\$29,551

The JCPC further recommends that the following amount be allocated from the NC DJJ funds for the administrative costs of the Council for FY 26/27 \$2,000.

Respectfully Submitted,



Paul Holden, Chair
Catawba County Juvenile Crime Prevention Council

Date: 4-7-26.

Catawba County

NC DPS - Community Programs - County Funding Plan

Available Funds: \$ 431,225 Local Match: \$ 137,606 Rate: 30%

DPS JCPC funds must be committed with a Program Agreement submitted in NC Allies and electronically signed by authorized officials.

#	Program Provider	DPS-JCPC Funding	LOCAL FUNDING			OTHER	OTHER	Total	% from DPS-JCPC Program Revenues
			County Cash Match	Local Cash Match	Local In-Kind	State/Federal	Funds		
1	JCPC Administration	\$2,000						\$2,000	
2	Conflict Resolution	\$99,674			\$31,554			\$131,228	24%
3	Repay - Just Girls	\$29,475			\$8,843		\$12,943	\$51,261	43%
4	Repay - Psychological Services	\$19,491			\$5,847		\$3,000	\$28,338	31%
5	Vocational Directions	\$73,182			\$23,639			\$96,821	24%
6	Repay - SAIS	\$59,127			\$17,738		\$5,250	\$82,115	28%
7	Aspire-Kids at Work	\$47,000			\$17,899			\$64,899	28%
8	Cognitive Connections	\$71,725			\$22,540			\$94,265	24%
9	Shining Hope Farms	\$29,551			\$9,546			\$39,097	24%
10									
11									
12									
13									
14									
15									
16									
17									
18									
TOTALS:		\$431,225			\$137,606		\$21,193	\$590,024	27%

The above plan was derived through a planning process by the Catawba County
 Juvenile Crime Prevention Council and represents the County's Plan for use of these funds in FY 2026-27.

Amount of Unallocated Funds _____

Amount of funds reverted back to DPS _____

Discretionary Funds added _____

check type Initial plan update final

—DPS Use Only—

Reviewed by _____	Date _____
Area Consultant	
Reviewed by _____	Date _____
Program Assistant	
Verified by _____	Date _____
Designated State Office Staff	

Rachel 5-5-26
 Chairperson, Juvenile Crime Prevention Council (Date)

Mary Morrison 5-13-26
 Chairperson, Board of County Commissioners (Date)
 or County Finance Officer

Juvenile Crime Prevention Council Organization

	Name	Organization	Title
Chairperson	Paul Holden	Partners Health Management	Regional Director
Vice-Chairperson	Scott Hildebrand	Hickory Police Department	Lieutenant (Ret.)
Admin Support (non-member)	Dianna-Lee Kever	Catawba County	Grants Manager
Assessment Committee Chairperson	Paul Holden	Partners Health Management	Regional Director
Funding Committee Chairperson	Paul Holden	Partners Health Management	Regional Director

Number of members: 16

List meeting dates during the current fiscal year and identify the number of JCPC members in attendance for each.

Meeting Date	Number of Members in Attendance	Quorum Present? Yes/No
August 5, 2025	11	Yes
September 2, 2025	13	Yes
October 2, 2025	10	Yes
November 4, 2025	13	Yes
December 2, 2025	12	Yes
March 3, 2026	13	Yes
April 7, 2026	7	No
May 5, 2026	11	Yes

**SUMMARY REPORT OF THE
CATAWBA COUNTY RISK AND NEEDS ASSESSMENT COMMITTEE**

- I. Youth Assessment & Screening Instrument (YASI)**
- II. Risk/Needs/Strength Levels – Key Points**
- III. Selected Scores from Domains Assessed**
- IV. Resource Assessment Summary**
- V. Summary of Gaps and Barriers in the Community Continuum**
- VI. Proposed Priority Services for Funding**

Part I. YASI

Introduction:

Juvenile Court Services implemented the Youth Assessment and Screening Instrument (YASI) beginning January 1, 2021; the following data summary represents the fiscal year July 1, 2024, through June 30, 2025, implementation of the YASI.

In reviewing and prioritizing the elevated risk and needs extracted from this data set, one must consider the utilization of YASI:

1. As a predictor of future risk of offending; and
2. As a Case Management instrument for determining level of service and types of services necessary to reduce recidivism.

Part I. Youth Assessment and Screening Instrument (Full YASI)

The Risk and Needs Assessment Committee reviewed aggregate data gleaned from YASI assessments administered in the county during the previous fiscal year. The full assessment consists of over 100 separate items useful for both predictive risk and case management, so data reported from this review will consist of county-level risk factors that may be prioritized by the JCPC for RFP development, as well as for highlighting prevalent issues among court involved juveniles that individual programs and community-based service organizations will want to consider when working with court-involved juveniles in the county.

All juveniles at intake receive the YASI Pre-Screen (33 questions) which is also embedded in each full assessment. The aggregate outputs from full YASI assessments are just one of the data sources used by the Committee and are the focus of summaries that follow in this document.

YASI questions are framed in either a historic context (Legal History, for example), or in some cases, “current” or “prior three-months” timeframes for other, more dynamic, questions.

*Items noted with an asterisk are considered to be vastly under-reported and this should be considered when reviewing the data.

Part II. Risk/Needs and Strength Levels FY 2024 – 2025 – Key Points

- Catawba youth have Moderate risks
- Catawba youth have Low to High Moderate needs
- Catawba youth have High Moderate strengths

Part III. Catawba County Elevated Score Observations: FY 2024 - 2025

Legal History

Q1 Previous Delinquent Referrals: 44% of the 264-youth assessed had a previous delinquent referral. This is lower than the state's rate of 46%. Last year's county rate was at 50%, thus showing a decrease in the number of youths having previous delinquent referrals.

Q2 Age at First Referral: 15% of the 264-youth assessed were under the age of 12. This is higher than the state's rate of 9%. Last year the county's rate for youths under the age of 12 for their first referral was 17%, showing a decrease from the previous year.

Q3 Number of Referrals with a Result: 75% of the 264-youth assessed had a direct result come out of the referral. This is higher than the state's rate of 63%. Last year's county rate was at 76%.

Q4 Felony Referrals: 20% of the 264-youth assessed had referrals for felony offenses. This is lower than the state's rate of 35%. Last year's county rate for youth that had referrals for felony offenses was 17%, showing an increase in felony offense referrals.

Q7 Person Crimes: 41% of the 264-youth assessed had referrals for offenses against another person. This is the same as the state's rate of 41%. Last year's county rate was 39%; showing an increase from the previous year's rate.

Q10 Detention Admissions: 14% of the 264-youth assessed had prior confinement in a juvenile detention facility. This is lower than the state's rate of 20%. Last year's county rate was at 11%; showing an increase from the previous year's rate.

Family

Q4. Family Alcohol/Substance Abuse and Mental Health: 15% of the 262-youth assessed have family members who are living in the household that have alcohol and/or substance abuse issues. This is higher than the state's rate of 12%. Last year's county rate was 14%, showing an increase from the previous year's rate.

12% of the 262-youth assessed have family members who are living within the household that have mental health issues. This is the same as the state's rate of 12%. Last year's county rate was 11%, showing an increase from the previous year's rate.

*Items noted with an asterisk in Part III are considered to be vastly under-reported and this should be considered when reviewing the data.

Q4. Family Criminal History: 24% of the 262-youth assessed have family members who are living in the household that have a prior criminal record. This is the same as the state's rate of 24%. Last year's county rate was 26%, showing a decrease from the previous year's rate.

8% of the 262-youth assessed have family members with a prior violent criminal record. This is higher than the state's rate of 6%. Last year's county rate was at 6% and the year prior was 5%, showing a three-year increasing trend.

Q6. Living Arrangements: 12% of the 262-youth assessed were living in a foster or group home. This is higher than the state's rate of 9%. Last year's county rate was 11%, showing a small increase from the previous year's rate. There are currently as of October 7, 2025, 210 Catawba County youth in DSS custody and approximately 129 youth on the Catawba County McKinney Vento caseload.

School

Q1. School Enrollment: 88% of the 257-youth Assessed are enrolled full-time. This is higher than the state rate of 83%. Last year's county rate was 92%, showing a decrease from the previous year's rate.

Q2. Attendance – past 3 months: 36% of the 257-youth assessed had 5 or more Unexcused absences. This is higher than the state's rate of 19%. Last year's county rate was 39%, showing a decrease from the previous year's rate. Three-year decreasing trend.

Q3. School Conflict – past 3 months: School Justice Partnership (SJP) plays an important role. 14% of the 257-youth assessed had school infractions reported. This is lower than the state's rate of 16%. Last year's county rate was 15%, showing a small decrease from the previous year's rate.

14% of the 257-youth assessed had an intervention taken place with a School Administrator. This is lower than the state's rate of 16%. Last year's county rate was also 14%, showing no change in rate.

19% of the 257-youth assessed had police reports filed on them by the school. This is lower than the state's rate of 22%. Last year's county rate was 21%, showing a decrease from the previous year's rate. This is a three-year decreasing trend.

Q4. Academics – past 3 months: 25% of the 257-youth assessed were failing some classes. This is higher than the state's rate of 15%. Last year's county rate was 27%, showing a decrease from the previous year's rate. Three-year decreasing trend.

25% of the 257-youth assessed were failing most classes. This is higher than the state's rate of 14%. Last year's county rate was also 25%, showing no change from the previous year's rate.

*Items noted with an asterisk in Part III are considered to be vastly under-reported and this should be considered when reviewing the data.

Q10. School Behavior – past 2 years: 62% of the 257-youth assessed had one or more Out of School Suspension (OSS). This is higher than the state's rate of 61%. Last year's county rate was 60%, showing an increase from the previous year's rate.

46% of the 257-youth assessed had one of more In School Suspension (ISS). This is higher than the state's rate of 42%. Last year's county rate was 44%, showing an increase from the previous year's rate.

Q12. School Activities – past 3 months: 20% of the 257-youth assessed were involved in one activity. This is higher than the state's rate of 14%. Last year's county rate was 18%, showing an increase from the previous year's rate. Three-year increasing trend.

5% of the 257-youth assessed were involved in two or more activities. This is lower than the state's rate of 9%. Last year's county rate was also 5%, showing no change from the previous year's rate.

30% of the 257-youth assessed were interested in activities but not involved. This is lower than the state's rate of 31%. Last year's county rate was 31%, showing a decrease from the previous year's rate. Three-year decreasing trend.

30% of the 257-youth assessed had no interest in school activities. This is higher than the state's rate of 28%. Last year's county rate was 34%, showing a decrease from the previous year's rate. Three-year decreasing trend.

Community and Peers

Q1. Peers/Associates: 21% of the 264-youth assessed have no friends and/or no consistent friends. This is higher than the state's rate of 15%. Last year's county rate was 23%, showing a decrease from the previous year's rate. Three-year decreasing trend.

57% of the 264-youth assessed have negative and/or delinquent influence friends. This is higher than the state's rate of 46%. Last year's county rate was 49%, showing an increase from the previous year's rate. Three-year increasing trend.

Q6. Negative Peer Associations: 44% of the 264-youth assessed sometimes goes along with anti-social peers. This is higher than the state's rate of 32%. Last year's county rate was 38%, showing an increase from the previous year's rate.

5% of the 264-youth assessed usually goes along with negative peer associations. This is lower than the state's rate of 13%. Last year's county rate was also 5%, showing no change from the previous year's rate.

Alcohol*/Drugs*

27% of the 264-youth assessed, admitted to using drugs and/or alcohol. This is lower than the state's rate of 40%. Last year's county rate was 26%, showing a slight increase from the previous year's rate. 72 juveniles of the 264-youth assessed admitted to drug and/or alcohol usage.

*Items noted with an asterisk in Part III are considered to be vastly under-reported and this should be considered when reviewing the data.

Q1. *Age at 1st Use: 7% of the 264-youth assessed who answered “YES” to Alcohol Drug Usage were under the age of 12 for their first-time usage of drugs and/or alcohol. This is lower than the state’s rate of 11%. Last year’s county rate was 9%, showing a decrease from the previous year’s rate. Three-year decreasing trend.

83% of the 264-youth assessed who answered “YES” to Alcohol Drug Usage were between the ages of 12-15 for their first-time usage of drugs and/or alcohol. This is higher than the state’s rate of 78%. Last year’s county rate was 81%, showing an increase from the previous year’s rate. Three-year increasing trend.

10% of the 264-youth assessed who answered “YES” to Alcohol Drug Usage were over the age of 15. This is the same as the state’s rate of 10%. Last year’s county rate was 9%, showing an increase from the previous year’s rate. Three-year increasing trend.

Q1. *Alcohol/Drug Use: 42% of the 264-youth assessed who answered “YES” to Alcohol Drug Usage admitted that the usage disrupts daily function. This is higher than the state’s rate of 29%. Last year’s county rate was 48%, showing a decrease from the previous year’s rate.

Q3. *Previous Alcohol/Drug Treatment: 64% of the 264-youth assessed who answered “YES” to Alcohol Drug Usage did not have previous alcohol/drug treatment. This is higher than the state’s rate of 58%. Last year’s county rate was 81%, showing a decrease from the previous year’s rate.

17% of the 264-youth assessed who answered “YES” to Alcohol Drug Usage did have previous alcohol/drug treatment. This is higher than the state’s rate of 8%. Last year’s county rate was 14%, showing an increase from the previous year’s rate.

Mental Health*

47% of the 264-youth assessed had mental health problems. 47% of the 264-youth assessed were also diagnosed with mental health problems. Both are higher than the state’s rate of 38%. Last year’s county rate for both were 46%. Three-year increasing trend.

Q1. Current/Past Treatment and/or Medications: 36% of the 264-youth assessed are in current treatment. This higher than the state’s rate of 21%. Last year’s county rate was 38%, showing a decrease from the previous year’s rate.

28% of the 264-youth assessed had past treatment. This is higher than the state’s rate of 18%. Last year’s county rate was 27%, showing an increase from the previous year’s rate. Three-year increasing trend.

27% of the 264-youth assessed are currently prescribed medication. This is higher than the state’s rate of 18%. Last year’s county rate was 26%, showing an increase from the previous year’s rate. Three-year increasing trend.

*Items noted with an asterisk in Part III are considered to be vastly under-reported and this should be considered when reviewing the data.

28% of the 264-youth assessed had previously been prescribed medication. This is higher than the state's rate of 15%. Last year's county rate was 24%, showing an increase from the previous year's rate. Three-year increasing trend.

Q5. History of Abuse: 9% of the 264-youth assessed had a history of abuse by a parent or sibling. This is higher than the state's rate of 8%. Last year's county rate was 10%, showing a decrease from the previous year's rate.

6% of the 264-youth assessed had a history of sexual abuse by a parent or sibling or other. This is the same rate as the state's rate of 6%. Last year's county rate was also 6%, showing no change from the previous year's rate.

Q6. Victimization History (youth has been victimized by a peer or older person): 11% of the 264-youth assessed had been a victim of sexual assault/exploitation by an older adult or peer. This is higher than the state's rate of 6%. Last year's county rate was 13%, showing a decrease from the previous year's rate.

10% of the 264-youth assessed had been a victim of bullying. This is lower than the state's rate of 11%. Last year's county rate was 8%, showing an increase from the previous year's rate. Three-year increasing trend.

5% of the 264-youth assessed had been physically assaulted. This is lower than the state's rate of 9%. Last year's county rate was 6%, showing a decrease from the previous year's rate. Three-year decreasing trend.

Aggression

Q1. Violence:

- 21% of the 264-youth assessed bullied or threatened others. This is lower than the state's rate of 22%. Last year's county rate was 20%, showing an increase from the previous year's rate.
- 10% of the 264-youth assessed destroyed personal property. This is lower than the state's rate of 12%. Last year's county rate was 8%, showing an increase from the previous year's rate.
- 44% of the 264-youth assessed had assaultive behavior. This is higher than the state's rate of 39%. Last year's county rate was 43%, showing an increase from the previous year's rate.
- 3% of the 264-youth assessed had assault with serious injury. This is lower than the state's rate of 4%. Last year's county rate was 2%, showing an increase from the previous year's rate.

*Items noted with an asterisk in Part III are considered to be vastly under-reported and this should be considered when reviewing the data.

Part IV. Summary of the Existing Community Resources

Structured Activities

- Experiential - 4-H Activities (restrictions and financial barrier)
- Private Recreational Programs - (restrictions and financial barrier)
- Parks & Recreational Programs – including Optimist Programs (restrictions and financial barrier)
- Mentoring - Council on Adolescents Lunch Buddy program (restrictions)
- Teen Up / Links: restricted to low income and it's the last year of funding.
- Tutoring/Academic Enhancement – all 3 school systems (assigned based on needs); Patrick Beaver Learning Resource Center (restricted and limited).
- Boys and Girls Scouts- (restrictions & financial barrier)
- Boys and Girls Clubs Salvation Army age restriction to age 15; financial barriers
- Quest and Communities in Schools – restricted, school-based
- Vocational services- via the school systems-access is limited; Workforce Development; Catawba Valley Community College (CVCC)
- Apprenticeship programs-via the school systems and Community College (Youth Build) – access is limited
- Private After-school Programs- financial barriers
- Kids at Work Program- would not be available if not JCPC funded
- Juntos – Program designed for Latin students attending some County and City schools.
- Transformational Journey – A lifeskills program offered through CVCC.
- Children's Hope Alliance – Barium Springs – Intensive Intervention Services – Level I High Risk and Level II and III youth. Would not exist if not funded through Community Programs Contract Sections.

Restorative Services

- Restitution/Community Services (Vocational Directions) services would not be available if not JCPC funded
- Teen Court/Restorative Circles – services would not be available if not JCPC funded
- Mediation/Conflict Resolution Education – services would not be available if not JCPC funded.
- Juvenile Recovery Court for court-involved youth.

Assessment Services – (All services include financial barriers)

- Private Sector – funding restriction; time restraint
- The Cognitive Connection – non-Medicaid eligibility only available if JCPC funded
- Repay Program/SAIS - only available if JCPC funded
- Repay Program/Psychological Services – only available if JCPC funded
- Children's Hope Alliance/TASK very limited
- SPARC Network
- Western Area Assessment Center – Access Limited
- Integrated Care of Greater Hickory.
- Support Inc.
- Kintegra – a non-profit agency offering assessments.

*Items noted with an asterisk in Part III are considered to be vastly under-reported and this should be considered when reviewing the data.

- Services provided in the private sector such as New Directions, Crossroads or Cornerstone.
- CTS – Health - Medication

Community Day Programming

- Alternative Schools – (restricted)

Clinical Treatment

- Mental Health Services Critical Access Behavioral Health Agencies and the Private/Public Sector Agencies – financial barriers
- Home Base Family Counseling: In-Home Therapeutic Services- Intensive & Multi-Systemic Therapy- (financial barriers)
- Alexander Youth Network – (financial barriers)
- Substance Abuse Assessment & Treatment/Mental Health Counseling- The Cognitive Connection - age restricted and financial barriers to services for non-Medicaid eligible youth, only available through JCPC funding
- Sex Offender Specific Treatment –Repay - would not be available if not JCPC funded
- Counseling: School based mental health – restrictions apply and not available in all schools.
- Child Advocacy and Protection Center – non-offending parent, restricted to victims
- Mobile crisis – Catawba Valley Healthcare.
- AMI Kids – restricted to Level I High Risk and Level II youth & adjudicated youth
- Pinnacle/Family Centered Treatment – (limited and restricted).
- Integrated Care of Greater Hickory – Has Spanish speaking therapist, but restrictions apply
- Just Girls Program - services would not be available if not JCPC funded
- Shining Hope Farms Individual/Group Counseling – services would not be available if not JCPC funded
- Healthy Blue – Very new
- CTS – Health
- Family Net – restricted to DSS

Residential

- Alexander Youth Network (restrictions and financial barrier)
- Therapeutic Foster Care - Private Sector - restrictions
- Sipes Orchard home – restricted and limited
- Eckerd Residential – restricted and limited to level II males; also has a female short-term residential facility-restricted; level II adjudicated youth (program restricts acceptance)
- Buncombe Crisis – Multipurpose Crisis and Group Home – limited to court-involved youth
- Macon Multipurpose - limited to court-involved youth (program restricts acceptance)
- Forsyth Crisis – Multipurpose Crisis and Group Home – limited to court-involved youth
- Tarheel Challenge (restrictions)
- Hearth Transitional Living Program – for homeless youth in Greensboro.
- Haven House Independent Living – Must move to Wake County
- Children’s Methodist Home in New Hope, S.C.

*Items noted with an asterisk in Part III are considered to be vastly under-reported and this should be considered when reviewing the data.

- Rapid Response

Part V. Summary of Gaps and Barriers in the Continuum of Services

As a result of Hurricane Helene, some services are closed for the time being.

Structured Activities

- Parent Family Skill Building – service no longer exists.
- Tutoring/Academic Programs – hard to access, limitations
- Youth Interpersonal Skill Building would not be available if not JCPC funded
- Mentoring programs – limited and restricted.

Restorative Services

- Restitution/Community Services would not be available if not JCPC funded.
- Teen Court/Restorative Circles – services would not be available if not JCPC funded
- Mediation/Conflict Resolution Services would not be available if not JCPC funded
- Juvenile Recovery Court for court-involved youth. – Not available without grant funding.

Community Day Programming

- Structured day programs not available
- Alternative School –limited and restricted
- Day Treatment started this year and is only for elementary school kids. Older juveniles must be referred out-of-County.

Assessment Services (All services include financial barriers)

- Psychological Assessment Services are a priority. However, these services are not available due to limited providers and financial barriers (assessments within the State policy-required 21 days for court involved youth - would not be available if not JCPC funded)

Clinical Treatment

- Substance Abuse for JCPC youth is needed; would be difficult to access plus there would be financial barriers if JCPC did not fund.
- Sex Offender Assessment/Treatment Services – difficult to access plus financial barriers exist if JCPC did not fund
- Counseling for youth and families is needed. There are financial barriers plus programs are difficult to access.
- Home based and multi-systemic treatment is needed; is difficult to access.
- Physical Health / Health Insurance – High deductibles and limited coverage are often barriers to individuals seeking out counseling or other services needed. Wait times are high.

Residential

- Group Home services are limited
- Therapeutic Foster Care is limited
- Emergency Shelter is EXTREMELY limited

*Items noted with an asterisk in Part III are considered to be vastly under-reported and this should be considered when reviewing the data.

- Eckerd Residential – restricted and limited to level II males; also has a female short-term residential facility-restricted; level II adjudicated youth (program restricts acceptance)
- Macon Multipurpose - limited to court-involved youth (program restricts acceptance)

Part VI. Proposed Priority Services for Funding

The committee compared the services needed to address the elevated Juvenile Risk Factors and Juvenile Needs with services currently available in the community. Services which are currently available in the community and sufficient to meet the needs of court involved youth or those youth most at risk for court involvement are not considered a priority for JCPC funding.

The Committee proposes that the following services in no ranked order be approved as the funding priorities for FY 2026 - 2027:

- Psychological services
- Substance Abuse assessment and treatment
- Teen Court/Restorative Justice
- Counseling – Family, Home Based Family, Individual/Group, and Substance Abuse
- Sexual Offender assessment and treatment
- Restitution/Community Service
- Mentoring
- Interpersonal Skill building
- Mediation/Conflict Resolution
- Parent/Family Skill Building
- Tutoring Academic Enhancement

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**CATAWBA County Juvenile Crime Prevention Council
Request for Proposals**

\$431,225

Anticipated Annual Allocation

30%

Required Local Match Rate

January 5, 2026

Date Advertised

The Juvenile Crime Prevention Council (JCPC) has studied the risk factors and needs of Juvenile Court involved youth in this county and hereby publishes this Request for Proposals. The JCPC anticipates funds from the NC Department of Public Safety Juvenile Justice and Delinquency Prevention in the amount stated above to fund the program types specified below. Such program will serve delinquent and at-risk youth for the state fiscal year 2026-2027 beginning on or after July 1, 2026. The use of these funds in this county requires a local match of the amount specified above. The county can approve programs for 1- or 2-year funding awards, dependent on county approval and programs meeting all requirements

Based on identified needed programs and possible gaps in the service continuum, the following checked program types will be considered for funding:

<input checked="" type="checkbox"/> Mentoring Services	<input checked="" type="checkbox"/> Restitution/Community Service	<input checked="" type="checkbox"/> Services Addressing Problem Sexual Behavior
<input checked="" type="checkbox"/> Parent/Family Skill Building	<input checked="" type="checkbox"/> Teen Court including Peer Accountability Circles and Responsive Circles	<input type="checkbox"/> Group Home
<input checked="" type="checkbox"/> Interpersonal Skill Building	<input checked="" type="checkbox"/> Psychological Assessments	<input type="checkbox"/> Temporary Shelter Care
<input type="checkbox"/> Vocational Skills	<input checked="" type="checkbox"/> Family Counseling	<input type="checkbox"/> Runaway Shelter Care
<input type="checkbox"/> Experiential Skills	<input checked="" type="checkbox"/> Home Based Family Counseling	<input type="checkbox"/> Specialized Foster Care
<input checked="" type="checkbox"/> Tutoring/Academic Enhancement	<input checked="" type="checkbox"/> Individual/Group/Mixed Counseling	<input type="checkbox"/> Temporary Foster Care
<input checked="" type="checkbox"/> Mediation/Conflict Resolution – including Truancy Mediation, Victim-Youth and Family Group Conferencing, Responsive Circles	<input checked="" type="checkbox"/> Substance Abuse Counseling	<input type="checkbox"/> Juvenile Structured Day

Proposed program services should target the following risk factors for delinquency or repeat delinquency:

Previous Delinquent Referrals, Number of Referrals with a Result, Age at First Referral, Juveniles with Felony Referrals, Detention Admissions, Referrals for Person Crimes, Family Alcohol/Substance Abuse, Family Member with Mental Health, Family Member with Criminal History, Family Member with prior Violent History, Living Arrangements, School Enrollment, School Attendance, School Conflict, School Academics, School Behavior, School Activities, Peers/Associates, Negative Peer Associations, Youth Alcohol/Drug Usage, Age at 1st Use, Alcohol/Drug use Disrupts Function, Previous Alcohol/Drug Treatment, Juvenile Mental Health, Juvenile's Current/Past Mental Health Treatment/Medication, Juvenile's History of Abuse, Juvenile's History of Victimization, and Juvenile's Aggression.

Proposed services should address the following concerns as reported in the Youth Assessment Screening Instrument (YAS) for adjudicated youth:

Peer Domain: Peer Associates, Negative and Delinquent Associations,

Individual Domain: Previous Delinquent Referrals, Age at 1st Referral, Felony Referrals, Detention Admissions, Referrals for Person Crimes, Juvenile Alcohol/Drug Usage, Age of 1st time usage, Alcohol/Drug Usage Disrupts Daily Function, Previous Alcohol/Drug Treatment, Juvenile Mental Health, Juvenile Mental Health Treatment/Medication, History of Physical and Sexual Abuse, History of Victimization, Youth Aggression

Family Domain: Family Alcohol/Substance Abuse, Family Mental Health, Family Criminal History, Family Member with Prior Violent History, Living Arrangements

School Domain: School Enrollment, School Attendance, School Conflict, School Behavior, School Academics, School Activities

Applicants are being sought that are able to address items below:

1. Program services compatible with research that are shown to be effective with juvenile offenders.
2. Program services are outcome-based.
3. The program has an evaluation component.
4. Program services detect gang participation and divert individuals from gang participation.
5. Awareness of and sensitivity to Racial Ethnic Disparity that exists in the County.
6. Programs are encouraged to provide effective programming that includes restorative justice practices.

Only local public agencies, 501c3 non-profit corporations and local housing authorities will be considered for funding.

In order to apply for FY 2026 - 2027 JCPC funding, you must complete and submit your application online by accessing NC ALLIES. Please read and follow all instructions at: <https://www.ncdps.gov/our-organization/juvenile-justice/community-programs/program-agreement-information>
Additional self-help videos on the NC ALLIES webpage are available by clicking on the HELP tab.
Private non-profits are also required to submit, by uploading in NC ALLIES, the following:
1) No Over Due Tax form, 2) DPS Conflict of Interest Statement,
3) Agency Conflict of Interest Policy, and 4) Proof of 501(c)(3) status. (#1 & #2 are available at the above link.)
A PDF copy of the submitted application must be emailed to Dianna-Lee Keever at: catawbajcpc@gmail.com

An information session will be held virtually on January 21, 2026, at 10:00am. This meeting is mandatory for new programs who are interested in applying for funds. You must RSVP to Megan Webster at: megan.webster@ncdps.gov or call 828-231-1621. Once registered a link will be provided for the virtual session.

Dianna-Lee Keever
JCPC Chairperson / or Designee

828-465-9641 or catawbajcpc@gmail.com
Telephone # & Email

For further information or other technical assistance about applying for JCPC funds in this county or about the program application workshop, contact:

Megan Webster, DPS Area Consultant at 828-231-1621.

The deadline for receiving the application in NCALLIES and PDF: February 16, 2026, by 5:00pm

Juvenile Crime Prevention Council Funding Decisions Summary

Psychological Services	<p> <input type="checkbox"/> 2-year Funding approved for FY and OR <input checked="" type="checkbox"/> 1-year Funding approved for FY26-27 </p> <p> Rationale for 2-year Funding approval: <input type="checkbox"/> Funded in past years <input type="checkbox"/> In good standing with county/JCPC and DPS (following PA, timely reports, reporting to JCPC as requested) <input type="checkbox"/> Favorable JCPC monitoring <input type="checkbox"/> In compliance with Consultant Monitoring <input type="checkbox"/> Quality of Service Assessment (QOS) rating is min 70% (min. score of 14) OR progress made on PEP in QOS. <input type="checkbox"/> Provides an essential dispositional option, explain: <input type="checkbox"/> Meets target population as described in Program Agreement (<i>number served, and described target population</i>), with minimal exceptions (i.e. less than 10% variance) </p> <p> <input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input checked="" type="checkbox"/> Would increase funding to this service if funds were available <input type="checkbox"/> Other </p>
SAIS	<p> <input type="checkbox"/> 2-year Funding approved for FY and OR <input checked="" type="checkbox"/> 1-year Funding approved for FY26-27 </p> <p> Rationale for 2-year Funding approval: <input type="checkbox"/> Funded in past years <input type="checkbox"/> In good standing with county/JCPC and DPS (following PA, timely reports, reporting to JCPC as requested) <input type="checkbox"/> Favorable JCPC monitoring <input type="checkbox"/> In compliance with Consultant Monitoring <input type="checkbox"/> Quality of Service Assessment (QOS) rating is min 70% (min. score of 14) OR progress made on PEP in QOS. <input type="checkbox"/> Provides an essential dispositional option, explain: <input type="checkbox"/> Meets target population as described in Program Agreement (<i>number served, and described target population</i>), with minimal exceptions (i.e. less than 10% variance) </p> <p> <input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input checked="" type="checkbox"/> Would increase funding to this service if funds were available <input type="checkbox"/> Other </p>
Shining Hope Farms	<p> <input type="checkbox"/> 2-year Funding approved for FY and OR <input checked="" type="checkbox"/> 1-year Funding approved for FY26-27 </p> <p> Rationale for 2-year Funding approval: <input type="checkbox"/> Funded in past years <input type="checkbox"/> In good standing with county/JCPC and DPS (following PA, timely reports, reporting to JCPC as requested) <input type="checkbox"/> Favorable JCPC monitoring <input type="checkbox"/> In compliance with Consultant Monitoring <input type="checkbox"/> Quality of Service Assessment (QOS) rating is min 70% (min. score of 14) OR progress made on PEP in QOS. <input type="checkbox"/> Provides an essential dispositional option, explain: <input type="checkbox"/> Meets target population as described in Program Agreement (<i>number served, and described target population</i>), with minimal exceptions (i.e. less than 10% variance) </p> <p> <input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input checked="" type="checkbox"/> Would increase funding to this service if funds were available <input type="checkbox"/> Other </p>
Vocational Directions	<p> <input type="checkbox"/> 2-year Funding approved for FY and OR <input checked="" type="checkbox"/> 1-year Funding approved for FY26-27 </p> <p> Rationale for 2-year Funding approval: <input type="checkbox"/> Funded in past years <input type="checkbox"/> In good standing with county/JCPC and DPS (following PA, timely reports, reporting to JCPC as requested) <input type="checkbox"/> Favorable JCPC monitoring <input type="checkbox"/> In compliance with Consultant Monitoring <input type="checkbox"/> Quality of Service Assessment (QOS) rating is min 70% (min. score of 14) OR progress made on PEP in QOS. <input type="checkbox"/> Provides an essential dispositional option, explain: <input type="checkbox"/> Meets target population as described in Program Agreement (<i>number served, and described target population</i>), with minimal exceptions (i.e. less than 10% variance) </p> <p> <input checked="" type="checkbox"/> Meets funding priority <input checked="" type="checkbox"/> Compatible with research <input checked="" type="checkbox"/> Cost efficient <input checked="" type="checkbox"/> Addresses reductions of complaints, violations of supervision & convictions <input checked="" type="checkbox"/> Has evaluation component <input checked="" type="checkbox"/> Addresses parental accountability <input type="checkbox"/> Addresses use of alcohol/controlled substances <input type="checkbox"/> Addresses restitution to victims <input type="checkbox"/> Addresses gang participation <input checked="" type="checkbox"/> Would increase funding to this service if funds were available <input type="checkbox"/> Other </p>

Juvenile Crime Prevention Council Funding Decisions Summary

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Juvenile Crime Prevention Council Funding Decisions Summary

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Juvenile Crime Prevention Council Funding Decisions Summary

Program Not Funded	Reason for Not Funding (Check all that apply)
Thrive in Community - Family Empowerment	<input checked="" type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of its type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/>
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of its type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/>
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	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of its type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/>
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of its type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/>
	<input type="checkbox"/> Lack of funding, addresses priority need and would fund if resources allowed <input type="checkbox"/> Does not meet funding priority <input type="checkbox"/> Not compatible with research <input type="checkbox"/> Lesser quality than another program funded of its type <input type="checkbox"/> Greater cost than program of same type and quality <input type="checkbox"/> Other <input type="checkbox"/>


Program Enhancement Plan (PEP)

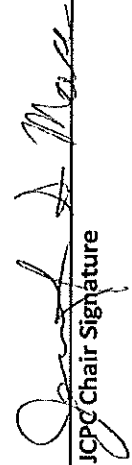
Program/Component: Cognitive Connection - Substance Abuse Treatment Services

Brief Description: Our Substance Abuse Treatment Services consists of one-hour group sessions that meet twice a week. Adolescents will have opportunity in accessing all of our substance use services as so indicated within their PCP. Re-evaluation and possible revisions of individual PCPs will occur as needed when increased mental health behaviors continue with juvenile or per juvenile/parent/legal guardian and/or referring agency request.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	25				
Qualifying Supplemental Service	5	N/A	None	N/A	There is no qualifying supplemental service for group counseling but an automatic 5 points is added.
Quality of Service Delivery	19	WP:4 ST:4 SR:4 PE:3 SE:4	WP: Maintain ST: Maintain SR: Maintain PE: Create monitoring tool for program evaluation SE: Maintain		The Area Consultant provided a list of suggestions in order to enhance our program evaluation. The Program Manager will be responsible for making the revisions and updating the program evaluation.
Amount of Service: Duration and Contact Hours	2	Duration: Increase hours Contact: Increase hours	D: Work with clients and parents to make sure they have transportation in order to attend group on a regular basis C: Give a monthly calendar to inform clients and parents of scheduled group times and identify barriers to attendance	Tim Cook	D: 20% met the Target Weeks (24 Weeks) C: 0% met the Target Hours (40 Hours)
Risk Level of Youth	20	N/A	None	Tim Cook	Tier 1: 80% of youth = 7 points Tier 2: 60% of youth = 13 points
Total SPEP Score	71				
POP	75%				

This Plan is approved by:





Date 3/31/25
Date 4-1-25

Program Manager Signature
JCPC Chair Signature

Program Enhancement Plan (PEP)

Program/Component:

Cognitive Connection - Mental Health Services

Brief Description:

Our Mental Health Group Counseling services consists of one-hour group sessions that meet twice a week. Adolescents will have opportunity in accessing all of our Mental Health services as so indicated within their PCP. Re-evaluation and possible revisions of individual PCPs will occur as needed when increased mental health behaviors continue with juvenile or per juvenile/parent/legal guardian and/or referring agency request.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	25				
Qualifying Supplemental Service	5	N/A	None	N/A	There is no qualifying supplemental service for group counseling but an automatic 5 points is added.
Quality of Service Delivery	19	WP:4 ST:4 SR:4 PE:3 SE:4	WP: Maintain ST: Maintain SR: Maintain PE: Create monitoring tool for program evaluation SE: Maintain	Tim Cook	The Area Consultant provided a list of suggestions in order to enhance our program evaluation. The Program Manager will be responsible for making the revisions and updating the program evaluation.
Amount of Service: Duration and Contact Hours	8	Duration: Increase hours Contact: Increase hours	D: Work with clients and parents to make sure they have transportation in order to attend group on a regular basis C: Give a monthly calendar to remind clients and parents of scheduled group times and follow the attendance policy		D: 44% met the Target Weeks (24 Weeks) C: 44% met the Target Hours (40 Hours)
Risk Level of Youth	25	N/A	None	Tim Cook	Tier 1: 100% of youth = 12 points Tier 2: 44% of youth = 13 points
Total SPEP Score	82				
POP	86%				

This Plan is approved by:

[Signature]
Program Manager Signature

Date

3/31/25

Date

[Signature]
JGPC Chair Signature

Date

4-1-25

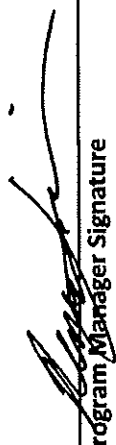
Program Enhancement Plan (PEP)


Program/Component: Just Girls- Catawba

Brief Description: The Just Girls program provides a safe, gender specific, group counseling environment where at risk girls can learn self-esteem, build positive relationships with peers, adults, and the community. The goals of the program are to increase self management and awareness, positive bonding and relationship skills, and reduce risk behaviors.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	25				
Qualifying Supplemental Service	5	none			
Quality of Service Delivery	19		Establish protocol to make sure all staff evaluations are completed	Executive Director	This has been improved and now needs to be monitored.
Amount of Service: Duration and Contact Hours	6		A number of clients were unsuccessful. We will continue to monitor to see if there are ways to increase engagement.	Executive Director/Clinical Director/ Therapist	We will continue to review this issue.
Risk Level of Youth	7	none			
Total SPEP Score	62				
POP	65%				

This Plan is approved by:





Program Manager Signature
ICPC Chair Signature

Date / 11/5/25
Date 12-2-25

Program Enhancement Plan (PEP)

Program/Component: Vocational Directions

Brief Description: Vocational Directions is a restitution/community service program designed to provide juveniles with accountability for their previous actions while also learning about different careers through their exposure at various service sites. The youth learn from the individuals who work in those locations while also contributing to the site and/or those it serves.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	3				
Qualifying Supplemental Service	3				
Quality of Service Delivery	2	Staff Evaluation	<ol style="list-style-type: none"> 1. Write a Staff Evaluation and Development Plan; 2. Revise the evaluation forms for all staff positions; 3. Assign supervisors to complete each staff evaluations; 4. Schedule all staff evaluations to occur by 1/15/26; 6. Complete evaluations with staff; 7. Write a Staff Development Plan incorporating areas for improvement/development for each staff; 8. Establish a follow up procedure on set goals/areas for improvement. 	District Leader	Management team met to discuss staff evaluation elements and targeted areas for improvement. All staff evaluations have been assigned to the appropriate manager.
Amount of Service: Duration and Contact Hours	2				
Risk Level of Youth					
Total SPEP Score	10				

POP

This Plan is approved by: *Kimberly Castano* 10/17/25

Program Manager Signature

Date

JCPC Chair Signature

Date



Program Enhancement Plan (PEP)

Program/Component: Sex Offender Treatment-Catawba

Brief Description: Sex offender specific treatment for youth displaying sexually aggressive behavior, inappropriate sexual conduct or who have been charged with a sex offense. The treatment balances accountability, rehabilitation and community safety.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	25				
Qualifying Supplemental Service	5	none			
Quality of Service Delivery	19		Establish protocol to make sure all staff evaluations are completed	Executive Director	This has been improved and now needs to be monitored.
Amount of Service: Duration and Contact Hours	8	none			
Risk Level of Youth	5	none			The risk level is often low for sex offenses.
Total SPEP Score	62				
POP	65%				

This Plan is approved by:

 Program Manager Signature
 JPC Chair Signature

Date 11/5/25
Date 12-2-25

Program Enhancement Plan (PEP)

Program/Component:	Sex Offender Evaluation- Catawba
Brief Description:	Sex offender specific evaluation and assessment for youth displaying sexually aggressive behavior or who have been charged with a sex offense in order to evaluate risk and make treatment recommendations.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service					
Qualifying Supplemental Service					
Quality of Service Delivery	19		Establish protocol to make sure all staff evaluations are completed	Executive Director	This has been improved and now needs to be monitored.
Amount of Service: Duration and Contact Hours					
Risk Level of Youth					

Total SPEP Score	19
POP	

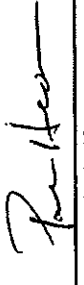
This Plan is approved by:



 Program Manager Signature

11/5/25

 Date



 JPCP Chair Signature

12-2-25

 Date

Program Enhancement Plan (PEP)

Program/Component:

Psychological Services- Catawba

Brief Description:

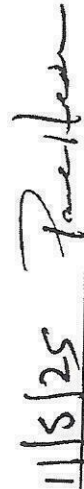
This component provides comprehensive psychological and diagnostic assessments for court involved youth in order to provide risk data and treatment recommendations.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service					
Qualifying Supplemental Service					
Quality of Service Delivery	19				
Amount of Service: Duration and Contact Hours		Staff Evaluation	Establish protocol to make sure all staff evaluations are completed	Executive Director	This has been improved and now needs to be monitored.
Risk Level of Youth					
Total SPEP Score	19				
POP					

This Plan is approved by:



Program Manager Signature

11/5/25 

JCPC Chair Signature

Date

12-2-25

Program Enhancement Plan (PEP)

Program/Component: Kids at Work!
Brief Description: Kids At Work is an interpersonal skills development program based around the culinary arts. Youth are a part of the program for 16 weeks and meet for three hours once a week for instruction. The curriculum consists of 24 hands-on lessons that are designed to meet the clients unique learning styles and help them apply the skills in a work environment. Youth ages 15+ also receive training in food safety via ServSafe in order to gain certification and an edge in employment.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service	15				
Qualifying Supplemental Service	5				
Quality of Service Delivery	10		1. Write a Staff Evaluation and Development Plan; 2. Revise the evaluation forms for all staff positions; 3. Assign supervisors to complete each staff evaluations; 4. Schedule all staff evaluations to occur by 1/15/26; 6. Complete evaluations with staff; 7. Write a Staff Development Plan incorporating areas for improvement/development for each staff; 8. Establish a follow up procedure on set goals/areas for improvement.	District Leader Program Manager	Management team met to discuss staff evaluation elements and targeted areas for improvement. All staff evaluations have been assigned to the appropriate manager.
Amount of Service: Duration and Contact Hours	14				
Risk Level of Youth	17				
Total SPEP Score	61				
POP	72%				


This Plan is approved by: *Kimberly Costano* 10/17/25
 Program Manager Signature Date JCPD Chair Signature Date


Program Enhancement Plan (PEP)

Program/Component: Juvenile Mediation - Catawba JCPC (updated 11/1/2025)

Brief Description: Juvenile Mediation provides youth ages 9-17 the opportunity to deal with conflicts and to help participants to be accountable for their actions. The goals of the program are to increase effective communication, collaborative problem-solving and implementing an agreement between two or more parties.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service					
Qualifying Supplemental Service					
Quality of Service Delivery	20	Written Protocol = 4 Staff Training - 4 Staff Retention = 4 Program Eval, Monitoring & Corrective Action = 4 Staff Evaluation = 4	find training for staff on new areas of problem solving	Ex. Director	in progress
Amount of Service: Duration and Contact Hours					
Risk Level of Youth					
Total SPEP Score	20				
POP					

This Plan is approved by:  Date: 11-4-25

 Date: 11-4-25

Program Manager Signature JCPC Chair Signature

Program Enhancement Plan (PEP)

Program/Component: Restorative Community-Building Circles/Teen Court - Catawba JPC (updated 11/01/2025)

Brief Description: Restorative Circles encompass the 3 main ideas of restorative justice; to repair, encounter and transform by involving everyone that was most harmed by the criminal activity. In the Circle process, participants discuss the circumstances and impacts that the offense has had on the community, offender & victim. Parties try to come to a complete consensus as to resolve the conflicts that have been created because of the crime and formulate a Repair Plan for the offender.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service					
Qualifying Supplemental Service					
Quality of Service Delivery	20	Written Protocol = 4 Staff Training - 4 Staff Retention = 4 Program Eval, Monitoring & Corrective Action = 4 Staff Evaluation = 4	find training for staff on new areas of problem solving	Ex. Director	in progress
Amount of Service: Duration and Contact Hours					
Risk Level of Youth					
Total SPEP Score	20				
POP					

This Plan is approved by:

[Signature]
Program Manager Signature

Date

11/4/25

[Signature]
JPC Chair Signature

Date


11-4-25

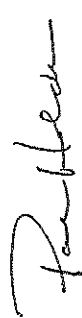
Program Enhancement Plan (PEP)

Program/Component: Conflict Resolution Education - Catawba JCPC (updated 11/01/2025)

Brief Description: Program allows youth to discuss issues that are leading to their delinquency. GOALS: Increase of effective communication, collaborative problem solving and implementing an agreement between two parties. The class series build interpersonal Skills by identifying problematic attitudes, beliefs & thinking patterns leading to delinquency. Contextual instruction and related experience focusing on pro-social decision-making, anger management techniques and conflict resolution interpersonal skills.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
Primary Service					
Qualifying Supplemental Service					
Quality of Service Delivery	20	Written Protocol = 4 Staff Training - 4 Staff Retention = 4 Program Eval, Monitoring & Corrective Action = 4 Staff Evaluation = 4	find training for staff on new areas of problem solving	Ex. Director	in progress
Amount of Service: Duration and Contact Hours					
Risk Level of Youth					
Total SPEP Score	20				
POP					

This Plan is approved by:  Date: 11/4/25

 Date: 11-14-25

Program Manager Signature JPCP Chair Signature

Program Enhancement Plan (PEP)

Program/Component: Shining Hope Farms Family Skill Building Therapy Sessions/44557

Brief Description: Shining Hope Farms (SHF) will provide equine-assisted therapy services to (9) nine Catawba youth ages 6-18 (up to 36 people overall, with family or support units). Shining Hope Farms will provide support tailored to enhance family skill-building: improving communication, conflict resolution, and self-expression among family units, and filling a critical gap in the continuum of services.

Category	SPEP Score	Enhancement Opportunity	Action Steps	Responsible Party	Progress Report: Describe progress made, include date, what has been completed, in process or no progress
A: Defined Protocol for Program Services & Delivery	4	Research additional curriculum that addresses specific issues of at risk youth to benefit our target population	Maintain high level of service delivery with individualized service plans that demonstrate evidence of youth and family involvement with client/family goals.	Milinda Kirkpatrick, Sarah Roda	New hire staff members will go through the Bob Woodruff Foundation PTSD Group Therapy training by March 26'
B: Staff Training	3	County and Statewide opportunities will be made available to SHF staff to participate in or attend in person.	Leadership will provide mandatory JCPC related trainings on an annual basis so the staff will complete their required 12 hours of training	Milinda Kirkpatrick, Patrice Gibson	Every month, Shining Hope Farms will provide a training that meets JCPC requirements. On January 12, SPEP training was attended by our ED. The power point was obtained in order for the other staff to go through the training as well.
C: Staff Retention (Prior 12 Months)	4	Weekly 1:1 "check-ins" with staff	Provide ongoing training, support, and opportunities for advancement including additional responsibilities.	Patrice Gibson, Jessamyn Farrell	The Executive Director schedules regular weekly, ongoing appointments with staff to go over any concerns or client issues that may need to be addressed and to make sure that they have everything they need to perform their job at the highest level.

D: Agency's Own Program Evaluation, Monitoring, & Corrective Action	3	Maintain PATH, Intl. Premier Accredited Status	JPCPC Manager reviews staff documentation of clients in the EMR (Clinic Source) portal, NC Allies, as well as a physical chart to ensure administrative integrity of the program is being adhered to.	Milinda Kirkpatrick, Alexis Sabul	NC Allies Technical Support was contacted due to having technical issues linking our new hire JPCPC Program Manager's account to SHF. Amanda Bullock had to help with the account set-up. This delayed being able to enter the new clients in NC Allies by the required 7 day time frame. New detailed instructions for setting up new hires was provided by NC Allies for future reference.
E: Staff Evaluation	4	Maintain current monitoring of staff	Continue to have 30, 90, and annual reviews/evaluations of new hired staff members.	Patrice Gibson, Jessamyn Farrell	Continue to hire quality staff with appropriate experience and training, including certifications needed to work in our EAP programs. Sarah Roda, our new JPCPC Manager, was hired in Nov 25'
Risk Level of Youth					
TOTAL	18				

This plan is approved by: *Milinda Kirkpatrick* / *1/23/24*

Program Manager Signature

Date

JPCPC Chair Signature

Date

MEMORANDUM

TO: Catawba County Board of Commissioners
FROM: Policy and Public Works Subcommittee
DATE: June 1, 2026
IN RE: Annual Review of Jail Medical Plan

REQUEST

The Policy and Public Works Subcommittee requests the Board of Commissioners approve the Annual Jail Medical Plan.

BACKGROUND

Pursuant to Chapter 14J of the NC Administrative Code, the Board of Commissioners in each county must adopt the written medical plan of the Detention Facility for jail health services annually, after review. This plan is developed in consultation with the local health director and other appropriate officials, and it includes details about health services, mental health care, chronic and communicable disease management, medication administration, and emergency care.

Both the Sheriff and the local Public Health Director are also required to review and approve the plan annually, ensuring it remains up to date. The jail medical plan before the Board of Commissioners for consideration has been approved by both Sheriff Don Brown and Public Health Director Jennifer McCracken.

ALTERNATIVES

The Board of Commissioners may recommend edits or revisions to the plan, prior to adoption, which would then trigger revisions to the plan. Ultimately Board adoption is a statutory requirement; no true alternatives exist.

RECOMMENDATION

The Policy and Public Works Subcommittee recommends the Board of Commissioners approve the Annual Jail Medical Plan.



Catawba County Sheriff's Office

Individuals Requiring Specialized Management 8.4.0

Policy # 8.4.0	Effective Date: July 01, 2026	Revised Date:
Pages: 20	Distribution:	Rescinded Date:
Authority of: Sheriff Donald G. Brown II		
References: NCGS 153A-229.1 – 229.2, Americans with Disabilities Act, PREA standards, Policy 8.10.0; 8.8.0; 1.14.0; 8.5.0; 8.1.0		
Forms:		

I. 8.4.0 – POLICY

It is the policy of this facility to identify and provide appropriate care, accommodations, and protections for inmates requiring specialized management, including individuals with physical or mental disabilities, living with HIV/AIDS, transgender, gender nonconforming, pregnant or postpartum, participating in hunger strikes, struggling with mental health, health concerns, or suicidal individuals. All actions shall comply with applicable federal and state laws, including the Americans with Disabilities Act (ADA), the Prison Rape Elimination Act (PREA), Dignity for Women Incarcerated (NCGS 153A-229.1-229.2), and shall ensure the health, safety, dignity, and legal rights of these populations.

II. 8.4.1 – PURPOSE

The purpose of this policy is to establish consistent standards for the management, housing, and care of inmates requiring specialized care and protections. This policy is designed to safeguard vulnerable populations, ensure equal access to services and programs, and promote institutional safety by providing reasonable accommodations, specialized medical care, and individualized placement decisions in compliance with legal and ethical obligations.

III. 8.4.2 – DEFINITIONS

Transgender: A person whose gender identity is different from the sex assigned at birth.

Physical Sexual Characteristics: The presence and type of primary and secondary sexual characteristics (i.e. genitals, developed breasts, hair distribution) which are typically used to define and classify a person's gender as male or female.



Catawba County Sheriff's Office

Individuals Requiring Specialized Management 8.4.0

Gender Dysphoria: A medical diagnosis for clinically significant distress experienced when a person's gender identity differs from their sex assigned at birth.

Individual with a Disability: A person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

Major Life Activities: Functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Restraints: Any physical or mechanical device used to restrict or control the movement of an incarcerated person's body, limbs, or both.

Protective Custody: A non-punitive housing status in which an inmate is separated from the general population for the purpose of ensuring their safety and security.

Safety Cell: A specially designed, secure cell commonly referred to as a "padded cell" used to temporarily house an inmate who poses an immediate risk of self-harm, suicide, or serious bodily injury to themselves.

Restraint Chair: A secure restraint device designed to safely immobilize an inmate who is actively violent, combative, or poses an immediate threat to themselves or others when lesser restrictive measures have been ineffective or are not feasible.

Safekeeping: A process by which a county confinement facility transfers an inmate to the custody of the North Carolina Department of Adult Correction for secure housing due to serious management, safety, or medical/mental health needs. The inmate remains under county custody but is housed in a state facility until returned or otherwise directed by law.

IV. 8.4.3 – TRANSGENDER INMATES

A. General Guidelines

1. Verification of the inmate's identification will be established through review of a valid driver's license or valid identification card.

Note: The NCDMV is using a "sex designation form" that includes a section where a licensed health care or social services worker can attest to the applicant's gender identity. This form replaces the requirement for a court order or a letter from a physician confirming that gender had been changed through surgery. The DMV has dropped the surgery requirement and allows a



Catawba County Sheriff's Office

Individuals Requiring Specialized Management 8.4.0

broader range of licensed health care providers to confirm a person's gender identity, including physicians, psychiatrists, physician's assistants, therapists, counselors, psychologists, and case or social workers.

2. The Catawba County Detention Facility has zero tolerance for any staff sexual misconduct, sexual harassment or the use of derogatory terms used towards transgender inmates. (Examples of derogatory terms are she-male, he-she, it, tranny, etc.)
3. When discussing an inmate's sexual orientation or gender identity for medical, classifying, or placement purposes, conversations should be conducted privately and professionally.

Sharing information with other inmates is inappropriate and prohibited. Medical information must remain confidential and will not be discussed by officers unless it is required for the appropriate care and safety of the inmate.

4. Transgender inmates will be processed in accordance with normal booking procedures [*POLICY 8.1.0*]. However, transgender inmates will be segregated during sleeping hours from all other inmates in a single cell to maintain safety and security.

B. Body Searches

1. After determining the birth gender, a pat down search and visual strip search will be conducted by an officer of the same gender. If while conducting a strip search or pat down the officer realizes the inmate has genitalia contrary to the identification, the officer will stop the search, exit the cell and call an officer of that gender to continue the search. Documentation of the incident will be completed by the initial officer and reported to the shift supervisor.
2. When logistically possible two officers of the inmate's gender should be present when performing unclothed searches.
3. Searches shall be conducted in a professional and respectful manner.
4. Medical screening should be performed in accordance with medical intake procedures.
5. Detention clothing will be in accordance with the identification of the inmate and placement of the inmate will be in accordance with gender. (Ex. Orange stripe-female, black-stripe male)



Catawba County Sheriff's Office

Individuals Requiring Specialized Management 8.4.0

C. Classification and Housing

1. Inmates identified as transgender shall be housed in a single cell on a housing unit consistent with their birth gender. This housing assignment is to be non-punitive and must not result in any unnecessary loss of privileges. Additional considerations for placement include:
 - a. Safety and security issues for the inmate and facility
 - b. Protecting inmates at high risk from abuse
 - c. Minimizing perceived or actual fear of becoming a victim of violence

V. **8.4.4 – AMERICANS WITH DISABILITIES**

A. Applicability

All staff of the Catawba County Detention Facility shall comply with the Americans with Disabilities Act (ADA) as it applies to local jails and detention facilities under 28 CFR § 35.152. This Federal regulation applies to all public entities and staff responsible for the operation or management of adult and juvenile justice jails, detention, and correctional facilities – either directly or through contractual, licensing, or other arrangements with public or private entities, in whole or in part, including private correctional facilities.

B. Qualified Individuals

No qualified individual with a disability shall be denied access to programs, services, or activities, nor subjected to discrimination within this facility. A qualified individual is a person with a physical or mental impairment that meets the essential eligibility requirements for receipt of services or participation in programs or activities. Physical or mental impairments include but are not limited to:

1. Visual, speech, and hearing impairments
2. Intellectual disabilities and emotional illness
3. Learning disabilities
4. Cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, orthopedic conditions.



Catawba County Sheriff's Office

Individuals Requiring Specialized Management 8.4.0

5. Cancer, heart disease, diabetes
6. Communicable and non-communicable diseases such as tuberculosis and HIV (whether symptomatic or asymptomatic).
7. Opioid Use Disorder

Note: In the United States 4th Circuit, persons with a medical diagnosis of Gender Dysphoria are also considered qualified persons under the ADA.

C. Prohibition of Discrimination

1. Qualified inmates or detainees with disabilities shall not, due to facility inaccessibility, be excluded from participation or denied the benefits of services, programs, or activities.
2. Staff shall ensure that inmates or detainees with disabilities are housed in the most integrated setting appropriate to their needs. Unless necessary for safety or security, staff shall not:
 - a. Place individuals in inappropriate security classifications because accessible cells or beds are unavailable.
 - b. House individuals in medical areas unless they are actively receiving medical care or treatment.
 - c. Place individuals in facilities that lack equivalent programs available to other inmates.
 - d. Deny visitation rights by housing individuals in unnecessarily distant facilities.

D. Housing and Facility Standards

The Sheriff, Jail Administrator, or designee shall ensure that reasonable modifications, including physical changes in compliance with the **2010 ADA Standards**, are made so that inmates with disabilities are provided safe and appropriate housing with necessary accessible elements.

E. Individualized Assessments

Detention staff shall conduct an individualized assessment for each incoming inmate or detainee to determine ADA compliance in the following areas:



Catawba County Sheriff's Office

Individuals Requiring Specialized Management 8.4.0

1. Medical Treatment
2. Assigned clothing
3. Security classification
4. Housing assignment
5. Visitation access
6. Staff interactions

F. Review of Determinations

All ADA-related determinations shall be reviewed by the Jail Administrator or designee in consultation with contracted medical provider to ensure accuracy, consistency, and compliance with federal law.

VI. 8.4.5 – PREGNANT AND POSTPARTUM FEMALES

A. Use of Restraints

1. Pregnant female inmates in the second or third trimester of pregnancy, active or suspected active labor, or postpartum recovery period, shall not have restraints applied within the facility.

Trimesters of pregnancy are:

- a. First trimester: Weeks 1-12
 - b. Second trimester: Weeks 13-26
 - c. Third trimester: Weeks 27 through delivery
2. Inmates in postpartum recovery may only be restrained if an individualized determination finds an immediate danger to self, others, or a serious escape risk that cannot be contained by other means. If the determination exists, wrist restraints **ONLY** will be applied in front of the body as long as the person is ambulatory. The postpartum recovery period refers to the six-week period following delivery, or longer if determined by the healthcare professional responsible for the inmate's care.

When restraints are applied:



Catawba County Sheriff's Office

Individuals Requiring Specialized Management 8.4.0

- a. A supervisor must be contacted immediately.
 - b. Documentation must be entered into the jail management system and logbook explaining the justification.
 - c. The incident must be noted in the daily shift report and forwarded to Facility Administration.
3. During transport outside the facility, restraints may be applied to the wrists of a female incarcerated person in the front only, except when in active labor or reasonably suspected to be in labor. No restraints shall be applied under those circumstances.
 4. Nothing in this section shall prohibit the use of medical restraints by a licensed health care professional to ensure the medical safety of the pregnant female.

B. Body Cavity Searches

No facility employee other than a certified health professional, shall conduct a body cavity search of a female incarcerated person that is pregnant or in postpartum recovery unless the facility employee has probable cause to believe that the female incarcerated person is concealing contraband that presents an immediate threat of harm to the female incarcerated person, the fetus, or another person. In this case, a search warrant will be secured and the inmate will be transported to a medical facility in accordance with Catawba County Sheriff's Office policy, Searching and Transporting Prisoners. *[Policy 9.0.0]*

A written report will be submitted to the Sheriff or Detention Facility Administrator within 5 days containing justification for the search and the presence or absence of contraband.

C. Nutrition

1. The sheriff or administrator of the local confinement facility shall ensure that pregnant incarcerated females are provided sufficient food and dietary supplements and are provided access to food at appropriate times of day, as ordered by the medical provider.
2. Nutritional provisions shall be consistent with the guidelines for women who are pregnant or lactating as set forth in the most recent edition of the *Dietary Guidelines for Americans* published by the United States Department of



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Health and Human Services and the United States Department of Agriculture, unless a special diet has been prescribed by the medical provider. In which case, the prescribed diet will override the guidelines.

3. While in the hospital, pregnant incarcerated females and incarcerated females in the postpartum recovery period shall have access to the full range of meal options provided by the hospital to ensure that each meal meets the incarcerated person's nutritional needs.

D. Housing

1. Pregnant or Postpartum inmates shall not be placed in restrictive housing (removal from general population and an inability to leave a room or cell for the vast majority of the day, including disciplinary segregation) unless an important circumstance exists, as determined by the detention staff or medical provider. **An important circumstance exists when there are reasonable grounds to believe that the female inmate presents a threat of harming herself, the fetus, or any other person, or an escape risk that cannot be reasonably contained by other means, including the use of additional personnel.** Any such placement requires:
 - a. Supervisor approval
 - b. Documentation in the jail management system and logbook specifying justification.
 - c. Inclusion in the daily shift report and forwarded to Facility Administration.
2. Pregnant and Postpartum inmates shall only be assigned to bottom bunks which shall be no more than three feet from the floor.

E. Cost of Care

While a pregnant female is incarcerated, the pregnant female incarcerated person shall be provided necessary prenatal, labor, and delivery care as needed at no cost to the pregnant female incarcerated person.

F. Bonding Period

Detention officers providing hospital security post-delivery shall allow hospital staff to determine whether the newborn remains with the mother for bonding.



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Officers shall not interfere unless a clear health or safety risk arises for the newborn or the inmate.

G. Nutritional and Hygiene Products During Postpartum Period

The necessary nutritional and hygiene products shall be provided at no cost to the postpartum female incarcerated person, and shall include sanitary napkins, underwear, and hygiene products for postpartum care.

H. Disciplinary Action

If a pregnant or postpartum female incarcerated person receives disciplinary action, they will follow all protocols in *Policy [8.3.0 Inmate Disciplinary Procedures]* with the exceptions of housing assignment and daily recreation.

They will remain in general population to serve sanction time and will receive one hour of recreation per day while no other inmates are out.

I. Documentation

A monthly summary of all written reports generated pursuant to this policy will be maintained in the Administration area of the facility.

VII. 8.4.6 – ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

A. Inmate Testing

Routine testing of inmates for HIV infection or AIDS is strictly prohibited; however, testing will be available in the following ways:

1. Inmates will be afforded the opportunity for AIDS testing either through the contracted medical staff or community healthcare partners. A request may be made for the testing either by communicating to medical on the kiosk or on a written paper "sick call".
2. The contracted medical provider may request an inmate to consent to a test for HIV or AIDS if the test is necessary for the appropriate treatment of the inmate. The inmate has the right to refuse this test.
3. The contracted health care provider can require an inmate to submit to a test to detect HIV or AIDS should an inmate, officer, or other person be exposed to the inmate's blood or bodily fluid and it is felt that the exposure poses a threat/risk of transmitting HIV or AIDS. The inmate must sign a "Consent for



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Blood Draw and Testing for Blood-Borne Pathogens” to allow the blood to be drawn. Should an inmate refuse to be tested, the contracted provider or Detention Facility Personnel may obtain a court order to require the inmate to submit to a blood test.

B. Confidentiality

1. Laboratory results of any inmate tested for HIV/AIDS will be held strictly confidential and maintained within the inmate's confidential medical records.
2. Regardless of whether a Detention Officer learns inadvertently or through direct reporting, the officer shall maintain strict confidentiality regarding the HIV or AIDS status of any incarcerated person. Such information shall not be disclosed to any other officer, incarcerated person, or outside individual except as authorized by law or policy. Any Detention Facility Officer who discloses confidential HIV or AIDS status information without authorization shall be reported immediately to the Sheriff and/or Detention Facility Administrator and may be subject to disciplinary action and/or a misdemeanor criminal charge in accordance with North Carolina law.
3. Contracted medical personnel may reveal the individual's HIV/AIDS status for any of the following reasons:
 - a. To another health care provider who will be responsible for caring or providing services to the inmate.
 - b. To the Director of Health and Human Services regarding collaboration with Infectious Disease.
 - c. To NC Division of Adult Corrections or any other receiving facility regarding continuity of care when an inmate is being transferred to another facility.
 - d. To any person that has been exposed to blood or bodily fluids to the extent there is a risk of transmission of HIV or AIDS. In this case, the exposed person will be provided with the results and instructed on confidentiality as well as offered the opportunity to be tested.
 - e. Pursuant to the mandates of a court order or subpoena for such information.



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- f. Pursuant to any other requirements stipulated in G.S. 130A-143 or by the regulations adopted by the Commission for Health Services.

C. Housing

1. Inmates who are HIV infected or positive for AIDS and asymptomatic will not be segregated or transferred from the facility solely because of their condition and any employee in violation of this policy may be subject to disciplinary action.
2. Inmates who have HIV or AIDS and are symptomatic may be placed on medical segregation upon the direct recommendation of the contracted medical staff. Medically segregated inmates will still be afforded the opportunity to participate to the extent possible, in regular facility programs and services such as visitation, recreation, etc.
3. The Shift Supervisor or Jail Administrator may make a determination to segregate or transfer for the following reasons:
 - a. To protect the inmate from others (Protective Custody)
 - b. For engaging in violence, sexual assault, sexual activity, or other high-risk behaviors within the facility.
 - c. If recommendation for transfer to another facility is recommended by medical staff, segregation may be necessary while transfer is pending.

D. Court Ordered HIV/AIDS Investigation

Pursuant to state statute, a judge may order a defendant to be detained up to 24 hours for investigation by public health officials or for a possible HIV test. Should an inmate be admitted to the facility for this purpose, the admitting officer will immediately notify the Detention Facility Administrator and the Shift Supervisor.

Local Public Health authorities will be advised of the detainee, and they will be given all reasonable access to the individual. In addition, any inquiries regarding the detainee will be forwarded to Public Health officials.

E. Program Participation



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An inmate who is HIV infected or has AIDS will not be denied the same access to programs and services as other inmates housed in general population at the facility. The only exception to this will be in cases where the contract provider has determined that an inmate should not participate in a certain program, activity, or service due to medical reasons.

F. Training

All Detention Facility Officers will receive training regarding transmission methods, safety precautions, and other basic information concerning AIDS and HIV infection, within their first year of employment through the state mandated Detention Officer Certification Course.

Bloodborne Pathogens training will also be provided annually as in-service training.

G. Standard Precautions

Disposable non-latex gloves, paper towels, and cleaning supplies will be readily available for use.

The following precautions will be exercised by Detention Facility Officers while performing duties:

1. Protective equipment shall be worn whenever an officer comes into contact, or is reasonably expected to come into contact, with blood or bodily fluids while performing assigned duties. This includes, but is not limited to, handling objects, conducting cell searches, managing inmate laundry, responding to disruptive, assaultive, or violent inmates, and any situation requiring direct physical contact with inmates, such as frisk searches.
2. Officers should ensure that any portion of their body, another individual's body, or any object or surface exposed to blood or bodily fluids is thoroughly cleaned using warm water and antibacterial soap.
3. Officers will ensure that any cut, sores or breaks in their skin be covered with water resistant bandages whenever available.
4. Reasonable precautions should be taken to avoid situations in which officers may be punctured or injured by sharp objects, including knives, razors, or needles. When entering or searching areas where visibility is limited or



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obstructed, officers shall use appropriate tools, such as a flashlight and mirror, to safely inspect the area prior to making contact.

5. Sharp objects will be placed in puncture resistant containers whenever possible.
6. When cleaning up spills and surfaces exposed to blood or bodily fluids, officers will wear disposable or rubber gloves and will use a disinfectant.
7. Contaminated items will be placed in red biohazard bags or containers.

H. Exposure

Any Detention Facility Officer exposed to blood or bodily fluids should immediately wash and cleanse the exposed area with warm water and antibacterial soap.

Officers will be required to complete an official county "Incident Report" and an "Injury/Exposure Report" anytime they have been exposed to blood and or bodily fluids of another individual while in the performance of their duties.

Copies of the county "Incident Report" and the "Injury/Exposure Report" will be submitted to the Detention Facility Administrator for review and for necessary distribution, maintenance, and filing. The officer's supervisor will be responsible for notifying Human Resources no later than the end of the next business day.

Any officer exposed to blood and or bodily fluids may request to have their own blood tested and the results need not be reported to the facility.

Please refer to *[Policy 1.14.0]* for complete information on Communicable Diseases.

VIII. 8.4.7 – HUNGER STRIKE

- A. Hunger strike is a method of non-violent resistance or pressure in which participants refuse to eat and/or drink as an act of political protest, or to provoke feelings of guilt in others, usually with the objective of achieving a specific goal, such as a policy change.
- B. Detention Facility staff shall coordinate with medical personnel to monitor and assess the health and overall well-being of any inmate who has elected to



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participate in a hunger strike. The following procedures shall be implemented and followed to ensure appropriate monitoring, documentation, and response.

1. If an inmate refuses three (3) consecutive meals, the Shift Supervisor, Medical staff, and Administration shall be notified immediately.
2. Medical staff will begin regular vital signs checks and the inmate shall be placed on medical watch and observed four (4) times per hour.
3. The inmate's cell shall be searched, and all perishable food items removed. This measure is intended to ensure accurate monitoring of food and fluid intake and documented on a meal tracker.
4. The water supply to the inmate's cell shall be turned off to ensure accurate monitoring of fluid consumption.
5. If the inmate has not consumed any food for 72 hours, a medical health assessment will be completed.
6. If the inmate consumes any food or fluids during the hunger strike period, medical staff will be made aware, and an evaluation will be completed prior to discontinuation of hunger strike monitoring.
7. If the inmate remains on a hunger strike for five (5) consecutive days, the safekeeping process shall be initiated, and the inmate shall be transferred in accordance with safekeeping procedures.

IX. 8.4.8 – SUICIDAL INMATES

- A. Inmates will be screened, classified, and supervised in order to reduce the possibility of suicides in the Detention Facility. Initial screening will take place during the admission process, however, all inmates identified as potentially suicidal shall be promptly evaluated by a qualified mental health professional. Medical staff and Officers will reveal all information pertaining to the potentially suicidal condition to the evaluator.
- B. Detention Officers shall receive training through the Detention Officer Certification Course to recognize signs and indicators that an inmate may be at risk of suicide. This training shall include procedures for responding when an officer suspects an inmate is suicidal or experiencing serious mental health concerns that may increase the risk of a suicide attempt.



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C. High risk periods

Detention Facility medical personnel and Detention Officers shall always remain continuously alert for suicidal cues. In addition, inmates shall be closely monitored for signs of potentially suicidal behavior during the following identified high-risk periods:

1. The first 24 hours of confinement
2. After receiving bad news from home such as a death in the family or marital issues
3. Before and after court appearances, particularly after being sentenced
4. Weekends and holidays
5. Before anticipated release and/or transfer
6. During poor physical health or after receiving a serious medical diagnosis
7. During severe intoxication or withdrawal
8. After being assaulted by another inmate, particularly if the assault was sexual in nature

D. Criteria for placement on Suicide Watch

An inmate shall be placed on Suicide Watch when they exhibit behaviors, make statements, or present circumstances that reasonably indicate a risk of self-harm or suicide. Any Detention Officer may initiate immediate precautionary measures pending supervisory and medical review.

The following indicators may warrant placement on Suicide Watch:

1. Verbal statements, written communication, or actions expressing suicidal ideation, a specific plan, direct or indirect threats of self-harm, or stated intent to commit suicide.
2. A suicide attempt within the facility, a recent suicide attempt prior to confinement, or active self-harming behavior.
3. Clearly unrealistic expectations of immediate release or other triggering events that may increase emotional instability.



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4. A documented history of previous suicide attempts.
 5. Observable symptoms of depression, including crying, withdrawal, insomnia, extreme mood fluctuations, or lethargy.
 6. Giving away all personal property.
 7. Signs of serious mental illness, including hallucinations, delusions, or psychotic behavior.
 8. Known history of mental illness or prior psychiatric hospitalization.
 9. Significant drug or alcohol intoxication or withdrawal.
 10. Severe emotional distress, inability to cope with confinement, extreme aggressiveness, or homicidal ideations.
- E. Once an inmate has been identified as a suicide risk:
1. The person should not be left alone and should be moved to a cell where they will be monitored on a watch four(4) times per hour. These rounds must be documented and directly observed by a Detention Officer. [*Policy 8.5.0*]
 2. Medical staff and the Shift Supervisor shall be notified immediately, and a determination shall be made regarding the inmate's placement on Suicide Watch.
 3. Whenever possible, the suicidal individual should be placed in a populated cell with another inmate unless concerns for medical, safety, or PREA exist.
 4. Officers shall remove all articles of clothing or items that the inmate has in their possession that may be used to commit or attempt to commit suicide and they shall be provided a suicide smock and suicide blanket.
 5. If an inmate is actively engaging in self-harm, appropriate measures may be implemented to prevent further injury, including placement in a Safety Cell or Restraint Chair.

Once the immediate threat of self-harm has subsided, the inmate may be removed from the Safety Cell and returned to an appropriate housing assignment in accordance with the provisions set forth above. Removal from the Restraint Chair shall be conducted in compliance with Catawba County Sheriff's Office Policy, Chapter 5 – Use of Force.



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6. Inmates placed on Suicide Watch shall not be permitted access to commissary or other privileges for the duration of their placement.
7. One religious text of the inmate's preference shall be allowed if requested.
8. Documentation outlining the reason for placement on Suicide Watch, as well as the name of the approving supervisor, shall be entered into the Jail Management System. Appropriate notations shall also be made in the control room logbook and included in the shift report.

F. Suicide attempts

If an inmate attempts suicide while in custody, the inmate shall be secured as appropriate and immediate medical attention shall be provided. Detention Facility medical personnel shall promptly contact the appropriate mental health care professional for further action and guidance.

- ### **G. Once an inmate is placed on Suicide Watch, they shall remain under observation until a qualified mental health professional or contracted psychiatric provider authorizes the discontinuation of precautions. The mental health professional shall communicate all updates to Detention Officers, and documentation shall be maintained in the inmate's medical file, Jail Management System, control room logbook, and shift report.**

H. Procedures for discovery of an inmate who appears deceased

1. Secure all other inmates in their locked housing unit.
2. Notify the Shift Supervisor immediately.
3. The Shift Supervisor shall instruct the Control Room Officer to contact on-site medical personnel and Emergency Medical Services using the fastest available method.
4. If the inmate is hanging, get them down and remove them from the ligature while attempting to preserve the knot.
5. Provide necessary first aid until relieved by personnel with higher medical training.
6. If the inmate is in fact deceased, contact the Jail Administrator immediately, who will in turn contact the chain of command.



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7. Secure the area; the Shift Supervisor shall remain on scene until relieved.
8. The Jail Administrator shall relay pertinent information to the Chief Deputy and Sheriff, who will determine whether the Sheriff's Office CID, SBI, or both will investigate. The Medical Examiner shall also be notified.
9. Release of the deceased inmate's personal property to next of kin shall occur only under the express direction of the investigating agency.
10. Within five (5) days of the death, the Jail Administrator or designee shall notify the Jail and Detention Branch, local health director, and Secretary of the Department of Health and Human Services.
11. Employees involved in the incident shall be offered an opportunity to debrief with other officers and supervisors and access support through the Employee Assistance Program.

X. 8.4.9 – MENTAL HEALTH HOLDS

- A. A Mental Health Hold is a precautionary observation status requiring four (4) checks per hour, established for inmates experiencing a mental health crisis or for those whom staff determine may be at risk for self-harm but do not meet the elevated criteria for Suicide Watch. [*POLICY 8.5.0 Supervision of Inmates*]
- B. If staff believe an inmate meets the criteria for a Mental Health Hold, the Shift Supervisor and medical personnel shall be notified immediately to conduct an assessment and determine whether placement on this status is appropriate.
- C. Provided the inmate's behavior does not present a safety concern, they may retain their clothing and personal items already in their possession and may continue to receive regular inmate privileges. Such determinations shall be made on a case-by-case basis, taking into consideration the inmate's conduct and overall safety.
- D. Placement on Mental Health Hold will be determined according to the following factors:
 1. Non-recent suicide attempt
 2. Homicidal or suicidal ideations without a plan
 3. Inmates who have stated or suggested they may cause harm to themselves



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4. Inmates who are acting erratically (screaming, crying, laughing uncontrollably for no reason, etc.)
 5. Signs of depression, withdrawal, or giving away personal items
 6. Acute Mental Health Psychosis
 7. Unexpected bad news from family or substantial prison sentence
- E. Documentation regarding the reason for the hold and the approving supervisor shall be made in the Jail Management System. Brief notations shall be made in the control room logbook and shift report.
- F. A qualified mental health professional or contracted psychiatric provider shall be responsible for terminating the Mental Health Hold and shall communicate with Detention Officers regarding whether the hold will continue or end. Documentation and notations shall be updated.

XI. 8.4.10 – MEDICAL HOLD

- A. A Medical Hold is an observation status requiring four (4) checks per hour, established for inmates when facility or medical staff have concerns about the immediate health or physical well-being of the inmate. [POLICY 8.5.0]
- B. If staff believe an inmate meets the criteria for a Medical Hold, the Shift Supervisor and medical personnel shall be notified immediately for assessment and determination of appropriate placement.
- C. Inmates on a Medical Hold may retain regular privileges, unless safety or medical concerns dictate otherwise.
- D. Conditions that may warrant a Medical Hold include, but are not limited to:
 1. Severe drug or alcohol withdrawal symptoms
 2. Being under the influence of drugs or alcohol
 3. Debilitating medical conditions or conditions that limit movement
 4. Special needs inmates that require additional supervision
 5. Any medical problems that medical or facility staff determine require additional supervision



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- E. Documentation regarding the reason for the hold and the approving supervisor shall be made in the Jail Management System. Brief notations shall be made in the control room logbook and shift report.
- F. Removal from a Medical Hold will be approved through the facility medical staff and documentation and notations shall be updated.



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Policy # 8.9.0	Effective Date: July 01, 2026	Revised Date:
Pages: 22	Distribution:	Rescinded Date:
Authority of: Sheriff Donald G. Brown II		
References: § 153A-225; POLICY 8.4.0, 8.5.0		
Forms:		

I. 8.9.0 – POLICY

It is the policy of the Catawba County Sheriff's Office that the Catawba County Detention Facility shall provide comprehensive health care services to all inmates in its custody. Qualified medical personnel shall be available to deliver routine and emergency medical and mental health care, ensure proper administration of medications, and maintain the confidentiality of all medical records. Detention Officers shall assist in facilitating access to medical services, while maintaining safety, security, and the privacy of inmates.

II. 8.9.1 – PURPOSE

The purpose of this policy is to ensure the health, safety, and well-being of all inmates housed at the Catawba County Detention Facility by establishing clear procedures for admission screening, routine and emergency medical care, dental and mental health services, substance abuse treatment, and the administration of medications. The policy also ensures that inmate medical records are maintained, secured, and released in compliance with federal, state, and local laws, while defining the responsibilities of both medical staff and detention officers. Through these procedures, inmates are provided timely access to qualified medical personnel for assessment, treatment, and follow-up care, and detention staff are guided in facilitating health services while maintaining security, safety, and inmate privacy.

III. 8.9.2 – DEFINITIONS

Chronic Illness: Any medical condition lasting one year or longer that requires ongoing medical attention, limits activities of daily living, or both, as defined by the CDC.



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Contracted Medical Staff/ Provider: Licensed health care personnel or agencies under contract with the Detention Facility to provide medical, mental health, dental, and substance abuse care to inmates.

Delayed Intake: An inmate who is uncooperative or refuses to participate in the initial health screening and is therefore temporarily held until medical evaluation can be completed.

Electronic Medical Record (EMR): The secure digital system provided by the contracted medical provider in which inmate medical records are stored, maintained, and accessed only by authorized medical personnel.

Emergency Medical Situation: Any medical or mental health condition that poses an immediate threat to the life or health of an inmate or others, requiring immediate intervention.

Routine Medical Care: Scheduled or as-needed health care services provided by qualified medical personnel to assess, treat, and manage non-emergency medical conditions.

Serious Medical Need: A condition that would be obvious to a person without medical training and that causes significant pain, suffering, or risk of harm, including dental conditions, mental health crises, and substance abuse emergencies.

Transporting Officer: A Detention Officer assigned to accompany an inmate to an off-site medical facility for evaluation, treatment, or follow-up care, responsible for security, privacy, and delivery of medical instructions.

Medication-Assisted Treatment (MAT): Evidence-based medical treatment for opioid or alcohol use disorder using prescribed medications under professional supervision.

IV. 8.9.3 – PLAN OVERVIEW

- A. At the direction of the Sheriff, the Jail Administrator or designee shall be responsible for the development and annual review of the Facility Health Plan ("Plan"). Prior to implementation, the Sheriff and/or Jail Administrator shall ensure the Plan is reviewed and approved by the appropriate officials of the Catawba County Health Department and signed by the Sheriff. Upon determination that the Plan adequately protects the health and welfare of inmates, the Plan shall be adopted by the governing body of Catawba County.
- B. The Plan shall be reviewed at least annually by the Jail Administrator or designee and updated as necessary. Any revisions must be approved by the Sheriff.



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- C. A copy of the Plan shall be maintained in the Policy and Procedures Manual to ensure it is accessible to all detention officers and readily available for reference by detention facility staff.
- D. The Plan shall, at a minimum, include information addressing the following procedures:
 - 1. Health screening of inmates upon admission to the Detention Facility to include screening for Substance Use Disorder
 - 2. Handling routine medical care requests
 - 3. Managing inmates with chronic illnesses or known communicable diseases or conditions
 - 4. Administration, dispensing, and control of prescription and non-prescription medications
 - 5. Responding to medical emergencies, including, but not limited to, dental care, chemical dependency, pregnancy, and mental health emergencies
 - 6. Maintenance and confidentiality of medical records
 - 7. Ensuring privacy during medical examinations and conferences with qualified medical personnel
 - 8. Management of intoxicated inmates upon admission
 - 9. Education of officers about HIV/AIDS and methods of transmission
 - 10. Transport of inmates to off-site medical care providers
- E. A brief summary of the Plan, including the availability of health care services at the facility, shall be included in the Inmate Rules Manual to ensure inmates are informed of the steps required to access health care services.
- F. Inmates shall have the opportunity each day to communicate health concerns to a qualified medical professional or detention officer. Qualified medical personnel shall be available to assess and address inmates' medical needs. An electronic record shall be maintained for all medical care requests, including the actions taken in response to each request.

Under no circumstances will the plan allow any inmate to perform any medical function at the Detention Facility.



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- G. Catawba County Detention Facility shall reimburse the State for the State's portion of costs, including the cost of services provided and any administrative costs directly associated with those services, to the State's Medicaid program in the event Medicaid is utilized for medical services rendered.

V. 8.9.4 – INITIAL SCREENING PROCESS

A. New Intakes

To promote the safety and health of inmates, staff, and visitors, a medical and mental health screening shall be conducted for each inmate upon admission to the Detention Facility.

The admitting or processing officer shall remain alert for any medical emergency that may exist prior to or after an individual's acceptance into the facility. If a valid commitment or other lawful order for confinement is presented, the individual shall be accepted, and detention staff shall ensure that any necessary emergency medical treatment is obtained immediately.

1. Detention Officers will complete the brief required health screening during the booking process prior to placing the inmate in any holding cell within the facility. This screening will consist of two parts.

- a. Interview

Detention Officers will ask the necessary questions and record the responses given. Inmates shall be informed that providing information in response to any question during the screening is voluntary.

If an inmate discloses medical or mental health information considered confidential, including but not limited to communicable diseases, under state or federal laws, regulations, or standards, the information shall be kept secure and promptly transferred to medical staff only.

- b. Observation

The processing officer shall observe the inmate for any visible signs of illness, injury, or other medical concerns and document those observations accordingly. The processing officer shall also note whether the inmate is wearing a medical alert tag or similar medical identification. While the screening shall be used as a guide, the processing officer shall remain



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attentive to any additional medical or mental health concerns that may not be specifically addressed on the screen.

2. Medical staff shall be notified of all new intakes, and they shall complete a full Medical/Mental Health Screening. This assessment will take place in the Medical Intake Room, located in the booking area prior to placement in a housing unit.
3. If the screening process reveals an emergency medical or mental health problem that was not detected upon arrival, emergency medical treatment will be immediately provided.
4. If the screening process reveals a non-emergency medical or mental health problem, the contracted medical staff will secure any necessary treatment.
5. The initial health screenings shall be accessible to detention officers, however, disclosure of an inmate's AIDS status or any other reportable communicable disease is prohibited by North Carolina law and constitutes a misdemeanor.
6. If any portion of the screening indicates that an inmate requires additional supervision or special housing for medical or mental health reasons, the processing officer shall secure such housing in accordance with the Medical Plan and Inmate Classification procedures. Inmates who are suicidal, have an alcohol level of 0.15 BAC or higher, or appear impaired by a controlled substance shall be closely supervised and checked at least four times per hour on an irregular schedule, with no more than 20 minutes between rounds.
[Policy 8.4.0, 8.5.0]
7. If the officer and medical screening indicate that the inmate has no health issues requiring attention, the processing officer shall classify and house the inmate in accordance with facility policy. *[8.2.3]*

B. Delayed Intakes

An inmate who is uncooperative or refuses to provide required information during the health screening shall be classified as a Delayed Intake until the screening can be completed or the inmate has been cleared by the medical staff.

1. A Delayed Intake form should be completed, signed by the officer, witnessed, and forwarded to the medical staff.



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2. Medical staff shall make a total of 14 attempts to complete the intake screening for a Delayed Intake inmate: once per day shift and once per night shift for seven consecutive days.
3. If the inmate completes the medical screening at any time during the Delayed Intake period, they shall be cleared for classification. If the inmate continues to refuse screening for the full seven (7) days, they shall also be cleared for classification at the conclusion of that period.

VI. 8.9.5 – ROUTINE MEDICAL CARE

To promote the health and well-being of inmates confined to the Catawba County Detention Facility, officials shall ensure that qualified health care professionals are available to provide necessary routine medical services and treatment on a regularly scheduled basis, as well as on an as-needed basis.

A. Medical Communication

1. Detention Officers will be responsible for monitoring the condition of inmates during their security rounds and for referring any noted medical problems to the contracted medical staff. If a Detention Officer has any reasonable doubt as to whether an inmate is experiencing a **serious medical condition** requiring immediate attention, the officer shall resolve all doubt in favor of promptly providing the inmate with medical care.
2. Inmates shall have daily access to submit Sick Call Requests to nursing staff. On-duty medical staff will review all requests daily to determine the need for routine medical evaluation or treatment. Completed Sick Call Requests shall be maintained in the inmate's electronic medical record. Under no circumstances shall any form containing a diagnosis, treatment recommendation, or referral from any health care professional be placed in the inmate's confinement record or made accessible to Detention Facility Officers.
 - a. Kiosks will be available in the housing unit dayroom for submission of electronic sick call requests and can be submitted to the medical staff for:
 - 1) MAT
 - 2) Medical
 - 3) Mental Health



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- b. Paper copies of sick calls will be provided when access to the kiosk is not available. Detention Officers will ensure that all paper forms are promptly submitted to the medical staff.

B. Chronic Illnesses

The Centers for Disease Control and Prevention (CDC) define chronic illnesses as conditions that last one year or longer and require ongoing medical attention, limit activities of daily living, or both. Chronic illnesses may be identified during the intake screening process, through questioning of the inmate, or by statements made by the inmate. Any inmate identified as having a chronic illness shall receive treatment from the contract medical provider in accordance with established medical protocols.

C. Pregnancy

Pregnant inmates may be identified during the intake screening process, through questioning of the inmate, or by statements made by the inmate. Pregnancy testing will be provided at no cost to inmates believed to be pregnant. Inmates confirmed or suspected to be pregnant shall receive treatment from the contract medical provider in accordance with established medical protocols. Restraints will be used on pregnant inmates only as specified in facility policy. [8.4.0]

D. Confidentiality

Inmates shall be afforded privacy during medical examinations and conferences with medical personnel. Escorting officers shall respect inmate privacy and maintain confidentiality of all medical information observed or overheard in the course of performing their duties.

VII. 8.9.6 – EMERGENCY MEDICAL CARE

To ensure that the emergency health care needs of inmates housed at the Catawba County Detention Facility are met on a continuous basis, the facility shall provide access to 24-hour emergency medical care through contracts with health care providers, local hospitals, and local Emergency Medical Services (EMS). Emergency medical care shall be provided as necessary to protect the health and welfare of inmates.

A. Training

All training received by Detention Facility Officers will be documented, maintained, and filed in each employee's personnel/training file. All Detention



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Facility Officers employed by the Catawba County Detention Facility shall receive instruction and training in the following areas during their first year of employment, through the Detention Officer Certification Course and/or in-service training:

1. CPR/AED – It will be the responsibility of the Detention Training Coordinator to schedule and coordinate this training.
2. Detection of medical emergencies to include but not limited to:
 - a. Signs of unconsciousness or semi-consciousness
 - b. Signs of alcohol or drug intoxication
 - c. Signs of severe bleeding
 - d. Signs and symptoms of serious breathing difficulties
 - e. Signs and symptoms of serious head injury
 - f. Signs of severe burns
 - g. Signs and symptoms of severe pain
 - h. Signs of suicide risk
 - i. Signs and symptoms of pregnancy
 - j. Signs and symptoms of heart attack or stroke
 - k. Signs and symptoms of any other serious medical need that requires immediate medical attention and that cannot be deferred until the next scheduled sick call or clinic.

B. Emergency Medical Care Procedures

1. When a Detention Officer discovers a medical emergency, they will immediately radio for medical assistance and provide the location of the emergency. If the emergency is discovered in booking on a newly admitted inmate that is unconscious, semi-conscious, or otherwise suffering from a disabling condition, the officer shall look for a Medic Alert Foundation symbol.



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2. The initial responding officer shall provide emergency first aid within the scope of their training until relieved by medical personnel. Care shall be provided at the scene to the extent possible. Detention Facility Officers should utilize universal precautions when administering first aid to prevent exposure to bloodborne pathogens and other communicable diseases.
3. Medical staff, a supervisor, and additional Detention Officers, as needed to provide security, shall immediately respond to the location of the emergency. Depending on the location of the incident, the housing unit control room or Master Control shall ensure that medical staff have been notified and are responding.
4. Once medical personnel arrive, Detention Facility Officers shall provide access to the inmate and defer all medical care responsibilities to qualified health care personnel. Officers shall not interfere with medical care being provided unless necessary to maintain safety and security or in the event of clearly observed gross negligence.
5. Contracted medical staff shall assess the inmate's condition and determine the appropriate course of action in accordance with established protocols and, when necessary, in consultation with the contracted medical provider.
6. If medical personnel or a supervisor determines that an inmate requires EMS transport to an outside medical facility, the responding supervisor shall immediately designate an officer to call 911. Detention Facility Officers shall then follow the procedures outlined in Catawba County Detention Facility Policy [8.9.13 *Transportation for Medical Care*]. Notification shall be made to the Detention Supervisors, Captain, Chief Deputy, and Sheriff without delay.

A current list of all emergency phone numbers shall be posted in a conspicuous location within the control rooms, always ensuring accessibility to all Detention Facility Officers.

7. If a medical situation is deemed a true emergency, inmates shall not be charged a fee for the medical services provided. *Policy[8.9.11]*

C. Documentation

If a medical emergency results in an investigation or potential criminal charges, an incident report shall be completed detailing the circumstances of the event, as well as any actions taken by responding officers and medical personnel to treat the inmate. The report shall be completed by the responding Detention Officer



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and/or other officers involved in the emergency. Documentation shall be submitted to the Jail Administrator or Professional Standards Lieutenant for review.

D. First Aid Kits

A First aid kit shall be maintained in the supervisor's office ensuring accessibility to Detention Officers at all times. This kit enables officers to provide necessary care until qualified health care professionals arrive. Replacement supplies shall be kept on hand at the Facility. The Facilities Lieutenant shall periodically inspect the kit to ensure it is fully stocked. Contracted medical staff or the Facilities Lieutenant shall restock supplies as needed, and officers shall notify the Facilities Lieutenant whenever items are used.

At a minimum the First Aid Kit should include:

1. Different size bandages
2. Tape
3. Alcohol wipes or swabs
4. Cotton swabs
5. Antiseptic lotion, cream or liquid
6. Scissors
7. Tourniquets
8. Hot and/or cold packs

VIII. 8.9.7 – DENTAL CARE

- A. The Catawba County Detention Facility shall provide dental care by a licensed dentist only for conditions that constitute a serious medical need. Dental services shall be limited to the treatment necessary to address the condition. A "serious medical need" is one that would be obvious to a person without medical training and includes, at a minimum, any condition causing significant pain or suffering.

Note: Certain dental conditions may constitute a serious medical need. If a Detention Facility Officer has reasonable doubt as to whether an inmate's dental complaint constitutes a serious medical need requiring emergency attention, the



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procedures outlined in Catawba County Detention Facility Policy, “*Emergency Medical Care*,” shall be followed. [8.9.6]

B. Dental Care Procedures

1. Inmates may submit dental requests directly to medical staff via the kiosk or paper sick call, or verbally or in writing to a Detention Officer, who shall promptly notify medical personnel. *Policy [8.9.5]*
2. Medical staff will review and follow up on all dental requests.
3. If medical staff determine that a reported dental condition constitutes a serious medical need, the Contract Provider or Dentist shall provide appropriate treatment.
4. Medical staff shall record all dental complaints, whether written or verbal, and dental referrals in the inmate’s electronic medical record, ensuring strict confidentiality.

IX. 8.9.8 – MENTAL HEALTH CARE

Detention Officers shall monitor inmates’ mental health needs and ensure emergency care or other treatment ordered by the contracted provider or licensed mental health professional is promptly arranged. Inmates will be afforded privacy during conferences with mental health personnel.

A. Routine Mental Health

1. Inmates will be provided an opportunity to communicate their mental health complaints by submitting sick call requests daily. *Policy [8.9.5]*

Routine mental health complaints may constitute a serious medical need. In cases where reasonable doubt exists as to the seriousness of an inmate’s condition, Detention Facility Staff shall resolve such doubt in favor of providing mental health care.

2. Mental health staff will review inmate mental health complaints daily and the contracted provider shall ensure that a licensed mental health professional assesses, evaluates, and, if necessary, refers inmates for treatment with a contracted psychiatric provider.

B. Emergency Mental Health



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Detention Officers shall receive training during Basic Detention Officer Certification School on recognizing signs and symptoms of potential mental health emergencies. If an officer observes any of the following, they shall promptly notify Detention Facility medical staff:

1. Significant depression
2. Disorientation
3. Exaggerated mood swings
4. Delusions and/or hallucinations
5. Intense fear, panic, or anxiety
6. Warning signs of suicide
7. Significant sleep disturbances
8. Any other symptoms or complaints indicating a need for immediate mental health treatment

Detention Officers shall notify medical and/or mental health staff regardless of the source of the information, including verbal or written requests or direct observation. Medical staff shall contact the contracted provider for further evaluation and instructions.

C. Documentation

Any verbal orders issued by medical staff, the contracted provider, or a licensed mental health professional shall be documented by medical or mental health staff. Detention Officers shall notify medical or mental health staff of any difficulty in carrying out such orders. All documentation shall be maintained as confidential and retained in the inmate's medical record.

X. 8.9.9 – SUBSTANCE ABUSE TREATMENT

To protect and promote the well-being of inmates, Catawba County Detention Facility shall provide routine and emergency medical services to inmates suffering from severe drug or alcohol intoxication, or from the effects of such intoxication, when the condition constitutes a serious medical need.



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- A. Detention Facility Officers shall receive training during Basic Detention Officer Certification School to recognize the signs, symptoms, and effects of severe alcohol and drug intoxication.
- B. Identification of Inmates Requiring Substance Use Treatment
 - 1. Inmates shall be screened for substance use upon intake by medical staff, including a urine drug screen with the inmate's consent.
 - 2. If an inmate does not disclose a substance use history at intake but subsequently appears to be under the influence, verbally reports substance use, or is known from past records to have a chemical or substance abuse problem, the Detention Officer shall document the specific substance(s) involved and promptly notify Detention Facility medical staff for appropriate evaluation and treatment.
- C. Once an inmate with substance use issues has been identified, they shall be placed on a detoxification protocol and closely monitored by medical staff.
- D. Substance abuse, rehabilitation, and overdose prevention classes will be offered to inmates, as available, either in person or via the tablet provided. Inmates who pose safety or behavioral risks may not be recommended for participation in in-person classes.
- E. Medication Assisted Treatment (MAT) Program

Catawba County Detention Facility shall comply with local, state, and federal guidelines by providing Medication-Assisted Treatment (MAT) services to inmates for alcohol and opioid use disorder (OUD), as required by law.

Catawba County Detention Facility shall contract with a professional health care vendor experienced in the treatment of opioid use disorder (OUD). The vendor shall provide staffing, services, program management, oversight, quality review, and protocols. The program shall comply with all applicable legal requirements and best practices for Medication-Assisted Treatment (MAT) services.

Eligibility for the MAT program will be determined by the medical department.

XI. 8.9.10 – ADMINISTRATION AND CONTROL OF MEDICATIONS

All medications shall be securely stored, handled, and administered in accordance with applicable legal requirements and the orders of prescribing health care professionals. It



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is not within the scope of a Detention Officer's duties to recommend, prescribe, or administer medications to inmates.

A. Storage

Apart from medications purchased through commissary, all medications, whether prescribed or over the counter, shall be strictly controlled and securely stored in the medical department pharmacy. These medications shall be strictly controlled to prevent potential abuse or misuse by inmates or Detention Facility staff.

1. Prescribed medications shall be kept locked in the pharmacy cart located in medical.
2. Controlled substance medication shall be locked in a lock box which is located inside a locked medication cart.
3. Any controlled medication that must be kept refrigerated is stored in a locked refrigerator in the pharmacy.

B. Control

1. The Detention Facility nurse shall maintain control of all medications and ensure that prescriptions are filled by a licensed pharmacist.
2. The contracted medical staff shall destroy any outdated or discontinued medications in accordance with DEA policy.
3. Inmates may possess medications in their living unit only if purchased from commissary or specifically ordered by the contracted medical staff.
4. All prescription medications brought into the Detention Facility by an inmate or a family member shall be verified by the contracted provider or nurse as medically approved prior to administration to the inmate.
5. Inmates shall not be left unattended or granted unescorted access to the medical unit at any time.

C. Labeling

All prescribed medications provided for a specific inmate by a pharmacist, whether purchased by the Detention Facility or brought in with the inmate, shall be labeled with the following information:



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1. The name, address, and telephone number of the pharmacy or other provider that dispensed the medication
 2. Name of the prescribing physician
 3. Date medication was prescribed
 4. Name of the inmate authorized to receive the medication
 5. Instructions for administration
 6. Name, strength, and prescribed dosage for the medication
- D. Over the Counter Medications
1. Certain over-the-counter (OTC) medications may be provided to inmates by contracted medical staff. To receive these medications, an inmate must first submit a sick call request. Nursing staff shall evaluate the inmate, and if deemed medically necessary, the contracted provider shall order the medication. Once the order is completed or runs out, the inmate may submit a follow-up request as appropriate.
 2. Inmates may purchase limited quantities of a select few common over-the-counter medications from commissary for personal use only.
- E. Medication Distribution
1. Contract medical staff will administer all medications. Inmates shall not prepare or administer medications for any other inmate, nor perform any medical functions within the Detention Facility, regardless of any license or certification they may hold.
 2. Contracted medical staff will prepare and distribute routine medication daily.
 3. Detention Facility medical staff shall package all inmate prescription medications in small envelopes for capsules or tablets and in small cups for liquids. Medication envelopes shall be organized and maintained by day of the week and administration time and shall be labeled with:
 - a. Inmate's name
 - b. Date of birth
 - c. Medication name(s)



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- d. Dosage
 - e. Directions
 - f. End date of medications
4. Medication distribution will occur several times throughout the day as determined by contract medical staff and detention staff.
 5. Inmates will be locked down prior to med pass in the housing unit.
 6. Detention staff will make an announcement to the inmates to be dressed and standing at their door with water and facility ID.

XII. 8.9.11 – MEDICAL COPAYMENTS

- A. Inmates shall not be denied necessary medical services, whether emergency or non-emergency, for a serious medical condition based on their inability to pay.
- B. The Catawba County Sheriff's Office may utilize Medicaid or Medicare coverage for inpatient hospitalization and other allowable services for eligible inmates. It is the policy of the Catawba County Sheriff's Office to reimburse the State's Medicaid program for its required share of costs, including services provided and any directly related administrative expenses. Any required reimbursement or administrative costs owed to the State shall be paid by the County to the State's Medicaid program.
- C. If an inmate refuses medical treatment, the inmate shall be required to sign a Refusal of Treatment Form. If the inmate refuses to sign, the refusal shall be documented and witnessed by a Detention Officer and a member of the medical staff. If the inmate's condition constitutes a serious medical need, the inmate shall be placed on medical watch. All documentation related to an inmate's medical treatment or refusal shall be maintained in the inmate's medical record.
- D. Fee Schedule

Inmates will be charged via their commissary account:

1. Non-Emergency medical visits/service – Twenty dollars (\$20.00)
2. Prescription medication – Ten dollars (\$10.00)
3. Emergency services – No fee



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Detention Facility medical staff shall determine whether an inmate's visit is classified as an emergency or non-emergency. A visit shall be classified as an emergency only after the inmate has been evaluated and treated, and it is determined that the condition was life-threatening or near life-threatening. No inmate shall be denied access to medical care based on the classification of the illness or injury.

The medical co-pay fee schedule shall not apply to visits initiated by medical personnel or follow-up visits ordered by medical personnel.

- E. Notification of Co-Pay Procedures
 - 1. Written notice provided at intake.
 - 2. Posted notices on the kiosk in the housing units and in other conspicuous areas, in both English and Spanish. Detention Officers shall read the notice to inmates who are unable to read.
 - 3. Verbal explanation by medical staff prior to non-emergency medical services.
- F. For inmates who are not deemed indigent, the Administrative Lieutenant or designee shall be responsible for deducting the applicable co-pay from the inmate's account. The deduction shall be visible to the inmate on their commissary account. The Administrative Lieutenant shall maintain records of all inmates charged for medical visits or prescriptions.
- G. Inmates or their family members wishing to arrange transport to a private doctor shall make arrangements through Detention Administrative staff. If approved, the inmate or their family shall be responsible for the office visit and any additional charges assessed by the provider. The inmate or their family shall also be responsible for a \$50.00 transportation fee to the private doctor visit.

XIII. 8.9.12 – MEDICAL RECORDS

- A. Inmate Medical Records
 - 1. During the admission process, on-duty medical staff shall ensure that a medical record is established for each inmate admitted to the Facility.
 - 2. Any information disclosed by an inmate during the admission process, including records or information identifying a communicable or contagious disease or any condition deemed confidential under state or federal law, case law, standards, or regulations, shall be maintained as strictly confidential and



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retained only within the inmate's medical record. Under no circumstances shall such information be recorded in the inmate's confinement record.

3. The following documents and information shall be maintained in each inmate's medical record:
 - a. Initial Health Screening
 - b. Medical evaluation results (typically recorded on a "Consultation Request" form)
 - c. Medical and prescription information
 - d. Laboratory, x-ray, and other diagnostic test reports
 - e. Progress notes
 - f. Inmate consent and refusal of treatment forms
 - g. Release of information forms
 - h. Hospital discharge forms
 - i. Special treatment plans
 - j. Medical appointment information, including date, time, location, and provider
 - k. Mental health assessment and progress notes

B Storage of Medical Records

All inmate medical records shall be kept confidential as required by law and maintained separately from confinement records. Records shall be stored securely within the electronic medical record (EMR) system provided by the contracted medical provider. Access to the EMR shall be restricted exclusively to authorized medical personnel, who are solely responsible for the maintenance and management of these records.

C. Release of Medical Information/Records to Other Authorities

Inmate medical records are confidential and shall not be released except as required by law or with the written consent of the inmate. Requests for medical information from external parties, including attorneys, other health care providers,



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law enforcement, courts, or other government agencies, must be directed to the contracted medical staff. The original medical record shall **not** be released; only a copy may be provided.

Upon the written consent of an inmate, a Jail Inspector may be granted access to the inmate's medical record. In accordance with state law, the inmate must be provided with written notice of their right to object prior to granting such access.

Inmate medical records may be released *without* the inmate's consent only under the following circumstances:

1. For purposes of treatment, payment, research, or health care operations, to the extent permitted under federal and state law
 2. As necessary to protect public health, as provided by the Commission for Public Health rules regarding control measures for communicable diseases and conditions
 3. Pursuant to an appropriate court order or other judicial process
 4. For enforcement of Article 6 (Communicable Diseases) or Article 22 (Terrorist Attack Using Nuclear, Biological, or Chemical Agents) of Chapter 130A of the North Carolina General Statutes, or for investigation of a terrorist incident involving nuclear, biological, or chemical agents
 5. When authorized state or local health officials request law enforcement assistance to prevent or control the spread of a disease or condition and expressly authorize disclosure as necessary
 6. For notifying the Director of Health Services, Division of Prisons, whenever an inmate known to be infected with HIV or AIDS is transferred from the Facility to the Department of Corrections.
- D. Medical information for inmates being transferred to another facility shall be handled as follows:
1. A sealed, written statement from the contracted health care provider shall be provided to the transport officer for delivery to the receiving institution's health care provider. The statement should include general information regarding the inmate's medical history and shall authorize the receiving facility's medical staff to contact the provider for additional information.



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2. If a sealed written statement is not provided, the contracted provider shall contact the receiving facility's medical staff and verbally provide the necessary information concerning the inmate's medical history.
3. The inmate may provide written consent authorizing the transfer of their medical information.

XIV. 8.9.13 – TRANSPORTATION FOR MEDICAL CARE

When medical staff determine that an inmate requires treatment or diagnostic services at an outside medical facility, detention officials shall arrange transportation that ensures the safety and security of the public, the inmate, and staff, while also safeguarding the inmate's health.

A. Routine Transportation

1. When an inmate requires diagnosis or treatment from a medical source outside the Detention Facility, the Transportation Supervisor shall assign an officer to provide transport.

Note: North Carolina regulations prohibit assigning duties to Detention Officers that would interfere with the continuous supervision, custody, or control of inmates. Therefore, transporting officers shall not be assigned in a manner that compromises such continuous supervision, custody, or control.

2. All inmates being transported shall be secured with appropriate restraints, up to and including belly chains, handcuffs, leg irons, restraint chairs, or other approved devices, unless the use of such restraints is medically contraindicated or otherwise not feasible. When restraints are prohibited for medical reasons, the inmate shall be secured in the most secure manner reasonably possible under the circumstances.
3. The arranging authority shall ensure that, when a female inmate requires transportation to a medical provider (excluding dental or vision appointments), a female officer either provides the transport or accompanies the transporting officer. If a male officer escorts a female inmate, a body-worn camera shall be activated for the duration of the transport. In emergency situations requiring immediate medical care, a male officer may transport a female inmate if a female officer is not available.

B. Emergency Transportation



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1. In the event an inmate experiences a life-threatening medical emergency requiring immediate transport, Catawba County Emergency Services shall provide transportation. A Detention Officer or Deputy Sheriff shall accompany the inmate in the transporting vehicle.
2. If qualified medical personnel determine that an inmate does not require emergency medical treatment but must be evaluated at an outside medical facility, a Detention Officer shall provide transportation.

Note: Any reasonable doubt as to whether an inmate is experiencing a life-threatening emergency requiring immediate transport shall be resolved by summoning Emergency Medical Services (EMS). The decision as to whether EMS will provide transport shall be made solely by qualified medical personnel.

3. To obtain an ambulance, Catawba County Communications should be contacted either by dialing 911, 3112 (from facility phones), or calling them on the Sheriff's Office radio.
4. Appropriate restraints shall be applied at all times during an emergency transport, unless their use would endanger the inmate's health or interfere with necessary medical treatment.
5. In all such emergency situations, the Jail Administrator shall be contacted immediately and advised of the situation.

C. Responsibilities of the Transporting Officer

1. The transporting officer shall maintain close proximity to the inmate at all times when the inmate is outside the Detention Facility. However, inmates shall be afforded privacy during medical examinations and consultations with qualified medical personnel, consistent with safety and security requirements.
2. The transporting officer shall remain with the inmate at the off-site medical facility until treatment is completed.
3. The officer accompanying an inmate to an outside medical facility shall obtain written instructions for any further treatment or follow-up from the treating facility and deliver them to the Facility's medical staff. Inmates shall not be informed of the date or location of any follow-up treatments.



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4. If an inmate is admitted to an off-site medical facility, the accompanying officer shall remain with the inmate and notify the Detention Supervisor, who will, in turn, notify the Jail Administrator.
5. The Jail Administrator, or a higher authority, shall determine on a case-by-case basis whether an inmate's next of kin will be notified of the inmate's admission to a hospital or other outside medical facility. The inmate's attorney shall also be notified unless doing so would pose an articulable security risk.
6. If the inmate is released from the outside medical facility, the officer shall either transport the inmate back to the Detention Facility or make arrangements for their transport.

MEMORANDUM

TO: Catawba County Board of Commissioners
FROM: Policy and Public Works Subcommittee
DATE: June 1, 2026
IN RE: Inmate Health Care Services Contract

REQUEST

The Policy and Public Works Subcommittee requests the Board of Commissioners approve a bid award to Mediko, Inc. for inmate health care services, and authorize execution of a 1-year contract for FY26/27 for \$2,400,167, with option for automatic renewal for successive one-year terms with an annual increase of three percent (3%) and all necessary documents related to this project.

BACKGROUND

On February 10, 2026, Catawba County issued a Request for Proposals (RFP) seeking submittals from qualified inmate healthcare management companies to provide comprehensive medical services at the Catawba County Detention Facility. The selected contractor will be responsible for delivering healthcare services to individuals in the custody of the Catawba County Sheriff on a 24-hour per day, 7-day per week basis.

On March 18, 2026, at 3:00 p.m., bid responses were opened and recorded. There were five (5) inmate health care management companies that provided responses:

- Advanced Correctional Healthcare, Inc.
- Genesys Health Alliance, LLC
- IMS Correctional Healthcare, LLC
- Mediko, PC
- Wellpath, LLC

On March 25, 2026, the Evaluation Committee (Major Kevin Kelly, Lieutenant Jacqueline Opper and Purchasing Manager Tina Wright) met to evaluate the bid responses received. As part of the evaluation process, the committee looked at each of the programs offered to see how well the program aligned with the needs of the Catawba County Detention Facility, in addition to meeting all the requirements of the Request for Proposal. It also included looking into past experience at providing similar services, staffing plan offered, cost of program, litigation history and references. The Committee scored the responses using Evaluation Criteria included in the Request for Proposal, attached for reference. The Committee made the decision to interview the top three firms and, based on those interviews, determined that Mediko, PC offered the best program at the lowest cost.

RECOMMENDATION

The Policy and Public Works Subcommittee recommends the Board of Commissioners approve a bid award to Mediko, Inc. for inmate health care services, and authorize execution of a 1-year contract for FY26/27 for \$2,400,167, with option for automatic renewal for successive one-year terms with an annual increase of three percent (3%) and all necessary documents related to this project.

**RFP 26-1009
INMATE HEALTHCARE SERVICES**

Evaluation Criteria	Total Possible Points	Advanced Correctional Healthcare	Genesys Health Alliance	IMS Correctional Healthcare	Mediko	Wellpath
Responsiveness <i>(This refers to the proposal's complete responsiveness to all written specifications and requirements contained in the RFP.)</i>	15	15	15	15	15	15
Implementation Plan <i>(Emphasis is on the efficiency and comprehensiveness of the methods to be used in performing the services requested by this RFP and in managing the project.)</i>	25	23	22	22	25	22
Bidder Qualifications <i>(This refers to the overall qualifications of Bidder and its past experience in providing similar services to those requested by this RFP. It also refers to an evaluation of the quality of Bidder's performance on previous local government projects.)</i>	25	24	23	24	25	23
Personnel Qualifications <i>(This refers to the number and qualifications of the professional personnel who would be assigned to the job. Consideration will be given to the percentage of time that each would spend on the project. It also refers to an evaluation of the quality of the performance by each member of the Bidder's project team on previous projects with the County and similar projects.)</i>	15	13	12	13	15	12
Cost of Professional Services <i>(This is the expected amount your firm would be compensated for services provided to the County. The County will consider hourly rates, retainer amounts, flat fees or other methods. While this will be an important factor, it will be considered as just one factor in the evaluation and selection process.)</i>	20	18	18	19	20	18
TOTAL SCORE	100	93	90	93	100	90
Annual Cost Base		\$3,083,116.00	\$2,658,261.00	\$2,364,000.00	\$2,340,167.00	\$2,888,117.00
Cost Pool		\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
Total Annual Cost		\$3,143,116.00	\$2,718,261.00	\$2,424,000.00	\$2,400,167.00	\$2,948,117.00

MEMORANDUM

TO: Catawba County Board of Commissioners
FROM: Mary Furtado, County Manager
DATE: June 1, 2026
IN RE: Lake Norman Marine Commission – Confirmation of At-Large Commissioner

REQUEST

Staff requests the Board of Commissioners adopt the proposed resolution confirming Billy A. Wilson as a fully qualified At-Large Commissioner for a 5-year term.

BACKGROUND

The Lake Norman Marine Commission was recently reconstituted through an act of the North Carolina General Assembly (Session Law 2025-67). This legislation establishes a nine-member commission, with two members appointed by the Boards of Commissioners for each of the four Lake Norman Marine Commission member counties.

The legislation further provides for selection of a 9th at-large member by the eight County-appointed members, subject to confirmation by joint resolution of all participating local governments. After several candidate interviews, Mr. Billy Wilson (resume attached) was elected as the At-Large member by a vote of the Lake Norman Marine Commission at a special called meeting held on February 19, 2026.

This item is being brought before the Board to aid in finalizing Mr. Wilson's appointment.

RECOMMENDATION

Staff recommends the Board of Commissioners adopt the proposed resolution confirming Billy A. Wilson as a fully qualified At-Large Commissioner for a 5-year term.

**JOINT RESOLUTION BY THE CATAWBA COUNTY BOARD OF COMMISSIONERS TO CONFIRM THE
AT-LARGE COMMISSIONER TO THE LAKE NORMAN MARINE COMMISSION
PURSUANT TO ARTICLE 6B OF CHAPTER 77 OF THE NORTH CAROLINA GENERAL STATUTES**

WHEREAS, Lake Norman, a major regional water body and economic, recreational, and environmental resource, lies partially within the jurisdictional boundaries of Catawba County, Iredell County, Lincoln County and Mecklenburg County in North Carolina; and

WHEREAS, the North Carolina General Assembly, through Article 6B of Chapter 77 of the General Statutes (Session Law 2025-67), authorized, and the participating local governments approved, the reconstitution of the Lake Norman Marine Commission (the "Commission") to oversee all matters of public recreation, including but not limited to, boating and water safety, aquatic vegetation control, and shoreline protection, effective August 25, 2025; and

WHEREAS, N.C.G.S. § 77-89.3 requires the eight (8) commissioners appointed by the participating local governments select one qualified at-large commissioner for a five-year term, subject to confirmation by joint resolution of all the participating local governments; and

WHEREAS, the Lake Norman Marine Commissioners have selected Billy A. Wilson to be the at-large commissioner.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Catawba County, North Carolina, as follows:

In accordance with N.C.G.S. § 77-89.3, Catawba County confirms the appointment of Billy A. Wilson to the Lake Norman Marine Commission governing board for a five (5) year term.

This Resolution shall become effective when substantially identical resolutions have been adopted by all of the eligible local governments.

Adopted this the 1st day of June, 2026, by the Catawba County Board of Commissioners.

Catawba County, North Carolina

[COUNTY SEAL]

By: _____

C. Randall Isenhower

Chair, Catawba County Board of Commissioners

Attest: _____

Dale R. Stiles

Clerk to the Board

Objective	To hold positions responsible for enhancing the efficiency and effectiveness of nonprofit and governmental organizations and programs	
Profile	<ul style="list-style-type: none"> •Goal-oriented individual with strong leadership capabilities •Ability to organize and direct complex projects from concept to implementation •Dependable and committed team-player with a proven ability to work in unison with staff and colleagues •Organized, highly motivated, and detail-directed problem solver 	
Education	M.A., Public Administration, University of North Carolina at Charlotte B.A., Criminal Justice and Sociology, University of North Carolina at Charlotte Graduate Certificate, Geographic Information Systems (GIS), Duke University/ UNCC	
Employment & Board Membership	Board Member/ Chairman, North Carolina Wildlife Federation (NCWF) <ul style="list-style-type: none"> •Assists the N.C. Federation in achieving its mission to protect, conserve and restore wildlife and habitat in the state of North Carolina •Served as Chair of the Philanthropy Committee charged with the responsibility of fundraising through events and private donor giving •Serves as advisor for local habitat projects and assists in writing grant applications pertaining to the funding of such projects •Serves as technology advisor and manages webcam projects for great blue heron rookeries, osprey nesting sites, and red wolf enclosures 	2012 - Present
	President, Lake Norman Wildlife Conservationists (LNWC), Mooresville, NC <ul style="list-style-type: none"> •Serves as the President of LNWC, a local chapter of the North Carolina Wildlife Federation (NCWF) •Served as Chairman of the Island Habitat Program, which exists to enhance island habitats for wildlife by cleaning them of refuse, erecting nesting boxes, and increasing education for participants and the public regarding wildlife habitat stewardship •Served as the Chairman of the Fundraising/Event Planning Committee which is responsible for coordinating annual fundraising efforts and other special events 	2012 - Present
	Commissioner/ Chairman (Iredell County), Lake Norman Marine Commission (LNMC) <ul style="list-style-type: none"> •Served as Commissioner, Vice-Chairman and Chairman on the five-member commission charged with managing all matters related to or affecting public recreation and water safety on Lake Norman. •Served as Chairman of the Buoy Committee and led the group through an extensive review and rewrite of its policies, processes and procedures related to buoy applications •Served as Chairman of the Aquatic Plant Management Committee which collaborated with other state, local, and private entities to control hydrilla and other invasive species 	2016 - 2020 2023 - 2025
	Board Member, Town of Mooresville – Environmental Protection Commission, Mooresville, NC <ul style="list-style-type: none"> •Served to make recommendations to the town staff, Town Board of Commissioners, and various town committees concerning trees, vegetation, and environmentally sensitive areas •Worked with organizations that share similar interest in the preservation of trees, shrubs, and environmentally sensitive areas • Reviewed and evaluated proposed text amendments to the Mooresville Zoning Ordinance regarding tree protection, landscaping, and water shed 	2014 - 2018
	Board of Directors, Justice Initiatives, Inc., Charlotte, NC <ul style="list-style-type: none"> •Served as Treasurer and Chairman of the Finance Committee to manage routine fiscal business and make recommendations to the Board regarding grant management and the annual budget •Served as the Chairman of the Event Planning Committee which is responsible for coordinating annual fundraising efforts and other special events such as town hall meetings and political debates •Collaborated with other board members to achieve the organizations mission to educate, advocate, support and advance with regard to matters pertaining to the Judicial Branch 	2009 - 2016
	Board of Directors, Cornelius Cultural Arts Group (CCAG), Cornelius, NC <ul style="list-style-type: none"> •Served to design and implement projects and programs that revamp, uplift, and connect the community through local cultural arts. 	2014- 2018

Employment & Board Membership	Enterprise Management Analyst, Mecklenburg County Manager's Office, Charlotte, NC •Performed a variety of complex administrative work in support of the Mecklenburg County criminal justice system •Assisted the County Manager in preparing and managing the \$2M justice system budget •Supported and coordinated various planning efforts by analyzing system-wide needs •Served as the Mecklenburg County Manager's designee on the North Carolina Governor's Juvenile Crime Prevention Council (JCPC) •Developed new policies related to law enforcement, justice administration, and homeland security in Mecklenburg County	2007 - 2009
	Accreditation Manager, Town of Cornelius, Cornelius Police Department, Cornelius, NC •Performed a variety of complex administrative work in support of the Chief of Police and police command staff on matters relating to policy, budget, police accreditation, and planning functions •Implemented GIS program as an initiative to conduct spatial and statistical analysis in support of multiple organizational needs, including budgetary preparation and analysis, crime analysis, and tactical deployment of the Special Response Team (S.R.T.)	2004 - 2007
	Juvenile Court Counselor, NC Department of Juvenile Justice, Mecklenburg County, NC •Provided counseling services to juveniles and families when referred by Juvenile Court •Assisted the North Carolina Governor's Juvenile Crime Prevention Council (JCPC) with various planning efforts by producing maps and conducting statistical analysis using GIS	2002 - 2004
Awards & Recognitions	Duke Energy/ North Carolina Wildlife Federation (NCWF) •Jerry Barrows Osprey Award	2018
	State of North Carolina •State Capitol Building Flag on Behalf of N.C. Representative John Fraley in Recognition of Dedication to Lake Norman Wildlife Conservation	2017
Boating Certifications & Courses	Chapman School of Seamanship (American Sailing Association – ASA), Stuart Florida	2012
	•ASA 101: Basic Keelboat Sailing •ASA 103 Basic Coastal Cruising •ASA 103 Bareboat Cruising	

MEMORANDUM

TO: Catawba County Board of Commissioners
FROM: Angela Henson, Register of Deeds
DATE: June 1, 2026
IN RE: Register of Deeds Records Retention and Disposal Schedule

REQUEST

Staff requests the Board of Commissioners adopt the attached Records Retention and Disposal Schedule governing these activities in the Register of Deeds Office.

BACKGROUND

In April 2026, the North Carolina Department of Natural and Cultural Resources' Division of Archives and Records released the attached update to the Records Retention Schedule to govern records disposal for Register of Deeds Offices throughout the State of North Carolina.

North Carolina General Statutes require these schedules to be approved by the local governing board before they can be used to authorize the destruction of public records. This approval should be made in a regular meeting and recorded as an action in the minutes. It may be accomplished as part of the consent agenda, by resolution, or by other action.

Consistent with that statutory requirement, the Register of Deeds is requesting Board of Commissioners' approval of the newly updated Records Retention Schedule.

RECOMMENDATION

Staff recommends the Board of Commissioners adopt the attached Records Retention and Disposal Schedule governing these activities in the Register of Deeds Office.

COUNTY REGISTER OF DEEDS RECORDS RETENTION AND DISPOSITION SCHEDULE



Issued By:



North Carolina Department of Natural and Cultural Resources

Division of Archives and Records

Government Records Section

April 13, 2026

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APPROVAL

2026 County Register of Deeds Records Retention and Disposition Schedule

The records retention and disposition schedules and retention periods governing the records series listed herein are hereby approved. This approval extends to and includes the program operational records in the **2026 County Register of Deeds Records Retention and Disposition Schedule**:

10. Land and Property Records
11. License, Oath, and Registration Records
12. Marriage and Vital Statistic Records
13. Miscellaneous Records
14. Inactive Records

In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement.

Destructions

G.S. § 121-5 authorizes the Department of Natural and Cultural Resources (DNCR) to regulate the destruction of public records. Furthermore, the local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. The North Carolina Administrative Code states:

“(a) When used in an approved records retention and disposition schedule, the provision that paper records are to be destroyed means that the records shall be:

1. burned, unless prohibited by local ordinance;
2. shredded or torn so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned; or
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

(b) When used in an approved records retention and disposition schedule, the provision that electronic records are to be destroyed means that the data and metadata are to be overwritten, deleted, and unlinked so the data and metadata may not be practicably reconstructed.

(c) When used in an approved records retention and disposition schedule, the provision that confidential records of any format are to be destroyed means the data, metadata, and physical media are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.”

All local government agencies should maintain logs of their destructions either in the minutes of their governing board or in their Records Management file. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed.

Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.

Audits and Litigation Actions

Records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

Electronic Records

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

Local government agencies should consider retention requirements and disposition authorities when designing and implementing electronic records management systems. Any type of electronically-created or electronically-stored information falls under the North Carolina General Assembly’s definition of public records cited above. For example, e-mail, text messages, blog posts, voicemails, websites, word processing documents, spreadsheets, databases, and PDFs all fall within this definition of public records. In addition, G.S. § 132-6.1(a) specifies:

“Databases purchased, leased, created, or otherwise acquired by every public agency containing public records shall be designed and maintained in a manner that does not impair or impede the public agency’s ability to permit the public inspection and examination of public records and provides a means of obtaining copies of such records. Nothing in this subsection shall be construed to require the retention by the public agency of obsolete hardware or software.”

Local government agencies may scan any paper record and retain it electronically for ease of retrieval. If an agency wishes to destroy the original paper records before their assigned retention periods have been met, the agency must establish an electronic records policy, including putting into place procedures for quality assurance and documentation of authorization for records destructions approved by the Government Records Section. This electronic records policy and releases for destruction of records must be approved by the Government Records Section.

Agencies should be aware that for the purpose of any audit, litigation, or public records request, they are considered the records custodian obligated to produce requested records, even if said records are being maintained electronically by an outside vendor. Therefore, contracts regarding electronically stored information should be carefully negotiated to specify how records can be exported in case a vendor goes out of business or the agency decides to award the contract to a different vendor.

Reference Copies

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

Record Copy

A record copy is defined as "The single copy of a document, often the original, that is designated as the official copy for reference and preservation."¹ The record copy is the one whose retention and disposition is mandated by this schedule; all additional copies are considered reference or access copies and can be destroyed when their usefulness expires. In some cases, postings to social media may be unofficial copies of information that is captured elsewhere as a record copy (e.g., a press release about an upcoming agency event that is copied to various social media platforms). Appropriately retaining record copies and disposing of reference copies requires agencies to designate clearly what position or office is required to maintain an official record for the duration of its designated retention period.

Transition Records

North Carolina has a broad definition of public records. However, the Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called

¹ Society of American Archivists, *Dictionary of Archives Terminology*.

transitory records. They may be disposed of according to the guidance below. However, all public employees should be familiar with their appropriate retention schedule and any other applicable guidelines for their office. If there is a required retention period for these records, that requirement must be followed. When in doubt about whether a record is transitory or whether it has special significance or importance, retain the record in question and seek guidance from a DNGCR records analyst.

Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed. Similarly, “while you were out” slips, memory aids, and other records requesting follow-up actions (including voicemails and calendar invites) have minimal value once the official action these records are supporting has been completed and documented. These records may be destroyed or otherwise disposed of once the action has been resolved.

Drafts and working papers, including notes and calculations, are materials gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of Chapter 132 of the General Statutes, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents that may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports;
- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that is already formally documented.

Forms used solely to create, update, or modify records in an electronic medium may be destroyed in office after completion of data entry and after all verification and quality control procedures, so long as these records are not required for audit or legal purposes. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary’s seal), they must be retained according to the disposition instructions for the records series encompassing the forms’ function.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes previous versions of this schedule and any localized amendments; it is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

Angela Henson
Name: Angela Henson
Title: Register of Deeds

Kelly Clark Policelli
Name: Kelly Clark Policelli, Director
Title: Division of Archives and Records

Digitally signed by Kelly Clark
Policelli
Date: 2026.04.17 11:51:57 -04'00'

APPROVED

Name:
Title: Chair, Board of Commissioners

Pamela B. Cashwell
Name: Pamela B. Cashwell, Secretary
Title: Department of Natural and Cultural Resources

Digitally signed by Pamela B.
Cashwell
Date: 2026.04.24 09:49:46 -04'00'

County: Catawba

2026 County Register of Deeds Records Retention and Disposition Schedule

Effective Date: April 13, 2026

EXECUTIVE SUMMARY

According to N.C. Gen. Stat. § 121-5(b) and N.C. Gen. Stat. § 132-3, you may destroy public records only with the consent of the Department of Natural and Cultural Resources (DNCR). The State Archives of North Carolina is the division of DNCR charged with administering a records management program. This schedule is the primary way the State Archives of North Carolina gives its consent. Without approving this schedule, your agency is obligated to obtain the State Archives of North Carolina's permission to destroy any record, no matter how insignificant.

Each records series listed on this schedule has specific disposition instructions that will indicate how long the series must be kept in your office. In some cases, the disposition instructions are simply "retain in office permanently," which means that those records must be kept in your office forever. In other cases, the retention period may be "destroy in office when reference value ends." An agency may have reference copies of materials, meaning "a copy of a record distributed to make recipients aware of the content but not directing the recipient to take any action on the matter".² Your agency must establish and enforce internal policies by setting minimum retention periods for the records that the State Archives of North Carolina has scheduled with the disposition instructions, "destroy when reference value ends."

Many of the records in the Register of Deeds Office are permanent records with a high degree of legal, administrative, and historical value. They are to be retained permanently and safeguarded from all damage. Any county that has preservation or conservation concerns records regarding these records should consult with the Government Records Section to inquire whether the State Archives wishes to take custody. Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.

E-mail is a record as defined by N.C. Gen. Stat. § 121-5 and N.C. Gen. Stat. § 132. It is the content of the e-mail that is critical when determining the retention period of a particular e-mail, including attachments, not the media in which the record was created. It is important for all agency employees and officials to determine the appropriate records series for specific e-mails and retain them according to the disposition instructions listed with the identified record series.

The State Archives of North Carolina recommends that all agency employees and officials view the tutorials that are available online through the State Archives website in order to familiarize themselves with records management principles and practices.

The State Archives of North Carolina creates preservation duplicates for minutes and selected other records of governing bodies and commissions, adoption records, and maps and plats and provides security storage for those preservation duplicates. Agencies can

² Society of American Archivists, *Dictionary of Archives Terminology*.

request copies of the digital images made during this process. Contact the appropriate Records Management Analyst to begin this process.

These records may also be reproduced by electronic or computer processes, but no digital copy may serve as the official preservation duplicate as defined by N.C. General Statute § 132-8.2. Per the General Statute, preservation duplicates shall be:

“durable, accurate, complete and clear, and such duplicates made by a photographic, photostatic, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not.”³

If you have records that are not listed in this schedule, contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do not have historical value, an analyst will provide a Request for Disposal of Unscheduled Records form for you to complete. If the records are an active records series, an analyst will work with you to add it to the next update of this schedule.

³ North Carolina General Statute § 132-8.2: *Selection and preservation of records considered essential; making or designation of preservation duplicates; force and effect of duplicates or copies thereof.*

LEGEND FOR RECORDS SCHEDULE

This records retention and disposition schedule applies to records in all media, unless otherwise specified.



– symbol designating that one or more records in this series may be confidential or may include confidential information.

Item # – an identifying number assigned to each records series for ease of reference.

Series – “a group of similar records that are . . . related as the result of being created, received, or used in the same activity.” Series in this schedule are based on common functions in government offices.

Records Series Title – a short identification of the records in a series, based on their common function.

Series Description – a longer description of the records in a series, often including the types of records that can frequently be found in that series. This information is included underneath the Records Series Title.

Disposition Instructions – instructions dictating the length of time a series must be retained and how the office should dispose of those records after that time.

Certain disposition instructions may include one of the following symbols that indicate further instructions:

- ****** Bound records in this series that are more than 30 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.
- **±** The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction “destroy when reference value ends.” Please use the space provided.

Citation – a listing of references to statutes, laws, and codes related to the records series. Citations can include:

- **Authority:** governing the creation of the record
- **Confidentiality:** limiting access to public records
- **Retention:** setting a retention period

Throughout this schedule, items that cross-reference other items within this schedule are indicated with a SEE ALSO reference. If you hover your cursor over one of these items, you will see the hand tool that will enable you to click on the item to follow the link to that location. Sample records series title and description with cross reference included:

AUDITS: PERFORMANCE

Records concerning internal and external audits conducted to assess the function of government programs. Includes reports, working papers, corrective measures, and other related records
SEE ALSO: Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).

No destruction of records may take place if litigation or audits are pending or reasonably anticipated. See also AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, Page A-6.

2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

STANDARD 10: LAND AND PROPERTY RECORDS

Official records related to ownership, transfer, and leasing of land and property.

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.01	DEEDS, RECORD OF AND INDEX Official copies of deeds in order of registration.	a) Retain official copies in office permanently. ** b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. † Agency Policy: Destroy in office after <u>1</u> year	Authority G.S. 47-17.1 G.S. 47-17.2 G.S. 161-14 G.S. 161-21

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

** Bound records in this series that are more than 30 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.

† The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.02	<p>DEEDS OF TRUST (MORTGAGES), RECORD OF AND INDEX</p> <p>Official copies of deeds of trust (mortgages) in order of registration, including foreclosures.</p>	<p>a) Retain official copies in office permanently.**</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ‡</p> <p>Agency Policy: Destroy in office after <u> 1 </u> year _____</p>	<p><u>Authority</u> G.S. 45-6 G.S. 45-21.01 G.S. 45-36.6 G.S. 45-36.10 G.S. 45-36.17-24 G.S. 45-37.1-2 G.S. 45-42.1 G.S. 45-42.3 G.S. 45-82.1-3 G.S. 47-1 G.S. 47-17.1-2 G.S. 47-18 G.S. 47-20 G.S. 47-20.1-5 G.S. 161-14</p>
10.03	<p>HIGHWAY RIGHT-OF-WAY MAPS AND INDEX</p> <p>Plan and profile sheets of the final right-of-way plans for all department of transportation projects under which the right-of-way or other interest in real property is acquired or access is controlled.</p>	<p>a) Retain in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p>	<p><u>Authority</u> G.S. 136-19.4 <u>Retention</u> G.S. 136-19.4(b)</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL**

ACTIONS, Page A-6.

** Bound records in this series that are more than 30 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.

‡ The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.04	<p>LAND ENTRY BOOK</p> <p>Record of entries of claims to vacant land. Includes name of person entering claim, description of land claimed, and date claim was filed.</p>	<p>a) Retain in office permanently.**</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p>	
10.05	<p>LAND GRANT REGISTER</p> <p>Records of grants from the Office of the Secretary of State obtained by any person.</p>	<p>a) Retain in office permanently.**</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p>	
10.06	<p>MINERAL RIGHTS RECORDS AND INDEX</p> <p>Records regarding the recording of subsurface rights, title or property in an area.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. †</p> <p>Agency Policy: Destroy in office after <u>1</u> Year</p>	<p>Authority G.S. 1-42 G.S. 1-42.1-9 G.S. 161-22</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

** Bound records in this series that are more than 30 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.

† The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.07	<p>OFFICIAL RECORD BOOK AND INDEX</p> <p>In some offices recorded records (instruments) are compiled in one "official record book," while other offices compile each type separately. These combined books may include deeds, deeds of trust, satisfactions, withdrawals, transfers, releases, contracts, condemnation, corporations, bankruptcies, farm names, farmland districts, timber marks, historic landmarks, waste disposals, renunciations, tax waivers, exemptions orders, etc.</p> <p><i>Note: Some older Official Record Books may contain Armed Forces Discharges. These should no longer be filed in Official Record Books.</i></p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ‡</p> <p>Agency Policy: Destroy in office after <u>1</u> Year</p>	<p>Authority G.S. 161-14.01 G.S. 161-21 G.S. 161-22</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL**

ACTIONS, Page A-6.

** Bound records in this series that are more than 30 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.

‡ The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.08	<p>PETROLEUM LEASES REGISTER</p> <p>Records indicating the leases which have been renewed for the ensuing year by every person, firm or corporation holding petroleum leases within the county.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ‡</p> <p>Agency Policy: Destroy in office after <u>1 Year</u></p>	<p>Authority G.S. 113-414</p>
10.09	<p>PLATS, MAPS, AND INDEX</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration may be transferred to the State Archives after 30 years.</p>	<p>Authority G.S. 47-30</p>

* No destruction of records may take place if audits or litigation are pending or reasonably anticipated. See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, Page A-6.

** Bound records in this series that are more than 30 years old, or have severe conservation concerns, may be offered to the State Archives of North Carolina for permanent transfer.

‡ The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that the Department of Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." Please use the space provided.

2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.10	REGISTRATION OF TITLES (TORRENS ACT) AND INDEX Register of certificates of title to real estate established by judgments of the Superior Court under the Torrens Act.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ‡ Agency Policy: Destroy in office after <u>1</u> Year	Authority G.S. 43-13

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ACTIONS, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.11	SURVEYS, RECORD OF AND INDEX	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina. d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ‡ Agency Policy: Destroy in office after <u>1</u> Year	Authority G.S. 47-30 G.S. 161-20
10.12	TEMPORARY INDEX Temporary index used by office until records are registered and entered into the permanent index	Destroy in office when reference value ends. ‡ Agency Policy: Destroy in office after <u>30</u> days Retention Note: Registered records are to be entered into a permanent index within 30 days after the date of presentation.	Authority G.S. 161-14

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2026 Register of Deeds Program Records Schedule, Standard 10: Land and Property Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.13	UNIFORM COMMERCIAL CODE Security agreements on personal or real property that are recorded to protect the lender's, or secured party's, investment.	a) Retain all filings recorded with real property records permanently. b) Destroy in office after July 1, 2008 all filings which were effective on July 1, 2001. c) Destroy in office all filings not covered in a) and b) when reference value ends. ‡ Agency Policy: Destroy in office after <u>1</u> year _____	Retention G.S. 25-9-710
10.14	WEBSITE (REGISTER OF DEEDS), REAL ESTATE CONVEYANCE	Retain in office permanently.	

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STANDARD 11: LICENSE, OATH, AND REGISTRATION RECORDS

Official records concerning registrations of assumed business names, corporations, and official oaths taken by notary publics.

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.01	<p>CORPORATIONS (INCORPORATIONS) RECORDS AND INDEX</p> <p>Official copies of charters, certificates of dissolution, and other related documentation of corporations whose principal office is in the county.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ‡</p> <p>Agency Policy: Destroy in office after <u>1</u> year _____</p>	<p>Authority G.S. 55D-26</p>

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2026 Register of Deeds Program Records Schedule, Standard 11: License, Oath, and Registration Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.02	<p>NOTARIES PUBLIC RECORDS AND INDEX</p> <p>Includes name and signature of the notary, effective date and expiration date of commission, date oath was administered and date of any revocation or resignation. Also includes certificates and transmittals (oath sheets) received from the Notary Public Section, NC Department of Secretary of State.</p>	<p>a) Retain "Record of Notaries Public" in office permanently.</p> <p>b) Return a scanned copy of the oath to Notary Public Section and give the applicant the certificate.</p> <p>c) Destroy in office the original paper copy of the oath when reference value ends. ‡</p> <p>Agency Policy: Destroy in office after <u>1</u> Year _____</p>	<p>Authority G.S. 10B-10</p>
11.03	<p>PARTNERSHIPS AND ASSUMED NAMES RECORDS AND INDEX</p> <p>Registration of assumed business names. Includes amendments to assumed business names and certificates of withdrawal of assumed business names.</p>	<p>a) Retain official copies in office permanently.</p> <p>b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.</p> <p>c) Original records returned to the office as undeliverable or else not collected after registration prior to 1996 may be transferred to the State Archives of North Carolina.</p> <p>d) Original records returned to the office as undeliverable or else not collected after registration date 1996 or later may be destroyed in office when reference value ends. ‡</p> <p>Agency Policy: Destroy in office after <u>1</u> Year _____</p>	<p>Authority G.S. 66-71.4 G.S. 66.71-6-8 G.S. 66-71.10</p>

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ACTIONS, Page A-6.


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2026 Register of Deeds Program Records Schedule, Standard 12: Marriage and Vital Statistic Records

STANDARD 12: MARRIAGE AND VITAL STATISTIC RECORDS

Official records pertaining to major life events such as birth, marriage, death, and disinterment/reinterment.

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.01 	APPLICATIONS FOR CERTIFIED COPIES Application forms completed by persons seeking certified copies of birth, death or marriage certificates.	Destroy in office 2 years from date of request.	<u>Authority</u> G.S. 130A-93 <u>Confidentiality</u> G.S. 130A-93
12.02	GRAVES REMOVAL RECORDS Certificates, maps, attachments and similar records documenting the disinterment and reinterment of graves.	Retain in office permanently.	<u>Authority</u> G.S. 65-106 10A NCAC 41H .1201
12.03	MARRIAGE LICENSES Original endorsed marriage licenses returned to the Register of Deeds by the magistrate or minister. Includes delayed marriage certificates, amendments to marriage licenses, and supporting documentation.	<ul style="list-style-type: none"> a) Retain original licenses, affidavits, and court orders permanently.** b) Destroy in office after 5 years supporting proofs, applications, and related records. c) Forward "Application, License and Certificate of Marriage" forms to the Office of Vital Records. d) Records which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. 	<u>Authority</u> G.S. 51-2 G.S. 51-8 G.S. 51-18.1 G.S. 51-21 G.S. 130A-110



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ACTIONS, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 12: Marriage and Vital Statistic Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.04	MARRIAGE REGISTER Register of all marriages in the county. Includes, but is not limited to, the full name of the husband and wife, the date the ceremony was performed, and the location of the original license and return.	a) Retain official copies in office permanently.** b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	Authority G.S. 51-18
12.05 	VITAL RECORDS: AMENDMENTS Records submitted as evidence to amend, correct, or replace a birth or death certificate issued by the office of vital records.	a) Destroy in office 1 year after amendment and/or correction was approved, or request was denied or withdrawn. b) Return to Office of Vital Records copies of certificates involving adoptions, legitimations, or other registrants when a new certificate is received.	Authority G.S. 48-9-107 G.S. 130A-118 10A NCAC 41H Confidentiality G.S. 130A-93
12.06 	VITAL RECORDS: BIRTHS AND INDEX Official copies of birth certificates deposited with the register of deeds by the local health department.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	Authority G.S. 130A-97 G.S. 130A-99 Confidentiality G.S. 130A-93

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2026 Register of Deeds Program Records Schedule, Standard 12: Marriage and Vital Statistic Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.07	VITAL RECORDS: DEATHS AND INDEX Official copies of death certificates, including fetal death registrations, deposited with the register of deeds by the local health department. Original records are filed with the office of vital records.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	Authority G.S. 130A-99 G.S. 130A-112 G.S. 130A-114 G.S. 130A-115
12.08 	VITAL RECORDS: DELAYED BIRTHS AND INDEX Official copies of certificates registering the birth of a person born in this state, but not registered within one year after birth. Original records are filed with the office of vital records.	a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	Authority G.S. 130A-104 Confidentiality G.S. 130A-93
12.09 	VITAL RECORDS: DELAYED BIRTH APPLICATION RECORDS Applications and other records submitted as evidence in support of a delayed registration of birth. Copies are filed with the office of vital records.	a) Destroy in office after 1 year applications and supporting documentation for a non-completed registration. b) Destroy in office after 1 year applications and supporting documentation for a completed registration (certificate was approved).	Authority G.S. 130A-104 10A NCAC 41H .0400 Confidentiality G.S. 130A-93

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2026 Register of Deeds Program Records Schedule, Standard 12: Marriage and Vital Statistic Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
12.10	VITAL RECORDS: REPORT OF DEATHS OCCURRING OUTSIDE OF COUNTY Reports of deaths occurring outside the county of birth received from the office of vital records.	Destroy in office when reference value ends. † Agency Policy: Destroy in office after <u>1</u> year	

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2026 Register of Deeds Program Records Schedule, Standard 13: Miscellaneous Records

STANDARD 13: MISCELLANEOUS RECORDS

Other records produced or received by the office of the Register of Deeds.


ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.01 	ARMED FORCES DISCHARGES AND INDEX. Official copies of military discharges and indexes.	<ul style="list-style-type: none"> a) Retain official copies in office permanently. b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval. c) Original records returned to the office as undeliverable or else not collected may be destroyed in office when reference value ends. † Agency Policy: Destroy in office after <u>1 year</u> 	<u>Authority</u> G.S. 47-109 G.S. 47-110 G.S. 47-113 <u>Confidentiality</u> G.S. 47-113.2
13.02 	ARMED FORCES DISCHARGES AUTHORIZATION FORMS Forms used to give an authorized agent or representative the authority to record or request a copy of a discharge.	<ul style="list-style-type: none"> a) Retain forms authorizing an agent or representative to record an Armed Forces Discharge for 1 year from date discharge is filed. b) Retain forms authorizing an agent or representative to request a copy of an Armed Forces Discharge for 1 year from date of request. 	<u>Authority</u> G.S. 47-113.2 <u>Confidentiality</u> G.S. 47-113.2 (j) <u>Retention</u> G.S. 47-113.2 (i)

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2026 Register of Deeds Program Records Schedule, Standard 13: Miscellaneous Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.03 	ARMED FORCES DISCHARGES REQUEST FOR COPY FORMS Forms completed by authorized persons requesting copies of discharge records.	Destroy in office 1 year from date received.	<u>Authority</u> G.S. 47-113.2 Confidentiality G.S. 47-113.2 (j) <u>Retention</u> G.S. 47-113.2 (i)
13.04	CEMETERY LISTS Lists of public cemeteries in the county outside of the limits of incorporated municipalities and not established and maintained for their use. Also includes lists of abandoned public cemeteries.	a) Retain in office permanently.** b) Records and indexes which have been transcribed or otherwise duplicated may be destroyed in office upon State Archives of North Carolina approval.	<u>Authority</u> G.S. 65-111
13.05	NOTICE OF ERROR Forms, affidavits, and related records documenting errors made on records, not including amendments to vital records, in the Register of Deeds office.	Follow disposition instructions for original record, i.e. record to be corrected.	<u>Authority</u> G.S. 47-36.1 G.S. 47-36.2

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2026 Register of Deeds Program Records Schedule, Standard 13: Miscellaneous Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
13.06	WEBSITE (REGISTER OF DEEDS), REQUEST TO REDACT PERSONAL INFORMATION Forms and related records documenting a person's request to have personal information removed from the office's publicly available website.	Retain in office permanently.	Authority G.S. 132-1.10 (f)

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records

STANDARD 14: INACTIVE RECORDS

Historical record series housed in the Office of the Register of the Deeds or that were previously collected by the Office of the Register of the Deeds.

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.01	ARMED FORCES DISCHARGES REMOVAL REQUEST FORMS Forms and related records documenting a veteran's request to have discharges papers removed from the office's recorded instruments.	Series discontinued. Retain in office permanently.	<u>Authority</u> Session Laws 2002-96 <u>Authority Repealed</u> Session Laws 2003-248
14.02	BONDS: CLERK OF SUPERIOR COURT Taken or renewed bonds belonging to the Office of the Clerk of Superior Court.	Destroy in office 6 years after termination.	<u>Authority</u> G.S. 58-72-50
14.03	BRANDS AND MARKS Brands or earmarks for differentiating livestock.	Series discontinued. Transfer to the State Archives of North Carolina.	

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ACTIONS, Page A-6.

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records


ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.04	CHattel MORTGAGES AND INDEX Mortgages, agricultural liens, conditional sales contracts, and all other loans which use personal property as collateral. In 1967, Chattel Mortgages were succeeded by the Uniform Commercial Code.	Series discontinued. Chattel mortgages satisfied prior to 1967 may be destroyed at any time.	
14.05	COHABITATION RECORDS Records of cohabitation filed by freedmen. Includes names of cohabitants and the period of cohabitation.	Series discontinued. Transfer to State Archives of North Carolina.	
14.06	DIVISIONS AND DOWERS RECORDS Copies of reports of commissioners appointed to partition real estate and allot dowers, with certificate of approval of the Clerk of Superior Court.	Series discontinued. Transfer to the State Archives of North Carolina.	Authority G.S. 29-30 G.S. 46A-57
14.07	FARM NAME REGISTER Register of farm descriptions, names, registrants, and date of registration.	Series discontinued. Retain in office permanently.**	Authority G.S. 80-38 G.S. 80-39

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
 14.08	JUROR LISTS AND RECORDS Includes lists of each person qualified to be selected for jury duty within the county, a statement of the sources used and procedures followed in preparing the list, reports, and all other related documentation.	a) Series discontinued in Register of Deeds Office. Transfer records created prior to 1970 to the State Archives. b) Series discontinued in Register of Deeds Office. Transfer records created after 1970 to Clerk of Court.	<u>Confidentiality</u> G.S. 9-4 <u>Retention</u> G.S. 9-7
14.09	LAND SOLD FOR TAXES AND INDEX Records of land sold for county taxes. Includes name of delinquent taxpayer, years for which taxes were due, and description of property.	Series discontinued. Transfer to State Archives of North Carolina.	
14.10	MARRIAGE HEALTH CERTIFICATES Certificates from a regularly licensed physician stating that no evidence of venereal disease, tuberculosis in the infectious or communicable state, or mental incompetence was found in the applicants.	Series discontinued. Destroy in office immediately.	<u>Authority</u> G.S. 51-9 <u>Authority Repealed</u> Session Laws 1993-647
14.11	MERCHANT RETURNS AND INDEX Merchants' annual reports of total wholesale purchases made, used in determining franchise tax.	Series discontinued. Destroy in office 3 years after receipt.	

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.12	<p>MERIDIAN RECORDS AND INDEX</p> <p>Records of the testing of surveyors' instruments. Includes date tested, direction and amount of declination from the county meridian line, and signature of the surveyor.</p>	<p>Series discontinued. Transfer to the State Archives of North Carolina.</p>	
14.13	<p>MISCELLANEOUS RECORDS AND INDEX</p> <p>Found in the physical custody of the Register of Deeds office. These records would typically fall under the care of another local government department within the county. Records may include tax, school, election and similar records found in the Register of Deeds office.</p>	<p>Destroy in office upon State Archives of North Carolina approval.</p>	
14.14	<p>STRAYS, RECORD OF</p> <p>Notices of discovery of lost livestock, with reports of commissioners appointed to determine reimbursement to the finder for care of the animal.</p>	<p>a) Series discontinued in Register of Deeds Office. Transfer records created prior to 1950 to the State Archives.</p> <p>b) Series discontinued in Register of Deeds Office. Transfer records created after 1950 to County Sheriff's Department.</p>	<p>Authority: G.S. 68-18.1 Session Law 2012-18</p>

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2026 Register of Deeds Program Records Schedule, Standard 14: Inactive Records

ITEM #	RECORDS SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.15	TIMBER MARKS AND INDEX Copies of letters, figures, or words identifying timber trademarks of any person or business within the county.	Series discontinued. Transfer to the State Archives of North Carolina.	

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MANAGING PUBLIC RECORDS IN NORTH CAROLINA

Q. *What is this "records retention and disposition schedule"?*

A. This document is a tool for the employees of local government agencies across North Carolina to use when managing the records in their offices. It lists records commonly found in agency offices and gives an assessment of their value by indicating how long those records should be retained. This schedule is also an agreement between your agency and the State Archives of North Carolina.

This schedule serves as the inventory and schedule that the State Archives of North Carolina is directed by N.C. Gen. Stat. § 121-5(c) and N.C. Gen. Stat. § 132-8 to provide. It supersedes all previous editions, including all amendments.

Q. *How do I get this schedule approved?*

A. This schedule must be approved by your governing body for use in your agency. That approval should be made in a regular meeting and recorded as an action in the minutes. It may be done as part of the consent agenda, by resolution, or other action.

Q. *Am I required to have all the records listed on this schedule?*

A. No, this is not a list of records you must have in your office.

Q. *What is "reference value"?*

A. Items containing "reference value" in the disposition instructions are generally records that hold limited value, which is typically restricted to those documenting routine operations within the office. A minimum retention period should be established by the office for any items containing the phrase "destroy in office when reference value ends" in the disposition instructions.

Q. *Do the standards correspond to the organizational structure of my agency?*

A. Records series are grouped into standards to make it easier for users to locate records and their disposition instructions. You may find that the groupings reflect the organizational structure of your agency, or you may find that records are located in various standards depending on the content of the record. The intent of the schedule's organization is to provide an easy reference guide for the records created in your agency.

Q. *What if I cannot find some of my records on this schedule?*

A. Sometimes the records are listed in a different standard than how you organize them in your office. Be sure to browse the schedule by standard and utilize the search function on the PDF version of the schedule to facilitate the location of records series. If you still cannot locate your records on the schedule, contact a Records Management Analyst. We will work with you to add it to the next update of this schedule so that you may destroy records appropriately.

Q. *What are public records?*

A. The *General Statutes of North Carolina*, Chapter 132, provides this definition of public records:

“Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

Q. *Is any person allowed to see my records?*

A. Yes, except as restricted by specific provisions in state or federal law. N.C. Gen. Stat. § 132-6 instructs:

Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. ... No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.

Q. *What about my confidential records?*

A. Not all government records are open to public inspection. Exceptions to the access requirements in N.C. Gen. Stat. § 132-6 and the definition of public records in N.C. Gen. Stat. § 132-1 are found throughout the *General Statutes*. You must be able to cite a specific provision in the *General Statutes* or federal law when you restrict or deny access to a particular record.

Q. *Am I required to make available to the public copies of drafts that have not been approved?*

A. Yes, even if a report, permit, or other record has not been finalized, it is still a public record subject to request. Any record that is not confidential by law must be provided when a request is received, whether it is “finished” or not.

Q. What do I do with permanent records?

A. Permanent records should be maintained in the office that created the records, forever.

The Department of Natural and Cultural Resources (DNCR) is charged by the General Assembly with the administration of a records management program (N.C. Gen. Stat. § 121-4 (2) and § 132-8.1) and the maintenance of “a program for the selection and preservation of public records considered essential to the operation of government and to the protection of the rights and interests of persons” (§ 132-8.2). Permanent records with these characteristics require preservation duplicates that are human-readable (paper or microfilm). Some examples of these characteristics include but are not limited to:

- Affect multiple people, without regard to relation
- Have significance over a long span of time
- Document governance
- Document citizenship

Examples of records with these characteristics:

- Minutes of governing bodies at the state and local levels are the basic evidence of our system of governance, and are routinely provided for the public to read.
- Records, such as deeds and tax scrolls, about land document changes in ownership and condition. Counties maintain offices expressly for the purpose of making those records available to the public. Other records in local and state governments document potential public health hazards, such as hazardous materials spills.
- Adoptions, marriages, and divorces document changes in familial relationships and document citizenship. Though adoptions are confidential (not available for public inspection), they document citizenship and changes in inheritance and familial succession.
- Court records, such as wills, estates, and capital cases, affect people within and across family groups, are made available for public inspection, and often involve transactions related to the examples above.

See the [Human-Readable Preservation Duplicates guidance](#) issued by the North Carolina Department of Natural and Cultural Resources and check with a records analyst to determine whether your permanent records require a preservation duplicate.

Q. What is historical value?

A. Historical records document significant events, actions, decisions, conditions, relationships, and similar developments. These records have administrative, legal, fiscal, or evidential importance for the government or its citizens. Two criteria for determining historical value are inherent interest and extraordinary documentation:

- Inherent interest is created by non-routine events, by the involvement of famous parties, and by compelling contexts. For instance, foreclosure proceedings from the 1930s have high historical value because they date from the era of the Great Depression.

- Extraordinary documentation is found in records that shed light on political, public, or social history. For instance, the records from the Replevin case that returned the Bill of Rights to North Carolina hold more historical value than most property case files because of the political history intertwined with this case.

SANC has further elaborated selection criteria that help distinguish records with historical value:

- Do they protect the rights and property of citizens?
- Do they have a long-term impact on citizens?
- Do they document the core functions of an agency?
- Do they document high-level decision-making that shapes an agency's policies or initiatives?
- Do they summarize an agency's activities?

Contact a Records Management Analyst for further assistance in assessing historical value.

Q. What if I do not have any records?

- A. Nearly every position in government generates, receives, or uses records. Computer files of any kind, including drafts and e-mail, are public records. Even if your records are not the official or final version, your records are public records. Not all records have high historical, legal, or fiscal value, but they all must be destroyed in accordance with the provisions of the appropriate records schedule.

Q. I have a lot of unsorted records. What's a good first step for getting a handle on these records?

- A. We encourage you to create a file plan of what records you have. When you create this plan, you can match each record to its placement on this schedule or on the appropriate retention schedule. A sample file plan is available on our [Records Management Tools webpage](#). Having a file plan can help you strategize how to best organize your physical or digital records. A file plan is also useful in disaster planning and scheduling destructions.

Q. May I store our unused records in the basement, attic, shed, etc.?

- A. Public records are public property. Though we encourage agencies to find places to store records that do not take up too much valuable office space, the selected space should be dry, secure, and free from pests and mold. Your office must ensure that records stored away from your main office area are well protected from natural and man-made problems while remaining readily available to your staff and the public.

Q. Our old records are stored in the attic, basement, off-site building, etc. Are we required to provide public access to these records?

- A. Yes, as long as the records are not confidential by law. You should also be aware that confidentiality can expire.

Q. Aren't all our old records at the State Archives of North Carolina?

A. Probably not. The State Archives of North Carolina collects only very specific types of records from local government offices. Contact a Records Management Analyst for more information about which records are held or can be transferred to the State Archives of North Carolina for permanent preservation.

Q. I found some really old records. What should I do with them?

A. Contact a Records Management Analyst. We will help you examine the records and assess their historical value.

Q. Can I give my old records to the historical society or public library?

A. Before you offer any record to a historical society, public library, or any other entity, you must contact a Records Management Analyst. Permanent records must be kept either in your offices or at the State Archives of North Carolina.

Q. Whom can I contact with questions?

A. You may contact a Records Management Analyst directly or email recordsmanagement@dn-cr.nc.gov.

Q. What types of workshops or training do you offer?

A. Records Management Analysts conduct in-person and virtual workshops for local government agencies. There is no fee for these workshops, and a certificate of attendance can be provided upon request. If you would like to schedule a customized workshop for your agency, contact an analyst or email recordsmanagement@dn-cr.nc.gov.

AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS

Q. Why is there an asterisk in the disposition instructions of so many items on this schedule?

A. No record involved in a pending or ongoing audit, legal, or other official action may be destroyed before that audit or action is resolved.

A legal hold or litigation hold means that records that are the subject of the legal hold or litigation hold must be preserved and thus must not be destroyed until officially released from the hold. A legal hold or litigation hold is placed when either an official discovery order is served on the agency requesting the production of the records in question (for a litigation, regulatory investigation, audit, open records request, etc.) or litigation is pending and the agency is thus on notice to preserve all potentially relevant records. You must also ensure that for a claim or litigation that appears to be reasonably foreseeable or anticipated but not yet initiated, any records (in paper or electronic formats) relevant to such a claim or litigation are preserved and not destroyed until released by your General Counsel. The records in question must not be destroyed until the completion of the action and the resolution of all issues that arise from it regardless of the retention period set forth in this schedule.

We have used an asterisk (*) in the disposition instructions to mark records series that are commonly audited, litigated, or may be subject to other official actions. However, any record has this potential. Records custodians are responsible for being aware of potential actions, and for preventing the destruction of any record that is, or may be reasonably expected to become, involved in an audit, legal, or other official action.

Records used during routine audits may be destroyed when the governing body accepts the audit, if the records have completed the retention period listed in this schedule. If time remains in the retention period, the records must be maintained for the remainder of the period. The auditor's working papers must be kept according to the schedule. (See General Records Schedule: Local Government Agencies, Audits: Performance (STANDARD 1: ADMINISTRATIVE AND MANAGEMENT RECORDS) and Audits: Financial (STANDARD 2: BUDGET, FISCAL, AND PAYROLL RECORDS).) Should a dispute arise over an audit, the records that were audited should be retained until that dispute is resolved.

The attorney representing the agency should inform records custodians when legal matters are concluded and records will no longer be needed. Following the conclusion of any legal action, the records may be destroyed if they have met the retention period in the schedule. Otherwise, they should be kept for the remaining time period.

TRANSITORY RECORDS

According to North Carolina General Statutes § 121 and § 132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristics, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific approval from the Department of Natural and Cultural Resources.

The Department of Natural and Cultural Resources recognizes that some records may have little or no long-term documentary or evidential value to the creating agency. These records are often called "transitory records." The following questions and answers discuss types of transitory records commonly created in state government. They may be disposed of according to the guidance below. However, all public employees should be familiar with the General Records Schedule: Local Government Agencies, their office's Program Records Retention and Disposition Schedule, and any other applicable guidelines for their office. If any of these documents require a different retention period for these records, follow the longer of the two retention periods. When in doubt about whether a record is transitory, or whether it has special significance or importance, retain the record in question and seek guidance from a Records Management Analyst.

Q. What do I do with routing slips, fax over sheets, "while you were out" slips, memory aids, etc. ?

A. Routing slips and transmittal sheets adding no information to that contained in the transmitted material have minimal value after the material has been successfully transmitted. These records may be destroyed or otherwise disposed of after receipt of the material has been confirmed.

Similarly, "while you were out" slips, memory aids, and other records requesting follow-up actions (including voicemails) have minimal value once the official action these records are supporting has been completed and documented. Unless they are listed on the General Records Schedule: Local Government Agencies or your office's Program Records Retention and Disposition Schedule, these records may be destroyed or otherwise disposed of once the action has been resolved.

Q. What about research materials, drafts, and other working papers used to create a final, official record?

A. Drafts and working papers are materials, including notes and calculations, gathered or created to assist in the creation of another record. All drafts and working papers are public records subject to all provisions of General Statute § 132, but many of them have minimal value after the final version of the record has been approved, and may be destroyed after final approval, if they are no longer necessary to support the analysis or conclusions of the official record. Drafts and working documents which may be destroyed after final approval include:

- Drafts and working papers for internal and external policies
- Drafts and working papers for internal administrative reports, such as daily and monthly activity reports

- Drafts and working papers for internal, non-policy-level documents, such as informal workflows and manuals; and
- Drafts and working papers for presentations, workshops, and other explanations of agency policy that are already formally documented

Q. *What if I have forms designed and used solely to create, update, or modify records in an electronic medium?*

- A.** If these records are not required for audit or legal purposes, they may be destroyed in office after completion of data entry and after all verification and quality control procedures. However, if the forms contain any analog components that are necessary to validate the information contained on them (e.g., a signature or notary's seal), they should be retained according to the disposition instructions for the records series encompassing the forms' function.

See also the State Archives of North Carolina's [guidance on digital signatures](#).

DESTRUCTION OF PUBLIC RECORDS

Q. When can I destroy records?

A. After your agency has approved this records retention and disposition schedule, records that have met retention should be destroyed in one of the following ways per the N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510:

1. burned, unless prohibited by local ordinance;
2. shredded or torn so as to destroy the record content of the documents or material concerned;
3. placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned;
4. sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold without pulverizing or shredding the documents so that the information contained within cannot be practicably read or reconstructed.

The provision that electronic records are to be destroyed means that the data, metadata, and physical media are to be overwritten, deleted, and unlinked so that the data and metadata may not be practicably reconstructed.

The data, metadata, and physical media containing confidential records of any format are to be destroyed in such a manner that the information cannot be read or reconstructed under any means.

Without your agency's approval of this records schedule, no records may legally be destroyed.

Q. How can I destroy records if they are not listed on this schedule?

A. Contact a Records Management Analyst. An analyst will discuss the nature of the records with you to determine if the records have historical value. If the records do have historical value, we will discuss the possibility of transferring the records to the State Archives of North Carolina to be preserved permanently.

If the records do not have historical value, an analyst will provide a Request for Disposal of Unscheduled Records form for you to complete. If the records are an active records series, an analyst will work with you to add it to the next update of this schedule.

Q. Am I required to tell anyone about the destructions?

A. We recommend that you report on your records retention activities to your governing board on an annual basis. This report does not need to be detailed, but it is important that significant destructions be entered into the minutes of the Board. We have a sample destructions log available on our Records Management Tools webpage.

ELECTRONIC RECORDS: E-MAIL, BORN-DIGITAL RECORDS, AND DIGITAL IMAGING

Q. When can I delete my e-mail?

A. E-mail is a public record as defined by N.C. Gen. Stat. § 121-5 and § 132. Electronic mail is as much a record as any paper record and must be treated in the same manner. It is the content of each message that is important. If a particular message would have been filed as a paper memo, it should still be filed (either in your e-mail program or in your regular directory structure), and it should be retained the same length of time as its paper counterparts. It is inappropriate to destroy e-mail simply because storage limits have been reached. Some examples of e-mail messages that are public records and therefore covered by this policy include:

- Policies or directives;
- Final drafts of reports and recommendations;
- Correspondence and memoranda related to official business;
- Work schedules and assignments;
- Meeting agendas or minutes
- Any document or message that initiates, facilitates, authorizes, or completes a business transaction; and
- Messages that create a precedent, such as issuing instructions and advice.

See the State Archives' [webpage on managing e-mail as a public record](#) for more guidance.

Q. May I print my e-mail to file it?

A. We do not recommend printing e-mail for preservation purposes. Important metadata is lost when e-mail is printed. See [Metadata as a Public Record](#) for more information.

Q. I use my personal e-mail account for work. No one can see my personal e-mail, right?

A. The best practice is to avoid using personal resources, including private e-mail accounts, for public business. N.C. Gen. Stat. § 132-1 states that records "made or received pursuant to law or ordinance *in connection with the transaction of public business* by any agency of North Carolina government or its subdivisions" are public records (emphasis added). The fact that public records reside in a personal e-mail account is irrelevant. If you use a personal e-mail for public business, that email is still liable to public records requests and litigation.

Q. We have an imaging system. Are we required to keep the paper?

A. You may scan any record, but you will need to receive approval from the Government Records Section in order to destroy paper originals that have been digitized. Your agency must develop an electronic records policy and then submit a Request for Disposal of Paper Records Duplicated by Electronic Means. You can find these templates on the [Electronic Records](#) in

Local Government Agencies, page of the State Archives of North Carolina website. Contact a Records Management Analyst for further instructions on how to develop a compliant electronic records policy.

Permanent records must have a security preservation copy as defined by State Archives of North Carolina's Human-Readable Preservation Duplicate Policy (N.C. Gen. Stat. § 132-8.2):

Preservation duplicates shall be durable, accurate, complete and clear, and such duplicates made by a photographic, photo static, microfilm, micro card, miniature photographic, or other process which accurately reproduces and forms a durable medium for so reproducing the original shall have the same force and effect for all purposes as the original record whether the original record is in existence or not. ... Such preservation duplicates shall be preserved in the place and manner of safekeeping prescribed by the Department of Natural and Cultural Resources.

The preservation duplicate of permanent records must be either on paper or microfilm.

Non-permanent records may be retained in any format. You will need to take precautions with electronic records that you must keep more than about 5 years. Computer systems do not have long life cycles. Each time you change computer systems, you must convert all records to the new system so that you can assure their preservation and provide access.

Q. Computer storage is cheap. Can I just keep my computer records permanently?

A. The best practice is to destroy all records that have met their retention requirements, regardless of format.

Q. What are the guidelines regarding the creation and handling of electronic public records, including text messages and social media?

A. There are numerous documents available on the State Archives of North Carolina Digital Records webpage. Topics covered include shared storage, cloud computing, e-discovery, trustworthy digital public records, digital signatures, e-mail, social media, text messages, websites, digital imaging, metadata, file formats, database indexing, and security backups.

Note that e-mail, text messages, and social media should be handled according to their content. Therefore, this schedule does not include a records series that instructs you on how to handle one of these born-digital records by format; instead of focusing on how the information is disseminated, consider what content is contained in the e-mail, text message, or social media post. For instance, an e-mail requesting leave that is sent to a supervisor should be kept for 3 years. (On the General Records Schedule: Local Government Agencies, see Leave Records (STANDARD 4: HUMAN RESOURCES RECORDS).

SECURITY PRESERVATION COPIES OF RECORDS

Q. What is the advantage to having security preservation copies of records stored with the State Archives?

A. Having duplicate copies of essential records in a separate location mitigates the risk that you may lose the only physical copy of a given record in a disaster or other records loss event. Maintaining offsite duplicates of records, regardless of format, is a good practice to adopt.

The State Archives creates duplicate copies on microfilm because of the durability of the medium. Silver negative microfilm does not decay for hundreds of years, ensuring that your records maintain their integrity over time.

Q. What records will the State Archives back up for us?

A. The State Archives provides security imaging services for minutes of major decision-making boards and commissions. We will also image records of adoptions for Social Services agencies as well as maps and plats from Registers of Deeds offices. Once those records are imaged, they are converted to security microfilm. We will store the silver negative (original) microfilm in our security vault. Contact the Records Management Analyst in charge of imaging coordination for the most current information.

Q. How do I start the process of backing up the above listed records?

A. For more information and instructions for sending records for filming, see the [Microfilming Records for Local Government webpage](#).

Q. In the event of a records loss, how do I obtain copies of the security preservation copies stored at the State Archives?

A. Contact the [Records Management Analyst](#) in charge of imaging coordination who will help you purchase copies of the microfilm from our office. You can then send those reels to a vendor who can either make new printed books or scan the film to create a digital copy.

Q. Can I obtain digital copies of the security preservation records?

A. Yes, you can request digital copies of records when you submit them to the State Archives for initial reproduction. Contact the [Records Management Analyst](#) in charge of imaging coordination to initiate a request for digital duplicates.

DISASTER ASSISTANCE

Q. What should I do in case of a fire or flood?

A. Secure the area and keep everyone out until fire or other safety professionals allow entry. Then, call our Essential Records Analyst at (252) 639-3543.

DO NOT ATTEMPT TO MOVE OR CLEAN ANY RECORDS.

Damaged records are extremely fragile and require careful handling. Our staff are trained in preliminary recovery techniques, documenting damage to your records, and authorizing destruction of damaged records. Professional vendors can handle larger disasters.

Do not dispose of any records that have not met retention, no matter how damaged, without talking to the Essential Records Analyst first.

Q. What help do you give in case of an emergency?

A. We will do everything we can to visit you at the earliest opportunity in order to provide hands-on assistance. We can assist you in appraising the records that have been damaged so that precious resources (and especially time) are not spent on records with lesser value. We can provide lists of professional recovery vendors that you can contact to preserve your essential and permanent records.

Q. What can I do to prepare for an emergency?

A. We provide training on disaster preparation that includes a discussion of the roles of proper inventories, staff training, and advance contracts with recovery vendors. If you would like to have this workshop presented, contact the [Essential Records Analyst](#).

Q. What are essential records?

A. Essential records are records that are necessary for continuity of operations in the event of a disaster. Essential records typically fall into one of five categories:

- Records that are necessary for emergency response, such as Emergency Plans, Continuity of Operations Plans, Emergency Contact Information, Maps and Building Plans, and Infrastructure and Utility Plans
- Records that are necessary to resume or continue operations, such as Delegations of Authority, Contracts and Leases, Payroll, Insurance Records, and Prison, Jail, and Parole Records
- Records that protect the health, safety, property, and rights of residents, such as Deeds and Land Records, Birth and Marriage Records, Active Court Proceedings, Education Records, Voting Records, and Professional Licenses

- Records that would require massive resources to reconstruct, such as Tax Records and Geographic Information Systems Data
- Records that document the history of families and communities, such as Historical Documents, Governing Body Minutes, Photographs, and Identity Records

Essential records should be stored in safe, secure locations as well as duplicated and stored off-site, if possible.

GEOSPATIAL RECORDS

Q. *Why should geographic information system (GIS) datasets be retained and preserved?*

A. Geospatial records are public records and need to be retained and preserved based on their legal, fiscal, evidential and/or historical value according to an established retention schedule. Local agencies involved in GIS operations should work with the State Archives of North Carolina in order to appraise, inventory, and preserve their geospatial records according to established best practices and standards to insure both their short- and long-term accessibility.

Due to the complexity and transitory nature of these records, geospatial records retention and long-term preservation is a community-wide challenge. GIS files have become essential to the function of many local agencies and will continue to frequently be utilized in agency decision-making processes in the near and far future. Accessibility of GIS records over time has legal, fiscal, practical, and historical implications. The availability of GIS records can help safeguard the local government's legal and fiscal accountability and aid agencies in conducting retrospective and prospective studies. These studies are only possible when essential data from the past are still available.

Q. *What GIS datasets should be preserved by local governments?*

A. The following types of geospatial records have been designated as having archival value:

- Parcel data
- Street centerline data
- Corporate limits data
- Extraterritorial jurisdiction data
- Zoning data, address points
- Orthophotography (imagery)
- Utilities
- Emergency/E-911 themes

For more information, see General Records Schedule: Local Government Agencies, STANDARD 3: GEOGRAPHIC INFORMATION SYSTEM (GIS) RECORDS).

Q. *How often should we capture the datasets retained for their legal, fiscal, evidential, or historical value?*

A. Consult the retention schedule for frequency of capture. The frequency of capture is based on the significance of the record as well as its alterability.

Q. What data formats, compression formats, and media should be used to preserve the data?

A. Archiving practices should be consistent with North Carolina Geographic Information Coordinating Council (GICC) approved standards and recommendations. (Examples: Content Standards for Metadata; Data Sharing Recommendations). Consult the [GICC website](#).

Q. Who should be responsible for creation and long-term storage of archived data?

A. The creating agency, NCOneMap, and the State Archives of North Carolina may all have responsibility for archiving data. If you choose to upload your data to [NCOneMap](#), consult with your county's GIS department to determine whether data will be uploaded by your agency or by the whole county. If you choose not to upload your data to NCOneMap, your agency must comply with standards (for metadata, file naming, data sharing, and long term preservation) and procedures adopted by the North Carolina Geographic Information Coordinating Council.

