



MEMORANDUM

DATE: March 10, 2000

TO: Deans of Continuing Education
Business Managers

FROM: Shea Henson
Director, Program Audit Services

SUBJECT: Registration fee waivers for Department of Corrections personnel

Pursuant to G. S. 115D-5(b), the State Board has waived registration fees for Department of Corrections (DOC) employees classified as “full-time custodial” who enroll in job related training courses. The Department of Corrections makes a distinction between supervisory and custodial employees, and colleges should note that while some employees with supervisory responsibility over inmates may be considered custodial employees, others may not, depending on their job title. Therefore, not all supervisory employees are eligible for a registration fee waiver. According to the Department of Corrections, only those employees who are mandated to receive yearly training for certification purposes are considered custodial employees.

Attached is the most recent list of certified State correctional officer positions eligible for registration fee waivers. Please note that this list is dated February 19, 1999. The list was revised at that time and some positions that may have been eligible for fee waivers previous to this date are no longer eligible. In order to be in compliance with the above referenced provision of the General Statutes, colleges should only be granting registration fee waivers to DOC employees who occupy positions contained on the attached list. When granting fee waivers to DOC employees, it is important that the college collect the job titles of those persons not charged a registration fee in order to ensure that fees are waived appropriately. This information should be available for review during the college’s yearly program audit.

If you have any questions regarding this memo, please contact your local program auditor.

c: Program Auditors
Clay Hines
Annette Dishner
Sharon Thompson

CC00-068

ATTACHMENT

STATE OF NORTH CAROLINA

NORTH CAROLINA CRIMINAL JUSTICE

COUNTY OF WAKE

EDUCATION AND TRAINING

STANDARDS COMMISSION

INTERPRETIVE RULE

NOW COMES the North Carolina Criminal Justice Education and Training Standards Commission pursuant to N.C. General Statutes 17C-6 in a public meeting on February 19, 1999, hereby makes the following interpretive rule. G. S. 17C-2(c) sets out a definition for "Criminal Justice Officer(s)."

The Commission hereby interprets the above to include and be limited to the following:

SWORN LAW ENFORCEMENT OFFICER:

means an appointee of a criminal justice agency or of the state or of any political subdivision of the state who, by virtue of his office, is empowered to make arrests for violations of the laws of this state. Specifically excluded from this title are sheriffs and their sworn appointees with arrest authority who are governed by the provisions of Chapter 17E of the General Statutes.

STATE CORRECTIONAL OFFICER POSITIONS:

Correctional Officer
Lead Correctional Officer
Correctional Sergeant
Correctional Lieutenant
Correctional Unit Manager
Correctional Assistant Unit Manager
Correctional Captain
Assistant Correctional Superintendent
Assistant Correctional Supt.Cust. & Opera. I, II
Assistant Correctional Supt. Programs I, II
Correctional Superintendent I, II, III, IV
Correctional Administrator I
Associate Warden for Operations
Associate Warden for Programs
Deputy Prison Warden
Prison Warden
Correctional Programs Supervisor
Correctional Programs Assistant I, II
Correctional Food Service Officer
Correctional Food Service Manager I, II, III, IV
Impact Drill Instructor
Impact Assistant Drill Instructor
Impact Platoon Sergeant
Impact Program Coordinator
Chief of Security
Assistant Chief of Security (DOP)

STATE PROBATION/PAROLE OFFICER POSITIONS:

Probation/Parole Officer
Probation/Parole Officer II
Probation/Parole Unit Supervisor
Probation/Parole Unit Supervisor II
Probation/Parole Unit Supervisor III
Probation/Parole Administrative Case Officer

STATE PROBATION/PAROLE INTAKE OFFICER POSITIONS:

Probation/Parole Pre-Parole Investigator

STATE PROBATION/PAROLE OFFICER-SURVEILLANCE POSITION:

Probation/Parole Officer-Surveillance

STATE PROBATION/PAROLE INTENSIVE OFFICER POSITIONS:

Probation/Parole Intensive Officer

STATE PAROLE CASE ANALYST POSITIONS:

Commutation and Pardon Analyst
MAPP Case Analyst
Parole Case Analyst
Parole Chief Case Analyst

LOCAL CONFINEMENT PERSONNEL:

means any officer, supervisor or administrator of a local confinement facility in North Carolina as defined in G.S. 153A-217, to include Juvenile Detention Home Worker who is defined as any employee of a state or local juvenile detention facility, who provides instruction, evaluation, or supervision and custody of juveniles confined therein: or, any officer, supervisor or administrator of a county confinement facility in North Carolina as defined in G.S. 153A-218.

STATE YOUTH SERVICES OFFICER POSITIONS:

CHAPLAIN

Clinical Chaplain I

COMMUNITY DEVELOPMENT SPECIALIST I

COTTAGE LIFE STAFF

Youth Services Behavioral Specialist
Youth Services Behavioral Technician
Youth Services Cottage Parent
Youth Services Cottage Parent Supervisor
Youth Services Counselor Technician

EDUCATIONAL SPECIALIST

Assistant Principal
Educational Diagnostician
Guidance Counselor
Librarian
Principal
Teacher
Vocational Teacher

FACILITY DIRECTOR

Youth Services Facility Director

NURSE

Nurse Supervisor I
Staff Nurse

PROGRAM MANAGER

Human Services Clinical Program Manager
Human Services Coordinator - Camp Woodson
Psychological Program Manager
Training School Unit Administrator
Training School Program Manager
Training School Assistant Unit Administrator
Transitional Home Manager

PSYCHOLOGIST

Senior Psychologist I
Staff Psychologist II

RECREATION WORKER

Recreation Worker I
Recreation Worker 11

REHABILITATION THERAPIST

SOCIAL WORKER

Social Worker III