



# North Carolina Department of Public Safety

*Prevent. Protect. Prepare.*

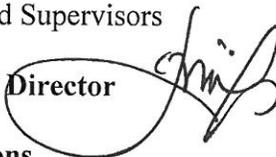
Pat McCrory, Governor

Frank L. Perry, Secretary

October 11, 2013

**ADDENDUM TO ADMINISTRATIVE MEMORANDUM: 10-2013**

**TO:** Department of Public Safety Managers and Supervisors

**FROM:** Charlotte Jordan Williams, DPS PREA Director 

**RE:** PREA Hiring and Promotion Prohibitions

Pursuant to the memorandum dated August 30, 2013, this addendum serves to clarify directions for any and all employees (i.e. temporary, contractual, etc.) that are working for NC Department of Public Safety without access to the Learning Management System (LMS). All persons without access to LMS are required to review the hard copy memorandum provided and complete the required documentation in hard copy format.

To ensure compliance, current employees must be made aware of these hiring and promotion prohibitions and provide responses to three questions found on the Employee Statement form. The information should be maintained at the work location. Every employee must complete and sign the Employment Statement. Further, NCDPS may conduct criminal background checks to ensure the Department's compliance with this standard in relation to our employment practices.

If an employee answers "Yes" to any question on the Employee Statement, a copy of the Employee Statement should be forwarded to the PREA office for further review. Senior Management will then make a determination of what further action is required in each situation. In the meantime, temporarily reassign any affected employees to duties which do not require or provide direct contact with persons in confinement or under supervision.

All employees and applicants must sign the "PREA Notice and Information Collection for Current Employee" statement and self-report any disqualifying conviction(s) or civil adjudication. Management must report the specified information on any affected employees through the chain of command to the PREA Office by **October 31, 2013**. It is important that the **October 31, 2013** deadline for reporting to the PREA Office is met. Updated forms will be required on an annual basis.

If you have any questions regarding these procedures, please contact Charlotte Jordan Williams, DPS PREA Manager in the General Counsel's Office. Thank you for your attention to this matter.

Cc: David Shehdan, HR Director

**MAILING ADDRESS:**  
4201 Mail Service Center  
Raleigh, NC 27699-4201  
Telephone: (919) 733-2126



[www.ncdps.gov](http://www.ncdps.gov)  
An Equal Opportunity employer

**OFFICE LOCATION:**  
512 N. Salisbury Street  
Raleigh, NC 27604-1159  
Fax: (919) 715-8477