

APPENDIX IV

DATE

Public Affairs
Division of Adult Corrections
831 West Morgan Street
4260 MSC
Raleigh, NC 27699-4260

Dear _____:

Pursuant to the N.C. Public Records Act, N.C.G.S. § 132-1 et seq. I respectfully request that you provide copies of any and all of your agency's public records¹ reflecting the North Carolina Department of Corrections (NC DOC) use of segregation cells system-wide, as well as in each of its facilities, including the sub-populations of administrative segregation (Aseg), disciplinary segregation (Dseg), Intensive Control (Icon), Maximum Control (Mcon), Therapeutic Control (TCU), and High-security Maximum Control (Hcon) from January 1, 2010 until December 31, 2012. This is a lengthy request, and as such, I ask that any information that is easily available be sent as soon as you are able rather than responding *in toto*.

- Any records reflecting the total number of segregation cell beds currently maintained by the NCDOC—system wide, and/or on a prison-by-prison basis;
- Any records reflecting the total number of segregation cell beds currently maintained by NCDOC, broken into the designations given to those beds (i.e., Aseg, Dseg, Icon, Mcon, TCU, or Hcon);

¹ **1 § 132-1. "Public records" defined.**

(a) "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.

(b) The public records and public information compiled by the agencies of North Carolina government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information.

- Any records reflecting the total number of segregation cells occupied on December 21, 2012, 2011, and 2010 and June 21, 2012, 2011, and 2010 either system-wide or on a prison-by-prison basis;
- Any records reflecting the number of inmates *currently* occupying any segregation cell bed, either system-wide or on a prison-by-prison basis;
- Any records reflecting the daily count of inmates assigned to a segregation cell bed over the past three years, either system-wide or on a prison-by-prison basis, and/or broken into the designations given to those beds (i.e., Aseg, Dseg, Icon, Mcon, TCU, or Hcon);
- Any records reflecting the number of deaths of inmates housed in a segregation cell during the past 3 years, and the NCDOC facility in which they were housed at the time of death (including but not limited to Coroner's Reports);
- Any records reflecting the number of suicides committed by inmates while housed in any segregation cell during the past 3 years, and the NCDOC facility in which they were housed at the time of suicide (including but not limited to Coroner's Reports);
- Any records of the incidence of self-injurious behavior by inmates housed in any segregation cells over the past 3 years, and the NCDOC facility in which they were housed at the time of the self-injurious behavior (including but not limited to Forms DC-141 and DC-802);
- Any records of the number or incidence of an inmate's transfer to an inpatient mental health unit coming from a segregation cell over the past three years, and the NCDOC facility in which they were housed at the time of the transfer;
- Any records reflecting the number of correctional staff assigned per shift to work each segregation unit, on a prison-by-prison basis;
- Any records regarding a "Close Observation Program" at Bertie Correctional Institution or elsewhere, the number of beds in such programs, and any curricular or other materials related to the program.
- Any record regarding or that reflects the amount of segregation days assigned system-wide based on the annual report of prisoner infractions.

Thank you in advance for your cooperation and any information you can provide. If there are any questions, clarifications, or concerns that you would like to bring up, please do not hesitate to contact me. To the extent that any of the requested information can be sent electronically, I ask that it be sent to the email listed below.