

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
511**

**INMATE ORIENTATION PROGRAM**

**Supersedes:** AR 511 (05/20/10, Temporary 12/03/12)  
**Effective Date:** 12/17/12

**AUTHORITY:** NRS 209.131; 42 U.S.C. § 15601, *et seq.* and Federal Register 28 CFR Part 115

**RESPONSIBILITY**

Wardens/Facility Managers are responsible to ensure all arriving inmates go through an orientation process.

**511.01 GENERAL PROCEDURES FOR DEPARTMENTAL ORIENTATION**

1. The Department's orientation plan will ensure that:
  - A. Written orientation materials, with translations in an inmate's first language, are provided where practical.
  - B. When a literacy problem exists, a staff member will assist an inmate in understanding the material.
  - C. Completion of orientation is to be documented by a statement signed and dated by the inmate.
2. The orientation program will:
  - A. Assist inmates in the transition to institutional living.
  - B. Explain institutional rules and regulations.
  - C. Describe the programs available.
  - D. Acquaint inmates with institutional activities and goals.
  - E. Orient new admissions in the intake unit to the reception process.
  - F. Orient transfers to specific rules and functions of the receiving institution.

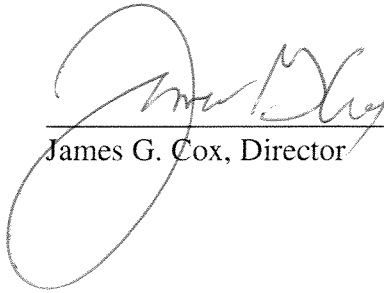
3. The orientation process will ensure that inmates receive the following:
  - A. Information regarding the Inmate Grievance Procedure (AR 740).
  - B. Information regarding the Inmate Disciplinary Process (AR 707).
  - C. Information regarding Prison Industries.
  - D. Department Orientation handout.
  - E. Information regarding access to medical care.
  - F. Faith Group Affiliation Declaration form (DOC-3503).
  - G. Religious/Spiritual Belief Diet Accommodation Request and Registration form (DOC-3060).
  - H. Selective Service Registration forms for inmates between the ages of 18-21 years old.
  - I. Notification of Debts Owed to the Department of Corrections form (DOC-541) in accordance with AR 258 Inmate Fiscal Procedures. (Must be completed and turned in.)
  - J. Information regarding obtaining Social Security benefits and Birth Certificates (AR 816 and AR 818).
  - K. Information regarding the Prison Rape Elimination Act (PREA).
4. Foreign born nationals may also qualify for transfer to their home country. Such inmates should submit correspondence to their correctional caseworker who will then forward the request to the Offender Management Division (OMD).
  - A. Designated OMD staff will review and forward appropriate applications back to the caseworker.
5. The completion of the orientation program should occur:
  - A. Within one (1) week after arrival for transfers and returnees.
  - B. Within four (4) weeks after arrival for new admissions.

**APPLICABILITY**

1. This Administrative Regulation requires an Operational Procedure.
2. This Administrative Regulation requires an audit.

**REFERENCES**

ACA Standards (4<sup>th</sup> Edition) 4-4275; 4-4276-4278



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James G. Cox, Director

12/18/12

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Date