

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
563**

**REPORTING OF INMATE WORK AND MERITORIOUS
CREDITS**

Supersedes: AR 563 (Temporary, 10/11/11)
Effective Date: 06/17/12

AUTHORITY: NRS 209.433
NRS 209.443
NRS 209.446

RESPONSIBILITY:

Associate Wardens (AW) are responsible for the:

- A. Implementation and compliance with this work/meritorious credit reporting system;
- B. Training of staff who have access to the Nevada Offender Tracking Information System (NOTIS);
- C. Research of inmate complaints, appeals and grievance; and,
- D. Appointment of a Work Credit Coordinator (WCC) for their institutions and facilities.

The Correctional Case Records Manager (CCRM) has regulatory responsibility for credit maintenance.

Caseworkers are responsible to ensure that work assignments are entered into NOTIS in a timely manner for their assigned caseload.

563.01 INSTITUTION/FACILITY REPORTING REQUIREMENTS

1. Utilizing DOC Form 536, the Supervisor will record work credits for inmates assigned to their areas by the third day of each month.
 - A. Inmates assigned will confirm the earnings on the monthly work report by initialing the entry relative to their earnings for the month of the report.

- B. When an inmate has transferred to another institution/facility, or is no longer in the Department, the reason will be noted in the inmate initial column.
 - C. The time frame covered by the report will be from the first day of the previous month to the last day of the previous month.
2. The Work Credit Coordinator (WCC) is required to verify the inmate assignments to ensure that they conform to the classification records.
 - A. This verification will ensure that inmates who are not assigned to work or study do not receive work credits.
 - B. The WCC shall review and verify the supervisors' monthly work reports to ensure that the calculation of prorated credits, where applicable, is correct.
 3. The WCC will assign responsible records staff to complete data entry of all reported work credits from the supervisors' reports into NOTIS.
 - A. This will be accomplished by the close of business on the fifth working day of each month.
 - B. The records staff will use the Department's standard reporting format to complete this process.
 - (1) By the end of the fifth working day of each month the credit earnings will be compiled into a monthly work report by the designated staff at each location.
 - (2) NOTIS will represent the official, up-to-date record of the inmate's sentence computations, time served and time remaining.
 - (3) Inmates shall have no involvement in gathering or reporting work credits.
 4. Once earned, work credits cannot be forfeited.
 - A. Credits will be removed if fraudulently reported.
 - B. Credits posted in error are not earned.

563.02 FORMS RETENTION

1. A copy of the monthly report shall be filed at the institution/facility for later reference.
2. The Supervisors' reports from which the monthly report was compiled will be filed by month with the comprehensive monthly work report.

3. Documents will be maintained on file at the institution/facility for three years in accordance with the records retention schedule and then purged and destroyed.

563.03 WORK CREDIT APPEAL PROCESS

1. Work credit appeals must be initiated by the inmate in accordance with AR 740 Inmate Grievance process.

A. If the inmate's grievance is upheld, the decision will be forwarded to the WCC for processing of the adjustments to the work credit history.

B. Once earned, work credits cannot be forfeited.

(1) Credits will be removed if fraudulently reported.

(2) Credits posted in error are not earned.

563.04 MERITORIOUS CREDIT

1. Meritorious credits will be awarded, credited, and posted per Administrative Regulation 803, Meritorious Credits for Programs.

2. Once earned, merit credits cannot be forfeited.

A. Credits will be removed if fraudulently reported.

B. Credits posted in error are not earned.

3. Inmates shall have no involvement in gathering or reporting merit credits.

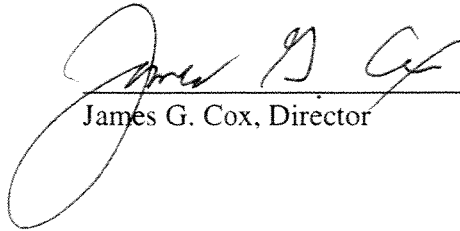
APPLICABILITY

1. This AR requires an Operational Procedure (OP) for each institution and facility.

2. This AR requires an audit.

REFERENCES

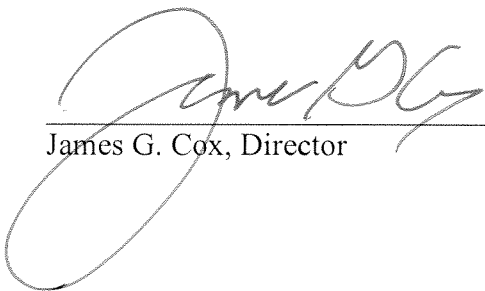
ACA Standards 4-4092
ACA Standards 4-4093
ACA Standards 4-4097



James G. Cox, Director

5/30/12
Date

AR 563, Reporting of Inmate Work and Meritorious Credits, was reviewed on May 20, 2013 and no changes are required.



James G. Cox, Director

6/17/13
Date