



NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

**SUMMARY OF CHANGES**  
**AR 400 – GENERAL SECURITY/SUPERVISION GUIDELINES**  
**Effective PENDING**

Description	Page Number
400.02 DAILY ADMINISTRATIVE TOURS was added.	2
Daily Administrative Officer tour DAO is now Daily Administrative Tour (DAT)	2
Administrative staff will conduct tours every 48 hours. New verbiage: Administrative staff will conduct tours daily.	2
Institutions will be fully toured daily.	2
Other minor changes have been made in formatting for improved clarity and consistency.	

\_\_\_\_\_  
James E. Dzurenda, Director

\_\_\_\_\_  
Date

This summary of changes is for training record purposes only. You must also consult the Administrative Regulation and/or Manual for proper instructions.

I, \_\_\_\_\_, acknowledge receipt of this Summary of Changes and understand it is my responsibility to implement into the course of my duties.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

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**GENERAL SECURITY/SUPERVISION GUIDELINES  
ADMINISTRATIVE REGULATION – 400**

**SUPERSEDES:** AR 400 (01/05/12); AR 400 (Temporary 03/01/13), [AR 400 \(03/19/13\)](#)

**EFFECTIVE DATE:** PENDING

**AUTHORITY:** NRS 209.131, NRS 209.~~131~~[161](#), 42 U.S.C. § 15601, *et seq.* and 28 C.F.R. Part 115

**RESPONSIBILITY**

The Director of the Nevada Department of Corrections (NDOC and Department) is responsible for the implementation of this Administrative Regulation (AR).

The Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

The Associate Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

Supervisors will ensure that their appropriate subordinate staff members have read and understand this regulation.

Designated staff members will know, comply with, and enforce this regulation.

If, and where applicable, offenders will know and comply with this regulation.

**400.01 GENERAL SECURITY SUPERVISION GUIDELINES**

1. The Warden will develop and maintain a local security and staff management plan that is available to all staff. The plan will include, at a minimum the following information:

A. Current Administrative ~~Regulations;~~[Regulations.](#)

B. Current Operational Procedures

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- C. Memoranda and other instructional materials issued by the Warden and Associate Wardens to facilitate the implementation of the policies and [procedures;procedures.](#)
  - D. All necessary staff assignment, roster, and timekeeping records, in accordance with Department administrative regulations and [policy;policy.](#)
  - E. Post Orders that are current and which are readily available for employees assigned to posts.
  - F. [Current](#) Emergency Response Manual.
2. The Warden/Designee will develop a written schedule to ensure that checks are performed in all areas where information is maintained to ensure that current policies and procedures are in place.

## 400.02

### DAILY ADMINISTRATIVE TOURS

1. [Daily Administrative Tours \(DAT\) are gearedintended towards bolstering the visibility of administrative personnel within Department institutions. By fostering accessible communication with frontline staff, mid-level managers, and offenders, DAT plays a pivotal role in our institutional oversight strategy. This daily initiative ensures a continuous assessment of facilities, maintaining the highest standards of operation. Participants are entrusted with specific responsibilities outlined in the DAT protocol, adhering to structured procedures. Reporting mechanisms are in place for the timely resolution of issues encountered during the tours, and compliance is mandatory to uphold departmental policies.](#)
2. [DAT tours will occur daily during the year with the goal of touring the entire institution by the end of each day \(Institutional towers will be toured bi-weekly\). Designated Touring staff members will be assigned to tour a minimum of one core services area or Unit daily. Staff will sign the logbook of the toured area in red ink.](#)
3. [Facilities and camps will conduct a full tour every 48 hours. Staff will log their tour in the Nevada Offender Tracking and Information System \(NOTIS\).](#)

[Note: Core services are areas that provide a service to the offenders. Examples include education, chapel, law library, visitation, etc.](#)

#### A. Institutions

- 1) [The Warden or Associate Warden are responsible for ensuring individual DATs are conducted daily, which will amount to a full institutional tour.](#)

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- 2) Wardens, ~~and~~ Associate Wardens, and the PREA Compliance Manager will identify areas that need to be toured multiple times per day a week. Areas where incidents consistently occur.
  - 3) The Warden or Associate Wardens will conduct visits to housing units, including unannounced rounds mandated by the PREA Compliance Manager.
  - 4) Lieutenants, Sergeants, and Correctional Casework Specialist IIIs or designee will perform daily tours of an area within their institution, including weekends and holidays, incorporating unannounced rounds as designated by the PREA Compliance Manager and ~~(Warden)~~. Collectively, these efforts will constitute a comprehensive institutional inspection daily.

#### B. Facilities and Camps

- 1) In facilities and camps, the Correctional Manager or Lieutenant will delegate the 48-hour administrative tour responsibilities to subordinate staff within their respective facility or camp.
- 2) The Correctional Manager or Lieutenant will conduct visits to housing units and core services areas daily, including unannounced rounds mandated by the PREA Compliance Manager.
- 3) Correctional Managers, Lieutenants, Sergeants, Correctional Casework Specialist IIIs, ~~and~~ Senior Correctional Officers, or designee are responsible for conducting tours on all shifts within their facility or camp, including weekends and holidays, and will include unannounced rounds as designated by the PREA Compliance Manager, ~~( Warden or Correctional Manager)~~. Together, this will amount to an inspection of the entire ~~full~~ facility inspection.

Note: If there is an issue during the non-touring day it will be ~~report~~reported immediately and the outcome will be noted in the 48-hour tour report.

#### B.C. Areas of Tours (Institutional Guide)

- 1) Staff members will not inspect or tour the same area on consecutive days. Staff will not inspect/tour areas/posts where they are assigned to oversee/supervise their own areas either. It is preferable to complete Tours ~~will be done~~ tours while the area is occupied.

- 2) Areas inside the perimeter where both offenders and staff are present take priority when conducting tours.
- 3) Units, culinary, education, visiting, property, gym, canteen. (Daily)
- 4) Laundry, warehouse, maintenance, ~~warehouse,~~ and sally port. (~~Monday–Friday~~Daily)
- 5) Unoccupied areas will be toured. (~~weekly~~Daily)
- 6) All activity areas. (Daily)
- 7) All core service areas will be conducted. (~~twice weekly~~Daily)
- 8) Areas such as ~~Towers,~~ Perimeter, Armories, or other buildings outside the institution's fence will be inspected. (~~twice W~~weeklyDaily)
- 9) Towers (Bi-weekly)

#### D. Reporting

- 1) Wardens, Associate Wardens, and ~~Warden~~the Warden's Administrative Assistant-AA will receive an email daily detailing all such tours, which will include any observed deficiencies and the corresponding corrective actions taken.
- 2) In case a DAT is not completed, an email must be sent to the Warden, Associate Warden, ~~or~~ Correctional Manager, or Lieutenant, explaining the reasons for not completing the inspection.
- 3) Correctional Officers will conduct a visual inspection of all cells and other living quarters once during each shift. This tour will be noted in the post log and in NOTIS. All major issues will be reported to the Associate Wardens, shift Lieutenant, and chain of command immediately.
4. Correctional Officers will conduct formal inspections and searches in compliance with the provisions of AR 422 ~~–~~ Search and ~~Shakedown Procedure~~Seizure Standards, and the applicable Post Orders.
1. Daily Administrative Office Inspection Tours: A high priority will be placed in all Department institutions/facilities to ensure the visibility of top staff in the facility, where they are available to inmates, line staff, and mid-level managers for communication. Such actions will include, but are not limited to:
  2. —

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- ~~3. The Warden or Associate Wardens will visit all housing areas every 48 hours during the standard work week, including but not limited to PREA mandated unannounced rounds as designated by the PREA Manager guide;~~
  - ~~4. —~~
  - ~~5. The Warden or Associate Wardens will visit all activity areas every 72 hours during the standard work week;~~
  - ~~6. —~~
  - ~~7. The Warden or Associate Wardens shall conduct a formal inspection of Prison Industries during each working day.~~
  - ~~8. —~~
  - ~~9. Supervisory staff will tour the entire facility at least once each shift every day, including weekends and holidays, including but not limited to PREA mandated unannounced rounds as designated by the PREA Manager (Warden);~~
  - ~~10. —~~
  - ~~11. Unoccupied areas may be toured once a week;~~
  - ~~12. —~~
  - ~~13. An Associate Warden will receive a written report or logbook of all such tours will reflect any deficiencies observed and corrective actions taken; and~~
  - ~~14. —~~
  - ~~15. Correctional staff will conduct a visual inspection of all cells and other living quarters once each shift. A formalized report will be submitted to the Associate Wardens for each inspection or noted on the local post log and shift report.~~
  - ~~16. —~~
  - ~~17. Correctional Officers will conduct formal inspections/searches in accordance with the provisions of AR 422, Search and Shakedown Procedure, and the applicable Post Orders~~
  - ~~18. —~~
  - ~~19.5. \_\_\_\_\_~~ The Associate Wardens/Designees will conduct at least weekly inspections of all security devices and report ~~results~~the results of the inspections in writing to the Warden.

~~No inmates/offenders or groups of offenders/inmates will be given authority over other offenders/inmates, manage any institutional program, or have any policy or procedure setting role in the institution/facility.~~

- ~~—Regular reviews of the regulation will be conducted to ensure ongoing relevance and effectiveness. Amendments, when necessary, require approval from designated authorities, emphasizing the commitment to adaptability and continual improvement.~~

~~20.6. \_\_\_\_\_~~

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## APPLICABILITY

1. This AR requires an Operational Procedure for all institutions/facilities.
2. This AR requires an audit.

## REFERENCES

ACA Standards 5<sup>th</sup> Edition, 5-ACI-3A-01, 4-4174, and 5-ACI-3A-04 -4-4178, and 5-ACI-3A-084-4182 through 5-ACI-3A-114-4186; and 2008, 2010, and 2012 Standards Supplement

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James E. Dzurenda, Director

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Date