



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

SUMMARY OF CHANGES
AR 418 – COUNT PROCEDURES
Effective 11/02/2022

Description	Page Number
418.01.1 – Detailed procedures related to this regulation are found in the Confidential Count Procedures Manual.	1
418.01.3.B – A minimum of seven (7) formal counts will be conducted every 24 hours to prevent escape.	1
418.01.3.C – Health and Welfare counts have been increased from one per day to one per shift.	2
418.01.8 – At least two staff members are required to participate in the counts of each area.	2
Other minor changes have been made in formatting for improved clarity and consistency.	



W. A. "Bill" Gittere, Acting Director

11-02-2022

Date

This summary of changes is for training record purposes only. You should 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



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

**COUNT PROCEDURES
ADMINISTRATIVE REGULATION – 418**

SUPERSEDES: AR 418 (Temporary 11/05/09); AR 418 (02/12/10); AR 418 (Reviewed without change 10/24/14)

EFFECTIVE DATE: TEMPORARY 11/02/2022

AUTHORITY: NRS 209.131

RESPONSIBILITY

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

The appropriate Deputy Director will ensure this procedure is reviewed and/or updated at least annually.

The Wardens and Chiefs will ensure all subordinate supervisors are trained to perform and enforce this procedure.

Supervisors will train and supervise all subordinate staff members in accordance with this procedure.

Staff members will know, comply with, and enforce this procedure.

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

PURPOSE

To establish a system of formal and informal counts and to provide institutions and facilities with a system to physically count offenders, including those assigned to work and program activities away from the count location.

418.01 COUNT PROCEDURES

1. For security purposes, detailed procedures related to this regulation are found in the Confidential Count Procedures Manual located in the Confidential Emergency Response Manual at each institution/facility.
2. Offenders will be counted at frequent intervals throughout the day.
3. Formal and Emergency counts will be conducted in a standardized manner.
 - A. All institutions and facilities of the Department of Corrections will use NOTIS as the primary means of conducting formal counts.
 - B. A minimum of seven (7) formal counts will be conducted every twenty-four (24) hour period to prevent escape.
 - C. The minimum of seven (7) formal counts will include a mandatory health and welfare count that will be conducted on each shift by oncoming personnel based on the shift pattern of the institution.
4. Informal and random counts will be conducted by all persons who supervise offenders to ensure that they are present at their work or program areas.
 - A. Such counts will be noted in the unit log.
 - B. Supervisors will record these counts only when an offender is found to be missing.
5. Out counts will be authorized only on the basis of institutional need for essential offender services (i.e., hospital, boiler room, culinary workers or as a means of providing for offender safety).
6. Assigned staff will be responsible for the accuracy of counts in their assigned areas.
7. All Correctional Officers must be able to conduct counts in different types of locations (i.e., housing units, open areas, work areas).
8. At least two staff members will participate in the conduct of counts in each area. The staff member who submits the count may not be the same staff member who conducts and validates the count.
9. All staff will make immediate reports of offender movement, arrivals, or departures, to the person responsible for the maintenance of the count.
10. Count sheets should be retained at the institution/facility for a minimum period of three (3) calendar years.


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11. Count discrepancies will be handled per the procedures in the Confidential Count Procedures Manual located in the Confidential Emergency Response Manual at each institution/facility.

APPLICABILITY

1. This AR requires an Operational Procedure at each institution/facility.
2. This regulation requires an audit.

REFERENCES

ACI 5th Edition, 5-ACI-3A-13



W. A. "Bill" Gittere, Acting Director

11-02-2022
Date