

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
460**

SECURITY AT COMMUNITY HOSPITALS

Supersedes: AR 460 (06/17/12); (04/17/13, Temporary); 10/15/13; (03/29/18, Temporary)

Effective Date: 05/15/18

AUTHORITY NRS 209.131, 209.417

PURPOSE

To provide clear guidance and procedures for all staff to ensure appropriate security procedures are followed at community hospitals for the safety of staff, inmates and the public.

RESPONSIBILITY

The Director is responsible for the administration of all regulations.

The Deputy Director of Operations is responsible to implement this policy.

The Warden or Designee is responsible to ensure correctional officers are in compliance with this regulation.

Correctional officers are responsible to have knowledge of and comply with this regulation.

460.01 OFFICER REQUIREMENTS

1. Except in an emergency, correctional staff of all ranks will wear a “**Class A**” Uniform when they are manning a post that, on a routine basis, will be meeting the public.
2. Correctional officers assigned to community hospital coverage shall have a copy of the following in their possession:
 - A. Post Orders and/or Operational Procedures which include escape procedures, contact information and a copy of this Administrative Regulation;
 - B. A log sheet to record all activities pertaining to the hospitalized inmate(s);
 - C. A current inmate photograph;
 - D. Travel orders indicating the inmate’s sentence, custody and any other pertinent information;

E. A list of Department phone numbers.

3. At no time will a correctional officer who is supervising inmate patients in the hospital be watching television or participating in any activity which would divert attention from the performance of his/her duties.

A. Correctional officers are not allowed to have visitors.

4. The inmate must be visible to the officer at all times whether in or out of bed.

5. Supervising correctional staff shall sit in a position in which they can observe both the inmate and the door at all times.

6. Correctional officers are responsible for providing their own meals while on duty. Correctional officers may make arrangements with the hospital to purchase a guest tray.

7. Correctional officers are not to provide food or drinks to any hospitalized inmate.

8. Inmate patients are not allowed to receive any items not sent through the institution (i.e. flowers, candy, cards, etc.).

9. Correctional officers on duty will use the nearest restroom available after providing notice to the roving correctional officer to provide back-up coverage. If appropriate, the correctional officer shall utilize the restroom located inside the room where the inmate is housed. If another restroom must be utilized, the roving correctional officer must remain at the door with the weapon and no one will be allowed to enter unless an emergency situation arises.

10. Under no circumstances shall an inmate be left with no supervision.

11. If additional appointments are scheduled for the inmate, correctional officers shall **not** inform the inmate of the scheduled dates.

460.02 SECURITY PROCEDURES

1. When the Department is admitting an inmate, hospital security staff and other staff, as deemed appropriate, are to be immediately notified of the inmate's custody level – whether maximum, close, medium, or minimum.

2. An inmate should not be placed in a room with a civilian, subject to hospital availability.

3. The Shift Supervisor shall notify local law enforcement agencies and hospital security staff of any inmate hospitalized. The notification will include the expected period of hospitalization and the location of the inmate's room within the hospital.

4. Inmates who are designated as community trustees may be authorized to remain in the hospital without supervision, if the hospital concurs.

- A. Hospital staff may, at any time, request and receive correctional officers for supervision purposes of inmates.
5. Minimum or medium custody inmates shall be guarded by one single (armed) correctional officer for each inmate assigned to the hospital, and one (1) armed roving correctional officer for every four (4) inmates. At no time will there be less than two correctional officers at the hospital.
 - A. Custody supervision may increase depending upon the security needs of the inmates and the hospital layout.
 - B. Under special circumstances, medium custody inmates may be supervised by only one correctional officer, for example, when an inmate is in a coma. Prior approval of a Deputy Director is required.
6. Maximum custody, high risk potential (HRP), escape risk, or death row shall require not less than two correctional officers per inmate.
7. Inmates who are medium custody or higher shall be restrained to the hospital bed in a manner compatible with medical treatment.
8. Once the inmate has changed out of prison clothing, the transporting officer will return the inmate's clothing to the institution, unless there is information of an investigation, or the slightest possibility that the inmate's clothing may contain evidence of a crime or an offense in custody. Upon discharge from the hospital, the inmate's clothing will be returned for transportation back to the institution.
9. Inmates are to remain in their room at all times, unless the physician has ordered walking in the hall as part of the treatment plan.
10. Inmates shall be furnished with disposable eating utensils by the hospital. Correctional officers are responsible for ensuring that all eating utensils issued to the inmate are returned to the hospital or properly disposed of.
11. The Director, Deputy Director, or Warden may authorize visits to hospitalized inmates. All visitors must be on the inmate's approved visiting list or have an approved legal visit. No other visits or interviews are to be allowed.
12. Per AR 750, inmates are permitted to receive first class mail through the prison process while admitted. Outgoing mail is not authorized.
13. Inmates admitted to a medical facility shall be prohibited from using the telephone unless prior written permission has been granted by the Director, Deputy Director, or Warden.
 - A. The Department may ask hospital personnel to remove the telephone from the room or place a lock on it in order to prevent inmate access.
14. The hospital staff shall be instructed to notify the correctional staff of any unusual occurrence

which relates to the inmate patient.

15. All rules and regulations of the Department shall be in effect. Exceptions may be made for medical reasons.

- A. If the attending physician indicates that specific treatment is necessary, correctional officers are to assist in any way possible, without breaching security.
- B. Correctional officers will use the hospital room phones to contact the roving correctional officer for moving the inmates for procedures, x-ray, or as medically necessary.

16. Operational Procedures will be developed for inmates admitted for surgery, addressing proper safety and security procedures unique to the medical facility, in which the inmate is housed.

APPLICABILITY

- 1. This Administrative Regulation requires one operational procedure and Post Orders to be implemented by all institutions/facilities.
- 2. This regulation requires an audit.



James Dzurenda, Director

5/15/18
Date