

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
104**

DEPARTMENTAL FORMS

Supersedes: AR 104 (05/20/10); and AR 104 (Temporary, 07/17/14)
Effective date: 09/16/14

AUTHORITY:

NRS 209.131

RESPONSIBILITY

The Director/designee is responsible to manage the development and approval of forms for the Department.

104.01 DEVELOPMENT AND STANDARDIZATION OF FORMS

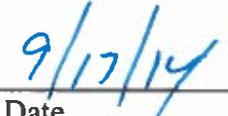
1. All new or revised forms will be submitted to the Director/designee of the Department for review.
2. New or revised forms will be approved by the Director/designee.
3. New forms will be assigned a number by the Director/designee.
4. New or revised forms will include distribution instructions at the bottom left of each form.
5. Forms will be duplicated using Prison Industry resources when not available in the Shared Drive/Forms Folder.
6. The development of forms will be kept to a minimum and will not be needed to support automated functions.

APPLICABILITY

1. This regulation does not require an Operational Procedure.
2. This regulation does not require an audit.



Director



Date