NEVADA DEPARTMENT OF CORRECIONS
ADMINISTRATIVE REGULATION
122

OFFICIAL CORRESPONDENCE
(TEMPORARY)

Supersedes: AR 122 (Temporary, 04/09/10) AR 122 05/20/10
Effective Date: 8/19/15

AUTHORITY: NRS 209.131

RESPONSIBILITY

All employees of the Department are responsible for the management of official correspondence.

122.01 WRITTEN CORRESPONDENCE

1. All outgoing official correspondence from the Department will be on Department letterhead, properly addressed and promptly distributed.

2. All inbound correspondence to the Department will be promptly distributed.

3. Agency approved computer letterhead templates may be used by accessing the Shared Drive, Form's folder.

   A. Only employees in positions of Deputy Directors, Division Heads and Wardens may adapt the Department letterhead to include their name and position in the upper right hand corner of the letterhead. The Director may approve exceptions on a case-by-case basis.

   B. The Department letterhead may be adapted to include the administration, division or institutional addresses in the center area of the letterhead.

4. Official Department stationary is not to be used for any purpose other than authorized official correspondence.

   A. Inmates are not authorized to handle Department stationery for any purpose.

   B. Inmates in possession of Department stationery are subject to discipline.

5. All written correspondence to members of the Legislature, elected officials, or Heads of other agencies/departments which is prepared for the Deputy Directors or Division

Head's signature will be copied to the Director for information purposes. Prior approval from the Director is necessary prior to the distribution of such correspondence.

6. A copy of all correspondence prepared for the Director's signature should be provided to the Director's Executive Assistant along with a copy of any backup documentation.

7. Unless specifically authorized to do so, Department employees will not sign on behalf of the Director.

8. A staff member may be designated to sign for other employees in their absence. The staff member will sign their name over the typed name of the Administrator that indicates the staff member has full power to act for the Administrator.

122.02 COMPUTER GENERATED CORRESPONDENCE

1. Computer generated email is authorized for correspondence between all Departmental employees, other Nevada State agencies, and other outside agencies.

2. Staff employing emails shall ensure compliance with AR 141, Information Technology Standards, Controls and Security.

APPLICABILITY

1. This regulation does not require an Operational Procedure.

2. This regulation does not require an audit.

Director

Date 8/19/15