

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
204**

INMATE STORE SYSTEM

Supersedes: AR 204 (05/20/10); and AR 204 (Temporary, 11/04/14)
Effective date: 05/19/15

AUTHORITY

NRS 209.221

RESPONSIBILITY

The Stores Manager is responsible for the overall daily operation of the Nevada Inmate Store System (NISS).

Retail storekeepers are responsible for stocking, maintaining and selling approved inventory items for resale to inmates.

204.01 OPERATIONS

1. Access to inmate stores, canteens, and coffee shops is a privilege, rather than a right, and access may be suspended or revoked at the discretion of the Warden/designee.
2. The appropriate Deputy Director approves the list of items for sale in the stores, canteens, and coffee shops.
3. The Warden of each institution, in consultation with the Stores Manager, will establish the schedule of store, canteen, and coffee shop hours.
4. The Warden/designee shall approve all memorandums or any correspondence issued by a Retail Storekeeper prior to release to the general inmate population.
5. The sale of store, canteen, and coffee shop items will be through ducats for staff, or through the Nevada Inmate Store Systems Order Form (DOC-517 or Scan-Tron Order Form) for inmates.
6. All sales are final. Exchanges are not permitted after an inmate has left the sales window or after the inmate receives the items unless the appropriate staff determines an error occurred or a legitimate spoilage/defective situation exists.
7. Items purchased at one location may not be authorized at other locations and may be confiscated in the event of an inmate transfer. All inmate purchases are done at their own risk.
8. An inmate's account information shall not be revealed to another inmate.

204.02 SECURITY

1. Inmate store workers are required to be under the direct supervision of the retail storekeeper.
2. Inmate workers may perform all basic functions of the store operation except operating the store computer, making telephone calls and conducting inmate transactions.
3. Retail Storekeepers are the only staff authorized to have store, canteen or coffee shop keys in their possession. If there is an emergency and the Retail Storekeeper cannot be located, an extra set of keys is kept in a glass box accessible to custody staff.
4. Inmates must not be left unsupervised in any store, canteen, or coffee shop or reserve/separate stock area at any time.
5. All inmates entering or leaving the store, canteen or coffee shop will be searched.

204.03 INMATE PERSONAL PHOTOGRAPHS

1. Photo Coupons can be ordered by inmates using form DOC-517 or Scan-Tron, which is redeemable for the inmate photograph.
2. Prior to transfer to another location, inmates may turn in for credit any unused Photo Coupons as long as they are within the 60 day expiration date.
3. The issuing store/canteen/coffee shop can only credit or redeem Photo Coupons that were sold at their location.

APPLICABILITY

1. This regulation requires an Operational Procedure for the Support Services Division and the Institutions.
2. This regulation does not require an audit.



Director

5/20/18
Date