



Nevada Department Of Corrections

Administrative Regulation Control Sheet

AR Number:	AR 402
AR Title:	Emergency Mobilization of Off-Duty Staff

AR Revision History

Revision Details	Effective Date
This AR was reviewed by the Subject Matter Expert and it was determined that no changes are required as of this date.	04/28/14
No Additional revisions beyond this line.	---



Director



Date

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
402**

EMERGENCY MOBILIZATION OF OFF-DUTY STAFF

Supersedes: AR 402 (Temporary, 04/28/11)
Effective Date: 01/05/12

AUTHORITY: NRS 209.131

RESPONSIBILITY:

Wardens are responsible to implement this regulation at each institution and facility.

402.01 RECALL ROSTER

1. A recall roster shall be maintained at each institution in the Warden's offices, Shift Supervisor's office and Central Control with names and contact information for staff.
2. The recall roster shall be divided into the following categories with the names listed on the rosters alphabetically:
 - A. Lieutenants and Sergeants;
 - B. Specialty Groups, i.e. Correctional Emergency Response Team, Hostage Negotiators, etc.
 - C. Line Uniformed Staff.
3. All staff members should immediately notify their Shift Supervisor of any changes to their contact information, i.e., home telephone number, address as outlined in AR 337.
4. The emergency recall roster will be formulated to contain the following information which is to be secured in a confidential manner:
 - A. Position Number
 - B. Name
 - C. Physical address
 - D. Mailing address

E. Telephone number

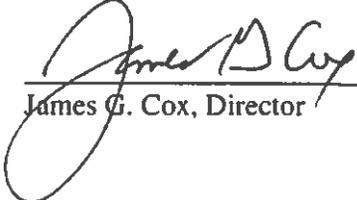
4. The Shift Supervisor shall maintain all necessary recall lists for their shift.
5. The recall lists are confidential.
6. The Warden will assign an Associate Warden/designee to ensure that all lists are maintained accurately and distributed to all appropriate locations within the institution or facilities/camps.

402.02 DECISION TO MOBILIZE OFF-DUTY STAFF

1. The Shift Supervisor must decide to activate the recall procedure, unless a higher-ranking officer is available and on-duty.
2. Wardens, Associate Wardens, or Managers shall be notified in accordance with emergency response.

APPLICABILITY

1. This AR requires an Operational Procedure for all institutions/facilities.
2. This AR requires an annual audit.



James G. Cox, Director



Date