

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
412**

ARMORY WEAPONS AND CONTROL

Supersedes: AR 412 (04/08/11); and AR 412 (Temporary, 08/11/14)
Effective Date: 09/16/14

AUTHORITY

NRS 209.131

RESPONSIBILITY

The Designated Associate Warden is responsible for the availability, control and use of all security equipment.

The Armory Officer is responsible for the day-to-day operation of the Armory.

412.01 ARMORY PROCEDURES

1. Only employees qualified to carry firearms shall be assigned to positions that are not accessible to inmates, i.e., towers, gun walks, mobile patrols, etc., except in emergencies.
2. An Armory Officer will be designated by the Warden to maintain Armory Operations.
3. When weapons or ammunition are delivered to the armory, the armory officer will receive and sign for the number of boxes or packages.
 - A. Packages or boxes will remain unopened.
 - B. The armory officer will notify the Warden and designated Associate Warden of the arrival.
 - C. The Warden/designee will designate representatives to jointly receive and cause the weapons and ammunition to be properly inventoried.
 - D. When weapons and/or ammunition are delivered to, or unloaded at the supply warehouse, they will immediately be placed in a secured area and a call will be placed to the designated Associate Warden who will immediately send a qualified post certified officer to pick up the property and lock it in the armory.

4. A monthly inventory will be conducted at all institutional Armory's and Post where weapons and ammunition is stored or maintained. The inventory will be sent to and reviewed by the Warden of the institution and copies will be retained on file.

5. The Warden will immediately report to the appropriate Deputy Director any weapons reported missing, broken, damaged, lost or stolen. Follow-up written documentation will also be sent to the Director via the appropriate Deputy Director as well as the Office of the Inspector General using the NOTIS incident function.

6. A classified manual has been developed to provide details of the operation of the armory.

7. All institutions will develop written procedures that are in compliance with the regulation for the handling, storage, and issuing of weapons.

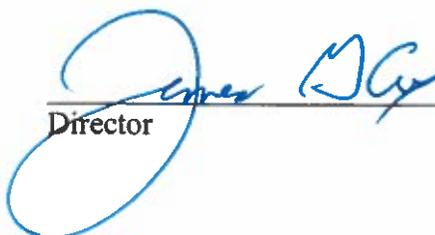
APPLICABILITY

1. This Administrative Regulation is applicable to all employees of the Department.

2. This Administrative Regulation requires an audit.

REFERENCES

ACA Standards, 4th Edition, 4-4200, 4-4201



Director

9/17/17

Date