



Nevada Department Of Corrections

Administrative Regulation Control Sheet

AR Number:	AR 418
AR Title:	Count Procedures

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.	10/20/14
No Additional revisions beyond this line.	---


Director


Date

NEVADA DEPARTMENT OF CORRECTIONS

**ADMINISTRATIVE REGULATION
418**

COUNT PROCEDURES

Supersedes: AR 418 (Temporary, 11/05/09)
Effective Date: 02/12/10

AUTHORITY

NRS 209.131

RESPONSIBILITY

To establish a system of formal and informal counts and to provide institutions and facilities with a system to physically count inmates, including those assigned to work and program activities away from the count location.

418.01 COUNT PROCEDURES

1. Inmates will be counted at frequent intervals throughout the day.
2. Formal and Emergency counts will be conducted in a standardized manner. All institutions and facilities of the Department of Corrections will use NOTIS as the primary means of conducting formal counts.
3. Informal and random counts will be conducted by all persons who supervise inmates to ensure that they are present at their work or program areas.
 - A. Supervisors will record these counts only when an inmate is found to be missing.
 - B. Such counts will be noted in the unit log.
 - C. A mandatory health and welfare count will be conducted on a daily basis.
4. Out counts will be authorized only on the basis of institutional need for essential inmate services (i.e. hospital, boiler room, culinary workers or as a means of providing for inmate safety).

AR 418

5. Assigned staff will be responsible for the accuracy of counts in their assigned areas.
6. All Correctional Officers will be trained in the conduct of counts in different types of locations (i.e. housing units, open areas, work areas).
7. All staff will make immediate reports of inmate movement, arrivals, or departures, to the person responsible for the maintenance of the count.
8. Count sheets should be retained at the institution/facility for a minimum period of three (3) calendar years.
9. Count discrepancies will be handled per the procedures in the Confidential Count Procedures Manual.

APPLICABILITY

1. This AR requires an Operational Procedure at each institution/facility.
2. This AR requires an audit.



Howard Skolnik, Director



Date