

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
489**

RESPONDING TO REGULATORY/INTERNAL INSPECTIONS

Supersedes: AR 489 (06/17/12); and AR 489 (Temporary, 08/11/14)
Effective Date: 09/16/14

AUTHORITY

NRS 209.131, NAC 618.540

RESPONSIBILITY

Should any employee receive a Notice of Violation from any regulatory agency, that person shall immediately notify the Compliance Enforcement Unit (CEU) and ensure that the original document/letter is immediately provided to the CEU.

All institutions/facilities Wardens, Associate Wardens, Managers, Lieutenants, and Supervisors are required to comply with this administrative regulation.

489.01 PROCEUDRE

1. Once the CEU is notified that a Notice of Violation has been received, the CEU shall then provide a copy of the Notice of Violation to the Deputy Directors.
2. The CEU shall generate a formal cover letter on Nevada Department of Correction letterhead along with a copy of the Notice of Violation advising the respective Warden to complete a Corrective Action Response Plan by a specific date.
3. Once the respective Warden receives the cover letter and the Notice of Violation, the Warden shall ensure that a Corrective Action Response Plan is generated using DOC Form 038, Corrective Action Response Form:
 - A. Deficiency Number. All Notice of Violations are not the same. A deficiency number may be present, if one is present enter the number here. There may be more than one deficiency number.
 - B. Deficiencies. Quote the description of the cited regulation violation/deficiency from the inspection report here.
 - C. Corrective Action. Provide your corrective action response here.
 - D. Closure Date or Expected Closure Date. If the deficiency has been corrected place the date here. If more time is needed to correct the deficiency provide a proposed date here.

E. Capital Improvement Project (CIP) Required, Explain. If the deficiency requires a CIP, provide an explanation and projected cost here.

F. CIP Estimated Completion Date. Provide an estimated completion date here.

4. After receiving the Corrective Action Response form back from the Facility, the CEU shall distribute the cover letter along with a copy of the initial Notice of Violation to the appropriate personnel.

5. Once the Corrective Action Response Plan is received from the Warden, the CEU shall prepare a cover letter, addressed to respective regulatory agency using the departmental letterhead.

APPLICABILITY

1. This regulation applies to all employees of the Department.

2. This regulation requires an audit.



Director



Date