

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
522**

CENTRAL MONITORING SYSTEM

Supersedes: AR 522 (06/17/12) and AR 522 (Temporary, 04/17/13)
Effective Date: 10/15/13

AUTHORITY: NRS 209.131
NRS 209.341
NRS 209.351

RESPONSIBILITY

The Offender Management Administrator (OMA) is responsible for the management of the Central Monitoring System (CMS).

The Wardens/Facility Managers are responsible for the identification of inmates who require physical separation from staff or other inmates and for documentation of this data in the Nevada Offender Tracking Information System (NOTIS).

522.01 SEPARATEES

1. Separatees are inmates having a need to be separated from other inmates or staff due to enemy situations or other reasons defined and documented by institutional staff.
2. Institutional staff will make a request to the Warden/Facility Manager to document the separatees in NOTIS.
3. The Warden/Facility Manager will approve or disapprove the establishment of the separatee.
 - A. If approved, institutional staff will then enter the data related to the separatee into the OFFENDER NON-ASSOCIATION screen of NOTIS. The need for separation will be described in the comment section of the non-association screen.
4. The Caseworker will review the separatee list with the victim inmate at each regular periodic review to determine that the enemy relationship still exists.
5. Separation/ Protective Segregation Form Documentation:

A. Upon discovery of a need for separation of individuals or protective segregation, DOC Form 2023 will be completed at the originating institution/facility by institutional staff.

B. The completed form will be reviewed by the Warden/Facility Manager for validity, signed and the information entered into the offender non-association screen in NOTIS by designated institutional staff. The completed form will be placed in the inmate's I-File.

C. Based upon information provided by the victim inmate, Wardens/Facility Managers may recommend the removal of a separatee from the CMS system.

D. Wardens/Facility Managers may retain the separatees despite the claim of the victim inmate when there are indications or concerns that the enemy relationship may continue to exist.

(1) Upon discovery of a need for removal of separatees, a DOC Form 2023 will be completed at the originating institution/facility by institutional staff.

(2) The completed form will be reviewed by the Warden/Facility Manager for validity, signed and placed in the inmate's I-File.

(3) The Warden/Facility Manager will ensure the proper data entry is made in NOTIS.

6. Wardens/Facility Managers should not remove the separatee from the CMS based upon a statement of any inmate other than the victim inmate.

7. Inmates with separatees at the institution in which they are housed will be considered for transfer to another institution where no separatee exists prior to a placement in protective segregation is initiated.

8. Inmates may have separatees with other individuals where they are located.

A. These inmates do not have to be transferred if the two subjects can be physically separated in such a manner that they would not come into contact with one another. An example of this would be one inmate in long term segregation and the other in general population.

B. A Caseworker will conduct a review to check the CMS component of NOTIS before inmate housing changes within the institution or classification to another institution is initiated.

9. The CMS will not be used for separation of inmates from staff that have conflicts arising from the course of their job duties, i.e., subject of litigation or a target of verbal abuse/threats.

A. Inmates may not initiate separation from staff for any reason. If a staff member requires separation from an inmate due to personal familiarity, victimization outside of official duties or other appropriate reason the staff member will inform his or her supervisor in writing. The supervisor will create an Incident Report in NOTIS that provides adequate details to substantiate the need for separation and relay this information to the Associate Warden. The Associate Warden will review the request and if the request is approved, will enter both a “warning” case note and the related Alert in the inmate’s NOTIS file.

10. Separate information is confidential.

522.02 PROTECTIVE SEGREGATION

1. The Warden or Facility Manager may approve the placement of an inmate in protective segregation per the requirements of the AR 509, Protective Segregation.

2. The status of protective segregation should be documented in the Care in Placement and IRD REVIEW screens of NOTIS with a corresponding case note entry in NOTIS and a security alert.

3. The OMA may require the review of any assignment of an inmate to protective segregation.

4. The Warden/Facility Manager may remove an inmate from protective segregation based upon case information that is presented at classification.

A. An inmate should not be returned to the general population housing area until the institutional staff removes the protective segregation designation from the Care in placement and alert screens in NOTIS and a corresponding case note is entered.

522.03 CENTRAL MONITORING SYSTEM

1. Central Monitoring Cases (CMC) are inmates identified as requiring special needs for management while incarcerated.

2. Inmates may only be designated as a CMC by the Director, a Deputy Director, OMA or Inspector General (I.G.), hereafter referred to as Administrator.

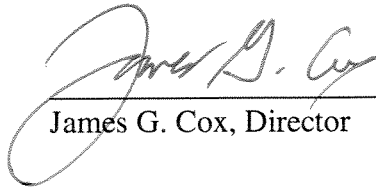
A. The designating administrator should confer with the other authorized administrators to share information on the case and the basis for the CMC designation.

B. In most cases, CMC status is a transitory status until situations have abated or appropriate housing and supervision of the inmate have been arranged.

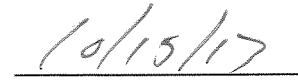
- C. Appropriate NOTIS entries shall be made, including case note entries detailing the review and status of an inmate approved/disapproved for CMC status.
3. Institutional staff who feel that case factors of a specific inmate require the CMC, should contact the I.G. or the OMA to evaluate the case via their chain of command.
 4. Institutional staff may be required to submit written reports detailing the salient case factors supporting the assignment of CMC status.
 5. CMC status may be based upon but not limited to, individuals subject to investigation; individuals pending prosecution; witnesses to crimes or incidents; inmates cooperating in investigations; extreme escape risks; inmates with extreme violence potential; inmates with a high potential to be victimized; and inmates with a high medical profile in the community.
 6. Only the Director/designee can remove CMC status.
 7. No inmate who is assigned to CMC status:
 - A. May be moved to a different housing within an institution without the approval of an administrator.
 - B. May be transferred to another institution without the approval of an administrator.
 - C. May be taken to an outside appointment without the approval of an administrator, except in the instances of medical emergencies or instances where the CMC inmate is at immediate risk of injury. The I.G. or the OMA will be notified as soon as practical.
 8. Central Monitoring Case Form Documentation
 - A. Once it has been determined that an inmate is in need of CMC status and approved by the administrative approval authority noted in 522.03.2, DOC Form 2023 will be completed by the institutional staff and forwarded to the Director/designee for signature.
 - B. After signature by the administrator, the form will be forwarded to the Offender Management Division for entry into the alert component of NOTIS.
 - C. After entry of the information in the alert, Offender Management will return the form to the institution/facility for inclusion into the I-File.
 - D. The Interstate Correctional Compact (ICC) coordinator at Offender Management will enter ICC cases into the CMS component of NOTIS for tracking purposes.

APPLICABILITY

1. This regulation requires an operational procedure at the institutional or facility level.
2. This regulation does not require an audit.



James G. Cox, Director



Date