

# Nevada Department of Corrections Glossary

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**Abandonment :** The termination of review of any addressable grievance, at any level of the Inmate Grievance Procedure, resulting from the inmate's failure to file a timely, proper or procedurally sufficient grievance. (AR 740)

**Accounting Inquiry Form:** The accounting inquiry form, DOC-544, is the form used by an inmate to resolve fiscal issues regarding the inmate's account. (AR 201)

**Administration of Medication:** The direct, single dose application of a medication to the body of a patient whether by injection, ingestion, or any other means. (AR 635)

**Administrative Regulations (AR):** Nevada Department of Corrections administrative rules and administrative decisions derived by the authority from the state legislature. The Director is responsible to the Board of Prison Commissioners, which prescribes regulations for carrying on the business of the Board and Department. (NRS 209.111; 209.131)

**Administrative Regulations Project Coordinator:** Management Analyst IV (Policy Administrator) is responsible for managing and coordinating the development of the Administrative Regulations. (AR 100)

**Admission/Intake:** The process of receiving a newly committed inmate, parole violator or safekeeper into the custody of the Department. (AR 504)

**Administrative Investigation:** A formal investigative process regarding a complaint of employee misconduct. (AR 340)

**Administrative Officer of the Day:** A designated administrator, who will be notified by the institution/facility of any unusual incident during off-duty hours, weekends, and holidays, facilitates communication and advises the institution/facility on-duty supervisors. (AR 113, 420)

**Administrative Segregation:** A form of separation from the general population imposed by the classification committee, when the continued presence of the inmate in the general population or protective segregation would pose a serious threat to life, property, self, staff or other inmates, or to the security or orderly operation of the institution. (AR 507)

**Adulterated Mail:** Items of correspondence or publications that have an unknown substance on or in it. Adulteration includes, but is not limited to, lipstick, stickers, white out, perfumes and other unknown foreign substances. (AR750)

**Adverse Action:** Action taken to try and keep someone from opposing a discriminatory practice, or from participating in an employment discrimination proceeding. (AR 305)

**Adult Community Residential Service:** Also referred to as halfway house, a community-based program providing group residence (such as a house, work release center, pre-release center) for probationers, parolees, residents in incarcerated status, and referrals through the courts or other agencies. Clients also may receive these services from the agency on a non-residential basis.

**Age Discrimination in Employment Act of 1967 (ADEA):** Prohibits individuals who are 40 years of age or older from employment discrimination based on age. (AR304)

**Agency Issue:** Items purchased by the Department and utilized by the custody employee in the course of their duties. (AR 328)

**Aggravating/Mitigating Circumstances:** Issues that the appointing authority considers, before recommending discipline, which may justify lesser or greater discipline for a particular offense. Examples of aggravating circumstances include but are not limited to repeated violations, refusal to commit to change and damage to the Department's image. Examples of mitigating circumstances include but are not limited to admission of complicity, remorse, commitment to appropriate subsequent behavior. (AR 343)

**Agreed Upon Placement:** Results of the Child Abuse and Neglect System (CANS) investigation indicate the potential caregiver successfully met the screening process and had no findings of substantiated child abuse and neglect. The potential caregiver could be an appropriate placement for the child. (AR 624)

**Ambulatory Restraints:** Soft wrist and leg restraints that are designed to allow the inmate to walk while restrained. (AR 645)

**American Correctional Association (ACA):** The American Correctional Association (ACA; called the National Prison Association before 1954) is a private, non-profit, non-governmental trade association and accrediting body for the corrections industry, the oldest and largest such association in the world. The organization was founded in 1870 and has a significant place in the history of prison reform in the U.S.

**Annual Certificate Statement:** A document that an accredited agency submits to American Correctional Association (ACA) to verify continued compliance with standards, report on its progress of implementing plans of action, and advise the Association of any significant events that may have occurred. It is due on the anniversary of the accreditation award.

**Appliance:** Medical device or product that augments a medical treatment or regimen and is used by an individual for a specific disease or disorder. (AR 245)

**Applicant Agency:** An agency involved in the exchange of materials, information, and correspondence with the American Correctional Association (ACA) while preparing to participate in the accreditation process.

**Appointing Authorities:** Individuals to whom the Director has delegated authority to recommend and implement personnel actions. Appointing authorities may include Assistant Directors, Medical Director, Wardens, and the Correctional Programs Division Administrator. (AR 141, 223, 300 Series, 491, 740)

**Armed Services Vocational Aptitude Battery (ASVAB):** A multiple choice test, administered by the United States Military Entrance Processing Command, used to determine qualification for enlistment in the United States Armed Forces that measures developed abilities and helps predict future academic and occupational success in the military. It's administered annually to more than one-million military applicants, high school and post-secondary students.

**Archived Files:** An archived file is a file that is composed of one or more computer files along with metadata. Archived files are used to collect multiple data files together into a single file for easier portability and storage, or simply to compress files to use less storage space. Archived files often store directory structures, error-detection and corrective information, arbitrary comments and sometimes use built-in encryption.

**Americorp:** AmeriCorp is a civil society program supported by the U.S. federal government, foundations, corporations and other donors engaging adults in public service work with a goal of "helping others and meeting critical needs in the community." Members commit to full-time or part-time positions offered by a network of non-profit community organizations and public agencies, to fulfill assignments in the fields of education, public safety, health care and environmental protection. The program is often seen as a domestic Peace Corps. It employs more than 75,000 Americans in intensive service each year.

**Assessment:** Appraisal of a medically related problem or condition. (AR 601)

**Assessment Tool:** An assessment tool is primarily designed to help Educators identify the strengths and weaknesses of Learners' literacy and numeracy skills. This allows Educators to develop programs for Learners that match their needs and strengthen their literacy and numeracy skills. The Assessment Tool also allows Learners to track their progress over time and enables Educators and organizations to report on the progress made by different groups of Learners. It provides the ability to create different assessments for various circumstances. The Assessment Tool does not attempt to teach or instruct Learners. Rather, it is a specialized tool for the assessment of the Learner's ability, including strengths and weaknesses that can be used as an input into the teaching or instruction process.

**Apprenticeship Program:** An Apprenticeship Program is a combination of on-the-job training (OJT) and related classroom instruction under the supervision of a journey-level craft person or trade professional, in which workers learn the practical and theoretical aspects of a highly-skilled occupation. After completing an apprenticeship program, the worker's journey-level status provides an additional benefit of nation-wide mobility at a journey-level scale. The purpose of the registered apprenticeship program is to allow employers to develop and apply industry standards in training programs for registered apprentices, in order to increase productivity and improve the quality of the workforce.

**Aftercare:** The care, treatment, help or supervision given to persons discharged from an institution (such as a hospital or Prison).

**Agency Administrator:** Agency Administrator or Executive: Chief executive officer (or designee) of the agency or jurisdiction that holds responsibility for incidents occurred. Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

**Acquired Immune Deficiency Syndrome (AIDS):** An inmate who has been exposed to the HIV virus and has progressed to stage 6 of the “Walter Reed Classification” criteria. (AR 610)

**Authorized Contact:** A contact receiving authorization of assigned duties or which has been specifically approved by the Warden/Division Head upon written notice. (AR 345)

**Automatic Stop Order:** After a predetermined time, a drug order is stopped unless: (1) the order indicates a specific number of doses to be given; (2) an exact period of time for the administration of the drug is indicated; or (3) the attending physician reorders the drug. (AR 635)

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**Beds in Excess of Capacity:** Those beds added to individual housing areas or facilities in excess of the emergency capacity threshold for temporary housing. (AR 510)

**Blended Funding:** Utilizing funding streams by different sources of income, which could include federal grant dollars, general funds, inmate welfare funds or others.

**Behavior Health System:** The terms "behavioral health" and "mental health" are often used interchangeably. Behavioral health includes not only ways of promoting well-being by preventing or intervening in mental illness such as depression or anxiety, but also has as an aim preventing or intervening in substance abuse or other addictions. Behavioral health encompasses behavioral factors in chronic-illness care, care of physical symptoms associated with stress rather than diseases, and health behaviors, as well as mental health and substance abuse conditions and diagnoses. The choice was made with recognition that the term “behavioral health” may be less familiar to some audiences than the term mental health. It is also recognized that, in some circles, “behavioral health” may be used in a different manner than it is being used here. The intention of the IBHC Measures Atlas is to broaden and include the thought concerning the role of behavioral health clinicians in medical settings, and not to create a debate about proper terminology.

**Behavior Modification Unit:** A designated housing area within a Department institution which provides an intermediate, transitional level of supervision from disciplinary segregation or chronic level of mental health services to inmates who do not require in-patient care, but need more care and supervision than what is provided for general population inmates.

**Board of Prison Commissioners:** The Department of Corrections is governed by the Board of State Prison Commissioners. This Board consists of the Governor as Chairperson, the Secretary of State, and the Attorney General.

**Body Cavity Search:** The physical inspection of any bodily orifice by a medical staff person that is qualified to conduct to this type of search. (AR 492, 624)

**Boot Camp:** A Short-term correctional unit designed to combine elements of basic military training programs and appropriate correctional components.

**Brass Slip:** The Inmate Account Transaction Request Form, DOC-509, by which inmates can access their individual trust account in the Prisoners Personal Property Fund (PPF). (AR 201, 245, 260, 815)

**Budget Authority:** The amount approved by the State Legislature for a Department or Agency to expend funds within that amount, with appropriate Contract Authority.

**Bureau Justice of Administration:** The Bureau of Justice Assistance (BJA) is a component of the Office of Justice Programs, within the United States Department of Justice. BJA provides leadership and assistance to local criminal justice programs that improve and re-inforce the nation's criminal justice system.

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**Call Back Pay:** A full-time classified employee must be paid 2 hours of call back pay at the rate of time and one half of their normal rate of pay if their employer calls them back to work during their scheduled time off without having notified them before the completion of their last normal working day. (AR 320)

**Camp:** A non-secure residential program which houses minimum custody inmates and is located in a relatively remote area. The residents participate in a structured program that emphasizes outdoor work, including fire-fighting and conservation related activities.

**Candidate Status:** The period after an agency has completed its self-evaluation report. Candidate status continues until standards compliance is verified during the audit and the accreditation decision is made.

**Canteen Inventory Control System (CSID):** The computer software developed by Inmate Services for the overall operation of the Inmate Store/Coffee Shop. (AR 204)

**CANS:** Child Abuse and Neglect Registry System

**Cardiopulmonary Resuscitation (CPR):** A means of resuscitation approved by the American Heart Association and/or the American Red Cross. (AR 630)

**Career Development Plan:** The planned sequence of promotions within an agency that contains provision for (1) vertical movement throughout the entire range of a particular discipline, (2) horizontal movement encouraging lateral and promotional movement among disciplines, and (3) opportunity for all to compete for the position of head of the agency. Progression along these three dimensions can occur as long as the candidate has the ambition, ability, and required qualifications.

**Caregiver:** A person or persons providing foster, adoptive, relative or friend (fictive kin) care for a child or a person who receives care in a treatment home or residential treatment facility in which a child is placed.(AR 624)

**Case Review:** An analysis, upon request, of a complete medical record by qualified medical staff experienced in medical record review to make a determination of the nature and quality of care delivered to the patient. (AR 245)

**Casework:** The function of the correctional caseworker, social worker or other professional in providing services, such as counseling, to individuals in custody.

**Case Management:** Case management is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy for options and services to meet an individual's needs through communication and available resources to promote quality, cost-effective outcomes.

**Case Manager:** The role of the case manager is to undertake assessment, monitoring, planning, advocacy and linking of the consumer with rehabilitation and support services. Its function is focused on illness management and relapse prevention.

**Casa Grande Transitional Housing (CGTH):** The Casa Grande Transitional Housing center has been operating since December 2005. The dormitory-style facility was built to house non-violent, non-sex crime inmates who are within 18 months of their parole eligibility date. The main purpose of Casa Grande was, and still is to allow these "residents" the opportunity to seek employment and secure permanent housing prior to being reintegrated into society. Since its inception, Casa Grande has expanded its programs to include parolees, probation violators and ex-offenders.

**Carlin Conservation Camp (CCC):** Located in Elko County, the Carlin Conservation Camp was constructed in 1987. The Carlin Conservation Camp houses 150 minimum custody inmates for the state of Nevada. Inmates at the Carlin Conservation Camp work for the Nevada Division of Forestry completing conservation projects, roadside clean-up, local area assistance and firefighting during the fire season.

**Caustic Material:** A substance capable of destroying or causing a destruction of other material by chemical reaction. (OSHA)

**Central Classification:** The term that describes the administrative function carried out by the Offender Management Administrator/designee including, but not limited to final approval of certain specified classification actions. (AR 503, 506, 509)

**Central File (C-File):** A partial compilation of criminal records, documents and records of correctional supervision maintained by the OMD for the purpose of sentence management, detainers, classification and for use in management information and statistics. (AR 560, 568, 569)

**Central Monitoring System (CMS):** The specific application within the Nevada Corrections Information System which separately documents and monitors Central case data. (AR 522)

**Chronic Care:** Health care provided to patients over long periods of time (AR 625)

**Classification:** A process for determining the need and requirements of those for whom confinement has been ordered and to properly assign them to housing units and programs according to their needs and existing resources. (AR 503, 504)

**Clinical Service Clinician:** Healthcare professional that works as a primary care giver to a patient in a hospital, , clinic, ore, in which the clinician diagnoses and treats the patient. Clinicians take comprehensive exams to become licensed and some receive graduate degrees (Master's or Doctoral) in

their field of expertise. Although a clinician must follow evidence-based best-practices and other professional codes of conduct set by legal and professional governing bodies, a clinician can choose to practice without another's supervision.

**Clark County School District (CCSD):** Serves all of Clark County, Nevada, including the cities of Las Vegas, Henderson, North Las Vegas, Boulder City, and Mesquite; as well as the census-designated places of Laughlin, Blue Diamond, Logandale, Bunkerville, Goodsprings, Indian Springs, Mount Charleston, Moapa, Searchlight, and Sandy Valley. The district is divided into seven regions and in addition to the general schools; it also operates 25 alternative schools and programs. The district has limited involvement with charter schools, and with the exception of providing some transportation services, it does not have any association to or with private schools in the county.

**Code of Federal Regulations (CFR):** The codification of the general and permanent rules and regulations (sometimes called administrative law) published in the Federal Register by the executive departments and agencies of the federal government of the United States. The CFR is divided into 50 titles representing broad areas that are subject to federal regulation.

**Codification:** The action or process of arranging rules and laws according to a system or plan. Example: Approved bills from the legislature are codified in the Nevada Revised Statutes (NRS), Nevada state law.

**Cognitive Behavioral Interventions (CBI):** Cognitive behavioral interventions are designed to reflect concepts from cognitive behavioral therapy (CBT), which examines the association among thoughts, feelings and behaviors. Cognitive behavioral interventions do not involve full CBT psychotherapy; however they do assist patients in identifying negative or unhelpful thoughts and beliefs in order to change them. Cognitive behavioral intervention approaches also help individuals to identify helpful and unhelpful behaviors, establish goals and develop problem-solving skills and implement new behaviors to facilitate effective coping. Structured programs based on cognitive behavioral approaches may include activities such as relaxation training. The programs may be provided in an individual or group setting and may be administered in person, or through other methods.

**Community Authority:** The agency or court responsible for placing a juvenile in a program.

**Community-Based Program:** Also referred to as a half-way house, a community-based program which provides group residence (such as a house, work release center or pre-release center) for probationers, parolees or residents in an incarcerated status, and also receives referrals from the courts and other agencies. Clients also may receive these services from the agency on a nonresidential basis.

**Community Resource Guide:** A community resource detailing the human services agencies, service clubs, citizen interest groups, self-help groups and volunteers who offer services, facilities and perform other functions that meet the needs of the individual. These various resources, which may be public, private, local or national, may provide material and financial support, guidance, counseling and support services.

**Community Supervision:** A program evaluation created by University of Cincinnati Correctional Institute (CCI) for use with probation and parole departments. The indicators are taken from the

Correctional Program Checklist (CPC) as well as available meta-analyses on community supervision. The CPC measures the ability to deliver evidence-based supervision and treatment services and adherence to RNR, but in two different contexts - examining this at the probation/parole agency level and at the referral agency level.

**Controlled Substance:** Any drug regulated by the Drug Enforcement Act.

**Control Group (TC):** The control group (sometimes called a comparison group) is used in an experiment as a way to ensure that the experiment actually works. The experimental group is given the experimental treatment and the control group is given either a standard treatment or nothing. A control group is used as a baseline measure. The control group is identical to all other items and subjects that are being examined, with the exception that the group does not receive the treatment or the experimental manipulation in which the treatment group receives.

**Co-located Services:** Refers to services that are located in the same physical space though not necessarily fully integrated with one another. Co-location can involve shared space, equipment, and staff for health and human services; coordinated care between services, or a partnership between health providers and human services providers. Co-location can streamline referrals, increase access to care and increase communication between different providers. The types of services offered depend on the goals of the program and the needs of the rural community. Services that may be integrated include: Counseling, Health services, Job training services, Child welfare and family services, Housing assistance, Transportation, Domestic violence services and other health and human-related services.

**Co-Correctional Facilities:** Co-correctional facilities housed men and women in the same institution, and under the direction of one administration. Some allowed a significant amount of interaction between the sexes, while others had no interaction between male and female inmates. These prisons were sometimes referred to as coed institutions. Although most states began to build separate institutions for women during the reformation era, a portion of women still remained confined to prisons with men. By the late 1980s, about 25-percent of the female prison population were housed in "co-correctional" facilities. The Federal Bureau of Prisons pioneered the use of co-correctional facilities, but the number of facilities nation-wide dwindled in the 1990s. Most scholars agreed that placing women in an environment with male prisoners created a distinct disadvantage. While a sexually integrated prison appeared to approximate "real world" social conditions and may have offered more programs found in female-only institutions, the research showed that women who were more often subjected to restrictive security were less likely to take advantage of increased programming opportunities. In light of the move toward "gender-responsive" programming, the use of co-correctional facilities seemed to have run its course.

**Communal Items Box:** A box maintained in the chapel or other assigned religious area, in which the approved items for group worship are kept. (AR 810)

**Communicable Disease:** A disease caused by an infectious agent, which can be transmitted directly or indirectly, from one individual to another. (AR 614)



**Community Assignment:** Any work or housing assignment, which is outside of the security perimeter of an institution, is considered a community assignment area. This includes, but is not limited to: conservation camps, restitution centers, work release and outside government work. (AR 614)

**Complainant:** The individual that reports an allegation of misconduct against the Department and any of its employees. (AR 340)

**Computed Custody:** The objective custody level dictated by a numerical score given to selected case factors relevant to the classification process and calculated through the Objective Classification Instrument. The computed custody is determined when an inmate falls within a specified score range or when a specific limitation exclusion is entered. (AR 123, 503, 504)

**Confirmed Hold:** A confirmed hold or detainer is one in which the Warrant Coordinator has received a certified copy of the judgment or warrant from the other agency. (AR 548)

**Confiscated Cash:** Any unauthorized cash found on an inmate incarcerated in the Nevada Department of Corrections. (AR 258)

**Contraband:** 1) Any item or article not authorized by departmental regulations, or in excess of the maximum quantity permitted, or which is received or obtained from an unauthorized source is contraband; or 2) Any item or article of property that poses a serious threat to the security of an institution and ordinarily never approved for possession or admission into the institution, and any item or article which may be, or has been authorized for possession at one time, but now is prohibited for possession due to health, fire or safety concerns; or 3) Any authorized property that has been altered. (AR 711, 722)

**Contract:** The written, signed agreement between the Nevada Department of Corrections and the agency specifying responsibilities, activities and financial obligations.

**Contract Authority:** The amount of funds authorized to be spent by the Board of Examiners or the Clerk of the Board, in order to expend funds for a specific amount after the Budget Authority is established.

**Contract Service Provider:** A private person or organization that agrees to furnish materials in order to perform services for the Department and any of its institutions for a specified amount. A contract service provider is subject to all applicable rules and regulations of the Department. (AR 352, 750)

**Control Terminal Agency (CTA):** The state agency, designated by the NCIC advisory policy board, which has responsibility over all users of the state NCIC users. (AR 139)

**Controlled Substance:** Class(es) of drugs designated by the State Board of Pharmacy as Controlled Substance(s). These drugs require enhanced licensing, accountability and control in ordering, storing, prescription and administration. (AR 635)

**Convalescent Care:** Health care provided to patient recovering from illness or injury. (AR 625)

**Cooperative Agreements:** An agreement between two or more public agencies for the “joint exercise of powers, privileges and authority,” including, but not limited to law enforcement. (AR 212)

**Core Correctional Practices (CCP):** A two-day training that instructs correctional staff on the core skills needed to support cognitive behavioral programming. The training is relevant to direct-care, security and treatment staff.

**Correctional Facility:** A facility used for the incarceration of individuals accused of or convicted of criminal activity. A correctional facility is managed by a single chief executive officer, with broad authority for the operation of the facility. This authorization typically includes the final authority for decisions concerning the employment, and facility operation and programming within guidelines established by the present agency or governing body. A correctional facility must also have (1) A separate perimeter that precludes the regular commingling of the inmates with inmates from other facilities, (2) A separate facility budget managed by a chief executive officer within guidelines established by the present agency or governing authority, and (3) Staff that are permanently assigned to the facility.

**Correctional Program Check-list (CPC):** A tool developed for assessing correctional intervention programs. It is used to ascertain how closely correctional programs meet known principles of effective intervention.

**Corrective Action:** Verbal counseling, written counseling, special evaluation or letters of instruction. (AR 343)

**Correspondent Status:** The initial period after an agency applies for accreditation. At this time, the agency evaluates its compliance with the standards and prepares a self-evaluation report.

**Counseling:** Planned discussion regarding interpersonal relationships to promote social adjustment. Counseling programs provide opportunities to express feelings verbally with the goal of resolving the individual's problems. At least three types of counseling may be provided: Individual (one-to-one relationship), small-group counseling, and large-group counseling within a housing unit.

**Court Detail Officer:** An officer who escorts an inmate from an institution to court and returns with the inmate following the court session. (AR 431)

**Custody:** Level of restriction regarding inmate movement within a detention/correctional facility, usually separated into minimum, medium and maximum risk levels.

**Criminogenic Factors:** Risk factors, characteristics and/or problems that relate to a person's likelihood of re-offending or recidivating. There are also "static" factors such as age of first arrest and criminal history that cannot change.

**Criminogenic Needs:** Are the characteristics, traits, problems or issues of an individual that directly affect the individual's likelihood to re-offend or recidivate.

**Crime Victim Services:** Government program that provides information and aid to persons who have suffered from direct physical, emotional and/or pecuniary harm as a result of the commission of a crime.

These programs provide information to victims concerning their rights, as well as emotional and financial support services.

**Content Management Interoperability Services (CMIS):** An open standard that allows different content management systems to inter-operate over the Internet. Specifically, CMIS defines an abstract layer for controlling diverse document management systems and repositories using web protocols. Implementations of the Content Management Interoperability Services standard provides a set of generic services and protocols to support communication to and from enterprise content management (ECM) systems.

**Cyclic Physical Inventory Procedure:** A continuous procedure performed by the retail storekeeper, whereby a portion of the inventory items are counted and corrected each week. The schedule is such that all items at a location are counted twice a year, in addition to the annual physical inventory count. (AR 204)

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**Daily Departmental Count Sheet:** A summary of the movement reported by each institution, facility and the Central Statistician, and computed by the Nevada Corrections Information Systems (NCIS). (AR 570)

**Daily Movement Sheet:** A document produced by each institution and facility and the Network Specialist, reporting specific inmate movement occurring over a 24-hour period. This document records important changes in an inmate's status and provides the Department with the means to conduct a daily reconciliation of the count. (AR 570)

**Department Charge Account:** The account that various inmate charges are posted to when the inmate has non-sufficient funds in their PPF account. (AR 258, 722)

**Department Intelligence Coordinator:** The Security Threat Group Unit Supervisor. (AR 446)

**Design Capacity:** The design capacity of each cell is one bed per cell. Dormitory-style housing areas will have individual design capacities provided as determined by Public Works. The number of inmates will not exceed a facility rated (design) bed capacity. (AR 510)

**Detainer:** Refers to a notice of intent to pursue a felony prosecution of an untried indictment, information or complaint by a prosecuting official. (AR 548)

**Diagnostic Care or Study:** Tests and examinations performed to determine a disease's progress. A radiographic examination (X-ray), MRI or CT Scan. (AR 623, 624)

**Direct Line of Authority:** An employee's immediate supervisor and each subsequent level of supervision through the employee's chain of command to the Director. (AR 346)

**Direct Supervision:** A method of inmate management that ensures continuing direct contact between inmates and staff by posting an officer(s) inside each housing unit. Officers in general housing units are not separated from inmates by a physical barrier. Officers provide frequent, non-scheduled observation of and personal interaction with inmates.

**Disabling Damage:** Refers to one or more vehicles that cannot be driven from an accident scene. (AR 348)

**Disclose:** To reveal, release, transmit, transfer, disseminate or otherwise make accessible or communicate all or any part of any record orally, in writing, electronically or by any other means to the data, subject or any other person, agency or entity by the Department. (AR 568, 569)

**Disruptive Event:** Disruptive event is one where outside law enforcement has to respond to the institution in order to re-gain control from inmates.

**Disruptive Group:** An STG that the Deputy Director of Operations and the Inspector General certify as formally posing a threat to the security of the institutions, based upon their activity, behavior, status and/or whose activity, behavior or involvement in an event associated with an STG jeopardizes the safety and security of the staff, institution(s), inmate(s), or the community, and who cannot be managed by routine measures. (AR 446)

**Division of Welfare and Supportive Services:** Serves clients with such programs as Medicaid, Child Care Assistance, Temporary Assistance for Needy Families and Supplemental Nutrition Assistance Programs (SNAP). Programs are offered for single and two-parent households with dependent children, non-parent relatives caring for dependent children and others who meet the program definition and requirements.

**Division of Health Care Financing and Policy (DHCFP - Nevada Medicaid):** The Division of Health Care Financing and Policy (DHCFP) works in partnership with the Centers for Medicare & Medicaid Services (CMS) to assist in providing quality medical care for eligible individuals and families with low incomes and limited resources. Services are provided through a combination of traditional fee-for-service provider networks and managed care.

**Deliverables:** A thing able to be provided, especially as a product of a development process. A deliverable differs from a project milestone in that a milestone is a measurement of progress toward an output, whereas the deliverable is the result of the process. For a typical project, a milestone might be the completion of a product design, while the deliverable might be the technical diagram or detailed design report of the product.

**Demographics:** Statistical data relating to the population and particular groups within it.

**Developmental Disabilities:** A diverse group of chronic conditions that are due to mental or physical impairments. Developmental disabilities cause individuals living with them many difficulties in certain areas of life, especially in "language, mobility, learning, self-help and independent living". Developmental disabilities can be detected early on, and do persist throughout an individual's lifespan. Developmental

disability that affects all areas of a child's development is sometimes referred to as global developmental delay.

**Department of Health and Human Services (DHHS):** Is an agency of the State of Nevada that provides health services and human services. The Nevada Department of Health and Human Services (DHHS) promotes the health and well-being of its residents through the delivery or facilitation of a multitude of essential services to ensure families are strengthened, public health is protected and individuals are able to achieve their highest level of self-sufficiency. The Department is the largest in the state's government, comprised of five Divisions along with additional programs and offices overseen by the DHHS' Director's Office.

**Department of Motor Vehicles (DMV):** In the United States, a department of motor vehicles (DMV) is a state-level government agency that administers vehicle registration and driver licensing. The name "DMV" is not used in every state or province, nor are the traditional DMV functions handled by a single agency in every state, but the generic term is universally understood, particularly in the context of driver's license issuance and renewal.

**Department of Training Rehabilitation and Employment (DETR):** The Department of Employment, Training & Rehabilitation consists of divisions that offer assistance in job training and placement, vocational rehabilitation, workplace discrimination and in collecting and analyzing workforce and economic data. Many of these services are provided through DETR's partnership with the Nevada Job Connect system. DETR's divisions include: the Employment Security Division, Rehabilitation Division, Nevada Equal Rights Commission, Research and Analysis Bureau Information Development and Processing.

**Disciplinary Segregation:** A form of separation from the general population for a specified period of time, for those inmates who have committed serious violations of prison rules.

**Drug Offenses** – A drug offense refers to the possession, use, sale or furnishing of any drug or intoxicating substance or drug paraphernalia, that is prohibited by law. Most drug offenses are felonies.

**Drug Court** – Is a tool the University of Cincinnati developed for assessing drug court programs, and is used to ascertain how closely drug courts (and other therapeutic courts) meet known principles of effective intervention.

**DUCATS:** Books of coupons with various denominations used by Department staff, retirees and employees occupying office space in department locations for the purchase of hobby craft items, employee services and coffee shop/canteen purchases. (AR 204, 260)

## E

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**Education Program:** A program of formal academic education or a vocational training activity designed to improve employment capability.

**Effective Practices in Community Supervision (EPICS):** The EPICS model is designed to use a combination of monitoring, referrals, and face-to-face interactions to provide the offenders with a sufficient “dosage” of treatment interventions, and make the best possible use of time to develop a collaborative working relationship. The EPICS model helps translate the risk, needs and responsivity principles into practice. Community supervision officers or case managers are taught to increase dosage to higher risk offenders, stay focused on criminogenic needs, especially the thought-behavior link, and to use a social learning, cognitive behavioral approach to their interactions. The EPICS model is not intended to replace other programming and services, but rather is an attempt to more fully utilize staff as agents of change.

**Eligible Criteria:** Each study's protocol has guidelines for who can or cannot participate in the study. These guidelines, called eligibility criteria, describe characteristics that must be shared by all participants. The criteria differ from study to study. They may include age, gender, medical history, and current health status.

**Ely State Prison (ESP):** Ely State Prison opened in July 1989 and is the designated maximum-security prison for the State of Nevada. The facility is located approximately nine miles north of Ely in White Pine County. The prison was built in two phases: Phase I was completed and opened in August 1989 and Phase II was completed in November 1990. The original design was for 1,054 inmates, but it’s capacity has subsequently increased to 1,183 inmates.

**Ely Conservation Camp (ECC):** Ely Conservation Camp was constructed in 1984. The camp is located approximately seventeen miles south of Ely on Horse and Cattle Camp Road. The camp houses minimum security inmates

**Emergency Capacity Threshold:** The point at which the population density of the individual housing unit or institution requires the use of unconventional housing or the population represents significant wear and tear on the physical plant or the normal supervision ability of the staff or the ability of the utility infrastructure to support the population. (AR 510)

**Emergency Grievance:** A grievance that poses an immediate threat to the welfare, safety, or security of an inmate when processed through normal channels. (AR 740)

**Emergency Situation:** Any significant disruption or normal facility or agency procedure, policy, or activity caused by riot, escape, fire, natural disaster, employee action or any other serious incident. (AR 107)

**Escorted Leave:** A period of time in which an inmate is allowed to leave the facility and enter the community, with staff supervision. (AR 545)

**Evaluation:** Review of an offender based upon assessment of data from psychological testing, file review, criminal history, behavioral background, prison conduct, staff observation and other relevant materials submitted for the panel’s consideration. (AR 813)

**Evidence-Based Program:** Are based on rigorous study of the effects or outcomes of specific interventions or model programs. They demonstrate reliable and consistently positive changes in important health-related and functional measures.

**Evidence Based Practice:** Integrating individual clinical expertise with the best available external clinical evidence from systematic research. The integration of clinical expertise, patient values and the best research evidence into the decision making process for patient care.

**Exceptional Circumstance:** Circumstance involving safety, security and inmate management necessitating exceptions to procedures. (AR 722)

**Exclusions for Placement:** Refusal by the potential caregiver to sign the "Consent for Child Abuse & Neglect Substantiated Report Check and Authorization for Release of Information"; results of the CANS check indicate the potential caregiver did not successfully meet the screening process due to a history of substantiated child abuse and neglect finding(s); failure to provide proof of marriage or failure to provide proof of paternity. In these instances, the potential caregiver would not be an appropriate placement for the child or there is an inability to determine appropriateness of the placement. (AR 624)

**Expected Practices:** These are actions and activities that if implemented properly (according to protocols) will produce the desired outcome. These actions are what we think is necessary to achieve and maintain compliance with the standard – but not necessarily supported by research. As the field learns and evolves, so will the practices.

**Expendable Property:** Property items that, through normal use, are consumed or worn out; items which have been designated as more economical to replace than to repair or salvage. (AR 711)

## F

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**Facility:** A place, institution, building, (or part thereof), set of buildings or area (whether or not enclosing a building or set of buildings) that is used for the lawful custody and/or treatment of individuals. It may be owned and/or operated by public or private agencies and includes the staff and services as well as the buildings and grounds.

**Fictive Kin:** A person not related by birth or marriage, but who has a significant emotional and positive relationship with the child and/or identified as "family" as a result of their active role in the functioning of the nuclear family. (AR 624, 569)

**Forty Millimeter (40 mm):** The 40 millimeter is a less-lethal type of firearm that is used to fire “non-lethal” ammunition for the purpose of suppression of a riot or aggressive actions. Less lethal rounds include, but are not limited to chemical agents or impact projective (rubber bullets).

**Field Services:** Services provided to delinquent juveniles, status offenders, or adult offenders in the community by probation, parole, or other agencies.

**Florence McClure Women's Correctional Center (FMWCC):** Nevada's only women's prison located in Las Vegas, Nevada.

## G

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**Gang or Security Threat Group Member:** As defined by NRS 193.168, any combination of persons, organized formally or informally, which will continue its operations and existence even if individual members leave the organizations and which: has a common name or identifying symbol; has particular customs, conduct or status; and has one of its common activities, the commission of criminal activities in pursuit of the interests of the gang. (AR 446)

**Gatekeeper:** A facility or individual designated to make medical decisions for a conservation camp's medical issues. (AR 630)

**General Population (GP):** Status that refers to those individuals incarcerated that do not have a special status. For example, a special or disciplinary status could be protective or disciplinary segregation.

**Getting It Right Series** – Contributing to the Community Program applies the latest research in criminal justice and personal change theory for participants preparing to leave the criminal justice system. The program features Rational Self-Counseling as used by the Federal Bureau of Prisons, the Trans-theoretical Model of Change (Stage Model of Change), Social Learning Theory and Interactive Journaling, providing structured programming to facilitate successful transition and community reintegration. There are five Journals in the Getting it Right Program to help participants make the transition into the community and toward responsible living.

**Good Time** – A system established by law whereby a convicted offender is credited a set amount of time, which is subtracted from his or her sentence, for specified periods of time served in an acceptable manner.

**Goal Statement** – This is a general statement of what is sought within the functional area of the performance-based standard.

**Grievance:** A written complaint consisting of one claim, issue, circumstance or action considered by the inmate to be injurious or unjust, and which is addressable as outlined in this Regulation. (AR 740)

**Group Assessment:** Is a program evaluation tool created by University of Cincinnati Corrections Institute (UCCI). It is very similar to the Correctional Program Checklist (CCP), but is designed for use on a stand-alone treatment group or outpatient treatment group versus a larger treatment program. It contains a smaller number of indicators than the original CPC.



# H

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**Halfway House:** A community-based program providing group residence (such as a house, work release center, prerelease center) for probationers, parolees, residents in incarcerated status, and referrals through the courts or other agencies. Clients also may receive these services from the agency on a nonresidential basis.

**Health Insurance Portability and Accountability Act (HIIPA):** HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. HIPAA does the following: Provides the ability to transfer and continue health insurance coverage for millions of American workers and their families when they change or lose their jobs; reduces health care fraud and abuse; mandates industry-wide standards for health care information on electronic billing and other processes; and requires the protection and confidential handling of protected health information. Correctional facilities are responsible to comply according to the Final Rule.

**Heavy Equipment Operator:** Is the blanket term for numerous types of machines. Cranes, bulldozers, front-end loaders, rollers, backhoes, graders, dredges, hoists, drills, pumps and compressors are some of the equipment used by operating engineers.

**Helping Men Recover:** Helping Men Recover is the first gender-responsive, trauma-informed treatment program for men. A Man's Workbook offers a companion product that is tied seamlessly to the Helping Men Recover Facilitator's Guide. This curriculum addresses what is often missing in prevailing treatment modes: a clear understanding of the impact of male socialization on the recovery process, a consideration of the relational needs of men, and a focus on the issues of abuse and trauma.

**High Desert State Prison (HDSP):** The High Desert State Prison is the largest major institution in the Department of Corrections. It was the first institution in becoming a Southern Nevada prison complex. High Desert was designed to incorporate much of the best technology available to corrections in order to provide for officer safety and the management and control of inmates. The complex totals approximately 1,576,000 square feet of space. The institution opened on September 1, 2000 and became the reception center for Southern Nevada.

**High Risk Offender:** High Risk Offenders are a heterogeneous group of offenders that have been convicted of some of the most heinous crimes. They can be murderers, rapists, pedophiles, robbers and a multitude of other criminals.

**High Risk Potential (HRP):** A designation given through the classification process to inmates who have assaulted staff or inmates or represent a serious escape risk on or off institutional grounds. (AR 521)

**Hobbycraft:** A program which provides inmates an opportunity for self-improvement, leisure activities and supplemental income. (AR 620)

**Humboldt Conservation Camp (HCC):** Located in Humboldt County, Humboldt Conservation Camp officially opened in 1986 and consists of 22 trailers brought down from the Alaskan pipeline project. Humboldt Conservation Camp is a Nevada Division of Forestry fire camp and can have as many as six 12-man crews fighting fires at any given time. During the off time of firefighting, the crews spend their time doing project work, such as highway clean-up for Department of Transportation or working in the local community.

## I

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**Indigent Inmate:** Inmates whose trust account balance is \$10 or less for the entire previous month. (AR 711, 722)

**Informed Consent:** The voluntary competent consent of agreement to a treatment, examination, or procedure by the patient after the patient receives the material facts regarding the nature, consequences, risks, and alternatives concerning the proposed treatment, examination, or procedure. (AR 638)

**Inmate:** Any individual, whether in pretrial or un-sentenced, who is confined in a correctional facility.

**Inmate Advisory Counsel:** An elected group of inmates, who are ethnically proportionate to the inmate population, which is formed for the purpose of communication and problem solving concerning issues which mutually affect staff and the general population. (AR 805)

**Inmate Contract Transfers:** Inmates received from another state under a contractual agreement separate from interstate transfers. (AR 550)

**Inmate Welfare Fund:** A budget account within a special revenue fund consisting of transfers from the Offender's Store Fund (OSF) and other incidental revenues.

**Institutional File (I-File):** The institutional file is a compilation of criminal records, documents and records of correctional supervision concerning individual inmates. This complete record is maintained at the institution where the inmate is housed. (AR 560, 568, 569)

**Intensive Out-Patient (IOP):** An intensive outpatient program (IOP) is a kind of treatment service and support program used primarily to treat eating disorders, depression, self-harm and chemical dependency that does not rely on detoxification. IOP operates on a small scale and does not require the intensive residential or partial day services typically offered by the larger, more comprehensive treatment facilities.

**Interdisciplinary Classification Committee:** A committee consisting of the Warden/designee, caseworker, custody staff and a mental health professional, including but not limited to: a psychiatrist, psychologist, or psychiatric nurse regarding admission and discharge from MHU. (AR 653)

**Intermediate Sanctions:** Suspended sentences for offenders that fall between a probation sentence and a **prison** sentence. Programs to provide alternative punishment options to the default approach of incarceration, prior to incarceration or prior to parole or probation revocation.

**Inpatient Drug Rehabilitation Services:** Generally refers to physician and therapy services you receive during a stay in a hospital. Outpatient rehabilitation refers to services you receive when you are not admitted to the hospital, such as physician services and physical, occupational, and speech therapy. Inpatient, or residential, treatment offers a number of benefits. Inpatient drug rehab offers 24-hour-a-day care that allows you to focus solely on recovering from your addiction and your newfound sobriety. Inpatient treatment often includes at least: Supervised detoxification, Administration of medication, if appropriate, and group and individual therapy.

**Intake Process:** All male and female offenders who are sentenced and admitted to a facility are taken first to a receiving or a reception area where they will optimally have a screening done by classification that includes age, gender, tendency for disruptive behavior, PREA concerns, and the governing charge that caused the present incarceration. Other factors should be looked into as well including past criminal history, other pending court matters, needs for special housing, number of prior incarcerations, previous institutional record, and the inmate's program needs. All prisoners are given a TB test and a physical, including a blood test for HIV and venereal disease. A review is made of all the material collected about the prisoner, including the pre-sentence report. The Receiving/Reception process is basically considered "quarantine" because movement for new prisoners is so limited.

## J

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**Job Connect:** Nevada JobConnect oversees and provides workforce development services to employers and job seekers of Nevada. For employers, Nevada JobConnect offers recruiting, retention, training and retraining, and outplacement services, as well as valuable information on labor law and labor market statistics. For job seekers, Nevada JobConnect offers career development information, job search resources, training programs, and as appropriate, unemployment benefits. While targeted populations receive intensive assistance to overcome barriers to employment, all Nevadans can benefit from the services offered by Nevada JobConnect and our network of workforce partners. Nevada JobConnect is part of a local/state network dedicated to developing the workforce of Nevada. The network is comprised of the statewide efforts of the Governor's Workforce Investment Board coupled with planning and service provision on a regional level by two local workforce boards. This network gives customers access to local workforce solutions and statewide services in a single location – Nevada JobConnect Career Centers. Primary services of Nevada JobConnect and our network partners are funded by federal tax revenue and are generally free to all Nevadans.

**Jean Conservation Camp (JCC):** Located in Jean, Nevada, the Jean Conservation Camp was constructed in 1988 and houses 240 minimum-custody female offenders for the State of Nevada. Currently Jean Conservation Camp is the only camp within Nevada that houses female offenders. Offenders at the Jean Conservation Camp work for the Nevada Division of Forestry by fighting fires during the fire season,

completing conservation projects, performing highway clean-up for the Department of Transportation, and assisting with the local community.

## K, L

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**Keep On Person (KOP) Medications:** Certain medications, excluding narcotics and psychotropics, which may be kept on person by the inmate for self-administration, if approved by the attending physician. (AR 608, 634, 635)

**Kite:** Information term for inmate request form.

**Labor Market Information (LMI):** Labor market information includes all quantitative or qualitative data and analysis related to employment and the workforce. The goal of LMI is to help customers make informed plans, choices, and decisions for a variety of purposes, including business investment decision making, career planning and preparation, education and training offerings, job search opportunities, hiring, and public or private workforce investments.

**Leisure Time:** An inmate's free or unoccupied time that does not interfere with work, training or school programs.

**Lindane:** A medication used to treat lice and crab lice topically. (AR 627)

**Lockbox:** The main means by which inmates incarcerated in the Nevada Department of Corrections receives funds from family and friends through a central post office box. (AR 258)

**Lovelock Correctional Center (LCC):** Located in Pershing County, Lovelock Correctional Center, the department's seventh major institution, was constructed and opened in two phases. The first phase opened in August 1995 with two 168-cell housing units. Each 80 square foot cell has the capacity to house two inmates. Construction on phase two began shortly after, and two additional 168-cell units and two 84-cell units were added to the institution, bringing the budgeted capacity to 1,680 offenders.

## M

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**Man Days:** Amount of days an inmate is confined by another state. (AR 550)

**Management Information System (MIS):** MIS is short for management information system or management information services. Management information system, or MIS, broadly refers to a computer-based system that provides managers with the tools to organize, evaluate and efficiently manage departments within an organization. In order to provide past, present and prediction information, a management information system can include software that helps in decision making, data resources such as databases, the hardware resources of a system, decision support systems, people management and project management applications and any computerized processes that enable the department to run efficiently.

**Medical Response Code:** The systematic method of responding to medical emergencies. (AR 630)

**Medicine Bag:** A small pouch hanging from a necklace or rope around the neck, in which is placed the particular combination of authorized herbs and artifacts that each individual Native American finds healing for themselves (AR 809)

**Mental Health Reasons or Purposes:** Action taken not solely for security reasons but to control suicidal, violent, or potentially violent behavior by inmates with apparent mental illness. (AR 645)

**Mental Health Seclusions:** Inmate housing consisting of a single cell under close observation by medical/mental health staff with only limited property allowed (e.g., hygiene and clothing items). (AR 645)

**Mental Health Unit:** A designated housing area within an institution that provides inpatient, acute mental health care to inmates. (AR 643)

**MET (Metabolic Equivalent):** Metabolic Equivalent, defined as a unit of metabolic energy. The term MET is used to describe the metabolic capacity required to perform various levels of intensity of physical activity. One MET is the energy level at rest. This is the amount of oxygen consumed and the person's related energy output in regard to maintaining heartbeat, circulation, breathing, and other physiological processes at rest. Peace officer positions are considered to be at least a medium to medium-heavy duty job based on the need to pursue, arrest or detain individuals, which is equivalent to 10.1 METS.

**Medicated Assisted Treatment (MAT):** Medication assisted treatment (MAT) is the use of medications in combination with counseling and behavioral therapies for the treatment of substance use disorders. A combination of medication and behavioral therapies is effective in the treatment of substance use disorders, and can help some people to sustain recovery.

**Meta-analyses:** Meta-analysis uses a statistical approach to combine the results from multiple studies in an effort to increase power (over individual studies), improve estimates of the size of the effect and/or to resolve uncertainty when reports disagree. Meta-analysis is a quantitative statistical analysis of several separate but similar experiments or studies in order to test the pooled data for statistical significance. A quantitative statistical analysis that is applied to separate but similar experiments of different and usually independent researchers and that involves pooling the data and using the pooled data to test the effectiveness of the results.

**Moral Recondition Therapy (MRT):** Moral Recondition Therapy (MRT) seeks to decrease recidivism among both juvenile and adult criminal offenders by increasing moral reasoning. MRT is systematic and implements a cognitive-behavioral approach, which positively addresses an adolescent's ego, social, moral, and positive behavioral growth. MRT uses 12-16 objectively defined steps, which focus on seven basic treatment issues: Confrontation of beliefs, attitudes, and behaviors, Assessment of current relationships, Reinforcement of positive behavior and habits, Positive identity formation, Enhancement of self-concept, Decrease in hedonism and development of frustration tolerance, Development of higher stages of moral reasoning. Expectations of Sessions: Individual and groups sessions. Groups meet once or

twice weekly and can range in length from 3-6 months. Recommended Populations: 18-25 (Young adult,) 26-55 (Adult,) Male and Female, Black or African American, White, and the non-U.S. population.

**Movement:** In the context of the regulation the movement is defined as changes in the number, location, and status of the Department's total inmate population to include inmates received, inmates transferred, inmates released, and internal changes in an inmate's housing, custody, and assignment (AR 570)

**Multidisciplinary Treatment Team:** A group of mental health staff that includes several disciplines: psychiatry, psychology, social work, nursing, substance abuse counseling and recreation. (AR 643)

**Mutual Aid:** An agreement between various governmental agencies to provide assistance in times of emergency. (AR 107)

## N

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**National Crime Information Center (NCIC):** A nationwide computerized information system established as a service to all criminal justice agencies, local, state and federal. The National Crime Information Center system used to obtain criminal histories, and to communicate with criminal justice agencies. The NCIC computer is located at FBI headquarters in Washington, D.C. The system stores vast amounts of criminal justice information which can be instantly retrieved and furnished through an NCIC terminal to any authorized agency. The NCIC data bank can best be described as a computerized index of documented criminal justice information concerning crimes and criminals of nationwide interest. NCIC is operated and managed by the U.S. Department of Justice, Federal Bureau of Investigation. (AR 139, 503)

**Nevada Criminal Justice Information System (NCJIS):** A statewide computerized information system established as a service to all Nevada criminal justice agencies, local, state and federal. The NCJIS makes it possible for the Nevada Highway Patrol to carry out its responsibilities as this state's gateway to the NCIC. NCIC record inquiries, from all Nevada agencies, are routed automatically through NCJIS. NCJIS provides first level telecommunication message switching services to authorized users that require online access to the national criminal justice community. Some inquiries are handled by NCJIS, others are directed to NLETS (see definition). In addition to message switching services, a centralized repository system has been created within NCJIS to index this state's criminal history records and wanted persons information. Each of the 50 states has a similar service. (AR 139)

**Nevada Inmate Store System (NISS):** The complete group of Inmate Stores and Coffee Shops located at various locations statewide at the institutions/facilities.

**Nevada Offender Tracking Information System (NOTIS):** An integrated, micro-computer based information system used to manage the inmate population through the employment of applications related to count, supervision, sentence management, classification, casework, planning, and statistical activities. (AR 740)

**Nevada Offense Code (NOC):** The numerical value assigned to a crime by the Nevada Criminal History Repository. (AR 641)

**New Commitment:** A person who is arriving at the Department to begin serving a prison sentence, or to continue serving one after having been revoked from parole. A new commitment must complete the full reception process. (AR 504, 511, 614)

**Non-Custody Basic (NCB) Training Program:** The Department's mandated 40-hour course of basic orientation to the correctional system for non-custody staff of all occupational groups. (AR 604)

**Non-violent Offenses:** Non-violent crimes are those crimes that do not involve the use of any force or injury to another person. The seriousness of a non-violent crime is usually measured in terms of economic damage or loss to the victim. Most non-violent crimes involve some sort of property crime such as larceny or theft. Non-violent crimes can cover a broad spectrum of offenses. They usually involve some sort of "property crime" resulting in damage to another person's property. Some of the more common non-violent offenses may include: Most property crimes, such as theft, embezzlement, receipt of stolen goods, and arson of personal property Fraud, tax crimes, other forms of white collar crime Drug and alcohol-related crimes Prostitution Racketeering and gambling Bribery.

**Northern Nevada Correctional Center (NNCC):** Northern Nevada Correctional Center (NNCC) opened in 1964 with three housing units. From that date until 2008, seven additional housing units were added. NNCC is a medium custody facility. NNCC also is the Intake Center for the Northern region. The Regional Medical Facility for the Nevada is located here. This includes an in-patient medical and mental health unit. In addition, there is the MIC (Medical Intermediate Care) and SCU (Structured Care Unit) units for those inmates whose medical and mental health situations are stable but which require additional staff monitoring. NNCC also has the Regional Warehouse which is the distribution center for the facilities in Carson City and Reno.

**Northern Nevada Transitional Center (NNTH):** In 1979, the State Legislature passed a law authorizing the establishment of a Restitution Center Program for non-violent, non-sex offender inmates who are within one year of term expiration or parole eligibility. Through this program, these inmates are given the opportunity to establish employment in the community to better prepare them for release and to address court-ordered fees, fines, and restitution obligations. In October 1979, the Northern Nevada Restitution Center opened in Reno with four residents. In August 1987, the Northern Nevada Restitution Center had a maximum capacity of 48 male and 12 female residents. In April 1993, NNRC was moved to its last location and housed up to 103 inmates, male only. NNRC's last day of occupancy was on October 23, 2015.

**Nevada Risk Assessment Score (NRAS):** The Nevada Risk Assessment System (NRAS) is a dynamic risk/needs assessment system to be used with adult offenders. It offers criminal justice actors the ability to assess individuals at various decision points across the criminal justice system.

# O

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**Offender:** An individual convicted or adjudicated of a criminal offense.

**Office of Management and Budget (OMB):** The Office of Management and Budget (OMB) serves the President of the United States in overseeing the implementation of his vision across the Executive Branch. Specifically, OMB's mission is to assist the President in meeting his policy, budget, management and regulatory objectives and to fulfill the agency's statutory responsibilities.

**Organic Impairment:** Behavioral and cognitive disorders resulting from brain damage due to a variety of causes, including (but not limited to) injury, substance abuse, or physical illness. (AR 643)

**Originating Agency (ORI):** Originating Agency Identifier used to address messages and entries made to the NCIC.

**Out-client:** An individual who does not live at the facility but who may use facility services and programs.

**Outcome Measures:** These are measurable events, occurrences, conditions, behaviors, or attitudes that demonstrate the extent to which the condition described in the performance standard has been achieved. Outcome measures describe the consequences of the program's activities, rather than the activities themselves. Outcome measures can be compared over time to indicate changes in the conditions that are sought. Outcome measure data are collected continuously but usually are analyzed periodically.

# P

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**Panel:** Three members appointed pursuant to NRS 213.1214 to perform certifications of offenders. (AR 813)

**Pardon:** A pardon can take the form of a commutation of sentence, which is a moderation of the severity of a criminal penalty. A pardon can also release an offender from the legal penalties or consequences of a conviction, also known as clemency. Persons convicted of violating the laws of this state may apply to the Board of Pardons for clemency or commutation. The Board's authority is unrestricted. The Board of Pardons is considered to be the court of last resort. (AR 537)

**Parole authority/Parole board/ Parole commission:** Decision-making body that has responsibility to grant, deny, and/or revoke parole. The term "parole authority" includes all of these bodies.

**Parole Hearing:** Procedure conducted by a parole authority member and/or hearing examiner in which all pertinent aspects of an eligible inmate's case are reviewed to make a decision or recommendation that would change the inmate's legal status and/or degree of freedom.



**Partially Implemented:** The Department has taken action to the extent possible to partially satisfy the recommendations of the audit as of the date of the six-month report and has taken steps such as requesting additional resources which may be necessary to implement the remaining recommendations. (AR 128)

**Performance-Based Standard:** This standard describes a state of being, a condition, and does not describe the activities or practices that might be necessary to achieve compliance. Performance standards and reflect the program's overall mission and purpose.

**Perpetual Inventory:** An item inventory that has its quantity on hand counts maintained continuously by a computer software program. The program accounts for all receipts, sales and adjustments, to insure the shelf count is always the same as the count in the program. (AR 204)

**Pill Call:** Administration of prescribed medications by licensed medical staff to inmates. (AR 245)

**Population Center:** Geographical area containing at least 10,000 people along with public safety services, professional services, employment and educational opportunities, and cultural/recreational opportunities.

**Possible Release:** A projected or assigned parole eligibility date in which the decision of the Parole Board is not taken into account. A possible release might also be used as a discharge date. This is the date that is used to determine when a DUI inmate is to be enrolled in the DUI Treatment Program. (AR 521)

**Post Orders:** A set of rules that details the duties and responsibilities of a given post.(AR 401)

**Prison Rape Elimination Act (PREA):** The Prison Rape Elimination Act (PREA) was passed in 2003 with unanimous support from both parties in Congress. The purpose of the act was to "provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations and funding to protect individuals from prison rape." (Prison Rape Elimination Act, 2003). In addition to creating a mandate for significant research from the Bureau of Justice Statistics and through the National Institute of Justice, funding through the Bureau of Justice Assistance and the National Institute of Corrections supported major efforts in many state correctional, juvenile detention, community corrections, and jail systems.

**Privileged Correspondence:** Mail between an inmate and the following person(s): 1. State elected officials 2. State officials appointed by the Governor 3. City, County, State and Federal officials that have responsibility for an inmate's present, prior or future custody, including probation and parole supervisors, and parole board commissioners 4. All state and federal judges and officials of the courts 5. The Attorney General, Deputy Attorney Generals or an attorney listed with a State Bar Association, a recognized legal assistance agency, or an attorney representative 6. State and local chief executive officers 7. The Director, Assistant Directors, Wardens of the Department of Corrections 8. Diplomatic personnel 9. Co-defendants or co-plaintiffs in litigation.

**Phoenix Program:** Substance Abuse Program.

**Probation:** Court ordered disposition alternative through which a convicted adult offender or an adjudicated delinquent is placed under the control, supervision, and care of a probation field staff member.

**Programming:** Plan or system through which a correctional agency works to meet its goals. This program may require a distinct physical setting, such as a correctional institution, community residential facility, group home, or foster home.

**Proof Status:** A specific type of Letter of Instruction which requires an employee to provide proper medical certification whenever sick leave is utilized. Immediate Family – See NAC 284.5235. “The employee’s parents, spouse, children, regardless of age, brothers, sisters, grandparents, great-grandparents, uncles, aunts, nephews, grandchildren, nieces, great-grandchildren and stepparents; and, if they are living in the employee’s household, the employee’s father-in-law, mother-in-law, son-in-law, daughter-in-law, grandfather-in-law, grandmother-in-law, great-grandfather-in-law, great-grandmother-in-law, uncle-in-law, aunt-in-law, brother-in-law, sister-in-law, grandson-in-law, granddaughter-in-law, nephew-in-law, niece-in-law, great-grandson-in-law and great-granddaughter-in-law.”

**Protective Segregation:** A form of separation from the general population for inmates requesting or requiring protection from other inmates for reasons of health or safety. (AR 507, 509, 522)

**Pioche Conservation Camp (PCC):** Established in 1980, the Pioche Conservation Camp (PCC) was the first Conservation Camp established by the Nevada Department of Corrections in Rural Nevada. It provides Initial Attack Wildland Firefighting Crews operated by the Nevada Division of Forestry for Lincoln County and the state of Nevada. Along with community project crews, Emergency Crews have been dispatched to other Natural Disasters including the 1997 Floods in Carson City and 2003 in Caliente, Nevada. Crews from PCC also participated in the recovery efforts of the Space shuttle COLUMBIA in May 2003. In 2008 Emergency Crews responded twice to California (Chico and Grass Valley). Every year fire crews are sent out statewide to render assistance with major fires.

## R, S

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**Recidivism:** The tendency to relapse into a previous undesirable type of behavior, usually related to crime and incarceration.

**Safekeeper:** An inmate housed in the Department from a county jail or another state correctional agency under the Interstate Compact Agreement. (AR 550)

**Seven Hundred (700) Hour Client:** An individual who has been certified by Vocational Rehabilitation, as an individual with a disability. These individuals may be placed on a certified hiring list as an option for interview. (AR 300)

**Static-99 Report:** STATIC-99R is a risk assessment tool provided for at Penal Code 290.04(b)(1). It is usually a one or two page report designed specifically for adult male sex offenders. Its purpose is to

evaluate an offenders danger risk to society. It is most often used with registered sexual offenses pursuant to Penal Code 290. The STATIC-99R consists of 10 items and produces estimates of future risk based upon the number of risk factors present in any one individual. The risk factors include: 1) The presence of prior sexual offenses. 2) Having committed a current non-sexual violent offense. 3) Having a history of non-sexual violence. 4) The number of previous sentencing dates. 5) One's age. 6) Having male victims. 7) Having never lived with a lover for two continuous years. 8) Having a history of non-contact sex offenses. 9) Having unrelated victims. 10) Having stranger victims. An offender is then assigned a score between 1 and 50. A score of 1 indicates that the offender has a very low-risk of recidivism and conversely, a score of 50 indicates that the study predicts that the defendant most likely will re-offend in the future.

**Stewart Conservation Camp (SCC):** The Stewart Conservation Camp (SCC) is located adjacent to the Northern Nevada Correctional Center. It originally opened in 1978. In 1995, a new SCC was constructed to replace and more than double the size of the original camp. SCC houses minimum custody and community trustee inmates in five dormitory type units.

**Southern Desert Correctional Center (SDCC):** Located in Clark County, just north of Las Vegas, Southern Desert Correctional Center opened in February 1982. The department's fourth major institution has seven 102-cell housing units, one of which housed federal prisoners until the state took it over in 1987. Each 60-square foot cell housed one inmate at that time. A new 200-cell housing unit opened in 1989, and two 240-bed dormitory-style housing units were added in March 2008, bringing the population capacity from 714 in 1982 to its present capacity of 2,149.

## T

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**Target Population:** Target population refers to the ENTIRE group of individuals or objects to which researchers are interested in generalizing the conclusions. The target population usually has varying characteristics and it is also known as the theoretical population. The target population for a survey is the entire set of units for which the survey data are to be used to make inferences. The target population defines those units for which the findings of the survey are meant to generalize. Establishing study objectives is the first step in designing a survey. Defining the target population should be the second step. Target populations must be specifically defined, as the definition determines whether sampled cases are eligible or ineligible for the survey. The geographic and temporal characteristics of the target population need to be delineated, as well as types of units being included. In some instances, the target population is restricted to exclude population members that are difficult or impossible to interview.

**Tonopah Conservation Camp (TCC):** The Tonopah Conservation Camp opened its doors in January 1991, as a female facility. It's located approximately 12 miles northeast of the historic mining town of Tonopah, Nevada. TCC was converted to an all-male facility in September 1991. TCC is currently a camp dedicated to fire suppression with guidance from Nevada Division of Forestry.

**Therapeutic Community:** A designed social environment with programs for substance-use-disordered patients within a residential or day unit in which the social and group process is used with therapeutic intent.

**Therapy:** Therapy (often abbreviated as Tx) is the attempted remediation of a health problem, usually following a diagnosis. In the medical field, it is usually synonymous with treatment. Among psychologists and other mental health professionals, including psychiatrists, psychiatric nurse practitioners, counselors and clinical social workers, the term may refer specifically to psychotherapy (sometimes dubbed 'talking therapy').

**Treatment Plan:** Series of written statements that specify the particular course of therapy and roles of medical and non-medical personnel in carrying it out. A treatment plan is individualized, based on assessment of the individual patient's needs, and includes a statement of the short-and long-term goals and the methods by which the goals will be pursued. When clinically indicated, the treatment plan provides inmates with access to a range of supportive and rehabilitative services, such as individual or group counseling and/or self-help groups that the physician deems appropriate.

**Thinking for a Change:** Evidenced-based program to prepare an offender to make better decisions upon re-entry into society.

**Three Lakes Valley Conservation Camp (TLVCC) and Three Lakes Valley Boot Camp (TLVBC):** Located in Clark County, just north of Las Vegas, Indian Springs Conservation Camp was opened in 1983 with five 20-bed housing units. After a new 210-bed housing unit was opened in 1994, the Camp was moved into it and the old buildings demolished, bringing the population capacity from 100 in 1983 to the present day population capacity of 192. In 2008, the name was officially changed to Three Lakes Valley Conservation Camp, referencing the United States Geological Survey designation for the location of the Camp. The Three Lakes Valley Conservation Camp supplies inmates to the Nevada Division of Forestry for work projects that include roadside litter removal, landscape beautification, and fighting wildfires. The Three Lakes Valley Conservation Camp facility compound also encompasses the Three Lakes Valley Boot Camp.

**Treatment Group (TX):** A control group is used as a baseline measure. The control group is identical to all other items or subjects that you are examining with the exception that it does not receive the treatment or the experimental manipulation that the treatment group receives.

**Training:** An organized, planned, and evaluated activity designed to achieve specific learning objectives and enhance the job performance of personnel. Training may occur on site, at an academy or training center, at an institution of higher learning, during professional meetings, or through contract service or closely supervised on-the-job training. It includes a formal agenda and instruction by a teacher, manager, or official; physical training; or other instruction programs that include a trainer/trainee relationship. Training programs usually include requirements for completion, attendance recording, and a system for recognition of completion. Meetings of professional associations are considered training where there is clear evidence of this.

## U, V

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**Volunteer:** Individual who donates his or her time and effort to enhance the activities and programs of the agency. They are selected on the basis of their skills or personal qualities to provide services in recreation, counseling, education, religion, and so forth.

**Vivitrol:** Vivitrol (naltrexone) blocks the effects of opioid medication, including pain relief or feelings of well-being that can lead to opioid abuse. An opioid is sometimes called a narcotic. Vivitrol is used as part of a treatment program for drug or alcohol dependence. Vivitrol injection is used to prevent relapse in people who became dependent on opioid medicine and then stopped using it. Naltrexone can help keep you from feeling a "need" to use the opioid. Vivitrol injection is also used to treat alcoholism by reducing your urge to drink alcohol. This may help you drink less or stop drinking altogether. Naltrexone will not decrease the effects of alcohol you recently consumed. You should not be drinking at the time you receive your first Vivitrol injection. Naltrexone is not a cure for drug addiction or alcoholism.

**Veteran Housing:**

## W, X, Y, Z

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**Warm Springs Correctional Center (WSCC):** The Warm Springs Correctional Center (WSCC) was authorized by and constructed through appropriations from the 1961 legislative session and was known as the Nevada Women's Correctional Center until September 1997. It was converted to a medium security men's prison in 1998, then to a minimum custody facility in July 2003. The institution has been remodeled and expanded four times over the past 47 years. A second housing unit was added in 1979, and a third in 1987. The core services building, which houses food services, health care services, education facilities and the gymnasium, was added in 1981. The 1995 and 1997 legislatures authorized a fourth housing unit, two towers, a new security fence, additional classrooms and a complete remodel of the kitchen, dining room and entrance building. The completion of this project in July 1998 (funded in part with federal monies) brought the budgeted capacity of WSCC from 260 to 510 inmates. In July 2008, WSCC was converted back to a men's medium custody institution.

**Work Release:** Formal arrangement sanctioned by law whereby an inmate/resident is released into the community to maintain approved and regular employment.

**Wrap Around Services:** The process that enables an inmate who is discharging or paroling is provided with access to services which may include but not limited to housing, medical care, mental health treatment, vocational training, substance and or alcohol treatment.

**Warm Handoff:** The process by which NDOC caseworkers, mental health clinicians or physicians provide the community services staff and or parole and probation staff transition the inmate to these staff in community organizations so that there is no break in services needed by the offender.

**Wells Conservation Camp (WCC):** Wells Conservation Camp is located at exit 365 on interstate 80 in Independence Valley, approximately 14 miles east of Wells, Nevada. Construction of the facility began in the fall of 1984 with the utilization of inmate labor and the official opening of the camp was in March of 1985. WCC houses minimum custody offenders and operates under a cooperative partnership with the Nevada Division of Forestry. NDF operates 7 inmate work crews at WCC providing wildland firefighting support as well as working on a variety of projects locally including, but not limited to, wildland conservation, community projects, senior citizen assistance and highway cleanup and beautification projects with the Nevada Department of Transportation.