

***EXHIBIT D***

To: Members of the Board of Prison Commissioners

From: Jackson Hardy

Subject: Staffing

I am here to express my concerns regarding the current minimum staffing levels outline in AR325 and OP325 at the Warm Springs Correctional Center. This institution has been in the practice of operating below the minimum staffing level established placing the staff, community, and the inmates that we are responsible for in danger.

I have on several occasions reported that we are operating below expectable levels and have been denied permission to hire overtime to meet the minimum staffing levels while other institutions are allowed to hire overtime to meet their staffing needs.

Per executive order written by Governor Gibbons on March 15, 2010 he stated;

Effective Central Payroll cycle Pay Period 20 (March 8, 2010), whether for pay or compensation time, overtime shall not be worked without written approval from the director. Recognizing that there are special circumstances when it is not practicable to obtain a director's prior review and written approval, directors may delegate the approval process in certain circumstances, including but not limited to:

- a. 24/7 facilities/operations where it may be necessary to work overtime to maintain safety, adequate staffing ratios or provide coverage in emergency situations;
- b. Situations where it is in the best interest of the State as determined by a director; and
- c. Work necessary to protect life, safety and wellbeing of Nevada citizens and visitors.

I believe all of the above reason would apply to our situation.

Recently I was told that WSCC will be receiving a revised OP325 with a lower minimum staffing level in the near future. This is unacceptable. The Administrative regulations and Operational Procedures are designed to ensure the "safe" operation of our institutions not to place staff, community, and inmates in danger. I respectfully ask that WSCC be allowed to maintain all of the current minimum staffing levels and be authorized when we fall below that level overtime be authorized.

I understand that the State is in a budget crisis right now and that meeting the minimum staffing levels could cause the possibility of overtime but I don't think that overtime costs should be placed in front of staff, community, or inmate safety.

Thank you for your time,  
Jackson Hardy