

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
548**

**CASEWORK TO DOCUMENT HOLDS AND DETAINERS  
TEMPORARY**

**Supersedes:** ~~AR 548 (Temporary, 04/08/10)~~ AR 548 5/20/10  
**Effective Date:** ~~05/20/10~~ 12/17/15

**AUTHORITY:** NRS 209.131

**RESPONSIBILITY**

The Offender Management Administrator (OMA) is will be responsible for ~~establishing and monitoring a process to ensure~~ ensuring that holds and detainers from other agencies and jurisdictions are properly documented in the ~~Nevada Offender Tracking Information System (NOTIS)-Sentence Management (OSM) Holds and Detainers screen.~~

**548515.01 –PROCEDURES**

1. Institutions and Facilities

     A. Any staff member who becomes aware of an undocumented /unconfirmed felony hold or detainer will contact the inmate’s caseworker with the information.

     B. Information regarding the possible interest of other agencies or jurisdictions may be ~~B.~~      obtained from a number of sources, to include but not limited to:

    1) ~~(1)~~ Pre-Sentence Investigation (PSI), ~~report;~~

    2) ~~(2)~~ Copies of holds lodged with county jails and forwarded to the Department with the inmate;

~~(3)~~  
    3) National Crime Information Center (NCIC);

    4) ~~(4)~~ Memoranda indicating inmate court appearances received by transportation staff and;

    5) ~~(5)~~ Parole and Probation violation report;

    6) Inmate advisement to staffs.

- C. Prior to ~~their~~the Initial Classification of an inmate, Intake Caseworkers will complete casework on undocumented/unconfirmed holds and detainers that are discovered during the intake processing of an inmate.
- D. An inmate's assigned caseworker will complete the casework for undocumented/unconfirmed holds and detainers when discovered after the intake process.
- E. Casework for holds and detainers consists of contacting the agency and obtaining:
- ~~1) (1)~~ The name of the other agency representative.;
  - ~~2) (2)~~ The charges or convictions with case numbers.;
  - ~~3) (3)~~ The sentence and discharge date, if applicable.;
  - ~~4) (4)~~ An indication of the other agency's intent to either extradite or ~~disregard~~not extradite the inmate.;
  - ~~5) (5)~~ The official name of the other agency ~~and~~or their ORI.;
  - ~~6) (6)~~ A contact name and call back number.
- F. Caseworkers will input this information into NOTIS case notes and send a completed Form 2040 or ~~Form~~-2040A to the ~~OMD~~Institutional Holds and Detainer Coordinator (HDC) who will review and forward the information to the Warrants Coordinator in the Offender Management Division. If an Originating Agency Identifier (ORI) Number is not available; this ~~fact~~ will be noted.
- G. It is also necessary to perform casework and/or notifications for the following:
- ~~1) (1)~~ Misdemeanor or gross misdemeanor charges or holds.; assisting inmates and other agencies resolving outstanding charges or holds.
  - ~~2) (2)~~ Possible holds from the U.S. Department of Homeland Security – Immigration and Customs Enforcement (DHS/ICE).
- ~~2.~~  
2. OMD Warrants Coordinator
- A. The OMD Warrants Coordinator will immediately enter confirmed holds and detainers and detainers received from other agencies into OSM and NOTIS. case notes.
- ~~1) (1)~~ If the other agency responds that a felony ~~holdshold~~ or ~~detainers~~detainer will not be placed, the OMD Warrants Coordinator will notify the ~~designated institutional staff~~HDC and,

~~2) (2) will Will~~ route ~~any~~necessary documentation to the I and C-Files.

~~B. B.~~The OMD Warrants Coordinator may accept a hold or detainer at any time during the inmate's incarceration.

~~(1) Before removing temporary felony holds, if more than 90 days have elapsed since notice~~

~~C. The Interstate Agreement on Detainers (IAD) provides the means by which an incarcerated person may be brought to answer for untried charges in another agency, state; and the agency has not responded, follow up contact will be done by for preserving the OMD Warrants Coordinator who will call or write rights that agency an incarcerated person may be entitled to indicate that with regard to detainers.~~

~~1) A warrant may be received by the Department from a prosecuting official, or as a result of an inquiry made by an inmate is being released to parole of the Department.~~

~~2) A prosecutor may file a warrant and exercise authority to proceed immediately with extradition, or discharge file the warrant and take no action with regard to extradition.~~

~~The~~

~~3) If a warrant is filed without an expressed intent to extradite; the inmate may exercise his right to request a final disposition.~~

~~C.D.~~ Once the necessary detainer information is obtained, the OMD Warrant Coordinator is responsible for researching and initiating Interstate Agreement on Detainers (IAD). The

~~(1) Designated institutional staff HDC is responsible for review and reviewing, witnessing the signing of IAD forms FORMS 1, 2, 3 and 4, by with the inmate.~~

### ~~3. Classification~~

~~A. and forwarding The presence of a confirmed non-extraditable felony hold, notify or detainer is not an automatic exclusion from minimum custody. Each instance needs to be considered on a case by case basis taking into consideration the inmate's proximity respective documents back to release; the type of offense that it represents; and the other agencies intentions OMD Warrants Coordinator.~~

~~B. If the hold is for an obligation that is concurrent, and discharges before their Nevada sentence, an inmate may be considered for minimum custody.~~

~~C. An inmate with an ICE hold may be approved for, or remain in a minimum custody setting. Review for assignment to, or retention at minimum custody should provide specific information regarding the escape risk that the inmate represents, including but not limited to~~



| ~~\_2. This Administrative Regulation requires~~AR does require an audit-

| \_\_\_\_\_  
~~Howard Skolnik,~~ Director

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Date