



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

SUMMARY OF CHANGES
AR 506 – CLASSIFICATION SCHEDULE
Effective PENDING

Description	Page Number
506.01.1.A – Modify the previous six-month review to be an annual review to allow for additional time spent towards case planning.	1
506.01.1.A.1 – Addition of offenders with disabilities.	2
506.03.1.D – Update the sex offender discretionary preclusion to correlate with AR 521.	3
506.04.2 – Update use of term “segregation” to “protective” housing to correlate with AR 509.	4
Other minor changes have been made in verbiage and formatting for improved clarity and consistency.	

James E. Dzurenda, Director

Date

This summary of changes is for training record purposes only. You should also consult the Administrative Regulation and/or Manual for proper instructions.

I, _____, acknowledge receipt of this Summary of Changes and understand it is my responsibility to implement into the course of my duties.

Signature

Date



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

**CLASSIFICATION SCHEDULE
ADMINISTRATIVE REGULATION – 506**

SUPERSEDES: AR 506 (10/15/13); AR 506 (Temporary, 11/04/14); AR 506 (05/19/15)

EFFECTIVE DATE: PENDING

AUTHORITY: NRS 209.031; NRS 209.041; NRS 209.341; NRS 209.351; NRS 209.352;
NRS 209.361; 209.391; NRS 209.471; NRS 209.492; NRS 209.501

RESPONSIBILITY

The Director of the Nevada Department of Corrections (NDOC and Department), is responsible for the implementation of this Administrative Regulation (AR).

The Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

The Associate Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

Supervisors will ensure that their appropriate subordinate staff members have read and understand this regulation.

Staff members will know, comply with, and enforce this regulation.

If, and where applicable, offenders will know and comply with this regulation.

An Associate Warden/Facility Manager is responsible for ensuring offenders are classified in a timely manner as outlined in this AR

506.01 REGULAR (PERIODIC) CLASSIFICATION

1. A new classification risk assessment in the Nevada Offender Tracking Information System (NOTIS) is required when the proposed classification is a Periodic classification.

A. Regular or Periodic classification will occur no less than once every twelve months.

1) Offender with identified disabilities shall be reviewed for a custody reduction every six months or if the offender feels he/she is eligible for a custody reduction they may submit a request to the unit Correctional Casework Specialist (CCS)/caseworker.

a) The CCS shall schedule a meeting with the offender within 30 calendar days of their request for review of custody reduction.

- B. The schedule of future classification hearings is reset each time an offender receives a periodic classification.
2. NOTIS provides a means of identifying offenders who are eligible, overdue or require an interim date for periodic classification.
 3. Periodic classification includes a review of all case factors relevant to the offender's custody, housing, and assignment.
 4. The frequency of classification hearings for offenders who are placed in administrative segregation are governed by AR 507.
 5. Interim review dates can be set to update classification in response to the following:
 - A. Violence, time frame release, post-disciplinary, or other changes that could affect a reduction in custody. This may or may not require a new classification risk assessment to be completed when a custody level increase or decrease is recommended.

506.02 INSTITUTIONAL CLASSIFICATION

1. Institutional classification involves a review of selected items of an offender's classification as opposed to a regular review where all aspects are considered.
2. Institutional classification may occur as often as necessary to adjust those elements of an offender's status which do not require approval by the Offender Management Division (OMD).
3. Institutional classification does not require a new assessment be completed.
4. Institutional classification does not affect the periodic classification date.
5. Institutional classification may be conducted in-absentia, but must be documented in the case note, if:
 - A. The proposed change is minor.
 - B. Not adverse to offender's classification.

C. Security precludes the offender's presence.

D. Offender waives presence.

6. Classification Committee Composition

A. The classification committee should consist of at least two (2) members including the assigned CCS as chairperson and either one other CCS or one custody staff. The Associate Warden or CCS III will act as the approving authority.

B. At conservation camps and transition housing centers, the committee should consist of at least two (2) members including the CCS as chairperson and the Facility Manager or the most senior correctional officer on duty.

C. At conservation camps, the Nevada Division of Forestry (NDF) supervisor may attend the meeting as a non-voting member.

D. The committee may also include other representatives as non-voting members, when necessary to meet the treatment, program or due process needs of the offender.

506.03 CHANGE CLASSIFICATION

1. Specific events or the satisfaction of various statutory requirements for reduced custody may indicate the need for a Change Classification hearing for the offender. These events or circumstances may include but are not limited to:

A. The anniversary of an offender's last Periodic Classification.

B. Completion of casework which resolved uncertainties and removes obstacles to an offender's progression through the classification system.

C. When an offender has met the criteria for assignment to a reduced custody by satisfying the time frame to release and time frame to violent elements of classifications.

D. If an offender has been issued a DOC 2070 form (Notice of Sex Offender Classification) advising of discretionary preclusion from minimum classification consideration, the offender may request a Full Classification Committee to be conducted with no less than a 3-member panel. This panel should include an Associate Warden or designee; the offender's CCS and/or another CCS or a correctional officer with the rank of Sergeant or higher. The results of the full classification will be distributed to the offender using DOC Form 2086 (Discretionary Preclusion (DOC 2070) Hearing Results). All actions noted above are also to be recorded respectively in the offender's case notes.

E. Transfer to another institution/facility.

-
-
- 1) An intra-department transfer will be preceded by a Change Classification with a new assessment by the sending institution/facility and will be approved by OMD. This is necessary to establish the offender's new classification status.
 - a) During regular business hours (Monday through Friday 8:00 a.m. – 5:00 p.m.) approval will be given by designated OMD staff prior to a transfer in an urgent or emergency situation. The sending institution will e-mail OMD the reason for the request and including the offender's name and number after completing the assessment and case note in NOTIS. OMD will review and approve the classification and respond to the sending and receiving institutions by e-mail.
 - b) After business hours and holidays, the sending institution will contact the receiving institution directly, enter a case note in NOTIS and transact the offender using an Unscheduled Transfer in NOTIS. A change classification instrument will be completed on the first workday following the unscheduled transfer. The sending institution is to email the designated OMD proxy the next business day after the change classification has been completed.

506.04 EVENTS OR CIRCUMSTANCES WHICH MAY REQUIRE A CLASSIFICATION REVIEW

1. Post disciplinary classification

- A. Subsequent to a disciplinary hearing, the confinement of an individual in disciplinary segregation, austere housing, or institutional transfer may require the completion of a classification hearing.
 - 1) This is necessary to document exclusions from various custody levels based upon the disciplinary sanctions and to correct computed custodies based upon segregation.
 - 2) These hearings would also document disciplinary segregation outdates in case notes and the OFFENDER CARE IN PLACEMENT screen of NOTIS. Classification staff should be trained in the regulations (AR 507 and AR 707) which govern the circumstance.

2. Requests for Protective Housing

- A. An offender requesting assignment to Protective Housing should have their request considered and acted upon by the classification committee.
- B. Requests for Protective Housing should be treated as a priority matter and not be delayed unnecessarily, and any exclusions documented in the NOTIS assessment.

-
-
- 1) If approved for Protective Housing, corresponding Alert and Care in Placement entries will be entered in NOTIS, accordingly.

3. Post Parole Board

- A. A hearing before the Nevada Board of Parole Commissioners (Parole Board) usually represents a significant milestone in the offender's sentence.
- B. Custody reductions or custody increases may be appropriate.

4. Post-Conviction

- A. Changes in the offender's legal status subsequent to their arrival at the Department may have an immediate and direct bearing on their classification status.
- B. These changes could include, but are not limited to, sentence reductions, new convictions and the placement or removal of holds and detainees.

506.05 HEARING REQUIREMENTS FOR ADMINISTRATIVE SEGREGATION

1. The frequency of classification hearings for offenders who are placed in administrative segregation is governed by AR 507.
2. Classification staff should consult those regulations for guidance concerning the frequency and conduct of hearings.

APPLICABILITY

1. This Administrative Regulation applies to all offenders within the Department.
2. This Administrative Regulation does not require an Operational Procedure.
3. This regulation requires an audit.

REFERENCES

ACA Standards 5th Edition 5-ACI-5A-03; 5-ACI-5B-01-5-ACI-5B-05; 5-ACI-5B-06-5-ACI-5B-09

James E. Dzurenda, Director

Date