

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
105**

**DEVELOPMENT OF INSTITUTIONAL
OPERATIONAL PROCEDURES**

Supersedes: AR 105 (Temporary, 06/21/10); 08/13/10, 04/24/17 (Temporary)
Effective date: 05/16/17

AUTHORITY: NRS 209.131; NRS 209.132

PURPOSE

Well-written policy and procedure is the core of modern correctional operations. It informs and governs staff behavior, sets clear expectations, and confirms that the administration has performed its role. It is also the basis for staff supervision, training, and ensuring compliance with federal, state and correctional best practices for the safety of staff, inmates and the public.

RESPONSIBILITY

The Deputy Director of Operations is responsible to ensure that all Institutional Operational Procedures (OP) are developed and implemented to adhere to federal, state and NDOC administrative regulations.

All Wardens are responsible for developing Institutional Operational Procedures to implement Administrative Regulations specific to their institution/division, to include ensuring staff has been trained on the operational procedures.

All NDOC staff, visitors and vendors are responsible for compliance with institutional operational procedures.

105.01 DEVELOPMENT OF INSTITUTIONAL OPERATIONAL PROCEDURES

1. The Warden shall assign a staff person to:
 - A. Properly maintain the master copy of all Institutional Operational Procedures;
 - B. Disseminate the Institutional Operational Procedures to staff.
 - C. Provide a copy of all Institutional Operational Procedures to the Deputy Director of Operations.

2. The Warden shall ensure that all Institutional Operational Procedures are reviewed annually and updated as required.

3. All Institutional Operational Procedures shall be prepared using the following format:

A. HEADINGS – Headings shall reflect the Department’s title rather than the facility institution located (i.e. Health Care Operational Procedures).

B. NUMBER and TITLE

C. AUTHORITY– List the Administrative Regulations number used as a reference, American Correctional Association (ACA) standard(s), federal or state regulation or administrative code; or other governing document. Do not use another institutional operational procedure as a reference.

D. RESPONSIBILITY – Specify which staff positions are responsible for the operation of the plan and in what manner.

E. METHODS: – List the operational details which enable the institution/division to meet the purpose and objectives of this plan.

F. RESCISSION – List any procedures that are amended or superseded by the specific institutional procedure.

G. Across the bottom of the sheets, include the name and number of the institutional procedure, page number, effective date of Operation Procedures and name of institution/division.

Example:

VISITING SCHEDULE O.P. #8 JUNE 10, 2017

INSTITUTIONAL/ FACILITY NAME

4. On the last page of each institutional operational procedure, following the signatures, the institutional operational procedure must identify if the procedure is confidential or is inmate accessible, as determined by the Warden or the Deputy Director of Operations.

Example:

INMATE ACCESS

YES:

NO:

5. All institutional operational procedures require a final review and written approval of the Warden.

A. A memo may be written by the Warden to temporarily change an Institutional Operational Procedure.

B. All relevant Operational Procedures must be revised within 60-days of the date the memo was written.

C. Institutional Operational Procedures must be signed and dated by the Warden and the Associate Wardens.

D. In facilities that do not have an Associate Warden, Operational Procedures must be signed and dated by the Facility Manager or the Warden who supervises the facility.

E. All Operational Procedures must be reviewed and signed by the appropriate Deputy Director.

6. Institutional Operational Procedures, which currently do not conform with the above format, shall be changed during the annual review process so that, within a year, all procedures shall conform with the above format.

7. Distribution of Institutional Operational Procedures

A. Institutional Operational Procedures shall be disseminated to appropriate staff at the institution/facility.

1) Institutional Operational Procedures shall be made available to all staff.

2) Institutional Operational Procedures shall be made available to the public, except those procedures designated as "Confidential".

B. Copies of these Institutional Operational Procedures determined to be inmate accessible shall be sent to the Inmate Law Library.

1) Inmates found in possession of unauthorized Institutional Operational Procedures shall be charged with Possession of Contraband.

2) Any staff member allowing such access shall also be subject to disciplinary action.

8. Institutional Operational Procedures shall be developed and/or reviewed through staff meetings, suggestion programs, employee councils or similar formats.

A. Staff shall be notified of Operational Procedures that are up for review and shall have reasonable amount of time to provide suggestions.

B. Staff shall be trained on Operational Procedures.

9. Institutional Operational Procedures shall not supersede Administrative Regulations.

A. If a conflict occurs, the Administrative Regulation is the controlling document and shall be followed by staff.

B. This restriction does not prevent institution/facilities from developing procedures with specifics unique to their institution/facility, in order to implement and comply with ARs.

10. Divisions, such as Support Services, Medical and Personnel shall develop operating procedures to meet their specific standards. Formats may vary.

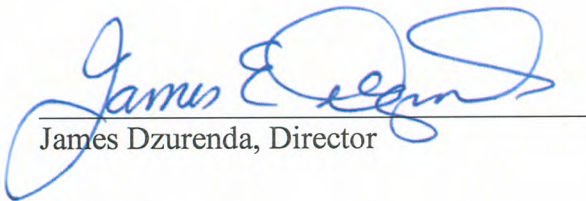
APPLICABILITY

1. This AR requires an Institutional Operational Procedure.

2. This AR requires an audit.

REFERENCES:

ACA Standards 4-4012 – 4-4014; 4-4004; 4-4017


James Dzurenda, Director

5/25/17
Date