

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
114**

**BOARD OF PRISON COMMISSIONERS MEETING**

**Supersedes:** AR 114 (Temporary, 06/21/10); 08/13/10; (Temporary, 06/15/17)  
**Effective Date:** Temporary, 09/01/17

**AUTHORITY:**

NRS 209.101; 209.111; 209.116; 209.121; 209.021; 241.035; 239.052; 241.020;

**PURPOSE**

To ensure the safety of the residents of the State of Nevada, the Board of Prison Commissioners shall adopt regulations establishing the maximum number of prisoners who may be incarcerated in a private facility or institution based upon the standards adopted by the American Correctional Association or its successor organization; regulate the number of officers and employees of the Department of Corrections; and prescribe regulations for carrying on the business of the Board and the Department.

**RESPONSIBILITY**

The Governor serves as the President of the Board.

The Secretary of State serves as the Secretary of the Board of Prison Commissioners.

The Director of the Nevada Department of Corrections/designee shall be responsible for the scheduling of the Board meetings in coordination with the President and Secretary of the Board.

The Management Analyst IV is responsible to manage, revise and submit all administrative regulations for review by the Board in compliance with AR 100.

The Executive Assistant to the Director is responsible to prepare the agenda; minutes; meeting materials and scheduling to ensure compliance with the open meeting law.

**114.01 MEETING PREPARATION**

1. The Director/designee shall develop the Department's agenda for the Board meeting.
2. The Director/designee should obtain the review and approval of the Secretary of State for the agenda.

3. Items which require Board approval shall be identified on the agenda with a required action notation.

4. The Secretary of State/designee shall post written notice of all Board meetings as required by NRS 241.020.

5. The Director/designee shall ensure that either an audio recording or minutes of the meeting shall be available for inspection by the public within 30 working days after the adjournment of the meeting pursuant to NRS 241.035.

6. The Director/designee shall prepare electronic versions all documents for distribution to the Board members, media, and members of the public. Printed versions will be provided upon request.

#### **114.02 CONDUCT OF THE MEETING**

1. The Governor shall be the Chair of the Board.

2. The Director/designee shall place a sign-up sheet at the door to document attendance in both northern and southern Nevada.

3. Two members of the Commission shall constitute a quorum.

4. The Chair of the Board shall make available the opportunity for public comment in compliance with the open meeting law.

5. The Director/designee shall make available a copy of the minutes or audio recording of a meeting to a member of the public upon request at no charge.

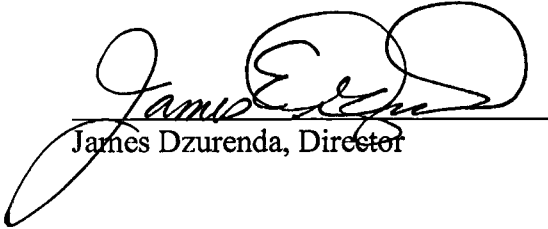
#### **114.03 DOCUMENTATION**

1. The Secretary of State/designee shall store the meeting documents and minutes as required by records retention and open meeting laws.

**THIS SECTION LEFT BLANK INTENTIONALLY**

**APPLICABILITY**

1. This regulation does not require an Operational Procedure.
2. This regulation does not require an audit.



James Dzurenda, Director

8/30/17  
Date