

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
123**

DIVISIONAL REPORTING

Supersedes: (Temporary, 02/08/10); 05/20/10; (Temporary, 06/16/17)
Effective Date: 08/30/17

AUTHORITY: NRS 209.221NRS 209.4244; NRS 209.4299; NRS 209.459

PURPOSE

To ensure compliance with all divisional reporting policies and procedures and to ensure valid, reliable and complete data and information is provided to federal and state departments.

RESPONSIBILITY

The Deputy Director of each respective Division is responsible to ensure compliance with all reporting requirements.

Administrators, Wardens, and Division Heads are responsible to identify and develop reports for internal use as well as to comply with external requirements.

123.01 PROCEDURES

1. Operational guidelines shall be developed to identify the specific data and performance measurements required for each Unit by the respective Deputy Director. Reports will be developed, collected, and distributed to the respective Deputy Directors not less than quarterly, and shall include major developments in each department or administrative unit, including major incidents, offender data, and program performance by the following units:

- A. Offender Management Division;
- B. Medical Administration;
- C. Support Services/Fiscal Division;
- D. Personnel/Training Division;
- E. Victim Services;
- F. Institution/Facilities;
- G. Programs (Re-entry, Education, Substance Abuse, Mental Health); and

H. Inspector General Office.

2. The type, frequency (if required more than quarterly), and information contained within these reports will be determined by the requirements of the Department as well as applicable state and federal laws and statutes.

A. Information developed should be relevant to the mission of the Department.

3. Information contained within these reports will not be considered for public distribution unless prior approval has been obtained by the Deputy Director of each respective Division, under the authority of the Director.

4. Requests for new reports/information must be reviewed and approved by the appropriate Division Head.

123.02 LEGISLATIVE MANDATED REPORTING

Reporting data will be provided to the Management Analyst IV, a minimum of thirty days prior to the deadline for submission by the Director.

A. Pursuant to NRS 209.4299, the Director of the Department of Corrections and the Division of Parole and Probation of the Department of Public Safety shall jointly submit a report at least twice annually to the Director of the Legislative Counsel Bureau for transmittal to the Interim Finance Committee to include:

1. The number of probationers participating in the diversion program;
2. The reasons the probationers entered the program;
3. The number of probationers who satisfied the terms and conditions of their participation in the program; and
4. The status of the probationers who are in the program at the time the report is prepared.

B. Pursuant to NRS 209.4244, the Director of the Department of Corrections shall provide the following information to the Interim Finance Committee on or before January 31 of each even-numbered year and to the Senate Standing Committee on Finance and the Assembly Standing Committee on Ways and Means at the beginning of each regular session of the Legislature.


1. The number of offenders who are currently participating in therapeutic communities and programs of aftercare;
The number of offenders who have participated in therapeutic communities and programs of aftercare and the number of those offenders who subsequently have been arrested for other offenses; and
2. The number of offenders who have successfully completed treatment in therapeutic communities and programs of aftercare and the number of those offenders who subsequently have been arrested for other offenses.

APPLICABILITY

1. This procedure requires an Operational Procedure for all Divisions.
2. This regulation requires an audit.

REFERENCES

ACA Standards, 4th edition 4-4017-8


James Dzurenda, Director

8/30/17
Date