

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
345**

**UNAUTHORIZED RELATIONSHIPS**

**Supersedes:** AR 345 (Temporary, 04/17/13)

**Effective Date:** 10/15/13

**AUTHORITY:** NRS 209.131, 212.187; 42 U.S.C. § 15601, et seq. and 28 C.F.R. Part 115;  
AR 339, 332

**RESPONSIBILITY**

1. All Department staff, volunteers, educational staff and/or contract service providers are responsible to maintain professional relationships between all persons under the supervision of the Department, or under the jurisdiction of a criminal justice agency, and their families.
2. All Department staff, volunteers, educational staff and/or contract service providers are responsible to maintain professional relationships with family members of all persons under the supervision of the Department, or under the jurisdiction of a criminal justice agency.
3. All Department staff, volunteers, educational staff and contract service providers will have knowledge of and comply with this regulation.

**345.01 PROHIBITED ACTIVITIES**

1. Activities or relationships between Department staff, volunteers, educational staff and/or contract service providers and all persons currently or formerly under the supervision of the Department, or the jurisdiction of a criminal justice agency and their families, outside the normal course of interactions required by their duties is prohibited. Prohibited activities include, but are not limited to:
  - A. The exchange of personal letters, pictures, telephone calls, or information.
  - B. Bartering, trading, lending or otherwise engaging in any personal transactions.
  - C. Giving or receiving anything in the nature of a tip, gift, or promise of a gift, either directly or indirectly.
  - D. Assisting in providing any form of legal advice or service.

- E. Establishing business relationships and/or engaging in transactions, partnerships, loaning of money or funds, or any sort of financial transaction.
- F. Close personal associations, dating, or marriage.
- G. Engaging in any other unauthorized personal or business relationship(s).
- H. Visiting with any individual.
- I. Residing with any individual.
- J. Committing or engaging in any sexual conduct or act with any individual.
- K. Aiding and abetting any unauthorized relationships.

### **345.02 PROCEDURE**

1. All Department staff, volunteers, Educational Staff and/or contract service providers whose contact occurs merely by chance or without intention, will excuse themselves within a few minutes and will maintain a professional attitude and demeanor.
2. Contact which is a requirement of assigned duties or which has been specifically approved by the Appointing Authority in writing is authorized.
3. Any contact, written or verbal communication, and any instance of undue familiarity whether personally involved or otherwise will be reported to the appointing authority via the chain of command, unless required by assigned duties or specific permission has been granted by the Appointing Authority in writing.
4. Associations in normal legitimate community activities involving groups, such as churches, PTA's, etc. are authorized.
5. Confidential and personal matters will not be discussed with inmates.
6. All personnel who have contact with inmates will be informed and trained in this regulation during their In-service training. This training will be documented in their Departmental Training File pursuant to AR 308.
  - A. All volunteers, and contract service providers who have contact with inmates will be informed and trained in this regulation prior to gaining access to an institution. This training will be documented and maintained. Educational and Intern volunteer files are maintained with the Educational Coordinator in Carson City. Non-educational and non-Interns files are maintained in the Deputy Director of Programs' office in Las Vegas. .

7. Violations of this regulation will result in restricting access to the Department institutions/facilities, criminal prosecution, and/or disciplinary action.

### **345.03 DEPARTMENTAL REPORTING**

1. All Department staff, volunteers, educational staff and/or contract service providers are required to disclose, in writing within one (1) working day of becoming aware of relationships prohibited by this policy.

A. Any and all personal relationships they have or have had with any persons under the supervision of the Department or under the jurisdiction of a criminal justice agency.

B. Any and all personal relationships they develop during their tenure with the Department.

C. Contact under any circumstances will be immediately reported via the normal chain of command, during normal working hours. If after normal working hours, no later than the beginning of the next work shift.

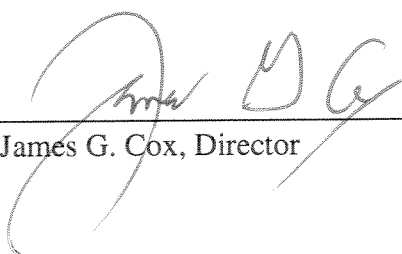
2. Incidental contacts, such as church groups and school activities, do not need to be reported.

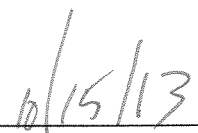
3. Any person who becomes aware of or has reasonable belief, that another person is involved in an unauthorized relationship and/or is unduly familiar with an inmate shall immediately report via their chain of command.

### **APPLICABILITY**

1. This regulation applies to all employees of the Department.

2. This regulation does not require an audit.

  
\_\_\_\_\_  
James G. Cox, Director

  
\_\_\_\_\_  
Date