

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
570**

INMATE MOVEMENT DOCUMENTATION

Supersedes: AR 570 (05/20/10); and AR 570 (Temporary, 11/24/14)
Effective Date: 05/19/15

AUTHORITY

NRS 209.131

RESPONSIBILITY

Wardens/designees and Facility Managers will be responsible to monitor daily count procedures.

The Offender Management Division (OMD) will be responsible to develop a means by which this policy will be implemented.

570.01 GENERAL PROCEDURES

1. DAILY DEPARTMENT COUNT SHEET

A. The daily count movement sheet will include line items for each institution/facility which accurately illustrates the revised departmental male and female counts:

- (1) Institutional & facility count
- (2) Nevada jail & hospital count
- (3) Escape count
- (4) Out-of-state count
- (5) Residential confinement count
- (6) Total population count

B. The daily count sheet will be produced by utilizing computer programs made available through the Nevada Offender Tracking Information System (NOTIS).

C. In the event NOTIS is not functional, each location shall be prepared to manually produce a daily movement sheet and submit the sheet to the appropriate Offender Management Division (OMD) staff.

2. INSTITUTION/FACILITY DAILY MOVEMENT SHEET

A. The entry of data which relates to inmate movement must occur as soon as practical after the movement and prior to the next institutional count.

(1) NOTIS workstation will be located in a control center staffed 24 hours a day.

(2) The entry of data which relates to changes in the custody or assignment of an inmate must occur prior to 11:59 p.m. on the date the change is officially implemented. This includes inmates who are placed on Temporary Absence (TA) status and who are not to be on such status past 11:59 p.m. If an inmate will be out of the institution/facility after midnight, (hospital admittance or booked into a non NDOC facility) then the inmate will have to be transferred into the identified area. Exceptions to this include Nevada Division Forestry crews on extended emergency response detail or medical emergencies. Such exceptions should be communicated to the Offender Management Statistician.

(3) The institution or facility should contact the OMD Statistician or other OMD staff member with any questions regarding the entry of movement data or movements that were entered in error.

(4) The official daily movement sheet will detail the number and types of admissions and releases each day and the count at the close of the day, to include the following:

(a) Received inmates

i. This includes new inmates and transfers between institutions, facilities and Non-in-house locations.

ii. Non-in-house locations are locations of inmates who are counted in the total departmental count, but are housed other than at institutions/facilities. Such locations include out of state count, escape, Nevada jail, hospital, and residential confinement.

(b) Internal changes – representing changes within a location including housing assignments and work/program assignments.

(c) Departures – representing a decrease to the count at a particular location. This includes inmates being released from the system, deaths, escapes and transfers to other locations.

(d) The institution or facility must notify the appropriate OMD Staff member immediately regarding a death, so that the inmate can be properly released within NOTIS, especially if the inmate was housed in a Non-in-house location at the time of death. For further procedural information, refer to Administrative Regulation 420 – Inmate Death or Serious Injury Procedure.

(e) Corrections to erroneous data previously reported.

(f) Count summary

(g) Approval signature.

B. All entries will be supported by documentation in the case notes section of NOTIS or other written documentation.

(1) Internal changes such as custody, assignment and housing will be supported by other written documents.

(2) Arrivals and departures will be supported by body receipts, commitment documents or OMD approved authorization in NOTIS reflecting transfer approval.

(3) Staff that transfers an inmate in an emergency will notify OMD as soon as possible.

(4) Overrides for transfers and releases not authorized in NOTIS require verbal approval by OMD with no exception. All such overrides will be documented in the inmate's case notes and/or classification approval entry completed.

(5) Each daily movement sheet will be reviewed for form and content by the supervisor of the night shift and signed by same to verify accuracy.

(6) In the event a movement cannot be exactly described from the standard list, the designated OMD staff member must be immediately notified.

C. Each institution and facility will produce a daily movement sheet once per day. It should be completed on the night shift between midnight and 1:00 a.m. and will cover the previous 24 hour period (midnight to 11:59 p.m.)

D. The daily movement sheet will be conveyed to OMD by electronic retrieval via the computer network. If this method is not possible, the information will be conveyed by telephone to the appropriate OMD Staff member.

APPLICABILITY

1. This Administrative Regulation does not require an Operational Procedure.
2. This Administrative Regulation requires an audit.

REFERENCES

ACA Standards (4th Edition) 4-4101



Director



Date