



NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

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**OFFICIAL CORRESPONDENCE  
ADMINISTRATIVE REGULATION-122**

**Supersedes:** AR 122 (Temporary 04/09/10) AR 122 05/20/10; and AR 122 (Temporary 8/19/15)

**Effective Date:** October 8, 2020

**AUTHORITY:** NRS 209.131

**RESPONSIBILITY**

All employees of the Nevada Department of Corrections (Department) are responsible for the management of official correspondence.

**122.01 WRITTEN CORRESPONDENCE**

1. All outgoing official correspondence from the Department will be on official letterhead, properly addressed, and promptly distributed.
2. All inbound correspondence to the Department will be promptly distributed.
3. Official correspondence templates are in the shared directory. To access the template folder, go to: [\\Stewart\Shared\Forms\LtrHead & Memo](#) file, to retrieve the official letterhead and memorandum templates.
  - A. Only employees in positions of Deputy Directors, Chiefs, Division Heads, and Wardens may adapt the official letterhead to include their name and position on the upper left side of the letterhead. The Director may approve exceptions on a case-by-case basis.
  - B. The official letterhead includes the administration addresses on the right side of the letterhead. These will be the only addresses used on the official letterhead.
4. Official stationery is not to be used for any purpose other than authorized official Department correspondence.
  - A. Inmates are not authorized to handle official stationery for any purpose.

Correspondence to inmates in response to kites, requests, paperwork, etc., from staff, are not to be written on official stationery.

B. Inmates in possession of official stationery are subject to discipline.

5. All correspondence to members of the Legislature, elected officials, or Chief Executive Officers of other agencies/departments, prepared for the Deputy Directors, Chiefs, or Division Heads' signature, are to be copied for the Director's Office for informational purposes. Approval from the Director may be required of such correspondence prior to signature(s) and dissemination.
6. All computer-generated correspondence prepared for the Director's signature will be given to the Executive Assistant for review via email. All correspondence, requiring the Director's review and signature must be proofread, in accurate sentence structure, and in the proper format by the Administrative Assistant of the office where the correspondence originated before it is given to the Executive Assistant.
7. Documents hand delivered to the Director's Office for review and signature, must be in a folder with notation on the folder of contents, originating office, and name and initials of the Administrative Assistant verifying that contents have been proofread, in accurate sentence structure, and in the proper format.
8. Unless specifically authorized to do so, Deputy Directors will not sign on behalf of the Director.
9. If an employee is designated as acting for a Deputy Director, Chief, or Division Head, and has approval to sign for them in their absence, that person will sign their name above the typed name of the person they are acting for in the signature block, with either "acting" or "for" before or after their signature.

## **122.02 COMPUTER GENERATED CORRESPONDENCE**

1. Computer-generated email is authorized for correspondence between all Departmental employees, other Nevada State agencies, and other agencies outside Nevada.
2. Staff employing emails shall ensure compliance with AR 141, Information Technology Standards, Controls and Security.
3. Computer-generated correspondence for the Director's review and signature will be sent from the Administrative Assistant of the office the correspondence originated from to the Executive Assistant (see paragraph 6).
4. Any correspondence to the Executive Assistant that is in the wrong format, on the wrong letterhead, or any other noted corrections or changes, will be returned to the Administrative Assistant responsible for such correspondence to make the necessary corrections. When the corrections are completed, the Administrative Assistant will return the document(s) to the Executive Assistant along with the marked-up copies for review again by the Executive Assistant.

## APPLICABILITY

1. This regulation does not require an Operational Procedure.
2. This Administrative Regulation requires an audit as part of the annual review of internal controls pursuant to SAM 2418.0.



Charles Daniels, Director



Date