



NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

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**INITIAL CLASSIFICATION PROCESS  
ADMINISTRATIVE REGULATION – 504**

**SUPERSEDES:** AR 504 (12/17/12); AR 504 (Temporary 01/12/15); AR 504 (05/19/15)

**EFFECTIVE DATE:** April 12, 2022, TEMPORARY EDITION

**AUTHORITY:** NRS 209.131; NRS 209.261; NRS 209.341; NRS 209.351

**RESPONSIBILITY**

The Offender Management Administrator (OMA) is responsible for establishing procedures in processing new and returning offenders.

The Associate Warden at the Intake/Reception Centers is responsible for ensuring compliance with this regulation.

**504.01 GENERAL PROCEDURES**

1. All incoming offenders will complete a thorough screening and assessment during admission, as well as receive a thorough orientation of the institution's procedures, rules, programs, and services.
2. The goal of the initial-classification process, will be to:
  - 1) Ensure the offender is properly committed to the Nevada Department of Corrections (NDOC and Department) with appropriate commitment documents;
  - 2) Ensure that identification procedures are completed, to include photographs, fingerprints, and identifying marks;
  - 3) Provide a quarantine period that permits medical, dental, and psychological examinations, in addition to recommendations for necessary treatment;
  - 4) Introduce offenders to Programming through orientation to policies, rules, regulations, and the type of programs that are available;

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- 5) Assign staff to work with offenders in needs assessments and developing future programs, through the use of pre-commitment information, psychological tests; educational, and vocational testing and risk assessment instruments;
  - 6) Complete the intake process within 3 weeks after the offender is received, provided that medical and other requirements do not prevent release from the intake unit;
  - 7) Ensure public protection through assignment of proper housing and custody designation;
  - 8) Ensure custody designations are assigned at the lowest possible level, consistent with the safety and security considerations of the Department; and
  - 9) Maintain a classification process that is consistent with individual dignity and adheres to the principle of fairness.
3. The custody level for intake offenders will be unassigned pending completion of the intake process.
  4. All male offenders from the ages of 18 to 25 will be provided the documents needed to register for the Selective Service System draft if they have not already done so.

#### **504.02 ADMISSION POINT FOR NEW COMMITMENTS AND RETURNING OFFENDERS**

1. All new commitments must complete the intake process.
  - A. NDOC does not detain offenders solely for civil immigration purposes.
2. New commitments will be transported to an Intake Center based on the following regional formula:
  - A. Female offenders will be transported to Florence McClure Women's Correctional Center (FMWCC). Female offenders may be temporarily housed at Northern Nevada Correctional Center (NNCC) until transported to FMWCC.
  - B. Male offenders will be transported to either NNCC or High Desert State Prison (HDSP), depending on Department transportation schedules, and generally:
    - (1) NNCC will intake offenders from the following counties:
      - Mineral, Lyon, Douglas, Carson, Washoe, Storey, Churchill, Pershing, Humboldt, Lander, Elko, and Eureka.
    - (2) HDSP will intake offenders from the following counties:
      - Clark, Esmeralda, Nye, Lincoln, and White Pine.

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- C. Youthful male offenders will be transported to Lovelock Correctional Center (LCC). LCC will intake male offenders who are under the age of 18 years at the time of incarceration, as outlined in Administrative Regulation 502.

### 3. Returning Offenders

- A. Returning offenders that have not been out of custody may be returned to the institution from where they departed from, unless their absence exceeds 90 days.

- (1) If the absence exceeds 90 days, the offender will be returned to the closest Department Intake Center for processing.

Occasionally, an offender who must go through the intake process will arrive at a facility that is not designated as an Intake Center. These offenders will be transferred to an Intake Center at the earliest convenience. In rare circumstances where the offender may not be moved, the facility will perform an abbreviated intake process. Until the offender is transferred or properly classified, the offender will be held in a segregated environment.

- B. Laboratory/blood tests are required for returning offenders who have been out of custody including but not limited to, those assigned to Northern Nevada Transitional Housing (NNTH) and Casa Grande Transitional Housing (CGTH).

- (1) Returning offenders who have been out of custody will be treated as new commitments and will be processed through an Intake Center.

- C. The Deputy Director and/or Warden will determine where returning escapees will be placed. Generally, they will be returned, quarantined for medical testing, and processed through an Intake Center.

- (1) Extremely dangerous offenders for whom the intake unit provides too little security will go directly to HDSP or Ely State Prison (ESP) for quarantine, processing, and classification.

- (2) All female offenders returned from escape status will go to FMWCC.

### 4. Safe Keepers

- A. Under limited circumstances, county Safe Keepers may be approved (for temporary housing) by the OMA.

- B. This approval must be obtained in advance and during normal working hours.

- (1) Emergency approval may be granted by the highest-ranking supervisor on duty after hours, but only in cases where the request comes from a rural jail, and where the offender's behavior is seriously disruptive. Telephone

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approval must be received from the OMA and/or Deputy Director. This action must be documented in the Nevada Offender Tracking Information System (NOTIS).

- C. Safe Keepers will be required to complete an abbreviated intake process and will be housed in an Intake Center initially unless otherwise approved by OMA and/or Deputy Director.
- D. The specific Intake Center, where the Safe Keeper will be housed, is dependent on the nature of the jail request (i.e., a medical case will be housed at NNCC). Direction will be provided by the OMA and/or Deputy Director.

#### 5. Incoming Arrival Hours

- A. New commitments must be received between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Exceptions to this policy must be coordinated in advance with the OMA, during normal working hours, and/or by the highest-ranking supervisor on duty after hours.
- B. Returning offenders will be received at any time of day.

#### 6. Required Documentation

##### A. New commitments:

- (1) Must be accompanied by a certified copy of the Judgment of Conviction, reflecting the judgment of imprisonment.
- (2) Probation violators will be accompanied by a certified copy of the Order Revoking Probation, and the original certified copy of the Judgment of Conviction.

##### B. Parole Violators:

- (1) Must be accompanied by a Retake Warrant, and either of the following Parole and Probation forms:
  - (a) Notice of Preliminary Inquiry Hearing; and/or
  - (b) Prior Notice of Charges and Receipt for documents.

##### C. Safe Keepers

- (1) Verbal or written approval by the OMA and/or designee.
- (2) The county requesting safe keeping will forward a letter of request to the Offender Management Division (OMD).

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- (3) If verbal authorization is given, the written request will be submitted as soon as practical.
  7. Institutions with intake units will develop Operational Procedures, as the documentation that accompanies new commitments is often non-standard and complex.
    - A. These Operational Procedures will be based on specific information provided by OMD.
  8. It is the responsibility of the intake Correctional Casework Specialist (CCS) to ensure the proper commitment type is entered in Offender Sentence Management (OSM).

#### **504.03 INITIAL CLASSIFICATION SUMMARY**

1. The initial classification process will be directed toward the evaluation and the entering of staff findings and research in the Demographic & Descriptors, Legal Cases, and Integrated Case Management screens of NOTIS on all new and returning offenders.
2. This report will become a permanent part of the offender's record and contain, but should not be limited to, relevant information required by statute.
  - A. The Department will obtain and maintain records of all offenders as listed below:
    - (1) The name, date of birth, race, sex, height, weight, complexion, color of eyes and hair, peculiarities of build or features;
    - (2) Place of birth (state, county or city, or country, province or city) and country of citizenship;
    - (3) Occupation, spoken language(s), and whether the offender can read and write; and
    - (4) Date of sentence, name of judge passing sentence, county where sentenced, the crime charged, date of incarceration, and the term of imprisonment.
  - B. Other pertinent information to be included will be:
    - (1) Information regarding offense including a version of current charges for each judgment of conviction;
    - (2) Offender's offense motivation;
    - (3) Accounts of the legal aspects of the case including statements or information from probation and parole officers, the courts or other law enforcement agencies;

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- (4) A summary of the offender's prior criminal history;
  - (5) Educational achievement and intake testing scores;
  - (6) Documented holds/detainers;
  - (7) Valid identification in the I-File (e.g., birth certificate, driver's license, etc.)
  - (8) Escape records;
  - (9) History of drug and/or drug abuse; and
  - (10) Security Threat Group documentation.

3. All applicable information will be entered into the NOTIS by the intake CCS and become part of the initial Objective Classification Instrument (OCI) used to make initial classification recommendations.

#### **504.04 INITIAL DESIGNATION**

1. Retention of custody at a higher level than the scoring guideline may be appropriate based upon case factors.
2. The reasons for any exception to the OCI score will be documented in the classification instrument narrative, and in the classification case note of NOTIS.
3. Classification committees will be guided by the following considerations when establishing levels of custody:
  - 1) Institutional adjustment:
    - Rapport with staff
    - Disciplinary record
    - Violence while incarcerated
    - Escape proneness
  - 2) Nature of offense:
    - Notoriety of offense
    - Severity of violence involved in offense
    - Psychopathology versus environmental anti-social behavior

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- Attitudes toward offense and authority

3) Criminal history:

- Extent of prior arrest record
- Levels of violence in prior arrest record
- Pattern of increasing and/or decreasing violence
- Prior incarcerations
- History of escapes and/or absconding
- Holds and/or detainers

4) Total length of sentence:

- Time served versus time remaining

5) Vocational and program consideration:

- Nature of work assignment
- Release orientation versus institutional orientation
- Family relationships
- Age and/or vulnerabilities

6) Disabilities including medical, dental, mental health, mobility impairments, and/or treatment needs, will not be considered in determining custody. However, medical, dental, mental health restrictions, and any disabilities may be considered for purposes of housing placement, as further outlined in AR 504.05 and AR 503 Conduct of Objective Classification.

4. Returning offenders from escape will be evaluated based on the nature and severity of the escape and from what custody level.
5. Staff judgment remains a key element in all classification decisions.

#### **504.05 INITIAL CLASSIFICATION COMMITTEE**

1. The Initial Classification Committee will be comprised of the following, to include:

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- 1) Warden and/or designee;
  - 2) Intake CCS; and
  - 3) Any other staff, as assigned by the Warden.
2. Upon completion of the evaluation and initial summary report, offenders will be scheduled for a hearing before the Initial Classification Committee, within 3 weeks of their admission.
  3. The Initial Classification Committee will recommend an appropriate level of custody.
  4. The Initial Classification Committee will be guided by, but not limited to, the following factors and considerations:
    - 1) Information contained in the Initial Classification Summary report;
    - 2) Recommendation of the sentencing court;
    - 3) Initial Designation Instrument risk factor score;
    - 4) Staff evaluation;
    - 5) The offender's custody needs;
    - 6) Needs assessment evaluation regarding programs and their availability within specific facilities;
    - 7) The possibility and desirability of the offender's reintegration into the community, near the location of the facility;
    - 8) History of violence or escape;
    - 9) Prior criminal history;
    - 10) The availability of bed and program space at the facility deemed most suitable for the offender;
    - 11) Protective housing needs;
    - 12) Length of sentence; and
    - 13) Committee's assessment regarding the degree and level of custody required for public protection, safety of staff, safety of other offenders, and the individual to be classified.



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5. The Initial Classification Committee will also make a placement recommendation for facility placement, assignment, and educational or vocational programs.
    - A. The Initial Classification Committee shall not exclude offenders with disabilities from classification to the custody levels for which they otherwise are eligible because of the offender's disabilities, including mental health conditions, medical conditions, mobility impairments, and medical treatment needs.
    - B. Understanding that custody and classification levels cannot take into account any disabilities, the Initial Classification Committee may consider certain medical, dental, and/or mental health factors to determine placement and housing recommendations, when it is necessary to provide offenders with disabilities with equally effective aids, benefits, services, or due to a legitimate safety requirement or Direct Threat as defined by AR 658 Reasonable Accommodation for Offenders with Disabilities (see AR 658.01.8). When these factors are necessary to be considered for placement, they will not impact the overall recommendation for custody and classification level as outlined in AR 503 Conduct of Objective Classification.
  6. The Initial Classification Committee, or a subsequent classification committee, may determine whether arrangements, as authorized by law, should be made to house an offender within another jurisdiction in the following circumstances:
    - A. Following a psychological examination and concurrence with mental health staff, the committee deems that an offender is mentally incapable of being supervised by the Department.
    - B. An Interstate Compact Transfer may be recommended if it is determined that an offender's safety is in jeopardy at any Nevada institution and/or facility due to factors including, but not limited to, notoriety or prior law enforcement employment.
  7. The decisions and recommendations of the Initial Classification Committee will be recorded and made a part of the permanent record of the offender and used as a reference during subsequent classification hearings.
    - A. Recommendations will be entered in the NOTIS classification system in correspondence with the Initial Designation Instrument completion.
    - B. The Initial Designation Instrument will be maintained in NOTIS throughout the offender's incarceration and may be updated if the offender returns as a parole violator or returning offender.

#### **504.06 INITIAL CLASSIFICATION APPROVAL**

1. The recommendation made by the Initial Classification Committee will be reviewed and either approved or disapproved by staff in OMD through NOTIS.
  - A. Classification of offenders 18 years and under, will be reviewed by the OMA.

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**REFERENCES:** ACA Standards 5<sup>th</sup> Edition 5ACI-5A-01 – 5-ACI-5A-04, 5-ACI-5B-03, 5-ACI-6A-37

  
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Charles Daniels, Director

4-13-22  
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Date