



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

SUMMARY OF CHANGES
AR 400 – GENERAL SECURITY/SUPERVISION GUIDELINES
Effective PENDING

Description	Page Number
400.02 DAILY ADMINISTRATIVE TOURS was added.	2
Daily Administrative Officer tour DAO is now Daily Administrative Tour (DAT)	2
Administrative staff will conduct tours every 48 hours. New verbiage: Administrative staff will conduct tours daily.	2
Institutions will be fully toured daily.	2
Other minor changes have been made in formatting for improved clarity and consistency.	

James E. Dzurenda, Director

Date

This summary of changes is for training record purposes only. You must also consult the Administrative Regulation and/or Manual for proper instructions.

I, _____, acknowledge receipt of this Summary of Changes and understand it is my responsibility to implement into the course of my duties.

Signature

Date



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

**GENERAL SECURITY/SUPERVISION GUIDELINES
ADMINISTRATIVE REGULATION – 400**

SUPERSEDES: AR 400 (01/05/12); AR 400 (Temporary 03/01/13), AR 400 (03/19/13)

EFFECTIVE DATE: PENDING

AUTHORITY: NRS 209.131, NRS 209.161, 42 U.S.C. § 15601, *et seq.* and 28 C.F.R. Part 115

RESPONSIBILITY

The Director of the Nevada Department of Corrections (NDOC and Department) is responsible for the implementation of this Administrative Regulation (AR).

The Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

The Associate Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

Supervisors will ensure that their appropriate subordinate staff members have read and understand this regulation.

Designated staff members will know, comply with, and enforce this regulation.

If, and where applicable, offenders will know and comply with this regulation.

400.01 GENERAL SECURITY SUPERVISION GUIDELINES

1. The Warden will develop and maintain a local security and staff management plan that is available to all staff. The plan will include, at a minimum the following information:
 - A. Current Administrative Regulations.
 - B. Current Operational Procedures

-
- C. Memoranda and other instructional materials issued by the Warden and Associate Wardens to facilitate the implementation of the policies and procedures.
 - D. All necessary staff assignment, roster, and timekeeping records, in accordance with Department administrative regulations and policy.
 - E. Post Orders that are current and which are readily available for employees assigned to posts.
 - F. Current Emergency Response Manual.
2. The Warden/Designee will develop a written schedule to ensure that checks are performed in all areas where information is maintained to ensure that current policies and procedures are in place.

400.02 DAILY ADMINISTRATIVE TOURS

1. Daily Administrative Tours (DAT) are intended towards bolstering the visibility of administrative personnel within Department institutions. By fostering accessible communication with frontline staff, mid-level managers, and offenders, DAT plays a pivotal role in our institutional oversight strategy. This daily initiative ensures a continuous assessment of facilities, maintaining the highest standards of operation. Participants are entrusted with specific responsibilities outlined in the DAT protocol, adhering to structured procedures. Reporting mechanisms are in place for the timely resolution of issues encountered during the tours, and compliance is mandatory to uphold departmental policies.
2. DAT tours will occur daily during the year with the goal of touring the entire institution by the end of each day (Institutional towers will be toured bi-weekly). Designated staff members will be assigned to tour a minimum of one core services area or unit daily. Staff will sign the logbook of the toured area in red ink.
3. Facilities and camps will conduct a full tour every 48 hours. Staff will log their tour in the Nevada Offender Tracking and Information System (NOTIS).

Note: Core services are areas that provide a service to the offenders. Examples include education, chapel, law library, visitation, etc.

A. Institutions

- 1) The Warden or Associate Warden are responsible for ensuring individual DATs are conducted daily, which will amount to a full institutional tour.

-
- 2) Wardens, Associate Wardens, and the PREA Compliance Manager will identify areas that need to be toured multiple times per day. Areas where incidents consistently occur.
 - 3) The Warden or Associate Wardens will conduct visits to housing units, including unannounced rounds mandated by the PREA Compliance Manager.
 - 4) Lieutenants, Sergeants, and Correctional Casework Specialist IIIs or designee will perform daily tours of an area within their institution, including weekends and holidays, incorporating unannounced rounds as designated by the PREA Compliance Manager and Warden. Collectively, these efforts will constitute a comprehensive institutional inspection daily.

B. Facilities and Camps

- 1) In facilities and camps, the Correctional Manager or Lieutenant will delegate the 48-hour administrative tour responsibilities to subordinate staff within their respective facility or camp.
- 2) The Correctional Manager or Lieutenant will conduct visits to housing units and core service areas daily, including unannounced rounds mandated by the PREA Compliance Manager.
- 3) Correctional Managers, Lieutenants, Sergeants, Correctional Casework Specialist IIIs, Senior Correctional Officers or designee are responsible for conducting tours on all shifts within their facility or camp, including weekends and holidays, and will include unannounced rounds as designated by the PREA Compliance Manager, Warden or Correctional Manager. Together, this will amount to an inspection of the entire facility.

Note: If there is an issue during the non-touring day it will be reported immediately and the outcome will be noted in the 48-hour tour report.

C. Areas of Tours (Institutional Guide)

- 1) Staff members will not inspect or tour the same area on consecutive days. Staff will not inspect/tour areas/posts where they are assigned to oversee/supervise. It is preferable to complete tours while the area is occupied.
- 2) Areas inside the perimeter where both offenders and staff are present take priority when conducting tours.

-
- 3) Units, culinary, education, visiting, property, gym, canteen. (Daily)
 - 4) Laundry, warehouse, maintenance, and sally port. (Daily)
 - 5) Unoccupied areas will be toured. (Daily)
 - 6) All activity areas. (Daily)
 - 7) All core service areas will be conducted. (Daily)
 - 8) Areas such as Perimeter, Armories, or other buildings outside the institution's fence will be inspected. (Daily)
 - 9) Towers (Bi-weekly)

D. Reporting

- 1) Wardens, Associate Wardens, and the Wardens Administrative Assistant will receive an email daily detailing all such tours, which will include any observed deficiencies and the corresponding corrective actions taken.
- 2) In case a DAT is not completed, an email must be sent to the Warden, Associate Warden, Correctional Manager, or Lieutenant, explaining the reasons for not completing the inspection.
- 3) Correctional Officers will conduct a visual inspection of all cells and other living quarters once during each shift. This tour will be noted in the post log and in NOTIS. All major issues will be reported to the Associate Wardens, shift Lieutenant, and chain of command immediately.
4. Correctional Officers will conduct formal inspections and searches in compliance with the provisions of AR 422 - Search and Seizure Standards, and the applicable Post Orders.
5. The Associate Wardens/Designees will conduct at least weekly inspections of all security devices and report the results of the inspections in writing to the Warden.
6. Regular reviews of the regulation will be conducted to ensure ongoing relevance and effectiveness. Amendments, when necessary, require approval from designated authorities, emphasizing the commitment to adaptability and continual improvement.

APPLICABILITY

1. This AR requires an Operational Procedure for all institutions/facilities.
2. This AR requires an audit.

REFERENCES

ACA Standards 5th Edition, 5-ACI-3A-01, 5-ACI-3A-04 - 5-ACI-3A-11

James E. Dzurenda, Director

Date