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**ELY STATE PRISON**

**INMATE ORIENTATION HANDOUT**

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In an effort to acquaint inmates arriving at Ely State Prison with the operations of the facility, the following orientation handout has been prepared. Please take a few minutes to read this handout, as it will minimize the confusion surrounding transferring to an unfamiliar institution.

Renee Baker, Warden

## ELY STATE PRISON INMATE ORIENTATION HANDOUT

Ely State Prison (ESP) is a maximum-security prison within the Nevada Department of Corrections. This handout may help with initial questions. This information is also available in Spanish.

### DEFINITIONS:

#### Back Number

A Nevada Department of Corrections (NDOC) inmate identification number which is used in daily transactions and correspondence. This number is assigned during the intake process.

#### Inmate Card

Inmate Card is issued by the NDOC showing Identification photo and Identification back number. This card must be carried at all times and produced upon demand of any staff member

#### Inmate Account

A money account is automatically set up for inmates who arrive in the NDOC.

#### (Brass Slip)

A form used to make a withdrawal from a money transaction request account.

#### House

A specific unit, wing, and / or cell.

#### Inmate Correspondence (Kite)

A written message from an inmate to staff.

### EXPLANATIONS:

Ely State Prison operates by Administrative Regulations (A.R.) and Operational Procedures (O.P.) on a day-to-day basis. In as much as incorporation of these rules and regulations as part of this orientation handout is not feasible, all pertinent A.R.'s and O.P.'s are available to all inmates and are located in the Law Library in Building #9, adjacent to the canteen.

Ely State Prison is divided into two primary sections. Phase I houses segregation inmates and Phase II houses inmates under close custody general population.

Conversation between the two phases is not allowed and inmates violating this rule are subject to disciplinary action.

All assignments must be approved through the classification process. Staff makes recommendations to the classification committees, some of which will be finalized at the unit sub-classification committee hearings chaired by the unit caseworker, whereas others are finalized at the full classification committee hearings chaired by the warden, or one of the associate wardens or the CCWS III. It is the responsibility of the inmate to request assignments through the staff supervisor. Essentially assignments are progressive, in that an inmate will not immediately be assigned to a preferred assignment, except for the rare extenuating circumstances. Pay numbers will take into account other factors such as disciplinary history and/or conduct with staff in housing units. The system can also work in reverse if an inmate has poor conduct within his housing unit; the case can be reviewed by classification and result in a pay number deduction.

All questions regarding mail, medical and property must be addressed by kiting the supervising officer. Requests for any health services (medical, dental, and psychological) must be addressed by kiting the proper health provider for scheduling. All requests for attending religious services and the law library must be coordinated within the housing units.

### Visiting

Visiting days and hours depend upon custody level. All visitors (family and friends) must obtain prior clearance and approval before an initial visit. Visiting applications can be obtained from correctional staff in the units or from casework specialists. Completed forms are to be sent to the visiting room officer for processing. Any exception to the visiting procedure must be obtained in writing from the warden or an associate warden. For example, special visits for family members coming from long distances may be arranged, however, prior written approval must be obtained. Legal (attorney) visits can also be arranged by having an attorney call the warden's secretary at least twenty-four (24) hours prior to the legal visit. Any questions concerning ESP visiting can be answered by writing a kite to the ESP visiting staff, talking to your unit caseworker, or found in O.P. 709. Please be advised that any attempt to introduce contraband into the facility may result in the loss of all visiting privileges.

Inmates are not allowed to speak with other inmates or families during visiting.

Inmates are not allowed to utilize the microwave or vending machines at anytime. Visitors are subjected to searches after using the restroom.

### Property

All appliances must be ordered through the canteen. Recording devices are not allowed. All property must be registered on the inmate's property card. Possession of unregistered items will result in confiscation of the item and/or disciplinary action. Any question concerning property should be directed in writing to the ESP property sergeant. If an inmate arrives at ESP with unauthorized property, he will be notified and will have thirty (30) days to have this property removed at the inmate's expense or it will be confiscated and disposed of according to NDOC procedures. Inmates are expected to maintain an acceptable standard of cleanliness. This includes utilizing the yellow plastic footlockers and fireproof personal property. For further information A.R. 711 and O.P. 710 can provide more detail. Except for legal work, all property must fit in the yellow tub and one fire retardant box, all other property will be confiscated.

### Packages

The Director has implemented a package program. This program usually is operational four times a year. Inmates are allowed to order one clothing and one food package per quarter. Inmates serving Disciplinary Segregation, Disciplinary Detention, Austere Housing, Administrative Segregation or housed in the Infirmary are not allowed to order a package. A directive is issued the month prior to the program from the Director's office announcing the rules. No other packages are authorized except for prior approval on books and hobby craft items.

### Mail

Inmates can write to any individual. Prior permission is required to correspond with any other incarcerated person in Nevada or in another state. Correspondence with Southern Nevada Women's Correctional facility (SNWCF) is limited to immediate family (wife, grandparents, sister and children). No money orders, personal checks or cash can be received through the mail. In order to have money placed on an inmate's

account, procedures must be followed as outlined in Operational Procedure 704. Deposit coupons are available in all units. It is the responsibility of the inmate to forward the coupon to his money source, along with an explanation of the process. Questions regarding this procedure should be directed to the inmate's caseworker or unit officer. All incoming correspondence should be addressed as follows:

NAME AND BACK NUMBER  
ELY STATE PRISON  
P. O. BOX 1989  
ELY, NV 89301

Per AD-3-96 NDOC will no longer accept 3<sup>rd</sup> class mail; i.e. brochures, flyers, catalogs, etc. Also new USPS regulations state any correspondence weighing over 1# with stamps attached, must be searched and signed by staff and officers at ESP or it will be returned. Magazines and newspapers can only be received by subscription. Magazines must be by paid subscription only. All book requests are to be directed to the associate warden of programs by using the Inmate Book Request form DOC-1562. Approval is contingent upon the material meeting requirements of AR 711, AR 750, and O.P. 710 in order to be accepted at Ely State Prison. There is a limit of ten (10) books and/or magazines in possession. Items are subject to review by the publication committee. Books must be new and mailed directly from the publisher or store of purchase and mailed from within the United States. All letters received must contain paper only. No trinkets are allowed. Standard photographs (maximum size is 8" x 10"). Polaroid prints acceptable only if backs are removed. No more than ten (10) photos allowed in your possession at a time. All unauthorized items received at ESP will be returned to sender at inmate's expense.

### Inmate Account

An account will automatically be set up at the central accounting office. The back number is the account number. Monthly statements will be received from this account reflecting all financial transactions. Careful records and documents of all transactions should be

kept. Money can be withdrawn from an inmate's account to mail out for approved items using a brass slip accompanied by a stamped self-addressed envelope and sent to the account clerk through the unit officer.

The only checks that will be processed from Ely State Prison to Central Administration (Inmate Services) will be tax returns. V.A. disability checks, settlement checks from family and friends. See attachment entitled "Instructions for Completing Money Orders/Cashier's Checks and Inmate Deposit Coupons."

### Inmate Canteen

General population, administrative segregation and CMU inmates are allowed to order at their own expense up to \$100.00 per week of canteen items, such as soda pop, crackers, personal hygiene items, pens, stamps, etc. Two sets of canteen lists will be available in the unit control. Inmates from both wings can check out a canteen list by exchange of their personal identification card. Disciplinary infractions may result in loss of canteen privileges. Inmates serving disciplinary segregation are restricted to one \$50.00 canteen order per week. Inmates serving disciplinary segregation will only be allowed to purchase items from the canteen which are for hygiene maintenance; or correspondence related. Inmates housed in disciplinary detention have no canteen privileges.

### Telephone Calls

Personal and legal telephone calls are allowed during scheduled times. Only one personal phone call a day is allowed for general population inmates. Administrative segregation inmates are allowed one personal call per week. Disciplinary segregation inmates are allowed one personal call per month. All personal calls are tape-recorded and a maximum of fifteen (15) minutes duration. Placement of calls requires use of a PIN number, Unit officers will maintain a telephone log. Legal phone calls will not be limited but issued as time periods permit. All calls must be made COLLECT or with Prepaid Phone time purchased from Canteen; and made from inmate telephones.

When you are transferred from one Nevada State Institution to another, you do not need to immediately submit a request for your personal phone numbers.

**Dental/Medical  
Psychiatric**

Medical, dental and psychiatric care is available. Please read the section titled "ESP Medical Orientation Information" for procedures for service and costs.

**Clothing/Hygiene**

The laundry officer must be notified in writing to request clothing or bedding. Be specific with clothing sizes. Laundry issues are every six (6) months. Personal hygiene items, such as toilet paper, soap, toothbrushes, etc., are available in all units.

All haircuts are done in the units.

**Exercise/Gym**

Recreation programs are established at ESP. Exercise periods and access to the gym depends on custody and housing. Schedules are posted in each housing unit. Activities include basketball, softball, flag-football, handball, racquetball, Ping-Pong, volleyball, and table games, such as chess, etc. Special Intra-Mural programs are also offered evenings. All inmates entering the gym must wear gym shoes.

Inmate hobby craft programs are also coordinated in the gym by recreation staff. You must be six (6) months disciplinary free to sign-up for hobby craft.

**Legal Services**

**A. Access to the Law Library:**

1. Inmate access to the law library will be on a first come, first serve basis. Requests will be prioritized by the assigned law library officer, based upon information provided in form DOP 2049, i.e. time frames, urgent needs, etc., consistent with the schedule, which is subject to change.

a. All requests to access the ESP law library can be obtained from the unit control officer, by use of the "Inmate Interview Long Form", DOP 2049. This form is to be submitted no later than 12:00 Noon each

Wednesday and the assigned unit control officer will submit the request to the law library that will prepare a schedule for the following week.

- b. The law library officer will prioritize all requests. However, this will be based upon information provided in this form stating urgent needs, such as time frames and special access.
- c. The request must contain specific information regarding the case being worked on by an inmate, such as case number or lawsuit.
- d. There will be no more than twenty (20) inmates in the law library at one time, not including workers.
- e. All inmates must sign-in upon entering the law library, have their I.D. cards available and sign-out upon leaving.
- f. Any inmate who is observed not working on a case or involved in any activity deemed inappropriate for the law library will be removed and returned to his assigned housing unit. Any inmate removed can face disciplinary action and/or suspension from the law library for up to thirty (30) days.

THIS IS AN EXAMPLE OF THE ABOVE:

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Number: \_\_\_\_\_  
Housing: \_\_\_\_\_ Assignment: \_\_\_\_\_  
Case Number: \_\_\_\_\_ and/or  
Case Description: Urgent Needs: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

## B. Segregation Units:

Attempts will be made to provide segregation with a law library staff member for each unit/wing.

Inmates in MLU or other areas, in which inmates are not allowed to physically go to the institutional law library, depend on assigned inmate law clerks to assist them in accessing law library material. The following process will refer to inmates not having physical access to the law library.

1. The inmate must submit a request on the "INMATE INTERVIEW REQUEST LONG FORM: DOP - 2049, requesting to see a law clerk. This request must be sent to the institutional law library officer.
2. The law library officer will keep the yellow copy of the form and provide the original to the designated law clerk and advise him to see the inmate.
3. Material, which is, required material in the law library, but missing as lost, damaged or stolen, will be requested via the State Supreme Court Library by the assigned supervising law library officer.

## Religious

Religious services are available in the ESP Chapel, which is located in Building 9 hallway between the canteen and the visiting room. Only general population unit 8 is cleared to attend services in the chapel. Schedules of services are posted in housing units. Inmates who wish to attend a religious service of their chosen denomination should kite the chaplain at least ten days in advance with their choice. The unit control officer will notify them when that service is being held. Inmates will be subject to the required movement procedures.

Upon request, the chaplain will supply inmates with scriptures and/or religious literature. A list of religious books is available from the unit control in the evenings. Send a note to the chapel listing author and title. Books are delivered to the inmate by the chaplain. Private religious counseling sessions are available upon request in the units, subject to custody limitations.

Prior approval is necessary before ordering religious items.

### Assignments

Inmates assigned to close custody general population have access to assignments in prison industries. Silver State Industries operates a drapery factory at Ely State Prison. Inmates interested in employment at the drapery factory should familiarize themselves with A.R. 525 and contact their assigned caseworker regarding an assignment. Inmates must be in level 1, working before they can be considered for transfer to another institution.

All other assignments, such as yard labor crew, culinary, infirmary, education, canteen, porter positions, laundry, and maintenance, are available and require contacting the supervisor who will in turn provide a request to the classification staff. Depending on the nature of the position, the request will be reviewed by the full classification committee.

### Caseworkers

Classification casework specialists are assigned to every unit. Any problems dealing with jobs, housing, account and/or requests or questions should be directed to the caseworker for your unit. All bed move requests are handled by the unit caseworker. Convenience bed moves are discouraged per O.P. 513. Unit caseworkers write institutional progress reports prior to an inmate's appearance before the parole board.

### Classification

Classification is an on-going process wherein inmates are assigned custody, housing, and work assignments. All changes in an inmate's status are the result of action taken by a classification committee.

Ely State Prison functions under a level system. The purpose of the system is to "provide a safe and secure environment for inmates and staff, while rewarding positive behavior and addressing negative behavior". Individuals who want to focus on positive programming will have the opportunity to do so, as their conduct permits, based on the classification level system. The ability to progress also requires the input from unit staff; the unit caseworker and input from other areas can impact the decisions that are finalized by classification committees.

Inmate pay for work assignments are also based on a level system. Increases or decreases require staff recommendations and/or input in addition to classification committee action. Once again the purpose behind this action is to reward those individuals wanting to program in a positive manner and to critically address those who do not.

As a general rule, the following reclassification schedule shall apply. This does not, however, in any way preclude special reviews, as determined by the caseworker, or administrative segregation revisions, as addressed in this handout.

1. **Six-Month Reviews**

All inmates have a six-month regular review.

2. **Segregation Review**

Inmates who are placed in administrative segregation and have completed their initial classification hearing will be seen every thirty-(30) days for Ad-Seg Review.

3. **Post-Board Reviews**

After the parole board has seen an inmate and the institution has been notified of the results, he will appear before a classification committee to be advised of the outcome.

#### 4. Post-Disciplinary Reviews

When the disciplinary committee sees an inmate and the committee recommends Post-Disciplinary Classification, the inmate shall be scheduled for the next regularly scheduled classification for his housing area. All inmates completing disciplinary segregation are seen by a classification committee to determine their custody and housing.

#### 5. Special Reviews

Special reviews will be scheduled, as the caseworker deems necessary. These reviews include, but are not limited to, transfer requests, out-of-state transfer consideration, statutory credit restoration, or any special need or evaluation that may arise.

### Administrative Segregation

Administrative Segregation is designated when inmates require closer supervision and separate housing from the general population. Inmates are removed from administrative segregation as soon as practical, but some inmates may spend relatively extensive periods of time in this status. Administrative segregation classification is not for the purpose of punishment. Inmates may only be placed in administrative segregation under the following circumstances:

1. On the order of the warden, associate wardens, or shift supervisor due to behavior which presents a clear and present danger to inmates, other persons, property, or the security of the institution. Such inmates shall be given "Notice of Classification Hearing" at the time of their placement into administrative segregation and shall not be held in the unit for more than three (3) working days without a classification hearing, except upon the written approval of the warden or his designee.

2. The inmate will appear before a classification committee composed of at least three members, at which time an initial administrative segregation hearing will take place.
3. If the inmate is classified by that classification committee to administrative segregation, the committee shall reach a decision based upon information presented at the meeting. The committee shall provide the inmate with a written decision, which states the reason, and basis for the committee's decision, and which summarizes the information presented to and considered by the committee.

The decision shall be based on substantial, credible information, such as:

- a. Testimony from victims of monetary or sexual coercion, extortion, or theft;
  - b. Physical assault;
  - c. Organized gang activities such as trafficking drugs or extorting another inmate's prescription drugs;
  - d. Threatening or engaging in strikes, disturbances, or riots;
  - e. Forcing another inmate to give his property or money for "protection" by threat of physical injury/abuse;
  - f. Utilizing or assigning organized gang members to carry out "disciplinary measures" against other inmates who refuse to pay blackmail; and/or
  - g. Promoting to various levels of hierarchy by awarding of tattoos.
4. Classification reviews shall be scheduled as outlined in institutional procedures.

### Counts

Formal counts will be conducted during each 24-hour period. All inmates must be in the appropriate place for count. Failure to be in the appropriate place may result in disciplinary action. The 6:30 p.m. count is considered the Health and Welfare Check. All inmates must stand for this count. Any question concerning count can be directed to the unit officer or unit caseworker.

### Disciplinary

Inmates are expected to follow all rules and regulations. Failure to do so can result in disciplinary action. A copy of the Code of Penal Discipline explaining rules infractions is issued to each inmate upon intake. The inmate is responsible for knowing these rules.

### Education

ESP offers educational opportunity through the White Pine County School District. Full time teachers are in the education department, which is located adjacent to the chapel in Building 9. Continuing education from GED and high school is available to all inmates. Those inmates housed in restricted housing have access to these programs through closed circuit television and/or correspondence. Schedules of classes are posted each semester in all housing units. Questions regarding this program should be directed to the education director. Attendance in building 9 requires classification approval.

### Safety Information

Fire evacuation plans are posted in each housing area.

## **GENERAL RULES AND REGULATIONS:**

### Inmate Dress

All general population inmates leaving housing unit will be in blue shirts and denim trousers. Blue shirts will be buttoned at all times and will have sleeves. Shirts must be tucked in to pants upon entering Building 9.

All general population inmates going before the full classification committee must be dressed in a blue shirt, denim trousers, shirttail tucked in.

Approved athletic wear may be worn while going to, from and while engaged in athletic programs. No extra clothing may be carried to the gym.

Yard labor crew workers may remove blue shirts when engaged in work; however they must be worn before entering any other area.

Hats, if worn, will be plain, dark blue baseball type hats. Hats will have no logos, writing, or any markings whatsoever. Also authorized is the navy blue knit watch cap. Hats made of denim material are unauthorized.

No inmate will alter or destroy any state issue clothing.

Earrings are not authorized.

Headbands and bandannas are not authorized. Sweatbands, white terry cloth only and not exceeding 3 inches in width, are authorized while engaged in athletic activity.

### Canteen Purchases

All items purchased through the canteen and delivered to housing units will remain in the housing units.

Inmates will not transport canteen item for any purpose, other than authorized housing moves. This ban includes food and electrical items. The only exception will be electrical items called for repair or exchange.

Any inmate found with canteen items on his person will face disciplinary charges and items will be confiscated.

### Laundry Bags

ESP's laundry is located in building 10 adjacent to the culinary and property room. Laundry schedules are posted in each housing unit. All clothing, both personal and state issue, with the exception of socks must be stenciled with the inmate's name and back number. Laundry bags will be provided, which are also stenciled. Care should be taken to not overload these bags in order to allow for effective washing and drying. Laundry bags must be properly identified last name and back

number to be used. Nicknames and street names will not be accepted.

## Housing Unit

Each housing unit has a housekeeping plan.

**Regulations:** Inmates are required to know these rules and abide by them. Failure to do so will result in disciplinary action. Destruction of state property may result in disciplinary and legal action.

Coverings over bars, cell door window slots, interior or exterior windows are not permitted.

Towels, blankets, sheets, or any other material is not permitted to be draped over ends of beds. No clothes lines are permitted.

TV's will not be suspended from walls or ceilings.

All empty pill containers will be thrown away or returned to medical department.

Pictures of any type (personal) will be put inside marked square on cell walls. Pictures on any other part of the wall will be confiscated.

No inmate shall destroy or alter any item of state issue clothing. Any destroyed or altered item found in any cell of any inmate is contraband and will result in disciplinary charges.

Radios, TV's stereos will be turned down so they will not be heard outside the cell. Loud use of above items will result in confiscation. Use of headphones should be utilized whenever possible. No sound emitting devices are allowed out of your cell.

No money (paper or coin) is allowed in possession of any inmate, on his person or in his property.

No items of clothing, bedding, etc., will be hung on any railing within unit at any time.

All rules and regulations are strictly enforced. Failure to obey all rules and regulations may result in disciplinary action.

*INMATES ARE RESPONSIBLE FOR THEIR OWN ACTIONS. PROGRAMS ARE MADE AVAILABLE TO EACH INMATE TO ASSIST THEM IN IMPROVING THEIR LIVES AND FUTURES. ALL STAFF IS COMMITTED TO PROVIDING FOR EACH INMATE A SAFE, HUMANE, AND CLEAN ENVIRONMENT IN THE CARE, CUSTODY AND CONTROL OF INMATES INCARCERATED AT ELY STATE PRISON. THAT RESPONSIBILITY, HOWEVER, CAN ONLY BE ACHIEVED THROUGH COOPERATION BETWEEN INMATES AND STAFF.*

#### CULINARY SCHEDULE

Ely State Prison culinary prepares and serves breakfast between 5:00 a.m. and 8:00 a.m.; Inmates receive a sack lunch with their breakfast meal; and dinner between 3:30 p.m. and 6:00 p.m.

Phase I and Phase II inmates are fed all meals in their cells except for Level I/Unit 8; inmates are cleared to eat meals in the Phase II dining room.

Building 12 inmates are fed in the Phase II dining room.

The Department of Corrections master menu, recipe cards, and portion allowances are pre-approved by the state dietician. Weekly menus are posted in all housing units.

The medical department in accordance with A.R. 626 must approve medical diets.

All inmates assigned to the culinary as workers must be medically cleared and assigned by the classification committee.

#### **GRIEVANCE PROCESS:**

Attempts should be made to resolve a grievance informally before pursuing an issue formally through the grievance process. All Grievance forms are available within the housing units and caseworkers. All grievances regarding a property claim must have a property claim form attached; both forms must be received in order to be addressed. If

the proper forms are not included all paperwork will be returned with instructions. A.R. 740 and OP 723 addresses the grievance mechanism and unit caseworkers can also be of assistance regarding grievances and in offering to attempt informal resolution.

## **ELY STATE PRISON MEDICAL ORIENTATION INFORMATION**

The Ely State Prison Medical Department is staffed by qualified nursing staff 24 hours a day, 7 days a week and is located in building 9.

We will be happy to take care of you, but there are some procedures that you need to follow in order to make your care easier.

1. There are pill calls in the housing units as follows: **TIMES ARE APPROXIMATE.**

<b><u>Phase 1</u></b>	6:30 a.m. and 5:00 p.m.
<b><u>Phase 2</u></b>	8-9:30 a.m. and 5:00 p.m.
<b><u>Infirmery</u></b>	4:30 a.m. and 4:30 p.m.
<b><u>Insulin</u></b>	3:30 a.m. and 3:30 p.m.

It is your responsibility to report to pill call on time. If you miss pill call, the nurse will not be available again until the next scheduled pill call.

You need to have your identification with you in order to receive medications.

2. KOP medications are issued to the housing units in the mornings and afternoons. If you are on PRN (AS NEEDED) medication, you must request it before the next scheduled pill call time. In order to receive a refill, you need to write a kite requesting the refill – these can be given to the nurse on pill calls. There is a 5 – 7 day delay after your kite is submitted, so please kite ahead. Take the peel label off of your bottle and place on your kite for a refill.
3. If you wish to be seen by the doctor, dentist, a mental health professional, or nurse you will need to fill out a medical kite. They are located in the units. Medical will not accept kites in any form except a DOP 2500, "Medical Kite" form.

Medical, mental health and dental kites should be given to the nurse at pill call, or during segregation rounds.

Your kites and medical records are confidential and not handled by anyone other than the appropriate medical staff. There is no charge for submitting a kite.

4. If you have any questions about filling out the kite or cannot write English, ask any staff or caseworker, they will be happy to help you.
5. The infirmary staff will only see you if you have kited. You will be asked to sign the sick call roster. Signing in indicates your agreement to the appointment and charges. If you refuse to be seen for a scheduled appointment you will still be charged \$4.00.

If you feel that you no longer need a scheduled appointment, you will need to sign a release of liability form which the officer or nurse will provide. You will need to re-kite to be seen. **DISRUPTIVE BEHAVIOR IS CONSIDERED A REFUSAL.**

6. If you feel you have an emergency that is not *life threatening* and you need to be seen A.S.A.P., your unit officer will notify medical, and you will be evaluated at the earliest opportunity.
7. If you are injured while working, your supervisor will call the infirmary and then you will be instructed to report to the infirmary. Life threatening situations are handled as a "MAN DOWN" called by the officer – medical staff will come to assess these emergencies. Abuse of the "man down" procedure will result in disciplinary action and restitution.
8. All questions concerning a clearance to work in the culinary must be forwarded to the infirmary by your caseworker.
9. All questions concerning a clearance for camp must be forwarded to the infirmary by your caseworker.
10. There is an \$8.00 charge for medical and dental appointments, unless it is a follow-up ordered by the Medical Department. No inmate will ever be denied medical/dental care due to lack of funds.
11. There are also some medical items such as special shoes or prosthetics for which you will have to pay part of the cost if they cost more than the amount allowed. This will be explained to you at the time you see the doctor.
12. All questions concerning medical charges should be referred to medical. They will send the appropriate paperwork.

We recommend that you check your inmate account statement on a regular basis. We cannot do anything about medical charges that are over 6 months old, and we must have your statement, which we will copy and return.

13. If you injure someone or deliberately harm yourself or falsify a medical emergency, you will be charged restitution for medical services.
14. Any inmate, who is evaluated by a doctor, nurse practitioner or nurse for a sports related injury, will be charged for "the entire or partial cost for treatment and care of injuries that are sustained during a recreational activity. Per I.B. #96-3.
15. Inmate housed in segregation will be evaluated daily by nursing staff during "segregation rounds".
16. If an inmate believes that he has a disability that requires assistance while housed at Ely State Prison, then he needs to request to see the Medical Provider for an evaluation. Per OP 819, once evaluated the inmate will receive appropriate accommodations based on his disability.

## **MEDICATIONS**

- I. Medications prescribed by the physicians at Ely State Prison are in the Nevada Department of Corrections Formulary.
  - A. Formulary – list of medications carried by pharmacy.
- II. Pill Calls: See Pill Call Schedule
  - A. Your doctors have adjusted your medication to these time frames.
  - B. Rude, offensive behavior is considered a refusal by the inmate.
  - C. When you refuse medication you will be asked to sign a refusal sheet. Your refusal is taken to your physician.
- III. KOPS – Keep on Person Medications
  - A. Narcotics, (controlled or abusable) Psychotropics, INH and if inmate has a history of noncompliance – will not be KOP'D.
    1. When you receive your KOP you will be asked to sign that you have received the medication.

2. Before you are out of your KOP (7 day left) please kite us for the next month's medication supply.
3. PRN or Take as needed medications are good for 90 days after that they are considered contraband.

### III. Hoarding Medications

If medications are found in your cell that is outdated it is considered contraband. The medications the medical department gives you are meant to be used as ordered and not hoarded.

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ELY STATE PRISON

ISSUED 10/94  
REVISED 11/94  
REVISED 4/95  
REVISED 5/95

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REVISED 10/95  
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REVISED 7/00  
REVISED 11/01  
REVISED 06/02  
REVISED 09/03  
REVISED 11/10

**ATTENTION INMATES**

## ***NOTICE OF IMPROPER ADDRESS ON LEGAL DOCUMENTS***

You may not have been notified that our old address has been changed even though our central office has not moved physically. Please ensure that your certificate of service, envelope, and appellate brief cover (where applicable) all bear the same mailing address. The correct address is:

**Nevada Attorney General  
100 North Carson Street  
Carson City, NV 90701-4717**

We are listing a few common problems we have observed recently. They are:

- (1) Inclusion of some or all of our old mailing and physical address. Please discontinue referring to our old mailing address, that is, "Heroes' Memorial Building, Capitol Complex, 198 South Carson Street, Carson City, NV 89710," or any variation thereof.
- (2) Service on our Las Vegas office. Although we have a sizable office at 555 East Washington Avenue, Las Vegas, NV 89101, all materials pertaining to cases handled by the district attorneys are reviewed by attorney general staff within the Carson City office and then are stored in Carson City. All correspondence not related to a specific case currently being handled is also reviewed and assigned in the Carson office. Mailing material to the Las Vegas office merely causes additional handling, delay and expense. Therefore, please do not mail the documents in these situations to our Las Vegas Office. **THIS DOES NOT MEAN THAT YOU SHOULD DISCONTINUE MAILING DOCUMENTS TO ATTORNEY GENERAL STAFF IN LAS VEGAS IF THEY ARE ACTIVELY LITIGATING A CASE AGAINST YOU.**
- (3) Transposition of zip code numbers. Even though our new nine digit zip code bears a "89701" designator, many correspondents still use "89710". Please do not use "89710" since that relates to mail sent through the state mail room, rather than the postal service.
- (4) In Nevada Supreme Court Cases, the use of an incorrect address in item number 5 of the "Docketing Statement, Criminal Appeals".

**ELY STATE PRISON  
MENTAL HEALTH**

**Limits of Confidentiality**

Every attempt is made to maintain the confidentiality of your medical records. However, all members of the medical staff and the Warden's have access to medical records.

Medical staff has a legal duty to warn individuals who are threatened by their patients (inmates). If you indicate in the course of conversation that you are threatening to harm or are arranging to have harm done to an individual this must be reported to the Warden's and the person at risk.

Also, if you indicate you are going to harm yourself or your discuss escaping that information will be passed on to the Warden's and the medical staff.

Revised 9-22-10

INSTRUCTIONS FOR COMPLETING MONEY ORDERS/CASHIERS CHECKS  
AND  
THE INMATE DEPOSIT COUPON

Attachment A  
OP 704

**MONEY ORDERS/CASHIER CHECKS**

Use these instructions to complete money orders/cashier's checks for deposit by Bank of America.

1. PAY TO: (PRINT) NDOC (Inmate's Name and Back Number) → In EXACT order as shown here & all on payee line.  
\*\*NDOC MEANS-Nevada Department of Corrections. Be sure to initial all corrections & please don't use "White Out".  
\*\*FBO MEANS-for the benefit of.

Bank of America CANNOT deposit money orders/cashier's checks addressed any other way.

Bank of America CANNOT deposit personal checks. Money orders and cashier's checks addressed incorrectly, along with personal checks will be forwarded directly to the institution to be returned to the sender.

2. ADDRESS: (PRINT) The Institution Name
3. ADDRESS PART TWO: (PRINT) City, State, Zip Code
4. FROM: (PRINT) Your Name
5. ADDRESS: (PRINT) Your Address
6. ADDRESS PART TWO: (PRINT) Your City, State, Zip Code

After you have completed the money order/cashier's check, follow the next instructions for completing the Inmate Deposit Coupon.

**INMATE DEPOSIT COUPON**

Follow these instructions to complete the Inmate Deposit Coupon

TO:

7. INMATE NAME: (PRINT) NDOC (Inmate's Name and Back Number) and the Inmate's name
8. INMATE NO.: (PRINT) the inmate's back number
9. INSTITUTION: (PRINT) The name of the institution where the inmate is housed.
10. AMOUNT REMITTED: (PRINT) The dollar amount that you are sending to the inmate.

FROM:

11. REMITTER'S NAME: (Sender) (PRINT) Your Name.
12. ADDRESS: (PRINT) Your Address.
13. DAYTIME TELEPHONE #: (PRINT) Your area code and telephone number.
14. CHECK NUMBER: (PRINT) The money order/cashier's check number.

After completing the money order/cashier's check & the Inmate Deposit Coupon, use the following instructions for sending to Bank of America in an envelope addressed to:

NDOC  
P.O. Box 748548  
Los Angeles, CA 90074-9548

IN THE ENVELOPE, PLACE THE ORIGINAL MONEY ORDER/CASHIER'S CHECK AND THE INMATE DEPOSIT COUPON. DO NOT send money order/coupon to the institution. All other mail (letters, photos, ect.) gets sent directly to the institution.

16. Any copies of the money order/cashier's check is for (you) the sender to keep.

BANK OF AMERICA WILL PROCESS ONLY THE MONEY ORDERS/CASHIER'S CHECKS THAT ARE CORRECTLY FILLED OUT. BANK OF AMERICA WILL SEND A STATEMENT ALONG WITH THE DEPOSIT COUPON TO INMATE SERVICES LOCATED IN CARSON CITY, NEVADA. INMATE SERVICES WILL THEN POST THE DOLLAR AMOUNT INTO THE INMATE'S ACCOUNT. INMATE SERVICES WILL FORWARD INFORMATION OF THE DEPOSIT TO THE INSTITUTION WHERE THE INMATE IS HOUSED.

PLEASE NOTE: All information that you print on the money orders/cashier's checks MUST match the information you print on the Inmate Deposit Coupon.

If you require deposit coupons, please contact the inmate that you are sending the money to.