

NEVADA DEPARTMENT OF CORRECTIONS

INMATE ORIENTATION BOOKLET



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- You will be tested to determine your education level and IQ.
- Classification will enter all relevant data into the Nevada Offender Tracking Information System, and prepare all documents for your initial classification.
- You will appear at initial classification and at that time a determination will be made based on all available information and your case factors as to your custody level and which institution or facility you will be assigned.

CLASSIFICATION

Correctional Casework Specialist (Caseworker): Each housing unit has a Caseworker assigned. The Caseworker's primary job involves the evaluation and classification of individual inmates incarcerated within the Nevada Department of Corrections. Each housing unit is assigned a Caseworker. Any problems dealing with jobs, housing, inmate accounts, and other questions should be directed to your caseworker. The Caseworker is responsible for bed moves in your housing unit.

*There will be no convenience bed moves.

During your incarceration, your status in terms of custody, housing, assignment, and programs is dictated by the classification process. There are four types of classification that you will encounter during your incarceration which will be noted in detail below.

*There are other types of classification that may be used but as they may not apply to all inmates they will not be discussed here.

- **INITIAL CLASSIFICATION:** During the intake process you will go through several examinations and reviews for which the results will be utilized in your Initial Classification Process. The Intake Caseworker will compile all information on your case to include: instant offense facts, sentence structure, prior criminal history, propensity for violence, prior incarcerations, history of escapes, holds or detainers, and prior history of institutional adjustment. Combining this information with your medical, psychological, educational, and program needs, the Caseworker develops the intake summary which will be used by the Initial Classification Committee to recommend your initial custody, housing and program assignment.
- **RECLASSIFICATION:** As a general rule, the following reclassification schedule shall apply:

INMATE ORIENTATION MANUAL RELATED ADMINISTRATIVE REGULATIONS/OPERATING PROCEDURES

Intake and Initial Classification:

- Administrative Regulation(s) 507
- HDSP Operating Procedure(s) 504

Classification:

- Administrative Regulation(s) 503, 506, 507, 509, and 521
- HDSP Operating Procedure(s) 700, 701, 702, 703, 711, and 717

Inmate account:

- Administrative Regulation(s) 201 and 258

Inmate store:

- Administrative Regulation(s) 204
- HDSP Operating Procedure(s) 201 and 203

Inmate mail:

- Administrative Regulation(s) 750
- HDSP Operating Procedure(s) 750

Inmate visiting:

- Administrative Regulation(s) 719
- HDSP Operating Procedure(s) 712

Law library:

- Administrative Regulation(s) 722
- HDSP Operating Procedure(s) 720

Religious faith groups and activities:

- Administrative Regulation(s) 810, 810.1, 810.2, and 810.4
- HDSP Operating Procedure(s) 800, 809, and 815

Inmate grievances:

- Administrative Regulation(s) 740
- HDSP Operating Procedure(s) 723

Inmate telephones:

- Administrative Regulation(s) 718
- HDSP Operating Procedure(s) 714

GRIEVANCES

AR 740 addresses the inmate grievance process for the Nevada Department of Corrections, and more detailed information can be obtained from that regulation.

Inmates shall attempt to resolve complaints informally prior to submitting a grievance. Seek your caseworkers advice before filing a grievance.

The grievance process is utilized for disciplinary appeals, property claims, torts, appeals pertaining to sentence management and earned credits as well as general issues pertaining to incarceration. The process is not to be utilized to address issues outside the control of the Nevada Department of Corrections, such as Parole Board decisions, Federal or State laws, or ordinances.

Brief Instructions: When filing a grievance start with the Informal Level, retain the gold copy for your receipt and place in the grievance box (any grievances placed in the mail will be returned to you for placement in the grievance box). Property grievances require you to attach a property claim form (DOC 3026). You must attach an administrative claim form (DOC 3095) to a grievance claiming monetary damages. The Administration has 45 days from the day of receipt to respond to your grievance. Once you have received the response to the Informal grievance and you disagree you have 5 days to file to a First Level appeal stating why you disagree and add additional information that maybe helpful. Once you have received the First Level response if you again disagree with the response you have 5 days to proceed to Second Level appeal. You must attach the First Level response and the Informal response to the Second Level appeal. Once you have received your Second Level response the grievance process has been completed.

INMATE TELEPHONE SYSTEM

Once you have enrolled in the Voice Recognition System you may use inmate telephones located in the housing units to place calls to family and friends. You may also make legal calls.

Personal and legal calls are allowed during scheduled times. The number of personal calls allowed depends on housing and custody levels. All personal calls are tape recorded. Placement of calls requires use of a Personal Identification Number (PIN), which is the same as the prison number plus 4 assigned numbers chosen by the inmate.

All calls are made collect or with the use of a telephone debit card that can be purchased through the inmate store.

1. **Periodic Classification (Regular Review):** During the course of your incarceration, you will be personally seen by a classification committee at least once every six months. This is a review of all case factors relevant to your custody, housing, and assignment to ensure that all information is current and accurate.
2. **Interim Classification (Special):** Many events or circumstances may cause a need for classification hearings in addition to your six month review. When case factors change or additional information is obtained, it will trigger the need for an interim or "special classification" hearing. Examples of these situations would include a need for protective segregation, placement in administrative segregation, transfer to a different institution, post disciplinary, completed casework or satisfaction of time frame requirements to allow for lesser custody review.
3. **Full Classification (FCC):** These hearings are conducted for consideration of certain employment or other classification matters unique to each institution.

INMATE ACCOUNT

After you arrive and are processed into the Nevada Department of Corrections you will have an Inmate Account. Your Inmate Account Number is your NDOC Inmate Identification Number.

Your account is maintained by the NDOC Inmate Services Division. Any monies that you receive will be posted to your account. Your Inmate Account is divided into two parts.

- **Inmate Trust:** These monies are for the inmate's personal use. An inmate may spend monies from this account to do with as he wants, so long as it is legal and within the guidelines of the Department's rules and regulations.
- **Inmate Savings:** A percentage of monies received by an inmate will be placed in a savings account. Once this account reaches \$200.00 the savings deduction will no longer occur. The purpose of this account is so the inmate will have monies upon his release or to defray Department costs upon the inmate's death. Monies can only be withdrawn from this account with the approval of the Director or his designee.

You may receive monies for posting to your account using the following methods:

- **Lock Box Coupon:** You may send a Lockbox Coupon to friends or relatives. The coupons must be filled out in their entirety and sent with the money order or cashier's check to the Bank Lockbox address indicated on the coupon. Lockbox Coupons can also be obtained by using the NDOC web site, <http://www.doc.nv.gov/>. Monies received via Lockbox Coupons take 3 to 4 weeks to post to your account.
- **JPAY:** Monies can also be sent to you using JPay. This requires friends or relatives to call 1(800)574-5729 or go to the JPay web site, www.jpays.com. Monies received via JPay take 3 to 5 business days to post to your account.

If you wish to send monies to friends or family members you must do the following:

1. Complete a Brass Slip (DOC form 509) in its entirety, including date, dollar amount, payee or purpose, signature, printed name, NDOC ID number, and institution.
2. If the monies are being sent to the outside you must attach a stamped addressed envelope to the Brass Slip.
3. The Brass Slip then is approved by an authorized NDOC staff member and forwarded to Inmate Services for Processing.

****NO FUNDS MAY BE TRANSFERRED FROM ONE INMATE TO ANOTHER.**

CANTEEN AND COFFEE SHOP

The Canteens and Coffee Shops (stores) are a statewide program from which inmates can purchase items to supplement items supplied by the state. These items are, but not limited to, food, clothing, hygiene, and appliances. The Storekeepers do not own the stores, nor do they set the prices that are charged. The operations and revenues of the stores are known as the Offender's Store Fund.

A Canteen order form (DOC 517) can be obtained from your Unit Officer. The order form should be filled out completely and legibly, this will include your name, DOC#, housing unit, date, and your signature. Enter the quantity (how many) of the item, the item number and any substitution, starting with the most important item at the top. Failure in properly completing the Canteen order form may result in the order not being filled. Turn the completed form into your Unit Officer, who will forward it to the Canteen.

When the order is received and filled by the Canteen, it will be delivered or picked up per the Operating Procedure of the institution where you are assigned. When your

RELIGIOUS FAITH GROUPS AND ACTIVITIES

The NDOC is committed to ensuring that inmates are provided their constitutional right to practice their religion.

When you arrive at the intake institution you will be required to complete several different forms. One of these forms is the Faith Affiliation Declaration Form (DOC 3503). This form will ask you to state your religious preference. Once this form is completed it is used to determine the religious service needs of the inmates and the proportionate representation in a given faith group.

Inmates housed in general population and protective segregation are allowed direct access to the institution Chapel. Services for general population inmates and protective segregation inmates are scheduled. Contact the Chaplain for the day and time of the religious service you would like to attend.

Inmates housed in the Segregation Units are not allowed direct access to the Chapel. Segregation inmates may participate in religious services via the institutional closed circuit television system or practice their religion in their cell. Segregation inmates can also kite the Chaplain and request religious counseling.

***Access to the Chapel may vary depending on the Operational Procedure of the institution or facility you are assigned to. At High Desert State Prison level 1, level 2, and protective segregation inmates are allowed direct access to the Chapel.**

EDUCATIONAL PROGRAMMING

The Nevada Department of Corrections offers educational opportunity through High School Programs and College Programs. Full time teachers are in the Education Department. Continuing education from GED, High School, or an Associate Degree program is available to general population inmates. Vocational classes are also available. Those inmates housed in segregation units have no access to education.

***Most institutions do not allow inmates to hold a work assignment until they have obtained a GED or High School diploma.**

Contact the Education Director or Principal at the institution you are assigned for more information about Educational Programs available.

You may request copies of legal documents through the Law Library. You will be charged the following nominal fees for copying:

- Simple copy work \$.10 per page.
- Copy work requiring staff to conduct research or pull files \$.25 a page.

If you are an indigent inmate you can request copy work, but you will be required to sign a brass slip for that copy work. If you are an indigent inmate you can only accrue a maximum \$100 debt for copy work. ***Only legal work will be copied.**

Notary Services are available at all institutions and facilities. However, per NRS 208.165 an inmate may execute any instrument by signing a declaration, under penalty of perjury, with the same legal effect as a notarized oath.

MEDICAL/DENTAL/MENTAL HEALTH SERVICES

Health care services are provided for your physical and mental well-being and include medical services, dental services, mental health services.

When you are received by the NDOC you are examined by Health Care Services. Your overall physical health is determined and a medical record created for you. The same applies to the Dental Department. You are also evaluated by professionals from the Mental Health Department to determine any mental health needs.

You will quickly find out that all Health Care Services, with the exception of emergencies, are on an appointment basis. To schedule an appointment you must submit a medical kite. When your medical kite is received an appointment will be scheduled for you with the appropriate Health Care Provider.

Medical services are not free and you are required to pay an \$8.00 co-payment for inmate initiated visits to see the doctor, nurse practitioner, dentist, and optometrist. Of course, if you can not pay the Health Care service will be provided. However, a negative balance will show on your inmate account statement. Once you have monies on your account, the appropriate deduction will be made for the Health Care Services.

order is delivered, the contents of your order will be verified in your presence. If there is an error with the order it will be returned to the canteen and the money removed from your account re-credited. If your order is correct you will be required to sign the Canteen receipt. A copy of the receipt will be given to you and the original returned to the Canteen.

***If you sign for an order that is incorrect, any money removed from your account will not be re-credited for missing or wrong items delivered.**

INMATE MAIL

Inmates can write to any non-incarcerated individual, but prior permission is required to correspond with another incarcerated person in Nevada or in another state. Correspondence with Florence McClure Women's Correctional Center (FMWCC) is limited to immediate family (spouse, parents, grandparents, sister and children). No money orders, personal checks or cash can be received through the mail. All incoming correspondence should be addressed as follows:

**NAME AND NDOC #
NAME OF INSTITUTION OR FACILITY
PO BOX #
CITY AND ZIP CODE**

NDOC will not accept 3rd class mail. Magazines and newspapers must be paid by subscription only. Books must have prior approval and be received from an approved vendor. Books must be new and in paperback only. There is a limit of ten (10) books or magazines in an inmate's possession. All books and magazines are subject to review by the Publication Review Committee. All letters must have a return address and contain paper only. No trinkets are allowed. Standard photographs (maximum size 8" X 10") are allowed. Polaroid prints are acceptable only if backs are removed. No more than ten (10) photos are allowed per envelope. All unauthorized items received will be returned to the sender at the inmate's expense.

VISITATION

Prior approval must be obtained before you will be allowed to have a prospective visitor placed on your visiting card. The visitor application process can take 4 to 6 weeks.

The following are the steps you must take to start the visitor application process:

- You must obtain a Visitor Application form (DOC 3000) from your Unit Officer or Unit Caseworker.

- You must mail the Visitor Application to your prospective visitor.
- Once the prospective visitor completes the application in its entirety they must return the application to the address listed on the Visitor Application form or to you.
- When the Visitor Application has been filled out by the prospective visitor and returned it is then processed and a determination is made whether the prospective visitor meet the criteria for visitation as outlined in AR 719.
- If the prospective visitor has been approved he/she will be advised of the approval in writing by the NDOC. If the prospective visitor is denied he/she will be advised of the denial in writing by the NDOC. You will also be advised of approvals and denials by your institution Visiting Room Staff.

Once your prospective visitor has been approved he/she will be placed on your Visiting Card and he/she will be allowed to visit you on your designated visiting day.

***IMMEDIATE FAMILY MEMBERS UNDER THE AGE OF 16 MUST BE ACCOMPANIED BY AN ADULT FAMILY MEMBER . IF THE ADULT FAMILY MEMBER IS NOT THE PARENT OR GUARDIAN, THEY MUST HAVE NOTARIZED WRITTEN PERMISSION FOR THE MINOR TO VISIT. MINOR CHILDREN BETWEEN THE AGES OF 16 AND 18 WILL BE ALLOWED TO VISIT WITHOUT AN ADULT, BUT THEY MUST PRESENT A NOTARIZED AUTHORIZATION FROM A PARENT OF LEGAL GUARDIAN.**

****INDIVIDUALS WITHOUT PROPER PICTURE IDENTIFICATION WILL NOT BE PERMITTED TO VISIT.**

*****NO PERSON WHO HAS BEEN CONVICTED OF A FELONY IN THE STATE OF NEVADA OR HAS SERVED TIME IN THE NDOC WILL BE ALLOWED TO VISIT UNLESS PRIOR WRITTEN APPROVAL IS RECEIVED FROM THE DIRECTOR. EX-FELONS FROM OTHER STATES OR FEDERAL CORRECTIONAL INSTITUTIONS MUST BE APPROVED IN WRITING BY THE WARDEN/DESIGNEE. PERSONS ON PROBATION OR PAROLE MUST OBTAIN WRITTEN CONSENT FROM THEIR CASE SUPERVISOR BEFORE VISITING WILL BE CONSIDERED. PERSONS WITH CHARGES PENDING AGAINST THEM SHALL BE DENIED VISITING PRIVILEGES UNLESS VISITATION IS APPROVED BY THE DIRECTOR/DESIGNEE. FORMER EMPLOYEES OF THE NDOC MAY REQUEST VISITING PRIVILEGES WITH AN INMATE ON AN INDIVIDUAL BASIS. THE REQUEST WILL BE SUBMITTED TO THE WARDEN/DESIGNEE FOR INITIAL CONSIDERATION AND THEN TO THE OFFICE OF THE DIRECTOR FOR FINAL APPROVAL BASED ON THE RECOMMENDATION**

OF THE WARDEN/DESIGNEE. NO CURRENT EMPLOYEE OF THE NDOC WILL BE ALLOWED TO VISIT ANY INMATE IN THE NDOC UNLESS WRITTEN APPROVAL IS RECEIVED FROM THE DIRECTOR.

*****VISITING DAYS, HOURS, AND RULES VARY DEPENDING ON WHICH INSTITUTION OR FACILITY YOU ARE HOUSED AT. CHECK WITH THE VISITING ROOM STAFF AT THE INSTITUTION OR FACILITY FOR YOUR SCHEUED VISITING DAYS AND TIMES.**

FAILURE TO FOLLOW VISITING RULES MAY RESULT IN LOSS OF VISITING PRIVILEGES!!

LAW LIBRARY

A Law Library is located at every major institution within the NDOC. Condensed Law Libraries are located at some minimum custody facilities.

Your access to the Law Library is determined by your custody level:

- General population inmates and protective segregation inmates are allowed direct access to the Law Library.
- Segregation inmates are not allowed direct access to the Law Library.
- CMU (death row inmates) are not allowed direct access to the Law Library.

*Access to the Law Library will vary between institutions depending on Operating Procedure. At High Desert State Prison levels 1 and 2 general population inmates are allowed direct access to the Law Library.

The Law Library contains relevant and up-to-date state and federal constitutional statutory, and case-law materials; and applicable court rules, procedures, practice treatises, and digests. Research materials may be limited to those required for criminal appeals and conditions of confinement.

If you are an indigent inmate Legal supplies will be provided to you once a month. You will be required to fill out a brass slip for the cost of the supplies. The charge for supplies will be determined by each institution, or facility based on current canteen prices.

Forms required by state and federal courts will be provided to you without charge, for preparation and processing of your legal documents.