

# **NEVADA DEPARTMENT OF CORRECTIONS**

## **Initial Orientation Handout**

**“These provisions do not create any liberty interest, or right to any classification status, employment or placement, on behalf of inmates, nor is any liberty interest to be implied from any part of these provisions.**

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**Common Definitions/Abbreviations**

1. AR – Administrative Regulation. Procedures that apply to all institutions and facilities in the department.
2. Back Number – The Nevada Department of Corrections (NDOC) inmate identification number which is used in daily transactions and correspondence.
3. Kite – Inmate Request form, this is used for written correspondence through out the facility or department.
4. OP – Operational Procedure. Regulations which an institution develops to operate as well as implement administrative regulations.

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### **Checks to the outside**

Checks may be processed from the inmate account provided that the account has a positive balance. To request a check from the inmate account, a completed Brass Slip (DOC-509) along with an addressed, stamped envelope must be forwarded to Inmate Banking Services. The issued check will be placed in the envelope and mailed to its destination.

### **Monthly account statements**

An inmate account statement will be sent to the Institution each month. The activity for the entire month will be detailed on the account statement. A copy of the account statement will be needed to dispute any charges to the inmate account. Additional requested copies of the inmate account statement will result in a charge of \$2.00 per month.

### **Inmate Inquiries**

Inmates may inquire about any transaction posted to their inmate account. Inmate Account Inquiry form DOC-544 must be used to make an inquiry regarding an inmate account. Any inquiry not on the Inmate Account Inquiry form (DOC-544) will be returned unanswered.

### **Balance due upon release**

Any remaining balance on the inmate account will be processed prior to release and the inmate will receive a check for the balance of the inmate account. All money not deposited at time of release will be forwarded to the release address provided by the inmate. All unclaimed money is forwarded to the State of Nevada as abandoned property after one year.

### **Administration of the Inmate Welfare Fund**

Profits from the Offenders' Store Fund are used to provide funding for the Inmate Welfare Fund (IWF). The IWF funds programs for the benefit of all inmates. Such programs consist of the recreational program, and the law libraries.

The primary program funded by the IWF is the support of indigent inmates. Such services as medical, dental, postage, legal access, etc. are paid for by the IWF until the inmate has sufficient funds to reimburse the IWF. These charges are recorded on the inmate account as department charges. This funding provides all inmates access to programs and services regardless of the ability to pay.

## **Classification and Caseworkers**

During your incarceration, your status in terms of custody, housing, assignment and programs is dictated by the classification process. Basically, 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 hearings used; however, they may not apply to everyone they will not be discussed in detail here.

### **Caseworkers**

A Classification Casework Specialist (CCS) is 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. Unit caseworkers write Institutional Progress Reports prior to an inmate's appearance before the Parole Board. Seek your Caseworkers advice before filing a grievance they will attempt to help resolve the issue. If you have any questions regarding your classification status, see/kite your unit caseworker and be sure to address them at your classification hearings.

**There will be no convenience bed moves.** Institutional bed moves are made as needed and not by inmate preference.

## **Holds and Detainers**

1. Misdemeanor holds
  - a. Inmates are responsible for resolution of misdemeanor warrants and pending charges through correspondence with the agency involved.
2. Out of state holds/in state felony holds
  - a. Casework for holds of this nature is done by the caseworker and the Department
3. Interstate Agreement on Detainers (IAD)
  - a. This is for untried charges only from out of state.
  - b. Only begins upon the NDOC receipt of a certified Warrant/hold from an out of state agency. The warrant Coordinator is responsible for this process.
  - c. Applicable IAD forms will be sent out to the caseworker by the warrants coordinator, for inmate's signature to start the process if the inmates elects.
4. Probation/Parole Holds
  - a. It is up to the other sentencing court to review inmate's status to revoke or reinstate. Caseworkers or the department cannot help on this.

## **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/community supervisions, history of escapes, holds or detainers and prior institutional adjustment. Combining this information with your medical, psychological, educational and program needs, the caseworker develops an intake summary which will be used by the Initial Classification Committee in recommending your initial custody, housing and program assignment.

Based upon the above information an automated objective initial classification instrument is completed which is used as a guide in the decision process for custody and housing. Initial Classification all require approval by Offender Management Division (OMD). **There is no right or privilege to be housed at any institution/facility, placed in a work assignment or guaranteed pay rate.**

## **Reclassification**

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.

During the course of your incarceration, you will be personally seen by a classification committee at least once every 6 months. These meetings are commonly called Regular Reviews. This is a review of all case factors relevant to your custody, housing and assignment to ensure everything is current and accurate or make changes as necessary. It is also used to update your next of kin information and discuss additional issues significant to your case.

You may be involved in more frequent classification hearings but the Regular Reviews are only required every 6 months.

## **Special Classification**

Many events or circumstances may cause a need for classification hearings in addition to your six month review (Periodic Classification). When case factors change or additional information is obtained, it will trigger the need for an interim or "special" classification hearing to be conducted. 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.

## **Full Classification Hearings**

These hearings are conducted for consideration of certain employment or other classification matters unique to each institution. These are personal hearings where the inmates' caseworker presents the classification to the committee. Institutional Classification, which deals with issues including changes in assignment, programs, or housing are done internally and do not require central approval.

## **Custody Designations and Eligibility**

There are several custody classifications within the Nevada Department of Corrections. For the purposes of this orientation program, we will briefly describe those into which most inmates will be classified.

You will most often hear the terms close custody, medium custody, and minimum custody. It is the goal of the Department to classify you to the lowest custody possible. Your specific custody classification will be determined during the "intake" process. The intake caseworker will recommend a custody classification for you based on sentence structure; criminal history, institutional needs and the program that will best serve your needs.

The Department of Corrections currently operates eight (8) major institutions for men and there is one (1) institution for women. These institutions are all considered as "medium custody" housing with the exception of Ely State Prison (ESP). ESP is a "close custody" facility reserved for those inmates in need of a more structured environment, as determined by an inmate's institutional adjustment, history and/or sentence structure.

There are 9 Conservation Camps jointly operated by NDOC and the Division of Forestry. These "camps" are reserved for those inmates classified as minimum custody and provide employment opportunities for inmates. For inmates to qualify for a "camp" they generally must meet the following minimum criteria.

1. Be within 36 months of probable release to the community on parole, mandatory parole or discharge.
2. No crimes involving sex offenses. The offense facts will be used to determine edibility regardless of conviction.
3. No conviction of an act of violence in the last 12 months. This includes prison or jail disciplinarys involving violence.
4. No escapes or attempted escapes from the Nevada Department of Corrections. No escapes from any jurisdiction/custody in the last ten years.
5. No felony holds or detainers.
6. Any disciplinarys, during the past 6 months, will be viewed on a case by case basis.

## **Casa Grande Criteria**

- Must be eligible for minimum custody
- An inmate is eligible within 18 months of probable release

Standards- not eligible if:

- Has recently committed a serious infraction of the rules;
- Has not performed the duties assigned to him;
- Has been convicted of:
  - Any crime of felony violence or felony threat of violence within the preceding year;
  - A felony sex offense or;
  - Has escaped or attempted to escape.

## **Restitution Center**

The Northern Nevada Restitution Center is a community based facility. These inmates are classified as community trustees and are employed in the local community (Reno/Sparks). The criterion for this program is the same as minimum custody with the following exceptions:

1. Be within 18 months of probable release.
2. No prior escapes from any jail or correctional facility
3. No felony convictions involving violence within the past five (5) years.
4. No pattern of misdemeanor assaults, battery or domestic violence (even if no arrest or conviction resulted).

## **Disciplinary Process and Negative Activities**

Inmates are expected to follow all rules and regulations. Failure to do so can result in disciplinary action. The inmate is provided with a list of rule violations as outlined by AR 707. If the inmate wishes to have further knowledge of the disciplinary process they may visit the Law Library for a copy of AR 707 for their review. The inmate is responsible for knowing these rules.

### **Administrative Segregation**

Administrative Segregation is designed when inmates require closer supervision and separate housing from General Population (GP). 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 for the following circumstances:

By the order of the Warden, Associate Wardens, or Shift Supervisor due to behavior which presents a clear and present danger to the 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 for more than three (3) working days without a classification hearing, except upon written approval of the Warden or his designee.

The inmate will appear before a classification committee composed of at least 3 members, at which time an initial Administrative Segregation hearing will take place. 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 will be affirmed by the Associate Warden. If the inmate disagrees with the decision made they may file a grievance on the issue.

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

1. Testimony from victims of monetary or sexual coercion, extortion, theft, or physical assault.
2. Organized gang activities such as trafficking drugs, extorting inmates, members to carry out "disciplinary measures," against other inmates who refuse to pay blackmail
3. Threatening or engaging in strikes, disturbances, or riots;

4. Forcing another inmate to give his property or money for “protection” by threat of physical injury/abuse;
5. Promoting to various levels of hierarchy by awarding of tattoos.

### **Disciplinary Process – AR 707**

A brief explanation of the disciplinary process begins with a rule violation while in the custody of the Nevada Department of Corrections. The process begins with inmate receiving an Offence in Custody by any NDOC employee at the preliminary hearing. At the preliminary hearing the hearing officer has the ability to change, resolve, refer, and sanction certain charges that are pending against the inmate. If the charges are referred, the disciplinary process will proceed to the disciplinary hearing. The hearing officer will evaluate the evidence and listen to testimony to determine if the guilt or innocent of the inmate. The hearing officer will sanction the inmate to the appropriate sanctions as outlined in AR 707. If the inmate disagrees with the findings, they have the right to file an appeal on the decision within 10 days of the findings. The inmate may review a copy of AR 707 and Disciplinary Manual by requesting it through the Law Library.

### **General Housing Rules**

Unit rules can be obtained from unit officers.

Some common housing rules –

- \*You are responsible for the neatness and cleanliness of your living area.
- \*Beds will be made by 8:30 am Monday-Friday and 10:00 am on weekends.
- \*All property will be stored neatly at all times.
  - \*All TV’s, radios, walkman’s, hotpots, etc. will be turned of when inmate is not present.
  - \*Nothing may be hung from the ceilings, windows, bars, vents, showers, curtain rods, lockers, or walls, (i.e. Clothing, Laundry, etc.)
  - \*All KOP’s will be kept in the inmate’s locker.
  - \*Unit supplies, toilet paper, writing materials, forms, etc. can be obtained from unit officers at the units designated times.
  - \*Mail is distributed by the unit officers at the designated time. Check with the unit you’re housed in for mail delivery schedule.

### **Rule Violations**

#### **Minor**

- M1 – Purchasing, selling, trading, giving, receiving or possessing any item of property with a value less then \$50, in a manner other than that which is authorized by AR 711
- M3 – Possession of unauthorized items with a value less then \$25.00
- M4 – Roughhouse, horseplay or “gunseling.”
- M5 – Failure to keep one’s person or assigned area neat and clean
- M6 – Failure to perform work as instructed or a failure to attend work, school or other assignment.
- M7 – Unauthorized use of institutional supplies, tools, equipment or machinery.
- M10 – Failure to produce inmate identification card upon request of correctional employee

#### **General Violation**



- G1 – Disobedience of an order from any correctional employee or anyone who has the authority to supervise inmates in work or other special assignments.
- G2 – Unauthorized contact of any on-or-off duty correctional employee or member of the correctional employee's family; or any unwanted contact with any private citizen, not amounting to harassment or threats.
- G3 – Organizing, participating in, operating any gambling game or betting pool, or possessing any equipment used for gambling or betting purposes.
- G4 – Intentionally destroying, altering or damaging property of another or state property which has a replacement value less than \$50.00
- G5 – Self mutilation
- G6 – Fighting or challenging another to fight.
- G7 – Issuing a brass slip with knowledge that it is not covered by sufficient funds
- G8 – Possession of another inmate's identification card
- G9 – Abusive language or actions toward another person.
- G10 – Tapering with evidence or influencing a witness involved in any disciplinary process, not amounting to threats.
- G12 – Failure to appear at the proper time and place for count or interfering with the count
- G13 – Cutting into line
- G14 – Failure to follow rules and regulations
- G15 – Presence in areas identified as off limits to inmates by posted regulations or signs that identify areas that are restricted, not amounting to an attempted escape
- G18 – Delaying, hindering or interfering with a correctional employee in the performance of his duties
- G20 – Preparing, soliciting, or giving false or misleading information to or about a staff member and representing the statement as fact
- G21 – Possession of gang materials including, but not limited to, jewelry, stationary, emblems and patches.
- G24 – Possession of prescribed medication that is not a controlled substance without the approval of the proper authority
- G25 – Abuse of inmate grievance process

**Major Violations – for complete definitions see AR**

- MJ1 – Arson
- MJ2 – Assault
- MJ3 – Battery
- MJ4 – Burglary
- MJ5 – Embezzlement
- MJ6 – Escape - minor
- MJ7 – Extortion
- MJ8 – Security Threat Group Activities
- MJ11 - Kidnapping
- MJ12 – Larceny
- MJ13 – Larceny by Trick
- MJ14 – Manslaughter
- MJ15 – Mayhem
- MJ16 – Murder
- MJ17 – Receiving Stolen Property

- MJ18 – Robbery
- MJ20 – Sexual Assault
- MJ21 – Theft
- MJ22 – Tapering with any locking device
- MJ23 – Intentionally destroying, altering or damaging the property of another or state property with a replacement value equal to greater than \$50.00
- MJ24 – Adulteration of any food or drink
- MJ25 – Threats
- MJ26 – Possession of contraband, including items that present a threat to safety and security of the institutions, excluding drugs or drug paraphernalia
- MJ27 – Rioting or inciting others to riot
- MJ28 – Organizing, encouraging or participating in a work stoppage or other disruptive demonstration or practice
- MJ29 – Charging or collecting a fee or favors for services as a counsel-substitute, legal assistant or “writ writer”
- MJ30 – Sexually stimulating activities, including but not limited to caressing, kissing or fondling, except as authorized by department visitation regulations
- MJ31 – The unauthorized or inappropriate use of telephone, mail, computer, state equipment, or supplies
- MJ32 – Being in an unauthorized are, or hiding on the prison grounds or hiding at a place of assignment or classification
- MJ33 – Bribery
- MJ34 – Trading, bartering, lending or otherwise engaging in any personal transactions when such transaction has not been specifically authorized
- MJ35 – Counterfeiting, Forging or making an unauthorized reproduction of any document
- MJ39 – Running from a correctional employee when ordered to halt
- MJ40 – Propelling any substance toward any person that strikes them or has the potential to strike them.
- MJ41 – Gathering around, blocking, or Impeding any correctional employee or visitor, in a threatening or intimidating manner and exhibiting conduct, which causes the person to fear for his safety
- MJ42 – Unauthorized contact, including harassment, of any on-duty or off-duty correctional employee or other private citizen.
- MJ44 – Failure to submit to a drug and/or alcohol screening
- MJ46 - Possession or use of a tape recording device
- MJ47 – Escape – Major
- MJ48 – Any violation of the Rules of Court, Contempt of Court, submission of forged or otherwise false documents, submissions of false statements, violations of Rules of Civil Procedure, Criminal Procedure or Appellate Procedure and/or receiving sanctions and/or warnings for any such actions from any court. Although not necessary for disciplinary purpose, any Order from any court detailing such action shall be sufficient evidence for disciplinary purposes.
- MJ49 – Possession of any confidential prison regulation.
- MJ50 – Sexual Harassment
- MJ51 – Compromising Staff, Volunteer or Vendor
- MJ52 – Refusal to complete or participate in a mandatory, structured program
- MJ53 – Possession, introduction, or sales of any narcotics, drugs, alcohol, or other intoxicants or possession of materials/items suitable for such manufacture and/or use

- MJ54 – Use of any narcotics, drugs, alcohol, or other intoxicants
- MJ55 – Possession introduction or sales of any tobacco product
- MJ56 – Tattooing

#### **Work release violations**

- W1 – Failure to comply with travel arrangement outside the facility
- W2 – Failure to report to the work assignment contacts in the community as specified and agreed upon in the release plan
- W3 – Failure to remain in the particular area designated in the release plan
- W4 – Operation of a motor vehicle, unless such operation is a condition of the job and the department prior authorization was approved.
- W7 – failure to return to the facility on or before the time specified in the schedule of the release plan. This includes leaving or hiding from supervision or custody.
- W8 – Failure to report an incident that delays the inmate's return to the facility
- W9 – Failure to complete or participate in a structure program
- W10 – Performing work for private persons that are not authorized by the Department
- W11 – Any violation or attempt to violate rules or conditions of the work program contract.
- W13 – Possession of coin currency, checks, money orders or other negotiable instruments in excess of the amount authorized by regulation.

#### **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. Any question concerning count can be directed to the unit officer or unit caseworker.

### **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 property claim form DOC-3026. Administrative claim form DOC-3095 can be attached to an administrative grievance. The administration has 45 days from the day of receipt to respond to your grievance. If you transfer this process may take a little longer to be returned to you. Please be patient and wait for the response. Once you have received response to the Informal grievance and you disagree you have 5 days to file a First level appeal stating why you disagree and add additional information that maybe helpful. The informal response must be attached to the First level appeal when submitted. 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 is complete.

## Medical / Mental Health / Dental

### Dental/Medical/Psychiatric/Nursing/Psychological

#### Kites & appointments

With the exception of emergency services, health care services operate primarily by appointment however, sick call is available. If you need any medical services at your institution, you need to fill out a medical kite. Kites are available at the infirmary and in each of the housing units; at most facilities you can drop the kite in the "kite" box outside the infirmary or via the unit officer who will send it to the medical department.

Appointments are usually scheduled within a few days of receipt of a kite. A daily list is posted or an appointment slip is delivered to your housing unit. If you've sent a kite, check the list or watch the mail for your name and show up on the scheduled day.

#### Emergencies

Nursing staff is available 24 hours a day, every day, to respond to onsite medical emergencies.

#### Sick Call

Sick call is designated time to take care of problems that can't wait for routine appointments. Sick call is conducted daily at the infirmary. If you feel your problem can't wait for a regularly scheduled appointment, come to sick call at the designated time with a kite in hand. The nurse will evaluate you and provide referral or treatment as indicated by your condition. See the facility policy for use of sick call.

#### Medication & Pill Calls

For KOP's (keep on Person medication): send a kite at least 10 days before you run out, then come to "pill call" at the infirmary a week later to get the medication. If you run out of a KOP med awaiting your re-supply, we stock most in the Pill Room of the Clinic. Cold Pills, etc. -Are available at the RMF Clinic pill window, usually following a nursing evaluation. Check with the Infirmary/Clinic at your institution for schedule information.

#### Fees for services:

Our services are not without charge. We do not charge for mandated activities such as annual TB testing and Biennial physicals. Certain EXEMPT services connected to a specialty clinic, are not charged for, but it is our decision what is exempted and what is not.

A charge of \$8 for inmate initiated visits to institutional physicians, mid-level practitioners, dentists and optometrists. Inmates are charged \$25 for frivolous man-downs that are not urgent or emergent. Problems not emergent in nature or urgent can be cared for in routine manner at the \$8 charge.

We never deny services or medications if you can't pay – we provide the service or medication anyway and it will show as a negative balance on your account statement.

Additional charges can apply if you injure yourself during recreation or while playing a sport or if you are injured in an altercation. (With altercations, the perpetrator is charged for both himself and the person he injures). These charges can include actual billed charges for outside hospitalization, specialized tests or infirmary-level care.

## **Reversal of Charges**

If your monthly inmate account statement shows charges that you think are wrong, fill out a "Request for Reversal of Charges" form and send it in to medical along with a copy of your account statement.

## **Items Not Provided By Medical**

What we don't provide: sunglasses, sunscreen, lip balms, shampoos, non-therapeutic creams and lotions, lamps, fans, clocks and the like, hats, gloves, non-wool items, clothing, shoes, vitamins or protein powders, or any other product or service not deemed to be a therapeutic modality need. We will determine the difference between necessity and want.

## **Personal Growth, Mental Health, & Medical groups**

People in prison present a variety of mental health related issues requiring the need for psychological evaluation and assessment, crisis intervention, psychological medication management, individual therapy, and discharge planning. Individuals requiring non-emergency counseling may kite their unit psychologist for assistance. Emergency mental health services may be accessed by contacting any NDOC employee, who will then contact mental health staff. Inmates can kite the Psychiatric Nurse if they would like to be placed on the list to see the Psychiatrist.

# **Property**

## **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 and disposal of the item and/or disciplinary action. Any question concerning property should be directed in writing to the Property Sergeant. If an inmate arrives at NDOC with unauthorized property, they will be notified and will have thirty days to have this property removed at the inmate's expense or it will be confiscated and disposed of according to NDOC procedures.

Only the following items will be received by you from your personal intake property.

1. Wedding ring, band type only, no stones, (max value \$50.00).
2. One (1) religious necklace (no stones, max value \$50.00).
3. One (1) prescription or reading eye glasses, no contacts.
4. Medically required prosthetics.
5. Legal documents and paperwork.
6. Address book – soft cover only.
7. Individual photos (max 10 – no Polaroid's).

All other items will be considered unauthorized and confiscated. All located money will be placed on your NDOC account.

Inmates are expected to maintain an acceptable standard of cleanliness. This includes utilizing the yellow plastic footlockers and fireproof boxes, if necessary to store clothing and personal property. For further information A.R. 709 and 711 and can provide more detail. Except for legal work, all property must fit in the yellow tub and one fire retardant box. Excess legal work will be stored in the Law Library. You may have 10lbs at your bedside and 40lbs in storage.

## **Packages**

Each inmate is allowed one (1) food and one (1) clothing package each four (4) times a year. One (1) set of packages is allowed each quarter. There is a dollar limit of \$125 for food and \$225 per clothing package for each quarter. Additionally, inmates in restricted housing units are not able to receive packages to be determined by each facility.

## **Books**

Books must be purchased through an approved vendor and require prior approval from the Associate Warden of Programs (AWP). There is a limit of ten (10) books or magazines in possession. Items are subject to review by the Publication Review committee. Books must be new paperback books and mailed directly from the vendor and mailed from within the United States.

## **Clothing**

Tuesday after arriving you are measured for your 6 month issue, this issue is brought to you on Wednesday. It consists of 2 blue shirts, 2 blue pants, 2 white T-shirts, 2 white boxers, 2 pair white socks, and 1 pair state tennis shoes. Between the months of November and April you will be issued a jacket (if available). Workers for Culinary, Laundry, Yard Labor, and PI will be issued work boots. Please check with the facility you are located at for the Laundry schedule and issue dates.

The clothing exchange hours for each unit are posted in the units at each facility. Clothing exchange is a one for one exchange (i.e. one item must be turned in for each item given out of the same type). You will not receive a six month issue if you have more the state minimum of 2 blue shirts, 2 blue pants, 2 white T-shirts, 2 white boxers, 2 pair white socks, and 1 pair state tennis shoes. Be specific with clothing sizes. Personal hygiene items, such as toilet paper, soap, toothbrushes, etc., are available in all units and do not come from laundry.

# **Sentence Management**

## **Sentence Structure**

Inmates sentenced to prison for crimes occurring after July 1, 1995 receive an indeterminate sentence with a statutory minimum (for example; 12 months to 36 months sentence). In this scenario, the 12 months is the minimum amount of time you will serve, minus county jail credits, before you will be eligible for parole with the exception of category C, D, and E. All sentence credits apply to the expiration date. Parole eligibility after the statutory minimum is set by the Parole Board.

When the sentencing judge orders an individual to serve multiple sentence for multiple crimes they are intended to be served either consecutively (one after the other) or concurrently (running simultaneously with the other). The sentencing judge indicates the manner in which the sentence is imposed and is indicated on the Judgment of Conviction, it is to run concurrent and the Dept. of Corrections will enter it as a concurrent sentence.

Concurrent sentence will begin on the sentence date (minus county jail credit) on that case. For inmates serving concurrent sentences, whether or not sentences are identical in length or other characteristics, eligibility for parole will be based on the sentence that requires the longest period before parole eligibility. Likewise, expiration of sentence is based on the sentence with the latest expiration date.

### Category "C", "D", and "E" felons

- Credits are applied to the *minimum* (parole eligibility) sentence if the inmate has never been convicted of:
  - Felony violence or threat of violence;
  - A felony sex offense;
  - A Category A or B felony

### **Release Projections**

Unlike some other states where release dates are computed and locked in, Nevada projects expiration dates based on earning rates and institutional work adjustment.

Parole eligibility dates, with the exception of mandatory (MPR) parole eligibility are determined by statutory minimums and subsequent Parole Board action, but expiration dates are calculated using formulas which take into account your earning rate (custody) and an assumption that you will earn the maximum number of stat and work credit available up until the expiration of your sentence. Consequently, if you do not earn work time in a give month, you will not earn that time already calculated. Your expiration will extend out accordingly. Likewise, if you were to lose stat time through disciplinary, your expiration date would extend out as well.

Inmates with a life sentence, parole violators and with sentences shorter than three (3) years are not eligible for Mandatory Parole Release (MPR). All other inmates who are denied to expiration of their sentence qualify for MPR. The eligibility date is derived from your expiration date and would become effective approximately twelve months from it. The parole board will still need to grant the parole under these guidelines.

### **Jail Credits/Time Served**

County jail credits are only given by the sentencing judge. The amount given is noted on the Judgment of Conviction and applied only to the sentence(s) on that particular case number. If the case number involves more than one sentence or are to run concurrently, all sentences will receive the jail credit. If a case number involves a consecutive sentence, only the first sentence will receive the jail credits. You will receive statutory credit for days jail credits; however you will not receive work credit during that time period.

### **Work Credit**

Inmate work credits are applied once a month as earned. Inmates housed in medium custody or higher may earn up to 10 credits per month. Inmates housed in minimum custody facilities or housed in medium custody institutions and working a minimum custody assignment may earn up to 20 credits per month.

### **Stat time**

Inmate serving time after 7/1/2007 will receive 20 days per month of stat credit. Inmates can lose stat time through disciplinary proceedings and parole revocation hearings.

### **Meritorious Credit**

Meritorious credit may be earned through acts of service, earning of specific degrees or certificates, or for completion of designated programs. Earned work and meritorious credits are not subject to loss at any time. Other facilities have programs for meritorious credit program, review with staff at each facility for a list of programs being offered.

- Inmates receive 60 days Stat Time for completing a GED, 90 days for a HSD, and 120 days for an AA.
- The number of Merit Credits an inmate can earn is increased to 90 days per year.

## Services and Programs

### Canteens and Coffee Shops

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 electrical. The storekeepers do not own the stores, nor do they set the prices that are charged. The operation and revenues of the stores are known as the Offender's Store Fund.

The actual ordering and receiving procedure will be a little different at each institution/facility. A Canteen order form (DOC-517) can be obtained from the unit officer or canteen.

Order form (DOC-517) should be filled out completely and legibly, this will include your Name, Back #, 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.

After filling out the Canteen order form it will be turned in following the institution's procedure.

When the order is received and filled by the canteen, it will be delivered (while in intake or lockdown) or picked up at the canteen per Operational Procedure. The order will be verified in the inmate's presence. By doing this, if there is an error with the order it will be noted and corrected. The inmate will then sign the canteen receipt in front of the Unit Officer or Storekeeper and receive a copy of the receipt. (Note: If the inmate does not verify the order in the presence of the Unit Officer or Storekeeper and there is an error, the error will not be corrected.)

Be aware that the procedure for store will vary from location to location – i.e. days that orders can be placed, any spending limits that are imposed, any item/unit restriction etc.

### Drug Court and Residential Confinement Programs

#### 317

Eligibility for the Residential Confinement Program is as follows:

- Demonstrated willingness and ability to establish employment in the community;
- Demonstrated willingness and ability to enroll in a program of education or rehabilitation; or
- Demonstrated a willingness and ability to pay for all or part of the costs of confinement and meet any existing obligation for restitution to the victim

Standards- not eligible if:

- Must be eligible for minimum custody;
- Has recently committed a serious infraction of the rules;
- Has not performed the duties assigned to him;
- Has been convicted of:
  - Any crime of felony violence or felony threat of violence within the preceding three years;
  - A felony sex offense or;
  - A Category A felony;
- Has more than one prior felony conviction;
- Has escaped or attempted to escape



### **305**

Eligibility for the Residential Confinement Program is as follows:

- Must be eligible for minimum custody;
- Must be a DUI offender;
- Demonstrated willingness and ability to establish employment in the community;
- Demonstrated willingness and ability to enroll in a program of education or rehabilitation; or
- Demonstrated a willingness and ability to pay for all or part of the costs of confinement and meet any existing obligation for restitution to the victim

### **184**

- Must be eligible for minimum custody
- An inmate is eligible within 2 years of probable release

Standards- an inmate is not eligible if:

- Has recently committed a serious infraction of the rules;
- Has not performed the duties assigned to him;
- Has been convicted of:
  - Any crime of felony violence or felony threat of violence within the preceding year;
  - A felony sex offense or;
  - Has escaped or attempted to escape. (Section 7.5).

### **Education Programming**

NDOC 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 some general population inmates. Those inmates housed in segregation units have no access to education. When offered, schedules of college classes are posted in each unit each semester. For the high school, class schedules are posted at the registration office and are given to each student upon enrollment. Questions regarding this program should be directed to the Education Director. Those inmates who do not possess a GED or High School Diploma shall be classified to education and shall not be assigned another job until a GED or High School Diploma is earned.

### **Law Libraries**

Law libraries are located at all major institutions within the NDOC. The available publications meet the needs of individuals who are working on a criminal case or litigation conditions of confinement. Law Libraries contain all of the Nevada Department of Corrections Administrative Regulations, Operational Procedures, and rules for the facility. Access and schedules vary among the various institutions. Inmates must wear a State blue shirt and jeans or State blue pants to enter the Law Library and must sign in the Library Log. Schedules may be obtained from the assigned institution. Finally, the Law Library Supervisor and a law clerk make trips to the Lock-up units upon request as designated by the facility.

### **Indigent Inmate Legal Services**

Non-sufficient funds (NSF) supplies will be issued only to the inmates currently on the NSF list, which is issued by Inmate Banking Services at the beginning of each month.

Inmates must write a kite to the Law Library Supervisor to request the NSF legal supplies. The Law Library Supervisor will return the kite to the inmate with instructions to receive the supplies; he will be required to sign a legal supply request and a brass slip. Supplies will be issued once a month and a file will be kept on each authorized inmate to document this procedure.

There is no charge for these supplies. Legal supplies are as follows:

1. White bond paper (8 ½ x 11) – 50 sheet packets
2. Lined paper (8 ½ x 11) – 50 sheet packet
3. Envelopes
  - A. Five (5) 4"x9" – envelopes
  - B. Two (2) 9"x12" – envelopes
4. Pen

Legal Copy work and supplies are provided for indigent inmates. Indigent inmates may accrue up to a maximum of \$100.00 debt for legal work expenses. The inmate must sign a brass slip in order to reimburse the state.

Charges for the above supplies (in the quantities listed) will be determined by each institution/facility based on their current canteen prices. Supply quantities are to be issued based on legitimate inmate needs, on a case by case basis.

### **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 **Any Nevada Department of Corrections Facility** is limited to immediate family. Personal checks or cash must be returned to the sender and cannot be received through the mail at the facilities. In order to have money placed on an inmate's account, procedures must be followed as outlined in applicable Operational Procedures and noted earlier. 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  
Your Correctional Institution's Name  
PO BOX for your location  
City of Location, NV zip code of location

All letters received must contain paper only. No trinkets are allowed. Standard photographs (maximum size is 8"x10") are allowed. Polaroid prints are acceptable only if backs are removed. No more than ten (10) photos are allowed per envelope must have inmates name and number on back. No letters with lipstick, perfume, stamps, and stickers will be unauthorized. All unauthorized items received will be returned to sender at inmate's expense.

NDOC will not accept 3<sup>rd</sup> class mail; i.e. brochures, flyers, catalogs, etc. Also new USPS regulations state any correspondence weighing over 1lb, with stamps attached must be searched and signed by staff and officers or it will be returned. Magazines and newspapers must be by paid subscription only. Indigent inmates with less than ten dollars in their accounts for the previous month shall receive postage and stationary sufficient to send at least two (2) letters of general correspondence per week. Inmates that recently arrived at NDOC are not eligible to receive NSF envelopes until they have been with the department

### **Religious Services**

Religious services are available in the institution's Chapel. A schedule is available at each institution or facility. Religious literature and books are in the Chapel. The NDOC Chaplain is available through a kite, or at posted times.

Upon request, the Chaplain will supply inmates with scriptures and/or religious literature. Send a kite to the Chaplain for materials and further information. Prior approval is necessary before ordering religious items. Private religious counseling sessions are available upon request to the Chaplain, subject to custody limitations.

### Special Programs

The Nevada Department of Corrections offers a variety of programs within various institutions. Participation in programs involves classification and casework staff. Many programs require evaluation and acceptance by program administrators. Inmates are encouraged to also assess their needs and problem areas in order to utilize incarceration time wisely and effectively.

Program: **Offenders Acting in Solidarity to Insure Sobriety (OASIS North)**  
Location: NNCC/SDCC  
Type: Substance Abuse

Participants should be within approximately two years of expected release and acknowledge existence of a substance problem. Must qualify for medium custody and be appropriate for the institution. Applications are processed through assigned unit caseworkers. The program is facilitated by the NDOC.

Program: **Sex Treatment for Offenders in Prison (S.T.O.P.)**  
Location: LCC/NNCC  
Type: Sex Offenders

Participants identified as sex offenders and ultimately are required to be reviewed by the Psychological Review Panel prior to a Parole Board appearance are appropriate for this program. Participants must be appropriate for the medium custody institution and participate in treatment classes and groups.

### Telephone Calls

Personal and legal telephone 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) number, which is the same as the prison back number, plus 4 assigned numbers. Legal phone calls will not be limited but issued as time periods permit. Telephone number charge rules are available upon request to the Telephone Administrator. No 3-way calls are allowed. Inmates on disciplinary Detention are only allowed legal calls and must submit a request at least 24 hours in advance to the Unit Caseworker. Inmates are only allowed to use the phones on their assigned wings (no wing crossing). No passing phones to other inmates or sharing of phone calls is allowed.

#### Information for use of the telephone system"

- 1) Lift the Handset
- 2) Select Language: "Press 1 (one) for English." "Press 2 (two) for Spanish."
- 3) Enter your BAC and pin number followed by the # sign.
- 4) Press 0 to make a collect call. Press 1 to make a debit call. \*
- 5) Please enter the area code and the phone number. (Note For international calls dial 011 + country code + City Code + telephone number.
- 6) Press 9 for help.
- 7) No third party or call forwarding calls are allowed.
- 8) No 600, 700, 800, 900 calls are allowed.
- 9) There is a periodic message during your phone call that announces "This call is coming from Northern Nevada Correctional Center".

- 10) The called party has the ability to block all future calls coming from this institution by pressing 2 (two). Inform your family and friends to listen closely to the recorded message so they press the correct buttons.
- 11) Tones and switch-hook clicks immediately terminate your call shrill background noises radios, and sudden phone movement may also terminate the call. Please inform the called party to be very careful with their telephone while speaking to you.
- 12) If the called party has call waiting and answers another call, or your call is placed on hold your call may terminate.
- 13) Telephone rates are NOT established by the Dept. of Corrections. Nor is any surcharge attached by the Prison.
- 14) All telephone calls are recorded and some may be monitored from time to time; With the exception of ATTORNEY CALLS which are not recorded, monitored or timed. Normal calls are limited to approximately 30 (thirty) minutes.
- 15) Your PIN number assignment will be your ID number plus a four digit number picked by you when you arrive. You are the person responsible for ALL calls made using that PIN number. It is highly recommended that you do not give out your PIN number to anyone for any reason.

### **Visiting**

Visiting days and hours depend upon custody level, facility, and classification. 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 caseworker 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 or Facility Manager. 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 (24) hours prior to the legal visit. Any questions concerning visiting can be answered by writing a kite to the institutions' visiting staff, or by talking to your unit caseworker. Visiting files transfer with the inmate.

Visiting hours and rules differ by institution. Check with the visiting officer for visiting rules at your correctional institution. Failure to follow the visiting rules may result in loss of visiting privileges.

### **Work Assignments**

Certain work assignments are paid at a monthly pay rate, while other assignments do not. Check with your Caseworker or Supervisor to find out which work assignments have a pay number at your institution. All assignments, such as yard labor crew, culinary, infirmary, education, canteen, porter positions, laundry, and maintenance, are available and require contacting your caseworker and/or supervisor who will, in turn, provide a request to classification staff. Depending on the nature of the position, the request will be reviewed by the assigned unit Caseworker or by the Full Classification Committee. Job changes are processed through Classification at each institution.

NDOC payroll documents are completed by the persons that employ the inmate and then sent to Inmate Banking Services for posting to the inmate account. Inmate Banking Services only posts the payroll, it does not determine the wage structure nor does it pay the inmate