

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
100**

ADMINISTRATIVE REGULATIONS

Supersedes: AR 100 (09/01/06)

Effective date: 08/14/09

AUTHORITY: NRS 209.131; 209.391

RESPONSIBILITY

The implementation of this regulation is the responsibility of the Director of the Department of Corrections.

100.01 DEVELOPMENT OF ADMINISTRATIVE REGULATIONS

1. The Director will designate a Departmental Policy Coordinator to promulgate written policy for the Department.
2. The Policy Coordinator may assign appropriate staff to write policy and procedure.
3. The Policy Coordinator will establish a general standard format for the publication of regulations.
4. Any staff person may recommend a change or addition to a regulation, through the Policy Coordinator.
5. Draft regulations should be reviewed by affected staff and the designated staff of the Attorney's General Office.
6. A Draft Regulation, which has been signed by the Director shall become a Temporary Regulation with the force of Policy until the next meeting of the Board of Prison Commissioners.
7. Regulations that have been promulgated as Temporary shall at the next scheduled Board of Prison Commissioners be approved as a Permanent Regulation or retained as a Temporary Regulation with recommendations for amendment at the next meeting.
8. Regulations relating to health care services shall be promulgated in accordance with 6 and 7 above and shall be co-signed by the Medical Director and the Director.

9. AR's will be organized in manuals with the following chapters:

- A. 100 series – General Administration
- B. 200 series – Fiscal Management
- C. 300 series – Personnel
- D. 400 series – Institutional Management
- E. 500 series – Classification & Management of Inmates
- F. 600 series – Health Care Services
- G. 700 series – Inmate Regulations
- H. 800 series – Inmate Programs
- I. 900 series – EEO / Employee Development

10. AR's approved by the Board after 11.01.05, are public documents and will not contain procedures which affect security and are thus confidential.

11. AR's should be placed in all inmate law libraries, and be made available to interested parties via the Department's web site.

100.02 UPDATING ADMINISTRATIVE REGULATIONS

- 1. AR's may be revised as necessary, without schedule, using the Draft/Temporary Regulation process.
- 2. AR's should be reviewed every three years for updates.
- 3. An AR is effective until it is replaced by a Temporary Regulation, or until a revised AR is approved by the Board.

100.03 DISTRIBUTION & IMPLEMENTATION OF ADMINISTRATIVE REGULATIONS

- 1. The Policy Coordinator should maintain and distribute AR's and Tables of Content to Division heads.
- 2. Division heads will distribute AR's to their subordinate staff, as appropriate, and insure accessibility to all employees and volunteers.

3. Division heads will insure that staff is trained regarding AR's affecting their employment.
4. The 500, 600, 700, and 800 series of AR's should be translated into Spanish.
5. The establishment of these regulations does not create any right, liberty or property interest, or establish the basis for any cause of action against the State of Nevada, its political subdivisions, agencies, boards, commissions, departments, officers or employees.
6. These regulations 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 regulations.
7. Divisions, institutions, and facilities will establish Operating Procedures to implement the requirements of AR's to their operations and environment.

APPLICABILITY

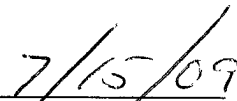
1. This regulation does require Operating Procedures for each Division, institution and facility.
2. This regulation requires an audit.

REFERENCES:

ACA Standards 4-4004; 4-4012; 4-4014



Howard Skolnik, Director



Date