

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 100 GENERAL ADMINISTRATION	UPERSEDES: AR 107 (07/20/03)
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATION 110 MISSION STATEMENT	EFFECTIVE DATE: 09/06/04

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PURPOSE

To define for the employees and the public the purpose, intent, and objectives of the Department and its institutions, facilities and divisions.

AUTHORITY

NRS 209.131

RESPONSIBILITY

The Director shall develop objectives and goals as a Mission Statement for the Department.

The Division Heads have the responsibility for developing and implementing a mission statement within the context of the Department's Mission Statement.

DEFINITIONS

DEPARTMENT – The Nevada Department of Corrections.

DIVISION HEADS – Those individuals responsible for the major divisions of the Department such as Personnel, Inmate Services, Fiscal, Inspector General, Procurement, Accounting, Offender Management, Stores, Medical, Prison Industries and Correctional Programs.

DIRECTOR – The Director of the Nevada Department of Corrections.

MISSION STATEMENT – A written statement defining the goals and objectives of the Department, institutions, facilities, and divisions. **(3-4001)**

APPLICABILITY

This regulation applies to all employees and inmates of the Department.

PROCEDURES

110.01 MISSION STATEMENT

1.1 All Mission Statements will be reviewed annually, or as needed, and updated as necessary. **(3-4002)**

1.2 The Director will approve the Mission Statement of the Department as well as all of the institutions’/facilities’ Mission Statements.

1.3 All Mission Statements will be displayed prominently so that staff, inmates, and the public can review.

1.4 Objective and measurable criteria will be developed in order to indicate the staff success in reaching their goals and objectives on an annual basis, or as needed. **(3-4003)**

1.5 The Mission Statement should be developed and/or reviewed through staff meetings, suggestion programs, employee councils or similar formats. **(3-4004)**

REFERENCES

ACA Standards 3-4001 through 3-4004

ATTACHMENTS

Department Mission Statement

Jackie Crawford, Director

Date

CONFIDENTIAL XX
 Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.