

<p style="text-align: center;"><b>NEVADA DEPARTMENT OF CORRECTIONS</b></p>	<p style="text-align: center;"><b>SERIES 100 GENERAL ADMINISTRATION</b></p>	<p style="text-align: center;"><b>SUPERSEDES: NEW</b></p>
<p style="text-align: center;"><b>ADMINISTRATIVE REGULATIONS MANUAL</b></p>	<p style="text-align: center;"><b>ADMINISTRATIVE REGULATIONS 123 DEPARTMENTAL REPORTS TEMP</b></p>	<p style="text-align: center;"><b>EFFECTIVE DATE: 06/07/04</b></p>

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MANDATORY REVIEW DATE:                      06/01/05

**PURPOSE**

It is the purpose of this regulation to establish a system of reports with which to gauge the performance of the institutions, facilities and the Department.

**AUTHORITY**

NRS 209.241

NRS 209.341

NRS 209.351

**RESPONSIBILITY**

It is the responsibility of the Assistant Director of Operations (ADO) to compile reports from throughout the Department for use as performance indicators for institutions, facilities and the Department as a whole.

Individual administrators and managers may develop reports for their internal requirements for their internal and external requirements outside the context of this regulation.

## **DEFINITIONS**

**COMPUTED CUSTODY** – The objective custody level dictated by a numerical score given to selected case factors relevant to the classification process and calculated through the Objective Classification Instrument. The computed custody is determined when an inmate falls within a specified score range or when a specific limitation exclusion is entered.

**DEPARTMENT** – Nevada Department of Corrections.

**DIVISION HEADS** – Those individuals responsible for the major divisions of the Department, such as: Personnel, EEO/Employee Development, Inmate Services, Fiscal, Inspector General's Office, Inmate Services, Procurement, Accounting, Offender Management, Stores, Medical, Prison Industries, and Administrator of Correctional Programs.

**GRIEVANCE** – A written complaint consisting of one claim, issue, circumstance or action considered by the inmate to be injurious or unjust.

## **APPLICABILITY**

This regulation applies to all employees of the Department.

## **PROCEDURES**

### **123.01 MONTHLY REPORTS**

1.1 The ADO will collect monthly reports from the divisions of the Department for use as performance indicators. **(3-4018 and 3-4019)**

1.1.1 The Offender Management Division Administrator (OMDA) will provide reports monthly on the following topics:

- Inmates overdue for initial classification;
- Inmates overdue for regular reclassification by institution;
- Inmates overdue for disciplinary hearings by institution;
- Grievances overdue for resolution by level from each institution;
- The offense distribution of the inmates in the Department by offense group;

- The offense distribution of the inmates in the Department by offense category;
- The distribution of the inmate population by gender and age;
- The distribution of the inmate population by custody assignment;
- The distribution of the inmate population by computed custody;
- The number of inmates received in the Department for indicated month by commitment type;
- The number of inmates released by the Department for the indicated month by release type;
- The substance abuse history of the inmate population;
- The claimed educational level of the inmates received in the Department for the indicated month; and
- The educational testing performance of inmates received in the Department for the indicated month.

1.1.2 The Fiscal Officer of the Department will provide the ADO with a monthly summary of the budget performance of each division, institution and facility by budget category. This report will detail the percentage of the budget encumbered or expended compared to the percent of the fiscal year that has elapsed.

1.1.3 The Employee Development//Employee Relations Division will provide the ADO with a monthly report summarizing the completion of CER training by institution and facility.

1.1.3.1 This report will provide a comparison of the percentage of training completed as a ratio of the authorized correctional positions, which are required to engage in annual training.

1.1.3.2 This percentage will be compared to the percentage of the calendar year, which has elapsed.

1.1.4 The Personnel Division will provide the ADO the following monthly reports:

1.1.4.1 A report detailing the number of individuals in each division, institution, and facility who have a work performance standard document which is older than 13 months.

- 1.1.4.2 A report indicating the individuals in each division, institution or facility who have a work performance evaluation which is overdue for review.

## **123.02 ANNUAL REPORTS**

1.1 The OMDA will develop an annual report, which summarizes the data required in 123.01 section 1.1. (**3-4018 and 3-4019**)

1.2 The Warden of each institution will develop a report, which can be variously used as an informational handout to visitors to the institutions, and as a summary report for administrative and budgetary purposes.

- 1.2.1 This report is to be updated as necessary throughout the year.

- 1.2.2 This report shall include illustrations of significant programs within each institution.

- 1.2.3 The Warden will develop a similar report for each facility for which they are responsible.

## **123.03 CONTINUING REPORTS**

1.1 The OMDA will update as necessary and maintain the following reports:

- 1.1.1 The Capacity Analysis of the Department with a cover letter detailing the changes and the rationale for the changes that are made over time.

- 1.1.2 The Biennial Report for the Department of Administration.

- 1.1.3 The Master Capital Improvement Plan for the Department adjusted upon revised population projections.

- 1.1.4 The man-day balance for those individuals transferred from or received into the Department under the auspices of the Interstate Agreement on Detainers.

- 1.1.5. The Daily Count sheet by institution and facility with a comparison to the budgeted capacity for the biennium.

- 1.1.6. The population projection reduced by the out-counted population with monthly and cumulative comparisons of actual populations to projected populations and trace vectors.

## **REFERENCES**

ACA Standards 3-4018, and 3-4019,

**ATTACHMENTS**

None.

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Jackie Crawford, Director

\_\_\_\_\_  
Date

**CONFIDENTIAL**                      XX  
                          Yes                    No

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