

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
144**

TELECOMMUNICATION DEVICES

Supersedes: AR 144 (07/10/07)
Effective Date: 11.14.08

AUTHORITY: NRS 209.417, 209.419, AB 106

RESPONSIBILITY

The Warden or manager of an institution or facility is responsible to ensure that no inmate or staff has access to a telecommunication device that contradicts existing law.

All staff members are responsible to have knowledge of and comply with this regulation.

144.01 TELECOMMUNICATION DEVICES

1. Any device or apparatus associated with a device that enables an inmate to communicate with a person outside the facility or institution is considered to be a telecommunication device.

A. Such items include, but are not limited to, a telephone, a cellular phone, a personal digital assistant, a transmitting radio or computer that is connected to a computer network through the use of wireless technology or is otherwise capable of communicating with a person or device outside an institution or facility.

B. Inmates may have access to telephones in Silver State Industries that are limited to work related issues. Such phone access must be supervised by all NDOC employees.

2. All NDOC employees, representatives of other state agencies, contractors, vendors, or other persons who access NDOC institutions or facilities must have received prior written approval from the Director prior to entering with a telecommunication device.

A. The authority cannot be delegated.

B. The Director's decision is final.

C. A Deputy Director or Warden may grant one-time, personal approval for the use of a cell phone under exceptional circumstances, i.e., health, safety, or security.

a. The individual granted such approval must complete and sign DOC Form 006 prior to provisional approval.

b. The completed DOC Form 006 must be forwarded to the Director for review.

3. All employees are required to sign a Telecommunication Device Acknowledgment form, DOC Form 1046 (3/08).

4. Request for approval of possession of telecommunication devices must be submitted via the Chain of Command using DOC Form 006 (7/07) – Request to Possess Telecommunication Device. A signed DOC 1046, NDOC Telecommunication Device Acknowledgment Form must also be attached to the request.

5. The use of any telecommunication device is a privilege. Approval may be revoked at any time without cause.
6. All persons authorized to carry a telecommunication device must have their approval forms on their person at all times.
7. Upon request of the Inspector General's Office, all persons authorized to carry a telecommunication device must consent to review of their telephone records or Internet provider records of the approved telecommunication device.
 - A. Failure to comply will result in an immediate suspension of the privilege.
8. At no time will NDOC employees (other than authorized MIS Division staff), representatives of other state agencies, contractors, vendors or other persons who access NDOC institutions or facilities remove or relocate any part of an information technology or telecommunications device, including computers, network equipment, telephones or telephone sets, etc.
9. Violation of this procedure may be prosecuted under criminal statutes.

144.02 APPLICABILITY

1. This AR requires an Operational Procedure (OP) for the division, institution and facility.
2. This AR requires an audit.

REFERENCES None

ATTACHMENTS

DOC 1046 – Telecommunication Device Acknowledgement Form
DOC Form 006 – Request to Possess Telecommunication Devices

Howard Skolnik, Director

Date

**ELECTRONIC DEVICES
NDOC INSTITUTIONS/FACILITIES
ACKNOWLEDGEMENT FORM**

I, _____ have read and
(print)

understand the Electronic Devices Policy as outlined in AR 144 dated
07/10/2008.

Signature

Date

cc: Personnel File

DOC 1046 (03/08)
(AR 144)

NDOC
Request to Possess Telecommunication Devices

Name: _____ Employee ID Number: _____

Location: Institution/Division: _____

Description of Telecommunication Device:

Name: _____
Make: _____
Model: _____
Serial Number: _____
Telephone Number, if applicable: ()

Basis for Request: _____

I UNDERSTAND AND AGREE TO ABIDE BY THE NEVADA DEPARTMENT OF CORRECTIONS (NDOC) ADMINISTRATIVE REGULATION 144. I FURTHER AGREE SUCH USAGE MAY BE REVOKED AT ANY TIME WITHOUT CAUSE; UPON REQUEST OF THE INSPECTOR GENERAL'S OFFICE TO PROVIDE THE TELEPHONE RECORDS OR INTERNET PROVIDER RECORDS; AND VIOLATION OF THIS PROCEDURE MAY RESULT IN DISCIPLINARY ACTION AND/OR CRIMINAL PROSECUTION.

Signature

Date

RECOMMENDATIONS:

Requestor's supervisor (including non-NDOC agencies)

Approve

Disapprove

Signature

Date

Warden/Division Head

Approve

Disapprove

Signature

Date

Deputy Director North / South

Approve

Disapprove

Signature

Date

FINAL APPROVAL:

Director

Approve

Disapprove

Signature

Date

cc: Requestor Warden
Deputy Director P-File
Division Head File