

NEVADA DEPARTMENT OF CORRECTIONS

ADMINISTRATIVE REGULATION

209

FINANCIAL ASPECTS OF REPORTING ESCAPES

Supersedes: AR 209 (09/06/04)

Effective Date: 5/08/08

AUTHORITY

NRS 209.246

NRS 212.040

SAM 200

RESPONSIBILITY

Each institution is responsible to report inmate escapes to the Offender Management Division.

The Offender Management Division is responsible to ensure the Fiscal Services Section of the Support Services Division has been notified of each inmate escape.

The Fiscal Services Section of the Support Services Division is responsible to calculate the overtime, travel, and operating costs associated with inmate escapes and submit an accurate reimbursement claim to Inmate Banking Services.

Inmate Banking Services is responsible to notify the Associate Warden of the restitution amount.

The Associate Warden is responsible for scheduling a hearing with the inmate concerning the restitution amount.

Inmate Banking Services is responsible to determine if the escape reimbursement will come from the Prisoners' Personal Property Fund or the Inmate Welfare Fund.

POLICIES

209.01 GENERAL

1. When an escape occurs, the Warden/Camp Manager must notify the Warrants Coordinator in the Offender Management Division immediately so that a warrant for the recapture of the escapee can be prepared.
2. When Department staff participate in an escape search, the costs for any overtime incurred (regular paid overtime and shift differential overtime), travel, and per diem related to the escape are eligible for reimbursement from the escapee's individual account in the Prisoners' Personal Property Fund or, if insufficient funds exist in the

escapee's individual account, from the Inmate Welfare Fund.

3. Persons who escape from residential confinement or from drug treatment centers fall under the jurisdiction of the Department of Public Safety, Division of Parole and Probation, and do not generate NDOC costs.
4. All overtime worked for escape coverage status by all departmental employees involved must be submitted **for pay**. There will be no compensatory time granted for overtime worked due to an escape search.
5. If more than one inmate escapes at the same time, the reimbursement costs must be allocated between the number of escapees.

209.02 APPLICABILITY

1. This regulation requires an Operational Procedure for the Support Services Division.
2. This regulation requires an audit as part of the annual review of internal controls pursuant to SAM 2418.0.

REFERENCES

None

Howard Skolnik, Director

Date