NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
417

INMATE PASSES

Supersedes: AR 417 (Temporary, 03/05/10)
Effective Date: 05/20/10

AUTHORITY

NRS 209.341; 209.351; 209.481

RESPONSIBILITY

The Warden/designee will be responsible to establish a control system using inmate passes to control and supervise minimum custody inmate movement to and from work program assignments and other authorized locations outside the secure perimeter of medium custody institutions.

417.01 INMATE PASS PROCEDURES

1. Inmate minimum custody assignments will be made according to the classification requirements of the Nevada Department of Corrections.

2. Inmate movement from within the secure perimeter to outside the secure perimeter (or vice versa) will be authorized and controlled through the use of "Inmate Passes."

   A. The inmate pass must include the inmate's name, number and authorized location of movement.

   B. A recent booking report photograph "mug shot" will be printed on the pass.

3. The Inmate Gate Pass will be placed in a secure area designated by the Warden.

   A. Prior to an inmate being allowed through the gate, the officer assigned to this position will compare the inmate pass against the inmate.

   B. If any discrepancies are discovered, passage will be denied and an Associate Warden or Shift Supervisor will be immediately notified.

   C. In the event an inmate is dismissed from his minimum custody assignment, the pass will be immediately revoked.

4. Before an inmate is allowed to either exit or enter the institution/facility, the inmate will submit to an unclothed body search.

5. An inmate who does not have a valid ID card will not be authorized to pass through the sally port/security gate without proper authorization as indicated on the inmate pass.

A. Inmates will be supervised outside the perimeter by staff.

6. The Warden/designee will be notified immediately of any unusual movement or unauthorized absences of inmates granted passes.

7. The Warden/designee will ensure that an up-to-date list of all approved passes for outside the perimeter movement is maintained.

8. The misappropriation, misuse or failure to properly enforce and use passes may result in the offending staff and/or inmate being disciplined.

APPLICABILITY

1. This Administrative Regulation requires an Operational Procedure.

2. This Administrative Regulation requires an audit.

Howard Skolnik, Director

4/30/10
Date