

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
801**

CORRECTIONAL PROGRAMS

Supersedes: AR 801 (9/01/06 - New)

Effective Date: 2.8.08

AUTHORITY: NRS 209.389; 209.391

RESPONSIBILITY

The Deputy Directors are responsible for approving and monitoring all Departmental programs for inmates.

Wardens will be responsible for daily management and operation of correctional programs for inmates, including direct staff supervision, within their institution and facilities.

801.01 CORRECTIONAL PROGRAMS

1. The Department should provide inmates with correctional programs designed to reduce criminal risk through methods that demonstrate measurable changes in inmate behavior.
2. Authorized correctional programs consist of Core Programs and Optional Classes:
 - Core Programs, including specific training programs, are eligible for meritorious credits.
 - Optional classes, including but not limited to, inmate activities, support groups, and religious activities are not eligible for meritorious credits.
3. At least once every three years, a survey should be conducted to determine the programming needs and interests of inmates.

801.02 CORE PROGRAMS

1. Core Programs are for inmates who meet specific criteria for assignment to these programs.
 - Inmates in institutions should be assigned to these programs as a priority over institutional convenience assignments.
 - The LSI-R should be administered during Intake to every person coming into the custody of the Department.

- Criminogenic needs should be established for all inmates which staff should use in directing inmate program needs.
2. Core Programs follow standardized curricula recommended by the Department Program Development Committee. The committee will consist of:
 - Deputy Director
 - Associate Warden of Programs/Psychologist IV
 - Subject Matter Expert
 3. All proposed Core Programs will be submitted to the Department Program Development Committee using Form 2060 (7/07).
 - **NO PROGRAM WILL RECEIVE MERITORIOUS CREDITS WITHOUT PRIOR APPROVAL**
 - Wardens must review and approve prior to submission to the Committee
 4. Core Programs will have identified Performance Indicators by which to determine the efficiency of the program in meeting its stated goals.
 - New Core Programs should undergo a pilot period of a minimum of three months to test new interventions, modalities and processes before the program is introduced system-wide in the Department.
 - An objective instrument should be used to measure and evaluate the inmate's targeted behaviors and it should be administered as the inmate begins the correctional program and again at the completion of the program.
 - Core Programs should be evaluated every three years by qualified individuals, professionals or content area experts, and the results reported to the Director or designee.
 5. Core Programs have program and participant manuals, established schedules and attendance requirements.
 6. Core Programs are taught or conducted by qualified staff or program contractor.
 - **INMATES MAY NOT TEACH ANY CORRECTIONAL PROGRAM APPROVED FOR MERITORIOUS CREDITS**
 7. Core Programs have meritorious credit assigned to them, pursuant to statute.
 - Meritorious Credits can be awarded only once for the completion of any Core Program, even if the inmate returns to prison on another sentence and takes that program again.

8. The satisfactory completion of a Core Program should be documented in an inmate's I-file, on NOTIS via a case note entry, and reported to the Parole Board.
9. An approved Merit Core Program list will be established and revised as necessary to reflect the addition and removal of programs.

OPTIONAL CLASSES

1. Optional classes are voluntary classes or groups, taught by approved staff or volunteers, on topics addressing inmate needs, interests or preferences. The content of an Optional Program must be approved by the Warden of the facility where it is to be offered.
2. Inmate activities, voluntary classes or groups facilitated by inmates on topics chosen by inmates based upon their interests or preferences, or recreational or hobby craft activities chosen by inmates to utilize their free time, must be sponsored by staff or qualified volunteers.
3. No inmate may teach or facilitate an activity without prior written approval of the Warden.
4. Participants must sign in to inmate activities to account for their whereabouts, but attendance will not otherwise be reported for programming purposes.
5. Participation in or completion of an inmate activity is not documented in the inmate's I-File nor reported to the parole board.
6. Volunteers and outside sponsors must first be approved as Department Volunteers in accordance with the requirements of AR 802.

801.03 MONTHLY PROGRAM REPORTS

Correctional program supervisors should provide a monthly activity report to the Deputy Directors and to the Warden at each facility including, but not limited to the number of participants, the number of completions year to date and number of hours the class or program was provided using DOC Form 3505, Monthly Program Reports.

APPLICABILITY

1. This AR requires an Operational Procedure (OP) for each institutional facility.
2. This AR requires an audit.

REFERENCES: ACA Standards 4-4377, 4-4465 - 4471, 4-4474

ATTACHMENTS: Form 2060 (7/07) Program Proposal
Form 3505 (7/07) Monthly Program Reports

Howard Skolnik, Director

Date