

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
803**

**MERITORIOUS CREDITS FOR PROGRAMS**

**Supersedes:** NEW  
**Effective Date:** 02/08/08

**AUTHORITY:** NRS 209.342 – 449, AB 510 (2007)

**RESPONSIBILITY**

The Deputy Director North is responsible to review all Departmental awards of meritorious credits.

The Administrator of Offender Management Division is responsible to assure timely posting of these credits.

All staff are responsible to have knowledge of, and comply with, this procedure.

**803.01 MERITORIOUS CREDIT AWARDS**

1. Educational Achievement Credits will be awarded per the requirements of NRS 209.433, 209.443, 209.446 and 209.4465.
  - An inmate must complete at least 15 credit hours of college courses while in prison to earn an award.
  - Credit for a second AA, AGS, AS, BA or BS is discretionary with the Director. If granted, a maximum of 90 meritorious credits will be awarded.
  - Correspondence courses of any kind are not eligible for meritorious credits award.
  - Inmates are responsible to provide appropriate documentation if there are discrepancies in records.
  
2. Substance abuse treatment credit awards should be awarded per the requirements of NRS 209.448.
  - Inmates may attend the program more than once; however, meritorious credits will only be awarded once.
  
3. Vocational Education and other approved program completion credits will be awarded per the requirements of NRS 209.44.

- An inmate must complete all phased or course work prior to receiving merit credits.
  - If credit applies to a high school diploma, credits will be granted in addition to credits awarded for the diploma.
  - Inmates may receive partial credits for successfully completing a phase if removed from the program due to transfers, etc, i.e. non-disciplinary/program failures. A justification must be submitted when applying for partial credit.
4. Training Programs:
- Credit awards may be based on, but not limited to, length of course, topics and difficulty.
  - Classes must be approved per AR 801.02 number, 3 Core Programs.
5. The Director has discretion whether to award exceptional merit credits for any Correctional, Vocational or Education program.
- Exceptional merit credit is limited up to 60 days.
  - No program may offer exceptional merit credits as part of the program.
6. A list of approved merit credit core programs will be distributed to all facilities and institutions and updated as necessary.
- The Deputy Director North is responsible for maintaining a list of approved correctional programs and the number of meritorious credits assigned to each.
  - Any program or class not on this list will not receive any meritorious credits; i.e. not considered a core program.
7. Meritorious Service credits including awards for fire suppression services, must be submitted as noted in paragraph 8.
- Fire suppression credits are submitted by the State Forester.
  - Meritorious service credits cannot exceed 90 credits in any calendar year.
  - The Director will determine which inmates will be granted these credits and the amount of credits, if any, to approve. This decision cannot be delegated.
  - Wardens may request credits for inmates housed under special circumstances such as but not limited to, gyms and security threat group debriefing units.
  - The rate of granting these credits will be determined by the Director.
  - Institutional operation procedures must be submitted along with the request, detailing the institutional criteria and submission process for inmates to receive these credits.
8. Reporting of meritorious credit will use DOC Form 3077(7/07) Nomination for Meritorious Credits.

- NDOC Form 3500 (4/05) Memorandum Regarding Submitting Inmates for Merit Credits, will be used for multiple submissions for the same program. This form must be signed by the person providing the class.
  - All forms must be signed by the person submitting the documentation as well as the Warden or designee.
  - Meritorious credits received on any other forms or not signed correctly will be rejected and referred for proper submission.
9. No inmate shall have any involvement in gathering or documenting meritorious credits.
  10. If the awarding of meritorious credits violates other Nevada statutes such as notification requirements, such credits will **not** be granted in full.
  11. These provisions do not create any liberty interest or right to any meritorious credits on behalf of inmates, nor is any liberty interest to be implied from any part of these provisions.
  12. Institutions will ensure that meritorious credits being submitted are not a duplication of previous credits earned for the same program.
  13. Meritorious credits earned for vocational and educational achievement will be reviewed by the Department's education Coordinator.

### **803.02 APPLICABILITY**

1. This AR does not require an Operational Procedure (OP) for each institutional facility.
2. This AR requires an audit.

**ATTACHMENTS:** DOC Form 3077 (07/07) Nomination for Meritorious Credits  
 DOC Form 3500 Memorandum Re: Submittal of Inmates for Merit Credit

---

Howard Skolnik, Director

---

Date