NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
211

REGIONAL WAREHOUSES

Supersedes: AR 211 (Temporary, 01/15/10)
Effective Date: 02/12/10

AUTHORITY: NRS 209.131; 333.010; NAC 333.010; SAM 1500

RESPONSIBILITY

Each Regional Warehouse Supervisor is responsible to properly order and stock inventory for the regional warehouses and to enter all merchandise received and issued to the ordering institution into the Department's inventory database.

The Business Managers are responsible to supervise the day-to-day regional warehouse activities.

The Chief of Fiscal Services is responsible to provide oversight of all regional warehouses regarding the development of policies and procedures.

The Deputy Director of Prison Industries (PI) is responsible to develop procedures for PI warehouses to ensure control and accountability.

211.01 RECEIVING

1. The Regional Warehouse Supervisor/designee will oversee the receipt of all items delivered to a regional warehouse.

2. Warehouse staff must enter all items received into the Department's warehouse inventory database within 24 hours of receipt.

3. A Department employee shall sign all receiver documents.

211.02 DELIVERY

1. Issues from inventory must be approved by the Regional Warehouse Supervisor or the Business Manager/designee, and documented by a Stores Requisition or by the appropriate internal requisition forms (i.e., Journal Vouchers, Inventory Transfer Form, etc.).

2. A Department employee shall properly inventory all items leaving the warehouse prior to loading.

3. A signed receipt verifying the order has been received shall be obtained from a Department employee when the items are delivered to their destination.

211.03 INVENTORY

1. The Regional Warehouse Supervisor must conduct a physical inventory of food and non-food items on an annual basis.

2. Additional physical inventory of the warehouse can be requested by the institution's Business Manager or by the Chief of Fiscal Services.

211.04 INMATE DUTIES

1. Institutions shall develop operational procedures that include approved inmate duties.

211.05 ACCESS TO THE WAREHOUSE

1. The Regional Warehouse Supervisor is responsible for issuing keys to employees working in the warehouse, and for developing a key procedure.

APPLICABILITY

1. This regulation requires an Operational Procedure for the Support Services Division and for each Regional Warehouse.

2. This regulation requires an audit as part of the annual review of internal controls pursuant to SAM 2418.0.

REFERENCES: ACA 4-4037, 4-4038, SAM 2418.0

Howard Skolnik, Director

1/13/10
Date