NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
400

GENERAL SECURITY/SUPERVISION GUIDELINES (TEMPORARY)

Supersedes: AR 400 (02/12/10)
Effective Date: 02/28/11

AUTHORITY

NRS 209.131, NRS 209.161

RESPONSIBILITY

The Deputy Directors are responsible for the Department's overall security programs and operations.

The Warden is responsible for maintaining a secure institutional environment that ensures the safety of the public, provides a safe working climate for employees, and offers humane and safe living conditions for inmates confined therein.

The Associate Warden/Designee is responsible for the management of the institution/facility security program and operations.

All employees of the Department have the responsibility to have knowledge of and comply with this regulation.

400.01 GENERAL SECURITY SUPERVISION GUIDELINES

1. The Warden will develop and maintain a local security and staff management plan that is available to all staff. The plan will include, at a minimum the following information:

A. Administrative Regulations;

B. Operational Procedures

C. Memoranda and other instructional materials issued by the Warden and Associate Wardens to facilitate the implementation of the policies and procedures;

D. All necessary staff assignment, roster and timekeeping records, in accordance with Department administrative regulations and policy;

E. Post Orders that are current and which are readily available for employees assigned to posts.

F. Emergency Response Manual.

2. The Warden/Designee will develop a written schedule to ensure that checks are performed in all areas where information is maintained to ensure that current policies and procedures are in place.

3. Daily Administrative Officer Inspection Tours: A high priority will be placed in all Department institutions/facilities to ensure the visibility of top staff in the facility, where they are available to inmates, line staff, and mid-level managers for communication. Such actions will include, but are not limited to:

A. The Warden or Associate Wardens will visit all housing areas every 48 hours during the standard work week;

B. The Warden or Associate Wardens will visit all activity areas every 72 hours during the standard work week;

C. The Warden or Associate Wardens shall conduct a formal inspection of Prison Industries during each working day.

D. Supervisory staff will tour the entire facility at least once each shift every day, including weekends and holidays;

E. Unoccupied areas may be toured once a week;

F. An Associate Warden will receive a written report or logbook of all such tours will reflect any deficiencies observed and corrective actions taken; and

G. Correctional staff will conduct a visual inspection of all cells and other living quarters once each shift. A formalized report will be submitted to the Associate Wardens for each inspection or noted on the local post log and shift report.

H. Correctional Officers will conduct formal inspections/searches in accordance with the provisions of AR 422, Search and Shakedown Procedure, and the applicable Post Orders.

4. The Associate Wardens/Designees will conduct at least weekly inspections of all security devices and report results of the inspections in writing to the Warden.

5. No inmates or groups of inmates will be given authority over other inmates, manage any institutional program, or have any policy or procedure setting role in the institution/facility.

APPLICABILITY

1. This AR requires an Operational Procedure for all institutions/facilities.

2. This AR requires an audit.

REFERENCES

ACA Standards, 4-4174, 4-4178, and 4-4182 through 4-4186; and 2008 Standards Supplement

James G. Cox, Director

2/12/11
Date