NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
504

RECEPTION AND INITIAL CLASSIFICATION PROCESS (TEMPORARY)

Supersedes: AR 504 (12/17/12)
Effective Date: 01/12/15

AUTHORITY: NRS 209.131; NRS 209.261; NRS 209.341; NRS 209.351

RESPONSIBILITY

1. The Offender Management Administrator (OMA) is responsible to establish procedures for processing new and returning inmates.

2. An Associate Warden at Intake/Reception Centers is responsible to ensure compliance with this regulation.

504.01 GENERAL PROCEDURES

1. All incoming inmates will complete a thorough screening and assessment at admission and receive a thorough orientation of the institution's procedures, rules, programs and services.

2. The goal of the reception center and the initial classification process will be to:

A. Ensure that the inmate is properly committed to the Department with appropriate commitment documents;

B. Ensure that identification procedures are completed, to include photographs, fingerprints, and identifying marks;

C. Provide a quarantine period to permit medical/dental/psychological examinations and recommendations for necessary treatment;

D. Introduce inmates through orientation programs to policies, rules, regulations, and to the type of programs that are available;

E. Assign staff of various disciplines to work with inmates in needs assessments and developing future programs through the use of pre-commitment information,

psychological tests, and educational and vocational testing and risk assessment instruments;

F. Complete the reception process within three (3) weeks after the inmate is received, provided that medical and other requirements do not prevent release from the reception unit;

G. Ensure public protection through assignment of proper housing and custody designation;

H. Ensure custody designations are assigned at the lowest possible level consistent with the safety and security considerations of the Department; and

I. Maintain a classification process that is consistent with individual dignity and adheres to the principle of fairness.

3. The custody level for intake inmates will be unassigned pending completion of the reception process.

4. All male inmates from the ages of 18 to 25 will be provided documents needed to register for the draft if they haven't already done so.

504.02 RECEPTION POINT FOR NEW COMMITMENTS AND RETURNING INMATES

1. All new commitments must complete the reception process.

A. NDOC does not detain inmates solely for civil immigration purposes.

2. New commitments will be transported to an intake center based on the following regional formula:

A. Females

(1) Female inmates will be transported to Florence McClure Women's Correctional Center (FMWCC).

(2) Female inmates may be temporarily housed at Northern Nevada Correctional Center (NNCC) until transported to FMWCC.

B. Males will be transported to either Northern Nevada Correctional center (NNCC) or High Desert State Prison (HDSP) depending on department transportation schedules, but generally:

(1) <u>NNCC will intake inmates from the following counties:</u>

Mineral, Lyon, Douglas, Carson, Washoe, Storey, Churchill, Pershing, Humboldt, Lander, Elko, and Eureka counties.

(2) HDSP will intake inmates from the following counties:

Clark, Esmeralda, Nye, Lincoln, and White Pine counties.

3. Returning inmates.

A. Returning inmates who have not been out of custody, may be returned to the institution from where they departed from, unless their absence exceeds 90 days.

(1) If the absence exceeds 90 days the inmate will be returned to the closest Department intake center for processing.

B. All returning inmates who are not processed through an intake center will be held in a segregated environment until properly classified.

C. Laboratory/blood tests are required for returning inmates who have been out of custody including, but not limited to, those assigned to Northern Nevada Restitution Center (NNRC) and Casa Grande Transitional Housing Center (CGTH).

(1) Returning inmates who have been out of custody will be treated as new commitments and will be processed through an intake center.

D. The Deputy Director/Warden will determine where returning escapees will be placed. Generally they will be returned, quarantined for medical testing, and processed through an intake center.

(1) The only exception to this will be for the extremely dangerous inmate for whom the intake unit provides too little security. These inmates will go directly to HDSP or Ely State Prison (ESP) for quarantine, processing, and classification.

(2) All female inmates returned from escape status will go to FMWCC.

4. Safe Keepers

A. Under limited circumstances county Safe Keepers may be approved (for temporary housing) by the OMA.

B. This approval must be obtained in advance and during normal working hours.

(1) Emergency approval may be granted by the highest ranking supervisor on duty after hours but only in cases where the request comes from a rural jail and where the inmate's behavior is seriously disruptive. Telephone approval must be

received from the OMA or Deputy Director. This action will be documented in NOTIS.

C. Safe Keepers will be required to complete an abbreviated intake process and will be housed in an intake center initially unless otherwise approved by OMA/Deputy Director.

D. The specific intake center where the Safe Keeper will be housed is dependant on the nature of the jail request (i.e. a medical case will be housed at NNCC). Direction will be provided by the OMA/Deputy Director.

5. Reception hours.

A. New commitments should be received between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Exceptions to this policy should be coordinated, in advance, by the OMA during normal working hours or by the highest ranking supervisor on duty, after hours.

B. Returning inmates will be received at anytime of day.

6. Required documentation

A. New commitments

(1) New Commitments must be accompanied by a certified copy of the Judgment of Conviction reflecting the judgment of imprisonment.

(2) Probation violators will be accompanied by a certified copy of the Order Revoking Probation and the original certified copy of the Judgment of Conviction.

B. Parole violators

(1) Parole violators must be accompanied by a Retake Warrant and either of the following Parole and Probation forms:

(a) Notice of Preliminary Inquiry Hearing; or

(b) Prior Notice of Charges and Receipt for documents.

C. Safe Keepers

(1) Verbal or written approval by the OMA/designee.

(2) The counties requesting safe keeping will forward a letter of request to the Offender Management Division (OMD).

(3) If verbal authorization is given, the written request will be submitted as soon as practical.

7. As documentation that accompanies new commitments is often non-standard and complex, institutions with intake units will develop operational procedures.

A. These operational procedures will be based on specific information provided by OMD.

8. It is the responsibility of the intake caseworker to ensure the proper commitment type is entered in NOTIS.

504.03 INITIAL CLASSIFICATION SUMMARY

1. The reception and initial classification process will be directed toward the evaluation and the entering of staff's findings and research in the Demographic & Descriptors, Legal Cases, and Integrated Case Management screens of Nevada Offender Tracking Information System (NOTIS) on all new and returning inmates.

2. This report will become a permanent part of the inmate's record and contain, but should not be limited to, relevant information required by statute.

A. The Department will obtain and maintain records of all offenders as listed below:

(1) The name, date of birth, race, sex, height, weight, complexion, color of eyes and hair, peculiarities of build or features;

(2) Place of birth (state, county or city, or country, province or city) and country of citizenship;

(3) Occupation, and whether the offender can read and write; and

(4) Date of sentence, name of judge passing sentence, county sentenced, the crime charged, date of incarceration, and the term of imprisonment.

B. Other pertinent information to be included will be:

(1) Information regarding offense;

(2) Inmate's offense motivation;

(3) Accounts of the legal aspects of the case, including statements or information from probation and parole officers, the courts or other law enforcement agencies;

(4) A summary of the inmate's prior criminal history;

(5) Educational achievement and intake testing scores;

(6) Medical/psychological/dental findings and treatment needs;

(7) Escape records;

(8) History of drug and/or drug abuse; and

(9) Security Threat Group documentation.

3. All applicable information will be entered into the NOTIS by the intake caseworker and become part of the automated Initial Classification Summary Sheet and initial Objective Classification Instrument used to make initial classification recommendations.

504.04 INITIAL DESIGNATION

1. Retention of custody at a higher level than the scoring guideline may be appropriate based upon case factors.

2. The reasons for any exception to the objective classification instrument score will be documented in the classification instrument narrative and in the classification case note of NOTIS.

3. Classification committees will be guided by the considerations when establishing levels of custody. They are:

A. Institutional adjustment;

(1) Relationship with staff.

(2) Disciplinary record.

(3) Violence while incarcerated.

(4) Escape proneness.

B. Nature of offense;

(1) Notoriety of offense.

(2) Severity of violence involved in offense.

(3) Psychopathology versus environmental anti-social behavior.

(4) Attitudes toward offense and authority.

C. Criminal history;

(1) Extent of prior arrest record.

(2) Levels of violence in prior arrest record.

(3) Pattern of increasing/decreasing violence.

(4) Prior incarcerations.

(5) History of escapes/absconding.

(6) Holds/detainers.

D. Total length of sentence;

(1) Time served versus time remaining.

E. Program consideration;

(1) Nature of work assignment.

(2) Release orientation versus institutional orientation.

(3) Mental Health consideration.

(4) Family relationships.

(5) Age and/or vulnerabilities.

4. Returning inmates from escape will be evaluated based on the nature and severity of the escape and from what custody level.

A. Male inmates representing the highest risk to the community and therefore the highest security considerations of the Department will be designated to ESP regardless of other case factors.

5. Staff judgment remains a key element in all classification decisions.

504.05 INITIAL CLASSIFICATION COMMITTEE

1. The Initial Classification Committee will be minimally comprised of the following, to include:

A. Warden/designee;

B. Reception unit caseworker; and

C. Any other appropriate staff as assigned by the Warden.

2. To the extent practicable, and upon completion of the evaluation and initial summary report, inmates will be scheduled for a hearing before the Initial Classification Committee within three (3) weeks of their reception.

3. The Initial Classification Committee, with the participation of the inmate, will recommend an appropriate level of custody

4. When making a recommendation, the Initial Classification Committee will be guided by, but not limited to, the following factors and considerations:

A. Information contained in the Initial Classification Summary report;

B. Recommendation of the sentencing court;

C. Initial Designation Instrument risk factor score;

D. Staff's evaluation;

E. The inmate's custody needs;

F. Needs assessment evaluation regarding programs and their availability within specific facilities;

G The possibility and desirability of the inmate's reintegration into the community near the location of the facility;

H. The inmate's expressed interest and preference;

I. History of violence or escape;

J. Mental health problems, past or present;

K. Prior criminal history;

L. The availability of bed and program space at the facility deemed most suitable for the inmate;

M. Protection needs;

N. Length of sentence; and

O. Committees assessment regarding the degree and level of custody required for public protection, safety of staff, safety of other inmates and the individual to be classified.

5. The Initial Classification Committee will also make a recommendation for facility of transfer, assignment, educational or vocational program, and give direction for any special services it deems necessary (i.e., medical and psychological).

6. The Initial Classification Committee, or a subsequent classification committee, may determine whether arrangements, as authorized by law, should be made to house an inmate within another jurisdiction in the following circumstances:

A. Following a psychological examination and concurrence with mental health staff, the committee deems that an inmate is mentally incapable of being supervised by the Department in accordance with the Department's Administrative Regulation 654 Involuntary Transfer of Inmates to Non-Prison Mental Health Facilities.

B. If it is determined that an inmate's safety is in jeopardy at any Nevada institution/facility, due to factors including, but not limited to, notoriety or prior law enforcement employment, Interstate Compact transfer may be recommended.

7. The decisions and recommendations of the Initial Classification Committee will be recorded and made a part of the permanent record of the inmate and used as a reference during subsequent classification hearings.

A. The recommendations will be entered in the NOTIS classification system in correspondence with the Initial Designation Instrument completion.

B. The Initial Designation Instrument will be maintained in NOTIS throughout the inmates incarceration. It may be updated if the inmate returns as a parole violator or returning inmate.

8. Copies of the Initial Classification Summary report will be maintained in the Department's Institutional File (I-File) and Central File (C-File) for the inmate.

504.06 INITIAL CLASSIFICATION APPROVAL

1. The recommendation made by the Initial Classification Committee will be reviewed and either approved or disapproved by staff in the Offender Management Division through NOTIS.

A. Classification of inmates 18 years and under will be reviewed by the OMA.

REFERENCES

ACA Standards 4-4285, 4-4286, 4-4287, 4-4288,4-4297, 4-4374; and 2012 Standards Supplement

Director

1/12/15
Date