NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
332

EMPLOYEE REPORTING RESPONSIBILITIES (TEMPORARY)

Supersedes: AR 332 (03/19/13); and AR 332 (Temporary, 05/06/14)
Effective Date: 06/17/14

AUTHORITY

NRS 209.131, 42 U.S.C. § 15601, *et seq.* and 28 C.F.R. § 115

RESPONSIBILITY

It is the responsibility of every employee to make the reports required by this regulation.

332.01 REPORTING RESPONSIBILITIES

1. Employees will make timely notifications to their supervisors, using the appropriate chain of command, concerning incidents, activities or events of immediate interest or concern within the jurisdiction of, or which impacts the Department and for which the employee has knowledge. Such incidents, activities or events include but are not limited to:

A. Security breaches;

B. Unusual incidents;

C. criminal activity or acts of violence;

D. Escapes or attempts to escape;

E. Use of force;

F. On duty accidents, injuries and/or illnesses;

G. Deaths;

H. Health, safety or risk management issues or significant property damage;

I. Off Duty Law Enforcement contacts;

J. Driver's license or other professional licensure or certification suspension or revocation;

K. Outside Agency assist;

L. Employee misconduct;

M. Judicial or Legislative contacts;

N. PREA related occurrences or allegations of such;

O. An affirmative duty to self-report any PREA misconduct while previously employed in any prison, jail, lockup, community confinement facility, juvenile facility, or conviction or a civil or administrative adjudication for engaging in or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, coercion or a non-consensual sex act;

P. Any other information relevant to Department operations and security.

2. On duty employees should make notifications through their chain of command or to the Office of the Inspector General, as soon as is safely practicable following the occurrence, and in all instances before the end of their shift.

3. Off duty employees should make notifications as soon as possible and not longer than 24 hours following the occurrence or beginning of next regular shift.

4. On duty shift supervisors will ensure that appropriate notifications are made to the involved Institution/Facility administrator, who in turn will ensure that all other appropriate notifications are made.

A. In the event of an unusual occurrence or emergency situation, notification procedures outlined in the Emergency Response Manual concerning the specific situation should be followed.

B. Notifications should be made considering individuals "need to know" and "right to know" requirements based upon the specific incident, activity or event.

5. Failure to report or late reporting of incidents, activities, or events of immediate interest or concern within the jurisdiction of, or which impact the Department may result in disciplinary action.

332.02 REPORT PREPARATION

1. Employees will formally document in written form using approved formats, incidents, activities,

or events which take place within the jurisdiction of, or which impact the Department using the NOTIS Incidents and Offenses in Custody, Incident Detail data entry function.

A. Such incidents, activities or events include but are not limited to those outlined under AR 332.01(1).

2. Creation of the Preliminary Incident Detail Report in NOTIS will cause the Incident Detail Report (IR) number to be generated.

A. Institution/Facility administrators will designate staff members who are authorized to initiate the Preliminary Incident Detail Report and generate an IR number.

B. Only one IR number should be generated per incident, activity or event.

C. All involved staff members, inmates, and other person information should be included in the appropriate sections of the Incident Detail report.

D. All sections of the Incident Detail Report screen should be completed, including all Incident Questions, and when relevant, all Use of Force questions, Staff and Offender Incident Detail questions.

E. The Incident Detail narrative should consist of a brief summary of the incident, activity or event.

3. Each involved staff member should complete a Staff Report (DOC 028) using the NOTIS Staff Reports function for each incident, activity or event involving them, or for which they have relevant information.

A. The DOC Form 028 should be associated with the related Incident Detail Report IR number.

B. Individual DOC Forms 028 should articulate in detail, information known to the employee concerning the relevant incident.

C. If the NOTIS system is unavailable, employees should notify their supervisor and complete a hand written report, using the appropriate report format, and submit that to a supervisor for later input into NOTIS.

D. Hand written reports should be used infrequently and only in unusual circumstances and must be entered into NOTIS as soon as NOTIS becomes available.

4. Institution/Facility administrators should ensure that an Incident Report (DOC 019) is completed, using the NOTIS Staff Reports function, for any unusual or serious incident, activity or event, which include but are not limited to those outlined and referenced under AR 332.01.

A. The DOC Form 019 should be associated with the related Incident Detail Report IR number.

B. The DOC Form 019 should contain a detailed description of the entire incident including the date, time, and location of the incident; the nature of the incident; criminal acts committed and by whom; all injuries; property damage; weapon information; specific description of recovered evidence; specific description of any use of force and by whom; medical treatment information; notification information.

C. If known and when relevant, the DOC Form 019 should contain any actions taken as part of the disciplinary or classification process related to the incident, including criminal prosecution referrals, family notifications, and preventative measures.

5. A Use of Force Report (DOC Form 1664) should be completed whenever a Department employee utilizes force in the performance of official duties.

A. Each employee who employs force in a specific incident should complete a Use of Force Report.

B. The Use of Force Report should be associated with the related Incident Detail Report IR number.

C. The type of force used should be explained with specific details.

6. On duty employees should complete reports as soon as is safely practicable following an occurrence, and in all instances before the end of their shift.

7. Off duty employees should complete reports as soon as possible and not later than the end of their next scheduled shift.

332.03 REPORT REVIEW

1. Supervisors should review reports submitted by subordinates daily prior to the end of their shift.

2. Institution/Facility administrators should routinely review reports generated by employees at their institution/facility.

3. Security concerns may in rare circumstances cause exceptions to the report review process.

332.04 REPORT SECURITY

1. Reports generated by Department employees are official Department documents.

A. Such reports are the property of the Department.

B. Reports shall not be routinely copied.

C. Reports shall not be removed, concealed, altered, falsified, destroyed, stolen or otherwise tampered with.

D. Reports shall only be copied pursuant to Department business.

E. Written or electronic reports or copies of reports shall not be removed or disseminated without authorization from the Appointing Authority.

2. Failure to comply with report security will result in disciplinary action.

APPLICABILITY

1. This AR applies to all Department employees.

2. This AR does not require an Operational Procedure.

3. This regulation does not require an audit.

Director

6/17/14
Date