

THE CONDITION OF THE STATE PRISON



Bulletin No. 79-2

LEGISLATIVE COMMISSION
OF THE
LEGISLATIVE COUNSEL BUREAU
STATE OF NEVADA

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Assembly Concurrent Resolution No. 1—Assemblymen Mann, Schofield,
Kosinski, Sena, Harmon, Demers, Jeffrey and Barengo

FILE NUMBER.....

ASSEMBLY CONCURRENT RESOLUTION—Ordering a study of the
conditions at the state prison by the legislative commission.

WHEREAS, The state prison system is an important operation of state government which fulfills a basic need of society for incarceration and rehabilitation of convicts; and

WHEREAS, Recent events at the maximum security prison have raised questions about the security and well-being of inmates and the adequacy of the system to provide for the rehabilitation of the convicts; now, therefore, be it

Resolved by the Assembly of the State of Nevada, the Senate concurring, That the legislative commission make a comprehensive study of the condition of the state prison and report its findings with recommendations for any appropriate legislation to the 60th session of the legislature of the State of Nevada.

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REPORT OF THE LEGISLATIVE COMMISSION

To the Members of the 60th Session
of the Nevada Legislature

This report is submitted in compliance with Assembly Concurrent Resolution No. 1 of the 59th session of the Nevada legislature, which directs the legislative commission to study the condition of the state prison.

The legislative commission appointed a subcommittee to make the study and recommend appropriate legislation to the next session of the legislature. Assemblyman Lloyd W. Mann was designated chairman of the subcommittee with Assemblyman Lonie Chaney as vice chairman. The following legislators were named as members: Senator Richard H. Bryan, Senator Jack L. Schofield, and Assemblymen Lawrence E. Jacobsen, John Polish and Nash M. Sena.

The subcommittee has attempted, in this report, to present its findings and recommendations briefly and concisely. A great deal of data was gathered in the course of the study. The data which bear directly upon recommendations in this report are included. The report is intended as a useful guide to busy legislators. All supporting documents and minutes are on file with the legislative counsel bureau and available to any member.

The report is transmitted to the members of the 1977 legislature for their consideration and appropriate action.

Respectfully submitted,

Legislative Commission
Legislative Counsel Bureau
State of Nevada

April 1978

LEGISLATIVE COMMISSION

Assemblyman Donald R. Mello, Chairman
Assemblyman Paul W. May, Vice Chairman

Senator Keith Ashworth	Assemblyman Eileen B. Brookman
Senator Richard H. Bryan	Assemblyman Joseph E. Dini, Jr.
Senator Margie Foote	Assemblyman Lawrence E. Jacobsen
Senator James I. Gibson	Assemblyman Robert E. Robinson
Senator Norman Ty Hilbrecht	
Senator William J. Raggio	

SUMMARY OF RECOMMENDATIONS

This summary represents the major conclusions reached by the subcommittee. These conclusions are based upon suggestions which came from public hearings, written communications to the subcommittee, proposed national and state prison standards and draft model legislation, staff research, the experience of the subcommittee's members and subcommittee tours of prison facilities.

The subcommittee recommends that:

1. A five-member board of prison trustees, appointed by the governor for 4-year staggered terms be created. Three members of the board should qualify for their positions by demonstrated interest in and knowledge of prison problems, correctional administration and prison reform. Two members of the board should be representatives of the general public. No member of the board should be an elected state or local official or be an employee of the state in any capacity, and no more than three members of the board should be of the same political party. The board should elect its chairman and otherwise provide for its organization. Board members should be permitted to be reappointed.
 - a. The director of the department of prisons serve as a nonvoting secretary to the board of prison trustees.
 - b. The board of prison trustees receive compensation and travel and per diem expenses in the manner provided by law.
 - c. Regular and special meetings of the board of prison trustees be held, at the discretion of the board, at such times and places as the board deems convenient, but that at least one regular meeting of the board be held every month on or after the 15th day of the month.
 - d. The director of the department of prisons furnish to the board such administrative and clerical services and such meeting space, furnishing, equipment, supplies, stationery, books, motor vehicles and all other things

which the board may deem necessary or desirable in carrying out its functions.

- e. The board of prison trustees be responsible for the direction and control of the department of prisons and prescribe regulations and policy guidance necessary for carrying out the business of the department.
 - f. The director of the department of prisons be given responsibility for carrying out all administrative and technical operations of the department of prisons in accordance with regulations and policies prescribed by the board of prison trustees.
 - g. A constitutional amendment be instituted to abolish the board of prison commissioners.
 - h. The board of state prison commissioners be given temporary statutory authority to advise the board of prison trustees and the director of the department of prisons on the operation of the department. (BDR 16-55 and BDR C-56)
- 2. The state board of prison trustees adopt regulations necessary to establish uniform policies and procedures for carrying out all aspects of the department of prisons' business. The subcommittee recommends further that the adoption of such regulations, except for those relating to security procedures, be in accordance with the applicable provisions of NRS 233B, "Nevada Administrative Procedures Act." The department's regulations should be exempt from the administrative and judicial review provisions of chapter 233B. (BDR 18-57)
 - 3. Information on the department of prisons, in format prescribed by the state planning coordinator, be included in the State of Nevada biennial report.
 - 4. All new correctional officers receive 40 hours of orientation prior to job assignment and an additional 40 hours of training during the first year of employment. Initial orientation, given by qualified instructors, should be to the policies, organizational structures, programs and regulations of the department and include information on proper staff-prisoner

relations, including proper disciplinary techniques. The subcommittee also recommends that all employees continue to receive a minimum of 40 hours of training each year after the first year. (BDR 16-60)

5. The state personnel division monitor, and report biennially to the state board of prison trustees, on the hiring and promotion policies and practices of the department of prisons. Such report should consider compliance with appropriate job specifications. The subcommittee recommends further that the board of prison trustees take necessary and appropriate action to alleviate any noncompliance with job specifications or other improprieties in hiring or promotion practices reported to it by the personnel division. (BDR 16-61)
6. The department of prisons, with assistance from the personnel division, initiate the use of appropriate psychological screening devices for prospective correctional officers. (BDR 16-62)
7. Prison industries be expanded through the passage of a so-called state use law which (a) authorizes the additional manufacturing of articles at the state prison, (b) requires state agencies to purchase such articles, (c) establishes a revolving prison industry fund to support such industries, (d) creates a five-member prison industry advisory board (composed of three members from private industry and one member from labor appointed by the governor for 4-year terms and one inmate selected by his peers for a 1-year term) to adopt rules and advise the director of the department of prisons regarding the management of prison industries, and (e) requires that inmate compensation for work performed in such industries be, to the reasonable extent possible, equivalent to the prevailing minimum wage for work of a similar nature performed by employees with similar skills in the locality in which such work is being performed. (BDR 16-63)
8. Private industry be permitted to operate ventures, employing prison inmates, on the grounds of the department of prisons' facilities. In this regard, the subcommittee recommends that inmates employed in such ventures be paid no less than the prevailing minimum wage for work of a similar nature performed by employees with similar skills in the locality in which such work is being performed. (BDR 16-63)

9. The board of prison trustees adopt, by regulation, criteria for reasonable deductions from the pay of inmates employed in prison industries, or private ventures employing prisoners, for room and board, savings, family support and restitution to victims. (BDR 16-63)
10. The department of prisons submit a detailed budget to the 60th session of the Nevada legislature recommending reasonable increases and appropriate restructuring of inmate pay scales for the various inmates' jobs.
11. The board of prison trustees adopt regulations necessary to establish procedures which provide for inmates to be used in as many nonsecurity or non-management positions as possible. (BDR 16-64)
12. A separate budget category, including all personnel and operating costs, be established for the prison farm. The subcommittee recommends further that the farm be placed on an enterprise fund basis and that any profits the farm generates be used to purchase new farm equipment or expand farm programs. (BDR 16-65)
13. The state board of prison trustees adopt regulations necessary to establish general education and vocational training programs for inmates. Such regulations should consider the education levels and needs of the inmates, employment opportunities in free society, inmate interests and the number of inmates desiring to participate in training or educational programs. The subcommittee recommends further that such regulations establish a system whereby the education and vocational training programs be assessed at least every three years by qualified persons, professional groups and trade associations. (BDR 16-66)
14. The state board of parole commissioners be authorized to require that an offender without a high school diploma, or its equivalent, pursue remedial study in reading, writing or mathematics, or other subjects deemed necessary by the board for the offender's successful reentry into society, as a condition of parole. (BDR 16-67)
15. The department of prisons develop, with assistance and ongoing monitoring from the bureau of alcohol and

drug abuse, a comprehensive treatment plan and programs for inmates with histories of substance abuse. The subcommittee recommends further that (a) the bureau report annually to the board of prison trustees on the status of such plan and programs and make recommendations necessary for changes in them, and (b) the board of prison trustees take necessary and appropriate action to alleviate any deficiencies in the substance abuse plan or programs reported to it by the bureau. (BDR 16-68)

16. The department of prisons review carefully its inmate classification process to ensure that deserving offenders are being given adequate opportunities for the privilege of leaving secure custody for temporary furloughs, honor camps and the work programs under the prisons' control.

The state board of parole commissioners review carefully its policies and procedures to ensure that deserving offenders are being given opportunities to become enrolled in the work release program under the board's jurisdiction.

17. The department of prisons develop research and program evaluation capabilities necessary to (a) determine the effectiveness of its offender education, vocational training and other rehabilitation programs, (b) plan for effective short-term (1 year or less) and long-term (1 to 5 years) changes in such programs, and (c) provide detailed information on its activities to the board of prison trustees, the governor and the legislature. (BDR 16-69)
18. The board of prison trustees adopt regulations necessary to establish a citizen involvement and volunteer services program for inmates. Such regulations should: (a) designate a person at each institution to coordinate and expand the department's use of volunteers and its receipt of donated equipment, (b) establish procedures for volunteers to be recruited from all cultural and socioeconomic segments of the community, (c) specify the lines of authority, responsibility and accountability for the institution's citizen involvement and volunteer services program, (d) provide that inmates receive orientation to volunteer services, and (e) designate other reasonable requirements deemed necessary by

the department for the successful operation of a citizen involvement and volunteer services program.

19. No discrimination be made in the provision of educational, recreational or employment facilities or services to any prisoners incarcerated in the department of prisons on account of race, religion, sex, marital status or national origin. (BDR 16-70)
20. The state health officer or his duly authorized agent monitor, and report semi-annually to the board of prison trustees on such monitoring, the medical and dental services and medical facilities operated by the department of prisons. Such monitoring should be based on existing standards for health care facilities defined in NRS 449. The subcommittee recommends further that the board of prison trustees take necessary and appropriate action to alleviate deficiencies in any such medical and dental services or facilities reported by the state health officer. (BDR 16-71)
21. The state health officer or his duly authorized agent monitor, and report semi-annually to the board of prison trustees on such monitoring, the sanitation, healthfulness, cleanliness and safety, as it pertains to the foregoing matters, of the various facilities operated by the department of prisons. The subcommittee recommends further that the board of prison trustees take necessary and appropriate action to alleviate any deficiencies in such sanitation, healthfulness, cleanliness and safety reported to it by the state health officer. (BDR 16-71)
22. The state health officer or his duly authorized agent monitor, and report semi-annually to the board of prison trustees on such monitoring, the nutritional adequacy and palatability of the diet of the inmates incarcerated within the institutions operated by the department of prisons. Such report should take into account (a) the religious or medical dietary needs of inmates, and (b) the adjustment of dietary allowances for age, sex and activity. The subcommittee recommends further that the board of prison trustees take necessary and appropriate action to alleviate any deficiencies in inmates' diets reported by the state health officer. (BDR 16-71)

23. The board of prison trustees adopt regulations necessary to establish procedures for inmate recreation programs which include both athletic and cultural activities. (BDR 16-72)
24. The position of ombudsman appointed by and accountable to the state board of prison trustees for the department of prisons be established. In this regard the subcommittee recommends further that the ombudsman should be responsible for monitoring all aspects of the department of prisons and should be granted statutory authority to (a) receive and respond in appropriate fashion to petitions submitted by any affected person or group of persons concerning the rules, policies and practices of prison authorities or prisoners, (b) investigate any matters raised in a petition or initiate his own investigations of any matter related to the department of prisons, its employees, or persons in its custody, (c) have access to all facilities, files, records, personnel and prisoners of the department of prisons and any other state agency as may be necessary to conduct his investigations and to compel the production of evidence and testimony of witnesses if necessary. The ombudsman with respect to such files should have access to confidential information, but should be prohibited from disclosing such information to any person or agency without the consent of the person about whom the information relates, (d) recommend any changes in the rules, policies, practices and procedures of the department of prisons and its employees, (e) publicize any and all investigative findings and recommendations, as well as the response of department of prison's authorities. Where his investigation discovers evidence of criminal activities, he should transmit his findings to prosecuting authorities and suspend publication of his findings while criminal procedures are pending, (f) report annually to the board of prison trustees and the legislature. (BDR 16-73)
25. The statutes be amended to include the procedural due process guidelines for inmate disciplinary proceedings specified in Craig v. Hocker 405 F. Supp 656 (1975). (BDR 16-74)
26. The state board of prison trustees adopt regulations necessary to establish reasonable inmate visitation policies and procedures. The subcommittee recommends further that such regulations should be (a)

made available to all staff members, inmates and their visitors and (b) reviewed annually and updated as needed. (BDR 16-75)

27. The board of prison trustees adopt regulations necessary to establish visitor search procedures which ensure that visitor searches are applied uniformly. The subcommittee recommends further that visitor searches only be applied if a visitor causes a scanning device to react or there is other information indicating that a visitor is carrying contraband or prohibited material and other reasonable means of intercepting such material or contraband is unavailable. (BDR 16-76)
28. The state board of prison trustees adopt regulations specifying the personal property inmates are permitted to retain in their possession. Such regulations should establish procedures necessary to ensure that inmates be permitted to retain, consistent with security and the proper functioning of the institutions, reasonable amounts of personal property. Such regulations should also establish necessary procedures for the careful handling and secure storage of inmates' personal property. (BDR 16-77)
29. The state board of prison trustees adopt regulations necessary to establish procedures which ensure that inmates' correspondence is handled in a manner which conforms with state and federal law. Such regulations should also establish procedures which ensure that inmates' incoming and outgoing mail is delivered within a reasonable period of time. (BDR 16-78)
30. The state board of prison trustees adopt regulations necessary to establish procedures which provide inmates with reasonable access to telephone use. (BDR 16-78)
31. A monthly report be provided to the inmate committees at each institution within the department of prisons relative to the money in the prisoners' store fund. (BDR 16-79)
32. Unless unusual security requirements dictate otherwise, correctional officers be prohibited from supervising inmates of the opposite sex in housing, bathing or toilet areas. (BDR 16-80)

33. The denial or revocation of a license, necessary to engage in any occupation, based solely on the conviction of an offense be prohibited unless the offense committed bears a substantial relationship to the functions and responsibilities of employment.
(BDR 16-81)
34. The amount of money the director of prisons may furnish an offender upon the offender's release from the department of prisons be increased to \$100. The subcommittee recommends further that released offenders also be given clothing suitable for reentry into society. (BDR 16-82)
35. The state board of prison trustees adopt regulations necessary to establish criteria for reasonable deductions from inmates' personal funds to pay for state property inmates willfully destroy or damage.
(BDR 16-83)

I. INTRODUCTION AND BACKGROUND

Legislative concern about the adequacy of the Nevada state prison can be traced back over several legislative sessions. Recently, this concern has manifested itself in the appropriation of funds to build new and remodel existing prison facilities, the passage of several legislative measures to streamline and improve prison administration and accounting procedures and appropriations to expand prison staffing and upgrade the salaries of certain prison staff.

The interim study of the condition of the state prison, mandated by A.C.R. 1 of the 1977 legislative session, was an outgrowth of concern about escapes, assaults on prisoners and staff and other recent events at the prison which raised many questions about the department's operations. Of particular concern to the 59th session of the legislature was the adequacy of the department to: (1) Protect society through proper security and control of prisoners, (2) Ensure the safety of inmates and staff, and (3) Provide for the well-being and rehabilitation of the inmates.

In line with the mandate in A.C.R. 1 to study the condition of the state prison, the subcommittee decided to evaluate the entire operation and administration of the department of prisons. The subcommittee believed, however, that other aspects of the criminal justice system, such as sentencing and paroling practices which may affect the operation of the prison through fluctuation in inmate population, were beyond the scope of its charge.

The subcommittee's study included: (1) A review of a substantial number of publications and articles dealing with prison administration, operation and reform, (2) Communication with numerous state, federal and private organizations engaged in, or familiar with, the study of correctional system reform, (3) The review of national and state standards and draft model legislation pertaining to the status of prisoners and the operation of adult correctional institutions, (4) Private interviews and correspondence with prison administrators, staff and inmates, and (5) Unannounced visits and formal tours of prison facilities.

Subcommittee meetings were held in Carson City (on August 13, 1977; December 22 and 23, 1977; and March 31 and April 1, 1978), and in Las Vegas (on October 21 and 22, 1977). On December 22, 1977, the subcommittee devoted 12 hours to

taking testimony from inmates housed at the maximum, medium, and women's institutions.

The subcommittee had formal tours of the northern Nevada prison facilities on August 12, 1977, and of the Southern Nevada correctional center on October 21, 1977. A subcommittee of the subcommittee conducted an unannounced tour of prison facilities on December 20 and 21, 1977. Staff made numerous informal and unannounced visits to the prison facilities during the course of the study.

The subcommittee put several formal questions to the department. These questions and the department's responses are attached to this report as Appendix A and B, respectively. The department's responses include a description of its operations.

As of this writing, the subcommittee notes the current constitutional questions raised by a rash of suits against many states' prisons. Aspects of the operations of prisons in Alabama, Arkansas, Florida, Louisiana, Mississippi, New Mexico, Wyoming, and Rhode Island have been declared unconstitutional (9).^{*} Prison facilities have come under court order in many states.

In Nevada, a class action civil suit is now pending in the United States District Court for the District of Nevada which attacks a wide range of both the department's operations and its treatment of inmates.^{**} The resolution of this suit could have far reaching procedural and fiscal impacts on the operation of Nevada's prison system. Regardless of the outcome of the suit, the subcommittee believes that the adoption of the subcommittee's recommendations will act to dissuade future judicial intervention into the administration of Nevada's prison system.

The subcommittee notes that volumes of national and state standards and model legislation, relating to the treatment of offenders and the operation of adult correctional institutions, have been written in recent years. Certain of the subcommittee's recommendations make reference to these standards.

* These and other numbers in parentheses at the end of sentences refer to items in the footnote section at the end of the narrative of the report.

** See Maginnis v. Wolff, File No. 77-022, BRT, U. S. Dist. Court - Nevada, November 25, 1977.

In the interest of space, however, the report does not provide reference to or summarize many of the standards reviewed in the study or in the preparation of this report. Copies of relevant standards are available for any member's review in the legislative counsel bureau. Certain of the relevant standards and model legislation are: The American Bar Association's Tentative Draft Standards Relating To The Legal Status Of Prisoners, the "Setting For Corrections" portion of the proposed Nevada Criminal Justice Standards and Goals, the American Correctional Association's Manual Of Standards For Adult Correctional Institutions, the National Conference Of Commissioners On Uniform State Laws Draft Uniform Corrections Act, and the "Corrections" standards proposed by The National Advisory Commission on Criminal Justice Standards and Goals (19, 20, 22, 26, 27).

The Nevada Department of prisons is headed by the board of state prison commissioners (created by article 5, section 21 of the Nevada constitution), composed of the governor, who is president of the board, the attorney general and the secretary of state. The board has full control of all grounds, buildings, labor and property of the department. The department is administered by a director, who is the chief administrative and fiscal officer.

Each of the department's institutions are headed by a superintendent, in classified service, who is responsible to the director for the administration of his institution, including the execution of all policies and the enforcement of all regulations of the department pertaining to the custody, care and training of offenders under his jurisdiction. The law provides for a deputy director; however, no person occupied this position as of the writing of this report. Much of the law pertaining to the operation of Nevada's prisons is found in chapter 209 of the Nevada Revised Statutes.

The department states its mission is:

To provide supervision of persons entrusted to our care, and to meet their basic human needs, and to provide meaningful programs that will instill values essential in the development of positive change in attitude and behavior.

The department of prisons operates four institutions, three in northern and one in southern Nevada. Northern Nevada institutions include: The Nevada state prison and the women's correctional center located near Stewart, Nevada. The department's southern Nevada institution, the Southern Nevada correctional

center, is located at Jean, Nevada. The department also operates a 50-man honor camp on the grounds of the Northern Nevada correctional center.

At the time this report was written, renovation was planned for the 117-year old Nevada state prison. The first 250 bed construction phase of the Southern Nevada correctional center and the 50-bed honor camp were being completed. Also, the addition of a 90-bed dormitory at the Northern Nevada correctional center and a 54-bed living unit at the women's correctional center were in the initial stages of planning and construction. Also planned is construction of 100 additional inmate housing spaces and certain educational and vocational program areas for the Southern Nevada correctional center.

According to the department of prisons it will have housing capabilities for 1,384 inmates after all of its ongoing or planned construction is completed, now estimated for the summer of 1980. This housing capability is broken down as follows: 340 inmates at the Nevada state prison, 540 at the Northern Nevada correctional center, 350 inmates at the Southern Nevada correctional center, 104 inmates at the women's correctional center, and 50 inmates at the honor camp. The department of prisons has indicated that, if current inmate population growth trends continue, it may submit plans for further expansion to the 1979 legislature. As of the end of February, 1978, there were 1,169 inmates, including 63 women, incarcerated in the department's institutions.

It should be noted at this point that the subcommittee was concerned about the construction and program plans for the Southern Nevada correctional center. The center was designed, according to the department and the architect who designed it, for youthful, first-time, minimum and medium security offenders who are willing to participate in educational and program activities. Although cognizant of this admirable objective, the subcommittee was concerned that potential increases in the department's inmate population could result in unsuitable high risk or aggressive inmates being sent to the Southern Nevada correction center. This, the subcommittee believes, could result in both security problems and high repair costs for the campus style facility whose amenities include high use of glass, exposed wood beams and carpeting.

II. FINDINGS AND RECOMMENDATIONS

The subcommittee found that there are, indeed, many problems pertaining to the conditions at the Nevada department of prisons. These problems were clearly identified to the subcommittee by testimony, through visits to the department of prison's institutions, by information gathered by the sub-

committee and by the members' own experience with the department and its administration and operations.

The following sections represent the subcommittee's recommendations and legislative proposals for changes needed to improve the security and well-being of inmates and the adequacy of the prison system to provide for the rehabilitation of offenders.

A. BOARD OF PRISON COMMISSIONERS

The subcommittee believes that the time has come in Nevada to replace the state board of prison commissioners with a board of private citizens with expertise in areas of importance to prison operations. The board of prison commissioners has retained the same composition since Nevada became a state in 1864, and the situations which made it a logical and effective agency then no longer exist. The state has grown and the administration of the prison has become more time consuming and complex. Also, more citizen involvement is needed in the policymaking decisions that affect the prison.

As noted earlier in this report, the board of prison commissioners is composed of the governor, who is president of the board, the attorney general and the secretary of state. According to information received by the subcommittee, Nevada and Wyoming are the only states in which the prison boards are made up entirely of elected officials. The Nevada board of prison commissioners is vitally concerned with the operation of the prison. However, the board is, by the nature of its constituency, unable to take the time to provide effective prison administration, even though it is assigned many statutory responsibilities for such administration.

Many states have placed restrictions on the membership of elected officials on prison boards. In some states (such as Alabama, Arkansas, Connecticut, Illinois and Michigan), state officials are not permitted by statute to serve on the prison boards. Other states, such as Utah, limit the number of persons on the board which may be from the same political party.

Moreover, it is accepted by many that citizen involvement in policymaking for the prison system is of vital importance to its health and operation and for the well-being of the inmates. The presence of lay citizens on the state's regulatory boards speaks, itself, to the basic tenet for public participation in the policymaking of state agencies. The gaming commission, charged with the regulation of one of Nevada's principal industries, is probably the best example of a regulatory and policy body, composed solely of private citizens, which is charged with major policy decisions. Subsection 2 of NRS

463.023 specifies that: "No member of the legislature, no person holding any elective office in the state shall be eligible to appointment to the commission." The subcommittee believes the same principle concerning the presence of private citizens on the gaming commission, put forth in NRS 463.023, should apply to the regulatory and policy board overseeing prison operations.

In September of 1966, the governor's committee for a department of corrections for Nevada, recommended the replacement of the board of prison commissioners with a citizens board (21:7). The committee recommended, among other things, that three actions be taken:

First, the 1967 legislature should change the appropriate statute making the director, department of corrections,*** (prisons)***responsible to the present board of prison commissioners in all matters related to the operation of the state prison.

Secondly, the 1967 legislature should create the Board of Corrections as provided*** (earlier in the report)*** in every respect, excepting that the Board of Prison Commissioners will temporarily continue to advise the Director of Corrections regarding the operations of the Nevada State Prison.

Thirdly, a constitutional amendment should be instituted to relieve the old Board of Prison Commissioners of its duties and to transfer all responsibility for the Nevada State Prison to the Director of the Department of Corrections and the Board of Corrections as proposed*** (earlier in the report) (21:10).

The subcommittee is of the opinion that these recommendations, with certain modifications, have merit. Accordingly, it recommends that:

1. A five-member board of prison trustees, appointed by the governor for 4-year staggered terms be created. Three members of the board should qualify for their positions by demonstrated interest in and knowledge of prison problems, correctional administration and prison reform. Two members of the board should be representatives of the general public. No member of the board should be an elected state or local official or be an employee of the state in any capacity, and no more than three members of the board should be of the same political party. The board should elect its chairman and otherwise

provide for its organization. Board members should be permitted to be reappointed.

2. The director of the department of prisons serve as a nonvoting secretary to the board of prison trustees.
3. The board of prison trustees receive compensation and travel and per diem expenses in the manner provided by law.
4. Regular and special meetings of the board of prison trustees be held, at the discretion of the board, at such times and places as the board deems convenient, but that at least one regular meeting of the board be held every month on or after the 15th day of the month.
5. The director of the department of prisons furnish to the board such administrative and clerical services and such meeting space, furnishings, equipment, supplies, stationery, books, motor vehicles and all other things which the board may deem necessary or desirable in carrying out its functions.
6. The board of prison trustees be responsible for the direction and control of the department of prisons and prescribe regulations and policy guidance necessary for carrying out the business of the department.
7. The director of the department of prisons be given responsibility for carrying out all administrative and technical operations of the department of prisons in accordance with regulations and policies prescribed by the board of prison trustees.
8. A constitutional amendment be instituted to abolish the board of prison commissioners.
9. The board of prison commissioners be given temporary statutory authority to advise the board of prison trustees and the director of the department of prisons on the operation of the department. (BDR 16-55 and C-56)

B. UNIFORM POLICIES AND PROCEDURES FOR ALL AREAS OF PRISON ADMINISTRATION

One of the subcommittee's principal findings is the lack of

clear cut, uniform policies and procedures and operational guidelines for all areas of prison administration. The existence of this problem permeated all the testimony and information obtained by the subcommittee. Major examples of this problem merit discussion.

The subcommittee discovered procedural problems, at the Northern Nevada correctional center's vocational training areas, which resulted in the misuse and misappropriation of state owned property. Inmates were being asked to take, for prison employees' private use, tires and other parts from state owned vehicles which had been brought in for repair and sale. In addition, prison employees were abusing certain employee privileges which allow employees to have (1) personal automobiles repaired and painted by inmates, and (2) inmates construct or repair certain items for employees. These findings, which led to disciplinary action being taken against three employees and the early retirement of another employee, point out the need for tighter procedures in the prison's inmate vocational training areas.

The subcommittee heard complaints from offenders, staff, and administrators about procedural problems at the women's prison. Problems relating to inconsistent treatment and disciplining of inmates, security, poor or nonexistent handling of staff infractions, the poor delegation of authority, the lack of assignment of responsibility, and lack of coordinated staff efforts, were identified repeatedly. One inmate, referring to the administration of the women's correctional center said that, "All the rules seem to change when the shifts change." Certain staff members told the subcommittee of several inconsistencies in security procedures at the women's institution including inconsistent handling of such routine matters as the employment of restraints for inmates being transported off prison grounds.

In addition to the above noted examples, the subcommittee heard about or observed procedural and policy problems at the department's other institutions.

The subcommittee believes that effective administration of any institution results largely from the existence of a body of carefully formulated and observed policies and procedures which define clearly basic goals and provide guidelines for operating and maintaining the institution. Such guidelines are especially important in a correctional system.

Furthermore, the subcommittee feels that a government agency has an obligation to state publicly what it does and how it executes its functions. Therefore, the subcommittee believes that regulations the department of prisons adopts, to the extent that such does not compromise security, should be submitted to the same review and public scrutiny as other state agencies' regulations. The view that the public should have access to certain of the prison's regulations is proffered in many of the standards and draft legislation relating to prison systems (19, 20, 22, 26, 27).

Also, according to information received by the subcommittee, many states include at least a portion of their prison system's regulations under the guidelines specified for the adoption and review of their state agencies' administrative regulations.*

Earlier in this report the subcommittee recommends replacement of the board of prison commissioners with a board of prison trustees. The subcommittee believes the board of prison trustees should be responsible for adopting regulations necessary to establish uniform policies and procedures for carrying out the department's business.

Once uniform policies and procedures have been adopted and approved, the board of trustees should, of course, ensure that a program is conducted to cause all prison employees to become familiar with such policies and procedures. The board, the director of the department and the department's top staff should review the policies and procedures at least annually to make sure such policies and procedures remain appropriate and contribute to the effective operation of the department and its institutions.

Based on its findings concerning the department's lack of uniform policies and procedures, the subcommittee recommends:

The board of prison trustees adopt regulations necessary to establish uniform policies and procedures for carrying out all aspects of the department of prisons' business. The subcommittee recommends further that the adoption of such regulations, except for those relating to security procedures, be in accordance with the applicable provisions of NRS 233B, "Nevada Administrative

*Arizona, Arkansas, Connecticut, California, Florida, Georgia, Maryland, Michigan, Mississippi, Nebraska, Rhode Island, South Dakota, Tennessee, Texas, Virginia, Washington, and Wyoming.

Act." The department's regulations should be exempt from the administrative and judicial review provisions of chapter 233B. (BDR 18-57)

C. BIENNIAL REPORT

Also, in regard to the public's right to be aware of prison operations, the subcommittee believes that the prison should prepare some form of periodic formal report for public consumption. The governor, legislature, other state agencies, researchers and the public all have occasional need for certain basic information on the prison and its administration, operation and statistics. Most state agencies include information on their operations in the State of Nevada biennial report prepared under the direction of the state planning coordinator. Accordingly, the subcommittee recommends that:

Information on the department of prisons, in format prescribed by the state planning coordinator, be included in the State of Nevada biennial report.

D. STAFF SELECTION, PROMOTION AND TRAINING

1. Training

Of critical importance to the operation of a correctional institution is the presence of trained, motivated correctional officers who are properly suited for the unique conditions in which they work. Many of the problems the committee became aware of are attributable to the improper training or motivation of line correctional staff. For example, it became obvious that many of the problems associated with inmate hostility and unruliness at the maximum security prison during the so-called lockdown period in late fall of 1977 and early spring of 1978 were generated because of line staff's failure to deal properly with such seemingly minor matters as (1) providing fresh clothing and linen changes to inmates, (2) reporting malfunctioning plumbing problems, and (3) dealing properly with inmates' medical, sanitation, personal property, and other grievances.

Similar staff training and motivation problems were pointed out to the subcommittee in the areas of staff-inmate relations, inmate disciplinary techniques and security. The subcommittee learned of one case where improper staff motivation and attention to duty led to the escape of two inmates through a fence under the tower in which a correctional officer was stationed. Moreover, the subcommittee was made aware of correctional officers who were given responsibility for the supervision of inmates, some of whom had high

security requirement classifications, without being given any formal training. The subcommittee was also told, by prison correctional staff, that certain correctional officers had been required to transport inmates off the grounds of the prison before the correctional officers had been given any formal training in proper inmate control or supervision techniques.

The American Correction Association has developed standards for staff training and development (27:17). The subcommittee believes that certain of these standards are of extreme importance for the successful operation of prison institutions. Based on these standards, and its own observations and conclusions concerning the necessity for proper staff training, the subcommittee recommends that:

All new correctional officers receive 40 hours of orientation prior to job assignment and an additional 40 hours of training during the first year of employment. Initial orientation, given by qualified instructors, should be to the policies, organization structures, programs and regulations of the department and include information on proper staff-prisoner relations including proper disciplinary techniques. The subcommittee also recommends that all employees continue to receive a minimum of 40 hours of training each year after the first year.
(BDR 16-60)

2. Hiring and Promotion Policies and Practices

In line with the above recommendation pertaining to staff training, the subcommittee believes that it is of major importance that only qualified correctional officers be hired or be promoted to supervisory positions. This is of paramount importance for the smooth operation of the department, its security and the well-being of inmates. It is especially important in view of the high reliance the department of prisons places on on-the-job training for correctional officer staff.

The existence of proper personnel promotion practices for the department of prisons is especially important to ensure that only the best suited correctional officers are promoted to positions of increased responsibility for the security of the institutions or the supervision of junior correctional officers. The improper behavior of senior correctional officers can leave an indelible impression on young and inexperienced guards. The observation of the improper handling of inmates or of security matters can develop patterns which may never be broken.

The personnel division in the department of administration has developed updated job specifications for all levels of correctional officers. It does not, however, monitor the department of prisons to determine if job specifications are being adhered to. The subcommittee believes that such outside monitoring is necessary and important and therefore recommends that:

The state personnel division monitor, and report biennially to the state board of prison trustees, on the hiring and promotion policies and practices of the department of prisons. Such report should consider compliance with appropriate job specifications. The subcommittee recommends further that the board of prison trustees take necessary and appropriate action to alleviate any noncompliance with job specifications or other improprieties in hiring or promotion practices reported to it by the personnel division. (BDR 16-61)

3. Emotional Suitability of Prospective Correctional Officers for the Work

In line with its recommendations on staff selection, promotion and training the subcommittee believes that prospective correctional officers should also be emotionally suited for interaction with inmates. Many police departments have long been aware of the necessity for proper screening devices, beyond the normal interview, to determine the emotional adequacy of prospective officers for the work.

The subcommittee believes that proper screening for correctional officers is of vital importance to ensure that the best suited applicants are selected for correctional officer positions. The personnel division advises that it could develop psychological screening devices for prospective correctional officers with assistance from the prison psychologist who has developed many such screening devices. Therefore, the subcommittee recommends:

The department of prisons, with assistance from the personnel division, initiate the use of appropriate psychological screening devices for prospective correctional officers. (BDR 16-62)

E. REHABILITATION OF OFFENDERS

One of the principal concerns expressed in A.C.R. 1 of the 1977 legislative session is the adequacy of the Nevada prison system to provide for the rehabilitation of convicts. In response to this concern, the subcommittee focused special attention on

several areas including inmate (1) work programs, (2) education and training, (3) substance abuse programs, and (4) release preparation and temporary release. It also reviewed the department's research and program planning activities and the department's use of citizen volunteer programs. The next sections on this report discuss the subcommittee's findings and recommendations on these topics.

One glaring fact that came out in this study is the extent of inmate idleness that exists within the department of prisons. The situation is especially bad at the maximum security and women's institutions. Most of the inmates at these facilities do not participate in any meaningful program or employment. As a result, they spend much of their time in forced idleness. Idleness compounds the problems caused by a prisoner's poor education, inadequate job skills and lack of preparation to return to society as a self-supporting, productive individual. Many believe inmate idleness is related to increased prison violence. This belief is substantiated by the fact that the department of prisons has felt it necessary to keep the Nevada state prison in a "lockdown" status, where inmates are kept continually in their cells, as a means of maintaining control. Ironically, however, the lockdown has manifested itself in costly destruction of state property and assaults on other inmates and staff. These are situations the department can ill afford. The subcommittee feels the recommendations in the following sections can work toward the reduction of the severe inmate idleness problem that exists at the prison.

1. Inmate Work Programs

Existing inmate work programs at the department of prisons are inadequate. There is agreement on this statement by the prison administration, inmates and others who appeared before the subcommittee. Existing work programs include utility details, general housekeeping jobs, work in culinary areas, some industry assignments such as license plate manufacturing, prison farm operations, forestry assignments, assignments to various phases of institutional operations and other miscellaneous clerical positions and work assignments. Certain of the details concerning types of jobs available and inmates involved in them are available in Appendix B to this report. These data must be qualified, however, because according to the

department of prisons it, "does not know the extent that employment occupies the inmate's time."*

There is a general agreement that the department of prisons' work programs need to be expanded and reorganized to provide skills and work experience related to the kind of work offenders will do after they are eventually released. Such work is also necessary to provide released offenders with the financial resources needed for initial survival in the free world.

The American Correctional Association believes inmate work programs should incorporate a variety of work assignments that include industrial, agricultural, maintenance and service jobs. The association recommends full-time employment for as many inmates as possible and advises that jobs should be genuine and no more inmates than necessary should be assigned to a task (27:75).

The governor's committee for a department of corrections for Nevada, mentioned earlier, addressed the need for adequate employment of inmates. Section 14 of the report states, in part:

The department shall provide if possible, opportunities for employment and work experience for all inmates. To the maximum extent possible, work experience shall approximate normal conditions of employment in free industry, in equipment, management practices and general procedures.

Inmates may be compensated, at rates fixed by the director, for work performed, including institutional maintenance and attendance at training programs. If any funds are available to inmates***and***are adequate for such purpose, the inmate shall contribute to the support of his dependents who may be receiving public assistance during the period of commitment***Realizing that one of the great needs at the Nevada State Prison is a full work and vocational training program, the committee recommends establishing a Nevada prison industry program at the state prison (21:37).

This subcommittee thought these recommendations have merit and therefore explored two possible approaches to increasing the

*See Appendix B letter, dated October 14, 1977, from Michael L. Medema, Business Manager for the Department of Prisons to Assemblyman Lloyd Mann, Chairman of the Subcommittee.

amount of meaningful work experience available for inmates:

(1) Increasing the scope of prison industries through establishment of a so-called state use law which provides for the use or sale of prison-made products to public agencies, and
(2) Permitting private companies to operate ventures, employing prison inmates, in prison facilities. In the end, the subcommittee decided that a combination of both these approaches would provide for the greatest range of employment opportunities for inmates. Certain states, such as Minnesota (Minnesota Statutes Annotated chapter 243), Iowa (House File 57 of 1977), Rhode Island (R.I. Gen. Laws 13-8-3) and Tennessee (chapter 24, section 41-2401 et seq) have statutory provisions providing for both types of prison employment. As of this writing, Kansas has introduced a measure (H.B. 3133) to allow the secretary of corrections to lease prison facilities to private corporations for the purpose of establishing and operating business enterprises employing inmate labor. Another pending Kansas measure, H.B. 3134, creates an incentive for corporations to establish prison business facilities. The measure provides a tax credit, of up to a maximum of 50 percent of the taxpayer's prison business facility income, for up to a 10-year period.

According to correspondence from the Nevada department of prisons* some of the areas that would be considered for the expansion of prison industries programs would be:

printing and graphic arts	soap and detergent manufacture
wood and metal furniture	paint manufacture including highway and architectural paint
upholstery	metal lockers and shelving component manufacture
expanding of mattress making	meat processing
production of fiber resin desk and chairs	school bus repair and maintenance

The next sections of the report discuss the subcommittee's recommendations relating to the expansion of employment opportunities for inmates.

*See Appendix B letter, dated October 20, 1977, from Charles Wolff, Director of the Department of Prisons to Assemblyman Lloyd Mann, Chairman of the Subcommittee.

a. State Use Law

The 1971 legislature, through S.B. 189, authorized and funded a committee to explore various areas of state government operation, including the prison's utilization of inmate labor. The committee's report suggested that, "consideration be given to the passage of a state use prison labor law."* The subcommittee is of the opinion that this recommendation is still viable and therefore recommends that:

Prison industries be expanded through the passage of a so-called state use law which (a) authorizes the additional manufacturing of articles at the state prison, (b) requires state agencies to purchase such articles, (c) establishes a revolving prison industry fund to support such industries, (d) creates a five-member prison industry advisory board (composed of three members from private industry and one member from labor appointed by the governor for 4-year terms and one inmate selected by his peers for a 1-year term) to adopt rules and advise the director of the department of prisons regarding the management of prison industries, and (e) requires that inmate compensation for work performed in such industries be, to the reasonable extent possible, equivalent to the prevailing minimum wage for work of a similar nature performed by employees with similar skills in the locality in which such work is being performed. (BDR 16-63)

b. Private Industry Ventures in Prison Facilities

Concerning the operation of private industry ventures on prison grounds the subcommittee recommends:

Private industry be permitted to operate ventures, employing prison inmates, on the grounds of the department of prisons' facilities. In this regard, the subcommittee recommends that inmates employed in such ventures be paid no less than the prevailing minimum wage for work of a similar nature performed by employees with similar skills in the locality in which such work is being performed. (BDR 16-63)

*See "Inmate Labor Utilization Survey, 1972" on file in the Research Library of the Legislative Counsel Bureau.

c. Inmate Pay and Pay Deductions

Both of the preceding recommendations provide for inmates to be paid prevailing wages for the work they perform in prison industries or in work performed for private firms employing inmates.

One argument often employed against a prevailing wage rate in prisons is that prisoners are not obligated to pay normal expenses such as room and board and thus do not need the level of income appropriate for outside employment. However, under the Federal Work Release Act and many similar state enactments, prisoners earning prevailing wage rates may be asked to make some payment toward their room and board (see 18 U.S.C. § 4082). If prevailing wages, hours, and conditions of employment are provided, prisoners should be obligated to compensate the state for certain expenses. This would not only encourage responsibility similar to that faced by workers in free society, but would minimize the objections to effectuating a prevailing wage system.

The subcommittee believes that prisoners working in prison industries or private industry jobs and earning prevailing wages should pay the costs of their room and board. These costs should include those services related to the comfort and benefit of the prisoner. Working prisoners should also pay other charges levied against persons working in the free world including expenses incident to employment, taxes, and other legal obligations.

The subcommittee therefore recommends that:

The board of prison trustees adopt by regulation, criteria for reasonable deductions from the pay of inmates employed in prison industries, or private industry ventures employing prisoners, for room and board, savings, family support and restitution to victims. (BDR 16-63)

The subcommittee heard testimony on the need to revise the pay of inmates used in jobs necessary for the operation and maintenance of prison institutions. Existing pay for inmates who receive pay for work they perform runs from \$5 a month for general labor or maintenance jobs to \$60 a month for certain jobs such as hospital attendants. The preponderance of jobs are paid at the lower end of the range. The subcommittee feels a review of inmates' pay is in order and therefore recommends that:

The department of prisons submit a detailed budget to the 60th session of the Nevada legislature recommending reasonable increases and appropriate restructuring of inmate pay scales for the various inmates' jobs.

d. Expanded Use of Prisoners in Prison Operations

During the subcommittee hearings, several inmates expressed a desire to be offered increased opportunities within the prison system to use vocational skills they had brought with them to prison. Inmates with skills such as electrician, refrigeration specialist, metal worker, and others expressed desire to either practice their skill in the operation of the institutions or to be given the opportunity to teach their skill to other inmates. It was expressed by certain inmates that one way to expand, on a low cost basis, the training programs at the institutions would be to use inmates in as many training programs as possible.

Inmates also expressed a desire to assist in as many institutional jobs as possible within the confines of proper security. It was pointed out that this would be an economical way for the institutions to run many of their ongoing maintenance and day-to-day operations. The subcommittee thinks these suggestions have merit and therefore recommends that:

The board of prison trustees adopt regulations necessary to establish procedures which provide for inmates to be used in as many nonsecurity or nonmanagement positions as possible. (BDR 16-64)

e. The Prison Farm

One of the department's successful programs is the prison farm at the Northern Nevada correctional center. The farm, which is operated by five staff members and approximately 12 inmates, has as its main function a dairy farm which provides below wholesale cost milk for the prison, the Nevada mental health institute and the state children's home. It also, on occasion, provides milk for the Clear Creek youth center. The farm also raises hogs, sells excess cattle, and cultivates alfalfa. Recently, other crops such as potatoes have been grown on an experimental basis. The farm's primary problem affecting future expansion has been the availability of adequate water.

The prison farm operation is included as part of the Northern Nevada correctional center's operating budget. Revenues generated from the sale of milk, cream, cattle and hogs are shown as revenue for the Northern Nevada correctional center and the farm's operating and personnel costs are also included with those of the center. The farm's costs and revenues are not, in the opinion of the subcommittee, adequately identified in the Northern Nevada correctional center's budget.

The subcommittee believes that adequate assessment of the farm's operation necessitates that the farm's budget should be identified as a separate budget item. Therefore, it recommends that:

A separate budget category, including all personnel and operating costs, be established for the prison farm. The subcommittee recommends further that the farm be placed on an enterprise fund basis and that any profits the farm generates be used to purchase new farm equipment or expand farm programs. (BDR 16-65)

2. Education and Vocational Training

The subcommittee was told of the importance of inmate education and training in combating the problems associated with inmate idleness and in preparing inmates for a successful reentry into society. Corrections literature and standards also stress the importance of inmate education and training (19, 20, 22, 26, 27).

As with inmate employment, the subcommittee found the greatest problems associated with the lack of adequate education and training programs at the maximum security and women's institutions. The Northern Nevada correctional center appeared to have the best programs and, correspondingly, the best inmate response to them.

In response to questions from the subcommittee, the department gave the following descriptions of its educational and vocational training programs:

- Maximum Security Prison. Treatment programs at the maximum security prison include an education program provided by two academic teachers and utilization of inmate aides to teach education programs from basic education for illiterates through the high school diploma and G.E.D. level. Vocational training does not exist at the maximum security prison except for on-the-job training in maintenance and the skills which can be learned by inmates who are assigned to industries.

Northern Nevada Correctional Center. The institution provides several treatment programs for the inmate population. The academic education program provides inmates with adult basic and secondary education. The program is affiliated with Carson High School and diplomas are awarded by that institution. Occasionally, postsecondary

education programs are provided through Western Nevada Community College and the University of Nevada.

The vocational education program provides inmates with training in six areas: auto mechanics, auto body and paint, welding, landscaping, dry cleaning and upholstery.

Women's Prison. Education programs at the women's prison are provided by a single teacher and inmate aides who teach adult basic education through G.E.D. preparation. No high school diploma courses are provided at this institution.

Vocational programs are not generally available at the women's prison except for one program in office occupations and another program in keypunch operation. These two training programs are provided for the purpose of teaching job skills in preparation for assignment to state agencies while incarcerated or upon release.*

It is the subcommittee's understanding that certain community college courses, a high school diploma program and a dental assistant program have been started at the women's institution since the department provided this information to the subcommittee. The women's institution is also using an additional teacher who is on loan from the maximum security prison.

The Southern Nevada correctional center's educational and vocational training programs were not in operation when this report was written. Planned activities include: a high school program, certain vocational education training and college level courses offered through the Clark County community college.

The subcommittee believes it should note the concerns held by many about expensive but ineffective prison rehabilitation programs. The subcommittee shares these concerns and that is why it believes careful assessment and planning for education and vocational training programs is necessary by the department of prisons.

The subcommittee also thinks that inmate motivation is necessary for any education or vocational training program to be successful. The American Bar Association suggests two possible ways to ensure such inmate motivation in its Tentative Draft

*See Appendix B for complete details on the prisons' education and training programs.

of Standards Relating to the Legal Status of Prisoners
(19:487). One way is to require inmates with funds obtained from prison employment (see the subcommittee's recommendations on inmate pay) to purchase educational or training program services from either the prison or from nonprison sources if desired services are not available at the prison. Another way to ensure motivation is to issue inmates without financial resources nontransferable "vouchers" to be used to "purchase" the prison's educational or training services.

In any event, the subcommittee believes the department of prisons needs to assess carefully its inmate education programs to ensure that such programs meet the needs of inmates. The department should call upon outside assistance from labor, industry, and professional groups to assist it in its assessment of vocational and education programs. The subcommittee therefore recommends that:

The state board of prison trustees adopt regulations necessary to establish general education and vocational training programs for inmates. Such regulations should consider the education levels and needs of the inmates, employment opportunities in free society, inmate interests and the number of inmates desiring to participate in training or educational programs. The subcommittee recommends further that such regulations establish a system whereby the education and vocational training programs be assessed at least every three years by qualified persons, professional groups and trade associations.
(BDR 16-66)

The subcommittee believes that inmates should complete a certain amount of basic education prior to reentering society. Basic skills in reading, writing and mathematics are becoming increasingly important to survive in modern society. In addition, such basic education is often a necessary prerequisite for entering or successfully completing many vocational training programs. Without basic educational skills, inmates have a low probability of successful reentry into society. The subcommittee therefore recommends that:

The state board of parole commissioners be authorized to require that an offender without a high school diploma, or its equivalent, pursue remedial study in reading, writing or mathematics, or other subjects deemed necessary by the board for the offender's successful reentry into society, as a condition of parole. (BDR 16-67)

3. Substance Abuse Programs.

According to information supplied by the department of prisons (see inmate data section of Appendix B) approximately 13 percent of the inmates committed in 1977 were committed for drug related crimes. The current reality is that a sizable percentage of inmates in state correctional systems have histories of drug abuse. A recent nationwide drug abuse survey administered to 10,359 inmates in 190 different correctional facilities found that 61 percent of the inmates interviewed indicated that at some point in their lives they had used drugs without a prescription or outside of a treatment program. About one-third of the inmates also indicated that they had a history of daily or almost daily use of drugs (23:1).

There appears to be a need for substance abuse programs within the prison system. It seems, however, that such programs which exist within the department of prisons have been developed in a rather haphazard fashion and without any departmental coordination or planning. As discussed in the document "Program Development, Department of Prisons" (see Appendix B), the department of prisons performs "specialized counseling on an irregular basis for substance abuse groups" at the maximum security prison and is planning "an active drug treatment therapeutic community" for the Southern Nevada correctional center. The subcommittee was unable to obtain further clarification on these programs or other possible departmental programs for inmates with histories of substance abuse.

Substance abuse programs should be established on the basis of need of inmates and should also be based on an orderly plan for the rehabilitation of inmates with histories of drug involvement. The subcommittee believes the department of prisons should be able to develop such a plan for substance abuse treatment programs, based on experience derived from successful programs in other states, with assistance from the bureau of alcohol and drug abuse (23).

Accordingly, the subcommittee recommends that:

The department of prisons develop, with assistance and on-going monitoring from the bureau of alcohol and drug abuse, a comprehensive treatment plan and programs for inmates with histories of substance abuse. The subcommittee recommends further that (1) the bureau report annually to the board of prison trustees on the status of such plan and programs and make recommendations for necessary changes in them, and (2) the board of prison trustees take necessary and appropriate action to alleviate any

deficiencies in the substance abuse plan or programs reported to it by the bureau. (BDR 16-68)

4. Release Preparation and Temporary Release

According to correctional experts, direct and sudden release to the community after close confinement can have an adverse effect on an inmate's ability to reintegrate into society (27:85). Supervision, it is felt, should be decreased systematically and the inmate's progress should be evaluated on the basis of special behavior criteria, rather than merely on sentence, time served or subjective judgments regarding the offender's attitudes.

Under existing law, there are provisions whereby offenders may be given increasing amounts of freedom prior to their return to the community. The director of the department of prisons is required to make available appropriate work experience based on the results of the classification of inmates. Such experience may include contractual arrangements for the use of an offender's labor by other units of government or for purposes of training and actual employment when evidence is available that such employment will contribute to the progress of preparing the offender for lawful and productive community living (see NRS 209.461). The law also has provisions for the director of the department of prisons to (1) allow offenders to participate in community programs (NRS 209.471), (2) assign inmates to honor camps (NRS 209.481), and (3) grant temporary furloughs to permit offenders to be interviewed by prospective employers, respond to family emergencies, and participate in other approved activities (NRS 209.501). Assignments to any of these activities must be consistent with an inmate's security classification. Such classification is based on the evaluation of the department's inmate classification committees, composed of management groups at each of the prisons' institutions, which are reviewed by the department director.

The director of the department of prisons is also required, by appropriate means of classification and selection, to determine which offenders are suitable for the work release program (see NRS 213.310). The actual selection of inmates for the work release program, which is administered by the chief parole and probation officer, is done by the board of parole commissioners (see NRS 213.300).

Based on data supplied to the subcommittee by the department of prisons in February, 1978, only 4 to 7 percent of the inmates are working in jobs in which they are not within secure custody. This situation will change slightly when the 50 bed

honor camp at the Northern Nevada correctional center becomes operational and when the Southern Nevada correctional center becomes completely operational.

The subcommittee feels that a greater number of inmates might be suitable for assignments in which the inmates are not in secure custody. It suggests that both the department of prisons and the state board of parole commissioners review carefully their respective policies and procedures to ensure that deserving offenders are being given the opportunity to become enrolled in jobs or activities in which they leave secure custody for reasonable periods of time. Therefore, the subcommittee recommends that:

The department of prisons review carefully its inmate classification process to ensure that deserving offenders are being given adequate opportunities for the privilege of leaving secure custody for temporary furloughs, honor camps and the work programs under the prisons' control.

The state board of parole commissioners review carefully its policies and procedures to ensure that deserving offenders are being given opportunities to become enrolled in the work release program under the board's jurisdiction.

5. Research and Program Evaluation

National and state standards for prison systems emphasize the need for prison research components to collect and analyze information for planning, operational control, offender tracking and program review (19, 20, 22, 26, 27).

In Nevada, this need is identified specifically in standards 14.1 through 14.6 of the "Setting for Corrections" section of the proposed Nevada Criminal Justice Standards and Goals (20).

One of the difficulties the subcommittee had in its study was obtaining information from the department of prisons necessary to analyze the department's efforts towards the rehabilitation of offenders. In the introduction, the report quotes what the department of prisons has adopted as its mission. Part of this mission, as stated by the department, is to "provide meaningful programs that will instill values essential in the development of positive changes in attitudes and behavior***for the offender***" Other than some raw work load data, the department provides no quantified information on the success of its rehabilitation programs in meeting this broadly stated objective.

Without quantifiable data on the prisons' programs, it is difficult to evaluate program achievement or consider alternate courses of action. For example, the subcommittee was told, when it requested data pertaining to inmate idleness, that, "The department does not know the extent that employment occupies the inmate's time."* Without such data, it is difficult to evaluate existing work programs or plan for new ones.

The subcommittee was also advised that inmate recidivism data (indicating criminal acts of released offenders which result in conviction by a court or technical violations of parole which result in adverse changes to the offenders' legal status) are not kept. Similarly, information on the programming status, desires and interests of inmates was not available until the subcommittee requested that such data be prepared specifically for women offenders.

The subcommittee believes that the department of prisons needs to improve its research capabilities to provide the information that both the department and the legislature need to evaluate the effectiveness of the department's existing offender rehabilitation programs and to plan for changes in such programs.

The governor's committee for a department of corrections for Nevada agreed with this opinion. The committee's 1966 report stated:

Research, Statistics, and Planning. The Department shall establish programs of research, statistics, and planning including study of the performance of the various functions and activities of the department, as well as obtaining information about other programs, and studies affecting the treatment of offenders (21:27).

Based on its findings and prior recommendations relating to the department of prisons' research activities, the subcommittee recommends that:

The department of prisons develop research and program evaluation capabilities necessary to (1) determine the effectiveness of its offender education, vocational and

*See page 4 of October 14, 1977, letter from Mike Medema, Business Manager for the State Department of Prisons, to Assemblyman Mann, chairman of the subcommittee. This letter is contained in Appendix B of this report.

training and other rehabilitation programs, (2) plan for effective short term (1 year or less) and long term (1 to 5 years) changes in such programs, and (3) provide detailed information on its activities to the board of prison trustees, the governor and the legislature. (BDR 16-69)

According to the department of prisons both institutional management, program staff and central office staff are involved in research activities. The department's primary staff assigned to research are a statistical research assistant (added by the 1977 legislature), management analyst and a program coordinator. The subcommittee believes that the department can carry out the above noted recommendation with existing staff and the use of its new "mini" computer (also provided, at a cost of \$70,000, for the department by the 1977 legislature). Certain minor hardware configuration changes might be needed for the computer to be able to store and analyze the necessary data.

6. Citizen Volunteer Programs

According to the American Correctional Association, a citizen involvement and volunteer services program can generate a wide variety of services for inmates during both the inmates' confinement and after release. The association observes:

Citizen involvement with the institution can provide information on and referral to community programs that can benefit inmates***(work and study release, recreation activities, theatre groups)***Interaction with civic and labor groups can help provide jobs for inmates when they are released. The use of community volunteers and para-professionals for instruction and supervision can expand the number of activities available to inmates (27:87).

In its October 14, 1977, report to the subcommittee (see Attachment B), the department lists the involvement of certain citizen groups in volunteer activities at the prison and also shows the donated equipment the department has received. Although the department's efforts to obtain the use of volunteers are laudible, the subcommittee believes that such efforts have been done on a haphazard basis.

The subcommittee believes the department's use of citizen volunteers needs to be expanded. Such expansion is especially important in view of the opening of the Southern Nevada correctional center. Many community resources are available in southern Nevada which could be used to provide expanded programming for the center at minimum increased costs. The subcommittee therefore recommends that:

The board of prison trustees adopt regulations necessary to establish a citizen involvement and volunteer services program for inmates. Such regulations should: (1) designate a person at each institution to coordinate and expand the department's use of volunteers and its receipt of donated equipment, (2) establish procedures for volunteers to be recruited from all cultural and socioeconomic segments of the community, (3) specify the lines of authority, responsibility and accountability for the institution's citizen involvement and volunteer services program, (4) provide that inmates receive orientation to volunteer services, and (5) designate other reasonable requirements deemed necessary by the department for the successful operation of a citizen involvement and volunteer services program.

7. Equal Access to Education and Training for Female Inmates

Of major concern to the subcommittee was the operation of the women's prison and the availability of adequate recreational, training and employment programs for women prisoners.

In response to the subcommittee's concern, the department provided detailed information on women offenders and instituted certain new programs for the women prisoners. For example, the department instituted community college courses (through Western Nevada community college), a dental technician program and is exploring the use of nontraditional training programs, such as in heavy duty truck driving for the female inmates. The department also became involved in a federal grant program to study the needs of women offenders in Nevada. The final report and recommendations of this study should be available prior to the 1979 legislative session.

The correctional standards mentioned in this report stress nondiscriminatory treatment (19, 20, 22, 26, 27). Special emphasis is placed on insuring that women offenders are not slighted in prison programming, housing, or well-being. The subcommittee agrees with these standards. It also recognizes the unique needs of female offenders and, accordingly, is aware that female offenders may need different types of rehabilitation programs than male offenders. The subcommittee, however, does not believe that women offenders should be denied adequate rehabilitation opportunities. Too often programs in womens' prisons are lacking or structured exclusively to teach the women to behave like "ladies." Vocational training is limited to traditional roles such as domestic, hairdressing and secretarial. Industrial employment offerings and

opportunities for employment upon release are lacking. Also lacking, especially in the Nevada women's institution, are programs to combat the inmate idleness with meaningful programs that will lead to the female inmates' successful reentry into society.

The subcommittee believes that no department of prison inmates should be discriminated against in the provision of services or programs. Oregon passed recently a measure relating to this matter (see subsection 2 of O.R.S. 1979.750 "Equal Care and Treatment for Persons in State Institutions") and the subcommittee believes a similar provision is warranted in Nevada. Therefore, it recommends that:

No discrimination be made in the provision of educational, recreational or employment facilities or services to any prisoners incarcerated in the department of prisons on account of race, religion, sex, marital status or national origin. (BDR 16-70)

F. WELL-BEING OF INMATES

Besides the concern with the department of prisons' adequacy to rehabilitate offenders, A.C.R. 1 of the 1977 legislative session expresses concern about the well-being of the department's inmates. In response to this concern, the subcommittee reviewed several matters relating to the well-being of inmates including medical and dental care, sanitation and hygiene, food services, recreation and inmate activities, visitation, correspondence and telephone use, due process in disciplinary proceedings, and the accounting of money in the prisoners' store fund. The next section of this report discusses the subcommittee's findings and recommendations related to these topics.

1. Medical and Dental Care

The department of prisons maintains medical and dental staff and facilities for the treatment and care of prisoners. At the time this report was written, the prison medical facilities in northern Nevada consisted of 20-bed infirmaries located at both the maximum security prison and the Northern Nevada correctional center and a sick bay room at the women's institution. Authorized medical staff consisted of one medical doctor, one psychiatrist, one dentist, one psychologist, three registered nurses, five licensed practical nurses, one pharmacist and three nurses aides. The department also contracts for certain medical care, such as vision screening by optometrists, and

sends serious medical problems and surgery cases to local hospitals. Minor surgery, such as certain fracture setting or cyst removal is performed in the infirmaries.

Certain of the most frequently mentioned complaints during the prisoners' presentations to the subcommittee related to deficiencies in medical and dental care provided by the department of prisons. The complaints related to several deficiencies including long delays in obtaining treatment. Such delays, the subcommittee was told, resulted from unfilled medical staff positions. When questioned, the prison medical staff indicated that there had been a turnover in the medical doctor position and that approximately 25 percent of the authorized nursing positions were usually unfilled because of illness or turnover. Also mentioned was the fact that the department was using funds (\$15,600 for each year of the biennium) which had been appropriated by the legislature for gynecologists services at the women's prison (on a twice weekly, 2-hour basis), for other program areas. The department indicated that the funds were insufficient to hire the services of a gynecologist.

According to the National Advisory Commission on Criminal Justice Standards and Goals:

One of the most fundamental responsibilities of a correctional agency is to care for offenders committed to it. Adequate medical care is basic, as food and shelter care are basic. Withholding medical treatment is not unlike the infliction of physical abuse. Offenders do not give up their rights to bodily integrity whether from human or natural forces because they are convicted of a crime (22:36).

The commission and other organizations have addressed what they believe to be minimum standards for proper medical care for prisoners. Some of the most recent of these standards are embodied in the American Correctional Association's Manual of Standards for Adult Correctional Institutions (27:49).

Nevada statutes also address the health, medical care and treatment of inmates. Subsection 2 of NRS 209.381 states, "The director with the approval of the board shall establish standards for personal hygiene of offenders and for the medical and dental services of each institution." Also, subsection 6 of NRS 209.131 requires the director of the department of prisons to, "Take proper measures to protect the health and safety of the staff and inmates of the institutions of the department."

Finally, NRS 449.030 provides that, "No person, state or local government unit or agency thereof shall operate or maintain in the state any health and care facility without first obtaining a license as provided in NRS 449.001 to 449.240, inclusive." According to the health division, however, none of the prisons' health care facilities are licensed nor has such licensing been requested.

The subcommittee believes that besides being a moral and legal obligation, proper and adequate medical care for inmates contributes to the success of any correctional program. Physical disabilities or abnormalities may contribute to a person's socially deviant behavior or restrict his employment. In these cases, medical or dental treatment is an intricate part of the overall rehabilitation program. Most incarcerated offenders are from lower socioeconomic classes, which have a poorer health status generally than more affluent persons. Thus, there is a greater need for medical and dental services in prison institutions than in the population at large.

The subcommittee did not have the expertise to determine the quality or adequacy of health care provided by the department of prisons for its inmates. It was, however, concerned that medical and dental care and facilities be provided and operated on an adequate basis. As noted above, health care facilities operated by state government units are required, by NRS 449.030, to be licensed by the health division. Licensing of the department's health care facilities appears to be an unworkable solution for ensuring adequate and consistent health care. The subcommittee believes that some other mechanism is necessary to ensure that the medical and dental treatment of prisoners is maintained at a proper level. It therefore recommends that:

The state health officer or his duly authorized agent monitor, and report semi-annually to the board of prison trustees on such monitoring, the medical and dental services and medical facilities operated by the department of prisons. Such monitoring should be based on existing standards for health care facilities defined in NRS 449. The subcommittee recommends further that the board of prison trustees take necessary and appropriate action to alleviate deficiencies in any such medical and dental services or facilities reported by the state health officer.
(BDR 16-71)

2. Sanitation and Hygiene

Of special concern to the subcommittee is that the department of prisons' institutions be kept in a clean and sanitary

condition and that proper hygienic conditions be maintained by the inmates. Based on its own observations and presentations by witnesses appearing before it, the subcommittee feels there may be problems with the sanitation and hygiene at the maximum security prison in such areas as (1) housekeeping for the physical plant, (2) waste disposal, (3) the exchange of clean clothing for inmates, (4) the exchange of clean linen, towels and bedding for inmates, and (5) the frequency inmates are permitted to bathe. Admittedly, certain of these problems relate to the age of the institution and security measures necessary during the inmate "lockdowns." When the new maximum security facility is completed, in the summer of 1980, sanitation should, as a matter of course, improve. The subcommittee, however, is concerned that proper sanitation, healthfulness and cleanliness be continually maintained at all prison facilities, no matter the age of the institution or security levels required. Existing law, NRS 444.330, gives the health division supervision of the sanitation at the prison. It also permits the state board of health to promulgate rules and regulations pertaining to such sanitation and (1) requires the state health officer, or his authorized agent, to inspect the institutions, (2) permits the state health officer to publish reports of such inspections, and (3) requires all persons charged with the duty of maintenance and operation of the institutions to operate them in conformance with the state board of health's regulations relating to sanitation, healthfulness and cleanliness.

The subcommittee believes that a more frequent monitoring and reporting requirement, than provided in NRS 444.330, is necessary to ensure proper sanitation and hygienic conditions at the Nevada state prison. It therefore recommends that:

The state health officer or his duly authorized agent monitor, and report semiannually to the board of prison trustees on such monitoring, the sanitation, healthfulness, cleanliness and safety, as it pertains to the foregoing matters, of the various facilities operated by the department of prisons. The subcommittee recommends further that the board of prison trustees take necessary and appropriate action to alleviate any deficiencies in such sanitation, healthfulness, cleanliness and safety reported to it by the state health officer. (BDR 16-71)

3. Food Services

During its meetings, the subcommittee heard many complaints about inmate food services. Most of these complaints centered around the food at the maximum security prison and dealt, in particular, with the meals served during the so-called lockdown

in effect during much of the subcommittee's meeting schedule. Complaints pertained to insufficient quantities of food, spoiled and ill prepared food, excessive amounts of starchy foods, and the number of meals during which processed meat or cheese sandwiches were served. Certain inmates also stated that no attention was given, by the department of prisons in its meal preparation and service, to the special religious or medical dietary needs of certain inmates. It was also noted that dietary allowances were not adjusted for inmate age or activity.

Inmate food service at the department of prisons is administered by a food service administrator. In addition, the maximum security prison, Northern Nevada correctional center and Southern Nevada correctional center have food service managers and cook supervisors. The women's institution has a cook supervisor. Inmates at each of the institutions are responsible for the actual preparation of food. The prison does not employ a nutritionist. Moreover, no special expertise or procedures are available at the prison for preparing special diets for inmates who need them.

The subcommittee is of the opinion that the department of prisons should maintain a complete food service for the prisoners that includes three meals a day which are nutritionally adequate, palatable and attractive, and that are produced under sanitary conditions at a reasonable cost. Because the department does not employ a nutritionist and because inmates do all the preparation of food, the subcommittee believes that outside monitoring should be available to ensure the adequacy of the inmates' diets. The subcommittee notes that the health division has a staff of three nutritionists which could be used for this purpose. Therefore, it recommends that:

The state health officer or his duly authorized agent monitor, and report semi-annually to the board of prison trustees on such monitoring, the nutritional adequacy and palatability of the diet of the inmates incarcerated within the institutions operated by the department of prisons. Such report should take into account (1) the religious or medical dietary needs of inmates, and (2) the adjustment of dietary allowances for age, sex and activity.

The subcommittee recommends further that the board of prison trustees take necessary and appropriate action to alleviate any deficiencies in inmates' diets reported by the state health officer. (BDR 16-71)

4. Inmate Recreation and Activities

As discussed earlier in the report under "Rehabilitation of Offenders", inmate idleness appears to be one of the major problems within the department of prisons. Such idleness can be dealt with through proper inmate involvement in work, training and educational programs. Adequate recreational outlets are also necessary to help inmates channel their energies into legal pastimes during their integration into society.

During the subcommittee's tours of prison facilities, it was noted that inmate recreational activities at the women's correctional center and the Nevada state prison were limited and consisted primarily of television watching, dayroom activities and hobby craft. Security requirements at the maximum security prison during the "lockdown" in existence during much of the subcommittee's meeting schedule limited the inmates' use of the gymnasium at this institution. A much wider range of recreational activities appeared to be available at the Northern Nevada correctional center.

The legislature has shown its intent that there be recreational activities available for inmates. The 1977 legislative session appropriated \$11,569 for recreational programs and approximately \$8,569 for library acquisitions for northern institutions for fiscal year 1977-78 and a like amount for fiscal year 1978-79. In addition, the legislature provided \$14,700 for fiscal year 1977-78 and \$5,315 for fiscal year 1979 for the initial startup and ongoing cost of an inmate recreation program (purchase of recreational equipment) plus maintenance and startup of an inmate recreational library at the Southern Nevada correctional center. The department also has full-time recreational specialists (three at the Northern Nevada correctional center, one at the Nevada state prison and one at the Southern Nevada correctional center) and recently received \$39,000 from the National Institute of Corrections to improve the recreational programs at the Northern Nevada correctional center. As of this writing, the department has also applied for Comprehensive Employment and Training Act (CETA) funds to establish recreation aide positions at each of the department's institutions.

Considering the department of prisons' recreational position staffing, the subcommittee believes that the department should be able to develop more comprehensive recreational and cultural activities for the prisoners. Such programs should stimulate a wide range of interest that inmates can pursue when released and, when security and other considerations allow, provide for interaction with volunteers or community sports and cultural

groups. Above all, recreational programs should be provided for inmates at each of the department's institutions. No institution should be ignored just because it is small or because its inmates may be difficult to program. The subcommittee therefore recommends that:

The board of prison trustees adopt regulations necessary to establish procedures for inmate recreation programs which include both athletic and cultural activities.
(BDR 16-72)

5. Prison Ombudsman

Of concern to many persons appearing before the subcommittee was the handling of inmate grievances. Many expressed the view that the prison system needs an ombudsman (mediator) who is independent of the prison administration.

The department of prisons has a grievance mechanism which it says is composed of institutional grievance committees, a prison mediator (a federally funded position), and institutional inmate advisory councils. The inmate advisory councils consist of elected inmate representatives at each institution who advise institutional management on inmates' views about institutional policy and procedures. The grievance committees are composed of equal numbers of staff (selected by the superintendents of the institutions) and inmates (chosen by the inmate advisory councils from among their members). The grievance committees at the maximum security prison and Northern Nevada correctional center consist of three inmates and three staff members and the committee at the women's prison consists of one inmate and one staff member. At the time of this writing no grievance committee had been established at the Southern Nevada correctional center. The prison mediator serves as the nonvoting chairman of the grievance committee. The mediator is also responsible for initiating investigations and making recommendations to modify existing, or instituting new, procedures when necessary. He also serves as an investigator for the director of the department for appeals cases from disciplinary committee actions.

According to the department, any inmate having a grievance may submit it to a grievance clerk, any grievance committee member, the mediator, or a locked complaint box furnished at each institution. After the grievance is received:

The grievance committee or the prison mediator is required to hold a hearing, make an investigation and submit findings or recommendations to the superintendent or director within 5 days.

Grievances involving staff actions or institutional policy are referred directly to the superintendent; grievances involving departmental policy are referred to the director for final disposition.

Inmates that are dissatisfied with the decision of the superintendent may apply to the director.*

Based on information provided to the subcommittee by the prison it appears that the grievance mechanism has had some success. During the 3-month period of July 10 to October 5, 1977, the committees resolved 56 grievances, 23 in favor of the inmates. The subcommittee also received many complaints, however, that the grievance process is limited because the mediator has no real leverage within the prison system. As an inmate put it when asked about using the prison mediator to resolve his medical grievance, "He's a nice guy but he has no juice. When you deal with him***(mediator)***all you do is go on a paper trip***(memoranda are sent back and forth)***no real action takes place." This view was shared by many inmates appearing before the subcommittee.

The subcommittee believes that an effective prison ombudsman could provide a mechanism to dispel much inmate hostility and to assure that reasonable conditions are maintained within the prison system.

The modern ombudsman, of Swedish origin, is a government official whose independence and impartiality have been secured by statute and who is authorized to receive, investigate and report on complaints of government wrongdoing. His duties include that of bureaucratic monitor and critic. The ombudsman does not have power to adjudicate disputes or to alter administrative decisions but rather relies on reasoning supported with evidence, the moral force of his office, and public pressure to reinforce his recommendations--persuasive devices which can be remarkably effective when the ombudsman is a person of stature, respected for his honesty and integrity.

In recent years the ombudsman concept has been put into effect in the United States. Since the mid-60's a number of governmental units, including a number of states and several local

*See Appendix B section relating to inmate grievance procedures.

subdivisions, have established various modifications of the ombudsman model. Hawaii, Iowa and Nebraska have enacted statutes which provide for a legislatively appointed ombudsman to handle all citizen complaints against government bureaucracies, including those of prisoners. In other jurisdictions, ombudsmen limited to prison affairs and possessing differing degrees of independence and authority have been established. Prison ombudsmen have been established in Minnesota, Oregon, South Carolina, Connecticut, Kansas and Michigan. Also, in some cases, courts confronted with unconstitutional conditions in correctional facilities have required the appointment of an ombudsman as part of the relief granted the complaining prisoners. (See Hamilton v. Landrieu, 351 F. Supp. 549 [E.D.La. 1972]; Miller v. Carson, 401 F. Supp. 835 M.D. Fla. 1975; Alberti v. Sheriff of Harris Co. Texas, 406 F. Supp. 649 [S.D. Tex. 1975]).

Many believe that, to be successful, an ombudsman must be independent of the correctional administration. The standards mentioned in this report call for an independent office of ombudsman for prison systems (19, 20, 22, 26, 27). The Center for Correctional Justice claims in its study of penal grievance mechanisms that "There is no such thing as an 'internal ombudsman.' The concept of ombudsman inherently involves independence of the agency monitored." As one inmate commented about a New Jersey ombudsman who reports to the state commissioner of corrections, "It's just a waste of time, because you know this guy is working for the administration. You can't expect the guy to bite the hand that is signing his check" (19:576).

As noted earlier, the existing prison mediator position is federally funded. This funding, for the mediator and his secretary, is projected to expire as of June 30, 1978. The mediator reports to the director of the department of prisons. The subcommittee is of the opinion that the mediator (ombudsman) should be established as a state-funded position which reports directly to the state board of prison trustees. The subcommittee therefore recommends that:

The position of ombudsman, appointed by and accountable to the state board of prison trustees, for the department of prisons be established. In this regard the subcommittee recommends further that the ombudsman should be responsible for monitoring all aspects of the department of prisons and should be granted statutory authority to (a) receive and respond in appropriate fashion to petitions submitted by any affected person or group of persons concerning the rules, policies and practices of prison authorities or prisoners, (b) investigate any matters

raised in a petition or initiate his own investigations of any matter related to the department of prisons, its employees, or persons in its custody, (c) have access to all facilities, files, records, personnel and prisoners of the department of prisons and any other state agency as may be necessary to conduct his investigations and to compel the production of evidence and testimony of witnesses if necessary. The ombudsman with respect to such files should have access to confidential information, but should be prohibited from disclosing such information to any person or agency without the consent of the person about whom the information relates, (d) recommend any changes in the rules, policies, practices and procedures of the department of prisons and its employees, (e) publicize any and all investigative findings and recommendations, as well as the response of department of prisons' authorities. Where his investigation discovers evidence of criminal activity, he should transmit his findings to prosecuting authorities and suspend publication of his findings while criminal procedures are pending, (f) report annually to the board of prison trustees and the legislature. (BDR 16-73)

6. Due Process in Inmate Disciplinary Proceedings

Over the last few years, the courts have been called upon to establish guidelines for prisoners' disciplinary proceedings. In Nevada, such guidelines were specified in 1975 by the U. S. District Court, D. Nevada. (See Craig v. Hocker 405 F. Supp. 656 [1975]).

In that decision the court stated:

Defendants stipulate that process requires the following specific elements be added to the disciplinary procedures which they have already proposed and that the Court enter an Order directing that they be followed:

1. That the decision reached in a disciplinary proceedings be based upon substantial evidence adduced solely at the hearing.
2. That there be a written decision setting forth the facts and the reasons for the decision indicating that the decision is predicated solely upon the record.
3. That a verbatim record of the proceedings be kept.
4. That Due Process requires a comprehensive set of

forth major and minor breaches, and drafted with sufficient specificity to appraise all parties beforehand of what is a punishable offense.

5. That the procedural safeguards adhere irrespective of the term of confinement in isolation.

An issue remaining for decision is the right to counsel or counsel substitute. This issue is controlled by Clutchette and Wolff, supra. The aforesaid agreed upon procedures must be supplemented by the following in order to conform with the Clutchette opinion:

1. If a minor infraction, as defined in the Proposed Disciplinary Procedures, is charged and the prisoner is to suffer a loss of privileges, (a) he must be given notice of intent to remove one or more stated privileges, (b) together with a statement of grounds for removal, (c) at a reasonable time before discipline is imposed, and (d) must be given an opportunity to respond before such discipline is imposed.
2. Whenever a prisoner requests and is denied the privilege of a confrontation and cross-examination in a disciplinary proceeding in which a serious sanction can be imposed (excluding a proceeding for an infraction that is also a crime), the prison authorities must enter in the record of the proceeding and make available to the prisoner an explanation for the denial.
3. The prison authorities must make provision for a counsel substitute whenever a prisoner subjected to disciplinary proceedings is unable competently to handle his case without help.
4. A prisoner must be afforded counsel (and not merely counsel-substitute) when he is required to appear before a prison disciplinary committee for violation of a prison rule which may also be punishable by state authorities.

The department of prisons has a code of penal discipline which states its purpose is to:

1. Define and give notice of unacceptable inmate behavior.
2. Prescribe possible penalties for violations according to the seriousness of each offense.

3. Provide minimum procedural safeguards governing the imposition of punishment.

It appears to the subcommittee that the safeguards specified in the Hocker case are being generally adhered to by the prison. The subcommittee believes, however, that the Hocker inmate disciplinary procedure guidelines should be specified in the statutes to ensure the procedural safeguards are maintained and to ensure consistency in the treatment of inmates during disciplinary proceedings. The subcommittee therefore recommends that:

The statutes be amended to include the procedural due process guidelines for inmate disciplinary proceedings specified in Craig v. Hocker 405 F. Supp. 656 (1975). (BDR 16-74)

7. Visitation

Perhaps one of the most important activities to any inmate is visiting with his family and friends. Abridgement of an inmate's visitation rights can lead to serious morale problems and general inmate unrest.

Virtually every statement on visitation by prison officials, correctional standards and draft model legislation, every national study and every major textbook on corrections, stress the critical nature of inmate visitation both in terms of the reduction of tension inside the prison and in facilitating the rehabilitation of the prisoner by strengthening his ties with society.

The department of prisons allows visits at each of its institutions. The frequency of visits and with whom the visits may be made appears to vary depending upon the institution and the policies of the superintendents.

Several persons appearing before the subcommittee expressed the view that the visiting policies at the department are too restrictive and tend to discriminate against certain inmates and visitors. The subcommittee believes that the critical value for offenders of a program of visiting with relatives and friends is clear and obvious. It therefore recommends that:

The state board of prison trustees adopt regulations necessary to establish reasonable inmate visitation policies and procedures. The subcommittee further recommends that such regulations should be (1) made available to all

staff members, inmates and their visitors, and (2) reviewed annually and updated as needed. (BDR 16-75)

Certain witnesses appearing before the subcommittee alleged that they were subject to discriminatory and humiliating searches prior to being permitted to visit inmates. The subcommittee does not believe it is the policy or practice of the department to selectively harass inmates' visitors. It does, however, believe that the department should specify clearly its visitor search policies and ensure that such searches are applied in a nondiscriminatory manner. The subcommittee recommends that:

The board of prison trustees adopt regulations necessary to establish procedures which ensure that visitor searches are applied uniformly. The subcommittee recommends further that visitor searches only be applied if a visitor causes a scanning device to react or there is other information indicating that a visitor is carrying contraband or prohibited material and other reasonable means of intercepting such material or contraband is unavailable. (BDR 16-76)

8. Inmate Property

As mentioned several places in this report, there was a total inmate lockdown in effect at the Nevada state prison during much of the subcommittee's meeting schedule. As an initial part of the lockdown, the prison administration confiscated most of the inmates' personal belongings. This confiscation precipitated a rash of letters to the subcommittee from the inmates and also led to much discussion on inmate property rights during the subcommittee's hearing at the maximum security prison on December 22, 1977. Inmates were aggrieved that their property had been taken from them when they had not been personally involved in incidents which led to the lockdown. Inmates also complained that their stored property was being misplaced and lost by prison officials. And, certain inmates complained that materials necessary to practice their religious beliefs such as books or certain items with religious significance to native Americans had been taken unnecessarily from them.

The American Correctional Association, in its Manual of Standards for Adult Correctional Institutions, has standards relating to inmate property rights. Certain of these standards are:

4365 Written policy and procedure specify the personal property inmates can retain in their possession.
(Essential)

DISCUSSION: A liberal policy will help preserve individual identities and normalize the institutional setting. Items considered dangerous either to the inmate or to others, however, should be prohibited.

- 4366 Written policy and procedure govern the control and safeguarding of inmate personal property.
(Essential)

DISCUSSION: It is essential that an accurate inventory is made of each inmate's personal property and that such property is handled carefully, stored securely and is available if required. Detailed records should be kept of all inmate**possessions stored, and inmates should be provided a receipt for these items. Staff members should exercise care in handling inmate possessions and in forwarding them when an inmate is transferred to another unit or facility. Upon release from the institution, the inmate should sign a receipt acknowledging return of the property.

- 4367 Written policy and procedure relating to control of inmate property**is updated annually and is made available to inmates upon admission and when updated.
(Essential)

DISCUSSION: Inmates should understand what personal property they may retain and should be assured both that the institution's policies are applied uniformly and that their property will be stored safely (27:71).

The subcommittee also believes that it is essential that the prison have clear cut policies and procedures relating to inmates' personal property. These policies are especially critical for the Nevada state prison where "security" might be used as a catchall statement to deny indiscriminately certain inmates of their property. The subcommittee therefore recommends that:

The state board of prison trustees adopt regulations specifying the personal property inmates are permitted to retain in their possession. Such regulations should establish procedures necessary to ensure that inmates be permitted to retain, consistent with security and the proper functioning of the institutions, reasonable amounts of personal property. Such regulations should also estab-

lish necessary procedures for the careful handling and secure storage of inmates' personal property. (BDR 16-77)

9. Inmate Correspondence and Telephone Use

As with visitation, inmate communication privileges are important in terms of the reduction of tension inside the prison and in facilitating the rehabilitation of the prisoners by strengthening the prisoners' ties with society.

Many persons making presentations to the subcommittee expressed their concerns about inmate mail policies and procedures within the department of prisons. Such things as censorship and inordinate delays in the time involved before inmates received mail were mentioned. Also mentioned was the withholding or misplacing of publications being sent to inmates. Cases of prison staff destroying inmates' incoming mail and refusing to deliver certain correspondence to inmates were also alleged.

No matter is more important to this subcommittee than the assurance that inmates' constitutional first amendment rights relating to freedom of expression, as interpreted by case law, are upheld. Perhaps no right is held more sacred by Americans, and the United States Constitution, than those protected by the first amendment. The subcommittee believes, therefore, that it is essential that the prison maintain proper policies and procedures for inmate correspondence. The subcommittee notes that effort is being made in this direction. It believes, however, that definite and precise regulations pertaining to inmate correspondence need to be adopted by the state board of prison trustees.

The American Bar Association has a stringent proposed standard relating to inmate communication rights in its Tentative Draft of Standards Relating to the Legal Status of Prisoners. The standard states:

Prisoners' communications should be as protected as those of free citizens. There should be no restrictions on the length, language or content of letters, or on persons to whom a prisoner may write, except as provided in general laws. Other restrictions on communications should be the least restrictive necessary to serve the legitimate interests of prison security and order. Specifically:

1. Prisoners' letters should be opened only pursuant to a search warrant issued on probable cause. To determine probable cause, correctional officials may manipulate such letters, or subject them to other non-

intrusive devices. Correctional authorities may hold for 24 hours a letter which they suspect contains contraband or evidence of a crime, pending resolution of the search warrant applications.

2. Any package brought to or sent to a prisoner may be opened and inspected for contraband in his presence (19:493).

The American Correctional Association Standards relating to inmate mail, found in its Manual of Standards for Adult Correctional Institutions, are more flexible. They state:

- 4340 Written policy and procedures govern inmate correspondence. (Essential)

DISCUSSION: All regulations pertaining to inmate correspondence should be specified in writing and made available to staff members, inmates and their correspondents.

- 4341 There is no limit on the volume of mail an inmate may send or receive, except where there is clear and convincing evidence to justify such limit. (Essential)

DISCUSSION: The number of approved correspondents for an inmate should be unlimited, and there should be no limitation on the number of letters an inmate may send to or receive from them. Institutions should allow inmates access to publications to the extent that such access is consistent with institution goals, internal discipline and security.

- 4342 Written policy and procedure require that incoming and outgoing mail are not held for more than 24 hours, excluding weekends and holidays. (Essential)

DISCUSSION: Inspections for contraband should not take longer than 24 hours to complete, so that incoming mail should be distributed to inmates and outgoing mail sent to the post office within 24 hours of receipt.

- 4343 Inmate mail, both incoming and outgoing, is not read or censored, except where there is clear and convincing evidence to justify such actions. (Essential)

DISCUSSION: Censorship generates inmate hostility and makes correctional progress more

difficult. It also diverts correctional personnel from other tasks. Inmates should be permitted uncensored correspondence so long as such correspondence poses no threat to the safety and security of the institution, public officials or the general public (27:66).

The subcommittee's main concern, after reviewing the foregoing and other standards and the presentations of persons appearing before the subcommittee, is that the prison mail procedures ensure that inmate mail is delivered in a timely fashion and not censored, except when absolutely necessary for security reasons. Therefore, the subcommittee recommends that:

The state board of prison trustees adopt regulations necessary to establish procedures which ensure that inmates' correspondence is handled in a manner which conforms with state and federal law. Such regulations should also establish procedures which ensure that inmates' incoming and outgoing mail is delivered within a reasonable period of time. (BDR 16-78)

Another aspect of inmate communication privileges of concern to the subcommittee is inmate telephone use. Inmate telephone privileges vary within the department's institutions with the most restrictive privileges being in effect at the maximum security prison. At the time of this writing, there were two telephones available for inmates' use at the Nevada state prison (population 450 inmates) and two telephones available for inmates' use at the Northern Nevada correctional center (population 600 inmates). The subcommittee believes, considering the size of the inmate population, that at least one additional pay telephone should be available at each of these institutions. The telephones could be installed at a minimum cost to the state if inmates were charged for the calls they made or the calls were made on a collect call basis. In any event, the subcommittee is of the opinion that inmates should be permitted reasonable access to telephone use. The subcommittee therefore recommends that:

The state board of prison trustees adopt regulations necessary to establish procedures which provide inmates with reasonable access to telephone use. (BDR 16-78)

10. Reporting of Money in Prisoners' Store Fund

A recurring concern of the inmates, as reported to the subcommittee by inmates and others appearing before it, is the

reporting practices of the prison relative to the money in the prisoners' store fund. Money in the prisoners' store fund (which comes from profits from inmates' stores, the sale of goods manufactured by inmates and donations) is used for inmate recreational activities including the rental of movies. Approximately \$25,000 is generated for the fund on an annual basis.

NRS 209.221 pertains to the prisoners' store fund and, among other things, contains a requirement that the department submit reports to the board of prison commissioners relative to the money in the prisoners' store fund. NRS 209.211 states:

1. The prisoners' store fund is hereby created as a trust fund. All money received for the benefit of offenders through contributions, percentages from sales of goods manufactured by the offenders, and from other sources not otherwise required to be deposited in another fund, shall be deposited in the prisoners' store fund.
2. The director shall:
 - (a) Deposit the prisoners' store fund in one or more banks of reputable standing;
 - (b) Keep, of cause to be kept, a full and accurate account of the fund; and
 - (c) Submit reports to the board relative to money in the fund as may be required from time to time.
3. Money in the prisoners' store fund shall be expended for the welfare and benefit of all offenders.

According to the department of prisons it, although not required by law to do so, occasionally provides reports on the status of the prisoners' store fund to the elected inmate committees at each institution. The subcommittee believes that much inmate concern about the accounting of the money in the prisoners' store fund would be dissipated if such reporting was done on a uniform and routine basis. Therefore, the subcommittee recommends that:

A monthly report be provided to the inmate committees at each institution within the department of prisons relative to the money in the prisoners' store fund.
(BDR 16-79)

G. CORRECTIONAL OFFICERS SUPERVISING INMATES OF THE OPPOSITE SEX

During its meetings, certain persons appearing before the subcommittee expressed concerns about correctional officers supervising inmates of the opposite sex. The primary concern expressed was about correctional officers supervising inmates of the opposite sex when the inmates were unclothed or in toilet or shower areas. The subcommittee thinks that such supervision has occurred on an infrequent basis. But, nevertheless, the subcommittee also thinks that the department of prisons should make every effort to avoid situations where correctional officers must supervise inmates of the opposite sex when the inmates are unclothed. The presence of correctional officers of both sexes in penal institutions is proper and tends to provide a socially normal environment for prisoners. The subcommittee feels, however, that inmates should be afforded certain personal dignity and privacy when they are unclothed, bathing or eliminating.

In a recent case involving men guards supervising women inmates in shower room areas in the Bedford Hills Facility for Women in New York State, the court concluded, "The tension between the individual's right to employment without regard to his or her sex and the inmate's right to privacy can be resolved by selective work responsibilities among correctional officers." (See Fort's v. Ward, 434 F. Supp. 946 - 1977.)

The subcommittee agrees with the court's conclusion. Prison employees must be provided equal employment opportunities and opportunities for promotion and advancement. Such opportunities do not, however, necessitate correctional officers supervising inmates of the opposite sex when the inmates are performing private bodily functions or are unclothed. The subcommittee therefore recommends that:

Unless unusual security requirements dictate otherwise, correctional officers be prohibited from supervising inmates of the opposite sex in housing, bathing or toilet areas. (BDR 16-80)

H. REMOVAL OF LICENSING RESTRICTIONS FOR CERTAIN EX-OFFENDERS

One of the matters discussed during the subcommittee's meetings was the various occupations from which persons are, or may become, disqualified by conviction of a felony or crime of moral turpitude. In Nevada, over 41 vocations restrict (through the

Nevada Revised Statutes or local ordinances) the employment of ex-offenders.* **

Employment after release from prison is a critical factor in determining the future success of most persons convicted of a crime. Without prospects for adequate employment, an offender's chances of successful reentry into society are dim indeed.

In recent years, state legislatures have begun work to mitigate the employment restraints confronted by ex-offenders. "By 1974, over 25 states had considered corrective legislation and in 13 states legislation had been adopted limiting the use of past convictions in considering applicants for public employment or occupational licensing" (19:615). According to Corrections Compendium, over 20 states, including New York, Wisconsin, Hawaii and Illinois now have adopted legislation or administrative regulations concerning the employment aspects of an ex-convict's reintegration into society (14:5). Several national and state standards also address the restoration of offenders' licensing privileges (see: "Employment and Licensing" from the American Bar Association's Tentative Draft Standards Relating to the Legal Status of Prisoners, Section 4-604 "Discrimination; Direct Relationship" from the Draft Uniforms Corrections

* Psychologists, contractors, nurses, chiropractors, practitioners of traditional oriental medicine, veterinarians, pharmacists, marriage and family counselors, principal applicants of mortgage companies, laboratory directors of medical laboratories, certified shorthand reporters, ministers, dispensing opticians, physical therapists, landscape architects, professional engineers, accountants, optometrists, physicians, physicians' assistants, emergency medical technicians, hearing aid specialists, osteopaths, private investigators, private patrolmen, process servers, polygraph operators, repossessioners, canine security handlers, skilled nursing facility administrators, teachers, gaming executives and employees, attorneys, architects, dentists, podiatrists, funeral directors and embalmers, real estate brokers and salesmen, taxicab drivers, barbers, and escrow agents.

**Appendix C contains (1) a letter the subcommittee sent to the agencies which license these occupations inquiring about the number of persons the agencies have refused to license because the applicants have been convicted of a felony or crime of moral turpitude and (2) a chart showing the agencies' responses.

Act, and Correction Standard 1.10, "Retention and Restoration of Rights" from the Proposed Nevada Criminal Justice Standards and Goals (19, 20, 26).

The subcommittee believes that in some circumstances an employer or licensing agency may be justified in using a prior conviction as the basis for adverse action against an ex-offender. The major interest justifying discrimination against an ex-offender should be in circumstances where granting the employment or license could substantially increase the likelihood that the ex-offender would commit a future crime. Thus, a compulsive child molester should, of course, be denied a license to run a nursery school. Similarly, a person with a history of committing gambling crimes should be refused a gaming license or work permit.

The subcommittee believes, however, that restrictions on employment licensing of an ex-offender should bear a direct relationship between the offense and the job sought. Other factors such as the rehabilitation of the offender and the time lapse since conviction should also be considered. The subcommittee therefore recommends that:

The denial or revocation of a license, necessary to engage in any occupation, based solely on the conviction of an offense be prohibited unless the offense committed bears a substantial relationship to the functions and responsibilities of employment. (BDR 16-81)

I. INMATE RELEASE PAY

Of concern to the subcommittee is the low level of the so-called gate money prisoners are eligible for when they are released from prison. NRS 209.511 provides, among other things, that when an offender is released from an institution by expiration of his term of sentence, by pardon or by parole, the director:

May furnish him with a sum of money not to exceed \$50, the amount to be based upon the offender's economic need as determined by the director, which shall be paid out of the appropriate account within the general fund for the use of the department as any other claim against the state is paid.

The \$50 inmate release pay has been in the law since 1973 when the amount was raised from \$25 to \$50 by chapter 540, Statutes of Nevada 1973. Since 1973 the consumer price index has risen by approximately 60 percent.

Most prisoners have few financial resources when released from prison. The resources they have must be used to obtain transportation to their hometown, purchase suitable clothes for employment interviews, and to survive until they obtain employment. According to the American Bar Association, many states provide at least \$100 in "gate money" for persons leaving prison (California, Colorado, Florida, Georgia, Hawaii, Illinois, Iowa, Kansas, Minnesota, Mississippi, Missouri, Nebraska, New Hampshire, New Jersey and New Mexico) (25:7).

Some states go even further than this in providing inmates temporary financial resources when the inmates are released from prison. For example, California recently passed a measure (chapter 1149, Statutes of 1977) which makes inmates who have been involved in approved training or employment programs eligible for minimum unemployment benefits for a minimum of 6 months after release from prison.

The subcommittee believes that prisoners without financial resources should be provided at least \$100 on their release from prison. This is the minimum amount necessary for a prisoner to have a reasonable chance for survival when he is released from prison. The subcommittee therefore recommends that:

The amount of money the director of prisons may furnish an offender upon the offender's release from the department of prisons be increased to \$100. The subcommittee recommends further that released offenders also be given clothing suitable for reentry into the community.
(BDR 16-82)

J. DESTRUCTION OF STATE-OWNED PROPERTY BY INMATES

The subcommittee believes that one of the foremost aspects of any prison rehabilitation program is that prisoners learn to be responsible financially for their actions. Earlier in this report the subcommittee recommended that the department of prisons adopt regulations necessary to establish deductions from the pay of inmates employed in specified prison employment for such things as family support and restitution to victims. The subcommittee believes prisoners should also be financially accountable for state property they willfully damage or destroy.

During the course of the subcommittee's meeting schedule, several inmates were involved in incidents where they damaged and destroyed state property in the maximum security prison's

living areas. The subcommittee believes that inmates should be held accountable for such destruction. The department of prisons advises that it has procedures for making deductions from inmates' personal funds to pay for state property damaged or destroyed by inmates. The prison believes, however, that the need for such procedures should be more clearly specified in the statutes. The subcommittee concurs with this belief. It therefore recommends that:

The state board of prison trustees adopt regulations necessary to establish criteria for reasonable deductions from inmates' personal funds to pay for state property inmates willfully destroy or damage. (BDR 16-83)

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APPENDIX A

1. August 19, 1977, letter to Charles L. Wolff,
Director of the Department of Prisons

August 19, 1977

Director Charles L. Wolff
Nevada State Prison
Administration
P. O. Box 607
Carson City, Nv. 89701

Dear Director Wolff:

This is a follow-up to the requests for information you and your staff received during the Subcommittee to Study the Conditions At The State Prison's meeting on August 12 and 13, 1977.

We would appreciate you supplying us with the information requested in the following listing in a written format supplemental to your August 12, 1977, report. We understand that you will also be responding separately to certain requests made to you by individual members of the subcommittee.

1. Please clarify your current and projected inmate capacity figures. Your report states that the rated capacity in 1980 will be 1,384. By adding up the figures provided under the heading "Facilities Overview" (350, 540, 350 and 50) a total figure of 1,290 is reached. How did you arrive at the 1,384 figure listed in the report? If this is the rated or optimum figure, what is the maximum capacity figure? Please define the various terms used, such as "rated, optimum, and maximum capacity".
2. Your report provides a general summary of inmate education and vocational training. However, the committee needs statistical data to make the summary meaningful. Please detail the following for these programs:
 - a. The number of inmates enrolled in each educational or training program by institution.
 - b. Prison staffing for each program.
 - c. The length of time each program occupies during a prisoner's day.
 - d. The duration each program requires for completion.
 - e. A budget breakdown for each of the educational or training programs.

Director Wolff
August 19, 1977
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3. Please clarify what is meant by certification in a vocational training area. Is certification based on trade union, industry or other standards?
4. Please provide a priority listing of inmate education and training programs which you would like to add to each of your institutions. Please include an estimated budget, staffing pattern, and description of inmates served for each of these programs. Please also add a summary explaining the need for the desired programs.

In addition, please add a description of what you believe is the optimum programming for occupying an inmate's time on a daily and weekly basis.

5. Your report indicates that approximately 13% (61) of the inmates committed in 1977 were committed for drug related crimes. Does the department have any drug programs in operation or planned for its inmates committed for drug related crimes? Also, what medical or other treatment is provided for newly committed inmates who are still physiologically addicted to drugs?
6. Please expand on the use of volunteer assistance in institutional programs and activities. We need more detail on the volunteer groups and inmates involved, and the time spent by the groups in their volunteer efforts. Please also describe how volunteer assistance could be expanded for training or recreational purposes.
7. A portion of the report pertains to the prison mediator. It would be helpful to the committee if this individual could testify at the December meeting and discuss inmate grievance procedures and detail the cases he has handled. We are particularly interested in those cases defined as "institutional policy" in the report. We are also interested in the mediator's educational background and work experience.
8. Comments have been made concerning the lack of adequate funds to obtain inmate training or recreational program equipment. Please describe any staff activities to solicit such equipment from charitable groups or industry. Please also list donated equipment received over the last fiscal year.

Director Wolff
August 19, 1977
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9. Your report advises that hobby craft "has historically been a means for occupying the leisure time of inmates at the Maximum Security Prison", but then says that "hobby craft will not be encouraged" at the Southern Nevada Correctional Center. Please explain the apparent variance in policy between the institutions. Please also clarify the statement, "a store and other activities will not be allowed", which appears on page 3 of the "write-up" for the Southern Nevada Correctional Center.
10. Concerning proposed telephone privileges at the Jean facility, the report states:

"All calls will be monitored by the control officer and only those persons with acceptable behavior will be allowed to make telephone calls. Payment for these telephone calls will be made by the inmate and no reverse, collect, or incoming calls will be allowed."

Is this policy for phone use and phone call payment in effect at the other institutions? It is the committee's understanding that reverse charges and collect calls are permitted at the other institutions.

11. As with educational and training programs, inmate employment and work release are summarized in your August 12, 1977, report, but statistical backup data is lacking. The committee needs a listing of:
- a. The number of inmates involved in each job or work release program at each institution.
 - b. The pay range for each inmate job or work release program.
 - c. The number of hours each inmate job or work release program lasts each day.
12. Concerning the Southern Nevada Correctional Center, your report states, "A rather intensive research component will be included as part of this institution and future needs will have to be determined after some experience in the actual management of the institution has occurred". Please detail the staffing, budget and activities planned for this research component. Please also describe the staffing, budget and activities of any other departmental research units.

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August 19, 1977
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13. Please provide a priority listing, including budget detail, for the full use of the prison farm. Include information on crops, stock and inmate labor which would be used. Please also describe problems, in addition to funding, which could restrict the full use of the farm. Do you believe expansion of the farm's activities are warranted from a fiscal or inmate treatment program point of view?
14. Please provide details on mail delivery practices at each of the institutions.
15. Please provide information on visitors' searches at each institution including: (1) types of searches done, (2) criteria for searches, and (3) how long current search practices have been in effect. Please include a copy of the "release form" discussed at the August 13, 1977, subcommittee hearing. Please also describe action taken against visitors found to be carrying contraband.
16. Please provide information on staff training including details on the training security staff receives prior to being placed on "front line" security duties. Please comment on the adequacy of this training.
17. Please provide data, by institution, showing inmates not involved in either training programs or prison employment and describe any training or employment planned for such inmates.
18. Please summarize your so-called innovative ideas to train prisoners discussed at the August 13, 1977, subcommittee hearing.
19. Please detail the length of time new prisoners at each institution are isolated prior to being placed in the general population.
20. In preparation for Mr. Love's testimony at the subcommittee's October meeting, it would be helpful to have expanded data on inmate recreation programs at each of the institutions. The subcommittee is especially interested in new recreation programs planned for the women's facility and the number of inmates involved in organized recreation at each of the institutions. Because of Mr. Love's newness in his position, the committee requests that Mr. Rick Pitts be at the October meeting to assist Mr. Love in answering questions about the department's inmate recreation programs. We are interested in a description of the educational background and work experience of both of these gentlemen.

Director Wolff
August 19, 1977
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21. Please detail the results of the survey the subcommittee requested concerning the desires of female inmates for educational, training and recreational programs.
22. In preparation for Drs. Clayton and Freeman's testimony in October, please provide a description of the changes in the department's policy concerning prescription drug dissemination and useage. The committee is interested in a breakdown of mood altering drug useage, especially by female inmates.
23. During the August 13, 1977, subcommittee meeting, it was observed that certain items purchased by the prison through General Services appeared to be more expensive than might be available through direct purchasing. Please detail instances during the last fiscal year when state purchasing procedures may have resulted in increased costs to the prison.
24. Please describe the projected activities of inmates in the honor camp. For example, list those that will work at the farm, on fire crews, etc.
25. Please provide information on inmate recidivism and other data indicative of prisoner rehabilitation.
26. Please provide a diagram of buildings, structures and total acreage for each of the department's institutions.
27. Please provide statistical data on the number of inmates receiving furloughs and the purposes of such furloughs for the last six calendar months (February - July, 1977).

Chairman Mann appreciates the full cooperation you have provided to the subcommittee. Please advise us if you have any problems in supplying any of the information requested by the subcommittee or would like clarification on the requests you have received. The subcommittee would appreciate receiving the information requested in this letter by September 30, 1977.

Yours truly,

Donald A. Rhodes
Chief Deputy Research Director

DAR/llp

cc: Chairman & Members of Subcommittee
Gene Pieretti, Deputy Fiscal Analyst

APPENDIX A

2. Other Questions Put to the Department of Prisons

OTHER QUESTIONS PUT TO THE
DEPARTMENT OF PRISONS

1. Standard 4078 of the Manual of Standards for Adult Correctional Institutions suggests that written policy and procedures be provided by the department for the recruitment and employment of ex-offenders. The narrative accompanying the standards states that such persons can be a valuable manpower resource to the department.

Please describe your policy and procedures for the employment of ex-offenders.

2. The American Correctional Association specifies various standards for floor space, lighting, circulation, hot and cold running water, acoustics, bunks, toilet facilities and other "human needs." With your authorized building program, will you be able to comply with these standards? (See standards relating to physical plant - 4140 through 4149). The subcommittee is especially interested in the space requirements in the standards. Standard 4142 mentions a minimum of 60 square feet per inmate in a cell. Will you be able to comply with this standard?
3. The American Correctional Association has several standards dealing with security and control. This is an area of primary concern to this subcommittee and it has discussed this matter before. Three of the ACA standards are:

4151 -- The institution's perimeter is secured by an appropriate means that ensures that inmates remain within the perimeter and that intruders remain outside the perimeter.

4152 -- There is a plan for surveillance of all areas adjacent to the perimeter of the institution.

4153 -- The institution's watchtowers are placed so that they permit an unobstructed view of the grounds and perimeter and are equipped with the weaponry, lighting, sighting and communications devices necessary for effective execution of their function.

In view of your recent problems, please describe your attempts to comply with these standards. Also describe any problems you might be having in complying.

4. We appreciate your comprehensive reply to our question relating to staff training. Your report indicates that "the biggest problems in the training department are the lack of sufficient budget and the problem of getting new personnel released from the line and made available to the training department for training."

Will you please describe the possible use of federal funds for staff training. Also, please describe your plans to ensure that all new custodial personnel are trained prior to job assignment.

I might add that ACA Standard 4090 specifies that "written policy and procedure provide that all new employees receive 40 hours of orientation prior to job assignment and an additional 40 hours of training during the first year of employment * * *."

5. The American Correctional Association believes (see Standard 4395) that educational and vocational training opportunities should be available to all inmates, that such training meets the inmate's individual needs (see Standard 4396) and that training is relevant to employment opportunities in the community (see Standard 4406).

Several of the committee's questions have dealt with your education and training programs and your latest report states "a priority listing of inmate educational and vocational programs to be added to the current offerings has not been established as of this date." The report also indicates that "a work project has been initiated to produce the specific information (relating to training and education programs) requested."

I realize the budget cycle is still a year away, but, it is important to this subcommittee to hear some of your views on training and education. Please expand on your thoughts concerning changes in educational or training programs.

6. According to the American Correctional Association, a citizen's involvement and volunteer service program can generate a wide variety of services for inmates during both their confinement and after release. Your report, in Attach. 1, lists some of your volunteer assistance efforts. I know you do not have an exact figure on inmate time occupied by volunteer programs. Could you, however, describe how you might expand your volunteer efforts? Also, do you have a staff member who coordinates your citizen involvement and volunteer services program? What are his activities?
7. You say in your report (number 27) that inmate furloughs "are used in limited cases and are the exception to normal procedure." Many other states make extensive use of furloughs. Would you please describe any plans you have for modifying the inmate furlough practices of the department?

8. The ACA has several standards related to departmental planning. One standard, Standard 4105, states that the department should use "a planning process that includes development of integrated short-middle-and long-range plans." Have you developed such plans? Also, have you developed short and long term goals and objectives related to such plans?
9. Essential to planning is the accumulation of relevant data. It appears as though you are having difficulty in answering many of the subcommittee's questions (i.e., inmate furloughs, idleness, recidivism, involvement in educational and vocational programs) because of the lack of adequate data. What are your plans, if any, to increase or modify your data accumulation efforts? Will such efforts be part of your research activities mentioned in number 12 of your October 14, 1977, letter? You allude to a modification of data accumulation by the department in number 17 of your October letter.
10. As with education and training programs, the subcommittee is interested in inmate employment. Your report has supplied certain data on inmate employment. The ACA (see Standard 4386) believes that there should be sufficient employment opportunities for inmates.

I realize that you may not have developed a priority listing for expanding your inmate work programs. Would you, however, expand on certain of the work activities you mention in number 18 of your October 14, 1977, letter to the subcommittee?

11. Please describe your procedures for dealing with your custodial personnel who are arrested and pending trial for suspicion of committing crimes during off-duty hours.
12. In my staff's letter of August 19, 1977, question number 3 asks whether any of your vocational programs met union certification. In your response, you indicated that additional funding would be necessary to expand the training toward this goal. Would you please expand upon this statement?

PROGRAM DEVELOPMENT
DEPARTMENT OF PRISONS
STATE OF NEVADA

APPENDIX B

-
1. August, 1977 Report to Subcommittee and Board of Prison Commissioners

STATE OF NEVADA
DEPARTMENT OF PRISONS

BOARD OF PRISON COMMISSIONERS
MIKE O'CALLAGHAN, GOVERNOR
ROBERT LIST, ATTORNEY GENERAL
WM. D. SWACKHAMER, SECRETARY OF STATE



CHARLES L. WOLFF, JR.
DIRECTOR
ADMINISTRATIVE OFFICE
P. O. BOX 607
CARSON CITY, NEVADA 89701
PHONE (702) 882-9202

JULY 1, 1977

PROGRAM DEVELOPMENT
DEPARTMENT OF PRISONS
STATE OF NEVADA

This information is prepared at the end of the 1975-1977 biennium as a document for review by the Board of Prison Commissioners, Legislative Interim Study Committee, and other groups and individuals who have a need or an assignment to review the status of the Department.

Exhibits and narrative are provided to illustrate the history, recent developments, present status, and future plans of the Department's facilities and construction, programs, services, inmate profile, and organization and staffing patterns

A handwritten signature in cursive script, appearing to read "Charles L. Wolff Jr.", is written over a horizontal line.

Charles L. Wolff Jr., Director

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HISTORY

The Nevada Department of Prisons became a constitutional entity upon Statehood and developed from the Territorial Prison. For 100 years the Nevada State Prison consisted of a single facility for the housing of convicted adult felons. That facility which is known today as the Maximum Security Prison was simply expanded through the years to meet the population need as the State grew.

In the mid-1960's an additional facility was built in Carson City to house medium security inmates and a facility separate from the Maximum Security Prison for female offenders. Expansion to accommodate additional population growth in the '60's and '70's was confined to expansion of the Womens Prison and the Medium Security Facility.

The 1973 Legislature approved for the first time the concept of an institution outside the Carson City area which was funded by the 1975 Legislature as the Southern Nevada Correctional Center in Jean, Nevada. Additional funds were provided for expansion of that institution even prior to completion by the 1977 Legislature.

The 1975 Legislature funded completion of the Medium Security Prison (Northern Nevada Correctional Center) providing all previous planned service areas and housing. The 1977 Legislature went beyond the master plan for that institution and provided funds for a fifth housing unit at the Northern Nevada Correctional Center for intake purposes. The 1977 Legislature also provided funds to modernize the Maximum Security Prison (Nevada State Prison) and if federal funds become available during the present biennium the Womens Prison will be expanded from 40 to 94 capacity.

When all of the planned construction is completed, the Department of Prisons will have bedspace for 1,384 inmates.

POPULATION

The profile of the male inmate population is a youthful, aggressive individual who has had extensive juvenile problems. Many are lacking in education beyond the 10th grade and have no salable skills or positive work experience.

This population profile has made a rapid change in the last ten years from the older, sophisticated, but more stable and predictable convict. For example, during the last ten years the average age has dropped from 32 to 24 years.

The population growth of the Nevada State Prison has been from the beginning of the system rather steady and predictable based on the population of the State. The most interesting period of time was from 1967 through 1972 when the inmate population did not change although the State population was showing a rapid increase. Planners for the Prison system during that period were caught up in complacency due to the stability of the population and failed to plan for the inevitable population increase in future years.

Since 1972 the population has began to increase and accelerate from a growth of 50 a year to a projected growth of 240 in the next few years. All factors have not been analyzed to explain this growth, however, federal funds available to improve apprehension and conviction of adult felons has certainly had a large impact on the Prison system. (See exhibit E)

FACILITIES OVERVIEW

On July 1, 1977 the Department of Prisons has:

A maximum security prison rated at 300 capacity housing 455 inmates.

A medium security prison with an optimum capacity of 450 housing 540 inmates;

A womens prison with an optimum capacity of 40, housing 60 inmates in that facility and overflowing into outside cottages;

A medium security prison for 350 inmates under construction in southern Nevada; and

A pre-release center in Las Vegas housing 30 clients.

The Department of Prisons has optimum bed space for 820 inmates and a count on this day of 1,075.

On July 1, 1980 the Department of Prisons will have, with funds provided by the 1975 and 1977 Legislature and federal funds: -

A modernized maximum security prison for 350 inmates in single room housing;

A medium security prison for 540 inmates, 180 in single rooms and 360 in dormitories;

A new medium security prison for 350 inmates in single room housing; and

An honor camp for 50 minimum security inmates.

The rated capacity at that time will be 1,384. If the population exceeds the rated capacity in 1980, some single rooms will temporarily be used for two beds, and a plan for expansion presented to the 1979 Legislature.

OFFICE OF THE DIRECTOR

The Department of Prisons is headed by a Director who has a Director's Board a Business Manager and the Superintendents of the individual institutions. It is the responsibility of the Director and his Board to develop policy, goals and objectives, and do planning for the Department of Prisons.

Specific planning is done by staff in the Director's Office in the general areas of maintenance, food services, medical services, and inmate programming.

Other central services provided from the central office include budgeting and accounting, personnel services, a mediator who handles grievance and communication problems between staff and inmates, inmate accounts, transportation of inmates, and an equal opportunity specialist to implement the affirmative action program and staff training for pre-service and in-service training. All of the above described functions operate at the central office and under the direction of the Director and Business Manager as a service to the institutional staff and inmates. (see exhibit B)

The administration facility which houses the above staff is located near the Northern Nevada Correctional Center, but is a facility separate from any of the specific institutions. It is a modern office building with office space for the described staff and a central area for a clerical and accounting pool.

NORTHERN NEVADA CORRECTIONAL CENTER

I. DESCRIPTION OF THE PHYSICAL PLANT

The Northern Nevada Correctional Center was initially constructed in 1964. Since then there have been several additions to the facility and what are anticipated as the final phases of construction - a fifth housing unit, an addition to the gymnasium to house a chapel, music practice rooms, a weight lifting room, and construction of a new boiler room - will begin soon.

The institution now has four inmate housing units. Three of the housing units are dormitory-type facilities; one is a single cell unit. (The fifth housing unit will also be a single cell unit.) Additionally, a gymnasium and an adjacent athletic field, a visiting building, two administration buildings, a hospital, a food service building, a laundry and boiler room, an automotive repair shop, a school building, the central yard office, a blood plasma-pheresis building, three vocational training buildings, and four guard towers are located within the double fenced perimeter of the institution.

Outside the perimeter are the administrative offices of the Department of Prisons, the central warehouse and the prison farm and dairy. Additionally, preparations are being made for the temporary location of an honor camp for inmates working on forestry crews. There is also a small temporary building in the parking lot of the institution which serves as a hobbycraft sales store.

II. FUNCTION OF THE INSTITUTION

The function of the institution is to house and provide training for medium and minimum security inmates. Additionally, the institution is the initial reception center for all commitments from the Nevada Judicial District Courts.

III. ORGANIZATION

The institution is managed by a Correctional Superintendent III. The Superintendent is assisted by a Director of Institutional Programs and a Correctional Captain. The Director of Institutional Programs supervises the intake process, the inmate housing units, counseling services, the academic education program, the vocational education program, the recreation program, the the Pre-Release Program. The Correctional Captain supervises the maintenance of the overall security of the institution.

IV. OPERATIONS

The security of the institution is maintained by two twelve foot security fences around the perimeter with with razor wire in between. Four guard towers maintain twenty-four hour surveillance of the perimeter. All vehicles entering and leaving the institution are inspected. Four formal and two informal body counts are conducted daily. Inmates are supervised by staff on all work and program assignments.

Inmate behavior is governed by The Code of Penal Discipline which details unacceptable behavior and explains the consequences of it. All disciplinary procedures are conducted by the institutional disciplinary committee and their actions are reviewed by the Captain and Superintendent.

The process of classification is the primary mechanism for the management of the inmate population. After reception processing is complete, all inmates are reviewed by the Director's classification committee and initial institutional assignment, housing, program, custody, and work assignments are determined. These assignments are made on the basis of identified needs of inmates as well as institutional need. The process of classification is ongoing; each inmate's status is reviewed at least every ninety days by institutional classification committees and changes in status are made as necessary.

Inmates who are not involved in specific training programs are given work assignments to institutional jobs. Inmates work in almost all phases of the institutional operation. Many inmates work on assignments outside the perimeter of the institution. The Nevada Division of Forestry utilizes four inmate work crews in its program of forest management as well as at its nursery. The Nevada National Guard utilizes one inmate at its Armory in Carson City. The Governor's Mansion uses one inmate for general work. Now in the planning stage is a research project for the Nevada Historical Society which will also use inmate labor. The Ormsby Association for Retarded Children uses an inmate at its facility. Several inmates work at the Prison farm and dairy.

The farm and dairy is operated by five staff members and a twelve-man inmate work crew. The primary function of the operation is the dairy. The dairy herd of ninety cows provides milk for the institutions as well as the Children's Home and the State Hospital. Of the 1,100 acres on the farm, only about forty are under cultivation for alfalfa. The rest is used for grazing the 160 other cows. There are approximately forty hogs being raised at this time. Recently a few acres were seeded with potatoes as an experiment. It is anticipated that the operation of the ranch will be expanded significantly if water resources can be developed.

V. MAINTENANCE

The maintenance of the physical plant is provided by a maintenance supervisor from the central office, an institutional maintenance supervisor, three maintenance men, and an inmate work crew. The institution is given a weekly sanitation and maintenance inspection and problem areas are reported to the Superintendent.

VI. INMATE TREATMENT

The institution provides several treatment programs to the inmate population. The academic education program provides inmates with adult basic and secondary education. The program is affiliated with Carson High School and diplomas are awarded by that institution. Occasionally, post secondary education programs are provided through Western Nevada Community College and the University of Nevada.

The vocational education program provides inmates with training in six areas: auto mechanics, auto body and paint, welding, landscaping, dry cleaning and upholstery.

The auto mechanics program is designed to equip inmates with employable apprentice level skills in most phases of auto mechanics. The program is capable of training fifteen inmates at a time. The emphasis of the instruction is on short term goals which allow an inmate to realize skill acquisition within a reasonable time frame. Certificates of accomplishment are awarded in the following areas: auto mechanic apprentice, auto mechanic, service station mechanic, mechanic's helper, radiator repairman, service station attendant, vehicle safety inspector, steam cleaner, tire repairman, transmission mechanic, tune-up man, and muffler installer. Certification may be earned in one or all areas depending upon the inmate's ability and time in the program.

Certification in one area usually takes three months; certification in all areas usually takes eighteen months. The auto mechanics program performs maintenance and repairs on institutional vehicles. The program also does repairs on personnel vehicles at a rate of cost plus ten percent.

The auto body and paint program is designed to equip inmates with employable apprentice level skills in most phases of auto body repair and painting. The program has an optimum capacity of twelve inmates. Here, also, the emphasis of instruction is on short term goals. Certificates of accomplishment are awarded in the following areas: auto body repairman apprentice, auto body repairman, auto body repairman helper, painter apprentice, automobile painter, and automobile painter helper. Certification may be earned in one or all phases of the program. Certification in all areas usually

VI. INMATE TREATMENT CONT'D.

requires eighteen months depending upon an inmate's ability. The program maintains institutional vehicles at a charge of cost plus ten percent. Additionally, the program refurbishes obsolete Nevada Highway Patrol cars prior to auction which allows them to bring a higher price.

The welding program is designed to equip inmates with employable apprentice level skills in most phases of welding. The program has an optimum capacity of twelve inmates. Again, the emphasis of the program of instruction is short term. Certificates of accomplishment are awarded in the following areas: Arc welder, shielded arc welder (MIG), shielded arc welder (TIG), gas welder, flame cutter, flame cutter tracer machine, welder helper, heliarc welder, and combination welder certification may be earned in one or all areas. Certification in all areas usually takes eighteen months. As part of the instructional program, the welding students perform some institutional maintenance welding as well as some work for personnel.

The landscaping program is designed to equip inmates with employable apprentice level skills in many phases of landscaping maintenance and design. The program has an optimum capacity of twenty inmates. The program of instruction, like all others, is based on the accomplishment of short range goals. Certificates of accomplishment are awarded in the following areas: greenhouse florist, irrigation laborer, nursery laborer, nurseryman, tree pruner/trimmer, greenhouse laborer, groundskeeper/laborer, landscaper/gardener, sprayer/chemical applicator, and yardman. Additionally, inmates may be licensed by the State to apply restricted chemicals. Certification may be earned in one or all areas. Certification in all areas usually takes eighteen months. All institutional landscaping is performed by inmates in the program or graduates of the program.

The dry cleaning program is designed to equip inmates with employable skills at the apprentice level and, in some instances, at the journeyman level. The capacity of the program is six inmates. The emphasis of instruction is on short range goals, and the program can be completed in six months. Certification is awarded in the following areas: spotter, silk/wool, dry cleaner apprentice, silk finisher, hand presser, assembler/checker/inspector, dry cleaner, dry cleaner helper, combination presser, marker, and machine presser. The program does dry cleaning for inmates and staff as well as the State Children's Home, the State Hospital and the Ormsby Association for Retarded Children.

VI. INMATE TREATMENT CONT'D.

The upholstery program is designed to equip inmates with employable skills at the apprentice level in furniture and automobile upholstery. The program can accommodate eighteen inmates. Here, as in all other programs, the emphasis of instruction is short range. Certificates are awarded in the following areas: automobile upholsterer, automobile upholsterer apprentice, furniture upholsterer, furniture upholsterer apprentice, upholstery cutter, upholstery repairman, machine sewing, and upholsterer helper. Certificates for program completion are awarded by the institution through the State Board of Vocational Education. Plans are now being made to expand the function of the Vocational Program to include an industrial program. Currently one industrial program exists as part of the upholstery program and that is mattress manufacturing. Mattresses are manufactured for use in all institutions of the Department of Prisons. Additionally, the Vocational Department also operates the State Historical Marker construction and engraving program.

The recreation program of the institution is operated by a physical education and recreational specialist and a correctional officer assigned to the gymnasium. The emphasis of the recreation program is on intramural sports. Basketball and softball teams from city leagues in the community also participate with and compete against inmate teams in the institution. Plans have been made and staff are being interviewed in anticipation of expanding the recreation program. Counseling services are provided by a staff of four correctional classification counselors. One counselor is assigned to each housing unit with the exception of housing Unit III - an unstaffed honor unit - which is handled collectively by two counselors. The fourth counselor is assigned as a Pre-Release Coordinator; in that capacity he processes inmates for release on parole or expiration and coordinates those releases with the Department of Probation and Parole. Additionally, correctional officers who are assigned to the housing units perform a casework function for approximately twenty-four inmates each.

There are a number of self-help programs which operate within the institution: Jaycees, Over Forty Club, Under Forty Club, the Prison Artists Association, and Alcoholics Anonymous. The institution provides staff sponsorship for each of these organizations and their activities are supported by the institution.

VI. INMATE TREATMENT CONT'D.

Medical service is provided on a twenty-four hour basis by a physician and a nursing staff of five. Medical facilities are contained in a twenty-bed hospital.

Dental services are provided by a part time dentist. Additionally, the dentist operates a small dental laboratory. He performs laboratory work as well as training inmates in dental procedures and the production of dental prosthetic devices.

Psychiatric and psychological counseling are provided by a part-time psychiatrist, a part time psychologist, and a part time psychometrist.

The institutional food service program operates under the general direction of the Food Service Manager in the central administration offices. Daily operation of the food service facility is directed by a Food Manager and a Correctional Sergeant. The Food Manager also services as a supervising cook for the inmate cooks.

Laundry, clothing exchange, and dry cleaning services are provided on a daily basis to the inmate population.

VII. INMATE SERVICES

The inmate population has unlimited access to a general reference and reading library as well as a law library.

The inmate population also has access to a canteen and a store where they can purchase items not provided by the State.

Visiting is allowed on a seven day per week basis between the hours of 9:00 a.m. and 4:00 p.m. and inmates are encouraged to maintain positive family relationships. Inmates and visitors may have lunch together in the visiting area and lunches may be purchased through the inmate store.

Inmates are encouraged to correspond freely with relatives and friends through the mail. Indigent inmates are provided with two stamped envelopes per week.

The inmate population also has access to two pay telephones. One telephone is reserved for long distance calls and the other telephone may be used for local calls.

A barbershop staffed by inmate barbers is available to the inmate population on a six day per week basis.

VII. PROBLEM AREAS

The most significant problem faced by the Northern Nevada Correctional Center has been the substantial increase in population. The three dormitory housing units were designed for a maximum capacity of 144 men. The institution has had to increase the capacity by converting hobbycraft and day rooms into small dormitories and currently the capacity of the housing units has been expanded from 144 to 169. It is anticipated that some of the population problem will be relieved with the opening of the Southern Nevada Correctional Center in January, 1978. The population increase has also placed increased demands on the program areas of the institution, the laundry and dry cleaning facilities, the food service facilities, and the recreation program, and the visiting area. There is not now enough programming or work available for the entire inmate population.

NEVADA STATE PRISON

I. DESCRIPTION OF THE PHYSICAL PLANT

The Maximum Security Prison is properly described as a traditional old prison consisting of cell block housing. Much of the construction was accomplished in the early '20's or earlier. The only modern housing area is the adjustment center which was built in the 1950's and is utilized by all institutions to house close custody segregation inmates.

Newer construction includes the culinary area, license plate factory, plamapheresis building and most recently a butler building utilized for recreation as a gymnasium and bookbindery program.

The Maximum Security Prison is constructed in the traditional manner of a square facility surrounded by stone walls with a central yard and is designed for maximum security with observation from the top of the stone walls. As an outer security a single fence is constructed to encompass maintenance and industry buildings.

Due to overcrowding the maximum security design of the institution is severely compromised and areas are over utilized for housing purposes. Many common areas once used for programs, recreation, and hobbycraft have been converted to dormitory housing inside. Outside of the main perimeter housing has been provided in dormitories in areas once used for intake and identification and a storage area which now house 40 inmates outside the institution. This overcrowding as indicated severely compromises the security of the Maximum Security Prison and puts a number of people in an area of inadequate supervision and secured only by a single fence as would normally be called minimum security.

This facility is planned for major renovation which would utilize most of the structure built since 1950; demolition of all other facilities and rebuilding of housing units, administration building, industry and training facilities.

II. FUNCTION OF THE INSTITUTION

The institution is functionally designed to handle primarily close and medium security inmates. Its function is to house all long-term lockup individuals who are considered a danger to themselves and to others.

III. FUNCTION OF THE INSTITUTION CONT'D

Its planned function is to be the center for prison industries which will provide resources for the prison system and for the State of Nevada and also allow inmates doing lengthy sentences to develop positive work ethics.

III. ORGANIZATION

The institution is headed by a Superintendent III. Staff includes a Program Administrator in charge of all training, education, work programs, and counseling services and a Captain in charge of all custodial and security supervision and programs.

IV. OPERATIONS

Security at the Maximum Security Prison is maintained through strict control of the movement of inmates. The security force and ratio of correctional officers to inmates is high in the Maximum Security Prison in order to properly supervise and handle inmate movement. Work details are directly supervised by security staff on a ratio not to exceed twelve inmates to one correctional officers.

Classification of inmates at the Maximum Security Prison is accomplished by the classification committee consisting of the Superintendent, Program Administrator, and assigned Lieutenant. Classification at the Maximum Security Prison is for the purpose of effecting housing changes, work assignments, and custody levels. The Maximum Security Prison classification committee has the option of rating custody levels from close to minimum security. At this institution the number of minimum security inmates working outside the facility is a small ratio in proportion to the total population.

Disciplinary committee action is handled by the Administrative Lieutenant, Correctional Caseworker III and one other person in a formal hearing. The disciplinary committee complies with due process as described by the Federal courts and meets at least weekly to handle the discipline of inmates who have incurred infractions of the Code of Penal Discipline.

Work programs are utilized as a management tool of inmates to reduce the amount of idle time. At this time there are not nearly enough meaningful work programs to occupy the time of the 450 inmates presently housed in that institution. Work programs include utility details, general housekeeping jobs in the culinary and in the housing areas, industry assignments such as the license plate factory and the bookbindery, and other miscellaneous clerical positions and work assignments.

V. MAINTENANCE OF FACILITIES

The facilities are managed and maintained by a maintenance department consisting of a maintenance supervisor and five staff. Since this is an extremely old facility, maintenance is very difficult. Plumbing and electrical services in this facility are extremely archaic and difficult to maintain. Since the facility is 150 over optimum population, space has been provided for housing in places that would not normally exist, and therefore, sanitation and clean-up is a constant problem. Sanitation of the institution is accomplished through utility details assigned specifically to housing and culinary areas.

VI. INMATE TREATMENT

Treatment programs at the Maximum Security Prison include an education program provided by two academic teachers and utilization of inmate aides to teach education programs from basic education for illiterates through the high school diploma and G.E.D. level. Vocational training does not exist at the Maximum Security Prison except for on the job training in maintenance and the skills which can be learned by inmates who are assigned to industries. Counseling services are provided through the Program Administrator's office by a Correctional Classification Counselor III and four counselors. Counseling services consist of individual and group counseling and specialized counseling on an irregular basis for substance abuse groups.

The recreation program is carried out by two correctional officers. An additional staff member will be hired in the near future to allow supervision and recreation by three staff. Recreation consists of basketball, and other recreation which can be done in the gymnasium facility. The recreation staff also coordinates softball, handball and other sports activities carried on outside of the gymnasium area.

There exists a number of self-help programs in concert with outside groups such as Alcoholics Anonymous and service groups such as the Jaycees.

Medical, dental, and psychiatric services consist of a part-time doctor, part-time dentist, two nurses, a part-time psychiatrist and part-time psychologist. The Maximum Security Prison houses the psychiatric cases which need constant supervision and need to be isolated from the remaining population. Medical services are considered to be adequate with existing staff and referrals to outside medical services.

VI. INMATE TREATMENT CONT'D.

Food services are provided under the direction of the Food Manager, one cook, and inmate labor. Food Services is evaluated above average considering the difficulties of having to feed from fifty to one-hundred inmates outside the culinary area.

Clothing issue and laundry services are dependent upon the services of the Northern Nevada Correctional Center. Laundry is transported regularly from the Maximum Security Prison to the laundry at the Northern Nevada Correctional Center. Adequate control of clothing will not be accomplished until such time as a laundry is provided for the Maximum Security Prison.

Hobbycraft has historically been a means for occupying the leisure time of inmates at the Maximum Security Prison. In recent times due to the population increase all available space has been taken up for the housing of inmates in dormitory areas. Therefore, facilities and space for hobbycraft is extremely limited. Hobbycraft has consisted of making jewelry, leather goods, and other specialty items.

VII. INMATE SERVICES

At the Maximum Security Prison a limited general library and a complete law library is provided under inmate services. Access to the law library is adequate for general population but not adequate for inmates who are in lock-up status.

Canteen services are provided five days a week to the inmate population for the purpose of allowing them to buy toiletries and special food items. A barbershop is provided on the yard, in the cell house, and on the outside of the facility as an inmate service.

Visiting is provided in a small visiting area. The institution can accommodate contact visits for approximately twenty inmates and provide non-contact visits for two inmates and their visitors at one time. Visiting is often times expanded to the outside of the facility for those inmates who live and work outside and are considered trustee status.

NEVADA WOMENS CORRECTIONAL CENTER

DESCRIPTION OF PHYSICAL PLANT

The Nevada Womens Correctional Center was constructed in early 1960 to hold 25 women and has had numerous additions for programming and services and one major addition to raise the capacity to 40. The institution lies just south of the Maximum Security Prison and benefits somewhat from the security of that institution through observation by towers and the availability of additional staff from that institution during times of trouble.

The womens prison has single room housing for 40 women plus isolation housing for an additional 8. There exists a large day room which is used for casual activities such as sewing, watching television and other entertainment. The most recent additions are a program wing consisting of two classrooms, hobbycraft area, and counselor offices. The latest addition to the institution was a modern dining room and remodeling of the kitchen which has a capacity for seating 48. The remainder of the institution is for security staff in a control center and office space. There exists a small visiting room near the entrance of the institution. It has a fenced rear area which is used for outside recreation and has a tennis court used for multipurpose outdoor activities.

Due to crowded conditions the institution has expanded through the utilization of cottages located one-quarter mile north between Womens Prison and Maximum Security Prison.

FUNCTION

The Nevada Womens Prison provides all of the functions for incarcerated female felons since it is the only institution so provided in the State. Its purpose is to confine and treat the female offenders sentenced by the Nevada Courts. It has also been utilized during times of low population as an institution to house out-of-state women from States lacking a womens institution.

It has the flexibility to house all women from minimum to close custody.

ORGANIZATION OF THE INSTITUTION

The Nevada Womens Correctional Center staff is directed by a Superintendent I, a Sergeant in charge of custody, a counselor, a teacher, and various correctional officers.

OPERATION OF THE INSTITUTION

Security and supervision is provided in this institution through the custodial staff supervision, by housing the inmates within a confined perimeter and security-type doors. Outside the institution is surrounded by a single fence of a minimum security supervision.

Disciplinary process is in effect at the Nevada Womens Correctional Center as it is in the mens under the same code of penal discipline. Disciplinary Committee meets at least weekly to handle violations of the penal code.

The classification process works similar to the mens institutions. Women appear before an initial classification and an intake process. Subclassification is carried out by the same committee and women are classified on a three month review for the purpose of considering assignment, custody, and housing.

Work programs as an aid to the management of inmates are provided through general housekeeping projects, work for other State agencies carried on within the institution, and outside work projects whereby minimum custody inmates are employed while incarcerated with various State agencies in the Carson City area.

MANAGEMENT OF FACILITIES

The maintenance program for the womens prison is provided by the maintenance staff from the maximum security facility. All maintenance staff are on call as needed to provide the maintenance function for the womens prison in the same manner as if it were a part of the maximum security prison.

Sanitation is carried out through work details and assignments to inmates and is checked for quality control by way of a weekly inspection. Sanitation inspection is mainly concerned with living quarters and the culinary arts area.

INMATE TREATMENT

Education programs at the womens prison are provided by a single teacher and inmate aids who teach adult basic education through GED preparation. No high school diploma courses are provided at this institution.

Vocational programs are not generally available at the womens prison except for one program in office occupations and another program in keypunch operation. These two training programs are provided for the purpose of teaching job skills in preparation for assignment to State agencies while incarcerated or upon release.

Recreation is provided to the women through the outside recreation yard and through various programs internally.

Self-help programs are available at the institution in the form of service clubs and Alcoholics Anonymous meetings which occur on a regular basis.

Hobbycraft is provided primarily through a ceramics arts program which operates continuously on an evening basis. Other hobbycraft is provided on an individual interest basis through sewing and other crafts.

Medical, dental, and psychiatric services are provided by the same staff which operate at the other institutions. There is a full time nurse available. The dentist provides dental services for the women when they are transferred to the Northern Nevada Correctional Center weekly for treatment. Psychiatric and psychological services are provided by thd part-time staff which work the two other institutions.

Food services is managed by one full time cook and various inmates who are assigned to the food services area for work experience or training.

The women prison maintains its own laundry and clothing issue program independent of the laundry of any other institution.

Counseling service is provided by a single full time counselor whose primary responsibility is to conduct individual and group counseling and to prepare documentation for parole board reports and other hearings.

Pre-Release services are available through the Southern Nevada Pre-Release Center for females who are paroled to the Las Vegas area. Pre-parole classes are provided to the women in the institution by the Department of Parole and Probation prior to release.

INMATE SERVICES

The normal inmate services in the area of visiting, correspondence, library services, canteen, beauty shop and telephone is provided as it is in the other institutions. That which is lacking at the womens prison is a complete law library. All other services are proportionally equal to that which is provided and previously described for mens institutions.

SOUTHERN NEVADA CORRECTIONAL CENTER

DESCRIPTION OF PHYSICAL PLANT.

The construction of the Southern Nevada Correctional Center was recommended by the Governor and authorized by the 1975 Legislature. Construction is now approximately 60% completed and consists of four general population housing units (each holding fifty persons in single rooms), a multi-purpose Recreational Building, a Dining Culinary Warehouse Building, a Medical Treatment Building, a Reception Close Custody Unit, an Educational and Vocational Training Building, and an Administration/Visiting Center. These facilities will be complete on January 31, 1978 and immediate occupancy is expected when possession is assumed.

FUNCTION OF THE INSTITUTION

The purpose of the Southern Nevada Correctional Center is to receive all inmates committed by the district courts from Southern Nevada and to provide programming for approximately 200 inmates who will be relatively tractable persons, relatively unsophisticated in crime, and with an average of approximately two years to serve. The Institution will require a work assignment from each inmate and will provide close inmate-staff contact.

ORGANIZATION OF INSTITUTION

The Institution will be organized fairly similar to the Northern Nevada Correctional Center with a Director of Institutional Programs being responsible for the housing units and the staff assigned to them. He will also be responsible for the programming and management of casework services of the inmates. A Correctional Captain will be responsible for all of the support services including the security of the Institution. The Superintendent will effect overall coordination. Many of the staff functions will be served by the Administrative Offices located in Carson City.

OPERATION OF INSTITUTION

The security of the Institution is based on several factors. From a physical sense the buildings form part of the first line perimeter and walls and fencing will provide the completion of the remainder of the first line perimeter. A standard security chain link fence will surround the Institution to provide a second line of security. Two observation posts (one located on each end of the Institution) will allow visual observation of the

internal Institution plus the surrounding area. A perimeter road manned by officers in a four-wheel drive vehicle will provide an additional ring of security. Perhaps the most important aspect of security and supervision, however, is the requirement that each staff will be responsible for inmates and their behavior. This will effect close staff observation of a few persons and will allow more control of their activities and behavior. Hard to manage inmates, high security risks, and other persons presenting overt problems will not be retained at this Institution but will be transferred to the complex in Carson City for determination of housing.

The disciplinary process will follow the basic Nevada State Prison procedures. Any continual disciplinary problems will be transferred to the Carson City complex for housing.

A Director's Classification Committee composed of the Director of the Nevada State Prisons, the Superintendents of the Northern Nevada Correctional Center and the Nevada State Prison and the Southern Nevada Correctional Center will decide on initial placement. Transfers from the Northern Nevada Institutions and the Southern Nevada Institution will be coordinated by this Committee also. Internally, the Superintendent's Classification Committee will be composed of the Superintendent, the Director of Programs, the Correctional Captain, the psychologist, and two other members of the staff as designated.

All inmates assigned to the Southern Nevada Correctional Center will be required to participate in at least six hours of productive work a day. Training, education, visiting, and other activities will take place at times other than when work is required. This Institution will be designed to reward people for work but also to require them to work. Privileges will be regulated by the amount and value of the work performed.

At this Institution will be a new facility in 1978, a preventive maintenance schedule will be designed prior to the opening so that we will operate on a logical and consistent basis of maintenance. Painting, repairs, and other maintenance activities will be prescheduled and routinely followed through.

Since each person has his own room and since each area will be under the direct responsibility of a staff member, sanitation to the degree not usually associated with correctional institutions will be required. A clean facility will be maintained at all times.

The educational activities will occur in two basic locations. A needs assessment will be made of all new arrivals at the Reception Center. The educational and training activities will occur in the Educational Building under the supervision of certified teachers. A high school program for those persons not having their high school diploma will be implemented as will a literacy program. College level classes will be offered through the Clark County Community College.

A complete scope of recreational activities will be implemented through use of the recreational facility and staff instructors. Attempts will be made to participate in local athletic leagues and many leisure time activities will be encouraged.

The Institution is located near Southern Nevada which has a multitude of service clubs and other self-help organizations. Through proper screening and staff supervision, a comprehensive program of inmate activities will be organized. Already numerous service clubs, churches, learning societies, and other organizations have offered to come to the Institution and their services will be utilized. A screening process will occur to ensure that only legitimate activities occur.

Hobbycraft will not be encouraged in this Institution. Persons may participate as a part of their school function; however, a store and other activities will not be allowed.

A full-time doctor, a half-time dentist, and a half-time psychologist will provide ongoing medical treatment for the inmates. The medical facility is deemed adequate for the entire Southern Clark County area, and it is anticipated that an LPN program of training for inmates will be implemented. An ambulance service to provide for the needs of the citizens in that area will also be provided.

Many innovative features for serving food have been considered and are being finalized at this time. It may be that an allowance will be given to each inmate for his work performed and he will be allowed to purchase what food he wishes. Initially, it is considered that a choice of entrees will be offered and expanded food serving times will allow less congestion and more normalcy in the food service. The persons preparing the food will be participating in a certified program through the Clark County Community College and each cook will be required to teach during a portion of his assignment.

A rather standard prison issue will be allowed with inmates required to wear blue denim pants. Freedom is allowed to purchase shirts, shoes, and other miscellaneous items that are acceptable security risks.

In addition to the traditional counselor positions (these persons will also act as unit supervisors), each inmate will be assigned to a staff member as a caseworker. They will receive close individual work, plus being able to participate in such things as therapeutic communities, transactional analysis, and other treatment modalities. Each unit will be set up using these techniques and appropriate assignment will be made. An active drug treatment therapeutic community will also be housed in one of the units.

The functions of the Southern Nevada Pre-Release Center will be incorporated into this Institution and a minimum security unit will be designated at a later time. Pre-Release activities will occur in the Las Vegas area as will release of all inmates to the Southern Nevada area.

Visiting will be limited to afternoon, some evenings, and weekends. Adequate security precautions exist so that inmates will be required to visit in areas secure if their behavior warrants it. Unlimited correspondence will be allowed using the usual Department of Prisons' procedures as a guideline.

A rather complete General and Law Library is incorporated in the Educational Building. Cooperation is expected from the Clark County Library System and the State of Nevada Library. Virtually any book or magazine except those which contain obvious security problems will be allowed.

An Inmate Canteen and Snack Bar is incorporated in the design and will be operated using a new computer system which will be installed in the Administrative Offices in Carson City. Inmates may purchase items which the State should not furnish, such as shaving cream, toothpaste, and snack foods. The snack bar will feature a fast foods service for which inmates are required to pay. It is considered this will reduce somewhat the Institutional food cost and also allow more variety in the meals.

A complete barbershop is included in the design and standard length haircuts will be required.

Four pay telephones are located near the control center. All calls will be monitored by the control officer and only those persons with acceptable behavior will be allowed to make telephone calls. Payment for these telephone calls will be made by the inmate and no reverse, collect, or incoming calls will be allowed.

It is recognized that due to population problems the Southern Nevada Correctional Center will be kept to its maximum capacity from virtually a few months after opening. It is recognized that some flexibility will have to be allowed for persons who are non-conforming and that this Institution will have to be viewed and used as a reward for good behavior. A rather intensive research component will be included as a part of this Institution and future needs will have to be determined after some experience in the actual management of the Institution has occurred.

SOUTHERN NEVADA PRE-RELEASE CENTER

I. DESCRIPTION OF PHYSICAL PLANT

The Southern Nevada Pre-Release Center is located in a converted office building located at 301 South Highland Drive. This location is between Bonanza and Charleston Street in the industrial area near downtown Las Vegas. The building itself has many advantages. It is not, nor does it look like a typical correctional facility, yet it provides motel type housing for up to thirty people in a pre-release category. It is close to many of the downtown jobs and is within walking distance of a major section where many of the residents live. It is in a border area between a black neighborhood and a white neighborhood and, therefore, the residents can blend into the community without any identification problems.

II. FUNCTION OF THE INSTITUTION

The Pre-Release Center is used for persons within the last ninety days of release and for work release use. A reorientation to the community occurs within this environment. Virtually 100% of the persons who have been processed through the institution find jobs and establish community contacts. All of the persons housed in this environment have been from Southern Nevada.

III. ORGANIZATION

Due to its relatively small size, there are only nine staff members. A Superintendent coordinates the overall institution with a center manager and a parole agent providing liaison services. The six correctional officers and a secretary made up the rest of the staffing.

IV. OPERATION

This is a minimum security environment and supervision is provided by an officer on duty 24 hours. His normal station is located at the front entrance and he supervises all persons entering and leaving. A watch log is maintained which provides location and identity of inmates and their destination.

Since this is considered a pre-release function and most inmates are aware of this, disciplinary problems have been at a minimum. The occasional intoxication or other violation of institutional rules usually results in return to the prison complex in Carson City. Minor disciplinary problems are handled by confining inmates to the center or other activities.

IV. OPERATION CONT'D.

All inmates assigned to the Pre-Release Center are classified minimum custody and participate in community activities.

All inmates are required to work. Those persons who are not working in a productive job outside the institution are required to work in the institution in maintenance roles.

V. MAINTENANCE

Most of the maintenance is performed by the owner of the building. Minor repairs and upkeep are performed by the inmates assigned.

Cleanliness has been a problem due to the transitory nature of the inmates. While it has been maintained in a clean condition, some repairs would have to be done if this were maintained on a longer basis.

VI. INMATE TREATMENT

Education and vocational programs are obviously of short term duration at the Southern Nevada Pre-Release Center. Referral is made through Vocational Rehabilitation for those whose release programs include education or training in the community. Education is not carried on at this facility but is simply a transition or placement in such programs.

Normal inmate treatment in the area of self help, recreation, medical/dental, and basic needs are provided within the community. Since this is a community based program, services are not provided internally as would occur at an institution.

Food services are provided by a catering service of the Clark County Community College. Additionally as a transition inmate are escorted as a group for some evening meals at local restaurants.

Parole and pre-release is the main function of the institution and all people go through a pre-release process and take care of basic needs such as work cards, drivers license, and other details which need to occur prior to release.

VII. INMATE SERVICES

Inmate services are provided minimally within the institution and much is done to transition inmates into the community and utilize the services of the community rather than provide all services internally.

VII. EVALUATION

The Southern Nevada Pre-Release Center was funded through LEAA funds for a two year period. It has met all of the objectives of the program and although State funds have not become available to continue this program, serious consideration should be given based on the evaluation of this program for implementing pre-release centers in all large communities in the State of Nevada.

EXHIBITS

- A. MISSION
- B. ORGANIZATION CHARTS
- C. BUDGET
- D. LEGISLATIVE REFORM
- E. INMATE DATA AND POPULATION PROJECTION
- F. CODE OF PENAL DISCIPLINE
- G. AFFIRMATIVE ACTION STATISTICS
- H. MEDIATOR'S ACTIVITIES
- I. EQUAL EMPLOYMENT OPPORTUNITY PROCEDURE
- J. INMATE FURLOUGHES
- K. LEGAL SERVICES

STATE OF NEVADA
DEPARTMENT OF PRISONS

BOARD OF PRISON COMMISSIONERS
MIKE O'CALLAGHAN, GOVERNOR
ROBERT LIST, ATTORNEY GENERAL
WM. D. SWACKHAMER, SECRETARY OF STATE



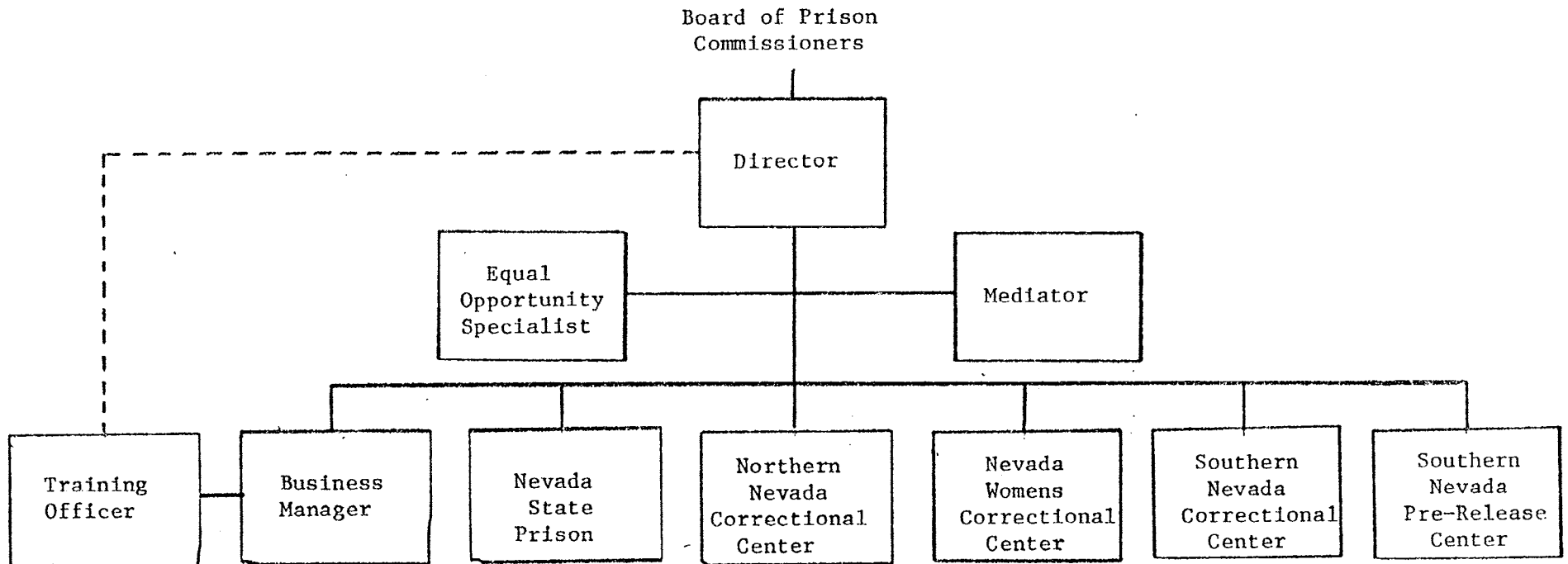
CHARLES L. WOLFF, JR.
DIRECTOR
ADMINISTRATIVE OFFICE
P.O. Box 607
CARSON CITY, NEVADA 89701
PHONE (702) 882-9202

M I S S I O N

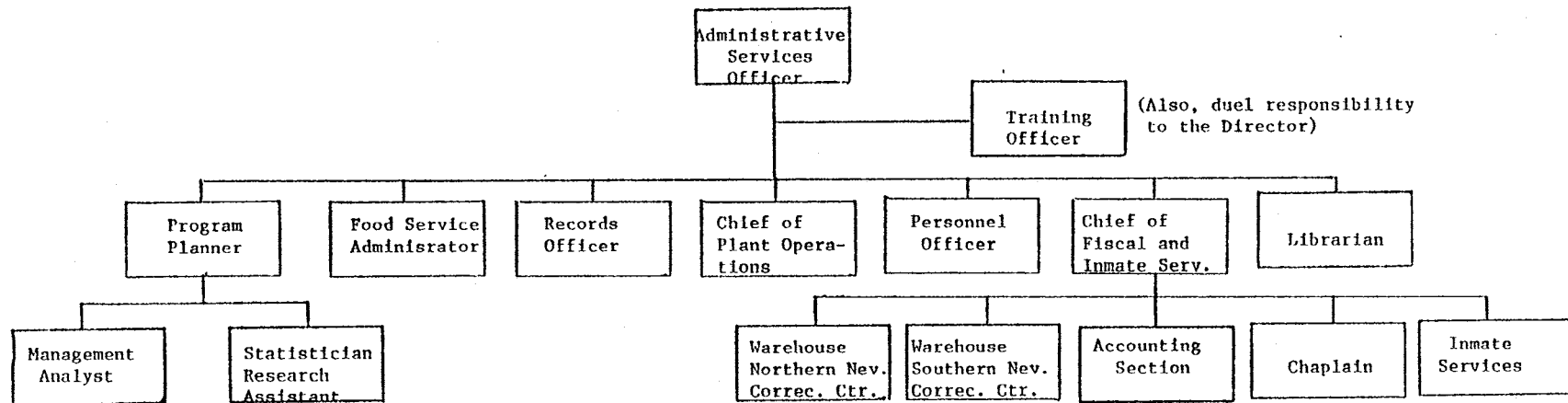
THE MISSION OF THE DEPARTMENT OF PRISONS
IS TO PROVIDE SUPERVISION OF PERSONS
ENTRUSTED TO OUR CARE, TO MEET THEIR BASIC
HUMAN NEEDS, AND TO PROVIDE MEANINGFUL
PROGRAMS THAT WILL INSTILL VALUES ESSENTIAL
IN THE DEVELOPMENT OF POSITIVE CHANGE IN
ATTITUDE AND BEHAVIOR.

January 4, 1977

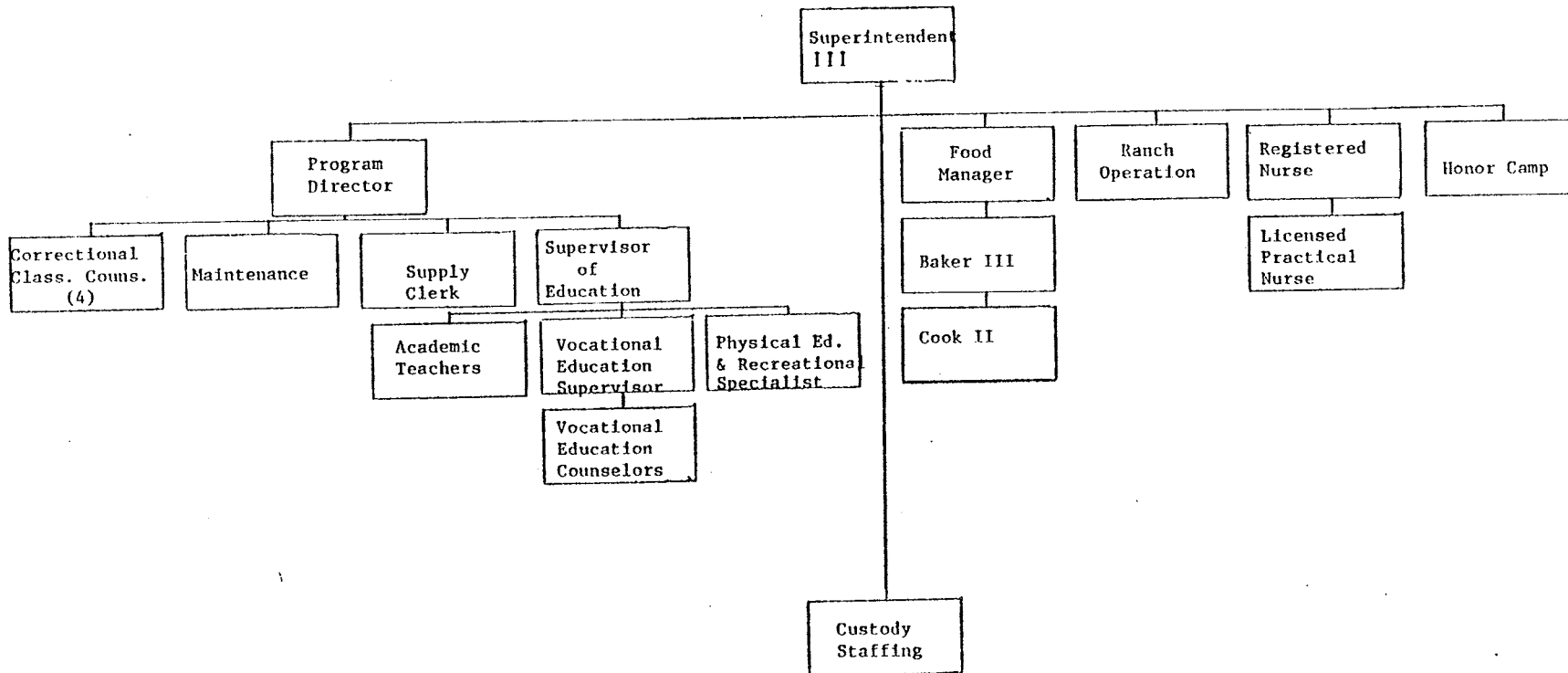
DEPARTMENT OF PRISONS
ORGANIZATION CHART
JULY 1, 1977



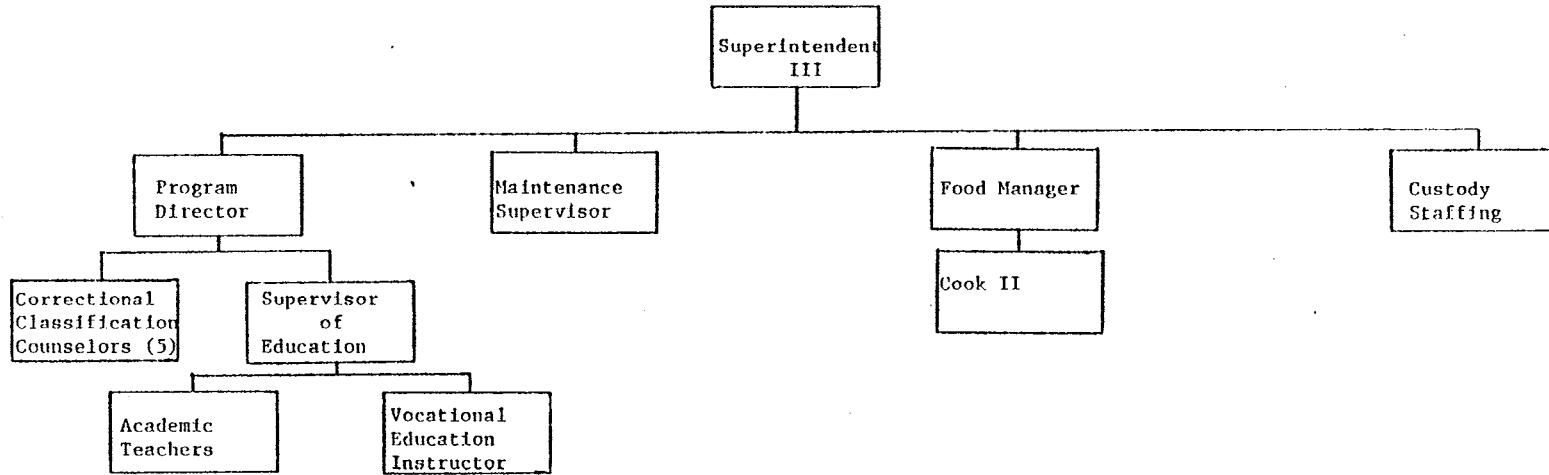
Department of Prisons
Administrative Services
Division



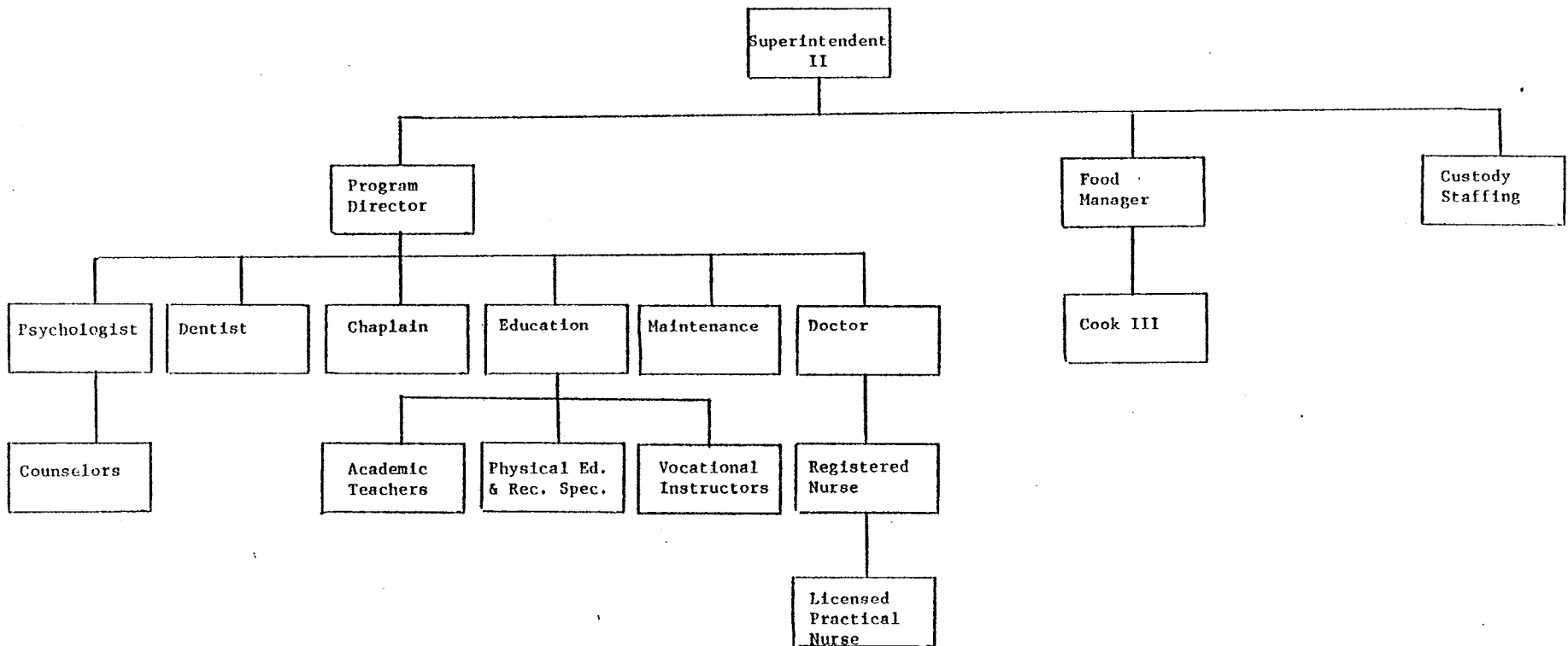
Department of Prisons
Northern Nevada Correctional Center
Organization Chart
July 1, 1977



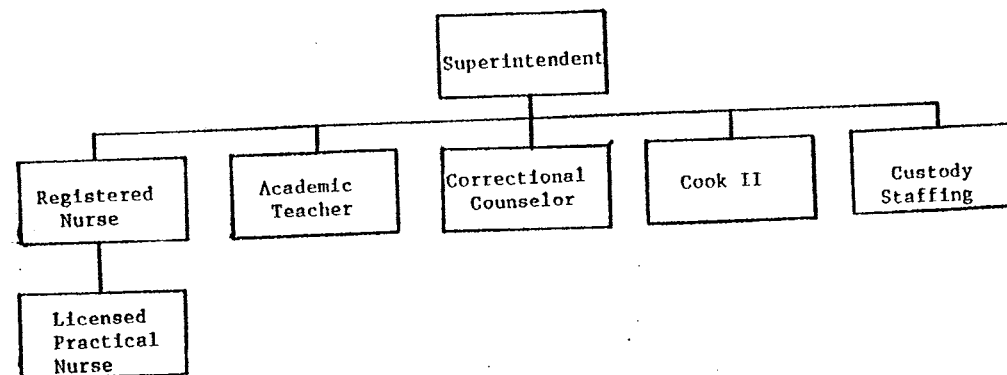
Department of Prisons
Nevada State Prisons
Organization Chart
July 1, 1977



Department of Prisons
Southern Nevada Correctional Center
Organization Chart
July 1, 1977



Department of Prisons
Nevada Women's Correctional Center
Organization Chart
July 1, 1977



DEPARTMENT OF PRISONS
BUDGET COMMENTS

The Department's budget is programmed to cover the fixed costs and the variable costs of operation. The fixed costs include the expenditures necessary for operation of the Department regardless of the number of inmates. The variable costs are those expenses which directly relate to inmate population and programs.

The Department's initial population projections predicted the in-house inmate population to be 995 at July 1, 1977, 1,078 at July 1, 1978, and 1,196 at July 1, 1979. The actual in-house inmate population at July 1, 1977 was 1,074. This represents a significant increase influencing the variable costs of operation for FYE 6/30/78.

The Department has initiated cut backs in the operating levels of the institutions in recognition of this increase. A potential exists that the Department's efforts may not be sufficient to overcome the prior low population predictions which would require a request for supplemental funding for the institutions.

DEPARTMENT OF PRISONS
BUDGET ANALYSIS
FYE 6/30/78

<u>BUDGET ITEMS</u>	<u>TOTAL</u>	<u>DIRECTORS</u>	<u>NSP</u>	<u>N.N.C.C.</u>	<u>N.W.C.C.</u>	<u>S.N.C.C.</u>	<u>S.N.P.R.C.</u>	<u>HONOR CAMP</u>	<u>LEAA GRANTS</u>
Salaries	\$6,403,100	\$ 762,900	\$2,004,600	\$2,437,100	\$ 269,500	\$ 794,100	\$ 38,100	\$ 96,800	\$
Travel	16,800	15,100					1,700		
Operating	2,278,400	170,500	611,400	1,059,100	91,200	289,300	9,500	47,400	
Equipment	569,400	83,900	39,700	111,400	10,200	289,200(1)		35,000	
Outside Care	73,000	73,000							
Release Money	16,000	16,000							
OBSCIS	15,000	15,000							
Staff Training	8,700	8,700							
Education	95,700		11,300	47,000	5,000	32,400			
Law Library	22,200		3,900	3,900	900	13,500			
Recreational Program	26,400		5,100	5,100	1,500	14,700			
Grants	93,000								93,000
TOTAL BUDGET	\$9,617,700	\$1,145,100	\$2,676,000	\$3,663,600	\$ 378,300	\$1,433,200	\$ 49,300(2)	\$ 179,200	\$ 93,000

- (1) Special start up appropriation.
(2) Program phase out anticipated September, 1977.

DEPARTMENT OF PRISONS
BUDGET ANALYSIS
FYE 6/30/79

<u>BUDGET ITEMS</u>	<u>TOTAL</u>	<u>DIRECTORS</u>	<u>N.S.P.</u>	<u>N.N.C.C.</u>	<u>N.W.C.C.</u>	<u>S.N.C.C.</u>	<u>S.N.P.R.C.</u>	<u>HONOR CAMP</u>	<u>LEAA GRANTS</u>
Salaries	\$7,375,700	\$ 779,000	\$2,062,500	\$2,507,000	\$ 279,000	\$1,645,900		\$ 102,300	\$
Travel	16,000	16,000							
Operating	2,660,500	204,400	458,800	1,199,400	97,600	649,500		50,800	
Equipment	108,300		14,500	83,900	1,400			8,500	
Outside Care	102,200	102,200							
Release Money	16,300	16,300							
OBSCIS									
Staff Training	8,700	8,700							
Education	87,500		11,500	45,300	2,800	27,900			
Law Library	13,200		4,100	4,100	900	4,100			
Recreation Program	17,400		5,300	5,300	1,500	5,300			
Contingency for Growth	431,700			166,300		265,400			
Grants	93,000								93,000
TOTAL BUDGET	\$10,930,500	\$1,126,600	\$2,556,700	\$4,011,300	\$ 383,200	\$2,598,100	(1)	\$ 161,600	\$ 93,000

(1) Program discontinued during 1977.

DEPARTMENT OF PRISONS
BUDGET COMMENTS

OFFICE OF DIRECTOR

The Office of the Director requested funding for 19 new positions. The Governor recommended funding for 12 of the requested positions placing emphasis on adding a salaried psychiatrist and beefing up the business office.

All travel funding was requested for the Office of the Director. Travel is coordinated by the Director's Office to insure that each trip made optimizes the funds available.

The equipment requested included funding for a mini computer. The computer will be used to modernize the inmate trust accounting and has capabilities of providing statistical reports regarding population, inmate profile and inmate intake.

Staff training funds were requested for the Office of the Director. Training is an essential aspect of corrections. New staff receive a three week orientation course which has been coordinated by the Western Nevada Community College. The Department has a goal of having each staff member spend one week a year on refresher courses and management training.

NEVADA STATE PRISON

The staff increases for the Maximum Security Prison included a Program Director and security staffing increases.

The operating budget was based upon a net increase in population due to the opening in March, 1978 of Southern Nevada Correctional Center. This projected decrease has become very doubtful as indicated by the increase in population.

The equipment funding consisted primarily of an upgrade in the culinary to meet current needs.

The Department included funding for an inmate library and recreation programs for the first time. Prior to this budget, the Department relied on donations and inmate funds to support these type of programs.

NORTHERN NEVADA CORRECTIONAL CENTER

The staff increases for Northern Nevada Correctional Center included a carpenter, five nurses, security staffing and two recreation specialists. The nurses were in response to several reviews by outside medical groups. The Department was using unauthorized personnel to dispense controlled substances within the institution. The addition of the nurses brings the Department within Federal and State regulations for dispensing these substances.

The equipment requested included a tractor with a backhoe for use by the maintenance and farming operations, transportation vehicles and culinary equipment. The institution is 13 years old and is beginning to show signs of age. The equipment is necessary to meet current maintenance for the facility.

The Department included funding for inmate programs similar to the explanation under the Nevada State Prison comments.

NEVADA WOMENS CORRECTIONAL CENTER

The staff increases for Nevada Womens Correctional Center included three nurses, a teacher and security staffing. The nurses will be assigned to cover both the maximum prison and the womens facility. The teacher will provide for an educational program to be established at the institution.

The Department included funding for inmate programs similar to the explanation under the Nevada State Prison comments.

SOUTHERN NEVADA CORRECTIONAL CENTER

This institution was programmed to be operational approximately March 1, 1978. The current construction schedule may permit occupancy by January 3, 1978. The budget requested for Southern Nevada Correctional Center was based upon the experiences at Northern Nevada Correctional Center. Many of the variable factors of operation are unknown due to the remote location and the climate differences.

SOUTHERN NEVADA PRE-RELEASE CENTER

This program received two year funding from LEAA which expires September, 1977. An extension of the grant has been received which should help the population overcrowding.

SOUTHERN NEVADA PRE-RELEASE CENTER CONT'D.

The Department did not request State funding for the program due to the excessive cost per participant experienced prior to September, 1976. Since that date, the cost per participant has decreased to the point that State funding of a similar program during the next biennium is being considered.

HONOR CAMP

This new program was added to the Department by the Legislature. The initial camp will be located on the farm located adjacent to Northern Nevada Correctional Center. The camp is expected to be operational by September, 1977 thus providing an additional 50 beds to assist in relieving the overcrowded conditions of Northern Nevada Correctional Center.

DEPARTMENT OF PRISONS
COST AND STAFFING ANALYSIS

For the purposes of cost analysis, the expenditure of the office of the Director have been allocated as follows:

	<u>FYE 6/30/78</u>	<u>FYE 6/30/79</u>
NSP	30%	30%
NNCC	30%	30%
NWCC	5%	5%
SNCC	28%	30%
SNPRC	2%	-0-
HONOR CAMP	5%	5%

The inmate populations projection used to determine the average inmate population is based upon the net increase for FYE 6/30/77 added each year of the biennium. This revised projection is used for the purpose of this schedule only. The in-house average populations are:

	<u>FYE 6/30/78</u>	<u>FYE 6/30/79</u>
NSP	450	450
NNCC	545	571
NWCC	60	60
SNCC	75	230
SNPRC	5	-0-
HONOR CAMP	<u>30</u>	<u>45</u>
AVERAGE POPULATION	1,165	1,356

The average costs per inmate using the proceeding data are:

	<u>FYE 6/30/78</u>	<u>FYE 6/30/79</u>
Overall Aver.	\$ 8,256	\$ 8,061
NSP	6,772	6,495
NNCC	7,403	7,666
NWCC	7,320	7,403
SNCC	(1) 4,622	(4) 12,887
SNPRC	(2) 14,812	-0-
HONOR CAMP	(3) 8,036	4,946

- (1) Based upon 4 month operating experience.
- (2) Based upon 2 month operating experience.
- (3) Distorted by \$35,000 in equipment purchases which are start-up costs.
- (4) Higher average attributed to the increased overhead required by the distance from the central services.

DEPARTMENT OF PRISONS
POPULATION DATA
GROWTH TRENDS

The Department has used linear progression as the basis for population projections. This method was reasonably satisfactory until 1972. Since that time, the increases have significantly exceeded the history linear progression projections. This is evidenced by the graph titled Population Data, annual average population, 1945 to date. An exhaustive analysis for the change in historic pattern since 1972 should be considered. Many factors are believed to be influencing the deviation. Some of the factors are:

1. Increased capacity of the judicial branch of government.
2. Increased capacity of law enforcement techniques as a result of LEAA funding.
3. Reversal of public mood towards lenient sentencing with a positive reaction from the bench.

The Department is unable to provide supportive data to properly project the duration of these increases. This problem is national in scope with most predictions indicating the trend to continue until at least 1985.

DEPARTMENT OF PRISONS
LEGISLATIVE REFORM

The Department requested substantial changes in its statutory authority from the 1977 Legislature. Many of the statutory mandates regarding corrections in Nevada had become dated and obsolete. Certain sections referred to procedures adopted in the original creation of the Nevada State Prison. The growth of the Prisons throughout its existence had not been systematically recognized in statutory direction. The legislation presented and adopted created a Department of Prisons and made the statutory direction of the Department recognize the four basic correctional tenents:

1. The State has a basic obligation to protect the public by providing institutional confinement, care and training of offenders;
2. Efforts to provide persons in correctional institutions with adequate educational, vocational, counseling, training, and other services so that they may be prepared for lawful community living are essential to the reduction of crime;
3. Upgrading of correctional institutions and services deserves priority consideration as a means of lowering the crime rate and of preventing offenders, particularly youths and first offenders, from establishing careers of crime; and
4. Correctional institutions and services should be diversified so as to facilitate individualized custody, care, and training.

The Department's fiscal program resulted in:

1. Separation of the institutions in order to provide cost centers for fiscal control and analysis.
2. Increased staffing to add to the institutions' security.
3. Making State funds available for increased inmates' services.
4. Substantial appropriation for capital improvements.

The separation of the institutions in order to provide cost centers for fiscal control was initiated by the Department for FYE 6/30/77. However, the method used was in internal processing not fully recognizing all facets of the operation. The biennial budget submitted for the 1977 Legislature was presented to represent the cost centers of the Department. This method of budgeting will facilitate effective fiscal control and analysis since for the first time each institution's costs will be available for the Superintendents' review.

The additional staffing provided consisted of approximately 200 positions which will increase the present staff by 67 percent and will add approximately \$4,000,000 or 47 percent increase to the operating budget. After factoring out the Southern Nevada Correctional Center staff, this represents a 20 percent increase in staff for present facilities. Staff salaries were increased 10.5 percent effective January 1, 1977 with an additional 4.5 percent to 5.5 percent due January 1, 1978. Highlights at each facility include:

1. Office of Director - Psychiatrist, Statistical Research Assistant, Transportation Officers and clerical support.
2. Nevada State Prison - Program Director and custody support.
3. Northern Nevada Correctional Center - Academic Teacher, Baker, maintenance personnel, nurses, custody support and two recreational/physical education specialists.
4. Nevada Womens Correctional Center - Academic Teacher, nurses and custody support.
5. Southern Nevada Correctional Center - The staff increases at Southern Nevada Correctional Center are too numerous to detail. Over 119 positions were authorized for the operation of this institution.
6. Northern Nevada Honor Camp - Five custody support for establishment of new program.

Inmate Service funding included:

1. State funding of inmate recreation programs formerly dependent upon donations from outside sources. This included athletics and general reference libraries.
2. State funding of the inmate law libraries.
3. 100 percent increase in the education and vocational programs.
4. \$70,000 to provide for a mini computer to facilitate the processing of inmate funds.
5. Initial reception and classification program for all new inmates with initial classification for individual program development.

DEPARTMENT OF PRISONS
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5. Initial reception and classification program for all new inmates with initial classification for individual program development.

The capital construction programs adopted are:

1. \$8,522,700 rejuvenation of the century old Nevada State Prison maximum security unit. This will provide for a 300 man maximum unit with maximum lock-up facilities for 60 additional inmates. Included in the construction are three program buildings, industrial areas, and recreational areas.
2. \$3,405,200 to expand the Southern Nevada Correctional Center medium/minimum security prison in Clark County. This will provide an additional 100 housing spaces, an educational building, vocational buildings and program buildings.
3. \$1,762,000 to expand the Northern Nevada Correctional Center medium/minimum security prison in Carson City. This will provide an additional 90 single housing units to facilitate intake and inmate profiling prior to general population release.
4. \$150,200 to increase the education and program area at the Nevada Womens' Correctional Center.

NEVADA DEPARTMENT OF PRISONS

INTAKE RELEASE DATA

1975 - 1977 BIENNIUM

POPULATION ON 7/1/75 811

A. INTAKE

	<u>1976</u>	<u>1977</u>	<u>TOTAL</u>
New from Court	405	466	871
Parole Violators	102	92	194
Interstate Compact	<u>43</u>	<u>23</u>	<u>66</u>
TOTAL	550	581	1131

B. RELEASE

Parole	336	280	616
Expiration	77	71	148
Court Order	8	6	14
Interstate Compact	44	27	71
Other	<u>7</u>	<u>11</u>	<u>18</u>
TOTAL	472	395	867

POPULATION ON 6/30/77..... 1075

NET GAIN 264

GAIN FISCAL 1976 78 (10%)

GAIN FISCAL 1977 186 (21%)

C. INTAKE DATA

	<u>1976</u>	<u>1977</u>
New from Court		
1. <u>CRIMES (GENERAL)</u>		
Property	178	200
Violence	160	166
Narcotics	49	61
Other	18	39
Total	<u>405</u>	<u>466</u>

2. CRIMES (SPECIFIC)

Robbery	72	86
Burglary	67	78
Forgery	30	40
Grand Larceny	30	31
Sales Controlled Substance	28	29
Murder 1st and 2nd	23	26
Possession Stolen Property	17	23
Possession Controlled Substance	19	33

3. COUNTY

Clark	181	236
Washoe	146	158
Carson/Douglas	25	21
Other	53	51
Total	<u>405</u>	<u>466</u>

4. PROBATION VIOLATIONS

Of new from Court, 20% had originally been granted probation on that offense. The average time on probation prior to violation was 12 months.

5. AGE AND TERMER STATUS

Of the new commitments from Court, 69% were under 30.

18% were under 21.

65% are serving prison sentences for the first time.

6. ETHNIC PROFILE

	<u>1976</u>	<u>1977</u>
Caucasian	72%	64%
Black	22%	31%
Spanish	4%	3%
American Indian	2%	2%

7. RESIDENCE

65% of new commitments were Nevada residents having lived continuously in Nevada six months or more prior to arrest.

8. EDUCATION

a) 53% of the intake population do not have high school diplomas or GED equivalencies.

b) Tested Grade Levels	<u>1976</u>	<u>1977</u>
Reading 0 - 4.9	12%	11%
5 - 8.9	20%	33%
9 - 12	68%	56%
Mathematics		
0 - 4.9	11%	15%
5 - 8.9	47%	52%
9 - 12	42%	33%
Language		
0 - 4.9	17%	16%
5 - 8.9	39%	61%
9 - 12	44%	23%

9. CONSECUTIVE SENTENCES

For the biennium, 12% (105) of the new inmates received from court had additional offenses and had sentences running consecutive to their original sentence. An additional 12% had concurrent sentences equal to or less than the original sentence.

D. RELEASE DATA

1. TIME SERVED FOR GENERAL CRIME CATEGORIES

	<u>1976</u>		<u>1977</u>	
	<u>Number</u>	<u>Time Served</u>	<u>Number</u>	<u>Time Served</u>
Property	213	21 Mos.	170	21 Mos.
Violent Crimes	138	42 Mos.	121	37 Mos.
Narcotics-Drugs	81	21 Mos.	63	23 Mos.
Other	3	33 Mos.	17	27 Mos.
Average time served for other than murder ...			1976	24 Mos.
			1977	25 Mos.

2. TIME SERVED FOR MOST FREQUENT SPECIFIC CRIMES

	<u>1976</u>		<u>1977</u>	
	<u>Number</u>	<u>Time Served</u>	<u>Number</u>	<u>Time Served</u>
Robbery	70	32 Mos.	74	30 Mos.
Burglary	79	23 Mos.	56	23 Mos.
Grand Larceny	40	23 Mos.	38	21 Mos.
Sales Cont.Substance.	35	27 Mos.	37	24 Mos.
Possession Cont.Subs.	46	18 Mos.	26	22 Mos.
Forgery	57	20 Mos.	24	21 Mos.

3. MOST FREQUENT SENTENCE - TIME SERVED

	<u>1976</u>		<u>1977</u>	
<u>Sentence</u>	<u>Number</u>	<u>Time Served</u>	<u>Number</u>	<u>Time Served</u>
5 Years	85	23 Mos.	69	23 Mos.
6 Years	79	25 Mos.	68	25 Mos.
10 Years	57	37 Mos.	50	40 Mos.

4. DESTINATION

Of those released by all means:

In 1976:

30% Went out-of-state
 16% Unknown Destination
 54% In-state to:
 Washoe..... 26%
 Clark..... 19%
 Carson/Douglas. 6%
 Other..... 3%

In 1977:

34% Went out-of-state
 12% Unknown Destination
 54% In-state to:
 Washoe..... 24%
 Clark..... 18%
 Carson/Douglas.... 8%
 Other..... 4%

ANALYSIS

The purpose for collecting intake and release date are to determine if programs and staff assignments are appropriate for the inmate population and to do trend analysis on population growth and profile.

INMATE PROFILE AND PROGRAMS

In the 1976-1977 Biennium, 872 inmates were received as "new from court". This intake is a sample equal to 81% of the existing population. At intake 28% had no significant work experience and 37% possess no saleable skill. Therefore, supervised work experience and training for 35% of the population is a reasonable goal for the Department. Training positions presently exist for at least 120 inmates and implementation of Culinary Arts at all institutions should provide enough additional training for the needs of the population. Industries, maintenance, sanitation, forestry, ranch, landscaping, and supervised utility work details provide sufficient work experience.

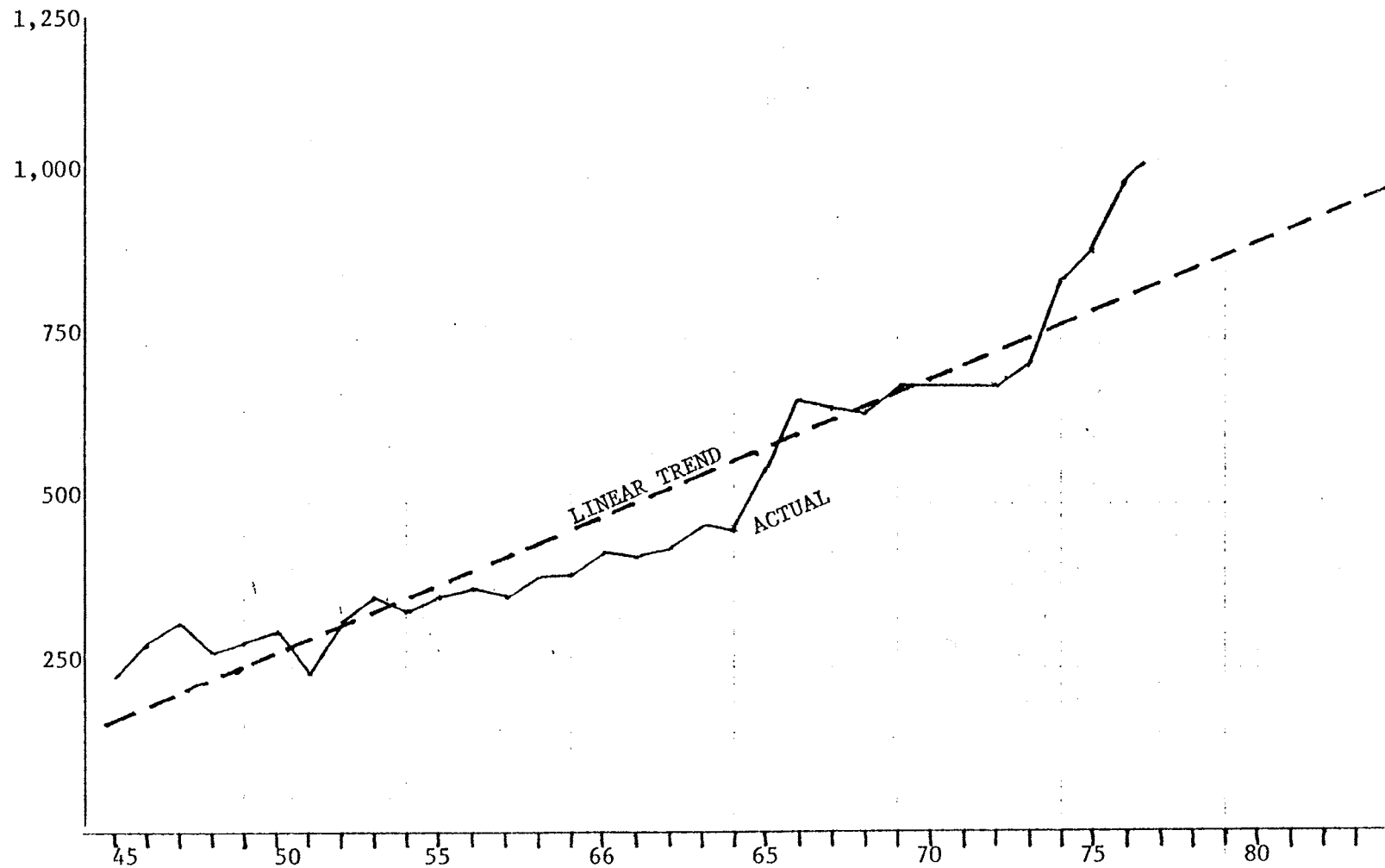
53% of the population have less than a high school diploma or GED equivalency. Staff assigned to provide high school diploma and GED preparation classes is adequate to serve the population. One instructor assigned to basic education below the 5th grade level is inadequate since 16% have one or more deficiencies in reading, mathematics, or language at that level.

POPULATION - TIME SERVED TRENDS

In the 1975-1977 Biennium there was a 33% population increase during a time when parole rates were high. 616 inmates were granted parole while 194 were returned as parole violators. Time served for other than murder has lowered to 25 months but appears to level off at that point and may go higher. Time served is significantly impacted by consecutive sentences. Equal consecutive sentences for crimes such as robbery, and the use of a weapon in the commission of the crime doubles the sentence but more than doubles the time served. In this biennium 12% had consecutive sentences.

In 1976 the population was projected to 1100 by 1980. That figure was nearly reached in 1977. The increase in intake population and the slowing rate of release will crowd the institution to the limit even with a projected bed space of 1400 in 1980.

DEPARTMENT OF PRISONS
POPULATION DATA
ANNUAL AVERAGE POPULATION
1945 TO DATE

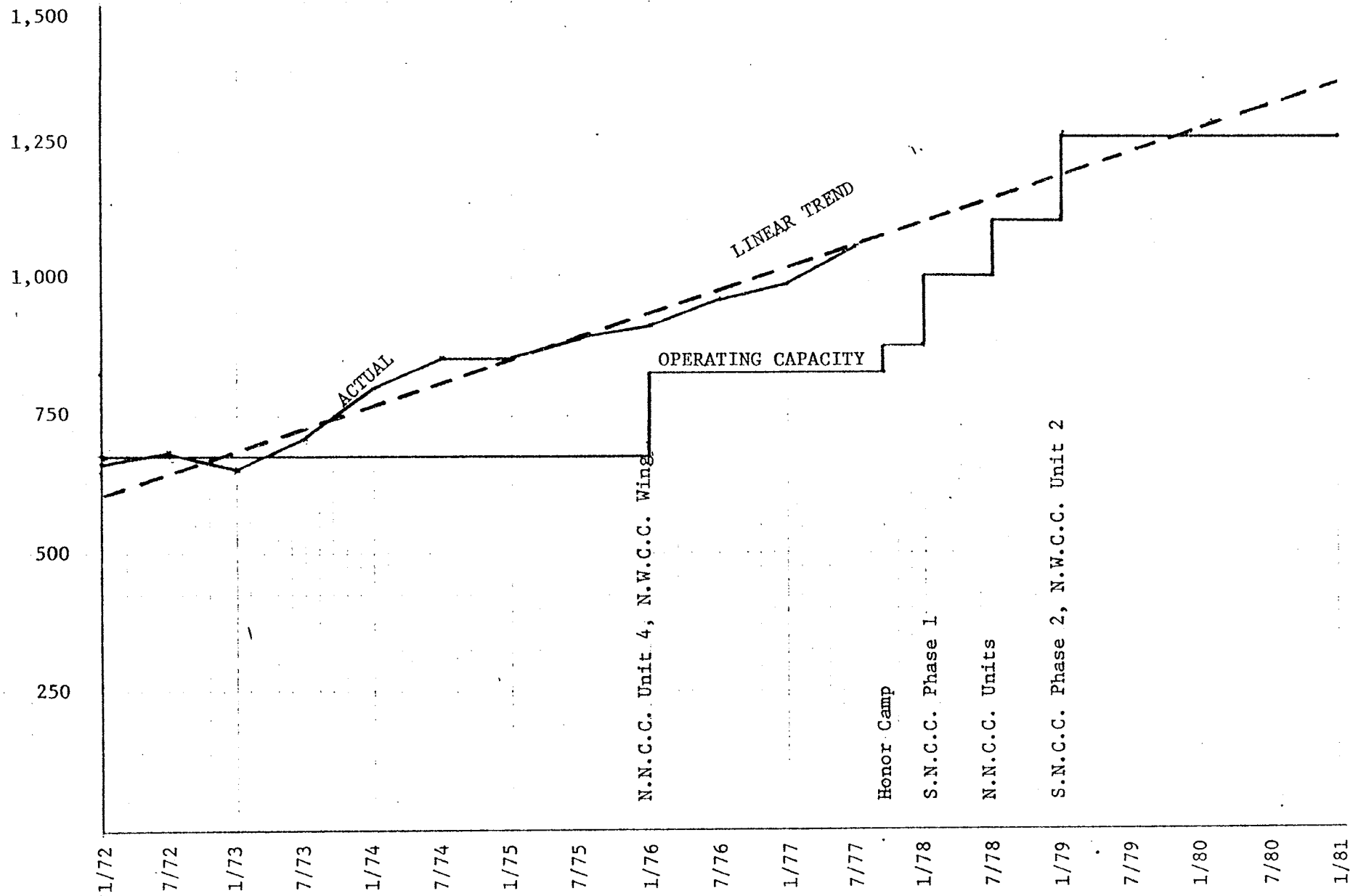


DEPARTMENT OF PRISONS
POPULATION DATA
POPULATION COMPARED TO CAPACITY

The Department has received in excess of 14 million dollars for capital expansion. This is in addition to having had the Northern Nevada Correctional Center and the Nevada Womens Correctional Center facilities increased during 1975 and the construction of the new Southern Nevada Correctional Center facility expected to open in early 1978. The substantial increases in physical plant capacity have given the impression that the Department will have adequate space for inmates for years to come. In fact, the Department's operating capacity will equal the population beginning January, 1979 with the population exceeding the capacity by December of the same year. This is evidenced by the graph entitled Population Data, Population Compared to Facility Capacity, 1972 to 1981.

The term "operating capacity" is defined as the optimum programmable population for a facility. The Department has exceeded this level since early 1973. The ability to exceed operating capacity is purchased at the high price of compromised security and inmate idleness. This directly relates to many of the problems facing the Department.

DEPARTMENT OF PRISONS
POPULATION DATA
POPULATION COMPARED TO FACILITY CAPACITY
1972 TO 1981



1976 INCARCERATION RATES

Inmates per 100,000 Resident Population
State Ranking from Highest Level of
Incarceration to Lowest Level *

- 1 District of Columbia
- 2 North Carolina
- 3 South Carolina
- 4 Georgia
- 5 Florida
- 6 Maryland
- 7 Texas
- 8 Alaska
- 9 Nevada
- 10 Oklahoma
- 11 Delaware
- 12 Michigan
- 13 Virginia
- 14 Arizona
- 15 Alabama
- 16 Tennessee
- 17 Louisiana
- 18 Arkansas
- 19 Ohio
- 20 Oregon
- 21 New Mexico
- 22 Kentucky
- 23 Mississippi
- 24 Missouri
- 25 California
- 26 New York
- 27 Washington
- 28 Nebraska
- 29 Indiana
- 30 Colorado
- 31 Kansas
- 32 Illinois
- 33 Vermont
- 34 Connecticut
- 35 New Jersey
- 36 Idaho
- 37 Wisconsin
- 38 South Dakota
- 39 West Virginia
- 40 Iowa
- 41 Utah
- 42 Pennsylvania
- 43 Rhode Island
- 44 Montana
- 45 Maine
- 46 Hawaii
- 47 Massachusetts
- 48 Minnesota
- 49 North Dakota
- 50 New Hampshire

1976 COMMITMENT RATES

Commitments per 100,000 Resident Population
State Ranking from Highest Level of
Commitment to Lowest Level **

- 1 District of Columbia
- 2 North Carolina
- 3 Delaware
- 4 South Carolina
- 5 Georgia
- 6 Maryland
- 7 Vermont
- 8 New Mexico
- 9 Florida
- 10 Arkansas
- 11 Oklahoma
- 12 Nevada
- 13 Virginia
- 14 Kentucky
- 15 Texas
- 16 Kansas
- 17 Hawaii
- 18 Indiana
- 19 Oregon
- 20 Tennessee
- 21 Idaho
- 22 Maine
- 23 Michigan
- 24 Arizona
- 25 Ohio
- 26 California
- 27 South Dakota
- 28 Colorado
- 29 Illinois
- 30 Montana
- 31 Mississippi
- 32 Rhode Island
- 33 Missouri
- 34 New Jersey
- 35 Nebraska
- 36 West Virginia
- 37 Louisiana
- 38 North Dakota
- 39 New York
- 40 Washington
- 41 Pennsylvania
- 42 Wisconsin
- 43 Iowa
- 44 Alabama
- 45 Utah
- 46 Massachusetts
- 47 Minnesota
- 48 New Hampshire

* Information on average daily population for Wyoming was not available.

** Information on commitments was not available from Alaska, Connecticut, or Wyoming.

Note: See foot notes on accompanying chart for supporting information.

United States Incarceration and Commitment Rates

DATA SUMMARY	1974	1975	1976
Total Number of Commitments to State Correctional Facilities	132,463	149,069	156,965
Median Commitment Rate	57.12	69.58	71.67
Total Average Daily Adult Population of State Correctional Facilities	192,478	216,498	236,567
Median Incarceration Rate	75.04	83.72	94.85

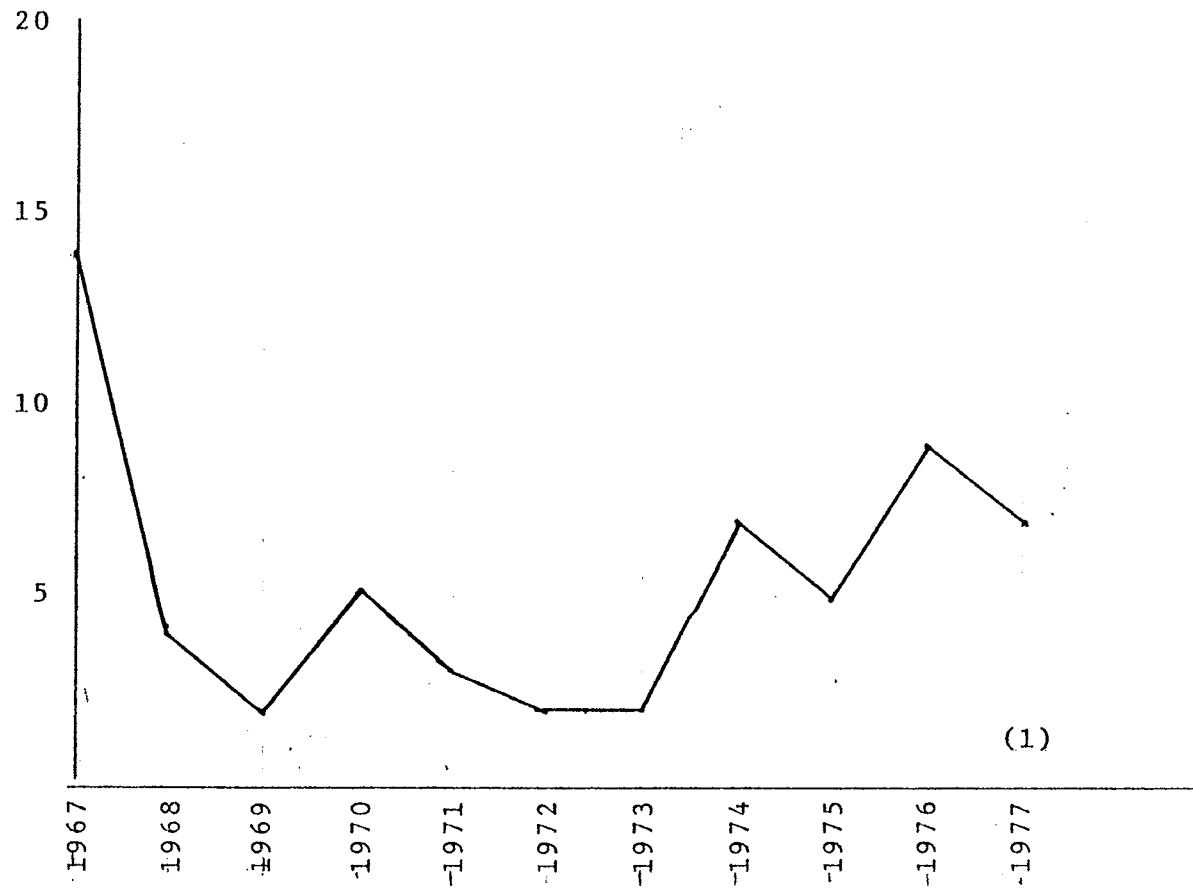
Clearinghouse Transfer is a periodical publication of the National Clearinghouse for Criminal Justice Planning and Architecture, Architecture Department, University of Illinois. Funding support is provided by the Law Enforcement Assistance Administration under contractual agreement with the University of Illinois, Urbana, Illinois.

Issued June, 1977

DEPARTMENT OF PRISONS
ESCAPE DATA
PERIOD 1967 THROUGH 1977

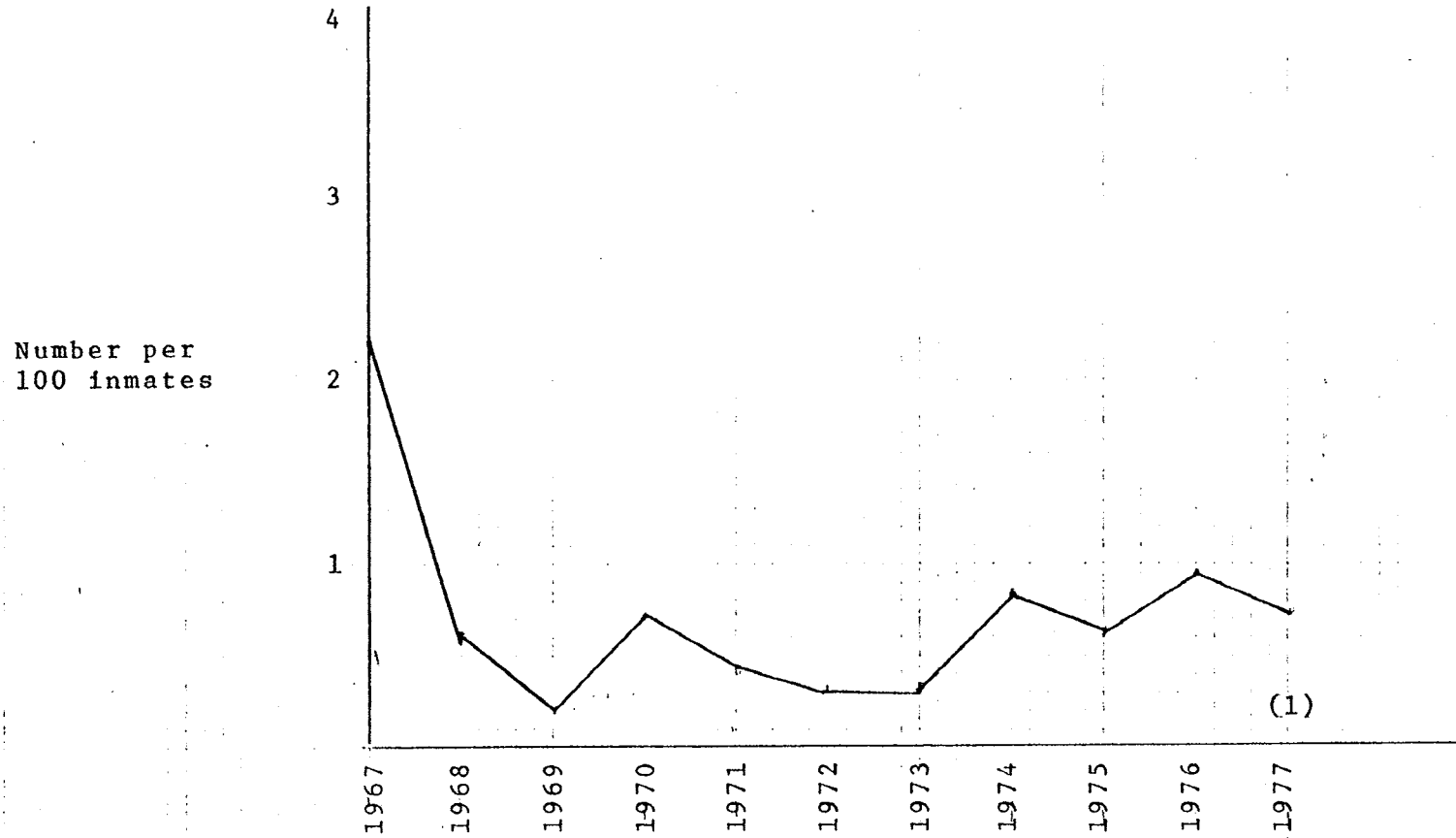
Prison escapes receive considerable press exposure when they occur. Most escapees are apprehended within a short period of time after leaving the institutions. Nevada's escape ratio per 100 inmates for the last ten years is less than one. This is considered a low ratio and while not desirable, it is at least acceptable to the Department.

State of Nevada
Department of Prisons
Number of Escapes Per Year
Period 1967 to Date



(1) Data through 7/21/77.

State of Nevada
Department of Prisons
Ten Year Comparison of Escape Rate Per 100 Inmates



(1) Data through 7/21/77.

NEVADA STATE PRISONS

CODE OF PENAL DISCIPLINE



Effective Date January 17, 1977

(b) Has demonstrated, in the opinion of the Captain, Superintendent, or Warden, sufficient intelligence, language skill, and responsibility so that his/her appearance may be helpful to the inmate and to the proceedings.

2. "Authorized property" includes the following:

(a) State-issue property in the quantity issued;

(b) Personal property of kind and quantity listed on the current posted "authorized property list" in each institution;

(c) Personal property specifically approved by the Captain/Superintendent on a case-by-case basis;

(d) Any item available for sale in the inmate store or canteen.

3. "Unauthorized property" includes all other items of property.

4. "Contraband" includes the following items of unauthorized property:

(a) Currency, coin or negotiable instruments in an amount in excess of that approved in each institution;

(b) Narcotics, hallucinogenics, other illegal or invalidly possessed drugs or medicines, or any materials suitable for the manufacture of such items;

(c) Alcoholic beverages or materials suitable for the manufacture of alcoholic beverages;

(d) Weapons, ammunition, explosives, poisons, incendiary devices or any materials suitable for the manufacture of these or other dangerous instruments;

(e) Lock picks and any cutting or grinding tools not specifically approved for possession by an individual inmate;

(f) Descriptions, diagrams or plans, either for the manufacture of contraband or for the furtherance of criminal activity;

(g) Obscene materials or pornography, which shall include all graphic portrayals in picture, print or written work describing behavior or activities which appeal or are designed to appeal to prurient, abnormal or perverse interest in sex;

(h) Materials incompatible with security, which shall include any communication in some lasting form which presents a clear and present danger of inciting inmates to acts of violence, riots, demonstrations, or any other act threatening the safety of any individual or group confined in the institution.

4. "Monetary restitution" shall mean repayment by an inmate to another party or to the institution in an amount equal to the replacement value of property lost or damaged or expense suffered as a result of an inmate's intentional or negligent act. The process of determining value and of setting up a satisfactory payment schedule will be carried out through the Business Manager according to pertinent procedures.

5. "Forfeiture" shall mean permanent loss to the inmate of property involved. Any item seized shall remain in the custody of the institution until its use as evidence is exhausted.

Contraband, except for currency, coin or negotiable instruments, shall then be destroyed or otherwise disposed of as the Captain, Superintendent,

or Warden directs. Any other item seized, and cash or negotiable instruments, shall become the property of the Prisoners Store Fund. Saleable items of property shall be disposed of outside the institution as the Superintendent or Warden directs, with the advice of the inmate committee governing the fund. All proceeds from the sale of seized articles shall be credited to the fund.

MINOR VIOLATIONS

1. The following described conduct shall be deemed a minor violation of the Code:

100. Possession of an authorized item of inmate property which has has a retail replacement value of \$5 or more without registering such item on the inmate property card.
101. Purchasing, selling or trading, giving or receiving any authorized item of personal property which has a retail replacement value of \$5 or more without registering the change of ownership.
102. Unauthorized possession of currency, coin or negotiable instruments in an amount less than \$5.
103. Participating in any gambling game or betting pool.
104. Issuing a money transfer within the institution, knowing it is not covered with sufficient funds.
105. Hoarding or any other misuse of prescribed medication.
106. Possession of unauthorized items.
107. Cutting line.
108. Possession of another inmate's canteen card.
109. Presence in an unauthorized area.
110. Roughhouse, horseplay or "gunslinging."
111. Failure to maintain an adequate standard of personal hygiene or sanitary conditions in assigned spaces.
112. Failure to report for work or other assignment at the proper time.
113. Tattooing oneself, another person, or being tattooed.
114. Self mutilation.
115. An attempt or a conspiracy to commit a minor violation.

2. The following punishments, either singly or in any combination, are authorized for minor violations:

- (a) Reprimand.
- (b) Extra work assignment not exceeding ten (10) hours, to be performed during leisure time. This punishment may be suspended for a period of probation not exceeding thirty (30) days.
- (c) Loss of any athletic, recreation or entertainment privilege for a period not exceeding ten (10) days. This punishment may be suspended for a period of probation not exceeding thirty (30) days.
- (d) Monetary restitution.

(e) Forfeiture of unauthorized items of property.

(f) Deprivation for a period not exceeding thirty (30) days of any item of authorized inmate property which has not been registered properly or has been the subject of an unauthorized transfer between inmates. At the end of thirty (30) days, such property shall be restored to the party deemed to be the rightful owner.

GENERAL VIOLATIONS

1. The following described conduct shall be deemed a general violation of the Code:

200. Willful disobedience of a direct order from any staff member.
201. Larceny of any property with a replacement value of less than \$10.
202. Knowingly giving false information to any staff member relating to an incident or falsely implicating another inmate in an incident.
203. Organizing or operating any gambling game or betting pool.
204. Intentionally destroying or damaging property of another with retail replacement value of at least \$5 but not more than \$50.
205. Fighting or challenging another to fight.
206. Abusive or insulting language or action directed toward any person.
207. Tampering with witnesses or evidence involved in any disciplinary process.
208. Intentionally interfering with or obstructing the count.
209. Failure to appear at the proper time and place for the count.
210. Manufacture, possession or use of any intoxicant or possession of materials suitable for such manufacture.
211. Possession of unauthorized currency, coin or negotiable instruments in the amount of \$5 or more but less than \$50.
212. An attempt or a conspiracy to commit a general violation.
213. The third or subsequent minor violation accumulated within any six-month period may be treated as a general violation.

2. The following punishments, either singly or in combination, except as noted below, may be imposed for a general violation:

- (a) Any punishment authorized for a minor violation.
- (b) Loss of any athletic, recreation or entertainment-related privilege for a period not to exceed thirty (30) days; this punishment may be suspended for a period of probation not to exceed sixty (60) days.
- (c) Placement in a special housing area, such as an "austerity dorm" or close custody unit for a period not exceeding thirty (30) days, or confinement in punitive segregation for not more than five (5) days; either of these punishments may be suspended for a period of probation not to exceed sixty (60) days.

(NOTE: Punitive segregation may be imposed for only one violation if more than one violation occurs during a single incident; under no circumstances shall an

inmate be confined in punitive segregation for more than fifteen (15) days in any thirty (30) day period, unless a major or general violation is committed while the inmate is confined in punitive segregation.)

(d) Change of housing within the same facility of the prison.

(NOTE: An inmate may be transferred to another institution if the violation occurred while the inmate was already housed in the most secure area of the facility.)

(e) Monetary restitution.

(f) Forfeiture of any unauthorized item of inmate property.

(g) Referral to the Board of Parole Commissioners upon approval of the Warden for a possible forfeiture of statutory time credits.

(NOTE: Any other punishment also imposed shall be reported to the Board.)

MAJOR VIOLATIONS

1. The following described conduct shall be deemed a major violation of the Code:

300. Violation of any applicable federal, state or local criminal statute or law.
301. Tampering with any locking device.
302. Intentionally destroying or damaging the property of another which has a replacement value of more than \$50.
303. Possession of contraband.
304. Rioting or inciting others to riot.
305. Organizing or encouraging a work stoppage or other disruptive demonstration or protest.
306. Extorting or coercing services, favors or property from another.
307. Charging or collecting a fee or favors for services as counsel substitute, legal assistant, or "writ writer."
308. Intentionally obstructing a search of any person or area.
309. Sexually stimulating activities between inmates, including, but not limited to, caressing, kissing or fondling.
310. Giving or offering a bribe to a staff member.
311. Intentionally setting any fire.
312. An attempt or a conspiracy to commit a major violation.
313. The third or subsequent general violation accumulated within a six (6) month period may be treated as a major violation.

2. The following punishments, either singly or in combination, except as noted below, may be imposed for a major violation:

- (a) Any punishment authorized for a minor or general violation.
- (b) Loss of any athletic, recreation, or entertainment-related privilege for a period not to exceed ninety (90) days; this punishment may be suspended for a period of probation not to exceed six (6) months.
- (c) Placement in a special housing area, such as an "austerity dorm" or a close custody unit for a period not to exceed ninety (90) days, or confinement in punitive segregation for not more than fifteen (15) days; either

of these punishments may be suspended for a period of probation not to exceed six (6) months.

(NOTE: Punitive segregation may be imposed for only one violation, if more than one violation occurs during a single incident; under no circumstances shall an inmate be confined in punitive segregation for more than fifteen (15) days in any thirty (30) day period, unless a general or major violation is committed while the inmate is in punitive segregation.)

(d) Change of housing within the facility or transfer to another institution.

(e) Monetary restitution.

(f) Referral to the Board of Parole Commissioners upon approval of the Warden for possible forfeiture of statutory time credit.

(NOTE: Any other punishment also imposed shall be reported to the Board.)

(g) Referral to the Office of the Attorney General or other appropriate agency for possible criminal prosecution.

(NOTE: Appropriate punishments listed above may also be determined by the Committee and reviewed by the Superintendent and the Warden, but shall not be executed while the criminal process is pending. If a conviction results, no penalty other than the sentence of the court may be imposed. If some other result should occur, or prosecution is declined, the opinion of the prosecutor must be obtained as to the legality of further proceedings before punishment may be imposed.)

PROCEDURES

The following procedures shall be observed before any punishment may be imposed:

1. General considerations in all cases:

(a) Any inmate involved in an incident who, in the opinion of the Watch Commander, presents a clear and present danger to himself/herself, other persons, property or the security of the institution may be transferred immediately to more secure housing.

(b) The inmate shall be returned to his/her routine housing when such a danger is passed.

(c) In no case shall an inmate be held in more secure housing prior to a hearing for more than seventy-two (72) hours without the express written approval of the Warden.

(d) Any period spent in a more secure status prior to a hearing must be described as to character and duration in any report of the incident.

(e) Any inmate accused of a violation must be notified in writing of the specific conduct charged against him/her and the possible penalties he/she faces within seventy-two (72) hours of the discovery of the violation by a member of the staff. Discovery of a violation occurs when a staff member has good reason to believe a violation took place and a specific inmate committed it.

(f) Notification shall be made by the Hearing Officer, who shall be the Watch Commander. If the Watch Commander was personally involved in discovering or investigating the violation, the Hearing Officer shall be any lieutenant or NWCC Correctional Officer III not so involved.

(g) The Hearing Officer shall confront the inmate, serve upon him/her and explain the charges, and briefly discuss his/her rights under the Code.

If the violation charged constitutes a crime (Major Violation 300), the inmate shall also be informed of his/her rights under *Miranda*.

(h) The Hearing Officer shall review the reports, discuss the incident with the inmate (if the inmate desires), and shall then determine whether to dismiss the charge, conduct summary proceedings himself/herself for a minor violation, or refer the matter for consideration by the Disciplinary Committee. If a hearing is made, the Hearing Officer shall schedule an appearance before the Committee without undue delay.

2. Proceedings for a minor violation:

(a) A summary proceedings for a minor violation may be conducted informally by the Hearing Officer at the time of the first appearance.

(b) If the violation is denied, the Hearing Officer shall give the inmate an opportunity to explain his/her version of the incident and then shall conduct such independent investigation, including interviews with witnesses, as he/she deems necessary and fair. Sound discretion must be exercised in declining or limiting interviews with witnesses requested by the inmate.

(c) Upon finding that the inmate has committed the violation—either by admission or through evidence—the Hearing Officer shall impose the least severe punishment authorized but appropriate for the violation.

(d) The findings of fact, including an outline of the evidence, and the punishment imposed shall be reduced to writing and forwarded, via the chain of command, for inclusion in the inmate's file. A copy shall be given to the inmate within one working day.

(e) The inmate may initiate an appeal to the Superintendent, through the Captain or NWCC Supervising Officer, within seven (7) days of receiving the decision. The appeal must be in writing and contain specific statements why the decision was incorrect or the punishment inappropriate.

(f) The Captain, NWCC Correctional Officer III, or Superintendent may conduct any additional investigation they deem necessary. Each, in his/her discretion, may stay execution of punishment imposed while the appeal is pending. If punishment is not stayed, the Captain or NWCC Correctional Officer III shall forward the matter to the Superintendent with his/her recommendations within one working day.

(g) The Superintendent may dismiss the charges, reduce the punishment, or approve the decision of the Hearing Officer as it stands. The inmate shall be informed of the disposition in writing. The Superintendent's decision is final.

3. Procedure for general and major violations:

(a) The Disciplinary Committee shall consider any violation referred without undue delay.

(b) The Committee may afford the inmate the opportunity to seek the assistance of a counsel-substitute if the inmate is illiterate, handicapped in speech, or if issues of concern are of such complexity that help in collecting evidence and presenting a defense appears reasonably necessary. If the violation charged could result in criminal prosecution (Major Violation 300), the inmate may retain an attorney at his/her own expense.

(c) The complaint shall be read, and the inmate shall plead to the charge. Silence shall be construed to be a plea of not guilty.

(d) If guilt is admitted, the inmate shall be allowed an opportunity to explain, and the Committee may then proceed to consider punishment. If guilt is denied, an evidentiary hearing shall be conducted.

(e) The Committee may require the attendance of any witnesses it deems necessary at the hearing, and shall require the appearance of the complaining staff member or inmate for all major violations. Witnesses requested by the inmate shall be summoned, but the Committee may, in its sound discretion, limit the number of such witnesses. The inmate may question any attending witness he/she desires, but the Committee shall limit any examination to relevant matters and enforce decorum.

(f) Signed investigative reports may be considered in evidence. The inmate may introduce any relevant evidence he/she wishes, and shall be allowed full opportunity to explain his/her side of the incident, including any comments in mitigation of punishment.

(g) Hearings for all major violations shall be tape-recorded and the tapes shall be retained for at least ninety (90) days.

(h) The Committee shall deliberate in private and determine guilt solely upon evidence received at the hearing.

(i) Upon finding the inmate has committed the violation—either by admission or upon the evidence—the Committee shall impose the least severe punishment authorized but appropriate for the violation. If a referral for prosecution is indicated, the Committee shall also impose proper punishment as if no referral is to be made, but shall stay execution of such punishment until the referral is resolved.

(j) Findings of fact, including an outline of evidence and the punishment imposed shall be reduced to writing and forwarded, via the chain of command, for inclusion in the inmate's file. A copy shall be given to the inmate within one working day.

(k) The inmate may initiate an appeal to the Warden through the Captain/NWCC Correctional Officer III, and Superintendent. An appeal must be in writing and contain specific statements why the decision was incorrect or the punishment inappropriate. An appeal from a general violation must be submitted to the Captain/NWCC Correctional Officer III within seven (7) days after receiving the decision of the Committee. An appeal from a major violation must be submitted within fourteen (14) days and the inmate may request access to the tape recording of the hearing to help him/her prepare his/her appeal. The Captain/NWCC Correctional Officer III may authorize a reasonable extension of time for an appeal from a major violation if good cause appears.

(l) Upon receipt of an appeal, the Captain/NWCC Correctional Officer III, Superintendent, or Warden may conduct such additional investigation as they deem necessary. Each in his/her discretion, may stay execution of punishment imposed while the appeal is pending. If punishment is not stayed, the Captain/NWCC Correctional Officer III and the Superintendent, in turn, shall each have one working day in which to forward the matter with recommendations.

(m) The Warden may dismiss the charges, reduce the punishment, or approve the decision of the Committee as it stands. The inmate shall be informed of the disposition in writing. The decision of the Warden is final.

GOOD-TIME CREDIT FORFEITURE GUIDELINE

1. All general or major violations which have resulted in a finding of guilt by the Disciplinary Committee may be referred to the Board of Parole Commissioners for consideration of good-time forfeiture with the specific approval of the Warden.

2. At least two weeks prior to the meeting of the Board of Parole Commissioners, the inmate for whom forfeiture is to be considered shall be served with written notice informing him/her of his/her right to appear at the hearing if he/she so desires. Such notice shall also inform the inmate that he/she may call witnesses in his/her own behalf, that he/she may cross-examine adverse witnesses, and that he/she may retain counsel to assist him/her or, if the Board consents, be represented by a counsel-substitute.

3. At the hearing before the Board, burden shall fall upon the prison staff to present evidence and testimony which reasonably proves the inmate committed the offense charged. If the act of the inmate was unintentional, or if the offense did not involve violence, there can be no forfeiture of good-time credit.

DATE: FEB. 18, 1977

CORRECTIONS IN THE NEVADA STATE PRISON
CODE OF PENAL DISCIPLINE.

1. The words "or insulting" are stricken from Section 206, page 6.
2. The following words are added to the Notes appended to Section 2(c) of General Violations page 6, and to Section 2(c) of Major Violation page 8: "If such a major or general violation occurs, the inmates shall be subjected to a psychological or psychiatric examination and no discipline in the form of additional punitive segregation shall be imposed if it is determined that the conditions of confinement were a substantial cause of the commission of the violation."

Distribution of NDP Employees by Job Category, Sex and Ethnic Background

July 6, 1977

Comparison Chart

Source of Data: NDP Personnel Dept.
Person Preparing Data: Hamina Jupiter

Professional Category:	Male			Female		
	June 30, 76.	June 30, 77.	Change	June 30, 76.	June 30, 77.	Change
<u>Administrators</u>						
Caucasian	5 (83.3%)	4 (80.0%)	-3.3%	-	-	None
Black	-	-	None	1 (16.7%)	1 (20.0%)	+3.3%
Total	5 (83.3%)	4 (80.0%)	-3.3%	1 (16.7%)	1 (20.0%)	+3.3%
<u>Professionals</u>						
Caucasian	50 (87.7%)	47 (82.5%)	-5.2%	1 (1.85%)	3 (5.3%)	+3.5%
Black	3 (5.3%)	3 (5.3%)	None	-	-	None
HISPANIC	2 (3.5%)	2 (3.5%)	None	-	-	None
Indian	1 (1.75%)	2 (3.5%)	+1.75%	-	-	None
Total	56 (98.3%)	54 (94.8%)	-3.5%	1 (1.85%)	3 (5.3%)	+3.5%
<u>Technicians</u>						
Caucasian	25 (100.0%)	17 (85.0%)	-15.0%	-	3 (15.0%)	+15.0%
Total	25 (100.0%)	17 (85.0%)	-15.0%	-	3 (15.0%)	+15.0%
<u>Ind. Craftsmen</u>						
Caucasian	12 (85.7%)	12 (85.7%)	None	-	-	None
Black	-	-	None	1 (7.15%)	1 (7.15%)	None
HISPANIC	1 (7.15%)	1 (7.15%)	None	-	-	None
Total	13 (92.85%)	13 (92.85%)	None	1 (7.15%)	1 (7.15%)	None
<u>Service Maint.</u>						
Caucasian	2 (66.7%)	2 (66.7%)	None	-	-	None
HISPANIC	1 (33.3%)	1 (33.3%)	None	-	-	None
Total	3 (100.0%)	3 (100.0%)	None	-	-	None
<u>Police/Clerical</u>						
Caucasian	3 (11.5%)	2 (8.0%)	-3.5%	20 (77.1%)	20 (80.0%)	+2.9%
Black	-	-	None	1 (3.8%)	1 (4.0%)	+0.2%
HISPANIC	-	-	None	1 (3.8%)	2 (8.0%)	+4.2%
AMERICAN INDIAN	-	-	None	1 (3.8%)	-	-3.8%
Total	3 (11.5%)	2 (8.0%)	-3.5%	23 (88.5%)	23 (92.0%)	+3.5%

Distribution of NDP Employees by Job Category, Sex and Ethnic Background

Comparison Chart

July 6, 1977

Source of Data: NDP Personnel Dept.
 Person Preparing Data: Hamina Jupiter

Professional Category:	Male			Female		
	June 30, 76	June 30, 77	Change	June 30, 76	June 30, 77	Change
<u>custody</u>						
Caucasian	143 (79.0%)	152 (78.4%)	-0.6%	22 (12.2%)	21 (10.9%)	-1.3%
Black	4 (2.2%)	5 (2.6%)	+0.4%	3 (1.7%)	2 (1.0%)	-0.7%
HISPANIC	5 (2.8%)	8 (4.1%)	+1.3%	2 (1.1%)	2 (1.0%)	-0.1%
Lat.American	1 (0.5%)	3 (1.5%)	+1.0%	1 (0.5%)	1 (0.5%)	None
Asian	-	-	None	-	-	None
Total	153 (84.5%)	168 (86.6%)	+2.1%	28 (15.5%)	26 (13.4%)	-2.1%
Total Workforce:	258 (82.7%)	261 (82.1%)	-0.6%	54 (17.3%)	57 (17.9%)	+0.6%

Workforce Status June 30, 1976			Workforce Status June 30, 1977	
Caucasian	283 (90.7%)	CHANGE: -1.7%	Caucasian	283 (89.0%)
Minorities	29 (9.3%)	CHANGE: +1.7%	Minorities	35 (11.0%)
Total Employees	312 (100.0%)		Total Employees	318 (100.0%)

NEVADA DEPARTMENT OF PRISONS

MINORITY AND FEMALE PERSONNEL COMPARISON CHART - June 30, 1976/July 1, 1977

Source of Data: Personnel Office
Person Preparing Data: Hamina Jupiter

Date: July 11, 1977

ETHNIC CATEGORY	MALE			FEMALE		
	June 30, 1976 Total pop. 312	July 1, 1977 Total pop. 318	Change	June 30, 1976 Total pop. 312	July 1, 1977 Total pop. 318	Change
BLACK	7 (2.2%)	8 (2.5%)	+0.3%	6 (1.9%)	5 (1.6%)	-0.3%
CAUCASIAN	not used	not used	-	43 (13.8%)	47 (14.8%)	+1.0%
HISPANIC	9 (2.9%)	12 (3.8%)	+0.9%	3 (1.0%)	4 (1.2%)	+0.2%
NATIVE AMERICAN	1 (0.3%)	3 (0.9%)	+0.6%	2 (0.6%)	1 (0.3%)	-0.3%
ASIAN	1 (0.3%)	- (0.6%)	+0.3%	0	0	None
TOTAL	18 (5.7%)	25 (7.8%)	+2.1%	54 (17.3%)	57 (17.9%)	+0.6%

Ethnic Status of Organizational Units (percentages) as of May, 1976

Prison Units	Total	Cauc	%	Black	%	Sp.S	%	NaA	%	Asian	%
Administration	47	44	93.6	1	2.1	2	4.3	0	0	0	0
NSP	121	109	90.1	4	3.3	4	3.3	3	2.5	1	0.8
NNCC	116	107	92.2	3	2.6	5	4.3	1	0.9	0	0
NWCC	17	12	70.6	5	29.4	0	0	0	0	0	0
SNPRC	10	9	90.0	1	10.0	0	0	0	0	0	0
Total	311	281	90.4	14	4.5	11	3.5	4	1.3	1	0.3

Non-Minority 90.4%

Minority 9.6%

Ethnic Status of Organizational Units

DATE: July 1, 1977

Source of Data: Personnel Staff Roster
Person Preparing Data: Hamina Jupiter

Person Unit	Total	Cauc	%	Black	%	HISP.	%	Nat.A	%	Asian	%
Chief of Director	33	28	84.8%	2	6.1%	2	6.1%	0	0	1	3.0%
NWCC	17	12	70.6%	4	23.5%	1	5.9%	0	0	0	0
NCC	1	1	100%	0	0	0	0	0	0	0	0
NCC	117.5	107.5	91.5%	3	8.6%	6	5.1%	1	0.8%	0	0
SP	140.5	128.5	91.5%	2	1.4%	6	4.3%	3	2.1%	1	0.7%
SNPRC	9	6	66.7%	2	22.2%	1	11.1%	0	0	0	0
Total	318	283	89.0%	13	4.1%	16	5.0%	4	1.3%	2	0.6%

Non-Minority 89%

Minority 11%

STATE OF NEVADA DEPARTMENT OF PRISONS

INMATE POPULATION COMPARISON CHART - JUNE 30, 1976/JUNE 30, 1977

ETHNIC AND SEX BREAKDOWN

Source of Data: Records Office

Person Preparing Data: Hamina Jupiter

Date: July 14, 1977

ETHNIC CATEGORY	MALE			FEMALE		
	June 30, 1976 Total pop. 987	June 30, 1977 Total pop. 1,049	Change	June 30, 1976 Total pop. 987	June 30, 1977 Total pop. 1,049	Change
BLACK	173 (17.5%)	234 (22.3%)	+ 4.8%	9 (24.3%)	28 (47.4%)	+23.1%
CAUCASIAN	722 (73.1%)	704 (67.1%)	- 6.0%	24 (64.9%)	25 (42.4%)	-22.5%
HISPANIC	37 (3.8%)	34 (3.3%)	- 0.5%	0	2 (3.4%)	+3.4%
NATIVE AMER.	16 (1.6%)	17 (1.6%)	None	4 (10.8%)	4 (6.8%)	-4.0%
ASIAN	2 (0.2%)	1 (0.1%)	-0.1%	0	0	None
TOTAL	950 (96.2%)	990 (94.4%)	-1.8%	37 (3.8%)	59 (5.6%)	+1.8%

STATE OF NEVADA DEPARTMENT OF PRISONS

INMATE POPULATION COMPARISON CHART - JUNE 30, 1976/JUNE 30, 1977

ETHNIC BREAKDOWN BY FACILITY

Source of Data: Records Office

Person Preparing Data: Hamina Jupiter

Date: July 14, 1977

ETHNIC CATEGORY	NSP			NMCC			NWCC		
	6/30/76	6/30/77	Change	6/30/76	6/30/77	Change	6/30/76	6/30/77	Change
BLACK	118 (25.3%)	81 (17.6%)	-7.7%	55 (11.4%)	153 (28.9%)	+17.5%	9 (24.3%)	28 (47.4%)	+23.1%
CAUCASIAN	311 (66.6%)	353 (76.6%)	+10.0%	411 (85.1%)	351 (66.4%)	-18.7%	24 (64.9%)	25 (42.4%)	-22.5%
HISPANIC	23 (4.9%)	18 (3.9%)	-1.0%	14 (2.9%)	16 (3.0%)	+0.1%	0 (0)	2 (3.4%)	+3.4%
NAT. AMERICAN	15 (3.2%)	9 (1.9%)	-1.3%	1 (0.2%)	8 (1.5%)	+1.3%	4 (10.8%)	4 (6.8%)	-4.0%
ASIAN	0	0	None	2 (0.4%)	1 (0.2%)	-0.2%	0	0	None
TOTAL	467 (47.3%)	461 (44.0%)	-3.3%	483 (48.9%)	529 (50.4%)	+1.1%	37 (3.8%)	59 (5.6%)	+1.8%

MAY 20 - JULY 10, 1977

- 144.

Quarterly Report
Grievance Stats for the Nevada
Dept. of Prison's:

May 20 - July 10, 1977

8. Policies and Procedures that Were Reviewed By the
Prison Mediator and Inmate Grievance Committee:

- Visiting
- Correspondence
- Medical (Distribution of Medicine)
- Culinary
- Dress Code (Mess Hall)
- Posting of Unit's Rules/Regulations
- Personal Property Loss Procedure
- Mail

9. Number of Referrals from U.S. District Court: 1

STATE OF NEVADA
DEPARTMENT OF PRISONS

CARSON CITY, NEVADA 89701

Phone: (702) 882-9202

ALL INSTITUTIONS

Procedure No. August 10, 1977

SUBJECT: PRISON MEDIATOR

1. POLICY

The Prison Mediator shall handle inmate grievances in a fair and prompt manner, giving due consideration to confidentiality and the concerns of the grievant and the person(s) who are being complained about.

2. OBJECTIVES

Objectives of the office of the Prison Mediator are as follows:

- a. Reduce tensions and the potential for prison disturbances by coordinating and monitoring a grievance mechanism that is responsive to the needs of both staff and inmates.
- b. Increase the level of communication between the various segments of groups within the criminal justice system and those in the community concerned about the quality of services in the prisons.
- c. Work jointly with staff and inmates to identify and seek solutions to problem areas of administrative methods of addressing grievances and potential points of contention.

3. PRISON MEDIATOR'S AUTHORITY

The Prison Mediator shall operate within the Nevada Prisons under the following guidelines:

- a. The Prison Mediator is administratively responsible to the Director, but shall cooperate with staff at all levels to resolve grievances and improve operational practices.
- b. The Prison Mediator shall have access to files and records required to investigate complaints or grievances accepted and make recommendations for resolution to the Director.
- c. The Prison Mediator may initiate investigation of procedures and policies and make recommendations for corrective actions based on his/her findings.
- d. The Prison Mediator shall be responsible for coordinating, monitoring and evaluating the effectiveness of the prison's grievance mechanism, and Inmate Advisory Councils.
- e. The Prison Mediator is an ex-officio member of the institutional classification and disciplinary committees and as such shall observe proceedings, methods of operation, and when necessary recommend corrective measures.

AUGUST 10, 1977

Page 2

- f. The Prison Mediator shall maintain contact with the various community organizations and professional groups or individuals to increase understanding between the prison and the community and improve the quality of services within the prisons.

4. PROCEDURE

- a. Any person confined in an institution and under the jurisdiction of the Nevada Prison system is eligible for the services of the Prison Mediator.
- b. All correspondence to the Prison Mediator shall be received unopened and uncensored and treated in the same manner as legal mail, letters to the Director or other government officials.
- c. A grievant may contact the Prison Mediator by visiting his/her office, writing a letter requesting information, or by submitting a formal grievance requesting specific action. On receipt of a grievance the Prison Mediator shall refer it to the appropriate institutional Grievance Committee for consideration and recommendation.
- d. Grievances will be investigated thoroughly in accordance with their nature and severity. At all times the grievant will be kept advised of the status of his/her grievance.
- e. Complaints received from the community, on approval by the Director, shall be investigated by the Prison Mediator.

NEVADA STATE PRISONS

/ NEVADA STATE PRISONS

DATE

PARSON CITY

/ NO. 290.00

MARCH 11, 1977

NEVADA 89701

/ SUBJECT: INTERNAL EMPLOYEE GRIEVANCE

Phone: (702) 862-9202

290.01 PURPOSE:

The Nevada State Prisons establishes this internal grievance procedure to provide a method to resolve legitimate grievances of all employees in a fair, prompt and impartial manner.

290.02 DEFINITIONS:

A. Grievance:

1. For the purpose of this procedure a grievance is an act, an omission or occurrence that can be established on factual information including, but not limited to date, time, place and names of other persons involved in the act, omission or occurrence, which the employee feels constitutes an injustice.
2. A grievance within the meaning of this procedure may relate to a complaint against a policy, an incident or condition arising out of the employer-employee relationship including, but not limited to compensation, working hours, working conditions or the interpretation of any law, rule or regulation or disagreement.

B. Grievance Counselor:

An individual elected by secret ballot of fellow employees. A person to serve as counselor in the solution of grievances as defined above.

C. Grievance Committee:

A committee comprised of the Grievance Counselors to provide a means for employees to participate in the decision making process and influence policy and personnel practices of the Prisons' administration.

D. Final Review of Grievance Counselor:

A review of a grievance presented to the Grievance Counselor. This review will include the investigation of the complaint, interviewing of witnesses and the conclusions and recommendations of the Grievance Counselor for solution of the grievance. This review must be completed within ten (10) working days after the employee has brought the matter to the attention of the Grievance Counselor.

290.03 ORGANIZATION:

A. Selection of Grievance Counselors:

1. The Superintendents and the Business Manager shall hold separate elections at each Institution and at the Administrative Section for the purpose of electing a Grievance Counselor to represent that Institution or Section.
2. Any employee may volunteer to serve as a Grievance Counselor of his/her Institution or Section or may be requested to serve by the Superintendent or the Business Manager.
3. After a review of the available candidates, the Superintendents and the Business Manager shall submit a slate of three nominees from their respective Institutions for consideration by the employees.
4. The employees of each Institution and of the Administrative Section will, by secret ballot, elect one nominee from the three submitted to serve for a period of one (1) year as a Grievance Counselor.
5. Vacancies occurring as a result of resignation, for whatever reason, will be filled by an election conducted at the Institution where the vacancy occurs in accordance with the procedure stated above.

B. Responsibilities of the Grievance Counselors:

The Grievance Counselors shall:

1. Act as intermediaries between the aggrieved employee and management and open up lines of communication to resolve the complaint brought to their attention.
2. Make necessary inquiries to resolve the grievance and seek a solution to the complaint.
3. Advise the complainant of his/her right to representation throughout the complaint process and the procedures to follow in seeking resolution of the grievance.
4. Keep a record of counseling sessions and protect the identity of the complainant. The identity of the complainant may be revealed if so authorized, in writing by the complainant, otherwise it will not be revealed until the next stage of the proceedings.

290.03 ORGANIZATION (Cont'd.)

C. Membership of the Grievance Committee:

1. Membership on the Grievance Committee shall consist of the Grievance Counselors.
2. The Committee may elect its own chairperson if deemed necessary.
3. The Committee will meet with the Warden, the Business Manager and the Superintendents when and as required.

D. Responsibilities of the Grievance Committee:

To achieve its purpose and improve relations and communications between management and employees, the Committee's duties may include, but are not limited to, the following areas of responsibility within the parameters of the Rules for Personnel Administration of the State Administrative Manual:

1. Identify problems and make recommendations on matters relating to personnel and training practices of the Nevada State Prisons.
2. Assess problems pertaining to employee-management relations and make recommendations to remedy deficiencies where they occur.

290.04 PROCEDURES:

- A. When an employee has a grievance it should be brought to the attention of the employee's immediate supervisor as soon as possible. If the grievance cannot be resolved by informal discussion, it then should be submitted, in writing, via the employee's normal chain of command. (See attached Nevada State Prisons Form).
- B. If the employee's complaint is not resolved to the employee's satisfaction through the normal chain of command, or if the grievance is of a confidential nature which the employee does not wish to present through the normal chain of command, the employee shall bring it to the attention of his/her Grievance Counselor within ten (10) working days of the origin of the complaint or within ten (10) working days of gaining knowledge of the problem.
- C. The Grievance Counselor shall conduct the final review within ten (10) working days after the date the employee has brought the matter to his/her attention. The employee shall be notified in writing that he/she has the right to appeal to the Superintendent of the respective Institution

290.04 PROCEDURES (Cont'd.)

or the Business Manager within a maximum of ten (10) working days after the final review. The employee's appeal shall be in writing, briefly stating the reasons why the employee is still not satisfied.

- D. The Grievance Counselor shall submit a written report to the Superintendent or Business Manager, when an appeal is filed. The Counselor's report shall clearly identify the issues and summarize the information obtained in the interview or investigation and the proposed solutions offered, with a copy of this report given to the employee.
- E. The Superintendent or the Business Manager shall consider the written report of the Grievance Counselor together with the employee's written statement and render a decision to the employee. This decision shall be in writing and made not less than ten (10) days after receipt of the appeal.
- F. Should the complainant be dissatisfied with the decision of the Superintendent or the Business Manager, the employee may, within five (5) working days after receiving notice of this decision, request a review of the complaint by the Warden.
- G. The Warden shall have ten (10) working days from the date the complaint is received to make an assessment regarding its validity. Within this established time limitation, the Warden may appoint or utilize a committee composed of management and employees to assist in fact finding and recommending a course of action.
- H. If the Warden determines the complaint is valid, he shall instruct the responsible administrator to take corrective action. The complainant will be notified in writing about the Warden's decision. The responsible administrator shall submit a written report to the Warden within five (5) working days after receiving the Warden's notification, stating the remedial action taken. Copies of the administrator's report will be provided the complainant.
- I. Should the Warden determine the complaint to be invalid, the complainant and the Superintendent or the Business Manager, will be notified in writing that the complaint has been dismissed. The complainant will be notified of the right to further appeal through the State Administrative Manual Grievance Procedure in accordance with Nevada State Prisons' Procedure No. 289.00. The aggrieved employee has twenty (20) working days from the date of notification of the Warden's

290.04 PROCEDURES (Cont'd.)

action to file an appeal. The Warden's decision is the final Prison action on the complaint.

290.05 APPLICABILITY:

- A. This use of the internal grievance procedure is available to all full and part time, probationary or permanent employees of the Nevada State Prisons.
- B. The procedures herein are optional. However, all employees are encouraged to employ the Nevada State Prisons Internal Grievance Procedure before utilizing the Nevada State Administrative Manual Grievance Procedure.
- C. This procedure will not be employed in the following situations:
 - 1. Disagreement resulting from an Employee Development Report (NPD-15).
 - 2. Complaints about alleged discriminatory practices of the Prisons or one or more of its employees based on race, sex, color, religion, national origin or handicap.
 - 3. CETA employee grievances as defined in CETA Participant Grievance Procedure.
 - 4. Grievances concerning transfer, demotion, suspension or dismissal.

The steps to be followed in these actions are the subject of separate procedures of the Nevada State Prisons, the State Administrative Manual or the Comprehensive Employment Training Act of 1973.

CHARLES L. WOLFF, JR., WARDEN

APPROVED BY THE ATTORNEY GENERAL'S OFFICE 1977

THIS PROCEDURE SUPERCEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.

INTERNAL GRIEVANCE FORM

Use this form when filing an internal grievance in accordance with Nevada State Prisons Procedure _____.

Present this form either to your immediate supervisor or your Grievance Counselor.

Name _____ Date Filed _____
Job Title _____
Duty Station _____ Telephone No. _____
Address _____ Telephone No. _____
(P.O. Box Street City State)

A brief statement of the nature of your grievance. List names and addresses of witnesses. Additional sheets may be used.

If applicable, a proposed solution of your grievance.

Date on which the incident occurred _____
Month Day Year

Has this grievance been filed with another state or federal agency?
Yes _____ No _____

If yes, with what agency and when _____
I declare that the above statements are true and correct to the best of my knowledge.

Dated this day of _____, 19__ at _____
City State

Complainant's Signature

NEVADA STATE PRISONS

/

NEVADA STATE PRISONS

DATE: 4-20-77

CARSON CITY

/

NO. 209.00

NEVADA 89701

/

SUBJECT: INMATE GRIEVANCE MECHANISM

Phone: (702) 882-9202

/

209.001 PURPOSE:

The Inmate Grievance Mechanism is established to provide inmates of the Nevada State Prisons with an administrative method of resolving legitimate grievances in a prompt and impartial manner.

209.002 PROGRAM OBJECTIVES:

- A. Review, clarify, and recommend change of administrative procedures and regulations, to insure that they are understood and are serving the purpose for which they were designed.
- B. Reduce litigation against institutional conditions and policies by providing an alternative method of resolving problems.
- C. Resolve inmate grievances through investigations, hearings, appeals and recommendations for corrective action and final disposition by the Warden.
- D. Coordinate legal aid services and insure that inmates have reasonable access to legal resources and the courts.

209.003 DEFINITIONS:

A. Grievance:

A Grievance is a formal request for administrative action which an inmate initiates by filing the approved grievance form NSP #30-176. The grievance may be an objection about a policy or procedure of the Nevada State Prisons, or conduct of a member of the prison's staff or other inmates.

B. Complaint:

A Complaint is an oral statement of the inmate's problem.

C. Kite:

A Kite is a written statement about an inmate's problem or request for information.

209.004 STATUS OF GRIEVANCES:

Grievances will be accorded the following status by

Grievance review staff:

- A. Pending Interview
- B. Under Investigation
- C. Inmate to be Interviewed
- D. Investigative action by Superintendent, Prison Mediator, or Warden is in progress.
- E. Without Merit Investigation by any level of appeal process that results in a finding of the grievance as not having merit.
- F. Rejected Grievance not accepted for investigation.
- G. Withdrawn Inmate withdraws complaint or grievance.
- H. Closed Prison Mediator closes case as a result of inmate's release, transfer or death.
- I. Resolved with/out Recommendation Formal written recommendation submitted by the Prison Mediator and accepted by the Warden or the grievance is resolved prior to submittal to the Warden for approval.

209.005 GRIEVANCES

Grievances shall be classified in the following categories:

- A. Placement - Grievances that relate to assignment or transfer between institutions within the Nevada Prison system.
- B. Racial Discrimination - Grievances that are based on color, race, sex, religion, national origin, age or handicap.
- C. Policy - Grievances about the rules and regulations of the institution and prison system, such as mail and visiting, grooming code.
- D. Staff - Grievances about prison employees regarding discriminatory treatment of inmates, staff being unavailable to inmates or unfair interpretation of prison policy.

Inmate Grievance Mechanism

- E. Program - Grievances about the inability to take part in appropriate work or self-improvement programs (i.e., work release, drug treatment, educational training, etc.)
- F. Legal - Grievances that pertain to obtaining legal assistance with civil or criminal matters.
- G. Medical - Grievances about the inmate(s) ability to obtain adequate medical services from staff or other sources.
- H. Property - Grievances against staff or other inmates regarding lost, destroyed or misplaced personal property.
- I. Parole - Grievances about the denial of parole and the reason, or lack of reason for denial.
- J. Threats - Grievances against staff or the prison system for the lack of protection from harm because of the actions of other inmates.

209.006 ADMINISTRATIVE REGULATIONS:

Each institution will develop and implement an internal inmate grievance procedure consistent with the directions of this procedure.

- A. Staff and inmates shall utilize informal methods of resolving grievances and seek solutions to differences at the lowest levels possible.
- B. All institutions shall establish an Inmate Grievance Committee to accept grievances and make recommendations for resolution of problems presented. Representation on the Committee will be as follows:
 - 1. The population at MSP will elect, by secret ballot, three (3) inmates to serve on the Committee.
 - 2. At MNCC, three (3) staff members will be appointed by the Superintendent: one person from custody no lower than the rank of a Sr. Correctional Officer, one Correctional Classification Counselor, and another person from any division with the grade of Thirty (30) or above. Three (3) inmates will be elected, by secret ballot, to serve.
 - 3. At NUCC, the Superintendent shall appoint one staff member to the Committee and the inmate population shall elect one inmate representative.

4. The Prison Mediator shall serve as chairman of each institutional Grievance Committee and with the consent of the Superintendent, he will appoint an inmate to serve as recorder and Grievance Clerk.
5. Each institution head shall set the terms of office for Committee members. Staggered terms are suggested.
6. Inmates will participate in the design, any revision, and evaluation of the grievance program. All revisions are subject to the approval of the Warden.
7. There will be no reprisals taken against any inmate that files a formal grievance.
8. Grievance Committee may require the attendance of witnesses at Grievance Hearings, including witnesses for the grievant and for persons that a grievance has been filed against. The Prison Mediator shall make the determination as whether requests for witnesses and/or presentation of evidence is too expensive, unreasonable or burdensome.
9. Staff Grievance Committee members, when requested by the Prison Mediator may initiate investigations and report their findings with recommendations to the Grievance Committee.
10. Grievances involving Disciplinary Committee actions, shall be processed according to the provisions of the Nevada State Prisons Code of Penal Discipline.

202.007 PROCEDURES:

- A. In cases of emergencies or when an inmate has a grievance of a confidential nature the grievance may be submitted directly to the Prison Mediator. In other cases the aggrieved inmate must first take the grievance to his/her Caseworker. If a satisfactory answer is not received from the Caseworker, the inmate may then proceed to use the Grievance Procedure to resolve the problem.
- B. The inmate must submit a grievance on the form provided, NSP #BD-176. The following information must be included on the grievance form:
 - 1- The nature of the grievance, date and places of the incident.

- 2- The rules, regulations policies or circumstances on which the inmate is basing his/her objections.
 - 3- The action which the inmate wants taken.
 - 4- The name of those employees which the inmate has seen to have his/her grievance resolved.
 - 5- The date the form was completed.
 - 6- Date the form was forwarded to members of the Inmate Grievance Committee, its Clerk or the Prison Mediator.
- C. Locked boxes shall be installed in each housing unit for inmates to place their grievances. The Prison Mediator or a designee will collect the contents of the boxes at least twice weekly, on Monday's and Wednesday's of each week, or the next working day if either of these days fall on a holiday.
- D. Upon receipt of a grievance, the Prison Mediator shall assign a number to the grievance and indicate the date of its receipt. Within five (5) working days from receipt of the grievance the Mediator will make a determination whether to accept or reject a grievance. The Mediator will advise the inmate about the decision in writing, within the five (5) working days specified.
- E. When in the opinion of the Prison Mediator the grievance contains merit, after a preliminary investigation, the grievance may be referred to the Grievance Committee for hearings and recommendations. Complaints, Kites or Grievances, determined by the Prison Mediator to be without merit, will be rejected but with the following action required by the Mediator:
1. Inform the inmate of the reason for the rejection.
 2. Submit the rejection notice to the consideration for review. a plurality of the Grievance Committee members is required to override a rejection.
 3. Inform the inmate of the appropriate staff members to contact to solve his/her problem.
 4. Inform the inmate of the next level to appeal a rejection.
- F. Grievances, when in the opinion of the Committee, involve no substantial factual dispute, shall through the Prison Mediator be investigated, findings of fact made, and recommendations submitted for corrective made to

the Director or Superintendent's, whichever is appropriate. In all other cases the Committee shall conduct a full hearing on the grievance.

- G. When a grievance involves an institutional policy or procedures and/or act of staff or other inmates, the recommendations of the Committee shall be forwarded to the Superintendent for his/her concurrence or disapproval. In the event of non-concurrence by the Superintendent, the grievance shall be forwarded to the Director's office within ten (10) days after receipt of recommendation by the Superintendent.
- H. Upon receipt of a grievance for review, the Superintendent shall indicate the date of receipt, and return the grievance report form to the inmate with an answer within ten (10) working days. When the request for review of the grievance is designated an emergency by the inmate, the Superintendent shall make a special effort to see the inmate or answer the grievant within forty-eight (48) hours after time of receipt of the grievance, if the Superintendent deems the request an emergency.
- I. The answer shall contain findings of fact and conclusions arrived at and the action taken by the Superintendent. Copies of the decision shall be forwarded to the Prison Mediator and the Complainant.
- J. When a grievance is not adequately answered within ten (10) working days, the Superintendent shall submit a temporary answer within ten (10) working days, stating the reasons for not rendering a definitive decision, and establishing a date when a final answer will be available. The Superintendent shall notify the inmate that if he/she is not satisfied with the decision, he/she may appeal directly to the Director, or through the Prison Mediator.
- K. If the Superintendent's answer is not satisfactory, the inmate may appeal to the Director or his designee, stating what it is he/she is dissatisfied about, and what action he/she wishes the Director to take. This procedure does not preclude an inmate from submitting privileged correspondence directly to the Director on matters relating to his/her confinement.
- L. The person designated by the Director to investigate a grievance, shall have five (5) working days to complete his/her investigation and make his/her recommendation to the Warden.

NEVADA STATE PRISONS
INMATE GRIEVANCE FORM

DATE _____

NAME _____ INMATE NO. _____ FACILITY, Check(1)
NSP
NNCC
NWCC
SNPROC

PLEASE STATE YOUR GRIEVANCE AS BRIEF AS POSSIBLE

DESCRIPTION OF PROBLEM: _____

SIGNED: _____ DATE: _____

Grievance Clerk or Committee Person

REPRESENTATIVE REQUESTED ☐ Yes ☐ No WHO: _____

ACTION REQUESTED BY INMATE: _____

RESPONSE OF GRIEVANCE COMMITTEE: _____

DATE RETURNED TO INMATE: _____

Inmate/Staff wants this appealed to Office of Superintendent ☐ Yes ☐ No Date: _____

SIGNED: _____

STATE OF NEVADA
NEVADA STATE PRISONS
OFFICE OF THE DIRECTOR
MEMORANDUM


TO: All Superintendents and Staff

DATE: 8/04/77

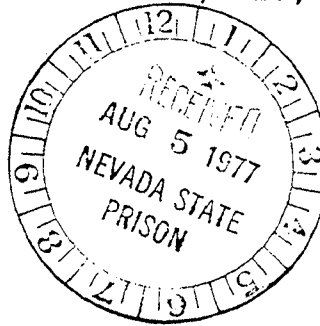
FROM: Director Wolff

SUBJECT: Equal Employment Opportunity Complaint Procedure

Attached herewith you will find a copy of the new
EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT PROCEDURE,
#227.00, which is to be placed in effect immediately.
This procedure has been developed to insure uniform
handling of complaints that fall into this area of
management.


Charles L. Wolff, Jr., Director

Distribution:
Supt. Lattin
Supt. Marsing
Supt. Franklin
Howard Pyle
John Slansky
Mike Medema
Walt Luster
Capt. Larson
Capt. Davis
Ray Tidwell
Supt. Pogue
Dave Watson, I.S.T.



NEVADA DEPARTMENT OF PRISONS

NEVADA DEPARTMENT OF PRISONS

DATE

CARSON CITY

NO. 227.00

JUL 1 1977

NEVADA 89701

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT
PROCEDURE

Phone: (702) 882-9202

227.001 PURPOSE:

The Nevada Department of Prisons has adopted a policy of Equal Employment Opportunity for all of its employees. This procedure is established to assure the Department's employees the right to file, with the Department, complaints of alleged Department violations of the Civil Rights Act of 1964, as amended, Nevada Revised Statutes 613.330, as amended and all other significant laws, rules, orders and regulations, related to Equal Employment Opportunity.

227.002 DEFINITIONS:

A. Complaint:

A written statement or claim by the Department employee(s) or the employee(s) representative, reporting an alleged act of discrimination against an employee because of such individual's race, color, national origin, religion, sex, age or visual or physical handicap.

B. Complainant(s):

The person(s) by whom or on whose behalf, a complaint is filed.

C. Respondent(s):

The person(s) against whom a complaint is filed.

227.003 POLICY:

- A. Discrimination complaints filed by a Department employee will be processed, investigated and resolved at the lowest possible management level.
- B. Discrimination complaints are confidential.
- C. Discrimination complaints are alleged until resolved.
- D. A complainant has ten(10) consecutive working days from the date of the alleged discriminatory act to file a formal complaint.
- E. Regular and part-time employees are covered by this procedure.
- F. Department employees shall be advised through dissemination of this procedure and during in-service-training and orientation programs regarding their rights to have alleged acts of discrimination reviewed and appealed.
- G. Complaint forms may be obtained from the Personnel Office or by telephoning the Equal Opportunity Specialist, 882-9202 Extension 323.

Equal Employment Opportunity
Complaint Procedure

227.003 POLICY: (cont'd.)

- H. Employees who submit a complaint shall not be subjected to reprisals by employees of the Department.
- I. The complainant has the right to retain a copy of the completed complaint form (NSP-BD-175).
- J. The identity of the complainant will be kept confidential to the extent necessary to carry out the investigation.

227.004 RESPONSIBILITIES:

- A. Superintendents and the Administrative Services Officer are responsible for the initial investigation and resolution of complaints in their organizational units, provided that the complaint has not been filed with the Equal Opportunity Specialist.
- B. The Equal Opportunity Specialist (E.O.S.) has the responsibility of coordinating functions involved in implementing this Departmental procedure and keeping the Director or his Designee informed of all activity in the area of discriminatory complaints. The E.O.S. shall participate in and conduct investigations as may be required.
- C. Employees submitting discrimination complaints must comply with the provisions set forth in this Departmental procedure.
- D. Revisions of this procedure will be initiated through the Equal Opportunity Specialist, with the final approval of any changes made, by the Director.

227.005 COMPLAINT PROCEDURE:

- A. All complaints should be in writing on form NSP-BD-175. (See attached).
- B. Complaints should be filed within ten (10) working days of the occurrence of the alleged act of discrimination with the appropriate Superintendent (Division employees), the Administrative Services Officer (Administrative employees) or the E.O.S. (all employees).
- C. The appropriate Superintendent or the Administrative Services Officer will upon receipt of a complaint initiate an investigation. Within five (5) working days after receipt of the complaint forward the original complaint to the E.O.S.
- D. The E.O.S., within five (5) working days after receipt of a complaint, will notify the complainant, the appropriate Superintendent or the Administrative Services Officer of the planned date of investigation. All parties involved, relative to the complaint(s), will be interviewed during the investigation.

NEVADA DEPARTMENT OF PRISONS
Carson City, Nevada 89701

DISCRIMINATION COMPLAINT FORM

This form is used to file complaint(s) of discrimination based on RACE, COLOR, RELIGION, HANDICAP, SEX, AGE AND NATIONAL ORIGIN. (It is important that discrimination complaints be filed immediately to facilitate handling of complaint(s)).

CASE FILE NO. _____

PLEASE PRINT OR TYPE

Your Name: _____

Home Telephone No.: _____

Your Mailing Address: _____

Instructions: Please answer each of the following questions. Do not leave any space(s) blank. If necessary, the investigator will assist you.

1. Name of Immediate Supervisor: _____
2. Name of your Superintendent (Division Employees) or Administrative Services Officer
(Administrative Staff Employees) _____
3. Your Present Job Title, Duty Station and Phone No.: _____
4. Present Grade and Step: _____ 5. Date of Hire: _____
6. Your Job Title and Grade on Date Hired: _____
7. Is the Discrimination Because of: (Please Check Appropriate Block(s))
Race or Color ☐ Religious Creed ☐ National Origin ☐ Sex ☐ Age ☐ Handicap ☐
8. Have you filed this complaint with any other agency? Yes ☐ No ☐
If Yes, give name of agency and date filed _____
9. When did alleged discrimination occur? Month _____ Day _____ Year _____
10. Have you discussed this complaint with your supervisor or manager? Yes ☐ No ☐
11. (a) If yes, give date and name of person _____
(b) What were the results? _____

(c) If no, explain why you did not _____

12. In the space provided below, explain in detail what caused you to file this complaint, name of witnesses and what corrective action you are seeking to remedy your complaint. (USE EXTRA SHEET IF NECESSARY.) _____

Date

Signature of Complainant

INMATE FURLOUGHS
STATUTORY AUTHORITY

Senate Bill 116 enacted by the 1977 Legislature set the following requirements regarding inmate furloughs:

- SEC. 50 1. The Director may grant temporary furloughs consistent with classification evaluations and requirements:
- (a) To permit offenders to:
 - (1) Be interviewed by prospective employers;
 - (2) Respond to family emergencies; or
 - (3) Participate in other approved activities.
 - (b) For such other purposes as may be deemed appropriate by the Director with the approval of the board.
2. Furloughs:
- (a) Are limited to the confines of the state.
 - (b) Shall not be granted to offenders:
 - (1) Sentenced to life imprisonment without the possibility of parole.
 - (2) Imprisoned for violations of Chapter 201 of NRS who have not been certified by the designated board as eligible for parole.
3. The Director shall notify appropriate law enforcement authorities in the affected county or city to anticipate the arrival of the offender within their jurisdiction and inform them of the date and time of the offender's arrival, the reason the furlough was granted, the time when the furlough expires and any other pertinent information which the Director deems appropriate.
4. The Director with the approval of the board shall adopt regulations for administering the provisions of this section and governing the conduct of offenders granted a furlough.

STATE OF NEVADA
DEPARTMENT OF PRISONS

CARSON CITY, NEVADA 89701

Phone (702) 882-9202

/ ALL INSTITUTIONS DATE: 3/7/77

/ NO. 201.00

/ FAMILY EMERGENCY LEAVE PROCEDURE

201.01 FAMILY EMERGENCY LEAVE DEFINED

An inmate may request family emergency leave not to exceed seven (7) days out of Nevada or five (5) days in Nevada in response to a family member within the first degree of consanguinity or affinity. The emergency must consist of a verified death or a serious illness or injury determined to be life threatening by an attending physician.

201.02 ELIGIBILITY FOR FAMILY EMERGENCY LEAVE

An inmate must be within six months of release by parole or expiration and must have or be eligible for Minimum A custody. An inmate must have sufficient financial resources to pay his expenses during the leave.

201.03 APPLICATION FOR FAMILY EMERGENCY LEAVE

Upon completion of an application from an eligible inmate, the Classification Committee will hold a special meeting without undue delay, review the circumstances of the application, the applicant's history, and forward a summary, a detailed itinerary, and suggested conditions of release to the institution Superintendent for a recommendation to the Director.

201.04. CONDITIONS OF RELEASE FORM

A "Conditions of Release" form detailing acceptable behavior, time of absences authorized, and any other prohibitions or instructions deemed necessary by the Institution must be accepted and signed by the applicant.

201.05 SUPERVISION OF EMERGENCY LEAVES

The Department of Probation and Parole will provide or arrange for such supervision or custody of the applicant as may be dictated by the terms of the conditional release. No leave can be approved unless the Department of Probation and Parole agrees to provide supervision. Appropriate law enforcement agencies in the area in which the applicant will be visiting and through which it is necessary for him to travel shall be notified of the temporary release and all of its terms and conditions.

201.06 INSTITUTIONAL DEPARTURE PROCEDURE

The Captain or Superintendent will sign a gate pass which will include the name, address and telephone number of the releasee's place of residence during the leave, and the authorized departure and return times. The gate pass will be posted with all other ORWD gate passes.

STATE OF NEVADA
DEPARTMENT OF PRISONS

CARSON CITY, NEVADA 89701

Phone (702) 882-9202

ALL INSTITUTIONS DATE: 3/7/77

201.00

FAMILY EMERGENCY LEAVE PROCEDURE CONT'D

201.07 RETURN NOTIFICATIONS

The Gate House officers will inform the Watch Commander immediately upon return of the inmate or, at the designated time, that the inmate has not returned.

NEVADA STATE PRISONS

CARSON CITY

NEVADA 89701

Phone (702) 882-9202

NEVADA STATE PRISONS

DATE: 4-11-77

NO. 287.00

SUBJECT: LEGAL SERVICES

287.01 A. LEGAL REFERENCE MATERIAL

Recent Court Rulings make it necessary for the Nevada State Prisons System to provide indigent inmates with legal access to the courts in the same manner as inmates with more resources.

1. United States Code Annotated. Constitution; Titles 18; 28 (Sec. 2241-2255, Federal Rules of Appellate Procedure, Rules of Supreme Court); 42 (Sec. 1981-1985). 26 vols. and pamphlet. (Annual upkeep).
2. Federal Reporter (2d Series) 1960-vol. 273-231 vols. (Annual upkeep).
3. Federal Supplement. 1960-vol. 180-204 vols. (Annual upkeep).
4. Shepard's United States Citations. 1968-7 vols. (Annual upkeep).
5. Shepard's Federal Citations. Federal Supplement Federal Reporter, 2d Series. 201-390 vol. (6th ed.). 1969 Series. (Annual upkeep).
6. Rules of local federal district courts.
7. Bailey, F. Lee and Henry B. Rothblatt. Complete Manual of Criminal Forms. Federal and State. 1974, 2 vols. (Annual upkeep).
8. Black, Henry C. Black's Law Dictionary (Rev. 4th ed.) 1968.
9. Gifis, Steven H. Law Dictionary. Barron's Educational Series, Inc. 1975.
10. Criminal Law Reporter, BNA Weekly. 2 vols. (Annually thereafter).
11. Israel, Jerold H. and Wayne R. LaFare. Criminal Procedure in a Nutshell, 1971.
12. Jailhouse Lawyer's Manual; How to bring a Federal Suit Against Abuses
13. Pacific Reporter (2d Series) 1960 - West.
14. Shepard's Pacific Citations. Shepards. Modern Federal Practice Digest. West 96Vol.
15. Rubin, Sol. Prison Law. Oceana, 1974- 5 vols.

16. Krantz, Sheldon. Law of Corrections and Prisoners' Rights in a Nutshell, West 76.
17. Bailey, Francis Lee and Henry B. Rothblatt. Handling Narcotic and Drug Cases. Lawyer's Co-Op./Lancroft-Whitney, 72.
18. Werner, O, James. Manual for Prison Law Libraries, Rothman, 76.
19. Rudovsky, David. The Rights of Prisoners: The Basic ACLU Guide to Prisoners Rights. 1973.
20. Sokol, Ronald P. Federal Habeas Corpus (2d ed.). 1969.
21. Reports of the Nevada Supreme Courts and intermediate appellate courts of the State of Nevada. 1960.
22. Nevada Revised Statutes. 1973.
23. Update Nevada Revised Statutes for 1975.
24. Annotations to Nevada Revised Statutes.
25. Nevada Supreme Court Reports, 14 vol. 1960-
26. Shepard's Citations for the State of Nevada.
27. Treatise covering Nevada Criminal practice and procedure.
28. Volume containing rules of Nevada courts.

b. NWCC will have available the following reference material:

1. Set of Nevada Revised Statutes. 1973.
2. Update of Nevada Revised Statutes.
3. Set of Annotations to Nevada Revised Statutes.
4. Set of Nevada Reports.

The central librarian will on request make available to the inmates of NWCC additional reference material from NSP and NWCC.

c. The Prison system's librarian will be responsible for acquiring and distributing basic reference material to each institution. Inmate donated books and material shall be made part of the library.

- d. Each institution shall be responsible for the maintenance of assigned material and appoint a person from existing staff to be designated as the "law librarian". Training of staff and inmates designated to work in the law libraries will be arranged by the prison system's librarian and the training Manager.
- e. Each institution shall make available sufficient space to accommodate books and other reference material, keeping in mind that the law library will likely expand. Inmates should also be provided sufficient tables and chairs for their research and work.
- f. Material should be made available as needed. When ever possible in addition to regular library hours, each institution should provide for the use of the law library in the evenings and on weekends. Superintendents and the Business Manager shall be expected to develop procedures for the copying equipment and establish limits on type and amount of legal sources that will be available to inmates at state expense. It shall be the responsibility of the Annual Law Librarian to maintain all reference material and notify the central librarian of any loss or damaged volumes that need to be replaced. Inmates shall be advised of the rules governing use of the library. Unauthorized library material found in an inmates possession will be considered a violation of the disciplinary code.
- g. Each institution, within sixty (60) calendar days of date of this policy, shall submit to the Warden a plan for implementation of the policy. The plan should include: the space designated for the library and study area for inmates; the person designated as the librarian and inmates who will serve as assistants.

287.02 B. ATTORNEY VISITS

- a. Court appointed attorneys and attorneys retained by an inmate or his/her family for the purpose of legal representation shall be permitted visits.
- b. An attorney shall be required to identify himself or herself as the attorney approved for visit by providing letters from the inmates or his/her family requesting visitation or producing other information that would identify the attorney as the person requested.
- c. The Nevada State Prison System shall refuse admission of anyone who fails to comply with it's regulations. When there is doubt concerning the identify or qualification of an attorney in good standing, the institution shall refer the matter to the office of the Warden. who in turn shall confer with the State Attorney General's Office.
- d. Visits between attorney and client are confidential. Tape recording may be used by an attorney during visits provided the attorney agrees in writing prior to the visit that the recording shall be only in regard to an attorney-client relationship. The institutions, so far as possible, shall provide an area where the attorney and client may confer in privacy.

287.04 C. CORRESPONDENCE BETWEEN ATTORNEY AND CLIENT

- a. Correspondence addressed to an attorney is exempt mail and shall be forwarded unopened and not inspected.
- b. Mail addressed to an inmate from an attorney or law office may be opened for purposes of inspection for contraband only.
- c. Incoming correspondence shall be stamped immediately showing time of receipt. Attorney-inmate mail shall not be copied.
- d. Telephone calls between an attorney and inmates are authorized. After staff receives assurance that the person is an attorney, the call shall not be monitored.

287.05 D. INMATE LITIGATION

Both state and federal law guarantee to an inmate of a state correctional institution the right to free access to state and federal courts to litigate issues relating to either his/her conviction or his/her confinement. Therefore, no inmate is to be disciplined or punished in any way simply because he/she institutes or maintains a legal proceeding. Perjury by an inmate may, of course, be dealt with by appropriate legal and administrative sanctions. However, these steps cannot be taken until the litigation is concluded and then only by the courts or appropriate agencies and not by individual personnel. Personnel who have relevant information concerning claims made in litigation by an inmate must direct that information through channels to counsel representing the interests of the state.

287.06 E. NOTARIZATION OF LEGAL DOCUMENTS

Each institution will have at least one staff member commissioned as a notary public and available during regular business hours. Upon request of an inmate or his/her attorney, any document requiring notarization will be notarized. Notarization service will be provided as expeditiously as possible, considering security and other critical institutional needs. Processing of documents will not be delayed by requiring that all documents for notarization be submitted through the mails. It is not necessary that a notary read a document to witness the signature, other than to ascertain the title or description for the notary's record book.

287.07 STAFF ASSISTANCE TO INMATES

Employees are not permitted to assist inmates in the preparation of legal documents.

287.08 LAW BOOKS AND REFERENCES

For complete information on law books, references and the legal library, refer to Educational Services Manual.

287.09 ATTORNEY PARTICIPATION IN STAFF-INMATE CONFERENCES

It is the philosophy of the department that (1) the free and informal

flow of communication between inmate and staff is vital to attainment of common objectives, and (2) introduction of adversary or other legalistic aspects of lawyer representation into institutional processes would inhibit the developement of necessary positive relationships between inmate and staff.

For this reason, attorneys or other legal representatives will not be permitted to attend classification, disciplinary or other committee or staff meetings in which inmates participate.

No form of joint conference between attorney, inmate and staff will be permitted.

CHARLES L. WOLFF, WARDEN

THIS PROCEDURE SUPERCEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.

STATE OF NEVADA
DEPARTMENT OF PRISONS

BOARD OF PRISON COMMISSIONERS
MIKE O'CALLAGHAN, GOVERNOR
ROBERT LIST, ATTORNEY GENERAL
WM. D. SWACKHAMER, SECRETARY OF STATE



CHARLES L. WOLFF, JR.
DIRECTOR
ADMINISTRATIVE OFFICE
P. O. BOX 607
CARSON CITY, NEVADA 89701
PHONE (702) 832-9202

APPENDIX B

October 14, 1977

2. October 14, 1977, Letter and Attachments, from
Michael L. Medema, Business Manager, Department of
Prisons, to Assemblyman Lloyd W. Mann, Chairman of
of the Subcommittee

Assemblyman Lloyd W. Mann
717 Scholl Drive
Las Vegas, Nevada 89107

Dear Assemblyman Mann:

The Subcommittee has requested that additional data be supplied regarding the operation of the Department. The request was initially misunderstood resulting in the data being sent directly to the Subcommittee staff rather than to the Subcommittee. I apologize for this error on my part and regret any inconvenience caused. In response to the request:

1. Clarification was requested regarding inmate capacity figures supplied the Subcommittee. The Department's presentation did not clearly define the terms optimum rated and maximum capacity regarding inmate population. Optimum capacity is the "ideal" number of inmates that each institution should contain for programming and control purposes. Rated capacity is the design capacity for each institution. Maximum capacity defies definition since the Department can and has used areas designed for programming as living areas in times of need. The optimum and rated capacity of the system is changing with the construction programs financed by the 1977 Legislature. The Department's capacity resulting from this program will be:

<u>Institution</u>	<u>Construction Completed</u>	
	<u>Optimum</u>	<u>Rated</u>
Nev. State Prison	300	340
Northern Nev. Correc. Ctr.	531	590
Nev. Womens Correc. Ctr.	90	104
Southern Nev. Correc. Ctr.	<u>315</u>	<u>350</u>
	1,236	1,384

The rated capacity of the institutions as defined by the Department varies slightly with the rated capacity defined by the State Public Works Board. The difference is attributable to minor modifications made to the institutions thus altering the "design" capacity.

"An Equal Opportunity Employer"

2. Expanded support data was requested regarding inmate education and vocational programs including:

- a. Number of participants;
- b. Prison staffing;
- c. Length of time the programs occupy the inmates;
- d. Duration of the program; and
- e. Budget breakdowns for each program.

The Department's records regarding this type of detail support data are generally lacking. A work project has been initiated to produce the specific information requested. The results of this should be available prior to the December meeting.

3. The certificates of achievement awarded in the vocational programs indicate that the holder has met the minimum qualifications established by the U. S. Department of Labor for the task described. The vocational instructors are licensed by the Nevada Department of Education. These certificates are not part of an apprentice plan or program but the scope of the training could be expanded towards this goal with sufficient funding.
4. A priority listing of inmate educational and vocational programs to be added to the current offerings has not been established as of this date. As a result, the specifics regarding budgets and staffing of programs does not exist. Generally the Department's goal is to have all inmates participate in some type of constructive program. Expansion is needed in the physical plant area available for programs and the number of programs offered. Senator Schofield proposed a team training concept which is currently under consideration. College level courses should be included as well as continued emphasis on the G.E.D. program. The Department hopes to combine vocational and academic training to provide the greatest benefit to the individuals.
5. A statement regarding the drug and alcohol programs at the institutions was requested. Dr. Freeman and Dr. Clayton are scheduled for testimony at the October meeting. They will address the programs offered and areas in need of expansion. The Department feels that these two individuals have made significant improvement in the level of medical services offered.
6. The volunteer programs offered the population are included on Attachment 1. The Department encourages self help groups. Expansion of this type of program is dependent upon the interest of the outside sponsors. Perhaps a media campaign of some nature could be used in the expansion of public interest in participating in volunteer programs. This will be explored.

7. Mr. Luster, the Department's mediator, will be at the October meeting to expand upon the activities of the mediator program. This is a federally funded project initiated in early 1977 and has made significant improvement in the operations of the Department. The mediator reports directly to the Department's Director. This position of power is seldom necessary to accomplish needed changes since both staff and the inmates generally have a desire to ease tension and promote understanding. The mediator's presentation should provide the Committee with sufficient data to substantiate a Committee recommendation that the program be continued in the State funding in the next biennium.
8. The Department's efforts to obtain donated materials for operations are summarized on Attachment 2. A similar media campaign to the proposal for expanded volunteer programs will be explored.
9. The Department's apparent deviation in hobbycraft participation by inmates at Southern Nevada Correctional Center versus the other institutions is just that. Hobbycraft is encouraged within the institutions as a result of lack of other structured programming. The Department intends to occupy the population at Southern Nevada Correctional Center in structured programming. Hobbycraft will be allowed in the institution on an individual basis. The inmates will be required to send out all hobbycraft products rather than sell them at the institution to visitors. This is a change in program emphasis rather than a change in institution policy.
10. A change in telephone policy at Southern Nevada Correctional Center was indicated in the August material. Since that time the Department has re-evaluated the telephone policy for Southern Nevada Correctional Center. The policy will conform with the present policy of Northern Nevada Correctional Center which allows reverse and collect phone calls by inmates.
11. The data requested regarding the number of inmates employed and the wages is included as Attachment 3 to this letter.
12. The research component referred to for Southern Nevada Correctional Center will consist of the Superintendent, the Program Director, the Chaplain, The Captain and a representative of the Director's staff. A separate budget is not required since these employees will participate in this activity as a part of their regularly assigned duties. The research team will analyze the results of the programming to determine success or failure in the efforts extended. This institution's total programming concept is expected to reduce the number of repeat offenders. It is important that this be documented. The primary research component of the Department is located within the Director's office. The members of this staff assigned to research are the Program Coordinator, the Management Analyst and the Statistical Research Assistant. These employees were assigned research functions as part of the Department's reorganization pursuant to Chapter 430, Statutes of Nevada, 1977.

13. The data on expansion of the Farm operations has been prepared by the Department. However, it is respectfully requested that this be deferred until the December meeting. Superintendent Lattin is not available for the October meeting to present his ideas. The planning report is included as Attachment 4.
14. Mail is delivered to inmates once a day five days a week with the exception of holidays. This occupies one staff member at each institution. During the Christmas and New Year holiday period, additional officers are assigned to inmate mail. The Department authorized individuals to receive packages from home during this holiday period. The outside packages present a burden in institutional security and by sheer volume.
15. The Department's search policy is included as Attachment 5.
16. Attachment 6 is a comprehensive report on the Department's training program and the areas where the Department feels additional emphasis is needed.*
17. The Committee requested data on the idleness of the inmates. Specifically the Committee requested details regarding inmates who did not have any program. The statistics in Attachment 3 address employment. However, these statistics must be qualified by the statement that the Department does not know the extent that the employment occupies the inmate time. This data has not been compiled. The Committee's interest in the subject has pointed out to the Department the necessity of the data. This will be indicated in future Department activities.
18. Director Wolff's ideas regarding training prisoners center on the concept of instilling the work ethic as part of the inmates' behavior. With this concept in mind, the Department is exploring prison industries in the areas of soap and wax production, furniture and office equipment manufacturing and limited printing production.
19. The current reception program is two weeks. During this period, the inmate is separated from the general population. Medical isolation is the period required to process blood tests to determine communicable diseases. After this medical isolation, the individual can associate with other inmates in the reception center. The Department may expand the initial classification period to three weeks. The expansion of the classification period will allow inmate indoctrination classes to be given. An added benefit is that all outside reports (FBI and other law enforcement reports) can be received prior to placing the inmate in general population.

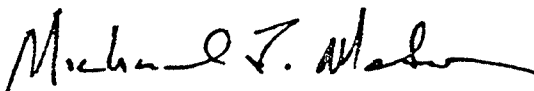
20. The programs offered by the athletic staff will be the subject of testimony by Mr. Richard Pitts and Mr. Bob Love at the October meeting.
21. The results of the female inmate survey are included as Attachment 7 to this letter.
22. Dr. Freeman's and Dr. Clayton's resumes are Attachment 8 to this letter. The changes these gentlemen have made regarding drug administration are detailed in the attachment.**
23. The Department's purchasing procedures and examples of prices paid are included in Attachment 9 to this letter. N.R.S. 333 details the State's purchasing procedures to which the Department must adhere. Generally the Department receives favorable action on its requests from the Purchasing Division of the Department of General Services.*
24. The scope of activities for inmates in the honor camp will be restricted to Forestry Division projects. The population of the camp will consist of four field work crews plus camp maintenance personnel. The additional work crews were sent to the field in September. The inmates assigned to the farm will continue to live within the confines of Northern Nevada Correctional Center.
25. Inmate recidivism rates were not kept by the Department. The August material indicates the number of multiple offenders within the population.
26. Aerial photographs are included as Attachment 10. The acreage involved is approximately: *

Nev. State Prison & Nevada	
Women's Correc. Center	350 acres
Northern Nev. Correc. Ctr.	1,600 acres
Southern Nev. Correc. Ctr.	95 acres
Total Available	<u>2,045</u> acres

27. Inmate furlough statistics were not kept as part of the Department's records. Furloughs are used in limited cases and are the exception to normal procedure.

I hope the responses are adequate for the Committee needs. Further data, if available, will be furnished upon request. The Department is making every effort to comply with the study and to assist the Committee to the extent possible. Again, I regret any delay or inconvenience caused the Committee due to this late reply to your August 19, 1977 letter.

Sincerely,



Michael L. Medema
Business Manager
Department of Prisons

*Omitted from this report because of size requirements. Interested persons may review this attachment in the Research Library of the Legislative Counsel Bureau.

**The resumes are omitted from this report because of privacy considerations.

Volunteer Assistance In Institutional Programs:

40 and Over Club - approx. 20 active inmate members - 2 staff members and 2 outside volunteers - Bi-weekly meetings - non-profit organization - Activities include such things as a clothing and toy drive for Eagle Valley Children's Home, repair furniture for and clean up grounds of Eagle Valley Children's Home. Built themselves a Shoeshine Stand in the Baker Shop and donated money to Special Olympics and other children related projects.

40 and Under Club - 33 membership, approximately 10 active members, meet once a week. Activities include sponsoring Inmate Olympics, assist one another in counseling and would like to get involved eventually in marriage counseling, and preparing inmates for their eventual release into society. Staff 1 - no outside volunteers.

NBP Jaycee's - Paid membership 60 inmates, 20 active members, 3 staff members and approx. 10 active volunteers from the outside. Activities include photo projects, speech programs, individual development classes to train in leadership, they sponsor parties for 4th of July for the inmates, sell flowers for Mother's Day, and purchases candy for the inmates at Easter time.

MMCC Jaycee's - Paid membership 30 inmates, 20 active members, staff and outside volunteers same as NBP Jaycee's. Activities include same as above but including Speech Programs for Retarded Children, and parties on the yard for Children's Home.

Religious Activities at the Institutions include Bible Studies and Services Sponsored by Church of Christ, Roman Catholic Church, Church of God and Christ, Church of God of Prophecy, Baptist and UBS. 20% of total inmate population is actively involved in these activities with more attending the special programs performed by outside groups on monthly, quarterly, or a yearly basis. These groups are Christian Musical Groups or Drama Groups, or special speakers.

Brotherhood of Arts and Crafts - Approximately 30 active inmates, four staff members, and seven outside volunteers. Activities include learning various arts and crafts skills. The art work is sold at the Prisons hobbycraft shop and the work is displayed at the community center in Carson City. They donate some of their work to such places as the Carson Convalescent Center and Jerry Lewis' Muscular Dystrophy Telethon. Meets once a week.

No-Lite AA - 62 active inmates (80 members altogether). Meet 3 days per week. The activities include education on alcoholism. There is 25 outside volunteers and 2 staff members. No-Lite is just in the developing stage.

Individuality Drug Group - 30 active members. One staff member, 20 outside volunteers. Activities include educating members regarding drug abuse. Individuality Drug Group is in the developing stage.

Under 30 - Approximately 10 active inmate members, one staff member and no outside volunteers. Meets weekly.

Ceramics Club - 41 active inmates, one staff member, two outside volunteers and they meet weekly. Activities include learning ceramics and making ceramics.

MMCC AA - Approximately 8 inmate members, one staff and a varying number of outside volunteers. Activities include education on alcohol abuse.

Examiners Club - Approximately 20 active members, one staff member, three to six outside volunteers bi-weekly.

Suggestions on how volunteer efforts can be expanded:

A big brother program for juvenile delinquents

Music program for medium security prison inmates

DONATIONS RECEIVED BY THE DEPARTMENT OF PRISONS

ITEM	DONATOR
Native Nevadan	Elmer Miller, Editor, Native Nevada
The Rights of Prisoners	American Civil Liberties Union
United States Code Annotated	Stewart & Horton Law Firm
Nevada; Land of Discovery	First National Bank of Nevada
Multilith Printing Press	Anita Clark & A.B. Dick Company
Stove	Virgil Wedge
Refrigerator	Virgil Wedge
Furniture	Virgil Wedge
2 Westinghouse Ovens	Sherry Harrah
1 Maytag Dishwasher	Sherry Harrah
1 4 Burner Cook Top	Sherry Harrah
1 Light Duty Shetland Floor Polisher	Sherry Harrah
1 Wet & Dry Wards Vacuum Cleaner (6 gal)	Sherry Harrah
1 Walton Commercial Type Vacuum Cleaner (5 gal)	Sherry Harrah
12 Upholstered Straight Back Chairs	Sherry Harrah
1 Upholstered Arm Chair	Sherry Harrah
1 Large Curved Sofa	Sherry Harrah
10 Pair Floor to Ceiling Drapes	Sherry Harrah
1 Black Sofa	Sherry Harrah
1 Walk In Box Door Complete With Jam	Sherry Harrah
14 Banner Counter Top Stove Brand Corex	Sherry Harrah
2 Lavatory Sinks	Sherry Harrah
2 Tank Type Stools	Sherry Harrah
2 Medium Cabinets and Mirrors	Sherry Harrah
300 Beds	State Hospital
Dental Cabinet	Dr. Karrer
Floor Waxer	Dr. Karrer
Electric Broom	Dr. Karrer
Plants	Dr. Karrer
Coffee Maker	Dr. Karrer
Waste Paper Baskets	Dr. Karrer
Hooks	Dr. Karrer
Shelving	Dr. Karrer
Paint	Dr. Karrer
1 Sink	Cal Neva
5 Sets of Basketball Uniforms	Tony Evans Mobile Homes
	Sportsman
	Mt. Rose
	Mt. Rose
	Sportsman
	NIAA
	Reliable Fence
	Sierra Fencing
	Carson High
	5th Street Commercial
	5th Street Commercial
	UNR
	UNR
	Reno Golf Course
	Reno Golf Course
	Reno Golf Course
	Moana West Racquet Club
	Moana West Racquet Club
	Murdocks
	Chuck's Golden Spike
	Carson Nugget
	Royal Inn
	Harolds Club
	Whittlesea Taxi Softball Team
	Feno Printing Softball Team
	Mt. Rose Sporting Goods
	SOBC
	Sierra Billiards
	Buds Bowling
	Keystone Cue and Cashion
30 Bats	
2 Cross Softballs	
100 Pool Cues	
2 Sets of Pool Balls	

DONATIONS cont.

Assorted Trophies & Medals	Buds Bowling
Assorted Shirts and Sweaters	Buds Bowling
30 Pair of Pants	Buds Bowling
1000 Decks of Cards	Clubs and Casinos
10 Cones	CC Recreation Department
10 Bases	CC Parks Department
8 Bases	?
1 Weight Rack	?
400 Lbs of Weights	?
1 Ping Pong Table	?
5 Sets of Paddles	?

STATE OF NEVADA DEPARTMENT OF PRISONS

INMATE POPULATION COMPARISON CHART

SOURCE OF DATA: NSP, NNCC & NWCC

ETHNIC BREAKDOWN BY FACILITY

ALPHABETICAL ROSTERS DATED 8/1/77

PERSON PREPARING DATA: HANK HOOKS III
E. O. S.

ETHNIC CATEGORY	NSP	NNCC	NWCC
	AS OF 8/1/77	AS OF 8/1/77	AS OF 8/1/77
BLACK	120 (25.9%)	150 (27.8%)	24 (43.0%)
CAUCASIAN	305 (65.7%)	360 (66.7%)	28 (50.0%)
HISPANIC	24 (5.2%)	19 (3.5%)	2 (3.5%)
NAT. AMERICAN	14 (3.0%)	10 (1.9%)	2 (3.5%)
SIAN	1 (0.2%)	1 (0.1%)	0 (-0-)
TOTAL	464 (100%)	540 (100%)	56 (100%)

CONSOLIDATED INMATE POPULATION

ETHNIC CATEGORY	MALE	FEMALE	COMBINED
	AS OF 8/1/77	AS OF 8/1/77	AS OF 8/1/77
BLACK	270 (26.9%)	24 (43.0%)	294 (27.7%)
CAUCASIAN	665 (66.2%)	28 (50.0%)	693 (65.4%)
HISPANIC	43 (4.2%)	2 (3.5%)	45 (4.2%)
NAT. AMERICAN	24 (2.4%)	2 (3.5%)	26 (2.5%)
SIAN	2 (0.3%)	0 (-0-)	2 (0.2%)
TOTAL	1,004 (100%)	56 (100%)	1,060 (100%)

MINORITIES: 34.5%
NON-MINORITIES: 65.5%

STATE OF NEVADA DEPARTMENT OF PRISONS

THE FOLLOWING INFORMATION REPRESENTS THE NEVADA STATE PRISONS TOTAL INMATES POPULATION JOB ASSIGNMENTS AND WAGES EARNED, TOTAL INMATES ENROLLED IN VOCATIONAL OR EDUCATIONAL PROGRAMS (Parttime or Fulltime) AND TOTAL INMATES UNASSIGNED AS OF AUGUST 31, 1977:

1. NSP TOTAL INMATE JOB ASSIGNMENTS AND WAGES EARNED:

ETHNIC CATEGORY	TOTAL	TOTAL JOBS	TOTAL WAGES
	POPULATION (%)	ASSIGNED (%)	EARNED (%)
BLACK	120 (25.9%)	82 (25.6%)	\$ 830.25 (17.3)
CAUCASIAN	305 (65.7%)	218 (68.1%)	3718.50 (77.6)
HISPANIC	24 (5.2%)	9 (2.8%)	168.00 (3.5)
NAT. AMERICAN	14 (3.0%)	10 (3.1%)	65.50 (1.3)
ASIAN	1 (0.2%)	1 (0.4%)	5.00 (0.3)
TOTAL	464 (100%)	320 (100%)	\$4787.25 (100%)

2. THE FOLLOWING CHARTS REPRESENT THE NSP INMATE JOB ASSIGNMENTS WITH WAGES EARNED:

A. NSP PAYROLL, DATED JULY 24-AUGUST 24, 1977:

ETHNIC CATEGORY	TOTAL JOBS	TOTAL WAGES	
	ASSIGNMENTS (%)	EARNED (%)	
BLACK	72 (25.5%)	\$ 558.50 (16.2%)	
CAUCASIAN	194 (69.0%)	2763.50 (80.3%)	
HISPANIC	6 (2.1%)	48.50 (1.3%)	
NAT. AMERICAN	9 (3.1%)	63.75 (2.0%)	
ASIAN	1 (0.3%)	5.00 (0.2%)	
TOTAL	282 (100%)	\$3439.25 (100%)	

STATE OF NEVADA DEPARTMENT OF PRISONS

B. MISCELLANEOUS PAYROLL, DATA EXTRACTED FROM SIX (6) PAYROLL CUTOFF MEMO'S FROM D. E. BROWN, NSP CLASSIFICATION LT. TO MARY BERNING, ADMINISTRATION INMATE ACCOUNTING, DATE 8/1/77, 8/3/77, 8/8/77, 8/15/77, 8/17/77, 8/22/77;

ETHNIC CATEGORY	TOTAL JOB ASSIGNMENTS (%)	TOTAL WAGES EARNED (%)	
BLACK	2 (25.0%)	\$31.50 (57.0%)	
CAUCASIAN	5 (62.5%)	22.00 (40.0%)	
HISPANIC	0 (-0-)	0 (-0-)	
NAT. AMERICAN	1 (12.5%)	1.75 (3.0%)	
ASIAN	0 (-0-)	0 (-0-)	
TOTAL	8 (100%)	\$55.25 (100%)	

C. PARKE-DAVIS BLOOD PROGRAM, DATA EXTRACTED FROM PARKE-DAVIS PLASMA CENTER INMATE STAFF PAYROLL FOR THE MONTH OF AUGUST 1977;

ETHNIC CATEGORY	TOTAL JOB ASSIGNMENTS (%)	TOTAL WAGES EARNED (%)	
BLACK	3 (37.5%)	\$ 91.00 (31.5%)	
CAUCASIAN	4 (50.0%)	160.00 (55.0%)	
HISPANIC	1 (12.5%)	39.00 (13.5%)	
NAT. AMERICAN	0 (-0-)	0 (-0-)	
ASIAN	0 (-0-)	0 (-0-)	
TOTAL	8 (100%)	\$290.00 (100%)	

STATE OF NEVADA DEPARTMENT OF PRISONS

D. TAG PLANT, DATA EXTRACTED FROM TAG PLANT MONTHLY PAYROLL DATED JULY 25-AUGUST 29, 1977;

ETHNIC CATEGORY	TOTAL JOB ASSIGNED (%)	TOTAL WAGES EARNED (%)	
BLACK	5 (25.0%)	\$149.25 (16.0%)	
CAUCASIAN	13 (65.0%)	704.00 (75.0%)	
HISPANIC	2 (20.0%)	80.50 (9.0%)	
NAT. AMERICAN	0 (-0-)	0 (-0-)	
ASIAN	0 (-0-)	0 (-0-)	
TOTAL	20 (100%)	\$933.75 (100%)	

E. D. M. BOOK BINDERS, DATA EXTRACTED FROM D. M. V. BOOKBINDERS MONTHLY PAYROLL DATED JULY 25, AUGUST 24, 1977;

ETHNIC CATEGORY	TOTAL JOBS ASSIGNED (%)	TOTAL WAGES EARNED (%)	
BLACK	0 (-0-)	0 (-0-)	
CAUCASIAN	2 (100%)	69.00 (100%)	
HISPANIC	0 (-0-)	0 (-0-)	
NAT. AMERICAN	0 (-0-)	0 (-0-)	
ASIAN	0 (-0-)	0 (-0-)	
TOTAL	2 (100%)	69.00 (100%)	

3. NSP VOCATIONAL BOOK BINDERY PROGRAM INMATE ENROLLMENT AS OF AUGUST 1, 1977;

ETHNIC CATEGORY	TOTAL INMATES ENROLLED (%)
WHITE	5 (33.0%)
ASIAN	9 (60.0%)
BLACK	0 -0-
AMERICAN	1 (7.0%)
OTHER	0 -0-
TOTAL	15 (100%)

4. NSP EDUCATIONAL PROGRAM INMATE ENROLLMENT AS OF AUGUST 1, 1977

ETHNIC CATEGORY	PARTTIME (%)	FULLTIME (%)	TOTAL
WHITE	14 (70.0%)	16 (59.0%)	30
ASIAN	6 (30.0%)	11 (41.0%)	17
BLACK	0 -0-	0 -0-	0
AMERICAN	0 -0-	0 -0-	0
OTHER	0 -0-	0 -0-	0
TOTAL	20 (100%)	27 (100%)	47

THE FOLLOWING CHART REPRESENTS:

5. NSP TOTAL INMATES THAT WERE NOT ASSIGNED JOBS, VOCATIONAL OR EDUCATIONAL PROGR

NIC CATEGORY	TOTAL POPULATION (2)	TOTAL INMATE UNASSIGNED OF THE TOTAL POPULATION (1)
BLACK	120 (25.9%)	3 (0.6%)
CAUCASIAN	305 (65.7%)	59 (12.8%)
SPANIC	24 (5.2%)	15 (3.2%)
N. AMERICAN	14 (3.0%)	5 (1.0%)
AN	1 (0.2%)	0 -0-
AL	464 (100%)	82 (17.6%)

STATE OF NEVADA DEPARTMENT OF PRISONS

INMATE POPULATION COMPARISON CHART

SOURCE OF DATA: NSP, NNCC & NWCC

ETHNIC BREAKDOWN BY FACILITY

ALPHABETICAL ROSTERS DATED 8/1/77

PERSON PREPARING DATA: HANK HOOKS III
E. O. S.

ETHNIC CATEGORY	NSP	NNCC	NWCC
	AS OF 8/1/77	AS OF 8/1/77	AS OF 8/1/77
BLACK	120 (25.9%)	150 (27.8%)	24 (43.0%)
CAUCASIAN	305 (65.7%)	360 (66.7%)	28 (50.0%)
HISPANIC	24 (5.2%)	19 (3.5%)	2 (3.5%)
NAT. AMERICAN	14 (3.0%)	10 (1.9%)	2 (3.5%)
SIAN	1 (0.2%)	1 (0.1%)	0 (-0-)
TOTAL	464 (100%)	540 (100%)	56 (100%)

CONSOLIDATED INMATE POPULATION

ETHNIC CATEGORY	MALE	FEMALE	COMBINED
	AS OF 8/1/77	AS OF 8/1/77	AS OF 8/1/77
BLACK	270 (26.9%)	24 (43.0%)	294 (27.7%)
CAUCASIAN	665 (66.2%)	28 (50.0%)	693 (65.4%)
HISPANIC	43 (4.2%)	2 (3.5%)	45 (4.2%)
NAT. AMERICAN	24 (2.4%)	2 (3.5%)	26 (2.5%)
SIAN	2 (0.3%)	0 (-0-)	2 (0.2%)
TOTAL	1,004 (100%)	56 (100%)	1,060 (100%)

MINORITIES: 34.5%
NON-MINORITIES: 65.5%

-AUGUST 1977-

NNCC: TOTAL JOB ASSIGNMENTS (INSIDE AND OUTSIDE) AND TOTAL WAGES EARNED:

ETHNIC CATEGORY	TOTAL NNCC	TOTAL JOBS	TOTAL WAGES
	POPULATION (%)	ASSIGNED (%)	EARNED (%)
EUROPEAN	360 (66.7%)	150 (73.5%)	\$7891.52 (85.0%)
BLACK	150 (27.8%)	43 (21.0%)	1054.95 (11.0%)
SPANISH	19 (3.5%)	9 (4.5%)	249.15 (3.0%)
AM. AMERICAN	10 (1.9%)	1 (0.5%)	50.00 (0.6%)
ASIAN	1 (0.1%)	1 (0.5%)	62.00 (0.4%)
TOTAL	540 (100%)	204 (100%)	\$9307.62 (100%)

NORTHERN NEVADA CORRECTION CENTER

NNCC TOTAL INMATE JOB ASSIGNMENTS, WAGES EARNED, VOCATIONAL/EDUCATIONAL PARTICIPATION
NON PAY JOB ASSIGNMENTS WHICH INCLUDE GOOD TIME CREDITS AND UNASSIGNED WHICH INCLUDE
MEDICALLY UNASSIGNED.

1. NNCC INSIDE PAY JOB ASSIGNMENTS AND WAGES EARNED:

ETHNIC CATEGORY	TOTAL NNCC	TOTAL JOBS	TOTAL WAGES
	POPULATION (%)	ASSIGNED (%)	EARNED (%)
CAUCASIAN	360 (66.7%)	112 (74.0%)	\$2421.97 (76.0%)
BLACK	150 (27.8%)	31 (20.0%)	618.10 (19.0%)
HISPANIC	19 (3.5%)	8 (5.0%)	95.15 (3.0%)
EAST. AMERICAN	10 (1.9%)	-0-	-0-
ASIAN	1 (0.1%)	1 (1.0%)	62.00 (2.0%)
TOTAL	540 (100%)	152 (100%)	\$3197.22 (100%)

NOTE: THE ABOVE JOB ASSIGNMENTS ARE LOCATED ON NDP PROPERTY AND THE WAGES EARNED WERE
PAID BY FUNDS FROM, NDP ADMINISTRATIVE FUNDS (139 Job Assignments) THE INMATE
WELFARE FUNDS (Hobbycraft Attendant Assignments) AND THE PARKE-DAVIS PLASMA CENTER
(11 Job Assignments).

2. NNCC OUTSIDE JOB ASSIGNMENTS AND WAGES EARNED:

ETHNIC CATEGORY	TOTAL NNCC	TOTAL JOBS	TOTAL WAGES
	POPULATION (%)	ASSIGNED (%)	EARNED (%)
CAUCASIAN	360 (66.7%)	38 (73.0%)	\$5469.55 (89.5%)
BLACK	150 (27.8%)	12 (23.0%)	436.85 (7.0%)
HISPANIC	19 (3.5%)	1 (2.0%)	154.00 (2.5%)
NAT. AMERICAN	10 (1.9%)	1 (2.0%)	50.00 (1.0%)
ASIAN	1 (0.1%)	-0-	-0-
TOTAL	540 (100%)	52 (100%)	\$6110.40 (100%)

NOTE. THE ABOVE JOB ASSIGNMENTS ARE NOT LOCATED ON NDP PROPERTY AND THE WAGES EARNED WERE PAID BY THE NEVADA DIVISION OF FORESTRY (38 Job Assignments), THE GOVERNORS MANSION (2 Job Assignments), THE NEVADA NATIONAL GUARD ARMORY (2 Job Assignments) THE ORMSBY ASSOCIATION FOR RETARDED CHILDREN (1 Job Assignment) AND THE WORK RELEASE PROGRAM (Private Industry, 9 Job Assignment). THE FOLLOWING CHARTS REPRESENT EACH OF THE OUTSIDE JOB ASSIGNMENT AREAS:

A. NEVADA DIVISION OF FORESTRY JOB ASSIGNMENTS AND WAGES EARNED;

ETHNIC CATEGORY	TOTAL JOBS	TOTAL WAGES
	ASSIGNED (%)	EARNED (%)
W.C.	7 (18.0%)	214.25 (15.2%)
SPANISH	30 (80.0%)	\$1141.35 (81.3%)
ASIAN	-0-	-0-
AMERICAN	1 (2.0%)	50.00 (3.5%)
AF.	-0-	-0-
TOTAL	38 (100%)	\$1405.60 (100%)

B. THE GOVERNORS MANSION JOB ASSIGNMENTS AND WAGES EARNED;

ETHNIC CATEGORY	TOTAL JOBS	TOTAL WAGES
	ASSIGNED (%)	EARNED (%)
W.C.	2 (100%)	52.00 (100%)
SPANISH	-0-	-0-
ASIAN	-0-	-0-
AMERICAN	-0-	-0-
AF.	-0-	-0-
TOTAL	2 (100%)	52.00 (100%)

C. NEVADA NATIONAL GUARD ARMORY JOB ASSIGNMENTS AND WAGES EARNED;

RACIAL CATEGORY	TOTAL JOB	TOTAL WAGES
	ASSIGNMENTS (Z)	EARNED (Z)
ALL	2 (100%)	\$80.50 (100%)
ASIAN	-0-	-0-
CAUCASIAN	-0-	-0-
AMERICAN	-0-	-0-
AFRICAN	-0-	-0-
VIETNAM	2 (100%)	\$80.50 (100%)

D. FORNSBY ASSOCIATION FOR RETARDED CHILDREN JOB ASSIGNMENTS;

RACIAL CATEGORY	TOTAL JOB	TOTAL WAGES
	ASSIGNMENTS (Z)	EARNED (Z)
ALL	1 (100%)	\$90.00 (100%)
ASIAN	-0-	-0-
CAUCASIAN	-0-	-0-
AMERICAN	-0-	-0-
AFRICAN	-0-	-0-
VIETNAM	1 (100%)	\$90.00 (100%)

E. WORK RELEASE PROGRAM JOB ASSIGNMENTS.

ETHNIC CATEGORY	TOTAL JOB	TOTAL WAGES
	ASSIGNMENTS (Z)	EARNED. (Z)
CAUCASIAN	8 (89.0%)	\$4328.20 (96.5%)
BLACK	-0-	-0-
HISPANIC	1 (11.0%)	154.00 (3.5%)
INT. AMERICAN	-0-	-0-
ASIAN	-0-	-0-
TOTALS	9 (100%)	\$4482.20 (100%)

3. NNCC VOCATIONAL PROGRAMS ASSIGNMENTS:

ETHNIC CATEGORY	TOTAL ASSIGNED (%)
WHITE	27 (31.3%)
BLACK	56 (65.2%)
ASIAN	1 (2.3%)
AMERICAN	2 (1.2%)
OTHER	0 -0-
TOTAL	86 (100%)

4. NNCC EDUCATIONAL PROGRAMS (Full Time Assignments And Part Time Assignments) ASSIGNMENTS:

ETHNIC CATEGORY	TOTAL ASSIGNMENTS (%)	TOTAL ASSIGNED P. T. A. (%)	TOTAL ASSIGNED P. T. A. (%)
WHITE	48 (57.1%)	43 (60.5%)	5 (38.0%)
BLACK	26 (31.0%)	20 (28.1%)	6 (46.0%)
ASIAN	6 (7.2%)	5 (7.0%)	1 (8.0%)
AMERICAN	3 (3.5%)	2 (3.0%)	1 (8.0%)
OTHER	1 (1.2%)	1 (1.4%)	0 -0-
TOTAL	84 (100%)	71 (100%)	13 (100%)

5. NNCC NON PAID JOB ASSIGNMENTS WHICH INCLUDE GOOD TIME CREDIT FOR DAYS WORKED:

ETHNIC CATEGORY	TOTAL NNCC POPULATION (%)	TOTAL JOBS ASSIGNED (%)
WHITE	150 (27.8%)	31 (23.0%)
CAUCASIAN	360 (66.7%)	96 (70.0%)
SPANISH	19 (3.5%)	7 (5.0%)
AMERICAN	10 (1.9%)	3 (2.0%)
ASIAN	1 (0.1%)	0 (0%)
TOTAL	540 (100%)	137 (100%)

6. NNCC TOTAL UNASSIGNED INMATES:

ETHNIC CATEGORY	TOTAL UNASSIGNED (%)	TOTAL UNASSIGNED FOR OTHER THAN MEDICAL (%)	TOTAL MEDICALLY UNASSIGNED (%)
WHITE	6 (21.0%)	4 (21.0%)	2 (20.0%)
CAUCASIAN	23 (79.0%)	15 (79.0%)	8 (80.0%)
SPANISH	-0-	-0-	-0-
AMERICAN	-0-	-0-	-0-
ASIAN	-0-	-0-	-0-
TOTAL	29 (100%)	19 (100%)	10 (100%)

STATE OF NEVADA DEPARTMENT OF PRISONS

INMATE POPULATION COMPARISON CHART

SOURCE OF DATA: NSP, NNCC & NWCC

ETHNIC BREAKDOWN BY FACILITY

ALPHABETICAL ROSTERS DATED 8/1/77

PERSON PREPARING DATA: HANK HOOKS I.
E. O. S.

ETHNIC CATEGORY	NSP	NNCC	NWCC
	AS OF 8/1/77	AS OF 8/1/77	AS OF 8/1/77
BLACK	120 (25.9%)	150 (27.8%)	24 (43.0%)
CAUCASIAN	305 (65.7%)	360 (66.7%)	28 (50.0%)
HISPANIC	24 (5.2%)	19 (3.5%)	2 (3.5%)
NAT. AMERICAN	14 (3.0%)	10 (1.9%)	2 (3.5%)
SIAN	1 (0.2%)	1 (0.1%)	0 (-0-)
TOTAL	464 (100%)	540 (100%)	56 (100%)

CONSOLIDATED INMATE POPULATION

ETHNIC CATEGORY	MALE	FEMALE	COMBINED
	AS OF 8/1/77	AS OF 8/1/77	AS OF 8/1/77
BLACK	270 (26.9%)	24 (43.0%)	294 (27.7%)
CAUCASIAN	665 (66.2%)	28 (50.0%)	693 (65.4%)
HISPANIC	43 (4.2%)	2 (3.5%)	45 (4.2%)
NAT. AMERICAN	24 (2.4%)	2 (3.5%)	26 (2.5%)
SIAN	2 (0.3%)	0 (-0-)	2 (0.2%)
TOTAL	1,004 (100%)	56 (100%)	1,060 (100%)

MINORITIES: 34.5%
NON-MINORITIES: 65.5%

NEVADA WOMENS CORRECTIONAL CENTER (NWCC)

THE FOLLOWING INFORMATION REPRESENTS THE NEVADA WOMENS CORRECTIONAL CENTER'S TOTAL INMATE POPULATION, TOTAL INMATE PAID JOB ASSIGNMENTS (Inside and Outside), TOTAL INMATE JOB ASSIGNMENTS THAT EARN ONLY GOOD CREDIT TIME, TOTAL INMATES ENROLLED IN VOCATIONAL PROGRAMS AND TOTAL INMATES NOT ASSIGNED AS OF AUGUST 1977.

1. NWCC TOTAL INMATE PAID JOB ASSIGNMENTS (Inside & Outside) WITH TOTAL WAGES EARNED:

ETHNIC CATEGORY	TOTAL INMATE POPULATION (%)	TOTAL JOBS ASSIGNED (%)	TOTAL WAGES EARNED (%)
BLACK	24 (42.0%)	8 (27.5%)	\$163.36 (25.7%)
CAUCASIAN	28 (50.0%)	20 (69.0%)	445.32 (69.0%)
HISPANIC	2 (3.5%)	0 (-0-)	0 (-0-)
EAST. AMERICAN	2 (3.5%)	1 (3.5%)	28.75 (4.5%)
ASIAN	0 (-0-)	0 (-0-)	0 (-0-)
TOTAL	56 (100%)	29 (100%)	\$637.43 (100%)

A. NWCC TOTAL INMATE INSIDE JOB ASSIGNMENTS WITH TOTAL WAGES EARNED;

ETHNIC CATEGORY	TOTAL INMATE POPULATION (%)	TOTAL JOBS ASSIGNED (%)	TOTAL WAGES EARNED (%)
BLACK	24 (43.0%)	6 (33.3%)	\$ 68.11 (34.2%)
CAUCASIAN	28 (50.0%)	13 (61.9%)	102.07 (51.3%)
HISPANIC	2 (3.5%)	0 (-0-)	0 (-0-)
EAST. AMERICAN	2 (3.5%)	1 (4.8%)	28.75 (14.5%)
ASIAN	0 (-0-)	0 (-0-)	0 (-0-)
TOTAL	56 (100%)	20 (100%)	\$198.93 (100%)

B. NWCC TOTAL INMATE OUTSIDE JOB ASSIGNMENTS WITH TOTAL WAGES EARNED:

ETHNIC CATEGORY	TOTAL INMATE POPULATION (%)	TOTAL JOBS ASSIGNED (%)	TOTAL WAGES EARNED (%)
ALL	24 (43.0%)	2 (22.2%)	\$ 95.25 (21.7%)
CAUCASIAN	28 (50.0%)	1 (11.8%)	343.25 (78.3%)
NEGRO	2 (3.5%)	0 (0.0%)	0 (0.0%)
AMERICAN	2 (3.5%)	0 (0.0%)	0 (0.0%)
OTHER	0 (0.0%)	0 (0.0%)	0 (0.0%)
TOTAL	56 (100%)	3 (100%)	\$438.50 (100%)

2. NWCC NON PAID JOB ASSIGNMENTS WHICH INCLUDE GOOD TIME CREDIT FOR DAYS WORKED:

ETHNIC CATEGORY	TOTAL INMATE POPULATION (%)	TOTAL JOBS ASSIGNED (%)
ALL	24 (43.0%)	14 (64.0%)
CAUCASIAN	28 (50.0%)	5 (23.0%)
NEGRO	2 (3.5%)	2 (9.0%)
AMERICAN	2 (3.5%)	1 (4.6%)
OTHER	0 (0.0%)	0 (0.0%)
TOTAL	56 (100%)	22 (100%)

3. NWCC VOCATIONAL & EDUCATIONAL ENROLLMENTS:

A. VOCATIONAL PROGRAM ENROLLMENT:

ETHNIC CATEGORY	TOTAL INMATE POPULATION (%)	TOTAL INMATES ENROLLED (%)
ALL	24 (43.0%)	7 (50.0%)
CAUCASIAN	28 (50.0%)	5 (36.0%)
NEGRO	2 (3.5%)	1 (7.0%)
AMERICAN	2 (3.5%)	1 (7.0%)
OTHER	0 (0.0%)	0 (0.0%)
TOTAL	56 (100%)	14 (100%)

B. EDUCATIONAL PROGRAM ENROLLMENTS:

ETHNIC CATEGORY	TOTAL INMATE POPULATION (%)	TOTAL INMATES ENROLLED (%)
ALL	24 (43.0%)	16 (69.5%)
CAUCASIAN	28 (50.0%)	6 (26.0%)
NEGRO	2 (3.5%)	1 (4.5%)
AMERICAN	2 (3.5%)	0 (0.0%)
OTHER	0 (0.0%)	0 (0.0%)
TOTAL	56 (100%)	23 (100%)

NOTE. SOME OF THE INMATES ARE ENROLLED IN AND ATTEND BOTH PROGRAMS.

4. NWCC TOTAL UNASSIGNED INMATES AS OF AUGUST 1, 1977:

ETHNIC CATEGORY	TOTAL INMATES POPULATION (%)	TOTAL INMATES UNASSIGNED	
		OF THE TOTAL POPULATION (%)	
CAUCASIAN	28 (50.0%)	3 (5.4%)	
BLACK	24 (43.0%)	2 (3.5%)	
HISPANIC	2 (3.5%)	0 (-0-)	
NAT. AMERICAN	2 (3.5%)	0 (-0-)	
ASIAN	0 (-0-)	0 (-0-)	
TOTALS (%)	56 (100%)	5 (8.9%)	

NOTE: THE UNASSIGNED INMATES WERE DUE TO CUSTODY STATUS, MEDICAL TREATMENT AND TO COURT.

NORTHERN NEVADA CORRECTIONAL CENTER
FARMING OPERATIONS
FUTURE CONSIDERATIONS

The Department has operated a dairy farm near the present Northern Nevada Correctional Center facility for a number of years. The dairy operation currently consists of:

1. Approximately 1,100 acres of land utilized for range and limited alfalfa production.
2. 86 head herd with 73 producing an average production of 15,000 lbs. each. (Nevada average is approximately 12,000 lbs. each).
3. 30-40 swine raised on surplus milk.
4. Limited production surplus cattle for resale.

The results of the farming operation are:

1. Dairy needs of the Department's northern institutions are provided.
2. Dairy needs of the Nevada Mental Health Institute and the State Childrens Home are provided at \$.10 a gallon below institutional wholesale prices.
3. Cream production, surplus herd sales and swine sales generated approximately \$84,100 for FYE 6/30/77.

A study of the "profitability" of the dairy operations is planned for FYE 6/30/78. Prior years financial data including depreciation and the allocations of overhead have not been conducted.

The largest single factor limiting the expansion appears not to be financial success, but the availability of water. The Department's water supplies for the dairy consist of:

1. 400 gpm well of 190 feet.
2. 100 gpm well of 270 feet.
3. 23.25% of the flow of Clear Creek (generally considered of no value at the present time.)

The total water supply available might be able to service approximately 137 acres of alfalfa. Based upon these calculations, the expansion capabilities of the farm for alfalfa production are limited to an additional 67 acres. The addition of 67 acres of alfalfa would preclude expansion into other areas of crop production unless the water supply is expanded. The only practical expansion of the water supply is additional pumping sources. This is feasible but may be unfavorably viewed by the neighboring residential communities and agriculture producers.

However, if the availability of water was successfully negotiated, the present dairy operation could be expanded to include:

1. Alfalfa production sufficient to produce the 600 ton used annually. (50+ ton currently).
2. Tree and native shrub production to be utilized on state, county and local government construction projects.
3. Turf production to be utilized on state, county and local government construction projects.
4. Row crops consisting of potatoes and other vegetables for institutional use.
5. Increased cattle raising to meet insitutional needs.
6. Poultry production to meet institutional needs.

The benefits to be derived from expanded production could include:

1. Expanded inmate work programs.
2. Educational/training for inmates.
3. Reduced dependability upon the General Fund by the dairy.
4. Reduced costs to state/county and local government for purchase of items produced.

Details regarding the expansion including costs and number of inmates to be involved have not been finalized. In order to develop a sound package, the Department needs the assistance of outside resources. Steps have been initiated to solicit this aid.

Northern Nevada Correctional Center & Nevada State Prison

1. Types of searches done:

Pat search - empty pockets, purses, etc., remove shoes. If a visitor is male then the search is performed by male officer and if a visitor is female then the search is performed by female officer. Normally, there are two officers present at the time of the search.

2. Criteria for searches:

Informants or spot check basis.

3. How long have current search practices been in effect?

October of 1975 for the Northern Nevada Correctional Center and January, 1976 for the Nevada State Prison.

Nevada Womens Correctional Center

1. Types of searches done:

Pat search as described above.

2. Criteria for searches:

Random.

3. How long have current search practices been in effect?

Approximately January of 1976.

CONSENT TO SEARCH

I, the undersigned, being free from coercion, duress, threats or force of any kind, do hereby freely and voluntarily consent to the search by:

AND _____

duly authorized Correctional Officers of the Nevada State Prison of his/her person located at the Nevada State Prison, Northern Nevada Correctional Center.

The undersigned has been informed of his/her right to require that a search warrant be obtained and does hereby expressly waive said right in giving this consent. However, I do not waive my right to have the search withdrawn at any time or any point during the search if I so desire.

Signed this _____ day of _____ 19____, in the
City of Carson City, State of Nevada
of Stewart, Nevada

SIGNED: _____

WITNESS: _____

WITNESS: _____

Attch 7
NEVADA STATE PRISON

BOARD OF PRISON COMMISSIONERS
MIKE O'CALLAGHAN, GOVERNOR
ROBERT LIST, ATTORNEY GENERAL
WM. D. SWACKHAMER, SECRETARY OF STATE



CHARLES L. WOLFF, JR.
WARDEN
P.O. Box 807
CARSON CITY, NEVADA 89701

NEVADA STATE PRISON
P.O. Box 2247
CARSON CITY, NEVADA 89701

NEVADA WOMEN'S
CORRECTIONAL CENTER
P.O. Box 2247
CARSON CITY, NEVADA 89701

NORTHERN NEVADA
CORRECTIONAL CENTER
P.O. Box 97
STEWART, NEVADA 89437

SOUTHERN NEVADA
PRE-RELEASE CENTER
301 SOUTH HIGHLAND DRIVE
LAS VEGAS, NEVADA 89106

PROFILE of the NEVADA FEMALE OFFENDER

Profile

Offenses for which presently incarcerated

Ethnic breakdown

Sentencing counties

Occupations prior to incarceration

Educational levels

Reading levels

Marital status

Children of inmates

Age of mother at time first child was born

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PROFILE

The typical resident of the Women's Facility of the Nevada Department of Prisons will have been sentenced from Clark County (53.8%) or Washoe County (23.2%) for the crime of robbery, grand larceny, possession of a controlled substance, forgery or first degree murder. She will be a Caucasian (53.5%) between the ages of 20-25 (44.6%). She will be a first offender (80.36%) so far as felon convictions are concerned, but she will have had prior adult arrest (62.5%) and there is almost an even chance (48%) that she will have been arrested five or more times. Her present sentence will be for six or less years.

There is a good chance (39%) that she will have graduated from high school or has a G.E.D. completed. However, there is a 49% chance that she has completed the eleventh grade or less. She was probably unemployed at the time of her arrest (73.2%) and any work she had done prior to incarceration was of an unskilled nature (62.5%). If employed, her average stay on any one job was probably under five months (41.1%). There is an excellent chance that she was chemically dependent (96.4%) at the time of her arrest and she was probably using drugs (40.8%) as opposed to alcohol (37.1%) or both drugs and alcohol (22.2%).

She probably reads at the junior high school level (40%) or below (21%) and is either divorced (41.1%) or never married (30.4%). Regardless of marital status she probably has at least one child (60.7%) and she probably is an unmarried mother (61.7%). In addition, there is a great probability (85.3%) that she must assume responsibility for her child or children when she leaves the institution. It is also interesting to note that she was probably age 18 or below when her first child was born (61.5%).

OFFENSES FOR WHICH PRESENTLY INCARCERATED

<u>Offense</u>	<u>Number Serving Sentence</u>
Robbery	8
Grand Larceny	8
Possession of Controlled Substance	6
Forgery	5
Murder (1st Degree)	5
Sale of Controlled Substance	3
Assault With a Deadly Weapon	2
Attempted Murder	2
Battery	2
Burglary	2
Embezzlement	2
Involuntary Manslaughter	2
Kidnapping	2
Defrauding an Innkeeper	2
Arson	1
Murder (2nd Degree)	1
Attempted Manslaughter	1
Larceny From Person	1
Resisting an Executive Officer	1

ETHNIC BACKGROUND OF RESIDENTS OF THE WOMENS FACILITY
OF THE NEVADA DEPARTMENT OF PRISONS

Black - 25	44.6%
Caucasian - 30	53.5%
Oriental - 1	1.8%

Age of Residents of the Womens Facility of the Nevada Department of Prisons

Age:	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>32</u>	<u>33</u>	<u>35</u>	<u>38</u>	<u>39</u>	<u>40</u>	<u>41</u>	<u>42</u>	<u>43</u>	<u>44</u>	<u>45</u>	<u>46</u>	<u>47</u>	<u>50</u>	<u>54</u>
	6	5	6	1	3	4	3	3	2	2	1	2	1	2	1	2	1	1	1	1	2	1	2	1	1	1
Age:	<u>20-25</u>		<u>26-30</u>		<u>31-35</u>		<u>36-40</u>		<u>41-45</u>		<u>46-50</u>		<u>50+</u>													
	25		11		5		4		6		4		1													
	44.6%		19.6%		8.9%		7.1%		10.7%		7.1%		1.8%													

Contacts with the Criminal Justice System by Residents of Womens Facility

<u>Prior Felony Incarcerations (19.6%)</u>				<u>Felony Probation</u>	<u>Juvenile Record</u>	<u>Prior Jail Sentences (13 have served 23%)</u>							
1st. Off.	2nd Off.	3rd Off.	4th Off.	15 (27%)	22 (39%)	# of Sentences							
0	1	2	3	(6 violators)			1	2	3	4	5	6	7
45 (80.36%)	5 (8.9%)	5 (8.9%)	1 (1.8%)			# of Persons	5	3	1	1	0	2	1

Prior Adult Arrests (35=62.5%)

# of Arrests:	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>30/more</u>
# of Persons:	1		1	6	5	2		3	1	3	2	3	4			1	3

27 (48%) of the females presently incarcerated at the Womens Section of the Nevada Department of Prisons had been arrested 5 more times before the arrest that lead to their present incarceration. Obviously these are not persons who have had their first brush with the law. All evidence indicates multi-problem persons who have been in custody for other offenses and finally were charged with an offense serious enough to get them a felony sentence. This points up the need for services at the misdemeanor level to initiate programmatic activities that could very possibly change the course of life for the women who finally are committed to the Nevada Department of Prisons.

COUNTIES FROM WHICH RESIDENTS OF THE
WOMEN'S FACILITY OF THE NEVADA DEPARTMENT OF
PRISONS RECEIVED THEIR SENTENCES

<u>County</u>	<u>No. of Women</u>	
Washoe	13	23.2%
Clark	30	53.8%
White Pine	2	3.6%
Carson City	2	3.6%
Out of State *	9	16.0%

*These are residents from Idaho, Montana and California who are serving their sentences in Nevada under contract with the sentencing State.

Occupations Prior to Incarceration

Inmates of Women's Facility of the Nevada Department of Prisons

Professional	2	3.6%
Skilled	4	7.1%
Semi-skilled	15	26.8%
Unskilled	35	62.5%

Employment at Time of Arrest

Unemployed	41	73.2%
Employed	15	26.8%

Average Length of Employment Prior to Incarceration

1 year or more	4	7.1%
5 months to 1 year	8	14.3%
3 months to 5 months	12	21.4%
1 month to 5 months	23	41.1%
Never worked	9	16.1%

Chemically Dependent at Time of Arrest (N=54)

Heavy Drug Use	15	27.8%
Drug Use	7	13.0%
Heavy Alcohol Use	9	16.7%
Alcohol Use	11	20.4%
Use of both drugs and Alcohol	12	22.2%

Education

<u>Grade Completed</u>	<u>No. of Women</u>	<u>Percentage</u>
8 or less	5	9%
9	6	11%
10	9	16%
11	7	13%
12	5	9%
High School Graduate	12	21%
G.E.D.	10	18%
13	2	4%
TOTAL	56	101%*

*Error due to rounding

<u>Additional Education</u>	<u>No. of Women</u>
Vocational Training	3
Occupational Certification	1
Associate of Arts Degree	1
Bachelor of Arts Degree	1

39% have completed high school requirements by graduation or G.E.D.

14% have some post-high school training or education.

Reading Scores*

Grades:	<u>4 through 6</u>	<u>7 through 9</u>	<u>10 through 12</u>	<u>12...</u>
	6.4	9.9	11.2	16.4
	6.0	9.9	11.2	13.6
	5.9	9.6	11.0	13.6
	5.5	8.9	10.9	13.6
	5.5	8.9	10.7	13.4
	5.1	8.5	10.2	13.4
	4.7	8.1	15% high school level	13.4
	4.0	8.0		12.5
	4.0	7.9		12.5
21% grade school level.		7.9		12.5
		7.7		
		7.6		23% above hi school level
		7.4		
		7.3		
		7.2		
		7.2		
		7.2		
		7.1		
		40% junior high level		

The mean (\bar{X}) or average reading score is 9.2.

*Scores were available on only 47 of the 56 incarcerated females.

Marital Status

17 - never married	30.4%
16 - now married	28.6%
23 - non divorced	41.1%

Of the 39 who are non married or have been married, 13 or 1/3 (33%) have had more than one marriage. The following table shows multiple marriages for these 13 women.

<u>No. of Marriages</u>	<u>No. of Women</u>
2	6
3	4
4	2
7	1

11 of the incarcerated females had been the victims of incest at some time during their formative years.

Children of Inmates

34 of the 56 institutionalized females have children. Of this 34, 21 are single. The 34 women have a total of 84 children.

<u>No. of Women</u>		<u>No. of Children</u>	
32%	11	1 =	11
26%	9	2 =	18
21%	7	3 =	21
6%	2	4 =	8
12%	4	5 =	20
<u>3%</u>	<u>1</u>	6 =	<u>6</u>
100%	34		84

29 of the 34 women in the above table must assume the responsibility for 64 children upon their release.

Age of Children at Time of Mother's Commitment

<u>Age</u>	<u>No. of Children</u>	
0-2	11	16%
2-5	11	16%
5-10	21	31%
10-15	10	15%
15-18	3	4%
18-	12	18%

*There were 16 children for whom no age was available.

Age of Mother At Time First Child was Born (1)

<u>Mothers Age</u>	<u>No. of Women</u>	<u>Rounded %</u>	<u>Actual %</u>
15	2	8%	7.69%
16	4	15%	15.38%
17	4	15%	15.38%
18	6	23%	23.08%
19	2	8%	7.69%
20	3	12%	11.54%
21	2	8%	7.69%
22	<u>3</u>	<u>12%</u>	11.54%
	26	101%*	

18 (69%) of these women were not married at the time of first birth.

(1) Ages for first birth were not available on 8 of the mothers.

* Error due to rounding.

VOCATIONAL INVENTORY CALCULATIONS
FOR NWCC

<u>AGE</u>		<u>ETHNIC STATUS</u>		<u>MARITAL STATUS</u>	
20 - 24	17	NA	2	Married	21
25 - 29	16	Caucasian	27	Single	34
30 - 34	4	Black	23		
35 - 39	4	MA	1	<u>CHILDREN</u>	
40 - 44	7	Other	2		
45 & Over	7			Yes	36
				No	19

<u>OFFENCE</u>		<u>LENGTH OF SENTENCE</u>	
Arson	1	1 - 2 Years	7
Assault with Deadly Weapon	4	3 Years	8
Attempted Manslaughter	1	4 Years	8
Attempted Murder	2	5 Years	5
Battery	1	6 Years	10
Burglary	1	7 Years	1
Embezzlement	3	8 - 10 Years	5
Failure to Appear	1	11 - 12 Years	1
Forgery	7	12 Years & Over	5
Grand Larceny	9	Life with Parole	1
Involuntary Manslaughter	1	Life without Parole	4
Kidnapping	1		
Non-sufficient Funds	4	<u>PLAN TO WORK</u>	
Murder	5	Part Time	1
Poss. Controlled Substance	2	Full Time	54
Robbery	7		
Sales	5		

<u>EDUCATION</u>		<u>VOCATIONAL TRAINING PREFERENCE</u>	
Junior High Level	6	Auto Mechanic	3
9th or above	22	Computer Programming	8
High School Completion	8	Cosmetology	8
GED	8	Dental Technician	8
Higher Education	11	Food Services	3
		Hotel Management	1
		Landscaping	1
<u>CUSTODY CLASSIFICATION</u>		Nurses Aid	13
Close-19 Med-25 Min A-11		Office Occupations	7
		Upholstery	3

<u>INSTITUTIONAL PROGRAMMING PARTICIPATION</u>			
Basic Education	9	General Education	12
Beauty Shop Operator	1	Housekeeping Assignment	18
Ceramics	44	Institutional	
Clerical Assignment	12	Landscaping	4
Culinary Training	9	Keypunch	10
Form Print Operators	3	Office Practice	12
		Power Sewing	1

9/12/77

STATE OF NEVADA
DEPARTMENT OF PRISONS

BOARD OF PRISON COMMISSIONERS

MIKE O'CALLAGHAN, GOVERNOR
ROBERT LIST, ATTORNEY GENERAL
WM. D. SWACKHAMER, SECRETARY OF STATE



CHARLES L. WOLFF, JR.
DIRECTOR
ADMINISTRATIVE OFFICE
P.O. BOX 607
CARSON CITY, NEVADA 89701
PHONE (702) 882-9202

APPENDIX B

October 20, 1977

3. October 20, 1977, Letter from Charles L. Wolff, Jr.,
Director of the Department of Prisons, to Assemblyman
Lloyd W. Mann, Chairman of the Subcommittee

Assemblyman Lloyd W. Mann
717 Scholl Drive
Las Vegas, Nevada 89107

Dear Assemblyman Mann:

As you are aware, we have been working on areas that could require consideration toward possible legislation with regard to the Nevada State Prisons. The areas of general consideration at the present time are as follows:

1. The development of a state use law which would identify the development of correctional industries within our institutions and provide a revolving fund in order that this would be on a self-supporting basis.
2. Interest has been shown from a number of areas with regard to community based corrections which includes work release and furlough consideration.
3. Another area of discussion has been the area of inmate wages and pay incentives, as well as release pay and transportation for inmates at time of parole or discharge.
4. Another area of consideration is the development of legislation that would provide the opportunity for an inmate serving equal to or greater time than that for Nevada, we could relinquish primary jurisdiction to the other state in order that the individual could serve the time in the other state where he is under sentence.

As time goes on, there will undoubtedly be additional areas of concern that may require legislation as well as solidifying those areas indicated above where a specific recommendation could be made. As these changes occur, your committee will be notified regarding the recommendations of the Nevada State Prisons.

There have been some areas under consideration for program expansion, some of which are listed below:

10/20/77

expansion of academic education to include college level courses through cooperation with community colleges within the state. It is hoped that this could be developed on an ongoing basis and be made part of the ongoing academic program;

expansion in vocational training in such areas as upholstering, wood working, skills training in areas of construction trades, apprenticeship training in areas such as printing, culinary arts, metal work;

the development of more comprehensive courses in welding and metal fabrication;

possible expansion in the areas of automotive, mechanical, auto body finishing;

building maintenance and maintenance services, warehousing, and landscaping.

As indicated above, there are a variety of areas under consideration final decisions have not been made at this point, but continue to be evaluated and worked upon by our staff. We expect there will be additional areas of consideration in the not too distant future, and hopefully we will finalize our recommendations in this area.

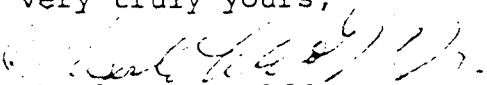
In the areas of correctional industries, we hope to be able to provide recommendations that will be the most viable industries for development within the Nevada State Prisons, however, it is felt some more information must be developed as far as production, evaluation and determination of needs of state agencies prior to any final decisions. Some of the areas under consideration at the present time are:

printing and graphic arts	soap and detergents
wood and metal furniture	paints, which would include
upholstering	highway and architectural
expansion of mattress making	metal lockers and shelving
production such as fiber resin	components
desks and chairs	road signs and markers
school bus repair and maintenance	meat processing

Without question, all of these areas are not viable to develop into correctional industries, however, an attempt is being made to do a full evaluation of state need prior to a recommendation being made on actual areas of production that should be pursued as part of our work program.

Hopefully, we will be able to develop a total work program to permit a person serving time to have a reasonable experience in academic and vocational training which will be tied effectively to a meaningful work program. In so doing, we should be able to assist an individual significantly in preparation for his return to eventual community living.

Very truly yours,


Charles L. Wolff, Jr.
Director

STATE OF NEVADA
DEPARTMENT OF PRISONS

BOARD OF PRISON COMMISSIONERS
MIKE O'CALLAGHAN, GOVERNOR
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CHARLES L. WOLFF, JR.
DIRECTOR
ADMINISTRATIVE OFFICE
P.O. Box 607
CARSON CITY, NEVADA 89701
PHONE (702) 832-9202

APPENDIX B

December 14, 1977

4. December 14, 1977, Letter from Michael L. Medema,
Business Manager, Department of Prisons, to
Assemblyman Lloyd W. Mann, Chairman of the Subcommittee

Assemblyman Lloyd Mann
Chairman
717 Scholl Drive
Las Vegas, NV 89107

Dear Assemblyman Mann:

The subcommittee requested that the Department provide additional information regarding certain issues and subjects. Responding to these requests, I submit the following:

1. Staff within the Vocational Department have been classified by the State Personnel Office as grades 32 within the classified salary plan approved by the State Personnel Advisory Committee. Due to additional responsibilities, some of the instructors positions were submitted for reevaluation. However, all the Department's non-custody staff who have frequent and necessary contact with the inmate population (nurses, cooks, teachers, etc.) should be considered for inclusion in the early retirement provisions of NRS and should receive the additional 5% salary adjustment granted to the custody staff by the 1977 Legislature. This was proposed to the 1977 Legislature in several bills which were not referred out of the committee of initial assignment. The Department intends to resubmit this legislation to the 1979 Legislature.
2. Due to recent developments, the Director has initiated new procedures for the vocational projects. A copy of this procedure is attached for your review.
3. The current staff discipline procedures generally followed are:
 1. Incident reported to employee's supervisor.
 2. Investigation conducted, disciplinary action applicable to incident is determined.
 3. If disciplinary action is a written reprimand or loss, superintendent is authorized to administer.
 4. If disciplinary action is suspension or termination, recommendation referred to Director's Office for review.
 5. Director's Office reviews incident, case then referred to Review Committee for recommendation.
 6. Review Committee, Composed of the Business Manager, the Mediator, and one superintendent, hears the case and then makes a recommendation to the Director.

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7. The Director makes a final decision regarding the appropriate disciplinary action

Exceptions to this process are made where in the opinion of the Director special or immediate action is warranted.

4. The subcommittee requested a listing including cost and staffing of the educational requirements of the institution. A "wish" listing for a total educational package is attached. However, this listing exceeds by over 700 percent the amount of funds currently allotted to education. Escalation of this magnitude is not deemed practical in terms of budget or implementation. Further review will be made by the Department resulting in a practical plan to be included in the 1979 Budget proposals due to be submitted by September, 1978.
5. Budget data regarding the Department's farming expansion was requested. Attachment 4 to the information package presented in October did not include proposed budgets. The proposals have not been expanded due to the unanswered question of water availability. As previously indicated, steps have been initiated to determine the availability of water and the cost of procurement. Once this is determined, sound financial data regarding feasible expansion can be developed.
6. Examples of the inmate "C" files were requested. Two inmate files have been edited for the subcommittee review. They will be submitted at the December meetings. However, only one copy of each file was made due to the confidentiality of these records. The Department requests that the files be circulated to the committee members and then returned to the Department for disposal.
7. Another type of inmate activity which could be offered is Prison Industries. Department sponsored legislation regarding this subject was passed out of committee during the 1977 Legislative session but was not given floor action. Selected industries with associated costs are attached for your review.

I hope you find this information meets your requests.



Michael L. Medema,
Business Manager

MLM/kg

cc: All members of the subcommittee
Charles Wolff, Jr., Director
Donald A. Rhodes

STATE OF NEVADA

DEPARTMENT OF PRISONS

VOCATIONAL AND INDUSTRIAL DEPARTMENT PROCEDURES

1. GENERAL

The following procedures are established for the accountability and control of work performed by the vocational and industrial departments within the Department of Prisons. Services are available only to organizations or persons described below and in accordance with the following order of priority:

- a. Department of Prisons: These projects will have priority over any other work.
- b. State or Other governmental agencies: Approved work requests received from governmental agencies.
- c. Non-profit organizations: Written requests received and determined by the Business Manager to be acceptable.
- d. Prison Employees: Current employees and their dependents. Only those projects that provide instructions and training for students in furthering their education and skill are authorized.

2. ADMINISTRATIVE PROCEDURES

All work to be performed by the vocational and industrial departments, either governmental or private, must be approved by the Business Manager prior to entering the institution. Maintenance work orders may be approved by the Maintenance Supervisor.

All work requests must be accompanied by a work order. (See Appendix A for sample.) Work orders submitted for approval are to be routed as follows:

- a. Department of Prisons: Work requiring the accountability of expendable supplies or materials will be routed as follows:
 1. Originating department supervisor for review and pricing.
 2. Superintendent or designated representative for review and approval.
 3. Business Manager for final approval.
- b. Other Agencies: Work and materials entrusted to the Prison will be routed directly to the Business Manager for approval and coordination with the supporting agencies.
- c. Prison Employees: Submit directly to the Business Manager.

3. APPROVED WORK ORDER PROCEDURES

An approved work order will serve as authorization for the project to enter the institution following compliance with the institution's prescribed security procedures.

Work orders will be assigned to the appropriate shops by the Vocational Supervisor. The Supervisor will establish and maintain controls to insure proper accountability and security of all items and materials under his jurisdiction.

The Supervisor will maintain a work order register showing the work order number, date received, brief description of work, shop assignment, date work started and an accurate schedule of hours expended in completing each project.

All materials necessary to complete the requested services, other than Prison work orders, must be supplied by the agency or employee.

All inquiries on job progress will be directed to the Vocational Supervisor only.

No employee will give directions or guidance to Inmate students or workers other than the Vocational Supervisor.

4. COMPLETED WORK ORDER PROCEDURES

No item or project will be delivered, released, or shipped until authorization is obtained from the Business Manager.

Work projects completed for prison employees will be paid in full to the Business Manager's Office prior to release or removal from the institution. No item will be released without a receipt from the Business Manager's Office.

Upon completion of a project, the Vocational Supervisor will complete the original work order to include a complete description of work performed and materials used and will prepare a bill for services rendered. Two copies of each form will be submitted to the Business Manager.

No payments will be collected by the Vocational Department or Prison employees except those authorized by the Business Manager

5. TIPS, GIFTS, AND GRATUITIES

No employee will give a tip, gift, or gratuity to any Inmate for any service performed in any area.

NEVADA STATE PRISON
MAINTENANCE DEPARTMENT

APPENDIX A

WORK ORDER

Date..... Assigned by
No. Business Manager

Requested by..... Agency or individual..... Location..... Address.....

Work requested..... Complete description of item to be repaired and work to be performed.

.....
List parts/materials accompanying item

Work performed..... Complete description of work performed and materials used.

.....
For Department of
Materials ordered on requisition No. Prisons only.

Authorized by..... Business Manager.....
Maintenance Supervisor Date

Completed by..... Vocational Supervisor.....
Date

ORIGINAL and DUPLICATE to Maintenance Department; retain TRIPLICATE.

4130

DISTRIBUTION

- 1 copy to originator
- 2 copies to Vocational Supervisor
- 1 copy to accounting
- 1 copy to Business Manager

NEVADA DEPARTMENT OF PRISONS PROGRAMMING

Academic programming in all institutions is designed to meet the various needs of the inmates. Theoretically, a person could begin in Adult Basic Education and advance through the GED-High School Program and into a college program resulting in an Associate Arts Degree.

Vocational programming is designed from a practical standpoint. Courses will be offered in areas such as welding, carpentry, auto mechanics, auto detailing, auto body and paint, drafting, laundry/dry cleaning, cosmetology, landscaping/nursery, and custodial training. A person gaining proficiency in any of these areas can gain employment any place in the United States. Also, activity in these areas take place in the Prison's institutions on an informal basis. Vocational training would result if these activities were formalized, structured, professionalized and strengthened by the services of an instructor and the utilization of modern equipment.

Specialized training should be offered in areas such as computer programming, EMT/physical therapy, air conditioning, firefighting/safety, and graphic arts. Inmates gaining proficiency in these areas would be entering an area of great demand. Chances of employment are greater and wages are higher.

Monies should also be allocated for the purpose of special training that must either be brought to the institution or inmates taken to sites outside the institution. A good example would be heavy equipment operations. It is not feasible for the Department of Prisons to purchase the various types of heavy equipment, yet the possibility of training and employment is good in this area.

The proposed programming is complete and comprehensive. It should meet the majority of needs among the inmate population. Details regarding the costs of the courses can be supplied. However, exact costs of some items is difficult to pursue at such an early date. The proposal does not include the related security costs and building space needed to support the entire program. The estimates are for an annual year. Predicted costs for succeeding years should make allowance for equipment replacement.

NORTHERN NEVADA CORRECTIONAL CENTER

Academic Programs

GED-High School	8 instructors	\$160,000	
120 students	Equipment	120,000	
	Instructional supplies	72,000	
	Operating supplies	<u>4,800</u>	
			\$356,800
Community College Courses	3 courses		
45 students	\$300 @ student		13,500
Special fund for training to be brought to the institution			<u>40,000</u>
	Total Academic Education		<u>\$410,300</u>

Vocational Programs

Construction trades	4 instructors	\$ 88,000	
32 students	Equipment	131,000	
	Supplies	<u>24,000</u>	
			\$243,000
Welding	Instructor	\$ 18,000	
18 students	Supplies	<u>36,000</u>	
			\$ 54,000
EMT/Physical Therapy	Instructor (½ time)	\$ 9,000	
10 students	Tests	3,000	
	Supplies	4,000	
	Equipment	<u>17,000</u>	
			\$ 33,000
Laundry/Dry Cleaning	Insturctor	\$ 18,000	
12 students	Supplies	<u>6,000</u>	
			\$ 24,000
Air Conditioning/ Refrigeration	Instructor	\$ 18,000	
10 students	Equipment/tools	24,000	
	Supplies	<u>8,000</u>	
			\$ 50,000
Culinary Arts	Instructor	\$ 18,000	
24 students	Supplies	<u>7,200</u>	
			\$ 25,200
Carpentry	Instructor	\$ 18,000	
15 students	Supplies	<u>32,000</u>	
			\$ 50,000

Landscaping/Nursery 18 students	Instructor Equipment Supplies	\$ 18,000 12,000 <u>8,000</u>	\$ 38,000
Upholstery 14 students	Instructor Supplies	\$ 18,000 <u>12,000</u>	\$ 30,000
Custodial training 40 students	Instructor Equipment Supplies	\$ 18,000 12,000 <u>4,800</u>	\$ 34,800
Auto & Diesel Mechanics, Auto Body & Paint, Auto Detailing 36 students	3 instructors Equipment Supplies	\$ 54,000 85,000 <u>46,000</u>	\$185,000
Service Station Attendent 8 students	Instructor Equipment Supplies	\$ 18,000 48,000 <u>7,500</u>	\$ 73,500
Agriculture 20 students	Instructor Equipment and supplies	\$ 18,000 <u>22,000</u>	\$ 40,000
Total Vocational Education			<u>\$880,500</u>

NORTHERN NEVADA CORRECTIONAL CENTER EDUCATIONAL RECAPULATION

Academic	\$ 410,300
Vocational	880,500
2 supervisors	<u>44,000</u>
Total	<u>\$1,334,800</u>
Total students: 422 Average cost \$3,163 per student	

NEVADA STATE PRISON-MAXIMUM SECURITY

Academic Programs

GED-High School Program 60 students	4 instructors	\$ 80,000	
	Equipment	60,000	
	Instructional supplies	36,000	
	Operating supplies	<u>2,400</u>	\$178,400
Community College Courses 30 students	3 courses		
	\$300 @ student		9,000
Special fund for training to be brought to the institution			20,000
Total Academic Education			<u>\$207,400</u>

Vocational Programs

Graphic Arts 12 students	Instructor	\$ 18,000	
	Equipment	90,000	
	Supplies	<u>36,000</u>	\$144,000
Culinary Arts 30 students	Instructor	\$ 18,000	
	Supplies-texts	<u>7,200</u>	25,200
Custodial Training 30 students	Instructor	\$ 18,000	
	Supplies	<u>2,400</u>	20,400
Shoe Repair 8 students	Instructor (½ time)	\$ 9,000	
	Equipment	33,000	
	Supplies	<u>18,000</u>	60,000
Construction trades 32 students	4 instructors	\$ 88,000	
	Equipment	131,000	
	Supplies	<u>24,000</u>	243,000
Landscaping and grounds 18 students	Instructor	\$ 18,000	
	Equipment	12,000	
	Supplies	<u>8,000</u>	38,000
Total Vocational Education			<u>\$530,600</u>

NEVADA STATE PRISON-MAXIMUM SECURITY EDUCATIONAL RECAPULATION

Academic	\$207,400
Vocational	530,600
2 supervisors	<u>44,000</u>
Total	<u>\$782,000</u>

Total students: 220 Average cost \$3,554 per student

NEVADA WOMEN'S CORRECTIONAL CENTER

Academic Programs

GED-High School Program	2 instructors	\$ 40,000	
30 students	Equipment	30,000	
	Instructional supplies	18,000	
	School supplies	<u>1,200</u>	
			\$ 89,200
Community College Programs	3 courses		
15 students	\$300 @ student		4,500
Special fund for training to be brought to the institution			<u>10,000</u>
	Total Academic Education		<u>\$103,700</u>

Vocational Programs

Computer Programming	Instructor	\$ 18,000	
8 students	Equipment	28,000	
	Supplies	<u>4,800</u>	
			\$ 50,800
Culinary Arts	Instructor (½ time)	\$ 9,000	
12 students	Supplies	<u>6,600</u>	
			15,600
EMT/Physical Therapy	Instructor (½ time)	\$ 9,000	
10 students	Texts	3,000	
	Instructional supplies	4,000	
	Equipment	<u>17,000</u>	
			33,000
Cosmetology	Instructor (½ time)	\$ 9,000	
6 students	Equipment	2,000	
	Supplies	<u>5,000</u>	
			16,000
Custodial Training	Instructor	\$ 18,000	
15 students	Supplies	<u>2,400</u>	
			20,400
Home Economics	Instructor	\$ 18,000	
16 students	Equipment	15,000	
	Supplies	<u>6,000</u>	
			39,000
Dental Assistants	Instructor (½ time)	\$ 6,000	
6 students	Equipment	7,000	
	Supplies	<u>3,000</u>	
			<u>16,000</u>
	Total Vocational Education		<u>\$190,800</u>

NEVADA WOMEN'S CORRECTIONAL CENTER EDUCATIONAL RECAPULATION

Academic	\$103,700
Vocational	190,800
1 supervisors	<u>22,000</u>
Total	<u>\$316,500</u>

Total students: 118 Average cost \$2,682 per student

SOUTHERN NEVADA CORRECTIONAL CENTER

Academic Programs

GED-High School Program 60 students	4 instructors	\$ 80,000	
	Equipment	60,000	
	Instructional supplies	36,000	
	Operating supplies	<u>2,400</u>	\$178,400
Community College Courses 30 students	3 courses		
	\$300 @ student		9,000
Special fund for training to be brought to the institution			<u>60,000</u>
Total Academic Education			<u>\$247,400</u>

Vocational Programs

Welding 15 students	Instructor	\$ 18,000	
	Equipment	80,000	
	Supplies	<u>20,000</u>	\$118,000
EMT/Physical Therapy 10 students	Instructor (½ time)	\$ 9,000	
	Texts	3,000	
	Instructional supplies	4,000	
	Equipment	<u>17,000</u>	33,000
Laundry/Dry Cleaning 12 students	Instructor	\$ 18,000	
	Equipment	82,000	
	Supplies	<u>6,000</u>	106,000
Air Conditioning 10 students	Instructor	\$ 18,000	
	Equipment	24,000	
	Supplies	<u>8,000</u>	50,000
Carpentry 15 students	Instructor	\$ 18,000	
	Equipment	65,000	
	Supplies	<u>32,000</u>	115,000
Culinary Arts	Instructor (½ time)	\$ 9,000	
	Supplies/texts	<u>6,600</u>	15,600
Computer Programming 8 students	Instructor	\$ 18,000	
	Equipment	28,000	
	Supplies	<u>4,800</u>	50,800

Landscaping/Nursery 18 students	Instructor Equipment Supplies	\$ 18,000 12,000 <u>8,000</u>	\$ 38,000
Drafting 12 students	Instructor Equipment/tables Supplies	\$ 18,000 18,000 <u>3,600</u>	39,600
Firefighting/Safety 18 students	Instructor Truck-Equipment Instructional supplies	\$ 18,000 30,000 <u>4,500</u>	52,500
Upholstery 14 students	Instructor Equipment Supplies	\$ 18,000 33,000 <u>12,000</u>	63,000
Hair Styling/Barber 6 students	Instructor (½ time) Equipment Supplies	\$ 9,000 18,000 <u>7,000</u>	34,000
Custodial Training 30 students	Instructor Supplies	\$ 18,000 <u>2,400</u>	20,400
Service Station Attendent 8 students	Instructor Equipment Supplies	\$ 18,000 48,000 <u>7,500</u>	73,500
Total Vocational Education			<u>\$809,400</u>

SOUTHERN NEVADA CORRECTIONAL CENTER EDUCATIONAL RECAPULATION

Academic	\$ 247,400
Vocational	809,400
2 supervisors	<u>44,000</u>
Total	<u>\$1,100,800</u>

Total students: 284 Average cost \$3,876 per student

PRISON INDUSTRIES

Nevada State Prison-Maximum Security

Furniture Repair and Refinishing \$125,000

This industry would "remanufacture" public property (desks, chairs, file cabinets, etc.) for reuse. The costs of rejuvenation of these products average 25% ot 30% of the original cost.

Metal Working 75,000

Using preshaped and manufactured parts, the workers could assemble new chairs, desks, and file cabinets for public institution purchase.

Book Bindery 20,000

Old books are rejuvenated and magazines are bound for future reference. This current industry is utilized by county libraries and schools. Expansion is possible to include binding reports of governmental agencies.

Northern Nevada Correctional Center

Dental Prosthesis 25,000

The dental laboratory, with minor modifciations, could produce all the plates and and partials needed by the Department, the Children's Home, the State Mental Hospital, and the local jails.

Matress Production 40,000

The Department has begun limited production of mattresses for internal use and has filled orders for several county jails. The cost of these mattresses, including allowances for equipment depreciation and staff salary is approximately 75% of the institutional price of private vendors. Expansion of this operation should be seriously considered.

NORTHERN WOMEN'S CORRECTIONAL CENTER

Garment Manufacturing 85,000

A garment manufacturing operation could produce the uniforms and clothing for inmates and other wards of the State, could produce coveralls and jump suits to be used by State employees on the job and other related apparel needed for public use.

Total industries \$370,000

STATE OF NEVADA
LEGISLATIVE COUNSEL BUREAU

LEGISLATIVE BUILDING
CAPITOL COMPLEX
CARSON CITY, NEVADA 89710



LEGISLATIVE COMMISSION (702) 885-5627

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ARTHUR J. PALMER, *Director*
(702) 885-5627

FRANK W. DAYKIN, *Legislative Counsel* (702) 885-5627
EARL T. OLIVER, *Legislative Auditor* (702) 885-5620
ANDREW P. GROSE, *Research Director* (702) 885-5637

November 21, 1977

APPENDIX C

Subcommittee Letter To Licensing Agencies Which Restrict The Licensing
of Ex-Offenders & Chart Showing Agencies' Responses to Subcommittee

Lester O. Goddard Letter
Commissioner of Savings Assns.
201 S. Fall St., Nye Building
Carson City, Nevada 89701

Dear Mr. Goddard:

Assembly Concurrent Resolution No. 1 of the 1977 Legislative Session directs the Legislative Commission to make a comprehensive study of the conditions of the State Prison and to report its findings with recommendations for any appropriate legislation to the 60th Session of the Legislature of the State of Nevada. The Legislative Commission has appointed a subcommittee chaired by Assemblyman Lloyd W. Mann of Las Vegas to conduct the study mandated by A.C.R. 1. Other members of the subcommittee are: Senator Richard H. Bryan (D-Las Vegas), Senator Jack L. Schofield (D-Las Vegas), Assemblyman Lawrence E. Jacobsen (R-Minden), Assemblyman John Polish (D-Ely), Assemblyman Nash M. Sena (D-Henderson), and Assemblyman Lonie Chaney (D-Las Vegas), vice chairman of the subcommittee. I am a staff member assigned to the subcommittee.

The subcommittee has asked me to solicit information from you concerning (1) the number of mortgage companies you have refused to license because a principal applicant has been convicted of a felony or crime of moral turpitude and (2) the number of mortgage companies whose licenses you have revoked because a principal has been convicted of such crime(s). If available, please list the specific crime which lead to the refusal to license or the revocation of an existing license.

The subcommittee would also appreciate your views concerning possible amendments to the Nevada Revised Statutes which would specify that barriers to employment of convicted persons based solely on a past conviction should be prohibited unless the offense committed bears a substantial relationship to the function and responsibilities of employment.

Thank you very much for your assistance.

Yours truly,


Donald A. Rhodes

Chief Deputy Research Director
235.

Responses to November 21, 1977, letter concerning licensing refusals or revocations because of felony convictions by the applicants or license holders.

Licensing Agency	Licenses Refused	Licenses Revoked	Willing To Modify Exist- ing Law
State Board of Osteopathy 618 S. 6th Street Las Vegas, Nevada 89101			
State Board of Oriental Medicine Health Division Carson City, NV 89710	0	0	No Comment
Nevada State Board of Optometry 3201 Maryland Parkway Las Vegas, NV 89109			
Board of Dispensing Opticians 1008 E. Charleston Blvd. Las Vegas, NV 89104	0	0	No Comment
State Board of Examiners for Nursing Home Administrators P. O. Box 57 Winnemucca, NV 89445			
State Board of Nursing 1201 Terminal Way, Rm. 203 Reno, NV 89502	0	0	Yes
Nevada State Board of Pharmacy 1281 Terminal Way, Suite 217 Reno, NV 89502			
State Board of Physical Therapy Examiners 4085 Billy Drive Reno, NV 89502	0	0	Yes
State Board of Podiatry 311 Elm Street Reno, NV 89503			
Private Investigators' Licensing Board Office of the Attorney General Carson City, NV 89710	0	0	No Comment

Licensing Agency	Licenses Refused	Licenses Revoked	Willing To Modify Exist- ing Law
Board of Psychological Examiners 3035 Sprout Way Sparks, NV 89431			
Certified Shorthand Reporters Board of Nevada 302 E. Carson Ave., Suite 703 Las Vegas, NV 89101	0	0	No Comment
Nevada State Board of Veterinary Medical Examiners Division of Animal Husbandry Department of Agriculture Reno, NV 89502			
Taxicab Authority 215 E. Bonanza Rd. Las Vegas, NV 89158	8*	4*	No
Nevada State Board of Accountancy 290 S. Arlington Avenue Reno, NV 89501			
State Board of Architecture of Nevada 2133 Industrial Road Las Vegas, NV 89102			
Board of Landscape Architects 1995 Haskell St., Suite C Reno, NV 89509			
State Barbers' Health & Sanitation Board 1535 Clemson Road Reno, NV 89502			
State Board of Chiropractic Examiners 518 E. St. Louis Avenue Las Vegas, NV 89105	1	2	No Comment
Contractors' Board 328 S. Wells Avenue Reno, NV 89502	0	0	Yes
Board of Dental Examiners 83 S. Maine St. Fallon, NV 89406			

* 12 month period

Licensing Agency	Licenses Refused	Licenses Revoked	Willing To Modify Exist- ing Law
State Board of Registered Professional Engineers P. O. Box 5208 Reno, NV 89513	0	0	No Comment
State Board of Funeral Directors & Embalmers 40 W. First St. Reno, NV 89501	0	0	No Comment
Board of Hearing Aid Specialists 1850 View Crest Drive Reno, NV 89502	0	0	No
Board of Marriage & Family Counselor Examiners P. O. Box 5248 Reno, NV 89503			
Board of Medical Examiners P. O. Box 7238 Reno, NV 89510	1+	6****	Yes
Real Estate Division (Real estate salesmen, escrow agents, real estate brokers)	Unknown	3	Yes
Carson City Sheriff's Department (Work permits, licenses)			
Washoe County Sheriff's Department (Work permits, licenses)			
Clark County Sheriff's Department (Work permits, licenses)			
State Bar	0	2**	Yes
Dept. of Education Teachers	Unknown	14***	Yes
Savings & Loan Div. Mortgage Companies (Principal applicants)	0	1	Yes
State Board of Health Medical Laboratories (Directors and technical employees)	0	0	Neutral

** Last 4 years

*** Since 1959

**** Since 1936

APPENDIX D

SUGGESTED LEGISLATION

SUMMARY--Creates board of prison trustees. (BDR 16-55)

Fiscal Note: Effect on Local Government: No.

Effect on the State or on Industrial
Insurance: Yes.

AN ACT relating to prisons; creating the board of prison trustees; limiting the board of state prison commissioners to advising the board of prison trustees and the director of the department of prisons; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 4, inclusive, of this act.

Sec. 2. 1. The board of prison trustees is hereby created.

2. The board consists of five members appointed by the governor for staggered terms of 4 years. Two members of the board must be representatives of the general public. All members of the board must possess the qualifications required by law of representatives of the general public. No member of the board may be an elected officer of this state or of any of its political subdivisions or be an employee of the state, and no more than three members of the board may be of the same political party. The board shall elect a chairman and otherwise provide for its organization. Board members may be reappointed.

Sec. 3. Each member of the board is entitled to receive a salary of \$40 for each day's attendance at a meeting of the board and the per diem allowance and travel expenses provided by law.

Sec. 4. The board of state prison commissioners shall advise the board of prison trustees and the director of the department of prisons on the operation of the department.

Sec. 5. NRS 209.021 is hereby amended to read as follows:

209.021 "Board" means the board of [state prison commissioners as defined by section 21 of article 5 of the Nevada constitution.] prison trustees.

Sec. 6. NRS 209.101 is hereby amended to read as follows:

209.101 1. The department of prisons is hereby created.

2. The head of the department is the board of [state prison commissioners.] prison trustees.

3. [The governor is the president of the board. The secretary of state is] The director of the department of prisons shall serve as the secretary of the board. The secretary shall not vote.

4. Any [two] three members of the board constitute a quorum for the transaction of business.

5. The secretary shall keep full and correct records of all the transactions and proceedings of the board.

Sec. 7. NRS 209.111 is hereby amended to read as follows:

209.111 The board has full control of all grounds, buildings, labor, and property of the department, and shall:

1. Purchase, or cause to be purchased, all commissary supplies, materials and tools necessary for any lawful purpose carried on at any institution of the department.

2. Sell all manufactured articles and collect the money for their sale.

(BDR 16-55)

3. Contract with tax-supported, nonprofit government agencies for any labor of offenders and collect money therefor. All state agencies shall cooperate with the department in carrying out the provisions of this subsection to the extent consistent with their other lawful duties.

4. Regulate the number of officers and employees of the department.

5. Prescribe regulations for carrying on the business of the board and the department.

6. Hold regular and special meetings, at such times and places as the board deems convenient, but at least one regular meeting shall be held every month on or after the 15th day of the month.

Sec. 8. NRS 209.131 is hereby amended to read as follows:

209.131 The director shall:

1. Administer the department under the direction of the board.

2. Supervise the administration of all institutions of the department.

3. Receive, retain and release in accordance with law offenders sentenced to imprisonment in the state prison.

4. Be responsible for the supervision, custody, treatment, care, security and discipline of all offenders under his jurisdiction.

5. Establish regulations with the approval of the board and enforce all laws governing the administration of the department and the custody, care and training of offenders.

6. Take proper measures to protect the health and safety of the staff and inmates of the institutions of the department.

7. Cause to be placed from time to time in conspicuous places about each institution copies of laws and regulations relating to visits and correspondence between offenders and others.

8. Provide for the holding of religious services in the institutions and make available to the inmates copies of appropriate religious materials.

9. Provide the board with such administrative and clerical services and such meeting space, furniture, equipment, supplies, stationery, books, motor vehicles and all other material or service that the board deems necessary or desirable in carrying out its functions.

SUMMARY--Proposes to amend Nevada constitution by abolishing board of state prison commissioners. (BDR C-56)

JOINT RESOLUTION--Proposing to amend section 21 of article 5 of the constitution of the State of Nevada by abolishing the board of state prison commissioners.

RESOLVED BY THE AND OF THE STATE OF NEVADA,
JOINTLY, That section 21 of article 5 of the constitution of the State of Nevada be amended to read as follows:

[Sec:] Sec. 21. The Governor, Secretary of State and Attorney General [shall constitute a Board of State Prison Commissioners, which Board shall have such supervision of all matters connected with the State Prison as may be provided by law. They shall also] constitute a Board of Examiners, with power to examine all claims against the State (except salaries or compensation of Officers fixed by law) and perform such other duties as may be prescribed by law, and no claim against the State (except salaries or compensation of Officers fixed by law) shall be passed upon by the Legislature without having been considered and acted upon by said "Board of Examiners."

SUMMARY--Subjects department of prisons to provisions of Nevada Administrative Procedure Act for purpose of adopting regulations. (BDR 18-57)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to prisons; subjecting the department of prisons to the provisions of the Nevada Administrative Procedure Act for the purpose of adopting regulation; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 233B.039 is hereby amended to read as follows:

233B.039 1. The following agencies are entirely exempted from the requirements of this chapter:

- (a) The governor.
- (b) [The department of prisons.
- (c)] The University of Nevada System.
- [(d)] (c) The department of the military.
- [(e)] (d) The state gaming control board.
- [(f)] (e) The Nevada gaming commission.
- [(g)] (f) The state board of parole commissioners.
- [(h)] (g) The welfare division of the department of human resources.
- [(i)] (h) The state board of examiners acting pursuant to chapter 217 of NRS.

2. The state board of education [is] and the department of prisons are subject to the provisions of this chapter for the

purpose of [regulation-making] adopting regulations but not with respect to any contested case [.] or regulation relating to security procedures at the prison.

3. The special provisions of:

(a) Chapter 612 of NRS for the distribution of regulations by and the judicial review of decisions of the employment security department;

(b) Chapters 616 and 617 of NRS for the determination of contested claims; and

(c) Chapters 704 and 706 of NRS for the judicial review of decisions of the public service commission of Nevada,

flush prevail over the general provisions of this chapter.

4. The provisions of this chapter do not apply to any order for immediate action, including but not limited to quarantine and the treatment or cleansing of infected or infested animals, object or premises, made under the authority of the state board of agriculture, the state board of health, the state board of sheep commissioners or any other agency of this state in the discharge of a responsibility for the preservation of human or animal health or for insect or pest control.

SUMMARY--Requires training for certain correctional officers.
(BDR 16-60)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial
Insurance: Yes.

AN ACT relating to the department of prisons; requiring training
for certain correctional officers; and providing other
matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding
thereto a new section which shall read as follows:

1. The director shall establish a program to provide all new
correctional officers with 40 hours of training prior to any
work assignment in the department and 40 additional hours of
training during the first year of employment.

2. The training must be given by a qualified instructor and
must include information about:

(a) The organizational structure, policies, programs and
regulations of the department.

(b) Proper relations between an employee of an institution
and an offender.

(c) Proper techniques of disciplining an offender.

SUMMARY--Requires review and reporting upon employment policies and practices of department of prisons. (BDR 16-61)
Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: Effect less than \$2,000.

AN ACT relating to prisons; requiring the personnel division of the department of administration to review and report upon the employment policies and practices of the department of prisons and to report to its governing board; requiring the board to take appropriate action to remedy noncompliance with standards of fitness to perform particular duties; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

1. The personnel division of the department of administration shall periodically examine the employment practices of the department of prisons and report its finding to the board biennially. The report must include consideration of compliance with appropriate standards of fitness to perform particular duties.

2. The board shall take appropriate action to remedy any failure to comply with such standards or to remedy other improprieties in employment practices reported to it by the personnel division.

SUMMARY--Provides for psychological testing of all prospective
correctional officers. (BDR 16-62)
Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial
Insurance: Yes.

AN ACT relating to the department of prisons; providing for psychological testing of prospective correctional officers; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

The director shall, with the assistance of the personnel division of the department of administration, establish a program for administering appropriate psychological tests to all prospective correctional officers.

SUMMARY--Provides for establishment of public and private industry at state prison and application of wages therefrom.

(BDR 16-63)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to prisons; providing for the establishment of public and private industry at the state prison; requiring the governing board to adopt by regulation criteria for the application of wages earned by offenders; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 7, inclusive, of this act.

Sec. 2. The department of prisons is authorized to manufacture articles at the state prison.

Sec. 3. There is hereby created in the state treasury a revolving fund for prison industries to be administered by the department for the support of industry at the state prison. Receipts from the sale of articles manufactured must be deposited in this fund, and expenses related to their manufacture paid from it.

Sec. 4. 1. The advisory board for prison industries is hereby created.

2. The advisory board consists of five members:

(a) Three members from private industry appointed by the governor for terms of 4 years.

(b) One member from organized labor appointed by the governor for a term of 4 years.

(c) One member from the offender population who is selected by his peers for a term of 1 year.

3. The advisory board shall adopt regulations and advise the director of the department regarding the management of prison industries.

Sec. 5. To the extent reasonably possible, compensation for work performed in prison industries must be equivalent to the prevailing minimum wage for work of a similar nature performed by employees with similar skills in the locality in which the work is performed.

Sec. 6. One or more private enterprises may operate ventures, employing offenders, on the grounds of facilities of the department of prisons. Compensation for such employment must be equivalent to the prevailing minimum wage for work of a similar nature performed by employees with similar skills in the locality in which the work is performed.

Sec. 7. The board shall adopt regulations specifying criteria for the reasonable deduction from the pay of offenders employed in prison industries or private ventures for the cost of their room and board, savings, family support and restitution to victims of their respective offenses.

Sec. 8. NRS 333.290 is hereby amended to read as follows:

333.290 1. Every advertisement for bids covering any class of materials or supplies that any charitable [,] or reformatory

[or penal] institution of the state is prepared to supply, in whole or in part, through the labor of inmates, [shall] must carry a statement that the chief reserves the right to secure such materials or supplies from any such institution or institutions, to the extent that they can be secured of equal quality and at prices not higher than those of the lowest acceptable bid received in response to such advertisement.

2. Every advertisement for bids covering any class of materials or supplies that any penal institution of the state is prepared to supply, in whole or in part, through the labor of offenders, must carry a statement that the chief is required to secure such materials or supplies from such institution to the extent that they are available.

3. All institutions' products meeting [these conditions shall] the respective conditions specified in subsections 1 and 2 must be utilized to the extent available, before orders are placed under contracts or otherwise.

SUMMARY--Provides for use of offenders in positions at prison.
(BDR 16-64)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial
Insurance: No.

AN ACT relating to prisons; providing for the use of offenders
in the largest feasible number of positions at the prison
which do not involve its management or security; and
providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding
thereto a new section which shall read as follows:

The board shall establish by regulation procedures for the use
of offenders in the largest feasible number of positions at the
prison which do not involve its management or security.

SUMMARY--Creates prison farm fund. (BDR 16-65)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial
Insurance: No.

AN ACT relating to the department of prisons; creating a prison farm fund; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

1. The prison farm fund is hereby created as an intragovernmental service fund. The director shall administer the fund.

2. All expenses relating to the prison farm must be paid from the fund. Each item purchased from the prison farm must be charged to the budget of the department receiving the item and credited to the fund.

3. Claims against the fund, approved by the director, shall be paid as other claims against the state are paid.

SUMMARY--Transfers responsibility for establishment of educational and vocational training programs at prison.

(BDR 16-66)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to prisons; transferring the responsibility for the establishment of educational and vocational training programs at the prison from the director to the governing board of the department of prisons; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

1. The board shall establish by regulation programs of general education and vocational training for offenders.

2. The regulations must take appropriate account of the following matters:

(a) The educational level and needs of offenders;

(b) Opportunities for employment in free society;

(c) Interests of offenders; and

(d) The number of offenders desiring participation in such programs.

3. The regulations must provide for an assessment of these programs at least every 3 years by qualified persons, professional groups or trade associations.

Sec. 2. NRS 209.391 is hereby amended to read as follows:

209.391 The director shall:

1. Establish programs to provide medical, psychological, psychiatric and other appropriate forms of counseling to offenders under the jurisdiction of the department, in accordance with classification requirements.

2. [Establish] Administer educational and vocational programs and training , established by the board, directed toward the eventual release of the offender to the community as a productive, law-abiding citizen.

SUMMARY--Allows conditioning of parole upon attending and completing certain educational courses. (BDR 16-67)
Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to the department of prisons; allowing parole to be conditioned upon attending and completing certain educational courses; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 213 of NRS is hereby amended by adding thereto a new section which shall read as follows:

1. The board may impose, as a condition either of granting or of remaining on parole, a requirement that an offender attend and satisfactorily complete certain educational courses designated by the board.

2. Failure to attend or satisfactorily complete the designated courses is a violation of a condition of parole unless the board determines that the failure was due to mitigating circumstances.

SUMMARY--Provides for development of plan and programs for treatment of offenders with history of substance abuse. (BDR 16-68)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: Yes.

AN ACT relating to prisons; providing for the development of a plan and programs for the treatment of offenders with a history of substance abuse by the department of prisons with assistance from the bureau of alcohol and drug abuse of the rehabilitation division of the department of human resources; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

1. The department of prisons shall develop, with the assistance of the bureau of alcohol and drug abuse of the rehabilitation division of the department of human resources, a comprehensive plan and programs for the treatment of offenders who have histories of abuse of alcohol or any controlled substance.

2. The bureau of alcohol and drug abuse shall observe the results of this plan and programs on a continuing basis, report annually to the board on the status of the plan and programs and make recommendations for necessary changes.

3. The board shall take appropriate action upon such recommendations.

SUMMARY--Provides for review and reporting of results of programs for rehabilitation of offenders. (BDR 16-69)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: Yes.

AN ACT relating to prisons; providing for the review and reporting of the results of programs for the rehabilitation of offenders; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

The department of prisons shall:

1. Determine and periodically review the effectiveness of its programs of education, vocational training and other rehabilitation for offenders.
2. Plan as appropriate for changes in those programs which are effective for 1 year or less and which are effective for 1 to 5 years.
3. Provide the board, the governor and the legislature with detailed information pertaining to these activities when so requested.

SUMMARY--Prohibits discriminatory denial of certain services of department of prisons. (BDR 16-70)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to the department of prisons; prohibiting discriminatory denial of certain services; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

No offender may be denied equal enjoyment of educational, recreational or employment facilities or services of the department because of race, religion, sex, marital status or national origin.

SUMMARY--Provides for monitoring and reporting by state health officer of certain activities of department of prisons.
(BDR 16-71)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: Less than \$2,000.

AN ACT relating to prisons; requiring that the state health officer examine periodically certain activities of the department of prisons and report his findings to the governing board; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

1. The state health officer shall periodically examine and shall report to the board semiannually upon the following operations of the department of prisons:

(a) The medical and dental services and facilities, based upon the standards for health and care facilities as provided by law.

(b) The nutritional adequacy and palatability of the diet of incarcerated offenders taking into account the religious or medical dietary needs of an offender and the adjustment of dietary allowances for age, sex and level of activity.

(c) The sanitation, healthfulness, cleanliness and safety of its various facilities.

2. The board shall take appropriate action to remedy any deficiencies reported under subsection 1.

SUMMARY--Provides for establishment of procedures for recreation programs for offenders. (BDR 16-72)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to prisons; providing for the establishment of procedures for operation of recreation programs for offenders at the state prison; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1.. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

The board shall establish by regulation procedures for the operation of recreation programs for offenders which include both athletic and cultural activities.

SUMMARY--Creates position of ombudsman for prisons. (BDR 16-73)

Fiscal Note: Effect on Local Government: No.

Effect on the State or on Industrial
Insurance: Yes.

AN ACT relating to prisons; creating the position of ombudsman for the department of prisons; defining his duties and powers; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 4, inclusive, of this act.

Sec. 2. 1. The position of ombudsman is hereby created.

2. The board shall appoint the ombudsman and he is responsible to the board for the performance of his duties.

Sec. 3. The ombudsman is in the unclassified service of the state and is entitled to receive:

1. An annual salary in an amount fixed by law.

2. Travel expenses and subsistence allowances as provided by law.

Sec. 4. The ombudsman is responsible for periodically examining all aspects of the department of prisons and:

1. Shall receive and respond, in appropriate manner, to petitions submitted by any affected person concerning the rules, policies and practices of prison authorities or offenders.

2. Shall investigate any matters raised in a petition or initiate his own investigation of any matter related to the department, its employees, or persons in its custody.

3. Is entitled to enter, examine or visit all facilities, files, records, employees and offenders of the department and any other state agency as may be necessary to conduct his investigations. The ombudsman may compel the production of evidence and testimony of witnesses. The ombudsman is entitled to examine and obtain confidential information, but may not disclose that information without the consent of the person to whom it relates.

4. May recommend appropriate changes in the rules, policies, practices and procedures of the department of prisons and its employees.

5. Shall publicize investigative findings and recommendations, as well as the responses by authorities of the department. Where his investigation discovers evidence of criminal activity, the ombudsman shall transmit his findings to the prosecutorial authority and suspend publication of his findings while criminal proceedings are pending.

6. Shall report annually to the board and biennially at the end of each even-numbered year to the legislature.

SUMMARY--Adopts certain requirements of due process for disciplinary proceedings at the state prison. (BDR 16-74)
Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to the department of prisons; requiring the adoption of regulations concerning breaches of conduct by an offender, sanctions for breaches, and procedure followed at disciplinary proceedings; adopting certain requirements of due process for disciplinary proceedings; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 to 9, inclusive, of this act.

Sec. 2. As used in sections 3 to 9, inclusive, of this act, "sanction" includes any involuntary change in an offender's conditions of confinement which constitutes a substantial, significant deprivation of liberty.

Sec. 3. The director shall, subject to approval of the board, adopt a comprehensive set of regulations specifically enumerating all minor and major breaches of conduct for which an offender at the state prison may be subjected to any sanction, the sanction which may be imposed for each breach and the procedure to be followed in the disciplinary proceedings.

Sec. 4. If an offender is charged with a breach of conduct for which any sanction may be imposed, he must:

1. Have an opportunity to respond to the charge at disciplinary proceedings of some type before a sanction may be imposed.

2. Receive a notice of the disciplinary proceedings which specifically enumerates the facts alleged to constitute the breach and each sanction which may be imposed.

3. Receive notice of the disciplinary proceedings sufficiently long before the proceedings reasonably to allow the offender to prepare a response to the charge.

Sec. 5. A decision to impose a sanction must be based solely upon substantial evidence adduced at the disciplinary proceedings. The decision must be written and state conclusions of fact upon which the decision is based and the reason why a particular sanction was imposed.

Sec. 6. The director shall cause a verbatim record of all disciplinary proceedings to be kept.

Sec. 7. If the disciplinary proceedings involve a major breach of conduct as defined in the regulations and a request of the offender to confront and cross-examine a person is denied, the reason for the denial must be entered in the record and made available to the offender.

Sec. 8. If an offender against whom disciplinary proceedings are brought is unable competently to prepare and present a response to the charge, he is entitled to the assistance of a person who is competent to prepare and present a response to the charge.

Sec. 9. If an offender is charged with a breach of conduct for which he is subject to criminal prosecution, he must be provided with an attorney for the disciplinary proceedings.

SUMMARY--Provides for establishment of policies and procedures to govern visitation of offenders in prison. (BDR 16-75)
Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to prisons; providing for the establishment of policies and procedures to govern the visitation of offenders; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

1. The board shall establish by regulation policies and procedures for the reasonable visitation of offenders.
2. Such regulations shall be:
 - (a) Made available to all staff members, offenders and visitors.
 - (b) Reviewed annually and amended as necessary.

SUMMARY--Prohibits searches of certain prison visitors except under certain circumstances and requires adoption of regulations for uniform type and application of such searches. (BDR 16-76)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to the department of prisons; prohibiting searches of visitors except under certain circumstances; requiring the adoption of regulations for uniform type and application of searches of visitors; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto the provisions set forth as sections 2 and 3 of this act.

Sec. 2. 1. No visitor to an institution may be searched unless either a scanning device or information known to an official of the department indicates that the visitor is carrying prohibited material.

2. The director may exclude a visitor who refuses to be searched and for whom the requirements of subsection 1 are met.

Sec. 3. The board shall provide by regulation for the conduct of searches of visitors to an institution in a uniform manner and prohibit the selection of visitors to be searched on the basis of their race, national origin, marital status or relationship to a particular offender.

SUMMARY--Provides for establishment of procedures for allowing offenders to retain certain personal property in prison.
(BDR 16-77)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to prisons; provides for the establishment of procedures for allowing offenders to retain reasonable amounts of personal property in prison; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

The board shall specify by regulation the personal property which an offender may retain in his possession, including:

1. Procedures necessary to ensure that offenders are permitted to retain reasonable amounts of personal property, consistent with security and the proper functioning of the institution.
2. Necessary procedures for the careful handling and secure storage of the personal property of an offender.

SUMMARY--Provides for establishment of procedures to govern handling of correspondence of offenders and access to telephones. (BDR 16-78)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to prisons; providing for the establishment of procedures to govern the handling of the correspondence of offenders and to ensure that offenders have reasonable access to telephones; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

The board shall establish by regulation procedures which ensure that:

1. The correspondence of offenders is handled in conformance with state and federal law and that both incoming and outgoing mail are delivered within a reasonable period of time.

2. Offenders are provided with reasonable access to the use of a telephone.

SUMMARY--Requires monthly reports to offenders of money in offenders' store fund. (BDR 16-79)
Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to the department of prisons; requiring monthly reports to offenders of the amount of money in the offenders' store fund; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 209.221 is hereby amended to read as follows:

209.221 1. The [prisoners'] offenders' store fund is hereby created as a trust fund. All money received for the benefit of offenders through contributions, percentages from sales of goods manufactured by the offenders, and from other sources not otherwise required to be deposited in another fund, shall be deposited in the [prisoners'] offenders' store fund.

2. The director shall:

- (a) Deposit the [prisoners'] offenders' store fund in one or more banks of reputable standing;
- (b) Keep, or cause to be kept, a full and accurate account of the fund; and
- (c) Submit reports to the board relative to money in the fund as may be required from time to time.
- (d) Submit a monthly report to the offenders of the amount of money in the fund by posting copies of the report at locations

accessible to offenders generally or by delivery of copies to the appropriate representatives of the offenders if any are selected.

3. Money in the [prisoners'] offenders' store fund shall be expended for the welfare and benefit of all offenders.

SUMMARY--Limits supervision by correctional officers of offenders of opposite sex. (BDR 16-80)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to the department of prisons; limiting the supervision by correctional officers of offenders of the opposite sex; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

Unless in an unusual situation security requires otherwise, no correctional officer may supervise an offender of the opposite sex in a housing, bathing or toilet area.

SUMMARY--Requires substantial relationship to profession or occupation to deny or revoke license on account of commission of public offense. (BDR 54-81)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to professions and occupations requiring a substantial relationship between a public offense and the practice of the profession or occupation to justify denying or revoking a license; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Title 54 of NRS is hereby amended by adding thereto a new chapter to consist of the provisions set forth as section 2 of this act.

Sec. 2. The denial, suspension or revocation of a license necessary to engage in any occupation or profession, based solely upon the conviction of an offense, is prohibited unless the offense committed bears a substantial relationship to the functions and responsibilities of the occupation or profession.

Sec. 3. NRS 391.330 is hereby amended to read as follows:

391.330 The state board of education may suspend or revoke any state diploma or any state certificate of any teacher or administrator, after notice and an opportunity for hearing before the state board of education, for:

1. Immoral or unprofessional conduct.
2. Evident unfitness for service.

3. Physical or mental incapacity which renders such teacher or administrator unfit for service.

4. Conviction of a felony or crime involving moral turpitude [.] , if the offense bears a substantial relationship to the functions and responsibilities of a teacher or administrator.

5. Conviction of a sex offense under NRS 200.366, 200.368, 201.190, 201.220, 201.230 or 207.260 in which a student enrolled in a school of a Nevada public school district was the victim.

6. Knowingly advocating the overthrow of the Federal Government or of the State of Nevada by force, violence or unlawful means.

7. Persistent defiance of or refusal to obey the rules and regulations of the state board of education, or the rules and regulations of the superintendent of public instruction, defining and governing the duties of teachers and administrators.

Sec. 4. NRS 641.230 is hereby amended to read as follows:

641.230 1. The board shall refuse to grant a certificate, or shall suspend or revoke a certificate, for any of the following reasons:

[1. Conviction of a felony, or of any offense involving moral turpitude, the record of conviction being conclusive evidence thereof. The board may inquire into the circumstances surrounding the commission of the offense in order to fix the degree of discipline advisable, or to determine if such a conviction is an offense involving moral turpitude.

2.] (a) Habitual drunkenness or addiction to the use of morphine, opium, cocaine or other drugs having a similar effect.

[3.] (b) Impersonating a certified psychologist or allowing another person to use his certificate.

[4.] (c) Using fraud or deception in applying for a certificate or in passing the examination provided for in this chapter.

[5.] (d) Accepting commissions, rebates or other forms of remuneration for referring clients to other professional persons.

[6.] (e) Rendering or offering to render services outside the area of his training, experience or competence.

[7.] (f) Committing unethical practices contrary to the interest of the public as deemed by the board.

[8.] (g) Entering into nonprofessional relationships with clients as deemed by the board.

[9.] (h) Unprofessional conduct as deemed by the board.

2. The board may refuse to grant a certificate, or may suspend or revoke a certificate, for conviction of a felony, or of any offense involving moral turpitude, the record of conviction being conclusive evidence thereof. The board may inquire into the circumstances surrounding the commission of the offense in order to fix the degree of discipline advisable, or to determine if such conviction is for an offense involving moral turpitude.

SUMMARY--Requires gift of clothing and increases amount of money which may be given to an offender upon release from prison. (BDR 16-82)

Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: Yes.

AN ACT relating to the department of prisons; increasing the amount of money which may be provided to an offender upon his release; requiring the provision of certain clothing for an offender upon his release; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. NRS 209.511 is hereby amended to read as follows:

209.511 When an offender is released from an institution by expiration of his term of sentence, by pardon or by parole, the director:

1. May furnish him with a sum of money not to exceed [\$50,] \$100, the amount to be based upon the offender's economic need as determined by the director, which shall be paid out of the appropriate account within the state general fund for the use of the department as any other claim against the state is paid.

2. Shall give him notice of the provisions of NRS 202.360, forbidding ex-felons to possess or have custody of concealable weapons and the provisions of NRS 207.080 to 207.150, inclusive, relating to the registration and fingerprinting of convicted persons.

3. Shall require him to sign an acknowledgment of the notice required in subsection 2.

4. Shall provide him with clothing suitable for reentering society, the cost of which must be paid out of the appropriate account within the state general fund for the use of the department as any other claim against the state is paid.

SUMMARY--Provides for establishment of criteria for repayment by offenders for damage to state property. (BDR 16-83)
Fiscal Note: Effect on Local Government: No.
Effect on the State or on Industrial Insurance: No.

AN ACT relating to prisons; providing for the establishment of criteria for a reasonable deduction from the personal funds of an offender to pay for state property which has been willfully damaged or destroyed; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN SENATE AND
ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. Chapter 209 of NRS is hereby amended by adding thereto a new section which shall read as follows:

The board shall establish by regulation criteria for a reasonable deduction from money credited to the account of an offender who has willfully damaged or destroyed state property during his incarceration, on account of the harm done.