

# **CLARK COUNTY DETENTION CENTER AND NORTH VALLEY COMPLEX**



## **INMATE HANDBOOK**

**Las Vegas Metropolitan Police Department  
Detention Services Division**

**Revised: July 2023**  
DSD Accreditation & Standards Unit

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## **Chapter 1: Introduction and General Information**

### **INTRODUCTION**

The Clark County Detention Center (CCDC), to include the North Valley Complex (NVC), utilize a concept of incarceration with an appreciation for your needs and the needs of the community. CCDC/NVC has incorporated ideas from several successful institutions throughout the nation. The two key concepts that underlie all activities are personal safety and assumption of positive, rational behavior.

This handbook is provided to help answer most questions you may have during your stay in CCDC/NVC. Specific questions may be directed to a staff member. The purpose of this handbook is to enhance your understanding of the daily functions of the detention center and make your stay here more comfortable.

Our primary responsibility is for your personal safety during your stay. Your responsibility is to comply with the regulations of the institution and directives of staff members. Some regulations may seem restrictive to you; however, they are necessary to maintain a secure and humane environment for all persons within Detention Services Division (DSD) facilities.

DSD staff assume that your behavior will be positive and rational, both with staff as well as with one another. In most instances, your privileges will not be restricted or lost unless your behavior causes them to be.

Under certain circumstances, it is necessary for the facility to be locked down and privileges may be restricted during those time periods. It is our belief that positive and responsible behavior should bring more privileges and free time rather than having an environment where they are restricted.

This handbook is the property of CCDC/NVC. You can request the handbook from the housing unit officer or view it on the inmate kiosk during free time. If you lose the handbook, notify the housing unit officer immediately. You may be required to pay for the replacement of this book if it is lost or damaged.

*Note: The policies, procedures, rules, and regulations described within this handbook may change from time to time with or without notice, and their inclusion herein shall not be construed to create a liberty or property interest of any kind.*

## **GENERAL INFORMATION**

When you were booked into the custody of CCDC/NVC, an Inmate ID number was assigned to you. This number will identify you for as long as you are in jail. It is your responsibility to memorize your Inmate ID number. It will help us identify you, locate your personal property and address any issues that are of importance to you. Your ID number is also necessary to access the inmate kiosk.

You will remain in CCDC/NVC until you post a bond, you are released on your own recognizance, our case is disposed of by a judge, or your sentence is completed. Legal questions about your case are best answered by your attorney as our personnel cannot give legal advice.

If you are sentenced based on a criminal conviction, and your sentence is one year or less, you will serve your sentence here at CCDC/NVC. If your sentence is more than one year, you will be transferred to the Nevada Department of Corrections (NDOC), providing that all outstanding local charges have been resolved.

## **TOBACCO-FREE FACILITY**

The CCDC/NVC instituted a policy eliminating the use of tobacco products within the facility. No person will be allowed to bring tobacco products or flame producing devices into the secure areas of the facility.

## **Chapter 2: Facility Security and Operations**

### **INMATE SECURITY ADVISEMENT**

To increase staff and inmate safety, the following policy will be followed:

When officers are responding to an emergency (e.g., fight, medical emergency, housing unit disturbance, etc.), you will be required to quickly move to the nearest wall, and you are not to move until further direction is given.

This is to ensure that staff can easily identify those involved in an altercation. Inmates who do not respond quickly to the direction of staff will receive disciplinary actions.

### **SECURITY/COUNTS/INSPECTIONS**

Your person and your property are subject to search while housed in DSD facilities. Searches include, but are not limited to, pat searches, frisks, searches of your bunk and cell areas, and unclothed strip searches at any given time during your incarceration.

In addition to the daily scheduled hygiene and safety inspections, the staff may find it necessary to conduct an unscheduled inspection of your cell/bunk and housing unit. Any contraband items found will be confiscated.

You are required to cooperate with the staff conducting the search or inspection, and you do not have the right to be present during the inspection. If contraband is found in your possession, you will be subject to disciplinary sanctions and may face criminal charges.

For security and safety, the staff will conduct scheduled and unscheduled head counts to verify the presence of all inmates. Your cooperation is expected, and you will be required to return to your assigned cell/bunk or designated area during counts.

When you return to your cell/bunk or designated area, you will be required to remain in plain view so that you can be identified. Talking to or otherwise distracting the officer conducting the formal count is a rule violation that may be subject to disciplinary sanctions.

## **LOCKDOWNS**

The facility can be placed on lockdown for various reasons. During this time inmate movement will be minimal in the unit. The housing unit officer will provide a briefing explaining that inmates will remain on their bunks and must ask for permission to use the restroom or get a drink of water.

## **MOVEMENT**

Upon leaving your cell to go into the day room, shower, recreation yard, visiting area or any other area of the Detention Center for any purpose, you will be fully dressed.

You shall proceed in an orderly manner directly to the designated area after authorization from your housing unit officer or designated supervisor. While moving throughout the facility inmates will walk in a single file line with their right shoulder near the wall, unless instructed otherwise by staff. Communication with other individuals outside your housing unit will be limited to facility staff.

At the conclusion of your activities, you will return to your assigned housing unit, reversing the steps in the movement process.

## **Chapter 3: PREA: Sexual Abuse/Sexual Harassment**

### **PREA SEXUAL ABUSE/SEXUAL HARASSMENT INFORMATION**

- NO sexual activity of any type is permitted in the CCDC/NVC facilities.
- Any type of sexual activity is a violation of facility rules, you will be placed in disciplinary housing pending a Conduct Adjustment Board (CAB) Hearing.
- Voluntary sexual conduct between inmates is a violation of Nevada Revised Statutes (NRS) 212.187. Voluntary sexual conduct between inmates, or inmates and another person is prohibited.
- Inmates who commit acts of sexual abuse or harassment are subject to discipline in accordance with NRS and the CAB.
- Sexual abuse/harassment is prohibited and will not be tolerated. All allegations of sexual abuse/harassment and staff sexual misconduct are investigated by the Las Vegas Metropolitan Police Department (LVMPD).
- If you are a perpetrator of sexual abuse, you will be prosecuted for a criminal offense. If you are found guilty, this will result in disciplinary time, lessened privileges and will change where you are housed in the facility.

### **Sexual Abuse Safety Guidelines:**

The only way a sexual abuse/harassment can be prevented is when a potential perpetrator chooses NOT to sexually abuse or sexual harass another person.

- Position yourself in “Safe Zone” areas where you can see a staff member and a staff member can see you.
- If you are being pressured for sex, report it to any staff member immediately.
- Do not enter a room with anyone you feel threatened by or enter someone else’s room at any time.
- Do not accept gifts from other inmates, commissary items given to you may be considered a debt with expectation of repayment with a sexual favor.

### **What to do if you are Sexually Abused:**

- Report the attack to a staff member immediately.
- Do not shower, brush your teeth, use the restroom, or change clothes in order to preserve evidence.
- If you have been attacked or witnessed an attack, you should report it immediately to any staff member.
- Mental Health staff is available for crisis care 24/7, 365 days a year to listen and offer support.

### **Ways to Report Sexual Abuse/Sexual Harassment:**

- Report verbally/in writing to any staff member, medical or mental health staff, contractor or volunteer.
- Submit an Inmate Grievance via the inmate kiosk.
- Dial \*7732 from the inmate phone to leave a confidential voicemail for the PREA Coordinator, free of charge.
- Have family/friend/legal counsel or anyone outside the facility report on your behalf via email to the PREA Coordinator at:  
**DSDSexualAbusePrevention@LVMPD.com**
- If you are more comfortable reporting to an outside party call the Washoe County Sheriff's Office at:  
**(775) 788-PREA (7732) Free of Charge**
- Mail to:

**Washoe County Sheriff's Office  
ATTN: PREA Coordinator  
911 Parr Blvd  
Reno, NV 89512**



## The Signs of Hope Hotline

The Signs of Hope Hotline offers their services free of charge from all inmate phones. Once contacted, you can speak with an advocate who can offer support, education, and crisis intervention. Calls are confidential and can be anonymous. The center is NOT a substitute for reporting or investigating a complaint or report of sexual abuse or sexual harassment.

- **Signs of Hope Hotline:**  
**(702) 366-1640**

## False Allegation Notification

Any person who deliberately reports to any police officer, sheriff, district attorney, deputy sheriff, deputy district attorney or member of the Department of Public Safety that a felony or misdemeanor has been committed, which causes a law enforcement agency to conduct a criminal or internal investigation, knowing such report to be false, is guilty of a misdemeanor. (NRS 207.280)

## **Chapter 4: Sanitation and Hygiene**

### **LIVING QUARTERS**

The cell or dormitory area you are assigned to is your living area. You will be provided cleaning supplies daily for the purpose of maintaining your living quarters in a clean manner. The officer assigned to your housing unit will inspect your living area daily. It will be your responsibility to keep the area assigned to you in a neat and orderly appearance during non-sleeping hours. Blankets and sheets are to be used solely for the purposes intended and are to remain on your mattress, except when officers are conducting linen exchange.

Lighting, vents, and windows will remain unobstructed at all times. Placing items over lights, vents, and windows will not be tolerated.

No items are to be attached to the cell walls—walls will be bare, and the defacing of walls, windows and doors is prohibited (e.g., graffiti).

Report any problems with your cell or dormitory area (e.g., inoperable plumbing, lighting, etc.) to the housing unit officer so that he/she can submit a maintenance work order in a timely fashion.

Housing unit cells or inmate holding cells equipped with Call Lights will be used to notify the housing unit officer(s) of an emergency. Incidents of misuse regarding Call Lights will be handled progressively through the inmate disciplinary process.

### **CLOTHING AND LINEN EXCHANGE**

When you are housed, you will be given facility clothing and bedding. It is your responsibility to take care of that clothing and bedding. Do not accept items that are damaged. If you are found with damaged/missing articles in your possession, you will be disciplined, criminal action may be taken against you, and you will be required to pay for the damaged items. Notify staff immediately of any damaged or missing items, which will be exchanged. Clothing exchange will be held once per week. Clothing and linen exchange schedules are posted in each housing unit.

## **BARBER SHOP**

Inmates may request to use the hair care facilities by submitting an Inmate Request/Grievance to the housing unit officer.

## **PERSONAL HYGIENE**

Inmates should shower when moved from Booking to a general population housing unit at the first available free time and daily. This allows us to maintain a cleaner and safer environment for all inmates and staff. Please ensure proper hand washing is maintained on a continual basis. This dramatically reduces the spread of communicable disease and facility outbreaks. All inmates are required to maintain good hygiene and soap is provided free to all inmates.

Shower rooms may have up to four shower stalls: only one inmate per shower stall. More than one inmate in a shower stall may result in disciplinary sanctions.

### **Dental hygiene-Tooth decay & gum disease:**

Tooth decay and gum disease begins with plaque. Plaque is a sticky, invisible film that contains bacteria. It is the major cause of tooth decay and periodontal (gum) disease. It is constantly forming on everybody's teeth - including yours.

### **How plaque causes cavities:**

1. When you eat sweet foods, the bacteria in plaque combine with sugar to form acids that attack the tooth's enamel (tooth's hard outer layer).
2. The cavity grows larger and enters the dentine, the next layer of the tooth.
3. Decay weakens the enamel further and reaches the pulp (the sensitive inner layer of the tooth).
4. If decay isn't checked, the enamel may collapse and the infection may reach through to the pulp, causing a painful abscess. The bone layer supporting the tooth may also become infected.

### **How plaque causes periodontal (gum) disease:**

1. Plaque by-products collect just beneath the gum line and irritate the gum tissue; this can cause gums to become inflamed or bleed when you brush. This inflamed condition is called gingivitis.
2. If it isn't removed, some of the plaque hardens and turns into calculus (tartar). The hard, calculus further irritates the gums.
3. As plaque and calculus continue to form, the tissue holding the gums to the teeth is destroyed, leaving pockets between the tooth and gum. These pockets often fill with bacteria, causing further inflammation.
4. Finally, this disease destroys the gum tissue and the bone supporting the tooth. This is called Periodontitis. At this stage, the tooth may be lost.

### **Brush to remove plaque:**

Tooth decay and periodontal disease start with plaque. Improve prevention by thoroughly brushing teeth to get all the plaque out of your mouth at least once a day. Hold the toothbrush at a 45-degree angle to the gum line. Brush gently back and forth with short strokes, covering just one or two teeth at a time. Make sure to brush the back teeth, the insides, and outsides, and chewing surfaces of your teeth.

## Chapter 5: Inmate Activities

### TELEPHONE USAGE

Telephones are located in the day room area. All phone conversations are subject to being monitored excluding attorney-client privilege. A prompt informs both parties that the call is being recorded and may be monitored by department personnel prior to call acceptance.

If you are assigned to administrative, disciplinary, or the medical housing units, you will be permitted access to the telephone during your scheduled out of cell time, after you clean your room.

Public Defender's phone numbers are available from the Housing Unit Officer.

For information on how to use the inmate phone system refer to the inmate bulletin board, the unit information book or ask your housing unit officer.

There will be NO loitering in the telephone area.

**If you are deaf or hard of hearing, LVMPD will provide TDD and/or other auxiliary aids. Please ask for assistance by contacting CCDC/NVC Personnel.**



### VISITATION

You will be allowed visiting privileges consistent with your behavior.

Inmates in general population may receive one social visit of up to 50 minutes per week. All inmates in special housing units shall inquire with their housing unit officer regarding their visits.

Visiting shall be restricted only by limitations caused by space, personnel availability, classification and disciplinary actions. There will be no visiting during meals and lockdown for count, except when dictated by special circumstances and

approved by the responsible bureau commander or his/her designee.

All phone conversations are subject to being monitored excluding attorney-client privilege.

Inmates will not be pulled from an activity/program and given the option for a social visit.

Be aware that visiting space is limited in each area. You may receive a maximum of three visitors simultaneously (this includes both adults and children). Any visitor under 18 years old must be accompanied by a responsible adult. Minors who are spouses of inmates must show proof of marriage unless otherwise approved by the sergeant or above. Minors accompanying adults must always remain with the adult. Minors will not be left in the lobby area unattended. Babies under one year of age are not counted as visitors.

Only one inmate per visiting booth at a time. More than one inmate found in a visiting booth may result in termination of the visit and disciplinary sanctions may be imposed.

Visitors must initially register in person at CCDC/NVC. Visitors must have an email address and proper ID and will not be allowed a visit for 24 hours after registration. After registering, visitors may schedule visits using their home computer or via smart phone. It is the inmate's responsibility to check the posted housing unit visiting schedule and to be aware of the visiting time for his/her scheduled visit.

You may receive daily contact visits from your attorney as necessary. There are no restrictions as to the number of attorney visits you may have or their duration with the exceptions of the established visiting hours or during a declared facility emergency. If you are assigned to administrative or disciplinary housing, you will be permitted contact and non-contact legal visits, unless restricted by Classification or a Conduct Adjustment Board.

Inmates will be allowed to carry legal work and a pencil to legal visits whether contact or video.

Visiting rooms equipped with Call Lights will be used in an emergency or to notify staff that a visit has concluded. Incidents of misuse regarding Call Lights will be handled progressively through the inmate disciplinary process.

## **POSTAL SERVICE**

Incoming mail will be delivered daily (except weekends and holidays). All outgoing mail, to include legal mail, will be given to the housing unit officer unsealed. The housing unit officer will inspect and ensure that the mail is sealed. It will be collected daily and picked up by the US Postal Service (except weekends and holidays).

All incoming mail will be opened, searched, and scanned. A copy of that scanned mail will be delivered to the inmate. Originals will not be returned or given to the inmate. Correspondence from an attorney which is clearly marked as “legal mail” will be opened in the inmate’s presence and searched for contraband.

Inmate-to-inmate mail is prohibited at CCDC/NVC. If you have an immediate family member, e.g., spouse, sibling, parent/child, grandmother or grandfather, incarcerated at CCDC/NVC you must complete a DSD Inter-Relation Inmate Mail request and have it approved by the floor sergeant. Both inmates must give consent to the request. If the request is denied, the inmate will follow the grievance procedure in the handbook and direct it to the CBB Administrative Lieutenant. It is the inmate’s responsibility to provide proof of the requested relationship.

Our mailing address is:

**Inmate Name – Inmate ID Number  
Clark County Detention Center - 1115  
PO Box 43059  
Las Vegas, NV 89116**

Publications acceptable for distribution to inmates include magazines, periodicals, soft-covered books, and newspapers, mailed directly from a publisher or commercial dealer of the same type and content available to all inmates of the CCDC/NVC. Items from a commercial dealer must clearly identify the contents. All publications will be individually screened for content. Pornographic material of any kind will not be allowed or accepted.

Packages: Will not be processed without prior approval of the responsible bureau lieutenant and notification made to the Business Office.

The following items and contents listed (but not limited to) will not be allowed in the inmate’s mail:

1. Un-cancelled stamps, blank stationery, or cards and envelopes not addressed to inmate.
2. Cardstock of any kind such as greeting cards and postcards.
3. Nude, partially nude, or sexually explicit photographs exposing genitalia, breasts, buttocks, or any sexual act.
4. Obscene literature, e.g., depicting or advocating deviant sexual activity, including but not limited to sadism or other unlawful or violent sexual practices.
5. Any item, materials, or literature that is viewed as a valuable commodity among inmates which causes a disruption of the safety and security by its mere presence in a housing unit.
6. Any item, materials, or literature that encourages illegal acts or violent behavior.
7. Any item, materials, or literature that could be used to circumvent or subvert the safety and security of this facility or otherwise pose a threat to the staff or inmates.
8. Any article that could be considered a health hazard.
9. Photographs larger than 6" x 8" or drawings larger than 8.5" x 11." Photos received in the mail will be scanned in and accessible to be viewed on the inmate kiosk. For information on how to purchase printed, scanned images, see the vendor's website or information on the kiosk. Inmates will be limited to 15 photos or scanned images in the housing unit.
10. Any color of paper or envelope other than plain white paper.
11. Currency, e.g., paper money, coins, checks, money orders, casino chips, etc. (to be placed on inmate's account or in his property).
12. Any article containing or having been marked with any substance (s) not readily identifiable as being acceptable, to include any article that appears to have been wet or smeared by a liquid substance.



13. Any item received into the facility that is fraudulently marked as legal mail.
14. Any foreign substance(s) on the envelope or on any part of mail to include lipstick, perfume, stickers, glitter, crayon, colored pencil, paint, glue, tape, correction fluid, metallic ink, or any other art medium, to include any type of drawings with these substances.
15. Any article or material this is not written in either blue or black ink.
16. Newspaper and magazine clippings, bookmarks or business cards made with any material other than standard paper, wallpaper, or any other item larger than a legal-size piece of paper.

Publications acceptable for distribution to inmates include magazines, periodicals, soft covered books, and newspapers, that are mailed in from a publisher or commercial dealer directly to the facility.

“Nude” is described as follows:

- The showing of the female breast with less than a fully opaque covering of any portion of the areola and nipple;
- The showing of the human male or female genitals or pubic area with less than a fully opaque covering of any portion thereof; or
- The depiction of the human male genitals in a discernible turgid state whether or not covered.

### **OUTGOING MAIL**

If an inmate attempts to send out a letter without purchasing the envelope through Commissary, the envelope will be rendered void and returned to the inmate.

Return address must be on all outgoing mail as follows:

**Name, ID #  
Clark County Detention Center  
PO Box 43059  
Las Vegas, NV 89116**

Any piece of outgoing legal or social mail in which the above requirements are missing, the envelope will be sent back to the inmate for full completion.

Any piece of outgoing legal or social mail in which the sender cannot be identified will be destroyed without further processing.

There is no limit on the amount of outgoing personal mail you may send provided the envelope weighs less than one ounce and is machinable (no extra postage is allowed). If you are sending mail outside of the United States, the envelope must weigh less than one ounce and be machinable; you must also provide a Money Release Form to pay for the extra postage. There is no limit on the amount of outgoing legal mail. Pre-stamped envelopes must be purchased through the Commissary. You must include your name, ID Number, and the facility address on the front of all outgoing mail. Certified or registered mail is not a service provided to inmates.

### **LIBRARY**

This facility maintains general library services for inmate use. The library operates Monday through Thursday, except holidays. All general population housing unit day rooms will contain recreational and educational reading material. Inmates housed in max and medical isolation housing must request books and reading material through the housing unit officer. Books will be replaced on the bookcase in your housing unit every other week.

### **LEGAL LIBRARY**

All inmates will have access to the inmate kiosk in their housing units for legal research. Inmates may submit their request to the Legal Library by submitting an Inmate Request/Grievance via the inmate kiosk.

When the library receives multiple requests from one inmate, they will be answered in the order received, two per week until completed. Material will be returned within 72 hours (not including weekends or holidays) from the time the library receives the request form.

A maximum of 25 pages of legal research will be delivered to the inmate twice per week, with the remainder of larger requests delivered on the following delivery day. Inmates will be assessed a charge per page to the inmates' account for material. The Legal Library will not deny copies of legal material to indigent inmates, but an obligation will be created on the account.

Inmates may send legal material (motions, exhibits, attorney correspondence or letters to the court) directly related to the inmate's own case to the library for copies by submitting a paper Inmate Request/Grievance Form.

No more than five copies of each page of a writ, motion or letter directly related to the inmate's own case will be made, except where court rules provide otherwise. Inmates will be assessed a charge per page for material that an inmate has sent to the library for copies.

Books and materials, other than those provided or authorized by staff, will remain in the Legal Library.

### **RECREATION YARD**

You may have access to the outdoor recreation area any time you are not on lockdown status and/or are scheduled to use the yard. The yard must be left clean after each use. You are allowed to take a book and/or one towel and must remain fully clothed while using the rec yard.

The recreation yard may be closed due to facility operations or inclement weather.

### **FOOD SERVICES**

The CCDC kitchen will prepare three meals daily (at least two meals being hot during normal operations). All menus are prepared by the food services manager and certified by a registered dietitian at least 30 days in advance. The food services manager may change the menu at his/her discretion.

All meals will be served in your housing unit and eaten in the day room area unless security reasons justify feeding in the individual cells/bunk area. If you are restricted to your bunk/cell for medical reasons, administrative reasons, or disciplinary sanctions, your meals will be served to you in your bunk/cell.

Should you require a religious meal, please contact the Religious Coordinator by submitting an Inmate Request/Grievance for approval. You will be required to sign a contract for approval. You will be restricted on certain commissary items that are not compliant with your request. If you voluntarily withdraw or have been found not in compliance with your religious practice, you will be removed from this meal plan. An inmate who voluntarily terminates from the program will not be permitted to be

reinstated during the period of the current incarceration. Should you require a special diet due to medical reasons, it will be ordered for you by the Medical Services Section. Complete a Medical/Dental Request Form and forward it to the medical staff. You will be seen by medical staff prior to approval. If you receive a special diet tray, you will not trade, barter or give your food away. If you receive a P.M. snack, it will be consumed at the time it arrives and will not be saved for any reason. You will be restricted on certain commissary items that are not compliant with your special diet.

Milk and juice containers are not to be saved. None of our meals contain pork. No food items are to be taken from trays to rooms; exceptions are pre-packaged food such as cookies or chips, not to exceed one tray worth.

**CCDC/NVC Meal Schedule:**  
**(Times are approximate)**

Breakfast	3:00 a.m. - 4:00 a.m.
Lunch	9:00 a.m. - 10:00 a.m.
Dinner	3:00 p.m. - 4:00 p.m.

**INMATE VOTERS**

**Voter Registration:**

Inmates who are qualified to vote, but not registered to do so, may register to vote while in custody at CCDC/NVC if the inmate meets the specified requirements. Requirements for voting are prescribed by the Nevada Secretary of State and the Clark County Election Department. The Clark County Detention Center has established processes to make this service available to inmates within the facility. Inmates who are already registered to vote in Clark County will use the process in the next section to receive a ballot. CCDC/NVC personnel do not screen requests or completed forms to determine if an inmate is eligible to vote or not.

Inmates will request a State of Nevada Voter Registration form via an Inmate Request/Grievance using the inmate kiosk within their housing unit. A hard copy of the form will be provided to you for completion. Please note, LVMPD personnel are not authorized to help in completing this form. The form contains information on requirements to vote, and the inmate must attest that they meet those requirements.

Anyone who helps you in completing the form **must** sign the form noting they did so. It is a felony to help someone in completing a form and to not sign the form indicating they did so.

The form must be completed in pen. If you do not have a pen and cannot borrow one, let your housing unit officer know. Make sure you write your ID number on the form, next to the facility mailing address.

Inmates will use a stamped envelope to send the completed form to the address below. Inmates who are indigent may order a “welfare pack” from the inmate commissary order form to receive an envelope to send the form in. Inmates may receive a welfare pack once every five days.

For first time voter registrations, the new voter must send the form in and have it postmarked by the 4<sup>th</sup> Tuesday preceding a primary or general election. Because it may take one business day to send the letter out, you will need to consider this when sending out the registration form to ensure it is received on time by the election department. Send the form to:

**Clark County Registrar  
965 Trade Drive, Suite A  
North Las Vegas, NV 89030**

**Requests for Absentee/Mail in Ballots:**

Inmates who are already registered to vote in Clark County may request an absentee/mail in ballot while in custody at CCDC/NVC. This process is only available if the inmate is already a registered voter in Clark County. If a new registration is needed, and the inmate meets requirements to vote in Clark County, use the procedure on the preceding page.

Inmates will request a Clark County Mail/Absent Ballot Request Form via an inmate request on the inmate kiosk within their housing unit. A hard copy of the form will be provided to you for completion. Please note, LVMPD personnel cannot help in completing this form. Requirements to request a ballot are noted on the form.

The form must be completed in pen. If you do not have a pen, and you cannot borrow one, let your housing unit officer know. Make sure you write in your ID number on the form, next to the facility mailing address.

Inmates will use a stamped envelope to send the completed form to the address below. Inmates who are indigent may order a “welfare pack” from the inmate commissary order form to receive an envelope to send the form in. Inmates may receive a welfare pack once every five days.

Completed forms must be received by the Clark County Election Department by 5 p.m. on the 14<sup>th</sup> calendar day preceding the election. Because it may take one business day to send the letter out, you will need to consider this when sending out the registration form to ensure it is received on time by the election department. Send the form to:

**Clark County Election Department  
PO Box 3909  
Las Vegas, NV 89127**

### **Voting by Absentee/Mail in Ballot**

Inmates receiving an absentee/mail-in ballot while in custody will receive the ballot from their housing unit officer with standard mail delivery.

Upon completion of the ballot, the inmate will ensure the ballot is sealed and prepared for mailing. The ballot will be placed in the outgoing mailbox as with any outgoing mail. Unsealed ballots will be returned to the inmate to be sealed before mailing. Ballots will be mailed out the next business day with the outgoing mail.

## **Chapter 6: Inmate Rights and Privileges**

### **INMATE RIGHTS & PRIVILEGES**

- You have the right to humane treatment. You can expect to be treated with respect, impartiality, and fairness.
- You have the right to freedom of religious affiliation and voluntary religious worship.
- You have the right to proper health care, including nutritious meals, clean bedding and clothing, the opportunity for regular showers, proper ventilation, regular exercise, toiletries, and medical and dental treatment.
- You have the privilege to visit and correspond with your family and friends, and to correspond with members of the news media, in keeping with the facility rules and schedules.
- You have the right to be informed of the rules, regulations, procedures, and schedules that directly affect you during your incarceration, and to any necessary accommodations to ensure you understand them. If you require accommodations, ask a staff member for assistance.
- Your rights are protected by law and cannot be taken away from you. However, it may become necessary to modify your rights to ensure the rights of all inmates, and for the safety and security of the CCDC/NVC.
- You have the right to request resolution of grievances through the Request Manager Application, via the inmate kiosk, and to receive a response from the appropriate staff member.

All services and functions that are not listed as inmate rights are inmate privileges. Your privileges are maintained by positive and cooperative behavior. Negative or uncooperative behavior may result in the loss of privileges.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

The LVMPD will not discriminate against a qualified individual on the basis of disability in providing access to its detention facilities, programs, services, and activities. An impairment that substantially limits one or more major life activity need not limit other major life activities in order to be considered a disability. Persons with a qualified disability are entitled to an equal opportunity to participate in programs, services, or activities offered at LVMPD detention facilities.

Hearing Assistance: To ensure effective communication with inmates who are deaf or hard of hearing, we provide appropriate auxiliary aids and services free of charge, such as: sign language, oral interpreters, and Telecommunication Device for the Deaf (TDD) equipment.

## **FOREIGN NATIONALS/RESIDENT ALIENS**

Inmates, whose citizenship lies outside of the United States, have the right to communicate with their respective consulate. All foreign nationals are entitled to consular notifications and access, regardless of their visa or immigration status in the United States. Upon your request, or if you are a national of a nation requiring mandatory notification, immediate notification will be made to the nearest consul or official of that nation, informing them of your holding/arrest.

Additionally, at your request, you may be provided with embassy contact telephone numbers for future communication.

## **MEDICAL**

Inmates have the right to access medical, dental, and psychiatric care 24 hours per day. If you or another inmate in your housing unit are feeling suicidal or have thoughts of self-harm, contact your housing unit officer immediately. We want you to be safe! The National Suicide Lifeline is also available by calling 222 from any inmate phone.

### **Emergency:**

Contact the nearest corrections officer and he/she will call for a nurse.

### **Non-Emergency:**



You may request a Medical/Dental/Psychiatric Request Form from the nurse at medication pass. These forms are to request medical assistance and the sick call or charge nurse shall triage (review) the complaint.

**Medical/Dental/Psychiatric Request Forms:**

The forms are picked up twice daily by the nurse after medication pass and triaged (reviewed) by the sick call nurse or charge nurse. The sick call/charge nurse, who will assess your symptoms within 24 -72 hours after your form has been picked up, will see you. If he/she cannot address your symptoms or complaints through nursing protocols, you will be referred to the next available physician or physician assistant sick call.

**Medical Request/Grievance Forms:**

If you are not satisfied with any aspect of your health care, you have the right to request information or send a grievance to the contracted medical provider, health services administrator, for an investigation and response to your complaint.

**Medical/Dental Access and Medication Fee Policy Statement:**

Pursuant to NRS 211.140, an inmate or his/her insurance carrier may be financially responsible for medical care and treatment under certain circumstances including, but not limited to: injuries sustained during the commission of a crime or during arrest, pre-existing medical conditions, and self-inflicted injuries. The inmate, or his/her insurance carrier, may also be held responsible for the cost of arranging for the administration of medical care including the cost of transportation of the inmate for medical care.

A Medical/Dental/Psychiatric Access and Medication Fee may be charged to the inmate's trust account for medical care provided or non-chronic care requests. The medical access fee process begins with the sick call/charge nurse's assessment of the problem. There is no charge for referral to the physician or follow-up care; however, if medication is prescribed or renewed by the sick call/charge nurse or physician, there will be an additional medication fee assessed. If an inmate requests emergency care that is determined not to be an emergency condition, that inmate may be charged a Medical Access Fee for calling a false emergency. The determination of the condition will be made by medical/nursing staff and the inmate will be informed of the assessed charge.

Inmates will be charged to access the health care system pursuant to the provisions of NRS 211.140.

Medical Access Fee (self-initiated requests—evaluation/treatment by the sick call nurse and or/physician)	\$ 8.00
Medication Fee (new orders, not chronic care)	\$ 5.00
Medication Renewal Fee (not chronic care)	\$ 3.00
Transportation of Inmate (self-initiated request)	\$ 300.00 or actual cost, whichever is higher

For full details on chronic care exceptions refer to information on the inmate kiosk.

Any complaints regarding the CCDC/NVC Medical/Dental Access and Medication Fee Policy should be addressed to the captain responsible for medical services.

\* No inmate will be refused in-house medical treatment because of an inability to pay.

## **Chapter 7: Commissary and Inmate Accounts**

### **COMMISSARY**

Commissary purchases will be made available to you in accordance with your housing unit schedule. Commissary order forms, price list, and delivery schedules can be found on the inmate kiosk in each housing unit. Changes to selections or prices will be updated as needed.

You may purchase a set limit worth of commissary items per order. It is your responsibility to check your items prior to signing for your delivery. You will not be allowed to exchange or trade commissary items after your transaction has been processed. You are not allowed to have more than twice the single purchase limit of commissary at any time. When an inmate fraudulently obtains or steals a commissary order and is found guilty of the offense per Conduct Adjustment Board (CAB), he or she will be charged for the commissary order even if the items are confiscated as the items cannot be resold.

You will only be allowed to make purchases from your personal commissary account. You will not be allowed to make purchases for other inmates or transfer funds to another inmate's commissary account. Your commissary may also be restricted based on medical and/or religious needs. Any exceptions must be approved by the bureau lieutenant or above.

### **INMATE FUNDS**

It is the responsibility of the person depositing funds (known as the remitter) to provide complete and correct information. Funds will be deposited to the account of the inmate selected by the remitter. The CCDC/NVC is not liable for funds deposited to an incorrect account. Transactions will be posted to the inmate's account within 1 business day of receipt in the Inmate Accounts Office. All obligations owed to CCDC must be paid in full before remaining funds may be used.

## **DEPT OF VETERANS AFFAIRS BENEFIT PAYMENTS**

Inmates who are former military veterans may apply for direct deposit payments through the Department of Veterans Affairs. Application forms are available upon request to Inmate Accounts through the Request Manager Application (RMA) system. It is the inmate's responsibility to provide complete information and to sign the certification. The inmate must send the form to Inmate Accounts for completion. Banking information will be completed by Accounting Technicians in Inmate Accounts prior to sending the completed form to the Department of Veterans Affairs.

### **ACCEPTABLE FORMS OF PAYMENT**

All funds for inmates sent through the U.S. mail be addressed as follows:

**Inmate Name – Inmate ID Number  
Clark County Detention Center  
PO Box 43059  
Las Vegas, NV 89116**

- Money orders:
  - Should be made payable to “**CCDC/NVC Inmate Trust account.**”
  - The inmate's name and ID# should appear somewhere on the money order.
- Checks from other detention facilities.
- Cashier's checks.
- Checks issued from businesses (such as Payroll checks).
- US Treasury Checks (for Social Security, Tax Refunds, Disability, etc.).
- Cash should be deposited in the kiosk in the CCDC lobby and should not be sent through the mail.

All acceptable funds sent via mail will be posted to the trust accounts of inmates who are housed at CCDC/NVC within one business day (excluding weekends and holidays) of receiving the funds in the Business Office. **All checks and money orders are subject to a Hold for 10 business days.**

## **UNACCEPTABLE FORMS OF PAYMENT**

- Any outdated, altered, or 2-party money order or check;
- Checks made payable to more than one person;
- Personal checks.

All unacceptable funds will be placed in the inmate's property bag or handled as deemed necessary by the Accounting Supervisor.

## **MONEY RELEASES**

- An inmate may only release funds from his or her account to a legal entity or legitimate business.
- An Inmate Money Release form may be obtained from the housing unit officer.
- All Inmate Money Release forms must be filled out completely, fingerprinted, and signed in the presence of a Corrections Officer. The Corrections Officer must also sign the Inmate Money Release form.
- All money releases to a legitimate business are held for 24 hours before the funds may be released.
- An inmate may release funds from his or her account to a bail bondsman, the court, or an attorney without a 24 hour hold.
- If applicable, an inmate must provide an unsealed, addressed envelope for mailing a check.

***Inmates are prohibited from transferring funds to another inmate or releasing funds to an individual not in custody. Exceptions may be allowed with the approval of the Accounting Supervisor and a Bureau Lieutenant.***

## **LEGAL SUPPLIES**

Inmates may order legal supplies from Commissary. Legal supplies consist of tablets, pens, folders, and manila envelopes. These supplies are distributed to inmates for legal purposes ONLY. Your account will be charged for these items. If you do not have sufficient funds, an obligation will be created on your account.

Indigent inmates may order a Legal Kit which includes:

- One (1) tablet monthly
- One (1) pen monthly
- Three (3) manila envelopes monthly

Inmates may also purchase up to five (5) accordion files to be used exclusively for legal materials.

Inmates are permitted to retain a reasonable amount (for safety and sanitation reasons the amount will not exceed two boxes) of legal materials related to their case in their cell/bunk area. Excess materials will be stored in the property room and can be requested by submitting an Inmate Request/Grievance and a Property Transaction Report to the housing unit officer.

For the purposes of legal mail, legal entities consist of attorneys, attorney firms and their investigators and the consulate. Legal addresses may be obtained from the library by submitting an Inmate Request/Grievance Form.

Manila envelopes purchased for legal purposes may not be altered for personal use or utilized to store items. Legal envelopes which are altered or obtained from another inmate will be rendered void and returned to the inmate.

## **Chapter 8: Programs and Releases**

### **PRETRIAL RELEASE OPTIONS**

Pretrial Services interviews inmates to determine if they are qualified for an “OR” (Own Recognizance) release.

In some cases, you may appear in Initial Appearance Court after your arrest. The judge may make a determination as to an OR release, remaining in custody with a bail amount, or electronic monitoring, at that time.

Pretrial Services also can accept VISA, Master Card, and ATM Debit transactions for bail up to \$10,000 U.S. currency only.

All licensed companies that post Bail Bonds are posted on a list in all housing units and holding cells in the booking area.

### **HOUSE ARREST**

Basic House Arrest Eligibility:

- Must be sentenced to CCDC by an order of the Court
- Must have an acceptable residence
- Must have basic landline phone service OR an activated cellular phone
- Must not be barred from House Arrest by sentencing Court, e.g., sentenced to flat time

Background Investigation must not reveal:

- Open charges, detainers or warrants
- Extensive violent/criminal history
- Crimes of a sexual nature
- Any current or recent Battery Domestic Violence charges (excluding court orders)
- A pattern of negative behavior in the CCDC/NVC

If you meet the minimum requirements, you will be sent an application. Do not submit an inmate request or have family/friends contact the program requesting consideration as this slows the process.

**\*\*NOTE: House Arrest is not a court-ordered electronic monitoring program\*\***

### **RELIGIOUS SERVICES**

The religious programs provide for services and counseling to all inmates regardless of denomination of faith. The religious coordinator will coordinate with various religious volunteers from the community to perform these services.

Services will be held weekly, and the facility chaplain will make regular visits into your housing unit to advise you of the religious services available, and to arrange for one-on-one counseling with an authorized religious volunteer if you request.

If you are assigned to administrative segregation, disciplinary housing, or the medical housing units, the facility chaplain may arrange religious services for you on an individual basis.

### **COUNSELING AND EDUCATION SERVICES**

Various counseling, educational, and substance abuse programs are available to qualified individuals. Available classes, descriptions, and program rules are available on the inmate kiosk.

You may complete the request through the inmate kiosk. Make sure that you include all programs that you would like to attend.

### **RESOURCE AND RE-ENTRY PROGRAMS**

These programs are designed to help those who are ready to successfully transition back into the community. We currently work with various community-based programs to provide assistance and information to inmates who are released from custody. Submit an Inmate Request/Grievance, using the inmate kiosk, for assistance with any of the following programs:

- Military separation documents (free of charge)
- Veteran housing (for those who qualify)
- Participation in programming held at CCDC/NVC



- Collaboration with local reentry programs to provide training while incarcerated and after release. (Training provided is dependent on funding within community partnerships.) These programs, when being offered, will be posted on the inmate kiosk.

### **NV 211**

NV 211 is used to access all local community resources to assist with transitional needs. This replaces the housing unit resource guide.

Steps for completing a call to NV211:

1. Press 1 for English
2. Press 1 to place a call
3. Enter PIN followed by # key
4. Press 0 to make a collect call or speed dial call

Things you can do to assist with a successful transition from custody.

- Request assistance from your family or friends in the community to order your identification prior to release.
- Participate in programs to address issues that contributed to your incarceration.
- Request a Letter of Incarceration from records to present to social services.
- Make a plan of action prior to your release from custody.

For assistance, submit a request to Re-Entry using the inmate kiosk.

## **Chapter 9: Inmate Rules, Discipline, and Grievance Procedures**

### **EXPECTED BEHAVIOR**

It is our expectation that you will comply with our rules, regulations, and behavioral guidelines while you are housed in DSD facilities.

#### **WE EXPECT YOU TO:**

- FOLLOW ALL RULES AND REGULATIONS
- FOLLOW ALL STAFF DIRECTIVES AND REQUESTS
- MAINTAIN YOUR ASSIGNED CELL/BUNK AND SURROUNDING COMMON AREA IN A CLEAN, ORDERLY, AND SANITARY FASHION
- RESPECT DETENTION CENTER PROPERTY AND THE PERSONAL PROPERTY OF OTHERS
- MAINTAIN DAILY PERSONAL HYGIENE STANDARDS

Unacceptable behavior will result in being charged with a violation of in-house rules, which will fall into a formal or informal violation category. Violations of law will potentially result in additional criminal charges and prosecution.

### **CLASSIFICATION**

During your stay, you may be moved several times to various housing locations that benefit you or our facility. No housing assignment is permanent. When you are advised to move by the officer, you must comply with his/her order. Refusing to follow a staff member's order may result in disciplinary actions.

## CONTRABAND

You are prohibited from having in your possession or under your control, including in your cell/bunk area, any item (s) that are not:

- Issued to you by the CCDC/NVC.
- Purchased by you through the Commissary.
- Otherwise authorized to you by the Detention Center's Administration in writing.

Any issued or authorized item that is used in an inappropriate manner, e.g., modification of forms, altered from its original condition, or possessed in unauthorized quantity, will be considered as contraband and you will be disciplined. Contraband will be disposed of by the floor sergeant.

## HOUSING UNIT RULES

1. Staff will be addressed by position, title, and last name. \*Example: (Officer Smith)
2. Night lights and windows must be uncovered at all times.
3. Inmates will be fed in the dayroom area unless security reasons justify feeding in the individual cells/bunk area.
  - Except inmates on lockdown and commissary items.
  - No food except commissary items or for medically approved reasons are to be kept in rooms/at bunks.
  - Extra or leftover food, juice or coffee will not be given away by housing unit officers.
4. Dress Code:
  - You must be fully dressed when out of your room or away from bunk area. This includes to and from showers. Within cells or while on bunks, inmates must be modestly covered.
  - All inmates are required to be fully clothed when out on the rec yard or in the

dayroom area.

- Pants will be of correct size; no baggy or sagging fashions are acceptable. Pant legs will not be pegged or rolled up.
  - Shirts will be worn untucked, and sleeves will be kept unrolled in the normal position.
  - Only one shirt, pant and underwear will be worn at a time.
  - Socks will be worn as socks only and worn with footwear.
  - Socks, underwear, sheets, and pillowcases are not to be worn on the head or wrapped around the head.
  - Orthopedic shoes approved by Medical Services will have the shoelaces always laced and will be worn on the foot properly and in the manner approved by medical as to present no safety hazard. Any writing or drawing on the shoe will be considered altered, and therefore, confiscated. Disciplinary sanctions may occur.
  - When issued, nightgowns and may be worn when inside of cells or while on bunks.
  - Nightgowns will not be worn under inmate clothing in the dayroom during free time periods.
  - No broom straws, pieces of combs, string, staples, or other foreign items will be worn as jewelry of any type.
5. TV, games, conversations, etc., must be kept at a reasonable noise level to be regulated by the housing unit officer, out of courtesy to each other and the officer.
- No blankets or pillows will be removed from your cell/bunk for any reason other than for linen exchange.
6. Searches will be conducted when you are leaving and returning to the housing unit, or any time the staff deems it appropriate.
7. No yelling or throwing items (including at mealtime).

- 8. Only assigned inmates are permitted on the upper tier:
  - No loitering on upper tier
  - No sitting on stairs, hanging off rails or sitting on rails
  - You must ask the housing unit officer's permission to go upstairs for showers if your assigned cell is on the lower tier
  - Inmates are only authorized in their assigned cell
  
- 9. All inmates within a housing unit will share in the responsibility and consequences of maintaining the cleanliness and orderliness of their housing unit, e.g., disposing of trash, wiping up spills, and putting things in their proper place, etc.
  
- 10. No loitering or exercising near restrooms, telephones, visiting booths, library shelf, or any common area.
  
- 11. Property allowed in cells per inmate:

\*Any excess property items will be considered contraband. This will include commissary items, e.g., cups, bowls, etc.

Each inmate shall be issued two towels, two sheets, one pillowcase, one blanket, one hygiene pack, one mattress, and one pillow.

The following clothing items shall be issued to all general housing inmates:

**Male Inmates:**

- Shoes (1 pair)
- Socks (4 pairs)
- Boxer Shorts (4)
- Pants (2)
- Shirt (2)

**Female Inmates:**

- Shoes (1 pair)
- Socks (4 pairs)
- Briefs (4)
- Bra (2)
- Nightgown (1)
- Pants (2)
- Shirt (2)

**Personal Items, Male and Female:**

- Cup (1)
- Bowl (1)
- Eating Utensil (1)
- Commissary - twice the single order limit
- Personal Letters (20)

Legal Material-*See Legal Supplies for details on large amounts of materials*

Pictures (15) - no larger than 6"x8" and no frames

Books or Magazines (2) - including inmate's own subscription

Religious Books or Related Materials (5) –

- Not including (1) bible
- AA/NA and other books provided by religious services are included

Flexible Ink Pens (5)

Pencils (5)

Writing Tablets (5)

Stamped Envelopes (15)

Colored Pencils (1 package / 12 pencils)

Legal Envelopes (10)

### **Administrative/Disciplinary Housing Unit Issue:**

1. Clothing - same as general housing (see previous page)

2. Personal Items:

Cup (1)

Bowl (1)

Legal Material – limited to three approved boxes

Religious Texts (5)

Books or Magazines (1) -including inmate's subscriptions

Pencil (1)

Writing Tablet (1)

Stamped Envelopes (15)

### **Restrictive Housing Unit Issue:**

1. General issue items are subject to medical status and behavior. Male and female inmates will be allowed to retain their issued clothing and:

- Blanket (1)
- Towel (1) issued for showering only and retrieved by the housing unit officer prior to the inmate's return to his/her cell.

2. Personal and commissary items are not allowed. Cups will be provided during medication pass and access to water is within the cell.

3. If an inmate exhibits or has intent to self-harm, all issued clothing will be

removed. Inmates are provided a safety blanket in this housing unit.

## **COMPLAINTS AND GRIEVANCES**

If you have a complaint or grievance regarding your stay at the CCDC/NVC, you may file an Inmate Grievance by submitting a request through the inmate kiosk. All complaints or grievance regarding medical or mental health services must be directed to them via a Medical Request/Grievance form.

***Informal Grievances:*** You must start with your housing unit officer. Most grievances can be resolved at this level. If you cannot obtain a solution and wish to further address the grievance, you have the right to appeal to the floor sergeant for remedy. If your grievance is a health or safety emergency, your housing unit officer will immediately take appropriate action.

***Formal Grievances:*** If you cannot resolve your grievance thru informal contact with staff, you may file a formal request/grievance for assistance or other administrative remedy by submitting a request thru the Inmate Request Manager or kiosk system. It is your responsibility to request the grievance to be appealed. A sergeant will investigate and respond to your grievance. Grievance responses at this level will be: Granted, Denied, Partially Granted, Duplicate, Not Accepted or Grievable, or Withdrawn.

Grievances may be appealed to one level higher than the initial grievance level (ex. After discussing with the housing unit officer regarding an issue with the telephone (an informal grievance), an inmate completes a grievance to the floor sergeant via the kiosk. The sergeant denies the grievance. The inmate can send an appeal to the lieutenant for resolution. The lieutenant is the final level of grievance for this complaint).

Inmates must have standing on the topic that they are grieving and cannot file a grievance on behalf of another inmate. If an inmate's claim or grievance is not accepted because it is not in the scope of the grievance process, there is no appeal process. If an inmate's grievance is "granted" at any level, the grievance process is considered complete and there is no appeal process.

You should wait for a response before filing a grievance to the next level of authority. When submitting a grievance or request, limit each form/entry to one topic. If multiple grievances/complaints are on one form/entry, it will be returned.

Inmates that are released or transferred prior to the conclusion of their grievance process can request completion of the grievance by submitting a request by either email or by mail. It is your responsibility to request the grievance process to be continued. All grievances must be received within seven days of release.

Email: [DSDRMA@LVMPD.COM](mailto:DSDRMA@LVMPD.COM)

Mail: Clark County Detention Center  
Attn: RMA—Grievances/Appeals  
330 S. Casino Center Blvd.  
Las Vegas, Nevada 89101

Complaints regarding staff misconduct may also be filed with any supervisor or through the LVMPD Office of Internal Affairs. You may also make a complaint to the Citizen Review Board by requesting a Citizen Review Board Complaint Form from an officer. The officer will deliver the form through the department inter-office mail or send it via U.S. mail. Filing a complaint with the Citizen Review Board is not a substitute for completing the grievance process.

## **DISCIPLINARY PROCEDURES**

### **Informal - Level 1 Rule Violations:**

Are subject to anyone, or a combination of the following sanctions:

- Counseling/Verbal warning
- Loss of participation in activities
- Lockdown within housing unit for up to 24 hours

### **Formal - Level 2 & Level 3 Rule Violations:**

An inmate found guilty of a formal rule violation by the Conduct Adjustment Board (CAB) may receive anyone, or a combination of the following sanctions:

- Counseling
- Verbal warning
- Loss of participation in activities or privileges
- Loss of good time/work time if sentenced to county time
- Loss of worker status if sentenced to county time
- Lockdown within assigned housing unit
- Required to pay restitution for damaged or destroyed property



- Loss of or restrictions to visiting, commissary, mail and/or religious services
- Assignment to disciplinary detention based upon the following guidelines for any one incident:
  - No more than 60 days for rule violations arising out of one incident
  - Continuous confinement for more than 30 days requires the review and approval of the Deputy Chief, DSD, or designee.

\* Non-hygiene, unopened commissary items will be placed in your property until your release from custody.

**Inmate Disciplinary Appeal Process:**

Any inmate may appeal the decision and/or sanction of the CAB based upon one of the following conditions:

- Violation of inmate disciplinary procedure
- Sanction not appropriate to the violation
- Inmate can show himself/herself not guilty

The appeal must be submitted in writing within five working days, excluding weekends and holidays, after the receipt of the written CAB disposition and must state specific reasons for the appeal. Appeals are submitted by using the inmate kiosk. It is your responsibility to request an appeal to the next level or to continue the appeal process. The first level of appeal is addressed to the captain of the Central Booking Bureau (CBB). You have five working days, excluding weekends and holidays, after receipt of first level appeal decision to file a second and final level of appeal addressed to the Deputy Chief, DSD. Responses by the Deputy Chief, DSD or his/her designee are final.

Inmates that are released or transferred prior to the conclusion of their appeal process can request completion of the appeal by submitting a request by either email or by mail. It is your responsibility to request the appeal process to continue. All appeals must be received within seven days of release.

Email: [DSDRMA@LVMPD.COM](mailto:DSDRMA@LVMPD.COM)  
 Mail: Clark County Detention Center  
 Attn: RMA—Grievances/Appeals  
 330 S. Casino Center Blvd.  
 Las Vegas, Nevada 89101

## Level 1 Rule Violations

- 101 Attempting to commit or aiding another person to commit any of the below listed infractions shall be considered the same as the offense itself
- 102 Refusing to comply with inmate dress standards
- 103 Creating a minor disturbance within the facility
- 104 Verbally abusive or disrespectful towards staff or other inmates
- 105 Refusing to maintain housekeeping standards
- 106 Refusing to maintain personal cleanliness
- 107 Failure to proceed to cell/bunk when instructed
- 108 Lying to a staff member
- 109 Excessive noises
- 110 Misuse of telephone
- 111 Unauthorized cell or bed change
- 112 Throwing or wasting food
- 113 Possession of currency on the person or in the living area of an inmate
- 114 Possession of jewelry on the person or in the living area of an inmate.  
*\*Jewelry on a person may be permitted in specific circumstances\**
- 115 Possession of food not sold in commissary or legally provided by the kitchen
- 116 Possession of unauthorized items, contraband, or clothing
- 117 Being in an unauthorized area
- 118 Failure to follow safety regulations
- 119 Affixing pictures or other such materials on cell walls/furniture
- 120 Having towels, clothing, or other objects obstructing the view of officers into the cell
- 121 Loitering or sitting on stairs or upper tier
- 122 Leaving seat during chow
- 123 Saving or reserving seats during chow
- 124 Propping doors open without permission
- 125 Horseplay
- 126 Found in a red line area of the housing unit
- 127 Refusing to attend programs/Refusing to go to court
- 128 Use of institutional forms other than as intended
- 129 Refusing to line up for chow or medication pass
- 130 Use of recreational supplies other than as intended
- 131 Failure to comply with an instruction from staff
- 132 Interfering with staff member duties (an inmate commits this violation when he/she interferes with, or obstructs, to include hide from, any staff member who is engaged in the performance of his/her duties)

- 133 Begging for food or commissary items from other inmates
- 134 Passing commissary, or being in possession of another inmate's commissary
- 135 Misuse, giveaway, barter or sell a diet/religious tray and/or P.M. snack
- 136 Misuse of Linen (Socks, pillowcases, or underwear wrapped or placed on the head or other areas)

## **Level 2 Rule Violations**

- 201 Attempting to commit or aiding another person to commit any of the below listed infractions shall be considered the same as the offense itself (to be used in conjunction with one of the below charges)
- 202 Refusing to obey a direct order by staff (NRS 199.280)
- 203 Threatening another with physical harm (NRS 207.180, 199.300)
- 204 Engaging in a sexual act (NRS 212.187)
- 205 Making sexual proposals or threats of sexual abuse to another
- 206 Indecent exposure (NRS 201.220)
- 208 Wearing a disguise or mask/concealing identity
- 209 Tampering, altering, damaging, destroying jail property, or property of another, or missing jail property (NRS 212.190)
- 210 Theft of jail property or the property of another (NRS 205.0832; NRS 205.240, NRS 205.220)
- 212 Possession or receipt of any contraband or items not issued through regular institutional channels.
- 213 Fraudulently obtained or stolen commissary orders or phone calls (NRS 205.380)
- 214 Giving or receiving of property or anything of value for profit or increased return.
- 216 Using equipment or machinery contrary to instructions or posted safety standards
- 217 Participation in work stoppage or encouraging others to refuse to work
- 218 Introduction into the facility or possession of or furnishing any narcotic, drug, narcotic paraphernalia, or intoxicant not prescribed for inmate by the medical staff, or being under the influence of a narcotic (NRS 212.170)
- 219 Unauthorized use of prescribed medication (NRS 212.170)
- 220 Mutilation or alteration of clothing, linen, towels, mattresses, pillows, pillowcases, etc., issued by the jail (NRS 212.190)
- 222 Interfering with the taking of count on any shift
- 223 Accumulating commissary for the purpose of unauthorized distribution.
- 224 Engaging in or encouraging a disruptive group demonstration (NRS 203.060)
- 225 Engaging in or encouraging others to riot (NRS 203.070)

- 226 Making intoxicants, being intoxicated, mixing food or drink with a narcotic or alcoholic substance, or possession of intoxicants (NRS 212.170; NRS 453.566)
- 227 Giving or offering to give any official or staff member a bribe or anything of value (NRS 197.100)
- 228 Giving or accepting from another inmate, or a member of his family, money or anything of value unless through official channels
- 229 Shaking cell doors or otherwise summoning an officer under the pretext of an emergency
- 230 Malingering or feigning an illness (when determined by medical)
- 231 Gambling
- 232 Receiving anything of value for services rendered to another inmate (e.g., artwork, hair cutting, legal work)
- 233 Disrupting the housing unit/court (non-code)
- 234 Continuous unsatisfactory conduct by an inmate (5 or more previously documented infractions during current incarceration)
- 235 Sentenced inmates' failure to do work assigned or failure to properly complete tasks
- 236 Making threatening or harassing telephone calls (NRS 201.255)
- 237 Refuse to attend line up
- 238 Passing notes or otherwise corresponding with another inmate, except through official channels (NRS 212.140; NRS 212.150)
- 239 Refusing to accept assigned room or roommate
- 240 Smoking or possession of cigarettes, matches, or other smoking material (NRS 202.2491)
- 241 Violation of library rules or otherwise misusing the legal library
- 242 Violation of Home Detention Agreement (NRS 212.220)
- 244 Knocking off or tampering with the emergency sprinkler head (NRS 475.090)
- 245 Being in another inmate's room, row, bunk area
- 246 Violation of posted and/or outside sentenced inmate worker rules
- 247 Two or more inmates in the shower together
- 248 Two or more inmates in the same bed or cot
- 249 Making 3-way phone calls
- 250 Communicating with persons outside the facility, excluding authorized channels such as mail, phone calls or visiting (NRS 212.140; NRS 212.150)
- 251 Flooding cell
- 252 Passing commissary or anything of value inside a disciplinary housing unit
- 253 Being behind the officer's desk/workstation/work area/office
- 254 Making a false accusation against staff
- 255 Open and Gross Lewdness (NRS 201.210-sexually touching another person)

- without consent, e.g., groping, grabbing breasts or buttocks or another)
- 256 Possession of and or use of another inmates ID Number or paperwork
- 257 Manifest Disrespect (a personally offensive act or word; deliberate act or disrespect)

### **Level 3 Rule Violations**

- 301 Attempting to commit or aiding another person to commit any of the below listed infractions shall be considered the same as the offense (to be used in conjunction with one of the below charges)
- 302 Assaulting another person (NRS 200.417). “Assault” means intentionally placing another person in reasonable apprehension of immediate bodily harm
- 303 Sexually abusing another person (NRS 200.366)
- 304 Escape (NRS 212.090)
- 305 Attempting or planning an escape
- 306 Tampering with locking devices (NRS 212.093)
- 307 Fighting or wrestling with another person (NRS 203.050)
- 308 Setting a fire (NRS 205.005; NRS 205.010; NRS 205.025)
- 309 Possession of a staff member’s clothing or uniform (NRS 199.430)
- 311 Introduction into the facility, or possession of, a gun, firearm, weapon, knife, sharpened instrument, explosive, ammunition, or unauthorized tool (NRS 212.185)
- 313 Engaging in or encouraging others to riot (NRS 203.070)
- 314 Extortion, blackmail, protection (demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing) (NRS 205.320)
- 315 Battery (NRS 200.481). “Battery” means any willful and unlawful use of violence upon a person of another
- 316 Violation of criminal law
- 317 Participation in or encouraging gang-related activities (NRS 193.168)
- 318 Assault/Battery on staff (NRS 200.471; NRS 200.481)
- 319 Unlawful acts related to human excrement or bodily fluid (NRS 212.189)
- 320 Disrupting the safe and orderly operation of the facility (to be used when officer has to call a code)
- 321 Battery on Staff (NRS 200.481)

## MISSION

The mission of Detention Services Division is to set the standard for American jails, through leadership and excellent service, while focusing on the safety of the community, staff members, and inmates.

## VALUES

Integrity  
Courage  
Accountability  
Respect  
Excellence

The acronym **I CARE** is the guiding principle for each and every employee.

The values are supported by behaviors, demonstrated by the actions of employees, as they live these values. All employees are expected to represent the values of the department while in the workplace and on-duty.



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DSD Accreditation & Standards Unit