

NORTH LAS VEGAS COMMUNITY CORRECTIONAL CENTER

NLVCCC



**RULES AND REGULATIONS
FOR NLVCCC INMATES**

Revised
July 2020

INMATE RULES AND REGULATIONS

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These services and rules apply to all North Las Vegas Community Correctional inmates housed within the North Las Vegas Community Correctional Center (NLVCCC). If you have questions, please ask the Officers in your housing unit.

GENERAL GUIDELINES

Staff and inmate safety and security is our number one priority and has precedence over scheduled activities.

You will obey ALL ORDERS and directions from the NLVCCC staff.

You are responsible for your own behavior. You are to be courteous and respectful toward NLVCCC staff, members of the court, community volunteers, the public and other inmates at all times.

You will address all staff members by their rank or title, such as: "Mister," "Miss," or "Officer."

NLVCCC staff will not tolerate any kind of disruptive behavior whether it is aimed at staff, the institution, inmates or anyone else. This includes racial insults, street or prison gang types of behavior, assaults, fighting, threatening, etc. Do not bang on windows, doors, tables, etc., do not cross any red lines in the units. These are all disruptive behaviors for which you will be disciplined.

Note: *Inmates who engage in any type of fighting, assault or battery will face additional criminal charges.*

If anyone tampers with any security device, cleaning equipment, lights, windows, doors, water wells, telephones, fans, thermostats, television sets or NLVCCC issued items, that person or the unit is subject to restrictions/sanctions, which may include additional criminal charges. NLVCCC supervisory staff will regulate television viewing times and channels.

Any time you are outside your housing unit, you are required to maintain silence, stay in a straight line, move quickly, and look straight ahead with your hands interlocked behind your back.

Your I.D. card must be in your possession at all times, attached to your jumpsuit. If you lose or damage your I.D. card, you may lose privileges, face formal disciplinary action and/or be charged a service fee for replacement. If you should lose or damage your I.D. card, immediately request a new one from your Housing Unit Officer.

INMATE REQUEST (KITE)

When you need any of the Community Correctional Center services offered, you must submit the request form with your name, I.D. number, dorm, cell/bunk number, date, and explanation for the request. You must submit a separate form for each service you are requesting. "Inmate Request" forms with multiple inmate signatures will not be accepted.

GRIEVANCE FORMS

Inmates must file their grievance within three (3) calendar days of the incident. Grievance forms should only be used for grievances, not for "Inmate Requests". Grievances will be placed into the grievance box located in each unit; do not give them to the Housing Officer. Inmates shall attempt to resolve their issues with staff prior to the submission of a formal grievance. You may seek assistance from another inmate or staff member in preparing your grievance. No harassment, punishment or disciplinary action will result simply because you are seeking resolution of a complaint.

Resolving formal grievances is a three-step process:

1. A response is given at the Grievance Officer level within seven working days of the receipt of the grievance. If the response does not resolve the grievance, the inmate must provide additional information for the grievance to advance to the next level.
2. The second grievance must be accompanied by the original grievance. This part of the grievance process will be reviewed at the Lieutenant/Captain level.
3. If the grievance is still not resolved, the final decision will be made by the Director. Only staff will mark the grievance level on the grievance form.

SMOKING

Smoking is prohibited in this facility.

FIRE EVACUATION

ALL EXITS ARE CLEARLY MARKED

In case of a fire/fire alarm, all inmates will evacuate their buildings and assemble according to the instructions of the Unit Officers. Fire Evacuation Plans are posted in the units.

LOCKDOWN

When NLVCCC staff order, "Lockdown," (this can occur at any time) go to your assigned cell and bunk immediately.

SANCTIONS

If you are placed on "FULL RESTRICTION," you may lose all privileges. That means no telephone use, no television, no regular visits, no access to wireless devices and no commissary except hygiene items. It does not restrict your access to your attorney or legal mail.

If you are placed in "DISCIPLINARY, SEGREGATION," you may lose the same privileges listed under FULL RESTRICTION. Your access to a day room will be limited to 60 minutes per day.

If the unit is placed on "UNIT RESTRICTION," all inmates in the housing area are temporarily denied certain privileges because of inappropriate behavior. Such privileges may include television, commissary, non-legal telephone calls, access to wireless devices and visitation. The housing unit will be subject to UNIT RESTRICTION when the order and security of the facility is affected.

CONTRABAND

Contraband is any unlawful or prohibited item, material, possession or substance that is forbidden by law, or by facility regulations. Altered items or items not used for the purpose intended are considered contraband. You may possess materials issued by the staff, items you have purchased from the commissary, authorized items received through the mail, and legal documents. Any other items in your possession are contraband and will be confiscated by the Officers.

Some examples of contraband are:

1. Unauthorized drugs, chemical intoxicants, liquor
2. Any tobacco products and/or fire producing devices
3. Medication dispensed by the medical staff, but not authorized to keep on hand
4. Obscene picture(s) or reading materials
5. Food items that are not from the commissary or authorized by the medical staff. Issued food items that are not consumed promptly will be considered contraband.

6. Staff clothing or equipment
7. Money in any form, including cash, checks and money orders
8. Weapons or items that could be considered weapons
9. Any item made from the threads of clothing, towels, bedding or any other item
10. Unauthorized religious paraphernalia (i.e. paraphernalia made from contraband)
11. Picture frames, headbands and food service caps
12. Gang related paraphernalia
13. Jewelry made by dismantling any item.
14. Any type of weapon or other sharpened instrument.

You and your living area are subject to search at any time. Your presence is not required during a cell search. All occupants of a unit/cell can be held accountable for any contraband, damage, destruction or graffiti found in their area.

You will not accumulate any issued items such as cleaning supplies, toilet paper, soap, razors, plastic, paper, and any type of food/bags from the kitchen.

You are not allowed to have any tool or implement in your possession except when you are using it under direct staff supervision.

HOUSING UNITS/LIVING AREAS

You cannot change the cell or bunk assigned to you. You shall not reassign bunks. If you feel that you should be moved from your current housing unit to protect your safety, tell an Officer immediately.

The upper tier is not considered a common area. The only inmates allowed on the upper tier are those assigned there. You are not allowed to loiter on the upper tier or stairs. There are NO exceptions to these rules.

When outside of your cell, you may utilize the common area of the housing unit. You shall not congregate outside any cell. Only those assigned to that cell shall be allowed inside the cell except for staff.

Items you may keep in your cells are limited by the space available and requirements for jail safety and sanitation. Items you may keep in your cell include: one (1) set of jail issued clothing and bedding; one (1) Styrofoam cup; and those personal items that will fit into (1) one storage box. This includes all legal papers. Exceptions will be on a case-by-case basis.

Showers will only be taken during designated times as set forth in the unit.

Officers will tell you how to maintain your cell in a sanitary and orderly way. They will provide you with the equipment necessary to keep your housing area clean. You are not allowed to keep personal property in a way that creates unsafe or unsanitary conditions.

You will not keep supplies such as rubber bands, paper clips, strings, wrappers or empty containers. If you have excess property, the Officers will allow you to release it to your family or friends. In order to do this, a request must be submitted and approved by the Director. The Department will dispose of your excess property if arrangements are not made or property is not claimed within 60 days of your release.

Pay attention to all announcements made over the intercom or by Officers. It is your responsibility to be up and ready when the Officer calls for medication, recreation, programs, visitation, and clothing exchanges. If you are not ready, you will not participate in the announced activity.

You will NEVER interfere with the Officer's view of your living area through the use of towels, blankets or any other items. You will not attach strings, pencils, paper, clothing or any other object to any part of bunks, doors, toilets, railings, lights, walls or vents. You will not put photographs, pictures or markings of any type on the walls, ceilings, bunks, lighting fixtures, NLVCCC issued items, windows or doors of your living area.

You will not block your ventilation openings, lighting, windows or doors.

You will not stand, lay or sit on the tables, or use the Officer's desk and chair. You will not stand, lay, or use the chairs, stairs, stairwells, or plumbing fixtures as exercise equipment.

During a headcount, you will go to your cell/bunk and remain there completely dressed, with your I.D. card attached to your jumpsuit.

Until the headcount is completed, you may not interrupt the Officers. This includes asking for items or giving them paperwork, etc. Mattresses are to remain in the designated area unless otherwise directed by the Housing Unit Officer.

When you are called to "roll up", you will come out of your living area and make sure you have with you, your bedding, mattress, your wireless device (is applicable), all of your clothing and all of your personal belongings to include commissary items. You will not be allowed to give any personal belongings, commissary items or NLVCCC issued items to any of the inmates who remain in the living area without direct approval from the Officer.

SANITATION/ROOM STANDARDS

Each inmate shall be responsible for the cleanliness of their living area including, but not limited to, ceilings, walls, floors, windows, light fixtures, vents and other property within the room. (All windows, light fixtures, and vents must be uncovered and clear of any obstructions at all times).

There shall be daily inspections of all living areas. Any unsatisfactory reports shall be made to the shift supervisor and may result in the loss of dayroom privileges for all inmates.

Failure to comply with any of these standards may result in formal disciplinary actions or temporary loss of privileges.

Inmates are responsible for the cleanliness and sanitation of their living quarters. Before reporting to the morning meal and/or job assignment, all beds shall be made and the room shall be in good order. Inmates are allowed property in their rooms in accordance with the property regulations. Uniforms and linens are prohibited from hanging on makeshift lines in the room or on the bed railings. Pictures and/or posters are prohibited from being attached directly to the wall, lights or windows.

HYGIENE

Upon arrival into the unit, each inmate will receive the following hygiene items: 1 roll of toilet paper, toothbrush, toothpaste, comb and soap. Additional toilet paper will be issued on Sunday and Thursday during breakfast. A new toothbrush and comb may be issued by exchanging your old toothbrush and/or comb.

Shaving razors will be issued Sunday, Tuesday and Thursday. Inmates that have been in custody for 30 days are eligible to receive a haircut on the first Saturday and Sunday of the month.

Inmates are expected to maintain a high degree of personal hygienic care while at this facility. Particular attention should be given to bathing and hair care.

PERSONAL APPEARANCE

You will keep your hair, body and clothing in a neat and odor free condition. If you are indigent, the Community Correctional Center will provide hygiene products for your use.

You are to be fully dressed in your NLVCCC jumpsuit any time you are outside your assigned cell. All clothing must be the correct size to insure proper fit. You are NOT permitted to roll up your sleeves. Pant bottoms will NOT be rolled above the ankle. Inmates will NOT tie their jumpsuits in any fashion. Collars must be exposed and all snaps closed. If you purchase a sweatshirt, you must wear it under your jumpsuit. If you do not wear your sweatshirt properly, or if you alter any item of clothing (whether purchased here or allowed at time of booking), it will

be taken away and placed in your personal property. Under/T-shirts will be tucked in when outside the living area.

NOTE: INMATES IN THE PRESENCE AND/OR ADDRESSING ANY NLVCCC OFFICER OR STAFF, WILL NOT ENGAGE IN OFFENSIVE BEHAVIOR OR GESTURES (i.e. hands in uniform or touching genital areas.)

You will not wear or have in your possession, any type of jewelry. Those items that cannot be physically removed may be cut off by department staff. North Las Vegas Community Correctional Center will not be responsible for any such items.

You may not bind your hair so tightly that it cannot be searched. You may not wear any type of scarf, handkerchief, towel, rubber band, plastic or any other item that is not purchased through the inmate commissary system. You may wear a hair net if your job requires it, but only while you are working.

Haircuts will be provided by inmate barbers on a rotating schedule at the beginning of each month and done by request, only in the housing units. Inmates will provide their personal comb for use during the haircut.

UNIT DAYROOM

INMATES MUST WEAR A FACE MASK WHEN OUTSIDE OF THEIR CELL

Inmates are allowed into the dayroom area in accordance with the prescribed schedule. In general, the dayroom shall be used for games, television, reading, conversation, etc. Inmates shall follow further instructions from their unit officers.

There shall be no loitering, congregating, horse playing or meeting allowed on the second floor walkways, the access stairways, or any other area except the respective dayrooms and exercise areas. These areas shall be kept open and free of objects at all times.

Inmates are not allowed to sit on top of any tables.

There are areas in the unit with red lines. Inmates must remain behind the red lines at all times.

You are only allowed inside of your assigned room. You are not allowed to go inside of another inmate's room to visit or enter into another room you are not assigned.

RECREATION

Corrections personnel schedule times for recreation. Outside recreation may be restricted or canceled when the order and security of the jail are affected, during inclement weather, or when you are under disciplinary sanctions.

You will be afforded the opportunity for outside recreation.

You will be fully clothed when you go to and from recreation. All clothing must be the proper size and worn appropriately. While in the outside recreation area, you will keep all clothing items on.

You may not take any item to recreation except your I.D. card and one (1) approved container of water.

You will not be permitted to return to your housing area/unit before recreation time ends, unless an emergency is involved.

Athletic shorts purchased from the commissary may only be worn during recreation. Shoes or sandals will be worn at all times. Pant cuffs will not be rolled up. You will take proper care of all athletic equipment and use it only in assigned areas.

You must remain within the red lines.

DEPOSITS

Opening of inmate accounts

Your inmate account is opened when you are booked into the facility.

All information regarding your account is via the unit kiosk.

Deposits to inmate accounts

Money can be deposited into your inmate trust fund account through three convenient means*:

1. Lobby kiosk located inside the administrative building at 2332 Las Vegas Blvd. N Suite 120 North Las Vegas, NV 89030. Monday through Thursday 7:00 a.m. to 5:00 p.m., excluding holidays (cash, debit, MasterCard or Visa)

*Fees apply - cash, checks and money orders cannot be mailed into the facility.

The North Las Vegas Community Correctional Center accepts no responsibility for cash sent through the mail.

RELEASE OF PROPERTY AND MONEY

To release personal property and/or money

Personal property items are not accepted at this facility.

Inmate property releases for the purpose of bail can occur during the following times:

0800 - 1200 (8am to 12 pm) and 1400 - 0100 (2 pm to 1 am).

All property will be released except personal clothing. No single items (all or nothing).

Submit a Property Release Request naming the person to whom it may be released. If releasing money, state the amount of money to be released and the reason why. The property release is initiated by the person the property is being released to, through the Reception window, with a picture I.D. The person to whom you release your personal property and/or money must show verifiable identification.

You are not permitted to make any financial transaction nor engage in any bartering with other inmates, staff or volunteers at any time. Ownership of items may not pass from one inmate to another or anyone else.

TELEPHONES

Each inmate shall be granted adequate access to a telephone, provided disciplinary actions, protective orders or security concerns do not deny this privilege. In those cases, only legal telephone calls will be authorized.

If a citizen reports that an inmate in our custody has been making inappropriate phone calls, the inmate will be counseled that further behavior of this nature will result in a disciplinary action.

Telephones are located in the housing unit. The hours which the telephones can be used will be those hours the dayroom is accessible to the inmates. Hearing impaired inmates shall be provided access to telephone and TDD equipment.

Telephones shall be used only during authorized day room hours. The Sergeant or higher authority must sanction any exceptions.

Inmates in disciplinary lock down may have limited personal telephone privileges. Inmates will have access to make legal calls.

COMMISSARY

Commissary purchases will be made available to you in accordance with your housing unit schedule. You may order via the carts which will come to the housing unit.

You are not allowed to exchange or trade commissary items.

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.

Commissary items are not allowed in the unit dayroom or on the recreation yard.

Once the original content is removed from the commissary packaging or containers, the package/container must be discarded as it is considered contraband. There are no refunds or returns.

INDIGENCY

Those inmates deemed to be indigent (lacking the means to purchase items listed below) shall be eligible for issue of the following items:

1. Paper
2. Pencil
3. Envelope
4. Toothbrush
5. Toothpaste
6. Soap
7. Comb

CLOTHING AND LINEN EXCHANGE

Prior to your placement in a housing unit, you will be given facility clothing and bedding. It is your responsibility to take care of the issued items during your stay. Do not accept items that are damaged. If you are found with damaged or missing items, you will be required to pay for these items.

IMPORTANT: Failure to return facility issued items will result in a delay of your release from custody and you may be held financially responsible.

Linen exchange for sheets, towels, uniforms, etc. shall be accomplished per the uniform and linen schedule posted. Exchanges shall occur in the housing unit.

It shall be the inmate's responsibility to exchange their clothing and linen at the prescribed time and place.

You will be charged for any malicious damage to department issued uniform and linen.

FOOD SERVICE

All menus are prepared by the Food Service Vendor and certified by a registered dietician. The Food Services Vendor may change the menu at their discretion.

All meals will be served in your assigned housing unit.

Should you require a special diet due to medical reasons, you must complete and submit a medical KITE detailing the circumstances and forward it to medical. If your request is approved, medical will forward the request to the Food Service Vendor and a certified diet will be served.

Classification will consult with the facility's Chaplain concerning the approval of religious diets.

None of our meals contain pork.

MEAL SCHEDULE - approximate times:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Corrections Center	0430-0530	1000-1100	1600-1730

MEDICAL SERVICES

Inmates have the right to access medical, dental and psychiatric care:

Emergency: If you feel you have a medical problem that needs immediate attention, contact your unit officer and they will request medical assistance for you.

Non-Emergency: Medical/Dental Request Forms (Medical KITES) will be accessible to all inmates via their tablet or paper form. Once the medical KITE is completed, it should be submitted to the medical staff.

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 Health Services Administrator for a response to your complaint.

Sick call and dental call are conducted at designated times.

Medical/Dental Access and Medication Fee Policy Statement:

Pursuant to NRS 211.140, the City of North Las Vegas Community Correctional Center through Naph Care will provide medical, dental, and mental health care to inmates of the Community Correctional Center. The Community Correctional center shall pay the cost of medical treatment that is the responsibility of the Community Correctional Center as delineated in NRS 211.140. The inmate shall pay the cost of medical treatment as delineated in NRS 211.140.5.

No inmate will be refused medical services based upon an inability to pay. A medical/dental access and medication fee may be charged to the inmate's trust fund account for medical care provided after 30 days of incarceration. Inmates are not required to pay for psychological services.

This directive prescribes guidelines and procedures for the Medical Access and Medication Fee Program with the facility.

I. Medical/Dental Access Fee and Medication Program

A. Medical/Dental Access Fee:

1. Pursuant to NRS 211.140, the City of North Las Vegas Community Correctional Center may attempt to collect from the prisoner or his insurance carrier the cost of arranging for the administration of medical care including the cost of any transportation of the prisoner for medical care.
2. Pursuant to NRS 211.140, the prisoner shall obey the requests of, and fully cooperate with the Community Correctional Center in collecting the costs from the prisoner or his insurance carrier.
3. Any determination concerning the necessity or emergency nature of the medical care remains the prerogative of the care provider, but may be appealed through the inmate grievance procedure.

B. Request for Health Care Services:

1. Inmates are required to submit a Medical/Dental Request Form for accessing health care services. These forms are to request dental, psychiatric, or non-emergency medical procedures/problems.

Management of Pharmaceuticals

All medications will be dispensed by the medical staff only.

Prior to issuing medication, nurses will verify, by I.D. card, the name of the inmate receiving medication.

You must line up with a cup of water.

All inmates receiving medication will take their medication in front of the Officer and Nurse.

NOTE: YOU MAY NOT SAVE YOUR MEDICATIONS, ALL ISSUED MEDICATION MUST BE TAKEN AT THE TIME OF ISSUE. FAILURE TO SO DO MAY RESULT IN NON-ISSUE OF MEDICATION AND DISCIPLINARY ACTION.

MAIL

Be sure that your name, cell/dorm assignment, Community Correctional Center name and address are stated clearly on the envelope.

Anyone caught mailing to a fictitious address or placing a name, other than their own, on a post card will be subject to discipline.

Legal mail will only be opened and inspected in the presence of the inmate.

If you need paper for legal mail you may request it from the officer. They will then give you an envelope after inspecting the letter.

Mail will be picked up from the housing units each day by 0700 hours.

Mail will be delivered to inmates Monday through Friday.

All mail will be thoroughly checked for any violations.

Incoming Mail

Mail sent from family, friends, acquaintances, etc. to an inmate.

- On the back of the post card, photos may be printed only, no taping, glueing, etc.
- Envelop must have the inmate's First Name, Last Name, and I.D. number.
- Address the envelope as:

Inmate's Last Name, First Name, (as given for booking) and I.D. number
Housing Unit and Room Number
2332 Las Vegas Blvd. North #120
North Las Vegas, NV 89030

- All incoming mail will be reviewed for any violations.

Outgoing Mail

Mail sent from an Inmate to family, friends, acquaintances, etc.

- Must have inmate's name, address and ID number in the return address
- All outgoing post cards will be reviewed for any violations
- Must only mail letters written on paper. No additional items can be mailed out

Mail Violations

Mail violations will result in the mail being returned to sender.

- No booking number shown
- Tape
- Lipstick
- Perfume
- Any other foreign substance
- Pictures/drawings in the address area of post card(s)
- Nothing is to be in the address area (only return address and address)
- Stickers of any kind (includes address labels)
- Paperclips/staples, etc.
- Incomplete Return Address
- No Inmate Name
- Correction tape/fluid

Anything that would threaten or be detrimental to the safety, security and orderly operation of the Jail, anything gang related, or any sexual conduct will be considered a mail violation and placed in the Inmate's property or returned to the sender.

Indigent inmates, upon written request for non-privileged correspondence, will be provided with paper and writing utensil during their normal commissary day.

THE DETENTION CENTER DOES NOT PROCESS SPECIAL HANDLING MAIL, I.E., REGISTERED MAIL, ETC.

RELIGIOUS SERVICES AND SPIRITUAL COUNSELING

An inmate may request to have their minister, priest, imam, rabbi or other appropriate religious authority visit at any time during normal visitation hours.

You may ask for religious items, religious diets, and literature by submitting an Inmate Request form. Address the request to the Chaplain.

If you alter or tamper with religious materials, they will be taken away, and you will be subject to disciplinary action.

In the event of a serious illness or death in your family, you may request to see a Chaplain or appropriate religious authority. The Chaplain will respond to such requests as soon as possible.

COURT APPEARANCESJustice Court

North Las Vegas Justice Court for felonies and gross misdemeanors are held five (4) times weekly during the morning hours.

Clark County Justice Court is held five (5) times weekly.

Municipal Court

Video arraignment for misdemeanors is held four (4) times weekly during the morning.

Misdemeanor trials are held once weekly. Pre-trials are held once weekly in the morning.

COURT SCHEDULES ARE SUBJECT TO CHANGE AT THE DISCRETION OF THE COURTS.

You must have your I.D. card with you at all times when you are being taken to court and any time you are in custody of the Court and Transportation Officers.

You will only be permitted to bring legal papers with you to court.

You will wear only issued clothing (must fit and be worn properly), unless the court has ordered other clothing.

You will not engage in any yelling or loud talking in the holding tanks.

When your name is called in the courtroom, you will promptly stand and address the judge.

Without special permission, you are not allowed to talk with members of the public, your family or other inmates in the courtroom. Unauthorized communication between prisoners and outsiders may subject violators to arrest under the following; NRS 212.140 Unauthorized communication with prisoner: "Every person who, not being authorized by law or by any Officer authorized thereby, shall have any verbal communication with any prisoner in any jail, prison or other penal institution, or shall bring into or convey out of the same any writing, clothing, food, tobacco or any article whatsoever, shall be guilty of a misdemeanor."

VISITOR TRANSPORTATION/PARKING

Visitors may use public transportation and/or their own vehicle and park at designated parking areas. A public transportation stop is located directly in front of the Community Correctional Center Administration Building (2332 Las Vegas Blvd. N.)

VISITATION

You will be allowed visitation privileges consistent with your behavior.

Inmates are encouraged to maintain ties with their families and friends through regular visits. Family visiting is scheduled to allow such access on a regular basis limited only by staff demands, necessary security measures, and the physical plant.

Inmates can receive non-contact visits from family members, friends and attorneys. Visitation hours and procedures are posted in each dayroom.

Inmates will have access to video visitation as well.

Inmate visitation Eligibility

Visitation will be limited to:

- Inmates sentenced with a release date at least seven days past their sentencing date or arrival date at the Community Correctional Center.
- Pre-Trial inmates with a court date of at least 7 days after date of submission of list

Visitor List

Inmates qualifying to receive visits must submit a Visitor List with the complete names, dates of birth, and gender of the desired visitors.

Inmates may obtain the visitor list via wireless tablet, which can be checked out in the housing unit.

The completed form will be forwarded to the classification technician.

After submittal, the classification technician will screen the names of prospective visitors. The approved or denied list will be returned to the inmate within 5-7 calendar days.

Inmates will be allowed a maximum of 5 approved visitors on their request form. Inmates may resubmit a new/revised visitor list to the unit classification technician once every 90 days.

Visitor Eligibility

Visitors must present acceptable identification at the time of visit.

Persons under the age of 18 must be accompanied by a parent or legal guardian.

Persons with criminal records may be excluded from visiting.

Persons will not be approved as visitors if they meet at least one of the following conditions:

- Convicted felon
- Has been incarcerated within the last 6 months
- Has outstanding warrants
- Is on active probation, parole, furlough or work release
- Shows evidence to constitute a threat to the inmate or the security of the facility

Visitation Schedule

A visitation schedule is posted in each housing unit.

Frequency of Visits

All inmates may receive one visit per week.

Exceptions may be made to this rule by the Watch Commander, where indicated by special circumstances including, but not limited to, the distance the visitor must travel, or health problems of the inmate. All requests will need to be submitted through an Inmate Request for Assistance (KITE).

Number of Visitors

Inmates may be allowed a maximum of 2 visitors at a time (including children). Limitations on the number of visitors who may visit an inmate at one time may be imposed to prevent overcrowding in the visitation room or to eliminate difficulties in supervising the inmate. These regulations shall be interpreted flexibly and are subject to exceptions.

Visitors must have current valid government issued identification with a photograph. Anyone under 18 years of age must be accompanied by a parent or guardian. A minor who is married to an inmate must provide a marriage certificate and valid identification.

Visitation sessions are held two days a week. Check your unit schedule to determine the designated visitation day/time.

Inmates must provide a visitors list for approval upon placement into permanent housing. The inmate's visitation list may only be modified once every 90 days.

Visiting check in will begin one hour prior to the visiting session. All visitors must be checked in at the visiting window 30 minutes prior to visitation. No visitors will be permitted after that time. Check in will be first come first serve and each inmate will only be brought up once a day for visiting.

Personal items will not be permitted in the visitation area.

Visitors and inmates are not permitted to sit on the counter tops.

Disruptive behavior will result in the immediate termination of the visit.

Anyone caught attempting to introduce contraband into the facility through visitation will have their visitation rights revoked.

Any visitor whose visit is terminated for disruptive behavior or any other reason must obtain written permission from the Captain to have the visitation rights restored.

Contact visits are authorized for legal visits, with attorneys or other officers of the courts, Monday-Friday during normal business hours. If any additional individuals are required to be present, the attorney or other official of the court must contact the Captain or designee to make arrangements.

All attorneys must present valid credentials; interpreters must have valid identification. Attorneys must call 24 hours in advance to schedule a visit.

Law Clerks, Process Servers, Social Workers and Clergy must have prior approval for a contact visit.

Electronic and mechanical devices are not permitted in either secured or contact visitation areas (i.e., cameras, cellular phones, recorders, lap top computers, etc.) unless approved by the Director of the Community Correctional Center or designee.

ALL persons and property such as paperwork or authorized devices (see above) are subject to search.

LAW LIBRARY

Inmates will be provided with access to the courts and legal services as may be necessary to safeguard their statutory and Constitutional mandated rights. Inmates requesting to use the law library will submit a written request form to the housing unit officer with a detailed description of the legal material being requested.

CLASSIFICATION OF INMATES

The classification process is designed to assign a level of custody, housing assignment, and work assignments which best meet the needs of the institution. This process begins during your admission and is an ongoing procedure that occurs at specified intervals during your incarceration.

There are five classification levels: Close Custody, Maximum, Medium, Low, and Special. Each have different levels of privileges, housing, and restrictions.

Actions taken by the Classification Bureau may be reviewed by request from you or by staff recommendation.

Requests to be re-classified or reviewed can be made by completing an Inmate Request Form obtained via wireless tablet. The form must be complete with name, Inmate number, MF#, unit (dorm, cell/bunk number), date, explanation of the request, and inmate signature. The request will be forwarded to the Classification Bureau for consideration. This form will be returned to you with the decision made by Classification.

Observation by Officers and other staff members begins as soon as you arrive at this facility and will continue throughout your stay here.

INMATE WORK PROGRAMS

The North Las Vegas Community Correctional Center shall use the labor of inmates sentenced for misdemeanor offenses as set forth in the Nevada Revised Statutes.

Eligible sentenced misdemeanor inmates of NLVCC will be afforded the opportunity to become inmate workers (Trustees). Sentenced inmates may earn "good time" and "inmate worker time" credits according to NRS 211.171. Selection of inmate workers or removal from worker status based upon age, sex, race, religion, or national origin is prohibited. Trustee status is not guaranteed. Eligibility for inmate worker status will be reviewed once the inmate is sentenced. Inmate worker status is a privilege, not a right.

When given a work assignment, you will be responsible for completing that assignment to the satisfaction of the Inmate Worker Supervisor. Failure to do so will result in disciplinary action and possible reclassification.

Loss of Inmate Worker Status

A sentenced inmate can be removed from inmate worker status as a result of violating facility rules and regulations or by the inmate's request. If removed from the inmate worker status, the inmate will cease to earn work or inmate worker time and the release date will be adjusted.

Release Date Adjustment

Requests for release date adjustment must be made directly to the court that sentenced you. A court kite/letter to the appropriate court should be mailed through the U.S. Postal Service. Below are the addresses of some of the local courts.

When submitting an Inmate Request/Grievance form to the court an Officer's signature is not required.

NLV Municipal Court
2332 Las Vegas Blvd., North
Suite 100
North Las Vegas, NV 89030

LV Municipal Court
400 E. Stewart
Las Vegas, NV 89101

NLV Justice Court
2428 Martin Luther King Blvd.
North Las Vegas, NV 89030

Clark County District Court
200 S. 3rd
Las Vegas, NV 89101

HOUSING UNIT WORK ASSIGNMENTS

In each dorm, the work assignments will be given by the Housing Unit Officer. When given a work assignment, you will be responsible for completing all assignments. Failure to do so will result in disciplinary action and possible reclassification.

COMMISSION OF CRIMES

If you violate any jail rules, local ordinances, state or federal law, you face possible segregation, reclassification, loss of trustee status and/or "Good Time" credit, sanctions in the form of monetary compensation and/or the loss of privileges.

Crimes committed by an inmate, to an inmate will be investigated and referred to the appropriate jurisdiction for prosecution. These include sexual abuse or sexual assault.

DISCIPLINARY PROCEDURES

It is the policy of the North Las Vegas Community Correctional Center that inmates confined to its supervision shall be subject to disciplinary action for rule violations. Discipline will be applied in an impartial and consistent manner, and punishment will be imposed when needed to correct the behavior of the inmate. The inmate's past record and the punishment's effect on future behavior will be taken into consideration. Action will be taken as soon after the misconduct as circumstances will permit.

An inmate charged with a rule violation will receive a hearing. Hearings will be conducted within ten (10) working days of service of charges.

Inmates committing rule violations and found guilty at hearing may have the incident and hearing reports forwarded by the North Las Vegas Community Correctional Center to the court of their jurisdiction for consideration in sentencing.

A copy of the institutional rules, containing all chargeable offenses and sanctions, shall be made available and explained when necessary to all inmates. All inmates, at the time of assignment, will have access to a copy of the rules via wireless tablets and shall sign that they are aware of and will abide by them.

Upon a staff member filing a disciplinary report alleging a violation, the inmate accused of a violation will be notified in writing of the charges against them via incident report and, depending on the charges, the inmate may be placed in administrative segregation pending a disciplinary hearing in accordance with existing policies. Such notice will be given after review by the Sergeant and Classification.

CATEGORY 1 RULES

- 1.01 Failure to maintain personal hygiene
- 1.02 Misuse of city property, i.e., equipment, games, books, etc.
- 1.03 Accumulation of perishable food items
- 1.04 Failure to maintain sanitary and orderly dormitory conditions
- 1.05 Use of obscene or profane language
- 1.06 Tattooing, or permanent marking of any body part
- 1.07 Gambling or attempting to gamble
- 1.08 Excessive noise, loud talking, singing, or unnecessary noise
- 1.09 Crossing, standing, or sitting behind any red lined areas in the Detention Center.
- 1.10 Exercising on the stairs, chairs, beds or any other item which is not designated for exercise. Inmates will not construct items to use for exercise. There will be no altering of items used for exercise.
- 1.11 Running, wrestling, slap-boxing, defensive tactics instruction or other forms of horseplay.
- 1.12 Talking, yelling, or passing of any items through the cell door slots. Items may only be passed with prior approval of the Housing Unit Officer.
- 1.13 Entering other inmates' cells or be on and/or in another inmate's bed.
- 1.14 Removing of linens from the cells or beds and used as table cloths.
- 1.15 Removing of items from the Housing Unit Officers' desk, multi-purpose room, maintenance room or laundry room without approval from the Housing Unit Officer.
- 1.16 Identification cards will be worn at all times. Should an inmate lose or damage their identification card, they are to immediately contact a Housing Unit Officer. Inmates will be held liable for damaged or lost identification cards.
- 1.17 Hanging of anything on cell doors, windows, exterior windows, or on bunk beds, which would prevent the Housing Unit Officer from having a clear view into the cell or dormitory.
- 1.18 Showers are taken during designated times only.
- 1.19 Wearing of "headgear" (i.e., t-shirts, plastic bags, etc.) by inmates.
- 1.20 Unauthorized communication/correspondence with other inmates.
- 1.21 Attempting to commit any of the above offenses or assist others to commit any of the above acts.

ANY VIOLATION OF THE ABOVE RULES AND REGULATIONS WILL CONSTITUTE A CATEGORY 1 VIOLATION AND MAY BE SUBJECT TO ONE OR MORE OF THE FOLLOWING PENALTIES:

1. Verbal reprimand
2. Written reprimand
3. Loss of one or more privileges up to 10 days
4. Disciplinary segregation up to 10 days

5. Restitution
6. Referral for criminal prosecution

CATEGORY 2 RULES

- 2.1 Possession of unauthorized or damaged clothing or bedding
- 2.2 Defacing City property
- 2.3 Malingering or feigning illness
- 2.4 Intimidation, bartering, giving away or taking food
- 2.5 Failure to perform assigned tasks or duties
- 2.6 Loitering, talking, eating, or causing a disturbance during lights out
- 2.7 Using bed items or bed not assigned to the inmate
- 2.8 Breaking and entering another inmate's personal property
- 2.9 Willful destruction of City property or another inmate's property
- 2.10 Displaying disrespect towards detention staff
- 2.11 Disobeying written or verbal orders from detention staff
- 2.12 Failure to comply with disciplinary investigations/sanctions
- 2.13 Failure to cooperate, delaying or interfering with the Facility inmate count
- 2.14 Being in an unauthorized or restricted area
- 2.15 Unauthorized absence from work assignment
- 2.16 Possession of unauthorized negotiables: i.e., checks, credit cards, money, etc.
- 2.17 Possession of unauthorized City property or other inmate property
- 2.18 Loan of property to others for profit
- 2.19 Misuse of authorized medication
- 2.20 Indecent exposure
- 2.21 Engagement in sexual acts
- 2.22 Fighting
- 2.23 Violation of visiting regulations
- 2.24 Refusal to work
- 2.25 Disorderly conduct
- 2.26 Presentation of false testimony and/or information to staff
- 2.27 Violation of mail or telephone regulations
- 2.28 Possession of contraband/prohibited items

- 2.29 Covering of any window(s) and light fixture(s)
- 2.30 Possession or manufacture of unauthorized beverages and intoxicated or consumption of intoxicants
- 2.31 Possession and/or use of any unauthorized drugs/drug paraphernalia or unauthorized medication
- 2.32 Hoarding of authorized medications
- 2.33 Possession of stolen property
- 2.34 Inmate/Inmates will not use any items that would restrict the operation of the doors
- 2.35 Any other misdemeanor offense under the North Las Vegas City Ordinance or under the Nevada Revised Statutes
- 2.36 Attempting to commit any of the above acts or assisting others to commit any of the above listed acts, or breaking any of the rules and regulations of the NLVDC.

ANY VIOLATION OF THE ABOVE RULES AND REGULATIONS WILL CONSTITUTE A CATEGORY 2 VIOLATION AND MAY BE SUBJECT TO ONE OR MORE OF THE FOLLOWING PENALTIES:

1. Disciplinary segregation up to 60 days
2. Loss of good time earned
3. Loss of one or more privileges up to 60 days
4. Restitution
5. Referral for criminal prosecution

CATEGORY 3 RULES

- 3.1 Threatening or intimidating another inmate and/or staff member
- 3.2 Repeated Category 2 violations
- 3.3 Murder or attempted murder
- 3.4 Assault
- 3.5 Battery
- 3.6 Extortion or blackmail
- 3.7 Attempted or planned escape
- 3.8 Escape
- 3.9 Arson
- 3.10 Possession of explosives, ammunition, or flammable liquids
- 3.11 Possession of a gun, knife, weapons, or unauthorized sharpened instrument
- 3.12 Assault to commit any sex act(s)
- 3.13 Participation in riots, work strikes, or mutinous disturbances
- 3.14 Incite to riot or convey an inflammatory or mutinous communication by voice, writing signs, symbol or gesture

- 3.15 Possession of escape paraphernalia or information
- 3.16 Trafficking drugs or other illegal substance(s)
- 3.17 Bribery or attempted bribery of any detention staff
- 3.18 Theft of City property or another inmate's personal property
- 3.19 Wearing a disguise, mask or other form(s) of concealment in an attempt to alter ones true appearance or character
- 3.20 Tampering with locking/security devices
- 3.21 Violation of a condition of work program
- 3.22 Engagement in sexual acts involving threats or force
- 3.23 Counterfeit of any government document and money, or any other official state, county, or city correspondence.
- 3.24 Flagrant failure to follow safety or sanitation regulations
- 3.25 Attempting to commit any of the offenses or assist others to commit any of the above acts, or breaking the rules and regulations of the NLVDC.
- 3.26 Any other Gross Misdemeanor or Felony offense under the North Las Vegas City Ordinance or under the Nevada Revised Statutes

ANY VIOLATION OF THE ABOVE RULES AND REGULATIONS WILL CONSTITUTE A CATEGORY 3 VIOLATION AND IS SUBJECT TO ONE OR MORE OF THE FOLLOWING PENALTIES:

- 1. Disciplinary segregation for up to 60 days
- 2. Loss of good time earned
- 3. Loss of one or more privileges for up to 60 days
- 4. Restitution
- 5. Referral for criminal prosecution

The period for which an inmate may be held in disciplinary segregation must be the minimum time required to address the disciplinary sanction or threat of harm to the inmate, staff of any other person or to the security of the institution or facility, as defined by the regulations adopted by the Board. Such a period must not exceed:

- (a) If the inmate, while in custody of the Department, or private facility or institution, commits an offense categorized as a category C felony by the laws of this State, 10 days
- (b) If the inmate, while in the custody of the Department or private facility or institution, commits an offense categorized as a category B felony by the laws of this State, 30 days
- (c) If the inmate, while in the custody of the Department or private facility or institution, commits an offense categorized as a category A felony by the laws of this State, 60 days
- (d) If the inmate, while in custody of the Department or private facility or institution, commits an assault or battery against an employee or contractor of the Department or a private facility or institution, 180 days

- (e) If the inmate, while in custody of the Department or private facility or institution, commits murder, 365.