

TO THE CONSENT DECREE

SECTION I: CLASSIFICATION POLICY

It is the policy of the LVMPD Detention Bureau to provide a safe and humane environment for those inmates housed in its detention facilities in accordance with the American Correctional Association Manual of Standards for Adult and Local Detention Facilities (Standards 5335 through 5342), and in compliance with the Consent Decree (Sections A-3.1, 3.2, 3.3, and 3.4).

Inmates of the LVMPD Detention facilities shall not be denied any privileges or access to treatment services because of religion, race, color, creed, sex, sexual preference, physical handicap and/or national origin.

Inmates of the LVMPD Detention facility shall be classified for housing assignment within the first five (5) hours of commitment.

SECTION II: DEFINITIONS

Administrative
Segregation

Reserved for those individuals who, because of their charge or other circumstances, would be in personal danger if housed in any other housing area.

Alcoholic

An individual with a history of alcohol abuse and requiring medical or psychiatric supervision.

Bunk

Assigned bed within a unit.

Civil Prisoner

Individual charged with contempt of Court or being detained on any other civil matter.

Communicable
Diseases

An individual infected with a contagious disease who must be kept isolated from other inmates.



ANN II (continued)

Disciplinary
Detention

Reserved for individuals being disciplined for inappropriate behavior and/or actions within the Detention facility.

Homosexuals

An individual, either through professed or suspected behavior, who exhibits sexual desires toward a member of their own sex.

Hospital Ward

Reserved for individuals being given medical or surgical care.

Housing Area

A multiple occupancy area composed of two (2) or more cells, or an open dormitory-style living area.

Housing Unit

An individual cell within a housing area.

Informant

One who gives information or informs against another.

Juvenile

An individual under eighteen (18) year of age.

Low Coping
Ability

Possible or demonstrated inability to successfully cope with problems associated with the communal living of a detention facility.

Maximum 1
(Max 1)

Movement restricted to housing area.

Maximum 2
(Max 2)

Movement restricted to housing unit.

Maximum 3
(Max 3)

Single unit living quarters.

1: (continued)

Medium 1
(Med 1)

Open dormitory semi-restricted movement.

Medium 2
(Med 2)

Open dormitory, restricted movement

Mentally
Disturbed

An individual who cannot cope in a generalized living environment because of one or more psychological disabilities.

Medically Ill

An individual being treated for some type of medical problem and requiring close medical supervision.

Narcotics Addict

An individual addicted to the use of narcotics and requiring medical supervision during the withdrawal phase of his addiction.

Non-violent
crime

Any crime not committed against the person of another or threatening the person of another.

Physically
Handicapped

An individual with a physical disability (i.e., leg missing, deaf, blind, etc.)

Retardate

A mentally retarded person

Sentenced
Felon

An individual sentenced by a judicial authority after being convicted of committing a felony crime.

Sentenced
Misdemeanant

An individual sentenced by a judicial authority after being convicted of committing a misdemeanor or gross misdemeanor crime.

(continued)

Special
Medical

Reserved for use by medical personnel for those individuals who require special medical services.

Suicidal

Individuals professing a desire through words or actions to commit suicide.

Trusty

Individual selected as being trustworthy and allowed special privileges.

Unsentenced
Felon

An individual charged with a felony crime and not yet sentenced.

Unsentenced
Misdemeanant

An individual charged with a misdemeanor or gross misdemeanor crime and not yet sentenced.

Violent:

Excited or mentally disordered to the point of loss of self-control and marked by extreme force or sudden intense activity.

Violent Crime

Any crime committed against the person of another or threatening the person of another.

Weekender

An individual sentenced by judicial authority to serve his sentence on weekends only.

Witness

An individual scheduled to testify before a judicial tribunal.

Work Releasee

An individual authorized to leave the facility for specified lengths of time during a 24-hour period to work at regular employment or attend vocational/educational training program.

III: ADMITTANCE PROCEDURES

Upon admittance to the Detention Facility the arrested individual encounters the following:

1. Completion of the pre-booking form (LVMPD 22) (Attachment A)
2. Notification of criminal charges
3. Strip search, showering and issuance of detention clothing
4. Initial detention notification, (unlimited phone calls) Family/Friends/Bondsman/etc.
5. Court intake interview to determine the individual's eligibility for bail or community alternatives to incarceration.
6. Identification processing by means of photos, fingerprinting and/or handwriting exemplar.
7. Initial medical receiving screening by trained personnel (Attachment B)
8. Completion of classification form (Attachment C)
9. Issuance of INMATE GUIDE (Attachment D)
10. Assignment of housing area, unit and bunk according to classification.
11. Issuance of linen/bedding items and hygiene package.

SECTION IV: CLASSIFICATION GOALS

The primary goals of all classification actions will be to

1. insure the security of the Center,
2. insure the physical wellbeing of all inmates,
3. minimize the negative effect of incarceration of the inmate.

SECTION V: SCHEDULE OF HOUSING ASSIGNMENTS

The following schedule of housing assignments is to be utilized by the classification officer in determining area/unit/bunk assignments according to the inmate's classification.

HOUSING UNIT	CAPACITY	CUSTODY LEVEL	CLASSIFICATION
2A	11	Med 2	homosexuals
2B	4	Med 2	witnesses civil prisoners informants
2D	42	Max 1	sentenced felons
2E	18	Max 2	administrative segregation and disciplinary detention
2F	5	Med 2	hospital ward
2G	6	Med 2	alcoholics, narcotics addicts, mentally disturbed/ suicidal/retardates
2H	7	Med 2	physically handi- capped and medically i
2J	7	Med 2	hospital ward
2K	1	Max 3	special medical, communicable diseases mentally disturbed

SECTION V: (continued)

<u>HOUSING UNIT</u>	<u>CAPACITY</u>	<u>CUSTODY LEVEL</u>	<u>CLASSIFICATION</u>
2L	1	Max 3	special medical, communicable diseases, mentally disturbed
3B	4	Med 2	witnesses, civil prisoners, informants
3D	12	Med 2	juveniles
3E	36	Med 2	unsentenced misdemeanants
3F	68	Med 2	unsentenced felons over 30
3G	42	Med 2	sentenced misdemeanants
3H	45	Med 1	trusties, weekenders, work releasees
4A	60	Max 1	unsentenced felons under 30 non-violent crimes
4B	32	Max 1	unsentenced felons under 30, non-violent crimes
4C	12	Max 1	unsentenced felons with demonstrated low-coping ability
4E	32	Max 1	unsentenced felons under 30, violent crimes
4F	56	Max 1	unsentenced felons under 30, violent crimes
4G	5	Max 3	violent/mentally disturbed
5A1	4	Max 2	administrative segregation

SECTION V: (continued)

<u>HOUSING UNIT</u>	<u>CAPACITY</u>	<u>CUSTODY LEVEL</u>	<u>CLASSIFICATION</u>
5A2	4	Max 2	administrative segregation
5A3	4	Max 2	disciplinary detention
5A4	4	Max 2	disciplinary detention
5A5	8	Max 2	sentenced felons
5A6	8	Max 2	sentenced felons
5B	40	Med 2	unsentenced felons
5C	5	Max 3	special medical, alcoholics, narcotics addicts, mentally disturbed/ suicidal/retardates
5D	10	Med 1	trusties, weekenders, work releasees
5E	10	Med 2	unsentenced misdemeanants
5F1	4	Med 2	witnesses and civil prisoners
5F2	4	Med 2	informants
5F3	4	Med 2	physically handicapped
5F4	4	Med 2	sentenced misdemeanants
5F5	6	Med 2	sentenced misdemeanants
5G	2	Max 3	violent/mentally disturbed

SECTION VI: CLASSIFICATION EVALUATION PROCEDURE

- A. Classification Officers will be trained by a Detention Bureau member who has received training at the National Institute of Corrections or any other nationally-recognized program.
- B. Upon completion of medical screening, the inmate is interviewed by a Classification Officer. Information received from the inmate will then be used to complete the LVMPD Inmate Classification Form (I.C.F.) (Attachment C). Based on this information the Classification Officer will assign a housing area/unit/bunk to the inmate by marking the location of area, unit and bunk in the appropriate spaces on the I.C.F.
- C. Classification and subsequent housing assignment will be based on the following criteria:
 - 1. Severity of crime
 - 2. Age
 - 3. Sex
 - 4. Sexual preference
 - 5. Physical or mental health
 - 6. Prior record
 - 7. Special needs (addicts, alcoholics)
 - 8. Commitment status (awaiting trial, sentenced, etc.
 - 9. Crime against person or property
 - 10. Witnesses, civil prisoners and informants
 - 11. Administrative segregation/disciplinary detention
 - 12. Trusty status
 - 13. Ability to adapt to environment
 - 14. Aggressiveness/submissiveness
 - 15. Prior contacts with this facility

SECTION VII: CLASSIFICATION RE-EVALUATION PROCEDURES

A. Post Court Action

1. The Classification Officer will re-evaluate the classification status of all inmates after sentencing or after a reduction to a lesser charge. Example:
 - a. The inmate has been sentenced on a felony charge. Classification action will be taken to assign him to a sentenced felon classification status and a corresponding housing area move will be initiated.
 - b. The inmate has had his felony charge reduced to a gross misdemeanor. Until such time as he becomes sentenced, he will be classified as an unsentenced misdemeanor. After sentencing he will be classified as a sentenced misdemeanor. Appropriate housing area assignments will be made accordingly.
2. Court Services Bureau will be responsible for providing a summary of applicable Court actions to the Classification Section on a daily basis.

B. Rebooking on a more serious charge

Any inmate who is re-booked on a more serious charge will have his classification status re-evaluated and changed to a higher custody level. Appropriate housing area assignments will be made accordingly.

C. Classification review

1. Single unit status

Inmates classified to single unit status will be re-evaluated daily. Appropriate housing area/unit/bunk changes will be accomplished as applicable.

2. Disciplinary Detention

A suspense file will be maintained by the Classification Section to insure that appropriate re-evaluation is accomplished when an inmate's period of disciplinary detention is completed.

SECTION VII (continued)

3. Administrative Segregation

Inmates classified to an administrative status will be re-evaluated every seven (7) days. Appropriate housing area/unit/bunk changes will be accomplished as applicable. A suspense file will be maintained for this purpose.

D. Re-evaluation based on actions/behavior

A subject whose actions/behavior indicate that he should be assigned to a higher classification status without reference to his pending charge, will be classified accordingly. Example:

A subject is booked on a misdemeanor charge. His attitude and behavior are hostile and he has created disturbances within the facility. This subject is eligible for a higher classification level. (Complete justification for the higher classification level is required to be entered on the reverse side of the Inmate Classification Form.)

E. Classification appeal procedure

1. An inmate wishing to contest his classification may request this by completing the Detention Bureau request/Grievance Form.
2. The Classification Officer will receive and act on all requests within 24 hours. If a re-classification is effected, it will be implemented immediately. However, if a re-classification is not granted, a written response will be made by the Classification Officer giving the reasons for the denial. The inmate will be notified of his right to appeal to the Grievance Review Board. to have his appeal considered during the next weekly session.

F. Trusty status

1. Individuals assigned duty as trustees will be assigned to the appropriate trusty housing area.
2. Individuals relieved of trusty status for reasons outlined in the Inmate Guide will be re-evaluated and assigned to the appropriate housing area/unit/bunk.

LAS VEGAS METROPOLITAN POLICE DEPARTMENT
DETENTION BUREAU
RECEIVING SCREENING

NAME _____ SEX _____ DOB _____ ID# _____

DATE _____ TIME _____ SCREENING OFFICER _____

Medical Insurance Yes ☐ No ☐ Insurance Carrier _____

(If only one of the conditions listed within any category is correct, circle that condition and, if necessary, explain below under "remarks".)

BOOKING OFFICER'S VISUAL OPINION

- | | YES | NO |
|--|-----|----|
| 1. Is the inmate unconscious? | | |
| 2. Does the inmate have obvious pain, bleeding, trauma, illness, or other symptoms suggesting need for immediate emergency service or doctor's care? | YES | NO |
| 3. Does the inmate exhibit any signs of abnormal behavior? | YES | NO |
| 4. Is there obvious fever, swollen lymph nodes, jaundice, or other evidence of infection which might spread through the jail? | YES | NO |
| 5. Is there evidence of body vermin or is the skin in poor condition? | YES | NO |
| 6. Does the inmate appear to be under the influence of an unknown substance? | YES | NO |
| 7. Are there any visible signs of alcohol/drug withdrawal symptoms? | YES | NO |
| 8. Does the inmate's behavior/physical appearance suggest the risk of suicide? | YES | NO |
| 9. Does the inmate's behavior suggest the risk of assault to staff or other inmates? | YES | NO |
| 10. Is the inmate carrying medication or does the inmate report being on medication which should be continuously administered or available? | YES | NO |
| 11. Does the inmate have minor cuts/abrasions requiring medical attention? | YES | NO |

OFFICER - INMATE QUESTIONNAIRE

- | | | |
|--|-----|----|
| 12. Are you presently taking medication for diabetes, heart disease, seizures, arthritis, asthma, ulcers, high blood pressure or psychiatric disorder? | YES | NO |
| 13. Do you have a special diet prescribed by a physician? | YES | NO |
| 14. Do you have, or have you ever had, a venereal disease or abnormal discharge? | YES | NO |
| 15. Have you recently been hospitalized or seen a medical/psychiatric doctor for any illness? | YES | NO |
| 16. Do you have a contagious or communicable disease? | YES | NO |
| 17. Are you allergic to any medication? | YES | NO |
| 18. Have you ever been treated for a mental disorder? | YES | NO |
| 19. Have you fainted recently or had a recent head injury? | YES | NO |
| 20. Do you have, or have you ever had, tuberculosis, diabetes, hepatitis or epilepsy? | YES | NO |
| 21. Do you have a painful dental condition? | YES | NO |
| 22. If female, are you pregnant or on birth control pills? | YES | NO |
| 23. If female, have you recently delivered or aborted? | YES | NO |
| 24. Do you have any other medical problem we should know about? | YES | NO |

REMARKS: _____

Inmate's Signature _____

Distribution : Medical Section
Records Bureau.

LAS VEGAS METROPOLITAN POLICE DEPARTMENT

INMATE CLASSIFICATION FORM

- ☐ Initial Evaluation
☐ Re-Evaluation

Name _____ ID # _____ Date _____ Time _____

Sex _____ Race _____ Age _____ Educational Level _____

Occupation _____ Area _____ Unit _____ Bunk _____

	Check if Applicable		Check if Applicable
CHARGE:		PRIOR COMMITMENTS:	
Misdemeanor or Gross Misdemeanor		County/City Jail	
Felony		State Prison	
Against Person		Federal Prison	
Sexual		Mental	
Children		If checked, Where and How Long:	
Property			
Detainer(s)		Problems While Incarcerated	
Other		If checked, Explain:	
Describe:			
		SPECIAL PROBLEMS:	
COMMITMENT STATUS:		Alcoholic	
Pre-Trial Detainee		Narcotic Addict	
Awaiting Sentence		Homosexual	
Sentenced		Physically Handicapped	
Paroled/Probation Violation		If checked, Explain:	
Witness ☐ Informant ☐			
Other		Prejudices	
Explain:		If checked, Explain:	
		Sexually Assaulted While In Custody	
		If checked, Explain:	

Medical Problems Yes ☐ No ☐
If Yes, Explain: _____

Special Housing Yes ☐ No ☐
er (Name) _____
Date _____ Time _____
Screening Completed Yes ☐ No ☐

Communicable/Infectious Disease: Yes ☐ No ☐
If Yes, Explain: _____

Special Housing Yes ☐ No ☐
If Yes, Explain: _____

Per _____
(Name)

Mental Condition/Attitude
Normal ☐ Suicidal ☐
Questionable ☐ Hostile ☐
Abnormal ☐
If Yes, Explain: _____

APPEARS TO BE

1. Weak ☐
2. Submissive ☐
3. Impressionable ☐
4. Precocious ☐
5. Sophisticated ☐
6. Aggressive ☐
7. Calloused ☐
8. Predatory ☐

Personal Enemies in Jail Yes ☐ No ☐
If Yes, Explain: _____

Relative in Jail Yes ☐ No ☐
If Yes, Explain: _____

Alleged Victim(s) or Victim's Relatives in Jail
Yes ☐ No ☐

If Yes, Explain: _____

☐ Disciplinary Segregation

If Yes, Explain: _____

☐ Administrative Segregation

If Yes, Explain: _____

COMMENTS: _____

Your signature affirms that you have received an orientation, a copy of the Jail Rules and Regulations, and that any questions you may have relating to your stay in the LVMPD Detention Facilities have been answered.

Su firma asegura que usted ha tenido orientacion, y ha recibido una copia de las reglas y regulacions de la carcel, y que cualquier pregunta que pueda tener relacionado con su permanecer en la carcel de La Policia Metropolitana de Las Vegas ha sido contestada.

INMATE SIGNATURE

DATE

CLASSIFICATION OFFICER P#

DATE

PHOTO		LAS VEGAS METROPOLITAN POLICE DEPARTMENT PREBOOKING FORM										I.D. NO.			
												NCIC / QUERIED YES ☐ NO ☐		J.R. NO.	
		ARRESTEE'S NAME (LAST, FIRST, MIDDLE)										AKA/NICKNAME			
		ARRESTEE'S ADDRESS										RM.	APT.	SP.	S.S. NO.
		D.O.B.	AGE	SEX	HGT.	WT.	HAIR	EYES	DESCENT		P.O.B. (CITY, STATE)				
RELIGION	CRIME OCCURRED		MO.	DAY	YR.	DAY WEEK		TIME		DATE & TIME ARRESTED					
EDUCATION	LOCATION CRIME COMMITTED								LOCATION OF ARREST						
CHARGE: (INCLUDE STATUTE, CODE, WARRANT NO.)										MUNICIPAL ☐		JUSTICE ☐ M ☐ GM ☐ F			
1.										☐		☐ M ☐ GM ☐ F			
2.										☐		☐ M ☐ GM ☐ F			
3.										☐		☐ M ☐ GM ☐ F			
4.										☐		☐ M ☐ GM ☐ F			
ARRESTED BY:			P. NO.		AGENCY			RDO		CITIZEN ☐ YES ARREST ☐ NO		PHONE NO.			
COMPLAINS OF ☐ YES SICKNESS OR INJURY ☐ NO		IF YES, DESCRIBE					U.S. CITIZEN? ☐ YES ☐ NO		DRIVER'S LICENSE NO.		STATE				
NAME OF NEAREST RELATIVE				RELATIONSHIP		RELATIVES ADDRESS									
MARKS, SCARS, TATOOS, DEFORMITIES						OCCUPATION				EMPLOYER PHONE NO.					

LVMPD 22 (REV. 11-78)

INMATE GUIDE

CLASSIFICATION

1. The Detention Bureau's classification system provides an effective means of controlling inmates to avoid further law violations while they are in our custody. Classification includes separating offenders by nature of crime, age, sex and other special considerations.

The object of the classification process is to ensure a safe and secure living environment for those incarcerated.

Upon completion of the receiving process (booking, processing, and initial phone calls), all inmates shall be classified prior to cell assignment. A Prisoner Classification Form will be completed and based upon that information, inmates will be assigned to cells according to the housing schedule.

2. Inmates requiring placement in the infirmary because they are under a doctor's proscribed treatment, have a communicable disease, or require close supervision, will be placed in 2B.

All inmates shall be assigned housing and unit assignment in accordance with the following criteria:

- A. Pre-trial detainees shall be housed separately from convicted inmates.
 - B. Juveniles shall be separated from adult inmates.
 - C. Narcotic addicts and alcoholics shall be housed separately from non-addicted inmates and provided special treatment as is prescribed by the jail physician or other physician.
 - D. Female inmates separated from male inmates.
 - E. Those determined to be a threat to safety of other inmates or whose safety is threatened by other inmates shall be housed separately.
 - F. Those mentally ill or a substantial threat to their own safety shall be housed separately under close supervision if they have to be kept in jail.
 - G. Those suffering a physical illness or communicable diseases shall be housed in the infirmary.
 - H. For assignment break down see attached assignment form.
3. A brief orientation to each inmate, explaining the inmate's classification, his right to appeal the classification to the Hearing Board, and any question the inmate may have concerning criminal court procedure or his charged offense. Also, any questions on the Inmate Guide shall be explained to each inmate to inform the inmate of how he or she is expected to behave and his or her rights or privileges and of the programs and services available to inmates of the jail.

RELIGIOUS SERVICES

Religious congregational services are held each Sunday between male and female visiting. If you wish to have a special visit with any clergyman one will be arranged upon request.

Rules

1. Prisoners will be seated and remain orderly during church.
2. Inmates in Administrative and/or Disciplinary segregation will not be allowed to attend group religious services.
3. No smoking allowed.

CLARK COUNTY JAIL WORK PROGRAMS

Inmates wanting to be a trusty should send a request indicating he be considered, and list any qualifications he may have. You will not be considered if you have an out of state or federal detainer. Your request will be placed in a trusty file for awaiting review. Selection will be made by the Discipline Review Officer.

Trusty Assignment

The trusty status permits you to be a kitchen helper, laundry helper, deck trusty, property room and squad room trusty, and in general have a more liberal movement throughout the jail. To qualify you must not be an escape risk, have a history of violent crimes or drug addiction, and be able to follow orders required of job assignment. NOTE:

1. All trusties shall have a daily time schedule for reporting to and from their job assignments.
2. All trusties shall be required to be in their respective housing unit when not required out on assignment.
3. Trusties shall be screened for contraband, etc.
4. Trusties may be required to live in dormitory cell blocks or in group situations.
5. Trusties who abuse their trusty assignment may also lose the good time they would otherwise receive.
6. Trusties who work in the kitchen shall be supervised by the head cook or by his/her designee.
7. Property room and squad room trusties are under the supervision of the respective officer in charge of those areas.

Trusty Assignment, Rehabilitation Farm

To qualify you must not be an escape risk, have a history of violent crimes or drug addiction, and must be serving County time.

Request for the Rehab Farm assignments are handled the same as for trusty assignments.

Housekeeping:

Whether you live in a dormitory, a cell by yourself or with other persons, you are responsible for keeping your living area clean and neat.

1. Make your bed properly by 9:00 AM each day.
2. Sweep and mop your living area each day.
3. Do not paste pictures on walls.
4. Do not mark the walls.
5. Do not use bed coverings and pillows for other than sleeping purposes.

You are responsible for any items in your cell or around your living area. If you find any contraband in your area, notify the deck officer immediately. Failure to comply with the above housekeeping rules may result in your loss of privileges and/or disciplinary action for violating minor rules #24 and #28, or major rule #1.

RULES AND REGULATIONS

The following is a list of rules and regulations that are to be observed by inmates at the LVMPD Detention Facilities at all times. These rules, which explain what is expected of you, are intended to ensure safe custody, decent living conditions, and fair treatment for all inmates. Any infractions of these rules may result in loss of privileges and/or disciplinary action.

Minor Rule Infractions

The following are recognized as Minor Rule Infractions of the LVMPD Detention Facilities and may be punished by restriction of visitation or commissary privileges or both for a period not to exceed 7 days.

1. Throwing or wasting food.
2. Indecent exposure.
3. Rattling cell bars or otherwise summoning guard under pretext of emergency.
4. Adulteration of any food or drink.
5. Possession of money or currency.
6. Unauthorized possession of property belonging to another person.
7. Loaning of property or anything of value for profit or increased return.
8. Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular institutional channels.
9. No unauthorized jewelry will be permitted within the jail.
10. Possession of food not sold in commissary or provided by kitchen.
11. Possessing unauthorized clothing.
12. Mutilating or altering clothing issued by the jail.

13. Encouraging others to refuse to work or participation in work stoppage.
14. Refusing to obey an order of any staff member.
15. Unexcused absence from work or any assignment.
16. Malingering, feigning an illness.
17. Failing to perform work as instructed by a supervisor.
18. Insolence towards a staff member.
19. Lying or providing a false statement to a staff member.
20. Being in an unauthorized area.
21. Failure to follow safety or sanitation regulations.
22. Using any equipment or machinery which is not specifically authorized.
23. Using any equipment or machinery contrary to instructions or posted safety standards.
24. Having pictures or other such materials on cell walls or towels or clothing hanging from bars at any time, or otherwise obstructing the view of officers to see the cell.
25. Interfering with the taking of count on each shift.
26. Smoking where prohibited.
27. Using abusive language.
28. Being unsanitary or untidy: Failing to keep one's person and one's quarters in accordance with the Inmate Guide.
29. Unauthorized use of mail or telephone as specified in Inmate Guide.
30. Inmates directed from one cell block to another area of the jail will proceed as directed.
31. Leaving your seat in dining hall before being directed.
32. Any inmate having an accumulated commissary store of more than \$20.00 will have that in excess confiscated.
33. Failure to meet housekeeping standards.
34. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses, and making plans to commit any of the above offenses shall be considered the same as a commission of the offense itself.

Minor Rule Infractions

For specified minor rule violations, the Disciplinary Review Officer is designated as Hearing Officer. The Disciplinary Review Officer, upon receiving a report of the alleged rule violation which has been filed with him by the complaining party, will investigate the matter within 48 hours of the incident, excluding weekends and holidays.

The Hearing Officer will evaluate the evidence and reach a determination as to whether or not a violation has in fact occurred. A hearing for the alleged rule violation or classification change will be held within 72 hours. In those cases where the Hearing Officer is a complaining party or witness, a different Hearing Officer shall be appointed to determine the case.

Major Rule Infractions

The following are recognized as major rule infractions of the LVMPD Detention Facilities which may be punishable by placement

In a single cell, loss of acquired good time, restriction of commissary and TV and visiting for up to 30 days, or referral to prosecutor's office for prosecution.

1. The possession or receipt of any contraband including any attempt to receive or aiding and abetting another to receive any contraband by having such brought in or any attempt to have brought into jail.
2. Violation of Criminal Code.
3. Assaulting any person.
4. Fighting with another person.
5. Threatening another with bodily harm, or with any offense against his person or his property.
6. 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.
7. Engaging in sexual acts with others.
8. Making sexual proposals or threats to another.
9. Infliction of punishment under pretense of law on any inmate by the initiation of or participation in "kangaroo Court".
10. Escape.
11. Attempting or planning escape.
12. Wearing a disguise or mask.
13. Setting a fire.
14. Destroying, altering or damaging jail property or the property of another person.
15. Stealing (theft).
16. Tampering with or blocking any locking device.
17. Possession or introduction of an explosive or any ammunition.
18. Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife or unauthorized tool.
19. Possession, introduction, or use of any narcotic, narcotic paraphernalia, drugs or intoxicants not prescribed for the individual by the medical staff.
20. Misuses of authorized medication.
21. Exchanging, defacing or mutilation of identification bracelets.
22. Rioting.
23. Encouraging others to riot.
24. Engaging in or encouraging a disruptive group demonstration.
25. Counterfeiting, forging, or unauthorized reproduction of any document, article or identification, money, security or official paper.
26. Making intoxicants.
27. Being intoxicated.
28. Gambling.
29. Possessing any officer's or staff clothing.
30. Correspondence or conduct with a visitor in violation with posted regulations.
31. Giving or offering any official or staff member a bribe, or anything of value.
32. Giving money or anything of value to, or accepting money or anything of value from another inmate, a member of his family or his friend unless through official channels.
33. Attempting to commit any of the above offenses, aiding another person to commit any of the above offenses, and making plans to commit any of the above offenses shall be considered the same as a commission of the offense itself.

Procedure for Major Rule Violations

1. If court action is filed against an inmate, the inmate shall be advised of his constitutional rights.

For specified major rule violations a Hearing Board has been established consisting of the Detention Bureau Captain or his designate, the Watch Commander or his designate, and the Disciplinary Review Officer. The Board will hear evidence of the rule violation(s) and determine punishment if merited.

The procedure to be followed prior to infliction of any punishment is as follows:

- A. Written notice within 24 hours of alleged violation shall be given to the inmate prior to the inmate's appearance before the Hearing Board.
- B. A Hearing Board will be held within 7 days of the incident.
- C. The right to present witnesses, confront accusers and present any documents is his/her right.
- D. In the event that the inmate is not mentally competent to defend himself/herself a non-attorney representative may assist and this person shall be selected by a non-staff Hearing Officer.
- E. A written report of the hearing decision and evidence relied on by the Board shall be retained and filed and a copy given to the inmate.
- F. Inmates shall be granted the right to appeal decisions of the Disciplinary Hearing Board to the chief administrator within 10 days of the decision.
- G. Inmate may prolong appearance before the Hearing Board, based upon cause for continuance.
- H. In the event the inmate is found not guilty of an alleged rule violation, all reports of that offense will be removed from his file.

PRIVILEGES

The following are recognized privileges of the inmates of the LVMPD Detention Facilities.

1. These privileges may be suspended for a period not to exceed one week as punishment if the abuse of that particular privilege results in a violation of recognized minor rule violations. Procedure for imposing punishment shall be the same as for minor rule violations.
2. Any of the privileges listed may be denied an inmate for any period of time as punishment if abuse of that privilege results in violation of any recognized major rule violation. Procedure for imposing punishment shall be the same as for major rule violations.
 - A. Non-contact visitation.
 - B. Telephone usage other than said usage as is set forth under "Admissions Procedures".

- C. Receipt of publications.
- D. TV and Coffee Pot.
- E. Commissary.

INMATE MEDICAL TREATMENT PROCEDURE

1. Inmates of the LVMPD Detention Facility will be medically screened within five hours after being admitted into the facility.
2. Inmates will be provided with a physical examination within 14 days after being admitted into the LVMPD Detention Facility.
3. Sick call, conducted by a physician and/or other qualified medical personnel is available to each inmate a minimum of five times per week. Sick call is the procedure through which each inmate reports and receives appropriate medical services for a non-emergency illness or injury.
4. Inmates who should develop a medical problem while in the Detention Facility must follow this procedure:
 - A. Upon request and each morning Inmate Request Forms are passed out.
 - B. Inmates must fill out this Inmate Request, listing complaints, allergies and medications that are presently being taken (include the name of the physician who prescribed this medication).
 - C. Inmate requests will be evaluated by medical personnel. Depending upon the urgency of an inmate problem, the inmate can be seen by a licensed qualified physician-surgeon as soon as possible. The nurses will handle minor problems and the physician will see inmates for more serious problems, illnesses and injuries.
 - D. A licensed dentist is available to handle inmate dental problems.
 - E. A mental health specialist is available to treat inmates as required.
 - F. If an inmate requests to see a private physician or if an inmate requests a second opinion regarding a medical abnormality, the inmate must send an Inmate Request Form to the Detention Facility physician requesting this second opinion. NOTE:
 - (1) Inmates are requested to pay for this second opinion.
 - (2) The private physician requested must come to the Detention Facility to examine the inmate.
5. The LVMPD Detention Facility has a medical staff on duty to provide inmates with 24 hour emergency medical and dental care.
6. Chronic care, convalescent care and medical preventive maintenance will be provided to inmates as determined by the Detention Facility physician.

7. All examinations, treatments and procedures affected by informed consent standards in the community of Clark County, Nevada, shall likewise be observed for inmate care at the LVMPD Detention Facility.
8. In the case of minors, the informed consent of a parent, guardian or legal custodian shall apply where required by the law of the State of Nevada.
9. Inmates will not routinely be given sleeping, nerve or other non-necessary medications.
10. Should inmates have a complaint against their medical treatment at the LVMPD Detention Facility they must follow the procedure for grievances as outlined in the "Inmate Guide".

TELEPHONES

1. All inmates shall be allowed, during the admission process, to place unlimited local calls or place "collect" long distance calls upon admission to the jail.
2. In addition, all inmates shall be allowed 10 minutes of unlimited local telephone calls a week or "collect" long distance calls.

MAIL AND OTHER FORMS OF COMMUNICATIONS

Incoming mail will be opened and inspected for contraband, but correspondence will not be read unless there is a valid reason to suspect a security violation. Mail from attorneys and courts will be opened in the presence of the inmate.

Outgoing mail will not be censored or inspected by the staff unless it violates provisions made in Department of Corrections Rules governing jails. All outgoing mail will be sealed by inmate prior to giving to Correctional Officer for mailing.

Kites (private notes) will be provided for inmates who wish to communicate with any STAFF MEMBER. These kites will be uncensored and unopened notes that are private communications between the inmate and the person to whom he wishes to communicate.

Upon request, indigent inmates shall be provided with necessary papers, pens, envelopes, stamps and notarial service for legal correspondence with Legal Services of Nevada, any attorney, Federal Court, or any other court.

In addition, indigent pre-trial detainees, upon request, shall be provided paper, pens, envelopes, and stamps so as to mail one letter of personal correspondence per week.

MONEY

All inmates money will be taken at time of booking and will be deposited in the INMATE'S TRUST ACCOUNT. Any time an inmate is

released, a check for the balance will be issued.

COMMISSARY

All articles will be purchased in the LVMPD Detention facilities commissary. Inmates with money will be able to draw on their account. Money for inmates will be credited to their account for their withdrawal.

BOOKS, MAGAZINES, AND LEGAL BOOKS

Clark County has several hundred books and magazines for inmates to read. All reading material must be kept in good condition and returned in the same condition as given out. All inmates shall be permitted to receive newspapers, magazines, books and other types of publications which are legally available to the public generally. Such publications must be mailed directly from the publisher. The time and date received will be noted on the publication and after security inspection, which will not exceed 48 hours, publication will be delivered. Inmates shall not accumulate more than four magazines and a reasonable number of books in their cells at one time. Newspapers will be disposed of daily.

Any inmate receiving subscription magazines or newspapers shall terminate delivery before leaving the jail. Any received after discharge will be placed into general library circulation.

EMERGENCY PROCEDURE

The following procedure will be in effect in case of any emergency that should occur in the LVMPD Detention facility. All inmates will be informed over the speaker system as to what they are to do. They will follow orders of the officers and keep calm at all times. In case the building has to be cleared, you will take nothing with you and follow the officer's orders.

PERSONAL CLEANLINESS

All inmates unable to purchase a toothbrush and toothpaste shall be furnished these items either on entry to the jail or upon request at such later date as they become unable to afford them. All inmates, upon entry to the jail, shall be provided with sheets, clean blankets and other authorized clothing.

VISITATION - NON-CONTACT

Non-contact visitation is provided with the inmate and visitor facing each other separated by a glass window and communicating with each other by means of a telephone.

VISITATION - CONTACT

Contact visitation allows the inmate and visitor to visit unobstructed by mechanical barriers, walls, partitions or bars between the inmate and the visitor(s).

Contact visits will be authorized by the Watch Commander based on reasonableness.

a. All LVMPD Detention facilities:

1. Monday - Friday: 2030 to 2330 hrs
2. Saturday, Sunday, holidays: 0800 to 1000 hrs
1430 to 1630 hrs
2030 to 2330 hrs

- b. Family visits will be as often as possible, however, such visits will be limited to a minimum of four (4) per week per inmate request, thirty (30) minutes in duration. Each inmate will be allowed one visit per day.

VISITING - JAIL WARD

Regular hospital visiting hours. Inmates are allowed to visit for thirty minutes on each day the inmate is scheduled for visitation.

During each thirty-minute visitation period, the inmate will be allowed to visit with three visitors. Inmates with a large number of children may wish to receive more than three visitors at one time. In such a case a request should be made to the Watch Commander and the request will be allowed whenever scheduling permits.

Inmates may visit whomever they please. Inmates may visit with all their visitors simultaneously.

VISITATION RULES

1. Visitors will fill out a visiting card on which they will list their name and relationship.

CLERGY AND ATTORNEYS

1. Attorneys and Clergy may visit at any reasonable hour except during meal times. Visits are normally held on the 3rd and 4th deck attorney cages.
2. Those attorneys and clergy who wish to enter the Jail to visit their clients will be granted permission by contacting the Watch Commander through the Jail Information Center.
3. There will be no carrying in or out of mail, notes, packages, money or any other item of communication between an inmate, some member of the community or another member of the inmate population. If an inmate wishes assistance, this is provided for him through normal channels. The only items which may be brought in are printed religious material, Bibles and legal documents. No literature of a defamatory nature concerning any religion of denomination will be permitted in the jail.

SUMMONING DECK OFFICERS

An intercom and speaker system is installed in the jail. It is monitored in the Control Center and scans from cell to cell so that inmates' voices can be heard.

Rattling of cell bars is a rule violation. Deck officers make regular checks of cell areas to take requests for supplies and provide proper forms.