



Nye County Detention Center
Sharon Wehrly, **Sheriff**

INMATE RULES

Nye County Sheriff's Office
1521 E Siri Lane
Pahrump, Nevada 89060

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Important Phone Numbers:

Pahrump Justice Court – 775-751-7050
Beatty Justice Court – 775-553-2136
Tonopah Justice Court – 775-482-7349
Pahrump Parole & Probation – 775-751-3548
5th Judicial District Court – 775-482-8134
District Attorney's Office – 775-751-7080
Confidential Tip Email - NCSO_Detectives@co.nye.nv.us

Attorney's Contact Information:

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Bail Bonds Companies:

Hero Bail Bonds-775-751-2245
Affordable Bail Bonds-775-751-6666
Bikini Bail Bonds-775-990-8537
Dad's Bail Bonds-775-751-3700
A Hope Bail Bonds-702-825-2245

Preface

You will be held responsible for your behavior while confined to the Nye County Detention Center. You are expected to follow the Detention Center Rules to ensure inmate and staff safety, and to maintain security of the facility. Following the rules will enable you to take advantage of the services available, and your time spent here will pass more quickly. This booklet will help to make you aware of what is expected and required of you during your stay in the facility. If you have questions regarding the contents of this booklet, you are encouraged to seek the guidance of Detention Center Staff. Feel free to approach the Detention Center Staff at appropriate times to ask about the services available. This can be done in a confidential manner, if need be.

Rights, Privileges, and Responsibilities

You have the right to be treated respectfully and fairly by all staff, and you have the responsibility to treat others — both inmates and staff — in the same manner. **You have the right** to legal counsel from an attorney of your choice. You may do this by phone, mail or through professional visitation. You have the responsibility to use the services of the attorney honestly and fairly.

You have the right to healthcare and emergency dental treatment. This includes nutritious meals; proper bedding and clothes; and a laundry schedule for washing bedding and clothing. You have the responsibility to advise us of any medical or dental problems, and to follow prescribed medical and dental treatment. You have the responsibility not to waste or hoard food. You have the responsibility to follow the laundry and cleaning schedule; to keep your cell, block or ward area neat and clean; and to maintain your personal cleanliness.

You have the privilege of receiving visits from family and friends, and have a responsibility to conduct yourself properly during such visits. You have the right to correspond with family, friends, legal counsel and government representatives. You have the responsibility to not violate the law or Detention Center Rules when visiting or corresponding with others.

You have the privilege of using your funds for commissary and other purchases, consistent with Detention Center Rules, institutional security and good order. You have the responsibility to meet your financial and legal obligations including, but not limited to, court-imposed assessments, fines, and restitution. You have the responsibility to pay for personal or institutional property you have damaged.

You have the privilege of participating in counseling groups, educational programs and employment programs (when available and if applicable), consistent with institutional security and available resources. You have the responsibility to take advantage of activities that may help you to live a successful and law-abiding life within the institution and in the community.

You will be expected to follow Detention Center Rules, as well as rules and guidelines associated with programs and services.

Services that may be available

- Alcoholics Anonymous Meetings
Law Library (Through the kiosk)
- Church Healthcare
- Chemical Dependency Group
- Library (Through book carts)
- Counseling Groups

Daily Schedule

As an inmate at the Nye County Detention Center you will be required to follow a daily schedule, which appears in this booklet.

Searches and Inspections

Searches and inspections of inmate's property and cells may be conducted at any time for health, safety and security reasons. Inmates are required to cooperate during searches or inspections.

Personal Care

Upon admission to General population, you will be issued the following:

- 2 Orange Striped Detention Center Shirts
- 2 Orange Striped Detention Center Pants
- 1 Pair of Detention Center footwear
- 2 Orange Detention Center T-Shirts

- 2 Orange Detention Center Underwear (and bra for females)
- 2 Pairs of Detention Center socks
- 1 Towel
- 1 Blanket
- 1 Mattress
- 1 Pillow
- 1 Sheet
- 1 Roll of toilet paper
- 1 Intake Hygiene pack

All inmates are required to keep their personal cells, their bunk, and the dayroom clean. Cleaning supplies will be issued for this purpose. All personal clothes and court papers will be stored in the plastic bin given to you at admission.

All hygiene items should be kept in your plastic bin or on the metal shelf in your room. Dirty personal laundry will be placed in laundry bags on laundry day. You are required to have your bed made. **Nothing should be on your floor except your bin, shoes or sandals.** Detention Center Staff will assess cell and dayroom cleanliness in the morning to determine whether privileges are granted (TV, phones, canteen, etc.) If cleanliness is not satisfactory, then privileges are restricted. The cleaning supplies, once removed from the cellblock, are not issued again until the following day (except in rare circumstances). Remember that you, your property, your cell and cellblock are subject to search at any time by the Detention Center Staff or Department personnel. These searches may be done when you are not present.

Showers will be available. You are required to shower at least once a day.

Razors can be purchased off of commissary. Razors will be thoroughly inspected by Detention Center Staff periodically. Any inmate found to have tampered with a razor will be considered guilty of a violation and will be disciplined accordingly.

Your Detention Center-issued orange uniform, socks, boxer shorts, t-shirts, sheets, towels and blanket will be washed or exchanged weekly.

Any personal hygiene products (i.e. – those not issued by the Detention Center) must either be purchased via Canteen or be medically necessary and approved by the Operations Sergeant.

Contraband

While in the custody of the Nye County Detention Center you will not be permitted to be in possession of any contraband. Contraband is defined as any property or substance that cannot legally be in your possession, or which is forbidden by Detention Center policy, city or county ordinance, or State and Federal law or any item that has been modified or is not being used in accordance with the items original condition or intention.

Examples of contraband would be prescription drugs; tobacco products of any kind; any type of alcohol; and excess quantities of products, reading materials, etc.

While in the Nye County Detention Center you are permitted to have the following items in your possession:

- All items issued to you at admission (clothes, linens, hygiene supplies, etc).

- One **soft-cover** Bible or other religious scripture (Koran, Torah, etc.).
- Mail (not greater than will fit in your personal bin).
- Magazines, and soft-cover books; includes religious, legal & puzzle books (not greater than will fit in your personal bin).
- Legal paperwork.
- Items purchased through canteen (not greater than will fit in your personal bin).
- Paper (either Detention Center issued or through canteen system) (not greater than will fit in your personal bin).
- Flexi-Pen or pencils (not greater than will fit in your personal bin).
- Photographs (not greater than will fit in your personal bin).
- Religious symbol and/or AA medallion. (Detention Center staff reserves the right to determine size and safety of the symbol).
- Any quantity of any item that is greater than will fit in your personal bin.

Rules that apply directly to contraband are as follows:

- Inmates will not possess any type of contraband. Contraband and anything holding or concealing contraband will be seized.
- Inmates will not bring contraband into the Detention Center nor attempt to do so. Any person attempting to bring contraband to an inmate from outside the facility will be charged to the fullest extent of the law.
- Except for canteen items, no food is allowed in individual cells or day room areas of the cellblock
- No jewelry (with the exemption of an obligatory religious symbol) will be allowed. This includes wedding bands and watches.
- Only issued Detention Center clothing is authorized while inside of the Detention Center.
- You are not allowed to have any money in your possession.
- You may not possess another inmate's property.
- The Nye County Detention Center is a tobacco free facility. All tobacco products, smoking paraphernalia, lighters, matches and any other type of lighting material are prohibited.
- You may not be in possession of any substance that may alter your mental or physical functions. The only exception to this is medication administered by Detention Center Staff at the time of issuance.
- Tattooing equipment and branding equipment are prohibited.
- Inmates may not save nor accumulate Styrofoam containers, newspapers, reading materials and food items. These items will be disposed of as contraband.

Conduct

- You must conduct yourself in an orderly manner at all times. Fighting is absolutely prohibited. Unnecessary noise, whistling or profanity is not allowed, nor is loud, disruptive behavior. Horseplay or practical jokes are not acceptable.
- You will not destroy, damage, alter nor deface Nye County Detention Center property, another inmate's property, nor your own property. Violations of this rule will be prosecuted under any applicable local ordinances or state statutes, and restitution for the damaged property will be assigned.
- You may not threaten — either verbally or physically — another inmate or the Detention Center staff. You will not strike, spit at nor throw anything at anyone. Making

obscene/profane comments and gestures is not allowed. Violations of this rule will result in prosecution under any applicable local ordinances or state statutes.

- Detention Center staff must be addressed appropriately and respectfully. *Rank or title*
 - such as “Correction Deputy”, “CO”, “Sergeant” — are acceptable, as are “Sir”, “Ma’am”, “Mr.”, “Ms.”, and last names.
- You are required to promptly follow all oral and written orders of all Detention Center staff. Failure to do so will result in disciplinary action.
- You are expected to promptly respond to all wake-up calls, lock down commands and medical calls.
- You will not provoke, agitate or incite other inmates to disobey Detention Center Rules. This includes any participation in planning, encouraging or provoking a riot, disturbance or rebellion of any kind.
- You will not engage in any sexual behavior with another inmate nor sexually harass anyone. You will not promote nor encourage sexually assaultive behavior, nor act in a sexually provocative manner.
- You will not steal anything from another inmate; this includes concealing property and interfering with the owner’s access to their property. Selling, buying, lending or trading anything of value with another inmate is not allowed.
- You will not change your bed assignment without permission from Detention Center supervisor.
- You may not enter another inmate’s cell.
- You will not make, possess nor conceal anything that could be used as a “tool” or a “weapon”.
- Any spoken or written references to “escape” from the Detention Center or any other Detention Center/correctional facility are prohibited.
- You will answer any questions from Detention Center staff in a truthful manner. You will not provide false or misleading information to Detention Center staff.
- You will not talk/yell from your cell block to inmates in other cell blocks, nor talk/yell to other inmates from the hallways, program rooms or visiting rooms.
- You will not pass notes or contraband at all between cells, housing areas, nor during group activities, classes, library periods or anytime you pass others in the hallway.
- You are not allowed to loiter or gather on top tiers or stairways in cell blocks. You may be on the top tier and stairs **ONLY** when you are going to/from your cell and the dayroom. This same rule applies to the stairwell leading to the lower area. Do not jump, hang from, swing on or sit on railings.
- You will not stand on the dayroom table or chair or chairs in your cell.
- TV volume will be kept at a reasonable level as determined by Detention Center Staff.
- You will not cover nor obscure lights, cameras, windows or vents in a cellblock.
- You will not hang nor store anything on the walls of your cell, on the walls by the cellblock door, or from the railings in your cellblock.
- You will not attempt to contact or converse with any inmate of the opposite sex while inside the Detention Center.
- Uniform shirts and pants (stripes) will be worn when outside the cellblock. Pant legs and shirt sleeves will be rolled down. This includes in recreation yard. Inmates will remain clothed at all times except while showering.
- Inmates will keep their heads and faces uncovered at all times (**NO** head coverings); this includes while exercising and sleeping.
- Bedding must remain in your cell, and your mattress must remain on your bunk.
- No items may be altered or misused, or they will be removed from your cell.

- Piercings (ear, nose, eyebrow, navel, etc.) must be removed at the time of booking into the Detention Center. For medical/health reasons, foreign objects may not be inserted into the piercing sites.
- Any type of gang activity, display of gang signs or gang colors, gang graffiti or gang recruitment is prohibited.
- No tattooing or branding of any inmate is allowed in the Detention Center.
- Fires, open flames and fire-starting materials are absolutely prohibited in the Detention Center. Setting a fire or encouraging others to do so will result in prosecution under any applicable local ordinances or state statutes.
- You may not gamble while in the Detention Center, nor wager food or personal property.
- You will not stick **anything** on your cell walls or the dayroom walls. Anything found stuck or hung on the walls will be confiscated and not returned.
- You must abide by all municipal, county, state and federal laws during the time you are confined to the Detention Center, including traffic laws.
- It is your responsibility to follow all Detention Center Rules, as well as all instructions and lawful orders given by Detention Center staff. Failure to do so may result in disciplinary action, legal prosecution or both.
- Inmates will utilize the intercom only for emergency or necessary communication with the Detention Tech. Any unnecessary intercom usage will result in disciplinary action. Emergency communication is defined as a medical emergency, impending safety concern, or fire issue. The following items are examples of necessary intercom usage: Immediate medication needs, facility utilities failure (electrical, plumbing or kiosk). Unnecessary intercom usage includes but is not limited to channel change requests, out date requests, court date requests, book cart requests, casual conversation).

Discipline and Sanctions

As an inmate of the Nye County Detention Center, it is required that you conduct yourself in a mature and appropriate manner in accordance with the guidelines set forth in this booklet. Failure to do so may result in certain disciplinary actions and sanctions. If you are observed violating Detention Center rules you will be placed in disciplinary segregation and a disciplinary problem report will be written and submitted to the Facility Supervisor.

In the event that the discipline is your first offense, and you were cooperative with the Detention Staff Member dealing with the disciplinary situation you **MAY** receive a one-time 50% reduction in applicable disciplinary action. This reduction is not guaranteed and is at the sole discretion of Detention Center Staff. Any inmate with any disciplinary problems within the last three years will not be eligible to receive this reduction in discipline.

Inmates accused of a disciplinary violation are entitled to “due process”; this means there is, “... an established process designed to safeguard the legal rights of the individual”. The process for a violation is as follows:

Disciplinary action will be issued as outlined below to all inmates in circumstances that warrant it:

- Attempts or aiding another Inmate in one of these violations will be treated as if it is a violation in itself.
- Murder or attempted murder – 120 days disciplinary segregation and revocation of privileges and subsequently placed in administrative segregation.

- Assault / Battery: physically harming or attempting to harm any staff member or visitor – 90 days disciplinary segregation and revocation of privileges and subsequently placed in administrative segregation.
- Assault / Battery: physically harming or attempting to harm any inmate – 45 days disciplinary segregation and revocation of privileges.
- Any crime that is classified as a Category A felony -- 90 days' disciplinary segregation and revocation of privileges.
- Engaging in sexual acts – 60 days disciplinary segregation and revocation of privileges.
- Indecent exposure -- 60 days disciplinary segregation and revocation of privileges.
- Escape, attempting or aiding an escape or planning an escape – 60 days disciplinary segregation and subsequently placed in administrative segregation.
- Arson/attempted arson – 45 days disciplinary segregation and revocation of privileges.
- Possession of or attempting to introduce any weapon or object intended for use as a weapon into the facility – 90 days disciplinary segregation and revocation of privileges.
- Possession, manufacture or consumption of alcoholic beverages, unauthorized drugs, unauthorized medication or drug paraphernalia – 30 days disciplinary segregation and revocation of privileges.
- Possession of stolen property or theft of property – 30 days disciplinary segregation and revocation of privileges.
- Any act of fraud, forgery or deceit that results in personal gain of any kind (includes violation of commissary rules) – 30 days disciplinary segregation and revocation of privileges.
- Creating, participating in or inciting a riot or group demonstration – 90 days disciplinary segregation and revocation of privileges.
- Threatening or intimidating staff to include extortion or blackmail for any reason, or attempting to control staff's behavior through force – 90 days disciplinary segregation and revocation of privileges.
- Possession of contraband or passing / aiding in the passing of unauthorized materials. This includes smoking, sale or unauthorized possession of tobacco products, sale or possession of incendiary device- 30 days disciplinary segregation and revocation of privileges.
- Destruction of property belonging to the County of Nye or the Nye County Sheriff's Office, to include defacing, tampering with, damaging, destruction of fire/ safety equipment, any locking device, security monitoring devices, furniture, air/heating units, electrical outlets or damage to room fixtures – 30 days disciplinary segregation and revocation of privileges.
- Sexual Harassment / Inappropriate language or conduct: Sexually explicit, suggestive statements or conduct directed at staff or visitors – 14 days disciplinary segregation and revocation of privileges.
- Hostage Taking – 90 days disciplinary segregation and revocation of privileges.
- Providing false, misleading or untrue statements to staff, or accusations or allegations against staff, inmates or visitors 14 days disciplinary segregation and revocation of privileges.
- Refusing to leave or barricading in any area of the facility -- 14 days disciplinary segregation and revocation of privileges.
- Stockpiling medications, sharing medication, misuse or abuse of authorized medications or altering a medication's original shape – 30 days disciplinary segregation and revocation of privileges.
- Flood a cell or other area – 14 days disciplinary segregation and revocation of privileges.
- Misuse of Kiosk – Revocation of privileges for 7 days.

- Threatening or intimidating another inmate to include extortion or blackmail for any reason, or attempting to control another inmate's behavior through force – 45 days disciplinary segregation and revocation of privileges.
- Interfering with any lockdown, search or count procedure -- 45 days disciplinary segregation and revocation of privileges.
- Insubordination – This is a direct and intentional refusal to do something directly told to do by staff members-- 45 days disciplinary segregation and revocation of privileges.
- Refusal to obey an order -- a simple failure to follow through on direction provided by staff -- 15 days disciplinary segregation and revocation of privileges.
- Violation of inmate worker status. Unauthorized absence from work assignment (not related to attempted escape). To include being in an unauthorized area –revocation of inmate worker status.
- Possession of tattoo paraphernalia – 30 days disciplinary segregation and revocation of privileges.
- Creating, participating in or inciting a disturbance; to include kicking/beating on cell doors, excessive noise or offensive language directed at staff – 30 days disciplinary segregation and revocation of privileges.
- Removing Inmate ID – 14 days disciplinary segregation and revocation of privileges.
- Possession of unauthorized clothing or bedding items – 30 days revocation of privileges.
- Failure to properly address staff members – 14 days disciplinary segregation and revocation of privileges.
- Possession of pornography or sexual explicit materials –14 days disciplinary segregation and revocation of privileges.
- Unauthorized changing of cell assignment -- 14 days disciplinary segregation and revocation of privileges.
- Unauthorized entry into another inmate's cell or allowing an unauthorized inmate into your cell – 14 days disciplinary segregation and revocation of privileges.
- Putting foreign/excessive materials into plumbing system – 30 days disciplinary segregation and 90 days revocation of privileges.
- Failure to maintain personal hygiene – 7 days disciplinary segregation and revocation of privileges.
- Affixing items to walls, ceilings, bunks, vents, windows, hanging bedding, etc, 14 days revocation of privileges.
- Loitering on stairs or against railings or sitting on tables– 14 days revocation of privileges.
- Possession of more than one of each hygiene item or more than ten personal items – 7 days disciplinary segregation and revocation of privileges.
- Refusing to immediately swallow or pretending to swallow medication – 7 days disciplinary segregation and revocation of privileges.
- Sleeping on floor -- 7 days disciplinary segregation and revocation of privileges.
- Removing bedding from assigned room -- 14 days revocation of privileges
- Being within the "Red Zone" in housing unit 14 days' disciplinary segregation and revocation of privileges.
- Failure to be properly dressed when out of cell 3 days' disciplinary segregation and revocation of privileges.
- Horseplay – 7 days disciplinary segregation and revocation of privileges.
- Failure to keep cell clean – 14 days disciplinary segregation and revocation of privileges.
- Disrespectful/vulgar towards staff -- 14 days disciplinary segregation and revocation of privileges.
- Any other rule or policy – 14 days disciplinary segregation and revocation of privileges.

- Any activity that directly negatively affects the operation of Detention Center not otherwise noted will be punished with 14 days disciplinary segregation and revocation of privileges.

Discipline Timeline:

- Inmate placed on disciplinary action will be notified within 96 hours of the disciplinary problem what their discipline time is.
- Inmate will have 48 hours to respond to the allegations.
 - Responses will be:
 - Guilty
 - Not-Guilty/Appeal
 - Reason for not-guilty plea, evidence on your behalf, and witnesses on your behalf must be included in response
 - Guilty plea with request for reduction in sentence
 - Reason for reduction must be outlined in response
- Inmate will receive a response to their appeal within 96 hours.
- Inmate will have 48 hours to appeal the final ruling.
- Inmate will receive a response from the Sheriff within 10 days.
- Sheriff's decision is final.

Inmate Requests

Inmate must submit all requests utilizing the Kiosks. Inmates shall not abuse the request system and shall not send grievances or requests frivolously or repetitively. Mis-use of the request procedure will result in disciplinary action.

Inmates in isolation without a Kiosk will be provided the opportunity to either use a Kiosk or will be provided paper grievance forms to complete.

Visitation

Emergencies in the Detention Center sometimes require the cancellation of all visits.

Professional Visitation: You may have professional, face-to-face visits with an attorney, counselor, social worker or Probation Agent. Members of the clergy are sometimes afforded contact visits. Detention Center activity, time of day, and previous contacts with Detention Center staff are all considerations. Attorneys may exchange only legal papers with an inmate.

Public Visitation:

Visits with friends and family will be conducted solely through the visitation system using the Kiosks. These visits can occur in the facility lobby or from the personal residence of the individual visiting. These visits are all monitored and recorded and there is no expectation of privacy.

Conversations that are inappropriate or contain inappropriate references to facility staff, or about facility security features will result in disciplinary action and suspension of visitation privileges.

Inmates will utilize their own names for visits, and visitors will use their own names. If Detention Staff identifies that an inmate or a visitor is using a false name the visit will be terminated, and the inmate warned regarding the inappropriate use of the kiosk. If this continues discipline action will result.

Public visits take place anytime the inmate is not on lockdown.

There is to be no sexual gestures, innuendoes, or nudity during any visits with any inmates in the Detention Center.

Visits will be terminated if an inmate or visitor engages in inappropriate behavior or inappropriate language.

Rules on the Delivery of Money and Property

Prescription medications in their original, labeled containers may be dropped off anytime.

Cash or credit card deposits may be made anytime to an inmate's account by using the Inmate Canteen Kiosk in the lobby of the Detention Center entrance.

Visitors may not drop off personal clothing or property for an inmate.

Mail

Mail is delivered to the Nye County Detention Center on Monday through Friday; no weekend or holiday delivery. Mail is processed as quickly as possible on business days, with reasonable delay necessary for the purpose of scanning content and/or checking for contraband. In some cases, delivery of "privileged" mail *may* be delayed only so long as it takes to verify the identity of the sender.

"Privileged" or Confidential Mail: This is correspondence sent **to or from** one's attorney and the Courts. Some mail sent to elected officials (e.g. - Sheriff, Nevada or U.S. Senator, etc.) or officials overseeing Detention Center operations may also be considered "privileged". Inmates may seal outgoing privileged mail in the presence of Detention Center Staff and the content will not be scanned by Detention Center Staff. Privileged/confidential mail that is sent **to** an inmate will be opened by Detention Center Staff in the inmate's presence to ensure it contains no contraband. An inmate who has no funds will be given through the indigent canteen purchase on the Kiosk sufficient stamped envelopes to correspond with the Courts or their attorney, and the postage costs will be charged to their Inmate Account.

"Non-Privileged" Mail: This is correspondence sent **to or from** all other persons (friends, relatives, business associates, financial representatives, government agencies, etc.). These letters are opened by Detention Center Staff, the content is scanned, and envelopes are checked for contraband prior to being sent out of the facility or prior to delivery to an inmate.

Rules for Incoming and Outgoing Mail

- There are no limits to the number of personal, "non-privileged" letters an inmate may send, as long as he/she has adequate funds to pay for postage. Incoming letters must have adequate postage or they will be returned to the sender.
- Outgoing mail must not be sealed, unless it is considered "privileged" mail in which case it must be sealed in the presence of a Detention Center Staff Member.
- All incoming and outgoing mail must have the name and address of both the sender and the recipient on the envelope.
- Any contraband found in incoming or outgoing mail will be confiscated and disposed of in accordance to departmental policy and regulations.
- Incoming mail may not have any stickers or adhesive decorations on the letter or envelope. Stickers are removed or — if there are numerous stickers — the letter will be

placed in the inmate's property bag. Musical cards, cards with voice messages, and cards with computer chips or "gadgets" will not be delivered to inmates.

- Any incoming or outgoing mail with writings, drawings, pictures, photos or publications **that may be considered "obscene"** will not be mailed out or delivered to an inmate. Such materials will be placed in the inmate's property bag.
- Incoming mail containing materials that advocate racial, religious or national hatred will not be delivered.
- Any incoming or outgoing mail that promotes or depicts the assembly/use of weapons; manufacturing/use of drugs; means of escape; gang recruitment or enforcement; and illegal or dangerous institutional behavior will not be sent out or delivered to an inmate.
- Money, checks or money orders enclosed with incoming mail will be placed in the inmate's account.
- Mail sent to an inmate after they have been released from Detention Center will be returned to the sender. Unacceptable items enclosed in the mail will be placed in the inmate's property bag or returned to the sender, subject to safety and security considerations.
- Inmates may receive only reading materials and money in the mail. Prescription medications must be mailed directly from the pharmacy or dropped off by a family member.
- If incoming mail or its contents are prohibited by Detention Center Rules, they will not be delivered to an inmate. This will be documented and the inmate will be notified via the kiosk as to the non-delivery and the reason why. An inmate may appeal non-delivery of mail **within 7 days of notification** by following the Grievance procedure.
- Inmates may send mail to inmates in other Detention Centers and correctional facilities, subject to their guidelines for mail delivery/content. Nye County Detention Center inmates may not send mail to one another within the Nye County Detention Center, nor to Nye County inmates housed in other Detention Centers.
- Serious or repeated violations of the rules governing mail may result in an inmate's mail being limited to legal and essential business correspondence. Use of the mail in a manner that violates the law will result in criminal prosecution, in addition to restrictions imposed by the Detention Center. Inmates have the right to appeal any mail restrictions using the grievance procedure.

Mail should be addressed as follows... ***Inmate's Name, Inmate Number***

**Nye County Detention Center
1521 Siri Lane
Pahrump, Nevada 89060**

Telephones

ALL TELEPHONE CALLS ARE RECORDED AND MONITORED

DETENTION CENTER STAFF DO NOT DELIVER MESSAGES TO INMATES

- Unless it's a genuine emergency

Inmates at the Nye County Detention Center have access to telephones, subject to reasonable restrictions. Phones are located in each cellblock's dayroom, and accommodations will be made to those confined in single/holding cells. All calls made from these phones must be either "collect" calls (i.e. – the person being called must accept and

pay for the call) or “calling card” calls (i.e. – the inmate must have a “calling card” purchased through the Detention Center).

If cell and dayroom areas are clean and no other restrictions have been imposed, then telephones are available for use when the inmates are not on lockdown subject to Detention Center staff’s discretion.

Abuse of telephone privileges or complaints from persons that you call may result in phone privileges being restricted. In addition to phone restrictions, nuisance calls or phone harassment may result in criminal prosecution.

“Blocks” on Phone Numbers: Some phone numbers have “blocks” on them to prevent incoming calls. A telephone “block” may be at the request of the person you are calling; it may be due to unpaid phone charges; or it may be a restriction the phone service provider has imposed on that person/number. A “block” to a phone line must be removed by the person/provider that placed the “block” in the first place. **Detention Center staff will not check to see why a phone number is blocked nor are they able to change a “block” on a phone.**

Calling Cards: “Calling cards” are available for purchase through the Detention Center’s canteen system. Other “calling cards” you may have do not work with the Detention Center phone system. Information on “calling card” purchases (and the Canteen system) can be found in Chapter XVII.

Property

An inmate’s personal property is placed in a property bin and kept in storage. You may consent to have certain items — such as car keys, cell phone, check book, etc. — released to parties outside the Detention Center, subject to Detention Center staff’s approval through the Kiosk. Property will never be released to another inmate.

If an inmate is released from Detention Center and leaves personal property in storage, he/she has 30 days to pick up this property. Stored property that is not picked up within this 30-day period is considered to be abandoned and will be disposed of. Inmates sentenced to prison or other facility which will not take their property may fill out a “Property Release Form” to authorize relatives/friends to pick up their personal property from the Detention Center. The individuals must be identified by name and will have 30 days to pick up the property. After 30 days all property is considered to be abandoned and will be disposed of.

Inmates may not release property to another inmate at any time.

Allowable Clothing and Property

Books or magazines devoted to — or highlighting — tattooing; street gangs; weapons; sexually-explicit or pornographic images; and racial, religious or national hatred are not allowed. Detention Center staff may exercise discretion and deem questionable publications as inappropriate.

Inmates are permitted to have magazines and soft-cover books. This includes religious texts, legal volumes, coloring books and puzzle books. These items must all fit within the personal property bin of the inmate or will be placed in their property.

Clothing not issued by the facility will not be allowed in the facility.

Meals

Three meals are served each day at the Nye County Detention Center. Breakfast and lunch may be served to the inmates at the same time and it is the inmate's responsibility to maintain their lunch food until lunch time. Mealtimes listed below are approximate:

Breakfast.....6:30am Lunch if served separately.....11:00am Dinner.....4:00pm

Special Diets: Inmates who suffer from food allergies or those who do not eat certain foods for religious reasons must notify Detention Center staff of these dietary restrictions when booked into Detention Center, or as soon as reasonably possible. If a special diet is sought for medical reasons, the Detention Center Medical Staff will evaluate your request and the related condition to determine what dietary modifications are necessary. When mealtimes are over, **dishes must be stacked on a dayroom floor by the door.**

Money

In compliance with NRS, inmates who have money and/or income must keep these funds in a trust account overseen by the Detention Center. Funds may be received through the mail in the form of cash, check or money order. Money may also be deposited in an inmate account — **anytime** — using the “Inmate Canteen Kiosk located in the Detention Center Lobby. The Kiosk accepts both cash and credit card deposits.

Detention Center accounts are managed through Inmate Canteen and every inmate is assigned an account number. When booked into Detention Center, any funds in the inmate's possession are deposited to this account and the inmate will receive a receipt. The receipt has a **Person Identification Number**. The Person Identification Number is a unique number — like a bank account number — that is necessary when ordering canteen or indigent supplies. Inmates should remember or write down their Person Identification Number.

Inmate accounts are used to pay Detention Center fees; pay approved personal expenses (such as rent and utilities); purchase canteen items; and pay for medical services or medications. Inmates who require medical services or medications are responsible for these costs, which are charged to their Detention Center account.

If there are no funds in an inmate's account to cover their fees and medical expenses, the account develops a **negative balance**. Should your account develop a negative balance, any money deposited in your account will be used to repay the amount due. If you are released from Detention Center with a negative balance in your account, you remain responsible for paying this debt and must make arrangements to do so. A negative balance does not “go away”. If you are returned to Detention Center, any funds you have or that you receive may be applied toward the existing negative balance.

Inmates are not permitted to deposit money into another inmate's account, nor are they allowed to receive money from another inmate's account or release funds for another inmate.

Court

Bond or Required Court Appearance: After being booked into Detention Center, some inmates don't have the money to post bail in order to be released. Other inmates may not

have the *option* of posting bail because they are charged with crimes or held under legal circumstances that require a Court appearance.

Inmates held under the above circumstances must appear in court when requested by the Judge. These hearings are conducted by means of a video system that links the courtroom to the Detention Center. Inmates “appear” before the judge on video and, likewise, inmates are able to view and hear Court proceedings by means of this system.

If an inmate is able to fulfill all conditions of the bond (or other requirements for release), Detention Center staff will begin processing the inmate for release **as quickly as possible**. Be patient. Detention Center staff may be busy with other activities.

Hold for Other Agency: An inmate might meet the conditions for release on a specific legal charge, but another agency or jurisdiction then requests that he/she continue to be held in Detention Center because of a different legal matter. The inmate must remain in Detention Center until the requesting agency picks him/her up or, in some instances, “drops” the request to keep them confined.

Escorts and Restraints: An inmate who must appear in court will be escorted by Sheriff’s Deputies or Detention Center staff. Use of restraints is required while being escorted. Restraints may include handcuffs, belly-chains and leg shackles; handcuffs may be applied either in front or back. Inmates who pose a high risk of becoming disruptive or who may be a threat to the safety of others may be required to wear an electronic stun belt. Some movement of inmates in the Detention Center (e.g. – transport to other counties) may also require the application of restraints.

Inmates ordinarily wear their orange Detention Center uniform to court appearances, however personal clothing may be worn for a jury trial. The Detention Center does not provide personal clothing for jury trials. If you have concerns about your appearance for your jury trial, you should make arrangements with family, friends or your attorney to obtain suitable clothing, and detention staff will take this clothing solely for that purpose.

Payment of Bonds: If an inmate is granted a cash bond by the court and is able to post the bond amount, Detention Center staff can receipt the bond payment. If someone outside the Detention Center is posting the bond, they can do this at the Clerk of Courts on Monday through Friday, 8:00am to 4:00pm. Persons wishing to post a bond outside of those days and hours may use the Inmate Canteen Kiosk, an automated system for accessing inmate accounts (located in the lobby of the Detention Center). The system accepts both cash and credit cards. After posting bond through this Kiosk the individual must notify Detention Staff that the bail has been posted. See the “Money” section of the rules booklet for additional information.

Spiritual Guidance and Religious Services

Meetings with clergy and/or religious services are available when feasible.

Members of the clergy may visit inmates with prior authorization. An inmate requesting a visit must contact the clergy member, and it is the clergy’s responsibility to contact the Detention Center in advance to set up a visitation time.

Medical Services

If essential medical treatment is unavailable in the Detention Center, these services may be sought from an “outside” provider. Preexisting medical conditions that have been ignored or left untreated do not automatically become an “emergency” after one has been confined.

Inmates in need of medical services must fill out an “Inmate Request” through the Kiosk

Do not set up your own medical or dental appointments with “outside” providers.

Detention Center Medical Staff will evaluate your condition and the need for you to see a doctor, dentist or specialist. If your condition requires medical services that can be provided only outside the Detention Center, then Medical Staff will set up the appointment.

Inmate Co-Payment: Inmates will be charged co-payments for all medical expenses.

Inmates Pay for Medications and Treatment: Inmates are financially responsible for their own medical and dental care. Any non- medications, prescription medications, medical devices or medical/dental treatment from providers outside the Detention Center are paid for by the inmate. The cost of medications and services is deducted from the inmate’s Detention Center account or, if he/she has no money, their account develops a **negative balance** (see “Money” section).

Prescription Medications: All prescription drugs are reviewed and approved by Detention Center Medical Staff. The following prescription medications **are not delivered** in the Detention Center:

Narcotics

Controlled substances that have high likely hood of abuse
Opiate-based medications (“opioids”)

If an inmate’s medical condition requires a prescription medication and the inmate has no other means to obtain the prescription, then Detention Center Medical Staff will have the prescription filled. Prescription costs are deducted from the inmate’s Detention Center account or, if he/she has no funds, the account develops a negative balance. As with other medications and medical services, the inmate remains responsible for the amount owed.

Medication Delivery Times: Prescribed medications are delivered according to the housing schedule.

Medications Taken Outside of the Detention Center: Inmates with conditional release privileges — who are not *in* Detention Center at the specified delivery times — must ask for their medications before they leave. It is the inmate’s responsibility to remind the releasing Detention Center Deputy that he/she has medications. The medications are picked up at the service window outside the Detention Center secure doors. Inmates who decline their medications must explain to Detention Center Staff **why** the medication is being refused; this will be documented.

Medication Delivery Procedure: When medications are delivered, each inmate receiving them shall use a drink to aid in swallowing. Detention Center Staff will verify that the medication was swallowed. Any attempt to conceal or “cheek” a medication, or efforts to mislead Detention Center Staff with regard to medication use are violations of Detention

Center Rules. Inmates will not share any prescribed or over-the-counter medication with another inmate. "Sharing" prescribed medications is a violation of law (Delivery of a Controlled Substance) and will be prosecuted. If the person wrongly given the medications is harmed or hospitalized, the inmate who provided the medications is legally and financially responsible.

Mental Health Services: If an inmate experiences a mental health "crisis" he/she should alert Detention Center Staff to their problem. Contact with a counselor or other professional will be arranged as necessary. If an inmate wishes to speak to a mental health professional they need to submit a request in on the Kiosk.

Classification

"Classification" refers to the process for determining an inmate's appropriate housing and security level. It is based upon one's previous criminal convictions, current charges, past behavior in confinement (if applicable) and current behavior.

Privileges and housing assignments are based upon Classification level. Inmates are generally classified when booked into the Detention Center. Additionally, if an inmate violates Detention Center Rules, their Classification is reviewed to determine whether he/she should be reclassified at a higher security level. Inmates may appeal their Classification or Reclassification level by filling out an "Inmate Request Form" using the Kiosk.

Inmate Grievances

When an inmate has a grievance concerning a situation or a person, the grievance may be filed utilizing the housing Kiosk.

The Operations Sergeant or his/her designee will respond to grievances within seven (7) working days.

Certain inmate problems or grievances may need to receive expedited handling and these types of complaints will be taken verbally by the deputy, who will immediately notify the Operations Sergeant or his/her designee.

Examples of these types of grievances include but are not limited to:

- Emergency medical treatment
- Fire and life-safety complaints
- Claims concerning missed release dates
- Other matters for which delay would significantly prejudice the inmate

Staff retaliation against an inmate for filing a grievance is prohibited.

Scope of Grievance Issues

- The following are appropriate areas for the submission of grievances:
- The substance, interpretation, and application of policies, rules, and procedures of the NCDC affecting an inmate personally.
- Individual employee and inmate actions affecting the inmate personally, including denial of access to the grievance procedure.
- Any reprisals against inmates by staff for filing a grievance or using the grievance system.
- Any other matter relating to the conditions of confinement or care within the NCDC.

The following are inappropriate areas for the submission of grievances:

- Federal and State Court decisions.
- Federal, State or County laws and regulations.
- Disciplinary Board decisions (Generally not an issue that can be grieved unless some aspect of the disciplinary process is handled incorrectly).
- Other matters beyond the control of the NCDC.
- An inmate's classification level.
- An inmate's housing assignment.

Sanctions

Frivolous grievances are a violation of Detention policy and will be denied. Disciplinary sanctions may be assessed for filing frivolous grievances.

Filing

Grievances must be filed within forty-eight (48) hours of the alleged event.

Indigent Supplies, Canteen Orders and Calling Cards

Inmates wishing to order canteen or supplies must do so on the Kiosk. Canteen and indigent supplies are delivered to the Detention Center weekly.

If an inmate's account has a *zero* balance or a negative balance for at least six (6) days, Turnkey will allow the inmate to order a "hygiene kit" (soap, shampoo, toothbrush, etc.) and charge it to their account.

If an inmate places a canteen/supply order, but is then released from Detention Center before the order is delivered, the inmate has thirty (30) days to pick up the order at the Detention Center. Orders not picked up within thirty days are considered to be discarded and will be disposed of or donated.

INMATE WORKER RULES AND EXPECTATIONS

- Detention Center Staff may, at their discretion, ask for a inmate worker to assist in cleaning or other work assignments whenever the need arises.
- Inmate workers may not leave their assigned work area without permission.
- Inmate workers may not talk to other inmates, except those inmates performing inmate worker work assignments.
- Inmate workers are not to give anything or accept anything from other inmates unless directed to do so by Detention Center Staff
- There is no "idle" time. When assigned work is completed, a inmate worker should seek additional work from Detention Center Staff or ask to be returned to their cell block.
- ANY item that a inmate worker finds in the course of their cleaning or work assignments — including money, notes, keys, screws, pills, jewelry **or other misplaced items** — must be turned over to Detention Center Staff immediately. This includes any items found in the course of doing laundry.
- When Detention Center Staff are booking a new inmate into Detention Center or dealing with an uncooperative person in the booking area or hallway, inmate workers are to remain in their assigned area and clear of the situation until it is resolved.

