

**Nevada Public Agency Insurance
Pool
Public Agency Compensation Trust**

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**NOTICE OF MEETING AND AGENDA FOR LOSS CONTROL COMMITTEE OF
NEVADA PUBLIC AGENCY INSURANCE POOL AND PUBLIC AGENCY COMPENSATION TRUST**

DATE: March 14, 2023

TIME: 9:00 A.M.

LOCATION:

(1) In-person: Churchill County Commission Chambers, 155 N Taylor St, Conference Room 102, Fallon, NV 89406

(2) Online:

Join Zoom Meeting

<https://us02web.zoom.us/j/83372183194?pwd=cFVNSjdDVDGxUEx1RDVURUJLdGg5UT09&from=addon>

Meeting ID: 833 7218 3194

Passcode: 380973

Phone: (669) 900-6833

AGENDA

Notices:

1. Items on the agenda may be taken out of order
2. Two or more items on the agenda may be combined for consideration
3. Any item on the agenda may be removed or discussion may be delayed at any time
4. The general Public Comment periods are limited to those items not listed on the agenda. Public Comment periods are devoted to comments by the general public, if any, and may include discussion of those comments; however, no action may be taken upon a matter raised under Public Comments until the matter itself has been included specifically on an agenda as an item upon which action may be taken. Public Comments are Limited to Three Minutes per Person.
5. At the discretion of the Chair of the meeting, public comments on specific agenda items may be allowed, but must be limited to the specific agenda item.
6. The Committee may prohibit public comment if the content of the comments is a topic that is not relevant to, or within the authority of the Committee, or if the content of the comments is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounting to personal attacks or interfering with the rights of other speakers.

1. **Roll**
2. **Public Comment**
3. **For Possible Action:** Approval of the Minutes of Committee Meeting of November 2, 2022. ([ATTACHMENT 1](#))
4. **For Discussion:** Highlights/Happenings in Churchill County by Geof Stark
5. **For Discussion: Risk Management Activity Report**
 - A. **Webinars/Seminars/Training Since Last Meeting**
 1. Winter is Coming; Are Your Buildings Ready (NRMA) (11/04/2022)
 2. Nevada Association of School Boards (NASB) Annual Conference (11/12/2022)
 3. ERMEP Presentation: Humboldt County Board of Commissioners (11/21/2022)
 4. Quarterly Cybersecurity Webinar (12/05/2022)
 5. Humboldt County Safety Committee (12/07/2022)
 6. POOLPACT 101 (01/05/2023)
 7. New Board Members' Orientation (01/20/2023)
 8. Quarterly Cybersecurity Webinar (03/07/2023)
 9. Portable Fire Extinguisher (PFE) Training
 - a. Pershing County (01/09/2023)
 - b. Mt. Grant General Hospital (01/10/2023)
 - c. Churchill County Sheriff's Office (01/11/2023)
 - d. City of Caliente (01/17/2023)
 - e. Nevada Volunteers (01/24/2023)
 - f. City of Winnemucca (02/22/2023)
 10. Written Workplace Safety Plans (ERMEP)
 - a. Walker River Irrigation District (12/07/2022)
 - b. Pershing County Safety Committee (12/12/2022)
 - c. Pahrnagat Valley Volunteer Fire District (01/17/2023)
 - d. Mineral County School District Safety Committee (02/10/2023)
 - e. Mineral County (02/10/2023)
 11. Roll Call Webinars
 - a. Vehicle Stops & Impoundments (11/15/2022)
 - b. Board of County Commissioner Jail Inspections & Response to Resistance (01/19/2023)
 - c. Critical Incidents & Supervisor After-action Reviews (02/16/2023)
 - B. **Enterprise Risk Management Excellence Program Status**
 1. New ERMEP applicants:

- i. Mineral County School District
- ii. Nevada Rural Housing Authority
- iii. White Pine County
- iv. Carson City School District
- v. White Pine County
- vi. Round Mountain
- vii. City of Lovelock

- 2. New Section: Board Governance ([ATTACHMENT 2](#))

C. Nevada Detention Administrators Working Group (NDAWG)

- 1. Initial Meeting (11/08/2022)
- 2. Next Meeting (03/14/2023)
 - a. Model Inmate Handbook ([ATTACHMENT 3](#))
 - b. 2 Hour POST course: *NV Detention Deputy Review of High Risk-Critical Tasks*
 - c. Legislative Update

D. Upcoming Risk Management Webinars/Seminars/Training

- 1. City of Elko: PFE and Safety Committee (04/26/2023)
- 2. International School Safety Symposium (04/21/2023)
- 3. Digital Threat Assessment Training (04/29/2023)
- 4. Nevada Parks and Recreation Society Lifeguard Ready Workshop (05/21/2023)
- 5. Aquatic Facility Assessments: West Wendover, Elko, Jackpot, Wells, Winnemucca, Lovelock, Fallon (possible) Sun Valley GID (possible), Carson City (possible) (06/26-30/23)
Aquatic Risk Management Seminar (tent. 6/28/23 Winnemucca)

E. Risk Management Grant Program FY2022-2023 Review

- 1. Budget
 - a. POOL: \$500,000.00
 - b. PACT: \$500,000.00
- 2. RM Grants Funded: **\$88,415.21**
- 3. RME Grants Funded: **\$27,537.85**
- 4. Summary of Grant funds expended by member. ([ATTACHMENT 4](#))
- 5. Introduction to Grant-writing Toolkit. ([ATTACHMENT 5](#))

- 6. **For Possible Action:** Discussion and Possible approval of requirement that any member which receives a Risk Management Grant in excess of \$50,000.00 in POOL/PACT funding, must complete the relevant section of the Enterprise Risk Management Program ("In Place and Operational").

7. **For Discussion Only:** Recognition of John Dollar's many years of dedicated service to the Loss Control Committee and congratulations on retirement. Welcome Curtis Trujillo, who will be taking John's place as the Incline General Improvement District's representative on the Committee.
8. **For Possible Action:** Adjournment

This Agenda was posted at the following locations and at notice.nv.gov:

ATTACHMENT 1



**Nevada Public Agency Insurance Pool
Public Agency Compensation Trust**

201 South Roop, Suite 102
Carson City, Nevada 89701-4779
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MINUTES

**Minutes of Meeting of the Loss Control Committee of
Nevada Public Agency Insurance Pool and Public Agency Compensation Trust**

Date: November 2, 2022

Time: 9:00 A.M.

Place: City Hall, Boulder City, via Zoom, and teleconference

1. Roll

Members Present: Dan Murphy (Chair), Geof Stark, Alicia Heiser, Paul Sikora, John Dollar, Darren Wagner, Shannon Harris, Ann Cyr

Others Present: Mike Giles (City of Lovelock), Cheryl Haas (Pershing County), Tabatha Hamilton (White Pine County), Ronique Tatum-Penegar (Southern Nevada Health District), Shawn Heusser (Nevada Rural Housing Authority), Ed May and Mike Means (Eighth Judicial District Court), Curtis Trujillo (IVGID), Taylour Tedder (Boulder City) POOL/PACT staff: Wayne Carlson, Alan Kalt, Jarrod Hickman, Marshall Smith, Stephen Romero, Stacy Norbeck

2. Public Comment

No public comment

3. For Possible Action: Approval of the Minutes of Committee Meeting of July 12, 2022 ([Attachment 1](#)).

Paul Sikora made a motion to approve the Minutes, Alicia Heiser seconded, the motion carried.

4. For Discussion: Highlights/Happenings in the Boulder City from Taylour Tedder, City Manager, Paul Sikora, Purchasing, Risk, and Grants Manager.

Taylour Tedder thanked the Loss Control Committee for selecting Boulder City as the location for this meeting. He gave an overview of Boulder City's and Hoover Dam's history. Boulder City's economy relies on tourism, however, COVID had a significant impact on tourism. [impacted that, and they are also, like many others,] *Further, Boulder City* is suffering from a severe drought which threatens the drinking water shared by several states. Boulder City was the recipient of \$21M in ARPA funding. Some of these funds were used for local businesses, first responders, and residents. City employees worked hard to ensure residents didn't lose any services. Paul Sikora was responsible for leading multiple donation drives for the community. Large local investments and wastewater reclamation projects. Boulder City is working with the Chamber of Commerce following a \$1.9M grant received to help retrofit outdoor lighting throughout the City. Boulder City also received two grants from POOL/PACT, one for AED replacement, another for iPads to support their MSDSOnline project.

5. For Discussion: Risk Management Report

A. Webinars/Seminars/Training Since Last Meeting

Jarrold Hickman summarized the webinars/seminars/trainings that POOL/PACT Risk Management *presented* since the last LCC Meeting.

B. Loss Control Excellence Program Status

1. Risk Management Grant LCEP Follow-up Status

Marshall Smith provided updates on the status of members that have completed the required sections for Risk Management Grants, and members who are actively seeking the Program Award.

C. Member Value and Performance (MVP) Presentation and Member Service

Jarrold Hickman summarized the MVP presentations since the last meeting. He also noted that Kayla Woods (A&H Insurance) will be working with her clients to receive the presentation.

D. Upcoming Risk Management Webinars/Seminars/Training

Marshall Smith reviewed upcoming webinars/seminars/trainings.

E. Risk Management Grant Program FY2022-2023 Review

Jarrold Hickman summarized the grant budget, and the amounts funded this fiscal year; both Risk Management Grants and Risk Management Education Grants.

6. **For Discussion:** Staff report on Chairman Dan Murphy's request that staff prepare a report regarding the feasibility and cost of developing a one-time member wide AED program. ([Attachment 3](#))

Jarrold Hickman summarized the available grant funding for members for AED projects. He noted that there is now a requirement in the risk management grant application that requires applicants to list efforts taken to obtain funding from alternative sources prior to applying for a POOL/PACT risk management grant.

7. **For Discussion:** Ann Cyr (Risk Manager, Carson City School District) and/or Dan Saddler (Associate Superintendent of Human Resources) will present summary of new Title 9 requirements which incorporate all LGBTQ+ categories and how such changes may impact Districts and ideas to address.

Ann Cyr provided a summary of the grant Carson City School District received for Title IX Administrators (ATIXA) training, case law, regulations, and regulatory guidance with emphasis on sexual harassment policy and procedures as required by Federal Title IX regulations, including 2023 Title IX regulatory changes. This also included a "Super Membership," which allows this training to be available all POOL/PACT member school districts. Dan Saddler (CSSD) will be [is currently] working with other member school district human resource directors to inform them of the training opportunity.

8. **For Possible Action:** Discussion and Possible approval of requirement that any member which receives an assessment from a POOL/PACT business vendor (i.e., Passive Network Assessment, Aquatic Facility Assessment, EOPs for School Districts, Detention Facility Assessment, etc.), will be required to submit responses to the Loss Control Excellence Program.

Marshall Smith suggested to the Committee that if one of POOL/PACT's business vendors provides an assessment for a member, the member will review the relevant section(s) of the LCEP with POOL/PACT risk management, i.e. Detention, School District, Aquatic's Facility, CyberSecurity. This is the same requirement for members who receive a risk management grant. This provides POOL/PACT risk management staff to inform members about programs and services available as a benefit of membership. However, to achieve the LCEP Award, all questions must be answered and verified as "In Place and Operational."

Geof Stark expressed concern that this requirement may be an impediment to some members. Marshall stated that POOL/PACT is sensitive to this concern and uses the requirement to inform members of programs and services that they were likely unaware of. Jarrod added that there has not been any decrease [in the amount of] grant requests since adding the LCEP requirement to risk management grants. Cheryl Haas (currently managing Pershing County's LCEP application) noted that the LCEP process has informed her of many programs, services, policies, that she was previously unaware of. Alicia Heiser suggested that an explanation of the requirement be sent along with that portion of the LCEP to the member when the assessment is being scheduled. Shannon Harris made a motion to approve, Geof Stark seconded, the motion carried.

9. **For Possible Action:** Discussion and possible approval of Risk Management Grant Application submitted by City of Lovelock for funding of installation of video camera system for City Hall. Mayor Mike Giles will present the grant to the Committee. ([Attachment 4](#))

Mayor Mike Giles provided an overview of the City of Lovelock grant application. He summarized the basis for the grant. The City of Lovelock would like to install a video camera system that would monitor activities of City buildings. Alan Kalt asked if there were other funds the City of Lovelock could pursue and secure before POOL/PACT grant funds were used (similar to AED Program discussion). Mayor Giles summarized the work the City conducted to obtain outside funding. Lovelock's ARPA funds are already allocated for more pressing City needs. Alicia Heiser made a motion to approve, Paul Sikora seconded, the motion carried.

LCEP Contact: Terri Wilcox

10. **For Possible Action:** Discussion and possible approval of Risk Management Grant Application submitted by White Pine County for installation of video camera system for

county facilities prone to vandalism and destruction. Tabitha Hamilton and Delaney Marich will present the grant to the Committee. ([Attachment 5](#))

Tabatha Hamilton summarized White Pine County's request for funding for installation of a video camera system for several County facilities. She explained that several acts of vandalism had occurred at several locations within the county. The goal is to deter vandals with the presence of cameras, and if needed, will use the surveillance footage as evidence in the prosecution of vandalism. Chair Dan Murphy asked if there was an attempt to secure funding from another source? Tabatha Hamilton responded that their specific need did not meet the criteria for smaller grant funding, so the *County* Commission suggested POOL/PACT as a funding source. Alicia Heiser made a motion to approve, Ann Cyr seconded, the motion carried.

LCEP Contact: Tabatha Hamilton

11. **For Possible Action:** Discussion and possible approval of Risk Management Grant Application submitted by Nevada Rural Housing Authority for OSHA required elevator upgrades. Shawn Heusser will present the grant to the Committee. ([Attachment 6](#))

Shawn Heusser summarized the grant request from Nevada Rural Housing Authority. He stated that pursuing and securing other funding was not an option. Their budget is already in a deficit due to the housing market and high interest rates which significantly impact revenues. Jarrod Hickman noted that the attached letter from NV OSHA specifically denotes the deficiencies with their elevator as violations. Ann Cyr made a motion to approve, Shannon Harris seconded, the motion carried.

LCEP Contact: Shawn Heusser

12. **For Possible Action:** Discussion and possible approval of awarding Pooling Resources Inc., The *Loss Control Excellence Control Excellence Program Award*. POOL/PACT's Risk Management Assessment was independently audited by Curtis Trujillo (IVGID HR Director). ([Attachment 7](#))

PRI completed the Program and was audited by POOL/PACT Risk Management. That Audit was independently audited and approved by Curtis Trujillo (IVGID HR Director) to ensure transparency. Shannon Harris made a motion to approve, Geof Stark seconded, the motion carried.

13. **For Possible Action:** Discussion and possible name change: The Loss Control Excellence Program to The Enterprise Risk Management Excellence Program. ([Attachment 8](#))

Marshall Smith presented the rationale behind the request. The LCEP is in a constant state of evolution. The goal of the program is to transition from traditional loss control to

overall entity performance. That is the objective of Enterprise Risk Management, and the name of the program should reflect that objective. Ann Cyr made a motion to approve, John Dollar seconded, the motion carried.

14. Public Comment.

Marshall Smith indicated that the location of the next meeting should be determined. Chair Dan Murphy said that he would host is Lovelock if no one else offered. Geof Stark said it could be held in Fallon as well. Staff was instructed to work with Chair Murphy and Geof Stark to determine location of next meeting.

15. For Possible Action: Adjournment

Meeting adjourned at 10:25 AM.

ATTACHMENT 2

ENTERPRISE RISK MANAGEMENT EXCELLENCE PROGRAM

BOARD GOVERNANCE

1. Background of the person responding to this section.
2. Type of board and number of members.
3. Person providing information for this section has a working understanding of what POOL/PACT is and what it does.
4. All board members are actively involved, prepared, and independent relating to their duties as board members.
5. All board members understand their duty to provide oversight, policies, and strategic direction and not to engage in day-to-day operations.
6. All board members understand that ethical conduct, including compliance with law, is not only vital to the entity's sustainability and long-term success, but sets the tone for the entire entity.
7. All entity governing body members have taken the following eLearning courses: Ethics and Open Meeting Law eLearning courses or have attended a live presentation on these subjects within the last year.
8. Voting POOL/PACT board members regularly attend POOL/PACT Annual Board meetings.
9. Board members are aware of POOL/PACT oversight meetings including the Human Resource Oversight Committee and Loss Control Committee meetings.
10. Board members regularly attend POOL/PACT presentations, including Human Resources, Law Enforcement Roll-Call Webinars, and CyberSecurity Quarterly Webinars.

11. Board members have active log-in credentials to access POOL/PACT web portals.
12. The entity regularly conducts a board self-assessment which assesses the performance of the board as a whole as well as individual board members.
13. Board members are subject to the entity's Human Resource Personnel Policies.
14. Board members are aware of and have discussed the POOL/PACT Agent/Broker Best Practices with entity's broker/agent within the last year.
15. Board members are aware of the entity's responsibilities to POOL and to PACT and ensures the entity complies with the Interlocal Cooperation Agreement, Bylaws, policies, procedures and objectives of POOL and PACT. (NRS 277.080)
16. Board members understand how the POOL and PACT owned captive mutual insurance companies benefit POOL/PACT.
17. If the entity is a school district, each trustee is aware of the duties relating to establishing and maintaining an Emergency Operations School District Development Committee.
18. If the entity is a county, the board conducts quarterly detention facility inspections and is aware of the POOL/PACT Detention Inspection Guidance and uses the Quarterly Inspection Checklist.
19. Please identify an innovative board practice your board has implemented but not listed in this survey.
20. What keeps you up at night regarding your duties as a board member? If you could add or change a policy, procedure, or practice that would help you perform your duties more effectively/efficiently, please identify.

ATTACHMENT 3

Detention Facility



Model Inmate Handbook

The “Detention Facility Model Inmate Handbook” is a best-practice document, developed by the Nevada Detention Administrators Working Group. It may be used by Nevada detention facilities as a reference, handbook, or template. It is generic and must be adapted to the unique characteristics of each facility. Before adopting the information in this Handbook, in any way, your agency legal counsel must review and approve.

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DRAFT

I. PURPOSE

- A. The goal of the Detention Facility is to provide a safe and secure environment that promotes positive inmate behavior through fair, impartial, and humane treatment of all individuals detained in the facility.
- B. The Detention Staff expects your behavior to be positive and rational during your stay. It will be your responsibility to know and comply with all rules and regulations of this facility and its staff. Some rules may seem restrictive to you; however, they are necessary to maintain a safe, secure, and humane environment. Positive and rational behavior will preserve your privileges. Violations of rules may result in disciplinary sanctions, and/or criminal charges.
- C. **This handbook does not cover all situations.** But it will serve as a basic guide for your conduct and facility procedures. The information provided in this handbook will assist you during your stay. Should you have any questions, please address them to your Housing Deputy.
- D. Individuals detained in this facility may be awaiting trial, sentencing, or serving a sentence. All individuals in this facility will be referred to as "Inmates."

II. INMATE RIGHTS

- A. You have the right to adequate medical, dental and mental health care.
- B. You have the right to adequate nutrition in accordance with established standards.
- C. You have the right to reasonable visitation and telephone access with your attorney and access to the Court at times specified by the Court.
- D. You have the right to postal correspondence.
- E. You have the right to freedom of religious affiliations.
- F. You have the right to be informed of the rules, regulations and schedules that directly affect you during your detention.
- G. Voting.
 - 1. Inmates maintain their right to vote while incarcerated if he/she is:
 - a. A citizen of the United States;
 - b. At least 18 years old by the date of the next election;
 - c. Has continuously resided in Nevada and the county for at least 30 days before the next election;
 - d. Has continuously resided in the precinct for at least 10 days before the next election;

- e. Has not been adjudicated mentally incompetent or otherwise lacking the mental capacity to vote, and
 - f. Is not convicted of a felony and currently serving a term of imprisonment.
2. If you are a Nevada resident previously convicted of a felony, your right to vote is resorted effective July 1, 2019, if:
- a. You were discharged from parole or probation before July 1, 2019;
 - b. You were not serving a term of imprisonment on July 1, 2019; and
 - c. You have not already had your right to vote restored.
3. If your voter registration was cancelled due to a prior felony conviction, you may register to vote using any of the currently available voter registration methods.
- G. Your rights are protected by law and cannot be taken away. However, it may become necessary to modify your rights to ensure the rights of all inmates and to ensure the safety and security of the facility.
- H. All services and functions that are not listed as Inmate Rights are privileges. Privileges are maintained by following the rules.

III. PRISONER RAPE ELIMINATION ACT OF 2003 (PREA)

This jail has a zero- tolerance policy for incidents of inmate sexual assault and rape. This applies to both inmate-on-inmate sexual abuse and staff sexual misconduct. A video summarizing the Prisoner Rape Elimination Act can be viewed on the kiosk in each housing unit or upon request if the facility does not have a kiosk.

A. Reporting Sexual Abuse

1. If you feel you have been sexually assaulted, or have witnessed a sexual assault, during detention:
 - a. Report the sexual assault to Detention Staff immediately.
 - b. Do not show, brush your teeth, use the restroom, or change clothes to preserve evidence.
 - c. Mental Health services are available to provide crisis care and support.

B. Ways to Report Sexual Abuse

1. Report verbally or in writing to any Detention Staff member, medical or mental health staff, contractor, or volunteer.
2. Submit an Inmate Grievance.

3. Submit an Inmate Medical Request.

[If the Detention Facility has an agreement with another agency for PREA reporting, that information may be included here.]

4. Your privacy will be protected to the fullest extent possible during any investigation.

C. Sexual Abuse Safety Guidelines

1. If you are being pressured for sex, report it to Detention Staff member immediately.

2. Position yourself in a "Safe Zone" area where you can see a staff member and a staff member can see you.

3. Do not enter a room with anyone you feel threatened by or enter someone else's room at any time.

4. Do not accept gifts from other inmates; commissary items given to you may be considered a debt with expectation of repayment by sexual favors.

PER NEVADA REVISED STATUTE 212.187, **VOLUNTARY SEXUAL CONDUCT BETWEEN INMATES IS A FELONY.** IN ADDITION TO DISCIPLINE IMPOSED BY STAFF, YOU WILL BE PROSECUTED FOR VOLUNTARY SEXUAL CONDUCT BETWEEN INMATES.

PER NEVADA REVISED STATUTE 212.188, **SEXUAL ABUSE OF A PRISONER OR UNAUTHORIZED CUSTODIAL CONTACT BY A DETENTION FACILITY EMPLOYEE, CONTRACTOR, OR VOLUNTEER IS A CRIME AND WILL NOT BE TOLERATED.** REPORT SEXUAL ABUSE OR UNAUTHORIZED CUSTODIAL CONTACT IMMEDIATELY.

PER NEVADA REVISED STATUTE 200.481, **BATTERY ON A PRISONER BY ANOTHER PRISONER IS A FELONY.** IN ADDITION TO DISCIPLINE IMPOSED BY STAFF, YOU WILL BE PROSECUTED FOR FIGHTING IN THE DETENTION FACILITY.

IV. EXPECTED INMATE BEHAVIOR

A. Follow all rules and regulations.

B. Follow all staff directives and requests.

C. Respect the facility property and the personal property of others.

D. Maintain your assigned cell and surrounding common area in a clean, sanitary, and orderly fashion.

E. Maintain daily personal hygiene standards.

F. Treat staff in a courteous manner. Address staff as Deputy, Sergeant, Sheriff, etc.

///

V. GENERAL INFORMATION AND AVAILABLE SERVICES

A. Booking Procedure

1. All inmates processed into the facility will be asked questions regarding their identity and physical and mental health. You must also be fingerprinted and photographed. These procedures do not violate your rights. Failure to cooperate may result in discipline or delay of your release.

B. Classification

1. Classification is the process that decides which housing unit you will be placed in during your detention. Your current behavior, charge(s), past criminal history, or behavior in this and/or other facilities will be considered when determining your classification as well as space considerations.

2. If you have a concern for your safety, you should notify Detention Staff right away. Inmates who have verifiable concerns about their safety may request a housing unit change.

3. Individuals with a disability, as defined under the Americans with Disabilities Act (ADA), will be provided with reasonable accommodation. If you have a disability which was not known or disclosed at the time of booking, notify Detention Staff.

C. Custodial Search

1. All inmates entering the Detention Facility are subject to a custodial search and will have all personal property removed from their person including jewelry, belts, and shoes. All clothing will be taken. Personal property will be stored in the Secured Property Room until your release.

2. Piercing and Gauges. All inmates are required to remove any items of jewelry during the intake process. Any jewelry removed will be stored with personal property in the Secured Property Storeroom until your release. If you are found filling piercing/gauge holes with any altered items, whether personal or detention center issued property, it will be considered contraband, and you will be subject to disciplinary action.

D. Facility Hours – Day Area

1. Day area hours for most inmates are _____am until _____pm daily. At _____am cell doors will be opened and at _____pm will be closed with each inmate in his/her

cell. This may be shortened or extended as situations dictate. During day area hours, all cell doors are to remain open.

E. Facility Hours – Typical Schedule

1. The schedule below is an example of the typical daily schedule and may be changed or altered without notice based on safety and security concerns or needs of the Detention Facility.

_____ am: Wakeup
_____ am: Morning Count & Breakfast served
_____ am: Trash/tray collection
_____ am: Medication Pass
_____ am: Morning inspection
_____ am: Mail
_____ pm: Afternoon Count & Lunch
_____ pm: Med Pass
_____ pm: Dinner
_____ pm: Med Pass
_____ pm: Evening Count & Lock Down

F. Visitation

1. All inmate visitations will be conducted via video visitation. Visitors are subject to approval by Detention Staff. Nudity or any unauthorized behavior will be cause for termination of a visit. Any disruptions or breeches of security/safety will be cause for termination of the visit or suspension of future visits. Visits are a privilege and can be limited or suspended.

G. Telephone Usage

1. Collect-call-only telephones are located in the day area of your housing unit. All telephone calls are outgoing only. Follow the instructions on the phone system to place a call. The staff at the Detention Facility will not transfer incoming personal calls or take messages under any circumstances. Phone calls are subject to recording.

2. If you hire or are appointed an attorney, all calls to your attorney will be made on the inmate phone system. Calls to and from your attorney are not monitored or recorded.

3. If you are restricted to your cell for disciplinary reasons, or classified to a medical cell, you will be permitted to access the telephone during your scheduled out of cell time.

H. Postal Service

1. Incoming mail will be delivered Monday through Saturday of each week, excluding holidays. Outgoing mail will be collected daily and placed in a U.S. Postal Service drop box. There is no limit on the amount of outgoing mail you may send. No decoration is allowed on the front of outgoing mail, per the Postmaster. Mail without your full name on the front of the envelope will be returned to you.

2. All incoming and outgoing mail will be opened and searched for contraband or prohibited communications prior to delivery except those items clearly marked "Legal Mail." All legal mail will be opened in your presence and searched for contraband.

3. Pre-stamped envelopes are available through commissary. If you have no funds on your commissary account, you can order one indigent postage pack from commissary. Your postage will be in the form of 2 pre-stamped envelopes, and 5 pieces of paper and one pencil.

4. Acceptable funds received by mail will be placed in your inmate account. This includes certified and cashiers' checks drawn on nationally recognized United States banks, or money orders displaying typed or stamped value amounts. Money orders and cashier's checks will be credited to your account when they are received. No other form of money will be credited to the inmate commissary account.

5. The following mail will NOT be permitted:

- a. Items that are illegal or violate Postal Regulations.
- b. Items that advocate or describe the killing of law enforcement personnel, facility disorder or escape.
- c. Personal photographs, publications, drawings, etc. containing nudity or gang-related activity will not be accepted for any inmate from any source.
- d. Letters that have foreign substances such as perfume, cologne and/or other cosmetics.
- e. Paint, stickers or other items affixed to envelopes, cards or letters.
- f. Other items may or may not be allowed at the discretion of the deputy or sergeant on duty.

6. The Jail Administrator must advise the inmate promptly, in writing, of the reasons for any rejection and must provide the publisher or sender with a copy of the rejection letter. The notice must refer to the specific article(s) or material(s) considered objectionable. An inmate may appeal through the Inmate Grievance Procedure. The sender of the rejected material will be provided with information on how to appeal the rejection through the

Detention Facility's Grievance Procedure. Appeals must be referred to a detention official other than the person who originally rejected the correspondence.

I. Medical, Dental, and Mental Health Care

1. If you require medical, dental, or mental health services of a non-emergency nature, which manifested during your detention, you must complete an Inmate Medical Request located on the kiosk in each housing unit. If you are unable to complete a Medical Request, you must communicate the concern directly to Detention Staff. Clearly state the concern and how long it has been a concern for you. You will be timely notified by the detention staff and/or medical authority of an appointment or the reason an appointment was not made.
2. Prescription medication will be dispensed per the health authority direction.

J. Food Services

1. Approximate mealtimes are noted in Facility Hours – Typical Schedule, above.
2. All meals will be consumed in the dayroom or cell area. All food items will be consumed within thirty (30) minutes of service. You are not allowed to take food items from your meal to your cell to be consumed later.
3. If you are restricted to a cell due to medical or disciplinary sanctions, your meals will be served and consumed in your cell.
4. Special diets based upon religious practices or medical condition(s) shall be provided when approved by the Sheriff or his designee after consulting with bona fide religious institutions or a medical provider.
5. All empty containers will be disposed of in a trash container within thirty (30) minutes after meals have been served. All jail provided food items, whether consumed or not, will be placed in a jail issued trash container.

K. Mattresses, Bedding, and Blankets

1. Each bunk will have one mattress unless authorized by the Detention Staff (Sergeant and/or medical authority). Mattresses shall remain on their assigned bunk at all times. Mattresses shall not be placed on the floor unless directed by staff. Damage to the mattress will result in discipline and or criminal charges.
2. The sheet, pillowcase, and mattress cover will be exchanged once a week in accordance with your housing schedule.
3. You will be issued two (2) blankets upon booking. Blankets will be exchanged on the last Sunday of each month.

4. Blankets, sheets, towels, or clothing shall NOT be hung from your bunk or used to cover cell doors/windows. Deputies must be able to observe you while you in your bunk, at all times. Failure to follow this rule will result in discipline.

L. Clothing

1. Jail issued clothing will be exchanged two (2) times per week in accordance with your housing schedule. To maintain personal hygiene, you will be required to exchange clothing once a week.
2. All facility clothing will be worn as it was designed to be worn. Pant legs will not be pegged or tucked into the tops of socks. You will wear the clothing issued to you. You are required to wear your top and bottom any time that you are not in your bed. Failure to do so will result in disciplinary action.
3. Your t-shirts, socks and underwear can be washed twice a week by turning items in during clothing exchange. Items will be placed in a bag and will be returned to you after they have been cleaned.

M. Personal Hygiene Items

1. Incoming inmates will be provided with a toothbrush, toothpaste, comb, pen, soap, toilet paper. Females will be provided both pads and tampons as needed. Additional items will be provided as needed.
2. Haircuts will be provided to inmates. Razors and nail clippers are provided on a regularly scheduled basis. You are responsible for keeping your razor and/or nail clippers until collected by a Deputy.

N. Authorized Possessions

1. Clothing: one (1) uniform shirt, one (1) uniform pant, and one (1) pair of uniform shoes.
2. Undergarments: (1) t-shirt, two (2) pairs of underwear, two (2) pairs of socks, and two (2) bras (no underwire).
3. Thermal underwear: two (2) sets, tops and bottoms.
4. Bedding: One (1) sheet, one (1) mattress cover, one (1) pillow, one (1) pillowcase, two (2) blanket, and one (1) towel.
5. Hygiene items: One (1) plastic comb, one (1) soap, one (1) toothbrush, one (1) toothpaste, and one (1) roll of toilet paper.
6. Utensils: One (1) drinking cup and one (1) spoon.
7. Eyeglasses: Prescription eyeglasses or contacts only, no sunglasses.

8. Books: Four (4) books/magazines total. This does not include religious items, study materials, or legal documents.

9. Pictures/Letters: Ten (10) pictures/letters in your locker bag, not hung on the wall or bunk. Excess pictures or letters will be placed in the inmate's property.

10. Commissary Items: All commissary items will be kept in their original packaging. Excessive commissary items will be removed from your cell and placed into your property or disposed of if perishable. Excess items will not be returned to you until after your release from custody. Repeated ordering of excessive commissary items or commissary violations may result in the loss of commissary privileges.

11. Property Storage: All of your personal property, commissary items, religious books, pictures, *etc.*, will be placed in your locker bag when not in use. Do not hand items from the bunks or walls.

12. Items brought into the facility: The only authorized items that may be brought into the facility, with prior written approval, are:

- a. Reading glasses, prescription medication.
- b. Clothing for a jury trial (provided by inmate's attorney).
- c. Soft cover religious materials that aren't available at the facility (must be approved).
- d. Any books sent in from an outside book company must be approved first by a supervisor. Any books that you have sent will be donated to the inmate library once you are done with them.
- e. You are not allowed to have anything sent in that can be purchased from the commissary.

O. Shower Facilities

1. Shower facilities are in each housing unit. Showers are available to inmates from morning until lockdown. You are required to maintain a daily acceptable level of personal hygiene. If you are in medical or disciplinary housing, you will be allowed to shower at the direction of a deputy.

P. Television

1. Television use is a privilege. The television will be turned on after the morning inspection is completed satisfactorily.
2. Arguments concerning television channels or volume will result in the television being turned off for the day.
3. Yelling/hollering with/at the television is not allowed.

4. You are not allowed to stand on the tables or chairs to adjust or change the television channels. You must use the remote that is provided in each housing unit.

Q. Religious Services

1. Each housing unit will be offered non-denominational services weekly on Sunday afternoon. Special religious services must be requested in writing and approved beforehand. Special clergy visits must be arranged by the inmate or by an outside party subject to prior approval.

R. Education/Substance Abuse Programs

1. Basic adult education programs like Alcoholics and Narcotics Anonymous are available in the jail. Contact Detention Staff regarding those programs.

S. Recreation

1. You will have the opportunity for one (1) hour out of your housing once a week for recreation purposes. The recreation hour will be in the exercise yard and is dependent upon weather conditions.

T. Emergency Evacuation

1. In the event of a fire, earthquake, or other major emergency, and you are told to evacuate, you will do so quickly and quietly. Deputies will direct you to a safe location using the safest and quickest route.

VI. GENERAL PROCEDURES

A. Inmate Counts

1. For your safety and security, Detention Staff will conduct several scheduled and unscheduled counts to verify the presence and well-being of all inmates.
2. When the staff commands "Stand by for Count," you must return to your cell or designated area immediately until the count/welfare check is completed.
3. Your cooperation is expected. Talking to or otherwise disrupting staff conducting the count/welfare check is a rule violation that may subject you to disciplinary sanction.

B. Inspections

1. When the staff commands "Coming Through for Inspection," you must be seated and remain seated in the day area and remain quiet until staff completes the inspection of the unit.
2. Your cooperation is expected. Disputing the inspection is a rule violation that may subject you to disciplinary sanction.

C. Inmate Movement

1. Upon leaving your cell for any purpose, you will be fully dressed in the clothing and shoes issued to you by the Detention Facility. When proceeding to the yard and/or library, you will do so in an orderly and silent manner upon authorization from Detention Staff.
2. When walking in the hallway of the Detention Facility, you will at all times walk where the Detention Staff instructs you to with your hands at your sides.
3. Communication with others outside of your housing unit will be limited to Detention Staff only.
4. You may not move to another cell or bunk unless directed to do so by the Detention Staff.

D. Housekeeping/Sanitation

1. Personal property must be maintained in a neat and orderly fashion on your desk, shelf, or locker. Your bed must be neatly made any time you are not in it.
2. It is everyone's responsibility to clean housing unit common areas. All cells and housing units will be cleaned by _____ am and checked by Detention Staff at morning inspection.
3. Cleaning supplies will be placed in your housing unit every morning and removed after you have passed the morning inspection. All supplies must be returned prior to completion of the morning inspection.
4. The following actions are prohibited:
 - a. Sticking or pasting any items on anything in your cell or common area.
 - b. Writing on walls, beds, doors, or desks.
 - c. Propping your cell door open with any item.
 - d. Covering or obstructing vents or speakers with any item.
 - e. Covering lights in the housing unit or cell.

- f. Hanging items from bunks or cover cell doors/windows.
 - g. Using your toilet for a trash can. Trash must be placed in the wastebasket/trash can provided in the common area.
5. Failure to have your cell cleaned will be cause for suspension of Television or Commissary privileges or for lock down until the area is cleaned and inspected by Detention Staff.
6. Failure to participate in common area cleaning for follow housekeeping rules may result in disciplinary action for you and/or each inmate in the affected area. Repeated violations will be dealt with as a major violation.

E. Lockdown

1. In addition to regularly scheduled lockdowns, inmates may be locked down for the following reasons:
- a. Medical emergencies in the housing unit.
 - b. Medical services conducted in the unit.
 - c. Maintenance or repairs in the unit.
 - d. Investigative lockdown.
 - e. Any other emergency.
2. If at any time, you are told to "Lockdown," you will do so immediately, without delay, in a calm and safe manner. This notice may be announced over the intercom or given verbally by Detention Staff in your housing unit. Do not ignore this order; go directly to your cell or bunk. Make sure that all other people assigned to your cell are present and close the door. You will remain in lockdown until otherwise notified by Deputies. If you do not follow a lockdown order, you will be subject to disciplinary sanctions.

F. Cell and Housing Inspections/Searches

1. In addition to daily scheduled hygiene and safety inspections, the staff may find it necessary to conduct an unscheduled search and inspection of your cell and housing unit. You do not have the right to be present during the inspection.
2. Your person and property are subject to search while in the Detention Facility. This includes but is not limited to pat searches and unclothed searches at any given time during your detention.
3. You will be required to cooperate with the Detention Staff conducting the inspection or search.
4. Any contraband items found will be confiscated.

G. Contraband

1. You are prohibited from having in your possession or under your control, including in your cell, any item or items that are not:
 - a. Issued to you by the Detention Facility.
 - b. Purchased by you through the commissary system.
 - c. Otherwise authorized to you by Detention Staff.
2. Any issued or authorized item that is used in an inappropriate manner, altered from its original condition, or possessed in unauthorized quantity will be considered contraband.
3. No inmate shall pass ANY item (commissary items, notes, clothing, food, postal items, etc.) to an inmate in another housing unit. Items passed to an inmate in another housing unit will be considered contraband.
4. Inmates shall not pass items to inmates housed in the same housing unit if they are locked down (passed through or under a locked door). Items passed to an inmate housed in the same unit during lockdown will be considered contraband.

H. Trustee Status

1. A inmate seeking assignment as a trustee will be required to send an inmate request form to detention staff. Requests for trustee assignments will be reviewed according to the following:
 - a. A request for trustee status will be reviewed when replacements are required.
 - b. To qualify, the inmate must have no disciplinary actions against them and be able to comply with facility rules, regulations, and orders of detention staff.
 - c. Priority for trustee assignments is given to sentenced inmates.
 - d. Inmates with medical concerns (back problems, hernias, seizures, etc.) are ineligible due to risks of increasing or worsening the concern.
 - e. Trustees will be given a trustee rules and regulations packet that must be read and signed.

VII. DISCIPLINE

A. Rules and Regulations

1. For the safety and security of all staff and inmates, you will be required to comply with all applicable laws (Local, State and Federal), Detention Facility regulations and staff directives. Violations will result in disciplinary sanctions, civil and/or criminal prosecution

2. Prohibited activity shall include, but are not limited to, the following acts:
- a. Attempted suicide or self-mutilation.
 - b. Altering, destroying, defacing, damaging or tampering with the property or equipment of the Detention Facility, Staff or another inmate.
 - c. Any act, failure to act, attempt or conspiracy to act that would constitute a crime.
 - d. Disruptive conduct including, but not limited to, engaging in or encouraging group demonstrations, interfering with Detention Staff duties, or refusing to obey a written or verbal request or order.
 - e. Entering another inmate's cell.
 - f. Escape or aiding in escape.
 - g. Failure to comply with housekeeping, sanitation, and hygiene standards, above.
 - h. Failure to comply with the dress code.
 - i. Fighting or threatening another.
 - j. Gambling.
 - k. Giving or offering items of value to staff.
 - l. Indecent exposure, engaging in sexual acts, or making sexual proposals to another or staff.
 - m. Insubordination or disrespect to staff.
 - n. Making, using, or possessing intoxicants or narcotics, and/or being under the influence of the same.
 - o. Possession of tobacco products/smoking materials or ignition substances.
 - p. Misuse of medication or feigning illness.
 - q. Possession of another's property or other contraband as defined above.
 - r. Posting personal items to walls, lights, windows, beds, etc.
 - s. Tattooing.
 - t. Using obscene or abusive language.
 - u. Unauthorized use of telephone.
 - v. Unauthorized movement to another area.
 - w. Changing an assigned cell or bunk without staff approval.
 - x. Making unfounded/untrue complaints against staff, inmates or the facility with malicious intent.
 - y. Any gang activity such as graffiti, flashing signs and the wearing of oversized clothing.

- z. Concealing yourself from staff view while in your bunk.

B. Disciplinary Sanctions

1. Should you violate any applicable laws, Detention Facility regulations, or Staff directives, you may be subject to disciplinary sanctions. Disciplinary sanctions may be imposed singularly or in combination, but in all cases will be consistent with the violation. Disciplinary sanctions include:

- a. Verbal warning/reprimand
- b. Suspension of privileges.
 - i. Temporary suspension of privileges not to exceed 48 hours. No hearing required.
 - ii. Suspension for longer periods of time following disciplinary hearing procedure.
- c. Lockdown not to exceed 48 hours in housing units or in compliance cell. No hearing required.
- d. Disciplinary Segregation for a period of time not to exceed fifteen days for each single violation and not to exceed 30 days for combined violations resulting from a single incident after a disciplinary hearing.
- e. Revocation of complete or a portion of "Good Time" or "Work Time" credits after disciplinary hearing.
- f. Prosecution under civil and/or criminal law.

C. Disciplinary Hearings

- 1. Should you be recommended for a disciplinary sanction greater than verbal reprimand, temporary suspension of privileges, or temporary lockdown not exceeding 48 hours, you are entitled to a Disciplinary Hearing.
- 2. If you elect to have a hearing, one will be scheduled for you. All hearings will be scheduled as soon as possible, in most cases no later than 72 hours after the incident occurs.
- 3. The disciplinary hearing is an administrative process and the formal rules of evidence do not apply. In a disciplinary hearing, an attorney is not allowed. An attorney will not be appointed for you, and you may not hire one. The disciplinary hearing officer will be the Detention Facility Administrator.
- 4. Disciplinary Hearing Process:
 - a. You will be notified not less than 24 hours prior to the scheduled hearing. This notification will consist of the charge(s) against you, a brief description of the event

leading to the charges, procedure for you to request representation by a staff member if you are unable to represent yourself, and procedures for you to request witnesses.

b. You have the right to be present during the hearing, but have the option of waiving your right to appear in writing, or by refusing to attend. If you refuse to appear, the hearing will be held as scheduled without you.

c. At the end of the hearing, the disciplinary hearing officer will make findings based on the testimony and evidence presented. You will receive a copy of the finding(s) in writing no later than 24 hours after the conclusion of the hearing.

d. You have the right to appeal the finding of the disciplinary hearing officer immediately following your receipt of the findings.

e. You will be required to complete an inmate appeal form within 24 hours detailing the circumstances of your appeal.

f. The Sheriff or his/her designee will review your appeal and the information presented in your hearing. You will be advised in writing 5 working days as to the status of your appeal. The Sheriff or his designee may: uphold the disciplinary hearings officer's decision and sanctions, uphold the disciplinary hearings officer's decision and reduce the sanctions, uphold the disciplinary hearing officer's decision and increase the sanctions, or reverse the disciplinary hearing officer's decision and sanctions.

g. The decision of the Sheriff or his/her designee will conclude your appeal process.

D. Administrative Segregation

At any time, the Detention Administration (Sheriff, Undersheriff, Lieutenant etc.) can place you on administrative segregation. Inmates are placed on administrative segregation for a variety of reasons, for example: for the safety and security of the facility, for your personal safety, classification reasons, encouraging disruptive behavior, etc.

VIII. GRIEVANCES

A. Procedure

1. If you are involved in an incident or have specific situation that you feel is a violation of your right, you may institute the inmate grievance procedure. You will be required to follow each step of the procedure BEFORE escalating to the next step. Grievance procedures do not apply to disciplinary actions, which must follow the Disciplinary Hearing Procedure in Section VII.

2. Grievance Procedure

a. Attempt to informally resolve the matter with the Deputy.

- b. Complete an Inmate Grievance Form detailing the circumstances and provide it to the Housing Deputy to be forwarded to the Detention Sergeant. You will receive a written response in 5 days.
 - c. Complete a Second Level Inmate Grievance Form detailing the circumstances and results of your previous attempts to resolve the situation. Forward the form to the Detention Facility Administrator. The Detention Facility Administrator will make the final determination within 5 days.
3. A grievance made in good faith, later determined to be unfounded, will not subject you to disciplinary action. However, if you are found to have made a false grievance, you may face disciplinary action.

**PLEASE DO NOT WRITE IN OR ON THIS BOOK.
IT IS DETENTION FACILITY PROPERTY.**

ATTACHMENT 4

Name	Organization Name	Submission Date	Approval Date	Amount Requested	Proof of Payment Received	Date Reimbursement Issue	Amount Reimbursed
0206-RM-2022	Pershing County	6/7/2022	7/12/2022	\$ 21,990.00			
0209-RM-2022	Boulder City, City of	6/10/2022	7/12/2022	\$ 25,228.12	8/16/2022	8/24/2022	\$ 21,168.75
0211-RM-2022	Mineral County	6/27/2022	7/8/2022	\$ 7,507.52			
0214-RM-2022	Sun Valley General Improvement District	7/20/2022	7/29/2022	\$ 5,441.25	8/29/2022	9/7/2022	\$ 5,441.25
0215-RM-2022	Sun Valley General Improvement District	7/20/2022	7/29/2022	\$ 4,316.25	8/29/2022	9/7/2022	\$ 4,316.25
0217-RM-2022	Lovelock, City of	7/22/2022	7/29/2022	\$ 4,212.90	11/30/2022		\$ 4,428.14
0218-RM-2022	Pershing County	7/27/2022	8/9/2022	\$ 8,320.82	9/13/2022	9/14/2022	\$ 8,320.82
0219-RM-2022	Lovelock, City of	8/3/2022	11/2/2022	\$ 24,465.65	11/30/2022		\$ 24,465.65
0226-RM-2022	White Pine County	9/30/2022	11/2/2022	\$ 65,509.57			
0227-RM-2022	Caliente, City of	10/18/2022	10/31/2022	\$ 1,865.00	12/14/2022	2/20/2023	\$ 1,748.24
0229-RM-2022	Nevada Rural Housing Authority	10/17/2022	11/2/2022	\$ 18,525.66	2/16/2023		\$ 18,526.11
0235-RM-2022	Humboldt County School District	12/19/2022	12/28/2022	\$ 4,200.00			
0242-RM-2023	White Pine County School District	1/23/2023	2/3/2023	\$ 4,001.48			
0243-RM-2023	Incline Village General Improvement District	1/31/2023	2/7/2023	\$ 6,711.39			
0244-RM-2023	Mineral County	2/15/2023	2/16/2023	\$ 7,500.00			
				\$ 209,795.61			
						\$	88,415.21

Risk Management (Project) Grants
FY22/23 to date.

Name	Organization Name	Submission Date	Approval Date	Amount Requested	Proof of Payment Received	Date Reimbursement Issued	Amount Reimbursed
0272-RME-2022	Churchill County	3/30/2022	7/19/2022	\$ 2,000.00			
0284-RME-2022	Carson City School District	6/22/2022	7/11/2022	\$ 259.00	1/17/2023	\$	220.15
0288-RME-2022	Pershing County School District	6/30/2022	7/7/2022	\$ 450.00	10/31/2022	11/9/2022	\$ 238.00
0290-RME-2022	Eureka County	7/28/2022	8/5/2022	\$ 2,102.00	11/1/2022	11/9/2022	\$ 2,102.00
0291-RME-2022	East Fork Swimming Pool District	8/11/2022	8/12/2022	\$ 2,433.00	10/4/2022	10/12/2022	\$ 2,543.48
0292-RME-2022	East Fork Swimming Pool District	8/9/2022	8/12/2022	\$ 2,433.00	10/4/2022	10/12/2022	\$ 2,464.62
0294-RME-2022	Incline Village General Improvement District	8/19/2022	8/18/2022	\$ 2,000.00	8/18/2022	8/24/2022	\$ 2,098.20
0295-RME-2022	Wells, City of	9/6/2022	9/6/2022	\$ 1,300.00	11/3/2022	11/9/2022	\$ 762.67
0297-RME-2022	Pershing General Hospital	9/16/2022	9/19/2022	\$ 2,255.72	11/29/2022	12/14/2022	\$ 2,345.00
0298-RME-2022	Churchill County School District	9/19/2022	9/19/2022	\$ 3,141.95	11/14/2022		\$ 3,751.05
0299-RME-2022	Carson City School District	9/21/2022	10/1/2022	\$ 9,500.00	11/16/2022		\$ 8,000.00
0301-RME-2022	East Fork Swimming Pool District	9/28/2022	9/28/2022	\$ 2,131.00	10/26/2022	11/9/2022	\$ 1,869.60
0302-RME-2022	Walker Basin Conservancy	9/26/2022	9/26/2022	\$ 497.00	11/22/2022		
0304-RME-2022	Eureka County	9/22/2022	9/22/2022	\$ 7,000.00			
0306-RME-2022	Incline Village General Improvement District	10/5/2022	1/9/2023	\$ 3,000.00			
0307-RME-2022	Churchill County	10/5/2022	10/6/2022	\$ 465.00			
0308-RME-2022	Incline Village General Improvement District	10/6/2022	10/18/2022	\$ 1,400.00	12/14/2022	1/20/2023	\$ 1,143.08
0312-RME-2023	Eureka County	1/3/2023	1/17/2023	\$ 898.00			
0314-RME-2023	Churchill County School District	1/27/2023	1/31/2023	\$ 6,248.95			
0315-RME-2023	East Fork Swimming Pool District	2/8/2023	2/8/2023	\$ 2,172.47			
0316-RME-2023	Churchill County	2/3/2023	2/7/2023	\$ 1,584.00			
0317-RME-2023	White Pine County School District	2/8/2023	2/8/2023	\$ 10,000.00			
0318-RME-2023	Churchill County	2/9/2023	2/9/2023	\$ 2,000.00			
				\$ 65,271.09		\$	27,537.85

Risk Management Education
Grants FY22/23 to date.

ATTACHMENT 5



Introduction to Grant Writing Toolkit

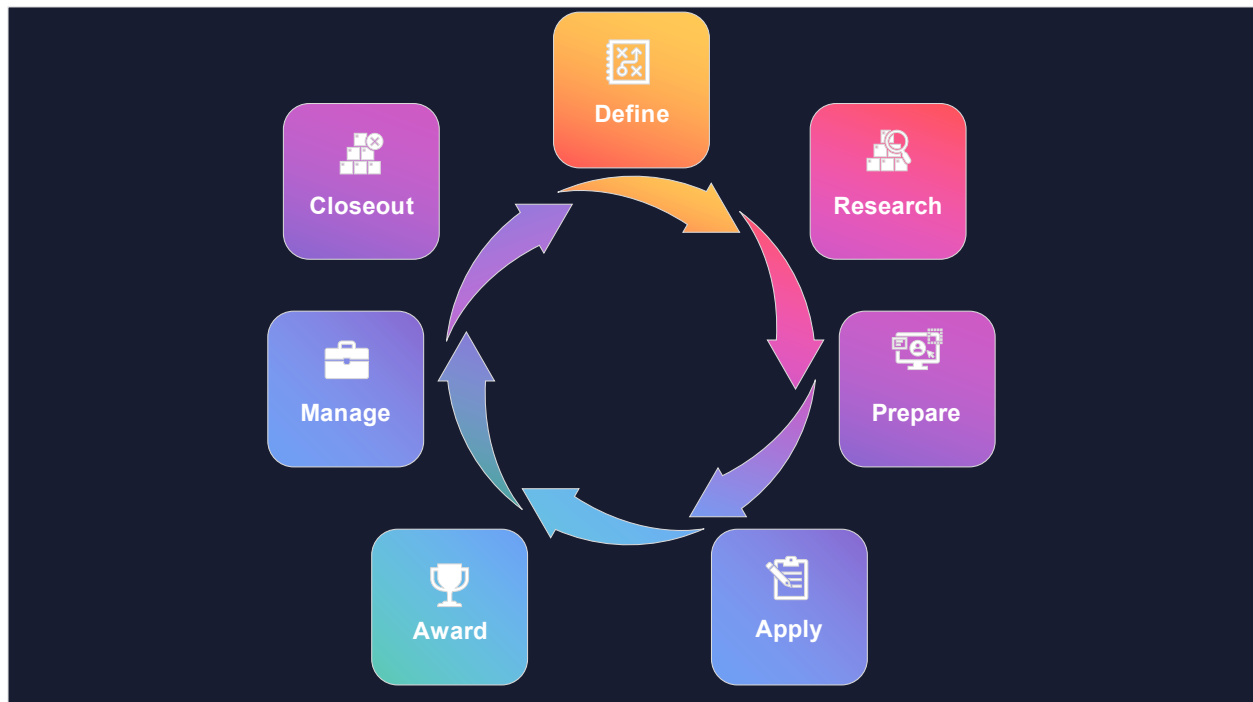
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I. SCOPE

A. This document assists POOLPACT members with meeting new funding criteria for POOLPACT Risk Management Grants related to prior application for federal, state, or industry grants. [See, Risk Management Grant Instructions, Section I.B.5.](#) **The Toolkit provides general guidance applicable to most grants. It is not intended to be a step-by-step walkthrough or to promise successful application for any particular grant.** Carefully review grant summaries, solicitations, requests for proposals (RFPs), Notice of Funding Opportunities (NOFOs), and/or Notices of Grant Award (NOGAs) to ensure that specific grant requirements are met. Additionally, more tailored advice about grant writing within your specific discipline or field may be useful or necessary for a successful grant application.

II. THE PROCESS



A. Define the Project.

1. The development of a project is based on entity or community needs, gaps in service, or problems with a program or service. A project may also be driven by (1) governing bodies, (2) entity director, (3) a service or program administrator, and/or (4) the entity's strategic plan. Give priority to those projects that will produce a measurable impact on your community or entity.

2. When choosing a project, you should be prepared to answer not only how grant funding will solve a problem or address a need, but also the negative impact on the entity or community if the project is not funded.

3. Begin sketching out and identifying what is needed to accomplish the project's objective: budget, timelines, staffing, stakeholders, equipment, and/or training are all relevant considerations. Stakeholders include people and/or organizations that may be impacted by your grant project and include units of local government, schools, population groups, *etc.*

B. Research funding opportunities.

1. There are many federal, state, and industry funding opportunities available. This document will provide you with resources for state and federal funding sources as they are the most common for local government entities.

2. Identify funding sources whose priorities match the needs of your project or program. Each grant opportunity usually contains a synopsis or summary that includes the (1) grant's purpose, (2) funding areas identified by the grant maker, (3) eligibility requirements, and (4) links to the application or full request for proposal (RFP).

3. Finding a grant to fit your entity's needs may appear overwhelming. To help with these decisions, it is often useful to use guidelines, procedures, or forms. The Grant Prospect: Decision-making Matrix from the State of Nevada Grant Manual (Jan. 2018) can provide support when deciding whether to pursue a grant. [ATTACHMENT 1](#). The use of a planning form or worksheet may also help isolate relevant aspects of a funding opportunity for comparison with others. POOLPACT extends appreciation to Paul Sikora and Boulder City, Nevada for providing an example of a Grant Planning Worksheet. [ATTACHMENT 2](#).

4. If you think a grant may fit, review the full RFP or solicitation. While the synopsis or summary is helpful, the full RFP often includes important information such as (1) specific application requirements, (2) submission deadlines, and/or (3) tips on how to make your application competitive.

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5. Type of Grants. This chart, taken from Boulder City's Grant Management Policy, contains excellent, succinct descriptions of typical grant types.

Grant Funding Type	Description
Block Grants	A broad intergovernmental transfer of funds or other assets by the US Congress to state or local governments for specific activities determined largely at the recipient's discretion. Block grants are distributed according to legal formulas defining broad functional areas such as health, income security, education, transportation, <i>etc.</i>
Competitive (Discretionary) Grants	An Award of financial assistance in the form of money or property in lieu of money by the federal government to an eligible grantee is usually made based on a competitive review process.
Formula Grants	A grant that a federal agency is directed by Congress to make to grantees, for which the amount is established by a formula based on criteria written in the legislation and program regulations. This funding is directly awarded and administered by the federal agency.
Pass-Through	A grant originating from one grantor but passed through another grantor or funding source.
Reimbursement Programs	A type of funding program under which the grantee is reimbursed for qualifying expenditures already incurred or to be incurred, as specified in the terms of the grant agreement.
County Grants	A grant made by a county.
State Grants	A grant made by the State of Nevada.
Federal Grants	A grant made by the federal government.
Foundation Grants	A grant made by a philanthropic organization.
Corporate Grants	A grant made by a corporate foundation.

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6. Funding Sources

i. Grants.gov (<https://www.grants.gov/>).

Provides a centralized location for grant seekers to find and apply for federal funding opportunities. Centralizes more than 1,000 different grant programs across federal grant-making agencies awarding more than \$500 billion annually.

Getting Started: Use this [link](#) to learn how to apply for grants at grants.gov.

Training Opportunity: Grants.gov features a [Grants Learning Center](#) that provides further training opportunities, blog series, video series, and FAQs.

ii. Department of Justice (DOJ) (<https://www.justice.gov/grants>).

The DOJ offers grant opportunities to support law enforcement and public safety activities, assist victims of crime, provide training and technical assistance, and for programs that improve criminal, civil, and juvenile justice systems. The DOJ's grant making entities are listed below.

IMPORTANT TIP: DOJ grants require use of Grants.gov to submit the (1) Application for Federal Assistance (Form SF-424) and (2) Disclosure of Lobbying Activities (Form SF-LLL). However, the full application with attachments is submitted in the DOJ's [JustGrants](#) system.

(a) Office of Community Oriented Policing (COPS) (<https://cops.usdoj.gov/grants>).

COPS awards grants to hire community policing professionals, develop and test innovative policing strategies, and provide training and technical assistance to community members, local government leaders, and law enforcement. While the COPS site provides information on funding opportunities, applications are submitted through grants.gov.

(b) Office of Justice Programs (OJP) (<https://www.ojp.gov/funding>).

OJP works to identify the most pressing crime related challenges confronting the local justice systems and to provide information, training, coordination, and innovative strategies to address these challenges. OJP grants are listed in its [Current Funding Opportunities](#).

OJP Grant-making Bureaus

- Bureau of Justice Assistance
- Bureau of Justice Statistics
- National Institute of Justice
- Office of Juvenile Justice and Delinquency Prevention
- Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking
- Office for Victims of Crime

Getting Started: OJP provides a [Grants 101](#) page that provides a general overview, then a walkthrough of its application process.

Training Opportunity: OJP provides an [Applicant Resources](#) page, which features resource guides, application submission training videos, checklists, and templates.

(c) Office on Violence Against Women (OVW) (<https://www.justice.gov/ovw/grant-programs>). OVW administers grants authorized by the Violence Against Women Act of 1994 and subsequent legislation. The programs are designed to develop the nation's capacity to reduce domestic violence, dating violence, sexual assault, and stalking by strengthening services to victims.

Getting Started: OVW developed a [FY 23 Solicitation Companion Guide](#) to assist potential grantees in applying for OVW grants.

Training Opportunity: The [OVW Resource](#) page provides budget information, samples, tips and examples, and blank forms to assist in application submission.

iii. Nevada Governor's Office of Federal Assistance (<https://ofa.nv.gov/>).

The Office of Federal Assistance's (OFA) mission is to increase the number of grant dollars Nevada receives by providing grant resources, advocacy, and coordination among federal grant applicants across the state.

Getting Started: The [Grant Opportunities](#) page contains an AirTable organized by project categories. Once the correct project category is found, clicking the arrow on the left will expand all opportunities in that group.

Training Opportunity: OFA provides a [Training and Resource](#) page that includes a Grants 101 video and accompanying slide deck.

iv. Nevada State Fire Marshall (<https://fire.nv.gov/Grants/Grants/>).

The Nevada Fire Marshall's webpage maintains a list of government and industry funding sources for fire prevention, training, education, safety, and equipment.

Contact: For more information or assistance, contact [Mike Heidemann](#).

C. Prepare for the grant to open now.

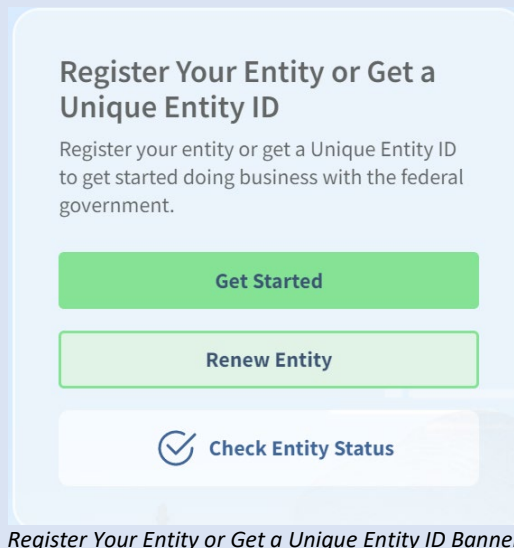
1. Grants are only open for a limited time. Don't wait for the grant to open to begin preparation because some tasks, like registering for an online portal required to submit the application, may take several days or weeks.

IMPORTANT TIP: When registering for an online portal, such as Grants.gov, create a secondary administrator or authorized organization representative, as back-up in case the primary administrator is unavailable.

2. Online Portal Registration

i. **SAM.gov and UEl:** Determine whether your entity has a Unique Entity Identifier (UEI) provided by the United States System for Award Management (SAM) at SAM.gov. Your entity must be registered with SAM to do business with the federal government, including applying for grants. The UEI is a 12-character alphanumeric ID assigned to a registered entity by SAM. It replaces prior DUNS Numbers.

To register your entity with SAM, go to sam.gov and use the “Register Your Entity or Get a Unique Entity ID” banner. The [Entity Registration Checklist](#) will help you gather the information needed to register your entity.



Existing registered entities may obtain their UEI by following the steps [here](#).

IMPORTANT TIP: Registration with SAM.gov may take 7-10 business days to process *after* all required information has been entered.

ii. **Grants.gov:** The [Registration](#) page provides instructions for registration with grants.gov. Detailed instructions including roles, access, and privileges for your entity may be found [here](#). Registration with grants.gov usually occurs on the same day.

iii. **JustGrants:** Once the (1) Application for Federal Assistance (Form SF-424) and (2) Disclosure of Lobbying Activities (Form SF-LLL) forms are submitted in Grants.gov, JustGrants will email the applicant with instructions for completing the application within the JustGrants system. For

further assistance, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov.

Training Opportunity: JustGrants provides [Training: Entity Management](#) to assist in setting up an entity's account. The page includes a five (5) minute video, Reference Materials, and FAQs.

3. Look for guidance documents. Some grant makers provide written guides or workshops which can assist in the application or grant management.

4. Look at past applications. Prior, successful applications can also be great resources for preparing your submission. For instance, the [BJA provides a page](#) that contains links to successful project narratives as examples. Similarly, the [BJS](#), [NIJ](#), [OJJDP](#), and [OVC](#) provide award lists that give descriptions of awarded grant projects.

5. Documents and Data. Many, if not all, grant opportunities will require specific documents, data, or other supporting materials depending upon the nature of the project. For instance, a grant for School Violence Prevention may require population data, crime indicators, dollars spent per student, total number of schools, and total school enrollment. A project that requires participation of another agency may require a Memorandum of Understanding (MOU). Carefully review the solicitation or RFP under headings like "Content of Application Submission" to learn what supporting materials are needed. Additionally, data may make a compelling case in your grant narrative. Begin to gather them in advance to avoid missing a submission deadline.

6. Letters of Support and Pledges of Assistance. Although they may not be required, Letters of Support from affected stakeholders can be beneficial to include. Likewise, Pledges of Assistance from other funding sources or stakeholders may make the difference between funding part of your project to not awarding any assistance.

D. The Application: Create, Review, and Submit.

1. Evidence-based Practices. An evidence-based practice (EBPs) is an intervention, model, or theory that has been proven through research and evaluation to be effective in multiple populations and different settings.

i. Why do EBPs matter to my grant proposal? They demonstrate to grant reviewers that your project is built upon a solid foundation and their investment of federal money will be sound. In many federal grant solicitations, the grant-maker specifically requires the application to identify and explain the application of EBP to your project. Beyond requirements, inclusion of EBP shows your project has an increased likelihood of producing desired results and long-term outcomes.

2. Narrative/Needs Statement. Your Needs Statement or Narrative answers the question “What is the need my entity intends to address and what evidence supports our case?” It substantiates the relevance, significance, and urgency of a problem affecting the entity or entity’s public.

Three elements of an effective narrative:

- Show alignment between 1) the entity’s mission, 2) the entity’s needs, 3) the grant program objectives, and 4) the grant-maker’s priorities.
- Use objective, reliable data to depict the need or the gap in services that your program fills.
- Demonstrate an intimate understanding of the problem and the available strategies to alleviate the problem.

Goals and Objectives should be SMART!

- **Smart**: well defined and focused.
- **Measurable**: you can count or otherwise quantify an activity or its results.
- **Attainable**: ensure you can do what you say you are going to do.
- **Relevant**: your goals and objectives must be relevant to the funding opportunity and the problem you are addressing.
- **Time-based**: attach goals to a time frame – yearly, quarterly, weekly, daily, etc.

3. Project Budgets.

i. Begin thinking about budget requirements early. The budget is one of the most first and most important things to consider. Reading the funding opportunities to identify budget guidelines such as minimum and maximum award amounts, allowable and unallowable expenses, and expenses that are prioritized or discouraged. If developing a budget in anticipation of a funding opportunity, use past funding opportunity notices to identify budget requirements.

ii. Reasonable and Necessary. A well-prepared budget should identify funds that are reasonably necessary and demonstrate that grant funds are being used wisely. Reasonable means comparable in price and scope to the market value. Necessary means the proposed program could not be successfully accomplished without it. Provide a clear, concise explanation and provide calculations for each expense.

iii. Estimates, not guesses. Expenses can generally be reasonably estimated by carefully considering what inputs and costs go into the expense. Your budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic and accurate. An under-budgeted grant can lead to program cuts or the need to raise additional funds to fill gaps. Over-budgeting can result in a surplus that must be returned or repurposed through an onerous amendment process. Finally, be sure expenses are consistent with the program narrative.

Training Opportunity: The DOJ provides a Grants 101 page specific to [Budget Development](#). It includes links to the [DOJ Grants Financial Guide](#) and the [OJP Budget Detail Worksheet](#) to use in DOJ grant applications. Likewise, the [State of Nevada Grant Manual](#) also provides guidance for grant application budget building.

3. Review, review, review. Your writing will affect your credibility. Have one to three others review your application for grammatical or typographical errors. Do not make unsubstantiated claims – cite source materials where it is expected. Ensure that you have followed formatting instructions from the solicitation, including page limits, margins, spacing, and font size.

4. Deadlines. Make sure you have reviewed the solicitation for its deadline, and plan accordingly. Consider setting an internal deadline a week in advance of the actual deadline to provide a buffer period for review and revision. Aim to submit your application at least one day prior to the deadline.

E. Award or Turndown.

1. Timing. The time from submission to award notice varies – some may be up to 12 months while others just a few weeks. Expect three to six months for funding decisions.

2. Turndown. If you are not funded, use it as a learning experience. Contact the funder and ask for feedback – learn why the application was turned down and what can strengthen the application for future submissions. Regardless of what they say, establishing or reinforcing lines of communication with a possible funder could be beneficial.

F. Manage the Award.

1. An awarding federal grant-maker will provide official notice of an award, called a Notice of Grant Award (NOGA). It is important to carefully review and understand all post-award management and reporting requirements found on the NOGA. Consider a tracking tool to ensure that deadlines are not missed or reporting requirements overlooked.

REMEMBER: DOJ grants require the use of JustGrants to manage DOJ grants. Other grant management software or applications are available online, for a cost, to assist with the management of non-DOJ grants.

2. Internal Controls. Internal Controls are critical in establishing consistency and efficiency in the successful management and administration of grants. They provide clear, step-by-step instruction on how to perform tasks related to grant management. In some instances, they may be mandated by statute or regulation. POOLPACT extends appreciation to Paul Sikora and Boulder City, Nevada for providing an example of a Grant Management Policy. [ATTACHMENT 3.](#)

3. Audit Preparation. As you manage your grant, prepare for an audit. This includes keeping grant-related materials in an accessible location. An audit will generally seek to ensure grant agreement requirements are followed, grant funds are spent on eligible project costs, and progress toward the project's goals and objectives.

G. Closeout.

1. Closeout is when all grant-related activities are completed or the period of performance ends. Generally, this process involves ensuring the grant project is completed, resolving any administrative and/or procedural requirements, reconciling fiscal reports, and submitting required close-out documents to the funding agency. For federal grants, the close-out period is usually 90 days but may be altered by requirements of a specific grant.

III. ACKNOWLEDGMENT AND SOURCES

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