

BDR 16-428

SB 279

EXECUTIVE AGENCY FISCAL NOTE

AGENCY'S ESTIMATES

Date Prepared: April 5, 2015

Agency Submitting: Nevada Department of Corrections

| Items of Revenue or Expense, or Both | Fiscal Year 2014-15 | Fiscal Year 2015-16 | Fiscal Year 2016-17 | Effect on Future Biennia |
|--------------------------------------|---------------------|---------------------|---------------------|--------------------------|
| Personnel Services (Expense) | | \$195,142 | \$266,598 | \$559,856 |
| Equipment (Expense) | | \$22,110 | | |
| Travel (Expense) | | \$1,793 | \$1,793 | \$3,587 |
| Operating (Expense) | | \$1,560 | \$2,080 | \$4,160 |
| Total | 0 | \$220,605 | \$270,471 | \$567,603 |

Explanation

(Use Additional Sheets of Attachments, if required)

The Nevada Department of Corrections (NDOC) has reviewed BDR 16-428 and Section 1.2 adds an additional requirement that the Director validate the full legal name and age of an offender prior to issuing a photo identification card which can be used to obtain driver's licenses or identification cards from the Department of Motor Vehicles. In order to accomplish this, two additional Program Officer I positions will be needed to help offenders complete and process the necessary paper work to obtain certified copies of their birth certificates. Section 15 creates the Legislative Office of the Ombudsman for Offenders. The proposed law establishes the duties of the ombudsman, including following up and submitting responses to the complainant. Select Sections of this bill draft request will impose new administrative duties on the NDOC. This will require additional staff to properly address the additional documentation, gathering of evidence, drafting of narrative documents, and photocopying. Section 21 requires that the Ombudsman be given access to all requested information about an inmate that is in possession of the NDOC that is required to carry out an investigation. Section 22 of this BDR requires that offenders address their complaints by utilizing all existing procedures and that the NDOC produce a progress report of the status of the complaint for the Office of the Ombudsman within the Legislative Commission. Per Section 27, the Ombudsman needs to consult with NDOC staff about complaints, actions, or recommendations for changes. Section 30 requires that documents prepared by the Ombudsman be posted in a public area at each correctional site. The Offender Management Division will need three additional staff to comply with these sections and to satisfy the requests from the Ombudsman. Two Program Officer I positions will serve as liaisons between the NDOC and the Office of the Ombudsman, and one Administrative Assistant II position to help process documents.

Name Scott K. Sisco

Title Deputy Director

DEPARTMENT OF ADMINISTRATION'S COMMENTS

The agency's response appears reasonable.

Date Wednesday, March 18, 2015

Name James R. Wells, CPA

Title Interim Director

Nevada Department of Corrections
Bill Draft Request 16-428
Date: March 17, 2015

The Nevada Department of Corrections (NDOC) has reviewed BDR 16-428 and Section 1.2 adds an additional requirement that the Director validate the full legal name and age of an offender prior to issuing a photo identification card which can be used to obtain driver's licenses or identification cards from the Department of Motor Vehicles. In order to accomplish this two additional Program Officer I positions will be needed to help offenders complete and process the necessary paper work to obtain certified copies of birth certificates for inmates.

Section 15 creates the Office of the Ombudsman for Offenders. The proposed law establishes the duties of the ombudsman, including following up and submitting responses to the complainant, collecting evidence in writing or in person, conducting investigations and hearings, and preparing reports. Select Sections of this bill draft request will impose new administrative duties on the NDOC. This will require additional staff to properly address the additional documentation, gathering of evidence, drafting of narrative documents, and photocopying.

Section 21 requires that the Ombudsman be given access to all requested information about an inmate that is in possession of the NDOC that is required to carry out an investigation. The information could include confidential documents, such as medical or mental health, death records, or any other records that the Ombudsman deems necessary. Furthermore, the Ombudsman will hold hearings and request that staff be present at the hearings and provide testimony and present copies of documents needed to substantiate the complaint under investigation. Section 22 of this BDR requires that offenders address their complaints by utilizing all existing procedures and that the NDOC produce a progress report of the status of the complaint for the Office of the Ombudsman within the Legislative Commission. Per Section 27, the Ombudsman will have to consult with NDOC staff about complaints, actions, or recommendations for changes. And, furthermore, Section 30 requires that documents prepared by the Ombudsman be posted in a public area at each correctional site.

In summary, the Offender Management Division will need three additional staff to comply with these sections and to satisfy the requests from the Ombudsman. Two Program Officer I positions, one in the north and one in the south, will serve as liaisons between the NDOC and the Office of the Ombudsman, and an Administrative Assistant II position in the north will be responsible for processing documents, photocopying, and conducting status tracking for the Chief of the Offender Management Division and the Program Officers. In addition, it is anticipated that this would require 12 day trips to various institutions/facilities for each of the Program Officer I positions, north and south in order to inspect and/or interview staff and/or inmates, obtain documents, etc. to comply with requests for information and documentation.

Travel could also include accompanying the Ombudsman to the various institutions/facilities as may be required in order to assist, answer questions, speak on behalf of the NDOC, etc.

Nevada Department of Corrections

BDR 16-428 Senate Bill No. 279 : Revises various provisions relating to corrections

| | YR 1 | YR 2 | Future Biennium |
|---|--------------------------|--------------------------|--------------------------|
| ADMIN ASSISTANT 2 - OMD | \$ 33,102 | \$ 45,162 | \$ 94,840 |
| PROGRAM OFFICER 1 - OMD | \$ 40,510 | \$ 55,359 | \$ 116,254 |
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| PROGRAM OFFICER 1 - Re-Entry | \$ 40,510 | \$ 55,359 | \$ 116,254 |
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| | <u>\$ 195,142</u> | <u>\$ 266,598</u> | <u>\$ 559,856</u> |
| Desktop Computer, software and surge protector | \$ 8,240 | | |
| Office Furniture - Executive (4) | \$ 11,880 | | |
| Office Furniture - Secretarial | \$ 1,990 | | |
| | <u>\$ 22,110</u> | <u>\$ -</u> | <u>\$ -</u> |
| Travel for Prgm Officers in OMD | <u>\$ 1,793</u> | <u>\$ 1,793</u> | <u>\$ 3,587</u> |
| Operating Supplies (OC 7025, 7280, 7290, & 7296) divided by 185 FTE | <u>\$ 1,560</u> | <u>\$ 2,080</u> | <u>\$ 4,160</u> |
| Total | <u>\$ 220,605</u> | <u>\$ 270,471</u> | <u>\$ 567,602</u> |

| | |
|---|-----------------|
| Travel for Prgm Officers in OMD | |
| Motorpool vehicle + per diem for Ely and Lovelock | |
| Ely 3 times | 639.30 |
| Reno 6 times | 221.40 |
| Lovelock 3 times | 398.76 |
| Las Vegas area (avg 100 miles x 12 trips) | 534.00 |
| | <u>1,793.46</u> |