



**Parole and Probation
DIVISION DIRECTIVE MANUAL**

AG REVIEW BY:	ORIGINATION DATE: 07/08/1997	APPROVED BY: BERNARD W. CURTIS, CHIEF <i>(original signature on file)</i>
REFERENCES: NRS 213.1218	DATE EFFECTIVE: 10/20/2010	SUBJECT: Intake Process
PROCESSED BY: Nancy Tiffany	REVISION DATE: 06/01/2006, 01/01/2008, 08/22/2008, 09/14/2010	DIRECTIVE NUMBER: 6.3.101

A. PURPOSE:

To set forth the intake process with an offender placed under supervision in order to increase successful outcomes on supervision.

B. POLICY:

Division employees will complete the intake process on all new offenders within 30 calendar days. The intake process on offenders in custody will be completed within 90 calendar days. These time frames will be adhered to regardless of the availability of the offender's file. The process will serve as a means for determining the classification of an offender, their needs or risk to the community, and provide them with an understanding of their obligations while under supervision.

C. PROCEDURE:

1. Initial Contact

The Division will conduct an initial contact with the offender within five working days.

2. Intake Process

The process will cover, at a minimum, the following points:

- a. Explaining the Parole or Probation Rules and Agreement to each offender. The offender will sign and be provided with a copy of the Agreement.
- b. All offenders will be informed of any requirements to register as a convicted person.
- c. Where applicable, other appropriate forms and documents covering the topics such as restitution, fines, and Interstate Compact requests, will be explained, completed and signed.
- d. All necessary D.O.N.S. information will be entered with an appropriate priority level.
- e. The initial Risk and Needs assessment will be completed within the first thirty days of supervision.
- f. Establish a reporting schedule for the offender.
- g. Make appropriate referrals to community resources as necessary.
- h. Take a photograph of the offender.
- i. Take DNA
- j. Complete the intake contacts in accordance with Directive 6.2.101. The intake contacts do not apply to cases that will be immediately transferred to the Administrative caseload.
- k. Ensure that Duty to Warn, if applicable, is appropriately addressed in accordance with Directive 6.2.110. Duty to Warn will be completed within five working days.
- l. Complete a personal contact-home within the first thirty calendar days.