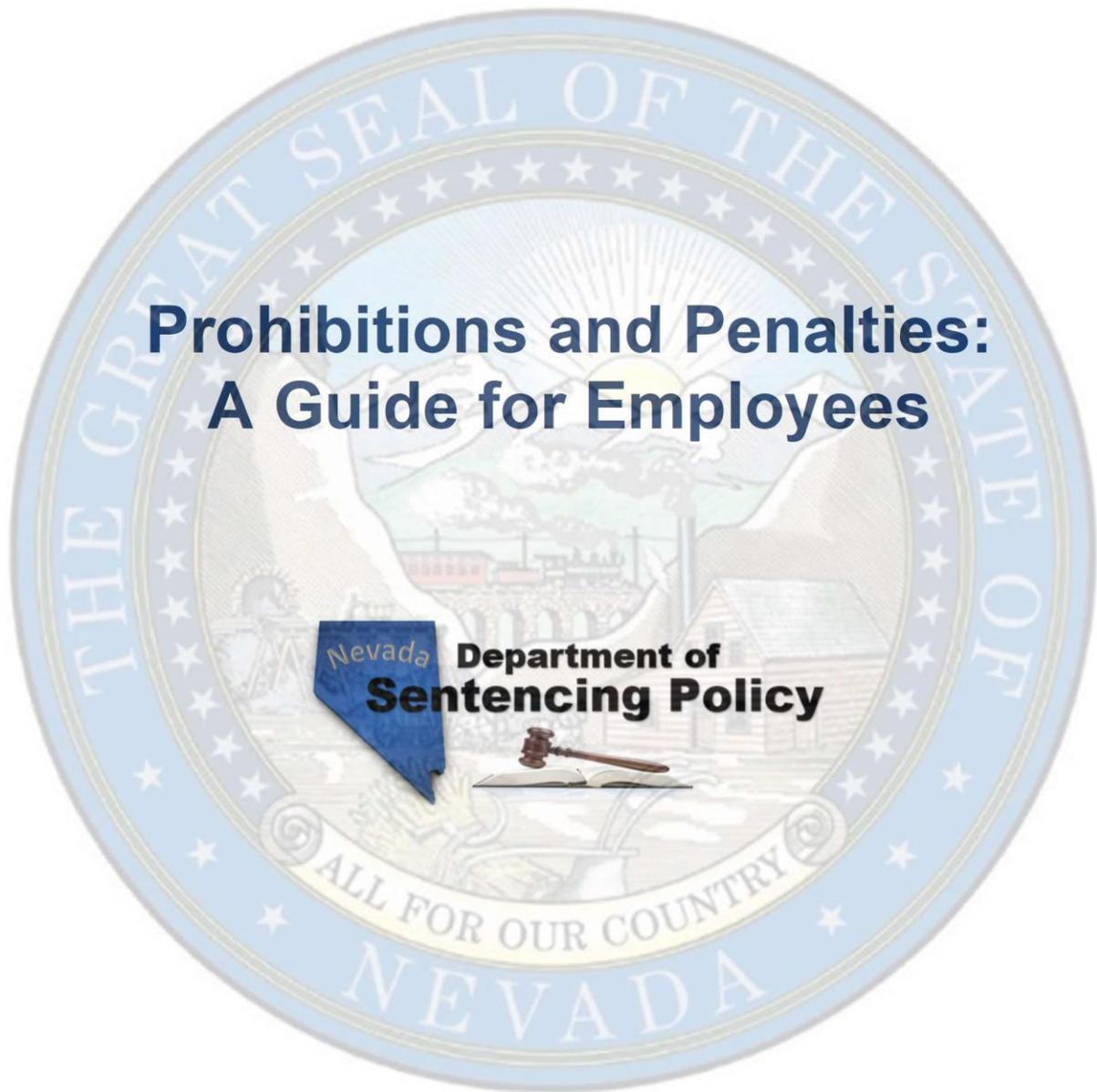


State of Nevada

Department of Sentencing Policy



Approved by the Personnel Commission on December 4, 2020

INTRODUCTION

You are part of a dynamic public service agency which provides services to other State agencies, State employees and the general public. The Department of Sentencing Policy (DSP) "Prohibitions and Penalties: Employee's Guide" will assist you by providing guidance so that you can be confident that your conduct in the workplace reflects the quality of service and professionalism that our clients deserve.

Each employee of the Department of Sentencing Policy (DSP) has the responsibility of understanding and following the rules of proper conduct and performance vital to carrying out the mission of the Department. Even though there are many situations you will encounter that are unfamiliar or unexpected requiring you to rely on your own discretion and judgment, it is important to have a clear understanding of the rules that govern your actions in performing your duties.

Although it would be impossible to address every infraction or violation that could conceivably develop, the intent of this guide is to be sufficiently comprehensive to cover the majority of situations that could be a source of concern. Because it addresses a wide range of undesirable actions and behaviors, it should provide an excellent guide for supervisors and employees on what is expected in the area of proper conduct. All employees of the Department will be issued a copy of the "Prohibitions and Penalties" guide.

After you have thoroughly reviewed this guide please sign the "Prohibitions and Penalties Acknowledgement Form" and return it to Agency HR Services (AHRIS) or your immediate supervisor.

AUTHORITY

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes (NRS) and the Nevada Administrative Code (NAC). Chapter 284 of the NAC provides that each appointing authority will determine and describe in writing standards of conduct that are prohibited as inconsistent, incompatible or in conflict with their duties as an employee. These standards are in addition to prohibitions and penalties that are listed in statute and regulation that are applicable to all State employees. All employees of this agency will be issued a copy of the "Employee's Guide to Prohibitions and Penalties."

This guide has been approved by the Personnel Commission and thus has the same force and effect as other statutes and regulations applicable to classified employees. The penalties identified for the various infractions are merely guidelines and may be applied to a greater or lesser degree indicated depending on the circumstances.

COACHING

Coaching normally takes place prior to beginning the disciplinary process. The Letter of Instruction, and any other means of coaching are not part of the disciplinary process.

Letter of Instruction. A letter of instruction to the employee is typically written by the supervisor(s) responsible for the employee's activities. The letter is intended to provide the employee with information and instruction or training and establishes documentation that the employee has been made aware of his or her responsibility concerning a particular situation or set of circumstances.

DISCIPLINE

This "Prohibition and Penalties" guide provides reference to personnel rules and administrative procedures in the disciplinary process.

It is often stated that the best discipline is self-discipline; however, in the absence of self-discipline there are times when it must come from another source. When it does, it may come with a disagreeable or negative connotation. There is a tendency to think of discipline entirely in its most limited sense as an action taken against an employee who has committed some violation of proper conduct or a rule infraction. Discipline should be thought of in terms of instruction and training, rather than punishment. It should be recognized that the conduct of well-disciplined employees is the result of training that motivates employees to accept and work in accordance with established standards. Well-disciplined employees develop and maintain good working habits, which goes far in preventing situations from developing that require "corrective action."

THE PROGRESSIVE DISCIPLINE PROCESS

Progressive discipline normally follows this course, in sequence; however, accelerated action may be taken when extreme situations prevail. Formal steps in the disciplinary process include the following:

1. Oral Warning. When instruction and training have not resulted in the change in behavior or performance that is desired, an "oral warning" is typically the first step in the progressive disciplinary process. This level of discipline may be skipped when the seriousness of the employee's behavior and/or performance warrants a higher level of discipline on a first offense.
2. Written Reprimand. Typically the second level in the disciplinary process, a written reprimand is used when previous corrective and disciplinary action has not produced the appropriate change in behavior or performance or when the seriousness of a first offense warrants a higher level of discipline such as willful actions and/or threats. A copy of the Written Reprimand (form NPD-52) is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.
3. Suspension. When previous corrective and disciplinary action have not produced the appropriate change in behavior or performance or due to the seriousness of a first offense, a suspension is leave without pay, may be used as a form of discipline. A suspension may be for any length of time but and may not exceed 30 calendar days. It requires an NPD-41 form – A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the suspension is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a suspension as a result of an upheld or uncontested disciplinary action.
4. Demotion. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious a, demotion to a lower class may be used as a form of discipline. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section. Additionally, an appointing authority may refuse to consider the appointment (promotion, transfer, etc.) of an otherwise eligible employee who has been subject to a demotion as a result of an upheld or uncontested disciplinary action.
5. Dismissal. Typically, after other forms of discipline have not produced the appropriate change in behavior or when the employee's behavior is particularly egregious dismissal from the State may be warranted. A copy of the Specificity of Charges (form NPD-41) which documents the reasons for the demotion is maintained in the employee's permanent personnel file held by the Division of Human Resource Management's Central Records section.

NOTE: The Executive Director of the Department of Sentencing Policy will review pending disciplinary steps and grievances and consult with Agency Human Resource Services (AHRs), and the Attorney General's Office as necessary, to ensure proper documentation, timely processing of disciplinary steps and grievances, and accuracy of employee files. AHRs must consult with the Attorney General's Office prior to all disciplinary steps involving a recommendation of suspension (3), demotion (4), or dismissal (5) of a permanent employee.

The attached chart shows recommended minimum and maximum penalties for the first, second, and additional offenses for a wide range of prohibited activities. If disciplinary steps 3, 4, and 5, described at the bottom of each page of the chart, are recommended for a permanent employee, the pre-disciplinary review guidelines found in NAC 284.656 must be followed.

NOTE: Appropriate disciplinary or corrective action may also be taken for any causes listed in Section 284.650 of the Nevada Administrative Code, "Causes for Disciplinary Action" (<http://www.leg.state.nv.us/NAC/NAC-284.html#NAC284Sec650>)

If an employee should disagree with an action taken by a supervisor, the employee has several administrative review processes available to him/her. Disciplinary steps that result in an oral warning or a written reprimand can be grieved through the formal grievance process. Disciplinary steps resulting in suspension, demotion, or dismissal may be appealed before a Hearing Officer provided by the Personnel Commission.

Department of Sentencing Policy (DSP) Prohibitions and Penalties

1=Oral Warning; 2=Written Reprimand; 3=Suspension, without pay, of no more than 30 calendar days; 4=Demotion; 5=Dismissal		1st Offense		2nd Offense		Additional	
		Min	Max	Min	Max	Min	Max
A.	Fraud in Securing an Appointment						
1	Falsification of application or identity for employment or other personnel records with respect to a material point relating to education & training or employment history & experience which would have adversely affected selection for appointment.	5					
2	Taking, for another person, or permitting another person to take for you, an examination or a portion thereof.	5					
3	Refusal upon hire and upon revision to sign the Acknowledgement of Receipt of Prohibitions and Penalties and/or Department and/or Division policies and procedures.	5					
4	Refusal, upon hire, to sign the Acknowledgement of the State Executive Branch Sexual Harassment and Discrimination Policy and/or the Governor's Alcohol and Drug Free Workplace Policy.	5					
B.	Performance on the Job						
1	Failure of employee to maintain proper work performance or personal appearance standards after a reasonable period of instruction.	1	3	2	3	3	5
2	Failure to prepare or maintain prescribed records or reports.	1	5	2	5	4	5
3	Willfully or negligently falsifying prescribed records or reports.	3	5	5			
4	Withholding or concealing information regarding the job from supervisors or other persons having the necessity for such information.	1	5	2	5	5	
5	Failure to cooperate in work related projects with other employees and/or supervisors.	1	3	2	5	5	
6	Failure of an employee, who is designated as a supervisor and has supervisory authority, to take corrective disciplinary steps where such action is needed.	1	2	2	3	4	5
7	Waste or loss of state material, property or equipment.	1	3	2	5	4	5
8	Jeopardizing the security of departmental/DSP property.	1	3	2	5	3	5
9	Unauthorized and/or willful destruction, removal, concealing, stealing, tampering, mutilation, damage to and/or alteration of state or federal property, departmental records, public record, book, paper report or document, including but not limited to incident reports, financial records such as travel, payroll, purchase vouchers, and supporting documents, time and attendance records to include leave requests, over time, compensatory time, or other leave records.	2	5	3	5	4	5
10	Soliciting or accepting a bribe, or otherwise personally profiting from activities related to the employee's state employment.	5					

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		Min	Max	Min	Max	Min	Max
11	Embezzlement or misappropriation of state funds or other funds which come into the employee's possession by reason of their official position for personal gain.	5					
12	Negligent falsification or inaccurate preparation of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. Resulting in personal financial gain.	1 3	3 5	4 5	5	5	
13	Willful falsification or inaccurate preparation of financial records, such as travel, payroll, or purchase vouchers, or their supporting documents: a. Not resulting in personal financial gain; b. resulting personal financial gain.	2 5	5	3	5	5	
14	Negligent falsification of any public record, time and attendance records including leave requests, travel records, overtime, compensatory time, or any leave record.	1	2	3	4	5	
15	Willful falsification of time and attendance records including leave requests, travel records, overtime, compensatory time, or any leave record.	3	5	5			
16	Willful concealment of material facts by omission from records.	2	3	4	5	5	
17	Unauthorized taking or using property belonging to the federal or state government or fellow employees.	1	3	2	5	5	
18	Making unauthorized department transactions for personal profit or that result in excessive costs to the state for the transaction.	5					
19	Disregard and/or deliberate failure to comply with or enforce statewide, department or office regulations and policies, or when required by law, statute, or resolution, which directly relate to the employee's work activities.	2	5	3	5	4	5
20	Unauthorized removal of secure or personal records, correspondence or documents from department files.	2	5	3	5	4	5
21	Failure to properly account for state or federal funds where it is a known requirement of the position.	2	5	3	5	5	
22	Theft of property belonging to federal or state government or fellow employees.	5					
23	Failure to ensure subordinate employees perform required duties.	1	3	2	3	3	5
24	Misconduct of supervisor because of prejudice, anger or other unjustifiable reason, including the unequal or disparate exercise of authority toward an employee.	1	4	2	5	4	5
25	The suspension, revocation, cancellation or lapsing of any valid license, certificate or permit when the possession of a valid license, certificate, or permit is required as an essential function of the job.	2	5	3	5	5	
26	Failure to maintain a valid driver's license when possession of a valid driver's license is a requirement of the job.	2	5	3	5	5	

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		Min	Max	Min	Max	Min	Max
27	Failure to notify the appointing authority within 5 days of the suspension, revocation or cancellation of a professional or occupational license or certification when such possession is a job requirement.	1	5	2	5	3	5
28	Failure of an employee, who is designated as a supervisor to fulfill their supervisory responsibilities, including but not limited to ensuring that employees adhere to the policies and procedures of the Department and the actions of all personnel comply with all laws and taking corrective disciplinary action where such action is needed, preparing timely reports of performance, and accounting for the employees' time and leave.	1	3	2	4	3	5
29	Negligent failure to disclose information related to job duties from official records or from supervisors or other persons having necessity for the information.	1	3	3	5	5	
30	Willful falsification of any public record that involves misuse of state or federal funds.	2	5	3	5	5	
31	Negligent falsification of any public record, including biweekly timesheets, leave requests, overtime, compensatory time, travel vouchers, and/or information in client or agency files.	2	4	3	5	5	
32	Failure to follow agency positions when representing the Department or failure to clearly identify that an employee's opinion is being expressed and does not represent the position of the agency or the Governor when participating in an advocacy situation related to their job.	1	3	3	5	5	
C.	Neglect of, or Inexcusable Absence from the Job						
1	Negligence in performing official duties including failure to follow instructions or regulations.	1	3	2	5	3	5
2	Carelessness, indifference, inattention to duty that results in reduced productivity.	1	5	2	5	3	5
3	Failure to report to work at specified times and in the prescribed manner.	1	3	2	5	3	5
4	Conducting personal business during working hours.	1	3	2	4	3	5
5	Failure to notify supervisor or designated representative promptly when unable to report for work. Notification must occur for each shift unless otherwise pre-arranged.	1	3	2	5	3	5
6	Leaving a work area or a job without authorization or when specifically instructed to remain in work area or at the job.	1	4	2	5	4	5
7	Unauthorized absence from duty or abuse of leave privileges.	1	3	2	5	5	
8	Absence from duty without leave after having been denied permission to take such leave.	2	5	5			
9	Failure to report to work or call supervisor for three (3) consecutive workdays without permission or justification.	5					
10	"Loafing" on the job; wasting time; failure to put in a full day's work.	1	3	2	5	3	5

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		Min	Max	Min	Max	Min	Max
11	Repeated extension of designated lunch periods, or of rest periods beyond the prescribed 15 minutes in NAC 284.524 without supervisor approval.	1	3	2	5	3	5
D. Relations with Supervisor, Fellow Employees, and the Public							
1	Insubordination: Refusal to comply with order or instruction from a supervisor (or superior in employee's chain of command.)	2	5	3	5	5	
2	Using insulting, abusive or profane language to a supervisor, the public or fellow employee. Discourteous treatment of the public, supervisor or a fellow employee.	1	5	2	5	3	5
3	Making statements, false or otherwise, intended to demean or disparage supervisor, fellow employees, or the public; or intended to disrupt the work environment.	2	3	3	4	4	5
4	A willful or reckless act to a supervisor, co-worker, trustee, or the public; abuse or omission to act which causes physical or mental injury including, but not limited to sexual exploitation, hitting or use of excessive force towards a supervisor, co-worker, or the public.	3	5	4	5	5	
5	Failure to work with fellow employees as a team to best reach the goals of the Department and create an environment which promotes group work cohesiveness.	1	3	2	5	3	5
6	Threatening, stalking, intimidating, attempting, or doing bodily harm to supervisor, public, or fellow employee; or using insulting, intimidating or abusive language, or conduct to supervisor, public or fellow employee.	2	5	3	5	5	
7	Failure to conduct oneself in a professional manner while meeting the responsibilities to the public.	2	3	3	5	4	5
8	Creating an atmosphere not conducive to a professional workplace, including creating discord among employees.	1	4	2	5	5	
E. Use of Alcohol, Controlled Substance or Drugs							
1	Consuming or being under the influence of alcohol, drugs or other controlled substances while on duty, to include work breaks, unless prescribed by a physician.	3	5	5			
2	Convicted of violating any state or federal law prohibiting the sale of a controlled substance.	5					
3	Failure to report a conviction of any alcohol or drug related offense as described in item 3, above to the appointing authority within five (5) working days after it occurs.	5					
4	Refusal to take any drug and/or alcohol test when there is reasonable belief an employee is under the influence of drugs or alcohol.	5					
5	Refusal to submit to a screening test for any drug and/or alcohol test allowed by Federal or State law.	2	5	3	5	5	
6	Unlawful possession of a controlled substance on the premises of the workplace or while on department business.	5					
7	Inability to perform the duties of the position because of being under the influence of alcohol, drugs, or any other controlled substance, including prescription medication.	1	5	2	5	3	5

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		Min	Max	Min	Max	Min	Max
8	Failure to pass any drug and/or alcohol test allowed by Federal or State law.	3	5	5			
9	Appearing for duty or Driving while under the influence of alcohol or drugs while on duty.	2	5	5			
10	Driving under the influence in violation of NRS 484C.110 or any other offense for which driving under the influence is an element of the offense, and the offense occurred while driving a state vehicle, or a privately-owned vehicle on state business.	3	5	4	5	5	
11	Failure to complete any rehabilitation program recommended in the evaluation of an employee who is a mandated referral to an employee assistance program.	5					
12	Convicted of the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on the premises of the workplace or while on state business.	3	5	5			
13	Manufacturing, distribution, selling, giving, or otherwise providing clients or staff with alcohol, drugs or any controlled substances during working hours unless specifically authorized to do so.	3	5	5			
F.	Misuse of Departmental or State Property						
1	Using State, department- owned or leased property without proper authorization in accordance with Department or Division policy.	1	3	2	5	5	
2	Operating state vehicle or equipment in an unsafe or negligent manner resulting in injury to a person or damage to the equipment or to the property.	1	5	2	5	5	
3	Failure to have state vehicles or equipment properly maintained and/or serviced pursuant to Motor Pool Standards, resulting in damage to equipment or injury to a person.	1	5	2	5	5	
4	Operating state vehicles or equipment without a valid or proper license: a. Without knowledge that the license is no longer valid; b. With knowledge that the license is no longer valid.	2	5	5			
5	Removing property, equipment or documents from the workplace unless approved by the appropriate authority.	1	5	2	5	5	
6	Operating state vehicles or equipment without proper authorization or credentials.	2	5	5			
7	Negligently leaving state equipment or machinery, which results in damage to the equipment or other property.	1	5	3	5	5	
8	Releasing a paycheck before the appropriate time.	2	3	3	4	5	
9	Requesting, receiving and cashing a paycheck before the state's designated payday.	2	3	3	5	5	
10	Failure to disclose an arrest or a criminal conviction when disclosure is required by law, regulation, or agency policy.	3	5	4	5	5	
11	Failure to report an accident involving state equipment or vehicles assigned to the employee within 24 hours.	2	5	3	5	4	5

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		Min	Max	Min	Max	Min	Max
G.	Misuse of Information Technology						
1	Use that interferes with employee performance or department functions to include the downloading and using entertainment software such as games or other non-work-related materials, or on-line gambling.	1	5	2	5	3	5
2	Use for activities that are illegal, inappropriate, or offensive to fellow employees or the public such as harassment or hate speech to include language that discriminates against others on the basis of race, religion, gender, disability, national origin, sexual orientation, genetic information or gender identity and expression, or any other state or federal anti-discrimination laws.	1	5	2	5	5	
3	Obtaining unauthorized access to another's e-mail or data files or to confidential records maintained by the Department.	2	4	3	4	5	
4	Accessing, displaying and/or printing material or images that are sexually explicit and which may serve to create a hostile environment in the workplace.	1	4	2	5	5	
5	Use that violates copyright laws, software licensing agreements, property rights, the privacy of others, or local, state, or federal laws.	1	5	3	5	5	
6	Accessing a website that results in a fee being charged to the State.	1	2	3	4	5	
7	Personal use that could slow down, delay, or disrupt computer services such as chain letter, greeting cards, and streaming of radio or TV broadcasts or other audio or video material. Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	1	2	3	4	5	
8	Revealing passwords or using another person's user identification or password to access confidential information without authorization.	2	5	3	5	5	
9	Negligent use of information technology that results in the introduction of computer viruses, system monitoring devices or devices that can cause damage or limit access to the equipment, software, or data.	1	5	2	5	4	5
10	Willful sabotage of information technology resources such as the introduction of computer viruses, system monitoring devices, or devices that can cause damage or limit access to the equipment, software, or data.	5					
11	Using state information technology resources, including but not limited to computing and communications equipment, services or facilities for soliciting business, selling products or otherwise engaging in commercial activities.	2	5	3	5	5	
12	Excessive internet usage for personal or non-work-related purposes.	1	3	2	4	3	5

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		Min	Max	Min	Max	Min	Max
13	Intentionally viewing or distributing pornographic material at the premises of the workplace, including, without limitation, intentionally viewing or distributing pornographic material on any computer owned by the State, unless such viewing or distributing is a requirement of the employee's position.	5					
14	Installing or using personal or unauthorized software on state information technology resources without proper authorization and approval.	2	5	3	5	5	
15	Accessing or communicating data not pertaining to official job duties without authorization.	1	4	2	5	3	5
16	Malicious and willful alteration, deletion or other destruction of documents, data, information or other materials stored on any Department information technology system.	5					
H.	Other Acts of Misconduct or Incompatibility						
1	Engage in outside employment activity or enterprise which the appointing authority considers to be inconsistent, incompatible, or a conflict of interest with employment without authorization.	1	3	2	4	5	
2	Disgraceful personal conduct which impairs job performance.	1	4	3	5	5	
3	Accepting or soliciting gifts, service, favor, employment, engagement or economic opportunity from any individual, firm, or organization doing business with DSP or the State when the employee is responsible for making any recommendations or decisions affecting their business activities.	1	5	2	5	3	5
4	Misrepresentation of official capacity or authority.	2	5	4	5	5	
5	Bringing into state and/or DSP owned, leased or occupied buildings any firearm, or implement considered to be a weapon, unless permitted by law to do so.	3	5	4	5	5	
6	Refusal to undergo a criminal background check when it is a requirement of the job by law, regulation, or divisional policy.	5					
7	Conviction of any criminal act related to their work activity or conviction of any criminal act involving moral turpitude when it is related to the employee's work.	2	5	3	5	5	
8	Sleeping on duty or failure to remain fully awake while on duty.	1	5	3	5	5	
9	Providing alcohol or drugs to a trustee.	5					
10	Allow a trustee to make or receive phone calls; arrange for personal visits; arrange for a trustee to receive or send correspondence in any way (internet, e-mail, etc.).	3	5	5			
11	Giving to or accepting a gift from a trustee.	2	5	5			
12	Failure to properly supervise a trustee.	3	5	4	5	5	
13	Engaging in unlawful or unauthorized electronic surveillance or recording of conversations or actions of persons in facilities owned or leased by the State.	3	4	4	5	5	

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		Min	Max	Min	Max	Min	Max
I.	Improper Political Activity						
1	Directly or indirectly solicit or be in any manner concerned in soliciting or receiving any assessment, subscription, monetary, or non-monetary contribution for a political purpose from anyone who is in the same department/DSP and who is a subordinate of the solicitor.	1	5	4	5	5	
2	Engage in political activity during the hours of employment for the purpose of improving the chance of a political party or individual seeking office.	1	3	2	4	3 5	
3	Engage in political activity for the purpose of securing preference for promotion, transfer, or salary advancement.	1	5	2	5	5	
J.	Discrimination and Harassment						
1	Engaging in sexual harassment as defined in federal and state law, the State Executive Branch Sexual Harassment & Discrimination Policy, or DSP policy against employee, an applicant for employment or any other another person in the workplace.	3	5	4	5	5	
2	Discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, genetic information, gender identity and expression or other violations of the Title VII of the Civil Rights Act, or any other state or federal anti-discrimination laws.	3	5	4	5	5	
3	Creating or endorsing a hostile work environment.	2	5	3	5	5	
4	Failure of a supervisor to report instances of sexual harassment or discrimination as defined and required in federal and state law, the State Executive Branch Sexual Harassment & Discrimination Policy, or the agency's policy.	1	5	3	5	5	
K.	Safety and Health						
1	Willful removal or interference with a safety device or safeguard.	2	3	2	4	3 5	
2	Dangerous horseplay or inattention that threatens the life of an individual.	2	5	3	5	5	
3	Workplace violence, threat of workplace violence, harassment, or intimidation.	2	5	3	5	5	
4	Endangering self, fellow employees, clients or public through willful or negligent violation of agency policy as contained in performance standards, procedures and various federal and state laws, regulations and guidelines.	2	5	3	5	5	
L.	Relations with Clients						
1	Improper disclosure of protected health information as identified by the Privacy Act of the Health Insurance Portability and Accountability Act (HIPAA).	1	5	2	5	3 5	

ACKNOWLEDGMENT FORM

DEPARTMENT OF SENTENCING POLICY PROHIBITIONS AND PENALTIES

The authority for management to prescribe behavior and conduct standards derives from Chapter 284 of the Nevada Revised Statutes and the *Disciplinary Procedures, Adjustment of Grievances, and Prohibitions and Offenses* sections of the State of Nevada Rules for State Personnel Administration. These regulations provide that each appointing authority shall determine and describe in writing activities that are inconsistent, incompatible, or in conflict with the duties and responsibilities of the State of Nevada Department of Sentencing Policy (DSP) employees.

The Prohibitions and Penalties document is a guide that intends to clarify existing rules and regulations but does not cover all infractions and violations that could conceivably occur. It does, however, cover the majority of situations that are important to DSP management. As a tool, which describes behavior that is subject to discipline, the guide will serve the needs of both supervisory personnel and employees. Additions, deletions or changes to the guide as they are approved by The State Personnel Commission, will be communicated to employees in the same manner as other DSP policies and procedures.

The State Personnel Commission approved this guide; thus, it has the same force and effect as other rules and regulations covering classified employees.

Once signed, this acknowledgment will be placed in the employee's personnel file.

Acknowledgment of Receipt:

I acknowledge receipt of DSP Prohibitions and Penalties.

Print Employee Name

Employee Signature

Employee ID

Date

Human Resources Management Representative or
Immediate Supervisor

Date