

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

1. Reason/purpose for requested change:

1700 – Attorney General

- Language clean-up

1800 – State Printing

- Language clean-up

2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

The changes will streamline language and clarify certain requirements.

3. Will recommended change have a fiscal impact (if yes, explain):

Change will help prevent unallowable expenditures

4. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). **(please provide requested change as an attachment):**

BOARD OF EXAMINERS APPROVAL DATE: _____
(for BOE use only)

1700 Attorney General

1702 General Responsibility

The Attorney General and his/her duly appointed deputies are the attorneys for all State elected and appointed officials, boards, departments, agencies, commissions and institutions except when other counsel is specifically authorized by special legislation. (NRS 228.110). The authority and duties of the Attorney General are generally set forth in NRS Chapter 228 but can be found throughout the Nevada Revised Statutes and common law. [HYPERLINK TO <http://www.leg.state.nv.us/NRS/NRS-228.html>] Prior to the imposition of any suspension, demotion or termination of an employee, an appointing authority must first consult with the Attorney General regarding the proposed discipline.

1704 Services Available

~~The Attorney General's office will give oral and written legal advice, issue official opinions at the request of constitutional officers, heads of State agencies, boards and commissions, district attorneys and city attorneys, prosecute and defend litigation against State employees and officers, prepare legal documents such as contracts and leases and conduct administrative hearings. (NRS 228.150)~~

The Office of the Attorney General provides a broad range of legal services pursuant to its legal authority. State agencies should be proactive in consulting the Attorney General on potential legal issues and requesting general legal advice.

Unlike general legal advice, formal attorney general opinions issued pursuant to Nevada Revised Statute 228.150 are issued on behalf of the State. They are not designated for exclusive use by a specific organization or governmental official and may therefore be published at the Attorney General's discretion. These requests may only be made by the Governor; the Secretary of State; the State Controller; the State Treasurer; the Director of the Department of Corrections; the head of a state department, agency, board or commission; a district attorney; or a city attorney. A request for a formal opinion may not be withdrawn after the formal opinion process has begun.

The Attorney General also publishes numerous manuals, resource materials, and official opinions on questions of law. These materials are available at the Attorney General's website. [HYPERLINK TO www.ag.nv.gov]

State officers and employees should not seek legal advice or representation in personal matters from the Attorney General. Nevada law generally prohibits the Attorney General and deputy attorneys general from engaging in the private practice of law. (NRS 228.070(3); NRS 228.080(3)). Limited exceptions exist for (1) the Attorney General's Office of Military Legal Assistance, which facilitates pro bono legal assistance in civil matters to current and former

military personnel in this state (NRS 288.660); and (2) the uncompensated representation of indigent persons in non-criminal legal matters (NRS 7.065; 7.105).

1706 Requests for Services

Requests for any service requiring a written statement by the Attorney General should be made in writing. All facts should be included as clearly and concisely as possible. Be clear as to what service is requested.

1708 Reimbursement for Services

The Attorney General may charge all State agencies not supported by the State General Fund for all service and costs his/her office provides to those agencies. This is accomplished either through the Attorney General Cost Allocation Plan or through direct billings to the agency. (NRS 228.113)

~~Each State agency which has a Deputy Attorney General assigned to it shall:~~

- ~~1. Make payments for legal services to the Attorney General's administration budget as required, but at least annually.~~
- ~~2. Pay the Deputy Attorney General's travel expenses and subsistence allowances as provided by law for State officers and employees and furnish office space with appropriate equipment, supplies and clerical assistance satisfactory to the Attorney General and the head of the agency.~~

1710 Service of Process ~~Investigation and Prosecution~~

~~The Attorney General has primary jurisdiction to investigate and prosecute criminal offenses committed by State officers or employees in the course of their duties or arising out of circumstances related to their positions. (NRS 228.175)~~

~~A District Attorney may investigate an offense if:~~

- ~~1. The Attorney General has stated in writing to the District Attorney that the Attorney General does not intend to act in the matter; or~~
- ~~2. The District Attorney has inquired in writing of the Attorney General whether the Attorney General will act in the matter, and: a. The District Attorney has not received an answer in writing to the inquiry within 30 days after making it; or~~
~~b. The Attorney General has stated in writing to the District Attorney that he will act in the matter and has not filed a criminal action in the matter within 90 days after making the statement.~~
- ~~3. When acting pursuant to this section, the Attorney General may commence an investigation and file a criminal action without leave of court, and he has exclusive charge of the conduct of the prosecution.~~
- ~~4. The fact that the Attorney General or a District Attorney has not complied with any provision of this section is not a defense in a criminal action. (NRS 228.175).~~

~~The Attorney General investigates and prosecutes inmates and those who assist inmates in committing criminal acts. (NRS 228.170).~~

~~The Attorney General may prosecute offenses committed by county officers or employees. (NRS 228.177)~~

Fraud

~~The Attorney General has jurisdiction to investigate and prosecute Medicaid fraud (NRS 228.410), insurance fraud (NRS 228.412), and workers' compensation (industrial insurance) fraud (NRS 228.420)~~

Miscellaneous

~~The Attorney General has jurisdiction over proceedings involving public water, public land, dams and power plants. (NRS 228.190 et seq.)~~

~~The Attorney General has various responsibilities concerning domestic violence, including appointing the members of the Committee on Domestic Violence and appointing the Domestic Violence Ombudsman. (NRS 228.430 et seq.)~~

~~The Bureau of Consumer Protection is located within the Office of the Attorney General, and has powers concerning public utilities, telecommunications, and consumer protection. (NRS 228.300 et seq.) The Bureau is administered by the Consumer Advocate, who is appointed by the Attorney General for four year terms.~~

The Attorney General should be immediately notified whenever any State department, agency, board or commission is served with a complaint in federal or state court, or served with a petition for judicial review, or otherwise presented with legal documents, since service must be effected in strict compliance with all applicable rules and statutes, including FRCP 4(j)(2), NRCP 4, NRS 41.031(2), and NRS 233B.130(2), which includes service upon the Attorney General. This is necessary to allow a prompt determination of any counterclaims and defenses that may be asserted and to ensure a timely response and/or appearance.

1800 Printing

1802 General

Nevada Revised Statutes ([Chapter 344](#)) ~~as amended by SB 504 of the 2003 Legislative Session, which~~ provides that all State printing and binding may be done on a competitive basis. It is in the best interest of the State of Nevada to do business with the ~~State Printing Unit~~[State Printing Office](#) of the Legislative Counsel Bureau whenever possible. State Printing offers all services ~~previously available~~, including complete offset printing, digital printing, copying, binding and finishing operations.

For all jobs with an expected expense of \$999.99 and under, the using agency may utilize the services of any printing vendor, including State Printing. For all jobs with an expected expense between \$1,000.00 and \$4,999.00, the using agency must obtain at least three (3) quotes, one of which must be State Printing. If a using agency so chooses, ~~it~~they may directly utilize State Printing at any amount under \$4,999.99 without obtaining outside quotes. For anticipated amounts above \$5,000.00, the using agency must direct their purchase through State Purchasing. In soliciting quotes or bids, State Purchasing must always solicit a quote or bid from State Printing. ~~State agencies that currently operate their own print shops will retain their exemption.~~

1804 Ordering

When ordering, ~~please try to~~[agencies should](#) place orders as far in advance as possible. If orders are ~~to be on a rush basis or are~~ time-sensitive, ~~please be sure~~[agencies should](#) ~~to~~ specify the date requested for completion of the order. Printers typically charge a premium for “rush orders.”

In order to prevent delays in processing and producing printing orders, please include a completed State Printing Specification Form with your order and a sample of the product when ordering from State Printing. Use the [State Printing Specification Form](#) as a guide when ordering from outside printers.

The submission of clear copy with the order will help to avoid delays and errors in production of your printed project. If there is a State Printing form number on the form, please include it with the order when ordering from State Printing. ~~For use by all state agencies, State Printing maintains a “guest office” with computers loaded with common graphic and publishing programs and has CD video training programs for PageMaker™, QuarkXpress™, PhotoShop™, InDesign™, and other software. State Printing will make available experts to help agencies using the guest office produce the best possible end result. There is no charge for use of the office or assistance you receive while using it.~~ Contact State Printing at 775-684-6950 [or printing@lcb.state.nv.us](mailto:printing@lcb.state.nv.us) for additional information ~~or to reserve the guest office.~~

On jobs canceled before completion, printers will typically bill to cover the cost of labor and material used before the cancellation notice.

1820 Preparation of Materials

Proper preparation of materials and copy can mean less expensive corrections, more accurate estimates and faster printing service regardless of the vendor. The following are suggestions to help agencies keep ~~their~~ printing costs down.

1. Edit the copy and not the proof. The most expensive item in the cost of printing occurs when corrections are made in the galley or page proof. The actual cost of alterations will increase the printing ~~bill; therefore~~ bill. Therefore, make all "author's alterations" in the manuscript before it is set in type.
2. Typed copy or digital file is preferred, preferably in the finished size of the product.
3. Be certain copy will fit the allotted area when space is limited.
4. Check carefully for uniform style, punctuation, spelling, capitalization, figures, ~~such as~~ names, dates, amounts of money and statistics.
5. Furnish all copy, black and white, digital files, photographs, pictures, drawings and negatives together when possible.
6. Give complete specifications, including sample when possible, and date desired.
7. If uncertain as to publication practices, please call 775-684-6950 with any questions.

1822 Manuscripts

Manuscript sheets should be of uniform size, preferably the size of the product. All pages should be numbered consecutively.

1824 Electronic or Digital Copy

Digital copy files can be submitted via e-mail or on computer disk: Zip disks, ~~3 1/2 floppy~~, or CD ROM disks can be accepted by most printers. Files should be provided in EPS, TIF, or PDF format with all fonts, graphics and/or resource files embedded. If fonts or resource files are not included, ~~on the disk~~ the order will be delayed. Most printers support PC and MAC platforms. ~~If you have any questions, please call 775-684-6950 for more information.~~

1834 Reading Proofs

Proofs should be read, signed and returned promptly. Holding proofs for an extended period of time will delay the completion of your printing order. It is the customer's responsibility to make sure proofs are correct, as the order will be printed per the proof.

1836 Billing

Printing charges for agencies utilizing State Printing will be based on quote or bid, where applicable, or where no quote or bid was requested on established hourly rates.

1840 Specifications

To complete State Printing order form, fill in all applicable specifications on the Printing Specification Sheet or Quick Print order form. Other printers will normally have similar forms ~~---;~~ if they do not, use the State Printing forms as a guide. Regardless of the vendor, the following information must be indicated on your order form:

1. Finish size of completed job (state width of form first, then length; example: letterhead is 8 1/2 x 11 inches not 11 x 8 1/2 inches)
2. Color and Weight of Stock (bond, cover, index, ledger, Bristol, NCR, and gummed stocks)
3. Page Count
4. Color of Ink (provide a sample of the color or select a color at the vendor)
5. Fold (Size)
6. Binding
7. Perforated (Indicate Position)
8. 1 or 2-Sided
9. Punching (indicate position, space between holes, center to center and size of holes)
10. Padding (how many sheets or sets in each pad)
11. Quantity (express in pieces or sets - multiple forms; do not express the quantity in the number of pads)
12. Cover (where a publication requires a separate cover, paper color should be specified; cover samples are normally available at the vendor upon request)
13. Numbered jobs (checks, receipts, etc.) must have the starting number and the ending number provided

Completion of work will normally be facilitated and duplication of efforts avoided if each department will arrange for one person to make all inquiries concerning work in progress.

1846 Other Services

Printers perform various finishing work, including assembling, stapling, drilling, folding and various binding procedures. While folding equipment will execute most types of basic folds, it is advisable to contact the printer for advice on specific folding ~~problems~~needs.

1850 Printing Authorization

Normal departmental authorization procedures should be followed when ordering printing services.

~~1864 Vendor Commodity Agreements~~

~~In cooperation with the Purchasing Division, State Printing negotiates annual commodity agreements with certain reliable copier vendors. Beneficial price breaks for equipment and supplies are realized through these agreements. All terms of these agreements are extended to State agencies and, in many instances, to political subdivisions.~~