

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
300**

RECRUITMENT AND HIRING

Supersedes: AR 300 (12/17/12); and AR 300 (Temporary, 06/17/14)
Effective Date: 09/16/14

AUTHORITY: NRS Chapter 284; NRS 617.455 – 617.457; NAC 284. 295-441, 646; 650; 42 U.S.C. § 15601, *et seq.* and 28 C.F.R. § 115.17; and NRS 179A.080

RESPONSIBILITY

The Appointing Authority is responsible for making hiring recommendations to the Department's Human Resources Division.

The Human Resources Division is responsible to validate all offers of employment and complete necessary paperwork.

The Inspector General's Office, PREA Management Team, is responsible to confirm and document within NOTIS any positive response resulting from criminal background records checks for all new applicants, promotions and required checks.

300.01 TYPES OF RECRUITMENT/LIST CERTIFICATION

1. Open Competitive – This type of recruitment is open to anyone without regard to current State employment. The ranking on the list is based on total overall scores.
2. Divisional/Departmental/Statewide/Open Competitive – This type of recruitment is open to everyone, current State employee or not. The ranking on the list shall first contain those candidates employed within the division which is recruiting for the vacancy; second by those candidates employed within the department recruiting for the position; third by those candidates employed within State service; and last would be those candidates who are not currently employed within State service.
3. Divisional – This type of recruitment is limited to promotional candidates employed within the division of recruitment and who have been employed at least 6 months within State service.
4. Departmental – This type of recruitment is limited to promotional candidates employed within the Department of recruitment and who have been employed at least 6 months within State service.

300.02 METHODS OF CERTIFICATION

1. **Ranked List** - The supervisor is required to interview the top five ranks willing to accept the position. There may be more than 1 candidate per rank.
3. **Waived List** – A list with five or less interested candidates or as designated by the DHRM. If less than 5 all individuals must be interviewed.
4. **Unranked List** – Names are listed in random order. Anyone can be interviewed, but every attempt should be made to interview 5 candidates for the position.

300.03 FILLING A VACANCY

1. The Appointing Authority, upon notification of an impending vacancy, shall prepare and submit a Staffing Requisition to the Department Human Resources Division.

A. This request should include information regarding the type of recruitment, existing certified list or by another appointment method such as:

- (1) Reinstatement or Rehire
- (2) Reappointment
- (3) Transfer
- (4) Voluntary demotion

2. Selective criteria must be established prior to opening any recruitment and will require the approval of the State DHRM.

3. The Human Resources Recruiter will forward the certification list and interview packet to the appropriate Appointing Authority.

A. The certification lists are strictly confidential and information shall not be shown or shared with anyone outside the supervisory chain.

B. The certification list is an official State document and may not be edited, tampered with, or altered in anyway. Alterations of any kind may result in disciplinary action.

C. Failure to comply with either A or B will result in the cancellation of the recruitment and disciplinary action.

4. Interview Packets shall consist of:

- A. Memorandum of requirements for submission of a personnel packet
 - B. Personnel Packet Checklist.
 - C. Certification List.
 - D. Interview Questions and benchmark responses shall include applicable PREA related questions as identified in PREA § 115.17 and on PREA Questionnaire (DOC 057).
 - E. Interview Rating Sheet.
 - F. Consent for Release of Criminal History Records.
 - G. Essential Functions for the position.
 - H. Work Performance Standards.
 - I. Compensatory Agreement.
 - J. Variable Work Schedule Request.
5. Upon receipt of the Interview Packet and Certification list, the supervisor may schedule interviews.
6. The candidates may be contacted via:
- A. Telephone message on voice mail, must respond within 3 days;
 - B. Mail, must respond within 6 days of postmark;
 - C. E-mail, must respond within 3 days.
7. Prior to conducting the interview the candidate must be allowed time to review and acknowledge via signature the Essential Functions for the position. The signed Acknowledgement page is retained for recruitment packet submission; the remainder of the Essential Functions document may be given to the interviewee.
- A. If the candidate indicates they cannot perform the essential functions of the position, they should be referred to the Department's Human Resources Administrator.
8. The supervisor should review and modify the work performance standards as outlined in Administrative Regulation 310, Work Performance Standards, prior to the interview process.
9. The interview panel shall consist of at least three employees, each interviewer must be at least equivalent grade-wise, and one must be in the chain-of-command. Each candidate must be asked the

same questions.

- A. The Benchmark Interview Questions document must be utilized to record the responses. Each interviewer is responsible for independently scoring candidate responses. At the completion of the candidate's interview, interviewers will tally the scores, sign the Benchmark Interview Questions document and forward to the panel chair.
- B. A written explanation is required to be included in the hiring packet if an applicant has been selected who did not have the highest ranked score.

10. The Structured Interview Process for Correctional Officer/Trainee interviews is as follows:

- A. Three panel members must be utilized; a minimum of two custody interviewers with the rank of Warden, Associate Warden or Lieutenant; the third panel member will be outside of the custody chain of command.
- B. A Human Resources representative must be present during the interview process.
- C. The rating panel must utilize the Structured Interview Questions and Rating Sheet form.
- D. Structured Interview Questions will be selected randomly by the Human Resources Division for use, prior to each interview date.
- E. The Correctional Officer/Trainee Structured Interview Panel Recommendation form will be completed for each candidate interviewed.
- F. All documentation will be submitted to the Recruiter at the conclusion of the interview process.

11. Each candidate interviewed must complete the Consent for Release of Criminal History form, and pre-interview documents (Essential Job Functions, Work Performance Standards, Variable Work Schedule, and PREA Disclosure Form) prior to the interview.

(A) The agency shall not hire anyone who may have contact with inmates who-

- (1) Has engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution;
- (2) Has been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
- (3) Has been civilly or administratively adjudicated to have engaged in the activity described in paragraph (2) of this section.

300.04 PRE-EMPLOYMENT TESTING

1. Medical Physical Testing

- A. Police/Fire applicants selected for appointment must be forwarded to the Human Resources Division to schedule the required medical physical examination as a condition of employment.**
- B. The examination requirements are documented in the State of Nevada Risk Management contract maintained in the Human Resources Division.**
- C. Failure to secure a fit for duty authorization from the medical contract providers will result in rescinding the conditional offer of employment.**

2. Tuberculosis (TB) testing

- A. A negative test for TB, using current CDC (Centers for Disease Control and Prevention) guidelines, is mandatory for individuals employed within the perimeter of a correctional facility and having direct contact with inmates.**
- B. If an applicant for employment tests positive, at their own expense, they are required to provide written documentation from a qualified medical professional that they are non-infectious.**
- C. Negative testing or documentation of being non-infectious must be obtained prior to an offer of employment.**

3. Drug Testing

- A. Per NRS 284.4066, all positions designated as affecting public safety must participate in a drug screening within 24 hours, as a condition of employment.**
- B. Failure to secure a drug clearance shall result in rescinding the conditional offer of employment.**

4. Psychological Testing

- A. All custody applicants must participate in a pre-employment psychological examination.**
- B. Review and recommendations regarding appointment are conducted via the contract medical provider.**
- C. Failure to secure a successful recommendation shall result in rescinding the conditional offer of employment.**

5. Background Check

A. All applicants considered for appointment must pass the mandated PREA related background check, as defined under PREA § 115.17, including but not limited to, an NCIC background check. Background checks are conducted by staff of the Office of the Inspector General.

B. All applicants considered for promotion must pass the NCIC background check as a condition of employment.

C. Failure to secure clearance on a background check shall invalidate a conditional offer of employment or promotion.

D. NRS 289.470 defines the Inspector General of the Department and any person employed by the Department as a Criminal Investigator as a Category II Peace Officers. NAC 289.110 requires the use of a lie detector as defined in NRS 613.440 for a Peace Officer being appointed as a Category II officer.

E. All applicants selected for appointment will be required to pass periodic post-hire background checks. Failure to secure clearance of a post-hire background check shall result in termination of employment.

300.05 SUBMISSION OF A HIRING PACKET

1. Upon completion of the interview process, the Appointing Authority will make a selection.

A. The selected and non-selected applicants must not be advised of the decision until final review by the Department's Human Resources Division.

2. The hiring packet will be forwarded to the Department's Human Resources Division, the hiring packet shall include:

A. Personnel Packet Checklist – completed

B. Appointment memo to Division Administrator, Human Resources with the selected candidate(s) and respective position control assignment.

C. Certification List – coded with considerations and selection.

D. Interview Questions.

E. Interview Rating Sheets.

F. Fingerprint receipt, FBI results, and Background Checks document.

G. Essential Functions Acknowledgement Form – completed and signed by selection.

H. Appropriate appointment letters, signed by the Appointing Authority (located on the Stewart

shared drive).

I. Work Performance Standards – signed by the selectee(s).

J. Compensatory Agreement – completed and signed by selection.

K. Variable Work Schedule – completed and signed by selection

3. When requesting an accelerated appointment above a step 1, the Appointing Authority shall include a request detailing the justification to support an accelerated step. Never quote a salary above a step 1 to the applicant.

A. Human Resources Division staff shall review equivalent classifications/appointments to determine equity and/or superior qualifications prior to making a request to the Department's Fiscal Division. The Request for Accelerated Salary Form NPD-4 shall be utilized and appropriately justified.

B. An accelerated salary request must be submitted to the Fiscal Division for approval and then sent to the State DHRM for further approval prior to an offer of appointment.

4. The Human Resources Division shall review the packet for compliance with the Rules for Personnel Administration (NAC), and obtain any required approvals from the Appointing Authority pursuant to the Personnel Packet Distribution memorandum.

5. The Human Resources Division shall notify the Appointing Authority when the hiring packet review is complete, and shall mail letters.

6. The selected candidate can now be contacted and offered the position, and schedule an appointment for completion of the required paperwork with the Human Resources Division.

A. Should the position require pre-employment drug testing, a medical physical, or other pre-employment requirements, including, but not limited to, PREA related mandatory background check; the Human Resources Division shall make an offer of employment contingent upon successful completion of any and all pre-hire requirements.

300.06 PROCESSING NEW HIRE PAPERWORK

1. Upon approval of the hiring packet and successful completion of the required tests, the Human Resources Division shall schedule an appointment to complete necessary paperwork:

A. Appointment of an applicant who has not completed mandatory pre-hire testing, i.e., medical physical, TB testing, shall require the approval of an emergency appointment by a Human Resources Officer.

2. Any unsatisfactory employment history background checks or falsification of employment history or background may be grounds for rescinding of the conditional offer.

4. The Human Resources Division shall process all necessary paperwork and provide the employee with an Employment Packet containing Administrative Regulations.

APPLICABILITY

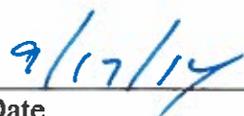
1. This regulation applies to all new employees and promotions.

2. This regulation requires an Operational Procedure for the Human Resources Division and the Inspector General's PREA Management Team.

3. This regulation requires an audit by the State DHRM.



Director



Date