

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
360**

**CORRECTIONAL EMPLOYEE/OFFICER BASIC TRAINING
PROGRAM**

Supersedes: AR 360 (01/05/12); and AR 360 (Temporary, 07/17/14)

Effective Date: 09/16/14

AUTHORITY: NRS 209.131; NRS 209.136, NAC Chapter 289

RESPONSIBILITY:

It is the responsibility of the Department's Deputy Director of Operations to ensure compliance with the mandates and requirements of this regulation.

All Department Peace Officers and designated employees have the responsibility to have a working knowledge of and comply with this regulation.

The Department's appointing authorities have the responsibility to ensure that their employees comply with this regulation.

**360.01 CORRECTIONAL EMPLOYEE/OFFICER BASIC PRE-SERVICE
TRAINING (PST)**

1. The Department provides a Correctional Employee/Officer Basic Pre-Service Training (PST) Program which includes a minimum of 80 hours for non-custody staff and a minimum of 160 hours for custody staff. The PST course curriculum, at a minimum, will comply with Chapter 289 of the Nevada Revised Statutes and Nevada Administrative Code for Category III Peace Officers and the Department's Administrative Regulations and directives.
2. All staff are required to attend the Department's PST:
 - A. Preference in enrollment will be given to Peace Officer position appointees.
 - B. Upon completion of the PST, Department Peace Officers are required to maintain a Nevada Peace Officer Certificate.
3. For the purposes of this regulation, all employees of the Department who are not Peace Officers or designated employees are referred to as Non-Custody employees.

Upon appointment, these Non-Custody employees will be assigned by their Warden or Division Head to attend the first two weeks of the next available PST.

4. The Department's appointing authorities may request additional topics/subject matter to be included in the PST curriculum based upon the mission of the Department. Addition of the requested topics/subjects matter will be:

A. In addition to and not detract from the identified curriculum within this administrative regulation; and

B. With the approval and authorization of the Director or designee.

5. There are times within the calendar year that special events or holidays occur. This will require that the PST program curriculum be adjusted or amended. In such cases, there must be authorization and approval from the EDM or designee.

360.02 ADMINISTRATION OF THE CORRECTIONAL EMPLOYEE/OFFICER BASIC (PST) PROGRAM

1. The Department's Employee Development Manager (EDM) or designee will ensure that the PST course curriculum meets the mandates and requirements of federal, state, other regulatory agencies and Department directives.

2. The Department's EDM will ensure that Employee Development (ED) staff through ED staff procedures, complete, maintain, retain all necessary documentation and forward the appropriate information to the appointing authorities and division heads regarding the PST compliance to all regulations.

3. The Department's PST curriculum will be approved by the Department's EDM. The curriculum will be reviewed annually by the Department's EDM or designee to ensure compliance with all regulatory and certification mandates/requirements and administration regulations.

4. The Department's EDM, in conjunction with and approval of the Deputy Director of Operations, will provide the ED staff with Divisional procedures for implementation and delivery of the PST.

5. Employees who have concerns regarding the PST program and wishing to grieve such concern(s) will file, in writing, a grievance to the Department EDM through their chain of command.

360.03 PARTICIPATION IN THE PST

1. The regional Employee Development staff will coordinate with the regional Appointing Authorities the scheduling of the regional PST's. They will:

- A. Be offered in sufficient quantity to meet the regional needs;
- B. Ensure the dates of the PST courses, if possible, be listed in the regional annual calendar, and posted in sufficient time for administrative planning for employee attendance.

(1) Appointing Authorities will ensure their employees are assigned to the next available PST.

(a) In cases when it is not possible to allow for the attendance of Non-Custody staff in the scheduled PST, the regional ED staff will, as soon as possible, provide a regional 80-hour Non-Custody Basic (NCB) orientation course.

2. Outside agencies may request in writing the opportunity for their staff attendance in the PST. The final decision rests with the Deputy Director of Operations or designee.

A. Acceptance of outside agency participation will not prohibit the participation of the Department's staff.

B. The outside agency employee must be employed as a full-time peace officer. The regional ED staff is in-charge and will represent and be the attending trainee's immediate supervisor.

C. Prior to participation in the PST, the outside agency will be required to assure the Department in writing that the employee has successfully completed all recruiting, selection and hiring requirements as set forth in NAC Chapter 289.

D. Should an outside agency employee be approved for participation in the Department's PST, the agency's employee will be required to comply with all PST program rules, regulations, guidelines and program curriculum requirements.

3. The Department's Appointing Authorities may request that their employees, other than those designated employees be required to attend all or a portion of the PST as the employee's basic orientation or career enhancement.

360.04 REMEDIAL TRAINING FOR PST

1. The Department provides remedial training for a trainee's unsuccessful completion of PST.

A. When a trainee assigned to the PST is unsuccessful in their completion of the course, the following process will be followed:

(1) Consultation between the trainee, trainee's supervisor, EDM and the ED staff Academy Commander in charge of the PST will be conducted within 5 working days of the completion of the failing employee's PST;

(2) Topics/subject matter will be identified by the ED staff Academy Commander, trainee's supervisor and the trainee which are of concern. The identified areas will be reviewed, studied and possibly re-constructed to enhance the potential of successful remedial course completion;

(3) An action plan will be developed between the trainee, their supervisor and the ED staff Academy Commander as to what will be done to provide remedial training and study. Each will receive a copy of the action plan and must be accomplished within the agreed time frame. A copy will be forwarded to the EDM; however, per NAC Chapter 289, the trainee must be re-tested within the timeframe from the date of failure.

(4) At a minimum, the action plan will address:

(a) Timeframe for completion;

(b) Subject matter the trainee must study;

(c) A minimum, or three monitor visits between the trainee, their supervisor and the ED staff Academy Commander; and

(d) The date, time, location that P.O.S.T. has agreed to provide the re-examination.

2. Upon successful completion of the remedial process, the ED staff Academy Commander will inform the trainee and trainee's Appointing Authority of the success.

A. A written report to the trainee's Appointing Authority will be forwarded regarding the success within five working days of completion.

B. A copy of the written report will be sent to the trainee, one retained in the regional PST course file and one sent to the Department's EDM.

3. Should the trainee fail the remedial training and re-examination process, the ED staff Academy Commander will forward to the trainee's Appointing Authority and the trainee a copy of the documentation indicating failure and a recommendation for rejection from employment.

A. If the trainee is from an outside agency, a report of the failure will be sent to the outside agency head. However, a recommendation for rejection is unnecessary as it is the outside agency's decision whether to continue employment with the trainee.

B. A copy will be forwarded to the trainee, and Department's EDM as well as a copy will be retained in the regional Employee Development Office Class File.

C. It is the trainee's Appointing Authority's responsibility to determine what action to take on behalf of the Department regarding the trainee's failure to meet a condition of employment.

360.05 COURSE CERTIFICATION

1. The Department's PST program must maintain P.O.S.T. certification to ensure all of the Department's Peace Officer and selected employees maintain conditions of employment and State Peace Officer certification.

A. The Department's EDM or designee will conduct, at a minimum, annual reviews of the PST course certification to ensure compliance with all regulatory authority mandates/requirements as well as NAC Chapter 289. This process is to ensure the following:

(1) Course certifications;

(2) Current lesson plans;

(3) Compliance of all Department peace officers or designated employees;

(4) Certified instructors; and

(5) Compliance with Department administrative regulations and directives.

2. The Department's EDM or designee will provide a report of the annual review to the Deputy Director of Operations Services by June 30th of every calendar year.

3. The Department's EDM or designee will complete the appropriate course certification applications when deemed necessary and to be forwarded to the regulatory authorities as required.

360.06 PST COURSE DOCUMENTATION

1. Upon the trainee's successful completion of the PST and State certification examination, the Department will request the employee's Basic Peace Officer Certificate.

A. Refer to the Department's Administrative Regulation 358 for processing of the request for certificate.

2. The ED staff Academy Commander will ensure that all documentation of the PST program is completed in accordance with current ED procedures.

360.07 PST COST REIMBURSEMENT

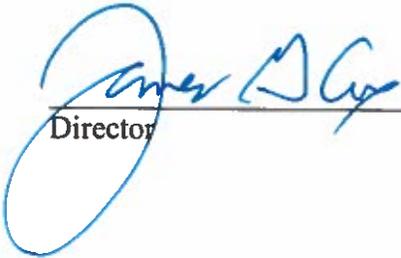
1. Outside agencies may be required to reimburse the Department for costs incurred within the PST program as determined by the Department.

APPLICABILITY

1. This regulation does not require an Operational Procedure.
2. This regulation does not require an audit.

REFERENCES

ACA Standards 4th Edition; 2008 Supplement; and 2010 Supplement 4-4083, 4-4084, 4-4085, 4-4385, 4-4090, 4-4091, 4-4093, and 4-4100



Director

9/17/14

Date