




NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

SUMMARY OF CHANGES
AR 360 – CORRECTIONAL EMPLOYEE/OFFICER
BASIC TRAINING PROGRAM
Effective June 27, 2024

Description	Page Number
Assigned the Employee Development Administrator to the Deputy Director of Operations.	1
Adjusted the role of the Employee Development Manager as it relates to peace officer training.	1
Defined the role of Academy Commanders under the supervision of the Employee Development Administrator.	2
Section 1.B.2 added where Correctional Officer Trainees (COT) may or may not be assigned	2
Other minor changes have been made in formatting for improved clarity and consistency.	


James E. Dzurenda, Director

June 27, 2024
Date

This summary of changes is for training record purposes only. You must also consult the Administrative Regulation and/or Manual for proper instructions.

I, _____, acknowledge receipt of this Summary of Changes and understand it is my responsibility to implement into the course of my duties.

Signature

Date



**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION**

**CORRECTIONAL EMPLOYEE/OFFICER
BASIC TRAINING PROGRAM
ADMINISTRATIVE REGULATION – 360**

SUPERSEDES: AR 360 (01/05/12); AR 360 (Temporary 07/17/14); AR 360 (09/16/14)

EFFECTIVE DATE: June 27, 2024

AUTHORITY: NRS 209.131; NRS 289.510, NAC Chapter 289

RESPONSIBILITY

The Director of the Nevada Department of Corrections (NDOC and Department) is responsible for the implementation of this Administrative Regulation (AR).

The Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

The Associate Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

Supervisors will ensure that their appropriate subordinate staff members have read and understand this regulation.

Designated staff members will know, comply with, and enforce this regulation.

If, and where applicable, offenders will know and comply with this regulation.

360.01 CORRECTIONAL EMPLOYEE/OFFICER BASIC PRE-SERVICE TRAINING

1. The Employee Development Administrator (EDA) and Employee Development Manager (EDM) under the direction of the Deputy Director of Operations will be responsible for ensuring that the curriculum at NDOC's Pre-Service Academy will comply with Peace Officer Standards and Training (POST), applicable NRS requirements, as well as other departmentally approved training for both Custody and Non-Custody employees during Pre-Service Training (PST).

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2. 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.
 3. The Department provides a Correctional Employees PST Program which includes a minimum of 80 hours for non-custody staff and a minimum of 280 hours for custody staff. The PST course curriculum will comply with Chapter 289 of the Nevada Administrative Code and Nevada Revised Statutes for Category III Peace Officers, the Department's ARs, procedures, and directives. All newly hired custody staff are required to attend the Department's PST at one of the three PST locations. These 3 locations are the Northern Region in Carson City, NV, Eastern Region in Ely, NV, and the Southern Region at Indian Springs, NV. Each PST is supervised by an Academy Commander.
 4. The Academy Commanders in each region will ensure that:
 - A. Preference in enrollment will be given to Peace Officer position appointees.
 - B. After successful completion of the PST, Department Peace Officers must maintain a valid Nevada Peace Officer certificate.
 - C. Each facility reports how every peace officer is maintaining their range qualifications and required training.
 5. The Department's appointing authorities may request additional topics/subject matter be included in the PST curriculum that are consistent with the mission of the Department. Addition of the requested topics/subject matter:
 - A. Will not detract from the identified curriculum within this administrative regulation; and
 - B. Requires the approval and authorization of the Director, Deputy Director of Operations, or designee.
 6. There are times within the calendar year that special events, emergencies, or holidays may require adjustment to the academy or training schedules.

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

1. The EDA may be assisted by the EDM or other staff in ensuring that the PST course curriculum meets the mandates and requirements of federal, state, and other regulatory agencies, as well as Department regulations, policies, and procedures.

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2. The EDA and/or the EDM will ensure that subject matter expert trainers complete, maintain, and retain all necessary certificates and/or documentation. Those trainers will also forward the appropriate information to the EDA and/or EDM.
 3. The Department's PST curriculum will be approved by the Deputy Director of Operations after being reviewed and submitted by the EDA. The curriculum will be reviewed annually by the Deputy Director of Operations to ensure compliance with all regulatory and certification mandates/requirements and ARs.
 4. The EDA, in conjunction with and approval of the Deputy Director of Operations, will provide Operational Procedures for the academy training staff.

360.03 PARTICIPATION IN THE PST

1. Human Resources shall coordinate with the Academy Commanders, to schedule regional PSTs. They shall ensure:
 - A. Academies are scheduled often enough to meet regional needs;
 - B. Dates of the PST courses, if possible, be listed in the regional annual calendar, and will be posted in sufficient time for administrative planning for employee attendance.
 - 1) Human Resources, with assistance from the Regional Academy Commanders, will ensure all 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 EDM will, as soon as possible, provide a regional 80-hour, Non-Custody Basic (NCB) orientation course.
 - b) Human Resources may assign Correctional Officer Trainees (COTs) to work at an NDOC facility prior to academy training.
 - 2) Appointing Authorities/Wardens will ensure that COTs, who have not yet been P.O.S.T. certified, will not be assigned to posts that have direct offender contact unless they are accompanied by a Correctional Officer. They may be assigned to work in areas where there is no offender contact. They may also be assigned to a facility or unit control centers where offenders are not allowed. Additionally, COTs are not allowed to use any restraint equipment, munitions, or weapons.
 - a) COTs who have not yet been P.O.S.T. Certified, may be allowed entry to the facilities with the permission of the Warden(s).

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- b) COTs may only perform support functions or correctional tasks as directed while supervised by a supervisor, Field Training Officer, or other designated sworn officers.
 - 3) Cadets entering the Academy will be required to pass a P.O.S.T. Physical Readiness Test (PRT) at 80% of the State Physical Fitness Test within 14 calendar days of the commencement of the Academy.
 - a) Should a cadet fail, they will receive a Letter of Instruction and be afforded another opportunity to pass in 7 calendar days.
 - b) Should the cadet fail a second time, they will be issued a Written Reprimand (NPD-52) and be afforded another opportunity to pass in 7 calendar days.
 - c) Should the cadet fail a third time, they will be returned to their appointing authority to be either recycled or rejected from probation.
 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 Academy training staff is in charge and will represent and act as the attending cadet'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. Supervisors may request a staff member attend a specific portion of PST training in order to refresh the staff members skills.

360.04 ACADEMIC SUPPORT PLAN/TRAINING FOR PST

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

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- 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 and trainee's, Academy Commander in charge of the PST will be conducted within 5 working days of the completion of the failing trainee's PST;
 - 2) Topics/subject matter will be identified by the Academy Commander, trainee's supervisor and the trainee which are of concern. The identified areas will be reviewed and studied for successful course completion;
 - 3) An academic support plan will be developed between the trainee and their Academy Commander as to what will be done to provide academic support. Each will receive a copy of the action plan and time frame it must be completed in. This academic support plan must be accomplished within the agreed time frame. A copy will be forwarded to 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 academic support plan will address:
 - a) Timeframe for completion;
 - b) Subject matter the trainee must study;
 - c) A minimum of three monitored visits between the trainee, their supervisor, and the Academy Commander; and
 - d) The date, time, and location that P.O.S.T. has agreed to provide for the re-examination.
2. Upon successful completion of the academic support, the Academy Commander will inform the trainee and trainee's Appointing Authority of the success.
- A. A written report regarding the trainee's success will be completed within 5 working days.
 - B. A copy of the written report will be given 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 academic support and re-examination process, the Academy Commander will forward a copy of the documentation indicating failure and a recommendation for rejection from employment to Human Resources. A copy of the failure document will also be given to the trainee.

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- A. A copy will be forwarded to the trainee and the EDM as well as a copy will be retained in the regional Employment Development Office Class File.
 - B. It is the responsibility of Human Resources to determine what action to take on behalf of the Department regarding the trainee's failure to meet a condition of employment.
 - C. 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.

360.05 COURSE CERTIFICATION

1. The Department's PST program must maintain P.O.S.T. certification to ensure all the Department's Peace Officer and selected employees maintain conditions of employment and State Peace Officer certification.
2. The EDA or EDM will provide a report of any changes to curriculum made during the annual review to the Deputy Director of Operations by June 30th of every calendar year.
3. The EDA and /or EDM will complete the appropriate course certification applications when deemed necessary and forward 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 AR 358 – Basic Peace Officer Certification for processing of the request for certificate.
2. Each Academy Commander will ensure that all documentation of the PST program is completed in accordance with current Academy OPs.

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 requires an Operational Procedure for the training academy.
2. This regulation does not require an audit.

REFERENCES

ACA Standards 5th Edition; 5-ACI-1D-11, 5-ACI-1D-12, 5-ACI-1D-14, 5-ACI-6B-04, 5-ACI-1D-19, 5-ACI-1D-20, 5-ACI-1D-22, and 5-ACI-1F-01


James E. Dzurenda, Director

June 27, 2024
Date