



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

SUMMARY OF CHANGES
AR 360 – CORRECTIONAL EMPLOYEE/OFFICER
BASIC TRAINING PROGRAM
Effective Temporary 04/08/2024

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

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: Temporary 04/08/2024

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 ~~P~~Employee Development Administrator (EDA) ~~ST-Lieutenant~~ 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).

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.

1.3. The Department provides a Correctional Employees /Officer Basic Pre-Service Training (PST) Program which includes a minimum of 80 hours for non-custody staff and a minimum of 280+60 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 and Nevada Revised Statutes for Category III Peace Officers, and 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.

2.4. The Academy Commanders in each region will ensure that 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. After successful completion of the PST, Department Peace Officers must maintain a valid Nevada Peace Officer certificate.

B-C. Each facility reports how every peace officer is maintaining their range qualifications and required training.

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

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

B. Requires With the approval and authorization of the Director, or Deputy Director of or Operations, or designee.

4.6. There are times within the calendar year that special events, emergencies, or holidays that may require adjustment to the academy or training schedules. 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 IST Lieutenant EDA may be assisted by the Department's Employee Development Manager (EDMM) or other staff in designee will ensure that the PST course curriculum meets the mandates and requirements of federal, state, and other regulatory agencies, as well as and Department regulations, policies, and procedures. directives.~~
 - ~~1.~~
 - ~~2.~~
3. The IST Lieutenant 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 IST Lieutenant EDA and/or EDM. 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.
 - 2.
3. The Department's PST curriculum will be approved by the Deputy Director of Operations after being reviewed and submitted by the IST Lieutenant EDA Department's EDM. The curriculum will be reviewed annually by the Deputy Director of Operations Department's EDM or designee to ensure compliance with all regulatory and certification mandates/requirements and ARs.
4. The IST Lieutenant EDA Department's EDM, in conjunction with and approval of the Deputy Director of Operations, will provide Operational Procedures for the academy training staff 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. Human Resources shall coordinate with the Academy Operations Commanders The regional Employee Development staff will coordinate, with regional Appointing Author, the scheduling of the to schedule regional PSTs. They will shall ensure:
 - A. Academies are offered scheduled often enough 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 will be posted in sufficient time for administrative planning for employee attendance.

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- 1) Human Resources, with assistance from the EDM Regional Academy Commanders, will ensure all 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 the EDM staff will, as soon as possible, provide a regional 80-hour, Non-Custody Basic (NCB) orientation course. munitions,~~
 - a)
 - 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 Correctional Officer Trainees 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, Correctional Officer Trainee COT sand they are not allowed to use any restraint equipment, munitions, or weapons.
 - ~~— Correctional Officer Trainees 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).~~
 - a)
 - b) They 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 Letter of 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.

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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~~~~regional ED~~ staff is in charge and will represent and ~~act as~~~~be~~ the attending ~~trainee's~~~~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. 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 ACADEMIC SUPPORT~~REMEDIAL~~ PLAN/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 ~~and~~, 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~~ trainee'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 ~~and~~, studied for successful and possibly re-constructed to enhance the potential of successful remedial course completion;
 - 3) An academic support plan~~action plan~~ will be developed between the trainee ~~and~~, their ~~supervisor and the ED staff~~ Academy Commander as to

what will be done to provide ~~remedial training and study.~~ academic support. Each will receive a copy of the action plan- and time frame it must be completed in ~~ad must be accomplished within the agreed time frame.~~ This academic plan of actions support plan must be accomplished within the agreed time frame. A copy will be forwarded to EDMM; 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 action ~~plan~~ will address:
 - a) Timeframe for completion;
 - b) Subject matter the trainee must study;
 - c) A minimum, ~~of~~ for three monitored visits between the trainee, their supervisor, and the ~~ED staff~~ Academy Commander; and
 - d) The date, time, and location that P.O.S.T. has agreed to ~~provide~~ provide for the re-examination.

2. Upon successful completion of the academic support ~~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 trainee's success will be completed within 5 working days.~~ success within five working days of completion.

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

3. ~~Should the trainee fail the academic support 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 to Human Resources. A copy of the failure document will also be given to the trainee.~~

3.

- ~~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.~~ _____ A copy will be forwarded to the trainee and ~~Department's the~~ EDMM as well as a copy will be retained in the regional Employment Development Office Class File.

B. It is the responsibility of Human Resources~~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.

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 ~~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 ~~IST Lieutenant~~EDA or EDM~~or designee~~ will provide a report of any changes to curriculum made during the annual review to the Deputy Director of Operations ~~Services~~ by June 30th of every calendar year.

3. The ~~IST Lieutenant~~EDA and /or EDM~~Department's EDM or designee~~ will complete the appropriate course certification applications when deemed necessary and ~~the be~~ forwarded ~~ed~~ 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~~AR 358 – Basic Peace Officer Certification for processing of the request for certificate.

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2. ~~Each The ED staff~~ Academy Commander will ensure that all documentation of the PST program is completed in accordance with current ~~Academy ED procedures~~ 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 ~~does not~~ requires an Operational Procedure for the training academy.
2. This regulation does not require an audit.

REFERENCES

ACA Standards 54th 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-012008 Supplement; and 2010 Supplement 4-4083, 4-4084, 4-4085, 4-4385, 4-4090, 4-4091, 4-4093, and 4-4100

James E. Dzurenda, Director

Date