



NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION

**SUMMARY OF CHANGES**  
**AR 362 – WEAPONS TRAINING AND QUALIFICATION**  
**Effective PENDING**

Description	Page Number
Change Range Master to Firearms Instructor	Throughout
Change Confidential Manual requirement to Training Directive requirement	6
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

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**WEAPONS TRAINING AND QUALIFICATION  
ADMINISTRATIVE REGULATION – 362**

**SUPERSEDES:** AR 362 (01/05/12); AR 362 (Temporary 08/11/14), AR 362 (09/16/14)

**EFFECTIVE DATE:** PENDING

**AUTHORITY:** NRS 209.131, NRS 289.510, NRS 289.550, 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.

**362.01 PEACE OFFICER CERTIFICATION**

1. The Department's peace officers, and designated employees are required to handle weapons/firearms on a regular basis in the performance of their assigned duties and responsibilities. Therefore, the Department requires initial weapons/firearms orientation training in the use of force, safety, handling, and use of the weapons/firearms.
  - A. All Department peace officers and designated employees must meet the requirements established in NAC Chapter 289 to ensure certification.

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### **362.02 BASIC WEAPONS/FIREARMS TRAINING PROGRAM**

1. All Department peace officers and designated employees must successfully complete a weapons/firearms training orientation program to include qualification. The Department's peace officers and designated employees must complete this training before being assigned to a post or position involving the possible use of such weapons. The course curriculum will include at a minimum, but not limited to:
  - A. Use of Force laws, policy, and procedures;
  - B. Weapons/firearms safety;
  - C. Nomenclature and proper use/handling;
  - D. Constraints on the use of the weapons/firearms; and
  - E. Qualification in the use of routinely issued Department weapons/firearms.
    - 1) The Department's weapons/firearms orientation-training program will be included in the course curriculum within the Department's Pre-Service Training.
    - 2) Firearms Instructors will ensure compliance with established range rules, courses of fire, and basic orientation training program requirements as established by the Employee Development Manager (EDM).
    - 3) During range operations, all shooters will use eye and ear protection.

### **362.03 MAINTAINING WEAPONS/FIREARMS CERTIFICATION**

1. As a condition of employment, the Department's peace officers, and designated employees must maintain weapons/firearms certification as established within NAC Chapter 289.
  - A. On a bi-annual basis, Wardens, Facility Managers, and the Inspector General will ensure that every peace officer and designated employees will re-qualify with weapons/firearms as required in this regulation.
  - B. Each institution/facility will ensure that the appropriate numbers of Firearms Instructors are assigned to the re-qualification process for safety, adequate instruction, and proper compliance to the range operations, supervision, and re-qualification documentation.
    - 1) No re-qualification or instruction will occur without the adequate assignment and attendance of certified Firearms Instructors.

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- 2) An employee who fails their Weapons/Firearms qualification will not be assigned a post or position where weapons/firearms are used.
    - a) Firearms Instructors will ensure compliance with established range rules, courses of fire, and re-qualification requirements established by the Department's EDM.
  2. The Department re-qualification course of fire and course curriculum will be reviewed annually and approved by the EDM or designee.
    - A. The re-qualification process will include, at a minimum:
      - 1) Review of the nomenclature and handling of the assigned weapons;
      - 2) Safety features of weapons/firearms;
      - 3) Range rules; and
      - 4) Department's Use of Force policy and procedures.
  3. The Department's Inspector General staff, Central Transportation Officers, Officers in legislatively approved transportation positions or legislatively approved Hospital Position, Correctional Emergency Response Team (CERT) team members and Firearms Instructors will re-qualify with all Department issued weapons/firearms bi-annually at 80% or better. Additionally, two more tactical-training shoots will be conducted in a calendar year. The qualifications will meet the requirements set forth in NAC Chapter 289.

#### **362.04 DOCUMENTATION AND RECORD KEEPING**

1. The Department's weapons/firearms orientation training and qualifications will be documented to ensure compliance with established requirements of NAC, Chapter 289.
  - A. During the PST weapons/firearms qualification process, the Firearms Instructors will ensure that all documentation is forwarded to the regional PST Coordinator for retention in the PST Class File.
  - B. During the Department's bi-annual weapons/firearms re-qualification process, the Firearms Instructors will ensure that all documentation is forwarded to the Institutional Senior Firearms Instructor and official training record.
  - C. The Firearms Instructors will complete and ensure that, at a minimum, the following Department forms are completed at every qualification;
    - 1) Weapons Qualification Form (DOC 1086)

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2) Ammunition Expended and Inventory Form (DOC 1084)

2. During the Department's weapons/firearms re-qualification process, the Firearms Instructors will ensure a copy of all documentation will be forwarded to the Warden, Facility Manager or designee as well as maintaining a copy for their records.
3. The Employee Development Division (EDD) staff will monitor the weapons/firearms basic orientation-training program and bi-annual weapons/firearms qualifications and re-qualification process to ensure compliance with established requirements set forth within NAC Chapter 289, and Department administrative regulations.
  - A. Reports to the office of the EDM will be completed as directed. Should deficiencies be identified regarding compliance with this administrative regulation, these deficiencies will be reported to the EDM who in turn will inform the Division Administrator of Human Resources.

### **362.05 REMEDIAL TRAINING PROCESS**

1. The Department has established a weapons/firearms remedial process to be followed should a peace officer of designated employee not successfully complete the orientation training or qualification requirements. This process must only be followed for weapons/firearms that the employee failed to qualify with. The process is as follows:
  - A. The trainee/student or re-qualifying employee will be allowed, if time permits, to waive the 7 days for the second attempt to successfully complete the orientation training or re-qualification process one more time. Failure to successfully complete the process will amount to failure. The first failure will be documented on the Weapons Qualification Failure – First Attempt Form DOC 1087, and the Seven-Day Range Waiver Form DOC 1088.
  - B. The Firearms Instructors will forward a Weapons Qualification Failure - Second Attempt DOC 1089 to the employee's appointing authority and the EDM informing them of the failure to successfully complete the process. If the employee is participating in the PST, a copy of the DOC 1089 will be forwarded to the EDM and Academy Commander for documentation in the course file of the officers second failure to qualify.
    - 1) The employees now must practice on their own time before being allowed to attempt to successfully complete the qualification process. The employee will incur all costs for ammunition and time. The employee has a minimum of two weeks/14 days to complete this practice time;
    - 2) Upon completion of the practice time, the employee will be rescheduled by their supervisor for qualification efforts. The Officer will be completely remediated prior to the Final attempt and an On Duty Weapons Training Card Form DOC 1085 will be completed.

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- C. The employee's appointing authority will set up a time through the employee's supervisor to re-schedule efforts toward training orientation and/or re-qualification. The appointing authority will ensure that a different Firearms Instructor from the one used in the prior orientation training or re-qualification will be assigned to provide the remedial training.
- D. The remedial training curriculum will be provided and consist of the following, at a minimum, and documented using the On Duty Weapons Training Card Form DOC 1085 for this remediation training.
- 1) Orientation to the weapon/firearm to be used for qualification;
  - 2) Orientation to the safe use of the weapon/firearm to be used for qualification;
  - 3) Remedial training will be provided by the Firearms Instructor of the methods and techniques used to properly fire and qualify with the weapon/firearm;
  - 4) Upon completion of the remedial training, the employee will be allowed one final attempt to successfully complete the qualification efforts;
  - 5) Should the employee fail at this final attempt, the Firearms Instructor will forward a Weapons Qualification Failure – Third Attempt Form DOC 1090 to the employee's appointing authority identifying the failure; and
  - 6) The employee's appointing authority will contact the regional Department Human Resource Division to initiate the reclassification/termination process as appropriate.

### **362.06 UNUSUAL OCCURANCES/INCIDENTS**

1. Firearms Instructors are the overall authority on any Range.
2. Due to the nature of the weapons/firearms orientation training and qualification programs, there may be an unusual occurrence or incident that takes place (i.e., weapons/firearms accident, shooting injury, etc.).
  - A. At a minimum, the Firearms Instructor will ensure that an Incident Report (IR) is entered in NOTIS. The IR number and narrative will be forwarded to the Inspector General, Employee Development, and the State Firearms Commander.
    - 1) The Firearms Instructor in charge will ensure:
      - a) If necessary, the appropriate medical/emergency assistance is immediately requested;

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- b) Proper Employee Injury/Accident forms are completed according to Administrative Regulation 329 - Employee Work-Related Illness/Injury or Occupational Disease;
  - c) If involving trainees/students, the Employee Development Manager will be notified; and
  - d) Documentation, reports, and institutional forms will be completed and forwarded through the chain of command.

B. Failure to complete the proper documents and reports will result in disciplinary action.

- 3. Firearms Instructors are responsible for thorough checks of the range to ensure that all debris, such as trash and spent casings are placed in proper containers. Restroom facilities must be clean, and all toiletries and supplies must be restocked prior to leaving the range.

#### **APPLICABILITY**

- 1. This Administrative Regulation requires a Training Directive on specific Weapons Training and Qualification procedures. This directive is generated by the EDM for approval by the Deputy Director of Operations.
- 2. This Administrative Regulation requires an audit.

#### **REFERENCES**

ACA Standards 5<sup>th</sup> Edition 5-ACI-1D-19, 5-ACI-1D-20 (M)

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James E. Dzurenda, Director

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Date