NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
359

EMPLOYEE DEVELOPMENT PROGRAM COORDINATION AND SUPERVISION (TEMPORARY)

Supersedes: AR 901 (04/05/04)
Effective Date: 09/16/10

AUTHORITY: NRS 209.131; NRS Chapters 284, 289; NAC Chapters 284, 289

RESPONSIBLILITY:

It is the responsibility of all Department employees to have a working knowledge of and comply with this regulation.

359.01 EMPLOYEE DEVELOPMENT STAFF QUALIFICATIONS

1. The Department will recruit, select and employ qualified individuals in accordance with NAC, Chapter 284.

   A. The Employee Development Manager (EDM) employment qualifications must meet or exceed the State's recruitment, selection, essential functions and other job specifications that ensure specialized knowledge, skills and abilities to administer training and employee development programs.

   B. The Department's full-time Employee Development Training staff must meet the employment qualifications of the State's recruitment in regard to selection, essential functions, and any other job specification criteria as set forth in NAC, Chapter 284. Employee Development (ED) staff must also have successfully completed at a minimum a 60-hour course in Training-for-Trainers / Basic Instructor Development (BID).

2. The Employee Development staff will coordinate the Department's Training and Employee Development Programs for all occupational groups.

359.02 TRAINING AND EMPLOYMENT DEVELOPMENT ADMINISTRATION

1. The EDM along with the Employee Development Staff are employed within the Department's Employee Development Section under the supervision of the NDOC Division of Personnel Services.

A. The EDM is under the direct administration, management and supervision of the Division Administrator of Personnel Services.

B. The Employee Development staff is under the direct administration, management and supervision of the Department's EDM to ensure:

(1) The Department's Training and Employee Development Programs are in compliance with all regulatory authority requirements, mandates, administrative regulations and directives;

(2) The Department's Training and Employee Development Program statistics, tracking reports, and other appropriate documentation is maintained and forwarded to the division head, regional offices or designated appointing authorities by the EDM or designee; and

(3) Compliance with all Employee Development procedures.

2. Employee Development staff will perform his or her assigned duties and responsibilities in accordance with the Department's Administrative Regulations (ARs) 300 series and Divisional Procedures.

359.03 TRAINING AND EMPLOYEE DEVELOPMENT PROGRAM COORDINATION AND SUPERVISION

1. The Department's Training and Employee Development Programs are planned, coordinated, implemented and supervised by the EDM and his or her staff.

2. The regional Employee Development staff will coordinate directly with the regional appointing authorities or designees of the Department's institutions and facilities, ensuring successful implementation and completion of the Annual Training and Employee Development Plan.

3. The regional Employee Development Staff will coordinate with federal, state, and local agencies (private and public) to utilize available resources for the delivery of regional training and employee development programs.

359.04 TRAINING PLAN DESIGN, DEVELOPMENT, IMPLEMENTATION AND EVALUATION

1. The Employee Development staff will follow the Department's Annual Training and Development Plan. The Annual Training and Employee Development Plan, at a minimum, will include the following:

A. Annually mandated subject matter for employees of all occupational groups;

B. Certified and qualified instructors to meet regulatory requirements to instruct the class subject matter;

C. Procedures for regional Employee Development Staff to ensure the coordination with institution's and facilities' appointing authorities. In addition, will ensure the coordination, monitoring and successful completion of the Regional Training and Employee Development Programs;

D. Timeframes for completion of mandated Training or Employee Development Programs;

E. Procedures for the design, development and certification format of Department lesson plans;

F. Procedures for the proper documentation of Training and Employee Development Programs;

G. Curriculum subject matter outline to be instructed; and

H. Review process to ensure compliance with the plan.

(1) The Annual Training and Employee Development Plan will be in line with the Department's mission, goals, individual physical plant characteristics, and specific inmate populations.

2. The Training and Employee Development Plan will be reviewed, evaluated and updated each year. The EDM or designee will base this review and update process upon an annual assessment that identifies current job-related training requirements, regulatory requirements, Department regulations, policy and procedures and employee development needs.

3. In order to be responsive to the Department and employee needs, the Training and Employee Development Plan design, development, implementation and evaluation may utilize; however, not be limited to the following resources in conducting the annual assessment:

A. Position requirements;

B. Professional career and development needs;

C. Current correctional issues;

D. New ideas, theories, techniques and technologies;

E. Regulatory authority mandates and requirements;

F. Observations;

G. Job components and essential functions;

H. Staff surveys regarding training and employee development needs;

I. Department Training Advisory Committee recommendations;

J. Reviews of Department institution operations;

K. Administrative and managerial requests;

L. Staff reports, evaluations and findings; and

M. Laws or statutes, administrative codes and Department policy and procedures.

4. The Department's regional Training and Employee Development core programs delivery, at a minimum, will ensure the delivery of the following course curriculums:

A. Correctional Employee Basic Training Program (PST);

(1) Non-Custody will attend the first two weeks of the PST

B. Correctional Employee Refresher Training Program;

C. Supervisor Employee Refresher Training Program;

D. First Line Supervision Course;

E. Basic Organizational Management;

F. Professional Organizational Career Development Programs (i.e. Career Tracks, Inc. American Corrections Association, American Management Association, National Institute of Corrections, etc.);

G. Other agency requested or required training and employee development programs associated with the Department's vision, mission, goals, and responsibilities (i.e., Volunteer Orientation Training, Nevada Division of Forestry Inmate Supervisory Course, School District Staff Orientation / Inmate Supervision etc.);

H. OSHA mandated training courses;

I. Supervisory/Command Refresher Training Programs;

J. Administrators, Wardens, Managers Refresher Training Programs; and

K. Executive Command/Administrator Development Training.

5. State's Department of Personnel Training Division Program opportunities will be included within the Department Training Plan.

A. The State's Department of Personnel Training Division schedule is available bi-annually to the Department and available on the Department's website.

(1) The Department's EDM or designee will ensure that, within budgetary and resource constraints, the in-service and continuing education and refresher training programs are consistent with the State Department of Personnel Training Division and the Commission on Peace Officer's Standards and Training (POST) curriculums.

6. To allow for fiscal and resource impact management, the EDM in coordination with and approval of the Division Administrator will provide and distribute the Department's Training and Employee Development Plan no later then August 30th of each calendar year.

A. Distribution of the Training and Employee Development Plan will be made to all Department appointing authorities.

APPLICABILITY

1. This regulation does not require an Operational Procedure.

2. This regulation does not require an audit.

REFERENCES:

ACA Standards 4-4073; 4-4074; 4-4075; 4-4077; and 4-4079

Howard Skolnik, Director

8/18/10
Date