NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
358

BASIC PEACE OFFICER CERTIFICATION (TEMPORARY)

Supersedes: AR 358 (08/13/10)
Effective Date: 07/17/14

AUTHORITY

NRS 209.131; NRS Chapter 289; NAC Chapter 289

RESPONSIBILITY

The Department's Deputy Director of Operations and the Employee Development Manager are responsible to administer and comply with this regulation.

The Warden/Division Heads shall be responsible to ensure enrollment of all Department employees in the Correctional Employee/Officer Pre-Service Training Academy (PST).

The Department's Human Resources Division shall be responsible for ensuring that the physical fitness test administered to peace officers employed by the Department complies with Peace Officers' Standards and Training (POST) standards as defined in NAC 289.

358.01 PRE-HIRE PHYSICAL FITNESS EXAMINATION

1. The P.O.S.T. Category III pre-hire physical fitness examination as defined in NAC 289.200 will be conducted by the Department's Human Resources Division on all applicants applying for a Department of Corrections position categorized as requiring Category III P.O.S.T. certification, as indicated below:

   A. Correctional Officer/Trainee

   B. Senior Correctional Officer

   C. Correctional Sergeant

   D. Correctional Lieutenant

2. Applicants performing the pre-hire physical fitness examination for the positions as identified above will be required to successfully pass the Category III basic certificate standards prior to the interview/selection process:

   A. Vertical Jump=15 inches

B. Agility Run=20.4 seconds

C. Push-ups=20

D. 300 Meter run=1 minute and 14 seconds

E. 1.5 Run/Walk Mile=17 minutes and 37 seconds

3. Applicants applying for a position in the Criminal Investigator series will be required to successfully pass the Category II basic certificate standards prior to the interview/selection process:

A. Vertical Jump=15 inches

B. Agility Run=20.7 seconds

C. Sit-ups=29 in 1 minute

D. Push-ups=15

E. 300 Meter run=1 minute and 20 seconds

F. 1.5 Run/Walk Mile=20 minutes and 6 seconds

4. State employees transferring and/or promoting from a non-sworn P.O.S.T. position to a P.O.S.T. certified position will be required to perform and successfully pass the physical fitness examination.

5. Former employees requesting reinstatement, as defined in AR 330, into a formerly held P.O.S.T. certified position will be required to perform the physical fitness examination.

6. Former employees requesting rehire, as defined in AR 330, into a formerly held P.O.S.T. certified position will be required to perform and successfully pass the physical fitness examination.

7. The Department's Human Resources Division certified representatives will be required to log each candidates name and scores into the Physical Fitness Examination Roster (DOC-10112); in addition a Physical Fitness Examination Release form (DOC-1031) and Pre-Hire Physical Fitness Test Score Card shall be completed in its entirety for each candidate performing the peace officer physical fitness test.

8. The Physical Fitness Examination Roster and Physical Fitness Examination Release/Score Card shall be maintained in the recruitment file by the Department's Personnel Division.

358.02 POST-HIRE PHYSICAL FITNESS EXAMINATION

1. The Department Training Division will conduct a physical fitness entrance examination as defined in NAC 289.300 for all Category III peace officer employees in the Pre-service Training (PST) Academy.

A. Vertical Jump=12 inches

B. Agility Run=24.5 seconds

C. Push-ups=16

D. 300 Meter run=1 minute and 29 seconds

E. 1.5 Walk/Run Mile=21 minutes and 10 seconds

(1) The physical fitness examination must be conducted within 14 days after the commencement of the PST Academy. Category III peace officer employees who are not immediately enrolled in the PST Academy upon hire, must also complete the physical fitness examination not sooner than 30 days before the commencement of the PST Academy.

(2) Category III peace officer employees will be required to successfully pass the entrance physical fitness examination at the levels indicated above in order to proceed forward in the PST Academy.

(3) The Department Training Division certified representatives will complete an Academy Entrance Physical Fitness Evaluation (AD-2C) form for each employee performing the physical fitness examination along with a signed Physical Fitness Examination Release form (DOC-1031).

(a) The completed forms (AD-2C and DOC-1031) will be maintained in the employee's training file.

(4) Peace officer employees who fail the entrance physical fitness examination conducted in the PST Academy will be rejected or reverted from probation.

2. Category II peace officer employees will be required to successfully pass the physical fitness entrance examination as defined in NAC 289.300 not sooner than 30 days before commencement of the basic training course and not later than 14 days after commencement of the basic training course.

A. Before conclusion of a Category II basic training course, Category II peace officer employees must successfully complete the physical fitness requirement for Basic Certification Examination in compliance with NAC 289.200.

B. The designated Category II basic peace officer Academy will be responsible for these NAC requirements.

3. Before the conclusion of the Category III PST Academy, the Department's Personnel Division will coordinate with the Training Section to schedule a final physical fitness examination in compliance with NAC 289.200 Basic Certification Examination:

A. Peace Officer employees shall be required to successfully pass the state physical fitness examination for Category III to be eligible for P.O.S.T. certification.

B. Employees that fail the final physical fitness examination at the conclusion of the PST academy will be required to attend each offered physical fitness examination up to 16-weeks after the first day of the commencement of officer's basic training course.

C. The Department's Human Resources Division will inform the Warden of those incumbents that have completed PST, but are still required to attend and pass the physical fitness examination.

D. Peace officer employees who fail the physical fitness examination after the 16-week requirement will be rejected or reverted from probation.

4. If an employee sustains a physical injury that renders him incapable of completing the requirements of the state physical fitness examination, a request for extension of the physical fitness examination may be submitted to P.O.S.T. via the Department's Human Resources Division.

A. The request must include written verification by a physician that the employee is incapable of completing the requirements of the state physical fitness examination.

B. If approved, the extension of time shall be for a period not to exceed 12 months from the date of hire.

C. Failure to successfully complete the state physical fitness examination requirement within the 12 month period will result in termination from employment.

5. The physical fitness certified representatives will be required to log each candidates name and scores into the Physical Fitness Examination Roster (DOC-10112); in addition a Physical Fitness Examination Release (DOC-1031) and P.O.S.T. Physical Fitness Test Score Card (AD-2B) shall be completed for each candidate performing the peace officer physical fitness examination.

A. Each section of the form AD-2B must be completed in its entirety to include start and end time of test.

B. The certified representatives will record the score of each test and initial.

C. The certified representatives will sign as Test Administrator and write their Certification # onto the AD-2B.

D. Form DOC-10112, form DOC-1013, and form AD-2B will be maintained in a folder by calendar year within each regional examination location.

E. A copy of form AD-2B will be maintained in the employee's training file.

6. Upon completion of the PST Academy, the Department's Human Resources Division will forward the original form AD-2B for each graduating candidate, along with additional

documentation as defined in 358.04 (3) to the designated Single Point of Contact location in TLVCC, Building F, Indian Springs, NV.

358.03 PERSONNEL ACTION REPORT

1. When processing the following transactions the Department's Human Resources Division shall complete a P.O.S.T. Personnel Action Report (AD-1, PAR) for those classifications as defined in 358.01 (1.):

A. New hires, reinstatements, rehires

B. Transfers to and from a Department peace officer sworn (custody) position

C. Resignations, discharges, retired, or deceased

D. Name and/or address changes.

2. The PAR form must be completed in its entirety.

3. A digital copy PAR form must be forwarded to the s Single Point of Contact within five (5) days of transaction.

A. A copy will be maintained in the Official Department Human Resources File.

358.04 CHILD SUPPORT INFORMATION

1. The Department's Human Resources Division shall have each peace officer employee complete a P.O.S.T. Child Support Information (AD-2A) form upon hire, reinstatement, rehire or transfer into a (custody) peace officer sworn position.

2. The Child Support Information form must be completed in its entirety.

3. Peace officer employees indicating they are NOT in compliance with their child support may be subject to denial of their basic certificate.

A. Peace officer employees must be compliant to child support regulations by conclusion of the PST Academy.

4. The original Child Support Information (AD-2A) form shall be maintained in the official Department Human Resources file in Las Vegas until the conclusion of the PST academy.

358.05 REQUEST FOR BASIC PEACE OFFICER CERTIFICATE

1. Upon completion of the PST academy, the Training Division shall forward a copy of the each employee's PST Certificate of Completion to the appropriate regional Department's Human Resources Division.

2. The regional Department's Personnel Division representative shall compile the most current original Physical Fitness Test Score Card (AD-2B) for each graduating candidate.

3. The regional Department's Human Resources Division shall forward the original Physical Fitness Test Score Card (AD-2B) and the copy of the PST Certificate of Completion to the P.O.S.T. Single Point of Contact in the Department's Training Division in Indian Springs, NV.

4. The Single Point of Contact will complete a P.O.S.T. Basic Certificate Application (AD-2) form for each graduating peace officer employee.

A. The Basic Certificate Application (AD-2) shall be completed in its entirety.

5. The Single Point of Contact shall have pulled the original Child Support Information form (AD-2A) from the official Department Personnel file.

A. A copy of the Child Support Information form (AD-2A) will be replaced for the original in the official Department Personnel file.

6. The Single Point of Contact will compile a packet for each graduating peace officer employee consisting of the following forms to be digitally submitted to the Peace Officers Standard & Training Commission (POST):

A. Original-Basic Certificate Application (AD-2)

B. Original-Child Support Information (AD-2A)

C. Copy-Physical Fitness Test Score Card (AD-2B)

D. Copy-PST Certificate of Completion

7. A copy of each compiled packet will be maintained by the Department's Training Division.

358.06 RECEIPT OF BASIC CERTIFICATES

1. Upon receipt of the P.O.S.T. Peace Officer Basic Certificate, the Department's Personnel Division Single Point of Contact will prepare a Receipt Log sheet indicating the employee's name and institution for each issued certificate.

2. The Single Point of Contact will copy each basic certificate.

A. A copy of the Basic Certificate will be attached to the P.O.S.T. Basic Certificate Application (AD-2) and additional documentation as defined in 358.05 (6)..

3. The original P.O.S.T. Basic Certificates shall be distributed by the Regional Training Division.

A. The Training Division will place the certificate in the Officers' Training File.

B. The Department's Training Division shall retain the signed receipt of Certificate.

C. The Training Division will distribute the original Basic Certificate to each Officer.

APPLICABILITY

1. This regulation does not require an Operational Procedure.

2. This regulation does not require an audit.

Director

7/17/14
Date