NEVADA DEPARTMENT OF CORRECTIONS
BASIC EMPLOYEE/OFFICER TRAINING PROGRAM (PST)
ADMINISTRATIVE REGULATIONS

I. INTRODUCTION:

The Department has identified the following Administrative Regulations (AR's) as relevant to the basic training of trainees within the Department's PST Program. It is the trainee's responsibility to graduate from this course with the knowledge of and comply with these regulations. Some AR's will be instructed within a classroom setting, other AR's will be instructed and demonstrated within the Field Training days. Still other AR's you will have to read as part of Class Assignments and study during your assigned group study and individual study time.

II. INSTRUCTIONS

During the basic academy course, you will initial the AR's identified below as you read and study them, and/or are instructed or discussed within the PST Program. The initials confirm and acknowledge that you have knowledge of and understand and will comply with the administrative regulation. If you do not understand or have questions regarding these Administrative Regulations, please feel free to ask.

III. ADMINISTRATIVE REGULATIONS:

INITIALS	AR	AR TITLE
_____	107	Emergency Response Manual
_____	110	Mission Statement
_____	111	Organizational Chart
_____	115	Tobacco Product Prohibition
_____	120	News Media Contracts and Press Releases
_____	142	Acceptable Use of Information Technology
_____	143	Inmate Access to Information Technology
_____	144	Telecommunication Devices
_____	154	Victim's Services
_____	268	Use of State Motor Pool Vehicles
_____	269	Security (Food Services)
_____	300	Recruitment and Hiring
_____	301	Shift Bidding

_____	304	Equal Employment Opportunity (EEO) Discrimiation
_____	305	Sexual Harassment Prevention
_____	306	Employee Formal Grievance
_____	307	Furlough Policy
_____	308	Department Staff and Applicant Records
_____	311	Performance Evaluations for Classified Employees
_____	313	Dismissal of Probationary Employee
_____	314	Employee Physical Examination/Health Requirements
_____	316	Employee Transfers
_____	317	Employee Award and commendation Procedure
_____	318	Employee Performance Cards
_____	319	Workplace Safety
_____	320	Salary Administration
_____	321	Workplace Violence
_____	322	Types of Leave and Leave Procedures
_____	329	Employee Work-Related Illness or Injury
_____	330	Employee Resignation/Reinstatement
_____	332	Employee Responsibility-Reporting
_____	337	Staff Requirements for Home Address/Telephone
_____	**339**	**Code of Ethics, Employee Conduct, Prohibitions/Penalties**
_____	340	Employee Complaint Reporting & Investigation
_____	341	Employee Complaint and Performance Adjudication
_____	345	Employee-Inmates, Ex-Inmates, Parolees & Probationers Relationship
_____	346	Nepotism
_____	347	Political Activities by Employees
_____	349	Employee/Applicant Alcohol/Drug Testing

_____	350	Employee Grooming Standards
_____	352	Identification Cards
_____	355	Employee Secondary Employment
_____	357	Service of Actions Against Dept Accepting Service
_____	358	Request for Basic Peace Officer Certification
_____	362	Weapons Training
_____	402	Emergency Mobilization of Off Duty Staff
_____	405	Use of Force
_____	406	Use of Chemical Agents
_____	407	Use of Handcuffs/Restraints
_____	410	Key Control
_____	413	Perimeter and Gate Security
_____	418	Count
_____	420	Inmate Death or Serious Injury Procedure
_____	421	Sexual Assault, Sexual Activities and Sexual Misconduct (PREA)
_____	422	Search & Shakedown
_____	425	Handling and Storage of Personal Weapons
_____	430	Transportation of Inmates
_____	431	Transportation of Inmates to Court
_____	432	Transportation of Inmates to Medical Appointments
_____	446	Security Threat Groups
_____	452	Hostage
_____	453	Natural Disaster
_____	454	Adverse Weather Procedure
_____	460	Security at Community Hospitals
_____	492	Body Cavity Searches

_____	516	Level Systems
_____	521	Custody Categories
_____	604	Occupational Exposure to Bloodborne Pathogens
_____	621	Infectious Diseases
_____	630	Emergency Medical Response Procedures
_____	704	Laundry and Clothing Procedure
_____	705	Inmate Grooming and Personal Hygiene
_____	707	Code of Penal Discipline
_____	711	Inmate Personal Property
_____	718	Inmate Personal Telephone Usage
_____	722	Inmate Legal Access
_____	740	Inmate Grievance Procedure
_____	750	Inmate Correspondence & Mail

By initialing and signing this acknowledgement I verify that I read the above Nevada Statutes and have a working knowledge of their content.

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Employee Name (Printed) Employee Signature Date

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PST Coordinator's Signature Date