MANDATORY AND ELECTIVE TRAINING FOR ALL STAFF

NORTH DAKOTA DEPARTMENT OF CORRECTIONS AND REHABILITATION (DOCR)

(01/2013)

The following is a list of mandatory in-service classes for all Non-Uniformed Staff at MRCC in 2015. Your division, or work group may assign additional training requirements based on your position within the DOCR. In addition you may have additional training requirements such as Defensive Driving etc.

Training		**Hours**
Risk Management [1] online		2 hour
Correctional Practices Skill Workshop [2]		4 hours
Prison Rape Elimination Act online		1 hour
TOTAL		7 hours

Division, or work group assigned additional training requirements (these courses are assigned by the manager/supervisor of the Division or work group to which the employee is assigned).

Course	**Location**	**Date**	**Hours**
Code of Ethics/Code of Conduct	Online		.5 hour
Corrections Fatigue to Fulfillment	MRCC/NDSP	TBA	8 hours
Fire Safety	Online		.5 hour
Fire Extinguisher Practical Training	MRCC	TBA	.5 hour
First Aid	MRCC	TBA	2 hours
Incident Command Training[3]	MRCC	TBA	Varies
Simulation Training	TBA	TBA	4 hours
Transitional Facilities Wardens Meetings	MRCC	TBA	2 hours
Defensive Driving[4]	Online	TBA	4 hours

Elective training courses (these courses are at the request of the employee and are approved by employee supervisor).

Course	**Location**	**Date**	**Hours**

Legend

(1) All staff must complete the 2 hour DOCR On-line Risk Management Training through ELM. Staff may self enroll unless divisional training staff assign.

(2) Correctional Practices Skill Workshop training will offer two different training topics during 2014. Staff are required to attend one 2-hour session during the first half of the year AND one 2-hour session the second half of the year.

(3) Select staff will attend a four day train the trainer course in April 2015. Following that course, administrators and supervisors will complete a three hour course. Administrators and supervisors will train all other staff in a one hour course.

(4) Defensive driving will be assigned to select staff only. If it is the year staff is to complete the training, the training department will enroll you in the course.

If an employee cannot complete any training requirements they must provide documentation to their

supervisor and their Human Resources representative. **Please note that Department Directors/Managers and those staff that have daily interaction with those we serve must complete a minimum 40 hours of training per year. Non Director/ Managers staff that do not have daily interaction with those we serve must complete a minimum of 16 hours of training per year.**	
Total training hour requirements for Click here to enter text.:	
Employee Signature:	
Supervisor/Managers Signature:	