

**N.D. DEPARTMENT OF CORRECTION & REHABILITATION
TRAINING DEPARTMENT**
2014 Mandatory Training for Central Office and Transitional Planning

This list pertains to staff working outside the NDSP/MRCC facilities but on the ground of NDSP/MRCC. It does not include those working inside the institutions such as Maintenance, Medical, and training.

Central Office/Transitional Planning	Hours
Correctional Practices Skills Workshop (1)	2
PREA	1
Risk Management (Activity #12127)	2
Defensive Driving (2)	Assigned to Select Staff

LEGEND:

- (1) **Correctional Practices Skill Workshop (Read following bullets carefully):**
 - a. One two-hour workshop required between January and December 2014.
- (2) **Defensive Driving (Read following bullets carefully):**
 - a. An on-line class that **will be assigned to select individuals**. Do not go into ELM and sign up for this class. Any of the other DOT classes available will not be recognized.

Mandatory Training Hours: The minimum number of training hours required per training year:

1. Specialized Teams	SORT and CRT	75 Hours
2. Shift Workers	7/3-7/4 Schedule	43 Hours
3. Monday-Friday	Daily Inmate Contact	40 Hours
4. Professional	Staff Management, Medical, Treatment	40 Hours
5. Clerical/Support Staff	Minimal Inmate Contact	16 Hours
6. Part Time	Equal to Number of Hours Worked per Week	

Important Information for All Staff:

- 1. **Online Courses:**
 - a. Approved online courses will be sent to all staff in a memo separate from the 2014 mandatory list. Only the courses on the memo have been approved for staff to complete. If staff signs up for a web-based activity that is not on the list, their supervisor must **pre-approve** the class in order for the staff to receive credit. The supervisor must then contact Rhauna with the approval before the staff takes the web-based class. Failure to get pre-approval may result in the staff not receiving credit for the class and/or it being removed from their record.
 - b. Any test/quiz in an online course may be taken once. If you fail the test/quiz, you will need to drop the course, re-enroll, and take the course again. Regardless of the number of attempts, you only receive training credit once for successful completion of the course.

- c. You may not take the same course online and in-class during the same training year. Taking a course twice may result in you not receiving credit for the course and/or it being removed from your record.

2. Tardiness:

- a. Staff are expected to be on time for all training classes. If you are five minutes late for a class, you will not receive training credit and you will have to re-enroll for the class at a later date.
 - i. If there are exigent circumstances that caused you to be late, these will be considered by the Director of Training and your immediate supervisor on a case-by-case basis.

3. Rosters:

- a. Staff who fail to sign a training roster will receive a written warning the first time. The second and subsequent times will result in no training credit and staff will have to repeat the course at a later date.
- b. It is all staff's responsibility to make sure their name is legibly printed or signed on every training roster.
- c. If your name is not legible, you may not receive training credit.
- d. Staff will need to ask the instructor or another staff member if they are not sure where the roster is located.

4. Dress Code:

- a. Non-Uniform and Uniform:
 - i. Procedure 3A-11 – Staff Dress Code:
 - 1. Meetings, training sessions, or other functions are considered on duty. Proper attire for this type of function should be worn. Torn or faded jeans, shorts, sandals, or extremely casual clothing are prohibited.
 - 2. Your daily dress code requirements apply to all training classes, except physical classes.