

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 JRCC 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.

The following training is mandatory for all DOCR staff:

Training		Hours
Risk Management ⁽¹⁾ online		2
Correctional Practices Skill Workshop ⁽²⁾		4
PREA online		1
TOTAL		7

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

Course	Location	Date	Hours
Corrections Fatigue to Fulfillment			8
Incident Command System for Corrections ⁽³⁾			1-3
Suicide Prevention	Web Based		.5
Warden's All Staff Meetings	JRCC	To Be announced	1 hour each

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) The Incident Command System for Corrections training will begin in late spring. Instructors will be selected then trained by consultants from the National Institute of Corrections. Those instructors will then provide 3 hours of training to Administrators and Supervisors. Supervisors will then provide one hour of training for their staff.

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 anyone working the 5 on – 2 off schedule must

complete a minimum 40 hours of training per year. Staff working the 7-3/7-4 schedule must complete a minimum of 43 hours of training. Non Director/ Managers staff that do not have daily interaction with those inmates/offenders 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: