

# 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 NDSP in 2016. 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
Correctional Practices Skill Workshop <sup>(1)</sup>	On-line	1
Prison Rape Elimination Act	On-line	1
Risk Management <sup>(2)</sup>	On-line	2
<b>TOTAL</b>		<b>4 Hours</b>

**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		Hours
NDSP All Staff	TBA		2
Suicide Prevention	Online		.5
From Corrections Fatigue to Fulfillment	NDSP		4
Use of Force	NDSP		3
Incident Command System for Corrections <sup>(4)</sup>	NIC Web Site	See Legend	2
Report Writing	NDSP		2
CPR	NDSP		3
Leadership Training	TBA	Select	24
Defensive Driving <sup>(3)</sup>	Online	Select	5

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

Course	Location		Hours

## **Legend**

(1) Staff will need to take two (2) half-hour online skill workshops.

(2) All staff must complete the 2-hour DOCR On-line Risk Management Training through ELM.

(3) 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.

(4) If not already taken, all staff must take the online Incident Command System for Corrections: Intermediate class through the National Institute of Corrections website. All uniformed staff above the rank of CO III must take the Incident Command System for Corrections: Advanced training through the NIC website. You may access the training with the following link. <http://nic.learn.com/nddocr>

**If an employee cannot complete any training requirements they must provide documentation to their supervisor and their Human Resources representative.**

**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 |          |

Total training hour requirements for (name)

Employee Signature:

Supervisor/Managers Signature: