

# Nevada Department of Corrections

## Site Visit Report

### Description of Training Organization

The Nevada Department of Corrections is Nevada's state corrections agency. The Nevada Department of Corrections is headed by the Director of Corrections, who oversees the following:

- Personnel, which includes payroll.
- EEO and Employee Development.
- Support Services, which includes Fiscal Services, Inmate Services, Information Systems, Telecommunications and Maintenance, Purchasing, and Internal Auditor.
- Operations, which includes Institutions, Offender Management, and Plant Operations.
- Prison Industries.
- Inspector General.
- Medical Director, which includes Dental, Medical, Mental Health and Program Services, Pharmacy, and Psychiatry.
- Family Services.
- Management Analyst III.

The Department's total work force, including commissioned personnel, technical, clerical, supervisory, and administrative positions, is 2,525. Nevada Department of Corrections is funded by appropriations of the Nevada State Legislature with a total budget of \$236,936,442 (Fiscal Year 2004).

The Nevada Department of Corrections Training Unit offers several programs of instruction, including:

- Correctional Employee/Officer Basic Training
- Correctional Officer Refresher Training Program
- Basic Instructor Development Course
- First Line Supervision Course
- Impact Weapons Instructor course
- Range Master Course
- Defensive Tactics Instructor Course
- CPR Instructor Course
- High Impact Leadership Seminar
- Nine Traits for Successful Work Teams
- How to Lead a Team
- Administrators, Wardens, and Managers Seminar
- Grievance Procedures for Supervisors
- Work Performance Standards/Employee Appraisal
- Introduction to Team Building
- Chemical Agents Recertification
- Non-Custody Basic Orientation
- Field Training Monitor Course
- Various OSHA/NOSHA Workshops and Seminars
- Weapons/Firearms Qualification
- Nevada Department of Forestry Supervisory Course
- Community Inmate Management
- Department Volunteers Orientation

The Employee Development Unit's total work force, including commissioned personnel, technical, clerical, supervisory, and administrative positions, is listed as follows:

- One Employee Development Manager
- Four Employee Development Specialist II
- Two Employee Development Specialist I
- Two Administrative Assistants
- One-hundred to one-hundred and forty part-time/volunteer certified instructors

### Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training at the Nevada Department of Corrections may obtain such records of this training by contacting the regional Employee Development Office where the training was conducted. The regional training centers are located:

Headquarters  
4070 Silver Sage Drive  
Carson City, NV 89701

Lovelock Correctional Center  
PO Box 359  
Lovelock, NV 89419

Ely State Prison  
PO Box 1989  
Ely, NV 89301

High Desert State Prison  
PO Box 650  
Indian Springs, NV 89070

### Description of Training Programs

Pre-Service Training is the program that entry-level corrections officers with the Nevada Department of Corrections must complete.

**Location:** Nevada Department of Corrections Training Academy in Carson City, Nevada; Lovelock Correctional Center, Lovelock, Nevada; Ely State Prison, Ely, Nevada; and High Desert State Prison, Indian Springs, Nevada.

**Length:** 5 weeks (200 hours)

**Program Objective:** To provide participants with the knowledge, skills and abilities necessary to serve effectively as correctional officers in the State of Nevada.

**Learning Objective:** Upon successful completion of this program, the graduate will be able to better perform duties of a correctional officer in the State of Nevada.

**Instructional Methods:** Traditional methods including lectures with audio-visual enhancements, readings and handouts; role-play exercises; demonstrations; and laboratory exercises.

**Learning Assessments:** Assessments include traditional written exams as well as demonstrations of competence, and oral presentations.

**Description of Team**

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College have full curriculum vitae on file for each.

Robert Hurley, PhD  
 Professor, Division of Criminal Justice  
 California State University, Sacramento  
 Sacramento, California

Bruce Bikle, PhD  
 Assistant Professor  
 Division of Criminal Justice  
 California State University, Sacramento  
 Sacramento, California

Sandy Boyd, EdD  
 Professor  
 Career Education  
 College of Marin  
 Kentfield, California

Timothy Birch, MS  
 Assessment Coordinator  
 Criminal Justice Training Assessment  
 Albany, New York

**Description of Visit**

From June 23 to June 25, 2003, three representatives of Excelsior College conducted a site visit to the Nevada Department of Corrections Academy to assess the educational programs offered.

On the first morning (Monday, June 23), the team assembled at the Nevada Department of Corrections Training Academy. A brief organizational meeting and introductions to the academy staff took place. The assessment team then began the assessment process.

The team determined that the remainder of the day would be spent organizing the various subject modules of the recruit training program into familiar college course content areas. Before finishing for the day, the course areas were discussed and then assigned to a specific faculty member for review to begin the next day.

Professor Hurley reviewed the following courses: Introduction to Correctional Law. Professor Boyd reviewed the following courses: Correctional Officer Success and Retention, Corrections Administration, Defensive Tactics Policy and Procedure, and Institutional and Environmental Safety. Assistant Professor Bikle reviewed the following courses: Correctional Institutional Operations.

The above list of courses was developed from program and subject information provided by Nevada Department of Corrections.

The team began June 24 by reviewing the Nevada Department of Corrections training materials. On June 25, the team completed its review of program materials and discussed the credit recommendations in detail. The team held an exit interview with representatives of the Nevada Department of Corrections Training Academy. The assessment coordinator conducted the interview. He thanked the staff for opening their doors and for the high level of cooperation provided. He also complimented them on the high quality of their programs as reflected in the number of credits that will be recommended for graduates of their programs.

Credit Recommendations

**Summary of Credit Recommendations**

<i>Program:</i> Pre-Service Training	
Controlled Substances and Legal Issues	.5 credit
Correctional Institutional Operations	4 credits
Correctional Officer Success and Retention	1 credit
Corrections Administration	.5 credit
Critical Issues in the Administration of Justice	1 credit
Defensive Tactics Policy and Procedure	2 credits
Institutional and Environmental Safety	1 credit
<u>Practicum in Corrections</u>	<u>2 credits</u>
<b>TOTAL</b>	<b>12 Credits</b>

Course Descriptions

**Controlled Substances and Legal Issues** (.5 credit, lower division)

*Program:* Pre-Service Training

*Location:* Nevada Department of Corrections Training Academies, Nevada

*Length:* 7 hours

*Dates:* June 1998 to June 2004

*Objectives:* Identify and describe the reasons for the disparate effects of drug related policy on diverse cross sections of society. Recognize and describe human behavior manifested by the use of the primary classes of stimulant, depressant, psychedelic and hallucinogenic drug

*Instruction:* Students must complete no fewer than: four hours of "Controlled substances," one hour of "Legal Liabilities in Corrections," and two hours of "NRS 289 – Peace Officer Rights." Instructional methods include lecture (supplemented by video), discussion, role simulation, and question and answer. Evaluation methods include pre- and post-tests and written examination.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one-half semester credit.

**Correctional Institutional Operations** (4 credits, lower division)

*Program:* Pre-Service Training

*Location:* Nevada Department of Corrections Training Academies, Nevada

*Length:* 59.5 hours

*Dates:* June 1998 to June 2004

*Objectives:* Recognize the rationale for operational procedures and practices in correctional institutions. Define, explain, and discuss the elements of the policies and procedures in the areas of institutional operation that are used to maintain safe and secure facilities. Demonstrate the ability to apply elements of operational procedures to meet circumstances.

*Instruction:* Students must complete no fewer than: two hours of "Hospital/Infirmity Assignment," four hours of "Clothed/Unclathed Searches Policy & Procedures," two hours of "Contraband Awareness," one hour of "Control Procedures," one hour of "Count Procedures," two hours of "Emergency Response Procedures," two hours of "Escape Procedures," two hours of "Hostage Policy," two hours of "Inmate Classification," two hours of "Inmate Disciplinary Procedures," two hours of "Inmate

Grievance Procedures,” two hours of “Inmate Property,” two hours of “Inmate Rights,” two hours of “Inmate Supervision,” two hours of “Kitchen/Culinary Procedures,” one hour of “Mailroom Procedures,” two hours of “Management of Disruptive Groups & High Profile Inmates,” one hour of “Media/Public Relations,” six hours of “Report Writing,” one hour of “Role of Medical,” one hour of “Staff Conduct,” one-and-one-half hours of “Staff/Inmate Relations/Command Presence,” two hours of “Suicide Prevention,” two hours of “Principles of Security,” four hours of “Crime Scene Protection & Management,” one hour of “NRS 211/211 Jails,” two hours of “Jails NRS 212 Prisons,” one-hour of “Cross-Gender Supervision,” one hour of “Incident Command System,” two hours of “Search & Escort,” two hours of “Towers,” four hours of “Transportation & Restraints,” and two hours of “Visiting Procedures.” Instructional methods include lecture (supplemented by video), class and group discussion, and practical application. Evaluation methods include oral examination (quizzes), written examination and practical examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, four semester credits.

**Correctional Officer Success and Retention (1 credit, lower division)**

**Program:** Pre-Service Training

**Location:** Nevada Department of Corrections Training Academy, Carson City, NV

**Length:** 17.5 hours

**Dates:** June 1998 to June 2004

**Objectives:** Understand and accept differences in the workplace. Recognize and understand Departmental policy and procedures regarding an alcohol and drug free workplace. Recognize health and wellness issues and the benefits of a healthy lifestyle. Identify signs and symptoms of unhealthy conditions and risk factors. Recognize and understand anger management. Identify con games and policy and procedure which guards against inmate manipulation. Identify and understand what it takes to ensure good work habits, and professional coping techniques. Identify the philosophy of diversity, cultural differences and diversity in corrections. Identify internal and external customers, use of proper etiquette and improving customer relations. Identify and understand fulfilling duties and responsibilities legally, ethically and professionally. Identify and understand guidelines established by the National Institute Corrections relating to interpersonal communications model. Identify and understand the three levels of stress, the difference between long term and short term stress and identification of warning signs. Identify conditions and categories of sexual harassment, evolution of such behavior and reasons why sexual harassment occur.

**Instruction:** Students must complete no fewer than: one-half hour of “Civility,” two hours of “Drug Free Workplace,” one hour of “Risk Management,” two hours of “Anger Management,” two hours of “Con Games,” one hour of “Coping in Corrections,” two hours of “Cultural Diversity,” one hour of “Customer Service,” one hour of “Ethics,” two hours of “Interpersonal Communications,” one hour of “Stress Management,” and two hours of “Sexual Harassment” eight Instructional methods include lecture, discussion, and group activities. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit.

**Corrections Administration (.5 credit, lower division)**

**Program:** Pre-Service Training

**Location:** Nevada Department of Corrections Training Academies, Nevada

**Length:** 8 hours

**Dates:** June 1998 to June 2004

**Objectives:** Recognize the purpose and function of the American Correctional Association (“ACA”) and the steps required to obtain and maintain accreditation. Recognize the various positions within the Department and identify the authority, responsibility and accountability of each in the hierarchy. Understand the history and philosophy of corrections, its application and place within the criminal justice system. Identify the Department mission and administrative philosophy. Understand rehabilitation, education and treatment programs in Department facilities.

**Instruction:** Students must complete no fewer than: two hours of “ACA Orientation,” one hour of “Chain of Command,” two hours of “Correctional Philosophy,” one hour of “Mission/Administrative Philosophy,” and two hours of “Role of Programs.” Instructional methods include lecture and discussion. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one-half semester credit.

**Critical Issues in the Administration of Justice (1 credit, lower division)**

**Program:** Pre-Service Training

**Location:** Nevada Department of Corrections Training Academy, Carson City, NV

**Length:** 10 hours

**Dates:** June 1998 to June 2004

**Objectives:** Discuss crime control and due process as well as the distinctions between criminology and criminal justice. Explain crime within casual theories and systems of classification. Explain the major sources and limitations of crime data, the emerging patterns of criminal activity and the costs of crime including the research methods, theories and concepts associated with each. Discuss the sources of modern law as well as the types of laws. Discuss key principles of the Fourth, Fifth, Sixth, Eighth and Fourteenth Amendments as they relate to arrest, search, seizure, interrogation, bail and the legal impact upon police. Discuss the bureaucracy of crime, the history and structure of policing and police management, the history and activities of the courts and court officers, and topics related to sentencing, probation, parole, prisons and jails. Explain the diversity in human society and contributions and perspectives of women and persons from various ethnic and socioeconomic groups regarding the justice system. Discuss crime and criminal justice and an analysis of police, courts, and correctional agencies and their respective goals.

**Instruction:** Students must complete no fewer than: two hours of “Correctional Case Law,” two hours of “Introduction to the Criminal Justice System,” four hours of “Legal Issues,” and two hours of “Legal Terms & Definitions/Review.” Instructional methods include lecture (supplemented by film, video, and guest speaker), discussion, and role simulation by students. Evaluation methods include written examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, one semester credit.

**Defensive Tactics Policy and Procedure (2 credits, lower division)**

**Program:** Pre-Service Training

**Location:** Nevada Department of Corrections Training Academies, Nevada

**Length:** 29 hours

**Dates:** June 1998 to June 2004

**Objectives:** Identify policies and procedures regarding chemical agents, including the purpose of such policies, chemical agents definitions, uses, storage and the decontamination process. Identify appropriate use of force applications, the use of force continuum, elements of non-deadly and deadly force and Departmental policy. Identify safety concerns related to defensive tactics training and defensive tactics terminology. Demonstrate defensive tactics techniques, methods and verbal responses. Qualify and become certified with Departmental weapons. Recognize NDOC policy concerning impact weapons. Demonstrate the proper techniques and methods specific to the use of baton. Identify and understand Departmental policy and procedure for use of force situations. Identify the various weapons used while conducting daily tasks and assignments. Demonstrate a standard course of fire established by the Department using various weapons.

**Instruction:** Students must complete no fewer than: one hour of “Chemical Weapons Orientation,” eight hours of “Defensive Tactics,” four hours of “Fire Arms Qualification,” four hours of “Impact Weapons Orientation,” four hours of “Use of Force (Administrative Regulation 405),” and eight hours of “Fire Arms Orientation.” Instructional methods include lecture, demonstration, and practicum. Evaluation methods include written examination and practical examination.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, two semester credits.

**Institutional and Environmental Safety** (1 credit, lower division)

*Program:* Pre-Service Training

*Location:* Nevada Department of Corrections Training Academies, Nevada

*Length:* 25 hours

*Dates:* June 1998 to June 2004

*Objectives:* Understand communicable diseases and ensure non-exposure. Meet requirements of obtaining certification in first aid and CPR. Recognize driver improvement and safety, fire safety and plans to ensure security in an emergency situation, and the role of OSHA relating to disease control and universal precautions within the workplace. Identify the purpose of workplace safety regulations and the proper procedures and process for workers' compensation. Recognize Nevada Revised Statutes as they pertain to stalking and harassment. Identify potential hazards at the worksite and how to respond to hazardous situations as well as relevant guidelines for tuberculosis prevention.

*Instruction:* Students must complete no fewer than: One hour of "Worker's Compensation," two hours of "Stalking/Aggravated Stalking," one hour of "Hazard Communications," one hour of "Tuberculosis Prevention/Mask Fitting," two hours of "Coping with Communicable Diseases," eight hours of "CPR-First Aid," two hours of "Driver Improvement," four hours of "Fire Safety Equipment Orientation," two hours of "OSHA Bloodborne Pathogens," and two hours of "Workplace Safety." Instructional methods include lecture and discussion. Evaluation methods include written examination and practical examination.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one semester credit.

**Practicum in Corrections** (2 credits, lower division)

*Program:* Pre-Service Training

*Location:* Nevada Department of Corrections Training Academies, Nevada

*Length:* 30 hours

*Dates:* June 1998 to June 2004

*Objectives:* Identify critical knowledge, skills, and abilities in inmate housing, towers, culinary, visiting procedures, control, medical/legal, gatehouse, search/escort, and transportation.

*Instruction:* After completion of the one hundred seventeen hours of "Field Training Orientation," students must complete no fewer than twelve hours of "Career Task Development." with their assigned training officer and work group and eighteen hours focused on the completion of FTOP training assessment task books. Instructional methods include one on one, small group and self paced instruction. Evaluation is based on the successful completion of the FTOP training assessment task books.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.