Journey-Level Training

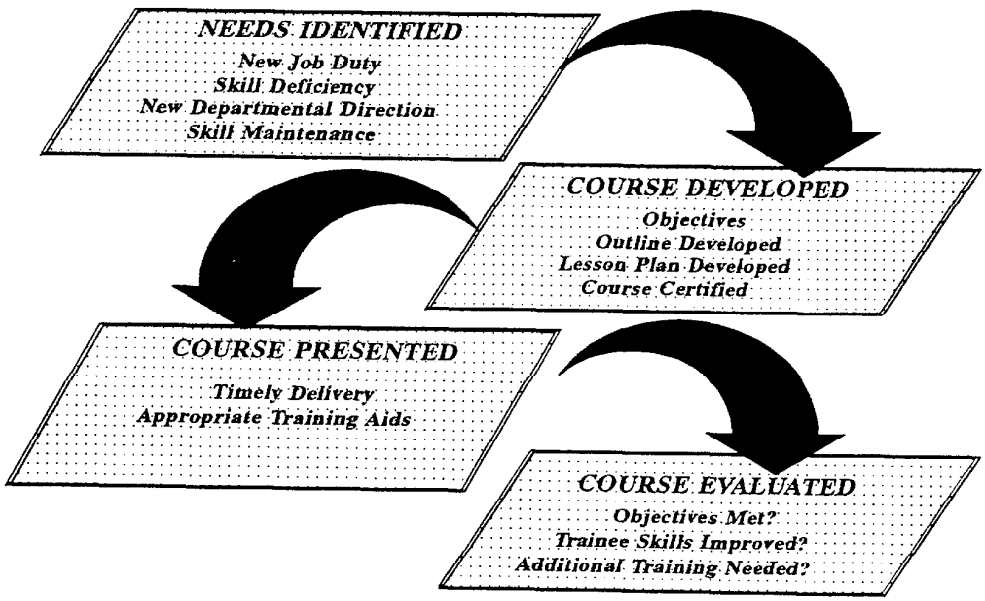
Annual Training

Once entry-level skills are developed through the Core training curriculum, local corrections employees move on to mastery of journey-level skills through Annual training. The Board of Corrections' Annual training standards are in Title 15, California Code of Regulations, Division 1, Subchapter 1, Section 184.

Annual training is designed to provide in-depth coverage of topics that enhance skills and update employees on changes in their specific job assignments. This journey-level training is available through STC for all levels of corrections personnel, line staff through top management.

As illustrated in the diagram below, local agencies follow a systematic process for delivering Annual training effectively. Agencies select journey-level training topics according to the needs of their organizations. Courses are developed to meet these needs, presented in a timely manner and then evaluated for effectiveness.

NEEDS ASSESSMENT AND TRAINING DELIVERY PROCESS



This system promotes quality training decisions in an era of limited time and resources by focusing the Annual training on the most important needs.

Options For Meeting Annual Training Requirements

The Board of Corrections has two alternatives for corrections employees to meet its annual training requirement. These alternatives were developed in response to local corrections agencies' requests for more flexibility in meeting the Annual training standard for job related training. These alternatives provide flexibility without eroding the quality of training. The Board adopted these alternatives based on a two year study and direct field testing. The study's findings showed positive results for both alternatives and a strong endorsement from local corrections.

The two alternatives, Intensified Format Training and Work-Related Education, Training and Professional Development, share common goals to:

- be cost-effective;
- ease scheduling difficulties.
- be easy to administer; and,
- provide a flexible approach to meeting the Annual training standard while preserving its integrity;

Intensified Format Training consists of short training interventions of one-half to two hours. It is designed to focus narrowly on one or two skills or sub-skills. Examples include: radio training; placement resource update; handcuff use; computer security; reading rap sheets; and court motions. Since this alternative often relies on the use of internal experts, a by-product of this approach allows agency administrators and training managers to identify and develop in-house instructors and subject matter experts.

The Work-Related Education, Training, and Professional Development alternative consists of training that serves to enhance an employee's overall work performance and increase the value of that employee's contribution to the organization. While these endeavors are job-related, the link to specific job tasks or functions is less direct than with regularly certified training courses through STC. Examples include: post-secondary instruction leading to

certification or degree; academic courses in criminology and penology, administration of justice; and leadership programs. This alternative increases competencies relevant specifically to the local needs of an agency. It also enhances competence by deepening and broadening an already acquired skill.

Both alternatives recognize training and education in which an employee may be already engaged and further expands the options available to local corrections to maintain a competent workforce.