



Department of Corrections and Rehabilitation
NOTICE OF CHANGE
TO DEPARTMENT OPERATIONS MANUAL

Chapter 3, Article 18,
General Training

Transmittal Letter Number:

16-05

Revision Date:

April 28, 2016

The purpose of this document is to provide all staff with information regarding revisions to the Department Operations Manual (DOM) Chapter 3, Article 18, General Training.

The Department continues to progress in its effort to establish standards and parameters for mandated training. These revisions are intended to clarify existing mandated training requirements for departmental staff. Changes have been incorporated to:

- Accurately reflect position and division titles that have changed.
- Reflect the change in oversight of the Corrections Standard Authority to the Commission on Peace Officer Standards and Training.
- Incorporate the training of the Division of Juvenile Justice.
- Include handgun requalification standards, and course of fire specification for Correctional Peace Officers.
- Relocate sections within Article 18 to align with similar subject matter.

This revised DOM Article is shown in its entirety due to numerous and substantial revisions to the text and the need for renumbering various subsections.

Please inform all persons concerned of the contents of this notice, which shall be maintained and utilized until it is incorporated into the next online edition of the DOM. For questions regarding the content of this policy revision, please contact Cynthia Baeta, Staff Services Manager I, Field Training Support Unit, at (209) 744-5057.

A handwritten signature in blue ink, reading "Stacy L. Lopez", is located below the text.

STACY L. LOPEZ
Associate Director
Peace Officer Selection and Employee Development

ARTICLE 18 — GENERAL TRAINING

Revised April 28, 2016

32010.1 Policy

The Department shall establish and maintain a program of employee training in which all employees shall participate to accomplish the mission, goals, and objectives of the Department. Employee training shall be accomplished according to stated policy and within budgetary restraints. Training shall be on State time when possible. Compensation for overtime worked for training purposes shall comply with the Fair Labor Standards Act (FLSA).

32010.2 Purpose

This section provides a convenient source of departmentally approved training methods, standards, applications, and establishes policy for the planning, implementation, and evaluation of all planned training activities.

32010.3 Disclaimer

When provisions of this Section are in conflict with the provisions of a Memorandum of Understanding (MOU), the MOU shall be controlling.

32010.4 California State Training Program

The State Training Policy was developed in 1978 by the State Personnel Board and departmental training officers. Laws relating to training can be found in the Government Code, Sections 19995-19995.5.

Training Defined:

The process whereby California Department of Corrections and Rehabilitation (CDCR) employees; either individually or in groups, participate in a formalized, structured course of instruction to acquire knowledge, skills, and abilities for their current or future job performance. These organized activities shall contain measurable learning objectives that can be evaluated in a classroom setting or verified by completing On-the-Job Training.

Job-Required Training

Job-required training is designed to assure adequate performance in a current assignment. This includes orientation training made necessary by new assignments or new technology, refresher training, and training mandated by law or other State authority.

Job-Related Training

Job-related training is designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment. It prepares the employee to assume increased responsibilities in their current assignment.

Upward Mobility Training

Designed to provide career movement opportunity for employees within classifications or job categories designated by the Department as upward mobility classifications. Includes training to facilitate movement of employees from designated classifications into other classifications with increased career opportunities.

Career-Related Training

Designed to assist in the development of career potential and is intended to help provide an opportunity for self-development and achievement of the Department's or State's mission and may be unrelated to a current job assignment.

In-Service Training (IST)

Any formalized classroom training sponsored and conducted by any State agency for the training and development of State employees.

Centralized Training

The scope of the course content covers Department policies, procedures, and State and Federal legal issues.

Local or Field Training

Training designed specifically to meet the needs of a particular group, facility, or office and presented directly to local employees.

On-the-Job Training (OJT)

Formal training conducted by a supervisor (or a designated employee with the required expertise under the direction of a supervisor) at the job site, or in a classroom setting while the employee is working.

Out-Service Training

Any formal training sponsored by a non-State agency and is open to the private sector, as well as State civil service employees. Sponsoring agencies maintain control over the course content for out-service training.

32010.5 Goals and Objectives

The goal of departmental training is to ensure a well-trained, quality workforce.

The objectives are to:

- Use best practices to provide training for departmental personnel that shall enable them to function at their optimum performance level.
- Work with primary stakeholders to meet all legal and legislative training mandates in a timely and comprehensive manner.
- Provide and maintain quality control through coordination and standardization of basic training programs.
- Monitor and evaluate all training programs to ensure:
 - Quality of presentation.
 - Applicability to the work place.
 - Improvement of performance/increased productivity.
 - Impact on safety awareness.
 - Overall impact on organization.
- Respond to the expanding, changing needs of the Department by coordinating and conferring with primary stakeholders on new training programs and modifying existing programs to meet these needs.
 - Improve training practices and procedures through internal management control systems.

32010.6 Internal Administrative Responsibility

Associate Director, Peace Officer Selection & Employee Development (POSED)

The leadership of the Office of Training and Professional Development (OTPD) falls under the direction of the Associate Director of POSED, or designee. The Associate Director, POSED, or designee, shall be responsible for:

- The overall management of departmental training programs and ensuring that the Department's training goals and objectives are met. Any departmentally required or mandated training not included in this chapter shall be coordinated through the Associate Director, POSED, or designee, prior to any decision or agreement to provide the training.
- Determining POSED and Advanced Learning Institute (ALI) training needs, auditing courses currently being presented at POSED Academies (adult, parole and juvenile) and training

programs (Basic/Advanced supervision, Sergeants and Lieutenants academies), and functions as an administrative liaison between the Commission on Peace Officer Standards and Training (CPOST), POSED, administrators, and institutional training managers. These functions may be delegated to the appropriate administrators.

The Associate Director, POSED, or designee, and staff shall:

- Evaluate and assist in the development and implementation of training programs and development of standardized course content.
- Ensure all stakeholders under the direction of the Associate Director, POSED, or designee submit an annual training plan for approval and implementation.
- Ensure CDCR meets the training standards required by the CPOST.
- Liaison for IST Managers and Assistant Managers.
- Assist the Directors, Wardens, Regional Parole Administrators (RPAs) and Superintendents in accomplishing their training goals and objectives.
- Schedule assessments of each facility, parole region, and headquarters' training units to ensure compliance with policy, procedures, and training plans.
- Ensure timely implementation and overall quality of training programs for headquarters' personnel.
- Prepare and distribute to each Warden, RPA, Superintendent, and IST Manager listings of legally or legislatively mandated training.
- Provide direct supervision to the Administrators of POSED and ALLI.
- Provide supervision to staff assigned to OTPD who carry out specific training analysis; plan, design, and implement training, to ensure that scheduled training programs are delivered as planned.
- The following divisions/units will submit a training plan, relative to their specific mission, for review by the Associate Director, POSED, or designee on an annual basis:
 - Division of Adult Parole Operations (DAPO)
 - Division of Juvenile Justice (DJJ)
 - Office of Correctional Safety (OCS)
 - Office of Internal Affairs (OIA)

Directors

Directors are responsible for the implementation of all training programs and activities of good quality within their jurisdictions. They may regularly review the accomplishments and needs of the training programs.

Human Resources Division (HR)

The Deputy Director, HR, is responsible for the development and implementation for departmental training programs and may provide for and monitor departmental training.

Division of Adult Parole Operations (DAPO)

The Director, DAPO, in concert with the Regional Parole Administrators (RPA) and POSED, will establish the objectives, policies, and general content for DAPO training. The overall training objectives (DOM 32010.5) shall focus on employee knowledge, skills, and abilities that will maximize the carrying out of the parole mission in a safe, efficient, and effective manner.

Regional Parole Administrators (RPA)

The RPA is responsible for identifying regional training needs based on an assessment of individual employee needs, operational audits, and supervisor/administrator input and for seeing that such training is provided in a timely and cost-effective manner.

DAPO/Divisional Training Coordinator

The Division Training Coordinator (DTC) shall:

- Ensure that all training mandated by law, departmental, or division policy is provided to appropriate staff in the division.
- Ensure necessary resources and technical assistance are provided to the regions to carry out such mandated training programs.
- Be a conduit to the Associate Director, POSED, or designee for the submission of annual training plans, audits and necessary reports, and to request technical and fiscal assistance when required.

Parole Regional Training Coordinator (RTC)

The Regional Training Coordinator shall:

- Carry out regional training programs mandated by the RPA or divisional training mandated by the Director.
- Provide technical assistance to the unit supervisor in conducting unit training.
- Ensure that approved out-service training is provided to individual employees.
- Be at the Parole Agent-II level.
- Work under the direction of the RPA or designee.

Parole Unit Supervisor

The unit supervisor shall:

- Assess the training needs of both the unit as a whole and for individual employees assigned to the unit.
- See that these training needs are communicated to the RTC and are met through regularly scheduled unit training.

Division of Juvenile Justice (DJJ)

The Director, DJJ, in concert with the juvenile facility Superintendents and POSED, will establish the objectives, policies, and general content for DJJ training. The overall training objectives (DOM 32010.5) shall focus on employee knowledge, skills, and abilities that will maximize the carrying out of the DJJ mission in a safe, efficient, and effective manner.

Wardens/Superintendents

Each Warden/Superintendent shall establish a Training Advisory Committee (TAC) for their facility. The TAC should meet on a quarterly basis and/or as often as the Warden/Superintendent designates and shall advise the Warden/Superintendent on matters related to facility training. The Warden/Superintendent should determine the membership of the TAC. The committee chairperson shall ensure minutes of each meeting are prepared.

IST Managers and Assistant Managers

IST Managers and their assistants shall:

- Report directly to the Warden/Superintendent or designee.
- Implement the annual Off-Post Training Schedule.
- Develop and implement formalized classroom instruction or OJT to meet local operational needs, legal requirements, and individual employee job performance needs.
- Provide the resources and services necessary to ensure planned training is implemented in a professional, effective, and cost-efficient manner.
- Maintain required training records and files.
- Submit required reports within established deadlines.
- Ensure instructors receive required training.
- Monitor the quality of instruction.
- Ensure that training resources are used only for authorized purposes.
- Serve as vice chairperson of the local TAC.
- Enroll newly appointed Peace Officers as required by the local level into the Correctional Peace Officer Apprenticeship Program (CPOAP).
- Maintain apprenticeship agreements for all enrolled apprentices in the employee's training file.

- Provide training as needed to new apprentices, supervisors, and managers in the operation/administration of the CPOAP.
- Review progress of the Local Apprenticeship Program.

IST managers ensure that all employees scheduled to attend off-site training meet all of the prerequisite criteria for the specific courses scheduled.

IST managers will also ensure that information is distributed within the institution regarding scheduled training courses.

Headquarters' Training Coordinators

The term "headquarters" includes all other satellite offices and field offices administered centrally from Sacramento.

Each headquarters' training coordinator shall:

- Implement the annual training schedule.
- Process Employee Training Requests (CDCR Form 854).
- Register employees for courses.
- Ensure payments to vendors.
- Track division, branch, unit, or office allotments and expenditures.
- Act as a source of training information for headquarters-based supervisors and employees.
- Maintain the training program database and track all completed training for their unit.
- Assist with ensuring employee compliance with all mandated training.
- Maintain employee training records (according to CDCR's Records Retention Schedule).
- Coordinate both the in-service and out-service training activities of headquarters' employees.
- Maintain training records on employees within the scope of their responsibility.

Department Managers/Supervisors

All Managers/Supervisors shall:

- Assess training needs and requirements of their subordinates and provide them with training that is structured for improvement in areas where job performance deficiencies exist and/or to provide the acquisition of new knowledge or skills.
- Prepare probationary and annual performance evaluations that include a report of the employee's completed training hours, achievements, efforts, and needs. These reports are to be requested through the division's training coordinator.

Employees

Individual Employees shall:

- Attend all training identified and required by their immediate supervisor, RTC, TC or IST Manager, which shall include annual training mandates.
- Training requirements for Retired Annuitants, Contractors, Volunteers and Student Assistants shall be at the discretion of the local hiring authority or designee.

32010.7 External Administrative Responsibility

Commission on Peace Officer Standards and Training (CPOST)

The CPOST shall develop, approve and monitor training standards, and the professional development of rank-and-file and first-line supervisory correctional peace officers. The CPOST Executive Board is composed of six regular voting commissioners, which includes two commissioners representing CDCR management, one commissioner representing the management of Division of Juvenile Justice (DJJ) or Division of Rehabilitative Programs (DRP), and three commissioners representing the membership of California Correctional Peace Officers Association (CCPOA)-two of which shall be rank and file members, and one who shall be a supervisory correctional peace officer.

32010.8 Use of Training Resources

The departmental training resources shall be allocated in the following priority order:

- Job-required training.

- Job-related training.
- Upward-mobility training.
- Career-related training.

32010.8.1 Training Resources

Available training sources are:

In-Service Training

In-service training (IST) courses or activities are sponsored and administered by the Department or other State departments, individually or in joint agreement, for the purpose of developing the skill, knowledge, and/or abilities of State employees.

IST may be designed specifically to meet the needs of a particular group, facility, or office and presented directly to local employees. When close control of course content, learning processes, instructor standards, evaluation methods, and adherence to legal or other mandates is required, IST is used to ensure accountability. OTPD ensures departmental training needs are met effectively, consistently, and in a timely manner.

- A departmentally approved course outline or lesson plan shall be used to conduct training. All lesson plans shall be forwarded to the OTPD for review and approval. The Associate Director of POSED, or designee, may authorize a departmental program or unit to approve training on a case by case basis.

On the Job Training

OJT is provided to employees in either a classroom or work setting to ensure acceptable levels of performance and knowledge, and to correct deficiencies. When appropriate, IST managers/training coordinators are encouraged to fully utilize this type of training as opposed to off-site training or on-site training that does not fall within the trainee's regular work hours.

On-Site Formal Training

Any locally presented training activity, on-site formal instruction, seminars, and workshops, for which training credit is to be given, shall be recorded on a CDCR Form 844. Employees shall complete the required information and the instructor shall ensure that the completed forms are received by the IST manager/training coordinator. IST managers/training coordinators shall credit each attending employee's training record and retain CDCR Form 844 according to the departmental retention schedule requirements.

Off-Site Training

Employees shall arrange with the IST managers/training coordinators appropriate certification of any instruction, seminar, or workshop presented away from the employee's place of work for which training credit is to be allowed. Upon receipt of the arranged certification, the training manager shall credit the employee's training record. A copy of the Certificate of Completion shall be placed in the employee's training file.

Out-Service Training

Out-service training (OST) is any formal training sponsored by a non-State agency and is open to the private sector, as well as State civil service employees. Such training includes courses and activities:

- Offered through accredited colleges or universities.
- Conducted by private consultants, firms, or other non-state agencies, such as federal and/or local governments and special interest groups (i.e., associations, professional groups, etc.).

Employees participating in out-service training may have credit for such training applied toward their annual training requirements on an hour-for hour basis. In order to receive credit, the following requirements must be adhered to:

- Requests shall be accompanied by a document verifying satisfactory completion of the training.
- The training shall be clearly labeled out-service training on the employee's training history file.

OST training for the purpose of meeting departmental needs for scientific, technical, professional, and management skills shall be evaluated/processed as follows:

- Training shall be necessary and of direct value to the Department and relevant to the employee's general field of work.
- Training shall provide knowledge, skills, and/or abilities that cannot be cost-effectively acquired through available IST as defined in this chapter (exclusive of specialized training).
- Training with the purpose of covering subject matter not sufficiently or recently encompassed in the employee's previous education/experience or of which the employee would not normally be expected to know prior to their present position.

32010.8.2 Training Personnel

At the discretion of the hiring authority, all IST Manager positions should be filled on a permanent basis by a staff member at a second-line supervisory classification such as a Lieutenant, or designee.

Assistant IST Managers, where authorized, should be appointed from the rank of Sergeant. Training manager positions within the DAPO should be appointed from the rank of Parole Agent II.

IST instructors shall complete a specialized training course for part-time trainers (e.g., Training-For-Trainers [T-4-T]) approved by the Associate Director, POSED, or designee. Courses or training completed outside of the Department shall be equivalent to or meet learning objectives defined in the T-4-T course of instruction.

Instructors may also be "subject matter experts" and be used as an instructor or assist in the presentation of training under the direction of the training manager, coordinator, or training program administrator.

Personnel who attend a specialized course of instruction provided by a vendor external to CDCR with the intent to provide instruction to departmental staff must submit a copy of their certificate of completion that identifies the area of expertise and/or duration of certification. Obtaining an external certification does not automatically waive departmental certification.

An advanced T-4-T instructor must have successfully completed an Advanced T-4-T course. To be admitted into an Advanced T-4-T class, a candidate must have successfully completed the departmentally approved T-4-T instructor course and/or a teaching credential from a public school district or a regionally accredited college or university.

32010.8.3 Record Keeping Forms

The following forms shall be used to record training requests and participation:

- CDCR Form 844, Training Participation Sign-In Sheet.
- CDCR Form 854, Employee Training Request. Use is required only if the requested training falls outside the approved annual training plan or annual training requirements. This form shall be completed and forwarded to the training coordinator for each division.

32010.8.4 Record of Training

For each training activity conducted, the following records shall be maintained:

- CDCR Form 844 shall be used for all IST.
- CDCR Form 844 or the unit approved training documentation for OJT.
- A record of score achieved through a written test or performance demonstration of the learned skill.
- DAS Form 103-A, Apprentice Daily Record shall be used for all enrolled Apprentices.

All training shall be recorded in the departmentally approved electronic tracking system.

32010.9 Assessments

The Associate Director, POSED, or designee shall order and/or conduct periodic assessments of all training operations within the scope of their responsibility.

Wardens/Superintendents, RPAs, IST Managers, and the Headquarters' Training Coordinators shall be provided notice prior to the assessment.

32010.10 Minimum Required Training

Required training for custody staff is defined as follows: 52 hours of completed training, which includes 40 hours of IST and at least 12 hours of on-the-job training (OJT), while meeting all requirements on the annual training schedule. Minimum required training for non-custody staff is defined as follows: 18 hours of completed training, which includes 8 hours of IST and at least 10 hours of OJT, formal IST or out-service training, while meeting all requirements on the annual training schedule. The hiring authority or Associate Director of POSED, or designee, can increase minimum requirements as needed.

32010.10.1 Training Requirements

Training of employees shall be done during regular work hours, when possible, or on the employees' off-duty hours when necessary. Compensation for training shall comply with existing policies, law, and MOUs. Within budgetary constraints, the required training shall be provided by the Department and accomplished by the employee.

It is a condition of employment that all employees complete the training required for their job classification/position. Employees who fail to meet these training requirements may have their merit salary award denied or be subject to other administrative sanctions.

32010.11 New Employee Orientation (NEO)

All employees new to the Department, regardless of job classification, shall receive orientation training. An NEO schedule with specific course subjects will be distributed annually. Additional subject requirements are at the discretion of the local hiring authority or Associate Director, POSED, or designee.

32010.12 Officers, Sergeants, Lieutenants and Captains

Officer, Sergeant, Lieutenant and Captain training shall include:

- Basic Correctional Officer Academy –12 weeks of training as provided by POSED. This course of study complies with requirements contained in Penal Code (PC) 832 and PC 22820. Employees shall successfully complete this training only once unless they experience a break in service more than 36 months. Each case involving a break in service shall be reviewed individually by the hiring authority.
- Sergeant, Lieutenant and Captain Academies each consist of 40 hours of training provided by the Advanced Learning Institute or designee. All Sergeants and Lieutenants are required to complete their appropriate Academy as required through PC 13601 prior to successful completion of probation.

32010.13 Probationary Employees

Entry-level, probationary employees of the Department shall complete the training requirements of their job classification before the end of their probationary period, or earlier, as specified. An employee who provides acceptable certification of having previously completed a requirement shall receive credit and not be required to repeat the training. Employees who fail to complete any portion of required training may be rejected on probation. Probationary employees are required to receive orientation training in addition to the requirements for certain job classifications. The following classifications shall adhere to the additional requirements listed below:

Correctional Counselors

Correctional Counselor staff shall complete:

- The requirements of PC 832 and chemical agents training as provided at the Academy within 90 days of appointment and prior to performing peace officer duties.
- The CDCR/DSH/AP (3600 work process hours and 24 qualifying months).

Fire Captains

Fire Captains shall be trained in accordance with DOM 52090.6. Training shall include:

- The requirements of PC 832 and chemical agents training as provided at the Academy within 90 days of appointment and prior to performing peace officer duties.
- The CDCR/DSH/AP (3600 work process hours and 24 qualifying months).

Officers

Officers shall complete:

- The Basic Correctional Officer Academy prior to assignment as an Officer.
- The CDCR/DSH/AP (3600 work process hours and 24 qualifying months).

Youth Correctional Officer, Youth Correctional Counselor, Parole Agent I/Casework Specialist (CWS), shall complete:

- Basic Correctional Juvenile Academy.
- The CDCR/DSH/AP (3600 work process hours and 24 qualifying months).

32010.14 Non-Custody Staff Required Annual Training Institutional/Facility Non-Custody Employees

All institution non-custody employees, at a minimum, shall receive annual training as follows:

- California Public Records Act (CPRA)
- Communicable Disease Prevention
- Court Compliance Training
- EEO/Sexual Harassment Prevention
- Emergency Operations
- Escape Prevention
- Fire and Life Safety
- Information Practices Act (IPA)
- Information Security Awareness (ISA)
- Injury Illness Prevention Program (IIPP)
- Prison Rape Elimination Act (PREA)
- Tuberculosis Testing (TB)
- Use of Force
- Other subjects as deemed appropriate by the Associate Director, hiring authority or designee, or any other legal mandates.

All Headquarters Non-Custody Employees

All headquarters non-custody employees, at a minimum, shall receive annual training as follows:

- California Public Records Act (CPRA)
- EEO/Sexual Harassment Prevention
- Emergency Operations
- Information Practices Act (IPA)
- Information Security Awareness (ISA)
- Injury Illness Prevention Program (IIPP)
- Tuberculosis Testing (TB)
- Other subjects as deemed appropriate by the Associate Director, hiring authority or designee, or any other legal mandates.

32010.15 Officer, Sergeant, Lieutenant, CCI, Fire Chief, Fire Captain and MTA Required Annual Training

For the purpose of this section, peace officers include the following classifications: Officer, Sergeant, Lieutenant, CCI, Fire Chief, Fire Captain and MTA.

Peace officer employees shall be provided a minimum of 52 hours of annual training pursuant to the current annual training schedule, approved by the Associate Director, POSED, or designee.

Annual training will be the primary delivery system for peace officers to maintain compliance with PC 832 and other mandated training or applicable contract language.

Peace officer classifications shall receive annual training as follows:

- Alarm response
- California Public Records Act (CPRA)
- Chemical Agents
- Communicable Disease Prevention
- Court Compliance Training
- EEO/Sexual Harassment Prevention
- Emergency Operations
- Escape Prevention
- Expandable Baton Annual Training (not mandatory for CCI, Fire Chief/Captain or MTA)
- Fire and Life Safety
- Firearms Requalification (see 32010.19.3 Requalification chart)
- Heat Related Pathologies
- Information Practices Act (IPA)
- Information Security Awareness (ISA)
- Injury Illness Prevention Program (IIPP)
- Lethal Electrified Fence (if applicable)
- Prison Rape Elimination Act (PREA)
- Suicide Prevention
- Tuberculosis Testing/Quiz (TB)
- Use of Force
- Other subjects as deemed appropriate by the Warden, hiring authority or designee, or any other legal mandates.

DAPO

All DAPO peace officer classifications, at a minimum, shall receive annual training as follows:

- California Public Records Act (CPRA)
- Communicable Disease Prevention
- EEO/Sexual Harassment Prevention
- Emergency Operations
- Expandable Baton Annual Training
- Fire and Life Safety
- Firearms Requalification
- Information Practices Act (IPA)
- Information Security Awareness (ISA)
- Injury Illness Prevention Program (IIPP)
- Tuberculosis Testing/Quiz (TB)
- Use of Force
- Other subjects as deemed appropriate by the Director, hiring authority or designee, or any other legal mandates.

Parole Agents shall successfully complete a ten-week Parole Agent Academy that includes PC 832 and PC 22820 requirements prior to permanent assignment to a parole unit.

All Parole Agents assigned to DAPO shall comply with weapons requalification as stated in current DAPO firearms policy. In addition, those who are armed shall fire a night (diminished light) course annually for familiarization and training (not qualification).

All Parole Agents assigned to DAPO shall receive quarterly refresher training in Parole Agent Safety and Tactics (PAST).

DJJ

All DJJ peace officer classifications, at a minimum, shall receive annual training as follows:

- Alarm Response
- California Public Records Act (CPRA)
- Cardiopulmonary Resuscitation & First Aid Recertification (CPR/FA)

- Chemical Agents
- Communicable Disease Prevention
- Court Compliance Training
- EEO/Sexual Harassment Prevention
- Emergency Operations
- Escape Prevention
- Expandable Baton Annual Training
- Heat Related Pathologies
- Fire and Life Safety
- Firearms Requalification (specified post's only)
 - DJJ Designated Armed Peace Officer Staff shall receive training in the use of weapons quarterly.
- Information Practices Act (IPA)
- Information Security Awareness (ISA)
- Injury Illness Prevention Program (IIPP)
- Prison Rape Elimination Act (PREA)
- Stress Reduction Management
- Suicide Prevention
- Tuberculosis Testing/Quiz (TB)
- Use of Force
- Other subjects as deemed appropriate by the Superintendent, hiring authority or designee, or any other legal mandates.

Office of Correctional Safety

All Office of Correctional Safety (OCS) peace officer classifications, at a minimum, shall receive annual training as follows:

- California Public Records Act (CPRA)
- Cardiopulmonary Resuscitation & First Aid Recertification (CPR/FA)
- Chemical Agents
- Communicable Disease Prevention
- EEO/Sexual Harassment Prevention
- Emergency Operations
- Fire and Life Safety
- Firearms Requalification
- Information Practices Act (IPA)
- Information Security Awareness (ISA)
- Injury Illness Prevention Program (IIPP)
- Tuberculosis Testing/Quiz (TB)
- Use of Force
- Other subjects as deemed appropriate by the Chief, OCS or designee, or any other legal mandates.

Office of Internal Affairs

All Office of Internal Affairs (OIA) peace officer classifications, at a minimum, shall receive annual training as follows:

- California Public Records Act (CPRA)
- Cardiopulmonary Resuscitation & First Aid Recertification (CPR/FA)
- Chemical Agents
- Communicable Disease Prevention
- EEO/Sexual Harassment Prevention
- Emergency Operations

- Expandable Baton Annual Training
- Fire and Life Safety
- Firearms Requalification
- Information Practices Act (IPA)
- Information Security Awareness (ISA)
- Injury Illness Prevention Program (IIPP)
- Prison Rape Elimination Act (PREA)
- Tuberculosis Testing/Quiz (TB)
- Use of Force
- Other subjects as deemed appropriate by the Chief, OIA or designee, or any other legal mandates.

Transportation Officers/Extradition Agents

All Transportation officers/extradition agents, at a minimum, shall receive annual training as follows:

- Alarm Response
- California Public Records Act (CPRA)
- Chemical Agents
- CLETS Training
- Communicable Disease Prevention
- Court Compliance Training
- Driving in Inclement Weather
- EEO/Sexual Harassment Prevention
- Emergency Operations
- Escape Prevention
- Expandable Baton Annual Training
- Fire and Life Safety
- Firearms Requalification
- Heat Related Pathologies
- Information Practices Act (IPA)
- Information Security Awareness (ISA)
- Injury Illness Prevention Program (IIPP)
- Para-Transit Vehicle Operations (Transportation Hub Officers only)
- Prison Rape Elimination Act (PREA)
- Suicide Prevention
- Tuberculosis Testing/Quiz (TB)
- Use of Force
- Other subjects as deemed appropriate by the Chief, Transportation Unit or designee, or any other legal mandates.

Management Peace Officer and Administrative Officer-of-the-Day (AOD)

Management Peace Officer and AOD classifications, at a minimum, shall receive annual training as follows:

- California Public Records Act (CPRA)
- Chemical Agents
- Communicable Disease Prevention
- Court Compliance Training
- EEO/Sexual Harassment Prevention
- Emergency Operations
- Escape Prevention
- Fire and Life Safety
- Information Practices Act (IPA)
- Information Security Awareness (ISA)

- Injury Illness Prevention Program (IIPP)
- Prison Rape Elimination Act (PREA)
- Tuberculosis Testing/Quiz (TB)
- Use of Force
- Weapons Familiarization
- Other subjects as deemed appropriate by the Warden, hiring authority or designee, or any other legal mandates.

32010.16 Supervisors

Supervisor training, at a minimum, shall include:

- All first-line supervisors shall complete Basic Supervision within the probationary period. This training complies with requirements contained in GC 19995.4 and PC 13601-13603.
- All first-line supervisors shall complete 40 hours of OJT or classroom instruction in supervisory training, in addition to the Basic Supervision course.
- All CDCR second-line supervisors shall complete Advanced Supervision, an approved 40 hour course, within the first year following appointment. This course is a prerequisite to successful passage of probation for peace officer management classifications. (PC 13602)
- All second-line and third-line supervisors newly appointed to CDCR shall complete a Department approved Basic and Advanced Supervision course. This requirement will ensure that new supervisors to CDCR have the core skills required by the Department. Peace officer management classifications shall complete this course of training as a prerequisite to successful passage of probation.
- Labor relations annual updates as provided by the Department's Office of Labor Relations and/or facility Employee Relations Officers (ERO).

32010.16.1 First-Line Supervisor Development

The Basic Supervision course for first-line supervisors, at a minimum, shall contain the following subject matter:

- The role of a supervisor
 - Planning
 - Organizing
 - Staffing and Controlling
 - Techniques of supervision
- Discipline
- EEO/Sexual Harassment Prevention
- Employment law relating to persons with disabilities
- Grievances
- Labor Relations
- Performance Appraisal
- Performance Standards

Additional training requirements, methods and techniques for the First-Line supervisors as deemed appropriate and necessary by the Department, or by the Associate Director, POSED, or designee of Departmental Training.

32010.16.2 Second-Line Supervisor Development

The Advanced Supervision course for second-line supervisors, at a minimum, shall include the following subject matter:

- Ethical Decision-Making
- Effective Writing
- Employee Communication
- Employee Wellness Programs (DOM 31040.1)
- Introduction to Fiscal Resources

- Progressive Discipline (DOM 33030.1)
- Substance Abuse Testing (DOM 31040.5.3)

Additional training requirements, methods and techniques for the **Second-Line** supervisors as deemed appropriate and necessary by the Department, or by the Associate Director, POSED, or designee of Departmental Training.

32010.16.3 Managers

Manager training, at a minimum, may include:

- Training in methods and techniques of management and leadership as deemed appropriate and necessary by the Department.
- Non-peace officer classifications shall successfully complete the requirement of PC 832 and chemical agents training, prior to assuming Administrative Officer-of-the-Day (AOD) duties.
- Labor relations annual updates as provided by the Department's Office of Labor Relations and/or facility Employee Relations Officer (ERO).
- Other subjects as deemed appropriate by the hiring authority or designee.

32010.17 Curriculum

The OTPD's Instructional Design Unit (IDU) oversees the development, revision, and maintenance of curriculum for the POSED (adult, parole and juvenile basic Academies) and ALI (Basic and Advanced Supervision and Sergeants and Lieutenants Academies). IDU staff shall update curriculum to reflect current policies, procedures, laws, and regulations.

Consultation Services

OTPD provides consultation services throughout the Department to assist with training needs. OTPD shall provide guidance, feedback, and quality assurance to units/divisions within CDCR that are developing training for targeted audiences.

Lesson Plan Development

Assistance in developing lesson plans shall be given, within acceptable time frames, upon the written request of the employee. The request shall be cosigned by the IST Manager/Training Coordinator or the Assistant Manager. Avoid duplication of effort and ensure the timeliness of the request.

Subject Matter Expert (SME)

The-Subject Matter Expert is an individual who exhibits the highest level of expertise in performing a specialized job, task, or skill within the organization.

Expertise may be gained by experience, education, and/or through teaching the subject matter. Recognition is achieved by publication of articles, presentations at conferences, or by recommendations of others working in this field with knowledge of the individual's mastery of the subject.

32010.18 General Firearms Clarification

For the purposes of this section, all language specific to the use and training in firearms, on or off-duty, shall be established in collaboration with the Office of Correctional Safety. The execution of mandates set forth in policy related to the use of departmental ranges and Rangemasters for off-duty weapons requalification shall be the responsibility of the local hiring authority, or designee. This shall include managing any appeals, adverse personnel actions, and general recordkeeping, in accordance with the current MOU.

32010.19 Weapons Training

The importance of training in the safe and proper use of weapons authorized in Restricted DOM, Section 55050 cannot be over emphasized. The IST Manager must ensure that all custody staff are properly certified in firearms and less lethal weapons, prior to assignment. It is essential that each individual who may issue, use, or supervise the use of departmental weaponry be fully trained in

procedures, policy, and safety matters relating to the weapons. All persons designated as peace officers under Penal Code (PC) Section 830.2 or 830.5, and those so designated by the Secretary, prior to assuming peace officer duties, shall at the minimum successfully complete the Department's qualification requirements.

32010.19.1 Weapons Qualification

At the discretion of the hiring authority, all personnel subject to PC 832 training and other designated officials requiring such training, shall successfully complete the weapons qualifications course mandated at the specific academy attended.

Standards shall meet PC, Department policy, and job-related requirements.

Basic Correctional Officer Academy and Adult Parole Agent Academy

Cadets and students attending these Academies who fail to complete mandatory weapons qualifications shall be rejected on probation. Students attending the Adult Parole Agent Academy are required to successfully complete the Parole Agent Safety and Tactics (PAST).

PC 832 Training

Every appointed peace officer shall:

- Complete training required by PC 832 prior to exercising peace officer powers.
- Trainees shall complete the required Firearms qualification course with a minimum score of 80 percent on the handgun, and the Peace Officer Standards and Training (POST) Arrest course with a minimum score of 75 percent. One retest is authorized. Failure on the retest will result in the employee being returned to the sending facility without PC 832 certification. The employee may attempt to again qualify by returning to PC 832 training and repeat the course that was failed.
- Failure to successfully complete the course shall result in the termination of that appointment within the peace officer classification.

PC 832(e) requires individuals who previously completed a PC 832 course to re-qualify prior to exercising peace officer powers, if they have a 36 months or more break in service as a peace officer within the State of California.

32010.19.2 Instructor Requirements

Candidates for the Rangemaster/Chemical Agents instructor course shall meet eligibility requirements outlined by the Academy prior to enrollment. Candidates shall be Peace Officers with current first aid and CPR, T4T, and Use of Force certifications prior to enrollment. The entire approved course shall be successfully completed at the Academy prior to issuance of a certificate of completion.

32010.19.3 Weapons Requalification Requirements

All employees subject to PC 832 training shall quarterly/annually demonstrate satisfactory knowledge of weapons policy and usage. Requalification shall be accomplished through written examination and/or actual performance.

Requalification requirements are based upon level of responsibility, duties performed, and weaponry appropriate to the function.

Annual/Quarterly Firearms Requalification

Annual Firearms Requalification shall:

Operate on a 12 month period in accordance with the Institution/Unit training schedule. Employees subject to annual firearms qualifications shall maintain their qualifications within this period. If qualifications are not attained before the end of the month following this 12 month period, the employee shall be considered out of compliance with annual qualification mandates.

Quarterly Requalification shall:

Operate on a 3 month period in accordance with the Institution/Unit training schedule. Employees subject to quarterly firearms qualifications shall maintain their qualifications within this period. If

qualifications are not attained before the end of the month following this 3 month period, the employee shall be considered out of compliance with quarterly qualification mandates. If an employee assigned to a specialized unit fails to demonstrate minimum proficiency on the departmental 45 round course of fire, the Range Remediation Policy, as defined in DOM; section 32010.19.4 shall be enacted to determine eligibility to maintain their position in the specialized unit.

Failure to successfully complete the mandatory weapons requalification, in addition to remediation, shall result in loss of peace officer status.

Institution		
<i>Quarterly/Annual Requalification Requirements</i>		
	Mini-14	Handgun
Correctional Counselor I	X	
Correctional Counselor II	X	
Fire Captain		X
Fire Chief		X
Officer	X	X
MTA		
Sergeant	X	X
Lieutenant	X	X

32010.19.4 Compliance Requalification Requirements

All designated IST managers/training coordinators shall review the minimum firearm qualification/requalification requirements of all personnel covered by this section on a quarterly basis. The IST manager/training coordinator shall notify the employee's direct supervisor in writing of impending requalification dates at least 30 days in advance. Utilization of the monthly training calendar to satisfy advance written notice of requirements is acceptable. First-line supervisors shall work with the IST manager/training coordinator to ensure that their subordinates meet these minimum qualification/requalification requirements. Each peace officer shall maintain current weapons' certification as outlined in this section.

Range Remediation Policy

Peace Officers, other than Parole Agents, who fail the first attempt, but have otherwise demonstrated an adequate level of operational knowledge with the firearm, may be given another opportunity. This determination will be made by the Rangemaster.

Notification of Failure to Meet Range Requalification

Adult Institutions

Those who fail to requalify after this additional opportunity and those whom the Rangemaster determines do not appear to have sufficient proficiency after the initial attempt, will be required to complete remediation training prior to being scheduled for further requalification attempts. These employees shall receive a memorandum of failure to meet range requalification. A copy will be sent to IST and the Captain only. The notification shall advise the employee that:

- The employee appears deficient in the necessary skills to requalify and will be assigned to two hours of firearm familiarization and training. This remediation shall be weapon specific and based on the techniques specific to that weapon.
- Failure to meet the requirements within a 60-day period shall result in termination of the employee's appointment as a peace officer, unless exempted by a temporary waiver. Employees assigned to specialized units that require a higher minimum proficiency qualification shall be removed from the unit.

If, after two hours of remediation training, the employee again fails to requalify, they will be scheduled for up to two additional remediation sessions. All remediation and requalification must be completed within the allocated 60 days.

Arrangements may be made to conduct the training during the employee's regular duty hours. In those situations where the training must be conducted on the employee's off-duty hours, this time will be considered time worked and compensable under the FLSA requirements.

The employee shall not be permitted to work in an armed post or any other assignment that requires the employee to be armed until minimum requalification requirements are completed.

Special Agent

Special Agents who fail to requalify after the additional opportunity and those whom the Rangemaster/Tactical Firearms Instructor determines do not appear to have sufficient proficiency after the initial attempt, will be required to complete remediation training prior to being scheduled for further requalification attempts. These employees shall receive a memorandum of failure to meet range requalification. A copy will be sent to the OIA Chief, Field Operations, or OCS Chief. The notification shall advise the employee that:

- The employee appears deficient in the necessary skills to requalify and will be assigned to two hours of firearm familiarization and training. This remediation shall be weapon specific and based on the Rangemaster/Tactical Firearms Instructor lesson plan.
- Special Agents who do not qualify within 30 calendar days of the quarter in which they failed their division's designated qualification period shall be placed on leave without pay for no longer than two months. Failure to qualify within this period shall result in the Special Agent being separated from the Special Agent classification, unless exempted by a temporary waiver.

If, after two hours of remediation training, the employee again fails to requalify, they will be scheduled for up to two additional remediation sessions. All remediation and requalification must be completed within the allocated 30 days.

Arrangements may be made to conduct the training during the employee's regular duty hours. In those situations where the training must be conducted on the employee's off-duty hours, this time will be considered time worked and compensable under the FLSA requirements.

The employee shall not be permitted to work in an assignment that requires the employee to be armed until minimum requalification requirements are completed.

Parole Agent

Parole Agents who are armed as a condition of employment and who do not qualify within 30 calendar days of the quarter in which they failed shall be placed on leave without pay for no longer than two months. Failure to qualify within this period shall result in the Parole Agent being separated from State service per the MOU.

Temporary Waiver

Special circumstances may warrant a temporary waiver of weapons requalification requirements. Upon approval of the Warden/Superintendent or RPA and subject to concurrence by the appropriate Director, a temporary waiver may be considered for the following reasons:

- Authorized leave of absence
- Detached duty
- Illness
- Physical injury
- Pregnancy
- Psychological trauma affecting the employee's ability to comply with requalification requirements.

The waiver shall be reviewed at intervals of no more than one year. Upon expiration of the waiver, the employee shall complete requalification requirements within 60 days as described in DOM 32010.19.3.

32010.19.5 Course of Fire

The following courses of fire shall be utilized as the standard to demonstrate annual basic weapon competency. Silhouette targets shall be used for rifles and handguns.

Scoring Policy

If participants have fewer hits on their target than the course allows but still achieve a qualifying score, they will not be required to re-shoot.

If participants have more hits on their target than the course allows and also have a qualifying score, they will be required to re-shoot without penalty. The original shoot will not count as one of the allowed qualifying attempts.

32010.19.5.1 25 Round Rifle Course (Departmental Course, Ruger Mini-14)

Distance	Time	Position	Total Rounds
50 Yards	30 Seconds	Standing	5
50 Yards	45 Seconds	Kneeling	5
100 Yards	45 Seconds	Standing	5
100 Yards	60 Seconds	Barricade or Kneeling	5
100 Yards	60 Seconds	Kneeling	5
			Total 25

Note: This course of fire requires the B-21 range target. A passing score is 88 of 125 possible (70 percent) within the scoring area of the target.

32010.19.5.2 45 Round Handgun Course (Departmental Course)

String	Distance	Position	Special	Type	Reps	Total Rounds	Time in Seconds
1	3 Yards	Standing	Two Handed Grip	Controlled pair to body, step laterally, controlled pair to body	1	4	5.0
2	3 Yards	Standing	Step laterally after 2 rounds	Failure Drill; 2 rounds body, step left/right and 1 to head	3	9	5.0
3	7 Yards	Standing	Step laterally after 2 rounds	Failure Drill; 2 rounds body, step left/right and 1 to head	4	12	6.0
4	7 Yards	Standing Support Hand Unsupported	Starting position is unholstered at Low Ready	Controlled pair to body	2	4	5.0
5	7 Yards	Standing Strong Hand Unsupported	Strong Hand only, from the holster	Controlled pair to body	2	4	5.0
6	15 Yards	Standing	Two handed grip	Controlled pair to body, step laterally, controlled pair to body	2	8	8.0
7	15 Yards	Standing to Kneeling	Any kneeling position	Controlled pair to body, kneel down, controlled pair to body	1	4	8.0
						Total	45

Note: This course of fire requires the B-21 range target. A passing score is 31 “hits” (70 percent) within the center scoring area of the target. The 80% pass rate for this course is 36 hits within the center scoring area.

32010.19.5.3 36 Round Handgun Course (Basic Course)

Distance	Time	Position	Total Rounds
3 Yards	30 Seconds	Standing	12
7 Yards	30 Seconds	Standing	12
15 Yards	45 Seconds	Standing	12
			Total 36

Note: This course of fire requires the B-27 range target. A passing score is 29 “hits” (80 percent) within the seven-ring portion of the target.

32010.19.5.4 Less Lethal Weapons

Distance	Time	Position	Total Rounds
25 Yards	N/A	Standing	3
			Total 3

Note: Six practice rounds of 40mm Direct Impact Sponge Round.
Three rounds of approved 40mm Direct Impact Sponge Round (for qualification).
Shooter must impact two out of three rounds in the Zone 1 area of the target for qualification. Although there are other impact rounds that are fired for familiarization only, this is the only impact round Officers must qualify on.

32010.19.6 Quarterly Proficiency Requirements

All departmental peace officers who are issued a departmental weapon or carry a departmental approved weapon as part of their regular or special assignment such as armed posts, transportation, CRT, Special Housing Unit, Special Agents, etc., or any other previously designated officials considered to require such training shall complete a proficiency course on a quarterly basis prior to assuming the post. This course shall be with the weapon/weapons issued, or maintained in the armed post, assignment or position.

Each adult and juvenile facility, special unit, and DAPO shall determine the quarterly proficiency course of fire and techniques that meet their specific need. The quarterly standards and courses of fire shall be reviewed annually by the appropriate Chief for consistency with departmental policy.

32010.19.7 Off-Duty Weapons

Personnel required by the Department to retain departmental firearms while off duty shall be provided training in the proper and safe storage of these firearms.

32010.19.8 Use of Department Firearm Ranges by Off-Duty Personnel

The Department shall allow access to its ranges for the qualification of off-duty weapons to those peace officers designated by PC 830.5(c). The conditions stipulated in these rules shall apply when utilizing a CDCR firing range.

Persons designated above continue to retain the option of qualifying with off-duty weapons on private ranges.

These qualification requirements are voluntary and shall occur only during a person's off-duty hours. It is the responsibility of the individual, not the facility, to maintain their eligibility.

Range Availability

Each facility with an authorized and State-certified Rangemaster shall establish a minimum of two days per month range sessions at predetermined times during which persons designated above may qualify with their personal weapon(s) which they intend to carry off-duty.

Cancellation of scheduled sessions may occur because of inclement weather conditions or lack of participants. In the event a session is cancelled, the facility does not have to schedule a make-up session and all fees paid by the participants for that cancelled session shall be returned to them.

Cost to Participant

Participants are required to pay a fee to use departmental ranges, except when the off duty weapon is also the approved duty weapon. Exact cost shall be determined by current MOU.

Access to the Range

Each facility shall prepare a "Guide to Off-Duty Weapons Qualification" which shall be made available to persons desiring utilization of the range. This guide shall include, but is not limited to, the following:

- Contact person/position and telephone number for information concerning the program.
- Types and/or color of clothing prohibited if the range is on prison property.
- To whom fees shall be paid and when.
- Procedures for transporting weapon and ammunition to the range if the range is on prison property.
- The specific procedures as to how an eligible person shall participate in and, if necessary, schedule an off-duty weapon qualification session.
- Participants shall have in their possession at the time of entry to a facility/range of CDCR a valid employee identification card from their Department which indicates the employee peace officer status or a written designation by the employee's hiring authority or designee which authorizes that employee to carry a concealed off-duty weapon.

Rangemasters

The OTPD manages the CDCR range training program and provides Rangemaster and Rangemaster Proctor training in accordance with departmental standards.

All Rangemasters shall be trained and qualified in the safe operations of double action revolvers, rifles, and semiautomatic pistols. Once completed satisfactorily, Rangemasters are then authorized to act as Rangemasters at their institutional range, under the supervision of the hiring authority, or designee. Rangemasters are subject to a requalification assessment every five years to remain in this capacity. Rangemasters shall maintain full authority for range activities and may exclude/expel any participant from the range for good cause.

To attend Rangemaster Proctor training, staff must be a currently qualified Rangemaster. Once completed satisfactorily, Rangemaster Proctors are then authorized to act as Rangemaster Proctors at their institutional range, under the supervision of the hiring authority, or designee. Rangemaster Proctors must maintain Rangemaster status to remain in the Proctor capacity.

Weapons and Ammunition

Only concealable handguns consisting of .22 to .45 caliber shall be used on CDCR ranges. No single action revolvers, blackpowder guns, shotguns, or rifles shall be permitted.

All ammunition shall be supplied by the participant. Only factory loaded/reloaded ammunition shall be accepted. Snake loads and loads that exceed industry standard are not acceptable rounds and shall not be permitted.

Prior to use, all weapons and ammunition shall be inspected by the Rangemaster. Any weapon or ammunition deemed unacceptable or unsafe shall be removed from the range and not used. Each participant shall provide his or her own off-duty weapon with a strong side hip holster.

Qualification Requirements

The approved handgun course of fire, as specified in DOM Section 32010.19.5, shall be used. There shall be no classroom session. Participants shall receive CDCR Form 1799, Range Safety Rules from the IST office. Participants shall sign a CDC Form 1798, Annual Acknowledgement of Receipt of Range and Firearm Safety Rules and PC Related to the Possession and Use of Off-duty Firearms, acknowledging that they have read and understood all applicable PC relating to possession or use of off-duty firearms by off-duty staff. In addition, participants shall acknowledge in writing that the handgun they are using has not been modified and that it meets manufacturer's specifications (exception: handgrips and sights).

Recordkeeping

The facility shall maintain a copy of the participant's official score sheet for six months. It is the participant's responsibility to maintain current qualification.

The participant upon attaining a passing score shall be provided a CDC Form 1803, Off-Duty Firearm Qualification Certification that documents the quarterly qualification.

Off-Duty Disqualifying Factors

The employee's hiring authority or designee may deny, suspend, or revoke for good cause a person's right to carry an off-duty concealable firearm.

Persons permitted to carry firearms pursuant to PC 830.5(c) shall meet the training requirements of PC 832 and shall qualify with the firearm at least quarterly. It is the responsibility of the individual to maintain their eligibility to carry an off-duty firearm. Carrying a firearm off-duty without maintaining the quarterly qualification shall constitute good cause to suspend or revoke that person's right to carry firearms off-duty.

Appeal of Revocation of Authorization to Carry Off-Duty Firearms

Within 15 working days of receipt of a notification that an individual's authorization to carry an off-duty concealable firearm has been suspended, revoked, or denied, the individual may appeal the decision, in writing, to the appropriate Director or Chairperson who issued the decision. Persons are prohibited from carrying a concealable firearm off-duty during the appeal period.

Adverse Personnel Action

Pursuant to PC 830.5 and 25850, carrying a concealed loaded firearm without maintaining the quarterly qualification is prosecutable and the employee may be subject to adverse personnel action at the discretion of the hiring authority or designee.

32010.19.9 Use of Non Departmental Firearm Ranges for Off-Duty Qualification

Departmental peace officers shall have the option of qualifying at other than departmental ranges as outlined in the MOU; the following policies shall be adhered to when utilizing this option.

- Only concealable handguns consisting of .22 to .45 caliber shall be used. No black powder guns, shotguns, rifles or single action revolvers shall be used.
- Only factory loaded/reloaded ammunition shall be used. Snake loads and loads that exceed industry standard are not acceptable rounds, and shall not be used.
- Minimally, the handgun course of fire, as specified in DOM Section 32010.19.5 should be used. In the event that the range facility being used for the qualification session cannot accommodate the said course of fire, every attempt should be made to utilize an equivalent course of fire to ensure that the shooter demonstrates an adequate level of proficiency. Nothing shall prevent the peace officer from qualifying with a course of fire that indicates greater proficiency or is required for duty by the unit in which the peace officer is assigned.
- Individuals administering the qualification attempt shall possess a Rangemaster/Firearms Instructor accreditation or equivalent from a reputable shooting organization recognized in the United States.
- The shooter, upon attaining a passing score shall provide to the person supervising the qualification attempt, a CDC Form 1803, Off-duty Firearm Qualification Certification that shall be signed by the certifying individual, which shall include the accreditation of the individual.
- It is the shooter's responsibility to submit, and maintain annually, a copy of the CDC Form 1798, Annual Acknowledgement of Receipt of Range and Firearms Safety Rules, and Penal Code Sections related to the Possession and Use of Off-duty Firearms. The completed CDC Form 1798 shall be maintained in the employees In Service Training file, at the location where the participant is employed.

32010.19.10 Weapons Qualification Card

All persons designated as peace officers under PC 830.5 and those so designated by the Director who are required to requalify with weapons, at least annually, shall carry upon their person at all times, while on duty a CDC Form 861, Weapons Qualification Card. This card shall be issued by the individual facility or parole region and shall provide verification of successful completion of required firearms requalification training. Each employee shall notify the supervisor at the time of assignment

to an armed position if the requalification or quarterly proficiency requirement has not been met within the preceding 90 days.

32010.19.11 Less Lethal Weapons

Training in the use of less lethal weaponry is required for personnel authorized to use or supervise the use of these weapons per Restricted DOM 55050.

Baton Certification Requirements

Personnel authorized to use departmental batons shall successfully complete the standard course of training prior to issuance or use of any baton. Training shall include policy, procedure, use, safety, and effects of use.

Recertification Requirements

Annually, each person qualified to use departmental batons shall successfully complete the standard course of recertification (two hours).

Individuals whose baton certification has lapsed shall take the recertification course and demonstrate competency to be issued a certificate. If competency is not demonstrated after completion of the recertification course, then the individual will have to complete the 12-hour certification course.

Instructor Requirements

Candidates for the baton instructor course shall meet eligibility requirements outlined by the Academy prior to enrollment. Candidates shall be peace officers with current First Aid and CPR, T4T, and Use of Force certifications, prior to enrollment. The entire approved course shall be successfully completed at the Academy prior to issuance of a certificate of completion.

Baton instructors shall teach a minimum of eight hours training per year to remain current in their certification. Anyone failing the recertification course shall be required to repeat the initial instructor certification course before being utilized as an instructor.

32010.19.12 Munitions

Personnel designated to use munitions as stated in Restricted DOM, Section 55050 shall be trained in the use, employment, safety, and effects of this resource prior to usage.

32010.20 Revisions

The Associate Director, POSED, or designee shall be responsible for ensuring that the contents of this Article are kept current and accurate.

32010.21 References

MOU for Bargaining Unit 6.

GISO 5194 Card.

GC §§ 14740, 14770 – 14774, 19400 – 19406, 19995-19995.4.

PC §§ 830.2, 830.5, 832, 13601-13603, 22820 and 25850.

SAM §§ 0751, 1610, 2580.2, and 2590.2.

AB 02/05.