OTPD 2017

TRAINING SCHEDULE AND COURSE INFORMATION

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This document will only be updated when new dates or cancellations occur. Date of last update is located at the top right corner of this page.

Training Schedule & Course Information

BASIC CORRECTIONAL JUVENILE ACADEMY - The Youth Correctional Officer is an entry-level class. Once hired as a Youth Correctional Officer, candidates attend a formal, sixteen-week training program at the California Department of Corrections and Rehabilitation Training Academy, and a formal two-year apprenticeship program upon reporting to a juvenile facility. index

Class	Start Date	Graduation Date
1-17-J	Oct 31, 2016	Mar 3, 2017
2-17-J	Mar 6, 2017	Jun 23, 2017

BASIC CORRECTIONAL OFFICER ACADEMY – The Basic Correctional Officer Academy provides training for correctional officer cadets in preparation for employment at adult prisons throughout the State of California. Classroom and hands-on, scenario-based training provides cadets with the knowledge, skills, and abilities to become exceptional Correctional Officers. index

Class	Start Date	Graduation Date	Class	Start Date	Graduation Date
2-17-A	Nov 29, 2016	Feb 24, 2017	4-17-A	Feb 28, 2017	May 19, 2017
3-17-A	Jan 17, 2017	Apr 7, 2017			

BASIC PAROLE AGENT ACADEMY (BPAA) index

Class	Start Date	Graduation Date
1-17-P	Feb 27, 2017	May 5, 2017

DEPARTMENT OF JUVENILE JUSTICE TO DIVISION OF ADULT INSTITUTIONS ACADEMY (DJJ-DAIA) – The DJJ-DAIA five-week academy provides training for Youth Correctional Officers/Youth Correctional Counselors transitioning from the Division of Juvenile in preparation for employment at adult prisons throughout the State of California. Participants will receive classroom and hands-on, scenario-based training to gain the knowledge, skills, and abilities to become exceptional adult Correctional Officers. index

No dates at this time

ADVANCED SUPERVISION - Mandatory for all second-line supervisors. Advanced Supervision courses include but are not limited to: Team Building, FLSA, FMLA, Substance Abuse Testing for Employees, Fiscal Resources, Managing Change and Transition, Conflict Resolution, Progressive Discipline, Workers' Comp Benefits, Medical Personnel Action, Health and Safety, Haz Mat, and Ethical Decision Making. For location or enrollment information, please call (916) 255-3616. E-mail: AdvancedLearningInstitute@cdcr.ca.gov index

Due to the new registration process, please contact your IST office if you are interested in attending training.

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No dates at this time

BASIC SUPERVISION - Mandatory for all first-line supervisors. Basic Supervision courses include but are not limited to: Role/Responsibilities of Supervisors, Equal Employment Opportunity, Substance Abuse Testing, Performance Management, Labor Relations, Progressive Discipline, Ethics, and Employee Assistance Program. For location or enrollment information, please call (916) 255-3616. Email: AdvancedLearningInstitute@cdcr.ca.gov index

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No dates at this time

COMPUTER - Please refer to the OTPD Intranet/Internet websites under Training Resources for links to free Microsoft online training. http://office.microsoft.com/en-us/training-FX101782702.aspx index

EXECUTIVE DEVELOPMENT ORIENTATION PROGRAM - The Executive Development Orientation Program (EDOP) is designed for Executive Leaders. This highly interactive 5-day program is a forum of assessing, understanding and developing leadership skills to address critical issues confronting the CDCR and is in alignment with all the Strategic Plan Goals. Participants in the Program are involved in a five day classroom setting that allows an interactive learning environment. This includes lecture based training and work group based learning. The faculties for this program are respected leaders in their fields and represent a blending of leadership knowledge, real world leadership practice and public sector appreciation. They are deeply committed to CDCR's growth and have vested interest in the succession planning for the future leaders of CDCR. EDOP participants will foster the program through sharing ideas, speaking a common language and supporting the renewed processes of institution and parole safety that will ultimately enhance public safety. For location or enrollment information, contact via E-mail: Christina.Acosta-Hoshall@cdcr.ca.gov index

Galt
Feb 6 – 10, 2017

LIEUTENANTS' ACADEMY – Mandatory for all newly appointed Correctional Lieutenants. Courses include Leadership, Role of the Interim Emergency Operations Commander, Inmate Classification Process, Incident Reports, Senior Hearing Officer, Escape Prevention, Alarm Response, Intake Screening. For location or enrollment information, please call (916) 255-2556. E-mail: AdvancedLearningInstitute@cdcr.ca.gov index

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No dates at this time

NEW EMPLOYEE ORIENTATION - New Employee Orientation (NEO) provides an overview of the Department's organization and operations as well as specific topics via online training. To access training, click the training link below and read the Employee Training Instructions and the FAQs under the Instructions and FAQs section. If you have questions, please click the contact us link below and a Learning Systems Support Unit member will respond to your question within 48 business hours.

Training Link: New Employee Orientation Contact Us: NEO Support

PC 832 ACADEMY - This 80-hour course is required for all Peace Officers. The course covers Arrest & Control, Firearms, and Chemical Agents. Participants must pass two written exams, qualify at the range, and be exposed to chemical agents. AODs, fire personnel, and others attend this class. There is no expiration date for the certification unless an individual is out of Peace Officer status for 3 years or more. In this case, the individual must re-take and successfully pass the PC 832 course. For more information, please call (209) 744-5000 Ext. 4086. index

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No dates at this time

RANGE & TACTICAL (Advanced Armorer Course) - ($TBD tuition). This is a 5-day, 40-hour course designed for the working armorer in the California Department of Corrections; it will cover the functions and repair of the specialized department firearms. This will include the Remington 870 shotgun, MP5 9mm sub machine gun, Remington 700 sniper rifle, and Colt M4 short barreled carbine. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

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No dates at this time

RANGE & TACTICAL (Basic Correctional Armorer Course) - ($TBD tuition). This is a 5-day, 40-hour introductory course designed to train correctional officers to maintain their firearms & department firearms to factory service levels. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

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No dates at this time

RANGE & TACTICAL (Expandable Baton Armorer Course) - Care and Repair. This course will enable the participant to care and repair for the tactical weapons, Monadnock batons, to factory certified specifications. Recertification varies due to the manufacturer. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

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No dates at this time

RANGE & TACTICAL (Glock Care & Repair Armorer Course) - ($250 tuition). This class is required for safety and maintenance of weapons that reduces the liability to the State. Staff are trained to repair and maintain State owned weapons. Armory staff are required to have this training. Certification life varies from 2-4 years for each course and is determined by the manufacturer. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

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Feb 28, 2017 Mar 1, 2017

RANGE & TACTICAL (Penn Arms 40mm Impact Munitions Launcher Armorer Course) - ($125 tuition). Care and Repair. This class is required for safety and maintenance of weapons that reduces the liability to the State. Staff are trained to repair and maintain State owned weapons. Armory staff are required to have this training. Certification life varies from 2-4 years for each course and is determined by the manufacturer. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

Galt
Mar 27 – 28, 2017 Mar 29 – 30, 2017

RANGE & TACTICAL (Ruger Mini-14 Care & Repair Armorer Course) - ($200 tuition). Ruger Mini-14 Rifle Certification life varies from 2-4 years for each course and is determined by the manufacturer. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

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Jan 30 – 31, 2017 Feb 1 – 2, 2017 Apr 24 – 25, 2017 Apr 26 – 27, 2017

RANGE & TACTICAL (S & W .38 Care & Repair Armorer Course) - ($550 tuition). Smith & Wesson .38 Revolver Certification life varies from 2-4 years for each course and is determined by the manufacturer. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

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No dates at this time

RANGE & TACTICAL (Monadnock Expandable Baton Training for Trainers) - This is a 3-day, 24-hour Instructors' course. Upon completion of this course, the participant is considered a Baton Instructor and is able to certify staff at their Institutions. This is a 3-year certification. Pre-qualification is required. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

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Mar 7 – 9, 2017	Apr 4 – 6, 2017	May 9 – 11, 2017

RANGE & TACTICAL (Rangemaster Proctor Training) - This is an 8-hour course that allows a Rangemaster Instructor to re-certify other Rangemaster Instructors at their Institutions. The Proctor certificate is in force for as long as the individual keeps their Rangemaster certification current (recertified every 5 years). For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

Galt
Feb 22, 2017

RANGE & TACTICAL (Rangemaster Instructor Training) - This is a 10-day, 80-hour course for Correctional Officers. Upon completion of this course, the participant is considered a Rangemaster Instructor and is able to certify staff at their Institutions. They are proficient in Firearms, Chemical Agents, and Impact Munitions. This is a 5-year certification. Ammunition may cost. Pre-qualification is required. For more information on courses offered, requirements for attending the course, or to be placed on a class list, please call (209) 744-5081. index

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Mar 13 – 24, 2017	Apr 10 – 21, 2017

SERGEANTS' ACADEMY - Mandatory for all newly promoted Correctional Sergeants. Courses currently include Inmate Classification and Central File, Litigation Management, Bargaining Unit 6 MOU, Inmate Discipline Hearing Officer, Write and Review Incident Related Reports, Escape Prevention Pursuit, and Alarm Response for Response Supervisors. For location or enrollment information, please call (916) 255-2556.
E-mail: AdvancedLearningInstitute@cdcr.ca.gov index

Due to the new registration process, please contact your IST office if you are interested in attending training.

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No dates at this time

TRAINING-FOR-TRAINERS (Advanced) - Advanced Training-for-Trainers (T-4-T) is designed for employees who have already completed basic "Training for Trainers" or have obtained a teaching credential from a public school district or a regionally accredited college or university. This class is designed to certify participants to instruct T-4-T by using their skills to engage in all major activities associated with a T-4-T class, i.e. assisting beginning-level students, leading critiques, evaluations, and adult learning/teaching methodology. index

Due to the new registration process, please contact your IST office if you are interested in attending training.

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No dates at this time

TRAINING-FOR-TRAINERS - Training-for-Trainers (T-4-T) is designed for employees who provide (or will soon begin providing) training and/or presentations to CDCR staff. It covers public speaking, effective use of media, nerve-calming techniques, and methods for handling unexpected classroom disasters. Departmental policy states in part "personnel utilized as In-Service-Training instructors" must either possess a teaching credential or take a course with a minimum of 24-hours in training techniques. T-4-T is designed to satisfy this requirement. index

Due to the new registration process, please contact your IST office if you are interested in attending training.

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No dates at this time

TRAINING PROVIDED BY OTHER DEPARTMENTS OR AGENCIES

(Links may take a few seconds to open)

Defensive Driving
http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx

EEO/Sexual Harassment Prevention
http://intranet/ADM/OIA/Pages/CivilRightsOp.aspx

Ethics Orientation for State Officials
http://oag.ca.gov/ethics/course

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TRAINING GUIDELINES

Reference:

California Department of Corrections and Rehabilitation Operations Manual (DOM) Chapter 3, Article 18, Section 32010.

Definitions:

Training - The process whereby Department employees, either individually or in groups, participate in a formalized, structured course of instruction to acquire skills, knowledge, 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 in structured OJT. (32010.5)

Job-Required Training - Training 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. (32010.5)

Job-Related Training - 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. (32010.5)

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. (32010.5)

Career-Related Training - Designed to assist in the development of career potential and 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. (32010.5)

In-Service Training (IST) - Any formal training sponsored and conducted by any State agency for the training and development of State employees. (32010.5)

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 while the employee is working. (32010.5)

Out-Service Training (OST) - Any formal training conducted by a non-state agency, the University of California or California State University, and colleges that may be open to the public, as well as State employees, and/or private industry. Sponsoring agencies maintain control over the course content for OST. (32010.5)

Training Requirements - Training of employees shall be done during regular work hours, when possible, or on the employee's off-duty hours when necessary. Compensation for training shall comply with existing policies, law, and 'Memorandums of Understanding' (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. All Employees shall receive 40 hours training annually, at least of eight hours of which shall be formal classroom instruction annually. The balance can be any combination of OJT, formal IST, or out-service training.(32010.10.13)

Orientation of Departmental Employees - All employees new to the Department, regardless of job classification, shall receive orientation training. It is intended the Orientation Training be provided within 90 days of appointment. Orientation is required in addition to other training requirements. (32010.10.1)

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. (32010.12) index

LOCATION ABBREVIATIONS

FACILITIES

ASP ..... Avenal State Prison, Avenal
CAC..... California City Correctional Center, California City
CCC..... California Correctional Center, Susanville
CCI ..... California Correctional Institution, Tehachapi
CHCF..... California Health Care Facility, Stockton
CIM..... California Institution for Men, Chino
CIW..... California Institution for Women, Chino
CMC..... California Men's Colony, San Luis Obispo
CMF ..... California Medical Facility, Vacaville
CRC..... California Rehabilitation Center, Norco
COR ..... California State Prison, Corcoran
LAC ..... California State Prison, Los Angeles County, Lancaster
SAC ..... California State Prison, Represa
SOL ..... California State Prison, Solano
SATF ..... California Substance Abuse Treatment Facility and State Prison, Corcoran
CAL ..... Calipatria State Prison, Calipatria
CEN..... Centinela State Prison, Imperial
CCWF..... Central California Women's Facility, Chowchilla
CVSP ..... Chuckawalla Valley State Prison, Blythe
CTF ..... Correctional Training Facility, Soledad
DVI..... Deuel Vocational Institution, Tracy
FOL ..... Folsom State Prison, Represa
HDSP ..... High Desert State Prison, Susanville
ISP ..... Ironwood State Prison, Blythe
KVSP ..... Kern Valley State Prison, Delano
MCSP..... Mule Creek State Prison, Ione
NKSP..... North Kern State Prison, Delano
PBSP ..... Pelican Bay State Prison, Crescent City
PVSP ..... Pleasant Valley State Prison, Coalinga
RJD ..... Richard J. Donovan Correctional Facility, San Diego
SVSP ..... Salinas Valley State Prison, Soledad
SQ..... San Quentin State Prison, San Quentin
SCC ..... Sierra Conversation Center, Jamestown
VSP ..... Valley State Prison, Chowchilla
WSP..... Wasco State Prison, Wasco

OFFICES

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