


**OTPD/R.A. McGee CTC 2019**  
**Program and Support Services**

**Office of Training & Professional Development**  
 Richard A. McGee Correctional Training Center

**April 2019**

**OTPD 2019 PROGRAM AND SUPPORT SERVICES**

<p><b>STACY L. LOPEZ</b>                  Associate Director                  Peace Officer Selection and                  Employee Development</p> <p><b>JASON LOWE</b>                  Academy Administrator                  Correctional Training Center</p> <p><b>KRISTINA ARROYO</b>                  Correctional Business Mgr I                  Business Administration &amp;                  Support</p> <p><b>OTPD Main Number</b>                  (209) 744-5000</p> <p><b>Scheduling/Room Reservation                  Housing Accommodations</b>                  (209) 744-5049</p> <div style="text-align: center;">  </div> <p><b>JEREMY BROWN</b>                  Correctional Lieutenant                  Advanced Learning Institute</p> <p><b>ALI Main Number</b>                  (916) 255-1815</p>	<p><b>PROGRAM AND SUPPORT SERVICES</b> ..... 1</p> <p>ACADEMY STORE..... 1</p> <p>ACCOUNTING ..... 1</p> <p>ADVANCED LEARNING INSTITUTES ..... 1</p> <p>BADGES (DEPARTMENTAL) ..... 1</p> <p>BASIC CORRECTIONAL OFFICER ACADEMY (BCOA) ..... 1</p> <p>BASIC CORRECTIONAL OFFICER ACADEMY PROGRAMS I &amp; II..... 1</p> <p>BUDGETS ..... 1</p> <p>CONTRACTS..... 1</p> <p>CULINARY ..... 2</p> <p>CURRICULUM FIELD TRAINING &amp; SUPPORT ..... 2</p> <p>CURRICULUM TESTING..... 2</p> <p>CUSTODIAL..... 2</p> <p>EVALUATIONS ..... 2</p> <p>INFORMATION TECHNOLOGY SUPPORT ..... 2</p> <p>IN-SERVICE TRAINING..... 2</p> <p>INSTRUCTIONAL DESIGN UNIT (IDU) ..... 2</p> <p>LEARNING TECHNOLOGY DEVELOPMENT UNIT (LTDU)..... 2</p> <p>PERSONNEL ..... 3</p> <p>PLANT OPERATIONS ..... 3</p> <p>PUBLIC INFORMATION OFFICE ..... 3</p> <p>PROCUREMENT ..... 3</p> <p>RANGE/ARMORY ..... 3</p> <p>RECRUITMENT &amp; HIRING/PERSONNEL LIAISON ..... 3</p> <p>SCHEDULING ..... 3</p> <p>TACTICAL ..... 3</p> <p>WAREHOUSE ..... 3</p> <p>REFERENCES ..... 4</p> <p><b>TRAINING GUIDELINES</b>..... 4</p> <p><b>LOCATION ABBREVIATIONS</b> ..... 5</p> <hr/> <p style="text-align: center;">ONLINE AND OTHER TRAINING</p> <p style="text-align: center;"><a href="#">CDCR Training Portal (LMS)</a></p> <p style="text-align: center;"><a href="#">List of Online Courses Available</a></p> <p style="text-align: center;"><a href="#">New Employee Orientation</a></p> <p style="text-align: center;"><a href="#">SOMS Training Resources</a></p> <p style="text-align: center;"><a href="#">SharePoint 2013 Training</a></p> <p style="text-align: center;"><a href="#">BIS Portal</a></p> <p style="text-align: center;"><a href="#">Defensive Driver Training</a></p> <p style="text-align: center;"><a href="#">Ethics Orientation for State Officials</a></p> <p style="text-align: center;"><a href="#">National Institute of Corrections - Training for Correctional Professionals</a></p> <p style="text-align: center;"><a href="#">CalHR Training</a></p> <p style="text-align: center;"><a href="#">CalHR Virtual Help Desk for Supervisors and Managers</a></p> <p style="text-align: center;"><a href="#">CalHR Virtual Help Desk for Analysts</a></p> <p style="text-align: center;"><a href="#">CPS HR Consulting</a></p>
---	---

## **PROGRAM AND SUPPORT SERVICES**

---

### **ACADEMY STORE**

The Academy Store offers food, drinks, and health and beauty items for staff, cadets, and guests at OTPD/CTC. The store also provides protective equipment, duty gear, and other work related items for cadets. **Contact:** (209) 745-4661, internal x4012

### **ACCOUNTING**

Accounting staff work with regional accounting offices on all accounting processes and transactions. Staff is also responsible for collecting and depositing laundry and culinary funds, and processing all travel advances, travel expense claims, and master and miscellaneous payroll distributions. **Contact:** (209) 744-5000 x4109 & x4110

### **ADVANCED LEARNING INSTITUTES**

The Advanced Learning Institutes provide the following training: Basic Supervision, Advanced Supervision, Sergeants' Academy, Lieutenants' Academy, Training-for-Trainers, and Executive Development Orientation Program. **Contact:** (916) 255-1485 & (916) 255-3616

### **BADGES (DEPARTMENTAL)**

The Badges staff assigns badges to CDCR employees designated as peace officers that meet the Penal Code 832 (PC 832) Peace Officer Standards and Training requirements with the exception of the Division of Adult Parole. Staff also assists all institution badge liaisons with processing state issue badges, optional badges, promotion/demotion/retirement ribbons, limited term employees, administrative time off, lost or stolen badges, relinquished badges, resignations, terminations reinstatement and/or transfers from CDCR. **Contact:** (209) 744-5056 & (209) 744-5037

### **BASIC CORRECTIONAL OFFICER ACADEMY (BCOA)**

The BCOA provides training for correctional officer cadets in preparation for employment at adult prisons throughout the State of California. Classroom, hands-on, and scenario-based training provides cadets with the knowledge, skills, and abilities to become exceptional correctional officers. **Contact:** (209) 744-5000

### **BASIC CORRECTIONAL OFFICER ACADEMY PROGRAMS I & II**

The BCOA Programs I & II staffs are responsible for the daily operations, academics, and discipline of the cadets while they are assigned to the Academy. By maintaining close supervision of these activities, the Program Office staff is able to ensure consistency and provide the highest level of training in the Department. **Contact:** (209) 744-5107

### **BUDGETS**

Budgets staff is responsible for reviewing and analyzing allotments, budgets changes, and program needs as they relate to the budget process. Staff is also responsible for tracking and monitoring the overall expenditures, identifying surplus/deficits and making recommendations to administration for adjustments. **Contact:** (209) 744-5040

### **CONTRACTS**

Contracts staff work with the Office of Business Services Contracts Management Branch to process all master/service contracts for the OTPD/CTC and the Regional Accounting Office to ensure payment for contracted services. Staff also monitor, track, and ensure invoices are paid in a timely manner for service and expense orders, vehicle repairs, and utility invoices. **Contact:** (209) 744-5124

## **CULINARY**

Culinary staff provides meals 24/7 to guests, cadets, training participants, and OTPD/CTC employees. Culinary staff also provides food setup for various OTPD/CTC venues and for cadets attending offsite COSIT. **Contact:** (209) 744-5000 x4197

## **CURRICULUM FIELD TRAINING & SUPPORT**

Curriculum Field Training & Support staff is responsible for OTPD/CTC's curriculum; development, distribution, implementation, and evaluation of all off-post training for all In-Service Training Managers and Training Coordinators. Staff also conducts off-post assessments. **Contact:** (209) 744-5057

## **CURRICULUM TESTING**

Curriculum Testing staff maintains the test questions database, creates exams, proctors, scores, produces results and statistics, and maintains testing and performance scores for cadets. Staff also maintains Academy registration and graduation information as well as Penal Code 832 (PC 832) training records, and keeps information on obtaining college credits. **Contact:** (209) 744-5000 x4222

## **CUSTODIAL**

Custodial is responsible for training, meetings, state exams, and special events venue and classroom setups. In addition, custodial staff is also responsible for the cleaning of facility, all housing units and laundry services. **Contact:** (209) 744-5134

## **EVALUATIONS**

Evaluations staff provides follow-up evaluation questionnaires to graduating cadets to assess the effectiveness of the Academy. First-line supervisors are also given questionnaires to gain their perspective on how well the new graduates were prepared to perform their duties upon graduation. Data gathered will be used to evaluate the curriculum and its usefulness. Questionnaires are also used for New Employee Orientation and Basic Supervision training. **Contact:** (209) 744-5000 x5059 & x5024

## **INFORMATION TECHNOLOGY SUPPORT**

IT Support staff is responsible for the networking and telephone infrastructure for the OTPD/CTC. Staff provides support for customized user applications and standard software packages, network connectivity and wiring, server and shared access points, telecommunications services, and audio visual services for classroom instruction. **Contact:** (209) 744-5035

## **IN-SERVICE TRAINING**

In-Service Training staff is responsible tracking and providing required training for OTPD/CTC staff, and coordinating and providing the 80-hour Penal Code 832 (PC 832) training for CDCR employees. **Contact:** (209) 744-5085

## **INSTRUCTIONAL DESIGN UNIT (IDU)**

The IDU is responsible for the design, development, and evaluation of departmental curriculum for the Basic Correctional Officer Academy, In-Service Training, On-the-Job Training, and assists other CDCR departments with writing training for their employees. **Contact:** (209) 744-5032

## **LEARNING TECHNOLOGY DEVELOPMENT UNIT (LTDU)**

The LTDU is responsible for the development and maintenance of the internet and intranet websites, New Employee Orientation, SharePoint collaboration site, and the research and development of alternative training. **Contact:** (209) 744-5120

## PERSONNEL

Personnel is responsible for keying all staff and cadet appointments, separations, miscellaneous employment, pay transactions, tracking time worked and leave credits, processing worker's compensation, NDI/SDI benefits, calculating retirement pay-out, processing applicable Health Benefits, processing court ordered garnishments, and tracking all annual performance and probationary reports. **Contact:** (209) 744-5082

## PLANT OPERATIONS

Plant Operations is responsible for the maintenance and repair of the physical plant infrastructure, equipment, vehicle fleet, and OTPD/CTC grounds keeping. In addition, Plant Operations provides oversight of hazardous materials and health and safety of the facility. **Contact:** (209) 744-5070

## PUBLIC INFORMATION OFFICE

The Public Information Office coordinates public and community relations programs for the OTPD/CTC. **Contact:** (209) 744-5113

## PROCUREMENT

Procurement staff administers the OTPD/CTC non-information technology contract services and procurement activities, and oversees small business and disabled veteran's business enterprise activities. **Contact:** (209) 744-5071

## RANGE/ARMORY

The Range/Armory staff is responsible for training and qualification on departmental approved weapons pursuant to CDCR and Commission on Peace Officer Standard and Training standards for the BCOA. This includes the use of approved handguns, rifles, and nonlethal weapons, including impact munitions and chemical agents training. **Contact:** (209) 744-5081

## RECRUITMENT & HIRING/PERSONNEL LIAISON

Recruitment & Hiring/Personnel Liaison staff act as liaisons to the Office of Personnel Services and a resource to potential candidates and hiring supervisors within OTPD/CTC. Staff prepares and maintains documents pertaining to requests for personnel actions, allocation determinations, established positions, vacancies, recruitment efforts, and list certifications. **Contact:** (209) 744-5125

## SCHEDULING

Scheduling staff create training templates for the BCOA and transitional academies. Staff also coordinate and schedule requests for housing and meeting/training venues at the OTPD/CTC. **Contact:** (209) 744-5029 & (209) 744-5049

## TACTICAL

Tactical coordinates the departmental tactical training programs for the BCOA and the Division of Adult Institutions. This includes the Monadnock Expandable Baton training and Monadnock Training-for-Trainers, Arrest and Control, and Alarm Response courses. **Contact:** (209) 744-5081

## WAREHOUSE

The Warehouse staff orders, stocks, and provides supplies and furniture for OTPD/CTC, and oversees the recycling program, confidential shred program, shipping and receiving, and the mail center. **Contact:** (209) 744-5000 x4224

## REFERENCES

---

### TRAINING GUIDELINES

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. (32010.4)

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. (32010.4)

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. (32010.4)

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. (32010.4)

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. (32010.4)

In-Service Training (IST) - Any formal training sponsored and conducted by any State agency for the training and development of State employees. (32010.4)

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. (32010.4)

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. (32010.4)

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 Training 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. (32010.10.1)

Orientation of Departmental Employees - All employees new to the Department, regardless of job classification, shall receive orientation training. An NEO schedule with specific course subjects shall be distributed annually. Additional subject requirements are at the discretion of the local hiring authority or Associate Director, POSED, or designee. (32010.11)

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. (32010.13)

## 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

#### **Richard A. McGee Correctional Training Center**

9850 Twin Cities Road, Galt, CA, 95632

#### **Advanced Learning Institute and Employee Development Programs**

10000 Goethe Road, Bldg. B, Sacramento, CA, 95827