



COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING

CORRECTIONAL OFFICER 004

CORRECTIONAL OFFICER 004 NEW EMPLOYEE ORIENTATION (NEO)

STANDARD

The purpose of New Employee Orientation (NEO), as part of the Apprenticeship Program (AP), is to familiarize the newly appointed correctional officer with their assigned institution and transition them from the Basic Correctional Officer Academy (BCOA) to their institutional assignment. While NEO programming will vary from institution to institution due to a variety of factors, each NEO shall meet the following components.

COMPONENTS

1. Upon graduating an academy, each new correctional officer shall complete 40 hours of NEO training and 120 hours of observational training (Job Shadowing Program) totaling a minimum of 160 hours before they may be assigned to work a post independently pursuant to California Penal Code Section 13602 (b).
2. Each In-Service Training (IST) sergeant or Field Training Sergeant (FTS) shall submit an hourly itinerary to the Commission on Correctional Peace Officer Standards & Training (CPOST) of each occurrence of NEO training depicting if the training provided is mandatory or non-mandatory.
3. The FTS shall facilitate NEO at the local level. In the absence of an FTS, the IST office will facilitate the program in accordance with established CPOST Operational Procedures and Penal Code 13602.
4. Each NEO participant shall have a basic understanding of reporting instructions for every working day to include at a minimum the daily reporting location and time, as well as the approved uniform to wear.
5. Prior to the conclusion of NEO, each NEO participant shall demonstrate familiarity with the layout of their assigned institution.
 - a. This should include at a minimum the facility layout, post assignments during JSP, programing locations, personnel office, watch office, personnel assignments, IST offices, and any site-specific anomalies.

6. Prior to the conclusion of NEO, each NEO participant shall demonstrate familiarity with the operation of the AP to include timekeeping requirements, task and competency verification requirements, and reporting procedures.
7. Prior to the conclusion of NEO, each NEO participant shall be familiar with the fundamentals of their institution's JSP.
 - a. This shall include at a minimum post scheduling (where to report, when to report, whom to report to), expectations of the apprentice during JSP, and the daily debriefing process.
8. Each NEO participant shall complete a local institution knowledge review to evaluate basic institutional knowledge during NEO through the completion of an assessment provided by the institution.

AUTHORITY

California Penal Code 13601(a)(1)

BACKGROUND

The BCOA exists to equip newly appointed correctional peace officers with a thorough understanding of the laws, regulations, values, and culture of the California Department of Corrections and Rehabilitation (CDCR). However, only through on-the-job experience do new correctional peace officers maximize their ability to perform competently in the challenging environment of CDCR's correctional facilities. To properly transition new correctional peace officers from the BCOA to their institutional assignment they must gradually be exposed to the rigors of their new position. This transition is accomplished through the AP and lasts until the apprentice reaches journeyman status.

REFERENCES AND CITATIONS

California Code of Regulations, Title 8 § 6022. Terms of Apprenticeship.

Penal Code 13601(a); 13602

CPOST Operational Procedures