



COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING

CORRECTIONAL OFFICER 005

CORRECTIONAL OFFICER 005 JOB SHADOWING PROGRAM (JSP)

STANDARD

The purpose of the Job Shadowing Program (JSP) phase 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 JSP assignments, training, and programming will vary from institution to institution due to a variety of factors; each JSP shall follow the criteria set forth in the CPOST Apprenticeship Program (AP) Operating Procedure (OP) and meet the following components.

COMPONENTS

1. Upon graduating an academy, each new correctional officer shall complete 40 hours of New Employee Orientation (NEO) training and 120 hours of observational training (JSP) 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 institution's JSP will allow the new officer to work alongside officers who have knowledge and experience regarding the post assignment, and who can aid the new officer in learning how to perform all the related job duties/functions within institutional policies and procedures.
 - a. At no time during the JSP shall a JSP participant be allowed to perform duties without being assigned to observe, and/or be observed by, a specific officer.
 - b. Officers who are assigned as shadowing officers shall be knowledgeable of the JSP requirements.
3. The JSP participant shall not be posted or assigned to a position to work independently, be used to fill vacancies, or scheduled for the purposes of overtime avoidance.
4. Each institution shall designate specific posts/locations for JSP participants based on the following:
 - a. Posts that are frequently vacant and filled by new officers.
 - b. Posts with a history of new officer injury (i.e., restricted housing units).

- c. Posts that are complicated and have critical and complex security features to operate (i.e., control booths).
 - d. Logistically isolated posts with unique access points (i.e., gates and/or towers).
 - e. Familiarization of the institution's off-site post procedures (i.e., hospital coverage, transportation, outside patrol).
 - f. Posts with frequent/direct inmate interaction including those with mental health/medical needs.
 - g. Posts that interact with other units and divisions (i.e., medical, California Prison Industries Authority, Investigative Services Unit).
5. Each In-Service Training (IST) department (FTS or IST Sergeant) or designee should observe JSP participants while on post and discuss job familiarity/readiness, JSP participant perceived stress level, and completed tasks. Additionally, they should debrief daily JSP participants and engage them in analyzing their individual performance against CDCR and institutional standards.
6. Each IST department (FTS or IST Sergeant) or designee shall complete the daily after-action review with each JSP participant during the JSP.
7. Every JSP participant shall demonstrate a familiarity with their local support network.
 - a. This shall include at a minimum information regarding Office of Employee Wellness (OEW), Employee Assistance Program (EAP), Peer Support Program (PSP), referrals regarding available professional counseling, their assigned personnel specialist and location, information on the California Correctional Peace Officers Association and available job stewards, and personnel assignments staff and location.
8. Each JSP participant shall demonstrate a familiarity with the layout of their institution.
 - a. This should include the watch office, IST office, personnel offices, equipment locations, alarm response staging areas, armory, central control, transportation vehicle locations, and the facility's custody classifications and levels of care.
9. Every JSP participant should be familiar with the various custody and non-custody classifications within the institution and shall use professional communication skills.
10. Every JSP participant should be exposed to the following tasks while on assigned post: handcuffing, escorting, conducting a count and input the count, incarcerated person interaction, radio communication, body search, control booth operation, body worn camera orientation, and cell search.
11. Each JSP participant shall complete a second local institution knowledge review provided by the institution to re-evaluate basic institutional knowledge at the conclusion of JSP. The purpose of the second assessment is to measure variances in the JSP participant's knowledge.
12. Each IST department should develop a process to conduct a final one-on-one during the last week of the JSP to determine the JSP participant's confidence level.

- a. These one-on-ones should include dialogue regarding overall wellness, comprehension of job duties, expectations during the remainder of the AP, and answers to any questions the JSP participant may have.

AUTHORITY

California Penal Code 13601(a)(1)

BACKGROUND

The BCOA is necessary 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. However, only through on-the-job experience do new correctional peace officers maximize their ability to perform competently in the challenging environment of our institutions. Once graduated, new officers undergo a brief NEO and then are immediately assigned to a permanent assignment. Upon assignment and throughout the apprenticeship rotation, new officers undergo a trial-and-error process of learning their profession/job responsibilities which can result in unnecessary incidents and injuries, or an overwhelming feeling of incompetence until experience is gathered. A JSP initiated immediately upon arrival at the institution, can lead to a better understanding of local policies and procedures, reduce avoidable errors, and create a more confident, competent, and safe new officer.

REFERENCES AND CITATIONS

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

PC 13601 (a)(1); 13602

CPOST Apprenticeship Program Operating Procedure