



COMMISSION ON CORRECTIONAL PEACE OFFICER  
STANDARDS AND TRAINING

# GENERAL STANDARD 015

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### CRITICAL ELEMENTS OF EFFECTIVE TRAINING

#### STANDARD

Job-Required and Job-Related training for Correctional Peace Officers is designed to ensure minimum competency and increase employee performance. These types of training shall include specific standards of both design and delivery.

#### COMPONENTS

The critical elements to achieve effective Job-Required and Job-Related training are:

1. The training outlines objectives, instructional material, teaching aids, measurement tools and the instructor(s) roles.
2. A clear statement of an expected outcome once the training has been completed.
3. The lesson contains clear, achievable learning objectives that support the expected outcome.
4. The training is relevant to the correctional peace officer's authority and job assignment.
5. The training is provided by a qualified, competent, certified (as applicable), and prepared instructor(s).
6. The format(s)/platform and instructional methodology used to deliver the training supports the expected outcome.
7. The training venue or facility supports the formats of the training and the expected outcome.
8. The sequence of the training progresses from initial to advanced lessons.
9. The allotted time for the training provides for sufficient interaction between instructor and student based on ratios, including questions, discussions, demonstrations, and practice.

Commission Approved: (08/20/2020)

Revisions: (02/2023)

10. There is sufficient time allotted to support the instructional methodology of the training as designed and to reach the expected outcome.
11. The props, written materials, visual aids, and other resources are necessary and effective to support and reinforce the objective(s).
12. There is a validation process to determine the effectiveness of the training and to determine if the expected outcome has been met.
13. There is a process for student feedback that provides for the student's perspective of the effectiveness of the training.
14. Lesson plan or training materials include input from qualified, competent Subject Matter Expert(s), commonly referred to as, "SMEs."

### **AUTHORITY**

California Penal Code 13601 (a)(1)

California Penal Code 13601 (d)

California Penal Code 13603 (b)

### **BACKGROUND**

Effective training is not a haphazard process but instead a designed, focused written process of combining necessary critical elements to train to expected outcomes. Training is given for many reasons including providing general information, upward mobility, career-related, job-related, and job-required.

Job-Required training as defined in DOM 32010.4, is designed to establish adequate performance in a current assignment. Therefore, because the correctional peace officer attending Job-Related training will be held to the prescribed standards of that training, the training must meet specified methodology. For CPOST to determine if job-related training is well designed and effective, critical elements must be present in lesson plan design as well as delivery.

### **REFERENCES AND CITATIONS**

DOM 32010.4 California State Training Program

CPOST GS001 Knowledge, Skills, and Abilities

CPOST GS002 Core Subjects