



COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING

GENERAL STANDARD 018

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CURRICULUM REVIEW

STANDARD

All new, or significantly revised, training developed within CDCR for delivery to entry level, first-line, or second-line CDCR Correctional Peace Officers staff shall be reviewed by CPOST for compliance with established training standards according to the approved review process.

COMPONENTS

The components of this standard are as follows:

1. Curriculum should be received for CPOST review no later than 90 days prior to the expected roll out date. CPOST staff will make the determination if it should be presented to the Commission for a vote and approval.
 - a. CPOST has the option to consult the standing Curriculum Advisory Commission sub-committee to clarify the need to present the curriculum to the Commission.
 - b. Exceptions to the 90-day requirement will be addressed on a case-by-case basis and should only be driven by extreme need including legislative, executive, or Penal Code directives.
 - c. In these cases, CPOST reserves the right to provide provisional approval with the expectation of further review, to include in person audits and/or evaluation feedback, of the courses to ensure recommendations are implemented and the training meets established standards.
 - d. Prelimarily approved training will require a return to the Executive Board for final approval after revisions are made.
2. The curriculum will arrive to CPOST with the following components clearly defined.
 - a. Title of training
 - b. Requester for addition or revision
 - c. Roll out date

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- d. Instructor credential requirements (if instructor-led)
 - e. Target audience
 - f. Where in the training is currently at in the review and approval process (for example, policy regulations, legal review, public comment, etc.)
 - g. Venue (IST, OJT, e-learning, BCOA, BPAA, NEO, etc.)
 - h. Associated, related or similar trainings
 - i. If requested for mandated training, describe any training being replaced
 - j. Review of final format
 - k. All attachments
 - l. All appendices
 - m. All associated non-published new regulations
 - n. The name and/or position of the stakeholder presenter scheduled to speak regarding the lesson plan before the Commission
 - o. List of Subject Matter Experts (SMEs) involved
 - i. Subject Matter Experts (SME) used to assist in the creation of the curriculum should be employees with applicable and current firsthand experience in the subject matter and be available to CPOST for consultation during the review process
3. A full history of reference documentation regarding origin, modification request, need, intended audience, instructor credentialing, and version history
4. The training format should be clearly defined
5. The training should be identified as mandatory job-required training, or optional job-related training
- a. If identified as mandatory, the regulatory language should be included in the submission packet.
6. Significantly revised curriculum is identified by one or more of the following changes
- a. Updated Regulations (DOM, Penal Code, Title 15)
 - b. Changed processes or procedures
 - c. Time allotment changes
 - d. Change in target audiences

AUTHORITY

California Penal Code 13601 (a)(1)

California Penal Code 13601 (d)

BACKGROUND

The CPOST is mandated to review curriculum for entry level correctional peace officers, first-line supervisors, and second-line supervisors within CDCR to ensure that the training meets established CPOST training standards.

CPOST conducts extensive research on best practices in the field and external industry standards, gathering input from local, state, and federal agencies, law enforcement directors, credentialing law enforcement bodies, commissions, associations, universities, and external industry standards. The CPOST works collaboratively with Subject Matter Experts (SME) to formulate criteria for curriculum review. The CPOST Commission has established a comprehensive review process using a standardized method.

To facilitate the curriculum review process, the CPOST works collaboratively with Instructional Design and Training Support (IDTS), Training Technology and Employee Development (TTED), Institution In-Service Training (IST) Departments, Basic Correctional Officer Academy (BCOA), Basic Parole Agent Academy (BPAA), Adult Learning Institute (ALI), and any other internal stakeholders to ensure training standards are clearly defined and met.

The CPOST serves as a neutral party to assist IDTS with the application of training standards and identification of SMEs to be used in training creation.

REFERENCES AND CITATIONS

<http://www.cdcr.ca.gov/training>