



COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING

GENERAL STANDARD 022

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CORE APPRENTICESHIP

STANDARD

All Correctional Peace Officer Apprentices will complete the requirements of the CPOST statewide Apprenticeship Program as outlined in California Division of Apprenticeship Standards (DAS), California Department of Corrections and Rehabilitation Departmental Operations Manual, and the Bargaining Unit 6 Memorandum of Understanding (MOU) prior to achieving journeyman status.

COMPONENTS

Components of the standard are as follows:

1. Entry-level Correctional Peace Officers shall:
 - a. Complete any required academy pursuant to their classification.
 - b. Complete a minimum of 3600 hours and 24 qualifying months in the occupation.
 - c. Satisfactorily complete at least 144 hours of related and supplemental instruction per year or 288 hours over the term of apprenticeship.
 - d. Comply with the CPOST AP Operational Procedure(s), DAS standards, the decisions of the CPOST Executive Board, and the Local Apprenticeship Subcommittee.
 - e. Sign an Apprenticeship Agreement.
 - f. Perform and complete all work and learning assignments, including On-the-Job Training (OJT), In-Service Training (IST) and related and supplemental instruction.
 - g. Track their progress towards completion of the required number of hours on a DAS 103-A monthly.
 - h. Turn in the DAS 103-A to the IST or training office with necessary signatures no later than the tenth of the following month. Failure to do so, may result in extension of the term of apprenticeship.

2. Additionally, Correctional Peace Officers may receive AP credits for the following as defined by the AP Operating Procedures:
 - a. The ACO will grant credit to the apprentice equal to prior time served in the same classification if the break in service is less than three years.
 - b. Exceptional Apprentice-The ACO may grant 12.5%, which is three (3) months (no associated work process hours), in recognition of: exceptional performance, progress, proof of specialized training, or college course work.
 - c. Mental Health First Aid-The ACO can grant 4%, which is one (1) month (no associated work process hours) in recognition of completion of the federally recognized Mental Health First Aid Training class.
 - d. Transfer between Job Classifications-The ACO shall grant credit to apprentices between job classifications in accordance with the Internal Credit Policy.
3. Out of class, training and development, and acting assignments should be delayed until the completion of the AP.
4. Apprentices are only allowed to be indentured into one AP at a time.
5. The Apprenticeship Coordinator Office (ACO), as defined in the AP Operational Procedures, is responsible to:
 - a. Generate Apprenticeship Agreements to ensure the correct credit is given.
 - b. Register all Apprenticeship Agreements, completions, terminations, and amendments with DAS and the ACO database.
 - c. Process all completion requests ensuring all Apprentices meet the program completion requirements under the CPOST authority for range change.
 - d. Forward completion certificates to the institutions IST office and appropriate Departmental Personnel Officer after processing.
 - e. Act as an advisory member to the CPOST Executive Board on all Apprenticeship matters.

AUTHORITY

California Penal Code 13601 (a)(1)

California Penal Code 13601 (d)

BACKGROUND

State Correctional Peace Officer Apprenticeship Standards have been adopted and agreed upon under the Shelley-Maloney Apprenticeship Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices.

All persons newly appointed to rank and file Correctional Peace Officer classifications are apprentices, including less than full time employees. Any formal appointment, as defined by the

state personnel board, including Training and Development, Limited Term and Permanent Full Time, will require indenturing, participation, and completion of the CPOST Apprenticeship Program (AP).

To facilitate operation of the Statewide AP, the CPOST developed the Apprenticeship Coordinator's Office (ACO) to oversee the daily operations and to act as a liaison between the field and the CPOST Executive Board.

REFERENCES AND CITATIONS

Division of Apprenticeship Standards, California Apprenticeship Council, Title 8, Chapter 2

CPOST, Apprenticeship Program Operational Procedure

Bargaining Unit 6 Memorandum of Understanding, Article 8, Training and Career Development

DAS 103-A Version 2022