



Department of Corrections and Rehabilitation

NOTICE OF CHANGE TO REGULATIONS

Sections:	NCR Number:	Publication Date:
6000, 6001, 6002, 6003, 6005, 6006, 6007, 6008, 6009, 6010, 6011, 6012, 6013, 6014, 6015, 6016, 6017, 6018, 6019, 6020, 6021, 6022, 6023, 6024, 6025, 6026, 6027, 6028, 6029, 6030, 6040, 6041, 6050, 6060, 6061, 6062, 6063, 6070	25-05	March 7, 2025

INSTITUTION POSTING AND CERTIFICATION REQUIRED

This Notice announces the proposed amendment of sections 6000, 6001, 6002, 6020 renumbered to 6007, 6010 renumbered to 6008, 6021 renumbered to 6009, 6011, 6022 renumbered to 6012, 6023 renumbered to 6013, 6024 renumbered to 6014, 6025 renumbered to 6015, 6026 renumbered to 6016, 6027 renumbered to 6017, 6028 renumbered to 6018, 6029 renumbered to 6019, 6030 renumbered to 6020, 6040 renumbered to 6021, 6041 renumbered to 6022, 6050 renumbered to 6023, 6060 renumbered to 6024, 6061 renumbered to 6025, 6062 renumbered to 6026, 6063 renumbered to 6027, and 6070 renumbered to 6028, adopt sections 6005, 6006, 6010, and repeal section 6003 of the California Code of Regulations (CCR), Title 15, Crime Prevention and Corrections, Division 6, regarding the Commission on Correctional Peace Officer Standards and Training.

PUBLIC COMMENT PERIOD

The public comment period will close on **April 23, 2025**. Any person may submit written comments about the proposed regulations by mail to the California Department of Corrections and Rehabilitation (CDCR), Regulation and Policy Management Branch (RPMB), P.O. Box 942883, Sacramento, CA 94283-0001, or by e-mail to RPMB@cdcr.ca.gov. All written comments must be received or postmarked no later than **April 23, 2025**.

PUBLIC HEARING INFORMATION

A public hearing regarding these proposed regulations will be held **April 24, 2025, from 10:00 a.m. to 11:00 a.m. in Room 113, located at 9272 Laguna Springs Dr. Elk Grove CA, Building G-1.** The purpose of the hearing is to receive comments about the proposed regulations. It is not a forum to debate the proposed regulations. No decision regarding the permanent adoption of these regulations will be rendered at this hearing. Written comments submitted during the prescribed comment period are given the same significance and weight as oral comments presented at the hearing. This hearing site is accessible to the mobility impaired.

POSTING

This Notice shall be posted immediately upon receipt at locations accessible to incarcerated or supervised persons, and employees in each Department facility and field office not later than five calendar days after receipt. Also, institutions and facilities shall make this Notice available for review by incarcerated persons in restricted housing who do not have access to the posted copies and shall distribute it to incarcerated person law libraries and advisory councils. CDCR Form 621-A (Rev. 05/19), Certification of Posting, shall be returned to RPMB by mail or email. See Department Operations Manual Section 12010.6.7 for posting and certification of posting procedures.

CONTACT PERSON

Inquiries regarding this Notice should be directed to Dmitriy Kostyuk, by mail to California Department of Corrections and Rehabilitation, RPMB, P.O. Box 942883, Sacramento, CA 94283-0001, by telephone at (916) 203-9779, or e-mail to RPMB@cdcr.ca.gov. Inquiries regarding the subject matter of these regulations should be directed to Joshua Kolstad, Commission on Correctional Peace Officer Standards and Training, at (279) 223-1521.

Original Signed by:

Jennifer Barretto
Undersecretary, Administration
California Department of Corrections and Rehabilitation

Attachment

NOTICE OF PROPOSED REGULATIONS
California Code of Regulations
Title 15, Crime Prevention and Corrections
Department of Corrections and Rehabilitation

NOTICE IS HEREBY GIVEN that the Secretary of the California Department of Corrections and Rehabilitation (CDCR or the Department), proposes to amend sections 6000, 6001, 6002, 6020 renumbered to 6007, 6010 renumbered to 6008, 6021 renumbered to 6009, 6011, 6022 renumbered to 6012, 6023 renumbered to 6013, 6024 renumbered to 6014, 6025 renumbered to 6015, 6026 renumbered to 6016, 6027 renumbered to 6017, 6028 renumbered to 6018, 6029 renumbered to 6019, 6030 renumbered to 6020, 6040 renumbered to 6021, 6041 renumbered to 6022, 6050 renumbered to 6023, 6060 renumbered to 6024, 6061 renumbered to 6025, 6062 renumbered to 6026, 6063 renumbered to 6027, and 6070 renumbered to 6028, adopt sections 6005, 6006, 6010, and repeal section 6003 of the California Code of Regulations (CCR), Title 15, Crime Prevention and Corrections, Division 6, regarding the Commission on Correctional Peace Officer Standards and Training.

PUBLIC COMMENT PERIOD

The public comment period begins **March 7, 2025** and closes on **April 23, 2025**. Any person may submit written comments by mail addressed to the primary contact person listed below, or by email to rmb@cdcr.ca.gov, before the close of the comment period. For questions regarding the subject matter of the regulations, call the program contact person listed below.

CONTACT PERSONS

Primary Contact

Dmitriy Kostyuk
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Back-Up

Y. Sun
Telephone: (279) 223-2316
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Program Contact

Joshua Kolstad
Telephone: (279) 223-1521
Commission on Correctional
Peace Officer Standards and
Training

PUBLIC HEARING

Date and Time:	April 24, 2025 – 10:00am to 11:00am
Place:	Department of Corrections and Rehabilitation Room 113 9272 Laguna Springs Dr.– Building G-1 Elk Grove, CA 95758
Purpose:	To receive comments about this action.

AUTHORITY AND REFERENCE

Government Code Section 12838.5 provides that commencing July 1, 2005, CDCR succeeds to, and is vested with, all the powers, functions, duties, responsibilities, obligations, liabilities, and jurisdiction of abolished predecessor entities, such as Department of Corrections, Department of the Youth Authority, and Board of Corrections.

Penal Code (PC) Section 5000 provides that commencing July 1, 2005, any reference to Department of Corrections in this or any code, refers to the CDCR, Division of Adult Operations. **PC Section 5050** provides that commencing July 1, 2005, any reference to the Director of Corrections in this or any other code, refers to the Secretary of the CDCR. As of that date, the office of the Director of Corrections is abolished.

PC Section 5054 provides that commencing July 1, 2005, the supervision, management, and control of the State prisons, and the responsibility for the care, custody, treatment, training, discipline, and

employment of persons confined therein are vested in the Secretary of the CDCR. **PC Section 5055** provides that commencing July 1, 2005, all powers and duties previously granted to and imposed upon the Department of Corrections shall be exercised by the Secretary of the CDCR. **PC Section 5058** authorizes the Director to prescribe and amend rules and regulations for the administration of prisons and for the administration of the parole of persons.

INFORMATIVE DIGEST / POLICY STATEMENT OVERVIEW

Changes to these regulations are necessary to implement new provisions to address Commission on Correctional Peace Officer Standards and Training (CPOST's) responsibility for training standards development, approval, and implementation. California Penal Code Sections 13600, 13601, 13602, 13602.1, and 13603 describe the requirements of CPOST's authority and responsibilities. The CPOST shall develop, approve, and monitor standards for the selection and training of state correctional peace officer apprentices.

This action will:

- Align CPOST regulations with current training mandates and standards.
- Introduce an enhanced apprenticeship program, for the implementation of the Field Training Sergeant.
- Define the duties of the CPOST Executive Director.
- Define the duties of the Local Apprenticeship Subcommittee.

DOCUMENTS INCORPORATED BY REFERENCE

- DAS Form 103-A Apprentice Daily Tracker (Rev. 8/22)
- Apprenticeship Standards Package (Rev. 8/22)

SPECIFIC BENEFITS ANTICIPATED BY THE PROPOSED REGULATIONS

The benefits of the proposed regulation revision are to ensure correct, efficient, and streamlined administration of CPOST mandates through added clarity and consistency in the requirements for its implementation

EVALUATION OF INCONSISTENCY/INCOMPATIBILITY WITH EXISTING LAWS AND REGULATIONS

Pursuant to Government Code 11346.5(a)(3)(D), the department has determined the proposed regulations are not inconsistent or incompatible with existing regulations. After conducting a review for any regulations that would relate to or affect this area, the department has concluded that these are the only regulations that concern Commission on Correctional Peace Officer Standards and Training.

LOCAL MANDATES

This action imposes no mandates on local agencies or school districts, or a mandate which requires reimbursement of costs or savings pursuant to Government Code Sections 17500 - 17630.

FISCAL IMPACT STATEMENT

- | | |
|--|-------------|
| • Cost or savings to any state agency: | <i>None</i> |
| • Cost to any local agency or school district that is required to be reimbursed: | <i>None</i> |
| • Other nondiscretionary cost or savings imposed on local agencies: | <i>None</i> |
| • Cost or savings in federal funding to the state: | <i>None</i> |

EFFECT ON HOUSING COSTS

The department has made an initial determination that the proposed action will have no significant effect on housing costs.

COST IMPACTS ON REPRESENTATIVE PRIVATE PERSONS OR BUSINESSES

The department is not aware of any cost impacts that a representative private person or business would necessarily incur in reasonable compliance with the proposed action.

SIGNIFICANT STATEWIDE ADVERSE ECONOMIC IMPACT ON BUSINESS

The department has made an initial determination that the proposed regulations will not have a significant statewide adverse economic impact directly affecting business, including the ability of California businesses to compete with businesses in other states, because the proposed regulations place no obligations or requirements on any business.

EFFECT ON SMALL BUSINESSES

The department has determined that the proposed regulations will not affect small businesses. This action has no significant adverse economic impact on small business because they place no obligations or requirements on any business.

RESULTS OF THE ECONOMIC IMPACT ASSESSMENT

The department has determined that the proposed regulation will not have any impact on the following:

- Creation or elimination of jobs within California.
- Creation of new businesses or elimination of existing businesses within California.
- Expansion of businesses currently doing business with the state.

Proposed changes to the regulation will benefit California's general welfare. The proposed regulations introduce an enhanced apprenticeship program featuring the Field Training Sergeant (FTS), who helps Correctional Officers transition from the Basic Correctional Officer Academy to independent work in institutions. Also enhancing, streamlining CPOST mandates in implementing training standards.

These changes outline the FTS's responsibilities and include necessary amendments due to the dissolution of the California Youth Authority (CYA). The revision also specifies the roles of the CPOST Executive Director (ED), Local Apprenticeship Subcommittee (LAS), and CPOST.

The proposed regulation will not affect the health of California residents, worker safety and the State's environment.

CONSIDERATION OF ALTERNATIVES

The department must determine that no reasonable alternative considered by the department or that has otherwise been identified and brought to the attention of the department would be more effective in carrying out the purpose for which the action is proposed, would be as effective and less burdensome to affected private persons than the proposed regulatory action, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provisions of law. Interested persons are invited to present statements or arguments with respect to any alternatives to the changes proposed at the scheduled hearing or during the written comment period.

AVAILABILITY OF PROPOSED TEXT AND INITIAL STATEMENT OF REASONS

The department has prepared and will make available the text and the Initial Statement of Reasons (ISOR) of the proposed regulations. The rulemaking file for this regulatory action, which contains those items and all information on which the proposal is based (i.e., rulemaking file) is available to the public upon request directed to the department's contact person. The proposed text, ISOR, and Notice of Proposed Regulations will also be made available on the department's website: www.cdcr.ca.gov.

AVAILABILITY OF THE FINAL STATEMENT OF REASONS

Following its preparation, a copy of the Final Statement of Reasons may be obtained from the department's contact person.

AVAILABILITY OF CHANGES TO PROPOSED TEXT

After considering all timely and relevant comments received, the department may adopt the proposed regulations substantially as described in this Notice. If the department makes modifications which are sufficiently related to the originally proposed text, it will make the modified text, with the changes clearly indicated, available to the public for at least 15 days before the department adopts, amends or repeals the regulations as revised. Requests for copies of any modified regulation text should be directed to the contact person indicated in this Notice. The department will accept written comments on the modified regulations for at least 15 days after the date on which they are made available.

TEXT OF PROPOSED REGULATIONS

In the following text, ~~strikethrough~~ indicates deleted text; underline indicates added text.

California Code of Regulations, Title 15. Crime Prevention and Corrections

Division 6. Commission on Correctional Peace Officer Standards and Training

Article. 1 General

6000. Definitions.

The following are definitions of terms as used in these regulations.

[Subsections 6000(a), 6000(b), and 6000(d) are unchanged.]

[Subsections 6000(c), 6000(e), and 6000(f) are amended to read:]

(c) The Field Training Sergeant (FTS) is responsible to oversee the work experience of all new correctional officers as they proceed through the requisite apprenticeship program, providing on-the-job training during the Job Shadow Program. The FTS may assist in the performance evaluation process as requested. Additional ~~A~~authorized ~~P~~ersonnel means the In-Service Training (IST) Manager and Assistant Training Manager, IST clerical support, the Local Apprenticeship Subcommittee (LAS), the employing department management and supervisory staff, the apprentice or the apprentices' authorized representative to review only the apprentice's own personal apprenticeship and training file, the Division of Apprenticeship Standards (DAS) consultant/ ~~or~~ personnel, Veterans Affairs personnel, the Commission on Correctional Peace Officers Standards and Training (CPOST) committee members and their alternates, CPOST advisors, ~~D~~epartmental Apprenticeship Coordinators, and Compliance Review team members.

(e) Employing Department means the California Department of Corrections and Rehabilitation (CDCR) ~~or the California Department of the Youth Authority (CYA).~~

(f) Employing Department Apprenticeship Coordinator means the personnel designated by CDCR, ~~CYA~~, and the California Correctional Peace Officer Association (CCPOA) to act as a coordinator for the operation of the Apprenticeship Program.

[Subsections 6000(g), 6000(h), 6000(j), 6000(n), 6000(o), 6000(p), 6000(q), and 6000(s) through 6000(z) are unchanged.]

[Subsection 6000(i) is amended to read:]

(i) Journeyperson means all employees who are in a Correctional Peace Officer rank and file classification, who have successfully completed the appropriate apprenticeship program, ~~or who were grandfathered as journeypersons before January 1, 1990, for that classification pursuant to the Bargaining Unit 6 (BU6) Memorandum of Understanding (MOU).~~

[Subsection 6000(k) is amended to read:]

(k) Local Appointing Authority means Warden, ~~Superintendent~~, Parole Regional Administrator or designee authorized to act on their behalf.

[Subsection 6000(l) is amended to read:]

(l) Local Apprenticeship Subcommittee (LAS) ~~is a standing committee of the CPOST. Its responsibilities and functions are spelled out in these regulations and as further defined by the CPOST~~ responsible for monitoring apprentice training, addressing training needs, facilitating the first-and second-level appeal process, maintaining records, and work process documentation.

[Subsection 6000(m) is amended to read:]

(m) Management means personnel designated by the CDCR ~~and the CYA to represent their organizations.~~

[Subsection 6000(r) is amended to read:]

(r) Qualifying Month means one month credit granted towards the completion of the apprenticeship program for every month in which an apprentice forwards to the LAS his/her ~~their~~ LAS approved DAS 103-A (Rev.8/24) form ~~which is incorporated by reference~~ (Apprentice Record Book, Rev. 3-89).

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3075 and 3077, Labor Code.

[Section 6001 Title is amended to read:]

6001. ~~Responsibilities~~ Operations of the Commission on Correctional Peace Officer Standards and Training (CPOST) Executive Director.

[Section 6001 introductory sentence is repealed.]

~~The major responsibilities of the Commission on Correctional Peace Officer Standards and Training (CPOST) are to:~~

[Subsections 6001(a) through 6001(e) are repealed.]

~~(a) Develop, adopt, repeal, and amend regulations to govern all aspects of the CPOST program.~~

~~(1) Notify the Apprenticeship Coordinator, each Local Apprenticeship Subcommittee, and the Division of Apprenticeship Standards consultant of CPOST decisions, amendments to procedures, and changes to guidelines.~~

~~(2) Oversee each LAS.~~

~~(b) Establish and oversee training and education certificate programs.~~

~~(c) Establish and maintain CPOST required files and records, and oversee the employing department's CPOST record system for apprenticeship training, related and supplemental instruction, and education.~~

~~(d) Respond to, advise, and confer with the Legislature, the employing departments, the California Correctional Peace Officers Association, and the federal and/or State oversight agencies.~~

~~(e) CPOST shall not exercise any authority to hire any particular person into an apprenticeship classification, nor shall it exercise responsibility for imposing discipline or rejection on probation upon any individual apprentice. The individual participating departments shall maintain their separate authority to hire, discipline, or reject on probation, the individual employee, subject to the State Personnel Board's authority in such matters. If an apprentice is subjected to discipline or rejection on probation by his/her department, neither the CPOST Executive Committee nor the apprentice's LAS shall cancel the apprentice's Apprenticeship Agreement until the apprentice has exhausted his/her appeal rights through the State Personnel Board and any subsequent court action.~~

[Subsection 6001(a) is adopted to read:]

(a) The Executive Director (ED) is responsible for daily operations and oversight of the CPOST support staff, including workload, staff vacation and sick leave balances, labor or personnel disputes, and personnel actions.

[Subsection 6001(b) is adopted to read:]

(b) The ED is also responsible for administration of policy and oversight functions for California Department of Corrections and Rehabilitation's Apprenticeship Program, and Correctional Peace Officer training evaluation.

[Subsection 6001(c) is adopted to read:]

(c) The ED is responsible for developing the agenda for all Commission meetings, in addition to chairing the meetings. In the event the ED is not available to chair a meeting, the CPOST Captain will assume the ED's duties during the meeting. Should the ED and the Captain be unavailable, a member from the CPOST supervisory staff shall assume the ED's duties during the meeting.

[Subsection 6001(d) is adopted to read:]

(d) The ED is a non-voting member of the CPOST.

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3075, 3076 and 3076.3, Labor Code.

[Section 6002 title is amended to read:]

6002. Voting Quorum.

Section 6002 introductory paragraph is unchanged but shown as reference:

A quorum for the Commission on Correctional Peace Officer Standards and Training Executive Board decision making purposes consists of at least two management commissioners and two commissioners from the California Correctional Peace Officers Association.

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code.

[Section 6003 is repealed.]

~~6003. Executive Board.~~

~~(a) The Commission on Correctional Peace Officer Standards and Training (CPOST) shall be comprised of members pursuant to Penal Code (PC) Section 13600.~~

~~(b) The CPOST officers shall be elected from the Executive Board members for a two-year term.~~

~~(c) The CPOST commissioners serve four-year terms until succeeded by their respective organization or upon resignation pursuant to PC Section 13600.~~

~~Note: Authority cited: Section 13600, Penal Code. Reference: Section 13600, Penal Code; and Sections 3075 and 3076, Labor Code.~~

[New section 6005 is adopted to read:]

6005. Training Review.

(a) Commission on Correctional Peace Officer Standards and Training (CPOST) is charged with establishing standards for the review, and compliance, of training for State correctional peace officers, and first-line, and second-line supervisors. In order to facilitate a thorough review, proposed training and training materials must be submitted for review and compliance following all locally established operating procedures.

(b) Training materials shall be submitted to CPOST prior to the rollout of any new, or revised training, following all locally established operating procedures.

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601(h). Penal Code.

[New section 6006 is adopted to read:]

6006. Review Process.

(a) Staff Review

(1) The Commission on Correctional Peace Officer Standards and Training (CPOST) staff shall conduct a review of all materials submitted to ensure compliance with approved CPOST core training standards. After the staff review, the results will be forwarded to the Commission for final consideration.

(b) Commission Review

(1) Training elevated to the Commission will be placed on an upcoming meeting agenda and will be presented in a public meeting according to the Bagley-Keene Open Meeting Act.

(2) The Instructional Design and Training Support (IDTS) Unit will be notified of CPOST review results by regular mail, electronic mail or both, at least 10 calendar days after the commission meeting. Any recommendations for revisions will be noted in the summary of the training review conducted by CPOST staff.

(c) Approval or Disapproval

(1) The Commission review of training shall result in an approval, disapproval, or an approval with recommended revisions. A vote to approve training indicates that the reviewed training complies with all applicable CPOST Training Standards.

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601 (h). Penal Code.

[Section 6020 is renumbered to 6007.]

6020 6007. Apprentices.

[Existing subsection 6020(a) is renumbered to 6007(a) and amended to read:]

(a) All employees of the California Department of Corrections and Rehabilitation (CDCR) and ~~the California Department of the Youth Authority (CYA)~~ who enter a rank-and-file Correctional Peace Officer job classification are apprentices, unless they have already attained journeyperson status in the same classification accepted by the Commission on Correctional Peace Officer Standards and Training (CPOST). A Correctional Peace Officer apprentice who moves from one apprenticeship classification to another apprenticeship classification that does not have the same apprenticeship requirements shall become an apprentice in the new job classification, regardless of whether ~~he/she~~ they had attained journey level in the previous classification. Any exceptions to the term of apprenticeship shall adhere to CCR Title 8, Division 1, Chapter 2, Subchapter 1, Article 7, and shall be approved by the CPOST Executive Board.

[Subsections 6020(b) through 6020(b)(2) are renumbered to subsections 6007(b) through 6007(b)(2) and are unchanged.]

[Subsection 6020(b)(3) is renumbered to 6007(b)(3) and is amended to read:]

(3) Parole Agent I, CDCR, and;

[Subsections 6020(b)(4) through 6020 (b)(8) are repealed:]

~~(4) Parole Agent I, CYA (Institution and Field);~~

~~(5) Medical Technical Assistant, CDC and CYA;~~

~~(6) Casework Specialist, CYA;~~

~~(7) Youth Correctional Counselor, CYA;~~

~~(8) Youth Correctional Officer, CYA; and~~

[Subsection 6020(b)(9) is renumbered to 6007(b)(4) and is amended to read:]

(9 ~~4~~) Correctional Fire Fighter Captain.

[Subsections 6020(c) is renumbered 6007(c) and is amended to read:]

(c) An employee ~~employed~~ in an acting position, an out-of-class assignment, or a training and development assignment, shall not be indentured into the apprenticeship program for that new position.

Note: Authority cited: Section 13600, Penal Code. Reference: Section 13600, Penal Code; and Section 3078, Labor Code.

Article 2. Local Apprenticeship Subcommittees

[Section 6010 is renumbered to 6008 and the title is amended to read:]

~~6010~~ 6008. Local Apprenticeship Subcommittee (LAS) Membership.

[Subsections 6010(a) through 6010(a)(2) are renumbered to subsections 6008(a) through 6008(a)(2) and are unchanged.]

[Subsections 6010(a)(3) and 6010(a)(4) are repealed:]

~~(3) Each California Youth Authority (CYA) facility.~~

~~(4) Each CYA camp where apprentices are employed.~~

[Subsection 6010(b) is renumbered to subsection 6008(b) and is amended to read:]

(b) Each LAS shall have two regular voting members, one appointed by management and one appointed by the California Correctional Peace Officers Association (CCPOA). The appointed members shall be active employees of the local ~~appointing~~ hiring authority. The management representative shall be the Chairperson and the CCPOA representative shall be the Secretary. The California Department of Corrections and Rehabilitation (CDCR) management representative shall hold a classification of Lieutenant / or Parole Agent II or higher. ~~The CYA management representative shall be a training officer or the CYA's designee.~~

[Subsection 6010(c) is renumbered to subsection 6008(c) and is amended to read:]

(c) Management and CCPOA shall each appoint one alternate member who, when their regular voting member is absent, shall fill in for and vote in place of the regular member. CDCR's management alternate member shall hold a classification level of Sergeant ~~for~~ Parole Agent II or higher. ~~The CYA's management alternate shall be a training officer or the local appointing authority's designee.~~

[Subsections 6010(d) and 6010(e) are renumbered to subsections 6008(d) and 6008(e) and are unchanged.]

[Subsection 6010(f) is renumbered to 6008(f) and is amended to read:]

(f) The LAS shall have standing advisory members and may have ad hoc advisors. Neither standing advisory members nor ad hoc advisors shall have a vote as advisors to the LAS, but shall provide recommendations on LAS matters. This shall include advisory members for the Correctional Counselor I (CCI) and Fire Captain classifications.

[Subsection 6010(f)(1) is renumbered 6008(f)(1) and is amended to read:]

(1) ~~Standing advisory members shall consist of the~~ Advisory members shall include the institutional or regional personnel officer, the ~~training officer~~ Field Training Sergeant, or IST designee, a consultant from the Department of Industrial Relations' Division of Apprenticeship Standards, representatives of specialized classifications, specifically CCI and Fire Captain, and the Personnel Assignment Lieutenant (if not already a member of the LAS).

[Subsection 6010(f)(2) is renumbered to 6008(f)(2) and is unchanged.]

Note: Authority cited: Section 13600, Penal Code. Reference: Section 13600, Penal Code.

Article 3. Apprentices

[Section 6021 is renumbered to section 6009 and is unchanged.]

~~6021~~ 6009. Apprentice Responsibilities.

[Subsections 6021(a) through 6021(c) are renumbered to subsections 6009(a) through 6009 (c) and are unchanged.]

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601. Penal Code.

[New section 6010 is adopted to read:]

6010. Responsibilities of the Field Training Sergeant or designee.

(a) Advanced Learning Institute (ALI) has positional authority over the Field Training Sergeant (FTS) positions. In areas where there is not an assigned Field Training Sergeant, these responsibilities fall to the In-Service Training (IST) designee.

(b) The primary responsibility of the FTS or IST designee is to ensure all components of Job Shadowing and New Employee Orientation are met. Additionally, the FTS or IST designee shall ensure Apprentices receive every opportunity to learn and perform all the work processes required for successful completion of the Apprenticeship Program. The FTS or IST designee also works directly with the Apprenticeship Coordinator's Office (ACO) for review of credit opportunities under the Exceptional Credit Award and ensures apprentices have the necessary tools, training, and resources.

(c) The FTS or IST designee shall evaluate on a regular basis, and in performance reports, the performance of Apprentices.

(d) The FTS or IST designee shall provide input about training issues, answer questions from the Local Apprenticeship Subcommittee (LAS) or Apprenticeship Committee and recommend changes to improve the program. They shall also collaborate with the first-line supervisors and LAS in apprenticeship related matters.

(e) The FTS or IST designee shall assist the LAS in development of related and supplemental training plans.

(f) The FTS or IST designee shall ensure the first-line supervisor reviews and signs the Division of Apprenticeship Standards (DAS) Form 103-A for active apprentices.

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601 (a)(1). Penal Code.

6011. Responsibilities of the Local Apprenticeship Subcommittees.

[Section 6011 introductory sentence and subsections 6011(a) through 6011(c) are unchanged.]

[Subsection 6011(d) is amended to read:]

(d) Terminate apprenticeship agreements and notify the Apprenticeship Coordinator's Office (ACO) ~~Division of Apprenticeship Standards~~ in writing within 30 days when an apprentice:

[Subsections 6011(d)(1) through 6011(d)(4) are unchanged.]

[Subsection 6011(e) is amended to read:]

(e) In conjunction with the ~~FTS first line supervisor~~, propose a plan for remediation when an apprentice is not in compliance with the Apprenticeship Program as stated in ~~Section 6021(c)~~ 6009(c) of these regulations.

[Subsection 6011(f) is unchanged.]

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3076, 3076.3 and 3078, Labor Code.

[Section 6022 is renumbered to section 6012.]

6022 6012. Terms of Apprenticeship.

[Subsections 6022(a) through 6022(f) are renumbered to subsections 6012(a) through 6012(f) and are unchanged.]

NOTE: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3078 and 3079, Labor Code.

[Section 6023 is renumbered to section 6013.]

~~6023~~ 6013. Apprenticeship Agreements.

[Subsection 6023(a) is renumbered 6013(a) and is amended to read:]

(a) Each apprenticeship agreement shall conform to the provisions of Labor Code, Section 3078. The agreement shall be signed by the apprentice, and the Chairperson or designee, the employing department's Apprenticeship Coordinator or Local Apprenticeship Subcommittee (LAS) representative, and the Department of Industrial Relations' Division of Apprenticeship Standards' (DAS) representative.

[Subsection 6023(b) is renumbered 6013(b) and is amended to read:]

(b) Each apprentice shall have an approved apprenticeship agreement on file with the Apprenticeship Coordinator's Office (ACO) ~~DAS~~ and the Local Apprenticeship Subcommittee (LAS).

[Subsections 6023(c) and 6023(d) are renumbered 6013(c) and 6013(d) and are unchanged.]

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3078 and 3079, Labor Code.

[Section 6024 is renumbered to section 6014.]

~~6024~~ 6014. Wages and Benefits.

[Subsections 6024(a) through 6024(c) are renumbered 6014(a) through 6013(c) and are unchanged.]

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3076 and 3078, Labor Code.

[Section 6025 is renumbered to section 6015.]

~~6025~~ 6015. Program Credits for Prior Experience.

[Subsection 6025(a) is renumbered to 6015(a) and is amended to read:]

(a) An apprentice whose agreement is terminated prior to completion of the apprenticeship program, and who seeks to enter a new apprenticeship program in the same classification, may be granted apprenticeship credit by the ~~Local Apprenticeship Subcommittee (LAS)~~ Apprenticeship Coordinator's Office (ACO) for the previous apprenticeship time served under the following conditions:

[Subsections 6025(a)(1) through 6025(a)(3) are renumbered 6015(a)(1) through 6015(a)(3) and are unchanged.]

[Subsection 6025(b) is renumbered to 6015(b) and is amended to read:]

(b) If an apprentice is called to military duty, ~~his/her~~ their apprenticeship agreement ~~will~~ shall be put in suspense for the duration of such duty, to be activated upon the apprentice's return to the apprenticeship classification, pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). 38 U.S.C. 4301-4334.

[Subsection 6025(c) is renumbered to 6015(c) and is amended to read:]

~~(c) The LAS shall not grant apprenticeship credit to an apprentice with a break in service of over three years. The LAS shall refer the matter to the Commission on Correctional Peace Officer Standards and Training (CPOST) Executive Board, which may grant credit for the prior service. The apprentice shall~~

~~submit documentation to the CPOST Executive Board to support the request for program credits. The LAS shall submit copies of all documents relevant to the appeal to the CPOST within 10 working days of receiving notification of the appeal. Individuals experiencing extended leave due to work related injury resulting in a delay of completion may have their range change adjusted in accordance with the established Operational Procedures.~~

[Subsections 6025(d) through 6025(h) are renumbered to 6015(d) through 6015(h) and are amended to read:]

(d) The LAS ACO shall not grant apprenticeship credit for prior work experience while the apprentice was in an acting position for less than 15 consecutive days.

(e) The LAS ACO may grant apprenticeship credit for out-of-class service, if the work was performed in a CPOST apprenticeable classification and documented on a DAS 103.

(f) The LAS ACO shall enroll every limited-term employee working in a Commission on Correctional Peace Officer Standards and Training (CPOST) apprenticeship classification. The LAS ACO may grant up to full apprenticeship credit to the employee for the limited-term work experience.

(g) The LAS ACO may give credit for apprenticeship experience earned in the Department of Corrections and Rehabilitation, and the Department Division of Juvenile Justice the Youth Authority for apprentices transferring between employing departments divisions, to the extent that the work processes overlap. If the LAS ACO has insufficient basis to make the credit decision, the LAS ACO may forward the request to the CPOST Executive Board for determination of allowable credit.

(h) Credit for prior peace officer experience in law enforcement agencies other than those specified in Section 60129 shall be awarded to apprentices referred to the CPOST Executive Board pursuant to the CPOST Apprenticeship Standards Package (Rev. 8/22), which is incorporated by reference, approved by the Department of Industrial Relations (DIR), Division of Apprenticeship Standards (DAS).

[Subsections 6025(h)(1) through 6025(h)(3) are repealed.]

~~(1) The apprentice must apply for credit in writing to the CPOST~~

~~(2) The application must be filed within 30 days of the employee's work site hire date.~~

~~(3) The apprentice has 90 days from the work site hire date to submit supporting documentation confirming the validity of the prior education and/or work experience~~

[Subsections 6025(h)(4) is renumbered to 6015(h)(1) and is amended to read:]

~~(4-1) Copies of all credit award documentation will be kept in the LAS records as well as the ACO files. Applicants will receive a response in writing within 30 days of the next CPOST meeting following receipt of the completed supporting documentation.~~

[Subsections 6025(h)(5) is renumbered to 6015(h)(2) and is unchanged.]

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3076 and 3078, Labor Cod

[Section 6026 is renumbered to section 6016.]

~~6026-6016.~~ Apprenticeship Ratio.

[Subsection 6026(a) is renumbered to 6016(a) and is amended to read:]

(a) The institutional ratio of apprentices to journeypersons is recommended to be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and the first-and second-line supervisors. Institutional need, mission, and logistics are to be considered if there are exceptions to this ratio on an ongoing basis. ~~The ratio of apprentices to the appropriate classification~~

~~of journey-level persons, first-line supervisors, and those second-line supervisors who are responsible for training apprentices, shall be no greater than one-to-one.~~

[Subsection 6026(b) is renumbered to 6016(b) and is unchanged.]

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3076 and 3078, Labor Code.

[Section 6027 is renumbered to section 6017.]

~~6027~~ 6017. Apprentice Assignment Restrictions.

[Subsections 6027(a) through 6027(f) are renumbered 6017 (a) through 6017(f) and are unchanged.]

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3076 and 3078, Labor Code.

[Section 6028 is renumbered to section 6018.]

~~6028~~ 6018. Related and Supplemental Instruction.

[Section 6029 is renumbered to section 6019.]

~~6029~~ 6019. Apprenticeship Work Processes.

[The introductory paragraph of section 6019 is amended to read:]

Each apprentice is required to spend at least a total of 3,600 hours performing tasks within all work process categories combined, and at least 24 qualifying months of experience as stated in Section ~~6022~~ 6012. The apprentice shall complete at least the minimum number of hours specified ~~below in each individual work process category in the CPOST Apprenticeship Standards Package approved by the Department of Industrial Relations (DIR), Division of Apprenticeship Standards (DAS).~~

[Subsections 6029 (a) through (k) are repealed:]

~~(a) Correctional Officer (California Department of Corrections [CDC]) Work Processes (2,400 hours):~~

~~(1) Maintain Security~~	~~1,000 hours.~~
~~(2) Supervision of Inmates/Noncustody~~	~~800 hours.~~
~~(3) Escorting/Transporting~~	~~200 hours.~~
~~(4) Report Writing/Recordkeeping/ Communications~~	~~200 hours.~~
~~(5) Additional Experience covering other activities related to being a Correctional Officer, but not covered under the other work processes~~	~~200 hours.~~
~~(b) Correctional Counselor I (CDC) Work Processes (2,403 hours):~~	
~~(1) Inmates Classification~~	~~1,054 hours.~~
~~(2) Report Writing~~	~~224 hours.~~
~~(3) General Counseling~~	~~402 hours.~~
~~(4) General Casework~~	~~483 hours.~~
~~(5) Court Order Service~~	~~42 hours.~~
~~(6) Additional Experience covering other activities related to being a Correctional Counselor I, but not covered under the other work processes~~	~~198 hours.~~
~~(c) Parole Agent I (CDC), Adult Parole (2,400 hours):~~	

(1) Supervision of Parolees	600 hours.
(2) Report Writing/Record Keeping	500 hours.
(3) Investigations	600 hours.
(4) Arrests	400 hours.
(5) Additional Experience covering other activities related to being a Parole Agent I, but not covered under the other work processes	300 hours.
(d) Medical Technical Assistant, CDC (2,400 hours):	
(1) Administration of Medical Treatment	700 hours.
(2) Hospital/Clinic Procedures	700 hours.
(3) Maintains Security and Discipline	300 hours.
(4) Escorting/Transporting	150 hours.
(5) Supervision of Inmates and Special Handling of Unusual Inmates	200 hours.
(6) Report Writing/Record Keeping	150 hours.
(7) Additional Experience covering other activities related to being a Medical Technical Assistant, but not covered under the other work processes	200 hours.
(e) Medical Technical Assistant, CYA (2,120 hours):	
(1) Searching and Securing	50 hours.
(2) Escorting and Transporting	100 hours.
(3) Supervising Wards	400 hours.
(4) Supervising Non-Ward Movements and Visitors	50 hours.
(5) Writing Reports and Correspondence	150 hours.
(6) Crisis Intervention	50 hours.
(7) Hospital Procedures/Medical Treatment	1,300 hours.
(8) Additional Assignments covering other activities related to being a Medical Technical Assistant, but not covered under the other work processes	20 hours.
(f) Firefighter, Correctional Facility (3,440 hours):	
(1) Supervising Inmates	300 hours.
(2) Report Writing/Record Keeping/ Correspondence	400 hours.
(3) Orientation to Institution Programs	200 hours.
(4) Firefighter Safety	400 hours.
(5) Fire Apparatus, Driver/Operator	500 hours.
(6) Firefighting Equipment	900 hours.
(7) Fire Prevention/Investigation, Inspection	300 hours.
(8) Fire Command/Management	200 hours.
(9) Emergency Care of Sick and Injured	240 hours.

~~(g) Parole Agent I, CYA (Institution), (2,370 hours):~~	
~~(1) On-the-job and Formalized Training to Youth Correctional Counselors~~	~~200 hours.~~
~~(2) Monitor Casework Function of Youth Correctional Counselors~~	~~500 hours.~~
~~(3) Participate in Case Conferences~~	~~300 hours.~~
~~(4) Prepare Cases for and Present Cases to the Youthful Offender Parole Board~~	~~250 hours.~~
~~(5) Counsel Wards in Personal, Institutional, and Family Problems~~	~~200 hours.~~
~~(6) Participate in Wards Rights Processes~~	~~100 hours.~~
~~(7) Searching and Securing~~	~~50 hours.~~
~~(8) Escorting and Transporting~~	~~50 hours.~~
~~(9) Supervising Wards~~	~~100 hours.~~
~~(10) Crisis Intervention~~	~~100 hours.~~
~~(11) Writing Reports and Correspondence~~	~~500 hours.~~
~~(12) Additional Experience covering other activities related to being an institutional Parole Agent, but not covered under the other work processes~~	~~20 hours.~~
~~(h) Parole Agent I, CYA (Field), (2,350 hours):~~	
~~(1) Supervision of Parolees~~	~~900 hours.~~
~~(2) Service Provision including employment, educational, and vocational assistance to parolees, counseling for parolees and their families, and assistance to crime victims~~	~~450 hours.~~
~~(3) Report Writing/Record Keeping~~	~~250 hours.~~
~~(4) Investigations/Case Conference Youthful Offender Parole Board (YOPB)~~	~~550 hours.~~
~~(5) Additional Experience covering other activities related to being a field Parole Agent, but not covered under the other work processes~~	~~200 hours.~~
~~(i) Youth Correctional Counselor, CYA (2,110 hours):~~	
~~(1) Security and Operations~~	~~250 hours.~~
~~(2) Escorting and Transporting Wards, Equipment, and Evidence~~	~~00 hours.~~
~~(3) Supervision of Groups and Individuals (Wards and Public)~~	~~1,050 hours.~~
~~(4) Writing and Recordkeeping~~	~~350 hours.~~
~~(5) Professional Development~~	~~60 hours.~~
~~(6) Casework~~	~~300 hours.~~
~~(j) Youth Correctional Officer, CYA (2,110 hours):~~	
~~(1) Security and Operations~~	~~250 hours.~~
~~(2) Escorting and Transporting Wards, Equipment, and Evidence~~	~~100 hours.~~
~~(3) Supervision of Groups and Individuals (Wards and Public)~~	~~1,050 hours.~~
~~(4) Writing and Recordkeeping~~	~~350 hours.~~

(5) Professional Development	60 hours.
(6) Casework	300 hours.
(k) Casework Specialist, CYA (2,770 hours):	
(1) Casework Planning and Management	1,000 hours.
(2) Counseling/Crisis Intervention	500 hours.
(3) Prepare and Present Cases to the YOPB	300 hours.
(4) Writing Reports and Correspondence	800 hours.
(5) Safety and Security of Facilities and Wards	100 hours.
(6) Ward Rights Processes	50 hours.
(7) Additional Experience covering other activities related to being a Casework Specialist, but not covered under the other work processes	20 hours.

Note: Authority cited: Section 13600, Penal Code. Reference: Sections 13600 and 13601, Penal Code; and Sections 3076 and 3078, Labor Code.

Article 4. Journeypersons

[Section 6030 is renumbered to section 6020.]

~~6030~~ 6020. Return from Separation/Remediation.

Article 5. First-Line Supervisors

[Section 6040 is renumbered to section 6021.]

~~6040~~ 6021. First-Line Supervisors' Apprenticeship Responsibilities.

[The introductory sentence section 6021 is unchanged.]

Subsection 6040(a) is renumbered 6021(a) and is amended to read:

(a) Review each apprentice's daily record sheet, Division of Apprenticeship Standards (DAS) 103-A (Rev. 8/22) (~~Apprentice Record Book, Rev. 3-89~~).

Subsection 6040(b) is renumbered 6021(b) and is amended to read:

(b) In conjunction with the Field Training Sergeant Local Apprenticeship Subcommittee, propose a plan for remediation when an apprentice is not in compliance with the Apprenticeship Program as stated in ~~600921~~(c) of these regulations.

Note: Authority cited: Section 13600, Penal Code. Reference: Section 13601, Penal Code; and Sections 3076 and 3078, Labor Code.

[Section 6041 is renumbered to section 6022.]

~~6041~~ 6022. First-Line Supervisors' Apprenticeship Training.

[The introductory sentence section 6022 is unchanged.]

[Subsections 6041(a) and 6041(b) are renumbered to 6022(a) and 6022(b) and are unchanged.]

Article 6. Apprenticeship Program Coordinators

[Section 6050 is renumbered to section 6023 and the title is amended to read:]

~~6050~~ 6023. Apprenticeship Program Coordinator's' Office (ACO) Responsibilities.

[The introductory sentence is amended to read:]

The following are responsibilities of each ~~employing agency's~~ the ACO:

[Subsection 6050(a) is renumbered to 6023(a) and is amended to read:]

~~(a) Maintain copies of all Local Apprenticeship Subcommittees' (LAS) minutes and forward copies to the Commission on Correctional Peace Officer Standards and Training (CPOST) and the Division of Apprenticeship Standards (DAS); Register all Apprenticeship Agreements, completions, terminations, and amendments with DIR and update the apprenticeship database. Draft range change documents upon completion of term of apprenticeship, and forward appropriate documents to the Institutional Personnel Officer at the employing divisions.~~

[Subsection 6050(b) is renumbered to 6023(b) and is amended to read:]

(b) Act as a standing advisory member to the Commission on Correctional Peace Officer Standards and Training (CPOST);

[Subsection 6050(c) is renumbered to 6023(c) and is unchanged.]

[Subsection 6050(d) is renumbered to 6023(d) and is amended to read:]

(d) Act as an advisor and trainer to the Local Apprenticeship Subcommittees (LAS), the Correctional Training Center (CTC), and the Advanced Learning Institute (ALI);

[Subsections 6050(e) is renumbered to 6023(e) and is unchanged.]

[Subsection 6050(f) is renumbered to 6023(f) and is amended to read:]

(f) Act as liaison between the employing agency, the CPOST and the Division of Apprenticeship Standards (DAS);

[Subsection 6050(g) is renumbered to 6023(g) and is unchanged.]

[Subsection 6050(h) is renumbered to 6023(h) and is amended to read:]

~~(h) Maintain copies of apprenticeship agreements and other required documentation. Establish and maintain Apprenticeship Program (AP) files and records that include minutes of meetings, rulings and interpretations, decisions on appeals, and copies of signed Apprenticeship Agreements, and other similar documents and records. Completed apprenticeship records will be maintained by the ACO for a period of five (5) years from indenture. Completed records will be maintained by the ACO indefinitely to be used in instances of return to classification.~~

[Subsection 6050(i) is renumbered to 6023(i) and is amended to read:]

(i) Provide instructions on how to access a copy of the CPOST Regulations, Operating Procedures and Apprenticeship Standards to each apprentice before indenture.

[Subsection 6023(j) is adopted to read:]

(j) Forward copies of signed Apprenticeship Agreements for each apprentice to their employing division's In-Service Training (IST) office.

[Subsection 6023(k) is adopted to read:]

(k) Forward completion certificates to the institution's IST, and IPO when received from DAS.

[Subsection 6023(l) is adopted to read:]

(l) Responsible for reviewing Apprenticeship Agreements to ensure the correct credit amount was given, pursuant to the Internal Credit Policy (ICP), to newly indentured apprentices who have previously completed another AP and assign credit accordingly.

[Subsection 6023(m) is adopted to read:]

(m) Coordinate the AP complaint, grievance, controversy, and appeals process by receiving and reviewing apprenticeship complaints and forwarding any unresolved complaints to either the CPOST Executive Board, the DAS, or California Apprenticeship Council (CAC), as applicable.

[Subsection 6023(n) is adopted to read:]

(n) Facilitate the instruction of the AP policies and procedures during required academy training and first-and-second-level supervisory training.

[Subsection 6023(o) is adopted to read:]

(o) Conduct annual audits at the employing divisions to ensure compliance with AP standards. Annual audits will be conducted using the audit tool created by the ACO and approved by the CPOST Executive Board.

Note: Authority cited: Section 13600, Penal Code. Reference: Section 13601, Penal Code.

Article 7. Non-disciplinary Controversies

[Section 6060 is renumbered to section 6024.]

~~6060~~ 6024. Appeals.

[Subsections 6060(a) and 6060(b) are renumbered to 6024(a) and 6024(b) and are unchanged.]

[Section 6061 is renumbered to section 6025.]

~~6061~~ 6025. Appeals to the Local Apprenticeship Subcommittees.

[Subsections 6061(a) through 6061(e) are renumbered to 6025(a) through 6024(e) and are unchanged.]

[Section 6062 is renumbered to section 6026.]

~~6062~~ 6026. Second-Level Appeals.

[Subsections 6062(a) through 6062(g) are renumbered to 6026(a) through 6026(g) and are unchanged.]

[Section 6063 is renumbered to section 6027.]

~~6063~~ 6027. Third-Level Appeals.

[Subsection 6063(a) is renumbered to 6027(a) and is amended to read:]

(a) A petitioner may appeal the decision rendered by the local appointing authority pursuant to Section ~~602870~~ to the Commission on Correctional Peace Officer Standards and Training (CPOST) within 10 working days after receipt of the decision. The appeal shall be forwarded submitted, to the CPOST Executive Board, ~~in care of the CPOST Executive Director's office. Appeals shall be sent registered or certified mail, return receipt requested, or with a proof of service of mailing.~~ The petitioner shall forward copies of all relevant documentation to the CPOST Executive Board via the Apprenticeship Coordinator's Office (ACO).

[Subsection 6063(b) is renumbered to 6027(b) and is unchanged.]

[Subsection 6063(c) is renumbered to 6027(c) and is amended to read:]

~~(c) The CPOST Executive Board shall respond in writing to the petitioner within 45 working days after receipt of the appeal. Within ten (10) business days after receipt of the appealed complaint, the ACO will respond to the petitioner in writing to inform the petitioner of the time for the appeal to be heard before the CPOST Executive Board. CPOST Executive Board may waive timeframes on a case-by-case basis.~~

[Subsection 6027(d) is adopted to read:]

(d) Within ten (10) business days after the CPOST Executive Board decision, the ACO will inform all parties of the decision via email and letter.

Note: Authority cited: Section 13600, Penal Code. Reference: Section 13601, Penal Code.

Article 8. Layoffs

[Section 6070 is renumbered to section 6028.]

~~6070~~ 6028. Layoffs.

Note: Authority cited: Section 13600, Penal Code. Reference: Section 13601, Penal Code.

ADOPT

APPRENTICE DAILY RECORD

MONTH/YEAR: _____

Trade: Correctional Officer

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
17							
18							
19							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Monthly Total Hours							

Apprentice:

LAST NAME: _____

FIRST NAME: _____

PERNR: _____

Last 4 of SSN: _____

APPRENTICE SIGNATURE/DATE

Supervisor:

LAST NAME: _____

SUPERVISOR SIGNATURE/DATE

Totals:

A. Maintaining Security	
B. Inmate Accountability	
C. Escorting and Monitoring Movement	
D. Written Responsibility	
E. Additional Experience	

partial shifts to be documented by (number of hours) next to category letter i.e. A(4)

COMPLETED DAILY RECORD SHEET IS FOR EMPLOYEE'S FILE

*Choose a single work process category to summarize each day and write category letter next to date (Each category letter equals 8 Work Process Hours)

*If overtime is worked, enter second shift in Category 2 for that day

*Write brief description of post (one to three words)

DAS FORM 103-A

Revised 8/29/22

APPRENTICE DAILY RECORD

MONTH/YEAR:

Trade: **Youth Correctional Officer**

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Monthly Total Hours							

Apprentice:

LAST NAME:

FIRST NAME:

PERNR:

Last 4 of SSN:

APPRENTICE SIGNATURE/DATE

Supervisor:

LAST NAME:

SUPERVISOR SIGNATURE/DATE

Totals:

A. Security and Operations	
B. Escorting and Transporting Youth, Equipment, and Evidence	
C. Supervision of Groups and Individuals (Youth and Public)	
D. Writing and Record Keeping	
E. Additional Experience	

partial shifts to be documented by (number of hours) next to category letter i.e. A(4)

COMPLETED DAILY RECORD SHEET IS FOR EMPLOYEE'S FILE

*Choose a single work process category to summarize each day and write category letter next to date (Each category letter equals 8 Work Process Hours)

*If overtime is worked, enter second shift in Category 2 for that day

*Write brief description of post (one to three words)

DAS FORM 103-A

Revised 8/29/2022

APPRENTICE DAILY RECORD

MONTH/YEAR:

Trade: Correctional Counselor I

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
1							
2							
3							
4							
5							
6							
7							
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9							
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12							
13							
14							
15							
16							

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Monthly Total Hours							

Apprentice:

LAST NAME:

FIRST NAME:

PERNR:

Last 4 of SSN:

APPRENTICE SIGNATURE/DATE

Supervisor:

LAST NAME:

SUPERVISOR SIGNATURE/DATE

Totals:

A. Inmate Classification

B. Report Writing

C. General Counseling

D. Court Order Service

E. Additional Experience

partial shifts to be documented by (number of hours) next to category letter i.e. A(4)

COMPLETED DAILY RECORD SHEET IS FOR EMPLOYEE'S FILE

*Choose a single work process category to summarize each day and write category letter next to date (Each category letter equals 8 Work Process Hours)

*If overtime is worked, enter second shift in Category 2 for that day

*Write brief description of post (one to three words)

DAS FORM 103-A

Revised 8/29/22

APPRENTICE DAILY RECORD

MONTH/YEAR: _____

Trade: Youth Correctional Counselor

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
1							
2							
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14							
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16							

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Monthly Total Hours							

Apprentice:

LAST NAME: _____

FIRST NAME: _____

PERNR: _____

Last 4 of SSN: _____

APPRENTICE SIGNATURE/DATE

Supervisor:

LAST NAME: _____

SUPERVISOR SIGNATURE/DATE

Totals:

A. Security and Operations	
B. Escorting and Transporting Offenders, Equipment, and Evidence	
C. Supervision Of Groups and individuals (Offenders and Public)	
D. Writing and Record Keeping	
E. Casework	
F. Professional Development	

partial shifts to be documented by (number of hours) next to category letter i.e. A(4)

COMPLETED DAILY RECORD SHEET IS FOR EMPLOYEE'S FILE

*Choose a single work process category to summarize each day and write category letter next to date (Each category letter equals 8 Work Process Hours)

*If overtime is worked, enter second shift in Category 2 for that day

*Write brief description of post (one to three words)

DAS FORM 103-A

Revised 8/29/22

APPRENTICE DAILY RECORD

MONTH/YEAR:

Trade: Fire Captain

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
1							
2							
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16							

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
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25							
26							
27							
28							
29							
30							
31							
Monthly Total Hours							

Apprentice:

LAST NAME:

FIRST NAME:

PERNR:

Last 4 of SSN:

APPRENTICE SIGNATURE/DATE

Supervisor:

LAST NAME:

SUPERVISOR SIGNATURE/DATE

Totals:

A. Supervising Inmates/ Inmate Training

B. Report Writing/ Fire Inspections

C. Program Administration

D. Emergency Response

E. Fire Equipment Inspection/ Operation / Maintenance

F. FD Equipment Familiarization

partial shifts to be documented by (number of hours) next to category letter i.e. A(4)

COMPLETED DAILY RECORD SHEET IS FOR EMPLOYEE'S FILE

*Choose a single work process category to summarize each day and write category letter next to date (Each category letter equals 8 Work Process Hours)

*If overtime is worked, enter second shift in Category 2 for that day

*Write brief description of post (one to three words)

DAS FORM 103-A

Revised 8/29/22

APPRENTICE DAILY RECORD

MONTH/YEAR: _____

Trade: **Parole Agent I**

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
1							
2							
3							
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16							

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
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18							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Monthly Total Hours							

Apprentice:

LAST NAME: _____

FIRST NAME: _____

PERNR: _____

Last 4 of SSN: _____

APPRENTICE SIGNATURE/DATE

Supervisor:

LAST NAME: _____

SUPERVISOR SIGNATURE/DATE

Totals:

A. Supervision of Parolees	
B. Report Writing/Record Keeping	
C. Investigations	
D. Arrests	
E. Additional Experience	
Any Combination of the Above Categories	

partial shifts to be documented by (number of hours) next to category letter i.e. A(4)

COMPLETED DAILY RECORD SHEET IS FOR EMPLOYEE'S FILE

*Choose a single work process category to summarize each day and write category letter next to date (Each category letter equals 8 Work Process Hours)

*If overtime is worked, enter second shift in Category 2 for that day

*Write brief description of post (one to three words)

APPRENTICE DAILY RECORD

MONTH/YEAR: _____

Trade: **DYCR Parole Agent**

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Monthly Total Hours							

Apprentice:

LAST NAME: _____

FIRST NAME: _____

PERNR: _____

Last 4 of SSN: _____

APPRENTICE SIGNATURE/DATE

Supervisor:

LAST NAME: _____

SUPERVISOR SIGNATURE/DATE

Totals:

A. Casework Planning and Management

B. Counseling and Crisis Intervention

C. Writing Reports and Correspondence

D. Working with Youthful Offenders

E. Additional Experience

partial shifts to be documented by (number of hours) next to category letter i.e. A(4)

COMPLETED DAILY RECORD SHEET IS FOR EMPLOYEE'S FILE

APPRENTICE DAILY RECORD

MONTH/YEAR:

Trade: **Casework Specialist**

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Date	Watch	Category	Post Description	Watch 2	Category 2	Post Description 2	Total
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
Monthly Total Hours							

Apprentice:

LAST NAME:

FIRST NAME:

PERNR:

Last 4 of SSN:

APPRENTICE SIGNATURE/DATE

Supervisor:

LAST NAME:

SUPERVISOR SIGNATURE/DATE

Totals:

A. Casework Planning and Management

B. Counseling/Crisis Intervention

C. Prepare Case Histories and Clinical Reports

D. Writing with Youthful Offenders

E. Additional Experience

partial shifts to be documented by (number of hours) next to category letter i.e. A(4)

COMPLETED DAILY RECORD SHEET IS FOR EMPLOYEE'S FILE

*Choose a single work process category to summarize each day and write category letter next to date (Each category letter equals 8 Work Process Hours)

*If overtime is worked, enter second shift in Category 2 for that day

*Write brief description of post (one to three words)

DAS FORM 103-A

Revised 8/09/2019

ADOPT

State of California — Department of Industrial Relations
DIVISION OF APPRENTICESHIP STANDARDS

NON—APPROVAL OR WITHDRAWAL OF APPROVAL

1. Establishment or Program COMMISSION ON CORRECTIONAL PEACE OFFICERS STANDARDS AND TRAINING (CPOST)		DAS File No: 19000	
2. Mailing Address 10000 Goethe Rd. Suite B-1		District No:	
3. Address of Training Location, If Different		Telephone No: 916-255-1090	
4. Occupation(s) Medical Technical Assistant		City & Zip Code Sacramento, CA 95827	
		City & Zip Code	
		O*Net Number 29-2099.99	
5. Type of Program		6. Applicable Law	
X	Apprenticeship		Shelley - Maloney (Apprenticeship)
	Journeyman Training		Title 38, USC (VA)
	Other Training On The Job (OJT)		Section 3093 (OJT)
			Section 3093 (Journeyman Training)
7. Reason for Action			
	Request of firm.		
	Inactive program.		
	Firm out of business or moved from district.		
	Failure of program or proposed program to meet the requirements of applicable law, as explained below.		

8. Remarks:

The program request to remove this occupation, no longer active.

9. This action recommended by:

Apprenticeship or Training Committee	
By	Paul Bestolarides, Ed.D
Title	Executive Director (A), C-Post
Date Signed	7/13/2022

DIVISION OF APPRENTICESHIP STANDARDS

10. Approval withdrawn or denied as indicated above

By — Apprenticeship Consultant Felicia Buasan	Date Signed 7/19/2022	Effective Date 7/13/2022
--	--------------------------	-----------------------------

11. For Cancellation of Standards, Programs or Supplements — Approval Withdrawn

Chief, Division of Apprenticeship Standards Eric Rood	Digitally signed by Eric Rood Date: 2022.08.23 11:01:49 -07'00'	Date Signed August 23, 2022
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APPRENTICESHIP STANDARDS
of the California Department of Corrections and Rehabilitation
CPOST Executive Board

ARTICLE I: Purpose and Policy

The parties, being the employer organizations signatory hereto, declare it to be their purpose and policy to establish Apprenticeship Standards (hereinafter "Standards") for an organized, planned system of apprenticeship, conducted as a management undertaking. These Standards have, therefore, been adopted pursuant to the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the occupations defined herein, to become effective upon their approval.

ARTICLE II: Occupations

<u>Occupation Titles</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)
Parole Agent I	21-1092.00	(See Attachment A-3)
Correctional Fire Captain	33-2011.01	(See Attachment A-4)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-5)
Youth Correctional Counselor	21-1012.00	(See Attachment A-6)
Youth Correctional Officer	21-1021.00	(See Attachment A-7)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-8)

ARTICLE III: Organization

Per the California Penal Code (PC) §13601 (a): The Commission on Correctional Peace Officer Standards and Training (CPOST) develops, approves, and monitors standards for the selection and training of state correctional peace officer apprentices and oversees the Apprenticeship Program (AP) and the Local Apprenticeship Subcommittees (LAS).

The agreement between the State of California and California Correctional Peace Officer Association (CCPOA) recognizes that these legislative amendments effectively renamed the California Department of Corrections and Rehabilitation (CDCR) and Division of Juvenile Justice (DJJ) CPOST Executive Board as the CPOST; and gave the CPOST the authority to create its own Operating Procedures (OP) and program standards.

In January 1, 1995, the Legislature passed, and the Governor signed, Senate Bill No. 1902, to establish the Commission on Correctional Peace Officers' Standards and Training (hereafter referred to as "CPOST"), which was reestablished in 2012. This Act amended Penal Code Sections 13600 and 13601, in order to consolidate the researching, establishment and monitoring of standards for the selection and training of COs, both apprentices and journeypersons. The parties recognize that these legislative amendments effectively renamed the CDCR-Department of Youth Authority Joint CPOST Executive Board as the CPOST; and gave CPOST the authority to create its own operating rules and regulations.

The CPOST will adopt changes and additions to the Apprenticeship OP and standards, as necessary, subject to the approval of the CPOST Executive Board and, when applicable, the Administrator of Apprenticeship (Director, Department of Industrial Relations).

The CPOST Executive Board covers all State adult and juvenile correctional facilities and parole regions in the state of California. The CPOST Executive Board shall be composed of six (6) voting members: Three (3) members from, appointed by, and representing the management of CDCR, one of whom shall represent the Division of Juvenile Justice (DJJ) or the Division of Rehabilitative Programs (DRP). Three (3) members shall be recommended and appointed by the Governor, upon recommendation by, and representing the membership of CCPOA. Two (2) members shall be rank-and-file persons from BU6, and one (1) member shall be supervisory. In addition thereto, the committee shall retain such other advisors, as the committee shall determine. Such advisors and an apprenticeship consultant representing the Division of Apprenticeship Standards (Division of Apprenticeship Standards) shall act without a vote.

The CPOST Executive Board may establish subcommittees and/or appoint advisory members in the various correctional facilities and parole regions throughout the State, where desired, to assist it in operating this apprenticeship program. The CPOST Executive Board may determine the geographical area to be served by each subcommittee and/or advisory member. Each subcommittee and advisory member shall, in all cases, report to and be accountable to the CPOST Executive Board. The purpose of the subcommittees and/or advisory member shall be to oversee the apprenticeship program at that facility or parole region and report any problems to the CPOST Executive Board.

The CPOST Executive Board through its subcommittees and/or advisory members shall monitor the progress of each apprentice. The CPOST Executive Board and its subcommittees and/or advisory members shall supervise the operation of all related and supplemental training, on-the-job training, and appeal proceedings. Any apprentice dissatisfied with the actions of a subcommittee or advisory member may appeal in accord with the Operating Procedures. The CPOST Executive Board will consider and make all the final decisions on the subcommittee and advisory member recommendations.

ARTICLE IV: Jurisdiction

These Standards shall apply to the employer organizations signatory hereto, and to all apprentice agreements hereunder.

ARTICLE V: Functions

The functions of the CPOST Executive Board shall be to:

1. Develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice.
2. Make periodic evaluations of the progress of each apprentice's on-the-job training related and supplemental instruction.
3. Establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice completes training.
4. Serve in an advisory capacity with facilities and/or parole regions and employees in matters pertaining to these Standards.
5. Aid in the adjustment of apprenticeship disputes.

ARTICLE VI: Responsibilities

The responsibilities of the CPOST Executive Board shall be to:

1. Supervise the administration and enforcement of these Standards.
2. Adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these Standards.
3. Oversee the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and State law and regulations applicable to the applicable job classification and for the welfare of the apprentice.
4. Conduct orientations, workshops or other educational sessions for facilities and/or parole regions to explain these Standards and the operation of the apprenticeship program.

5. File a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement.
6. Establish and maintain a record system for on-the-job training and related instruction.
7. Provide an appeal process for disputes regarding the Apprenticeship Program, including provisions for fair hearings.
8. Adopt changes to these Standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.
9. Prepare and submit an annual Self-Assessment Review, and Program Improvement Plan.
10. Provide recommendations for maintaining a safe work site and equipment sufficient to train the apprentices.

ARTICLE VII: Definition of an Apprentice

An apprentice is a person at least 21 years of age, who has met the requirements for selection under the selection procedures, who is engaged in learning a designated trade, and who has entered into a written apprentice agreement under the provisions of these Standards.

ARTICLE VIII: Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with these Standards, the Operating Procedures, rules, regulations and decisions of the CPOST Executive Board.

ARTICLE IX: Apprentice Agreement

1. Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer or by the CPOST Executive Board and by the apprentice and must be approved by a representative of the Division of Apprenticeship Standards.
2. Each apprentice shall be furnished a copy of these Standards before indenture. These Standards shall be considered a part of the apprentice agreement as though expressly written therein.

ARTICLE X: Termination and Transfer of Agreements

During the probationary period, an apprentice agreement shall be terminated by the CPOST Executive Board at the request in writing of either party. After such probationary period, the Department of Industrial Relations, Administrator of Apprentice (the Administrator) may terminate an apprentice agreement, by mutual agreement of all the parties thereto, or may cancel an apprentice agreement for good and sufficient reason.

The CPOST Executive Board may, with the approval of the Administrator, transfer such agreement to any other agency if the apprentice consents and such other agency agrees to assume the obligation of said apprentice agreement.

ARTICLE XI: Related and Supplemental Instruction

1. Apprentices shall satisfactorily complete a minimum of 144 hours per year of prescribed courses of related and supplemental instruction.
2. Required school time shall be compensated
[See Attachment B1 - B3 - Course Outlines-for all Occupations and Academy Addresses]

ARTICLE XII: Lay-off

If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.

There shall be no liability on the part of the employer or the CPOST Executive Board for an injury sustained by an apprentice engaged in school work at a time when the apprentice is unemployed.

ARTICLE XIII: Controversies

All controversies or differences concerning apprentice shall be processed in accordance with the appeals process set forth in the Operating Procedures.

ARTICLE XIV: Term of Apprenticeship

<u>Occupation</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)

DISTRICT NO: 04
 DAS FILE NO: 19000
 EMPLOYER ID NO: 1000000534
 VA: Yes

Parole Agent I	21-1092.00	(See Attachment A-3)
Correctional Fire Captain	33-2011.01	(See Attachment A-4)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-5)
Youth Correctional Counselor	21-1012.00	(See Attachment A-6)
Youth Correctional Officer	21-1021.00	(See Attachment A-7)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-8)

ARTICLE XV: Ratio

<u>Occupation</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)
Parole Agent I	21-1092.00	(See Attachment A-3)
Correctional Fire Captain	33-2011.01	(See Attachment A-4)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-5)
Youth Correctional Counselor	21-1012.00	(See Attachment A-6)
Youth Correctional Officer	21-1021.00	(See Attachment A-7)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-8)

ARTICLE XVI: Wage Schedule

<u>Occupation</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)
Parole Agent I	21-1092.00	(See Attachment A-3)
Correctional Fire Captain	33-2011.01	(See Attachment A-4)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-5)
Youth Correctional Counselor	21-1012.00	(See Attachment A-6)
Youth Correctional Officer	21-1021.00	(See Attachment A-7)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-8)

ARTICLE XVII: Work Training

1. The employer shall see that all apprentices are under the guidance of a journeyman or supervisor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the

occupation as outlined herein. Each apprentice shall be trained in the use of new equipment,

materials and processes as they come into use in the occupation.

2. The major work process in which apprentices will be trained as a Correctional Officer (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

<u>Occupation</u>	<u>O'Net Code</u>	
Correctional Officer	33-3012.00	(See Attachment A-1)
Correctional Counselor I	21-1012.00	(See Attachment A-2)
Parole Agent I	21-1092.00	(See Attachment A-3)
Correctional Fire Captain	33-2011.01	(See Attachment A-4)
DJJ Casework Specialist	21-1012.00C	(See Attachment A-5)
Youth Correctional Counselor	21-1012.00	(See Attachment A-6)
Youth Correctional Officer	21-1021.00	(See Attachment A-7)
Parole Agent I (Institution)	21-1092.00	(See Attachment A-8)

ARTICLE XVIII: Safety & Health, and Recognition of Illegal Discrimination and Sexual Harassment

1. Each apprentice shall receive training and education in first aid, safe working practices, and in the recognition of occupational health and safety hazards.
2. Each apprentice shall receive training in the recognition and prevention of illegal discrimination and sexual harassment.

ARTICLE XIX: Letter of Completion

Upon evidence of satisfactory completion of apprenticeship, each apprentice will be issued a Letter of Completion by the authority of the California Apprenticeship Council.

In recognition of unusual ability and progress, the Local Apprenticeship Sub-Committee may decrease the term of apprenticeship for an individual in accordance with the Operating Procedures.

ARTICLE XX: California Plan for Equal Opportunity in Apprenticeship

(See Attachment D).

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

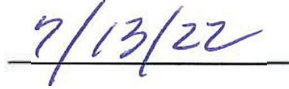
The foregoing Standards are hereby agreed to and adopted on _____.

Employer Organizations

CPOST Executive Board



PAUL BESTOLARIDES, Ed.D.
Executive Director (A), CPOST
10000 Goethe Rd. Suite B-1
Sacramento, Ca. 95827



Date

The foregoing apprenticeship Standards, being in conformity with the rules and regulations of the California Apprenticeship Council, are hereby approved

Eric Rood

Digitally signed by Eric
Rood
Date: 2022.08.23
11:06:24 -07'00'

Eric Rood, Chair
Division of Apprenticeship Standards

August 23, 2022

Date

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

List of Committee Members Names and Addresses

(See Attachment E)

Advisors

California Division of Apprenticeship Standards (Division of Apprenticeship Standards)

Raul Galvan

1515 Clay Street, Suite 1902

Oakland, CA 94612

Division of Apprenticeship Standards Consultant Name and Address

California State Division of Apprenticeship Standards (Division of Apprenticeship Standards)

Felicia Buasan

50 Howe Ave, Suite 350

Sacramento, CA 95825

List of all approved Occupations for CPOST

<u>Occupation</u>	<u>O*NET Number</u>
Correctional Officer	33-3012.00
Correctional Counselor I	21-1012.00
Parole Agent I	21-1092.00
Parole Agent (Institution)	21-1092.00
Correctional Fire Captain	33-2011.01
DJJ Casework Specialist	21-1012.00C
Youth Correctional Counselor	21-1012.00
Youth Correctional Officer	21-1021.00

Occupations titles are provided by the collective Bargaining Agreement or Memorandum of Understanding

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo and Yuba counties in California

ATTACHMENT A-1

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Correctional Officer

O'NET CODE

33-3012.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

COs (WY50/9662) will be appointed to the appropriate alternate ranges as follows:

1. Range 1 (\$23.07 / hour): This hourly apprenticeship range shall apply to COs while attending the basic academy who do not meet the criteria for payment in Range B, Range C, Range J or Range K.

2. Range B (\$4,686 - 5,601 / month): This apprenticeship range shall apply to employees who have graduated from or completed the appropriate basic academy established by the departments, who do not meet the criteria for payment in Range C, Range J or Range K.

Upon movement to Range B from Range 1, employees shall receive the minimum salary rate. Upon satisfactory progress in completing requirements of the apprenticeship program established for the classification, employees are eligible to receive one-step five percent (5%) apprenticeship increases effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the Merit Salary Adjustment (MSA) process.

3. Range C (\$6,244 – 7,825) / month): This journey person range shall apply to employees who have satisfactorily completed the apprenticeship program (24) months and hourly requirement, unless qualifying credits are awarded by the apprenticeship committee for the employee's classification and who do not meet the criteria for payment in Range K.

Note: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will, correspondingly, be increased to the appropriate salary range. Upon movement to Range C from Range B or Range J employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher, and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive MSAs in accordance with BU6 MOU until the maximum of the range is reached.

4. Range J (\$4,920 – 5,881 / month): This apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 168 and who are required to work a minimum of 41 hours in a seven (7) consecutive day work period as established by the departments under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a seven (7) consecutive day work period as established by the department under the 7k provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period

5. Range K (\$6,535 – 8,216 / month): This journey person range shall apply to incumbents who meet criteria for payment at Range C under Alternate Range Criteria 168 and who are required to work a minimum of 41 hours in a seven (7) consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU.

- I. This alternate range represents full compensation for all hours worked up to 41 hours in a seven (7) consecutive day work period.
- II. Upon movement to Range K from Range C, employees shall receive a one-step (5%) increase and shall retain their merit salary adjustment anniversary date.
- III. Upon movement to Range K from Range J employees shall receive the minimum salary rate and shall receive a new merit salary adjustment anniversary date.
- IV. Thereafter, every twelve (12) qualifying pay periods, employees shall receive merit salary adjustments in accordance with the BU6 MOU until the maximum of the range is reached.
- V. When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range C with one-step (5%) decreased from their Range K salary rate and shall retain their merit salary adjustment anniversary date. Salary Ranges 1, A, B, and C may be used individually to make salary comparisons for discretionary actions between classes. Salary Range C shall be used to make salary comparisons for

mandatory actions if the move is "to" the class of Correctional Officer (CO). Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in BU6 MOU Section 15.17.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$583 / month (eligible employee only)
\$1,170 / month (eligible employee plus one eligible dependent).
\$1,518 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund
- 4. Pension:**
- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
 - Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

- A.** Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Notwithstanding the above, and in recognition that the July 2019 accrual of one (1) hour less of vacation than identified in the schedule above did not occur in the prior MOU, the parties agree that it will occur instead no later than the August 2019 pay period. For each CCPOA Member in Unit 6, no later than the August 2019 pay period, the employer shall credit the unions Release Time Bank in Article 10 with one (1) hour.

Notwithstanding the above, during the July 2020 pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in Unit 6 during the July 2020 pay period, the employer shall credit the union's Release Time Bank in article 10 with one (1) hour.

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.
- D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.
 - 1. In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) forty (40) hour weeks of paid vacation each year and may be permitted by the appointing authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty (40) hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
 - 2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the

vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- a. Schedule the intermittent employee for vacation leave; or
 - b. Allow the intermittent employee to retain their vacation credits; or
 - c. Effect a combination of (a), or (b) above.
- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over their accrued vacation credits to the following calendar year.
- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
- 1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 - 2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above, shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

3. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time they are told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover their expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half (premium rate).

7k exempt employees:

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless they were on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee. Time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime.

Beginning the August pay period or the pay period following ratification and approval of the MOU, whichever is later, when an employee is involuntarily mandated to work overtime during a workweek with approved leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn a premium (1 ½ time) overtime compensation for the involuntarily mandated overtime hours worked over forty-one (41) in that workweek. Approved leave usage hours shall only count as hours worked for purposes of overtime up to the number of hours of involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes, will not count as hours worked for overtime purposes under any circumstances.

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:

- Monthly salary + monthly differentials (except shift differential received) x 12 = annual salary divided by 52 = salary per 7 day work period.
- Salary per 7 day work period + shift differential received in the work period divided by 41 hours (hours worked in 7 day work period) = straight rate of pay x 1.5 = premium overtime rate of pay.

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)

Casework Specialist

Community Services Consultant

Correctional Counselor I

Correctional Counselor II Specialist

Correctional Officer

Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 192/216 hours per work week)

Parole Agent I

Parole Agent II Specialist

Youth Correctional Counselor

Youth Correctional Officer

A. Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02], YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

a. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

- 1) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- 2) These employees shall be provided at least -sixty (60) hours of formal training as described in Section 8.05 of this MOU.
- 3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

b. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

- (1) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- (2) These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.
- (3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, , Correctional Counselor II Specialist, PA I, PA II Specialist) and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of this MOU. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

ATTACHMENT A-2

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Correctional Counselor I

O'NET CODE

21-1012.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

1. Range A (\$6,498 - \$7,790 / month): This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

Upon entry to this range, the employee shall normally receive the minimum salary rate or a one-step (5%) increase, whichever is higher. Upon satisfactory progress in completing requirements of the apprenticeship program established for that classification, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step (5%) apprenticeship increase, the State Controller's Office shall treat the increase as an Merit Salary Adjustment MSA in order to automate the increase. This increase is subject to the MSA process.

2. Range B (\$7,8648 - \$9,439 / month): This journey-person range shall apply to employees, who have satisfactorily completed twenty-four (24) months of service and hourly requirement, unless qualifying credits are awarded by the apprenticeship committee, in Range A and the apprenticeship program for the employee's classification.

Note: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will, correspondingly, be increased to the appropriate salary ranges.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one(1)step five percent (5%) increase, whichever is higher and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

3. Range J (\$6,823 - \$8,180 / month): This apprenticeship range shall apply to employees who meet the criteria for payment at Range A under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A with one-step (5%) decreased from their Range J salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$8,257 - \$9,911 / month): This journeyperson range shall apply to incumbents who meet the criteria for payment at Range B under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

- i. Upon movement to Range K from Range J employees shall receive the minimum salary rate or one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.
Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

- ii. Upon movement to Range K from Range J, employees shall receive the minimum salary rate or one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.
Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive MSAs in accordance with the BU6 MOU until the maximum of the range is reached
- iii. When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date,

Employees INITIALLY appointed on or after October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall NOT be eligible for appointment nor subsequent movement to Ranges W, X, L or M.

Employees INITIALLY appointed PRIOR to October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall have permissive reinstatement eligibility only to Ranges W, X, L and M.

5. Range W (\$6,695 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do not meet the criteria for payment in Range X, Range L or Range M.

6. Range L (\$7,030 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who meet the criteria for payment at Range W under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range L from Range W, employees shall receive a one-step (5%) increase and shall retain their MSA anniversary date.

When employees are no longer eligible for payment under the provisions of Range L, they shall be placed in Range W with one-step (5%) decrease from their Range L salary rate and shall retain their salary adjustment anniversary date,

7. Range X (\$7,836 - \$9,856 / month): This range shall apply to employees hired to the above classifications PRIOR to October 1, 1992, who have satisfactorily completed twelve (12) months' experience in California State service in the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority.

Upon movement to Range X from Range W, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range X, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

8. Range M (\$8,228 - \$10,349 / month): This range shall apply to incumbents who meet the criteria for payment at Range X under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range M, they shall be placed in Range X with one-step (5%) decreased from their Range M salary rate and shall retain their Merit Salary Adjustment anniversary date.

9. Salary Ranges A, B, W, and X may be used individually to make comparisons for discretionary actions between classes. Salary Ranges B and X shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Parole Agent I, Adult Parole (PA 1, AP); or Correctional Counselor I (CC I), or Parole Agent I, Youth Authority. Salary Ranges J, K, L, and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the BU6 MOU.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$583/ month (eligible employee only)
\$1,170 / month (eligible employee plus one eligible dependent)

\$1,518 / month (eligible employee plus two or more eligible dependents)

2. Dental: \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund

3. Vision: \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Notwithstanding the above, and in recognition that the July 2019 accrual of one (1) hour less of vacation than identified in the schedule above and did not occur in the prior MOU, the parties agree that it will occur instead no later than the August 2019 pay period. For each CCPOA Member in Unit 6, no later than the August 2019 pay period, the employer shall credit the unions Release Time Bank in Article 10 with one (1) hours.

Notwithstanding the above, during the July 2020 pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in Unit 6 during the July 2020 pay period, the employer shall credit the union's Release Time Bank in article 10 with one (1) hour.

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.
- D. 2Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.
 - 1. In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) forty 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
 - 2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- a. Schedule the intermittent employee for vacation leave; or
- b. Allow the intermittent employee to retain their vacation credits; or
- c. Effect a combination of (a), or (b) above.

- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over their accrued vacation credits to the following calendar year.
- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
 - 1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 - 2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. Above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

- 1. Notifies the employer at the time they are told of the vacation/CTO leave cancellation that economic loss will result;
- 2. Makes all reasonable attempts to recover their expenses; and,
- 3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees:

It is in the State's and Union's interest to offer a more efficient and streamlines scheduling model which comports with the State's monthly payroll system.

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless he or she was on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee. Time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime.

Beginning the August pay period or the pay period following ratification and approval of the MOU, whichever is later, when an employee is involuntarily mandated to work overtime during a workweek with approved leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn a premium (1 ½) overtime compensation for the involuntarily mandated overtime hours worked over forty-one (41) in that work week. Approved leave usage hours shall only count as hours worked for purposes of overtime up to the number of hours of involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes, will not count as hours worked for overtime purposes under any circumstance.

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by } 52 = \text{salary per } 7 \text{ day work period.}$
- $\text{Salary per } 7 \text{ day work period} + \text{shift differential received in the work period divided by } 41 \text{ hours (hours worked in } 7 \text{ day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist

Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 192/216 hours per work week)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

A. Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02], YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

- 1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- 2. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of the MOU.
- 3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor II Specialist, PA I, PA II Specialist) and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of this MOU. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 this MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverae, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

ATTACHMENT A-3

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Parole Agent I

O'NET CODE

21-1092.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

1. Range A (\$6,498 - \$7,790 / month): This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

Upon entry to this range, the employee shall normally receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher. Upon satisfactory progress in completing requirements of the apprenticeship program established for that classification, employees are eligible to receive a one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the (MSA) process.

2. Range B (\$7,864 - \$9,439 / month): This journey-person range shall apply to employees, who have satisfactorily completed twenty-four (24) months of service and hourly requirement, unless qualifying credits are awarded, in Range A and the apprenticeship program for the employee's classification.

Note: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will, correspondingly, be increased to the appropriate salary range.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

3. Range J (\$6,823 - \$8,180 / month): This apprenticeship range shall apply to employees who do meet the criteria for payment at Range A under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A with one-step (5%) decreased from their Range J salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$8,257 - \$9,911 / month): This journeyperson range shall apply to incumbents who meet the criteria for payment at Range B under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range K from Range J employees shall receive the minimum salary rate or one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date,

Employees INITIALLY appointed on or after October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall NOT be eligible for appointment nor subsequent movement to Ranges W, X, L or M.

Employees INITIALLY appointed PRIOR to October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall have permissive reinstatement eligibility only to Ranges W, X, L and M.

5. Range W (\$6,695 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do not meet the criteria for payment in Range X, Range L or Range M.

6. Range L (\$7,030 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do meet the criteria for payment at Range W under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range L from Range W, employees shall receive a one-step (5%) increase and shall retain their MSA anniversary date.

When employees are no longer eligible for payment under the provisions of Range L, they shall be placed in Range W with one-step (5%) decrease from their Range L salary rate and shall retain their salary adjustment anniversary date,

7. Range X (\$7,836 - \$9,856 / month): This range shall apply to employees hired to the above classifications PRIOR to October 1, 1992, who have satisfactorily completed twelve (12) months' experience in California State service in the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority.

Upon movement to Range X from Range W, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range X, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

8. Range M (\$8,228 - \$10,349 / month): This range shall apply to incumbents who meet the criteria for payment at Range X under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

- i. Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

- ii. Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range M, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.
- iii. When employees are no longer eligible for payment under the provisions of Range M, they shall be placed in Range X with one-step (5%) decreased from their Range M salary rate and shall retain their Merit Salary Adjustment anniversary date.

9. Salary Ranges A, B, W, and X may be used individually to make comparisons for discretionary actions between classes. Salary Ranges B and X shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Parole Agent I, Adult Parole (PA 1, AP); or Correctional Counselor I (CC I), or Parole Agent I, Youth Authority. Salary Ranges J, K, L, and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the BU6 MOU.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$583 / month (eligible employee only)
\$1,170 / month (eligible employee plus one eligible dependent)
\$1,518 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Notwithstanding the above, and in recognition that the July 2019 accrual of one (1) hour less of vacation than identified in the schedule above did not occur in the prior MOU, the parties agree that it will occur instead no later than the August 2019 pay period. For each CCPOA Member in Unit 6, no later than the August 2019 pay period, the employer shall credit the unions Release Time Bank in Article 10 with (1) hour.

Notwithstanding the above, during the July 2020 pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in Unit 6 during the July 2020 pay period, the employer shall credit the union's Release Time Bank in article 10 with one (1) hour.

- B.** Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C.** Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.
- D.** Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours.

Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

- 1) In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) forty (40) hour weeks of paid vacation each year and may be permitted by the appointing authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty (40) hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- 2) Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- a. Schedule the intermittent employee for vacation leave; or
 - b. Allow the intermittent employee to retain their vacation credits; or
 - c. Effect a combination of (a), or (b) above.
- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over their accrued vacation credits to the following calendar year.
- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation

during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1 above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time he/she is told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover his/her expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees:

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless they were on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee. Time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime.

Beginning the August Pay period or the pay period following ratification and approval of the MOU, whichever is later, when an employee is involuntarily mandated to work overtime during a workweek with approved leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn a premium (1 ½) overtime compensation

for the involuntarily mandated overtime hours worked over forty-one (41) in that workweek. Approved leave usage hours shall only count as hours worked for purposes of overtime up to the number of hours of involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes, will not count as hours worked for overtime purposes under any circumstances.

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period.}$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 192/216 hours per work week)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 MOU], YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

- 1) 1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- 2) These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.
- 3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

- (1) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- (2) These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.
- (3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor II Specialist, PA I, PA II Specialist) and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of this MOU. These employees shall

be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

ATTACHMENT A-4

TRAINING SCHEDULE AND WORKING CONDITIONS OF
THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Correctional Fire Captain

O'NET CODE

33-2011.01

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

Fire Captain, Correctional Institution (VZ38/ 9001) will be appointed to the appropriate alternate ranges as follows:

1. Range A (\$5,455 - \$5,949 / month): This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J, Range K, Range L, Range M, Range N or Range P.

Upon appointment to this range, employees are eligible to receive a one-step 5% apprenticeship increase effective the first day of the monthly pay period following every twelve (12) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment in order to automate the increase. This increase is subject to the Merit Salary Adjustment process.

2. Range B (\$6,224 - \$7,825 / month): This journey person range shall apply to employees, who have completed twenty-four (24) months of service and hourly requirement (unless qualifying credits are awarded) in Range A, or Range J, or Range L and the apprenticeship program for the employee's classification and who do not meet the criteria for payment in Range K, Range M or Range P.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

3. Range J (\$5,728 - \$6,246 / month): This apprenticeship range shall apply to incumbents who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

4. Range L (\$5,728 - \$6,246 / month): This apprenticeship range shall apply to full-time incumbents who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 192 hours in a 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU.

5. Range N (\$5,728 - \$6,246): Effective March 18, 2002, this apprenticeship range shall apply to full-time employees who enter the class, on or after March 18, 2002, and who meet criteria for payment at Range A under Alternate Range Criteria 330 and who are required to work a minimum of 216 hours in a 28 consecutive day work period as established by the departments under the 7k provisions of the FLSA pursuant to Section 17.02 of the BU6 MOU. This alternate range represents full compensation for all hours worked up to 216 hours in a 28 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive a one-step 5% increase and shall retain their MSA anniversary date.

Upon movement to Range L from Range A, employees shall receive a one-step 5% increase and shall retain their MSA anniversary date.

Upon movement to Range N from Range A, employees shall receive a one-step 5% increase and shall retain their MSA anniversary date.

Thereafter, employees are eligible to receive a one-step 5% apprenticeship increase effective the first day of the monthly pay period following every twelve (12) qualifying pay periods thereafter until the maximum of the range is reached. Qualifying pay periods include time served in Range A, if applicable.

Note: To document the one-step 5% apprenticeship increase, the State Controller's Office shall treat the increase as an MSA in order to automate the increase. This increase is subject to the MSA process.

When employees are no longer eligible for payment under the provisions of Range J, Range L, or Range N, they shall be placed in Range A with a one-step 5% decrease from their Range J or Range L salary rate and shall retain their MSA anniversary date.

6. Range K (\$6,535 - \$8,216 / month): This journey person range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period; or

Upon movement to Range K from Range B employees shall, receive a one-step 5% increase and shall retain their Merit Salary Adjustment anniversary date.

Upon movement to Range K from Range J employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Upon movement to Range M from Range B, employees shall receive a one-step 5% increase and shall retain their Merit Salary Adjustment anniversary date.

Upon movement to Range P from Range B, employees shall receive a one-step 5% increase and shall retain their MSA anniversary date.

7. Range M (\$6,535 - \$8,216 / month): This journey person range shall apply to fulltime incumbents who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 192 hours in a 28 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to Section 17.02 of the BU6 MOU.

8. Range P (\$6,535 - \$8,216 / month): Effective March 18, 2002, this journey person range shall apply to full time employees who enter the class on or after march 18, 2002, and who meet criteria for payment at Range B under Alternate Range Criteria 330 and who are required to work a minimum of 216 hours in a 28 consecutive day work period as established by the departments under the 7k provisions of the FLSA pursuant to Section 17.02 of the BU6 MOU. This alternate range represents full compensation for all hours worked up to 216 hours in a 28 consecutive day work period.

Upon movement to Range M from Range L, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Upon movement to Range P from Range N, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range K, Range M, or Range P, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU

until the maximum of the range is reached. Qualifying pay periods include time served in Range B, if applicable.

When employees are no longer eligible for payment under the provisions of Range K, Range M, or Range P, they shall be placed in Range B with one-step 5% decreased from their Range K, Range M, or Range P salary rate and shall retain their Merit Salary-Adjustment anniversary date.

Salary Ranges A and B may be used individually to make salary comparisons for discretionary actions between classes. Salary Range B shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Fire Captain, Correctional Institution (FC, CI). Salary Ranges J, K, L, M, N, and P shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.17 of the BU6 MOU,

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$583 / month (eligible employee only)
\$1,170 / month (eligible employee plus one eligible dependent)
\$1,518 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund
- 4. Pension:**
 - Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
 - Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

- A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional

qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Notwithstanding the above, and in recognition that the July 2019 accrual of one (1) hour less if vacation than identified in the schedule above did not occur in the prior MOU, the parties agree that it will occur instead no later than the August 2019 pay period. For each CCPOA Member in Unit 6, no later than the August 2019 pay period, the employer shall credit the unions Release Time Bank in Article 10 with one (1) hour.

Notwithstanding the above, during the July 2020 pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in Unit 6 during the July 2020 pay period, the employer shall credit the unions Release Time Bank in Article 10 with one (1) hour.

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.
- D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

1. In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) forty 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- a. Schedule the intermittent employee for vacation leave; or
 - b. Allow the intermittent employee to retain their vacation credits; or
 - c. Effect a combination of (a), or (b) above.
- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over their accrued vacation credits to the following calendar year.
- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation

during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time they are told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover their expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees:

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless they were s on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee. Time spent on jury leave, military training leave,

and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime.

Beginning the August pay period or the pay period following ratification and approval of the MOU, whichever is later, when an employee is involuntarily mandated to work overtime during a workweek with approved leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn a premium (1 ½ time) overtime compensation for the involuntarily mandated overtime hours worked over forty-one (41) in that workweek. Approved leave usage hours shall only count as hours worked for the purposes of overtime up to the number of hours and involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes, will not count as hours worked for overtime purposes under any circumstances.

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period}.$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay}.$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 192/216 hours per work week)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02], YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

- 1) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- 2) These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of the MOU.
- 3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least fifty-two (52) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, , Correctional Counselor II Specialist, PA I, PA II Specialist) and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of thisMOU. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

ATTACHMENT A-5

TRAINING SCHEDULE AND WORKING CONDITIONS OF

THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

DJJ Casework Specialist

O'NET CODE

21-1012.00C

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

1. Range A (\$6,695 / month): This range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

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2. Range B (\$7,836 - \$9,856/ month): This range shall apply to employees who have satisfactorily completed twelve (12) months in Range A and who do not meet the criteria for payment to Range K.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with of the BU6 MOU until the maximum of the range is reached.

3. Range J (7,030/ month): This apprenticeship range shall apply to the incumbents who meet criteria for payment at Range A under Alternate Range Criteria 290 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive the minimum salary rate and shall retain their Merit Salary Adjustment anniversary date.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A at the minimum-salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$8,2283- \$10,349/ month): This journey person range shall apply to the incumbents who meet criteria for payment at Range B under Alternate Range Criteria 290 and who are

required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Upon movement to Range K from Range J, employees shall receive the minimum salary rate and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Rank K, employees shall receive performance salary adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date.

Salary Ranges A and B may be used individually to make salary comparisons for discretionary actions between classes. Salary Range B shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Medical Technical Assistant, Correctional Facility (MTA, CF), Medical Technical Assistant, Psychiatric, or Casework Specialist, Youth Authority. Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the BU6 MOU.

Upon movement in the same class to the same alternate range:

- The employee shall move to the same alternate range and retain his/her salary rate and salary adjustment anniversary date. Example: MTA, CF, Range J to MTA, CF, Range J.

Upon movement to another R06 class with exactly the same alternate range:

- To determine the new ("to") appointment salary rate, Range J and Range K employees will move from the appropriate rate in Range A or Range B by reducing the based-on salary rate by one step (5%). Apply the appropriate salary rule application to this reduced rate (other special pays and/or pay differentials, etc., may come into play)

The salary adjustment anniversary date is unaffected by this process. However, the anniversary date for Ranges A and J is subject to the R06 apprenticeship provisions and are not governed by the CalHR anniversary rules. The new "to" anniversary date is established based on the provisions of the new "to" class, if applicable.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$583 / month (eligible employee only)
\$1,170 / month (eligible employee plus one eligible dependent)
\$1,518 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund.

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

- A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Notwithstanding the above, and in recognition that the July 2019 accrual of one (1) hour less if vacation than identified in the schedule above did not occur in the prior MOU, the parties agree that it will occur instead no later than the August 2019 pay period. For each CCPOA Member in Unit 6, no later than the August 2019 pay period. For each CCPOA Member in Unit 6, no later than

the August 2019 pay period, the employer shall credit the unions Release Time Bank in Article 10 with one (1) hour.

Notwithstanding the above, during the July 2020 pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in Unit 6 during the July 2020 pay period, the employer shall credit the union's Release Time Bank in Article 10 with one (1) hour.

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.
- D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.
- 1. In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) forty 40- hour weeks of paid vacation each year and may be permitted by the appointing authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty 40- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
- 2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- a. Schedule the intermittent employee for vacation leave; or
- b. Allow the intermittent employee to retain his/her vacation credits; or

c. Effect a combination of (a), or (b) above.

- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over their accrued vacation credits to the following calendar year.
- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
 - 1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 - 2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

- 1. Notifies the employer at the time they are told of the vacation/CTO leave cancellation that economic loss will result;
- 2. Makes all reasonable attempts to recover their expenses; and,
- 3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees:

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless they were on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee. Time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculation overtime.

Beginning the August pay period or the pay period following ratification and approval of the MOU, whichever is later, when an employee is involuntarily mandated to work overtime during a workweek with approved leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn a premium (1 ½ time) overtime compensation for the involuntarily mandated overtime hours worked over forty-one (41) in that workweek. Approved leave usage hours shall count as hours worked for purposes of overtime up to the number of hours of involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes, will not count as hours worked for overtime purposes under any circumstance.

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period}.$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay}.$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 192/216 hours per work week)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 , YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.

2. These employees shall be provided at least sixty (0) hours of formal training as described in Section 8.05 of this MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of the MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor II Specialist, PA I, PA II Specialist) and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of this MOU. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of the BU6 MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

ATTACHMENT A-6

**TRAINING SCHEDULE AND WORKING CONDITIONS OF
THE CDCR CPOST EXECUTIVE BOARD**

OCCUPATION

Youth Correctional Counselor

O'NET CODE

21-1012.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

Youth Correctional Counselors (WU65/9581) will be appointed to the appropriate alternate ranges as follows:

1. Range A (\$3,999 / month): This apprenticeship range shall apply to employees while attending the basic academy established by the Department and who do not meet the criteria for payment in Range B, Range C, Range J or Range K.

2. Range B (\$5,128 - \$6,142 / month): This apprenticeship range shall apply to employees who have graduated from the basic academy established by the Department and who do not meet the criteria for payment in Range C, Range J or Range K.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher, and shall receive a new merit salary adjustment anniversary date. Upon satisfactory progress in completing requirements of the apprenticeship program established for the classification, employees are eligible to receive a one-step five percent (5%) apprenticeship increases effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increases, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the MSA process.

3. Range C (\$6,812 - \$8,572 / month): This journey person range shall apply to employees who have satisfactorily completed twenty-four (24) months and required hours (unless qualifying credits are awarded) in Range B or Range J, and the apprenticeship program for the employee's classification and who do not meet the criteria for payment in Range K.

Note: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will, correspondingly, be increased to the appropriate salary ranges.

Upon movement to Range C from Range B or Range J, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive merit salary adjustments in accordance, with the BU 6 MOU until the maximum of the range is reached.

4. Range J (\$5,384 - \$6,449 / month): This apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 170 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

5. Range K (\$7,153 - \$9,001 / month): This journey person range shall, apply to incumbents who meet criteria for payment at Range C under Alternate Range Criteria 170 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$583 / month (eligible employee only)
\$1,170 / month (eligible employee plus one eligible dependent)
\$1,518 / month (eligible employee plus two or more eligible dependents)
- 2. Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund
- 3. Vision:** \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund
- 4. Pension:**
 - Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.

- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

1) Vacation:

- A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Notwithstanding the above, and in recognition that the July 2019 accrual of one (1) hour less of vacation than identified in the schedule above did not occur in the prior MOU, the parties agree that it will occur instead no later than the August 2019 pay period. For each CCPO Member in Unit 6, no later than the August 2019 pay period, the employer shall credit the unions Release Time Bank on Article 10 with one (1) hour.

Notwithstanding the above, during the July 2020 pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in unit 6 during the July 2020 pay period, the employer shall credit the union's Release Time Bank in Article 10 with one (1) hour.

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.
- D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time

employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.

1. In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) forty (40)- hour weeks of paid vacation each year and may be permitted by the appointing authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty (40)- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- a. Schedule the intermittent employee for vacation leave; or
 - b. Allow the intermittent employee to retain their vacation credits; or
 - c. Effect a combination of (a), or (b) above.
- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.
 - F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
 - G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the

department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

H. If an employee desires to cancel a pre-scheduled vacation time, the employee:

1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

2) Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time they are told of the vacation/CTO leave cancellation that economic loss will result;
2. Makes all reasonable attempts to recover their expenses; and,
3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees:

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless they were on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee. Time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime.

Beginning the August pay period or the pay period following ratification and approval of the MOU, whichever is later, when an employee is involuntarily mandated to work overtime during a workweek with approved leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn a premium (1 ½ time) overtime compensation for the involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes will not count as hours worked for overtime purposes under any circumstance.

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period}.$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay}.$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer

Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 192/216 hours per work week)

Parole Agent I

Parole Agent II Specialist

Youth Correctional Counselor

Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 , YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- b. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
2. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

- 1) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- 2) These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.
- 3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor II Specialist, PA I, PA II Specialist) and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of the BU6 MOU. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

ATTACHMENT A-7

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Youth Correctional Officer

O'NET CODE

21-1021.00

SECTION 1: Term of Apprenticeship and Probation

The standard term of apprenticeship shall be 3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

YCOs (WU90/9579) will be appointed to the appropriate alternate ranges as follows:

1. Range A (\$3,999 / month): This apprenticeship range shall apply to YCOs while attending the basic academy established by the departments, who do not meet the criteria for payment in Range B, Range C, Range J or Range K.

2. Range B (\$4,686 - \$5,601 / month): This apprenticeship range shall apply to employees who have graduated from or completed the appropriate basic academy established by the departments, who do not meet the criteria for payment in Range C, Range J or Range K.

Upon movement to Range B from Range 1 or Range A, employees shall receive the minimum salary rate.

Upon satisfactory progress in completing requirements of the apprenticeship program established for the classification, employees are eligible to receive one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment in order to automate the increase. This increase is subject to the MSA process.

3. Range C (\$6,812 - \$8,572 / month): This journey person range shall apply to employees who have satisfactorily completed the apprenticeship program (24 months and hourly requirement, unless qualifying credits are awarded) for the employee's classification and who do not meet the criteria for payment in Range K.

Note: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will, correspondingly be increased to the appropriate salary range.

Upon movement to Range C from Range B or Range J, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range C, employees shall receive merit salary adjustments in accordance, with the BU6 MOU until the maximum of the range is reached.

4. Range J (\$4,920 - \$5,881 / month): This apprenticeship range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 168 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

5. Range K (\$6,535 - \$8,216 / month): This journeyperson range shall, apply to incumbents who meet criteria for payment at Range C under Alternate Range Criteria 168 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the departments under the 7K provision of the FLSA pursuant to the BU6 MOU.

This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range C, employees shall receive a one-step (5%) increase and shall retain their merit salary adjustment anniversary date.

Upon movement to Range K from Range J employees shall receive the minimum salary rate and shall receive a new merit salary adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods, employees shall receive merit salary adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range C with one-step (5%) decreased from their Range K salary rate and shall retain their merit salary adjustment anniversary date. Salary Ranges 1, A, B, and C may be used individually to make salary comparisons for discretionary actions between classes. Salary Range C shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Youth Correctional Officer (YCO). Salary Ranges J and K shall NOT be used to make salary comparisons between classes, except as provided for in BU6 MOU Section 15.17.

Apprentice and Journeymen benefits are listed as follows:

- 1. Health benefits:** \$583 / month (eligible employee only)
\$1,170 / month (eligible employee plus one eligible dependent)

\$1,469 / month (eligible employee plus two or more eligible dependents)

2. Dental: \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund
\$69.06 / month (eligible employee plus two dependents) through the CCPOA Benefit Trust Fund

3. Vision: \$8.64 / month (eligible employee) through the CCPOA Benefit Trust Fund

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

- A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, except as provided below, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Notwithstanding the above, and in recognition that the July 2019 accrual of one (1) hour less of vacation than identified in the schedule above did not occur in the prior MOU, the parties agree that it will occur instead no later than the August 2019 pay period. For each CCPO Member in Unit 6, no later than the August 2019 pay period, the employer shall credit the unions Release Time Bank on Article 10 with one (1) hour.

Notwithstanding the above, during the July 2020 pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in unit 6 during the July 2020 pay period, the employer shall credit the union's Release Time Bank in Article 10 with one (1) hour.

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence shall not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
 - C. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A. above, when total accumulated employment equals one (1) month of full time employment.
 - D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160) hours in a monthly pay period shall not be counted or accumulated.
- 1. In DAI and DJJ, a PIE shall be allowed to utilize up to two (2) forty (40)- hour weeks of paid vacation each year and may be permitted by the appointing authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty (40)- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
 - 2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- a. Schedule the intermittent employee for vacation leave; or

- b. Allow the intermittent employee to retain their vacation credits; or
 - c. Effect a combination of (a), or (b) above.
- E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over his/her accrued vacation credits to the following calendar year.
- F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.
- G. The time when vacation is to be taken shall be determined by the department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.
- H. If an employee desires to cancel a pre-scheduled vacation time, the employee:
- 1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;
 - 2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. Above shall result in the employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

6. Vacation/Work Week:

For purposes of vacation scheduling, the work week shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

- 1. Notifies the employer at the time they are told of the vacation/CTO leave cancellation that economic loss will result;
- 2. Makes all reasonable attempts to recover their expenses; and,

3. Provides the employer documentation of the economic loss.

7. Overtime Provision: (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half.

7k exempt employees:

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless they were on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee., Time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime.

Beginning the August pay period or the pay period following ratification and approval of the MOU, whichever is later, when an employee is involuntarily mandated to work overtime during a workweek with approve leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn a premium (1 ½ time) overtime compensation for the involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes will not count as hours worked for overtime purposes under any circumstance.

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period.}$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay.}$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor II Specialist
Correctional Officer
Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 192/216 hours per work week)

Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

Work Periods

Work Schedule for Posted Employees (CO, Fire Captain, Correctional Institution [except those excluded in Section 17.02 , YCC, and YCO)

Institutional Based (including Institutional Based Camps and Fire Captains) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- c. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- d. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Non-institutional Based Employees shall be scheduled forty-one (41) hours per work period in the following manner:

A. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

- 1. Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.

2. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.
3. One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

B. Statewide Transportation Employees

Employees shall be scheduled in the following manner:

- (1) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- (2) These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.
- (3) One (1) hour per work period to allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent-JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor I, Correctional Counselor II Specialist, PA I, PA II Specialist) Fire Service Training Specialist and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of this MOU. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT A-8

TRAINING SCHEDULE AND WORKING CONDITIONS OF THE CDCR CPOST EXECUTIVE BOARD

OCCUPATION

Parole Agent (Institution)

O'NET CODE

21-1092.00

SECTION 1: **Term of Apprenticeship and Probation**

The standard term of apprenticeship shall be-3600 hours and the completion of 24 qualifying months.

SECTION 2: Wage and Benefit Schedule

1. Range A (\$6,498 - \$7,790 / month): This apprenticeship range shall apply to employees who do not meet the criteria for payment in Range B, Range J or Range K.

Upon entry to this range, the employee shall normally receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher. Upon satisfactory progress in completing requirements of the apprenticeship program established for that classification, employees are eligible to receive a one-step five percent (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods thereafter until the maximum of the range is reached.

NOTE: To document the one-step five percent (5%) apprenticeship increase, the State Controller's Office shall treat the increase as a Merit Salary Adjustment (MSA) in order to automate the increase. This increase is subject to the (MSA) process.

2. Range B (\$7,864 - \$9,439 / month): This journey-person range shall apply to employees, who have satisfactorily completed twenty-four (24) months of service and hourly requirement, unless qualifying credits are awarded, in Range A and the apprenticeship program for the employee's classification.

Note: Consistent with Section 8.03, as soon as can be accomplished, CPOST Commissioners can agree to move an apprentice off apprenticeship and their pay will correspondingly, be increased to the appropriate salary range.

Upon movement to Range B from Range A, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range B, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

3. Range J (\$6,823 - \$8,180 / month): This apprenticeship range shall apply to employees who do meet the criteria for payment at Range A under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range J from Range A, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, employees are eligible to receive a one-step (5%) apprenticeship increase effective the first day of the monthly pay period following every six (6) qualifying pay periods until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range J they shall be placed in Range A with one-step (5%) decreased from their Range J salary rate and shall retain their Merit Salary Adjustment anniversary date.

4. Range K (\$8,257 - \$9,911 / month): This journey person range shall apply to incumbents who meet the criteria for payment at Range B under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range K from Range B, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range K from Range J employees shall receive the minimum salary rate or one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range K, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range K, they shall be placed in Range B with one-step (5%) decreased from their Range K salary rate and shall retain their Merit Salary Adjustment anniversary date,

Employees INITIALLY appointed on or after October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall NOT be eligible for appointment nor subsequent movement to Ranges W, X, L or M.

Employees INITIALLY appointed PRIOR to October 1, 1992 to the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, Youth Authority shall have permissive reinstatement eligibility only to Ranges W, X, L and M.

5. Range W (\$6,695 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do not meet the criteria for payment in Range X, Range L or Range M.

6. Range L (\$7,030 / month): This range shall apply to employees hired (to the above classifications) PRIOR to October 1, 1992 who do meet the criteria for payment at Range W under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range L from Range W, employees shall receive a one-step (5%) increase and shall retain their MSA anniversary date.

When employees are no longer eligible for payment under the provisions of Range L, they shall be placed in Range W with one-step (5%) decrease from their Range L salary rate and shall retain their salary adjustment anniversary date,

7. Range X (\$7,836 - \$9,856 / month): This range shall apply to employees hired to the above classifications PRIOR to October 1, 1992, who have satisfactorily completed twelve (12) months' experience in California State service in the classification of Correctional Counselor I; Parole Agent I, Adult Parole; or Parole Agent I, DJJ.

Upon movement to Range X from Range W, employees shall receive the minimum salary rate or a one-step five percent (5%) increase, whichever is higher.

Thereafter, every twelve (12) qualifying pay periods after movement to Range X, employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

8. Range M (\$8,228 - \$10,349 / month): This range shall apply to incumbents who meet the criteria for payment at Range X under Alternate Range Criteria 329 and who are required to work a minimum of 41 hours in a 7 consecutive day work period as established by the department under the 7K provision of the FLSA pursuant to the BU6 MOU. This alternate range represents full compensation for all hours worked up to 41 hours in a 7 consecutive day work period.

Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the BU6 MOU until the maximum of the range is reached.

Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date. Upon movement to Range M from Range X, employees shall receive a one-step (5%) increase and shall retain their Merit Salary Adjustment anniversary date.

Thereafter, every twelve (12) qualifying pay periods after movement to Range M employees shall receive Merit Salary Adjustments in accordance with the Implemented Terms until the maximum-of the range is reached.

Upon movement to Range M from Range L, employees shall receive the minimum salary rate, or a one-step (5%) increase, whichever is higher, and shall receive a new Merit Salary Adjustment anniversary date. Thereafter, every twelve (12) qualifying pay periods after movement to Range M, employees shall receive Merit Salary Adjustments in accordance with the Implemented Terms until the maximum of the range is reached.

When employees are no longer eligible for payment under the provisions of Range M, they shall be placed in Range X with one-step (5%) decreased from their Range M salary rate and shall retain their Merit Salary Adjustment anniversary date.

- i. Salary Ranges A, B, W, and X may be used individually to make comparisons for discretionary actions between classes. Salary Ranges B and X shall be used to make salary comparisons for mandatory actions if the move is "to" the class of Parole Agent I, Adult Parole (PA 1, AP); or Correctional Counselor I (CC 1), or Parole Agent 1, Youth Authority Salary Ranges J, K, L, and M shall NOT be used to make salary comparisons between classes, except as provided for in Section 15.19 of the Implemented Terms:

Apprentice and Journeymen benefits are listed as follows:

1. **Health benefits:** \$583 month (eligible employee only)

\$1,70 / month (eligible employee plus one eligible dependent)

\$1,518 / month (eligible employee plus two or more eligible dependents)
2. **Dental:** \$69.06 / month (eligible employee only) through the CCPOA Benefit Trust Fund

\$69.06 / month (eligible employee plus one dependent) through the CCPOA Benefit Trust Fund.

\$69.06 / month (eligible employee plus two dependents)
through the CCPOA Benefit Trust Fund

3. **Vision:** \$8.64, month (eligible employee) through the CCPOA
Benefit Trust Fund

4. Pension:

- Unit 6 employees shall continue to be subject to the 2.5% at age 57 retirement formula.
- Unit 6 Police Officer/Fire Fighter members shall contribute 13% of pensionable compensation in excess of \$863 for retirement.

5. Vacation:

A. Employees shall not be entitled to vacation leave credit for the first six (6) months of service. On the first day of the monthly pay period following completion of six (6) qualifying months, employees covered by this section shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, for each additional qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period as follows:

7 months to 3 years	8 hours per month
37 months to 10 years	11 hours per month
121 months to 15 years	13 hours per month
181 months to 20 years	14 hours per month
241 months and over	15 hours per month

Notwithstanding the above, and in recognition that the July 2019 accrual of one (1) hour less of vacation than identified in the schedule above did not occur in the prior MOU, the parties agree that it will occur instead no later than the August 2019 pay period. For each CCPO Member in Unit 6, no later than the August 2019 pay period, the employer shall credit the unions Release Time Bank on Article 10 with one (1) hour.

Notwithstanding the above, during the July 2020 pay period, CCPOA Members shall accrue one (1) hour less of vacation than identified in the schedule above.

For each CCPOA Member in unit 6 during the July 2020 pay period, the employer shall credit the union's Release Time Bank in Article 10 with one (1) hour.

- B. Breaks in employment of eleven (11) work days or more, including unpaid leaves of absence, shall, not be counted towards vacation leave accrual purposes set forth under paragraph A. above.
- C. Employees who work less than full time shall receive vacation leave credit in accordance with the vacation leave accrual schedule in paragraph A above, when total accumulated employment equals one (1) month of full time employment.
- D. Employees who work on an intermittent basis shall receive vacation leave credits in accordance with the vacation leave accrual schedule in paragraph A. above, on the basis of one hundred sixty (160) hours of paid employment equals one (1) month of full time employment. Any hours worked over one hundred sixty (160) hours in a monthly pay period shall not be counted toward vacation leave accrual. On the first day of the monthly pay period following completion of the initial six (6) qualifying pay periods, an intermittent employee, shall receive a one-time vacation credit of forty-eight (48) hours. Thereafter, intermittent employees shall receive vacation credit in accordance with the schedule in paragraph A. above on the first day of the monthly pay period following completion of each qualifying pay period. The hours of paid employment in excess of one hundred sixty (160.) hours in a monthly pay period shall not be counted or accumulated.
 - 1. In DAI and DJJ a PIE shall be allowed to utilize up to two (2) forty (40)-hour weeks of paid vacation each year and may be permitted by the appointing authority or their designee to use more. Alternatively, PIEs may request up to two (2) forty (40)- hour weeks of unpaid time off. Once a vacation period or unpaid time off has been granted, it shall not be canceled by management, except in emergencies.
 - 2. Vacation/unpaid time off requests will be submitted to the Personnel Assignment Lieutenant (and administered) using the PIE'S Academy hire date until the implementation of the seniority calculations under Section 12.01. At that time, vacation/unpaid time off requests will be made in the same manner as requests made by permanent full-time staff. Although PIEs will not use the authorized positions in the vacation relief pool, the institution will establish a vacation schedule that will allow up to 1/26 of the total number of PIEs at the institution to be on vacation or unpaid time off in any given two-week vacation period.

When it is determined that there is a lack of work, a department head or designee may:

- a. Schedule the intermittent employee for vacation leave; or
- b. Allow the intermittent employee to retain their vacation credits; or

c. Effect a combination of (a), or (b) above.

E. If an employee does not use all of the vacation leave credit that the employee has accrued in a calendar year, the employee may carry over their accrued vacation credits to the following calendar year. .

F. Upon termination from State employment, the employee shall be paid for unused vacation credits for all accrued vacation time.

G. The time when vacation is to be taken shall be determined by the' department head or designee. When two (2) or more employees request the same vacation time and the department head or designee cannot grant the request to all employees requesting it, approval shall be granted in order of seniority.

H. If an employee desires to cancel a pre-scheduled vacation time, the employee:

1. Shall notify the supervisor, in writing, no less than thirty (30) calendar days in advance of the scheduled vacation time;

,

2. If assigned to a community based facility, institution or camp, may not cancel the scheduled vacation time if more than one quarter (1/4) of those scheduled for a vacation during the same pay period have been approved for cancellations, unless specifically approved by facility/institution management. Failure to notify the supervisor in writing in 1. Above shall result in the-employee being forced to use the scheduled vacation time, and the loss of any rights to request and be scheduled for subsequent vacation time during the calendar year based on seniority.

3. Vacation/Work Week:

For purposes of vacation scheduling, the workweek shall start with first watch/graveyard shift on Monday and end at third watch/swing shift on Sunday.

If the State cancels a scheduled vacation or CTO leave and the employee suffers an economic loss as a result of the State's cancellation of that leave, the State shall reimburse the employee for all reasonable and documented economic loss of the employee provided the employee:

1. Notifies the employer at the time they are r told of the vacation/CTO leave cancellation that economic loss will result;

2. Makes all reasonable attempts to recover their expenses; and,
3. Provides the employer documentation of the economic loss.
4. **Overtime Provision:** (in accordance with Government Code Section 19844.1)

Except for 7k exempt employees, any employee working more than forty (40) hours per week shall receive compensation at time and one-half (premium rate).

7k exempt employees:

It is in the State's and Union's interest to offer a more efficient and streamlined scheduling model which comports with the State's monthly payroll system.

. Overtime is defined as any hours worked in excess of forty-one (41) hours in a seven (7) day work period and shall be computed at the premium overtime rate. Additionally, no employee shall be credited less than forty-one (41) hours of time worked in any seven (7) day work period unless they were on an unpaid status during the work period and then only the time on unpaid status shall be deducted from the forty-one (41) hours.

For the purposes of computing the number the number of hours worked, generally time when an employee is excused from work because of the use of any leave credits within a work period shall not be considered as time worked by the employee. Time spent on jury leave, military training leave, and subpoenaed witness leave shall be counted as hours worked for purposes of calculating overtime. Beginning the August pay period or the pay period following ratification and approval of the MOU, whichever is later, when an employee is involuntarily mandated to work overtime during a workweek with approve leave usage, excluding sick leave, annual leave used as sick, or any other leave used for sick leave purposes, they will earn a premium (1 ½ time) overtime compensation for the involuntarily mandated overtime hours. Sick leave, annual leave used as sick, or any other leave used for sick leave purposes will not count as hours worked for overtime purposes under any circumstance.

- The method of calculating the hourly overtime rate shall be based on the forty-one (41) hour work period according to the following formula:
- $\text{Monthly salary} + \text{monthly differentials (except shift differential received)} \times 12 = \text{annual salary divided by 52} = \text{salary per 7 day work period}.$
- $\text{Salary per 7 day work period} + \text{shift differential received in the work period divided by 41 hours (hours worked in 7 day work period)} = \text{straight rate of pay} \times 1.5 = \text{premium overtime rate of pay}.$

SECTION 3: Hours of Work and Working Conditions

The employees listed below are working under the provisions of Section 207k of the Fair Labor Standards Act (FLSA):

Board Coordinating Parole Agent, Juvenile Justice Parole Board (JJPB)
Casework Specialist
Community Services Consultant
Correctional Counselor I
Correctional Counselor 11 Specialist
Correctional Officer
Fire Captain, Correctional Institution (except where excluded in Section 17.02 for those working 192/21 hours per work week)
Parole Agent I
Parole Agent II Specialist
Youth Correctional Counselor
Youth Correctional Officer

A. Work Periods

Work Schedules for Posted Employees (CO, Fire Captain Correctional Institution [excluded in Section 17.02], YCC, YCO).

Institutional Based (including Institutional Based Camps and Fire Captain) employees shall be scheduled for forty-one (41) hours per work period in the following manner:

- a. Forty (40) hours per work week period of regular posted duty in accordance with applicable MOU sections.
- b. One (1) hour per work period to allow for pre and post work activities. This sectional shall not result in changes to the shift start/stop times..

Non-institutional Based Employees shall be scheduled forty-one (40) hours per work period in the following manner:

a. Camps

The schedule shall be five (5) consecutive days of a minimum of eight (8) consecutive hours per day scheduled in the following manner:

- (1) Forty (40) hours per work period of regular posted duty in accordance with applicable MOU sections.
- (2) These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU .
- (3) One (1) hour per work period to allow for pre and post work activities.. This section shall not result in changes to the shift start/stop times.

b. Statewide Transportation Employees:

Employees shall be scheduled in the following manner:

- (1) Forty (40) hours per work period of regular posted duty in accordance with the applicable MOU sections.
- (2) These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.
- (3) One (1) hours per work period allow for pre and post work activities. This section shall not result in changes to the shift start/stop times.

Work Schedules for Non-Posted Employees (Board Coordinating Parole Agent- JJPB, Casework Specialist, Community Services Consultant, Correctional Counselor II Specialist, PA I, PA II Specialist) and Headquarters Staff:

- Employees shall be scheduled for forty-one (41) hours of regular posted duty per work period in accordance with other applicable sections of this MOU. These employees shall be provided at least sixty (60) hours of formal training as described in Section 8.05 of this MOU.

SECTION 4: Ratio

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, and etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.



BASIC CORRECTIONAL OFFICER ACADEMY

1-22A

CLASS SYNOPSIS

November 1, 2021 to February 4, 2022

RICHARD A. MCGEE
CORRECTIONAL TRAINING CENTER

BASIC CORRECTIONAL OFFICER ACADEMY

ACADEMY ADMINISTRATION

J. SPAICH

Academy Administrator

J. MOECKLY

Academy Commander

Course Curricula - 520 Total Hours

<u>SUBJECT:</u>	ALARM RESPONSE	V4.1	BET ID 11054924
	Alarm Response Plan (ARP) provides cadets the knowledge and skills to safely respond to emergencies and/or disturbances. Tactically deploy staff and munitions to effectively control and resolve incidents of violence in an institutional setting. Provides training of the ARP with three levels of response, as well as the officer's role and responsibility in a disturbance. This course provides cadets the ability to coordinate an immediate tactical team response to an incident. This training contains classroom lecture and practical application.		
	Course Hours: 32		
<u>SUBJECT:</u>	ANNUAL EFFECTIVE COMMUNICATION-CAMU (EC) LMS	V1.0	BET ID 11053048
	The California Department of Corrections and Rehabilitation (CDCR) is required to effectively communicate with all inmates in its custody. This training is designed to provide an understanding of what EC is, how to identify an individual's need for EC, how to achieve EC by providing appropriate accommodations, and why it's important to recognize encounters that require EC documentation.		
	Course Hours: 1		
<u>SUBJECT:</u>	APPLICATION OF RESTRAINT GEAR	V2.2	BET ID 11055003
	This course provides cadets an overview of various types of restraint gear used by the Department. Training provides proper use of restraint gear during escorts, preventing escapes, violence and contraband. The course provides direction to cadets regarding policies and procedures related to the use of restraint gear, as it pertains to the Use of Force options and ensuring safety.		
	Course Hours: 6		
<u>SUBJECT:</u>	APPRENTICESHIP PROGRAM (CORE)	V3.1	BET ID 11055006
	This course provides the cadet with the purpose, function, and application of the Apprenticeship Program (AP). This training defines the requirements for Correctional Officers (CO) during their two-year apprenticeship and details the CO's responsibility for completing the DAS form 103-A, receiving performance evaluations, and recordkeeping responsibilities.		
	Course Hours: 1		
<u>SUBJECT:</u>	ARREST AND CONTROL	V3.6	BET ID 11055023
	This course provides cadets with the skills to perform specific self-defense moves in compliance with the California Department of Corrections and Rehabilitation (CDCR) Use of Force policy and the Commission on Peace Officer Standards and Training (POST) guidelines for arrest and control. The training provides the participants with the knowledge and skills needed to defend themselves without the use of a weapon. Cadets will learn the importance of a career-long commitment to practicing weaponless defense skills.		
	Course Hours: 16		
<u>SUBJECT:</u>	ASSIGNMENT RESPONSIBILITIES	V3.0	IST BET ID 11055005
	This lesson provides cadets with information on understanding their responsibilities and expectations of the California Department of Corrections and Rehabilitation (CDCR). Cadets need training in the fundamentals of working in a correctional environment that include: knowing what personal items are permitted and not permitted; what to look for when conducting routine security checks; understanding post orders; and the requirements prior to leaving their shifts. Failure to provide this training will jeopardize the safety and security of a facility, thus, subject CDCR to litigation.		
	Course Hours: 2		

<u>SUBJECT:</u>	CELL EXTRACTION	V3.2	BET ID 11055037
	This course provides training to cadets on the ability to remove an inmate from an area, using the reasonable force necessary to control an inmate and describes the collaborative partnership between custody, clinical, and healthcare staff during the controlled Use of Force (UOF) process. This lesson identifies the safety equipment and weaponry authorized for use during an extraction and how to conduct a cell, dorm, and yard extraction in a safe and efficient manner.		
	Course Hours: 7		
<u>SUBJECT:</u>	CHEMICAL AGENTS	V3.6	BET ID 11055038
	This course teaches cadets proper application, skills, knowledge and selecting the appropriate CDCR approved chemical agent. Instruction is provided on the importance of policies and procedures in using chemical agents and devices as use of force options. This course requires exposure to the following agents: Oleoresin Capsicum (OC), Chloracetophenone (CN), and Orthochlorobenzalmalononitrile (CS).		
	Course Hours: 10		
<u>SUBJECT:</u>	COMMUNICATION AND DE-ESCALATION TECHNIQUES (CDT)	V1.10	BET ID 11055026
	CDCR is committed to resolving conflicts at the lowest and least invasive level, avoiding the use of force. Our correctional culture values positive interactions between correctional officers and inmates and promotes the development of safe conditions in correctional settings. This lesson provides cadets with the skills and practice in rehabilitation, effective communication, and de-escalation techniques with inmates. Cadets participate in virtual scenarios utilizing the Multiple Interactive Learning Objective (MILO) simulator. In addition to the 28 hours of classroom instruction, this training is threaded throughout additional courses in the 13-week Academy.		
	Course Hours: 28		
<u>SUBJECT:</u>	CORRECTIONAL TACTICAL TRAINING	V2.1	BET ID 11055035
	Correctional peace officers are expected to maintain order, confront and control disorderly conduct, and affect the arrest of individuals who are in violation of state laws. CO's must have basic skills in unarmed self-defense to maintain the security of all persons. Failure to attain these skills may result in serious injuries and/or death.		
	Course Hours: 18		
<u>SUBJECT:</u>	CRIME SCENE AND EVIDENCE PRESERVATION	V2.1	BET ID 11055406
	This course trains cadets in the identification, processing, function of evidence in an investigation and evidence packaging through activities with practical application. Instruction is provided on preserving a crime scene, chain of custody, what constitutes a crime scene, and the four angles needed when photographing a crime scene. This course provides training that enables cadets to properly conduct themselves following an incident and aid in the investigation process.		
	Course Hours: 4		
<u>SUBJECT:</u>	DEVELOPMENTAL DISABILITY PROGRAM-CAMU (DDP) LMS	V1.0	BET ID 11053118
	This training is designed to provide a basic understanding of what the DDP is and why it is important for both inmates and staff within the California Department of Corrections and Rehabilitation. The primary objective of the DDP is to provide equal access to programs, services, and activities for inmates with developmental disabilities.		
	Course Hours: 1		

SUBJECT:	DISABILITY CULTURE	V1.0	BET ID 11060975
	Cadets must be aware of the subtle differences in communicating and interacting with inmates who are disabled. This training provides clarity on common misconceptions regarding the disabled population. By educating cadets, the California Department of Corrections and Rehabilitation (CDCR) will be more effective in providing an environment free of discrimination, and providing inmates who are disabled equal access to programs, services, and activities.		
	Course Hours: 2		
SUBJECT:	DISABILITY PLACEMENT PROGRAM-CAMU (DPP) LMS	V1.0	BET ID 11053050
	The Disability Placement Program, or DPP, is CDCR’s set of plans, policies, and procedures to ensure that inmates who have disabilities receive equal access to CDCR programs, services, and activities. The DPP also seeks to ensure inmates with disabilities are not discriminated against due to their disability.		
	Course Hours: 1		
SUBJECT:	DIVERSITY IN THE WORKPLACE	V2.0	BET ID 11058686
	To provide the cadets with the knowledge, skills, and abilities to value the differences of our diverse population, respect the individuality of all staff, offenders, and members of the public, and maintain a climate in which everyone is treated with dignity.		
	Course Hours: 2		
SUBJECT:	DRUG AND ALCOHOL AWARENESS	V2.3	BET ID 11054978
	This course instructs cadets how to identify the signs and symptoms of an inmate under the influence of drugs and alcohol, including how drugs are introduced, transported within a correctional institution and where they are commonly discovered. This training will provide an overview on how to identify drugs, inmate manufactured alcohol and the procedures for urine testing of inmates. Cadets will also learn the appropriate action to take for offenders under the influence of drugs or alcohol.		
	Course Hours: 3		
SUBJECT:	EQUAL EMPLOYMENT OPPORTUNITY AND SEXUAL HARASSMENT PREVENTION V2.6 (IST)		BET ID 11056000
	This EEO Sexual Harassment Prevention Training is mandatory for all staff members per Government Code 12950. Enrollment in this course is automatic via the associated Curriculum requirements effective January 1, 2019. After completion of this course, staff will have the knowledge, skills, and motivation to ensure discrimination, retaliation, and sexual harassment do not occur in the workplace.		
	Course Hours: 1		
SUBJECT:	EMERGENCY OPERATIONS	V3.2	BET ID 11054980
	This course teaches cadets how to respond to an institution disturbance or natural disaster in compliance with laws, rules, regulations, and policies. Also, included are the components for the CDCR’s Emergency Operations Plan, Incident Command Post, Standardized Emergency Management System, National Incident Management System, as well as the following roles and responsibilities of the Crisis Response Team, Peer Support Program, mutual aid from other institutions and from various outside agencies.		
	Course Hours: 2		

SUBJECT:	ESCAPE PREVENTION	V4.2	BET ID 11054981
	This course provides cadets with an understanding of their role in preventing escapes and how conducting inmate counts provides for the safety and security of the institutions, employees, inmates, and the public. This course covers preventive measures and a pro-active approach to decrease the possibility of an escape. Emphasis is on conducting proper security checks, searches, and identifying escape paraphernalia and escape tools. This course provides training in the steps to be taken in the event of an escape.		
	Course Hours: 2		
SUBJECT:	ETHICS	V3.1	BET ID 11054982
	This course provides training on the importance of ethical behavior and identifies unethical behavior, the code of silence, and the appropriate actions to take according to CDCR policy. The very nature of a correctional officer's job mandates a standard of ethics above what is required for the public. Ethics and code of silence training continues to be a significant part of the Department's approach in teaching cadets what to do if they observe unethical behavior.		
	Course Hours: 4		
SUBJECT:	EXPANDABLE BATON	V4.0	BET ID 11054983
	The purpose of this course is to provide cadets with the basic knowledge, skills, and abilities to use the basic self-defense weapon, expandable baton in order to maintain the security of all persons. Correctional peace officers are trained to maintain order, confront and control disorderly conduct, and effect the arrest of individuals who are in violation of state laws. Failure to attain these skills may result in serious injury and/or death. This training includes classroom lecture and practical application.		
	Course Hours: 18		
SUBJECT:	FEMALE OFFENDERS	V3.1	BET ID 11054984
	The course incorporates the "gender-responsive" approaches and strategies that incorporate the most recent knowledge and research on female offenders has shown to improve facility safety, reduce staff/offender conflict, and decrease recidivism. The Female Offender Programs and Services/Special Housing (FOPS) unit developed the services and operations to meet the goals of safety and rehabilitation to educate correctional staff to work with female offenders in an effective manner.		
	Course Hours: 1		
SUBJECT:	FIRE SAFETY (CORE)	V3.1	BET ID 11054985
	This course provides cadets with their roles and responsibilities in the fire safety plan. The training explains fire prevention techniques, dangers of smoke inhalation, fire evacuation plans and routes to be followed, as well as responsibilities pertaining to inmate/staff accountability during and after an evacuation.		
	Course Hours: 2		
SUBJECT:	FIREARMS & QUALIFICATION	V4.2	BET ID .40= 11054986 mini=11054987
	This course serves to satisfy the classroom portion of firearms familiarization and range qualifications, as outlined by the Commission on Peace Officer Standards and Training (POST) for Penal Code (PC) Section 832 required training. This course teaches cadets safety rules, nomenclature, qualification requirements, and familiarization with the operation and shooting techniques for the following weapons: -Ruger Mini-14 (24 hours with 4 in the classroom) -Glock Model 22 .40 caliber semi-automatic handgun (32 hours with 8 hours in the classroom)		
	Course Hours: 68	(24 hours of course attributed to PC 832 firearms instruction)	

SUBJECT:	FIRST AID & CPR (EMS)	BET ID 11054988
	This course provides cadets with the working knowledge of the use of Automated External Defibrillation (AED) and administering standard first aid and/or CPR to an infant, child and adult in emergencies.	
	Course Hours: 8	
SUBJECT:	IMPACT MUNITIONS AND ASSUMING AN ARMED POST	V2.4 BET ID 11054989
	This course provides training in understanding the departmental policy for deploying approved impact munitions, strengths and weaknesses of impact munitions and identifying injuries that can result from deployment of less-lethal weapons, which includes the 40mm multi launcher. Cadets will be able to perform with an inventory of weapons and munitions, as well as reading post orders upon assuming an armed post. Cadets will be able to check for weapons malfunction and be able to transition between weapons when appropriate.	
	Course Hours: 10	
SUBJECT:	INMATE COUNT	V3.3 BET ID 11055032
	This course explains the policies and procedures regarding the different types of counts a CO will conduct. This includes the steps to be taken when conducting a count, including but not limited to: Close Custody, Informal, Picture, Emergency, Out-Counts, Positive/Negative Counts, and Standing Counts. Practical applications used during this training illustrate different types of situations that may arise during counts.	
	Course Hours: 3	
SUBJECT:	INMATE DISCIPLINARY PROCESS	V3.2 BET ID 11055033
	This course provides cadets with information and skills for preventing, identifying, and reporting inmate misconduct. The training provides an overview of the classification process, the three levels of progressive discipline, and explains the steps in the disciplinary process, including professionalism, being fair, firm, consistent, and using good communication skills. The role of investigative employee and staff assistant is defined.	
	Course Hours: 4	
SUBJECT:	INMATE/STAFF INTERACTION	V3.0 BET ID 11055030
	This course provides cadets with the knowledge, skills, and abilities required in the performance of their duties to establish positive and professional interactions with inmates. Cadets will be able to determine the fine line between establishing rapport with the inmates, avoid overly familiar and/or inappropriate behavior. The course overview will give the cadets the ability to identify and react appropriately to manipulation by an inmate and be aware of the consequences of denying inmates' their rights. This lesson plan will improve the overall safety of the facilities and their communities, thereby reducing the overall costs associated with protecting the public and rehabilitating inmates.	
	Course Hours: 4	

SUBJECT:	INMATE SUICIDE PREVENTION	V1.0	BET ID 11062483
	Correctional peace officers are in a critical position to observe and identify inmates who may benefit from mental health treatment for preventing suicides and inmate self-harm. Peace officers must recognize the signs and behaviors that may lead to loss of life or serious disability. Incarcerated persons are dependent on the correctional system for medical and mental health care and suicide prevention. Withholding necessary medical or mental health care is negligent and cruel or unusual punishment, or both. CDCR is vulnerable to lawsuits based on failure to intervene and provide access to care as it is a custodial responsibility in CDCR. Failure to provide this training will result in the Department's non-compliance with a court order.		
	Course Hours: 4		
SUBJECT:	INMATE VISITING	V1.6	BET ID 11058856
	The California Department of Corrections and Rehabilitation (CDCR) recognize the rehabilitative importance of inmates maintaining healthy relationships through regular visits with their children and family members. In this lesson cadets will understand the procedures related to inmate visiting and how the approval process works.		
	Course Hours: 1		
SUBJECT:	INSTITUTIONAL REALITY BASED TRAINING		BET ID 11062929
	The Institutional Reality Based Training (IRBT) gives cadets the opportunity to observe and/or participate in the performance of correctional officer tasks in an institutional setting at the California Reality Based Training Complex (CRBTC) and learn about a “Day in the Life of a Correctional Officer”.		
	Course Hours: 40		
SUBJECT:	KEY AND TOOL CONTROL	V2.1	BET ID 11055027
	This course introduces the concept of key and tool control, and why this is essential for the safety and security of the institution: to prevent escapes, to provide consistency, and ensure accountability. Cadets will learn the steps to take when dealing with discrepancies such as keys/tools found to be broken, missing and/or unaccounted for. Additionally, this course provides training regarding disciplinary action that can result from employee negligence related to key and tool control.		
	Course Hours: 4		
SUBJECT:	LEGAL ISSUES	V3.0	BET ID 11055025
	Cadets will learn the legal issues that affect them in carrying out their duties and provide an understanding of the relationship between laws, departmental policies, and how they are both applied within an institution. Cadets will identify how due process relates to inmate classification, court action when inmates’ rights are violated and representation in inmate lawsuits.		
	Course Hours: 2		

SUBJECT:	MENTAL HEALTH SERVICES DELIVERY SYSTEM	V4.0	BET ID 11055022
	Correctional peace officers are in a critical position to observe, identify, and interact with inmates who may benefit from mental health treatment and the programs offered through the Mental Health Services Delivery System (MHSDS). They must be able to recognize the signs and symptoms of mental disorders. Furthermore, they must be aware of how to refer an inmate for mental health assessment as well as how to handle inmates in crisis within the institutional setting. In the case of Coleman, et al v. Newsom, et al (1995), the court directed the California Department of Corrections and Rehabilitation (CDCR) to provide mental health services training for all personnel having regular contact with inmates. In addition, Senate Bill 11 mandates the training of peace officers to be better prepared to recognize, deescalate, and appropriately respond to persons with mental illness. Department staffs' inability to recognize and refer mentally-disordered inmates may result in adverse outcomes for the inmate as well as potential liability for the Department.		
	Course Hours: 4		
SUBJECT:	MIRANDA RIGHTS AND COURTROOM PREPARATION	V1.0	BET ID 11062368
	The United States Constitution reserves many rights for those suspected of a crime. Some of the rights in the Constitution and the Bill of Rights include the right to an attorney and right against self-incrimination. Per Miranda v. Arizona, the Supreme Court ruled criminal suspects must be informed of the aforementioned rights. Failure to train peace officers may result in violations of suspects' rights and could ultimately lead to litigation.		
	Course Hours: 1		
SUBJECT:	OFFENDER GRIEVANCE AND APPEAL OVERVIEW (CORE)	V3.1	BET ID 11062189
	This course facilitates understanding the importance of the offender grievance and appeal process and the cadet's role in resolving offender claims at the lowest possible level. The cadet will have reasonable knowledge of how the grievance and appeal process works and be able to provide direction to the offender population related to the grievance and appeal process.		
	Course Hours: 1		
SUBJECT:	ORIENTATION TO CDCR (CORE)	V3.3	BET ID 11056153
	This course provides a broad overview of the various adult and juvenile facilities, and parole operations. The cadets will have an understanding of the wide range of offender housing types, custody security levels, treatment programs, and academic/vocational services.		
	Course Hours: 1		
SUBJECT:	PC 832 ARREST LEARNING DOMAINS (11/2020)		BET ID 11055017
	The Commission on Peace Officer Standards and Training (POST) was established by the Legislature in 1959 to set minimum selection and training standards for California correctional peace officers. This section covers the following POST Learning Domains: Leadership, Professionalism, and Ethics, Criminal Justice System, Principled Policing in the Community, Introduction to Criminal Law, Laws of Arrest, Search and Seizure, Presentation of Evidence, Investigative Report Writing, Use of Force Skills/De-Escalation, Crime Scenes, Evidence, and Forensics, Arrest and Control, Firearms, Crimes Against the Justice System and Cultural Diversity/Discrimination.		
	Course Hours: 26		

<u>SUBJECT:</u>	PEACE OFFICER BILL OF RIGHTS AND OFFICE OF INTERNAL AFFAIRS AND THE DISCIPLINARY PROCESS (CORE)	V3.2	BET ID 11055016
	This course is an introduction and overview of the Peace Officers Bill of Rights (POBOR) and the Office of Internal Affairs (OIA) and its composition. The training provides cadets with an understanding of the peace officers due process if under investigation, how it applies to their position, and the role of CDCR and OIA in relation to correctional peace officers. Professionalism, basic responsibility, conduct, and ethics are all discussed, as well as the reporting of misconduct and the various types of disciplinary action an employee may undergo or be faced with when involved in an investigation.		
	Course Hours: 2		
<u>SUBJECT:</u>	PHYSICAL TRAINING (CORE)	V4.1	BET ID 11055019
	This lesson increases the cadet's level of strength, muscular endurance, cardiovascular endurance, coordination, and flexibility. The Physical Fitness Training Test (PFTT) is administered with the goal of cadets completing it within the allotted time. A portion of the lesson is dedicated to provide training and application of yoga and meditation techniques. Yoga and meditation have shown to drastically reduce stress, and can be a valuable tool in improving health and wellness. Working in a correctional environment can be extremely stressful; therefore, providing cadets with a means for coping with stress can be a great benefit to the employee		
	Course Hours: 20.5		
<u>SUBJECT:</u>	PREVENTION OF INFECTIOUS DISEASES	V3.0	BET ID 11055015
	This course is designed to provide training to ensure cadets can protect themselves from occupational exposure to blood borne diseases, and if exposed, will know the immediate steps to take to minimize the possibility of becoming infected. Cadets will obtain the information and basic skills necessary to protect themselves and their coworkers from exposure to and contamination from blood borne pathogens, as well as other infectious diseases and skin infections.		
	Course Hours: 4		
<u>SUBJECT:</u>	PRISON RAPE ELIMINATION ACT	V2.1	BET ID 11055014
	This course provides training on CDCR's Prison Rape Elimination Act (PREA) policy which provides guidelines for the prevention, detection, response, investigation, community re-entry, and tracking of offender sexual assaults and sexual misconduct between offenders and/or staff and offenders.		
	Course Hours: 2		
<u>SUBJECT:</u>	PROCEDURAL JUSTICE	V1.1	BET ID 11059020
	This lesson reinforces the importance of fair dealings with inmates and their families. Knowledge in this area is important because there is a direct correlation between correctional officer' actions, and the public/ inmate view of law enforcement. Implementation of this concept creates a professional and safe correctional environment for all staff and inmates.		
	Course Hours: 1		
<u>SUBJECT:</u>	"R" IN CDCR - PART 1	V1.2	BET ID 11055012
	This course will provide an overview of the Division of Rehabilitative Programs (DRP) to include how rehabilitation pertains to the correctional process, the importance of rehabilitation, programs offered by DRP, different treatment methods, and the process for identifying offenders.		
	Course Hours: 2		

SUBJECT:	"R" IN CDCR - PART 2		V1.1	BET ID 11055013
	The course will provide training on the role of a CO in the offender rehabilitation process. Training includes information regarding the components of a CDCR Reentry Hub and the programs offered by the Community and Reentry Services Unit within DRP.			
	Course Hours: 2			
SUBJECT:	RADIO COMMUNICATIONS AND ALARM DEVICES		V2.2	BET ID 11055011
	This course provides cadets with an understanding of the CDCR's policies and procedures regarding the use of radio communications and alarm devices. Provides cadets with instruction on how to operate and communicate with radios during emergency and non-emergency situations.			
	Course Hours: 4			
SUBJECT:	REPORT WRITING		V2.9	BET ID 11055010
	This course provides an understanding of how to properly document information regarding incidents, prepare for the possibility of serving as witnesses and giving testimony in court. This lesson ensures cadets understand the importance of effective writing in a correctional setting, grammar, punctuation, and the principles of clear written communication.			
	Course Hours: 20	(2 hours of course attributed to PC 832 Arrest LD#18 Investigative Report Writing)		
SUBJECT:	RESTRICTED HOUSING		V1.6	BET ID 11059022
	Restricted housing is a course developed to familiarize cadets with the procedures, missions and protocols of working in a Restrictive Housing Unit (RHU). A scenario is performed with an overview that educates cadets with the requirements to ensure the safety of all employees and inmates in an RHU. Furthermore, due to the nature of RHU's, officers need to comprehend an inmate's due process rights according to California Department of Corrections and Rehabilitation (CDCR) policy.			
	Course Hours: 2			
SUBJECT:	SEARCHES AND INMATE PROPERTY		V3.8	BET ID 11055009
	This course trains cadets on the knowledge, skills, and abilities in effectively search inmates, understand the policies governing inmate property and conduct a systematic cell search utilizing the Cell Search Receipt. Cadets will identify personal protective equipment used to conduct three types of body searches.			
	Course Hours: 12	(2 hours of course attributed to PC 832 Arrest)		
SUBJECT:	SECURITY THREAT GROUP MANAGEMENT		V2.3	BET ID 11055007
	The Security Threat Group (STG) policy defines staff responsibilities and establishes a uniform process for the prevention, identification, interdiction, and management of STG's and individual affiliations within CDCR. This course provides training regarding addressing levels, membership and criteria needed to validate an inmate of STG.			
	Course Hours: 6			
SUBJECT:	STAFF RIGHTS		V1.1	BET ID 11058754
	This course provides training about the Information Practices Act (IPA) and how it applies to cadets, Department personnel, and inmates. Cadets will receive an overview of the Department's rules and the California Code of Regulations (CCR) Title 15, in order to protect the privacy and safety of individuals.			
	Course Hours: 1			

<u>SUBJECT:</u>	STAFF SUICIDE AWARENESS (IST)	V3.0	BET ID 11055004
	This course teaches cadets the importance of suicide awareness to reduce employee suicides and attempted suicides within CDCR by educating and training staff. This training assists staff in their identifying potential crisis indicators of those who may be in need, and provides resources to work through any personal or professional issues.		
	Course Hours: 1		
<u>SUBJECT:</u>	STRATEGIC OFFENDER MANAGEMENT SYSTEM OVERVIEW MODULE I	V1.2	BET ID 11058563
	This course will introduce cadets to the Strategic Offender Management System (SOMS). This training provides instruction and hands on application allowing cadets to acquire the knowledge and skills in locating inmate records and reviewing relevant inmate synopsis data; conducting counts and creating out counts; recording inmates' program participation, movement within the prison; and documenting inmate discipline.		
	Course Hours: 2		
<u>SUBJECT:</u>	STRATEGIC OFFENDER MANAGEMENT SYSTEM OVERVIEW MODULE II	V1.1	BET ID 11059025
	This course will follow up on the processes including locating inmate records and reviewing relevant inmate synopsis data; conducting counts and creating out counts; recording inmates' program participation, movement within the prison; and documenting inmate discipline. SOMS is integrated into many of the basic job functions of correctional peace officers and understanding this integration is necessary for completing their daily duties.		
	Course Hours: 1		
<u>SUBJECT:</u>	STRESS RESILIENCY FOR THE CORRECTIONAL ENVIRONMENT (EAP/PSP)	V3.1	BET ID 11062841
	This course introduces cadets to awareness, understanding, and identifying the inherent stressors and potential negative effects of working in a correctional environment. This lesson provides education regarding resiliency concepts, coping strategies, and resources to mitigate the negative effects of stress.		
	Course Hours: 3		
<u>SUBJECT:</u>	TRANSPORTATION OF INMATES	V2.7	BET ID 11055000
	This course provides cadets with the skills and abilities to provide safe, secure, and humane transportation of inmates to medical services, court appearances, institutional facility transfers (internal and external) and parole release. This training will also provide the entry-level CO with the knowledge to keep inmates, themselves, and the public safe during the transportation process.		
	Course Hours: 4		

SUBJECT:	USE OF FORCE	V4.5	BET ID 11054923
	This course will introduce cadets to the policies, procedures, and legal ramifications associated with the Use of Force. This lesson has been designed to provide cadets the tools necessary to determine the appropriate steps to take when use of force is necessary and unavoidable. The goal of this lesson is to create an atmosphere within the Department where minimal and reasonable force is used to maintain the safety and security of inmates, staff, and the institution. Training utilizes extensive scenarios and videos that provide cadet situations in which they must use discretionary decision-making, in determining appropriate use of force options.		
	Course Hours: 8		
SUBJECT:	VICTIMS OF CRIME	V2.2	BET ID 11054922
	This lesson provides cadets with basic knowledge of the impact of crime on victims, their responsibilities as they pertain to child victimization, domestic violence, and services available from the Department. Cadets learn the basic information on reporting requirements for child victimization and mandated reporting.		
	Course Hours: 1		
SUBJECT:	WEAPON RETENTION	V1.2	BET ID 11060980
	This lesson provides cadets with the physical skills needed to defend themselves against an attack requiring non-conventional force. This course is divided into two critical skill sets including: ground weapon recovery and weapon retention for the handgun.		
	Course Hours: 4		
SUBJECT:	WORKPLACE HEALTH AND SAFETY	V2.4	BET ID 11054921
	The goal of this course is to ensure that cadets are able to perform their duties in a healthy, safe, and secure work environment. Cadets will receive training to ensure that safety practices are followed, and the importance of reporting and correcting unsafe workplace conditions, by reporting accidents, and acting as a safety role model using proper safety equipment.		
	Course Hours: 4		
	HOURS SUBTOTAL : 460.5		
	ADDITIONAL TRAINING (INFORMATIONAL)		
SUBJECT:	CCPOA		
	A presentation by the California Correctional Peace Officers Association (CCPOA) explaining CCPOA’s mission and the POBOR.		
	Course Hours: 2		
SUBJECT:	COMPANY MEETINGS AND EVALUATIONS		
	Several company meetings are held with cadets which allows time to address any issues/concerns they may have regarding the academy and perform evaluations.		
	Course Hours: 14.5		
SUBJECT:	DIVISION OF ADULT INSTITUTIONS PRESENTATION		
	A presentation by the Director of DAI or their designee. Topics include professionalism, expectations, and an in depth discussion of the departmental disciplinary matrix.		
	Course Hours: 1		
SUBJECT:	EMERGENCY OPERATIONS UNIT PRESENTATION		
	The Office of Correctional Safety (OCS), Emergency Operations Unit (EOU) presents an overview of the California Department of Corrections and Rehabilitation Crisis Response Teams (CRT). The EOU discusses the		

	mission, capabilities, structure, training and minimum qualification requirements of the CRT.
	Course Hours: 1
SUBJECT:	EXAMS
	Major exams are administered, including the 2-hour PC 832 Arrest Course exam, per POST requirements, and covers the courses presented to the cadet during each week of instruction.
	Course Hours: 8
SUBJECT:	GRADUATION & PRACTICE
	This block of time is utilized for the cadet check-out process, inspection, graduation practice, and equipment return and graduation ceremony.
	Course Hours: 11
SUBJECT:	ORIENTATION/REGISTRATION
	This period is devoted to the intake process of new cadet arrivals, distribution of curriculum (laptops), uniform necessities, linens, and housing/living quarter assignments. This time also allows for the processing and completion of necessary paperwork.
	Course Hours: 21
SUBJECT:	OFFICERS GIVE HOPE
	This presentation is a multi-agency public safety effort dedicated to hosting marrow donor drives in the hopes of finding a match for those patients awaiting a life-saving transplant.
	Course Hours: 1
	HOURS SUBTOTAL : 59.5
	HOURS TOTAL : 520

J. Carnes
Curriculum Lieutenant

Date

G. Petty
Correctional Captain

Date

J. SPAICH
Academy Administrator

Date



BASIC PAROLE AGENT ACADEMY
CLASS SYNOPSIS
ACADEMY CLASS 3-21-P

April 12, 2021 – June 25, 2021

OVERVIEW

The Division of Adult Parole Operations (DAPO) sponsors a **11-week** training program for individuals entering into the Parole Agent classification. Upon graduation from the Basic Parole Agent Academy (BPAA), Parole Agents will be assigned to one of California's parole units to assist in protecting and securing the safety of the public while supervising parolees in the community.

It is our motivation to provide a training program that ensures that those individuals attending the Basic Parole Agent Academy gain the fundamental knowledge, skills, and abilities that are necessary to work with the community and provide guidance to the parolee to successfully re-integrate back into the community. This training includes core courses that teach essential skills to individuals that are applicable when working in the community, as well as specialized caseloads specific to the duties in the Parole Agent classification.

The BPAA is committed to the mission of the California Department of Corrections and Rehabilitation by enhancing public safety through safe and secure incarceration, and rehabilitative strategies to successfully reintegrate parolees into our communities.

BASIC PAROLE AGENT ACADEMY

ACADEMY ADMINISTRATION

**Martin Verducci, Parole
Administrator
*Academy Administrator (A)***

**Michael Trujillo, PAIII
*Academy Commander***

Course Curricula – 451 Total Hours

Modular III Courses

SUBJECT: LEARNING DOMAIN 00: INTRODUCTION TO THE BASIC ACADEMY (MOD III COURSE)

BET ID: 11058014 (MOD III Version 1.1)

The primary mission of basic training is to prepare students mentally, morally, and physically to advance into a field training program, assume the responsibilities, and execute the duties of a peace officer in society. Throughout your training and career, an army of instructors, field trainers, supervisors, and managers will strive to help you reach your highest professional potential. We will explore these four aspects of policing excellence later in this publication. For now, an overview of the essential definitions should be sufficient.

1. Good character - Ethical and moral strength demonstrated by six virtues: trustworthiness, respect, responsibility, fairness, caring, and good citizenship.
2. Proficiency - A high level of competence demonstrated, by the knowledge, skills, abilities, and judgment necessary for the exemplary performance of all aspects of the policing mission.
3. Professionalism - Professionalism is demonstrated by the pursuit of the policing mission with honor, courage, composure, competence, and respect in a manner that upholds the highest standards of policing ethics, displays a commitment to continual self-improvement, and generates public trust, respect, and confidence.
4. Leadership - Demonstrated by the ability to improve a situation or achieve a socially positive change by influencing the way others think and act and by the ability to take command of a situation.

Course Hours: 4

SUBJECT: LEARNING DOMAIN 1: LEADERSHIP, PROFESSIONALISM & ETHICS (MOD III COURSE) BET ID: 11055598 (MOD III Version 5.6)

Parole agents are expected to be leaders in the community, in their agencies, and among peers. To be effective, parole agents must understand the components of leadership, their responsibility to lead, and the impact of their leadership.

Course Hours: 8

SUBJECT: LEARNING DOMAIN 2: CRIMINAL JUSTICE SYSTEM (MOD III COURSE)

BET ID: 11055602 (MOD III Version 6.4)

To be effective leaders, peace officers must be aware of the constitutional rights of all individuals within the United States, regardless of citizenship status, and the role the criminal justice system has in protecting those rights. This course will focus on the three components of the criminal justice system; law enforcement, judicial system, and the corrections.

Course Hours: 2

SUBJECT: LEARNING DOMAIN 3: POLICING IN THE COMMUNITY (MOD III COURSE)

BET ID: 11055587 (MOD III Version 5.1)

Peace officers have a responsibility to serve their communities on many levels through enforcement, education, and problem solving. The philosophy and strategies of community partnership are not new to law enforcement, but the need to constantly rethink these ideas and to reaffirm the positive nature of law enforcement and community working together is every agent's responsibility. In an atmosphere of partnership, the "we together" must replace "us vs. them" mentality. The challenge to leadership is to find the "we together." Even though specialized units can be created to work on problems, it is the responsibility of everyone to find ways to engage the community, and improve the quality of life.

Course Hours: 6

SUBJECT: LEARNING DOMAIN 5: INTRODUCTION TO CRIMINAL LAW (MOD III COURSE)

BET ID: 11055594 (MOD III Version 5.6)

Parole agents must understand the origins of current law to know the role of law enforcement today. Parole agents must know the nuances of the written law in order to correctly interpret the law. The parole agents will be able to identify the relationships among Constitutional Law, Statutory Law, and Case.

Course Hours: 4

SUBJECT: LEARNING DOMAIN 15: LAWS OF ARREST (MOD III COURSE)

BET ID: 11055596 (MOD III Version 4.13)

Among the duties facing a parole agent, the most potentially dangerous and legally complex are detention, apprehension, or arrest. The variety of elements which govern and limit arrest procedures mean that parole agents must be astute in their understanding of what is legal and proper. During the procedures, parole agents must comply with a myriad of laws, court rulings, and Departmental policies; and safeguard the lives and well-being of those involved. Improper or illegal arrest put agents and the other agencies involved at-risk to civil and criminal liability as well as serious Departmental sanctions.

Course Hours: 5

SUBJECT: LEARNING DOMAIN 16: SEARCH AND SEIZURE (MOD III COURSE)

BET ID: 11055919 (MOD III Version 4.8)

Parole Agents must have a clear understanding of their authority, responsibility, and potential for liability in the areas of search and seizure law. They must also be aware of the protections provided by the constitutional law, statutory law, and case law against unreasonable searches and seizures.

Course Hours: 4

SUBJECT: LEARNING DOMAIN 17: PRESENTATION OF EVIDENCE (MOD III COURSE)

BET ID: 11055633 (MOD III Version 5.4)

Evidence is information presented in court to prove or help prove a point. Its overall intent is to enable the court/jury to objectively decide if a defendant is guilty or not guilty, or, in some instances, to help the court decide what sentence will be given to a convicted criminal. The Parole agent will be able identify which evidence will be admissible in court.

Course Hours: 2

SUBJECT: LEARNING DOMAIN 18: INVESTIGATIVE REPORT WRITING (MOD III COURSE)

BET ID: 11055632 (BPAA Version 1.0, MOD III Version 3.3)

Writing reports is a critical function of the parole agent classification. The parole agent must document behavior and at any time during the period of parole have the ability to determine probable cause if believed the parolee is violating any term or condition of his or her parole. This lesson will assist parole agents on how to request a warrant, recall a warrant, and process a technical parole and/or law violation as a referral for a remedial sanction or referral for a petition for revocation to the local court including the format and content from the date of discovery to the final disposition. A parole agent's ability to clearly document the facts and activities of an investigation not only reflects on the officer's own professionalism, but also on the ability of the justice system to prosecute the criminal case. Failure to provide the information in this lesson may subject both the individual agent and the Department to criminal and/or civil liability.

Course Hours: 8

SUBJECT: LEARNING DOMAIN 19: VEHICLE OPERATIONS (MOD III COURSE)

BET ID: 11058155 (MOD III Version 6.3)

Parole Agents need to know the importance of defensive driving principles and techniques in order to develop safe driving habits. This training focuses on the law enforcement vehicle collisions and the Parole Agents legal responsibilities while operating a law enforcement vehicle. Safe driving habits can reduce risk of collision and injury. Parole Agents have a duty to drive in an exemplary manner, as other drivers' attitudes toward law enforcement and their own driving can be affected by how peace officers drive.

Course Hours: 8

SUBJECT: LEARNING DOMAIN 20: USE OF FORCE/DE-ESCALATION (MOD III COURSE)

BET ID: 11055669 (IST Version 2.4, MOD III Version 5.3)

Parole Agents must recognize that they have the authority to use reasonable force to affect an arrest, to prevent escape, or to overcome resistance as authorized by the California Penal Code. For their safety, and for the safety and well-being of fellow officers, it is critical that peace officers know the laws governing the use of force. Community members want their officers to possess the skills necessary to subdue violent and dangerous subjects. They also want officers to use these skills to apply only the amount of force that is reasonable to affect an arrest, to overcome resistance, or to prevent escape. Force should never be used to punish subjects. In the American criminal justice system, punishment in the form of judgments is the sole responsibility of the courts.

Course Hours: 9

SUBJECT: LEARNING DOMAIN 28: TRAFFIC ENFORCEMENT (MOD III COURSE) **BET ID: 11058153 (MOD III Version 6.5)**

Parole Agents must know the principles of traffic law set forth in the California Vehicle Code to carry out their responsibilities in traffic enforcement. This course focuses on the basic concepts of traffic law. Traffic in California is more complex and voluminous than any other state and most nations. This presents a challenging environment for peace officers who are responsible for enforcing the traffic laws. Traffic law enforcement begins with knowing what constitutes a violation of the California Vehicle Code. Parole Agents must study the Vehicle Code to learn what types of conduct and conditions are violations. Recognition of the unlawful acts or conditions is only the first step. When writing a citation, the peace officer must identify the particular section and subsections of the Vehicle Code that have been violated.

Course Hours: 2

SUBJECT: LEARNING DOMAIN 30: CRIME SCENE, EVIDENCE, AND FORENSICS (MOD III COURSE) **BET ID: 11055600 (MOD III Version 5.0)**

Peace officers must have a general understanding of the total range of basic criminal investigation procedures in order to make the appropriate decisions regarding the identification and preservation of evidence at the scene of a crime. This course will focus on the steps of a preliminary criminal investigation and the basic methods that may be used for identifying the location of evidence at a crime scene.

Course Hours: 2

SUBJECT: LEARNING DOMAIN 31: CUSTODY (MOD III COURSE)

BET ID: Pending (MOD III Version 6.5)

Peace officers must know their responsibilities and liabilities for the care, custody, and safety of prisoners while ensuring their constitutional and statutory rights. This chapter focuses on the statutory, civil, and constitutional rights afforded to prisoners who are in the custody of law enforcement officers. Refer to the following chart for specific topics. Peace officers who have custody of arrested persons are lawfully responsible for the care and safekeeping of those individuals.

Course Hours: 2

SUBJECT: LEARNING DOMAIN 33: Arrest and Control (MOD III COURSE)

BET ID: 11055627 (BPAA – PAROLE AGENT SAFETY & TACTICS Version 1.1, MOD III Version 5.0), QUAL ID: 10602076

This lesson has been developed to train newly hired parole agents as well as certify incumbent parole agents for the instruction and supervision of the safe use of Parole Agent Safety Tactics (PAST) class. Many parolees are aggressive and often violent. This requires parole agents to be knowledgeable and proficient in the retention of firearms, have the basic skills in unarmed self-defense to disarm parolees, utilizing control holds and proper handcuffing techniques. This lesson is designed to teach those basic skills, thereby reducing the overall costs associated with protecting the public and rehabilitating parolees. Failure to provide this training may result in unnecessary injury or death in dangerous situations.

Course Hours: 32 (30 hours of instruction and 2 hours for test)

SUBJECT: LEARNING DOMAIN 34: FIRST AID/CPR/AED (MOD III COURSE)

BET ID: 11055592 (MOD III Version 6.1)

Parole Agents will be utilizing CPR and AED during the course of their job related duties. This course is OSHA compliant and is approved by federal, state, municipal and private/nonprofit organization. This course is taught by a certified DAPO instructor with the EMS Safety, Teaching Skills for Life.

Course Hours: 21

SUBJECT: LEARNING DOMAIN 35: FIREARMS TRAINING AND QUALIFICATION (MOD III COURSE)

BET ID: 11055618 (BPAA Version 2.0, MOD III Version 2.5)

QUAL ID: 10602077

Parole agents are armed per California Penal Code (PC) 830.5 and California Department of Corrections and Rehabilitation (CDCR)/Division of Adult Parole Operations (DAPO) policy. It is necessary parole agents have the knowledge and skills to be a qualified shooter with the Glock 19, 9mm semi-automatic pistol for compliance with Peace Officers Standards and Training (POST) requirements and CDCR/DAPO firearm policy. This course focuses on the rules of range safety and the proper handling and shooting of the above-referenced firearm. Failure to attend and complete this course satisfactorily will result in rejection from the Adult Parole Agent Academy. All parole agents hired after 1/1/1988 are mandated to be armed, and per PC Section 830.5, must qualify quarterly.

Course Hours: 30 (28 hours of instruction & 2 hours for test)

SUBJECT: LEARNING DOMAIN 35: CHEMICAL AGENTS (MOD III COURSE)

BET ID: 11055583 (BPAA Version 2.0, MOD III Version 2.5)

This is an 8-hour lesson that has been designed to provide a working knowledge of the use of chemical agents while working as a Parole Agent for the CDCR. This lesson will consist of lecture and exercises to develop your knowledge and skills of when to use chemical agents in your position as a Parole Agent. Chemical agents are one of the tools in the use of force arsenal and are subject to the policy and procedures you learn in classes taken on the Use of Force and the Parole Agent Safety and Tactical Training (PAST). As a Parole Agent, it is your responsibility to ensure that if force is needed, it complies with the law, Department policy, and is appropriate for the situation.

Course Hours: 8

SUBJECT: LEARNING DOMAIN 36: INFORMATION SYSTEMS (MOD III COURSE)

BET ID: 11055577 (MOD III Version 3.6)

The typical tasks of a parole agent require the need to collect, evaluate, retrieve and disseminate personal, non-personal, non-confidential, and confidential information. The parole agent must be able to perform these duties in a legal and ethical manner in accordance with the law and United States Constitution. Failure to inform parole agents of laws and regulations surrounding the confidentiality of certain information could result in civil and criminal liabilities toward the employee and the California Department of Corrections and Rehabilitation (CDCR).

Course Hours: 2

SUBJECT: LEARNING DOMAIN 39: CRIMES AGAINST THE JUSTICE SYSTEM (MOD III COURSE)

BET ID: 11055601 (MOD III Version 5.8)

Parole agents will learn how to establish probable cause to arrest and prosecute suspects. This calls upon parole agents to recall the crime elements required to make an arrest for crimes that obstruct law enforcement in their duties and correctly categorize these crimes as felonies or misdemeanors.

Course Hours: 1

SUBJECT: LEARNING DOMAIN 42: CULTURAL DIVERSITY/DISCRIMINATION (MOD III COURSE)

BET ID: 11056579 (MOD III Version 6.5)

Peace officers need to recognize and respect the complexities of cultural diversity in order to develop the skills necessary for identifying and responding to California's changing communities.

Course Hours: 1

Division of Adult Parole Operations Courses

SUBJECT: ACTIVE SHOOTER

BET ID: 11055425 (Pending)

This lesson is designed to give parole agents the basic understanding of roles and responsibilities during an active shooter response. This course will provide the course participant with a simple, standard set of skills, enabling them to save as many lives as possible when responding to an active shooter incident. This course will also give students a brief overview on the latest trends, concepts, and principles that enable an effective active shooter response.

Course Hours: 5

SUBJECT: ARMSTRONG: REMEDIAL PLAN

BET ID: 11053050 (BPAA Version 2.2)

This lesson provides the parole agent with the basic information necessary to meet the requirements of the Americans with Disability Act, the Armstrong Remedial Plan and related court orders. As they continue with the academy, the agents will obtain the supportive information in the Disability and Effective Communication System, Clark, Behavioral Health Reintegration and Mental Health Program lessons.

Course Hours: 5

SUBJECT: AUTHORIZED USE AND OPERATION OF A STATE VEHICLE

BET CODE: 11055551 (BPAA Version 2.0)

All California Department of Corrections and Rehabilitation (CDCR), Division of Adult Parole Operations (DAPO) staff are responsible for adhering to the State vehicle fleet rules as indicated in the Department of General Services (DGS). Office of Fleet and Asset Management (OFAM) Handbook, the State Administrative Manual (SAM), the lesson will in part emphasize that State vehicles shall be used only for conducting official State business.

Course Hours: 1

SUBJECT: BATON/EXPANDABLE

BET ID: 11055581 (BPAA Version 1.0)

The Expandable Baton (EB) has been determined by the California Department of Corrections and Rehabilitation (CDCR) to be a basic self-defense weapon for use in both the institutional and parole setting. In order to ensure parole agents maintain a satisfactory skill level after graduation, the CDCR requires each parole agent to participate in annual requalification training on the EB. The purpose of this class is to provide students with the basic knowledge, skills, and abilities to properly use the expandable baton prior to their deployment to the field.

Course Hours: 4

SUBJECT: CALIFORNIA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEMS (CLETS) BET ID: 11055585 (BPAA-CLETS 1.0)

The California Law Enforcement Telecommunications System (CLETS) will provide all law

enforcement user agencies with the capability of obtaining information directly from federal, state and local computerized information files. In addition, the system will provide fast and efficient point to point delivery of messages between agencies. CLETS is a cooperative service whereby the State provides central switching equipment, personnel to staff the switching center, and sufficient circuitry from the switching center to such locations as authorized by law (one location in each county) to handle law enforcement message traffic. Circuitry and terminal equipment to extend beyond, or other than, the CLETS termination point in each county will be provided by client agencies.

Course Hours: 4

**SUBJECT: CALIFORNIA PAROLE SUPERVISION AND REINTEGRATION MODEL
CPSRM - Introduction, Phase I, Phase II (CPSRM)**

BET ID: 11055593 (BPAA Version 2.0)

Parole agents supervise various types of parolees in the community. Through the application of controls and provision of services, the parole agents will help to create favorable conditions for the parolee's successful adjustment into the community. The parole agents will utilize evidence-based practices that enhance public safety through long-term positive behavioral change. The California Parole Supervision and Reintegration Model (CPSRM) course will describe how to perform individual supervision tasks, how to complete forms for each process, practical exercises completing forms based on scenarios, videos and role- playing exercises to reinforce lesson content.

Course Hours: 16

SUBJECT: CASE MANAGEMENT SKILLS (Sacramento State Lesson Plans)

BET ID: 11056583 (Version –pending)

Sacramento State University faculty will develop and deliver this training at the parole agent academies which will incorporate lecture/instruction, small group work, discussions, and experimental learning activities. Curricula will focus on the recommended topics listed below:

- 1) Case Management - Teaches practical skills related to engaging the offender in the treatment process, assessing needs, developing a case plan, linking the offender with appropriate services, monitoring progress, intervening with sanctions when necessary, and advocating as needed.
- 2) Motivational Interviewing – Reinforces goal-oriented, client-centered communication style for eliciting behavior change by helping offenders to explore and resolve ambivalence.
- 3) Person in Environment/Family Systems Theory and Approaches - Involving pro-social networks at every stage of the supervision process improves outcomes, allows the parolee's family and community support networks to participate in the rehabilitative efforts. This approach builds a strong foundation for ongoing success beyond the parole period.
- 4) Active Listening Skills – Teaches the communication technique used in counseling, training, and conflict resolution. It requires that the listener fully concentrate, understand, respond and then remember what is being said.
- 5) Chemical Dependency Assessment/Referral – Assists in recognizing substance

abuse issues and reduces barriers, both internal and external, that impede admission to treatment.

- 6) Crisis Intervention/Mental Health Assessment/Referral – Focuses on understanding the role an agent plays and strategies used to recognize emotional, mental, physical, and behavioral distress and to offer the appropriate assistance and referrals.
- 7) Behavioral Contracting – Introduces the concept of contingency management and its applications in attempting to curb undesirable habits or behavior.
- 8) Problem Solving Techniques - Seeks to build on the problem-solving approaches that involve analyzing problems and tailoring strategies to prevent future re- offending and developing long-term solutions.
- 9) Transference or Counter-transference - Defines transference and counter-transference, identifies how both may occur between offender, agent, and the family system, and provides creative skills to manage in community corrections.

Course Hours: 72 (the 8-hour Principled Policing course is part of this curriculum - 80 hours)

SUBJECT: COMMUNICATION DE-ESCALATION TECHNIQUES

BET ID: 11055586 (BPAA Version 1.5)

DAPO is committed to resolving conflicts at the lowest and least invasive level, avoiding the use of force. Positive interaction between Parole Agents and parolees promotes the development of safe conditions in the community. This lesson provides students with the skills and practice for effective communication and de-escalation techniques designed to prevent situations from escalating.

Course Hours: 2

SUBJECT: COMPAS

BET ID: 11055588 (BPAA Version 1.0)

The Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Risk and Needs assessment tool has been selected by the California Department of Corrections and Rehabilitation to effectively record, monitor, and direct resources, utilizing modern information technology. COMPAS utilizes proven scientifically based information and statistics to create a Risk and Needs assessment which will be utilized to determine an inmates risk to recidivate, and to assist agencies in determining an inmate's criminogenic needs. In turn, this will allow parole agents to respond effectively to changes, and appropriately refer parolees to programs which will effectively assist in the reduction of California's recidivism rates.

Course Hours: 5

SUBJECT: COURT ROOM DEMEANOR

BET ID: 11053957 (BPAA Version 2.0)(Course Code A7813)

This class is designed to help prepare the parole agent for appearing in court. It will provide the information needed to carry out the core tasks related to the court revocation process. The course will focus on the knowledge, skills, and abilities needed by parole agents to prepare in testifying in the court of law. Failure to perform these tasks in a professional

manner could result negatively on the parole agent and the department, resulting in parolees not being held accountable for their behavior.

Course Hours: 2

SUBJECT: CRIMINAL THREAT GROUPS

BET ID: 11055604 (BPAA Version 2.0)

Parole agents supervise various types of parolees in the community. Parolees who are gang members, or are affiliated with gang members, require specialized supervision and control. Agents need the knowledge and skills to effectively identify and supervise these parolees, and to work effectively with specialized law enforcement gang units. Failure to provide this training and information could jeopardize the agents' safety while performing parole agent duties in the community.

Course Hours: 4

SUBJECT: DISABILITY and EFFECTIVE COMMUNICATION SYSTEM (DECS)

BET ID: 11055606 (BPAA Version 2.0)

The Disability and Effective Communication System was developed in response to a revised permanent injunction issued by the Federal District Court in the case of Armstrong vs. Brown, also known as the Armstrong Remedial Plan (ARP). The ARP requires the California Department of Corrections and Rehabilitation to ensure inmates and parolees due process rights by identifying and accommodating their disability and effective communication needs in a timely manner throughout every parole proceeding. To support compliance with the court order, Disability and Effective Communication System provides a single, statewide database of American with Disabilities Act/Effective Communication (ADA/EC) information. The system allows CDCR's DAPO staff to track inmates and parolees who has disabilities and/or communication assistance needs.

Course Hours: 2

SUBJECT: DISCRETIONARY DECISION MAKING

BET ID: 11055607 (BPAA Version 2.0)

Parole agents must be sensitive and respectful of the Department's diverse environment. This lesson focuses on the knowledge, skills and abilities parole agents need for effective case management and supervision of parolees in accordance with the Department's policy on cultural diversity. Failure to provide this training could result in civil liability against the Department and employees.

Course Hours: 2

SUBJECT: INTEGRATED SUBSTANCE USE DISORDER TREATMENT (ISUDT)

BET ID: 11060922 (BPAA Version 1.0)(Powerpoint training)

CDCR's Division of Rehabilitative Programs (DRP) along with DAPO will present an overview of the Integrated Substance Use Disorder Treatment (ISUDT) for BPAA students. ISUDT program overview provides the students a basic introduction and understanding of an integrated approach to treating substance use disorders (SUD) and the impact it will have across all institutions and community corrections. Due to the implementation of the

ISUDT, it is imperative that all staff at all levels understand their role in ensuring that individuals who have a SUD are effectively treated and receive the care they need.

Course Hours: 1

SUBJECT: DOMESTIC VIOLENCE

BET ID: 11055610 (BPAA Version 2.0)

Domestic violence is one of the most common crimes that law enforcement officers encounter. Parole agents need the knowledge and ability to understand the dynamics of violence within the family so that they can effectively supervise, address treatment needs, and intervene when necessary. It is a parole agent's duty to protect victims in accordance with the DAPO policies, as well as follow the guidelines outlined in California Penal Code, Section 13519, which states, "The course or courses of instruction and the guidelines shall stress enforcement of criminal laws in domestic violence situations, availability of civil remedies and community resources, and protection of the victim." Failure to provide the lesson could jeopardize public safety.

Course Hours: 4

SUBJECT: DRUG ID, USE AND ABUSE

BET ID: 11055611 (BPAA Version: 1.1)

One of a parole agent's primary functions includes supervising parolees who are biologically dependent on drugs. Parole agents must be able to identify behavior characteristics unique to each drug abuser in order to effectively supervise them in accordance with the law and DAPO's policies. This lesson provides parole agents critical information on each of the five major drugs of use and abuse.

Course Hours: 4

SUBJECT: ELECTRONIC-IN-HOME DETENTION

BET ID: 11055612 (BPAA Version 1.0)

DAPO is committed to using alternative sanction-based programs as supervision tool, when appropriate, in lieu of incarceration. Participation in the Electronic-In-Home Detention (EID) program may be considered as an alternative to a referral to county courts when addressing violations of parole and/or the law. The student will learn how to effectively utilize the EID and monitor the parolee while on EID parole supervision.

Course Hours: 4

SUBJECT: EMERGENCY OPERATIONS

BET CODE: 11053155 (BPAA Version 1.1)

To provide parole staff with the knowledge and skills to ensure they meet their responsibilities when needed to assist in an institution emergency and how their role fits within the institutions emergency plan. Failure to provide this training may result in staff responding to emergencies in an unsafe and ineffective manner.

Course Hours: 1

SUBJECT: EVIDENCE POLICY AND PROCEDURES

BET ID: 11055615 (BPAA Version 2.0)

Parole agents must be able to carry out their duties in a legal and ethical manner in accordance with the California Code of Regulations, California Penal Code, and the Department Operations Manual. Agents perform searches and seize evidence in the course of their duties and need the appropriate knowledge and skills to meet the challenges of processing evidence. Failure to provide this training and information may expose the agent and the Department to both civil and criminal liability.

Course Hours: 2

SUBJECT: FAMILY SYSTEMS APPROACH

BET ID: 11056052 (BPAA Version: 2.0)

This course will instruct students on the family system approach. Students will learn that each member within the family system has a role to play and rules to respect. Patterns develop as members act and react to each other in predictable ways. Maintaining the same pattern of behaviors within a family system often leads to dysfunction. The Family Systems Approach is designed to change these patterns and restore healthy functioning within the system.

Course Hours: (2 hours are included in the 72 hours of Case Management Skills)

SUBJECT: FIELD TRAINING EXERCISE (FTE)/EXTENSION

BET ID: 11055419 (BPAA Version: 2.0)

This is the lecture and foundation that will provide a basis for the practical application exercises that will be completed at the training site. This course will present the students with the necessary information to demonstrate their understanding of and ability to safely perform pre-parole investigations, initial home visits, an office arrests, blocking techniques, tactical entries, force-on-force tactical isolation drills and threat assessments.

Course Hours: 20 (FTE is 16 hours and 4 hours for FTE Extension)

SUBJECT: INTERSTATE COMPACT

BET ID: 11055580(BPAA Version 2.0)

This lesson has been designed to provide basic knowledge of Interstate Compact rules and procedures as they relate to parole agent duties. Parole agents will be able to learn the process of transferring offenders between states through the Interstate Compact Unit.

Course Hours: 1

SUBJECT: INTRODUCTION TO DOM

BET ID: 11055595 (BPAA Version 2.0)

The typical tasks of a parole agent requires the need to properly identify applicable policy, procedures, regulations, and parole violations accurately and to adopt and recommend an effective course of action. The parole agent must also be able to make decisions in accordance with the Department Operations Manual (DOM), the California Code of Regulations (CCR), and the Penal Code. Failure to adhere to the policy,

procedures, and regulations may result in lawsuits against CDCR, adverse action against the agent, and jeopardize public safety.

Course Hours: 1

SUBJECT: LEGAL ISSUES AND LIABILITIES

BET ID: 11055599 (BPAA Version 2.0)

During search, arrest, and related activities/operations, parole agents must comply with a myriad of laws, court rulings and departmental policies. The variety of legal elements and constitutional rights that govern these policies means that parole agents must be clear in their understanding of what is legal and proper. Without this training, the Department is at risk for improper or illegal search, arrest, or violation of constitutional rights and puts agents at risk for possible civil and criminal liability and departmental sanctions.

Course Hours: 4

SUBJECT: MENTAL HEALTH SERVICES

BET ID: 11055625 (BPAA Version 2.0)

Parole agents must be able to recognize signs and symptoms of mental disorder to properly refer parolees to the appropriate mental health professional and ensure community safety. The judge in the Coleman case directed the Department to provide training in the mental health services field for all personnel having regular contact with parolees. Failure to provide this course would violate the Federal Court order.

Course Hours: 1

SUBJECT: NALOXONE

BET ID: 11059214 (BPAA Version 1.0)

Parole Agents will be familiarized with the policy and procedures for the utilization of intra-nasal Naloxone product. Agents will be informed of the signs and symptoms of overdose, the administering of intra-nasal Naloxone (Narcan), having knowledge of post Naloxone care, identifying expiration, and maintenance of Naloxone.

Course Hours: 2

SUBJECT: OFFICE OF CORRECTIONAL SAFETY

BET ID: 11058727 (No lesson plan)

Parole Agents will be familiarized with the Office of Correctional Safety whom are responsible to conduct major criminal investigations, prosecution, criminal apprehension of prison escapees and parolees wanted for serious and violent felonies. Parole Agent students will be familiarized on how the Correctional Intelligence Task Force operates and conduct criminal investigations.

Course Hour: 2

SUBJECT: OFFICE OF INTERNAL AFFAIRS (OIA) & PEACE OFFICER BILL OF RIGHTS

BET ID: 11057550 (No lesson plan)

This lesson provides students with the basic Peace Officer Bill of Rights (POBOR) information and an overview of the CDCR Office of Internal Affairs (OIA).

Course Hours: 1

SUBJECT: OFFICER INVOLVED SHOOTING

BET ID: 11055626 (BPAA Version 4.0)

Parole agents need to be trained in the Department's procedures following a shooting or critical incident. They must adhere to the laws and procedures that include proper notification, investigation process, and the reporting chain. Failure to provide this training can result in discredit to the Department along with serious litigation. At the conclusion of this course the Parole agent will have the knowledge and skills to complete the task related to an officer involved shooting.

Course Hours: 3

SUBJECT: ORIENTATION / REGISTRATION

BET ID: 11058017 (No lesson plan)

This period of time is devoted to the intake process the students arrivals, distribution of study materials (workbooks), linen, and housing/living quarter's assignments. This time will be utilized to review in detail the expectations set forth for the students throughout their 10 weeks in the academy. This time also allows for the processing and completion of necessary paperwork. The orientation also includes the following:

HAZMAT LECTURE: The purpose of this lecture is to introduced students to the hazardous materials they may encounter while in the academy and in the institution. Students will learn the procedural safeguards to take when the use various cleaning products. The Material Safety Data Sheet is also discussed in the course.

Course Hours: 4

SUBJECT: PAROLE VIOLATION DECISION MAKING INSTRUMENT/PAROLE VIOLATION DISPOSITION TRACKING SYSTEM

BET ID: 11055630 (No lesson plan)

The Parole Violation Decision Making Instrument (PVDMI) brings evidence based risk assessment, research and best practices into the parole revocation decision making process. Prior to the implementation of the PVDMI, the parole violation decision making process was based entirely on the experience and/or subjective opinion of the parole agent. This process dictated program placement or responses to violations that often varied by agent to agent, parole unit, or parole region.

The PVDMI assesses the parolee's risk for recidivism using the California Static Risk Assessment (CSRA) score in conjunction with the severity of the parole violation (based on a severity index) to determine an appropriate and proportionate response to the violation. The parolee's risk score and the severity of the violation determine the recommended response to the violation. As the offender's risk level or the severity of the violation escalates, the recommended response escalates as well.

The 2011 Public Safety Realignment Act, as defined in Assembly Bill 109 and subsequent legislation, shifted the jurisdiction of the revocation process from the Board of Parole Hearings to the courts. As a result, DAPO developed and implemented Parole Violation Disposition Tracking System to allow division staff to effectively track all remedial sanctions and petitions sent to the local county courts for revocation. The system is designed to electronically submit the revocation packets to both internal and external stakeholders where system interface can be accomplished. The last four hours will be used to provide an overview of PVDTS and answer any clarifying questions or related reports before the students graduate from the academy.

Course Hours: 20

SUBJECT: PENAL CODE REGISTRATION

BET ID: 11055631(BPAA Version 2.0)

This lesson discusses where registrations can be located in the parolee's field file. This lesson details where the parolee may register along with the actions you may take when parolees fail to register. You will become familiar with California Penal Code Sections 290, 457.1 and 186.30 and the Health and Safety Code Section 11590. Effective communication of the registration requirements to the parolee and tracking them is an essential part of parolee supervision.

Course Hours: 1

SUBJECT: PRE-PAROLE PLANNING

BET ID: 11055632 (BPAA Version 1.3)

This lesson plan has been designed to benefit parole agents by providing the training and knowledge to review the pre-parole packet prior to the parolee's release and conduct residence verification. Parole agents will also learn the fundamental process of parolee supervision placement and identify the parolee's criminogenic needs.

Course Hours: 2

SUBJECT: DAPO PRINCIPLED POLICING

BET ID: 11060601 (Version 1.0)

This course teaches policing approaches that emphasize respect, listening, neutrality, and trust (Procedural Justice) while also addressing the common implicit biases that can be barriers to these approaches (Implicit Bias). Law enforcement can improve trust and relationships between law enforcement agencies and their communities by using these principles to evaluate their policies, procedures and training within their departments. In addition, developing an understanding of these two concepts will enable law enforcement to improve safety and well-being for the public and law enforcement officers alike.

Course Hours: 8

SUBJECT: PROFESSIONAL RESILIENCE

BET ID: 11058021 (Pending lesson plan)

Parole agents face unique personal challenges and risks when supervising and managing caseloads. Supervising agents are more likely to experience the often debilitating enigma of vicarious trauma, also referred to as secondary trauma, or transference. Agents are at greater risk than the general population for alcoholism, divorce, depression and suicide. This presentation provides participants with definitions of secondary trauma, the risks it presents to parole agents, personal and institutional prevention strategies, and how to maintain a resilient nature. Through a unique perspective, personal experiences, and humor, this material will be delivered in a manner which is sure to engage the spirit of those involved.

Course Hours: (2 combined with the 72 hours of Case Management Skills)

SUBJECT: REPORT WRITING**BET ID: 11055635 (Version 2.0)**

This lesson is designed to ensure students know how to clearly document parolee behavior on the Division of Adult Parole Operations (DAPO) forms and complete the most commonly used reports in a grammatically correct manner. Also, to introduce the Parole Violation Decision Making Instrument (PVDMI) as a guide in the decision making process and the Parole Violation Disposition Tracking System (PVDTS) as a tool for processing parole violations. Upon completion of this class, students will be able to explain the legal basis for requiring investigative reports, discuss uses of investigative reports, and discuss characteristics of an effective investigative report.

Course Hours: 29**SUBJECT: ROLES AND POWER OF A PAROLE AGENT****BET ID: 11055663 (BPAA Version 2.0)**

The parole agent must be able to perform their duties in an ethical and legal manner in accordance with the Department Operations Manual and the California Code of Regulations, Title 15. The information presented in this class teaches agents their roles and responsibilities in order to be a positive and effective influence in the community. The agent's typical tasks require the need to analyze situations, problems, and parole violations then adopt and recommend a course of action which exercises the legal authority provided by the California Penal Code. Failure to provide this information could result in civil and/or criminal liability for the agent and the Department.

Course Hours: 4**SUBJECT: SEX OFFENDERS MANAGEMENT****BET ID: 11055664 (BPAA Version 2.0)**

The Sex Offender Unit is responsible for developing and implementing policies and procedures relating to Sexually Violent Predators (SVP), High Risk Sex Offender (HRSO) supervision, legal and legislative issues relating to the sex offender parolee population. The Sex Offender Management course is an overview, consisting of enhanced supervision, sex offender specific treatment, polygraph use, victim advocacy and is intended for the management of all parolees required to register with law enforcement as a sex offender, pursuant to Penal Code (PC) §290.

Course Hours: 2**SUBJECT: STALKING****BET ID: 11055665 (BPAA Version 2.0)**

This lesson focuses on the comprehension of knowledge, skills, and abilities parole agents need to learn in order to be successful in supervising parolees with prior stalking convictions as well as those that are currently displaying stalking behaviors. This lesson will provide parole agents with information and supervision requirements specific to stalking laws, and the victim notice requirements pursuant to Penal Code 3071 and Senate Bill 1539, which requires a course for the training of law enforcement officers in California in the handling of stalking complaints. Parole agents will also learn additional case management skills for handling convicted stalkers. Failure to adhere to these requirements may put victims at risk.

Course Hours: 4

SUBJECT: STRATEGIC OFFENDER MANAGEMENT SYSTEM (SOMS)

BET ID: 11055666 (No lesson plan)

Under the direction of CDCR, the Strategic Offender Management System (SOMS) project will consolidate existing databases and records to provide a fully automated system and replace manual paper processes. This project will upgrade and standardize adult, juvenile, parole data and population management practices enterprise-wide to further enhance staff, offender and public safety. DAPO staff will have the knowledge to navigate and input data in this statewide database for other law enforcement agencies to view.

Course Hours: 7

SUBJECT: STAFF SUICIDE AWARENESS

BET ID: 11055668 (IST Version 3.0)

The CDCR recognize that every life is intrinsically valuable. Individuals, regardless of their history or environment, have the potential to engage in meaningful lives and contribute to the welfare of the communities in which they live. In their daily work, staff in CDCR model attitudes and behaviors that foster personal growth and rehabilitation of offenders. Offenders who live in an environment of empathy and interpersonal support are more likely to be hopeful about their future and be motivated to end their criminal behavior. Suicide prevention includes not only the promotion of positive coping in a difficult environment, but also the development of systems that help inmates find purpose and resources within prison and upon re-entry into the community. Adherence to the CDCR Suicide Prevention Vision not only helps to prevent offender suicides, but also creates a setting where staff works in an environment that promotes the welfare and health of the CDCR community.

Course Hours: (1 hour combined with the 72 hours of Case Management Skills course)

SUBJECT: URINALYSIS TESTING

BET ID: 11055213 (BPAA Version 2.0)

Parole agents are required to monitor and verify urinalysis samples submitted by parolees for required urinalysis testing. The parole agent is required to meet supervision specifications that include urinalysis testing as determined by Division of Adult Parole Operations policy and the Memorandum of Understanding. A failure to recognize violations by the parolee or to properly administer the urinalysis condition of parole can result in a breach of public safety and adverse action against the parole agent.

Course Hours: 1

SUBJECT: VICTIM SERVICES AND RESTITUTION

BET ID: 11055670 (BPAA Version 2.0)

Parole agents are required to provide services to victims and interested citizens related to notification of the release of inmates. Additionally, parole agents assist with restitution to victims of crime. In order for them to carry out these responsibilities, they must be knowledgeable of the requirements placed on the California Department of Corrections and Rehabilitation by the California Constitution, Penal Code and Code of Regulations, Title 15. Failure to provide this training could subject the Department to liability for

failure to ensure victim's rights to notification and restitution.

Course Hours: 2

SUBJECT: VIRTUAL INTEGRATED MOBILE OFFICE (VIMO)

BET ID: 11056582 (No lesson plan)

The Virtual Integrated Mobile Office (VIMO) introduces a new set of tools available to the DAPO. VIMO consists of new functionality in SOMS and a Mobile Application such that communications between both applications are seamless and information is easily shared across both platforms. Students will learn the benefits of VIMO system and how utilize the VIMO system in order to complete their daily duties as a parole agent. Students will also learn the policies and procedures of the VIMO system.

Course Hours: 3

SUBJECT: WORKING EFFECTIVELY WITH FEMALE OFFENDERS

BET ID: 11055671 (BPAA Version 2.0)

The CDCR vision will provide an environment where female offenders are treated with dignity and respect; and receive gender-responsive supervision, treatment, and services that increase opportunities for successful reintegration into their communities, reducing the number of females incarcerated; while protecting the safety of the people in the State of California. The CDCR Blueprint addresses this issue by stating: Female inmates have distinct rehabilitative and health care needs, and are more likely to have suffered trauma and abuse prior to incarceration. California is a national leader in gender-responsive strategies to serve those needs and will continue its commitment to provide programs and services for its female population. This training is part of that commitment. This approach to managing female offenders has been shown to increase in correctional staff skills, lower incident rates, and support a safer environment for staff and offenders.

Course Hours: 4

***CURRICULUM / NON-INSTRUCTIONAL HOURS
(Non-instructional hours were not given BET IDs)***

**SUBJECT: GRADUATION (Rehearsal/Return Equipment and Travel Home)
(No lesson plan)**

This period of time is utilized for the students' check-out process, inspection, the graduation practice, ceremony, and issuance of equipment.

Course Hours: 7

SUBJECT: MODULE III COURSE EVALUATION (MOD III)

(No lesson plan)

Parole Agent Students will be tasked with evaluating American River College's presentation of the Modular III portion of the Basic Parole Agent Academy. Students will give their input on the Modular III course materials, instructors and overall course presentations.

Course Hours: .5

SUBJECT: MODULE III & BPAA MAJOR EXAMINATIONS

(No lesson plan)

These hours are used to administer the written examinations for Module III (CPR/First Aid and comprehensive exam) and three BPAA major exams, which cover the classes presented to the students.

Course Hours: 8

SUBJECT: MODULE III PEER EVALUATIONS

(No lesson plan)

One of the ways in which students internalize the characteristics of quality work is by the evaluating the work of their peers. The evaluation process encourages students to critically reflect on their own learning process and performance. The evaluation process also helps the student to understand what they are learning more clearly and encourages them to become more self-motivated and engaged in their studies. The peer assessment reinforces the importance of team work, when a student know they will be responsible for reviewing their co-workers, they are much more likely to work with them and help them overcome any weaknesses so their review can be the best possible. It also encourages the employees to establish better relationships with their co-workers when they know those around them will be assessing their abilities.

Course Hours: .5

SUBJECT: TESTING/APPRENTICESHIP

(No lesson plan)

Testing staff will meet with the students to explain the policies and procedures during major exams.

Course Hours: 1

SUBJECT: CALIFORNIA CORRECTIONAL PEACE OFFICERS ASSOCIATION

(CCPOA) BET ID: Pending (No lesson plan)

A representative from CCPOA will meet with the students and discuss CCPOA enrollment and benefits.

Course Hours: 2

SUBJECT: IDENTIFICATION CARD/VEST FITTING/ISSUE EQUIPMENT

(No lesson plan)

Students will take a picture for their student identification card and issued their training equipment.

Course Hours: 2

TOTAL ACADEMY CURRICULUM HOURS

451



MICHAEL TRUJILLO
Parole Agent III
Academy Commander

7/22/2021

Date



Martin Verducci
Parole Administrator
Academy Administrator (A)

8/2/2021

Date

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C1 – C8

**Department of Corrections and Rehabilitation/
CPOST Executive Board
Work Processes**

ATTACHMENT C-1

Correctional Officer – O’Net 33-3012.00

Work Process Hours: Correctional Officer Class Code 9662 Schematic WY50-Range 168	Minimum Hours
A. Maintaining Security	1000
B. Inmate Accountability	800
C. Escorting and Monitoring Movement	200
D. Written Responsibility	200
E. Additional Experience	200
SUB TOTAL	2400
Any combination of the above categories	1200
TOTAL	3600

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C-2

Correctional Counselor I – O’Net Code 21-1012.00

Work Process Hours: Correctional Counselor I Class Code 9904 Schematic XS40-Range 329	Minimum Hours
A. Inmate Classification	1550
B. Report Writing	250
C. General Counseling	400
D. Court Order Service	50
E. Additional Experience	200
SUB TOTAL	2450
Any combination of the above categories	1150
TOTAL	3600

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C-3

Parole Agent I – O’Net 21-1092.00

Work Process Hours: Parole Agent, I Class Code 9765 Schematic XE70-Range 329	Minimum Hours
A. Supervision of Parolees	800
B. Report Writing/Record Keeping	600
C. Investigations	500
D. Arrests	200
E. Additional Experience	300
SUB TOTAL	2400
Any combination of the above categories	1200
TOTAL	3600

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C-4

Correctional Fire Captain – O’Net 33-2011.01

Work Process Hours: Correctional Fire Captain Class Code 9001 Schematic VZ38-Range 330	Minimum Hours
A. Supervising Inmates/Inmate Training	1000
B. Report Writing/Fire Inspections	600
C. Program Administration	200
D. Emergency Response	500
E. Fire Equipment Inspection/Operation/Maintenance	600
F. FD Program Familiarization	350
SUB TOTAL	3250
Any combination of the above categories	350
TOTAL	3600

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C-5

DJJ Casework Specialist – O’Net 21-1012.00C

Work Process Hours: DJJ Casework Specialist Class Code 9901 Schematic XR30-Range 290	Minimum Hours
A. Casework Planning and Management	1000
B. Counseling/Crisis Intervention	300
C. Prepare Case Histories and Clinical Reports	600
D. Working with Youthful Offenders	800
E. Additional Experience	100
SUB TOTAL	2800
Any combination of the above categories	800
TOTAL	3600

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C-6

Youth Correctional Counselor – O’Net 21-1012.00

Work Process Hours: Youth Correctional Counselor Class Code 9581 Schematic WU65-Range 170	Minimum Hours
A. Security and Operations	250
B. Supervising Groups and Individuals	1050
C. Casework	600
D. Counseling and Crisis Intervention	600
E. Additional Experience	100
SUB TOTAL	2600
Any combination of the above categories	1000
TOTAL	3600

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C-7

Youth Correctional Officer – O’Net 21-1012.00

Work Process Hours: Youth Correctional Officer Class Code 9579 Schematic WU90-Range 168	Minimum Hours
A. Security and Operations	800
B. Escorting and transporting Youth, Equipment, and Evidence	500
C. Supervision of Groups and Individuals (Youth and Public)	950
D. Writing and Record Keeping	250
E. Additional Experience	100
SUB TOTAL	2600
Any combination of the above categories	1000
TOTAL	3600

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT C-8

DJJ Parole Agent I (Institution)

Work Process Hours: DJJ Parole Agent I (Institution) Class Code 9701 Schematic XC80-Range 329	Minimum Hours
A. Casework Planning and Management	1000
B. Counseling/ Crisis Intervention	600
C. Writing Reports and Correspondence	300
D. Working with Youthful Offenders	800
E. Additional Experience	100
SUB TOTAL	2800
Any combination of the above categories	800
TOTAL	3600



BASIC CORRECTIONAL JUVENILE ACADEMY

CLASS SYNOPSIS

2-21J #180

September 13, 2021 to December 10, 2021

(12-week)

RICHARD A. MCGEE
CORRECTIONAL TRAINING CENTER

BASIC CORRECTIONAL JUVENILE ACADEMY

ACADEMY ADMINISTRATION

J. SPAICH
Academy Administrator

J. MOECKLY
Academy Commander

Course Curricula - 480 Total Hours *Due to COVID-19 Academy was reduced.

OVERVIEW

The Basic Correctional Juvenile Academy (BCJA) sponsors a 12-week training program for individuals entering into the Youth Correctional Officer, Youth Correctional Counselor, and Casework Specialist civil service classification. Upon graduation from the Academy, staff will be assigned to one of California's youth correctional facilities to assist in protecting and securing the safety of staff, youth, and the public. It is our motivation to provide a training program that ensures that those individuals attending the BCJA gain the fundamental knowledge, skills, and abilities that are necessary to work inside youth correctional facilities. This training includes core courses that teach essential skills to individuals that are applicable when working in either an adult or youth institutional setting, as well as specialized courses specific to the duties of a Youth Correctional Officer, Youth Correctional Counselor, and Casework Specialist classification.

The BCJA is committed to the mission of the California Department of Corrections and Rehabilitation (CDCR) by enhancing public safety through safe and secure incarceration of youth, and rehabilitative strategies to successfully reintegrate youth into our communities.

SUBJECT: ADVANCED PRACTICE (IBTM) (MOD. 12/14)

BET ID 11056106

This course provides additional and more rigorous practice of social skills learned during Aggression Interruption Training (A.I.T.) and Skill of the Week sessions. In weekly Advanced Practice groups, youth will have an opportunity to reinforce one or more of the social skills previously learned. Advanced Practice groups are to be provided to all youth who have completed either A.I.T. or Counter Point (or both). Participation in Advanced Practice is ongoing throughout the youth's stay in the Division of Juvenile Justice.

Course Hours: 2

SUBJECT: APPRENTICESHIP PROGRAM (CORE) V2.3

BET ID 11056114

This course provides the cadet with the purpose, function and application of the Correctional Peace Officer Apprenticeship program, including a historic overview. Defines the training requirements for Peace Officers (PO) during their two year apprenticeship and details the PO's responsibility for the program including: training opportunities, financial compensation, program components, and recordkeeping responsibilities.

Course Hours: 1

SUBJECT: AREA SEARCH

V2.2

BET ID 11056107

This course provides the cadet with the knowledge, skills, and abilities to conduct thorough and systematic area searches. This course will identify for the cadets the various types of searches prevalent in a correctional facility, and the methods and techniques for conducting effective searches in a variety of situations. During the lecture portion of this course, cadets will participate in three practice activities designed to teach them the policy and ethical standards for area searches. Cadets will also practice the techniques for conducting effective search operations. During the practicum portion of this course, cadets will be expected to search several areas of the facility, to demonstrate their ability to put the search techniques into practical application.

Course Hours: 16

SUBJECT: BOARD OF JUVENILE HEARINGS

V3.0

BET ID 11056069

Within the DJJ, all youth will eventually return to society. Consequently, it is imperative that their time spent in youth correctional facilities prepares them for a productive and crime-free lifestyle upon release. The Juvenile Parole Board (JPB) is the releasing authority for youth committed by the courts to the DJJ. This lesson will ensure cadets understand the role and duties of the Juvenile Parole Board, and the system that guides the Juvenile Parole Board in setting reentry dates for eligible youth.

Course Hours: 1

SUBJECT: BODY SEARCH***V2.1******BET ID 11056108***

In this course, cadets will learn the reasons and purposes of conducting thorough, systematic body searches in a correctional facility. Policy concerning body searches of youth, staff, and visitors, will be examined. Cadets will participate in a variety of clothed body search activities. After learning the procedures, there will be an exercise involving actual contraband, in which the cadet will have the opportunity to play both the role of youth, and Correctional Peace Officer. Upon mastering the procedures for the clothed body search, the cadet will learn and practice the procedures for an unclothed body search on a fully clothed classmate. While certain steps will be omitted in class practice, cadets will be advised that they are crucial when conducting actual unclothed body searches in the correctional facility and must not be omitted. For this reason, the steps will be thoroughly explained and discussed in class and in the participant guide. Methods of conducting body searches on non-compliant youth will also be addressed. Finally, this course will address the finding, seizing, and proper handling of contraband and weapons during a body search. Cadets will learn proper methods of removing contraband and placing it in the proper evidence containers to be used in later disciplinary action.

Course Hours: 8**SUBJECT: COMPONENTS OF THE BEHAVIORAL MANAGEMENT SYSTEM** ***V4.0 (IBTM)******BET ID 11056301***

The Components of the Behavioral Management System promotes a safe, secure, and prosocial environment through the use of deterrents, youth accountability, and reinforcements. This system, when utilized correctly, can be effective for staff in shaping youth behavior. Failure to hold youth accountable for negative behavior undermines the safety and security of the Department. While a structured and detailed disciplinary system is critical to the safety and security of staff and youth, the ultimate goal of the Division of Juvenile Justice is to help youth learn social skills, positive values, and recognize consequences.

Course Hours: 3**SUBJECT: CASEWORK: INTAKE TO RE-ENTRY** ***V2.1******BET ID 11056109***

This course provides a broad overview of the casework process from intake to reentry. The course consists of a description of the four phases of a youth's passage through the Division Juvenile Justice (DJJ) system. Information presented includes overview of intake diagnostics, program descriptions, treatment processes, legal implications, and structured hearings. Correctional Peace Officers must understand the steps through which a youth progress through DJJ, in order to perform their job in an effective, efficient, and knowledgeable manner.

Course Hours: 4**SUBJECT: CASEWORK: YOUTH FILES*****V2.1******BET ID 11056110***

Updating and maintaining youth files is a critical component to DJJ staff, i.e., Youth Correctional Counselor, Youth Correctional Officer, Casework Specialists, Parole Agents, as well medical and other casework personnel. In this course, cadets will learn the importance of maintaining youth files in an accurate and professional manner. They will learn the location, components, and function of each file type. Maintaining and managing youth files is a routine part of the daily duties of Correctional Peace Officers, and an integral part of the treatment and rehabilitation of youth. Therefore, it is critical that Correctional Peace Officers know the policies and regulations regarding youth files, in order to facilitate the treatment and rehabilitation of these youth. In doing so, the overall safety of the facilities and the community will be increased.

Course Hours: 4

SUBJECT: COGNITIVE BEHAVIORAL (IBTM) MOD. 8/20
INTERVENTION PRIMER

BET ID 11056112

Many of the evidence-based interventions use a cognitive behavioral approach based on the theory that emotions, behaviors and thoughts interrelate. Cognitive behavioral techniques aim to help youth become aware of thought distortions and behavioral patterns which support those distortions in order to correct them. Interventions focus on challenging and correcting criminal thinking to alter the emotions and modify the criminal behavior. This training introduces staff to cognitive behavioral techniques to be used with and by youth to intervene in criminal behavior or the offense cycle. The primer provides skills that staff can use to coach youth on a one-to-one or group basis.

Course Hours: 16

SUBJECT: COLLABORATIVE CASE PLANNING V3.1

BET ID 11056122

This course provides cadets with an understanding of the case planning process utilized within DJJ. Case planning examples that follow the California Youth Assessment Screening Instrument (CA-YASI) are explained and utilized in demonstrating how DJJ staff work directly with youth on both short-term and long-term treatment goals. Tying youth day-to-day behavior with their specific risk factors and treatment goals is an important function for DJJ staff; it is crucial in shaping pro-social Education is an integral program component and is a major catalyst for changing ideas and transforming youth into productive citizens. This course focuses on the educational services provided by the DJJ in a correctional setting.

Course Hours: 2

SUBJECT: CORE CORRECTIONAL PRACTICES V1.0

BET ID 11057576

To provide staff with the tools and skills which are supported by research, that will assist them in their daily interaction with youth. To help minimize crisis situations, as well as to ultimately make their jobs easier, safer, and to reduce juvenile recidivism. Also, to improve the staff skills in reinforcement, disapproval, use of authority, building interpersonal relationships, modeling, cognitive skills, and skill development.

Course Hours: 8

SUBJECT: COURT APPEARANCES V2.2

BET ID 11056115

This course teaches the cadet how report writing is critical to courtroom testimony. The two topics to be discussed are the DJJ Welfare and Institutions Code 1800 (WIC1800), and new crimes committed in the DJJ. Court process and guidelines that must be followed when testifying will also be covered in detail.

Course Hours: 2

SUBJECT: CRISIS INTERVENTION AND CONFLICT RESOLUTION-LETRA (IBTM) MOD.
(11/08) BET ID 11056117

This training is a practical, corrections-specific, skill-oriented training designed to provide staff with the skills necessary to deal effectively with conflict and crisis situation encountered in day-to-day activities. The range of problems addressed is diverse: violent or potentially violent disputes between youth; verbal conflicts which, if not resolved, may escalate to serious violence; confrontations between youth and staff; and personal crisis of individual youth including those youth that are acutely disturbed and/or suicidal.

Course Hours: 32

Crisis Prevention and Management: Use of Force Policy is a six-hour training session on departmental policy and procedure. The department operates under a Crisis Management and Prevention policy emphasizing a philosophy of proper prevention and intervention strategies to accomplish the treatment, education, and supervision functions with discretion and minimal reliance on the use of force. Some key concepts addressed to cadets in the policy are crisis prevention strategies, communication, rapport building, reasonable force, controlled use of force, immediate use of force, and unnecessary or excessive use of force.

This core curriculum course covers eliminating stereotypes, cultural etiquettes of communication, and contains two activities. It is essential that Correctional Peace Officers are educated about issues pertaining to cultural diversity and awareness, as staff members and youth can be from two different nationalities, ethnicities, gender, cultural backgrounds, and religious beliefs. In addition, they need to be sensitive to individuals with special needs, such as mental and physical impairments. This course involves three hours of instruction that concentrates on strategies on how to effectively work in a highly diverse environment. The knowledge gained in this course will help improve personal interaction, improve abilities to identify problems, and will create a safer environment.

This core curriculum lesson provides information about individuals with disabilities, and reviews the federal and state laws that protect the rights of people with disabilities. The lesson is designed to provide the necessary tools so that the participants can interact effectively with people with disabilities, and ensure that reasonable accommodations are provided to comply with the Americans with Disabilities Act.

This core curriculum lesson teaches the cadet about the various drugs found inside an institution. It covers drug identification, how drugs are introduced, transported, and where they are commonly found. Cadets will be familiarized with the effects of drugs, signs and symptoms, and the problems that surround drugs in an institutional environment.

SUBJECT: **EQUAL EMPLOYMENT (IST)**
OPPORTUNITY/SEXUAL HARASSMENT

V2.6

BET ID 11056123

This course introduces and explains Federal Law, State Law, and the departmental policies and expectations regarding Equal Opportunity Employment and Sexual Harassment. Cadets will have the knowledge, skills, and motivation to ensure discrimination, retaliation, and sexual harassment do not occur in the workplace. This lesson will also sensitize cadets to the importance of maintaining cultural awareness, cooperation and respect when interacting with staff, offenders, and the public. It conveys the importance of a hostile-free work environment. It explains the procedures or course of action to report and how to file a complaint at the formal or informal level. It also explains the role and responsibilities of supervisory and non-supervisory personnel.

Course Hours: 1

SUBJECT: **ETHICS (CORE)**

V2.2

BET ID 11056124

The goal of this core curriculum course is to provide the cadet with the knowledge to identify unethical behavior and the Code of Silence, and the appropriate courses of action to follow, according to departmental policy. Discussion and participation in individual and small group activities concerning various aspects of professional ethics will be required by each cadet. At the conclusion of this course, cadets will know what the Department expects of cadets, and how the Department expects them to react when confronted with any form of unethical behavior or the Code of Silence. Cadets will also know the consequences when anyone participates in any form of the Code of Silence, or any other unethical behavior.

Course Hours: 4

SUBJECT: **EXTRACTIONS**

V2.1

BET ID 11056125

This course is designed to provide the cadet with information on departmental policy and procedures when having to remove a youth from a room by the use of force. Cadets will be given instruction on the extraction process and the equipment used to perform extractions.

Course Hours: 3

SUBJECT: **FACILITY COMMUNICATION**

V3.0

BET ID 11056126

The goal of this course is to ensure that cadets are knowledgeable about the procedures to use when operating facility communication systems, whether for routine purposes, or for emergencies. The course focuses on different types of communication devices, such as personal alarms, stationary alarms, hand-held radios, standard codes typically used with these radios, dash radios in facility mobile units, telephone usage, daily logs, and e-mail.

Course Hours: 4

SUBJECT: **FACILITY COUNT PROCEDURES**

V3.0

BET ID 11056127

In this course, cadets learn the importance of counts for ensuring the safety of the youth and staff, and the security of the facility. Cadets will learn the basic principles that apply when conducting counts and the four different types of counts used in facilities. Cadets will learn when each of the four types of counts are conducted and the procedures to use in performing each type of count. During each cadet's duties as Junior Officer-of-the-Day (JOD), each cadet will apply the knowledge learned in this course to the actual performance of counts in a simulated facility environment.

Course Hours: 4

SUBJECT: **FACILITY OPERATIONS, KEY
INVENTORY AND ACCOUNTABILITY**

V2.1

BET ID 11056128

In this course, cadets are provided with vital information relative to the inner workings of the Division of Juvenile Justice (DJJ). Cadets are given information regarding the administrative structure of the DJJ, as well as the management and staffing structure of a correctional facility. They are explained the design and components that affect a facility's operation, and the program components that affect and determine a facility unit's overall daily operations. Cadets are provided with a basic layout and the operational features found at a DJJ facility. The course will cover the importance of key equipment accountability and inventory, and how the system works. Introduced are the types of keys used inside the facilities and the Superintendent's/Correctional Peace Officer's responsibilities with relation to key control accountability, and the consequences for losing facility keys. They will also focus on equipment inventory and accountability. The two types of equipment covered will be personal security equipment and living unit equipment. This section will describe exactly what comprises personal security and living unit equipment, and who is responsible for the inventory and accountability of the equipment.

Course Hours: ***5***

SUBJECT: **FIRE SAFETY** ***(CORE)***

V3.1

BET ID 11056060

This course identifies the different types of suppression equipment, how to determine which equipment is to be used, and how it is used. The course explains fire prevention techniques, dangers of smoke inhalation, fire evacuation plans and routes to be followed and responsibilities pertaining to youth/staff accountability during and after an evacuation.

Course Hours: ***2***

SUBJECT: **FIRST AID & CPR (EMS Safety Services curriculum 2016)**

BET ID 11056116

This course provides the cadet with the working knowledge of the use of Automated External Defibrillation (AED) and administering standard first aid and/or infant, child and adult CPR in emergencies.

Course Hours: ***8***

SUBJECT: **GANG AWARENESS**

V5.0

BET ID 11056061

This course was developed to enhance a Correctional Peace Officer's interaction with identified gang members. It will increase their safety, and the safety of others, by providing pertinent information of gang sociology and specific gang identification.

Course Hours: ***4***

SUBJECT: **GROUP FACILITATION** ***(IBTM) MOD. 5/2010***

BET ID 11056062

This training is designed to provide staff with the skills necessary for the delivery and facilitation of treatment/rehabilitative groups with youth. The overall goals for the training are to: provide staff information and knowledge to deliver groups more effectively, provide staff with the opportunity to develop enhanced facilitation skills, and increase staff confidence in facilitating groups through structured practice. Staff is provided information on the evaluation and management of group dynamics and the building of group cohesion. Individual responsiveness within the group environment is emphasized.

Course Hours: ***16***

BET ID 11056063

The objective of this course is to encourage a diverse approach for the prevention and management of a hostage crisis, as it applies to a correctional facility. The cadet will be provided with methods and techniques that are proven to reduce the potential for a hostage crisis, lessen the impact of the crisis on all persons involved, assist in the resolution and recovery process, and promote survival if taken hostage.

Course Hours: 2

BET ID 11056064

This lesson will provide a brief overview of the Integrated Behavior Treatment Model (IBTM). IBTM is the framework for assessing, understanding and treating youth. Staff works collaboratively with each other, the youth, families and community resources. Together, they develop the youth's treatment plan and provide cognitive-behavioral treatment interventions and additional ongoing support according to the youths' individual treatment needs and risks to reoffend, as determined by the California Youth Assessment Screening Instrument (CA-YASI) and other assessments. It is DJJ's new treatment model, incorporating proven methods and processes that enhance treatment for youth. Further training sessions will explain interventions more fully.

Course Hours: 2

BET ID 11056065

This course is designed to provide Correctional Peace Officers with an opportunity to gain insight into the importance of the Individualized Education Plan (IEP) process. This course will cover the history of special education in the DJJ, and the important laws that affect the delivery of special education services in the DJJ. Descriptions of regular education, special education, and an overview of the most common educational disabilities encountered among our youth population, and strategies for working with individuals with exceptional needs is also discovered.

Course Hours: 2

BET ID 11056067

Interactive Journaling is a structured and experiential writing process that motivates and guides youth toward positive life change. It is a participant-directed approach designed to enhance the therapeutic relationship between youth and staff. The lesson allows cadets to identify the purpose, key principles, and facilitator roles in Interactive Journaling.

Course Hours: 1

BET ID 11056068

This course was developed to give cadets an overview of internal investigations. This course should also serve to remind Correctional Peace Officers of their responsibilities and their rights, not only as peace officers, but also as employees of the California Department of Corrections and Rehabilitation.

Course Hours: 4

SUBJECT: LAWS OF EVIDENCE***V2.0******BET ID 11056070***

The goal of this lesson is to prepare cadets for their first exposure to a crime scene. This lesson is designed to prepare cadets to work a crime scene, whether they are preserving it until senior staff arrive or are assigned to collect evidence themselves. The concepts and procedures learned in this lesson will provide cadets with a foundation of knowledge to build on as they begin working as correctional peace officers in a Division of Juvenile Justice facility.

Course Hours: 4**SUBJECT: LEGAL ISSUES*****V3.0******BET ID 11056071***

This course is designed to give cadets information on departmental policy and procedure, as it relates to various legal issues of youth. This course will emphasize youth constitutional rights, legal rights, and staff responsibilities when working with, and supervising youth. Legal mandates, policies, and procedures will be discussed so Correctional Peace Officers can avoid liability and possible criminal and/or civil prosecution. In addition, this course will present the various aspects of the legal system within a correctional facility, and identify the resources that are available to youth during incarceration.

Course Hours: 4**SUBJECT: MAIL POLICY AND PROCEDURES*****V2.0******BET ID 11056072***

Correctional Peace Officers need to be informed of the DJJ's Institutions and Camps Branch Manual policy regarding mail. Mail is important in the treatment process as it assists youth in maintaining supportive community contact. Conversely, mail provides a window of opportunity for contraband and illicit activities to enter into the facilities. Correctional Peace Officers need training in reviewing and searching mail to maintain the safety and security of the facilities. This course will further increase awareness and critical legal issues pertaining to mail.

Course Hours: 2**SUBJECT: MISSION, VALUES, AND PROFESSIONALISM*****V2.0******BET ID 11056073***

This core curriculum course provides instruction on the importance of ethical and professional behavior when dealing with the youth, fellow staff, and the community. The very nature of a Correctional Peace Officer's job mandates a standard of conduct above that which is required for the general public. The California Department of Corrections and Rehabilitation must ensure Correctional Peace Officers incorporate the mission and values of the Department into their day-to-day operations in such a manner that it becomes second nature in all activities. Correctional Peace Officers must take responsibility for keeping current with all departmental policies and procedures so that they will make appropriate decisions and ensure that their personal integrity and the reputation of the Department is maintained. With this training, staff will be able to analyze situations accurately, and either adopt or recommend an effective and professional course of action.

Course Hours: 2

**SUBJECT: MOTIVATIONAL ENHANCEMENT TRAINING SERIES (IBTM) MOD. 3/2010
BET ID 11056074**

This curriculum is a youth-centered, directive method for enhancing intrinsic motivation to change by exploring and resolving ambivalence. This training teaches staff to use a communication style designed to reduce resistance by eliciting and selectively reinforcing the youth's own self-motivational statements, expressions of problem recognition, concern, desire, intention and ability to change. The MI approach can be used in a variety of daily interactions. Provides staff with the skills to work with youth to identify their pro-social goals and prioritize the steps they will take to achieve success in the community. It is built on the philosophy that a youth's lack of progress and/or commitment to change is a reflection of the style and techniques of staff, and that staff can use a variety of techniques to engage youth and influence their progress and commitment to change. The three-day manual should be utilized.

***Course Hours:* 24**

SUBJECT: MOVEMENT SIMULATION V2.1 BET ID 11056150

Youth accountability is the basis for safety and security within the correctional environment. Although youth are restricted in the facility, they must be able to move from place to place, in order to participate in various programs. This course will give participants the necessary practice in monitoring and supervising youth during escorted movements, as well as unescorted movements, which is an essential part of their duties as Correctional Peace Officers. This training is necessary for youth movements to be orderly, which in turn enhances the safety and security of the all youth and staff concerned.

***Course Hours:* 5**

SUBJECT: MULTI-HAZARD EMERGENCY PLAN V2.0 BET ID 11056151

The Multi-Hazard Emergency Plan addresses the facility's planned response to extraordinary emergency situations associated with manmade disasters, natural disasters, internal disturbances, and technological incidents. The plan does not apply to normal day-to-day emergencies, and the well established and routine procedures used in coping with such emergencies. Instead, the operational concepts reflected in the Multi-Hazard Emergency Plan focus on potential large-scale emergencies, which can generate unique situations requiring unusual responses. It is expected that all staff understand the emergency policies and procedures developed in the plan for their facility. The intent is that when these guidelines are applied during an emergency, the probability of confusion and panic on the part of staff and/or youth will be reduced to a minimum.

***Course Hours:* 2**

SUBJECT: OLEORESIN CAPSICUM V4.0 BET ID 11056152

This lesson will cover application and use of departmentally-approved Oleoresin Capsicum (OC). The purpose and goal of this course is to provide comprehensive knowledge and skills pertaining to the understanding, use, and application of OC and gas gun munitions in a correctional setting.

***Course Hours:* 16**

SUBJECT: ORIENTATION TO THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CORE) *V3.2* *BET ID 11056153*

This core curriculum gives the cadets an overview of the various adult and youth correctional facilities, and the adult parole operations. Cadets will learn about the various housing types, custody security levels, treatment programs, and academic and vocational services that are offered within the facilities.

***Course Hours:* 1**

SUBJECT: PEACE OFFICER BILL OF RIGHTS (CORE) *V3.1* *BET ID 11056154*

This lesson provides the cadets with an understanding of the Public Safety Officers Procedural Bill of Rights Act (POBOR), and how it applies to their position as correctional peace officers. The lesson reviews all rights that correctional officers have, if under investigation with the Office of Internal Affairs.

***Course Hours:* 2**

**SUBJECT: PENAL CODE 832: LAWS OF ARREST *(11/2020)* *BET ID 11056155*
ARREST & CONTROL V3.4 *BET ID 11055023***

This curriculum is the largest portion of 44 hour PC 832 Arrest Course outlined by the Peace Officer Standards and Training Commission (POST) and is required for all correctional peace officers. This section covers the following POST Learning Domains: Leadership, Professionalism, and Ethics, Introduction to the Criminal Justice Systems, Policing in the Community, Introduction to Criminal Law, Laws of Arrest, Search and Seizure, Presentation of Evidence, Use of Force, Crime Scenes, Evidence, and Forensics, Crimes Against the Criminal Justice System, Cultural Diversity/Discrimination. Arrest and Control LD #33 is incorporated into this course with 16 hours of training providing the participants with the knowledge and skills needed to defend themselves without the use of a weapon. Cadets will learn the importance of a career-long commitment to practicing weaponless defense skills.

***Course Hours:* 44**

SUBJECT: PHYSICAL FITNESS TRAINING TEST

The Physical Fitness Training Test (PFTT) is administered with the goal of cadets completing within the allotted time. At the completion of the first week of academy physical training, you will be required to complete the physical fitness training test within 5 minutes and 5 seconds.

***Course Hours:* 2**

SUBJECT: PREVENTION OF INFECTIOUS DISEASES (CORE) *V2.0* *BET ID 11056157*

This course is designed to provide training to ensure that the cadet can protect themselves from occupational exposure to blood borne diseases, and if exposed, will know the immediate steps to take to minimize the possibility of becoming infected. Cadets will obtain the information and basic skills necessary to protect themselves and their coworkers from exposure to and contamination from blood borne pathogens, as well as other infectious diseases and skin infections.

***Course Hours:* 4**

SUBJECT: PREVENTION STRATEGIES AND TACTICS MODULE I *V2.0* *BET ID 11056158*

In this course, cadets will learn the importance of communicating with others and appropriately supervising the youth population within the correctional facility. Through proper communication and supervision of youth, the facility will be protected.

***Course Hours:* 4**

SUBJECT: PREVENTION STRATEGIES AND TACTICS MODULE II V2.0 BET ID 11056159

This lesson was developed to assist new staff in entry-level correctional peace officer classifications to obtain the knowledge, skills, and abilities required for job proficiency. This lesson was designed to assist staff in preventing dangerous situations and conditions that would compromise the safety of youth, staff, and visitors. This training will improve the overall safety of the facilities and communities, thereby reducing the overall costs associated with protecting the public and rehabilitating youth.

Course Hours: 4

SUBJECT: PRISON RAPE ELIMINATION ACT V2.0 BET ID 11056160

This lesson is mandated training for California Department of Corrections and Rehabilitation (CDCR) staff. The objective for Prison Rape Elimination Act (PREA) is to provide guidelines for the prevention, detection, response, investigation, and tracking of youth sexual assaults and sexual misconduct. Cadets will learn their roles and responsibilities when a sexual assault occurs at their worksite.

Course Hours: 4

SUBJECT: PROGRAM SERVICE DAY V2.2 BET ID 11056161

This course introduces staff to the Program Service Day. The Program Service Day is a coordinated schedule for each Division of Juvenile Justice facility and the programs and services it provides. The schedule provides a structure to ensure that all youth services are received in an efficient manner. It is intended to minimize scheduling conflicts while ensuring that each youth receives necessary treatment/rehabilitative services. The schedule ensures that youth are constructively active during the majority of his or her waking hours.

Course Hours: 3

SUBJECT: THE PUBLIC AND THE MEDIA V2.0 BET ID 11056162

This course reinforces the basic concept that public relations are not solely the responsibility of the Department's Public Information Officers. Good public relations are the responsibility of all the staff members who work in the Department. Since the Department is a public agency, Correctional Peace Officers have specific and general duties to ensure the trust and confidence the community has in our Department's rehabilitation process.

Course Hours: 3

SUBJECT: SKILL OF THE WEEK (IBTM) MOD. 5/2018 BET ID 11056163

Skill of the Week provides an opportunity for DJJ youth to practice fifty-two cognitive-behavioral social skills. Skill of the Week is conducted on the living unit in a large group setting and led by the living unit staff. Implementation of Skill of the Week at each facility will encourage a therapeutic culture and increase supporting responses / reactions from staff as youth practice the skills.

Course Hours: 4

SUBJECT: STAFF AND YOUTH SEXUAL MISCONDUCT VI.0 BET ID 11056164

Training is provided to ensure staff is aware of the most recent legislation and Department policy surrounding the issues of sexual misconduct with youth. Violations by employees of the Department's sexual misconduct policy will result in disciplinary action up to, and including, criminal charges. Training is further needed to provide staff information on the Youth Sexual Misconduct Disciplinary Decision Making System process and staff responsibilities as outlined in the Youth Sexual Misconduct Policy. Failure to provide this training can result in unaccountability of staff and youth, thus discrediting the Department and causing unnecessary litigation. Cadets will understand the professional responsibilities and the legal requirements set forth by California state law and Division of Juvenile Justice policy regarding sexual misconduct.

Course Hours: 6

SUBJECT: STAFF SUICIDE AWARENESS (IST) V3.0 BET ID 11056165

This course is designed to provide cadets with a better understanding of suicide prevention. This lesson also defines support protocols and available resources when identifying at-risk co-workers. In addition, this class is intended to encourage at-risk employees to reach out for help, and to erase the stigma of employees who seek help.

Course Hours: 1

**SUBJECT: STRESS RESILIENCY FOR (CORE) V2.4 BET ID 11056501
THE CORRECTIONAL ENVIRONMENT**

This course introduces cadets to awareness, understanding, and identifying the inherent stressors and potential negative effects of working in a correctional environment. This lesson provides education regarding resiliency concepts, coping strategies, and resources to mitigate the negative effects of stress.

Course Hours: 3

SUBJECT: SUICIDE PREVENTION, ASSESSMENT, AND RESPONSE V2.0 BET ID 11056167

The primary goal of the Suicide Prevention, Assessment and Response (SPAR) lesson is to save lives. Cadets will learn their responsibility to the Division of Juvenile Justice to take all necessary precautions to prevent suicide and suicide behaviors by youths. Cadets will learn how to ask questions, assess danger levels, and clarify youth responses. In addition, correctional peace officers need to protect the Department and themselves personally from liability. If an employee has knowledge that a youth is at significant risk for suicide and fails to take reasonable measures to prevent a suicide, the agency and employee may be liable because of "deliberate indifference."

Course Hours: 6

**SUBJECT: TRAUMA FOCUSED COGNITIVE BEHAVIOR TRAINING AND BRAIN
DEVELOPMENT V2.0 BET ID 11056168**

TF-CBT is presented to cadets as an overview of the complexity of providing treatment to the high number of DJJ youth who have experienced trauma. The roles of psychologists in the treatment delivery and other staff providing support of TF-CBT on mental health residential units are discussed. This lesson also gives an overview of adolescent brain development; having knowledge and understanding as to how this impacts youth helps staff better understand youth behavior and target treatment goals.

Course Hours: 2

SUBJECT: TREATMENT INTERVENTION STRATEGIES V2.1 BET ID 11056169

This lesson will cover the role of the youth correctional counselor (YCC) as it relates to treatment interventions and case plans, who is primarily responsible for facilitating treatment intervention groups, the requirements for counseling, and how to develop a treatment plan, write measurable long and short term goals, and actions steps. Connect all the interventions by identifying how progress notes facilitate the transition to writing the behavioral issues section of a case report. For youth correctional officers (YCO), we will focus on how to de-escalate a situation by applying and reinforcing treatment intervention techniques, as well as conducting an open dialogue consistent with the Crisis Prevention and Management policy/Controlled Use of Force.

Course Hours: 8

SUBJECT: USE OF FORCE PRACTICE BET ID 11056170

These hours are allotted for cadets to hone their skills in all areas related to use of force. The time is divided into classroom repetitions practicing a particular skill to reality based scenarios that allow the cadet to choose a force option and apply it.

Course Hours: 20

SUBJECT: USE OF FORCE: MODULE II V3.0 BET ID 11056171

Use of Force Module II is a six-hour practicum session where cadets will have the opportunity to observe, practice, and be tested on departmentally-approved low profile handcuffing techniques. These handcuffing techniques include Interview Stance, Kneeling Stance, Defensive Stance, Startle Flinch, Quick Cuffing, FBI Handcuffing, and Low Profile Flex Cuffing.

Course Hours: 6

SUBJECT: USE OF FORCE: MODULE III V3.0 BET ID 11056172

Use of Force Module III is a seven-hour practicum session where cadets will have the opportunity to observe, practice, and be tested on departmentally-approved high profile handcuffing techniques. These handcuffing techniques include Kneeling Handcuffing, Prone Handcuffing, and High Profile Flex Cuffing, Standing a Prone Handcuffed Youth, Leg Irons-Kneeling Position, and Leg Irons-Seated Position.

Course Hours: 7

SUBJECT: USE OF FORCE: MODULE IV V3.0 BET ID 11056173

Use of Force Module IV of the Use of Force Options: Physical Strengths and Holds and Mechanical Restraint Training Course is designed to assist Basic Correctional Juvenile Academy (BCJA) cadets prepare themselves as correctional peace officers. This module will help cadets enhance their knowledge and develop their skills and abilities in the use of Division of Juvenile Justice trained control holds.

Course Hours: 6

SUBJECT: USE OF FORCE: MODULE V V3.0 BET ID 11056174

Use of Force Module V is a seven-hour practicum session where cadets will have the opportunity to observe, practice, and be tested on departmentally-approved takedown techniques. These takedown techniques include the One-Person Takedown-Bear Hug, and One-Person Takedown-Arm bar.

Course Hours: 7

SUBJECT: VICTIMS OF CRIME (CORE) VI.1

BET ID 11056176

This lesson provides cadets with basic knowledge of the impact of crime on victims, their responsibilities as they pertain to child victimization, domestic violence, and services available from the Department. Cadets learn the basic information on reporting requirements for child victimization and mandated reporting.

Course Hours: 3

SUBJECT: WARD INFORMATION NETWORK DEMONSTRATION V2.0 BET ID 11056177

The Ward Information Network (WIN) is the Division of Juvenile Justice's (DJJ) electronic database for youth information. It contains information such as custodial care, treatment intervention strategies, education, etc. It is imperative that all new staff is proficient in the WIN system as all DJJ staff are required to use WIN to research youth information. Failure to provide this training could result in staff not knowing important youth information, thus jeopardizing the safety and security of a facility. Participants will learn the DJJ's WIN electronic database system for youth information. They will be able to demonstrate their proficiency by completing the lesson activities.

Course Hours: 8

SUBJECT: WORKPLACE HEALTH AND SAFETY

V2.3

BET ID 11056178

The goal of this course is to ensure that Correctional Peace Officers are able to perform their duties in a healthy, safe, and secure work environment. Senate Bill 198 mandates that all participants will receive training to ensure that safety practices are followed, and the importance of reporting and correcting unsafe workplace conditions, by reporting accidents, and acting as a safety role model, using proper safety equipment. This lesson will help facilitate the Department's goal of no accidents and injuries.

Course Hours: 4

SUBJECT: WORKING WITH LGBTI YOUTH IN DJJ FACILITIES

This training was created under the CA Advancing PREA project, which is funded by the CA Governor's Office of Emergency Services. The California Advancing PREA project allows CALCASA and JDI to partner in offering support and guidance to California rape crisis centers and California corrections facilities on providing services to survivors of sexual abuse, as required by PREA standards. Just Detention International, or JDI for short, is a health and human rights organization that seeks to end sexual abuse in all forms of detention. JDI works with corrections officials, rape crisis centers, and policy makers to make detention facilities safe, with the goal of changing public attitudes about sexual abuse behind bars, and ensuring that survivors get the help they need. The California Coalition Against Sexual Assault (CALCASA) is committed to ending sexual violence through a multifaceted approach of prevention, intervention, education, research, advocacy and public policy. CALCASA provides leadership, vision and resources to rape crisis centers, individuals and other entities committed to ending sexual violence.

Course Hours: 3

SUBJECT: WRITTEN COMMUNICATION: MODULE I V3.0 BET ID 11056179

This course consists of two modules. The first module will discuss the importance of written communication, what makes written communication effective, and grammar and punctuation, as they apply to clear, written communication. Finally, some of the most common types of written communication used in the Division of Juvenile Justice will also be introduced.

Course Hours: 2

SUBJECT: WRITTEN COMMUNICATION: MODULE II V3.0 BET ID 11056180

Staff has a responsibility to provide treatment to all youth. This treatment must be well documented, both for purposes of planning, as well as tracking the youth's progress. This course gives instruction and practice in preparing an Annual Case Review report, which is critical to the treatment process.

Course Hours: 4

SUBJECT: YOUTH GRIEVANCE / STAFF MISCONDUCT V3.0 BET ID 11056181

The youth grievance process is a simple and expeditious system for the resolution of youth complaints. It is a very valuable system for both staff and youth, and is an excellent way for staff to identify possible problems and eliminate them before they escalate. This course will introduce the cadet to the youth grievance procedure and help them understand the grievance process. Cadets will be introduced to the different types of grievances, the role of the grievance committee, and be given a working knowledge of the informal and formal resolution process. In addition, this course will introduce the cadet to the role of the Grievance Clerk and the Youth's Rights Coordinator.

Course Hours: 4

SUBJECT: YOUTH MEDICATIONS V2.2 BET ID 11056182

Division of Juvenile Justice correctional staff must comply with the established guidelines and security practices to maintain the safety and integrity of the facility. This course will present information regarding medication policies and procedures for the distribution of medicines to youth.

Course Hours: 2

SUBJECT: YOUTH SUPERVISION V2.0 BET ID 11056183

This course was designed to assist new youth Correctional Peace Officers in obtaining the knowledge, skills, and abilities required for job proficiency. The course materials will focus on the three critical task areas of corrective action, problem-solving, and conflict resolution that peace officers must be effective in performing, as they supervise youth in their charge. The material presented will assist newly hired Correctional Peace Officers in understanding the importance of these task areas, and their critical role in establishing and maintaining the safety and security of a correctional facility.

Course Hours: 8

ADDITIONAL TRAINING (INFORMATIONAL)

SUBJECT: ADVISOR MEETINGS

These hours are used for meeting with cadets/companies. This time provides the opportunity for Administrative staff to meet with cadets and evaluate cadet performance. It also allows time to address any issues/concerns cadets may have. Lastly, it ensures time for the Company Commander to meet with his/her cadets and provide direction, expectations, complete necessary paperwork, and perform evaluations.

Course Hours: 17

SUBJECT: CCPOA

A presentation by the California Correctional Peace Officers Association explaining CCPOA's mission and the Peace Officer's Procedural Bill of Rights. The Academy's mission and recruitment efforts are also discussed. This presentation meets requirements of the Bargaining Unit 6 contract.

Course Hours: 2

SUBJECT: GRADUATION (Rehearsal and Event)

This period of time is utilized for the cadet check-out process, inspection, and the graduation practice and ceremony.

Course Hours: 8

SUBJECT: HAZMAT LECTURE

The purpose of this lecture is to introduce cadets to the hazardous materials they may encounter while in the academy and in the institution. Cadets will learn the procedural safeguards to take when they use various cleaning products. The Safety Data Sheet is also discussed in the course.

ADVISOR MEETING

SUBJECT: ORIENTATION / REGISTRATION

This period of time is devoted to the intake process of new cadet arrivals, distribution of academy curriculum on laptops, uniform necessities, linen, and housing/living quarters assignments. This time will be utilized to review in detail the expectations set forth for the cadets throughout their 16 weeks in the academy. This time also allows for the processing and completion of necessary paperwork.

Course Hours: 21

SUBJECT: ORIENTATION TO THE BASIC ACADEMY: ROOM EXPECTATIONS

This course provides an opportunity for cadets to become familiar with the correctional facility where they will work and introduce the knowledge and skills necessary for them to succeed in the daily routine and activities of the Basic Correctional Juvenile Academy.

Course Hours: 1

SUBJECT: PROTECTIVE VEST POLICY

The purpose is to provide cadets with the policy that pertains to wearing a protective vest. Included in the training is who is expected to wear the vest and in what conditions, exemptions to the policy, replacement of the protective vest, care for the vest and staff's accountability and safekeeping of the vest.

ADVISOR MEETING

SUBJECT: TESTING

These hours are used to administer major exams, which cover the classes presented to the cadet during each week of instruction. Each major exam is approximately two hours. PC 832 Laws of Arrest written exam (2 hours) is included in this area.

Course Hours: 8

TOTAL ACADEMY CURRICULUM HOURS

480

D. Boggs, Lieutenant
Special Programs

Date

J. Moeckly, Captain
Academy Commander

Date

JON SPAICH
Correctional Administrator

Date

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

ATTACHMENT D

Equal Employment Opportunity (EEO)

The recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, natural origin, or sex. Affirmative action will be taken to provide equal opportunity in apprenticeship and will operate the AP as required under Title 29 of the Code of Federal Regulations, §30.

ATTACHMENT E

CPOST Executive Board

10000 Goethe Rd.
 Sacramento, Ca. 95827

CPOST EXECUTIVE BOARD MEMBERS	
MEMBERS	ALTERNATIVES
Annemarie Del Mugnaio, Chairperson Executive Director Commission on Correctional Peace Officers' Standards and Training 10000 Goethe Road, Suite B-1 Sacramento, CA 95827	Jason Lowe, Alternate Commissioner Correctional Administrator 10000 Goethe Road, Suite B-1 Sacramento, CA 95827 REPRESENTING MANAGEMENT
Robert Calderon, Commissioner Correctional Administrator Office of Peace Officer Selection 10000 Goethe Road, Suite B-1 Sacramento, CA 95827 REPRESENTING MANAGEMENT	Tim Sheldon, Alternate Commissioner 10000 Goethe Road, Suite B-1 Sacramento, CA 95827
Heather Bowlds, Commissioner Department of Youth and Community Restorations, Director (A) 10000 Goethe Road, Suite B-1 Sacramento, CA 95827	Teresa Perez, Alternate Commissioner Program Administrator, Correctional School (Supervisory) Division of Juvenile Justice 10000 Goethe Road, Suite B-1 Sacramento, CA 95827 REPRESENTING MANAGEMENT
Connie Gibson, Commissioner Director, Division of Adult Institutions 10000 Goethe Road, Suite B-1 Sacramento, CA 95827	
Brian Pinneo, Commissioner Correctional Lieutenant California Health Care Facility 10000 Goethe Road, Suite B-1 Sacramento, CA 95827 REPRESENTING CCPOA	

DISTRICT NO: 04
DAS FILE NO: 19000
EMPLOYER ID NO: 1000000534
VA: Yes

Harold Gee, Commissioner Correctional Officer 10000 Goethe Road, Suite B-1 Sacramento, CA 95827 REPRESENTING CCPOA	
Josh Eustice, Commissioner Parole Agent 1, Adult Parole 10000 Goethe Road, Suite B-1 Sacramento, CA 95827 REPRESENTING CCPOA	

APPRENTICESHIP PROGRAM

OPERATIONAL PROCEDURES



Correctional Counselor I
Correctional Fire Captain
Correctional Officer
Casework Specialist, DJJ
Parole Agent I, CDCR
Parole Agent I, DJJ (Institution)
Youth Correctional Counselor
Youth Correctional Officer

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GLOSSARY OF TERMS

Applicable job classification: Correctional Officer, Correctional Counselor I, Parole Agent I, Parole Agent DJJ (Institution), Caseworker Specialist DJJ, Youth Correctional Counselor, Youth Correctional Officer, and Correctional Fire Captain.

Apprentice: Refers to a California Correctional Peace Officer apprentice, unless otherwise noted. A Correctional Peace Officer is at least 21 years of age and engaged in learning a designated trade, a person who has entered into a written apprenticeship agreement under the provisions of the apprenticeship standards and the Memorandum of Understanding (MOU), and all persons newly appointed to rank and file Correctional Peace Officer classifications are apprentices, including less than full-time employees.

California Apprenticeship Council (CAC): The council holds an open quarterly meeting to conduct the business of apprenticeship in California and fulfill its statutory responsibilities by providing policy advice on apprenticeship matters to the director of industrial relations, issuing rules and regulations on specific apprenticeship subjects to be published in the California Code of Regulations, and conducting appeals hearings.

Apprenticeship Coordinator's Office (ACO): In order to facilitate efficient operation of the Apprenticeship Program (AP) statewide, the Commission on Correctional Peace Officer Standards and Training (CPOST) developed the ACO to oversee the daily operations of the program and to act as a liaison between the field (LAS and apprentice) and the CPOST Executive Board.

Commission on Correctional Peace Officer Standards and Training (CPOST): The CPOST was established by the Legislature in July 2015, to develop, approve, and monitor standards and training of State Correctional Peace Officers.

California State Approving Agency for Veteran Education (CSAAVE): The CSAAVE is responsible for the oversight and approval of California institutions offering education programs, apprenticeship and on-the-job training, and license and certification exams.

Division of Apprenticeship Standards (DAS): The DAS monitors and approves all California apprenticeship programs and conducts compliance audits.

Division of Industrial Relations (DIR): Also known as the Administrator of Apprenticeship. The DIR administers and enforces laws governing wages, hours and breaks, overtime, retaliation, workplace safety and health, apprenticeship training programs, and medical care and other benefits for injured workers.

Field Training Sergeant (FTS):

The Field Training Sergeant (FTS) is responsible to oversee the work experience of all new institutional Correctional Peace Officers as they proceed through the requisite apprenticeship program, providing on-the-job training for related and supplemental hours, and conducting performance evaluations to further inform training gaps.

Internal Credit: Internal credit can be granted toward any individual term of apprenticeship, which shortens the apprenticeship period. Internal Credit may be applied in Work Process Hours and/or qualifying months according to the current Operational Procedures.

Journey person: All employees who are or were in a rank and file classification and who have successfully completed the appropriate AP will be considered a journey person for the classification in which they have completed an apprenticeship.

Local Appointing Authority (LAA): A warden, superintendent, parole regional administrator, or designee of equal authority.

Local Apprenticeship Subcommittee (LAS): The LAS is responsible for monitoring apprentice training, addressing training needs, maintaining records, and work process documentation. The LAS also makes salary increase recommendations to the LAA consistent with CAL HR regulations.

Management: Personnel designated by the CDCR or DJJ to represent their organizations.

Memorandum of Understanding (MOU): The collective bargaining agreement between the State of California and the Bargaining Unit 6, Correctional Peace Officers Association (CCPOA).

On-the-Job Training (OJT): Any time spent performing the duties of a CDCR Correctional Peace Officer in an official capacity.

Petitioner: An apprentice, representative, or group of representatives that files a complaint with their LAS and begins the appeal process.

Qualifying Month: One (1) month credit granted for every month an apprentice submits the DAS Form 103-A, properly completed and signed, in the required timeframe.

Qualifying Pay Period: Means either full-time employment with at least eleven working days in a pay period or intermittent (hourly) employment with at least 160 hours worked in a pay period.

Related and Supplemental Instruction: Any classroom instruction, training or education in subjects related to the Correctional Peace Officer profession. Instruction may have been given in a classroom provided by a department, community college, high school district correspondence course of equivalent value, or other forms of self-study approved by the CPOST.

Supervisor: An employee in a Correctional Peace Officer classification who supervises a Correctional Peace Officer apprentice and journey person and can include a first and second line supervisor.

Work Processes: The on-the-job work experience apprentices will perform during the apprenticeship period.

AUTHORITY

Per the California Penal Code (PC) §13601 (a): The Commission on Correctional Peace Officer Standards and Training (CPOST) develops, approves, and monitors standards for the selection and training of state Correctional Peace Officer apprentices and oversees the Apprenticeship Program (AP) and the Local Apprenticeship Subcommittees (LAS).

The agreement between the State of California and California Correctional Peace Officer Association (CCPOA) recognizes that these legislative amendments effectively renamed the California Department of Corrections and Rehabilitation (CDCR) and Division of Juvenile Justice Joint Apprenticeship Committee as the CPOST; and gave the CPOST the authority to create its own Operational Procedures (OP) and program standards.

In January 1, 1995, the Legislature passed, and the Governor signed, Senate Bill No. 1902, to establish the Commission on Correctional Peace Officer Standards and Training (hereafter referred to as "CPOST"), which was reestablished in 2012. This Act amended Penal Code Sections 13600 and 13601, in order to consolidate the researching, establishment and monitoring of standards for the selection and training of Correctional Peace Officers, both apprentices and journey persons. The parties recognize that these legislative amendments effectively renamed the CDCR-Division of Juvenile Justice Joint Apprenticeship Committee as the CPOST; and gave CPOST the authority to create its own operating rules and regulations.

The CPOST will adopt changes and additions to the OP and standards, as necessary, subject to the approval of the CPOST Executive Board and, when applicable, the Administrator of Apprenticeship (Director, Department of Industrial Relations).

MISSION

The mission of the AP is to administer the Operational Procedures (OP) and standards for the entry-level Correctional Peace Officer apprentices, integrate high quality related and supplemental instruction, and to provide professional competence through structured on-the-job training in a variety of work assignments.

(Authorities Cited: CPOST OP, Bargaining Unit 6 MOU, PC § 13601)

APPRENTICESHIP PROGRAM FUNCTIONS

- Develop, approve, and monitor AP standards.
- Develop, validate, and establish work processes for each apprentice classification, in which the apprentice will receive supervised work experience and OJT.
- Create and monitor the standards, processes, and compliance of the OP for the AP.
- Develop the procedures to identify and address the standards for all non-disciplinary controversies within the AP.
- Address any AP related complaint or appeal issues.

- Oversee the AP credit earning process.
- Mandate salary range changes upon completion of the AP according to the AP OP.

(Authorities Cited: 8 CCR § 212.01 & 212.3, Bargaining Unit 6 MOU, PC 13601)

APPRENTICE CLASSIFICATIONS

Apprentice is defined as a California Correctional Peace Officer, unless otherwise noted. A Correctional Peace Officer is at least 21 years of age and engaged in learning a designated trade and has entered into a written Apprenticeship Agreement under the provisions of the apprenticeship standards, the Memorandum of Understanding (MOU), and the California Division of Apprenticeship Standards (DAS). The apprenticeship period begins the first day the apprentice reports to their assigned institution or designated work location.

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 limited-term, permanent full-time, and Training & Development (T & D) will require indenturing into the CPOST AP. The Apprentice Classifications are:

- Correctional Officer
- Correctional Counselor I
- Parole Agent I, CDCR
- Parole Agent I, Juvenile (Institution)
- DJJ Casework Specialist
- Youth Correctional Counselor
- Youth Correctional Officer
- Correctional Fire Captain

- (Authorities Cited: Bargaining Unit 6 MOU)

APPRENTICE RESPONSIBILITIES

- Each apprentice will comply with the OP, AP standards, and the decisions of the CPOST and the LAS.
- Each apprentice will sign an Apprenticeship Agreement (Attachment A) indenturing the apprentice to the AP. Apprenticeship Agreements that are not completed and signed at a program sponsor approved academy must be immediately submitted to the ACO in order to meet the DAS 30-day registration requirement.
- Each apprentice is required to satisfactorily perform and complete all work and learning assignments, including OJT, In-Service Training (IST), and related and supplemental instruction.
- Each apprentice will track his/her progress towards completion of the required number of hours in each work process category, and will notify his/her supervisor and/or the LAS of the need for more hours in a particular work process category.

- Each apprentice will record the number of hours accrued in each of the work processes categories on the Learning Management System (LMS) Apprenticeship Portal or on the Apprentice Daily Records Form (DAS 103-A) (Attachment B) and will track each qualifying month of service. Annual IST block training should not be tracked as work process hours.
- The apprentice will obtain the necessary signatures and forward the DAS 103-A to the IST or Training Office at their assigned institution/designated location no later than the tenth of the following month. In the event that the tenth falls on a weekend or holiday, the DAS 103-A will be submitted the following business day. Failure to submit the DAS 103-A within the required timeframe may result in a one-month extension of the term of apprenticeship. Use of the learning Management System (LMS) to track apprenticeship experience digitally is encouraged but not a requirement. IST should NOT sign the DAS 103 – A, unless every attempt has been made to obtain Supervisory signature.
- If submitting a physical DAS 103-A outside of the LMS process, it is the LAS's responsibility to identify unaccounted DAS 103-As and inform the apprentice. This should be done on a monthly basis. If the apprentice has an unaccounted DAS 103-A(s) that was submitted to the LAS properly completed and timely, he/she shall be given the opportunity to resubmit the missing, appropriately date and time-stamped (where time-stamping is available) DAS 103-A along with a CDCR 998 as proof of the qualifying month. This is only available for sixty (60) days after the discovery of the missing DAS 103-A. Exceptions to the sixty (60) day limit can be made on a case by case basis through the CPOST appeals process.
 - DAS 103-A(s) that were not appropriately recorded during the AP would be identified for possible extension prior to the end of the 24 months (including terms of apprenticeship that have been modified due to credit award). Any apprentice who is extended because of this shall have the opportunity to RESUBMIT their DAS 103-A, appropriately date and time-stamped (where time- stamping is available), along with a completed CDCR 998 as proof of the qualifying month; along the same guidelines as above, with a sixty (60) day limit. Exceptions to the sixty (60) day limit can be made on a case by case basis through the CPOST appeals process.
- Apprentices are responsible for complying with all scheduled training requirements throughout the duration of the AP.

(Authorities Cited: 8 CCR § 210)

FIRST-LINE SUPERVISOR

First line supervisor classifications are:

- Correctional Sergeant, Adult and Juvenile
- Senior Youth Correctional Counselor
- Correctional Counselor II (Supervisor)
- Parole Agent II (Supervisor), Adult
- Fire Chief
- Supervising Casework Specialist I

Responsibilities of the First Line Supervisor

- Reviews and signs the DAS Form 103-A for active apprentices, either in the LMS or paper form.
- Collaborate with the FTS to identify opportunities for related and supplemental training and/or OJT to support the apprentice throughout their term of apprenticeship.
- Provide apprentices with opportunities to be assigned tasks or assignments to encourage development and fulfillment of work process hours.
- Assist the apprentice in navigation of the LMS for DAS 103 – A tracking purposes if asked.
- Collaborate with the FTS on the evaluation process and provide feedback on apprenticeship performance.

FIELD TRAINING SERGEANT

The Field Training Sergeant (FTS) is responsible to oversee the work experience of all new correctional officers as they proceed through the requisite AP, providing on-the-job training for related and supplemental hours, and conducting performance evaluations to further inform training gaps.

Responsibilities of the Field Training Sergeant:

- Ensure Apprentices receive every opportunity to learn and perform all of the work processes required for successful completion of the Apprenticeship Program.
- Evaluate on a regular basis, and in performance reports, the performance of Apprentices.
- Provide input about training issues, answer questions from the LAS or Apprenticeship Committee, and recommend changes to improve the program. Collaborate with the first line supervisor and LAS in apprenticeship related matters.
- Assist the LAS in development of related and supplemental training plan.
- Assure that first line supervisor reviews and signs the DAS Form 103 – A for active apprentices, either in the LMS or paper form.

LOCAL APPRENTICESHIP SUBCOMMITTEE (LAS)

In order to ensure compliance with the AP standards and facilitate efficient operation of the program statewide, the CPOST has established policy for the LAS at each institution. The LAS will consist of the IST Lieutenant or Field Training Sergeant (FTS) and CCPOA Chapter President, or designee, who will report the LAS meeting minutes to the LAA.

The local management and CCPOA Chapter President will appoint alternates for the LAS monthly meeting. Every alternate committee member will possess the same qualifications as a regular committee member and will substitute for, and vote in place of, a regular committee member who is absent. (Tied votes on any issue that cannot be resolved at the local level should be forwarded to the ACO for review for possible inclusion in the next CPOST Apprenticeship Meeting)

The LAS may appoint advisory members including institutional or regional personnel officers, Personnel Assignment Lieutenants, training officers, representatives of the CCI and Correctional Fire Captain classifications, and assigned ACO consultant. Advisory members to the LAS shall not be allowed to vote, but shall provide recommendations on applicable matters.

Each LAS is responsible for ensuring that the local AP complies with program standards in coordination with the Apprenticeship Coordinator's Office (ACO) by:

- Tracking and recording the progress of each apprentice through the AP. Forwarding a copy of the DAS 103 A to the ACO monthly (paper 103s),
- Ensuring that each apprentice maintains a current and accurate record of work process hours, either in the LMS or in paper form (Telestaff or 998s can be used to verify the work process hours documented on the DAS 103)
- Reviewing IST apprenticeship records for compliance with the DAS 103-A process, including new agreements, completions, extensions, terminations, and amendments. Following the AP OP timelines.
- Making every effort to notice the apprentice and the apprentice's immediate supervisor when there is non-compliance with the AP standards.
- Monitoring and recording supervisory compliance with the AP.
- Coordinating with the ACO on institutionally generated appointments (CCI, Fire Captain, Casework Specialist, and Parole Agent (DJJ)). Gathering signatures and supporting documents associated with the indenture process, including OOC memos, OOC documents, and other credit documents. Completing Apprenticeship Agreements and/or amendments, file original agreements and/or amendments with the ACO, and retain a copy for the apprentice's training file (e.g., CCI, Correctional Fire Captain, and etc.).
- Coordinate the AP complaint (Attachment C), grievance, controversy, and appeals process by receiving and reviewing apprenticeship complaints and forwarding any unresolved complaints to either the CPOST Executive Board, through the ACO, or appropriate authority.
- Maintaining the apprentice's training file, including copies of signed Apprenticeship Agreements, DAS 103-As (not needed for LMS participants), DAS 104s (Attachment E), the apprenticeship portion of the performance appraisals, records of apprenticeship transfers between appointing authorities; copies of DAS and the CPOST completion certificates, documents showing completion of educational and/or training requirements, and any other apprenticeship training records. **Note:** The LAS will retain these records for at least five (5) years after the apprentice completes the AP.

- It is the LAS's responsibility to identify unaccounted DAS 103-As and inform the apprentice. This should be done on a monthly basis. If the apprentice has an unaccounted DAS 103-A(s) that was submitted to the LAS properly completed and timely, he/she shall be given the opportunity to resubmit the missing, appropriately date and time-stamped (where time-stamping is available) DAS 103-A along with a CDCR 998 as proof of the qualifying month. This is only available for sixty (60) days after the discovery of the missing DAS 103-A. Exceptions to the sixty (60) day limit can be made on a case by case basis through the CPOST appeals process.
 - DAS 103-A(s) that were not appropriately recorded during the AP would be identified for possible extension prior to the end of the 24 months (including terms of apprenticeship that have been modified due to credit award). Any apprentice who is extended because of this shall have the opportunity to RESUBMIT their DAS 103-A, appropriately date and time-stamped (where time-stamping is available), along with a completed CDCR 998 as proof of the qualifying month; along the same guidelines as above, with a sixty (60) day limit. Exceptions to the sixty (60) day limit can be made on a case by case basis through the CPOST appeals process.
- Facilitating monthly AP meetings, preparing CPOST Local Apprenticeship Subcommittee Meeting Minutes Report (Attachment F) for submission to the ACO by the fifteenth of the following month (e.g., January meeting needs to be submitted by February 15th), and ensuring that all sections of the meeting minutes are completed.
- Provide orientation/training to explain the AP and performance expectations to the apprentice upon the apprentice's arrival.
- Provide training and/or advise new supervisors regarding the AP.
- Carry out the compliance of the Veterans Benefits OP developed by the ACO.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 206)

APPRENTICESHIP COORDINATOR'S OFFICE (ACO)

In order to facilitate efficient operation of the AP statewide, the CPOST developed the ACO to oversee the daily operations and to act as a liaison between the field (LAS and apprentice) and the CPOST Executive Board. The responsibilities of the ACO include:

- Oversee all the LASs for compliance.
- Act as a standing advisory member to the CPOST Executive Board and provide AP compliance reports at the bi-monthly Executive Board meetings.
- Establish and maintain AP files and records that will include minutes of meetings, rulings and interpretations, decisions on appeals, and copies of signed Apprenticeship Agreements and other similar documents and records. Records will be maintained for a period five (5) years in the ACO's office and then be transferred to digital record for indefinite retention.
- Register all Apprenticeship Agreements, completions, terminations, and amendments with DIR and update the apprenticeship database.

- Forward copies of signed Apprenticeship Agreements for each apprentice to their assigned institution's IST office or designated work location's training office.
- Forward completion certificates to the institution's IST when received from DAS.
- Responsible for generating all Apprenticeship Agreements to ensure the correct credit amount is given, pursuant to the Internal Credit Policy (ICP), to newly indentured apprentices.
- Coordinate the AP complaint, grievance, controversy, and appeals process by receiving and reviewing apprenticeship complaints and forwarding any unresolved complaints to either the CPOST Executive Board or appropriate authority.
- Facilitate the instruction of the AP policies and procedures during the required academy training at the CTC.
- Answer questions and advise interested parties regarding the AP policies and procedures.
- Train the LASs and conduct compliance audits to ensure adherence to AP policies and procedures.
- Conduct an annual self-assessment for approval by the CPOST Executive Board and submit to the DAS.
- Conduct annual audits at the field level to ensure compliance with AP standards. Annual audits will be conducted using the audit tool created by the ACO and approved by the CPOST Executive Board.
- Review AP OP annually and update as needed with the approval of the CPOST Executive Board.
- Submit the current copy of the AP standards for the DAS review and approval.
- Review and track information from the CPOST Local Apprenticeship Subcommittee Meeting Minutes Report filed by each LAS for accuracy, completeness, and compliance with procedures.
 - Track rotations, evaluations, transfers, completion/non-completion, and credits awarded
 - Report of rotations, evaluations, transfers, completion/no-completion, and credits awarded will be distributed at bi-monthly CPOST Executive Board Meetings
- Oversee the compliance of the CPOST standards for the Statewide Veteran's Benefits Program for apprentices.
- Conduct the Apprenticeship Program update at each CPOST Executive Board meeting.

(Authorities Cited: 8 CCR § 206 & 212, LC 3076.3)

THE CPOST EXECUTIVE BOARD

The CPOST was established by the Legislature to develop, approve, and monitor standards for the training of State Correctional Peace Officers. For more information about CPOST including the OP and committee structure, please visit the CPOST website at: <http://cpost.ca.gov/>.

The responsibilities of the CPOST Executive Board include:

- Establish and adopt changes and additions to the AP OP.
- Develop, approve, and enforce the AP standards.
- Set the term of apprenticeship for each applicable job classification in compliance with state and federal regulations.
- Develop and approve work classifications and work processes and develop any related and supplemental training required for each applicable job classification.
- Develop criteria for the granting of apprenticeship credit.
- Respond to, advise, and confer with the Legislature, the employing agencies, interested parties, and federal and/or state oversight agencies. This includes, but is not limited to, monitoring and reviewing proposed legislation that affects the AP.
- Establish and maintain processes for reviewing, responding to, and issuing decisions to appeals or complaints regarding the AP standards or OP.
- Submit the compliance reports attained from the ACO and distribute to the appropriate stakeholders.

(Authorities Cited: Bargaining Unit 6 MOU, PC 13600, LC 3075, 8 CCR § 212)

APPRENTICESHIP PROGRAM POLICIES AND PROCEDURES

Term of Apprenticeship

The AP for all rank-and-file apprentices requires completion of a minimum of 3600 hours in the respective work processes **AND** two (2) years (24 qualifying months) in the occupation, unless apprenticeship term has been modified due to credit award. It is also required that the apprentice completes up to 288 hours of formal or informal related and supplemental training. The apprentices must complete any required academy pursuant to their classification; however, the time spent at the academy is not included in the 3600 hour work process requirement. Other factors considered for the term of apprentice include:

- Overtime hours will be credited to the appropriate work processes category, but will not shorten the calendar length (qualifying months) of the program.
- Any assigned credit awarded will follow the current credit awarding tool and will be reviewed by the ACO to ensure proper assignment and application.

- Duties performed by an apprentice that fall outside of the stated work process categories for which the apprentice is indentured will not be counted toward completion of the requirement for 3600 hours of OJT.
- Work Process Category Minimum requirements shall be enforced as outlined in the Work Process Hours for AP Classifications (Attachment G). Additional Experience as a Subject Matter Expert (SME) shall not exceed the classification hourly minimum for the applicable classification.
- Classroom time spent in related and supplemental training such as annual IST/Block training shall not apply to the 3600-hour requirement.

(Authorities Cited: 8 CCR § 223, Bargaining Unit 6 MOU)

Apprenticeship Program Credits

The apprentice may apply for AP credit. The ACO shall award apprenticeship credit to apprentices who apply for such credit and meet the eligibility criteria. Credit can be applied to work process hours and/or length of apprenticeship period, depending on the type of credit granted. The LAS shall include a notation of the credit award in their monthly LAS report of apprentice decisions and actions.

Eligible credit awards include:

- **Break in Service During Apprenticeship:** A break in service shall include leaving CDCR employment or voluntarily leaving the apprenticeable classification before completion of the apprenticeship to enter another classification. If the apprentice's break in service has been less than three (3) years in duration, the ACO will grant credit to the apprentice equal to prior time served in the same classification. For example, a returning Correctional Peace Officer apprentice with 13 months and 2200 work process hours will receive a credit of 13 months toward the resumed apprenticeship period and 2200 hours toward the work process categories. If the apprentice's break in service is more than three (3) years, credit may be given on a case by case basis as determined by the ACO.
- **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.

To qualify for this credit based on education, the following criteria must be met:

- 1) An Associate's Degree, or equivalent units (60), or higher attained in any field of study.
- 2) OR fifteen (15) units of college course work directly related to the current classification.
- 3) Degree or course work must be facilitated by a nationally accredited college; A list of nationally accredited colleges can be found at the U.S. Department of Education website (<https://www.ed.gov/accreditation>).
- 4) The apprentice must supply sufficient supporting documentation to substantiate the request for exceptional credit. This can include transcripts or degree.

To qualify for this credit based on specialized training, the following criteria must be met:

1) The exceptional performance, progress or specialized training must directly correlate to the apprenticeship work process hours providing custodial supervision in a prison, jail, or the community OR specialized training in the specific apprentice classification.

Example: Law enforcement experience alone does not meet the threshold for credit towards the CO classification, but experience in a county/city jail or custodial detention facility would meet the criteria.

Example: Military experience alone does not meet the threshold for credit, but experience in a custodial detention facility would.

2) Supporting documentation can include copies of performance appraisals, job duty statements, and/or other proof of experience and a written explanation detailing the reason(s) for requesting the credit.

Any credit request that fails to meet the above criteria will require approval from the ACO/ CPOST Executive Board. The Exceptional Apprentice Credit award shall only be granted once during an apprentice's employment with the Department.

- **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. This eight (8) hour course teaches how to identify, understand and respond to signs of mental illnesses and substance use disorders. Proof of completion should be obtained by the apprentice and submitted to the LAS. A list of available classes can be located at <https://www.mentalhealthfirstaid.org>
- **Transfers Between Job Classifications:** The ACO shall grant credit to apprentices transferring between job classifications in accordance with the Internal Credit Policy (ICP) (Attachment H). The ICP is used to calculate credit when transferring between apprenticeable classifications. When transferring from one classification to a previously unfinished classification; the credit is granted in accordance with "Break in Service During Apprenticeship", as defined above.

The required documentation is work process hours noted on DAS Form 103-A (s).

(Authorities Cited: 8 CCR § 224)

Out of Class, Training and Development, and Acting Assignments

Out of Class, Training and Development (T&D), and Acting assignments should be delayed until after the successful completion of the AP. If the apprentice is given a T&D assignment to any other applicable job classification, the apprentice's current Apprenticeship Agreement will be placed on hold. Apprentices are only allowed to be indentured into one (1) AP at a time. The apprentice should maintain the applicable DAS 103-A records for the second applicable job classification. If the apprentice is later given a fulltime appointment to the second applicable job classification, the apprentice will then terminate his/her first apprenticeship, indenture into the second AP and the ACO will award appropriate credit towards required work process hours and term of apprenticeship as outlined in the Internal Credit Policy.

- DAS 103-A(s) that were not appropriately recorded during the OOC/Acting assignment may be recorded and submitted for review by the institution's IST. Any apprentice affected by this situation shall have the opportunity to submit proof of their qualifying months by including their DAS 103-A, along with a completed CDCR 998, and the OOC/Acting Memo from personnel, within a sixty (60) day period from appointment. Work process hours shall be reviewed by categories against the requisite number of hours that must be completed for the classification. Failure to submit the recorded hours within sixty (60) days from appointment will result in the matter being addressed through the AP complaint/appeals process.

Ratios

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working a transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

At those institutions where the ratio is not met, it is incumbent on the respective LAS to request an exemption, in writing, including notification that the required ratio is not being met and an estimation of when the ratio will be achieved, in conjunction with the LAA.

Said request must include an articulated reason for the non-compliance. The notification must be submitted within 30 calendar days to the ACO for review at the bi-monthly CPOST Executive Board meeting.

(Authorities Cited: Bargaining Unit 6 MOU)

Job Rotations

During the term of the AP, apprentices assigned to an institution will receive a minimum of three (3) job rotations and a minimum of two (2) job rotations containing a coverage relief position. If there is an issue with rotation compliance, it is the responsibility of the apprentice to notify their direct supervisor and it is also the responsibility of the LAS to notify the FTS or Custody Captain through the LAS monthly meeting minutes. No action will be taken against an apprentice for lack of job rotation opportunities. Job rotation requirements include:

- The length of a job rotation need not be consecutive, but cumulative, throughout the apprenticeship period in order to ensure that the operational needs of the institution are met.
- Each apprentice will serve one (1) or more rotations on second watch and on third watch; but not more than one (1) rotation (if any) on first watch, if the apprentice is employed at an institution.
- The job rotation will provide the apprentice the opportunity to gain the required number of hours to be worked within each work process category.

- The job rotation will afford proper supervision and safety of the apprentice; every effort must be made to assign a journeyman, or first or second line supervisor(e.g., two (2) apprentices working on transportation, hospital coverage, etc.)
- The LAA can take into account site specific institutional safety and security needs for the rotation of first year apprentices (e.g., high security units, escape risk areas, etc.). These exceptions will be reported at the LAS monthly meetings.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 210, LC 3071 and 3078)

Related and Supplemental Instruction

Apprentices will satisfactorily complete at least 144 hours of related and supplemental instruction per year, or 288 hours in two (2) years. No action will be taken against an apprentice for lack of job training opportunities. Related and supplemental instruction includes all formal and informal training that an apprentice receives including academy training and IST. Apprentices are required to satisfactorily complete the academy, any additional mandated training or educational curricula, and any additional training approved by the CPOST Executive Board. Related and supplemental/academy training should not be tracked as part of the 3600 hour term of apprenticeship requirement.

(Authorities Cited: 8 CCR § 205)

Recordkeeping

The LAS and the ACO are responsible for maintaining all AP information by developing and maintaining a listing of all active apprentices, developing and maintaining an accurate count of the number of apprentices in each classification and the total number of active apprentices, and developing and maintaining a system to track the total number of months that each apprentice accrues towards completion of the program and the anticipated date of completion of the program.

The AP files may be maintained either in hard copy format or in electronic format. All apprenticeship records will be maintained for no less than five (5) years and will be open to inspection, during reasonable business hours by the apprentice, the apprentice's authorized representative, CPOST, LAS, LAA, DAS, and applicable federal agencies, or as otherwise required by law.

In the event of an institutional closure, all active and inactive physical files shall be transferred to the Apprenticeship Coordinator's Office (ACO) for those apprentices that are not reassigned due to leave of any kind.

The LASs and the ACO will maintain the following AP documents:

Apprenticeship Agreement Form

- The current approved Apprenticeship Agreement form must be used and completely filled out and will reflect the address of the CPOST and not the apprentice's home address.
- Each apprentice will be provided a copy of, and be given the opportunity to study, the AP standards and OP before indenture.
- Must be typed or printed clearly in black or blue ink. Include the apprentice's name

and social security number, and all applicable information, on the Apprenticeship Agreement form. The spelling of the apprentice's name in the Apprentice Name box on the form will reflect the apprentice's name as it appears on his/her completion certificate.

- Apprenticeship Agreements not originated at the Richard A. McGee Correctional Training Center (i.e., Correctional Fire Captain, CCI, and Casework Specialist) shall be processed and completed within 30 calendar days of the date of hire.
- In the event of institutional closure, all active physical Apprenticeship files shall be transferred to the Apprenticeship Coordinators Office (ACO) if the apprentice is NOT transferred due to leave of any kind.

The AP standards and OP will be considered a part of the Apprenticeship Agreement. The CPOST Executive Board is authorized to amend the AP standards and OP. Such amendments will be binding upon the apprentice and any changes to the OP will be available through the LAS or through the CPOST website and ACO SharePoint.

Occupational Changes Documentation

- The LAS/FTS will notify the ACO of an occupational change and cancel the prior Apprenticeship Agreement if the apprentice is changing job classifications within 30 days of the occupational change.

Transfers Between Local Appointing Authorities

- The LAS/FTS will document transfers between LAAs by verifying that the IST or Training Office and the Personnel Office have forwarded the apprentice's physical training and personnel files to the apprentice's new LAA within 30 calendar days of the completed transfer. No action will be taken against an apprentice for loss of documentation.

Certificates of Completion/Ending (DAS 104)

Once the apprentice has met the threshold for completion according to the AP OP, the LAS will submit a completed DAS 104 to the ACO. The ACO will return the 104, DIR Completion Letter, and Apprenticeship Completion Pay Recommendation Memorandum to both the IST Office provide a copy to the Personnel Office for inclusion in the apprentice's official personnel file.

The LAS/FTS will complete the DAS 104 as follows:

- Type or print the apprentices' names on the DAS 104 in alphabetical order, last name first.
- Fill in the social security number, training hours for each work process, and completion date in the appropriate columns.
- Fill in all other required information including classification, institution, facility, parole region, signature, title, and completion date (the last day of the 24th qualifying month as long as all program requirements are satisfied). Exception: apprentices that have not met their hourly requirement as of the agreement completion date, should be

completed the day after they meet the hourly requirement.

- Ensure that each DAS 104 reflects one (1) specific apprentice classification. (e.g., CO, CCI, YCO, and etc.)
- Include a copy of the digital tracker with all completions and ends if in paper form.

Active Apprenticeship Records

Active apprenticeship records and files at the appropriate assigned location or institution will contain the following:

- Copies of all approved enrollment agreements, DAS 1-C signed by the apprentice and CPOST Chairperson, or his/her designee.
- Copies of the apprenticeship portion of each performance appraisal issued to the apprentice.
- Apprentice Daily Records (DAS 103-A) for each month of participation in the AP, if submitted in paper format.
- Documentation of all the LAS actions concerning the apprentice.
- Documentation supporting apprenticeship credits and a copy of an amended agreement.

Inactive Apprenticeship Record

Inactive Apprenticeship Record files at the appropriate assigned location or institution will contain the following:

- Original copies of the apprentice's records when the LAS or the ACO has terminated an Apprenticeship Agreement.
- LAS will forward notification of any inactive apprenticeship agreements to the ACO as part of the monthly LAS report.

ACO Audit Process

The ACO will conduct annual audits at the field level to ensure the LAS are enforcing all AP standards. The field audits will follow a schedule determined by the ACO with consideration for priority audits for non-compliant institutions. No facility shall be audited more than once in a calendar year, unless approved by CPOST Executive Board. The ACO will use a formal audit tool created by the ACO and that will be provided to each LAS for reference to remain in compliance.

- The ACO will provide a courtesy notice within 30 days regarding the scheduling of a routine audit.
- The ACO will send documentation of non-compliance for reporting process within 10 days after a scheduled audit.

- The ACO will report any institution/hiring authority found non-compliant to the appropriate appointing authority and/or DAS.

(Authorities cited: 8 CCR § 206, 224)

Termination of Apprenticeship Agreements

During the probationary period, an Apprenticeship Agreement may be terminated by the LAS upon written request by the apprentice, the LAA, or upon the LAS's own initiative. Upon written request of termination the LAS shall notify the ACO immediately. The apprentice shall be given an opportunity to appear before the LAS and object before the Apprenticeship Agreement is actually terminated. Termination of an Apprenticeship Agreement prior to the completion of the probation period may result in a rejection on probation of the affected apprentice for failure to complete the AP.

(Authorities cited: 8 CCR § 207)

Behavioral and Performance Expectations

- Apprentices are expected to abide by the Operating Procedures, decisions and Apprenticeship Program Standards of the CPOST Executive Board and their local appointing authority. In addition, Apprentices must maintain all requirements to be a Correctional Peace Officer.
- Apprentices are expected to maintain a standard or above rating in all categories listed on the performance appraisal form. Apprentices who are rated less than standard in any category may be requested to appear before the LAS.
- Failure by an Apprentice to meet the Apprenticeship Program Standards and requirements for continuing employment as defined by Apprenticeship Committee or the local appointing authority may result in rejection on probation, or adverse action pursuant to the applicable Government Code.
- Apprentices on probation may be rejected on probation by the local appointing authority for reasons relating to the Apprentices' qualifications as set forth in Government Code section 19573. Any Apprentice, whether probationary or not, may be disciplined by the employing agency for any of the causes enumerated in Government Code section 19572 et seq.

Layoffs

If for any reason a layoff of an apprentice occurs, the Apprenticeship Agreement will remain in effect unless canceled by the Administrator of Apprenticeship (Director, Department of Industrial Relations).

Wages and Benefits

Movement from one apprenticeship pay range to another, or from one step to another within the apprenticeship range, will be based upon satisfactory progress in completing all of the AP requirements established for that pay range for that particular classification. This means that passage to the next pay range is contingent upon completion of the AP, as outlined by the AP OP and documented by the ACO.

Apprentices will receive quarterly performance appraisals by their FTS. No action will be taken against an apprentice for lack of performance appraisal. This appraisal will be filed with the LAS at least 30 days prior to the date on which the apprentice is eligible for the next salary step increase. This appraisal will be considered by the LAS in making his/her recommendation to the LAA. If the apprentice receives an overall standard rating or above, the apprentice will be eligible for a salary increase as specified in the CCPOA Bargaining Unit 6 MOU with the State of California, assuming that the apprentice has not already reached the top step of the apprenticeship range.

If an apprentice's Apprenticeship Agreement is suspended, the apprentice's salary will be frozen at that step throughout the length of the suspension.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 208)

Division of Adult Parole Operations (DAPO)

For the purpose of the AP OP, it is necessary to clarify differences in the DAPO training program. The DAPO does not have an established LAS, IST, or LAA in their AP. Because of these differences, it is necessary to outline the reporting process for the Parole Agent I classification. The AP for DAPO is supervised through the Northern and Southern Regional Training Offices. The representatives in these offices will act in the LAS capacity and will forward any and all communications necessary to the ACO in any AP situations that require follow-up from the ACO.

Disability and Worker's Compensation (IDL/EIDL/NDI) Correctional Peace Officer

Apprentices are subject to the CalHR Worker's Compensation program benefits; however, the term of apprenticeship will be extended for the length of time that the apprentice is unable to fulfill the two (2) year/3,600 work process hour obligation.

Equal Employment Opportunity (EEO)

The recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, natural origin, or sex. Affirmative action will be taken to provide equal opportunity in apprenticeship and will operate the AP as required under Title 29 of the Code of Federal Regulations, §30.

Uniformed Services Employment and Reemployment Rights Act (USERRA)

The USERRA of 1994 (USERRA), 38 USC 4301-4334; see 20 C.F.R. 1002.1-1002.314 is a federal statute that protects service members' and veterans' civilian employment rights. Among other things, under certain conditions, the USERRA requires employers to put individuals back to work in their civilian jobs after military service. The USERRA also protects service members from discrimination in the workplace based on their military service or affiliation.

The USERRA requires that apprentices who are called to active duty are returned to apprentice status and apprentice pay when they return to employment. However, when they complete the AP, their advancement to journey level pay (Range K) is backdated to the date they would have received journey level pay were it not for their active duty service.

Adjustment of the range change date in compliance with USSERA regulations requires a notification memorandum and copy of the USSERA stipulated active duty assignment documents be forwarded to the ACO by the Institution personnel department. These additional records shall be scanned and included in the apprentice's archived record.

Veterans Benefits

The CPOST has established access to this procedure which ensures Veterans Benefits are provided statewide within the California Department of Corrections and Rehabilitation (CDCR). This process has been developed in close collaboration with the California State Approving Agency for Veteran Education (CSAAVE) and the U.S. Department of Veterans Affairs (VA).

INTERNAL NONDISCIPLINARY COMPLAINT / APPEAL PROCESS

Apprentices have the right to utilize the AP Complaint/Appeal Process if they are dissatisfied with any part of their AP or if there is noncompliance with the AP standards and/or OP through the internal appeal process. Throughout the process, decisions will be considered non-precedential and will be handled on a case by case basis.

Note: Saturdays, Sundays, and observed holidays will not count as work days.

Step 1: File Complaint with the LAS

A petitioner can be: (1) an individual apprentice, or authorized representative; (2) a group of apprentices, or authorized representative; and/or (3) the LAA, or designee.

- All complaints will be filed, using the CPOST Apprenticeship Complaint Form, with the IST Office and forwarded to the LAS no more than ten (10) working days after the action, event, or circumstance from which the Apprentice first became aware.
- A copy of the complaint should be forwarded to the ACO for information purposes to assure that the ACO has time necessary to research the matter if asked for subject matter expert advice for resolution.
- The LAS may meet with the petitioner prior to responding to the complaint. In the case of a group complaint, the LAS may meet with an authorized representative from the group.
- Within ten (10) business days after receipt of the written complaint/appeal, the LAS will act upon the complaint, respond in writing, and return the original to the petitioner.
- Parties may agree to waive the responding time frames in an effort to resolve the issue at the lowest local level at the discretion of the petitioner.

Step 2: File Appeal with the LAA

If the petitioner is not satisfied with the decision by the LAS, the petitioner may appeal the decision within ten (10) business days after receipt of the decision to the LAA or designee.

- The petitioner will include all relevant documentation, including supporting documentation from the LAS, with the appeal, if available.
- Notification should be made to the ACO for informational purposes to assure that the ACO has time necessary to research the matter if asked for subject matter expert advice for resolution. Within ten (10) business days of receipt of the appeal by the LAA, the LAS will forward copies of all documents relevant to the petition and their first level response to the LAA.
- The LAA may request to meet with the petitioner prior to responding to the petition. In the case of a group petition, the LAA may meet with an authorized representative from the group.
- The LAA will meet with the LAS prior to responding to the petitioner.
- Within ten (10) business days after receipt of the appealed complaint, the LAA will respond in writing as the second level of response.

Step 3: File Appeal with the CPOST Executive Board

If the petitioner is not satisfied with the decision by the LAA, the petitioner may appeal the decision within ten (10) business days after receipt of the decision to the CPOST Executive Board.

- Appeals can either be mailed or emailed directly to the CPOST ACO for appropriate processing.
- The petitioner will include all relevant documentation to the CPOST ACO.
- Within ten (10) business days after receipt of the appealed complaint, the ACO will respond to the petitioner in writing to inform the petitioner of the time frame and necessity for the appeal to be heard before the CPOST Executive Board. CPOST Executive Board may wave timeframes in all circumstances on a case by case basis.
- Within ten (10) business days after the CPOST Executive Board decision, the ACO will inform all parties of the decision.

Note: Throughout this entire process, the petitioner may be represented by a representative of his/her choice, at the petitioner's expense.

Step 4: File Appeal with DAS

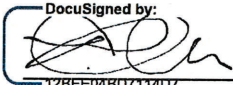
An apprentice may appeal certain programmatic issues, such as complaints regarding the program sponsor's facilitation of the program, to the Division of Apprenticeship Standards (DAS)/California Apprenticeship Council (CAC) pursuant to CAC's rules and regulations. For more information on the DAS/CAC complaint / appeal process, visit their website at <http://www.dir.ca.gov/default.html>.

(Authorities cited: Bargaining Unit 6 MOU, 8 CCR § 203)

Approval and Review

The Chairperson and Secretary of the Correctional Peace Officer Standards and Training Executive Board will review this Operational Procedure (OP) on an annual basis; and will review for updates and amendments on an 'as needed' basis. Changes to the OP require a review by the Executive Board members to approve recommended changes. This Operational Procedure has been reviewed and approved by:

APPROVED / ~~DISAPPROVED~~

DocuSigned by:


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PEDRO CHANELO, Chairperson (A)

Commission on Correctional Peace Officer Standards and Training
Correctional Administrator, North Kern State Prison

2/17/2022

Date

APPROVED / ~~DISAPPROVED~~

DocuSigned by:


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TIM SHELTON, Vice-Chairperson

Commission on Correctional Peace Officer Standards and Training
Correctional Lieutenant, Kern Valley State Prison

2/17/2022

Date

THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

OPERATING PROCEDURES APPENDIX 1 – WORK PROCESS TRANSFER CREDIT POLICY

Correctional Peace Officer apprentices transferring from one correctional peace officer classification to another within the California Department of Corrections and Rehabilitation can receive credit toward their apprenticeship program. Please use the table below to grant the appropriate percentage of credit to the transferring apprentice.

Months (excluding time spent in the Academy) in apprenticeship classification	Percentage of credit granted toward work processes hours per classification
1	4%
2	8%
3	12%
4	16%
5	20%
6	25%
7	29%
8	33%
9	37%
10	41%
11	45%
12	50%
13	54%
14	58%
15	62%
16	66%
17	70%
18	75%
19	79%
20	83%
21	87%
22	91%
23	95%
24+	100%

EXAMPLE 1:

From Youth Correctional Officer (Juvenile) To Correctional Officer (Adult)				
Youth Correctional Officer Work Process Categories	Minimum Hours	Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	800	A. Maintaining Security	1,000	800
B. Escorting and transporting Youth, Equipment and Evidence	500	C. Escorting and Monitoring Movement	200	500
C. Supervision of Groups and Individuals (Youth and Public)	950	B. Inmate Accountability	800	950
D. Writing and Record Keeping	250	D. Written Responsibility	200	250
E. Additional Experience	100	E. Additional Experience	200	100
Total Credit Granted Toward Work Processes Hours:				2600
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				73

- 1) A journey level Youth Correctional Officer transferring to an Adult Correctional Officer shall receive the following:
- 800 hours of credit in the Maintaining Security **(A)** work process category
 - 500 hours of credit in the Escorting and Monitoring Movement **(C)** work process category
 - 950 hours of credit in the Inmate Accountability **(B)** work process category
 - 250 hours in the Written Responsibility **(D)** work process category
 - 100 hours in the Additional Experience **(E)** work process category
 - 300 hours to be applied to any category at the Apprentice's discretion
 - 73 weeks credit toward the 24 month apprenticeship period

This apprentice would receive 100% of the credit granted towards the new apprenticeship classification. This apprentice would need to be indentured into the new classification and complete the remaining hours of the new apprenticeship program.

EXAMPLE 2:

From Youth Correctional Officer (Juvenile) To Youth Correctional Counselor (Juvenile)				
Youth Correctional Officer Work Process Categories	Minimum Hours	Youth Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	800	A. Security and Operations	250	800
B. Escorting and Transporting Youth, Equipment and Evidence	500	B. Supervising Groups and Individuals	1050	500
D. Writing and Record Keeping	250	C. Casework	600	250
C. Supervision of Groups and Individuals (Youth and Public)	950	No applicable category	0	0
E. Additional Experience	100	E. Additional Experience	100	100
No applicable category	0	D. Counseling and Crisis Intervention	600	0
Total Credit Granted Toward Work Processes Hours:				1650
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				49

- 2) An apprentice Youth Correctional Officer with only 4 months of employment transferring to a Youth Correctional Counselor shall receive the following:
- 128 hours of credit in the Security and Operations **(A)** work process category (16% of 800)
 - 80 hours of credit in the Supervising Groups and Individuals **(B)** work process category (16% of 500)
 - 40 hours of credit in the Casework **(C)** work process category (16% of 250)
 - 16 hours of credit in the Additional Experience **(E)** (work process category (16% of 100)
 - 48 hours of credit to be applied to any category at the Apprentice's discretion (16% of 300)
 - 8 weeks credit toward the 24 month apprenticeship period (16% of 49)

This apprentice would receive 16% of the credit granted towards the new apprenticeship classification. This apprentice would need to be indentured into the new classification and complete the remaining hours of the new apprenticeship program.

WORK PROCESS TRANSFER CREDIT POLICY

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TO CORRECTIONAL OFFICER (ADULT)

From Youth Correctional Officer (Juvenile) to Correctional Officer (Adult)				
Youth Correctional Officer Work Process Categories	Minimum Hours	Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	800	A. Maintaining Security	1,000	800
C. Supervision of Groups and Individuals (Youth and Public)	950	B. Inmate Accountability	800	950
B. Escorting and Transporting Offenders, Equipment, and Evidence	500	C. Escorting & Monitoring Movement	200	500
D. Writing and Record Keeping	250	D. Written Responsibility	200	250
E. Additional Experience	100	E. Additional Experience	200	100
Total Credit Granted Toward Work Processes Hours:				2600
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				72

From Youth Correctional Counselor (Juvenile) to Correctional Officer (Adult)				
Youth Correctional Counselor Work Process Categories	Minimum Hours	Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	250	A. Maintaining Security	1,000	250
B. Supervising Groups and Individuals	1,050	B. Inmate Accountability	800	1050
D. Counseling and Crisis Intervention	600	No applicable category	200	0
C. Casework	600	D. Written Responsibility	200	600
E. Additional Experience	100	E. Additional Experience	200	100
No applicable category	0	C. Escorting and Monitoring Movement	200	0
Total Credit Granted Toward Work Processes Hours:				2000
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				58

From Casework Specialist (Juvenile) to Correctional Officer (Adult)				
Casework Specialist Work Process Categories	Minimum Hours	Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
D. Working with Youthful Offenders	800	B. Inmate Accountability	800	800
B. Counseling/Crisis Intervention	300	No Equivalent category	0	0
No equivalent category	0	C. Escorting & Monitoring Movement	200	0
C. Prepare Case histories and Clinical Reports	600	D. Written Responsibility	200	600
G. Additional Experience	100	E. Additional Experience	200	100
A. Casework Planning & Management	1,000	No equivalent category	0	0
No equivalent category	0	A. Maintaining Security	1000	0
Total Credit Granted Toward Work Processes Hours:				1500
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				45

From Parole Agent - Institution (Juvenile) to Correctional Officer (Adult)

Parole Agent - Institution Work Process Categories	Minimum Hours	Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Casework Planning and Management	1000	No equivalent category	0	0
B. Counseling/Crisis Intervention	600	No equivalent category	0	0
E. Additional Experience	100	E. Additional Experience	200	100
D. Working with Youthful Offenders	800	B. Inmate Accountability	800	800
C. Writing Reports and Correspondence	300	D. Written Responsibility	200	300
No equivalent category	0	B. Escorting and Monitoring Movement	800	0
No equivalent category	0	A. Maintaining Security	1000	0
Total Credit Granted Toward Work Processes Hours:				1200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				38

From Correctional Fire Captain (Adult) to Correctional Officer (Adult)

Correctional Fire Captain Work Process Categories	Minimum Hours	Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
No Equivalent category	0	A. Maintaining Security	1,000	0
A. Supervising Inmates	1000	B. Inmate Accountability	800	1000
No Equivalent category	0	C. Escorting and Monitoring...	200	0
B. Report Writing/Fire Inspections	200	D. Written Responsibility	200	200
D. Emergency Response	500	No equivalent category	0	0
C. Program Administration	200	No Equivalent category	0	0
E. Fire Equipment Inspection/Operation/Maintenance	600	No Equivalent category	0	0
F. FD Program Familiarization	350	No Equivalent category	0	0
No Equivalent Category		E. Additional Experience	0	0
Total Credit Granted Toward Work Processes Hours:				1200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				38

From Correctional Counselor I (Adult) to Correctional Officer (Adult)				
Correctional Counselor I Work Process Categories	Minimum Hours	Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
No equivalent category	0	A. Maintaining Security	1,000	200
C. General Counseling	400	No equivalent category	0	0
No equivalent category	0	C. Escorting & Monitoring Movement	200	0
B. Report Writing	250	D. Written Responsibility	200	250
E. Additional Experience	200	E. Additional Experience	200	200
A. Inmate Classification	1550	No equivalent category	0	0
D. Court Order Service	50	No equivalent category	0	0
No equivalent category	0	B. Inmate Accountability	800	0
Total Credit Granted Toward Work Processes Hours:				650
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				24

From Parole Agent (Adult) to Correctional Officer (Adult)				
Parole Agent Work Process Categories	Minimum Hours	Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Supervising of Parolees	800	A. Maintaining Security	1,000	800
No Equivalent category	0	B. Inmate Accountability	800	0
No Equivalent category	0	C. Escorting & Monitoring Movement	200	0
B. Report Writing/Record Keeping	600	D. Written Responsibility	200	600
No Equivalent category	0	E. Additional Experience	200	0
C. Investigations	400	No Equivalent category	0	0
D. Arrests	200	No Equivalent category	0	0
E. Additional Experience	300	No Equivalent category	0	0
No Equivalent category		F. Job Shadowing	0	
Total Credit Granted Toward Work Processes Hours:				1400
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				43

TO CORRECTIONAL COUNSELOR I (ADULT)

From Youth Correctional Officer (Juvenile) to Correctional Counselor I (Adult)				
Youth Correctional Officer Work Process Categories	Minimum Hours	Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
D. Writing and Record Keeping	250	B. Report Writing	250	250
No equivalent category	0	A. Inmate Classification	1,550	0
No equivalent category	0	C. General Counseling	400	0
No equivalent category	0	D. Court Ordered Service	50	0
A. Security and Operations	800	No equivalent category	200	0
C. Supervision of Groups and Individuals (Youth and Public)	950	No equivalent category	0	0
B. Escorting and Transporting...	500	No equivalent category	0	0
E. Additional Experience	100	E. Additional Experience	200	100
Required Work Process Hours for Completion:				350
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				27

From Youth Correctional Counselor (Juvenile) to Correctional Counselor I (Adult)				
Youth Correctional Counselor Work Process Categories	Minimum Hours	Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
C. Casework	600	A. Inmate Classification	1,550	600
B. Supervising Groups and Individuals	1050	C. General Counseling	400	1050
No equivalent category	0	D. Court Order Service	50	0
D. Writing and Record Keeping	350	B. Report Writing/Record Keeping	250	350
A. Security and Operations	250	No equivalent category	0	0
E. Additional Experience	100	E. Additional Experience	200	100
Required Work Process Hours for Completion:				2100
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				60

From Casework Specialist (Juvenile) to Correctional Counselor I (Adult)				
Casework Specialist Work Process Categories	Minimum Hours	Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
No equivalent category	0	A. Inmate Classification	1550	0
B. Counseling/Crisis Intervention	300			
D. Working with Youthful Offenders	800	C. General Counseling	400	1100
A. Casework Planning & Management	1000	No equivalent category	0	0
No equivalent category	0	D. Court Ordered Service	50	0
C. Prepare Case Histories and Clinical Reports	600	B. Report Writing	250	600
E. Additional Experience	100	E. Additional Experience	200	100
Required Work Process Hours for Completion:				1800
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				53

From Correctional Officer (Adult) to Correctional Counselor I (Adult)				
Correctional Officer Work Process Categories	Minimum Hours	Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Maintaining Security	1000	No equivalent category	0	0
B. Inmate Accountability	800	A. Inmate Classification	1550	800
C. Escorting & Monitoring Movement	200	No equivalent category	0	0
D. Written Responsibility	200	B. Report Writing	250	200
E. Additional Experience	200	E. Additional Experience	200	200
No equivalent category	0	C. General Counseling	400	0
No equivalent category	0	D. Court Order Service	50	0
Total Credit Granted Toward Work Processes Hours:				1200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				38

From Parole Agent (Adult) to Correctional Counselor I (Adult)				
Parole Agent Work Process Categories	Minimum Hours	Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Supervision of Parolees	800	No equivalent category	0	0
B. Report Writing/Record Keeping	600	B. Report Writing	250	600
C. Investigations	500	No equivalent category	0	0
D. Arrests	200	No equivalent category	0	0
E. Additional Experience	300	E. Additional Experience	200	300
No equivalent category	0	A. Inmate Classification	1550	0
No equivalent category	0	C. General Counseling	400	0
No equivalent category	0	D. Court Order Service	50	0
Total Credit Granted Toward Work Processes Hours:				900
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				30

From Correctional Fire Captain (Adult) to Correctional Counselor I (Adult)				
Correctional Fire Captain Work Process Categories	Minimum Hours	Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Supervising Inmates	1000	No equivalent category	0	0
B. Report Writing	200	B. Report Writing	250	200
C. Orientation to Institution Programs	100	No equivalent category	0	0
E. Fire Apparatus Training	500	No equivalent category	0	0
F. FD Equipment Familiarization	750	No equivalent category	0	0
D. Emergency Response Training	750	No equivalent category	0	0
No equivalent category	0	No equivalent category	0	0
No equivalent category	0	A. Inmate Classification	1550	0
No equivalent category	0	C. General Counseling	400	0
No equivalent category	0	D. Court Order Service	50	0
No equivalent category	0	E. Additional Experience	200	0
Total Credit Granted Toward Work Processes Hours:				200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				13

From Parole Agent - Institution (Juvenile) to Correctional Counselor I (Adult)				
Parole Agent - Institution Work Process Categories	Minimum Hours	Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Casework Planning and Management	1000	A. Inmate Classification	1550	1000
D. Working with Youthful Offenders	800	No equivalent category	0	0
B. Counseling/Crisis Intervention	600	C. General Counseling	400	600
C. Writing Reports and Correspondence	300	B. Report Writing	250	300
No equivalent category		D. Court Order Service	50	0
E. Additional Experience	100	E. Additional Experience	200	100
Required Work Process Hours for Completion:				2000
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				65

TO PAROLE AGENT (ADULT)

From Youth Correctional Officer (Juvenile) to Parole Agent (Adult)				
Youth Correctional Officer Work Process Categories	Minimum Hours	Parole Agent - Adult Work Process Categories	Minimum Hours	Credit Granted
C. Supervision of Groups & Individuals	950	A. Supervising Parolees	800	950
D. Writing and Record Keeping	250	B. Report Writing and Record Keeping	700	250
No equivalent category	0	C. Investigations	400	0
No equivalent category	0	D. Arrests	200	0
E. Additional Experience	100	E. Additional Experience	300	100
B. Escorting and Transporting...	500	No equivalent category	0	0
A. Security and Operations	800	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours				1300
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				40

From Youth Correctional Counselor (Juvenile) to Parole Agent (Adult)				
Youth Correctional Counselor Work Process Categories	Minimum Hours	Parole Agent – Adult Work Process Categories	Minimum Hours	Credit Granted
B. Supervision of Groups and Individuals	1050	A. Supervising Parolees	800	1350
D. Counseling and Crisis Intervention	350			
C. Casework	300	B. Report Writing and Record Keeping	700	300
No equivalent category	0	C. Investigations	400	0
No equivalent category	0	D. Arrests	200	0
E. Additional Experience	100	E. Additional Experience	300	100
A. Security and Operations	250	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				1750
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				51

From Casework Specialist (Juvenile) to Parole Agent (Adult)				
Casework Specialist Work Process Categories	Minimum Hours	Parole Agent - Adult Work Process Categories	Minimum Hours	Credit Granted
B. Counseling/Crisis Intervention	300	A. Supervising Parolees	800	1100
D. Working with Youthful Offenders	800			
C. Prepare Case Histories and Clinical Reports	600	B. Report Writing and Record Keeping	700	600
A. Casework Planning & Management	1000	No equivalent category	0	0
No equivalent category	0	C. Investigations	400	0
No equivalent category	0	D. Arrests	200	0
E. Additional Experience	100	E. Additional Experience	300	100
Total Credit Granted Toward Work Processes Hours:				1800
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				53

From Correctional Officer (Adult) to Parole Agent (Adult)				
Correctional Officer Work Process Categories	Minimum Hours	Parole Agent Work Process Categories	Minimum Hours	Credit Granted
B. Inmate Accountability	800	A. Supervision of Parolees	800	800
D. Written Responsibility	200	B. Report Writing/Record Keeping	700	200
No equivalent category	0	C. Investigations	400	0
No equivalent category	0	D. Arrests	200	0
E. Additional Experience	200	E. Additional Experience	300	200
A. Maintaining Security	1000	No equivalent category	0	0
C. Escorting & Monitoring Movement	200	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				1200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				38

From Correctional Counselor (Adult) to Parole Agent (Adult)				
Correctional Counselor Work Process Categories	Minimum Hours	Parole Agent Work Process Categories	Minimum Hours	Credit Granted
No equivalent category	0	A. Supervision of Parolees	800	0
B. Report Writing	250	B. Report Writing/Record Keeping	700	250
No equivalent category	0	C. Investigations	400	0
No equivalent category	0	D. Arrests	200	0
E. Additional Experience	200	E. Additional Experience	300	200
A. Inmate Classification	1550	No equivalent category	0	0
C. General Counseling	400	No equivalent category	0	0
D. Court Order Service	50	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				450
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				19

From Correctional Fire Captain (Adult) to Parole Agent (Adult)				
Correctional Firefighter Work Process Categories	Minimum Hours	Parole Agent Work Process Categories	Minimum Hours	Credit Granted
A. Supervising Inmates	1000	No equivalent category	0	0
B. Report Writing	200	B. Report Writing/Record Keeping	700	200
C. Orientation to Institution Programs	100	No equivalent category	0	0
E. Fire Apparatus Training	500	No equivalent category	0	0
F. FD Equipment Familiarization	750	No equivalent category	0	0
D. Emergency Response Training	750	No equivalent category	0	0
No equivalent category	0	A. Supervision of Parolees	800	0
No equivalent category	0	C. Investigations	400	0
No equivalent category	0	D. Arrests	200	0
No equivalent category	0	E. Additional Experience	300	0
Total Credit Granted Toward Work Processes Hours:				200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				13

From Parole Agent - Institution (Juvenile) to Parole Agent (Adult)				
Parole Agent - Institution Work Process Categories	Minimum Hours	Parole Agent - Adult Work Process Categories	Minimum Hours	Credit Granted
A. Casework Planning and Management	1000			
B. Counseling and Crisis Intervention	600	A. Supervising Parolees	800	1600
C. Writing Reports and Correspondence	300	B. Report Writing and Record Keeping	700	300
No equivalent category	0	C. Investigations	400	0
No equivalent category	0	D. Arrests	200	0
E. Additional Experience	100	E. Additional Experience	300	100
Total Credit Granted Toward Work Processes Hours				2000
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				58

TO CORRECTIONAL FIRE CAPTAIN

From Youth Correctional Officer (Juvenile) To Correctional Fire Captain				
Youth Correctional Officer Work Process Categories	Minimum Hours	Fire Captain Work Process Categories	Minimum Hours	Credit Granted
C. Supervision of Groups and Individuals	950	A. Supervising Inmates	1000	950
D. Writing and Record Keeping	150	B. Report Writing	200	150
No equivalent category	0	C. Orientation to Institution Programs	100	0
No equivalent category	0	E. Fire Apparatus Training	500	0
No equivalent category	0	F. FD Equipment Familiarization	750	0
No equivalent category	0	D. Emergency Response Training	750	0
A. Security and Operations	800	No equivalent category	0	0
B. Escorting and Transporting...	500	No equivalent category	0	0
E. Additional Experience	100	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				1100
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				35

From Youth Correctional Counselor (Juvenile) To Correctional Fire Captain				
Youth Correctional Counselor Work Process Categories	Minimum Hours	Correctional Fire Captain Work Process Categories	Minimum Hours	Credit Granted
B. Supervision of Groups and Individuals	1050	A. Supervising Inmates	1000	1050
No equivalent category	350	B. Report Writing	200	0
No equivalent category	0	C. Orientation to Institution Programs	100	0
No equivalent category	0	E. Fire Apparatus Training	500	0
No equivalent category	0	F. FD Equipment Familiarization	750	0
D. Counseling and Crisis Intervention	600	No equivalent category	0	0
No equivalent category	0	D. Emergency Response Training	750	0
A. Security and Operations	250	No equivalent category	0	0
B. Escorting and Transporting...	200	No equivalent category	0	0
C. Casework	600	No equivalent category	0	0
E. Additional Experience	100	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				1050
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				34

From Casework Specialist (Juvenile) To Correctional Fire Captain				
Casework Specialist Work Process Categories	Minimum Hours	Fire Captain Work Process Categories	Minimum Hours	Credit Granted
D. Working with Youthful Offenders	800	A. Supervising Inmates	1000	800
C. Prepare Case Histories and Clinical Reports	600	B. Report Writing	200	600
No equivalent category	0	C. Orientation to Institution Programs	100	0
No equivalent category	0	E. Fire Apparatus Training	500	0
No equivalent category	0	F. FD Equipment Familiarization	750	0
No equivalent category	0	D. Emergency Response Training	750	0
B. Counseling/Crisis Intervention	300	No equivalent category	0	0
A. Casework planning & Management	1,000	No equivalent category	0	0
E. Additional Experience	100	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				1400
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				43
From Parole Agent - Institution (Juvenile) To Correctional Fire Captain				
Parole Agent - Institution Work Process Categories	Minimum Hours	Fire Captain Work Process Categories	Minimum Hours	Credit Granted
D. Working with Youthful Offenders	800	A. Supervising Inmates	1000	800
C. Writing Reports and Correspondence	300	B. Report Writing	200	300
No equivalent category	0	C. Orientation to Institution Programs	100	0
No equivalent category	0	E. Fire Apparatus Training	500	0
No equivalent category	0	F. FD Equipment Familiarization	750	0
No equivalent category	0	D. Emergency Response Training	750	0
A. Casework Planning and Management	1000	No equivalent category	0	0
B. Counseling/Crisis Intervention	600	No equivalent category	0	0
E. Additional Experience	100	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				1100
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				35

From Correctional Officer (Adult) To Correctional Fire Captain				
Correctional Officer Work Process Categories	Minimum Hours	Fire Captain Work Process Categories	Minimum Hours	Credit Granted
A. Maintaining Security	1,000	No Equivalent category	0	0
B. Inmate Accountability	800	A. Supervising Inmates	1000	800
C. Escorting & Monitoring Movement	200	No Equivalent category	0	0
D. Written Responsibility	200	B. Report Writing	200	200
No Equivalent category	0	C. Orientation to Institution Programs	100	0
No Equivalent category	0	E. Fire Apparatus Training	500	0
No Equivalent category	0	F. FD Equipment Familiarization	750	0
No equivalent category	0	D. Emergency Response Training	750	0
E. Additional Experience	200	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				1000
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				33

From Correctional Counselor (Adult) To Correctional Fire Captain				
Correctional Counselor Work Process Categories	Minimum Hours	Fire Captain Work Process Categories	Minimum Hours	Credit Granted
No equivalent category	0	A. Supervising Inmates	1000	0
B. Report Writing	250	B. Report Writing	200	250
No equivalent category	0	C. Orientation to Institution Programs	100	0
No equivalent category	0	E. Fire Apparatus Training	500	0
No equivalent category	0	F. FD Equipment Familiarization	750	0
No equivalent category	0	D. Emergency Response Training	750	0
No equivalent category	0	No equivalent category	0	0
A. Inmate Classification	1550	No equivalent category	0	0
C. General Counseling	400	No equivalent category	0	0
D. Court Order Service	50	No equivalent category	0	0
E. Additional Experience	200	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				250
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				14

From Parole Agent (Adult) To Correctional Fire Captain				
Parole Agent Work Process Categories	Minimum Hours	Fire Captain Work Process Categories	Minimum Hours	Credit Granted
No equivalent category	0	A. Supervising Inmates	1000	0
B. Report Writing/Record Keeping	600	B. Report Writing	200	600
No equivalent category	0	C. Orientation to Institution Programs	100	0
No equivalent category	0	E. Fire Apparatus Training	500	0
No equivalent category	0	F. FD Equipment Familiarization	750	0
No equivalent category	0	D. Emergency Response Training	750	0
A. Supervision of Parolees	800	No equivalent category	0	0
C. Investigations	500	No equivalent category	0	0
D. Arrests	200	No equivalent category	0	0
E. Additional Experience	300	No equivalent category	0	0
Total Credit Granted Toward Work Processes Hours:				600
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				23

TO YOUTH CORRECTIONAL OFFICER (JUVENILE)

From Casework Specialist (Juvenile) To Youth Correctional Officer (Juvenile)				
Casework Specialist Work Process Categories	Minimum Hours	Youth Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. No Equivalent Category	0	A. Security and Operations	800	0
No Equivalent Category	0	B. Escorting and Transporting Offenders, Equipment, and Evidence	500	0
D. Working with Youthful Offenders	800	No Equivalent Category	0	0
B. Counseling/Crisis Intervention	300	C. Supervision of Groups and Individuals	950	300
C. Prepare and Present Case Histories and Clinical Reports	600	D. Writing and Record Keeping	250	600
A. Casework Planning and Management	1000	No Equivalent Category	0	0
E. Additional Experience	100	E. Additional Experience	100	100
Total Credit Granted Toward Work Processes Hours:				1000
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				33

From Parole Agent (Adult) To Youth Correctional Officer (Juvenile)				
Parole Agent Work Process Categories	Minimum Hours	Youth Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Supervising of Parolees	800	No equivalent category	0	0
B. Report Writing/Record Keeping	600	D. Writing and Record Keeping	250	700
C. Investigations	500	No equivalent category	0	0
D. Arrests	200	No equivalent category	0	0
E. Additional Experience	300	E. Additional Experience	100	300
No equivalent category	0	A. Security and Operations	800	0
No equivalent category	0	B. Escorting and Transporting...	500	0
No equivalent category	0	C. Supervision of Groups and Individuals	950	0
Total Credit Granted Toward Work Processes Hours:				1000
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				33

From Correctional Fire Captain (Adult) To Youth Correctional Officer (Juvenile)				
Correctional Firefighter Work Process Categories	Minimum Hours	Youth Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Supervising Inmates	1000	C. Supervision of Groups and Individuals	950	1000
B. Report Writing	200	D. Writing and Record Keeping	250	200
C. Orientation to Institution Programs	100	No equivalent category	0	0
E. Fire Apparatus Training	500	No equivalent category	0	0
F. FD Equipment Familiarization	750	No equivalent category	0	0
D. Emergency Response Training	750	No equivalent category	0	0
No equivalent category	0	A. Security and Operations	800	0
No equivalent category	0	B. Escorting and Transporting...	500	0
No equivalent category	0	E. Additional Experience	100	0
Total Credit Granted Toward Work Processes Hours:				1200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				38

From Correctional Counselor (Adult) To Youth Correctional Officer (Juvenile)				
Correctional Counselor Work Process Categories	Minimum Hours	Youth Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Inmate Classification	1550	No equivalent category	0	0
B. Report Writing	250	D. Writing and Record Keeping	250	250
C. General Counseling	400	No equivalent category	0	0
D. Court Order Service	50	No equivalent category	0	0
E. Additional Experience	200	A. Security and Operations	800	200
No equivalent category	0	B. Escorting and Transporting...	500	0
No equivalent category	0	C. Supervision of Groups and Individuals	950	0
No equivalent category	0	E. Additional Experience	100	0
Total Credit Granted Toward Work Processes Hours:				450
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				19

From Correctional Officer (Adult) To Youth Correctional Officer (Juvenile)				
Correctional Officer Work Process Categories	Minimum Hours	Youth Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Maintaining Security	1,000	A. Security and Operations	800	1000
B. Inmate Accountability	800	C. Supervision of Groups and Individuals	950	800
C. Escorting & Monitoring Movement	200	B. Escorting and Transporting...	500	200
D. Written Responsibility	200	D. Writing and Record Keeping	250	200
E. Additional Experience	200	E. Additional Experience	100	200
Total Credit Granted Toward Work Processes Hours:				2400
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				68

From Youth Correctional Counselor (Juvenile) To Youth Correctional Officer (Juvenile)				
Youth Correctional Counselor Work Process Categories	Minimum Hours	Youth Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	250	A. Security and Operations	800	250
B. Supervising Groups and Individuals	1050	C. Supervision of Groups and Individuals (Youth and Public)	950	1050
D. Counseling and Crisis Intervention	600	No Equivalent Category	0	0
No Equivalent Category	0	B. Escorting and Transporting Offenders, Equipment, and Evidence	500	0
C. Casework	600	D. Writing and Record Keeping	250	600
E. Additional Experience	100	E. Additional Experience	100	100
Total Credit Granted Toward Work Processes Hours:				2000
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				5

From Parole Agent - Institution (Juvenile) To Youth Correctional Officer (Juvenile)				
Parole Agent - Institution Work Process Categories	Minimum Hours	Youth Correctional Officer Work Process Categories	Minimum Hours	Credit Granted
No Equivalent Category	0	A. Security and Operations	600	0
No Equivalent Category	0	B. Escorting and Transporting Offenders, Equipment, and Evidence	500	0
C. Writing Reports and Correspondence	300	D. Writing and Record Keeping	150	300
E. Additional Experience	100	E. Additional Experience	100	100
A. Casework Planning and Management	1000	No Equivalent Category	0	0
B. Counseling and Crisis Intervention	600	No Equivalent Category	0	0
D. Working with Youthful Offenders	800	No Equivalent Category	0	0
Total Credit Granted Toward Work Processes Hours:				400
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				18

TO YOUTH CORRECTIONAL COUNSELOR (JUVENILE)

From Youth Correctional Officer (Juvenile) To Youth Correctional Counselor (Juvenile)				
Youth Correctional Officer Work Process Categories	Minimum Hours	Youth Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	800	A. Security and Operations	250	600
B. Escorting and Transporting Offenders, Equipment, and Evidence	500	No Equivalent Category	0	0
C. Supervision of Groups and Individuals	950	B. Supervision of Groups and Individuals	1050	950
D. Writing and Record Keeping	250	C. Casework	600	250
No Equivalent Category	0	D. Counseling and Crisis Intervention	600	0
E. Additional Experience	100	E. Additional Experience	100	100
Total Credit Granted Toward Work Processes Hours:				1900
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				55

From Casework Specialist (Juvenile) To Youth Correctional Counselor (Juvenile)				
Casework Specialist Work Process Categories	Minimum Hours	Youth Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
No Equivalent Category	0	A. Security and Operations	250	0
B. Counseling/Crisis Intervention	300	D. Counseling and Crisis Intervention	600	300
C. Preparing Case Histories and Clinical Reports	600	No Equivalent Category	0	0
E. Additional Experience	100	E. Additional Experience	100	100
A. Casework Planning and Management	1000	C. Casework	600	1000
D. Working with Youthful Offenders	800	B. Supervising Groups and Individuals	1050	800
Total Credit Granted Toward Work Processes Hours:				2200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				63

From Correctional Officer (Adult) To Youth Correctional Counselor (Juvenile)				
Correctional Officer Work Process Categories	Minimum Hours	Youth Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Maintaining Security	1,000	A. Security and Operations	250	1000
B. Inmate Accountability	800	B. Supervision of Groups and Individuals	1,050	800
C. Escorting & Monitoring Movement	200	No Equivalent Category	0	0
D. Written Responsibility	200	No Equivalent Category	0	0
E. Additional Experience	200	E. Additional Experience	100	200
No Equivalent Category	0	D. Counseling and Crisis Intervention	600	0
No equivalent category	0	C. Casework	300	0
Total Credit Granted Toward Work Processes Hours:				2000
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				58

From Correctional Counselor (Adult) To Youth Correctional Counselor (Juvenile)				
Correctional Counselor Work Process Categories	Minimum Hours	Youth Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Inmate Classification	1550	E. Casework	300	1550
B. Report Writing	250	No equivalent category	0	0
C. General Counseling	400	D. Counseling and Crisis Intervention	600	400
D. Court Order Service	50	No equivalent category	0	0
E. Additional Experience	200	E. Additional Experience	100	200
No equivalent category	0	B.. Supervision of Groups and Individuals	1050	0
No equivalent category	0	A. Security and Operations	250	0
Total Credit Granted Toward Work Processes Hours:				2150
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				61

From Parole Agent (Adult) To Youth Correctional Counselor (Juvenile)				
Parole Agent Work Process Categories	Minimum Hours	Youth Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Supervising of Parolees	800	B. Supervision of Groups and Individuals	1050	800
B. Report Writing/Record Keeping	600	C. Casework	600	600
C. Investigations	500	No equivalent category	0	0
D. Arrests	200	No equivalent category	0	0
E. Additional Experience	300	E. Additional Experience	100	300
No equivalent category	0	A. Security and Operations	250	0
No equivalent category	0	D. Counseling and Crisis Intervention	600	0
Total Credit Granted Toward Work Processes Hours:				1700
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				50

From Correctional Fire Captain (Adult) To Youth Correctional Counselor (Juvenile)				
Correctional Firefighter Work Process Categories	Minimum Hours	Youth Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
A. Supervising Inmates	1000	B. Supervision of Groups and Individuals	1050	1000
B. Report Writing	200	C. Casework	600	200
C. Orientation to Institution Programs	100	No equivalent category	0	0
E. Fire Apparatus Training	500	No equivalent category	0	0
F. FD Equipment Familiarization	750	No equivalent category	0	0
D. Emergency Response Training	750	No equivalent category	0	0
No equivalent category	0	A. Security and Operations	250	0
No equivalent category	0	D. Counseling and Crisis Intervention	600	0
No equivalent category	0	E. Additional Experience	100	0
Total Credit Granted Toward Work Processes Hours:				1200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				38

From Parole Agent - Institution (Juvenile) To Youth Correctional Counselor (Juvenile)				
Parole Agent - Institution Work Process Categories	Minimum Hours	Youth Correctional Counselor Work Process Categories	Minimum Hours	Credit Granted
No equivalent category	0	A. Security and Operations	250	0
D. Working with Youthful Offenders	800	B. Supervising Groups and Individuals	1050	800
C. Writing Reports and Correspondence	300	No equivalent category	0	0
E. Additional Experience	100	E. Additional Experience	100	100
A. Casework Planning and Management	1000	C. Casework	600	1000
B. Counseling and Crisis Intervention	600	D. Counseling and Crisis Intervention	600	600
Total Credit Granted Toward Work Processes Hours:				2500
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				70

To Casework Specialist (Juvenile)

From Youth Correctional Officer (Juvenile) To Casework Specialist (Juvenile)				
Youth Correctional Officer Work Process Categories	Minimum Hours	Casework Specialist Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	800	D. Working with Youthful Offenders	800	800
B. Escorting and Transporting Offenders, Equipment, and Evidence	500	No Equivalent Category	0	0
C. Supervision of Groups and Individuals	950	No Equivalent Category	0	0
D. Writing and Record Keeping	250	C. Prepare Case Histories and Clinical Reports	600	250
E. Additional Experience	100	E. Additional Experience	100	100
No Equivalent Category	0	A. Casework Planning and Management	1000	0
No Equivalent Category	0	B. Counseling/Crisis Intervention	300	0
Total Credit Granted Toward Work Processes Hours:				1150
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				36

From Youth Correctional Counselor (Juvenile) To Casework Specialist (Juvenile)				
Youth Correctional Counselor Work Process Categories	Minimum Hours	Casework Specialist Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	250	No equivalent category	0	0
B. Supervision of Groups and Individuals	1050	B. Counseling/Crisis Intervention	300	1050
No equivalent category	0	D. Writing Reports and Correspondence	800	0
E. Additional Experience	100	E. Additional Experience	100	100
C. Casework	600	A. Casework Planning and Management	1000	600
No Equivalent Category	0	C. Prepare Case Histories and Clinical Reports	600	0
Total Credit Granted Toward Work Processes Hours:				1750
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				51

From Correctional Officer (Adult) To Casework Specialist (Juvenile)				
Correctional Officer Work Process Categories	Minimum Hours	Casework Specialist Work Process Categories	Minimum Hours	Credit Granted
A. Maintaining Security	1,000	No equivalent category	0	0
B. Inmate Accountability	800	D. Working with Youthful Offenders	800	800
C. Escorting & Monitoring Movement	200	No equivalent category	0	0
D. Written Responsibility	200	C. Prepare Case Histories and Clinical Reports	600	200
E. Additional Experience	200	E. Additional Experience	100	200
No equivalent category	0	A. Casework planning & Management	1,000	0
No equivalent category	0	B. Counseling/Crisis Intervention	300	0
Total Credit Granted Toward Work Processes Hours:				1200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				38

From Correctional Counselor (Adult) To Casework Specialist (Juvenile)				
Correctional Counselor Work Process Categories	Minimum Hours	Casework Specialist Work Process Categories	Minimum Hours	Credit Granted
A. Inmate Classification	1550	No equivalent category	0	0
B. Report Writing	250	No equivalent category	0	0
C. General Counseling	400	B. Counseling/Crisis Intervention	300	400
No equivalent category	0	A. Casework Planning and Management	1000	0
D. Court Order Service	50	No equivalent category	0	0
E. Additional Experience	200	E. Additional Experience	100	200
No equivalent category	0	C. Prepare Case Histories and Clinical Reports	600	0
No equivalent category	0	D. Working with Youthful Offenders	800	0
Total Credit Granted Toward Work Processes Hours:				600
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				23

From Parole Agent (Adult) To Casework Specialist (Juvenile)				
Parole Agent Work Process Categories	Minimum Hours	Casework Specialist Work Process Categories	Minimum Hours	Credit Granted
A. Supervising of Parolees	800	D. Working with Youth Offenders	800	800
B. Report Writing/Record Keeping	600	C. Prepare Case Histories and Clinical Reports	600	600
C. Investigations	400	No Equivalent category	0	0
D. Arrests	200	No Equivalent category	0	0
E. Additional Experience	300	E. Additional Experience	100	300
No Equivalent category	0	A. Casework Planning and Management	1000	0
No Equivalent category	0	B. Counseling/Crisis Intervention	300	0
Total Credit Granted Toward Work Processes Hours:				1700
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				50

From Correctional Fire Captain (Adult) To Casework Specialist (Juvenile)				
Correctional Firefighter Work Process Categories	Minimum Hours	Casework Specialist Work Process Categories	Minimum Hours	Credit Granted
A. Supervising Inmates	1000	No equivalent category	0	0
B. Report Writing	200	D. Report Writing and Correspondence	800	200
C. Orientation to Institution Programs	100	No equivalent category	0	0
E. Fire Apparatus Training	500	No equivalent category	0	0
F. FD Equipment Familiarization	750	No equivalent category	0	0
D. Emergency Response Training	750	No equivalent category	0	0
No equivalent category	0	E. Safety and security of facilities and Offenders	100	0
No equivalent category	0	B. Counseling/Crisis Intervention	300	0
No equivalent category	0	A. Casework planning & Management	1,000	0
No equivalent category	0	E. Additional Experience	100	0
No equivalent category	0	C. Prepare Case Histories and Clinical Reports	600	0
Total Credit Granted Toward Work Processes Hours:				200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				13

From Parole Agent – Institution (Juvenile) To Casework Specialist (Juvenile)				
Parole Agent – Institution Work Process Categories	Minimum Hours	Casework Specialist Work Process Categories	Minimum Hours	Credit Granted
C. Writing Reports and Correspondence	300	C. Prepare Case histories and Clinical Reports	600	300
E. Additional Experience	100	E. Additional Experience	100	100
A. Casework Planning and Management	1000	A. Casework Planning and Management	1000	1000
B. Counseling/Crisis Intervention	600	B. Counseling/Crisis Intervention	300	600
D. Working with Youthful Offenders	800	D. Working with Youthful Offenders	800	800
Total Credit Granted Toward Work Processes Hours:				2800
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period –Weeks:				78

TO PAROLE AGENT – INSTITUTION (JUVENILE)

From Youth Correctional Officer (Juvenile) To Parole Agent - Institution (Juvenile)				
Youth Correctional Officer Work Process Categories	Minimum Hours	Parole Agent - Institution Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	800	No equivalent category	0	0
B. Escorting and Transporting Offenders, Equipment, and Evidence	500	No equivalent category	0	0
C. Supervision of Groups and Individuals	950	D. Working with Youthful Offenders	800	950
D. Writing and Record Keeping	250	C. Writing Reports and Correspondence	300	250
E. Additional Experience	100	E. Additional Experience	100	100
No Equivalent Category	0	A. Casework Planning and Management	1000	0
No Equivalent Category	0	B. Counseling/Crisis Intervention	600	0
Total Credit Granted Toward Work Processes Hours:				1300
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				40

From Youth Correctional Counselor (Juvenile) To Parole Agent - Institution (Juvenile)				
Youth Correctional Counselor Work Process Categories	Minimum Hours	Parole Agent - Institution Work Process Categories	Minimum Hours	Credit Granted
A. Security and Operations	250	No equivalent category	0	0
B. Supervising Groups and Individuals	1050	D. Working with Youthful Offenders	800	1050
No equivalent category	0	C. Writing Reports and Correspondence	300	0
E. Additional Experience	100	E. Additional Experience	100	100
C. Casework	600	A. Casework Planning and Management	1000	600
D. Counseling/Crisis Intervention	600	B. Counseling/Crisis Intervention	600	600
Total Credit Granted Toward Work Processes Hours:				2350
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				71

From Casework Specialist (Juvenile) To Parole Agent - Institution (Juvenile)				
Casework Specialist Work Process Categories	Minimum Hours	Parole Agent - Institution Work Process Categories	Minimum Hours	Credit Granted
C. Prepare Case Histories and Clinical Reports	600	No equivalent category	0	0
B. Counseling/ Crisis Intervention	300	B. Counseling/Crisis Intervention	600	300
E. Additional Experience	100	E. Additional Experience	100	100
D. Working with Youthful Offenders	800	D. Working with Youthful Offenders	800	800
A. Casework Planning and Management	1000	A. Casework Planning and Management	100	1000
C. Prepare and Present Cases to the YOPB	300	D. Prepare Cases for and Present Cases to YOPB	250	300
No equivalent category	0	C. Writing Reports and Correspondence	300	0
Total Credit Granted Toward Work Processes Hours:				2500
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				70

From Correctional Officer (Adult) To Parole Agent - Institution (Juvenile)				
Correctional Officer Work Process Categories	Minimum Hours	Parole Agent - Institution Work Process Categories	Minimum Hours	Credit Granted
A. Maintaining Security	1,000	No equivalent category	0	0
No equivalent category	0	A. Casework Planning and Management	1000	0
B. Inmate Accountability	800	D. Working with Youthful Offenders	800	800
No equivalent category	0	B. Counseling/Crisis Intervention	600	0
C. Escorting and Monitoring Movement	200	No equivalent category	0	0
D. Written Responsibility	200	C. Writing Reports and Correspondence	300	200
E. Additional Experience	200	E. Additional Experience	100	200
Total Credit Granted Toward Work Processes Hours:				1200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				33

From Parole Agent (Adult) To Parole Agent - Institution (Juvenile)				
Parole Agent Work Process Categories	Minimum Hours	Parole Agent - Institution Work Process Categories	Minimum Hours	Credit Granted
B. Report Writing/Record Keeping	600	C. Writing Reports and Correspondence	300	600
C. Investigations	500	No Equivalent category	0	0
E. Additional Experience	300	E Additional Experience	100	300
A. Supervision of Parolees	800	D. Working with Youthful Offenders	800	800
D. Arrests	200	No equivalent category	0	0
No Equivalent category	0	B. Counseling/Crisis Intervention	600	0
No Equivalent category	0	A. Casework Planning and Management	1000	0
Total Credit Granted Toward Work Processes Hours:				1700
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				50

From Correctional Fire Captain (Adult) To Parole Agent - Institution (Juvenile)				
Fire Captain Work Process Categories	Minimum Hours	Parole Agent - Institution Work Process Categories	Minimum Hours	Credit Granted
A. Supervising Inmates	1000	No equivalent category	0	0
B. Report Writing	200	C. Writing Reports and Correspondence	300	200
C. Orientation to Institution Programs	100	No equivalent category	0	0
E. Fire Apparatus Training	500	No equivalent category	0	0
F. FD Equipment Familiarization	750	No equivalent category	0	0
D. Emergency Response Training	750	No equivalent category	0	0
No equivalent category	0	A. Casework Planning and Management	1000	0
No equivalent category	0	B. Counseling/Crisis Intervention	600	0
No equivalent category	0	D. Working with Youthful Offenders	800	0
No equivalent category	0	E. Additional Experience	100	0
Total Credit Granted Toward Work Processes Hours:				200
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				13

From Correctional Counselor (Adult) To Parole Agent - Institution (Juvenile)				
Correctional Counselor Work Process Categories	Minimum Hours	Parole Agent - Institution Work Process Categories	Minimum Hours	Credit Granted
A. Inmate Classification	1550	No equivalent category	0	0
B. Report Writing	250	C. Writing Reports and Correspondence	500	250
C. General Counseling	400	B. Counseling/Crisis Intervention	600	400
D. Court Order Service	50	No equivalent category	0	0
E. Additional Experience	200	E. Additional Experience	100	200
No equivalent category	0	A. Casework Planning and Management	1000	0
Total Credit Granted Toward Work Processes Hours:				850
Correctional Peace Officer Credit Granted Toward Discretionary Work Process Hours:				300
Total Credit Granted Toward Apprenticeship Period -Weeks:				29

To: Eric Rood, Chief
 Division of Apprenticeship Standards
 DAS Headquarters
 1515 Clay St., 19th floor, Ste. 1902
 Oakland, CA 94612

From: COMMISSION ON CORRECTIONAL PEACE OFFICERS STANDARDS AND
 TRAINING (CPOST)
 10000 Goethe Road, Suite B-1
 Sacramento, CA 95827

Approved Area of Coverage:

Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo and Yuba counties in California

Subject: CALIFORNIA PLAN FOR EQUAL OPPORTUNITY IN APPRENTICESHIP/
 TRAINING EXEMPTION REQUEST FORM

As provided by Section 17 of the State of California Plan for Equal Opportunity in Apprenticeship, the above mentioned program sponsor hereby requests an exemption from California Labor Code, Sections 3071, 3075.1, 3076 and 3090 for good cause, as the sponsor:

- ☐ Has an approved Affirmative Action Plan on file with DAS.
- ☐ Attached hereto, an amendment to the Standards containing the Plan as required.
- ☒ Other: Exempt as a Government Agency


 Authorized Signer: **PAUL BESTOCARIDES, Ed.D.**

7/13/22
 Date

An exemption has been:

☒ **Granted** ☐ **Denied**

Eric Rood
Digitally signed by Eric Rood
 Date: 2022.08.23
 11:06:52 -07'00'

Eric Rood, Chief, DAS

August 23, 2022

Effective Date

INITIAL STATEMENT OF REASONS

The California Department of Corrections and Rehabilitation (CDCR or department) proposes to amend sections 6000, 6001, 6002, 6020 renumbered to 6007, 6010 renumbered to 6008, 6021 renumbered to 6009, 6011, 6022 renumbered to 6012, 6023 renumbered to 6013, 6024 renumbered to 6014, 6025 renumbered to 6015, 6026 renumbered to 6016, 6027 renumbered to 6017, 6028 renumbered to 6018, 6029 renumbered to 6019, 6030 renumbered to 6020, 6040 renumbered to 6021, 6041 renumbered to 6022, 6050 renumbered to 6023, 6060 renumbered to 6024, 6061 renumbered to 6025, 6062 renumbered to 6026, 6063 renumbered to 6027, and 6070 renumbered to 6028. The regulations propose to adopt sections 6005, 6006, 6010, and repeal section 6003 of the California Code of Regulations (CCR), Title 15, Division 6, regarding Commission on Correctional Peace Officer Standards and Training (CPOST).

Changes to these regulations are necessary to implement new provisions to address CPOST's responsibility for training standards development, approval, and implementation. The proposed regulations introduce an enhanced apprenticeship program. This enhanced program includes the implementation of the Field Training Sergeant (FTS). The FTS assists the Correctional Officer with the transition from the Basic Correctional Officer Academy to working independently in an institutional setting. The changes include the FTS's responsibilities. Additional amendments are necessary due to the dissolution of the California Youth Authority (CYA). The proposed revision outlines the responsibilities of the CPOST Executive Director (ED), Local Apprenticeship Subcommittee (LAS), and CPOST. Within the proposed regulations the terms "locally" or "local level" means at the institutional level.

The Division of Industrial Relations (DIR) is the governing body for the CDCR apprenticeship program to operate, and compliance with DIR Title 8 is necessary and DIR must approve all tenets of the CDCR program through submission of a Standards Package. The CPOST was re-established in July 2015, pursuant to Penal Code (PC), Section 13600(b), within the CDCR. At the time of re-establishment, CPOST was operated by a Correctional Officer chairperson, tasked with the responsibility to lead the unit. In 2018, the CPOST organizational structure was shifted from a primarily non-custody analytical staffing package to a balanced custody / non-custody staffing package. At this time the ED was added, and the chairperson position was eliminated. The ED is responsible for daily operation and oversight of CPOST staff. CPOST found it necessary to reestablish the ED's duties based on newly established positions within CPOST.

California PC Sections 13600, 13601, 13602, 13602.1, and 13603 describe the requirements of CPOST's authority and responsibilities. The CPOST shall develop, approve, and monitor standards for the selection and training of state correctional peace officer apprentices.

CONSIDERATION OF ALTERNATIVES:

The department must determine that no other reasonable alternatives were considered, or have otherwise been identified and brought to the attention of the department, which would be more effective in carrying out the purpose for this proposed action, or would be as effective and less burdensome to affected private persons than the action proposed, or would be more cost-effective to affected private persons and equally effective in implementing the statutory policy or other provision of law.

Currently, no reasonable alternatives have been brought to the attention of the department that would alter the department's initial determination.

ECONOMIC IMPACT ASSESSMENT:

In accordance with Government Code Section 11346.3(b), the department has made the following assessments regarding the proposed regulations:

Significant Adverse Economic Impact on Business

The department has made an initial determination that the proposed regulatory action will not have a significant adverse economic impact on business. Additionally, there have been no facts, evidence, documents, testimony, or other evidence provided that would alter the department's initial determination. The proposed regulations do not have a direct impact on California businesses as the proposed regulations affect the internal management of CDCR only.

Creation of New or the Elimination of Existing Jobs Within the State of California

The department has determined that the proposed regulations will not have an impact on the creation of new or elimination of existing jobs within California as the proposed regulations affect the internal management of CDCR only.

Creation of New, Expansion or the Elimination of Existing Businesses Currently Doing Business within the State of California

The department has determined that the proposed regulations will not have an impact on the creation of new or the elimination of existing businesses within California or affect the expansion of businesses currently doing business in California as the proposed regulations affect the internal management of CDCR only.

BENEFITS OF THE REGULATIONS:

The benefits of the proposed regulation revision are to ensure correct, efficient, and streamlined administration of CPOST mandates through added clarity and consistency in the requirements for its implementation. The proposed regulations introduce an enhanced apprenticeship program featuring the Field Training Sergeant (FTS), who helps Correctional Officers transition from the Basic Correctional Officer Academy to independent work in institutions. Also enhancing, streamlining CPOST mandates in implementing training standards

These changes outline the FTS's responsibilities and include necessary amendments due to the dissolution of the California Youth Authority (CYA). The revision also specifies the roles of the CPOST Executive Director (ED), Local Apprenticeship Subcommittee (LAS), and CPOST.

The proposed regulation will not affect the health of California residents, worker safety and the State's environment.

MATERIALS RELIED UPON:

The department, in proposing amendments to these regulations, has not identified nor has it relied upon any technical, theoretical, or empirical study, report, or similar document.

SPECIFIC PURPOSE AND RATIONALE FOR EACH SECTION, PER GOVERNMENT CODE 11346.2(b)(1):

Division 6. Commission on Correctional Peace Officer Standards and Training.

Article 1. General

6000. Definitions.

Subsections 6000(a), 6000(b), and 6000(d) are unchanged.

Subsection 6000(c) is amended because it is necessary to define the position and role of the Field Training Sergeant (FTS) in the Job Shadowing Program (JSP). CPOST JSP began in July of 2021 eventually rolling out statewide to all Correctional Officers. The FTS position was created to facilitate the JSP at the local level per the Bargaining Unit 6 MOU and Title 8 CCR section 206.

Subsections 6000(e) and (f) are amended because it is necessary to update departmental name change, the letter “R” for “Rehabilitation” has been added because the department name has changed from California Department of Corrections (CDC) to the California Department of Corrections and Rehabilitation (CDCR). Language pertaining to the California Youth Authority (CYA), has been removed due to its dissolution.

Subsections 6000(g), 6000(h), 6000(j), 6000(n), 6000(o), 6000(p), 6000(q), and 6000(s) through 6000(z) are unchanged

Subsection 6000(i) is amended because it is necessary to align with language provided in the Bargaining Unit 6 (BU6) Memorandum of Understanding (MOU). The MOU for BU6 created a provision to grandfather certain employees into the journeyman classification as CDCR’s apprenticeship program was implemented. Amending this section is necessary to create consistency between the MOU and the regulations.

Subsection 6000(k) is amended to repeal the term “Superintendent”, as this is no longer a position within CDCR. It was necessary to establish “authorized to act on their behalf” to ensure the designee has authorization to act on behalf of management in their absence.

Subsection 6000(l) is amended because it is necessary to establish the specific responsibilities which CPOST has developed for the JSP, which were effective as of July 2021 for the LAS. The LAS was created per the Bargaining Unit 6 MOU, Title 8 CCR section 206, and the Apprenticeship Program Operating Procedures (APOP) to assist the oversight of apprenticeship program at the local level.

Subsection 6000(m) is amended because it is necessary to update departmental name change, the letter “R” for “Rehabilitation” has been added because the department name has changed from California Department of Corrections (CDC) to the California Department of Corrections and Rehabilitation (CDCR). Language pertaining to the California Youth Authority (CYA), has been removed due to its dissolution.

Subsection 6000(r) is amended because it is necessary to meet equity compliance standards by replacing his/her with they, and to update the Division of Apprenticeship Standards (DAS) Form 103-A. The verbiage, “Apprentice Record Book,” is being removed because this format of specifying the revision date is outdated. The department now only includes a revision date with no additional verbiage. The revised DAS Form 103-A has transferred from a paper copy of the apprentice record book document to an Excel based format to be printed each month.

6001. Operations of the Commission on Correctional Peace Officer Standards and Training (CPOST) Executive Director.

Section 6001 title is amended to establish the operational duties of the CPOST ED will be explained within the amended section.

Existing Subsections 6001 through 6001(e) are repealed because it is necessary to add new language to make the text specific to the CPOST ED’s function.

New Subsection 6001 (a) is adopted because it is necessary to reflect the changes the department has elected to make to the job duty of the CPOST ED. In the past, these duties were carried out by the chairperson. These duties will now be carried out by the CPOST ED's role which is now classified as a new position within CDCR. CPOST has elected to revise the job duties related to the CPOST ED's position as it is a newly established position within CPOST.

New Subsection 6001 (b) is adopted because it is necessary to establish the CPOST ED is responsible for administration of policy and oversight functions for CDCR's Apprenticeship Program, Correctional Peace Officer training evaluation, and informing the CPOST commission of business-related matters that occur in between meetings. CPOST has elected to revise the job duties related to the CPOST ED's position as it is a newly established position within CPOST.

New Subsection 6001 (c) is adopted because it is necessary to establish the CPOST ED's role in the chairing of Commission meetings in accordance with the Bagley-Keene Open Meeting Act guidelines. This change was necessary to establish that in the absence of the CPOST ED, any member of the CPOST supervisory staff may assume the commission meeting duties of the CPOST ED.

New Subsection 6001 (d) is adopted because it is necessary to establish the CPOST ED role as a non-voting member in commission meetings. CPOST found it was necessary to establish the CPOST ED's role as strictly a facilitator of the Commission meetings and as a neutral party.

6002. Quorum.

Section 6002 title is amended because it is necessary to replace the term "voting" with "quorum", because a quorum is a basic requirement needed to establish a meeting. This section specifies the minimum requirements for a quorum.

Section 6002 introductory paragraph is unchanged.

Section 6003 is repealed because it is necessary to remove language that is duplicative to PC 13600.

6005. Training Review.

Subsection 6005 (a) is adopted because it is necessary to establish a training review process not previously captured in any regulatory language. The department determined it was necessary to develop regulations to include a training process because CPOST has standardized its training review process that was previously only captured in internal operational procedures. The term "locally" means at the institutional level.

Subsection 6005 (b) is adopted because it is necessary to establish that training materials will be submitted to CPOST at least 90 days prior to the rollout of any new or modified training. CPOST determined that 90 days was appropriate because it is an adequate amount of time to allow for staff to research and review newly proposed training. The term "locally" means at the institutional level, and any training that is rolled out by the institution, must be reviewed and approved by CPOST.

6006. Review Process.

Section 6006 is adopted because it is necessary to establish the review process. This process consists of CPOST staff reviewing departmental training to ensure the information meets established standards. Upon completion of CPOST staff review, the training may be forwarded to the CPOST Executive Board for final review and approval. CPOST finds it is necessary to adopt regulations to outline their procedures and achieve consistency. Commission voting members consist of six voting members. The executive body consists of three members appointed by and representing the management of CDCR, and three members appointed by the Governor upon recommendation and representing the membership of the California Correctional Peace Officer Association. The results of the commission member's votes will be forwarded to stakeholders. Ten days was determined to be an adequate amount of time to notify the Instructional Design and Training Support Unit of these results. Commission review can result in approval, disapproval, or provisional approval with recommended revisions.

Section 6020 is renumbered to 6007.

6007. Apprentices.

Existing subsection 6020(a) is renumbered to 6007(a) and is amended because it is necessary to include the departmental name change. The letter "R" for "Rehabilitation" has been added because the department name has changed from California Department of Corrections (CDC) to the California Department of Corrections and Rehabilitation (CDCR). Language pertaining to the California Youth Authority (CYA), has been removed due to its dissolution. The terms "he/she" have been replaced with "they" for equity compliance.

A reference to CCR Title 8, Division 1, Chapter 2, has been included to outline regulations regarding apprentices being able to receive apprenticeship credit, or their apprenticeship completion being delayed.

Subsections 6020(b) through 6020(b)(2) are renumbered to subsections 6007(b) through 6007 (b)(2) and are unchanged.

Subsection 6020(b)(3) is renumbered to 6007(b)(3) and amended because it is necessary to update a departmental name change, the letter "R" for "Rehabilitation" has been added because of the department name has changed from California Department of Corrections (CDC) to California Department of Corrections and Rehabilitation (CDCR). Additionally, this change is necessary to include a grammatical correction.

Subsections 6020(b)(4) through 6020 (b)(8) are repealed because of the dissolution of the California Youth Authority (CYA), and therefore the regulations are no longer applicable. Therefore, it is necessary to remove the language regarding CYA.

Subsection 6020(b)(9) is renumbered to 6007(b)(4) and is amended because it is necessary to replace fire fighter with fire captain to mirror the BU 6 MOU.

Subsection 6020(c) is renumbered to 6007(c) and is amended because it is necessary to remove the term "employed" as it is superfluous.

Article 2. Local Apprenticeship Subcommittees

6008. Local Apprenticeship Subcommittee (LAS).

Subsections 6010(a) through 6010 (a)(2) are renumbered to subsections 6008(a) through 6008(a)(2) and are unchanged.

Subsections 6010(a)(3) and 6010(a)(4) are repealed because of the dissolution of the California Youth Authority (CYA), and therefore the regulations are no longer applicable.

Existing subsection 6010(b) is renumbered to subsection 6008(b) and is amended because it is necessary to update a departmental name change. The letter “R” for “Rehabilitation” has been added because the department name has changed from California Department of Corrections (CDC) to California Department of Corrections and Rehabilitation (CDCR). Language pertaining to the California Youth Authority (CYA), has been removed due to its dissolution. The term “appointing” has been replaced with “hiring” due to change in the identifying term and a grammatical change to replace “/” with “or”.

Existing subsection 6010(c) is renumbered to subsection 6008(c) and is amended because it is necessary to update a departmental name change, the letter “R” for “Rehabilitation” has been added because the department name has changed from California Department of Corrections (CDC) to California Department of Corrections and Rehabilitation (CDCR). Language pertaining to the California Youth Authority (CYA), has been removed due to its dissolution. A grammatical change was made to replace “/” with “or”.

Subsections 6010(d) and 6010(e) are renumbered to subsections 6008(d) and 6008(e) and are unchanged.

Subsection 6010(f) is renumbered to subsection 6008(f) and is amended because it is necessary to provide guidelines on the limits of standing advisory members and establish that ad hoc advisors shall not have a vote as advisors to the LAS. This language was necessary to formalize changes made to the structure of the Executive Board.

Subsection 6010(f)(1) is renumbered to subsection 6008(f)(1) and is amended because it is necessary to establish the training officer as the FTS. Correctional Counselor I, and Fire Captains are being established as consultants. This language was added to reflect the changes made to the CPOST apprenticeship program when the JSP was established in July 2021.

Subsection 6010(f)(2) is renumbered to subsection 6008(f)(2) and is unchanged.

Article 3. Apprentices

Section 6021 is renumbered to section 6009.

6009. Apprentice Responsibilities.

Subsections 6021(a) through 6021(c) are renumbered to subsections 6009(a) through 6009(c) and are unchanged.

6010. Responsibilities of the Field Training Sergeant or Designee.

The title is adopted to outline the responsibilities of the Field Training Sergeant (FTS) [as identified by Advanced Learning Institute (ALI)] or In-Service Training (IST) designee regarding Job Shadowing as a part of the CPOST apprenticeship program.

Subsection 6010(a) is adopted because it is necessary to establish that FTS or IST designees are placed with the primary responsibility of overseeing the apprentices during the Job Shadowing Program (JSP). It is also necessary to establish that ALI has positional authority over the placement of the FTS positions and that questions or concerns from the FTS regarding their assignment shall be directed to ALI. ALI was granted positional authority over the placement of FTS positions due to an internal organizational decision within the CDCR-Division of Administrative Services.

Subsection 6010(b) is adopted because it is necessary to establish the primary responsibilities of the FTS and IST designee. This is necessary because the FTS and IST designee are responsible for supervising and coordinating with apprentices as it relates to Job Shadowing and New Employee Orientation. Additionally, the FTS or IST designee is responsible for being the primary point of contact between the Apprentice and the ACO to ensure each apprentice has met all of the time and work process requirements of the Apprenticeship Program. Proper coordination between the field and the ACO is essential for an Apprentice's Exceptional Credit Award, because certain exemptions and provisions are allowed per the AP Operational Procedure on a case-by-case basis.

Subsection 6010(c) is adopted because it is necessary to establish the FTS or IST designee is the person responsible for conducting performance evaluations of Apprentices. The FTS or IST designee is the supervisor with the most regular interaction with the apprentices, therefore, the department has made a determination to include performance evaluations into the responsibilities of the FTS or IST designee.

Subsection 6010(d) is adopted to establish the FTS or IST designee as a liaison within the institution to address training-related, or apprenticeship-related concerns on an apprentice's behalf. This is necessary because every institution with apprentices is required to have an LAS to coordinate with the FTS or IST designee to identify and correct training deficiencies and issues with the local AP. This is a critical role of the FTS or IST designee to ensure apprentices have the best outcome from the apprenticeship program.

Subsection 6010(e) is adopted to ensure the FTS or IST designee is provided an opportunity to be involved with the apprentice's supplemental training program. Related and supplemental instruction includes all formal and informal training that an apprentice receives including academy training and In Service Training. Specifically, the apprentice is allowed to shadow an experienced officer prior to working a post. CPOST determined this is necessary because it will be beneficial to an apprentice, to drastically reduce the amount of time it takes an apprentice to become familiar with the job duties. This will be achieved by providing more training opportunities, repeated exposure to job-related tasks and competencies, increasing the rate of acclimation to the job.

Subsection 6010(f) is adopted because it is necessary to establish how the apprentice receives credit for hours worked and training received. The apprenticeship record-keeping process has transitioned from a paper form to a digital format via the Division of Apprenticeship Standards (DAS) Form 103-A and therefore is necessary to be reflected in the regulations. The FTS or IST designee is the primary supervisor for apprentices during JSP and NEO. Therefore, the department has made the determination that it is necessary to establish in regulations their responsibility for assisting apprentices in obtaining the necessary signatures for the form.

6011. Responsibilities of the Local Apprenticeship Subcommittees.

Section 6011 introductory sentence and subsections 6011(a) through 6011(c) are unchanged.

Subsection 6011(d) is amended because it is necessary to establish a name change from the Division of Apprenticeship Standards to the Apprenticeship Coordinator's Office (ACO).

Subsections 6011(d)(1) through 6011(d)(4) are unchanged.

Subsection 6011(e) is amended because it is necessary to remove the term first-line supervisor and add the term FTS. The need for this change was to establish the FTS as a new position. The FTS is now responsible for training of newly appointed correctional officers. The reference citation was also updated to the correct reference due to the renumbering of section 6021.

Subsection 6011(f) is unchanged.

Section 6022 is renumbered to section 6012.

6012. Terms of Apprenticeship.

Subsections 6022(a) through 6022(f) are renumbered to subsections 6012(a) through 6012(f) and are unchanged.

Section 6023 is renumbered to 6013.

6013. Apprenticeship Agreements.

Subsection 6023(a) is renumbered to 6013(a) and is amended because it is necessary to add the word "and", as well as remove the verbiage "the employing department's ACO or LAS representative, and the DIR DAS representative." The reason for removing the verbiage is because the program is facilitated across the entire State and processing and signing of the program agreements are centralized and limited to the CPOST ACO. The department has come to an agreement that the Chairperson or designee's signature is sufficient when signing the apprenticeship agreement.

Subsection 6023(b) is renumbered to 6013(b) and is amended because it is necessary to establish a name change from the DAS to the ACO and establish the acronym for Local Apprenticeship Subcommittee.

Subsections 6023(c) and 6023(d) are renumbered to 6013(c) and 6013(d) and are unchanged.

Section 6024 is renumbered to section 6014.

6014. Wages and Benefits.

Subsections 6024(a) through 6024(c) are renumbered to 6014(a) through 6013(c) and are unchanged.

Section 6025 is renumbered to section 6015.

6015. Program Credits for Prior Experience.

Subsection 6025(a) is renumbered to 6015(a) and is amended to replace LAS with ACO. This change was necessary to clarify the ACO is the only entity that may grant an apprentice credit. This change to the language mirrors the language of the recent executive board directive,

requiring the ACO to assume responsibility of granting credit, which assures all credit requests are processed using the same established criteria.

Subsections 6025(a)(1) through 6025(a)(3) are renumbered 6015(a)(1) through 6015(a)(3) and are unchanged.

Subsection 6025(b) is renumbered to 6015(b) and is amended because it is necessary to add the reference to Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) to establish the process regarding apprentices called to active duty. Additionally, “his/her” was replaced with “their” for equity compliance.

Subsection 6025(c) is renumbered to 6015(c) and is amended because it is necessary to include new information regarding roles and responsibilities being shifted from the LAS to the ACO, CPOST, and the Division of Administrative Services reached an agreement with the Division of Adult Institutions regarding shifting some of the workload required by the apprenticeship program from the field and back to HQ/Administration. The authority for granting extended leave and range change adjustments was moved from the LAS at the institutions to the ACO. Amending this section honors that agreement and now describes how these processes are handled.

Subsection 6025(d) is renumbered to 6015(d) and is amended because it is necessary to establish proposed change to program policy that requires new clarity of authority and replacing LAS with ACO to reflect current practices. The ACO has defined its roles and responsibilities regarding the process of granting credit to an apprentice and enrolling an apprentice into the apprenticeship program. ACO is the only entity that may grant an apprentice credit. The change to the proposed language is necessary to mirror the executive board directive requiring the ACO to assume responsibility of granting credit, which assures all credit requests are processed using the same established criteria.

Subsection 6025(e) is renumbered to 6015(e) and is amended by replacing LAS with ACO to reflect current practices. The ACO may grant apprenticeship credit to an apprentice for work outside their established classification. The credit must be in a peace officer classification. ACO is the only entity that may grant an apprentice credit. The change to the proposed language is necessary to mirror the recent executive board directive requiring the ACO to assume responsibility of granting credit, which assures all credit requests are processed using the same established criteria. We are incorporating by reference DAS Form 103-A for the purpose of crediting the apprentice with out-of-class credit. The DAS Form 103-A is the only documentation allowed for this purpose.

Subsection 6025(f) is renumbered to 6015(f) and is amended by replacing LAS with ACO to reflect current practices. This practice establishes that every limited term employee may be granted full apprenticeship credit for work that was completed on a limited work assignment. ACO is the only entity that may grant an apprentice credit. The change to the proposed language is necessary to mirror the recent executive board directive requiring the ACO to assume responsibility of granting credit, which assures all credit requests are processed using the same established criteria. Additionally, the acronym for Commission on Correctional Peace Officer Standards and Training was established.

Subsection 6025(g) is renumbered to 6015(g) and is amended to replace LAS with ACO to reflect current CPOST executive board directives. This practice establishes that every limited term employee may be granted full apprenticeship credit for work that was completed on a limited work assignment. ACO is the only entity that may grant an apprentice credit. The change to the proposed language is necessary to mirror the recent executive board directive for the ACO to assume responsibility of granting credit, this assures all credit requests are processed using the same established criteria. To include a departmental name change, the letter “R” for “Rehabilitation” has been added because the department name has changed from California Department of Corrections (CDC) to California Department of Corrections and Rehabilitation (CDCR). Language pertaining to the California Youth Authority (CYA) has been removed due to its dissolution.

Subsection 6025(h) is renumbered to 6015(h) and is amended because it is necessary to align with current program processes. It was the executive board’s directive to assign the responsibility for approval of credit to the ACO, because of the volume of requests and limited meeting schedule. The CPOST Apprenticeship Standards Package (Rev. 8/22) is a document CDCR is required to submit and gain approval for from the DIR DAS for CDCR to run an apprenticeship program. Its purpose is to serve as a Memorandum of Understanding (MOU) between CDCR and DIR. Amending this section and incorporating this document verifies the legitimacy of our program in accordance with DIR and DAS standards.

Subsections 6025(h)(1) through 6025(h)(3) are repealed because these sections outlined a process that no longer exists or has been incorporated using the approved DAS Form 103-A under 6015(d).

Subsection 6025(h)(4) is renumbered to 6015(h)(1) and is amended because it is necessary to align regulations with Title 8 to clarify there is no need to apply for apprenticeship credit for transfers between classifications. The credit should be automatically applied as part of the indenture process into the new classification. This language change also clarifies record-keeping requirements regarding credit application.

Subsection 6025(h)(5) is renumbered to 6015(h)(2) and is unchanged.

Section 6026 is renumbered to section 6016.

6016. Apprenticeship Ratio.

Subsection 6026(a) is renumbered to 6016(a) and is amended because it is necessary to reflect on institutional needs. The previous requirements of a 1:1 ratio are unrealistic in the current correctional environment. The responsibility for establishing the ratio rests with the institutions, because of varying missions, demographics, security levels, and institutional needs. The ratio 3:1 was recommended because this is an industry best practice that CDCR has adopted for its operational needs.

Subsection 6026(b) is renumbered to 6016(b) and is unchanged.

Section 6027 is renumbered to section 6017.

6017. Apprentice Assignment Restrictions.

Subsections 6027(a) through 6027(f) are renumbered 6017(a) through 6017(f) and are unchanged.

Section 6028 is renumbered to section 6018.

6018. Related and Supplemental Instruction.

Section 6029 is renumbered to section 6019.

6019. Apprenticeship Work Processes.

The introductory paragraph of section 6019 is amended because it is necessary to establish directions on where the apprentice may find the apprenticeship work processes that have been revised and approved by the DIR DAS since they no longer will be included in the CCR.

Subsections 6029 (a) through (k) are repealed because it is necessary to establish the apprentice hours may be subject to change. Therefore, the regulations were written to direct an apprentice to the CPOST Apprenticeship Standards Package which is approved by the DIR.

Article 4. Journeypersons

Section 6030 is renumbered to section 6020.

6020. Return from Separation/Remediation.

Article 5. First-Line Supervisors

Section 6040 is renumbered to section 6021.

6021. First-Line Supervisors' Apprenticeship Responsibilities.

The introductory sentence section 6021 is unchanged.

Subsection 6040(a) is renumbered 6021(a) and is amended because it is necessary to update the DAS Form 103-A. The verbiage, "Apprentice Record Book", is being removed because this format of specifying the revision date is outdated. The department now only includes a revision date with no additional verbiage. The revised DAS Form 103-A has transferred from a paper document to an Excel based format to be printed each month.

Subsection 6040(b) is renumbered 6021(b) and is amended because it is necessary to designate the FTS as the entity that would propose a plan for remediation when an apprentice is not in compliance with the Apprenticeship Program. As part of the implementation of the JSP in 2021 the FTS assumed the responsibility of daily apprenticeship interaction.

Section 6041 is renumbered to section 6022.

6022. First-Line Supervisors' Apprenticeship Training.

Subsections 6041(a) and 6041(b) are renumbered to 6022(a) and 6022(b) and are unchanged.

Article 6. Apprenticeship Program Coordinators

6023. Apprenticeship Coordinators' Office (ACO) Responsibilities.

Heading for section 6023 is amended because it is necessary to establish the ACO as the coordinator for the following responsibilities. This was a change in the roles within the division.

Introductory sentenced is amended because it is necessary to establish the change in responsibilities from “each employing agency” to the ACO. This was done to realign workload and responsibilities in accordance with recent changes in roles within the division.

Subsection 6050(a) is renumbered to section 6023(a) and is amended because it is necessary to remove the language that is outdated due to changes in assignment of responsibilities. The ACO was established upon assuming the responsibility of the apprenticeship program in 2017. The CPOST Executive Board outlined the ACO responsibilities shortly after assuming the program.

Subsection 6050(b) is renumbered to 6023(b) and is amended because it is necessary to establish the acronym for CPOST.

Subsection 6050(c) is renumbered to 6023(c) and is unchanged.

Subsection 6050(d) is renumbered to 6023(d) and is amended because it is necessary to establish the acronym for the LAS, add “the Correctional Training Center (CTC), and the Advanced Learning Institute (ALI)” to reflect the locations the ACO would provide in-person Apprenticeship training, to align with current ACO responsibilities as directed by the CPOST executive board since 2017.

Subsection 6050(e) is renumbered to 6023(e) and is unchanged.

Subsection 6050(f) is renumbered to 6023(f) and is amended because it is necessary to establish the acronym for Division of Apprenticeship Standards (DAS).

Subsection 6050(g) is renumbered to 6023(g) and is unchanged.

Subsection 6050(h) is renumbered to 6023(h) and is amended because it is necessary to reflect the recordkeeping requirements set forth by DIR and Labor Code in Title 8, Division 1, DIR, Chapter 2, California Apprenticeship Council Subchapter 1, Apprenticeship. This revision also reflects the updated allowance of maintaining digital records instead of physical records.

Subsection 6050(i) is renumbered to 6023(i) and is amended because it is necessary to add the language, “instructions on how to access” to the existing regulatory language in order to reflect the digital nature of housing apprenticeship documents and reflecting the need to avoid printing of extreme numbers of paper copies.

Subsection 6023(j) is adopted because it is necessary to reflect the additional responsibility of the ACO in the indenture process, as defined by Executive Board direction upon assuming responsibility for the apprenticeship program in 2017.

Subsection 6023(k) is adopted because it is necessary to reflect the ACO’s responsibility in the completion process. ACO is assuming some of the previously assigned LAS responsibilities to offset the increased workload produced from the recently introduced JSP.

Subsection 6023(l) is adopted because it is necessary to reflect the responsibility of the ACO in the credit application process. This language also reflects the transfer of responsibility from the apprentice to the program sponsor for the application of the appropriate credit during the indenture process. ACO is assuming some of the previous assigned LAS responsibilities to offset the increased workload produced from the recently introduced JSP.

Subsection 6023(m) is adopted because it is necessary to reflect the responsibility of the ACO in the complaint or grievance process because it was previously undefined. ACO is assuming some of the previously assigned LAS responsibilities to offset the increased workload produced from the recently introduced JSP.

Subsection 6023(n) is adopted because it is necessary to establish the ACO's responsibility in teaching the AP processes and policy to the academy attendees. The responsibilities of the apprentice, first-line supervisor, and second-line supervisor as it pertains to the apprenticeship program must be taught and explained. As such, this task has been assigned to the ACO for completion. The ACO serves as the statewide coordinator of the apprenticeship program for CDCR.

Subsection 6023(o) is adopted because it is necessary to clarify the ACO's responsibility to provide customer service to the field and all associated stakeholders, which were a result of recent Executive Board directives.

Article 7. Non-disciplinary Controversies

Section 6060 is renumbered to 6024.

6024. Appeals.

Existing subsections 6060(a) and 6060(b) are renumbered to 6024(a) and 6024(b) and are unchanged.

Section 6061 is renumbered to section 6025.

6025. Appeals to the Local Apprenticeship Subcommittees.

Subsections 6061(a) through 6061(e) are renumbered to 6025(a) through 6024(e) and are unchanged.

Section 6062 is renumbered to section 6026.

6026. Second-Level Appeals.

Subsections 6062(a) through 6062(g) are renumbered to 6026(a) through 6026(g) and are unchanged.

Section 6063 is renumbered to section 6027.

6027. Third Level Appeals.

Subsection 6063(a) is renumbered to 6027(a) and is amended because it is necessary to repeal, "Executive Director's office. Appeals shall be sent registered or certified mail, return receipt requested, or with a proof of service of mailing." This change is a result of Executive Board directive to allow electronic submission at any level of the apprenticeship appeal process. Also, add "via the ACO", which allows for delivery of executive board decisions via e-mail as well as mailing.

Subsection 6063(b) is renumbered to 6027(b) and is unchanged.

Subsection 6063(c) is renumbered to 6027(c) and is amended because it is necessary to outline the timeframe that an apprentice will be notified that their appeal documents have been

received by the ACO's office and provided hearing dates as outlined by the CPOST Executive Board. CPOST determined that 10 business days is an adequate amount of time to notify the appellant of receipt of their appeal through electronic notification. A mailed copy will follow. CPOST seeks to repeal the 45-day requirement to notify the appellant and change it to 10 business days to allow for a more expedited appeal notification process.

Subsection 6063(d) is renumbered to 6027(d) and is adopted because it is necessary to clarify the decision notification process was not addressed in previous language, as outlined by Executive Board decision upon assuming responsibility for the apprenticeship program in 2017. The CPOST Executive Board determined that electronic submission and stakeholder notification can be accomplished within 10 business days.

Article 8. Layoffs

Section 6070 is renumbered to section 6028 and is left unchanged.