

Training Schedule & Course Information

Office of Training & Professional Development

Richard A. McGee Correctional Training Center

April 2019

OTPD 2019 TRAINING SCHEDULE AND COURSE INFORMATION

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<p>OTPD Main Number (209) 744-5000</p> <p>Scheduling/Room Reservation Housing Accommodations (209) 744-5049</p>	
	
<p>JEREMY BROWN Correctional Lieutenant Advanced Learning Institute</p>	
<p>ALI Main Number (916) 255-1815</p>	<p>ONLINE AND OTHER TRAINING</p> <p>CDCR Training Portal (LMS)</p> <p>List of Online Courses Available</p> <p>New Employee Orientation</p> <p>SOMS Training Resources</p>

	<p>SharePoint 2013 Training BIS Portal Defensive Driver Training Ethics Orientation for State Officials National Institute of Corrections - Training for Correctional Professionals CalHR Training CalHR Virtual Help Desk for Supervisors and Managers CalHR Virtual Help Desk for Analysts CPS HR Consulting</p>
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OFFICE OF TRAINING AND PROFESSIONAL DEVELOPMENT

BASIC PEACE OFFICER INSTITUTE ACADEMIES

BASIC CORRECTIONAL JUVENILE ACADEMY

The Basic Correctional Juvenile Academy provides 16 weeks of training to youth correctional officer and youth correctional counselor cadets, in preparation for employment at the juvenile facilities throughout the State of California. Classroom and hands-on, scenario based training provides the cadets with knowledge, skills and abilities to become exceptional youth correctional officers and youth correctional counselors.

<u>Class</u>	<u>Start Date</u>	<u>Graduation Date</u>
1-19-J	Feb 25, 2019	Jun 14, 2019

BASIC CORRECTIONAL OFFICER ACADEMY

The Basic Correctional Officer Academy provides 13 weeks of training for correctional officer cadets in preparation for employment at adult prisons throughout the State of California. Classroom and hands-on, scenario-based training provides cadets with the knowledge, skills, and abilities to become exceptional correctional officers.

<u>Class</u>	<u>Start Date</u>	<u>Graduation Date</u>
1-19-J	Feb 25, 2019	Jun 14, 2019
1-19-A	Nov 6, 2018	Feb 15, 2019
2-19-A	Dec 31, 2018	Mar 29, 2019
3-19-A	Feb 19, 2019	May 17, 2019
4-19-A	Apr 2, 2019	Jun 28, 2019

BASIC PAROLE AGENT ACADEMY (BPAA)

The Division Training Unit (DTU) provides a 10-week academy designed to prepare students to become Parole Agents for the Division of Adult Parole Operations (DAPO). The academy will provide students with the necessary tools to aid in the reintegration of parolees back into the community while protecting public safety. Along with classroom, hands-on, and scenario-based training, the students will receive a Peace Officer Standards and Training (POST) reserve level III training to produce competent, qualified Parole Agents.

<u>Class</u>	<u>Start Date</u>	<u>Graduation Date</u>
2-19-P	Jan 14, 2019	Mar 22, 2019
3-19-P	Mar 4, 2019	May 10, 2019
4-19-P	Apr 15, 2019	June 21, 2019

DIVISION OF JUVENILE JUSTICE TO DIVISION OF ADULT INSTITUTIONS TRANSITIONAL ACADEMY (DJJ-DAI)

The DJJ-DAI 6 week academy provides training for youth correctional officers/youth correctional counselors transitioning from the Division of Juvenile Justice in preparation for employment at adult prisons throughout the State of California. Participants will receive classroom and hands-on, scenario-based training to gain the knowledge, skills, and abilities to become exceptional adult correctional officers.

<u>Class</u>	<u>Start Date</u>	<u>Graduation Date</u>
	No Dates	

REINSTATEMENT/RETURNING PEACE OFFICER TRAINING (MINI ACADEMY)

The Mini Academy provides training to correctional lieutenants, sergeants, and officers returning from an extended absence of at least 12 months or more. Employees returning from an extended absence which lasts between 36 and 60 months shall attend a 4 week mini academy provided by POSED and pass an examination in accordance with PC section 832.

<u>Location</u>	<u>Start Date</u>	<u>End Date</u>
	No Dates	

PC 832 ACADEMY

This 80-hour course is required for all Peace Officers. The course covers Arrest & Control, Firearms, and Chemical Agents. Participants must pass two written exams, qualify at the range, and be exposed to chemical agents. AODs, fire personnel, and others attend this class. There is no expiration date for the certification unless an individual experiences a break in service more than 36 months. For more information, please call (209) 744-5000 Ext. 4086.

<u>Location</u>	<u>Start Date</u>	<u>End Date</u>
Galt	Apr 29	May 10, 2019
Galt	Jun 17	Jun 28, 2019
Galt	Apr 29	May 10, 2019
Galt	Jun 17	Jun 28, 2019

RANGE & TACTICAL

For more information on the Range and Tactical courses, regarding course requirements, or to be placed on a class list, please call (209) 744-5081.

ADVANCED ARMORER COURSE

(\$TBD tuition). This is a 5-day, 40-hour course designed for the working armorer in the California Department of Corrections & Rehabilitation; it will cover the functions and repair of the specialized department firearms. This will include the Remington 870 shotgun, MP5 9mm sub machine gun, Remington 700 sniper rifle, and Colt M4 short barreled carbine.

<u>Location</u>	<u>Start Date</u>	<u>End Date</u>
Galt	No Dates	

BASIC CORRECTIONAL ARMORER COURSE

(\$TBD tuition). This is a 5-day, 40-hour introductory course designed to train correctional officers to maintain their firearms & department firearms to factory service levels. Basic Correctional Armorer Course instructs functions and repair of departmental weapons such as the Glock Semi-Automatic Handgun, Remington 870 shotguns, Penn Arms launcher, and Ruger Mini 14.

<u>Location</u>	<u>Start Date</u>	<u>End Date</u>
Galt	No Dates	

EXPANDABLE BATON ARMORER COURSE

This course will enable the participant to care and repair for the tactical weapons, Monadnock batons, to factory certified specifications. Recertification varies due to the manufacturer.

<u>Location</u>	<u>Date(s)</u>
Galt	May 13, 2019

GLOCK CARE & REPAIR ARMORER COURSE

(\$250 tuition). This class is required for safety and maintenance of weapons that reduces the liability to the State. Staff is trained to repair and maintain State owned weapons. Armory staff is required to have this training. Certification life varies from 2-4 years for each course and is determined by the manufacturer.

<u>Location</u>	<u>Date(s)</u>
Galt	No Dates

PENN ARMS 40MM IMPACT MUNITIONS LAUNCHER ARMORER COURSE

(\$200 tuition). Care and Repair. This class is required for safety and maintenance of weapons that reduces the liability to the State. Staff is trained to repair and maintain State owned weapons. Armory staff is required to have this training. Certification life varies from 2-4 years for each course and is determined by the manufacturer.

<u>Location</u>	<u>Date(s)</u>
Galt	No Dates

RUGER MINI-14 CARE & REPAIR ARMORER COURSE

(\$200 tuition). Ruger Mini-14 Rifle Certification life varies from 2-4 years for each course and is determined by the manufacturer.

Location

Galt

Date(s)

No Dates

MONADNOCK EXPANDABLE BATON TRAINING FOR TRAINERS

This is a 3-day, 24-hour Instructors' course. Upon completion of this course, the participant is considered a Baton Instructor and is able to certify staff at their Institutions. This is a 3-year certification. Pre-qualification is required.

Location

CTF

Date(s)

Apr 29 – May 3, 2019

RANGEMASTER PROCTOR TRAINING

This is an 8-hour course that allows a Rangemaster Instructor to re-certify other Rangemaster Instructors at their Institutions. The Proctor certificate is in force for as long as the individual keeps their Rangemaster certification current (recertified every 5 years).

Location

Galt

Date(s)

Apr 23, 2019

RANGEMASTER INSTRUCTOR TRAINING

This is a 10-day, 80-hour course for Correctional Officers. Upon completion of this course, the participant is considered a Rangemaster Instructor and is able to certify staff at their Institutions. They are proficient in Firearms, Chemical Agents, and Impact Munitions. This is a 5-year certification. Ammunition may cost. Pre-qualification is required.

Location

Galt

CCC

Date(s)

Apr 1 - Apr 12, 2019

May 13 - May 24, 2019

WEAPON RETENTION TRAINING FOR TRAINERS

This is an 8 - hour course for Departmental Peace Officers focuses on self-defense techniques needed to defend an attacker intending on taking your firearm. Upon completion of Weapon Retention Training for Trainers course, participants will be certified to teach and demonstrate weapon retention tactics to Peace Officers at their Institutions or Field Offices.

Location

Galt

Date(s)

No Dates

TRAINING-FOR-TRAINERS (Advanced)

Training-for-Trainers (T-4-T) is designed for employees who provide (or will soon begin providing) training and/or presentations to CDCR staff. It covers public speaking, effective use of media, nerve-calming techniques, and methods for handling unexpected classroom disasters. Departmental policy states in part “personnel utilized as In-Service-Training instructors” must either possess a teaching credential or take a course with a minimum of 24-hours in training techniques. T-4-T is designed to satisfy this requirement. Due to the new registration process, please contact your IST office if you are interested in attending training.

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*Due to the new registration process, please contact your **IST office** if you are interested in attending training.*

ADVANCED LEARNING INSTITUTE

BASIC SUPERVISION

This 80-hour training is mandatory for all first-line supervisors and must be completed within the first year following appointment. This program is also required for all first-line supervisors new to CDCR. Topics include: Role of a Supervisor, Stress Management, Leadership, Values and Ethics, Progressive Discipline, Team Building, Conflict Resolution, Fiscal Resources, Managing Change and Transition and Ethical Decision Making. For location or enrollment information, e-mail [AdvancedLearningInstitute](#).

*Due to the new registration process, please contact your **IST office** if you are interested in attending training.*

ADVANCED SUPERVISION

Mandatory for all second-line supervisors. Advanced Supervision courses include: Team Building, Fair Labor Standards Act, Family Medical Leave Act, Substance Abuse Testing for Employees, Fiscal Resources, Managing Change and Transition, Conflict Resolution, Progressive Discipline, Workers' Comp Benefits, Medical Personnel Action, Health and Safety, Hazardous Materials, and Ethical Decision Making. For location or enrollment information, e-mail [AdvancedLearningInstitute](#).

*Due to the new registration process, please contact your **IST office** if you are interested in attending training.*

MANAGERIAL TRAINING

This 40-hour training is provided by the California Department of Human Resources to staff designated as managerial. It provides managers with the ability to apply critical skills to lead teams, leverage resources, and use best practices to efficiently operate their program. For location or enrollment information, e-mail [AdvancedLearningInstitute](#).

SERGEANTS' ACADEMY

Mandatory for all newly promoted correctional sergeants. Courses currently include Inmate Classification and Central File, Litigation Management, Bargaining Unit 6 Memorandum of Understanding, Inmate Discipline Hearing Officer, Write and Review Incident Related Reports, Escape Prevention Pursuit, and Alarm Response for Supervisors. For location or enrollment information, email [AdvancedLearningInstitute](#).

*Due to the new registration process, please contact your **IST office** if you are interested in attending training.*

LIEUTENANTS' ACADEMY

Mandatory for all newly appointed correctional lieutenants. Courses include Leadership, Role of the Interim Emergency Operations Commander, Inmate Classification Process, Incident Reports, Senior Hearing Officer, Escape Prevention, Alarm Response, Intake Screening. For location or enrollment information, e-mail [AdvancedLearningInstitute](#).

*Due to the new registration process, please contact your **IST office** if you are interested in attending training.*

LEADING AT THE SPEED OF TRUST

Provided by Franklin Covey, *Leading at the Speed of Trust* is a two-day work session which is highly interactive and engages leaders in the real work of identifying and closing trust gaps. Every initiative or organizational priority you are trying to implement is enabled or hampered by the level of trust. Whatever the goal, initiative, or strategic priority, the execution will take longer and cost more in a low trust culture. Three sessions are offered per calendar year. For more information, e-mail [Lorrie Keller](#).

LEADERSHIP 101

Leadership 101 is offered through California State University, Sacramento. This training focuses on developing/enhancing broad-based supervisory skills and leadership proficiency in a way that is as easily translatable to an institutional environment as it is to a headquarters' administrative environment. Taught by experts in their fields, training/exercises will include subjects such as change management, leadership ethics, communication, collaboration, and strategic implementation. This program is limited to *nominated* first- and second-line supervisors and is conducted in two, one-week cohorts taught over a two month period. There are 12 cohorts offered per fiscal year. For more information, e-mail [Lorrie Keller](#).

LEADERSHIP CHALLENGE

Offered in collaboration with the Prison Industry Authority, this 2-day workshop is designed to give participants an in-depth understanding of The Five Practices of Exemplary Leaders® and help them take specific steps to become better leaders based on the results of their 360-degree, the Leadership Practices Inventory® assessment, and in-class discussions and activities. This course is highly interactive with lecture-style teaching, demonstrations, experientials, role-plays with the entire group, and small-group breakout sessions where participants practice with each other supported by the coaching of the instructor. For more information, e-mail [Lorrie Keller](#).

EXECUTIVE LEADERSHIP INSTITUTE

The Executive Leadership Institute is offered through California State University, Chico and focuses on enhancing executives' skill as decisive, effective visionary leaders and champions of change. Participants develop essential leadership skills by learning and applying proven strategies in areas such as planning, evaluation, fostering organizational transformation, communication, and principle-based leadership. Participation is limited to employees in management classifications who are *nominated* by their Division Directors and includes four, one-week cohorts taught over a four month period. There are six cohorts offered per fiscal year. For more information, e-mail [Lorrie Keller](#).

EXECUTIVE LEADERSHIP DEVELOPMENT PROGRAM

Peace Officer Selection and Employee Development has restructured the Executive Development and Orientation Program into the new Executive Leadership and Development Program (ELDP) to better align with the Department's overall management development strategy. This new interactive five-day program will focus on supporting and developing effective future executive leaders. This program is offered quarterly and participation is limited to employees in management classifications who are *nominated* by their Division Directors. For more information, e-mail [Lorrie Keller](#).

MOTIVATIONAL INTERVIEWING

Motivational Interviewing consists of a one-day session for Motivational Interviewing (MI1) and a three-day session for Motivational Interviewing 2 (MI2) and is presently offered to staff Correctional Counselors. This training assists participants with skills for having conversations about change and how to incorporate them in their everyday conversations, work and life. By developing motivational interviewing skills, participants will add to their existing knowledge and expertise in supporting offenders through the rehabilitative process. This course is offered through a contract with Butte College with 18 classes offered during the fiscal year. For more information, e-mail [Stephanie.Stewart](#).

ETHICAL DECISION MAKING AND TRUST

Trust is difficult to earn and easy to lose in the workplace. Offered in collaboration with the California Prison Authority, this highly interactive class will offer discussions, tools, and the opportunity to practice and apply learned techniques regarding the importance of trust and ethical decision-making in the work place. Participants will be introduced to the elements of how trust is lost, some of the signs of diminished trust how to gain and build trust and the model for making ethical decisions. This course is intended for first-line supervisors and above. For more information, e-mail [Lorrie Keller](#).

LEAN SIX SIGMA: WHITE BELT

As a result of improvement initiatives established by Governor Jerry Brown in January 2015, the California Department of Corrections and Rehabilitation (CDCR), the California Correctional Health Care Services (CCHCS) and the California Government Operations Agency (Gov Ops) partnered to bring Lean training and tools to the Department. This course brings basic process improvement techniques, skills, and tools to CDCR staff. For more information, e-mail [Alicia Stein](#).

THE 6 CRITICAL PRACTICES FOR LEADING A TEAM

This Franklin Covey one-day training is designed for first-level leaders. This solution equips first-level leaders with the essential skills and tools to get work done with and through other people. The program is ideal for new first-level leaders who need to transition successfully from individual contributors to leaders of others, as well as leaders who have been in their roles for some time and are looking for practical and relevant guidance on how to effectively lead and manage their teams. Sixteen sessions are offered per calendar year. For more information, e-mail [Lorrie Keller](#).

THE 4 ESSENTIAL ROLES OF LEADERSHIP

This two-day training is for mid-level to executive level leaders. Even in the most turbulent times, there are four roles leaders play that are highly predictive of success. FranklinCovey calls them essential, because as leaders consciously lead themselves and their teams in alignment with these roles, they lay the foundation for effective leadership. Three sessions are offered per calendar year. For more information, e-mail [Lorrie Keller](#).

REFERENCES

TRAINING GUIDELINES

California Department of Corrections and Rehabilitation Operations Manual (DOM) Chapter 3, Article 18, Section 32010.

DEFINITIONS

Training - The process whereby Department employees, either individually or in groups, participate in a formalized, structured course of instruction to acquire skills, knowledge, and abilities for their current or future job performance. These organized activities shall contain measurable learning objectives that can be evaluated in a classroom setting or in structured OJT. (32010.4)

Job-Required Training - Training designed to assure adequate performance in a current assignment. This includes orientation training made necessary by new assignments or new technology, refresher training, and training mandated by law or other State authority. (32010.4)

Job-Related Training - Designed to increase job proficiency or improve performance above the acceptable level of competency established for a specific job assignment. It prepares the employee to assume increased responsibilities in their current assignment. (32010.4)

Upward Mobility Training - Designed to provide career movement opportunity for employees within classifications or job categories designated by the Department as upward mobility classifications. Includes training to facilitate movement of employees from designated classifications into other classifications with increased career opportunities. (32010.4)

Career-Related Training - Designed to assist in the development of career potential and intended to help provide an opportunity for self-development and achievement of the Department's or State's mission and may be unrelated to a current job assignment. (32010.4)

In-Service Training (IST) - Any formal training sponsored and conducted by any State agency for the training and development of State employees. (32010.4)

On-the-Job Training (OJT) - Formal training conducted by a supervisor (or a designated employee with the required expertise under the direction of a supervisor) at the job site while the employee is working. (32010.4)

Out-Service Training (OST) - Any formal training conducted by a non-state agency, the University of California or California State University, and colleges that may be open to the public, as well as State employees, and/or private industry. Sponsoring agencies maintain control over the course content for OST. (32010.4)

Training Requirements - Training of employees shall be done during regular work hours, when possible, or on the employees' off-duty hours when necessary. Compensation for training shall comply with existing policies, law, and MOUs. Within budgetary constraints, the required training shall be provided by the Department and accomplished by the employee.

It Training is a condition of employment that all employees complete the training required for their job classification/position. Employees who fail to meet these training requirements may have their merit salary award denied or be subject to other administrative sanctions. (32010.10.1)

Orientation of Departmental Employees - All employees new to the Department, regardless of job classification, shall receive orientation training. An NEO schedule with specific course subjects shall be distributed annually. Additional subject requirements are at the discretion of the local hiring authority or Associate Director, POSED, or designee. (32010.11)

Probationary Employees - Entry-level, probationary employees of the Department shall complete the training requirements of their job classification before the end of their probationary period, or earlier, as specified. An employee who provides acceptable certification of having previously completed a requirement shall receive credit and not be required to repeat the training. Employees who fail to complete any portion of required training may be rejected on probation. Probationary employees are required to receive orientation training in addition to the requirements for certain job classifications. (32010.13)

LOCATION ABBREVIATIONS

FACILITIES

ASP	Avenal State Prison, Avenal
CAC	California City Correctional Center, California City
CCC	California Correctional Center, Susanville
CCI	California Correctional Institution, Tehachapi
CHCF	California Health Care Facility, Stockton
CIM	California Institution for Men, Chino
CIW	California Institution for Women, Chino
CMC	California Men's Colony, San Luis Obispo
CMF	California Medical Facility, Vacaville
CRC	California Rehabilitation Center, Norco
COR	California State Prison, Corcoran
LAC	California State Prison, Los Angeles County, Lancaster
SAC	California State Prison, Represa
SOL	California State Prison, Solano
SATF	California Substance Abuse Treatment Facility and State Prison, Corcoran
CAL	Calipatria State Prison, Calipatria
CEN	Centinela State Prison, Imperial
CCWF	Central California Women's Facility, Chowchilla
CVSP	Chuckawalla Valley State Prison, Blythe
CTF	Correctional Training Facility, Soledad
DVI	Deuel Vocational Institution, Tracy
FOL	Folsom State Prison, Represa
HDSP	High Desert State Prison, Susanville
ISP	Ironwood State Prison, Blythe
KVSP	Kern Valley State Prison, Delano
MCSP	Mule Creek State Prison, Ione
NKSP	North Kern State Prison, Delano
PBSP	Pelican Bay State Prison, Crescent City
PVSP	Pleasant Valley State Prison, Coalinga
RJD	Richard J. Donovan Correctional Facility, San Diego
SVSP	Salinas Valley State Prison, Soledad
SQ	San Quentin State Prison, San Quentin
SCC	Sierra Conversation Center, Jamestown
VSP	Valley State Prison, Chowchilla
WSP	Wasco State Prison, Wasco

OFFICES

Richard A. McGee Correctional Training Center

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Advanced Learning Institute and Employee Development Programs

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