



## Commission on Correctional Peace Officers Standards and Training

### Commission Meeting

Thursday, June 9, 2016

9:00A.M. - 12:00P.M.

R.A. McGee Training Center

9850 Twin Cities Road, Galt, California 95632

G-Modular

9:00 a.m.-12:00 p.m.

#### Members Present

Brenda Gibbons

Brant Choate

Robert Calderon

Thomas Tyler

Josh Eustice

#### Alternates Present

Jason Lowe

Teresa Perez

Via telephone conference: Brian Pinneo

#### Meeting Minutes

I. Meeting called to order at 9:01 A.M.

II. No public comment

III. Minutes approval: Choate was first to motion, Calderon second. Minutes for February and April meetings were approved.

IV. Old business:

A. Fire Curriculum

Gibbons asked for a partial motion to accept the new fire training with the exception of the Firefighters teaching the class. Choate suggested using the verbiage "when possible, it is preferred". Lowe recommended that fire experts train a few instructors at CTC for fill-in purposes. Gibbons was first to motion curriculum approval. Eustice second the motion to approve. All approved to have Fire Safety curriculum updated to current standards.

B. Operational Procedures

Discussion of official correspondence among the Commissioners was mentioned. Calderon referenced it is more about any external requests being made and that the OP needs to read "all official correspondence". Calderon suggested emailing all Commissioners to ensure that the Commission as a whole is being made aware of any such correspondence. Calderon stated that Captain Tyler could handle a lot of the day-to-day concerns. There was discussion of conflicting information in the different versions of the Operational Procedures. Choate motioned to approve the Chairperson's version of the OP's. Gibbons second that motion. All approved on Chairperson's version of the Operational Procedure.

## V. New business:

### A. On-the-job Training

Gibbons explained the importance of the OJT's and the desire to make the approval process more effective and the possibility of coming up with an electronic signature or giving Captain Tyler the ability to sign off. Choate asked if it was mandatory training and Gibbons said that it is not. Calderon explained that the purpose of the 10 minute OJT is for Officers that are on shift but do not have a lot of time. Gibbons explained that it's a more effective way to train. Tyler made a motion to approve the process, Calderon second that motion. All approved posting of the OJT and the OJT process.

### B. Lisa Morabito conducted a presentation of the CPOST website.

### C. Rubric

Lisa Morabito presented the Rubric to the Commission. Calderon suggested changing "cadets" to "students" as the rubric may be used in the field. There was discussion of how the rubric will work in our system and that it should be utilized prior to the Commission vote. Choate suggested that a box be added to the rubric that says "out of compliance based on DOM, PC, etc". Choate made a motion to approve the concept; use it as a training tool for Analysts and take a final vote at the August 2016 meeting. Brenda second that motion. All approved.

### D. Apprenticeship

Gibbons updated the Commission on the process. BCOA is out of compliance and has not been updated since 2010. Tyler stated that the Title 15 will need to be updated as well.

### E. Budget

Eustice expressed concerns that OTPD is tracking what is being spent for CPOST but no direct answers are being provided in terms of where those funds are being utilized. Calderon explained that what is being spent must be justified and that one year of costs must be captured to develop the new budget. Eustice stated that he was given a spreadsheet that mostly goes over employee salaries and that it isn't being broken down specifically. Eustice is concerned that money is being charged to us without oversight. Eustice explained that next year, more money is needed and Calderon agreed. Calderon stated that CPOST should track funds internally and that he will elevate this to OTPD. Eustice reiterated his concerns and not being able to get definitive answers. Captain Tyler and Brenda Gibbons will set up a meeting with Stacy Lopez and Stachia Lueth to discuss matters further.

## VI. Round Table

A. Lowe asked about the 10 minute OJT's. Gibbons said that each OJT has a BET # so that it can be processed by the Supervisors that want to provide the training.

B. Teresa Perez asked about the verbiage for the rubric. Perez stated to be careful with the term "Instructor excellence" on the rubric and to measure the curriculum, not the instructor. Lisa Morabito reaffirmed that it's not based on the actual instructors.

VII. Closed session began at 10:05 A.M.

CPOST Commissioners went into closed session at the request of Commissioner Eustice to talk about personnel issues. The specific issue was the fact that CPOST staff were left an extended period of time without a Supervisor. Eustice felt that the Commissioner should have been involved with that process. The Commission discussed ways of dealing with SSMf vacancies in the future.

VIII. Adjournment

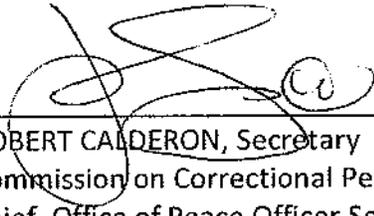
Meeting adjourned at 10:35 A.M.



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BRENDA GIBBONS, Chairperson  
Commission on Correctional Peace Officer Standards and Training  
Correctional Officer, R.A. McGee Correctional Training Center

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Approved/Disapproved

8-11-16  
Date



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ROBERT CALDERON, Secretary  
Commission on Correctional Peace Officer Standards and Training  
Chief, Office of Peace Officer Selection

\_\_\_\_\_  
Approved/Disapproved

8/16/16  
Date