



Commission on Correctional Peace Officer Standards and Training Meeting

Thursday, February 11, 2016

California State Prison – Sacramento | Visitor Processing
100 Prison Road | Represa, California 95671

Members Present:

Robert Calderon	Brenda Gibbons
Brant Choate	Jeff Macomber
Josh Eustice	Kevin Raymond

Alternate Members Present:

(None)

The Commission took item III(b) out of order, but it is shown in numerical order in these minutes.

- Meeting began at 9:05 a.m.
- Approval of Meeting Minutes:
 - Brenda Gibbons handed out the meeting minutes from the December 2015 meeting. Jeff Macomber made a suggestion on the formatting of future meeting minutes. ***Motion to accept the minutes, including Macomber's suggestion, made by Kevin Raymond. Macomber seconded the motion. The meeting minutes were accepted.***
- Old Business:
 - Update on Intranet and Internet: Gibbons explained that the intranet site is up and approved items have been posted. The CPOST extranet and internet are still being worked on.
 - Update on Veterans Affairs Benefits Statewide: Gibbons stated that two adult institutions still need to complete the process for being approved by the California State Approving Agency for Veterans Education: Avenal State Prison and Wasco State Prison. Several of the Department of Juvenile Justice's (DJJ) facilities are completing the process to get approved. The Department of Adult Parole Operations has two regions, Northern and Southern, and only the Northern Region has the benefits process in place. Gibbons handed-out copies of the Veterans Affairs information currently on the CPOST intranet site, and explained that benefits information binders were created by CPOST staff and sent to the union presidents at each institution.
 - Gibbons handed-out information on the updated Range curriculum, per Josh Eustice's request during the last meeting. CPOST staff spoke with the Armory in Galt about what is currently being taught to the cadets. Staff will conduct further research at the request of the Commission. The Commission discussed the current protocol, standard gun range safety rules, standard military protocol, and the safety concerns of how cadets and officers are being instructed to clear and check a firearm. Eustice recommended clearing the firearm from the chamber end, rather than the muzzle end. Calderon called for more research into best practices of other agencies statewide and nationwide, prior to making a

change. Raymond suggested putting this on the agenda for the next meeting. Gibbons agreed it could be put on the next agenda, but everyone has to be involved and participate in the process in-between meetings. Gibbons asked Eustice if he would like to schedule a meeting to discuss this further. Eustice answered in the affirmative.

- **New Business:**

- Gibbons handed-out a review CPOST received from the Correctional Training Center's (CTC) Curriculum Liaison Lieutenant and Sergeant about the five curricula approved at the last meeting, which CPOST had moved forward to CTC's internal review process for implementation. She noted the comments were favorable. Brant Choate asked to clarify what the checklists and recommendations by CPOST staff mean, specifically, and if there is follow-up to make sure the changes are implemented. Gibbons explained CPOST has a tracking chart to know where the curriculum is at, but CPOST is only making a recommendation, not setting a standard. Discussion followed as to the role of CPOST in developing training and the order for reviewing the recommendations from CPOST.
- **Approval of Curriculum Review:**
 - Gibbons handed-out curricula to the Commission members.
 - EEO and Sexual Harassment – Discussion about the Curriculum Standards Checklist for each curriculum and if CPOST staff is making sure the information and policies are up to date. Gibbons explained that the Checklist is more general and that the review process is uncovering some things which needed updating.
 - Emergency Operations – Discussion about accessibility to the recommendations online, as some members were not able to review the documents prior to the meeting. Gibbons suggested waiting on a vote to give everyone an opportunity to review the curricula being passed-out, and do a conference call on a later date, which Calderon agreed with.
 - Inmate Count – Handed-out to the members.
 - Inmate/Staff Relations – Handed-out to the members.
 - Learning Domain 2: Legal Issues – Handed-out to the members.
 - Strategic Offender Management System (SOMS) – Handed-out to the members.
 - Staff Rights and Responsibilities – Handed-out to the members.
 - Developmental Disability Program (DDP) – Handed-out to the members. Discussion about the process the curricula goes through once the Commission has approved the recommendations, and whether or not the Commission has the final say on the curricula. Clarification was given that the Commission is approving recommendations, primarily small changes, not setting standards. If the Commission has a major issue with any of the curricula, then it would be returned to CPOST for further review, before going back to the Liaison Lieutenant at CTC.
 - Raymond suggested tabling the approval of the curricula until the next meeting.
- **Approval for new On-the-Job Trainings (OJT)**
 - Gibbons handed-out three new On the Job Training flyers.
 - Security Threat Groups – Gibbons stated union and In-Service Training representatives had responded to the content and the feedback has been positive. Macomber recommended running this flyer by the Office of Correctional Safety, and

to include information on the Security Threat Group II prison gangs, as those are becoming a bigger problem. Gibbons agreed.

- Stress Relieving Stretches – Gibbons explained that the focus on stress relief stems from suicide awareness and prevention, and in light of the two recent staff suicides at California Men’s Colony, the previous flyers had been sent again.
- Meditation.
 - ***Eustice made a motion to include the OJT flyers on the site. Calderon seconded the motion. The motion is approved.***
- Gibbons explained there is a section on the CPOST site called, “CPOST Beyond Training,” which includes write-ups on events and activities which CPOST has been involved with. She handed-out two of these: one on California State Prison – Sacramento’s quarterly Alarm Response Training and another on a Christmas charity event for Hazleton Elementary School in conjunction with California Health Care Facility, Stockton. No motion was necessary for these two items.
- Calderon confirmed a motion had been made to table the curricula approval. Gibbons agreed. Calderon suggested revisiting the approval after reviewing other standards. Choate asked if there was a sense of urgency to approve the new recommendations, to which Gibbons responded in the negative. Gibbons did state she would like to discuss how often some of the curricula are reviewed, as some should be done on an annual basis, such as Fire Safety.
- Raymond stated he appreciates California State Prison – Sacramento’s hospitality, but suggested holding meetings elsewhere, as these meetings are open to the public and some people may not want to attend a meeting at a prison. Gibbons stated that other locations are available and asked if he had any suggestions. Raymond answered in the negative.
- **Corrections Standards Authority:**
 - Gibbons handed-out a review of what Corrections Standards Authority was, how it came about, and timelines of progress, including a comparison of the Fire Safety curriculum.
 - Calderon explained the Authority did comprehensive research over three years into the existing standards which had been put in place by the CPOST prior to the Authority’s inception. The Authority created a large binder of information based on that research. With the re-creation of CPOST, putting CPOST’s name on it should be the basis of reviews. CPOST needs to have a set of standards the Commission approves that says this is the best practice, with operational procedures that give the Commission the leverage to make changes as we go forward. Gibbons responded, the CPOST staff is looking into the practices of the other largest corrections departments in the United States and will provide their results to the Commission once the research is done. Choate stated the Commission needs to consolidate the various pieces from other organizations and create our own standards.
- **Roundtable:**
 - Gibbons presented an Instructor Recognition Program. She passed around samples for a certificate and accompanying Challenge Coin, to be given to instructors who go above and beyond, not just at CTC, but statewide, as institutions would be able to

nominate their own instructors. Raymond agreed with the certificate and the idea of telling instructors they are doing a good job, but questioned where the funds would come from to support the program. Calderon stated the Commission should receive the recommendations and approve who was receiving the recognition, Gibbons agreed. Raymond suggested the certificates require the signature of the Chair and Secretary. Macomber agreed on the budget concerns; the Commission needs to know its budget and use the funds for the essentials, first, then for certificates and coins, which are both good ideas. Gibbons stated that she was only looking for approval for the process at this time. Macomber said it might be a good idea to recognize recipients during graduation. ***Raymond made a motion to approve the certificate, but table the Challenge Coin. Calderon seconded the motion. The motion to approve the Instructor Recognition certificate and table the Challenge Coin was passed.***

- **Public Comment:** None presented.
- **Closed Session:** Gibbons made a motion to adjourn for a Closed Session. Calderon asked to set the date for the next Commission meeting first. Raymond reiterated the desire to look into other locations for the meeting. Calderon suggested using the Goethe location. The Commission agreed on the date of the next meeting, April 14, 2016, and then to adjourn for Closed Session.
- **Meeting adjourned for Closed Session at 10:15 a.m.**

Brenda Gibbons

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

Approved

/Disapproved

6-9-16

Date

Robert Calderon

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

Approved

/Disapproved

6/9/16

Date