



Commission on Correctional Peace Officers Standards and Training

Commission Meeting

Thursday, October 13, 2016

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

Office of Training & Professional Development – Advanced Learning Institute
10000 Goethe Road, Building B, Sacramento, CA 95827
Pine Mountain Training Room 119

Members Present

Brenda Gibbons
Robert Calderon
Brantley Choate
Josh Eustice
Brian Pinneo
Jesse Zamora

Alternates Present

David Baughman
Teresa Perez

Meeting Minutes

The Commission took Item IV(C) out of order, but it is shown in numerical order in these minutes.

- I. Meeting called to order at 9:06 a.m. Commissioner Eustice has not arrived yet, but the Commission has a quorum.
- II. No public comment.
- III. Minutes approval
 - A. Commissioner Pinneo made a motion to accept the minutes from August 11, 2016. Chairperson Gibbons seconded the motion. The minutes were accepted.
 - B. No public comment.
- IV. Old business
 - A. Apprenticeship Program
 - i. CPOST staff member, Robin DeFehr, Associate Governmental Program Analyst, presented an update on the Apprenticeship Program (AP), including modifications being made; progress thus far; the transition of the AP from the Field Training Unit to the new Apprenticeship Coordinator's Office (ACO); monthly and quarterly meetings facilitating communication between institutions and the ACO, as well as compliance; and the AP's long-term plan.
 - ii. Mrs. DeFehr took questions from the Executive Board.
 - a. Secretary Calderon addressed the content of the AP in relation to long-term goals. Gibbons explained that the CPOST staff has some proposed changes for the DAS Form 103-A, but input is needed from the Division of Adult Institutions (DAI), the Division of Juvenile Justice (DJJ), the Division of Adult Parole Operations (DAPO), and so on. The form needs to better reflect what apprentices are doing and in a way that prevents dishonesty on the form.
 - b. Calderon asked if there is any latitude from DAS regarding site-specific differences. Gibbons stated DAS is willing to work with CPOST on acceptable changes to the Form 103 across all classifications. Gibbons stated the goal is to include required supplemental training. She and Commissioner Zamora recently discussed the idea of having the State come online with

using a simulator training component, which the apprentices would use to demonstrate their knowledge, skills, and abilities.

B. Curriculum Review

- i. Gibbons discussed the history of the curriculum standards being used on the lesson plans, and introduced how CPOST wants to move forward with a less complex, but thorough, list of standards to be applied during the review process. She explained the review chart and the two examples completed by CPOST staff: Transportation of Inmates and Inmate Count. She further discussed how the Instructional Design Unit at the Correctional Training Center is already using the curriculum standards when developing the lesson plans, so work is being duplicated. CPOST needs to focus more on the content.

C. Approval of Course Curricula Standards

- i. Continuing with the standards discussion, Gibbons state that the CPOST staff would like to include the Mechanics criterion to the curricula review process. Calderon agreed that the additions are important and should be included, and suggested holding-off on a vote until Commissioner Eustice arrives. The other Commissioners agreed to wait on a vote.
- ii. Eustice asked for clarification on the addendum to the Curriculum Review process. Gibbons explained its purpose.
- iii. Gibbons made a motion to accept the addendum to the Curriculum Review process. Calderon seconded the motion. The motion was passed.

D. Public comment.

- i. No public comment.

V. New Business

A. Development of Training Standards

- i. Gibbons introduced the topic of Job Analysis, which had been requested and recommended by former Commissioner Captain Tyler. Gibbons researched the topic further and provided some of the findings to the other commissioners to review and discuss at a later date. The Office of Workplace Planning does a job analysis for human resources and selections purposes, not for training purposes. Samples of state and federal agencies utilizing job analysis were included. Gibbons recommended tabling the discussion until the next meeting, giving everyone a chance to review the material. While a job analysis is useful, the process is expensive and time consuming. Gibbons further recommended considering the American Correctional Association (ACA) and its seven (7) criteria for training standards, due to the Department's connections with the organization. Calderon explained the necessity of defining the differences between Knowledge, Skills, and Abilities; essential functions; and job analysis. Gibbons agreed and stated that CPOST has to establish training standards pertinent to the range of cadets going through the various academies. The Commission agreed to table this discussion.

B. Recommendation for Supervisor Training Sub-Committee

- i. A charter has been drafted for the establishment of a sub-committee to research and make recommendations to the Commission regarding the backlog of correctional supervisors who have not attending training. A sub-committee will be able to work more expeditiously, in comparison to the Commission, which has to hold public meetings each time it gets together.
- ii. Gibbons asked if there was any public comment or questions. Alternate Commissioner Perez stated that she would like to recommend a DJJ representative be on the committee, which the Commissioners agreed was a good idea.
- iii. Gibbons made a motion to create a sub-committee, in conjunction with the Advanced Learning Institute (ALI), and nominated Commissioner Lt. Pinneo to be the Chair of the sub-committee. Commissioner Eustice asked about the establishment of guidelines for the sub-committee prior to creating it. He also brought-up the issue of the sub-committee only looking at DAi Sergeants and Lieutenants, but it doesn't appear to address other classifications or divisions. Gibbons and Calderon agreed that the guidelines can be further addressed and the other divisions will be addressed. The backlog, the nature of the backlog, and the actual purpose of the sub-committee was discussed. A conference call was proposed to discuss and select the members of the sub-committee

- iv. Gibbons made a motion to appoint Pinneo as Chair of the sub-committee; to work on the draft of the charter and have a final product; to have a conference call meeting to select the committee members. Pinneo seconded the motion. The motion was passed.
- C. Vote on Personnel Matters
 - i. At the August meeting, the Commission discussed the funding of the CPOST Captain's position, removal of the Research Specialist position, which would provide the funding for the Captain. The vote will be whether or not the Commission agrees to remove the Research Specialist position in order to fund the Captain's position, or not. Calderon commented on the situation, stating that CPOST can utilize budget change proposals to increase the number and classifications working for CPOST. Gibbons stated that the underlying issue is that the Executive Board did not have a say in the addition of the Captain's position, it essentially just happened. Does the Department have the ability to remove CPOST staff with or without consulting with CPOST?
 - ii. CPOST Staff Services Manager i, T. Cordova, took a roll call vote: Calderon – Yes. Choate – Yes. Eustice – No. Gibbons – No. Pinneo – No. Zamora – Yes. The vote resulted in a tie (3:3). This issue will be forwarded to CDCR Secretary Kernan and CCPOA State President Alexander. If there is still an impasse, the issue will be decided by the California Department of Human Resources.
- D. Public comment
 - i. No public comment.
- VI. Round table
 - A. Gibbons introduced a proposal to have the Desert Waters organization come to the Correctional Training Center in Galt, for four (4) sessions over two (2) days, which would allow Department, legislative, and union stakeholders, as well as Commission members, to attend and learn more about the Desert Waters mental health training program. Legislation and Penal Code both require CPOST to research and develop stress training. The proposal is to have Desert Waters assist with the writing of and development of training related to stress and suicide prevention. Gibbons passed-out information about the cost and a couple of training options, and requested that the Commission vote on this during the upcoming conference call. Clarification was made regarding the nature of the two-day presentation by Desert Waters: this is not for training, but for discussion about training needs and how Desert Waters can help the Department and CPOST determine its needs and how to meet those needs.
 - B. Eustice asked for additional information regarding sub-committee rules. Gibbons stated that the Commission can draft the guidelines and those can be added to the Operational Procedure.
 - C. Calderon and Gibbons discussed when to have the conference call. Thirty days out falls on a weekend, so the Commissioners agreed on Thursday, November 8, 2016. The CPOST staff will set-up the conference call and forward the information to the commissioners and share post it to the public.
 - D. Eustice also asked for a clarification on the impasse rules related to the earlier vote on eliminating the Research Specialist position. An exact point of contention needs to be outlined. He wants to know why the position is necessary and what its function would be. Why is the Commission moving to eliminate it, rather than do a budget change proposal? Calderon discussed his view on the staffing needs of CPOST and said that the staffing levels are not set in stone, it's a fluid area.
 - E. Public comment
 - i. No public comment.
- VII. Adjournment
 - A. Gibbons made a motion to adjourn the meeting. Eustice seconded the motion. Meeting adjourned at 10:12 a.m.

B

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

Approved/Disapproved

12-12-16
Date

(4)

J. ZAMORA

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

Approved/Disapproved

12/19/16
Date