



ON-THE-JOB TRAINING (OJT) STANDARD GS003

AUTHORITY

California Penal Code 13603(b): The CPOST shall determine the on-the-job training requirements for correctional peace officers.

DEFINITION

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

BACKGROUND

Supervisors are responsible during the normal course of business to provide direction and guidance to employees as to their assigned duties. When this direction and guidance is formalized as OJT, which may be provided by the supervisor or delegated to a designated employee with the required expertise, then such training shall be documented.

STANDARD

Each CDCR custody staff is to receive a minimum of 12 hours of OJT annually. It is the responsibility of the hiring authority to provide on-the-job training through its supervisory ranks to employees as needed and as the working conditions allows. OJT will be documented by the supervisor via CDCR Form 844 or recorded in the employee's training records.

COMPONENTS OF STANDARD

1. OJT may be provided to an employee in either a classroom or work setting to ensure performance of job skills are compliant, and knowledge of acceptable practices or policies are current.
 - a. OJT may also be used as a method to correct performance deficiencies.

- b. Appropriate training may be most conducive at the employee's worksite where the immediate supervisor or a designated employee with the required expertise may provide the OJT.
2. It must be documented in the employee's training record via the CDCR Form 844.

CITATIONS

- 1) DOM Section 32010.4 – On-the-Job Training:
Formal training conducted by a supervisor (or a designated employee with the required expertise under the direction of a supervisor) at the job site, or in a classroom setting while the employee is working.
- 2) DOM Section 32010.10 – Minimum Required Training:
Required training for custody staff is defined as follows: 52 hours of completed training, which includes 40 hours of IST and at least 12 hours of on-the-job training (OJT), while meeting all requirements on the annual training schedule. Minimum required training for non-custody staff is defined as follows: 18 hours of completed training, which includes 8 hours of IST and at least 10 hours of OJT, formal IST or out-service training, while meeting all requirements on the annual training schedule. The hiring authority or Associate Director of POSED, or designee, can increase minimum requirements as needed.
- 3) DOM Section 32010.8.1 – Training Resources – On the Job Training:
OJT is provided to employees in either a classroom or work setting to ensure acceptable levels of performance and knowledge, and to correct deficiencies. When appropriate, IST managers/training coordinators are encouraged to fully utilize this type of training as opposed to off-site training or on-site training that does not fall within the trainee's regular work hours.
- 4) DOM Section 33030.8.1.2 – On-the-Job Training:
When OJT is ordered, the supervisor shall complete section two of the memorandum form "Order for Formal IST or Documentation of OJT" and shall complete the CDCR Form 844, Training Participation Sign-In Sheet. The employee shall be given the opportunity to sign the CDCR Form 844 to indicate his or her participation in discussion and acknowledge receiving and understanding the training provided. Orders for OJT and completed OJT documentation shall be filed in the employee's supervisory file.

- 5) CDCR Memorandum Dated March 30, 2018:
“Clarification of Bargaining Unit 6 On-the-Job Training and Operating Procedures Notice Requirements”- written jointly by Kathleen Allison, Director of DAI and Candace Murch, Chief of OLR.