



## **Commission on Correctional Peace Officers Standards and Training**

### **Commission Meeting**

Thursday August 15, 2019  
10:00 a.m. – 3:00 p.m.  
Advanced Learning Institute  
10000 Goethe Rd. Suite A1  
Sacramento, CA 95827  
Room 106(Timber Peak Room)  
Teleconference Call-in Number: (916) 490-4379  
Collaboration code: 734992

#### **Members Present**

Annemarie Del Mugnaio  
Heather Bowlds  
Brian Pinneo  
Harold Gee  
Connie Gipson  
Joshua Eustice

#### **Alternates Present**

Teresa Perez  
Timothy Sheldon  
Jason Lowe

### **Meeting Minutes**

#### **Item VI. G. taken out of order**

- I. Call to Order and Welcome
- II. The Executive Director (ED) Annemarie Del Mugnaio called the meeting to order at 10:13 a.m. ED Del Mugnaio established a quorum by roll call. All Commissioners were present except Robert Calderon. Commissioner Jason Lowe was the alternate attending the meeting for Commissioner Calderon.

The audience introduced themselves on a voluntary basis.

ED Del Mugnaio introduced Nghia Tran, Parole Agent II Specialist, as the newest member of CPOST. He gave a brief history of his experience in Division of Adult Parole Operations.

#### **III. Public Comment**

- A. Josh Smithee, Fire Captain at CMF, requested to address the Commission regarding recent approval of Fire Captain training and clarification as to whether the actual training had been vetted and approved by the Commission.
- B. Shawn Calloway, Vice President of CCPOA Fire Chapter appeared with Scott Long, President of CCPOA Fire Chapter to address concerns on a recent presentation by Fire Chief (A), Jesse Corrales to the Commission. They indicated that some of the information presented at a recent CPOST Meeting may have been incomplete and may need to be revisited. Calloway and Smithee expressed concerns about the new Fire Captain and Fire Chief training being rolled out, in that the training appears to be more

involved than what is required under Title 22 and actually has 19 additional hours of CDCR developed material.

ED Del Mugnaio inquired if their concerns had been addressed through the SWEAT Committee process; and, if not, then bringing the issue to CPOST may be premature. ED Del Mugnaio will be attending the SWEAT Committee Meeting Scheduled for September 23<sup>rd</sup>, and will follow up if the matter needs to be added to the October agenda.

#### IV. Minutes Approval

ED Del Mugnaio asked the Commission to review the draft minutes from the previous meeting on June 28, 2019. Commissioner Eustice moved to approve the minutes as amended and Commissioner Bowlds seconded the motion. No public comment. Roll call vote taken; all in favor, motion carried 6-0.

#### V. Old Business

##### A. Apprenticeship Update

CPOST Staff Services Manager I, Robin DeFehr presented an update on the Apprenticeship Program to the Commission. She advised that the monthly Local Apprenticeship Subcommittee compliance is currently at 85% for April, 82% for May, and 67% for June. LAS compliance will be a priority after the new apprenticeship staff is on board and trained for program audits.

Ms. DeFehr gave the Commission an overview of the status on the Apprenticeship Coordinator's Office (ACO) quarterly completion audit. Q1 2019 has 13 unresolved issues. The Q2 2019 audit is scheduled to be sent out soon.

Ms. DeFehr advised the Commission that responses have been received from the CPOST Apprenticeship Program exit evaluations in January. The data will be compiled and reported in October; responses were low - only nine (9) respondents. The ACO would like to send out a follow-up email to the evaluation respondents to encourage feedback on the surveys. The ACO has finalized the DAPO specific exit report and is currently developing an alternative delivery platform, such as Survey Monkey, to address the challenges associated with reaching agents in the field.

Ms. DeFehr informed the Commission that the ACO attended the CCPOA Conference and hosted a breakout session covering program history, policies and procedures, credit process, complaint process, and program resources. Attendees were very engaged and this was a great networking experience.

Ms. DeFehr advised the Commission that the ACO has completed or is in the process of wrapping-up the following classification audits:

- Correctional Counselor I (CC I) quarterly audit – twelve (12) left to resolve.
- DJJ Parole Agent I – two (2) left to resolve.

- DJJ Casework Specialist - one (1) left to resolve.
- Fire Captain Audit complete- 126 active- four (4) not indentured (3%). Two (2) left to resolve.

Ms. DeFehr informed the Commission that recent changes in the BU6 MOU have triggered the need for a new Standards Package to be drafted. The ACO will be reviewing all program documents for revisions and updates. Apprenticeship pamphlets should be updated as well. There have been recent Inquiries into what constitutes additional experience and these questions have prompted the review of the existing pamphlets, revealing inconsistencies. The ACO has sent the pamphlets to SMEs in each classification and is gathering suggestions for revisions. Currently, not all classifications having a pamphlet and for those that do, tasks listed on the pamphlets need to be updated and aligned.

Ms. DeFehr informed the Commission that the revised DAS 103 – A- has been finalized. Changes made resulted from feedback received at the In-Service Training (IST) Conference. Rollout of the new form is scheduled for September 1, 2019 and an email was sent to the field with instructions regarding how to complete the new form on August 9, 2019. The revised DAS 103 – A was introduced to this month’s Academy BCOA graduates, as well as the DAPO Academy.

Ms. DeFehr informed the Commission that the ACO received good feedback from the IST conference regarding re-establishing the probationary evaluation process. Some institutions are already facilitating a regular evaluation process and the ACO will be following up with these facilities to gather information on their processes for replication statewide.

Ms. DeFehr informed the Commission that no new Outreach visits were conducted since the last meeting, but an Outreach trip is scheduled to HDSP and CCC on September 26, 2019.

ED Del Mugnaio inquired if an Outreach visit has been scheduled for SCC. Ms. DeFehr will follow up and schedule the visit.

i. Apprenticeship Evaluation Program (AEP) Pilot Project

- California State Prison, Sacramento – Follow-up mentor meeting held on July 18, 2019. Largest concern noted by the mentors was making regular contact with the apprentice’s because they don’t reach out. SAC has moved to a caseload assignment for each Mentor where the Mentor will reach out to the apprentices on a monthly basis to check in on progress and note any training concerns.
- California Health Care Facility – Pilot launch date was delayed. The new launch date is August 15, 2019.
- Kern Valley State Prison – KVSP had 69 approved Mentors and training was held on August 7, 2019 for 54 people. A total of 35 apprentices also attended AEP training during the visit. The remaining 15 approved

Mentors will be trained at a subsequent training date. KVSP is still receiving applications.

B. CPS HR Project Update

Associate Governmental Program Analyst (AGPA), Janette Galvin, gave an update on the CPS HR Job Validation Study. Phase I survey is complete. The percentage of completion stands at CO 57.5%, YCC 54%, and YCO 40.1%. The desired threshold of 20% was reached at all the facilities. The conclusion of the survey has produced a preliminary list of tasks that will be disseminated to a small peer group for approval. A final report for Phase I is expected the second week of September. The final report will be included in the October CPOST Meeting agenda for Commission review and approval. Galvin presented data graphs on the survey completion numbers.

Phase II site visits are underway and focus group interviews are being scheduled and facilitated for the CCI classification. Ride along (s) for DAPO are scheduled and being completed. Focus group interviews for DAPO are also scheduled. The field work for Phase II will be completed by the end of the first week in September. By the October Meeting there should be feedback on all the focus groups from the Phase II study.

VI. New Business

A. 2020 Penal Code Legislative Amendments

ED Del Mugnaio reviewed the associated document for proposed Penal Code Amendments. Proposed changes include expanding the name of the training center to include other locations, the addition of an option to re-appoint a Commissioner for one (1) additional term, and addressing the addition of two ad-hoc members for the Department of Youth and Community Restoration to sit in on pertinent issues. Proposed amendments also include clarification on CPOST's role in the approval of training.

ED Del Mugnaio asked the Commissioners if they had any issues with the proposed amendments. Commissioner Eustice indicated concerns with the section on Commissioner Appointment; he is concerned that the proposed process could potentially affect the Labor seats in a different manner than Management, he requests legal review. Discussion was held on the appointment process and the legislative interpretation of the current term limits. The section of the additional term of service will be struck and changes were noted to the section on ad-hoc appointments.

ED Del Mugnaio suggested vetting the proposed amendments with Labor and revisiting the matter during the Strategic Planning Session in September. Commissioner Eustice agreed and requested a representative from Management to attend the vetting session. Commissioner Bowlds will serve as the Management representative.

Additional discussion was held on the curriculum review section and the possible need to extend the six month timeframe of training rollout. Lt. Jeremy Brown provided information and possible scenarios that would support the need for a buffer of six months to one (1) year. Commissioner Gipson weighed in against the extension and noted that extending the timeframe is how the Department got behind in providing training in the first place. This section of the proposed changes was deleted. Commissioner Pinneo suggested that CPOST draft a notice establishing the consequences of non-compliance to the hiring authority regarding failure to allow staff to attend mandatory supervisory training.

B. Future Initiatives

i. CPOST Operational & Staffing Funding Initiatives

ED Del Mugnaio presented an overview of the proposed staffing and funding initiatives for the future to add supervisory positions and additional analysts to CPOST to support addressing the mandates CPOST. The initiative will also provide funding and effectively “right-size” CPOST and provide autonomy. This is a CPOST initiative.

ii. Correctional Officer Training Expansion/ Job Shadowing

ED Del Mugnaio provided a summary of proposed initiatives on expanding the training venues to some of the soft closed facilities in Stockton and down south. The initiative will also provide an extension of training as a transition from the Academy to the institution to include job shadowing at the institution where a new officer is assigned. This is a POSED initiative. These initiatives are confidential until they are approved by the Department of Finance. More information will be provided when possible.

C. Draft Training Standards

i. Reality-based Training

Retired Annuitant, Martin Jones, presented the Commission with a draft of the Scenario-Based Training Standard for review and discussion. Commissioner Gee suggested the addition of “and review with student” to the components section of the draft standard in all sections that apply.

ED Del Mugnaio reminded the Commissioners that these drafts will go through the stakeholder feedback process and care will be taken to include stakeholders from all applicable classifications and units.

ii. Alarm Response

Discussion of the draft training standard was held in conjunction with the above standard. The two standards were presented together.

D. Inmate Visiting

Commissioner Gipson provided background on the intent of standardized training for

the visiting program. There has not been any formal training developed on this subject and there is a great need for alignment of visiting standards among all facilities. There is a large scope in the definition of “acceptable visiting attire” among facilities and there is a need for alignment of policy.

The proposal was to shut down visiting for all facilities for one (1) day and to provide the training simultaneously to all 35 facilities; the training was facilitated statewide on August 10, 2019.

Commissioner Eustice expressed concerns about not providing training to the relief staff that would fill behind the assigned visiting staff. He also suggested that the pictures on the slides were confusing on what parts of the clothing were acceptable. Instructional Designer, Leigh Anne Rodgers, provided feedback that the training slides had been revised and now provides clarifying verbiage to direct the class participant. Commissioner Gipson invited the Commissioners to attend the training to ensure that their review is in context; the training will be delivered again during the post and bid across all 35 facilities.

Alternate Commissioner Lowe added that there is now a one (1) hour training added to the Academy on visiting to fill the gap for training in this area. ED Del Mugnaio asked if the feedback and suggested revisions would be taken into consideration in the Academy training.

ED Del Mugnaio asked for a motion to approve the training; Commissioner Gipson motioned to approve, Commissioner Eustice seconded. Roll call vote was taken, all-in favor- motion carried 6-0.

E. Inmate/Staff Interaction Curriculum Lesson Plan

Commissioner Gipson provided an overview of concerns that have been expressed regarding the current curriculum and the balance between using communication to facilitate rehabilitation of our inmates and the boundaries of over familiarity. Commissioner Gipson requested to revisit this agenda item after her trip to Norway as she is expecting to gather addition training materials related to this subject.

F. On-the-Job Training/LMS Analysis

ED Del Mugnaio presented an Issue Paper regarding On-the Job (OJT) Training and the associated definitions. The intent of the Issue Paper is to provide clarification on the verbiage associated with training. It is necessary to separate the type of training provided from the platform or delivery. The Department tends to interchange the use of In-Service Training (IST) and OJT which can cause confusion.

The need for clarification in definitions of training and the delivery method of the training needs to be addressed and CPOST must attempt to clarify the training terms to support further discussion and development of appropriate OJT.

Commissioner Gipson stated that the Issue Paper does a good job of clearly defining IST and OJT. The Commission held a discussion on the definitions of Computer-based Training, Refresher Training, and Self-directed Learning. The Commission came to the agreement that the term Refresher Training should not be included in the DOM verbiage amendment.

ED Del Mugnaio summarized that the Commission has come to agreement to recommend number two (2) and three (3) of the Issue Paper. This decision will have implications to redefine the definitions associated with the POSED annual training schedule. Further action will be identified as needed.

ED Del Mugnaio asked for a motion to approved accepting the Issue Paper and definition recommendations as noted; Commissioner Gipson motioned, Commissioner Gee seconded. Roll call vote was held, all-in-favor, the motion carried 6-0.

G. Division of Juvenile Justice High Core Training Rollout

Commissioner Bowlds provided an overview of proposed training for DJJ High Core Training. Erin Brock provided information on the currently proposed High Core 120-day pilot. The project has been developed over many months, approximately nine (9) as a collaboration of DJJ stakeholders. The pilot will roll out in two facilities, one North and one South. DJJ collaborators Senior Youth Correctional Counselor Danny Torres, Retired Annuitant Erin Brock, Senior Youth Correctional Counselor Zenaida Agartrap, and Treatment Team Supervisor Esperanza Dakopolos provided additional information.

Commissioner Bowlds provided a high level overview of the DJJ classification process and the tool used to determine which unit the Youths are assigned. High Core Youths are similar to higher level adult inmates and this is also the area that most new employees are assigned; this creates a “perfect storm” of training issues.

A training plan has been developed and it is ready to pilot. DJJ is requesting CPOST approval to move forward with Notice to the Union. The training plan includes 40 hours of training for the pilot Management Team, comprised of Treatment Team Supervisors, Senior Youth Correctional Counselors, and Youth Correctional Counselors. The training plan also includes the participation of Youth Mentors (youth in custody) which would be processed through an established selection process. The training plan would start with the education and selection of the Mentors before moving forward to further training.

The training plan includes provisions for revision of training materials and updating all of the associated media. The proposal also serves to increase staffing for the High Core units. Cross training for all staff will be provided on the psychology program utilized in the High Core units. Family member engagement training is a factor in the proposed

training plan to increase success. The proposal has developed quality assurance measures to track the success of the pilot program.

ED Del Mugnaio inquired who has vetted the proposal so far and Commissioner Bowlds informed the Commission that the proposal has been vetted through DJJ Executives. ED Del Mugnaio also inquired who would be training the pilot staff on the Freedom 120 Curriculum. DJJ Retired Annuitant, Erin Brock, stated that the Committee has become SMEs during the revision process and would be acting in the T4T capacity. Commissioner Bowlds added that the pilot would also go through the established group review that all other DJJ training is subject to.

Commissioner Gipson asked why DJJ was bringing the proposal to CPOST for a pilot, when they should be able to pilot on their own. Commissioner Bowlds clarified that DJJ does not have authority to pilot, only the Division of Adult Institutions may do so.

ED Del Mugnaio asked for updates during the pilot process as it evolves. She then asked for a motion to approve the proposal to move forward in the notice process; Commissioner Pinneo motioned to approve the training plan, Commissioner Gipson seconded the motion. Roll call vote was taken, all-in-favor- motion carried 6-0.

#### H. Interdisciplinary Treatment Team (IDTT) Training

ED Del Mugnaio informed the Commission that the curriculum has been reviewed by the CPOST Advisory Subcommittee and asked if the Commissioners had any additional concerns to be addressed. As there were no additional concerns raised; no further Commission action was needed at this time.

#### VII. Round Table/Next Meeting Agenda Items

The following items have been identified for the September Strategic Planning Meeting: Strategic Planning, End of Year Rollup on Reviews/Accomplishments, SOMS Training, Use of Force Recommendations resulting from the OIG Report.

The following items have been identified for the October Meeting Agenda: Courtroom Testimony/Report Writing Recommendations, Review of CPOST Regulations, Additional Experience for Apprenticeship, Weapons Quarterly Qualification Standards Research.

#### VIII. Public Comment

No public comment.

#### IX. Closed Session

The Commission had no Closed Session items submitted for review.

#### X. Adjournment

Meeting was adjourned at 3:48 p.m.

Correctional Peace Officer Standards and Training Commission  
Meeting Minutes Approval Approval Alternate Text Page  
Meeting Date: 02/21/2019

This page added to original minutes document to reflect scanned image of signature page (Page 10). The information below provides descriptive information for those unable to read or understand the content on Page 10.

**/Original document signed and approved by Brian Pinneo, Vice Chairperson,  
Commission on Correctional Peace Officer Standards and Training**

**/Original document signed and approved by Heather Bowlds, Vice Chairperson,  
Commission on Correctional Peace Officer Standards and Training**

**Correctional Peace Officer Standards and Training  
Commission Meeting Minutes Approval**

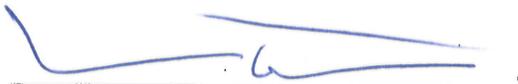
**Meeting Date: 08/15/2019**



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BRIAN PINNEO, Chairperson  
Commission on Correctional Peace Officer Standards and Training  
Correctional Lieutenant, California Health Care Facility

Approved/Disapproved

10-24-19  
Date



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HEATHER BOWLDS, Vice-Chairperson  
Commission on Correctional Peace Officer Standards and Training  
Deputy Director, Division of Juvenile Justice

Approved/Disapproved

10/24/19  
Date