

# APPRENTICESHIP PROGRAM OPERATIONAL PROCEDURES



**Correctional Counselor I  
Correctional Firefighter  
Correctional Officer  
DJJ Casework Specialist  
Medical Technical Assistant  
Parole Agent I, CDCR  
Parole Agent I, Juvenile (Institution)  
Youth Correctional Counselor Youth  
Correctional Officer**

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## **GLOSSARY OF TERMS**

**Applicable job classification:** Correctional Officer, Correctional Counselor I, Parole Agent I, Parole Agent DJJ (Institution), Medical Technical Assistant, DJJ Caseworker Specialist, Youth Correctional Counselor, Youth Correctional Officer, and Correctional Firefighter.

**Apprentice:** Refers to a California correctional peace officer apprentice, unless otherwise noted. A Correctional Peace Officer is at least 21 years of age and engaged in learning a designated trade, a person who has entered into a written apprenticeship agreement under the provisions of the apprenticeship standards and the Memorandum of Understanding (MOU), and all persons newly appointed to rank and file Correctional Peace Officer classifications are apprentices, including less than full-time employees.

**California Apprenticeship Council (CAC):** The council holds an open quarterly meeting to conduct the business of apprenticeship in California and fulfill its statutory responsibilities by providing policy advice on apprenticeship matters to the director of industrial relations, issuing rules and regulations on specific apprenticeship subjects to be published in the California Code of Regulations, and conducting appeals hearings.

**Apprenticeship Coordinator's Office (ACO):** In order to facilitate efficient operation of the Apprenticeship Program (AP) statewide, the CPOST developed the ACO to oversee the daily operations of the program and to act as a liaison between the field (LAS and apprentice) and the CPOST Executive Board.

**Correctional Peace Officer Standards and Training (CPOST):** The CPOST was established by the Legislature in July 2015, to develop, approve, and monitor standards and training of State Correctional Peace Officers.

**California State Approving Agency for Veteran Education (CSAAVE):** The CSAAVE is responsible for the oversight and approval of California institutions offering education programs, apprenticeship and on-the-job training, and license and certification exams.

**Division of Apprenticeship Standards (DAS):** The DAS monitors and approves all California apprenticeship programs and conducts compliance audits.

**Division of Industrial Relations (DIR):** Also known as the Administrator of Apprenticeship. The DIR administers and enforces laws governing wages, hours and breaks, overtime, retaliation, workplace safety and health, apprenticeship training programs, and medical care and other benefits for injured workers.

**Internal Credit:** Internal credit can be granted toward any individual AP, which shortens the apprenticeship period.

**Journey person:** All employees who are or were in a rank and file classification and who have successfully completed the appropriate AP will be considered a journey person for the classification in which they have completed an apprenticeship.

**Local Appointing Authority (LAA):** A warden, superintendent, parole regional administrator, or designee of equal authority.

**Local Apprenticeship Subcommittee (LAS):** The LAS is responsible for monitoring apprentice training, addressing training needs, maintaining records, and work process documentation. The LAS also makes salary increase recommendations to the LAA consistent with CAL HR regulations.

**Management:** Personnel designated by the CDCR and the Department of Mental Health (DMH) to represent their organizations.

**Memorandum of Understanding (MOU):** The collective bargaining agreement between the State of California and the Bargaining Unit 6, CCPOA.

**On-the-Job Training (OJT):** Any time spent performing the duties of a CDCR Correctional Peace Officer in an official capacity.

**Petitioner:** An apprentice, representative, or group of representatives that files a complaint with their LAS and begins the appeal procedure.

**Qualifying Month:** One (1) month credit granted for every month an apprentice submits the DAS Form 103-A in the required timeframe.

**Qualifying Pay Period:** Means either full-time employment with at least eleven working days in a pay period or intermittent (hourly) employment with at least 160 hours worked in a pay period.

**Related and Supplemental Instruction:** Any classroom instruction, training or education in subjects related to the Correctional Peace Officer profession. Instruction may have been given in a classroom provided by a department, community college, high school district correspondence course of equivalent value, or other forms of self-study approved by the CPOST.

**Supervisor:** An employee in a Correctional Peace Officer classification who supervises a Correctional Peace Officer apprentice and journey person and can include a first and second line supervisor.

**Work Processes:** The on-the-job work experience apprentices will perform during the apprenticeship period.

## **AUTHORITY**

Per the California Penal Code (PC) §13601 (a): The Commission on Correctional Peace Officer Standards and Training (CPOST) develops, approves, and monitors standards for the selection and training of state Correctional Peace Officer apprentices and oversees the Apprenticeship Program (AP) and the Local Apprenticeship Subcommittees (LAS).

The agreement between the State of California and California Correctional Peace Officer Association (CCPOA) recognizes that these legislative amendments effectively renamed the California Department of Corrections and Rehabilitation (CDCR) and Department of Youth Authority Joint Apprenticeship Committee as the CPOST; and gave the CPOST the authority to create its own Operational Procedures (OP) and program standards.

In January 1, 1995, the Legislature passed, and the Governor signed, Senate Bill No. 1902, to establish the Commission on Correctional Peace Officers' Standards and Training (hereafter referred to as "CPOST"), which was reestablished in 2012. This Act amended Penal Code Sections 13600 and 13601, in order to consolidate the researching, establishment and monitoring of standards for the selection and training of Correctional Officers (CO), both apprentices and journeypersons. The parties recognize that these legislative amendments effectively renamed the CDCR-Department of Youth Authority Joint Apprenticeship Committee as the CPOST; and gave CPOST the authority to create its own operating rules and regulations.

The CPOST will adopt changes and additions to the OP and standards, as necessary, subject to the approval of the CPOST Executive Board and, when applicable, the Administrator of Apprenticeship (Director, Department of Industrial Relations).

## **MISSION**

The mission of the AP is to administer the OP and standards for the entry-level Correctional Peace Officer apprentices, integrate high quality related and supplemental instruction, and to provide professional competence through structured on-the-job training in a variety of work assignments.

(Authorities Cited: CPOST OP, Bargaining Unit 6 MOU, PC § 13601)

## **APPRENTICESHIP PROGRAM FUNCTIONS**

- Develop, approve, and monitor AP standards.
- Develop, validate, and establish work processes for each apprentice classification, in which the apprentice will receive supervised work experience and OJT.

- Create and monitor the standards, processes, and compliance of the OP for the AP.
- Develop the procedures to identify and address the standards for all non-disciplinary controversies within the AP.
- Address any AP related complaint or appeal issues.
- Oversee the AP credit earning process.

(Authorities Cited: 8 CCR § 212.01 & 212.3, Bargaining Unit 6 MOU, PC 13601)

## **APPRENTICE CLASSIFICATIONS**

Apprentice is defined as a California Correctional Peace Officer, unless otherwise noted. A Correctional Peace Officer is at least 21 years of age and engaged in learning a designated trade and has entered into a written Apprenticeship Agreement under the provisions of the apprenticeship standards, the Memorandum of Understanding (MOU), and the California Division of Apprenticeship Standards (DAS). The apprenticeship period begins the first day the apprentice reports to their assigned institution or designated work location.

All persons newly appointed to rank and file Correctional Peace Officer classifications are apprentices, including less than full-time employees. The Apprentice Classifications are:

- Correctional Officer
- Correctional Counselor I
- Parole Agent I, CDCR
- Parole Agent I, Juvenile (Institution)
- Medical Technical Assistant
- DJJ Casework Specialist
- Youth Correctional Counselor
- Youth Correctional Officer
- Correctional Firefighter

(Authorities Cited: Bargaining Unit 6 MOU)

## **APPRENTICE RESPONSIBILITIES**

- Each apprentice will comply with the OP, AP standards, and the decisions of the CPOST and the LAS.
- Each apprentice will sign an Apprenticeship Agreement (Attachment A) indenturing the apprentice to the AP. Apprenticeship Agreements that are not completed and signed at the Richard A. McGee Correctional Training Center

(CTC) in Galt must be immediately submitted to the ACO in order to meet the DAS 30-day registration requirement.

- Each apprentice is required to satisfactorily perform and complete all work and learning assignments, including OJT, In-Service Training (IST), and related and supplemental instruction.
- Each apprentice will track his/her progress towards completion of the required number of hours in each work process category, and will notify his/her supervisor and/or the LAS of the need for more hours in a particular work process category.
- Each apprentice will record the number of hours accrued in each of the work processes categories on the Apprentice Daily Records Form (DAS 103-A) (Attachment B) and will track each qualifying month of service.
- The apprentice will obtain the necessary signatures and forward the DAS 103-A to the IST or Training Office at their assigned institution/designated location no later than the tenth of the following month. In the event that the tenth falls on a weekend or holiday, the DAS 103-A will be turned in the following business day. Failure to turn in the DAS 103-A within the required timeframe may result in a one- month extension of your term of apprenticeship.
  - It is the LAS's responsibility to identify unaccounted DAS 103-As and inform the apprentice before the completion of his/her apprenticeship program. This should be done on a monthly basis. If the apprentice has an unaccounted DAS 103-A(s) he/she shall be given the opportunity to resubmit the missing, appropriately date and time-stamped (where time-stamping is available) DAS 103-A along with a CDCR 998 as proof of the qualifying month. This is only available for sixty (60) days after the discovery of the missing DAS 103-A. Exceptions to the sixty (60) day limit can be made on a case by case basis through the CPOST appeals process.
  - DAS 103-A(s) that were not appropriately recorded during the AP would be identified for possible extension prior to the end of the 24 months (including terms of apprenticeship that have been modified due to credit award). Any apprentice who is extended because of this shall have the opportunity to resubmit their DAS 103-A, appropriately date and time-stamped (where time-stamping is available), along with a completed CDCR 998 as proof of the qualifying month; along the same guidelines as above, with a sixty (60) day limit. Exceptions to the sixty (60) day limit can be made on a case by case basis through the CPOST appeals process.
- Apprentices are responsible for complying with all scheduled training requirements throughout the duration of the AP.

(Authorities Cited: 8 CCR § 210)

## **FIRST-LINE SUPERVISOR**

First line supervisor classifications are:

- Correctional Sergeant, Adult and Juvenile
- Senior Youth Correctional Counselor
- Senior Medical Technical Assistant
- Correctional Counselor II (Supervisor)
- Parole Agent II (Supervisor), Adult
- Fire Chief
- Supervising Casework Specialist I

Responsibilities of the First-Line Supervisor:

- Ensure Apprentices receive every opportunity to learn and perform all of the work processes required for successful completion of the Apprenticeship Program.
- Evaluate on a daily basis and in performance reports, the performance of Apprentices.
- Provide input about training issues, answer questions from the LAS or Apprenticeship Committee, and recommend changes to improve the program.  
Assist the LAS in development of apprentice remediation plans.

## **LOCAL APPRENTICESHIP SUBCOMMITTEE (LAS)**

In order to ensure compliance with the AP standards and facilitate efficient operation of the program statewide, the CPOST has established policy for the LAS at each institution. The LAS will consist of the IST Lieutenant or Training Officer and CCPOA Chapter President, or designee, who will report the LAS meeting minutes to the Custody Captain.

The local management and CCPOA Chapter President will appoint alternates for the LAS monthly meeting. Every alternate committee member will possess the same qualifications as a regular committee member and will substitute for, and vote in place of, a regular committee member who is absent. (Tied votes on any issue that cannot be resolved at the local level should be forwarded to the ACO for review for possible inclusion in the next CPOST Apprenticeship Meeting)

Each LAS is responsible for ensuring that the local AP complies with program standards in coordination with the Apprenticeship Coordinator's Office (ACO) by:

- Tracking and recording the progress of each apprentice through the AP.
- Ensuring that each apprentice maintains a current and accurate record of work process hours.
- Reviewing IST apprenticeship records for compliance with the DAS 103-A process, including new agreements, completions, extensions, terminations, and amendments.
- Making every effort to notice the apprentice and the apprentice's immediate supervisor when there is non-compliance with the AP standards.

- Monitoring and recording supervisory compliance with the AP.
- Completing Apprenticeship Agreements and/or amendments, file original agreements and/or amendments with the ACO, and retain a copy for the apprentice's training file (e.g., CCI, Firefighter, MTA, and etc.).
- Coordinate the AP complaint (Attachment D), grievance, controversy, and appeals process by receiving and reviewing apprenticeship complaints and forwarding any unresolved complaints to either the CPOST Executive Board, through the ACO, or appropriate authority.
- Maintaining the apprentice's training file, including copies of signed Apprenticeship Agreements, DAS 103-As, DAS 104s (Attachment F), the apprenticeship portion of the performance appraisals, records of apprenticeship transfers between appointing authorities; copies of DAS and the CPOST completion certificates, documents showing completion of educational and/or training requirements, and any other apprenticeship training records. **Note:** The LAS will retain these records for at least five (5) years after the apprentice completes the AP.
  - It is the LAS's responsibility to identify unaccounted DAS 103-As and inform the apprentice before the completion of his/her apprenticeship program. This should be done on a monthly basis. If the apprentice has an unaccounted DAS 103-A(s) he/she shall be given the opportunity to resubmit the missing, appropriately date and time-stamped (where time-stamping is available) DAS 103-A along with a CDCR 998 as proof of the qualifying month. This is only available for sixty (60) days after the discovery of the missing DAS 103-A. Exceptions to the sixty (60) day limit can be made on a case by case basis through the CPOST appeals process.
  - DAS 103-A(s) that were not appropriately recorded during the AP would be identified for possible extension prior to the end of the 24 months (including terms of apprenticeship that have been modified due to credit award). Any apprentice who is extended because of this shall have the opportunity to RESUBMIT their DAS 103-A, appropriately date and time-stamped (where time-stamping is available), along with a completed CDCR 998 as proof of the qualifying month; along the same guidelines as above, with a sixty (60) day limit. Exceptions to the sixty (60) day limit can be made on a case by case basis through the CPOST appeals process.
- Reviewing Apprenticeship Agreements and granting appropriate credit to newly indentured apprentices who have previously completed another AP. Credit documentation along with the new Apprenticeship Agreement will be sent to the ACO for review and tracking.
- Facilitating monthly AP meetings, preparing CPOST Local Apprenticeship Subcommittee Meeting Minutes Report (Attachment C) for submission to the ACO by the tenth of the following month (e.g., January 15<sup>th</sup> meeting needs to be submitted by February 10<sup>th</sup>), and ensuring that all sections of the meeting minutes are completed.
- Provide orientation/training to explain the AP and performance expectations to the apprentice upon the apprentice's arrival.

- Provide training and/or advise new supervisors regarding the AP.
- Carry out the compliance of the Veterans Benefits OP developed by the ACO.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 206)

### **APPRENTICESHIP COORDINATOR'S OFFICE (ACO)**

In order to facilitate efficient operation of the AP statewide, the CPOST developed the ACO to oversee the daily operations and to act as a liaison between the field (LAS and apprentice) and the CPOST Executive Board. The responsibilities of the ACO include:

- Oversee all the LASs for compliance.
- Act as a standing advisory member to the CPOST Executive Board and provide AP compliance reports at the quarterly Executive Board meetings.
- Establish and maintain AP files and records that will include minutes of meetings, rulings and interpretations, decisions on appeals, and copies of signed Apprenticeship Agreements and other similar documents and records. Records will be maintained for a period five (5) years in the ACO's office and then be transferred to digital record for indefinite retention.
- Register all Apprenticeship Agreements, completions, terminations, and amendments with DIR and update the apprenticeship database.
- Forward copies of signed Apprenticeship Agreements for each apprentice to their assigned institution's IST office or designated work location's training office.
- Forward completion certificates to the institution's IST when received from DAS.
- Responsible for reviewing Apprenticeship Agreements to ensure the correct credit amount was given, pursuant to the Internal Credit Policy (ICP), to newly indentured apprentices who have previously completed another AP and requested for credit.
- Coordinate the AP complaint, grievance, controversy, and appeals process by receiving and reviewing apprenticeship complaints and forwarding any unresolved complaints to either the CPOST Executive Board or appropriate authority.
- Facilitate the instruction of the AP policies and procedures during the required academy training at the CTC.
- Answer questions and advise interested parties regarding the AP policies and procedures.
- Train the LASs and conduct compliance audits to ensure adherence to AP policies and procedures.
- Conduct an annual self-assessment for approval by the CPOST Executive Board and submit to the DAS.

- Conduct annual audits at the institution level to ensure compliance with AP standards. Annual audits will be conducted using the audit tool created by the ACO and approved by the CPOST Executive Board.
- Review AP OP annually and update as needed with the approval of the CPOST Executive Board.
- Submit the current copy of the AP standards for the DAS review and approval.
- Review and track information from the CPOST Local Apprenticeship Subcommittee Meeting Minutes Report filed by each LAS for accuracy, completeness, and compliance with procedures.
  - Track rotations, evaluations, transfers, completion/non-completion, and credits awarded
  - Report of rotations, evaluations, transfers, completion/no-completion, and credits awarded will be distributed at bi-monthly CPOST Executive Board Meetings
- Oversee the compliance of the CPOST standards for the Statewide Veteran's Benefits Program for apprentices.

(Authorities Cited: 8 CCR § 206 & 212, LC 3076.3)

## **THE CPOST EXECUTIVE BOARD**

The CPOST was established by the Legislature to develop, approve, and monitor standards for the training of State Correctional Peace Officers. For more information about CPOST including the OP and committee structure, please visit the CPOST website at <http://cpost.ca.gov/>.

The responsibilities of the CPOST Executive Board include:

- Establish and adopt changes and additions to the AP and Veteran's Benefits OP.
- Develop, approve, and enforce the AP standards.
- Set the term of apprenticeship for each applicable job classification in compliance with state and federal regulations.
- Develop and approve work classifications and work processes and any supplemental instruction hours required for each applicable job classification.
- Develop criteria for the granting of apprenticeship credit.
- Respond to, advise, and confer with the Legislature, the employing agencies, interested parties, and federal and/or state oversight agencies. This includes, but is not limited to, monitoring and reviewing proposed legislation that affects the AP.
- Establish and maintain processes for reviewing, responding to, and issuing

decisions to appeals or complaints regarding the AP standards or OP.

- Submit the compliance reports attained from the ACO and distribute to the appropriate stakeholders.
- Conduct the Apprenticeship Program update at each CPOST Executive Board meeting.

(Authorities Cited: Bargaining Unit 6 MOU, PC 13600, LC 3075, 8 CCR § 212)

## **APPRENTICESHIP PROGRAM POLICIES AND PROCEDURES**

### **Term of Apprenticeship**

The AP for all rank-and-file apprentices requires completion of a minimum of 3600 hours in the respective work processes **AND** two (2) years (24 qualifying months) in the occupation, unless apprenticeship term has been modified due to credit award. It is also required that the apprentice completes a minimum of 288 hours of formal or informal related and supplemental training. The apprentices must complete any required academy pursuant to their classification; however, the time spent at the academy is not included in the 3600 hour work process requirement. Other factors considered for the term of apprentice include:

- Overtime hours will be credited to the appropriate work processes category, but will not shorten the calendar length (qualifying months) of the program.
- Any assigned credit awarded will follow the current credit awarding tool and will be reviewed by the ACO to ensure proper assignment and application.
- Duties performed by an apprentice that fall outside of the stated work process categories for which the apprentice is indentured will not be counted toward completion of the requirement for 3600 hours of OJT.

(Authorities Cited: 8 CCR § 223, Bargaining Unit 6 MOU)

### **Apprenticeship Program Credits**

The apprentice may apply for AP credit. The LAS shall award apprenticeship credit to apprentices who apply for such credit and meet the eligibility criteria. Credit can be applied to work process hours and/or length of apprenticeship period, depending on the type of credit granted. The LAS shall complete an amended apprenticeship agreement for all credit awards and submit it to the ACO, including a notation of the credit award in their monthly CPOST report of apprentice decisions and actions.

Eligible credit awards include:

- **Break in Service During Apprenticeship:** A break in service shall include leaving CDCR employment or voluntarily leaving the apprenticeable classification before completion of the apprenticeship to enter another classification. If the apprentice's break in service has been less than three (3) years in duration, the LAS will grant credit to the apprentice equal to prior time served. For example, a returning Correctional Peace Officer apprentice with 13 months

of previous employment and 2200 work process hours will receive a credit of 13 months toward the resumed apprenticeship period and 2200 hours toward the work process categories. If the apprentice's break in service is more than three (3) years, credit may be given on a case by case basis as determined by the LAS.

- **Exceptional Apprentice:** The LAS may grant 12.5%, which is three (3) months (no associated work process hours), in recognition of: exceptional performance, progress, proof of specialized training, or college course work in a related field. To qualify for this credit, the following three (3) criteria must be met: 1) the exceptional performance, progress, specialized training, or college course work must directly correlate to the apprenticeship work process hours; 2) college course work must be facilitated by a nationally accredited college; 3) the apprentice must supply sufficient supporting documentation to substantiate the request for exceptional credit. Supporting documentation will consist of copies of all performance appraisals and a written explanation detailing the reason(s) for requesting the credit. Any credit request that fails to meet the above criteria will require approval from the ACO/CPOST Executive Board. A list of nationally accredited colleges can be found at the U.S. Department of Education website (<https://www.ed.gov/accreditation>).
- **Mental Health First Aid:** The LAS can grant 4%, which is one (1) month (no associated work process hours), in recognition of completion of the federally recognized Mental Health First Aid Training class. This eight (8) hour course teaches how to identify, understand and respond to signs of mental illnesses and substance use disorders. Proof of completion should be obtained by the apprentice and submitted to the LAS. A list of available classes can be located at <https://www.mentalhealthfirstaid.org/cs/>
- **Transfers Between Job Classifications:** The LAS may grant credit to apprentices transferring between job classifications in accordance with the Internal Credit Policy (ICP) (Attachment G). The ICP is used to calculate credit when transferring between one classification to a new classification. When transferring from one classification to a previously unfinished classification; the credit is granted in accordance with "Break in Service During Apprenticeship", as defined above.

1) The best documentation is work processes hours noted on DAS Form 103-A (s).

(Authorities Cited: 8 CCR § 224)

## **Out of Class, Training and Development, and Acting Assignments**

Out of Class, Training and Development (T&D), and Acting assignments should be delayed until after the successful completion of the AP. If the apprentice is given a T&D assignment to any other applicable job classification, the apprentice's current Apprenticeship Agreement will be placed on hold. Apprentices are only allowed to be indentured into one (1) AP at a time. The apprentice should maintain the applicable DAS 103-A records for the second applicable job classification. If the apprentice is later given a fulltime appointment to the second applicable job classification, the apprentice will then terminate his/her first apprenticeship, indenture into the second AP and may petition the LAS for credit towards required work process hours and term of apprenticeship.

- DAS 103-A(s) that were not appropriately recorded during the OOC/Acting assignment may be recorded and submitted for review by the institution's IST. Any CCI apprentice affected by this situation shall have the opportunity to submit proof of their qualifying months by including their DAS 103-A, along with a completed CDCR 998, and the OOC/Acting Memo from personnel, within a sixty (60) day period from appointment. Work process hours shall be reviewed by categories against the requisite number of hours that must be completed for the CCI classification. Failure to submit the recorded hours within sixty (60) days from appointment will result in the matter being addressed through the CPOST appeals process.

## **Ratios**

The institutional ratio of apprentices to journeypersons will be no greater than three to one (3:1). Journeypersons, for this ratio purpose, include journeyperson and first and second line supervisors. The recommended ratio in high security and/or working a transportation assignment is one to one (1:1) (e.g., hospital coverage, transportation, etc.). In the event that there is not a journeyperson assigned to the area, the immediate supervisor will be available to the apprentice for training and guidance purposes.

At those institutions where the ratio is not met, it is incumbent on the respective LAS to request an exemption, in writing, including notification that the required ratio is not being met and an estimation of when the ratio will be achieved, in conjunction with the LAA.

Said request must include an articulated reason for the non-compliance. The notification must be submitted within 30 calendar days to the ACO for review at the quarterly CPOST Executive Board meeting.

(Authorities Cited: Bargaining Unit 6 MOU)

## **Job Rotations**

During the term of the AP, apprentices assigned to an institution will receive a minimum of three (3) job rotations and a minimum of two (2) job rotations containing a coverage relief position. If there is an issue with rotation compliance, it is the responsibility of the apprentice to notify their direct supervisor and it is also the responsibility of the LAS to notify the Custody Captain through the LAS monthly meeting minutes. No action will be taken against an apprentice for lack of job rotation opportunities. Job rotation requirements include:

- The length of a job rotation need not be consecutive, but cumulative, throughout the apprenticeship period in order to ensure that the operational needs of the institution are met.
- Each apprentice will serve one (1) or more rotations on second watch and on third watch; but not more than one (1) rotation (if any) on first watch, if the apprentice is employed at an institution.
- The job rotation will provide the apprentice the opportunity to gain the required number of hours to be worked within each work processes category.
- The job rotation will afford proper supervision and safety of the apprentice; every

effort must be made to assign a journeyman, or first or second line supervisor (e.g., two (2) apprentices working on transportation, hospital coverage, etc.).

- The LAA can take into account site specific institutional safety and security needs for the rotation of first year apprentices (e.g., high security units, escape risk areas, etc.). These exceptions will be reported at the LAS monthly meetings.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 210, LC 3071 and 3078)

## **Related and Supplemental Instruction**

Apprentices will satisfactorily complete at least 144 hours of related and supplemental instruction per year, or 288 hours in two (2) years. Related and supplemental instruction includes all formal and informal training that an apprentice receives including academy training and IST. Apprentices are required to satisfactorily complete the academy, any additional mandated training or educational curricula, and any additional training approved by the CPOST Executive Board.

(Authorities Cited: 8 CCR § 205)

## **Recordkeeping**

The LAS is responsible for maintaining all AP information by developing and maintaining an alphabetical listing of all active apprentices, developing and maintaining an accurate count of the number of apprentices in each classification and the total number of active apprentices, and developing and maintaining a system to track the total number of months that each apprentice accrues towards completion of the program and the anticipated date of completion of the program.

The AP files may be maintained either in hard copy format or in electronic format. All apprenticeship records will be maintained for no less than five (5) years and will be open to inspection, during reasonable business hours by the apprentice, the apprentice's authorized representative, CPOST, LAS, LAA, DAS, and applicable federal agencies, or as otherwise required by law.

The LASs and the ACO will maintain the following AP documents:

- **Apprenticeship Agreement Form**

- The current approved Apprenticeship Agreement form must be used and completely filled out and will reflect the address of the CPOST and not the apprentice's home address.
- Each apprentice will be provided a copy of and be given the opportunity to study the AP standards and OP before indenture.
- Must be typed or printed clearly in black or blue ink. Include the apprentice's name and social security number on the Apprenticeship Agreement form. The spelling of the apprentice's name in the Apprentice Name box on the form will reflect the

apprentice's name as it appears on his/her completion certificate.

- Original Apprenticeship Agreements not originated at the Richard A. McGee Correctional Training Center (i.e., CCI, MTA, and Casework Specialist) will be submitted to the ACO by the LAS within 15 calendar days of the date of hire.

The AP standards and OP will be considered a part of the Apprenticeship Agreement. The CPOST Executive Board is authorized to amend the AP standards and OP. Such amendments will be binding upon the apprentice and any changes to the OP will be available through the LAS or through the CPOST website.

- **Occupational Changes Documentation**

- The LAS will complete a new original Apprenticeship Agreement and cancel the prior Apprenticeship Agreement if the apprentice is changing job classifications.
- The LAS will send new original Apprenticeship Agreements and a copy of the agreement being cancelled to the ACO within 15 days of occupational change.

- **Transfers Between Local Appointing Authorities**

- The LAS will document transfers between LAAs by verifying that the IST or Training Office and the Personnel Office have forwarded the apprentice's training and personnel files to the apprentice's new LAA. No action will be taken against an apprentice for loss of documentation.

- **Certificates of Completion (DAS 104)**

After completing the DAS 104, the LAS will send the completed form to the ACO and provide a copy to the Personnel Office for inclusion in the apprentice's official personnel file.

The LAS will complete the DAS 104 as follows:

- Type or print the apprentices' names on the DAS 104 in alphabetical order, last name first.
- Fill in the social security number, training hours for each work process, and completion date in the appropriate columns.
- Fill in all other required information including classification, institution, facility, parole region, signature, title, and date.
- Ensure that each DAS 104 reflects one (1) specific apprentice classification. (e.g., CO, CCI, YCO, and etc.).

- **Active Apprenticeship Records**

Active apprenticeship records and files at the appropriate assigned location or institution will contain the following:

- Copies of all approved enrollment agreements, DAS 1-C signed by the apprentice and CPOST Chairperson, or his/her designee.
- Copies of the apprenticeship portion of each performance appraisal issued to the apprentice.
- Apprentice Daily Records (DAS 103-A) for each month of participation in the AP.
  - Documentation of all the LAS actions concerning the apprentice.
  - Documentation supporting apprenticeship credits and a copy of an amended agreement.
- **Inactive Apprenticeship Record**

Inactive Apprenticeship Record files at the appropriate assigned location or institution will contain the following:

- Original copies of the apprentice's records when the LAS or the ACO has terminated an Apprenticeship Agreement.
- LAS will forward any inactive apprenticeship agreements to the ACO.

## **ACO Audit Process**

The ACO will conduct annual audits at the institution level to ensure the LAS are enforcing all AP standards. The institutional audits will follow a schedule determined by the ACO with consideration for priority audits for non-compliant institutions. No institution shall be audited more than once in a calendar year, unless approved by CPOST Executive Board. The ACO will use a formal audit tool created by the ACO and that will be provided to each LAS for reference to remain in compliance.

- The ACO will provide a courtesy notice within 30 days to an institution regarding the scheduling of a routine audit.
- The ACO will notify an institution of non-compliance for reporting process within 10 days after a scheduled audit.
- The ACO will report any institution/hiring authority found non-compliant to the appropriate appointing authority and/or DAS.

(Authorities cited: 8 CCR § 206, 224)

## **Termination of Apprenticeship Agreements**

During the probationary period, an Apprenticeship Agreement may be terminated by the LAS upon written request by the apprentice, the LAA, or upon the LAS's own initiative. Upon written request of termination the LAS shall notify the ACO immediately. The apprentice shall be given an opportunity to appear before the LAS and object before the Apprenticeship Agreement is actually terminated. Termination of an Apprenticeship Agreement prior to the completion of the probation period may result in a rejection on probation of the affected apprentice for failure to complete the AP.

(Authorities cited: 8 CCR § 207)

## **Layoffs**

If for any reason a layoff of an apprentice occurs, the Apprenticeship Agreement will remain in effect unless canceled by the Administrator of Apprenticeship (Director, Department of Industrial Relations).

## **Wages and Benefits**

Movement from one apprenticeship pay range to another, or from one step to another within the apprenticeship range, will be based upon satisfactory progress in completing all of the AP requirements established for that pay range for that particular classification. This means that passage to the next pay range is contingent upon approval of the LAA, after review of the LAS recommendation to the LAA.

Apprentices will receive quarterly performance appraisals by their supervisor. No action will be taken against an apprentice for lack of performance appraisal. This appraisal will be filed with the LAS at least 30 days prior to the date on which the apprentice is eligible for the next salary step increase. This appraisal will be considered by the LAS in making his/her recommendation to the LAA. If the apprentice receives an overall standard rating or above, the apprentice will be eligible for a salary increase as specified in the CCPOA Bargaining Unit 6 MOU with the State of California, assuming that the apprentice has not already reached the top step of the apprenticeship range.

If an apprentice's Apprenticeship Agreement is suspended, the apprentice's salary will be frozen at that step throughout the length of the suspension.

(Authorities Cited: Bargaining Unit 6 MOU, 8 CCR § 208)

## **Division of Adult Parole Operations (DAPO)**

For the purpose of the AP OP, it is necessary to clarify differences in the DAPO training program. The DAPO does not have an established LAS, IST, or LAA in their AP. Because of these differences, it is necessary to outline the reporting process for the Parole Agent I classification. The AP for DAPO is supervised through the Northern and Southern Regional Training Offices. The representatives in these offices will act in the LAS capacity and will forward any and all communications necessary to the ACO in any AP situations that require follow-up from the ACO.

## **Disability and Worker's Compensation (IDL/EIDL/NDI) Correctional**

## **Peace Officer**

Apprentices are subject to the CalHR Worker's Compensation program benefits; however, the term of apprenticeship will be extended for the length of time that the apprentice is unable to fulfill the two (2) year obligation.

## **Equal Employment Opportunity (EEO)**

The recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, natural origin, or sex. Affirmative action will be taken to provide equal opportunity in apprenticeship and will operate the AP as required under Title 29 of the Code of Federal Regulations, §30.

## **Uniformed Services Employment and Reemployment Rights Act (USERRA)**

The USERRA of 1994 (USERRA), 38 USC 4301-4334; see 20 C.F.R. 1002.1-1002.314 is a federal statute that protects service members' and veterans' civilian employment rights. Among other things, under certain conditions, the USERRA requires employers to put individuals back to work in their civilian jobs after military service. The USERRA also protects service members from discrimination in the workplace based on their military service or affiliation.

The USERRA requires that apprentices who are called to active duty are returned to apprentice status and apprentice pay when they return to employment. However, when they complete the AP, their advancement to journey level pay (Range K) is backdated to the date they would have received journey level pay were it not for their active duty service.

## **Veterans Benefits**

The CPOST has established access to this procedure which ensures Veterans Benefits are provided statewide within the California Department of Corrections and Rehabilitation (CDCR). This process has been developed in close collaboration with the California State Approving Agency for Veteran Education (CSAAVE) and the U.S. Department of Veterans Affairs (VA).

## **INTERNAL NONDISCIPLINARY COMPLAINT / APPEAL PROCESS**

Apprentices have the right to utilize the AP Complaint/Appeal Process if they are dissatisfied with any part of their AP or if there is noncompliance with the AP standards and/or OP through the internal appeal process. Throughout the process, decisions will be considered non-precedential and will be handled on a case by case basis.

**Note:** Saturdays, Sundays, and observed holidays will not count as work days.

### **Step 1: File Complaint with the LAS**

A petitioner can be: (1) an individual apprentice, or authorized representative; (2) a group of apprentices, or authorized representative; and/or (3) the LAA, or designee.

- All complaints will be filed, using the CPOST Apprenticeship Complaint Form, with the IST Office and forwarded to the LAS no more than ten (10) working days after the action, event, or circumstance from which the Apprentice first became aware.

- The LAS may meet with the petitioner prior to responding to the complaint. In the case of a group complaint, the LAS may meet with an authorized representative from the group.
- Within ten (10) business days after receipt of the written complaint/appeal, the LAS will act upon the complaint, respond in writing, and return the original to the petitioner.
- Parties may agree to waive the responding time frames in an effort to resolve the issue at the lowest local level at the discretion of the petitioner.

## **Step 2: File Appeal with the LAA**

If the petitioner is not satisfied with the decision by the LAS, the petitioner may appeal the decision within ten (10) business days after receipt of the decision to the LAA or designee.

- The petitioner will include all relevant documentation, including supporting documentation from the LAS, with the appeal, if available.
- Within ten (10) business days of receipt of the appeal by the LAA, the LAS will forward copies of all documents relevant to the petition and their first level response to the LAA.
- The LAA may request to meet with the petitioner prior to responding to the petition. In the case of a group petition, the LAA may meet with an authorized representative from the group.
- The LAA will meet with the LAS prior to responding to the petitioner.
- Within ten (10) business days after receipt of the appealed complaint, the LAA will respond in writing as the second level of response.

## **Step 3: File Appeal with the CPOST Executive Board**

If the petitioner is not satisfied with the decision by the LAA, the petitioner may appeal the decision within ten (10) business days after receipt of the decision to the CPOST Executive Board.

- Appeals can either be mailed or emailed directly to the CPOST ACO for appropriate processing.
- The petitioner will include all relevant documentation to the CPOST ACO.
- Within ten (10) business days after receipt of the appealed complaint, the ACO will respond to the petitioner in writing to inform the petitioner of the time frame and necessity for the appeal to be heard before the CPOST Executive Board. CPOST Executive Board may wave timeframes in all circumstances on a case by case basis.
- Within ten (10) business days after the CPOST Executive Board decision, the ACO will inform all parties of the decision.

**Note:** Throughout this entire process, the petitioner may be represented by a representative of his/her choice, at the petitioner's expense.

#### **Step 4: File Appeal with DAS**

An apprentice may appeal certain AP complaints to the Division of Apprenticeship Standards (DAS)/California Apprenticeship Council (CAC) pursuant to CAC's rules and regulations. For more information on the DAS/CAC complaint / appeal process, visit their website at <http://www.dir.ca.gov/default.html>.

(Authorities cited: Bargaining Unit 6 MOU, 8 CCR § 203)

Correctional Peace Officer Standards and Training Commission

Operational Procedures Approval Alternate Text Page

Meeting Date: 02/21/2019

This page added to original Operating Procedures document to reflect scanned image of signature page (Page 23). The information below provides descriptive information for those unable to read or understand the content on Page 23.

**/Original document signed and approved by Brian Pinneo, 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**

## Approval and Review

The Chairperson and Secretary of the Correctional Peace Officer Standards and Training Executive Board will review this Operational Procedure (OP) on an annual basis; and will review for updates and amendments on an 'as needed' basis. Changes to the OP require a review by the Executive Board members to approve recommended changes. This Operational Procedure has been reviewed and approved by:

APPROVED / DISAPPROVED

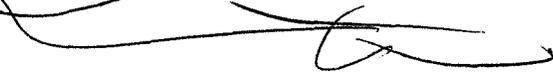


\_\_\_\_\_  
BRIAN PINNEO, Chairperson  
Commission on Correctional Peace Officer Standards and Training  
Correctional Lieutenant, California Health Care Facility

2-21-19

Date

APPROVED / DISAPPROVED



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

2/21/19

Date