

California Department of Corrections and Rehabilitation

Site Visit Report

Description of the California Department of Corrections and Rehabilitation

The California Department of Corrections and Rehabilitation (CDCR) operates all state prisons and juvenile facilities, oversees a variety of community correctional facilities, and supervises all parolees during their re-entry into society. The mission of the CDCR is, "To improve public safety through evidence-based crime prevention and recidivism reduction strategies." The Secretary of the Department is a member of the Governor's Cabinet and advises the Governor on correctional matters.

Adult Operations and Adult Programs (formerly California Department of Corrections (CDC))

The Adult Operations and Adult Programs operate 33 state prisons ranging from minimum to maximum custody; 43 conservation camps which are minimum custody facilities located in wilderness areas where inmates are trained as wild land firefighters; oversee a variety of community correctional facilities; 5 prisoner mother facilities; and supervise parolees during their re-entry into society. As of June 30, 2005, the adult inmate population was 164,179.

The per capita costs for FY 2005/06, as provided by CDCR Budget Office, are as follows: Institution support costs of \$35,212 and Parole support costs of \$4,930. Additionally, as of June 30, 2005, there were approximately 303,245 total adult offenders (institutions and parole) under CDCR jurisdiction.

Division of Juvenile Justice (formerly California Youth Authority (CYA))

The Division of Juvenile Justice (DJJ) operates all state-level juvenile correctional institutions and provides education, training, and treatment services for youthful offenders. The DJJ operates 8 institutions, 1 camp, and 16 parole offices. Juvenile institutions and camps house approximately 3,178 youthful offenders. The DJJ receives its youthful offender population from both juvenile and criminal court referrals, and offenders committed directly to the DJJ do not receive determinate sentences. Those committed by the criminal courts that cannot complete their sentence by age 21 are transferred to the Adult Programs and Adult Operation's prisons at age 18. The DJJ's jurisdiction for the most serious felony offenders, both juvenile and young adults, ends on the offender's 25th birthday.

Board of Parole Hearings (formerly Board of Prison Terms (BPT) and Narcotic Addict Evaluation Authority (NAEA))

The Board of Parole Hearings conducts parole and parole revocation hearings for prisoners sentenced to state prison for a term of life with the possibility of parole and various custody hearings for mentally disordered sex offenders. They also conduct revocation hearings for parolees who violate conditions of parole. Additionally, the Board makes recommendations to the Governor regarding applicants for pardon and executive clemency.

The Board of Parole Hearings also oversees the Civil Addict Program. The Board conducts outpatient status/parole hearings, annual reviews, hearings of alleged outpatient/parole violations, and may recommend discharge from the program.

Corrections Standards Authority (formerly Board of Corrections (BOC) and the Commission on Correctional Peace Officer Standards and Training (CPOST))

The Corrections Standards Authority sets minimum standards for health care, programs, procedures, and construction for local juvenile and adult correctional facilities and inspects those facilities for compliance. They set standards for the selection and training of local correctional officers. The Board also disburses training and grant funds to local correctional agencies.

The Corrections Standards Authority also sets minimum standards for the selection and training of state correctional peace officer apprentices; and develops, approves, and monitors standards for advanced rank-and-file and supervisory state correctional peace officer training programs.

Prison Industry Authority (PIA)

The Prison Industry Authority operates California's prison industries by employing inmates at the Department of Corrections.

California Council on Mentally-Ill Offenders

The council is charged with investigating and promoting cost-effective approaches to meeting long-term needs of adults and juveniles with mental disorders who are likely to become offenders or who have a history of offending.

Description of Training Organization

The Office of Training and Professional Development (OTDP) is organized into three major program areas – Curriculum, Learning Development, and Evaluation; Correctional Learning Institutes; and the Field Training.

Curriculum, Learning Development, and Evaluations is responsible for the design and development of all curriculum, testing, and evaluations used in all CDCR training programs and for developing and nurturing partnerships with academic organizations including the state's college system, industry groups and other levels of government. This unit is also responsible for designing and delivering a comprehensive Employee Performance Measurement and Monitoring system for CDCR staff.

Correctional Learning Institutes focus on succession training and the development of integrated rank and file, supervisory, management, and leadership training programs.

The Advanced Learning Institute is located at the Stockton Training Center and includes Sergeants and Lieutenants Academies, Basic and Advanced Supervision, and Leadership Institute.

The Basic Peace Officer Institute is located in Galt and is comprised of the Adult Programs and Operations, Parole, and Youth Programs.

The Continuing Education Unit is responsible for developing the annual training plan for custody and non custody staff assigned to correctional institutions and facilities and provides support to field training managers and coordinators; providing technical support for the innovative design and development of current and future computer-based and/or web-based learning programs; maintaining the statewide employee training tracking system and website; and providing liaison and technical support to Headquarters' Offices and Training Coordinators.

Source of Official Student Records

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the California Department of Corrections and Rehabilitation may obtain such records of this training by contacting:

Training Director
 Richard A. McGee Correctional Training Center
 9850 Twin Cities Road
 Galt, CA 95632

Description of Training Programs

Location: California Department of Corrections and Rehabilitation, Richard A. McGee Correctional Training Center – Galt, CA
Length: 16 weeks (640 hours)
Program Objective: To provide participants with the knowledge, skills and abilities necessary to serve effectively at the entry level as a corrections officer in the State of California.
Learning Objective: Upon successful completion of this program, the graduate will be able to perform all routine duties of a corrections officer in the State of California.
Instructional Methods: A combination of lecture, discussion, practical exercise, and scenarios.
Learning Assessments: Written and practical examinations are used.

Description of Team

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College has full curriculum vitae on file for each.

James Caruso, JD Instructor Sage College – Albany Troy, New York	N. Prabha Unnithan, PhD Professor Colorado State University Fort Collins, Colorado
Paul Richards, MS First Deputy Superintendent (ret.) New York State Department of Corrections Himrod, New York	Brian F. Redmond, MA Assessment Coordinator Criminal Justice Training Assessment Albany, New York

Description of Visit

From January 5-6, 2006, four representatives of Criminal Justice Training Assessment conducted a site visit to the California Department of Corrections and Rehabilitation Academy to assess the Basic Correctional Officer Academy program offered by the Training Division. On the first morning (Thursday, January 5, 2006), the team assembled at the California Department of Corrections and Rehabilitation Academy. Following a brief organizational meeting and introductions to the academy staff, the assessment team was shown to the room with access all the necessary materials and to begin the assessment process.

The team determined that the morning of the first day would be spent organizing the various subject modules of the recruit training program into familiar college course content areas. By midday, the course areas were discussed and then assigned to a specific faculty member to begin reviewing. In the afternoon the team began reviewing assigned materials.

Consultant Caruso reviewed the Firearms and Introduction to Investigations in Correctional Settings blocks of instruction. Consultant Richards reviewed the Emergency Response in Corrections and Inmate Care, Custody, and Control blocks of instruction. Consultant Unnithan reviewed the Health and Wellness in Corrections and Correctional Organizations blocks of instruction.

The above list of courses was developed from a list of subjects mandated by Corrections Standards Authority (CSA) and from the supplemental subject areas included in the training programs by the California Department of Corrections and Rehabilitation.

The team began the second day by continuing to review the assigned materials. Due to the quality and nature of delivery of the materials, the assessment team was able to complete the assessment by mid-day. In the early afternoon of the second day, the team conducted an exit-interview/debrief with the staff and administration of the training academy.

Credit Recommendations

Summary of Credit Recommendations

Program: California Department of Corrections and Rehabilitation Basic Training Academy

Correctional Organizations	3 credits
Emergency Response in Corrections	3 credits
Firearms	1.5 credits
Health and Wellness in Corrections	3 credits
Inmate Care, Custody, and Control	3 credits
Introduction to Investigations in Correctional Settings	1 credit
Practicum in Corrections	2 credits+
TOTAL	16.5 credits

+ June 2003 through June 2009

Course Descriptions

Correctional Organizations (3 credits, lower division)

Program: California Department of Corrections and Rehabilitation – Basic Correctional Officer Academy
Location: California Department of Corrections and Rehabilitation, Richard A. McGee Correctional Training Center – Galt, CA
Length: 51 hours
Dates: January 2001 through June 2009
Objectives: Learn about a variety of issues related to correctional organizations, especially prisons. Become orientated to how the California Department of Corrections and Rehabilitation (CDCR) organization, its structure, and associated functions. Become familiar with the individual staff member’s rights and responsibilities within the organization. Learn about the diversity of correctional populations and the values and principles expected of correctional officers within the organization. Ethical

principles are reinforced through an introduction to the work of the Office of Investigative Services and by focusing on legal and social issues pertaining to sexual harassment. Discuss and then practice important prison organizational issues such as key and tool control as well as report writing.

Instruction: Student must complete no fewer than fifty-one hours, to include: four hours of "Diversity," eight hours of "Ethics," four hours of "Key and Tool Control," one hour of "Office of Investigative Services" four hours of "Orientation to California Department of Corrections," eighteen hours of "Report Writing," four hours of "Sexual Harassment Prevention," four hours of "Staff Rights and Responsibilities," two hours of "Apprenticeship Program," and two hours of "Assignment Responsibilities." Instructional methods include classroom lecture, power point presentations, scenarios, discussion and practical exercises such as report writing. Evaluation methods include written examinations and assignments.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Emergency Response in Corrections (3 credits, lower division)

Program: California Department of Corrections and Rehabilitation – Basic Correctional Officer Academy

Location: California Department of Corrections and Rehabilitation, Richard A. McGee Correctional Training Center – Galt, CA

Length: 96 hours

Dates: January 2001 through June 2009

Objectives: Gain an understanding of the policies and procedures, and legal ramifications associated with the use of force. Learn about and then practice the basic techniques of weaponless defense and proper use of restraint gear to include handcuffs, waist chains, leg restraints, Martin Chain, and flex cuffs. Learn about and then practice the proper maneuvers and techniques associated with the use of the side handle baton. Learn about and then conduct a cell, dorm, and yard extraction in a safe and efficient manner. Gain an understanding of and then practice to deploying chemical agents and devices in use of force situations in compliance with CDCR policies and procedures. Learn to operate and communicate with radios during emergency and non-emergency situations, to include proper function and wearing of alarm devices. Learn about specific preventive measures and a proactive approach to decrease the possibility of an escape. Discuss the four different stages of disturbances and the correctional officer's role and responsibility in each and gain a basic understanding of key management staff involved in controlling and obtaining closure to an emergency to include: CDCR Emergency Response Plan, Special Emergency Response Team (SERT), Negotiation Management Team (NMT), Employee Past Trauma Program (EPTP), mutual aid from other institutions, and mutual aid from various outside agencies. Explain fire prevention techniques and specific responsibilities pertaining to inmate/staff accountability during and after an evacuation.

Instruction: Student must complete no fewer than ninety-six hours, to include: eight hours of "Application of Restraint Gear," thirty hours of "Emergency Operations/Alarm Response," six hours of "Escape Prevention," six hours of "Extraction Teams," eight hours of "Introduction to Chemical Agents," four hours of "Radio Communications/Alarm Devices," twenty-four hours of "Side Handle Baton," eight hours of "Use of Force," and two hours of "Fire Safety." Instructional methods include classroom lecture, videos, discussion, demonstration, and extensive scenarios and role playing. Evaluation methods include classroom question and answer sessions, class presentations and discussions, and written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Firearms (1.5 credits, lower division)

Program: California Department of Corrections and Rehabilitation – Basic Correctional Officer Academy

Location: California Department of Corrections and Rehabilitation, Richard A. McGee Correctional Training Center – Galt, CA

Length: 67 hours

Dates: January 2001 through June 2009

Objectives: Recognize the importance of firearm safety. Understand basic firearm policy. Identify the six (6) critical safety rules of firearms and range safety. Demonstrate familiarity with the features and operation of the various weaponry utilized by correctional officers. Analyze the various shooting techniques involved in the use of each weapon. Recognize the different types of munitions launchers. Identify target areas. Distinguish between different types of primers. Identify the characteristics of blackpowder and smokeless powder rounds. Perform manipulation skills on firing check sheet. Learn to employ the use of weapons and munitions launchers at targets. Demonstrate proficiency with weapons during range training. Define and discuss the appropriate level of force necessary to control a confrontational situation, including a comprehension of the various options of deadly and non-deadly physical force.

Instruction: Student must complete no fewer than sixty-seven hours, to include: eight hours of "Firearms Familiarization," six hours of "Impact Munitions," eight hours of "Tactical Decision Making Simulator (Range 2000)," and forty-five hours of "Range Training." Instructional methods include classroom lecture, PowerPoint presentations, video demonstrations, discussion, practical and participation exercises, and actual weapons use on the firing range. Evaluation methods include written quizzes and examinations, workbook exercises, and actual range performance evaluations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, one and a half semester credits.

Health and Wellness in Corrections (3 credits, lower division)

Program: California Department of Corrections and Rehabilitation – Basic Correctional Officer Academy

Location: California Department of Corrections and Rehabilitation, Richard A. McGee Correctional Training Center – Galt, CA

Length: 73 hours

Dates: January 2001 through June 2009

Objectives: Learn about a variety of issues related to health, wellness, and physical fitness in correctional settings. Learn about bloodborne and communicable diseases in correctional institutions. Describe and discuss various drugs found in correctional institutions. Discuss issues relating to correctional mental health such as signs and symptoms of mental health, suicide, and intervention in mental health situations. Recognize substance abuse patterns found in correctional agencies. Recognize stress, and its management. Be exposed to and learn proper physical fitness through rigorous physical training. Gain an understanding of and be able to practice first aid/CPR.

Instruction: Student must complete no fewer than seventy-three hours, to include: three hours of "Bloodborne Pathogens," four hours of "Communicable Diseases," four hours of "Drug Awareness," eight hours of "Mental Health Delivery System," two hours of "Office of Substance Abuse Training," two hours of "Stress Management I," two hours of "Stress Management II," forty hours of "Orientation to Physical Fitness Training," and eight hours of "Standard First Aid/CPR." Instructional methods include classroom lecture, PowerPoint presentations, discussion and practical exercises. Evaluation methods include written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Inmate Care, Custody, and Control (3 credits, lower division)

Program: California Department of Corrections and Rehabilitation – Basic Correctional Officer Academy

Location: California Department of Corrections and Rehabilitation, Richard A. McGee Correctional Training Center – Galt, CA

Length: 97 hours

Dates: January 2001 through June 2009

Objectives: Gain the knowledge, skills, and abilities to effectively supervise inmates (male and female) in an institutional setting. Recognize that female inmates adapt differently to incarceration than their male counterparts, and therefore, may require different communication techniques to assist in their daily supervision. Acquire the skills and knowledge necessary to resolve inmate conflicts and make discretionary decisions. Learn how to respond in writing to inmate appeals in a professional, ethical, and proactive manner. Learn the various types of inmate counts to be conducted and gain insight into the importance and responsibility of performing inmate counts. Learn all of the steps in the disciplinary process and acquire a general understanding of the classification process. Learn "due process" rights to include: loss of

privileges, who conducts hearings, types of CDCR 115's, and related topics. Learn the proper way to inventory inmate property and how to complete the required forms, this includes an understanding of what constitutes "contraband" and what might pose a liability issue. Develop techniques relative to dealing with questionable behavior of staff/inmate and understand the importance of maintaining a professional relationship with both groups. Gain an understanding of the importance of keeping accurate and daily timekeeping records of inmates. Observe, analyze, discuss, and practice the skills necessary to remain calm and professional when interacting with inmates in conflict situations to include: the Seven Step Intervention Process, identifying signs of an emotionally disturbed inmate, and the five levels of crisis development. Recognize the elements of prison gang/disruptive groups, symbols used by prison gangs/disruptive groups, and the process and requirements for reporting gang member activity.

Instruction: Student must complete no fewer than ninety-seven hours, to include: twenty-eight hours of "Arrest and Control," four hours of "Inmate Appeals Process," four hours of "Inmate Count Procedures," four hours of "Inmate Disciplinary Process," five hours of "Inmate Property," eight hours of "Inmate/Staff Relations," four hours of "Inmate Work Incentive Training Program (IWTIP)," four hours of "Introduction to Prison Gangs," four hours of "Managing Inmate Conflict I," four hours of "Managing Inmate Conflict II," four hours of "Managing Inmate Conflict III," eight hours of "Supervision of Inmates I," six hours of "Supervision of Inmates II," six hours of "Supervision of Inmates III - (Female Felons)," and four hours of "Supervision of Inmates IV." Instructional methods include classroom lecture, videos, discussion, demonstration, and extensive scenarios and role playing. Evaluation methods include classroom question and answer sessions, class discussion, and written examinations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, three semester credits.

Introduction to Investigations in Correctional Settings (1 credit, lower division)

Program: California Department of Corrections and Rehabilitation – Basic Correctional Officer Academy

Location: California Department of Corrections and Rehabilitation, Richard A. McGee Correctional Training Center – Galt, CA

Length: 21 hours

Dates: January 2001 through June 2009

Objectives: Identify the circumstances pertaining to when and why correctional searches are conducted. Recognize the importance of safety precautions with respect to conducting searches. Distinguish between the various search techniques. Demonstrate proficiency in body/cell/area and grid search methodologies. Define various categories of evidence. Identify a crime scene and establish its perimeters. Perform crime scene search and protection techniques. Comprehend the importance of evidence identification, collection and preservation. Understand the importance of the concept of chain of custody. Recognize the legal and constitutional issues facing correctional facing peace officers. Discuss the constitutional rights of incarcerated persons. Develop strategies for litigation avoidance.

Instruction: Student must complete no fewer than twenty-one hours, to include: thirteen hours of "Body/Cell/Area and Grid Searches," six hours of "Crime Scene and Evidence Preservation," and two hours of "Litigation and Constitutional Issues". Instructional methods include classroom lecture, PowerPoint presentations, videos, CD-ROM presentations, class discussion, workbook exercises, crime scene simulations, and performance and practice exercises. Evaluation methods include review quizzes, written examinations, workbook exercises, and performance evaluations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, one semester credit.

Practicum in Corrections (2 credits, lower division)

Program: California Department of Corrections and Rehabilitation – Basic Correctional Officer Academy

Location: California Department of Corrections and Rehabilitation, Richard A. McGee Correctional Training Center – Galt, CA

Length: 45-50 hours min.

Dates: June 2003 through June 2009

Objectives: Given the knowledge and skills learned in courses at the Basic Peace Officer Institute, cadets will perform peace officer tasks in real-life institutional settings, under the supervision of a COSIT instructor.

Instruction: Student must complete no fewer than forty-five hours of guided and documented hands-on instruction in the institution lead by a COSIT-trained instructor. Instructional methods include classroom preparation and performance and practice exercises. Evaluation methods include daily written assignments, daily debriefs, practical examinations, and detailed performance evaluations.

Credit Recommendation: In the lower division associate/baccalaureate degree category, two semester credits.