MEETING DATE: April 10, 2025   **AGENDA ITEM:**   D

TO: BSCC Chair and Members

FROM: Kasey Warmuth, Deputy Director, kasey.warmuth@bscc.ca.gov

SUBJECT: Revision of the Core Courses for Supervisors and
                    Managers/Administrators, Standards and Training for Corrections:
                    Requesting Approval

Summary

This agenda item requests Board approval to initiate a project to revise the Supervisor Core Course and the Manager/Administrator Core Course.

Background

Pursuant to Penal Code section 6035, the Board of State and Community Corrections (BSCC) is required to establish and periodically amend minimum selection and training standards for personnel employed by local corrections agencies. The Standards and Training for Corrections (STC) Division has carried out these responsibilities since 1980.

STC has established minimum training standards for local corrections staff in two categories – core training and annual training.

- Core training courses provide the core knowledge and skills needed to be successful at entry-level, supervisor, and manager/administrator positions. These courses contain subject matter related to job performance, require a minimum number of hours of instruction, and are designed as a pre-service training model, though standards allow completion within the first year of a job assignment.
- Annual training is mandatory for all staff who have completed core training and consists of a minimum number of job-relevant training hours by classification (e.g., probation offers complete 40 hours). Annual training content is not prescribed by STC. It can be specialized or refresher training that develops or enhances job skills. Flexibility in course content and method of instruction is permitted to meet changing conditions and local needs.

STC has established 12 core training courses. Of these, 10 were developed to meet the training needs of entry-level probation officers, juvenile corrections officers, and adult corrections officers. These courses contain subject matter that directly relates to the performance of job tasks as established through a job analysis, were developed by subject matter experts, and consist of modules that define the minimum time allocated to the subject and the performance objectives to be achieved. In contrast, the other two (2) core training courses – one for supervisors and the other for managers/administrators – consist only of a list of topics to be covered and require a minimum of 80 hours of instruction.

Revising the Supervisor and Manager/Administrator Core Courses will ensure:

- content is directly related to job performance.

- performance objectives are included that clearly define the behaviors, skills, or knowledge that trainees will be able to demonstrate as a result of training.
- training time for a topic or module is aligned with the performance objectives and the complexity of the topic.

Additionally, including specific modules, time requirements, and performance objectives will improve training providers' ability to ensure all key areas are addressed. It will also allow STC to evaluate both the courses' effectiveness and participants' progress.

The process and timeline to revise both the Supervisor and the Manager/Administrator Core Courses are outlined in Attachment D-1 and are summarized below.

Phase I: Job Analysis

STC will conduct a job analysis of the Supervisor, Manager, and Administrator jobs as used by the STC participating agencies (probation departments, sheriff's offices, and city police with Type I facilities). The analysis will define the tasks and responsibilities performed by these positions, competencies required for successful job performance, and result in a job profile for each classification. The job analysis will survey all STC participating agencies for completion by their supervisors, managers, and administrators. It is also anticipated that virtual workgroup meetings with subject matter experts will be necessary to develop the content for the job analysis survey.

The results of the job analysis will be documented, and the report will be posted to the BSCC website and shared with all STC participating agencies. The job analysis and feedback received will serve as the foundation for revising the core courses, establishing the link between the jobs and the courses.

It is anticipated that Phase I will take approximately eight (8) months to complete.

Phase II: Revise Core Course Curriculum

The revised courses will focus on the competencies required for successful job performance and, consistent with the other core courses, will include modules that define the minimum time allocated to the subject and the performance objectives to be achieved. Virtual and/or in-person workgroup meetings with subject matter experts will be necessary to develop the course content. The number of workgroup meetings required will be influenced by the number of competencies identified by the job analysis.

It is anticipated that Phase II will take approximately eight (8) months to complete.

The participants for each work group meeting will consist of subject matter experts representative of STC participating agencies and job classifications, as well as a balanced range of stakeholders to ensure the project is informed by those with specific knowledge. Participants may also include those with expertise specifically related to the course content being developed (e.g., labor relations, legal updates). Workgroup meetings will be open to the public, with detailed attendance information posted to the BSCC website at least 10 days prior.

Phase III: Approval and Implementation

Once the revised courses are developed, the new Core Course Manuals will be posted to the BSCC website for a 30-day comment period. Following the feedback period, staff will seek Board approval to implement the revised core courses, along with an implementation plan and timeline. If necessary, staff will request approval to submit regulatory revisions to the Department of Finance and the Office of Administrative Law.

Recommendation/Action Needed

Approve the request for the STC Division to initiate the project to revise the Supervisor Core Course and the Manager/Administrator Core Course.

Attachments

D-1: STC Core Course Revision Process and Timeline