

Standards and Training for Corrections (STC)

NEW ANNUAL TRAINING PLAN (ATP) SYSTEM FREQUENTLY ASKED QUESTIONS (FAQ)

Users/Login/Contact Info

Q: Will ATP users have the ability to change their own passwords?

A: Yes, you may change your password from the “Settings” page. Select “Edit” from the “Profile.” See the ATP User Guide for more information.

Q: Can we add users?

A: Not currently. If you need to change/add/delete any users or other contact information, please reach out to your assigned Field Representative or the ATP@bscc.ca.gov mailbox to do so.

Funding

Q: Under the new system, will our agency’s disbursement check still be combined with the Sheriff’s Office or Probation Department in our county? For Police Departments, will it still go to the City Finance Office?

A: STC is issuing disbursement checks directly to each agency, unless it is your county or city policy that funds must be disbursed at the county or city level. We will follow up in the coming months to verify each agency’s desired Fiscal Administrator.

Selection Standards

Q: In relation to the entry-level core, what do the terms “Pre-service” and “Post-service” mean? Do you mean pre-hire and post-hire?

A: Pre-service means prior to the individual performing the job duties of the classification. *Pre-service* is different than *pre-hire*, as some agencies hire an individual and then send them to core training prior to their start on the job. This would be considered pre-service, but not pre-hire. If your agency sends the individual to core training after they have started performing job duties, that would be considered post-service.

Q: What should we do if a question only allows the user to select only one option, but both apply? (Examples: some employees go to core pre-service and some go post-service; sometimes a probationary period is different within a classification depending on whether the person is a lateral, promotion or new hire.)

A: If this situation applies to your agency on any of the questions, please select the response that makes the most sense and then reach out to your Field Representative to let them know. Your feedback will help us determine whether we need to add additional response options on some of the questions.

Q: If our agency uses an outside entity to conduct our background investigations, can we ask the investigator what their investigation covers?

A: Yes. If your agency uses an outside entity to conduct its background investigations, ask them to share with you what their background covers so that you can answer the question.

Q: Can you elaborate on what type of hearing and eye exams you are looking for?

A: For guidelines on hearing, medical and vision screenings, please visit https://www.bscc.ca.gov/s_stcprogramsandservices/ and select "Selection Standards Information."

Q: What type of response are you looking for in the Training Needs Assessment box?

A: Title 15 mandates that all agencies participating in the STC program conduct an assessment of training needs each year. There are no right or wrong responses to this question. Please include a brief, high-level description of how your agency assesses its training needs and/or determines which training courses its employees will attend. For example, a training needs assessment may take into account feedback received from staff and supervisors via a survey tool or at staff meeting(s), a review of departmental data on use of force incidents, a survey on staff morale, a review of current events or legislative changes that impact the community your agency serves, strategic planning meetings, etc. If your agency does not conduct any type of planning or assessment activities, you can indicate that here and then expect that your Field Representative will reach out at a later date to provide technical assistance.

Q: On the position list, what is the difference between “facilities” and “non-facilities?”

A: This classification will apply only to probation departments and refers to whether the individual works inside a secure detention facility or in the field. For example, some Probation Supervisors work inside the juvenile detention facility and some supervise field caseloads.

Training Plan/Position Counts

Q: Can we save the Annual Training Plan and then go back into the system to submit it later or does it have to be completed in one sitting?

A: The system does not currently have a “Save” feature, but it will in upcoming phases. For now, the user can enter “NA” or “0”, submit the complete ATP and then return later to adjust. You can edit any data until your ATP has been approved by BSCC. Changing the position numbers on the Plan will require the Agency Administrator to re-sign but changes to the Title 15 Compliance questions will not.

Q: Should agencies include vacant positions in the Plan?

A: An agency should include vacant positions only if they are permanent, budgeted positions and your agency reasonably expects to fill them in the coming year. If you know they will remain vacant due to budget constraints, you should not include them. If you do count your vacancies, include them in the classifications in which they fall. Remember that your ATP can be modified up until the 4th quarter.

Q: Do agencies still have to submit hard copy signed Assurance Statement?

A: No, the new system allows only for electronic signatures, which will replace the process of submitting hard copies to STC.

Q: Is there a way to access a printable copy of the Assurance Statement when signed?

A: You currently have to print the signed Assurance Statement via the browser printer settings. We will be implementing a printable PDF option in future phases.