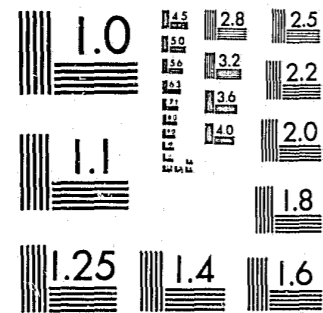


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**STANDARDS AND TRAINING
FOR CORRECTIONS PROGRAM**

91807

**1983
ANNUAL REPORT
TO THE**

ANNUAL REPORT TO THE LEGISLATURE 1983

STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM

BOARD OF CORRECTIONS
STATE OF CALIFORNIA



U.S. Department of Justice 91807
National Institute of Justice

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EXECUTIVE SUMMARY

The California Board of Corrections' Standards and Training for Corrections Program (STC) was legislatively created three years ago. Significant results have occurred in this short time. The original legislative mandate to establish minimum standards for the selection and training of local corrections and probation officers has been implemented. A working program which has raised the level of competence significantly of such officers is in operation which also provides the local assistance funds necessary for the implementation of the standards.

Fiscal year 1982-83 statistics show an impressive increase in participating departments and training courses offered, diversification of training providers and numerous, concrete examples of the program's effectiveness and success.

Projections for fiscal year 1983-84 already indicate continued growth and training benefits as counties more clearly identify their particular training needs and address them with STC training.

This report deals with the development and continuing impact of the STC Program. The major accomplishments are highlighted. Comparisons to fiscal year 1981-82 and projections for fiscal year 1983-84 are made.

- 54 of 58 counties (93%) of the counties in California participated in the STC Program in fiscal year 1982-83.
- 12,997.5 (88.9%) of the eligible correctional and probation staff statewide were reached by this program.
- 523,698 hours of training are projected to be completed in fiscal year 1982-83.
- Fiscal year 1983-84 project a growth rate in the program to include 14,817 eligible staff representing 56 counties. Annual training plans, submitted from participating agencies for fiscal year 1983-84, reflect detailed planning for 542,523 training hours. This averages 36.6 average hours of training per person.
- There are currently 1,586 courses certified by the STC Program and 235 training providers.

LEGISLATIVE HISTORY

A legislatively mandated study, by the Board of Corrections in 1964, indicated that the training of probation personnel should be a state subsidized and coordinated responsibility. Three years later, the Presidential Commission on Law Enforcement and the Administration of Justice also pointed to the critical need of better qualified and more comprehensively trained corrections personnel. In 1971, the Board of Corrections in its Corrections System Study, again, clearly identified the need for the state to assume an increased role in providing training to county corrections and probation personnel.

In 1976, Senate Bill 1461 amended Sections 6027 and 6031.2 of the Penal Code. These laws required the Board of Corrections to evaluate "standards required and training provided for correctional personnel" by March 1979. The evaluation identified over 200 correctional job titles and job descriptions statewide. Selection standards were found to vary greatly. Since Federal Court decisions had mandated selection standards be totally job related, lack of uniform standards led to substantial delays in filling vacancies and substantially increased litigation costs. For this reason, it was recommended that a state agency assume responsibility for an analysis and synthesis of job titles and job descriptions for corrections personnel, and at the same time, conduct validation studies of selection standards.

A second recommendation was that a commission be established, modeled after the Commission on Peace Officer Standards and Training (POST), specifically for setting standards and training for corrections personnel. This recommendation was prompted because the quantity and quality of training statewide varied directly in proportion with the size, budget and administrative philosophy of the local jurisdiction.

The California Probation, Parole, and Correctional Association (CPPCA) had long recognized these needs. It introduced SB 924, authored by Senator Jerry Smith, in 1979. This bill combined both recommendations in legal form to be adopted by the legislature. In essence, the bill established minimum selection and training standards and a course certification program for local corrections and probation personnel. Funding for the voluntary program would be derived from a percentage of penalty assessments of specified traffic offenses. Counties receiving these funds would be mandated to adopt the selection and training standards. The bill was signed into law in 1979, becoming effective July 1980, with a two year sunset provision.

The legislation was expanded in the 1980 legislative session with AB 3296, authored by Assemblyman Don Rogers, which mandated the Board of Corrections to contract for research on validated selection standards for entry-level corrections and probation personnel. It also expanded the program to include city jails and required annual reports to the Legislature.

Assembly Bill 1297, authored by Assemblyman Mel Levine, was signed into law September 1981 extending the sunset provision of the STC Program six months, to January 1, 1983. The original intent of the legislature was for the program to be fully operational at least two years before reviewing and evaluating the program's progress. A six-month delay in the start up of the program necessitated a six-month extension of the sunset provision. The first six months of funds deposited to the Corrections' Training Fund were also reverted through this bill.

In January, 1982 Senator Robert Presley introduced SB 1463, which amended Section 1464 (ante) of the Penal Code extending the sunset date of the STC Program until January 1, 1987.

The bill was chaptered, in amended form, in August of 1982. Under this legislation the STC Program continues to be funded with 10.14 percent of the penalty assessment fund. The funding will begin July 1, 1983 and the new sunset date of the STC Program will be July 1, 1987. The Program was continued from the original sunset date of December 31, 1982 through June 30, 1983 by allowing Correction Training Fund reserves to be expended up to 3.2 million.

IMPLEMENTATION

A. Steering Committee

An 11-member Executive Steering Committee was established to oversee the initial development of the Standards and Training for Corrections Program (STC). In addition, five task forces were convened, composed of 78 local representatives. An Office of Criminal Justice Planning (OCJP) grant of \$88,500 was used to assist in funding these task forces.

The task forces wrestled with complex and controversial issues: interim selection and training requirements; funding models; the role of existing private and public educational institutions; course outlines; quality control; training exemptions; and "grandfathering" of existing personnel. Their recommendations led to the development of the program regulations.

B. Regulation Adoption Process

The Board adopted interim regulations for the STC Program in June 1980 under the emergency provisions of California Administrative Procedures Act. Briefing sessions were held at six statewide locations in July to explain the program. The briefings were followed by four public hearings.

C. STC Staff and Operations

The program regulations are found in Title 15, Division 1, Subchapter 1, Articles 1-9, of the California Administrative Code. The regulations have been reviewed in October 1979, September 1981 and May 1982. The next scheduled regulation review will occur in late 1984.

In July 1980, an Assistant Executive Officer was named, five corrections consultants were hired with appropriate support staff to operate the ongoing program for the Board of Corrections. The program's accelerated growth necessitated the hiring of a sixth consultant in December of 1982.

The program will complete 2-1/2 years of total operation on June 30, 1983.

SUMMARY OF PROGRAM

A. Adherence to Standards

Counties and cities participating in the STC Program are required to adopt an ordinance stating that they will adhere to the regulations and standards for the selection and training of personnel. Staff eligible for the program are to be employed full-time in a local juvenile institution, probation department, or jail/adult institution, and have as one of their primary duties the responsibility for custody and/or correcting the behavior of adult or juvenile offenders. Part-time staff, working at least half-time, can be included in the program at the discretion of the departmental administrator.

B. Training Standards

1. Core Training

The Board of Corrections established seven core training courses for entry-level positions. These courses are mandatory for specific job classifications.

Core Courses	Hours	Time Period to Complete Training
Basic Probation Officer	200	First year of employment
Basic Juvenile Institutions	120	First year of employment
Basic Jails/Adult Institutions	80+ 1st Aid & CPR	First year of employment
Basic City Jails	40+ 1st Aid & CPR	First year of employment
Basic Supervisor	80	First year of employment
Management	160	Within 4 years of appointment (minimum 40 hours/year)
Administrator	160	Within 4 years of appointment (minimum 40 hours/year)

Each core course has an outline of topics which must be covered in this course.

2. Annual Required Training

Employees completing core training are required to fulfill the following hours of annual required training.

Job Classification	Hours Required
Journey Probation Officer	40
Journey Juvenile Counselor	24
Journey Correctional/Deputy Sheriff or Custodial Officers	24
Supervisor in Probation or Juvenile Institutions	40
Supervisor in Jails/Adult Institutions	24
Manager	40
Administrator	40

This is specialized or refresher training and specific topics are not required. Departments and individuals are allowed to select those courses which specifically meet training needs. Courses must be job-specific and certified by the STC Program.

C. Annual Training Plan

Each participating department assesses training needs and requirements of its particular agency prior to the beginning of the fiscal year. This information is compiled into an Annual Training Plan which is used to demonstrate that each county will be in compliance with the STC Program regulations in each fiscal year. The plan indicates the number of eligible staff by job classifications, the number of training hours planned, and the amount of training funds necessary in that fiscal year. Funds are distributed to counties quarterly. Program funds may be used to pay: cost of tuition for STC certified courses; costs for the actual replacement of personnel attending training; per diem and travel expenses for training participants. A formula has been devised for maximum local assistance allocations. This allocation was determined to be \$450 per eligible staff for fiscal year 1983-84. This is a \$25 increase over fiscal year 1982-83.

D. Training Course Certification

The criteria for certification require that:

- . there is a demonstrated need for the course;
- . there is a demonstrated capability, by the training provider, to produce quality instruction;
- . the training cost is beneficial;
- . training will raise the level of staff competence;
- . training is job-specific;
- . training providers will adhere to the regulations, policies and procedures established by the STC Program.

All proposed training courses are individually submitted to STC staff for certification. Each request for certification that is submitted must include course objectives, instructional methodology, a budget, instructor resumes, a course outline, and a letter of intent from a participating department which demonstrates a need for the course. Requests for certification are reviewed in all applicable areas for compliance to regulations. Those adhering to the established criteria are processed and certified. Courses which are denied may be resubmitted for review if the requests are changed to meet regulations and policies. The STC Program has established fiscal policies which dictate allowable course costs to which all requests must adhere.

E. Local Government's Role

The STC Program was developed so that local entities would maintain a high degree of control and autonomy in defining their needs and implementing the program. Each participating department evaluates its own training needs and selects training providers that offer certified courses. Participating agencies receive funds from the State Controller's Office at the beginning of each training quarter.

These funds are deposited in separate accounts and expended by the local auditor/controller for direct training costs. Quarterly and annual reports outlining, in detail, total training costs and disbursements are required by the Board of Corrections.

Program funds can be used for direct training costs. Therefore, counties are making major contributions to the STC Program by absorbing local administrative costs, e.g., staff time in keeping programmatic and fiscal records, tracking replacement costs and preparing required reports.

Program participants also evaluate each course and instructor. Evaluations are forwarded to the STC Program Staff, who closely monitor the impact of each certified course. In addition to standard evaluations, counties are encouraged to provide the STC Program with additional information regarding the quality of certified courses.

PROGRAM STATISTICS

A. Participating Counties

In fiscal year 1982-83, 54 of 58 (93%) of the counties in California participated in the Standards and Training for Corrections (STC) Program. Of the 54 participating counties, 54 of 59* (92%) probation departments and 39 of 57** (47%) sheriff's departments participated in the program. Also included in the program were two police departments' city jails.

In fiscal year 1983-84, 56 of 58 counties (95.6%) of California counties will participate. The counties represent 55 of 59* (93%) probation departments and 46 of 57** (81%) sheriff's departments. Also included in the program are 9 city jails. Figure I shows county participation.

B. Eligible Staff

In fiscal year 1982-83, there were 14,605 personnel eligible statewide. Participating counties represented 12,997 (88.9%) personnel. Of the 12,997, 8,023 are probation and 4,974 are sheriff's, corrections, or police department personnel.

In fiscal year 1983-84, 15,335 personnel are eligible statewide. Participating counties account for 14,817 (96.6%) of this population; 8,476 are probation and 6,341 are sheriff's, corrections or police personnel. Figure II shows the growth of the program from fiscal year 1980-81 to fiscal year 1983-84.

C. Training Hours

In fiscal year 1981-82, the Annual Training Plans filed projected 431,946 training hours. Actual figures show 482,091.25 training hours completed.

In fiscal year 1982-83, Annual Training Plans projected 523,698 training hours. The first two quarters of 1982-83 show 229,731 actual training hours completed. Figure III shows the program growth in both the number of people trained and training hours completed.

In fiscal year 1983-84, departments have projected that 542,523 training hours will be delivered.

Hours of training by job classification also are calculated. Table I represents the training provided by job category for fiscal year 1981-82, and Table II represents data for the first six months of fiscal year 1982-83.

*San Francisco has both an adult and juvenile probation department.

**Alpine County does not have a county jail.

D. Total Allocations

In fiscal year 1982-83, allocations to participating counties totalled \$5,827,376 for the twelve-month period. Probation departments received \$3,807,431 and sheriff's, corrections and police departments received \$2,019,945. Administrative costs were \$814,000 for fiscal year 1982-83. Table III represents the training funds allocated to departments for fiscal year 1982-83.

In fiscal year 1983-84, allocations to participating counties will total \$6,847,445. Probation departments will receive \$3,776,108. Sheriff's, corrections, and police departments will receive \$3,071,337. Administrative costs are budgeted for \$921,000 in fiscal year 1983-84. Table IV shows the total allocations for fiscal year 1983-84 for each participating department, and also includes projected training hours for the eligible staff.

CERTIFICATION OF TRAINING

A. Requests for Course Certification

In 1981, 841 courses were certified by the Standards and Training for Corrections Program (STC). There are currently 1,586 courses certified. Between July 1, 1982 and May 23, 1983 the STC Program received and processed 881 requests for certification.

B. Training Providers

Ninety-one training providers presented certified courses in 1980-81. There are 235 training providers currently presenting Board of Corrections' certified courses. The following table presents a breakdown of training providers.

TYPE OF TRAINING PROVIDER	NUMBER	PERCENTAGE
Probation, Sheriff, Local Department of Corrections	69	29.4
Private Training Organizations	82	34.9
Individual Training Consultants	41	17.4
Academies and Community Colleges	28	11.9
Public Universities and Colleges	7	3
State Agencies	4	1.7
Private Universities	4	1.7
TOTAL	235	100%

C. Training Course Evaluations

Each course certified by the Board of Corrections' STC Program requires participant evaluations; over 90,000 evaluation forms have been processed by the program. Tabulated data indicate the following:

- . 91% of the participants agreed or strongly agreed that the courses increased their knowledge.
- . 90% of the participants agreed or strongly agreed that the training helped develop and/or improve job-related skills.
- . 85% of the participants rated the courses above average or excellent.
- . 80% of the participants rated the instructors above average or excellent.

Unsolicited comments on the evaluations strongly supported the STC Program, and point out that without STC funds, training would be cut drastically. Comments also cited the fact that staff morale, performance and effectiveness on the job increase with the excellent training certified by the STC Program.

PROGRAM RESEARCH PROJECT

In 1980, the Legislature passed AB 3296 which provided the Board of Corrections with the authority to contract with an appropriate firm to develop job-related employee selection and training standards for entry probation, entry juvenile institution and entry jails/adult institutions positions. The statute also provided that the Board "defer promulgation of selection standards until necessary research for job-relatedness is completed."

In November of 1981, after extensive review, the contract was awarded to Personnel Decision, Inc. (PDI) of Minneapolis, Minnesota. Final contract negotiations were concluded in March of 1982. Further delay on the start of contract fulfillment was necessitated when the State of California imposed a freeze on contracts.

Work on the standards was begun approximately one year ago. The first step has consisted of conducting a thorough analysis of each of the three jobs. The analysis involved: (a) meeting with groups of "project coordinators" or representatives from local agencies who are assisting in the research; (b) involving job incumbents and supervisors to obtain general information about the positions; (c) developing job analysis questionnaires containing extensive lists of tasks, skills, knowledge, abilities, and other personal characteristics; (d) administering the survey to a large and representative sample of job incumbents and supervisors; and, (e) analyzing the results in order to define the content and basic requirements of the three jobs.

The completion of the job analysis is a major milestone in the standards development effort. The job analysis data will serve as the basis for all future standards development. The extensive data base will help to insure that subsequent standards are: (a) relevant to the three jobs; (b) legally defensible as a result of being demonstrably job-related; and, (c) useful in maintaining and improving the quality of personnel who enter the field of corrections.

The goals of the second phase of the research are: (a) to develop a full range of employee selection standards in order to verify that entry-level personnel possess the pre-requisite characteristics to perform successfully on the job; and, (2) to develop comprehensive training standards which will provide the necessary skills and knowledge required for successful job performance.

It is anticipated that PDI will make their recommendations to the Board of Corrections in July of 1984.

PROGRAM IMPACT AND ACCOMPLISHMENTS

The legislature has long recognized the need for effective selection methods and in-service training for personnel who work with the offender. It was apparent that as new knowledge and techniques develop, it must be transmitted; as new personnel arrive on the job, they must be trained; as new job-specific skills are identified, they must be learned; and as correctional systems change, training is one of the appropriate ways to translate these changes. The legislature enacted a law to deal with these specific issues. SB 924 (1979) assigned the responsibility for meeting these needs of local corrections to the Board of Corrections.

The Board of Corrections created the Standards and Training for Corrections Program (STC), in order to comply with the mandate. The STC Program established policies and procedures for the project, set a timetable for the project's implementation and prioritized the work. The project's five-year plan is as follows:

- A. Develop a statewide system that assures excellence in the planning, preparation, presentation, evaluation and administration of local corrections training programs.
- B. Provide technical assistance to participating local corrections agencies in order that compliance is achieved with state mandated selection and training standards and requirements.
- C. Establish a statewide training system, with qualified training providers, that consistently increases the skills and abilities of local sheriff's, police and probation personnel. This system would maintain the ability of local correctional administrators to develop training programs which meet individualized and diverse needs.
- D. Establish a network of local corrections agencies that monitor training for quality, share resources, identify common training needs, develop cost effective regional training and assist the Board of Corrections in maintaining a program which is viable at the local level.
- E. Establish a comprehensive method of identifying statewide and local training needs and standardized planning strategies to implement necessary skills and knowledge training.
- F. Establish a system to assist local agencies in identifying the linkage between training and the entire operation of the correctional organization.

In response to these goals, the following are summaries outlining the more significant results which have been identified.

The Board of Corrections' Standards and Training for Corrections Program has:

- A. Established statewide minimum selection and training standards for local corrections personnel. The STC Program Staff are responsible for providing technical assistance and consultation to participating agencies in the planning, preparation, presentation, evaluation and administration of training programs. It has also established an eleven-member advisory committee comprised of representatives from all levels and groups participating in the program, who meet regularly to review specific training concerns and issues. Finally, the program has written and published policies and procedures to ensure consistency in program administration.
- B. Certified courses provided by local training providers who present the training required under state law and regulations for local correctional staff. Prior to the STC Program implementation, these training mandates were cursorily complied with because of county budget limitations. The following are samples of the most important:
- Penal Code Section 6030(c) requires that whenever there is a person in custody, there shall be at least one person on duty at all times who meets the training standards established by the State Fire Marshal for general fire and life safety.

Prior to the implementation of the STC Program, less than 24% of local agencies were in compliance. Since STC funds have been made available, more than 95% of all local participating facilities comply.
 - Penal Code Section 832 requires that every person designated as a peace officer shall receive a prescribed course of training in the exercise of peace officer powers.

Prior to the implementation of the STC Program, only 70% of the personnel eligible for STC funds who were defined as peace officers requiring PC 832 training had received it. Since the implementation of STC, over 97% comply.
 - California Administrative Code, Title 15 (Minimum Jail Standards), Section 1020, requires that all local custodial personnel satisfactorily complete and maintain certification in the basic first aid and cardiopulmonary resuscitation (CPR) courses certified by the American Red Cross or the American Heart Association.

Prior to the STC implementation, less than 40% of all adult custodial personnel received or maintained this certification. Since the STC implementation, over 95% comply.
- C. Established a course certification process that outlines clear policies and guidelines to potential training providers. These guidelines detail the types of training which are appropriate and require each provider to demonstrate the ability to increase trainees' skills and ability. There have been over 3,000 courses certified, presented by 300 providers, over the past three years.

- D. Facilitated the development of five regional training officer/coordinator associations that meet regularly to review courses presented in their areas for content and quality, to develop regional training priorities and a yearly regional training calendar, and to share training resources.

Another major benefit of these associations is that in many instances for the first time law enforcement and probation departments are working together towards common goals. These three important elements of the criminal justice system (probation, sheriff's and police departments) collaborate on the providing of training courses and individuals from the different departments attend courses which meet common needs together. Not only do the different staff benefit by increasing their skills, but they share common problems and solutions of their operations.

- E. Established a pilot project in one county to develop a system for the delivery of training based on the analysis of specific needs within the entire agency. This will ensure that personnel participate in training which is relevant to issues that are current and intrinsic to the agency as well as the individual's needs.
- F. Contracted for the completion of a statewide entry-level task analysis research project. One participating agency that has completed a similar analysis shows that the results will allow an organization to link specific training to the entire organization's goals, allowing an agency to evaluate an individual's performance relative to organizational needs using identified training to enhance or change performance.

In addition to the projected goals of the program, there have been many demonstrated results which have occurred directly as a result of the introduction of the statewide training program. The following are examples.

- The program's requirement for fire and life safety training has been credited with the saving of at least seven lives.
- The introduction of management and supervisory training in a number of agencies was tracked, and results directly link the STC managerial and supervisory training to a reduction in employee absenteeism. In one of these agencies the reduction was more than 40%.
- The mandated training for corrections staff has been credited with a reduction in employee turnover in a number of agencies. In one agency, turnover was documented for two years prior to entry in the STC Program and three years since the program entry. The turnover rates were as follows: Pre-STC 1978/79, 48%; 1979/80, 35%; since STC 1980/81, 21%; 1981/82, 20%; 1982/83 (as of June 1, 1983), 7%. The agency cites an increase in morale and self-esteem of staff since the inception of the STC Program and states that no other organizational factors have changed during this period of time. These types of results have long-term fiscal impact for both the state and counties involved in the STC Program.

The STC Program is only three years into the Board of Corrections five-year plan for the program, but it is clear to the Board that the program will exceed its original plan.

COMPLIANCE MONITORING

Pursuant to Section 318 of the STC Program regulations, staff is required to monitor "the administration of the county standards and training program to assess the progress and see that the program is operating in accordance with the approved application, these regulations, and the law."

Each of the 84 departments and agencies participating in the STC Program between December 1980 and June 30, 1982 were monitored for full compliance to program training regulations by STC staff. All departments appeared to be adhering programmatically to regulations and procedures although some departments did not complete all of the training hours required. All departments were making efforts and progress in a comparatively short time period to implement a new program. The results of these programmatic monitorings are represented below.

Departments and Agencies

	Compliance		Noncompliance	
	No.	%	No.	%
55 Probation Departments	36	65%	19	35%
28 Sheriff/Corrections Departments	12	43%	16	57%
1 City Jail	1	100%	0	0%
Totals	49	59%	35	41%

Eligible Staff

	No.	%
Eligible Staff Statewide	11,726	100%
Staff Training Records Monitored	2,487	21%
Staff in Sample Not in Compliance	185	7%

Training Hours

	No.	%
Training Hours Required of Sample	125,096	100%
Training Hours Completed by Sample	120,500	96%
Training Hours Not Completed by Sample	4,596	4%

The Board of Corrections and the STC staff would like to recognize and congratulate the following departments and agencies for being in full compliance with training standards for 1981-82.

ALAMEDA COUNTY PROBATION DEPARTMENT
AMADOR COUNTY PROBATION DEPARTMENT
BUTTE COUNTY PROBATION DEPARTMENT
COLUSA COUNTY PROBATION DEPARTMENT
CONTRA COSTA COUNTY PROBATION DEPARTMENT
CONTRA COSTA COUNTY SHERIFF'S DEPARTMENT
DEL NORTE COUNTY PROBATION DEPARTMENT
FRESNO COUNTY PROBATION DEPARTMENT
HUMBOLDT COUNTY PROBATION DEPARTMENT
INYO COUNTY PROBATION DEPARTMENT
LASSEN COUNTY PROBATION DEPARTMENT
LASSEN COUNTY SHERIFF'S DEPARTMENT
MADERA COUNTY DEPARTMENT OF CORRECTIONS
MARIN COUNTY PROBATION DEPARTMENT
MENDOCINO COUNTY SHERIFF'S DEPARTMENT
MERCED COUNTY PROBATION DEPARTMENT
MODOC COUNTY PROBATION DEPARTMENT
MONO COUNTY PROBATION DEPARTMENT
MONTEREY CITY POLICE DEPARTMENT
MONTEREY COUNTY PROBATION DEPARTMENT
PLACER COUNTY PROBATION DEPARTMENT
PLACER COUNTY SHERIFF'S DEPARTMENT
RIVERSIDE COUNTY PROBATION DEPARTMENT
SACRAMENTO COUNTY PROBATION DEPARTMENT
SAN BENITO COUNTY PROBATION DEPARTMENT
SAN BERNARDINO COUNTY PROBATION DEPARTMENT
SAN FRANCISCO ADULT PROBATION DEPARTMENT
SAN FRANCISCO JUVENILE PROBATION DEPARTMENT
SAN FRANCISCO SHERIFF'S DEPARTMENT
SAN MATEO COUNTY PROBATION DEPARTMENT
SAN MATEO COUNTY SHERIFF'S DEPARTMENT
SANTA BARBARA COUNTY PROBATION DEPARTMENT
SANTA BARBARA COUNTY SHERIFF'S DEPARTMENT
SANTA CLARA COUNTY PROBATION DEPARTMENT
SHASTA COUNTY PROBATION DEPARTMENT
SISKIYOU COUNTY PROBATION DEPARTMENT
SISKIYOU COUNTY SHERIFF'S DEPARTMENT
SOLANO COUNTY PROBATION DEPARTMENT
SOLANO COUNTY SHERIFF'S DEPARTMENT
STANISLAUS COUNTY SHERIFF'S DEPARTMENT
SUTTER COUNTY PROBATION DEPARTMENT
TEHAMA COUNTY PROBATION DEPARTMENT
TRINITY COUNTY PROBATION DEPARTMENT
TUOLUMNE COUNTY PROBATION DEPARTMENT
VENTURA COUNTY CORRECTIONS SERVICES AGENCY
YOLO COUNTY PROBATION DEPARTMENT
YOLO COUNTY SHERIFF'S DEPARTMENT
YUBA COUNTY PROBATION DEPARTMENT
YUBA-SUTTER COUNTY JUVENILE HALL

FIGURES AND TABLES

FIGURE I



Figure II
Standards and Training for Corrections Program
Staff Participating in Program
1980/81 through 1983/84

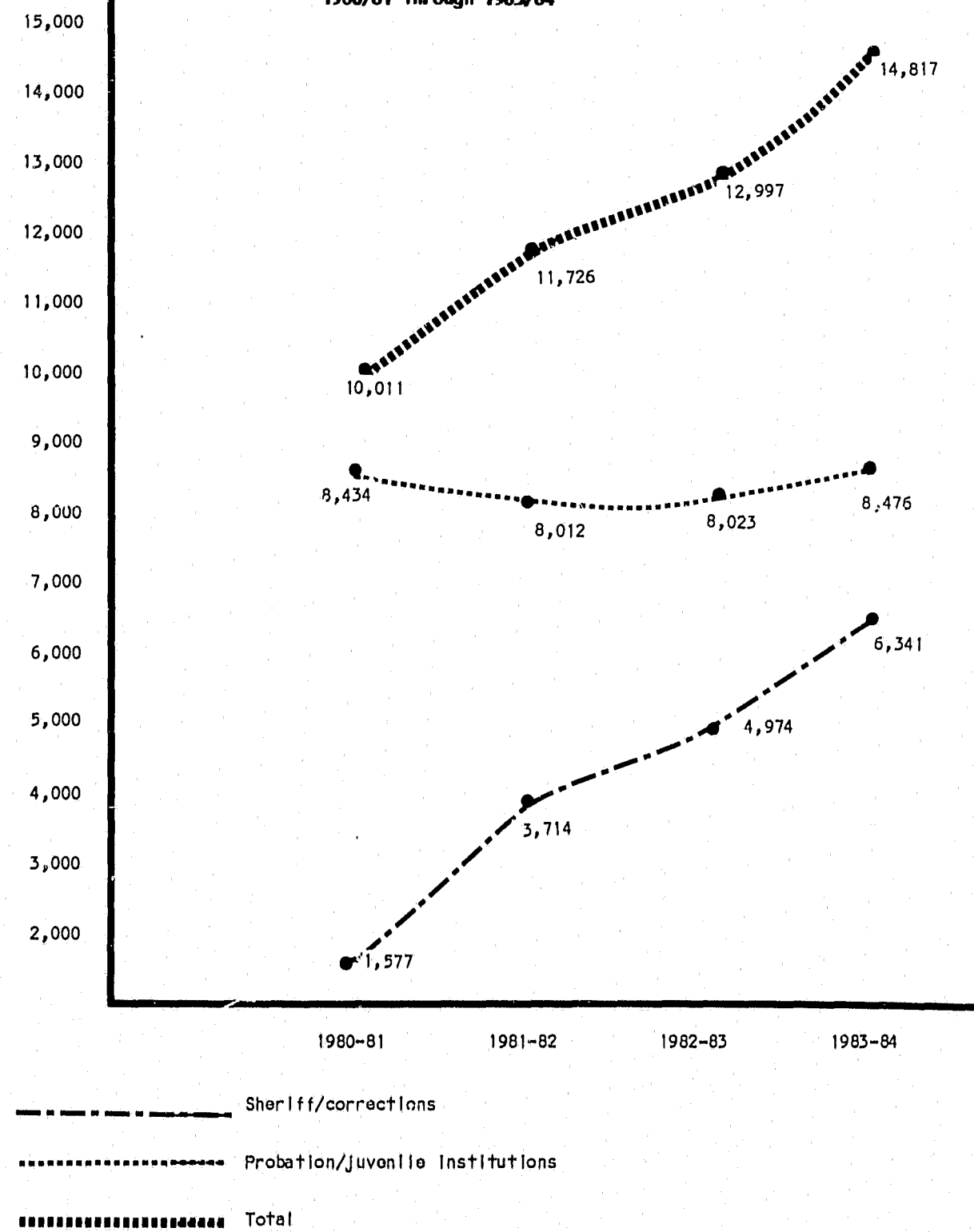
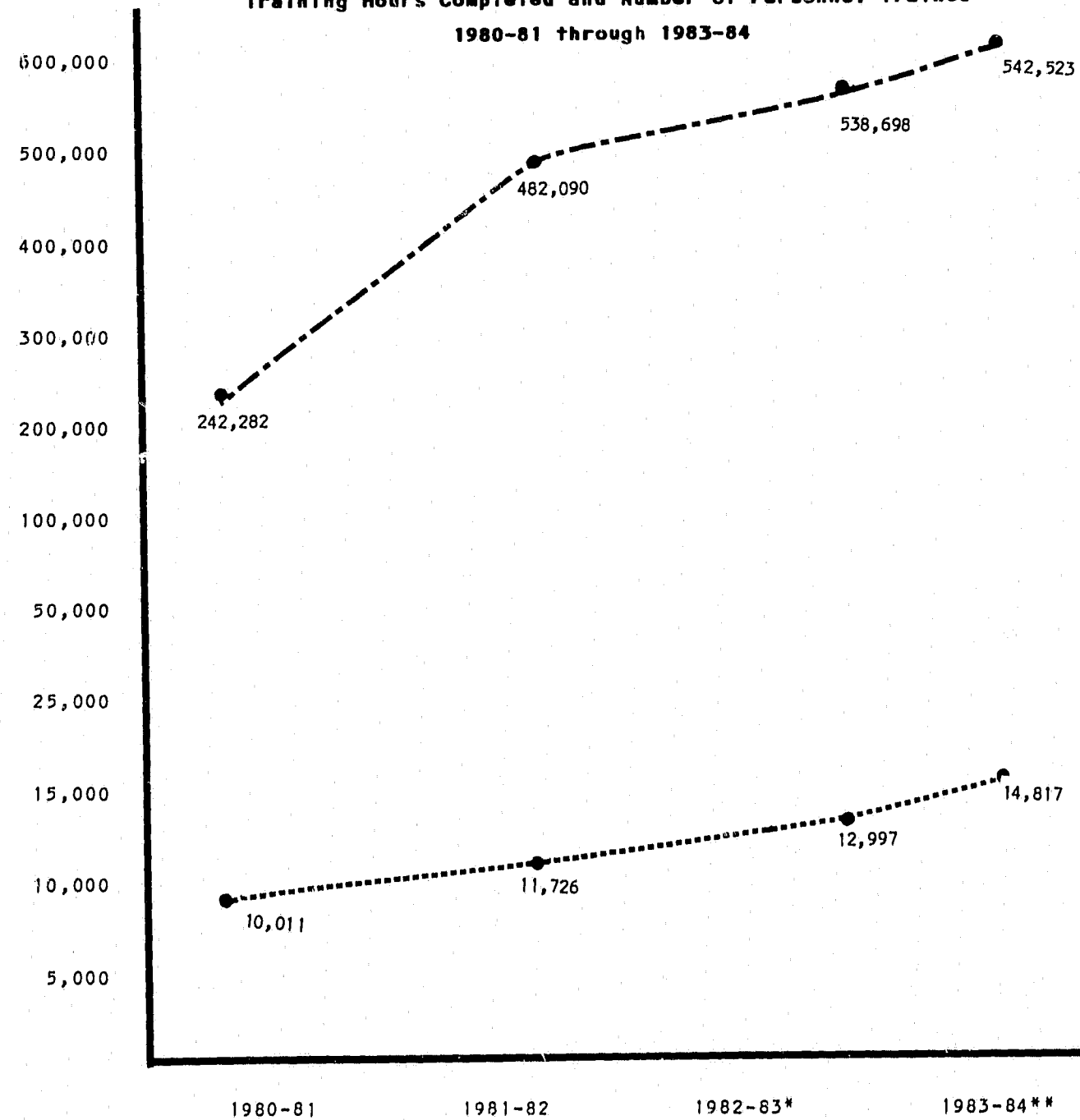


Figure III
Standards and Training for Corrections Program
Training Hours Completed and Number of Personnel Trained
1980-81 through 1983-84



----- Training hours completed
 Number of personnel trained
 * Includes 6 months of projected data
 ** Projected data

TABLE I
STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
BREAKDOWN OF TRAINING BY JOB CLASSIFICATION
FISCAL YEAR 1981-82

ANNUAL TRAINING			
JOB TITLE	NUMBER TRAINED	HOURS OF TRAINING	AVERAGE
Administrator	304	9,861	32.4
Manager	913	18,399.5	20.1
Supervisor	2,045	45,749.25	22.3
Line Personnel Jails/Adult Inst.	5,294	76,427	14.4
Line Personnel Prob/Juv. Inst.	11,634	187,690.75	16.1
TOTAL	20,190	338,127.5	16.7

CORE TRAINING			
JOB TITLE	NUMBER TRAINED	HOURS OF TRAINING	AVERAGE
Manager/Supervisor	209	10,280	49.2
Line Personnel Jails/Adult Inst.	711	45,485	64
Line Personnel Prob/Juv. Inst.	1,591	88,198.75	55.4
TOTAL	2,511	143,963.75	57.3

TABLE II
STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
BREAKDOWN OF TRAINING BY JOB CLASSIFICATION
FISCAL YEAR 1982-83
JULY THROUGH DECEMBER

ANNUAL TRAINING			
JOB TITLE	NUMBER TRAINED	HOURS OF TRAINING	AVERAGE
Administrator	184	3,479	18.9
Manager	530	11,469.5	21.6
Supervisor	1,330	23,698	17.8
Line Personnel Jails/Adult Inst.	2,308	26,310	11.4
Line Personnel Prob/Juv. Inst.	6,623	100,905.5	15.2
TOTAL	10,975	165,682	15.10

CORE TRAINING			
JOB TITLE	NUMBER TRAINED	HOURS OF TRAINING	AVERAGE
Manager/Supervisor	172	6,293	36.6
Line Personnel Jails/Adult Inst.	625	30,350	48.5
Line Personnel Prob/Juv. Inst.	576	27,406	47.5
TOTAL	1,373	64,049	46.60

TABLE III
STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
FISCAL YEAR 1982-83 ELIGIBLE STAFF AND
ALLOCATIONS TO PARTICIPATING DEPARTMENTS

Department	Eligible Staff	Allocation
Alameda Probation	388	177,040
Alpine Probation	7	1,900
Amador Probation	7	1,700
Amador Sheriff	11	4,359
Butte Probation	45	33,194
Butte Sheriff	27	15,422
Calaveras Sheriff	11	4,591
Colusa Probation	7	2,975
C. Costa Probation	272	132,100
C. Costa Sheriff	156	66,300
Del Norte Probation	20	14,830
El Dorado Probation	39	24,101
El Dorado Sheriff	36	28,711
Fort Bragg Police	18	15,644
Fresno Probation	251	117,904
Fresno Sheriff	132	56,100
Humboldt Probation	36	28,076
Humboldt Sheriff	30	24,418
Imperial Probation	62	26,350
Imperial Sheriff	78	29,148
Inyo Probation	7	2,975
Kern Probation	241	124,925
Kings Probation	38	22,687
Kings Sheriff	25	10,572
Lassen Probation	7	7,000
Lassen Sheriff	14	8,941
L.A. Probation	2322	986,850
L.A. Sheriff	1574	668,950

TABLE III (continued)
STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
FISCAL YEAR 1982-83 ELIGIBLE STAFF AND
ALLOCATIONS TO PARTICIPATING DEPARTMENTS

Department	Eligible Staff	Allocation
Madera Probation	29	15,304
Madera Corrections	27	19,219
Marin Probation	97	49,174
Mendocino Probation	23	14,596
Mendocino Sheriff	23	13,837
Merced Probation	41	22,389
Merced Sheriff	40	16,962
Modoc Probation	7	5,515
Mono Probation	9	8,325
Mono Sheriff	11	4,675
Monterey Probation	98	41,451
Monterey Sheriff	88	36,564
Monterey Police	11	4,633
Napa Probation	34	14,450
Napa Corrections	30	12,750
Nevada Probation	27	16,475
Nevada Sheriff	33	22,950
Orange Probation	601	255,152
Orange Sheriff	279	118,575
Placer Probation	41	17,425
Placer Sheriff	47	19,975
Riverside Probation	315	131,482
Riverside Sheriff	189	80,325
Sacramento Prob.	313	132,700
Sacramento Sheriff	215	91,375
San Benito Prob.	7	2,974
S. Bernardino Prob.	338	141,611
S. Bernardino Sher.	194	82,450

TABLE III (continued)
STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
FISCAL YEAR 1982-83 ELIGIBLE STAFF AND
ALLOCATIONS TO PARTICIPATING DEPARTMENTS

Department	Eligible Staff	Allocation
San Diego Probation	646.5	297,043
S.F. Adult Prob.	84	35,700
S.F. Juvenile Hall	106	45,050
S.F. Juv. Probation	95	40,372
S.F. Sheriff	339	143,618
San Joaquin Prob.	110	40,549
S.L.O. Probation	52	29,600
S.L.O. Sheriff	33	14,025
San Mateo Prob.	226	96,050
San Mateo Sheriff	154	65,450
S. Barbara Prob.	143	68,755
S. Barbara Sheriff	88	34,889
S. Clara Probation	364	154,700
S. Clara Sheriff	28	11,900
S. Cruz Probation	55	23,374
S. Cruz Sheriff	81	54,000
Shasta Probation	43.5	31,460
Shasta Sheriff	37	15,300
Sierra Probation	7	1,776
Siskiyou Probation	17	12,767
Siskiyou Sheriff	12	5,439
Solano Probation	94	38,360
Fouts Boy's Ranch	12	5,100
Solano Sheriff	90	38,251
Sonoma Probation	137	71,691
Sonoma Sheriff	61	25,924
Stanislaus Prob.	100	42,691
Stanislaus Sheriff	86	36,550

TABLE III (continued)
STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
FISCAL YEAR 1982-83 ELIGIBLE STAFF AND
ALLOCATIONS TO PARTICIPATING DEPARTMENTS

Department	Eligible Staff	Allocation
Sutter Probation	8	3,400
Tehama Probation	26	15,832
Tehama Sheriff	18	19,653
Trinity Probation	7	2,974
Tulare Probation	86.5	39,231
Tuolumne Probation	7	3,728
Tuolumne Sheriff	15	6,374
Ventura Corr. S.A.	176	74,800
Ventura Sheriff	205	87,125
Yolo Probation	40	25,096
Yolo Sheriff	37	15,591
Yuba Probation	13	5,525
Yuba/Sutter J.H.	12	8,925
Yuba Sheriff	18	7,650
TOTAL	12,997.5	5,827,376

TABLE IV
 STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
 FISCAL YEAR 1983-84 ELIGIBLE STAFF, TRAINING HOURS PROJECTED AND
 ALLOCATIONS TO PARTICIPATING DEPARTMENTS

County	Department	Eligible Staff	Training Hours Projected	Allocation
Alameda	Probation	382	16,800	171,900
Alameda	Sheriff	336	8,064	151,200
Alpine	Probation	7	40	1,700
Amador	Probation	7	280	2,452
Amador	Sheriff	11	200	4,500
Butte	Probation	45	2,192	40,068
Butte	Sheriff	36	1,704	32,649
Calaveras	Sheriff	11	282	5,854
Colusa	Probation	7	160	3,150
Colusa	Sheriff	13	472	8,441
Contra Costa	Probation	272	10,144	122,400
Contra Costa	Sheriff	154	4,264	69,294
Del Norte	Probation	19	760	13,440
El Dorado	Probation	35	2,576	22,553
El Dorado	Sheriff	37	1,456	16,650
Fort Bragg	Police	19	624	17,492
Fresno	Probation	248	8,752	111,600
Fresno	Sheriff	130	4,280	58,500
Glenn	Sheriff	14	504	6,300
Hawthorne	Police	11	208	4,950

TABLE IV (continued)

STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
 FISCAL YEAR 1983-84 ELIGIBLE STAFF, TRAINING HOURS PROJECTED AND
 ALLOCATIONS TO PARTICIPATING DEPARTMENTS

County	Department	Eligible Staff	Training Hours Projected	Allocation
Hermosa Beach	Police	11	560	4,950
Humboldt	Probation	34	1,344	40,266
Humboldt	Sheriff	32	900	30,186
Imperial	Probation	60	2,336	27,000
Imperial	Sheriff	78	1,872	35,100
Inyo	Probation	7	264	3,150
Kern	Probation	253	11,512	113,850
Kern	Sheriff	168	4,032	75,600
Kings	Probation	39	1,552	17,550
Kings	Sheriff	25	712	10,480
Lassen	Probation	7	200	6,860
Lassen	Sheriff	14	392	10,994
Los Angeles	Probation	2,342	82,642	1,053,900
Los Angeles	Sheriff	1,829	43,896	823,050
Madera	Probation	29	984	13,050
Madera	Corrections	42	1,936	18,688
Marin	Probation	91	3,128	40,950
Mendocino	Probation	25	1,180	16,640
Mendocino	Sheriff	32	1,454	23,352
Merced	Probation	44	2,036	19,800

TABLE IV (continued)
 STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
 FISCAL YEAR 1983-84 ELIGIBLE STAFF, TRAINING HOURS PROJECTED AND
 ALLOCATIONS TO PARTICIPATING DEPARTMENTS

County	Department	Eligible Staff	Training Hours Projected	Allocation
Merced	Sheriff	46	1,944	20,580
Modoc	Probation	7	120	2,543
Mono	Probation	9	280	4,050
Mono	Sheriff	19	1,020	11,324
Monterey	Probation	78	2,534	35,100
Monterey	Sheriff	84	2,016	37,800
Monterey	Police	11	136	4,916
Napa	Probation	35	1,640	15,750
Napa	Corrections	28	904	10,210
Nevada	Probation	28	1,184	16,477
Nevada	Sheriff	34	1,039	18,998
Oakland	Police	72	3,704	66,675
Orange	Probation	599	36,250	269,550
Orange	Sheriff	279	10,421	125,550
Placer	Probation	42	1,872	18,900
Placer	Sheriff	51	2,024	37,318
Plumas	Probation	7	184	4,880
Richmond	Police	14	630	6,300
Riverside	Probation	332	14,224	136,437
Riverside	Sheriff	195	6,024	87,750

TABLE IV (continued)
STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
FISCAL YEAR 1983-84 ELIGIBLE STAFF, TRAINING HOURS PROJECTED AND
ALLOCATIONS TO PARTICIPATING DEPARTMENTS

County	Department	Eligible Staff	Training Hours Projected	Allocation
Roseville	Police	11	256	4,950
Sacramento	Probation	313	17,495	125,700
Sacramento	Sheriff	227	5,512	102,150
San Benito	Probation	7	400	3,150
San Benito	Sheriff	11	192	4,936
S. Bernardino	Probation	311	14,356	139,935
S. Bernardino	Sheriff	270	6,816	121,500
San Diego	Probation	682	28,752	306,900
San Diego	Sheriff	374	8,976	168,300
San Francisco	Adult Prob.	84	3,920	37,800
San Francisco	Juvenile Hall	106	6,872	47,700
San Francisco	Juv. Probation	95	4,440	42,750
San Francisco	Sheriff	299	10,312	124,008
San Joaquin	Probation	118	5,808	52,775
San Luis Obispo	Probation	53	3,560	23,850
San Luis Obispo	Sheriff	34	1,080	15,300
San Mateo	Probation	226	9,584	101,700
San Mateo	Sheriff	159	5,000	71,550
Santa Barbara	Probation	142	5,480	63,893
Santa Barbara	Sheriff	91	6,346	40,950

TABLE IV (continued)
 STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
 FISCAL YEAR 1983-84 ELIGIBLE STAFF, TRAINING HOURS PROJECTED AND
 ALLOCATIONS TO PARTICIPATING DEPARTMENTS

County	Department	Eligible Staff	Training Hours Projected	Allocation
Santa Clara	Probation	359	13,264	161,550
Santa Clara	Sheriff	327	8,136	147,150
Santa Cruz	Probation	49	1,736	22,050
Santa Cruz	Sheriff	79	1,944	35,550
Shasta	Probation	43.5	1,584	28,578
Shasta	Sheriff	37	1,032	16,650
Sierra	Probation	7	120	2,040
Siskiyou	Probation	17	608	15,780
Siskiyou	Sheriff	12	450	7,607
Solano	Probation	92	3,788	41,380
Fouts Boy's Ranch	Juvenile Camp	12	488	5,400
Solano	Sheriff	87	2,088	39,150
Sonoma	Probation	137	5,954	61,650
Sonoma	Sheriff	62	3,576	26,093
Stanislaus	Probation	98	3,792	44,100
Stanislaus	Sheriff	98	3,088	44,100
Sutter	Probation	8	320	3,600
Tehama	Probation	27	1,392	16,584
Tehama	Sheriff	18	1,416	19,653
Torrance	Police	18	480	7,986

TABLE IV (continued)
 STANDARDS AND TRAINING FOR CORRECTIONS PROGRAM
 FISCAL YEAR 1983-84 ELIGIBLE STAFF, TRAINING HOURS PROJECTED AND
 ALLOCATIONS TO PARTICIPATING DEPARTMENTS

County	Department	Eligible Staff	Training Hours Projected	Allocation
Trinity	Probation	7	120	3,150
Tulare	Probation	82.5	2,996	37,125
Tulare	Sheriff	67	2,328	30,149
Tulelake	Police	11	120	4,950
Tuolumne	Probation	7	286	4,129
Tuolumne	Sheriff	12	216	5,008
Ventura	CSA	176	9,232	79,200
Ventura	Sheriff	204	7,448	91,800
Yolo	Probation	39	1,576	17,550
Yolo	Sheriff	42	1,144	18,896
Yuba	Probation	13	680	8,726
Yuba/Sutter	Juvenile Hall	12	600	10,597
Yuba	Sheriff	18	520	8,100
TOTAL		14,817	542,523	6,847,445

*For purpose of calculation of available funds, no county is considered to have less than seven staff for probation departments and eleven staff for corrections and sheriff's departments.

END