

**ARTICLE 8. Monitoring of Program Administration and Evaluation**

**§ 315. Purpose of Article.**

This article sets forth the methods and procedures for monitoring and evaluating this program.

NOTE: Authority cited: Section 6035, Penal Code. Reference: Section 6036, Penal Code.

### **§ 317. Records.**

- (a) Each county or city participating in the Standards and Training Program shall maintain records to permit monitoring of the administration of the program. Such records shall include but need not be limited to:
- (1) The names, job classifications, and courses, including the number of hours, attended by eligible staff during the year.
  - (2) Expenditure records of eligible staff attending training covering the following categories.
    - (A) Tuition, fees and expenses paid to training organizations and consultants.
    - (B) Personnel replacement salaries and benefits.
    - (C) Per diem expenses incurred by eligible staff attending training.
    - (D) Travel expenses incurred by eligible staff attending training.
- (b) It is the intent of this section that these requirements not supersede normal county or city accounting procedures, but rather supplement such procedures to permit monitoring.

NOTE: Authority cited: Section 6035, Penal Code. Reference: Section 6036 and 6044, Penal Code.

### **§ 318. Monitoring of Program.**

The Board shall monitor during each fiscal year the administration of the county or city 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.

NOTE: Authority cited: Section 6035, Penal Code. Reference: Section 6036 and 6044, Penal Code.

### **§ 319. Auditing of Records.**

The state reserves the right to audit the total accounting records of counties or cities relating to the administration of the Standards and Training Program. Any improper expenditures disclosed in such audits will be recovered by the state through deductions from future quarterly allocations or repayment by the responsible county or city.

NOTE: Authority cited: Section 6035, Penal Code. Reference: Section 6036 and 6044, Penal Code.

### **§ 320. Program Evaluation.**

- (a) The Board shall evaluate the effectiveness of the Standards and Training of Local Corrections and Probation Officers Program.
- (b) Factors to be considered in evaluation include but are not limited to:
- (1) Cost effectiveness of the training course;
  - (2) Development and maintenance of a file for the collection of job task analysis data;
  - (3) Job relatedness and revalidation of the training courses and standards;
  - (4) Job relatedness and revalidation of the selection standards;
  - (5) Effectiveness of the training courses taken as applied to employee capability or increased competence;
  - (6) Selection and training delivery systems.

NOTE: Authority cited: Section 6035, Penal Code. Reference: Section 6036, and 6044, Penal Code.