



Compliance Monitoring Workbook 2025-2026 FY

Sheriff's Office/Police Department Instructions



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INTRODUCTION

The purpose of this guide is to assist participating agencies in using the new Compliance Monitoring Workbook, developed by the Standards and Training for Corrections (STC) division. This electronic workbook will replace the current list of STC eligible staff that agencies are required to submit for annual compliance monitoring. The agency staff list must be submitted in this Excel workbook. In addition, the agency will still be required to submit a letter signed by the agency administrator, stating that the administrator has reviewed the agency's staff selection and training records and stating either; the agency has met or not met the STC Program standards.

Please note, there is one workbook for Sheriff Departments and Police Departments and a separate workbook for Juvenile/Probation Departments with respective STC classifications.

If you need assistance, please contact your assigned Field Representative.

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I. Agency Requirements

The following column headers (highlighted in blue) are required to be filled out by the agencies Training Managers and/or Training Staff. The cells contain automatic formatting that will change cells and font colors based on the information input. These features will help identify employees who will be checked for core, who did not complete core within one year of hire, who did not complete the required hours for their classification and who are exempt based on hire date.

Please note, all font will start as red and turn black when all requirements are met.

Agency Name (top of the form)

- Input the full agency name (i.e., Alameda County Probation Department)

Employee ID number (optional)

- Input the employee's ID number, if desired.

Last Name, First Name

- Input the employee's name in "Last Name, First Name" format

Department Job Title

- Input the employee's current department job title

Current STC Classification

- Select one of the STC Classification from the drop-down field:
 - ACO
 - Administrator
 - Manager
 - Supervisor
- The font color will default to red. When the "Date Assigned to Current STC Classification" is input, the workbook will determine whether the staff should be reviewed for core or annual.
 - If core, the font will turn black.
 - If annual, the font will remain red until the Hours Completed, M/BH Hours, and CPR Certification fields have met the minimum requirements.

Date Assigned to Current STC Classification

- Input the date the employee was assigned to their current STC Classification
 - This is not necessarily the original hire date; it should be the date the employee was assigned to the current STC Classification (in some cases it will be the hire date but may be a promotion date)
- If this date is between 7/1/2024-6/30/2025 the entire row will turn yellow, indicating the employee should have completed core, and the Field Representative will be checking the core completion date.
- If the date is within the training year, 7/1/2025-6/30/2026, the text in the entire row will be crossed out, indicating this employee as exempt from the sample and will not be checked.
 - This includes staff that completed core early, they will be checked for core completion the next compliance monitoring cycle.
- For any other date, the employee will be labeled as “Annual.”

Hours Completed

- Input the number of annual training hours the employee completed by 6/30/2026
- The cell font will remain red if the hours required are not met.
- The “Hours Completed” is not required for core employees, only annual.
- If the employee did not complete their required minimum training hours, indicate the reason in the “Agency Comments” column.

Core Completion Date (if applicable)

- The core completion date is only required for employees marked as core (if the row is highlighted yellow). **You do not need to complete this for all staff.**
- If the core completion date is more than one year of hire, the cell font will turn red.
 - Indicate the reason core was not completed within one year of hire in the “Agency Comments” column.

M/BH Hours

- Input the number of Mental Health or Behavior Health training hours the employee completed by 6/30/2026.
- The cell will remain red if the required hours are not met

CPR Certification

- Select “Yes” or “No” from the drop-down, regarding the employee having a current CPR certification as of 6/30/2026
- If “No” is selected the cell font will turn red, indicating the requirement has not been met

Agency Comments

- If any requirements are not completed, or core was not completed within one year of hire, enter the reason why. Include dates of leave, if applicable.

II. Automatically Populated Cells

The columns with grey column headers will automatically populate based on the information entered in the other required fields.

- Core or Annual
 - “Annual” will automatically populate if the Date Assigned is on or before 6/30/2024.
 - “Core” will automatically populate if the Date Assigned is between 7/1/2024 to 6/30/2025.
 - If hired 7/1/2025 or later, it will remain blank, as these employees would be considered exempt from the sample.
- Annual Hours Required
 - “Annual Hours Required” will automatically populate based on the STC classification that is selected from the “Current STC Classification” drop-down.
 - If the employee is being checked for core, this field will turn gray, as the most important information is the “Core Completion Date”

III. Field Representative Required Fields

The following column headers (in yellow) will be filled out by the Field Representative once the Compliance Monitoring Workbook has been submitted by the agency.

- Field Representative Name (top of form)
- Monitored Date (top of form)
- In Sample
 - The Field Representative will review the submitted workbook and select a representative sample to review. After selecting, the Field Rep will return the workbook with selected sample to the Training Manager prior to the compliance monitoring visit.
 - If yes is selected by the Field Representative, the line number, “Employee ID (if entered) and Last Name, First Name” cell will turn light blue, indicating that staff will be reviewed.
- Compliance Status
- Mitigating Circumstance
- Prior Year Core
- STC Comments

IV. Compliance Review

Once the Compliance Workbook is submitted, along with the signed compliance letter, the Field Representative will coordinate a meeting to complete their compliance review. The Field Representative will send the workbook with selected sample back to you to prepare training documents. Please have all course rosters, course certificates or any other documentation certified by an agency and/or training representative ready to be reviewed.

For more information, please see section IX. Program Compliance in the Policy and Procedure Manual for Participating Agencies:

https://www.bscc.ca.gov/wp-content/uploads/2025/09/Policy-and-Procedure-for-Participating_Agency_Manual_-March_2025-1.pdf

V. Workbook Columns

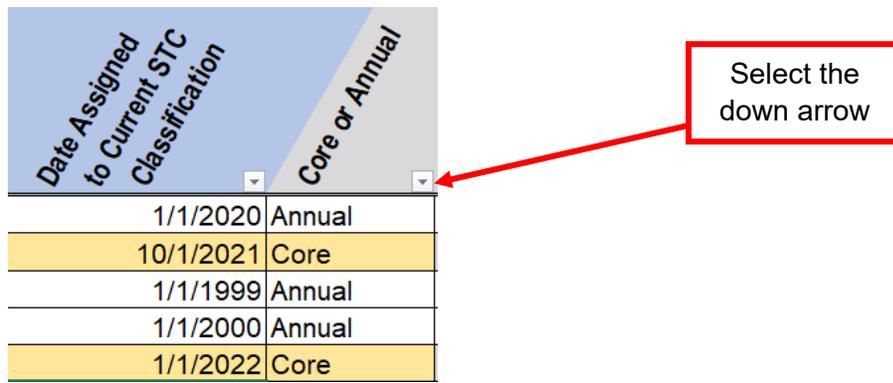
Color/Font Style	Function
Blue Column Header	The agency must fill out
Yellow Column Header	Field Representative must fill out
<p>Red Font</p>	<p>The cells will default to red until other columns are completed.</p> <p>When the “Hours Completed” is less than the “Hours Required”.</p> <p>When “M/BH Hours” are less than the required “M/BH Hours”</p> <p>When “No” for “CPR Certification” is selected</p> <p>Core was not completed within 1 year of “Date Assigned”</p>
Strike-Out Font	New hires (auto) and other exempt employees
Yellow Filled Row	Based on “Date Assigned”, should complete core
Blue Filled Cell	Employee is in the sample

Additional Resource Material

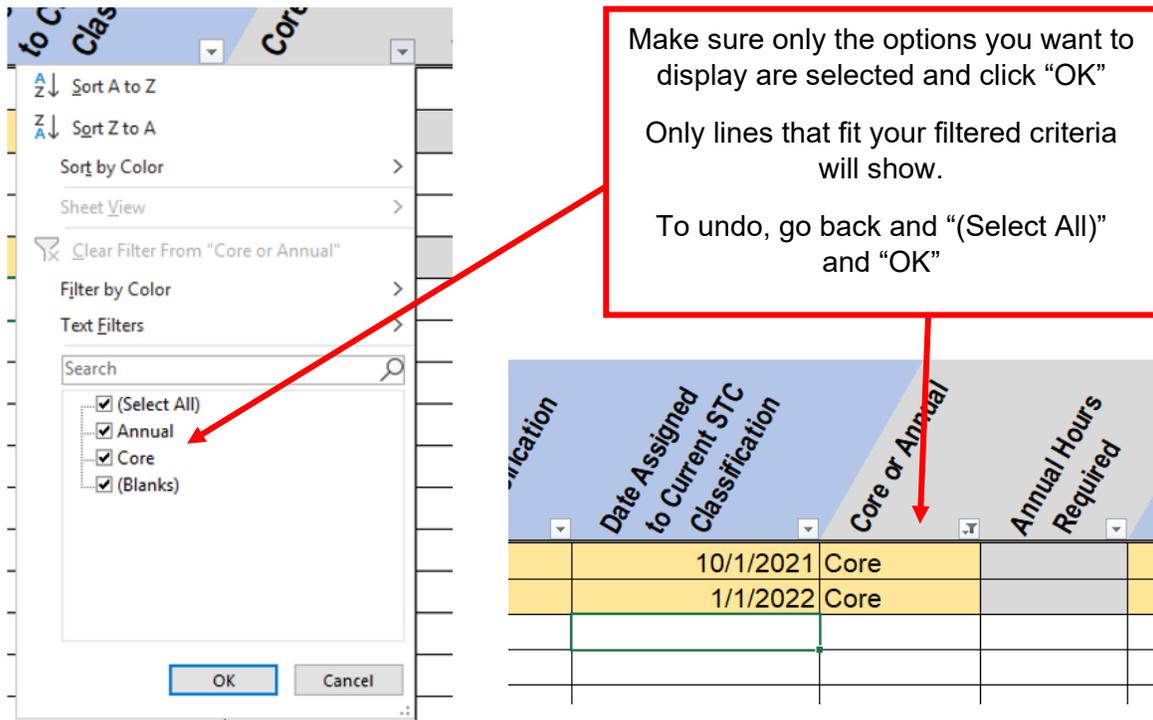
Filtering Columns

Any column on this Workbook can be filtered. Filtering can occur alphabetically, newest to oldest/oldest to newest (date fields only) or by option (for drop down columns). This is important when wanting to see staff filtered by Classification, staff in the sample, by Compliance Status, etc.

1. Click the arrow next to the header of the column you want to filter
2. Select only the options you want to display, or unselect the ones you don't want to show if they are already all selected
3. Click "OK"

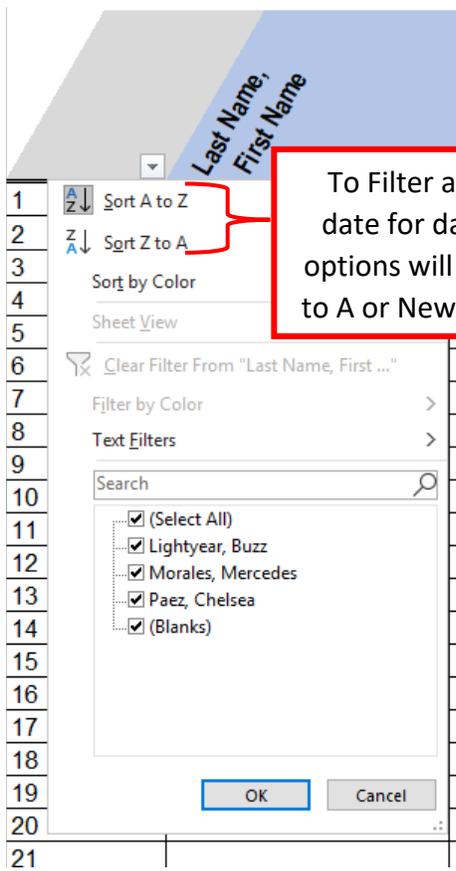


Date Assigned to Current STC Classification	Core or Annual
1/1/2020	Annual
10/1/2021	Core
1/1/1999	Annual
1/1/2000	Annual
1/1/2022	Core

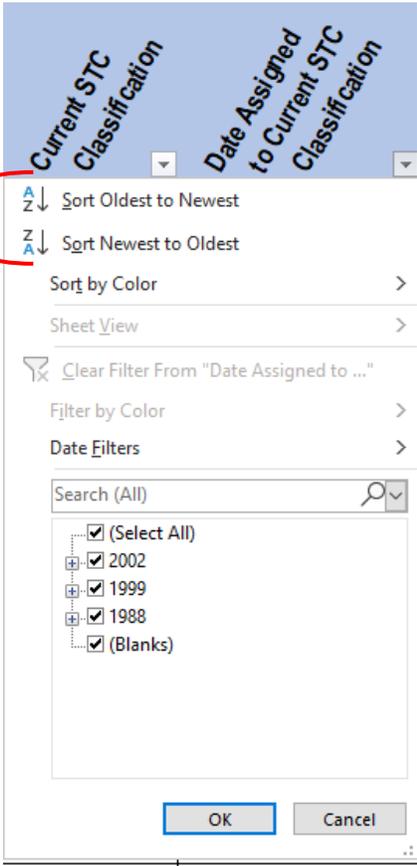


Make sure only the options you want to display are selected and click "OK"
Only lines that fit your filtered criteria will show.
To undo, go back and "(Select All)" and "OK"

Date Assigned to Current STC Classification	Core or Annual	Annual Hours Required
10/1/2021	Core	
1/1/2022	Core	



To Filter alphabetically or by date for date fields, the top 2 options will allow quick A to Z, Z to A or Newest to Oldest, Oldest



Required Training Hours by Classification

CLASSIFICATION	REQ HOURS
ANNUAL TRAINING	
Probation Officer	40
Probation Manager or Administrator	40
Probation Supervisor	40
Juvenile Corrections Officer	24
Juvenile Corrections Manager or Administrator	40
Juvenile Corrections Supervisor	40
Adult Corrections Officer *4 of the 24 hours must be for Mental and Behavioral Health	24*
Adult Corrections Manager or Administrator *4 of the 24 hours must be for Mental and Behavioral Health	24*
Adult Corrections Supervisor *4 of the 24 hours must be for Mental and Behavioral Health	24*
Adult Corrections Supplemental	N/A
CORE HOUR REQUIREMENTS	
Probation Officer	189
Probation Manager or Administrator	80
Probation Supervisor	80
Juvenile Corrections Officer	168
Juvenile Corrections Manager or Administrator	80
Juvenile Corrections Supervisor	80
Adult Corrections Officer	187
Adult Corrections Manager or Administrator	80
Adult Corrections Supervisor	80
Adult Corrections Supplemental	79
TRANSFER ACADEMY HOURS:	
ACO to JCO (OJT)	10
JCO to ACO (OJT)	8
ACO to PO	76
PO to ACO	63
JCO to PO	71
PO to JCO	59
CDCR to ACO	79