

**BOARD OF STATE AND COMMUNITY CORRECTIONS
TITLE 15, DIVISION 1, CHAPTER 1, SUBCHAPTER 1
STANDARDS AND TRAINING OF LOCAL CORRECTIONS
AND PROBATION OFFICERS**

EXPRESS TERMS

§ 231. Certification of Courses.

- (a) The Board may certify courses based upon criteria and procedures established by the Board.
- (b) Criteria for certification include, but are not limited to:
 - (1) A demonstrated need for the course.
 - (2) Demonstrated capability to provide quality instruction based on qualifications of instructors, instructional performance objectives, curriculum standards, and facilities.
 - ~~(3) The cost of providing the instruction as related to the benefits.~~
 - ~~(4)~~ (3) The extent to which eligible staff from any participating county or city may attend the course.
 - ~~(5)~~ (4) The frequency of which the instruction can be provided in relation to the need.
 - ~~(6)~~ (5) The ability to provide the instruction within the State of California.
 - ~~(7)~~ (6) Adherence to fiscal policies and procedures as established by the Board.

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

§ 232. Application for Certification of Course.

- (a) A training provider shall apply for certification of each course according to procedures established by the Board.
- (b) Such application for certification shall be for all or part of the training requirements as determined by the Board.
- (c) The application shall include but not be limited to a synopsis statement of the course, a course outline giving hours of instruction in each topic, performance objectives and standards of achievement, length of course, instruction methodology, and instructor experience and education, ~~and costs associated with delivery.~~

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

§ 299. Allocation and Use of Funds Based on Annual Training Plan.

- (a) Funds allocated to a county or city shall be based on the annual training plan submitted by the county or city and approved by the Board. The allocation of funds shall not exceed the amount eligible to the county or city for the fiscal year. Such funds shall be used for Board certified training. Upon application, the Board may approve use of funds for training needs to meet changing conditions and local needs.
- (b) Funds can be used to pay costs associated with the training such as ~~tuition~~course training costs, per diem, and travel. Travel and per diem expenses shall be paid pursuant to county or city regulations.
An agency may use funds to pay the associated costs of staff who attend training on regularly scheduled time off or who replace employees attending training.
- (c) For part time positions, allocation of funds shall be based on the number of full time equivalent positions which are filled with regular employees working half-time or more.

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

§ 317. Records.

- (a) Each county or city participating in the Standards and Training of Local Corrections and Probation Officers 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~~Course training costs.
 - (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: Sections 6035 and 6036, Penal Code. Reference: Section 6036, 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;~~
 - (21) Development and maintenance of a file for the collection of job task analysis data;
 - (32) Job relatedness and revalidation of the training courses and standards;
 - (43) Job relatedness and revalidation of the selection standards;
 - (54) Effectiveness of the training courses taken as applied to employee capability or increased competence;
 - (65) Selection and training delivery systems.

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