FREQUENTLY ASKED QUESTIONS

TOP 6 FREQUENTLY ASKED QUESTIONS

What happens if core is not completed within one year from the date of hire or promotion?

Answer: Failure to train your staff within the first year may result in an "out of compliance" finding with STC regulations and statues. Further you could possibly expose your agency to liability and failure to train lawsuits.

How can I find new courses instead of repeating the same ones?

Answer: Your Training Needs Assessment for your department will determine what type of training you need to find. If after searching the STC on-line catalog you do not find what you need, you have the opportunity to design a course that will fit the needs of your department. Every participating agency can also be a training provider, using in-house expertise or bringing in outside trainers for your agency.

How Do I become an STC provider and present STC certified courses?

Answer: The intent of the course certification process is to provide high quality, cost-effective, job related training. Certification of a course authorizes the training provider to advertise it as meeting requirements of the STC program.

To receive STC certification, training providers must submit a request for certification (RFC) to STC. To become an STC training provider you must submit an on-line application. The on-line application may be accessed via the website.

What is the STC course certification process?

Answer: The intent of the course certification process is to ensure providers are delivering high quality, cost effective, job related training to STC participating agencies. Certification of a course authorizes the training provider to advertise it as meeting the requirements of the STC program policy and procedures.

A certified course is a formal training program of job-related instruction approved by STC for sheriff, police, probation, and local corrections department's eligible personnel. Course subject matter is relevant to the jobs performed by corrections personnel who work in local jails/adult institutions, probation departments and juvenile institutions.

How can STC Funds be spent?

Answer: STC funds may only be expended on regular request for certification courses that have been reviewed and evaluated for cost effectiveness and job relevancy. Agencies may spend their STC allocation in four categories:

- Replacement costs for posted positions
- Travel
- Per Diem
- Tuition

Agencies may not spend subvention funds on alternative training such as Intensified Format Training (IFT), Work Related Education, Training and Professional Development (WRE), and Special Certification (SC). In addition, agencies may not spend subvention funding on registration.

What if I cannot afford to train my staff?

Answer: Lack of funding does not relieve your agency of the duty to provide training. Courts have found that failure to adequately train officers may form the basis for a civil right claim against your city or county. The decision to eliminate or reduce training, based upon lack of funding, could be seen as deliberate indifference to the rights of others. Your agency could be held accountable in court if a staff's actions are related to poor or non-existent training.

FREQUENTLY ASKED QUESTIONS by CATEGORIES

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__Course Certification__
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__Regional Training Associations__
__Reporting System__
__Selection Standards__
__Training Needs Assessment__
__Working with Training Providers__

__Core Training__

How long do I have to core train my staff?

Answer: Entry level core training shall be completed in the first year of employment per Title 15, Sections 176-182 of the California Code of Regulations. The assignment date is the date of hire or promotion to a specific job classification. The core training must be completed on or before the one year date of hire.

When should the core course be taken?

Answer: All STC Core Courses are designed to be pre-service. While this may not be practical for all agencies, core courses should be scheduled and completed as soon as possible and must be completed within the first year of employment.

What happens if core is not completed within the one year?

Answer: Failure to train your staff within the first year may result in an "out of compliance" finding with STC regulations and statues. Further, you could possibly expose your agency to liability and failure to train lawsuits.

I was a Correctional Officer for the State of California (or other state) do I have to complete the STC Core Course?

Answer: Yes. The STC Core Courses are specifically designed for local corrections and were built upon a job task analysis for each job classification.

Can I put myself through a core course?

Answer: Yes. Several core providers across the state allow self-sponsored students. Self-sponsored students are those who are not currently hired by an agency and have chosen to attend the core course on their own. STC maintains a list of current courses that have openings and allow self-sponsored students on our website.

COURSE CERTIFICATION

What is the STC course certification process?

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What is a Request for Certification (RFC)?

Answer: An RFC (also known as a regularly certified course) is an application process where an agency or a private provider can submit a course in order to have it "STC Certified." The application consists of performance objectives, a course outline, instructor resumes, course summaries. It is highly recommended that agencies contact their assigned Field Representative to schedule an on-site demonstration and explanation of the STC Learning Portal.

What kind of information do I need for the instructor information page on the RFC?

Answer: It is essential that the instructor information page thoroughly describes the education, experience, training, and background of instructors in all subject areas that the instructor will be responsible for in the classroom setting. Once in the instructor profile, look for the "Certification" box and click "Edit" list all of the instructors special certifications. The expiration date of an instructor certification should be entered, if appropriate. Special Certification includes the Chemical Agents Instructor Course, Firearms Instructor Course, Defensive Tactics Instructor Course, and First Aid/CPR Instructor Course, etc. An instructor teaching in one of these high liability courses must attend a POST-approved instructor course or one that mirrors the content. This is usually the case in a First Aid or CPR instructor training. The bottom portion of the form allows for a narrative of the instructor's background and qualifications. The instructor page is closely review by STC Field Representatives to ensure it has the necessary information prior to course approval.

FINDING TRAINING

What can I do to find training that is appropriate for management?

Answer: In addition to designing a course to fit your specific needs, there may be conferences offered throughout California that are geared towards leadership and management (i.e., Training Managers Seminar, Keys, Solutions, NIC). If the conference is not STC certified, consider having your administration and management attendees complete a Work-Related Education (WRE) application to authorize STC credit for their attendance and participation.

How can I find new courses instead of repeating the same ones?

Answer: Your Training Needs Assessment for your department will determine what type of training you need to find. If after searching the STC on-line catalog you do not find what you need, you have the opportunity to design a course that will fit the needs of your department. Every participating agency can also be a training provider, using in-house expertise or bringing in outside trainers for your agency. You may also consider working with a private provider, to have them design a course for you.

The training listed in the STC catalog does not seem relevant to our department. How can I find agency specific training?

Answer: One of the best ways to ensure department relevancy is to develop your own training with your own department expertise. Most agencies can develop courses using in house expertise. Regionalizing efforts can help capitalize on different expertise in the region and maximize training opportunities.

Most providers will work to tailor their courses to meet your agencies needs or policy. The other option is to develop your own course by sending staff out for training in that topic. STC also provides instructor development training.

What is the STC course catalog and how do I access it?

Answer: The STC course catalog is a listing of all currently certified STC courses in the state. A query can be run based upon location, topic, provider, etc. Please note that every course in the catalog does not have a scheduled presentation date. The course contact is provided so contact can be made with the provider in order to verify if a particular course has been scheduled.

What is the STC course calendar and how do I access it?

Answer: The STC course calendar is on line, in real time with current courses and scheduled dates. It is a helpful tool when looking for a particular course, including core courses. A query can be run by subject, date, location, and provider among other variables. It is imperative to contact the provider once a course has been selected to ascertain if the class has openings.

FUNDING

What is STC funding?

Answer: STC funding is money from the State's General Fund. It is allocated to local corrections departments to help offset a portion of the cost of training. This is only a subvention for training costs. It is not intended to fully cover all agency training costs.

How can STC funds be spent?

Answer: STC funds may only be expended on regular request for certification courses that have been reviewed and evaluated for cost effectiveness and job relevancy. Agencies may spend their STC allocation in four categories:

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REGIONAL TRAINING ASSOCIATIONS

What are regional training associations?

Answer: There are five regional training associations in the STC program. The regional training associations are determined by geographical location. Regional training associations consist of training managers who are responsible for their agency training programs. Your Field Representative will ensure you get on the mailing list for your respective region.

What assistance can regional training associations give me?

Answer: The purpose of the associations are to network and share training-related information, provide a means of identifying problems or concerns which surface in the administration of training programs used by member agencies, and strengthen the professional role of corrections training managers by improving techniques and disseminating information and knowledge concerning corrections training. Further, a representative from the BSCC is always present to give you the most up-to-date information available concerning STC issues.

REPORTING SYSTEM

What is an Annual Training Plan?

Answer: Due by April 15th, an ATP is a contract which enters an agency into the STC Program. The ATP enables an agency to calculate the minimum training requirement and the amount of subvention funding they are eligible to receive. In exchange for this funding, agencies agree to follow program regulations, policies, and procedures of the STC Program.

What kind of information do I need to complete the ATP?

Answer: You need to enter the number of STC eligible budgeted positions. You will also need to identify how many of your STC eligible staff will be attending core training (entry-level training) and annual training (journey-level training). Further discussion with your STC Field Representative will assist in this effort.

You will need to print out the assurance statement and obtain the signature of your Agency Administrator (Chief Probation Officer, Sheriff, or Police Chief) and send the original to the Board of State and Community Corrections making a copy for your files. This is to affirm the agency's decision to participate in the STC Program.

What is a Modified ATP?

Answer: A modified ATP allows your agency to modify the number of budgeted positions after the original submission of the ATP on April 15th. More than one modified ATP can be submitted if an agency's budgeted positions change.

What is a Quarterly Report? (Not mandatory unless requested by your Field Representative)

Answer: The Quarterly Report documents the training completed by your STC eligible staff and the STC funds received and spent by your agency during the reporting quarter. This allows your Field Representative to assess how training is progressing. On the Quarterly Report your agency will report expenditures in the four budget categories. The four budget categories include: replacement costs, tuition, travel, and per diem. The due dates of the quarterly reports are November 15th, February 15th, May 15th and August 15th.

How do I report something that I inadvertently left out of my quarterly report that was already approved by my Field Representative?

Answer: Once a quarterly report is approved, there is no mechanism to modify it. You can simply add the information on your next quarterly report that is submitted. Quarterly reports are "progress reports" and are not subject to state audits.

What is an Annual Financial Statement (AFS)?

Answer: The AFS, which is due on September 30, is the cumulative expenses of the entire training year (July 1 through June 30). Expenses are reported in the four budget categories as on the quarterly report. This document must be accurate as it can be audited by the State Controller's Office. Signatures from both your Chief Administrator as well as the Disbursement Coordinator are required on the assurance statement. This form must be sent to the BSCC with original signatures.

Should all training expenses for the fiscal year be reported on the AFS?

     Answer: Only report expenses up to the amount allocated to your agency for that particular fiscal year. Local expenses should not be reported on the AFS.

What is the purpose of a Training Needs Assessment?

     Answer: To assess the gap between desired performance and actual performance, to determine whether staff are performing as they should be. It aids in the identification of the underlying causes of employee performance issues. To identify the nature and content of the training program, if applicable by generating recommendations for training and development.

SELECTION STANDARDS

What are STC standards?

     Answer: Standards are regulations adopted by a state regulatory agency to implement, interpret, or make specific the law enforced or administered by it. Standards legally adopted and filed with the Secretary of State can have the force of law.

Where do the STC selection standards come from?

     Answer: The Penal Code, Sections 6024 through 6036 contains the enabling authority for the STC program. Title 15, California Code of Regulations (CCR), Section 100-358 contains the STC program regulations. The Board of State and Community Corrections (BSCC) periodically reviews and revises the STC program regulations. An Executive Steering Committee, comprised of local corrections professionals and assisted by task force groups of subject matter experts, maintains and updates these efforts. Thousands of local corrections professionals have been key resources in maintaining these standards.

Is there an STC selection exam?

     Answer: Yes. The Board of State and Community Corrections has developed validated selection examinations for the positions of entry-level Adult Corrections Officer, Juvenile Corrections Officer and Probation Officer and ACO's in MCCF's. There is a separate exam for each position. The exams are made available to STC Program participating agencies through Cooperative Personnel Services. Each test takes approximately two (2) hours and consists of multiple choice questions related to the knowledge, skills, abilities and other characteristics necessary for an applicant to possess prior to employment.

These exams have been developed based on a comprehensive statewide job analysis, and an extensive validation process conducted in accordance with federal and state employment law. STC ensures the exams are in compliance with professional standards for this type of research.

Can my agency use an alternative written selection examination?

Answer: Yes. Participating departments may choose an alternative written examination providing the following conditions are met:
a. The examination must measure the knowledge, skills, abilities, and other characteristics identified by the Board of State and Community Corrections as essential for successful job performance.
b. Participating departments must validate the examination tests for the knowledge, skills, abilities, and other personal characteristics.
c. Participating departments must verify that the examination meets the fairness doctrines of the Uniform Guidelines on Employee Selection Procedures (UGESP).
d. Participating departments must establish a score within a range that is consistent with local decisions.

NOTE: The BSCC will not review the alternative examination for validity, fairness and adverse impact, or defend any challenges to the selected alternative examination.

How does STC decide on the cutoff score for the selection examination?

Answer: The decision of which cutoff score to use rests with the local participating department. The cutoff score can vary from one test administration to another depending on the size of the candidate pool and local needs. Each test has a recommended range of cutoff scores that the hiring agency should review. Setting a cutoff score below the recommended point may result in less than satisfactory applicants. Setting it too high may result in unfair hiring practices. Please contact the STC selection manager for specific questions regarding the cutoff score.

Can my agency retest candidates who fail the examination?

Answer: The standards for entry probation officer positions, entry juvenile corrections officer positions, and entry adult corrections officer positions shall include but not be limited to the following:

1. Basic abilities and other characteristics important for successful job performance as demonstrated by passing the BSCC written examination. An alternative examination may be substituted pursuant to Section 132.
2. Competence in oral communication as demonstrated in an interview.
3. Past behavior compatible to job requirements as demonstrated by a background investigation.
4. Competence in the knowledge, skills and abilities necessary for entry-level job performance, as demonstrated by successful completion of the required core curriculum.
5. Competence in the performance of entry-level duties as demonstrated by successful completion of the probationary period.
6. The ability to perform the essential job functions of the position as demonstrated by meeting the BSCC current guidelines for Vision, Hearing, and Medical Screening.
7. A minimum of 18 years of age prior to appointment.

Can my agency expand upon the BSCC selection standards?

Answer: Yes. If an agency chooses to exceed the minimum standards, the agency is responsible for validation and defensibility of the additional standards

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TRAINING NEEDS ASSESSMENT

What is a training needs assessment?

Answer: An examination of the existing need for training within an organization. It is a way to measure what knowledge, skills, and abilities employees have, what they need, and how to deliver the right training at the right time. And, it allows an agency to clearly identify the causes of performance issues and place limited resources directly where they are needed

What is the purpose of a training needs assessment?

Answer: To assess the gap between desired performance and actual performance, to determine whether staff are performing as they should be. It aids in the identification of the underlying causes of employee performance issues. To identify the nature and content of the training program, if applicable by generating recommendations for training and development

WORKING WITH TRAINING PROVIDERS

How do I become an STC provider and present STC certified courses?

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How should I select a private provider?

Answer: First, initiate direct contact with the providers in person or by phone. Then find out more about them. You can monitor a training session delivered by the provider and contact other agencies that have previously used the provider for their training. If needed, ask the provider to tailor their training to the specific needs of the agency and invite the provider to submit a training bid.

I need to cancel an STC course, how do I do it?

Answer: Providers may cancel a scheduled course for various reasons (e.g., low enrollment). If the course is to be canceled, but already has registered participants, the provider must notify STC and all agencies with registered participants of the cancellation at least 10 calendar days before the first scheduled day of the course.

STC encourages training providers and agencies to build working relationships that foster effective communication to minimize provider or agency cancellations.

You may access more information by visiting our STC Programs and Services page at:

http://www.bscc.ca.gov/s_stcformsmanualsandresources.php

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