

Title 15. Crime Prevention and Corrections

Division 8. California Correctional Training and Rehabilitation Authority

**Chapter 1. Rules and Regulations of California Correctional Training and
Rehabilitation Authority**

Article 1. Scope of Authority

CALCTRA proposes to amend:

§ 8000. Definitions.

The following definitions apply to Articles 1, 3 and 6:

“Background Clearance” is a process CALCTRA uses to obtain an applicant's criminal history record from the California Department of Justice after an applicant provides their fingerprints. ~~A criminal history is obtained from the Department of Justice after an individual provides their fingerprints.~~

“Board” is the Correctional Training and Rehabilitation Board.

“CALCTRA” **[No Change]**

“CALCTRA Program” is a CALCTRA ~~work (includes training and education)~~ program for incarcerated individuals which includes work and occupational training and vocational education. CALCTRA ~~P~~programs teach incarcerated individuals trades and employable skill sets including occupational skills and effective work habits ~~education and life skills.~~

“CDCR” **[No Change]**

“CTRB” **[No Change]**

“Certificate of Attendance and Participation” (CAP) is a certificate of educational completion that may be awarded to eligible incarcerated individuals in the CDCR Developmental Disability Program (DDP) with severe cognitive disabilities who have not

made educationally expected progress on formative, summative, and standardized educational assessments pertaining to their enrolled classes. The CAP is not an academic credential. For purposes of work and program assignments within the department, it validates that the incarcerated individual in the DDP has satisfactorily completed a prescribed high school alternative course of study for employment applications, Department of Rehabilitation services, and graduation participation. This certificate is issued by the California Department of Corrections and Rehabilitation (CDCR) Developmentally Disabled Program (DDP) for inmate students with severe cognitive disability to document completion of a prescribed high school alternative course of study for employment applications, Department of Rehabilitation (DOR) services, and graduation participation. The CAP is issued by CDCR through its Office of Correctional Education (OCE).

“Compensation” is payment to an incarcerated worker with a graduated pay schedule based on the quality and quantity of work performed and the skill required of the incarcerated worker.

“Controlled Substance” **[No Change]**

“Correctional Training and Rehabilitation Revolving Fund” is the fund used to meet the expenses necessary in the purchasing of materials and equipment, salaries, construction, and cost of administration of CALCTRA programs, as described in Penal Code Section 2806.

“Director” **[No Change]**

“Disability” means a physical, mental, cognitive, or developmental condition that impairs or limits one or more major life activities of a person. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, writing, communicating, interacting with

others, working, and the operation of a major bodily function, including but not limited to digestive, bowel, and bladder control.

“Drug” [No Change]

“Employee” is a person ~~hired~~ appointed by CALCTRA or the CTRB to a state civil service, career executive assignment, or exempt position (Government Code Section 18500 *et. seq.*). The definition of “employee” includes the Director and. ~~The term employee does not include incarcerated individuals.~~

“Enterprise” is a CALCTRA operation, including ~~and~~ but not limited to, manufacturing, facility maintenance, technology, construction, food production, and agriculture.

~~“External Accreditation Certificate” is a certificate issued by an accredited external organization that is under contract with CALPIA to train incarcerated individuals to certain standards and then certify that the incarcerated individuals are competent in a specific skill set.~~

~~“Family Member” is a person related to another person through kinship, marriage, adoption, foster relationship, registered domestic partnership, or civil union.~~

“Health or and Safety Complaint” is a written ~~allegation~~ complaint made by a CALCTRA incarcerated individual-worker regarding unhealthfully or unsafe conditions or hazards in the environment at their place of employment.

“Immediate Family Member” legal spouse; registered domestic partner, natural parents; adoptive parents, if the adoption occurred and a family relationship existed prior to the incarcerated person's incarceration; step-parents or foster parents; grandparents; natural, step, or foster brothers or sisters; the incarcerated person's natural and adoptive children; grandchildren; and legal stepchildren of the incarcerated person. Aunts, uncles and cousins are not immediate family members unless a verified foster relationship exists.

~~“Incarcerated Individual Allocation” is the current number of incarcerated workers needed in a specific enterprise to maintain adequate production levels to that support the volume of sales orders and service contracts.~~

“Incarcerated Individual Candidate Pool” **[No Change]**

~~“Incarcerated individual compensation” is payment to an incarcerated individual worker with a graduated pay schedule based on the quality and quantity of work performed and the skill required of the incarcerated individual worker.~~

“Incarcerated Individual Workforce Allocation” is the current number of incarcerated workers needed to maintain adequate production levels that support an enterprise’s volume of sales orders and service contracts.

“Institution” **[No Change]**

“Intoxicant” is a substance, other than a controlled substance or drug, that intoxicates; i.e., (i.e. that diminishes an individual's working abilities from those of a sober individual). Intoxicants include, but are not limited to, toluene, paint thinner, fingernail polish, lacquer, gasoline, and kerosene.

~~“Learning Disability” means a broad range of cognitive deficits. Under the Americans with Disabilities Act of 1990 (ADA) definition, individuals with learning disabilities may have difficulty in one or more of the following: listening, speaking, reading, writing, spelling, and mathematics. They may have problems in reasoning, remembering, organizing, managing time, and social skills. Specific learning disabilities are not the same as learning problems that result from cognitive impairment, visual impairment, hearing impairment, or emotional disturbance.~~

“Local CALCTRA Safety Committee” is a group of CALCTRA employees, supervisors, and incarcerated individuals established at designated institutions who review health

and safety complaints and issue corrective actions, dismissal notices, and referral notices.

“Prescription” **[No Change]**

~~“Test of Adult Basic Education (TABE)” is a test designed to assess reading, mathematics, language, and spelling skills. It also assesses basic skills in work-related contexts.~~

“Transient Population” **[No Change]**

~~“Unauthorized Electronic Communication Device” is a device not issued by the State of California and not labeled with an “Authorized for State Use” sticker. Unauthorized electronic communication devices include, but are not limited to, cell phones, computers, hybrid cellular/Internet/wireless devices, personal digital assistants (PDAs), cameras, video recorders, fax machines, and pagers, including components and parts of devices.~~ “Unauthorized Cell Phone” is a traditional cell phone, smart phone, smart watch, or wearable technology with independent cellular service that has not been authorized by CALCTRA for use on institutional grounds. A cell phone is considered authorized when it is registered and approved according to the CALCTRA staff cell phone use policy.

“Under the Influence” **[No Change]**

“Workplace” is any location, physical or virtual, where employees perform work or work-related activities on behalf of CALCTRA, including CALCTRA premises such as a CDCR institution, office, warehouse, enterprise, or showroom, as well as off-site locations, remote work environments, and employer-sponsored events ~~office, warehouse, enterprise, or the showroom under the authority of CALCTRA, regardless of location.~~

NOTE: Authority cited: Sections 2801 and 2809, Penal Code. Reference: Sections 2800, 2801, 2803, 2805, 2806, 2807, 2808, 2809 and 2811, Penal Code; and Sections 6303 and 6304.3, Labor Code.

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Division 8. California Correctional Training and Rehabilitation Authority

**Chapter 1. Rules and Regulations of California Correctional Training and
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**Article 3. CALCTRA Incarcerated Individual Work, Training, and Vocational
Education**

**8004.1. CALCTRA Incarcerated ~~Individuals~~ Worker Hiring Standards and
Requirements.**

(a) CALCTRA must fill vacant ~~job~~work/training positions based on the following standards:

(1) Skill level as evidenced by the incarcerated individual's technical expertise, ability, and knowledge.

(2) Behavior and relationships with others as evidenced by the incarcerated individual's ability to work with staff and others in authority-figures, work/training supervisors, and other incarcerated individuals.

(3) Attitude and adaptability as evidenced by the incarcerated individual's willingness to learn, and take directions, ~~and orders~~.

(4) Work/training habits as evidenced by the incarcerated individual's punctuality, dependability, care of equipment, and safety practices.

(5) **[No Change]**

~~(6) Ethnic Balance. Ethnic balance is achieved by assigning identified ethnicities for CALCTRA work/training positions in proportion to those represented within the incarcerated individual yards at the institution.~~

~~(b) Incarcerated individuals must meet a minimum intake requirement of two years and a maximum of five years from their earliest possible release date (EPRD), on the date of application for all CALCTRA assignments or apprenticeship/training positions.~~

~~(c) On the date of application, incarcerated individuals assigned from the following locations may utilize an alternate intake requirement of a minimum of two months and a maximum of 60 months from their earliest EPRD:~~

~~(1) Reception Centers with a temporary or transient incarcerated individual population resulting in incarcerated individual worker unavailability.~~

~~(2) Institutions with a Level 1 incarcerated individual population.~~

(db) Incarcerated individuals must meet the minimum qualifications to perform the essential job functions.

(ec) Incarcerated individuals with qualified learning disabilities under the Americans with Disabilities Act of 1990 (ADA), as defined in section 8000 and who have complied with CCR, Title 15, Division 3, Section 3085, may be accommodated with an exemption to 8004.1(d) unless the accommodation would result in financial or administrative burden, or unsafe working conditions for CALCTRA.

(fd) Prior to using any of the above alternate intake requirements, a written waiver of authorization must be obtained annually by the Warden at each institution/facility from the CALCTRA Director in coordination with the CALCTRA Administrator/Lead Manager at each specific enterprise.

~~(g) Within two years of initial CALCTRA assignment, CALCTRA incarcerated workers must complete a General Education Diploma (GED), high school diploma, or Certificate of Attendance and Participation (CAP) unless that is not feasible due to disabling conditions documented in the incarcerated individual's C-File, in which case the~~

~~incarcerated worker must be concurrently enrolled in classes to obtain a GED, high school diploma, or CAP while in a work assignment with CALCTRA.~~

~~(h) CALCTRA incarcerated workers must remain in their current skill level, as specified in Section 8006(d)(1), while completing a GED or high school diploma and must not be allowed to promote to a higher pay skill level until this educational requirement is satisfied.~~

Note: Authority cited: Sections 2801 and 2808, Penal Code. Reference: Sections 2801 and 2805, Penal Code; Americans With Disabilities Act, Public Law 101-336, July 26, 1990, 104 Stat. 327; and Section 35.130, Title 28, Code of Federal Regulations.

§8004.2. Recruitment and Appointment Process.

(a) **[No Change]**

(b) Incarcerated individuals must obtain and complete the Worker Application and Intake form, (IEP-F002/IEP-F003 (1/26/23~~6~~, Rev. R~~S~~)), hereby incorporated by reference, to apply for a CALCTRA work/training position. This form may be obtained from CALCTRA staff throughout institutions with CALCTRA enterprises.

(c) **[No Change]**

(d) **[No Change]**

(e) **[No Change]**

(f) **[No Change]**

(1) **[No Change]**

(2) **[No Change]**

(3) **[No Change]:**

(A) **[No Change]**

(B) **[No Change]**

(C) **[No Change]**

(4) Submit a final list of eligible incarcerated individual applicants on the ~~Offender~~
Incarcerated Worker Job Change Request Form (Form SOMS-F001
(~~3/26/2016~~10/20/25, Rev. C)), hereby incorporated by reference, to the institution's
~~Inmate~~ Incarcerated Assignment Office.

NOTE: Authority cited: Sections 2801 and 2808, Penal Code. Reference: Sections 2801 and 2805, Penal Code.

~~§ 8007. CALCTRA Incarcerated Individual Appeals.~~

~~Unless otherwise stated in these regulations, CALCTRA incarcerated workers are to utilize the regular appeal process which provides a remedy for incarcerated individuals with identified grievances, in accordance with Title 15, Division 3, Chapter 1, Article 8, of the California Code of Regulations (CCR).~~

Authority: Sections 2801 and 2808, Penal Code.

Reference: Section 2801, Penal Code.

8008. ~~CALCTRA Incarcerated Worker Health ~~or~~and Safety Complaints.~~

(a) ~~A health or safety complaint, as defined in Section 8000, must not be submitted using the regular appeal process, Title 15, Division 3, Chapter 1, Article 8 of the CCR.~~

~~(b) Any urgent health ~~or~~and safety situation ~~hazard~~ in the environment requiring immediate response ~~should~~ must be reported to any CALCTRA Superintendent or direct supervisor at an institution or Central Office Manager ~~staff~~ upon the incarcerated individual's initial discovery of the ~~situation~~ hazard. A written health ~~or~~and safety complaint should not be used by incarcerated ~~individuals~~ workers as a substitute for verbally ~~or otherwise~~ informing a CALCTRA Superintendent or direct supervisor at an institution or Central Office Manager ~~staff~~ of any urgent ~~situation~~ health and safety hazard.~~

~~(c) CALCTRA ~~incarcerated individuals~~ workers who identify ~~alleging~~ a health ~~or~~and safety hazard ~~exists~~ in a correctional prison industry operation must submit a written complaint, pursuant according to Labor Code Section 6304.3(b) the California Occupational Safety and Health (Cal/OSHA) regulations, CCR, Title 8, Section 344.40. ~~The written complaint must be deposited in a readily accessible complaint box or by the complainant personally presenting the written complaint to any CALCTRA staff member.~~~~

(1) Incarcerated workers must complete Section I of the Report of Health and Safety Hazard form (HSU-F001) (Rev. 08/22/25), hereby incorporated by reference, which may be obtained from the institution's library, CALCTRA Superintendents or direct supervisors at an institution, and Central Office Managers.

(2) A completed Report of Health and Safety Hazard (HSU-F001) must be given to a CALCTRA Superintendent or direct supervisor at an institution, Central Office Manager, or deposited in a local suggestion box.

~~(dc)~~ Any CALCTRA ~~staff member~~ Superintendent or direct supervisor at an institution or Central Office Manager who receives a written health ~~or~~ and safety complaint must complete Section II of the Report of Health and Safety Hazard (HSU-F001), investigate the hazard, and recommend an appropriate action to the local CALCTRA Safety Committee within 5 calendar days of the complaint being filed ~~personally present the complaint to a member of the local CALCTRA Safety Committee. A written complaint is considered filed when placed in a local suggestion box or when given to a CALCTRA Superintendent or direct supervisor at an institution or Central Office Manager.~~

(d) If the CALCTRA Superintendent or direct supervisor at an institution or Central Office Manager is unable to recommend an appropriate action on the complaint within 5 calendar days of the complaint being filed, the complaint must be forwarded to the local CALCTRA Safety Committee within 5 days of the complaint being filed.

(e) The local CALCTRA Safety Committee must review and ~~respond~~ take one of the following actions on ~~to~~ the complaint within 15 calendar days of ~~its filing the complaint being filed: Any action taken by the Committee must be in accordance with CCR, Title 8, Section 344.42.~~

(1) Notice of Correction. The local CALCTRA Safety Committee must:

(A) Include in the Notice the specific corrective action or actions to be taken and an abatement date; and

(B) Ensure the Notice is served to the CALCTRA employee having supervisory responsibility over the unsafe or unhealthy condition, the local Correctional Training Administrator or, if none, the Assistant Deputy Director over the CALCTRA enterprise, and the incarcerated worker who made the complaint, if known; and

(C) Ensure that a copy of the Notice is posted at a location where incarcerated workers and CALCTRA employees exposed to the unsafe or

unhealthy condition will be likely to see it. The Notice must be posted for 15 calendar days or until the condition is corrected, whichever is longer.

(2) Dismissal of Complaint. The local CALCTRA Safety Committee must:

(A) Include in the Dismissal of Complaint the specific reason or reasons why the complaint is unfounded and has been dismissed; and

(B) Ensure the incarcerated worker, if known, who reported the complaint receives a copy of the Dismissal.

(3) Referral of Complaint. The local CALCTRA Safety Committee must refer the complaint to Cal/OSHA, in writing, within 15 calendar days of the complaint being filed when the Committee is not able to issue a Notice of Correction or a Dismissal of Complaint.

~~(f) If the incarcerated individual complainant is not satisfied with the CALCTRA Safety Committee response, the complainant may request the complaint be forwarded to the Division of Occupational Safety and Health, pursuant to Labor Code Section 6304.3(b). Incarcerated Worker Rights.~~

(1) Notice of Correction. The incarcerated worker has the right to request that the local CALCTRA Safety Committee forward the original complaint and the Notice to Cal/OSHA if the incarcerated worker believes the Notice is not enough to make the condition safe or healthy or if CALCTRA refuses to or fails to comply with the Notice.

(2) Dismissal of Complaint: The incarcerated worker has the right to request that the local CALCTRA Safety Committee forward the original complaint and the Dismissal to Cal/OSHA if the incarcerated worker finds the conclusions of the Committee to be unsatisfactory for any reason.

(g) The incarcerated worker who made the complaint can exercise the rights described in subsection (f) by submitting a written request to a CALCTRA Superintendent or direct supervisor at an institution or Central Office Manager. The CALCTRA Superintendent or direct supervisor at an institution or Central Office Manager must immediately forward the request to the local CALCTRA Safety Committee, who will forward the request to Cal/OSHA, as described in subsection (f). The Notice of Correction and the Dismissal of Complaint must properly notify the incarcerated worker how to exercise these rights.

Note: Authority cited: Sections 2801 and 2808, Penal Code. Reference: Sections 2801, 2805 and 2807, Penal Code; and Section 6304.3, Labor Code.

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Article 6. Personnel

8105. Reporting of Arrest, Conviction, or Change in Driving Status.

(a) If an employee is arrested for or convicted of any violation of law, the employee must ~~notify his or her~~ report this to their direct supervisor.

(b) Restrictions to an employee's driving privilege that interfere with ~~his/her~~ their job duties must be reported by the employee to ~~his or her~~ their direct supervisor. The employee is not required to disclose any underlying medical condition or disability that a driving privilege restriction is based upon.

(c) Reports made ~~pursuant~~ according to subsections (a) or (b) ~~of this section~~ must be communicated from the direct supervisor up the chain of command to the Director within one ~~working-business~~ day.

(d) Misconduct that impairs an employee's ability to do their job, causes discredit to, ~~or~~ affects, or involves CALCTRA may be cause for disciplinary action, up to and including dismissal.

Note: Authority cited: Sections 2801, 2808 and 2809, Penal Code. Reference: Sections 2801, 2808 and 2809, Penal Code.

8108. Unauthorized ~~Electronic Communication Devices~~ Cell Phone.

- (a) The possession or use of an unauthorized cell phone ~~electronic communication device, as defined in Section 8000,~~ by an employee or visitor inside a workplace or within the secure perimeter of an institution is prohibited.
- (b) Employees and visitors must maintain and lock their unauthorized ~~electronic communication devices~~ cell phones in their personal or state vehicles while on institution grounds or in workplaces.
- (c) Unauthorized ~~electronic communication devices~~ cell phones are subject to confiscation.

NOTE: Authority cited: Sections 2801 and 2809, Penal Code. Reference: Section 2809, Penal Code.

8116. Employee Relations with Incarcerated and Paroled Family Members.

(a) **[No Change]**

(1) The incarcerated individual or paroled individual is the employee's immediate family member, as defined in section 8000;

(2) **[No Change]**

(3) **[No Change]**

NOTE: Authority cited: Sections 2801 and 2809, Penal Code. Reference: Sections 2801 and 2809, Penal Code.

§8119.1. Approval of Previously Incarcerated or Paroled Individual Employee Transactions.

Relationships involving business or financial transactions between employees and persons previously incarcerated or paroled require the advance approval of the ~~General Manager~~Director.

NOTE: Authority cited: Sections 2801 and 2809, Penal Code. Reference: Sections 2801 and 2809, Penal Code.