

**State of California
Office of Administrative Law**

In re:
**California Correctional Training and
Rehabilitation Board**

Regulatory Action:

Title 15, California Code of Regulations

Adopt sections: 8904

Amend sections:

Repeal sections:

**NOTICE OF APPROVAL OF REGULATORY
ACTION**

Government Code Section 11349.3

OAL Matter Number: 2026-0630-04

OAL Matter Type: Regular (S)

This rulemaking action by the California Correctional Training and Rehabilitation Board (Board) adopts regulations governing the conduct of employees of the Board.

OAL approves this regulatory action pursuant to section 11349.3 of the Government Code. This regulatory action becomes effective on 10/1/2026.

Date: August 11, 2026



**Kevin D. Hull
Assistant Chief Counsel**

**For: Kenneth J. Pogue
Director**

**Original: Jeffrey Macomber, Chair
Copy: Kelly Mortenson**

STD. 400 (REV. 10/2019)

OAL FILE NUMBERS	NOTICE FILE NUMBER Z-	REGULATORY ACTION NUMBER 2026-0630-045	EMERGENCY NUMBER
For use by Office of Administrative Law (OAL) only			
NOTICE		REGULATIONS	

AGENCY WITH RULEMAKING AUTHORITY
California Correctional Training and Rehabilitation Board

For use by Secretary of State only

ENDORSED - FILED
in the office of the Secretary of State
of the State of California

AUG 11 2026

2:15 PM
[Signature]

AGENCY FILE NUMBER (If any)

A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE		TITLE(S)	FIRST SECTION AFFECTED	2. REQUESTED PUBLICATION DATE
3. NOTICE TYPE ☐ Notice re Proposed Regulatory Action ☐ Other		4. AGENCY CONTACT PERSON		TELEPHONE NUMBER
OAL USE ONLY		ACTION ON PROPOSED NOTICE ☐ Approved as Submitted ☐ Approved as Modified ☐ Disapproved/Withdrawn		FAX NUMBER (Optional)
		NOTICE REGISTER NUMBER		PUBLICATION DATE

B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) Employee Conduct		1b. ALL PREVIOUS RELATED OAL REGULATORY ACTION NUMBER(S) n/a	
2. SPECIFY CALIFORNIA CODE OF REGULATIONS TITLE(S) AND SECTION(S) (Including title 26, if toxics related)			
SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.) 15		ADOPT 8904 AMEND §100 REPEAL	
3. TYPE OF FILING			
☒ Regular Rulemaking (Gov. Code §11346) ☐ Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute. ☐ Emergency Readopt (Gov. Code, §11346.1(h)) ☐ Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)			
☐ Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4) ☐ File & Print ☐ Print Only			
☐ Emergency (Gov. Code, §11346.1(b)) ☐ Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1) ☐ Other (Specify) _____			
4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1) n/a			
5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100) ☒ Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a)) ☐ Effective on filing with Secretary of State ☐ \$100 Changes Without Regulatory Effect ☐ Effective other (Specify) _____			
6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY ☐ Department of Finance (Form STD. 399) (SAM §6660) ☐ Fair Political Practices Commission ☐ State Fire Marshal ☐ Other (Specify) _____			
7. CONTACT PERSON Kelly Mortenson		TELEPHONE NUMBER 916-413-1140	FAX NUMBER (Optional) kelly.mortenson@calctra.ca.gov

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE

TYPED NAME OF AGENCY HEAD OR DESIGNEE

Acting Director **Suzie Changus**

DATE
4/17/2026

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

AUG 11 2026

Office of Administrative Law

California Correctional Training and Rehabilitation Authority

California Code of Regulations

Title 15. Crime Prevention and Corrections

Division 8.5 California Correctional Training and Rehabilitation Board

Chapter 1. Rules and Regulations of California Correctional Training and Rehabilitation Board

Article 1. Scope of Authority

8904. Employee Conduct.

(a) Employees of the California Correctional Training and Rehabilitation Board must:

(1) Comply with all laws, including CALCTRA regulations in the California Code of Regulations (CCR), Title 15, Division 8;

(2) Comply with the general qualifications for civil servants in the CCR, Title 2, section 172;

(3) Comply with CALCTRA policies and procedures;

(4) Comply with lawful directions from CALCTRA direct and indirect managers or supervisors;

(5) Comply with their duty statements;

(6) Adhere to the professional standards applicable to their profession or trade and report to their immediate supervisor any complaints or discipline impacting professional licensure;

(7) Be professional and courteous in their communication with incarcerated individuals, paroled individuals, CALCTRA and CDCR employees, members of the Correctional Training and Rehabilitation Board, visitors, and members of the public;

(8) Address incarcerated and paroled individuals by the name associated with their CDCR number;

(9) Not use derogatory or slang reference when addressing incarcerated or paroled individuals;

(10) Not engage in any conduct or use any language while on duty which is derogatory, abusive, obscene, demeaning, offensive, intimidating, oppressive, or threatening based on race, religion, color, national origin, ancestry, physical

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disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (40 and above), sexual orientation, reproductive health decision making, veteran or military status, or any other protected class as defined by the Fair Employment and Housing Act, Government Code Section 12926 or the federal Civil Rights Act of 1964;

(11) Adhere to their work schedule as identified in their signed duty statement, signed telework agreement, or other schedule agreement and remain in their work assignment until the completion of their workday, except with the permission of their direct or indirect supervisor. If an employee is unable to report to work for any reason, the employee must notify their supervisor before the beginning of the workday;

(12) Adhere to the written employee expectations for their work unit, except with the permission of their direct or indirect supervisor;

(13) Report illegal activity taking place in the CALCTRA workplace or while on duty. Reports must be made to the employee's direct or indirect supervisor, lead manager or CALCTRA's Employment Relations Officer;

(14) Cooperate with any inquiry or investigation conducted by, or on behalf of, CALCTRA, the Correctional Training and Rehabilitation Board, or any other authorized state officer, agency, or entity, except when the employee is the subject of a criminal inquiry or investigation;

(15) Maintain the confidentiality of all records, communications, and information obtained in the course of employment, including but not limited to records relating to incarcerated individuals, employees, and state operations according to legally required CDCR and CALCTRA privacy policies.

(16) Not use, possess, solicit for or sale narcotics or other illegal drugs, alcohol, prescription medication, and prohibited substances and substances adversely affecting work performance and workplace safety on CALCTRA property or worksites, including CDCR properties, facilities, locations and worksites or while performing an assignment, on duty or during assigned work hours, according to CCR Title 15, Section 8201.

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(b) CALCTRA employees who work on any CDCR facility grounds must observe all rules, regulations, and laws governing the conduct of employees at that facility in accordance with California Code of Regulations Title 15, Section 3415.

(c) Failure to comply with the requirements of subsections (a) and (b) may result in employee discipline up to, and including, dismissal.

(d) Allegations made by employees regarding the misconduct of a CDCR Peace Officer must be made in accordance with California Code of Regulations Title 15, Section 3417.

Note: Authority cited: Section 2808, Penal Code.

Reference: Section 2808, Penal Code.
