

Memorandum

Date :

To : Executive Staff
Associate Directors, Division of Adult Institutions
Regional Parole Administrators (Juvenile and Adult)
Wardens
Superintendents

Subject: **ASSOCIATED CHAPLAINS IN CALIFORNIA STATE SERVICE 2009 TRAINING PROGRAM**

This is to advise you that the Associated Chaplains in California State Service (ACCSS) is hosting a training program for all chaplains on January 26-29, 2009.

Participation at State Expense

This training program is considered job-related training for all California Department of Corrections Rehabilitation (CDCR) chaplains, and as such, up to 100% of all necessary expenses such as time off, required books and materials, back up, overtime, travel and training registration fees are approved for reimbursement per DOM Section 32010.7.1. ACCSS has arranged for no cost shuttle service from Sacramento International Airport to the training site and return service back to the airport. Where possible, all attendees should make use of this service in order to reduce expenses.

Participation Guidelines

As this is one of the few opportunities for job-specific training for chaplains, you are encouraged to send as many of your chaplain staff as possible. As with all training, participation is subject to the resource and operational needs of the institution or facility. Therefore, each institution and facility must assure that there is at least one chaplain on duty at all times. You are authorized to use qualified volunteer chaplains to provide coverage.

Training Program Information

The ACCSS training program will be held beginning Monday, January 26 through Thursday, January 29, 2009 at the Days Inn located at 271 Hanford Street, Sutter Creek, CA 95685. Classes will begin Monday evening for new chaplains and Tuesday morning for all others. The training will be conducted by ACCSS members, CDCR presenters and other content specialists. This program is approved for up to 20 hours of training credit, plus 2 hours of credit for new chaplains attending the departmental orientation on Monday.

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If you have questions regarding CDCR chaplains attending the ACCSS training program, please refer to DOM Section 32010.7.1, or call Travis McCann, Chief, Professional Education and Development Section, Office of Training and Professional Development, at (916) 255-5630. Please contact ACCSS at (916) 492-9667 for all other questions.

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