

**California Code of Regulations**  
**Title 15. Crime Prevention and Corrections**  
**Division 8. California Prison Industry Authority**  
**Chapter 1. Rules and Regulations of California Prison Industry Authority**  
**Article 6. Personnel**

CalPIA proposes to amend as follows:

**Section 8104. Employee Conduct**

~~(a) Employees must be professional and courteous in their dealings with incarcerated individuals, paroled individuals, fellow employees, visitors, and members of the public. Incarcerated individuals and paroled individuals must be addressed by their proper names. Incarcerated and paroled individuals must not be addressed by derogatory or slang reference.~~

~~(b) Allegations made by employees regarding the misconduct of a CDCR Peace Officer must be made in accordance with CCR, Title 15, Section 3391.~~

(a) Employees of the California Prison Industry Authority and the Prison Industry Board must:

(1) Comply with all laws, including CALPIA 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 CALPIA policies and procedures;

(4) Comply with lawful directions from CALPIA 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, CALPIA and CDCR employees, members of the Prison Industry 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 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 Sections 12920-12921 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 CALPIA workplace or while on duty. Reports must be made to the employee's direct or indirect supervisor, lead manager or CALPIA's Employment Relations Officer;

(14) Cooperate with any inquiry or investigation conducted by, or on behalf of, CALPIA, the Prison Industry 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 CDCR and CALPIA 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 CALPIA 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.

(b) CALPIA 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: Sections 2801 and 2809, Penal Code.

Reference: Sections 2801, 2805, 2808 and 2809, Penal Code.