

CHAPTER 16
CLERICAL TRAINING/CLERICAL ADVISORY COMMITTEE
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TABLE OF CONTENTS

<u>GENERAL</u>	16-3
<u>PURPOSE</u>	16-3
<u>COMPOSITION OF COMMITTEE</u>	16-3
<u>REPRESENTATIVE SELECTION</u>	16-3
Criteria	16-3
Procedures	16-4
<u>CLERICAL TRAINING COURSES</u>	16-4
In-Person Clerical Training	16-4
Initial Clerical Training	16-4
Clerical Processes Training	16-4

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CHAPTER 16

CLERICAL TRAINING/CLERICAL ADVISORY COMMITTEE

1. GENERAL. The Clerical Advisory Committee (CAC) will convene annually, or more frequently at the request of the Chairperson, to review and update the In-Person Clerical Training (IPC), Initial Clerical Training (ICT), and the Clerical Processes Training (CPT).

2. PURPOSE. The CAC will make recommendations to the Chief of Departmental Training Division (DTD) regarding the status of the Clerical Training Programs and related issues.

3. COMPOSITION OF COMMITTEE.
 - a. The CAC will consist of the following members:
 - (1) Chairperson. The commander of Organizational Development Section (ODS) will be the chairperson, or an employee of equal or greater rank selected by the Chief of DTD.
 - (2) Clerical Training Program Coordinator.
 - (3) An ODS supervisor.
 - (4) Clerical supervisory representatives, selected from headquarters and/or field Divisions.
 - b. Committee representatives will serve staggered two-year terms to ensure continuity and stability of committee action.

4. REPRESENTATIVE SELECTION.
 - a. Criteria.
 - (1) Ability to communicate effectively both verbally and in writing.
 - (2) Possess knowledge of, and interest in, current issues of concern to departmental clerical employees.
 - (3) Ability to work cooperatively with a variety of people.

- (4) Other considerations will include the length and breadth of each applicant's experience in the clerical field and with the Department in general.
- (5) Ability to attend annual or more frequent meetings hosted by ODS, either in-person or virtually.
- (6) Must be a current incumbent in a clerical classification.

b. Procedures.

- (1) Information about upcoming vacancies on the CAC will be disseminated to all commands by ODS, via Communications Network (Comm-Net) message.
- (2) Employees interested in serving on the CAC should submit a memorandum to their commander outlining their background, experience, and reasons for seeking appointment.
- (3) The employee's commander will forward the request and any relevant information/recommendations through channels to the CAC Chairperson.
- (4) After review of all applicants' memorandums and commander recommendations, the Chairperson will make the final selections and appointments.

5. CLERICAL TRAINING COURSES.

- a. In-Person Clerical Training. A 16-hour mandated training that provides direction and standardizes practices and procedures for various clerical processes. Attendees will be assigned via Comm-Net message.
- b. Initial Clerical Training. An introduction to the CHP and provides a foundation for the history and culture of the Department. The training contains information on a variety of topics including departmental resources, career development and upward mobility programs, and CHP's organizational and professional values. This is self-paced online training. Many of the topics covered in IPC can be accessed in ICT via the ODS website.
- c. Clerical Processes Training. Provides specific training that will assist clerical personnel in their assigned roles. This self-paced online training is supplemented by on-the-job training. It can also be used for refresher training. Many of the topics covered in IPC can be accessed in CPT via the ODS website.