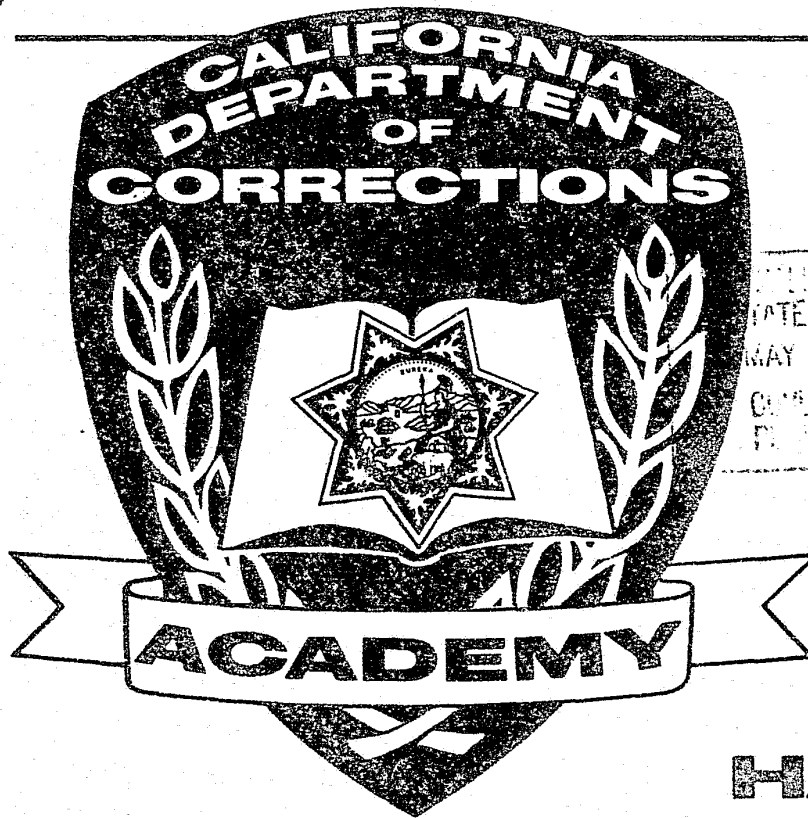




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RICHARD A. McGEE  
CORRECTIONAL  
TRAINING CENTER

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Basic  
Correctional Officer  
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**CADET  
HANDBOOK**

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# CALIFORNIA DEPARTMENT OF CORRECTIONS

DANIEL J. MCCARTHY  
*Director of Corrections*

JAMES H. GOMEZ  
*Chief Deputy Director*

R. R. Bayquen  
*Deputy Director, Administrative Services Division*

CONRAD HOLMES  
*Chief, Departmental Training*

BRYAN S. GUNN  
*Administrator, Richard A. McGee Correctional Training Center*

LIEUTENANT JOHN P. ALEXANDER  
*Academy Commander, Richard A. McGee Correctional Training Center*

This Handbook Was Revised And Prepared By:  
CORRECTIONAL OFFICER PETE ENGELLENER, *Academy Instructor*  
CORRECTIONAL OFFICER SANDI LOMATH, *Academy Instructor*  
CORRECTIONAL OFFICER SCOTT WILLIAMS, *Academy Instructor*

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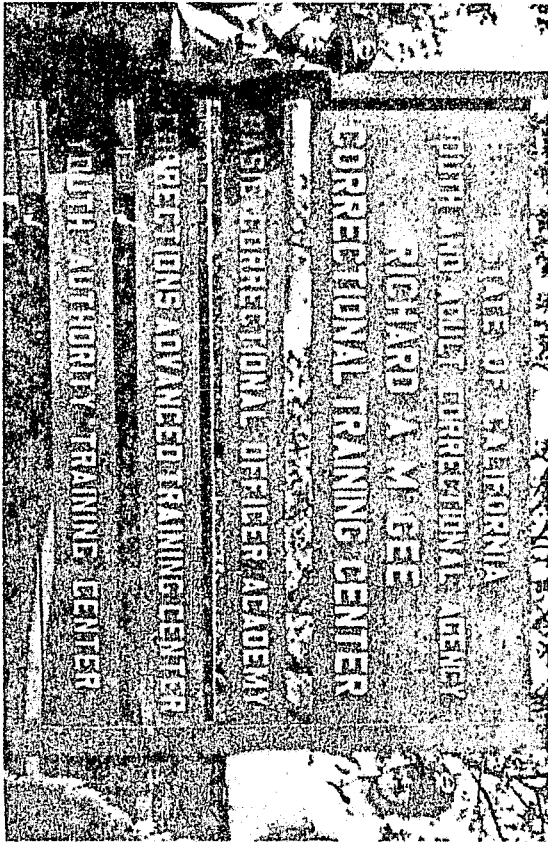
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**CADET  
TRAINING  
PROGRAM**

## PREFACE

This booklet is intended to familiarize you with the California Department of Corrections and the preparation of Correctional Officer candidates for a career with the Department.

The California Department of Corrections offers many professional opportunities. If accepted for employment, you must be willing to devote yourself both mentally and physically toward the purpose and objectives of the Department.

You will find the position of Correctional Officer rewarding, but you must consider both the positive and negative aspects of this profession. In the final analysis, you must decide if a career with the California Department of Corrections is what you are seeking.

Please familiarize yourself with the contents of this handbook as you are required to abide by all rules set forth by the Academy. Failure to comply with the Training Center and Department rules and regulations may result in loss of liberty (a restriction of your free time), disciplinary action and/or termination from State Service.

You have chosen Corrections as a career. Much will be required of you. These requirements will be fully explained in the handbook. *Read it! Study it!* The hand-

book will be invaluable to your success as a Correctional Officer Cadet.

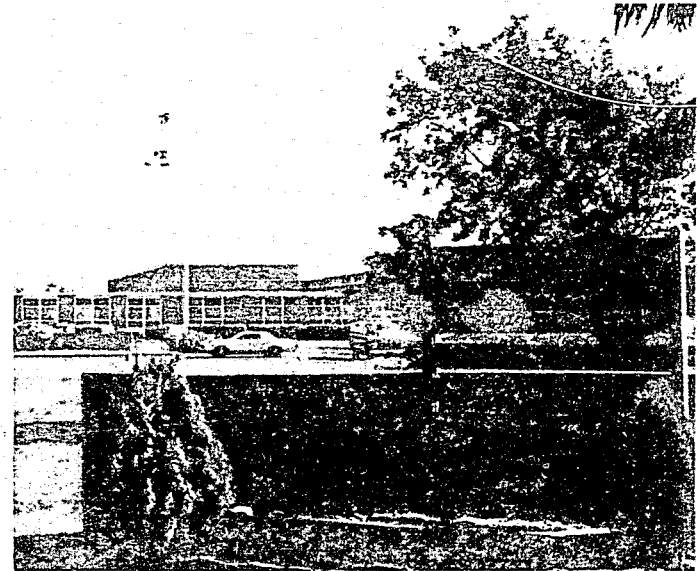


## THE CALIFORNIA DEPARTMENT OF CORRECTIONS

The California Department of Corrections was established in 1944 in an effort to organize the operation of the State's prison system.

Since that time, the Department has grown to the point where today over 6,000 Correctional Officers are assigned throughout California.

The California Department of Corrections operates one of the finest Correctional Academies in the world. Established in 1973, the Academy has been located at Modesto, Norco and now in a permanent setting near Sacramento. The Academy conducts a Cadet Training Program designed to produce competent, qualified Correctional Officers who will enforce the laws of the State, provide service to the public by confining and supervising convicted felons and enhance the image of the California Department of Corrections.





## THE ACADEMY

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The Richard A. McGee Correctional Training Center is located in the heart of the San Joaquin Valley. It is situated two miles north of the City of Galt, one mile west of Highway 99 on Twin Cities Road. It is approximately twenty-five (25) miles south of Sacramento.

The weather is predictable, with hot summer days often reaching 100+ degrees, with the evenings cooling down considerably. The winters can be cold with the temperatures ranging from the low 30's to high 60's. Rain and fog are also very prevalent, especially during the months of November through March.

Spring and Fall are the nicest times of the year, with daytime temperatures ranging from the mid 50's to low 80's.

The Cadet training is based on the semimilitary structure of the Department. This environment is meant to prepare the Cadet for the stressful situations he/she will encounter as a Correctional Officer.

The rigors and discipline built into the Cadet program will require work from every candidate who intends to complete the training successfully.

Prospective Cadets must be willing to reside at the Academy for 6 weeks. They will attend various classes 5 days a week, approximately 10 hours per day. Cadets will be restricted to the Academy grounds at all times, except during liberty hours, which are Wednesday evenings and, depending upon class scheduling, from 1700 hours Friday to 2300 hours Sunday. Liberty is granted only upon a Cadet's successful performance during training.

(The Academy's uniformed staff consists of Correctional Sergeants and Officers who serve as instructors, squad leaders and counselors. A uniformed Academy staff member is on duty 24 hours a day, 7 days a week, prepared to assist Cadets.)

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## ORIENTATION DAY

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The first day (the Sunday before the start of classes) at the Academy is devoted entirely to the processing and orientation of the new Cadet. On this day, you will report to the Academy foyer for processing between 0900 hours and 1600 hours (Cadets arriving from the southern portion of the State, CRC, CIW, and CIM, usually arrive by bus and should arrive for processing between 1300 and 1400 hours.)

It is expected that all forms contained in the back of this handbook *will be completed prior to your arrival at the Academy*. The forms consist of necessary background information needed to properly register the Cadet for admittance to the Academy. These forms are the registration form and medical history forms.

Additionally, included in these forms is a qualifying statement indicating that you have received this handbook and completely understand its contents.

*Cadets will be held accountable for all information contained in this handbook.*

All of these aforementioned forms will be submitted to Academy staff upon arrival and check-in.

Upon completion of registration, Cadets should be prepared to immediately purchase initial Cadet supplies, including physical training (P.T.) clothing, pencils, pens, paper, uniform and other personal items needed during the stay at the Academy.

Cadets should initially bring \$200.00 to pay for the above supplies. *Cadets arriving at the Academy with insufficient funds to cover purchases needed while attending the Academy will be returned to their home address of record.*

A mandatory meeting will commence at 1745 hours in the gym. Academy staff will be present to review the information contained in this handbook.

## THE GOING WILL BE ROUGH

The going will be rough. The day begins at 0500 hours and you are expected to rise promptly at that time. Breaches of punctuality may result in restrictions. Discipline and punctuality are continually stressed to Cadets, as this is a key aspect in the Correctional Officer's career.

Immediately after dressing, you will report to the gymnasium where you will participate in a physical training program, conducted by members of the physical training staff. Track facilities will also be utilized in conjunction with this training.

You will shower, dress, eat breakfast and prepare both yourself and your room for inspection. Personnel inspections are conducted by Academy staff prior to the 0800 hour class. Cadets are expected to be prepared for inspection in open ranks formation at 0745 hours.

Dormitories are inspected daily by the Academy staff. Dignitaries and members of the public also tour the Academy facilities and your room will be subject to inspection at any time.

Cadets are required to wear the Cadet uniform from 0700 hours until completion of their last class of the

day. The uniform must be clean and pressed, brass must be polished and shoes shined to a high gloss.



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## A DAY IN THE LIFE OF A CADET

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Upon conclusion of the morning inspection exercise, each Company of Cadets will march in formation to their initial class of the day. Classes commence at 0800 hours and conclude at 1700 hours, with a one hour break (1200-1300 hours) each day. On selected evenings when necessary, classes will be scheduled from 1800 through 2000 hours. All Cadets are required to report to class for roll call five minutes prior to the scheduled start.

Cadets receive instruction on a variety of subjects ranging from the history of the California Department of Corrections, detailed courses in laws of arrest, cell search techniques, drug identification, courtroom testimony, report writing, first aid and cardio-pulmonary resuscitation, to name a few.

Upon graduation, the Cadets will have successfully completed 42 subjects, representing over 300 hours of study. Numerous written exercises will be required during the training period. These papers will be hand printed and later corrected for thoroughness, spelling, grammar and neatness. Writing exercises provide the Cadets with insights into what will be required of them, as all reports and forms completed by the Officers are handprinted in the field.

Following the last class of the day, Cadets are free for the evening and the library is open for use. Cadets are urged to use this period in preparation for examinations, and in finalizing class notes taken during the day.

During leisure time at the Academy, Cadets are encouraged to use the Recreation Room, Gymnasium and Library.

At 2300 hours, Cadets are to be in their rooms. Most Cadets are exhausted after the day's activities, and in light of the training day to follow, a good night's rest is essential.

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## CADETS MUST EXERT 110% EFFORT

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The physical training program at the Academy is one of the most demanding and comprehensive in correctional training today. The program is designed to condition Cadets for possible physical confrontations they may later encounter when enforcing the laws of the State. This training will also assist graduates in maintaining cardio-vascular fitness throughout their career.

The program is tough. While training, Cadets will experience the uncomfortable and extreme effects of seasonal heat and cold. Pain, muscle aches, fatigue and nausea are a few of the common ailments which follow a Cadet throughout training. Many hours of running and weight training are just a small portion of the program which begins early each morning in a Cadet's day.

In order to gain the full benefit of the physical training program, Cadets should ultimately be able to run 2½ miles in under 30 minutes. Physical training is fashioned on a progressive scale and becomes increasingly more difficult with each training session.

In addition, Cadets are expected to progress satisfactorily in other athletics administered by physical training instructors.

Obviously, some will decide that training for a career with the California Department of Corrections is too demanding of them. Others simply will not be able to make the grade and will resign or be terminated for failure to meet Academy standards.

Successful Cadets, those who are willing to strive toward the goal of a position as a Correctional Officer, must put forth 110% of themselves.

## PURPOSE AND OBJECTIVES OF THE DEPARTMENT OF CORRECTIONS

The primary functions of the Department of Corrections as defined by both the law and by society are incarceration for those individuals adjudged guilty of a serious crime, to protect society for a period of time by removing dangerous offenders from the community and providing intense supervision following their return to the community and as a deterrent for the individual from committing additional crimes and to others from committing any crimes.

The major objectives of the Department are to confine inmates safely, while at the same time accepting responsibility for providing adequate safety for staff. Since the Department recognizes that the majority of inmates will ultimately be returned to society, the Department will direct its resources to provide a broad variety of programs, opportunities and experiences which will enable individuals to develop in less destructive, more socially acceptable ways. Consistent with the above, the Department shall work within the following policies:

- (1) Equal employment opportunity and treatment shall exist for all persons without regard to race, national ancestry, creed, age, color, religion, disability, or sexual orientation in every aspect of

personnel policy and practice in the employment, development, advancement, and treatment of employees and the provision of service to inmates and parolees;

- (2) a standard of staff/inmate conduct conducive to promoting respect for the individual and property rights of others, shall be maintained;
- (3) employees will receive appropriate training to enable them to carry out their responsibilities;
- (4) uniform rules and regulations for the acceptable conduct of staff, visitors, inmates and parolees will be established and published. The process and penalties for violations shall be made known;
- (5) criminal conduct by employees, visitors, inmates and parolees will be referred to the appropriate agency for prosecution;
- (6) The Department shall make every effort to create a greater public understanding of the correctional system.

## **PURPOSE AND OBJECTIVES OF THE RICHARD A. McGEE CORRECTIONAL TRAINING CENTER**

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It is the policy of the Director of Corrections that personnel should, regardless of classification or seniority, participate in programs of continuing education which will refine and expand their professional knowledge and skills. It is the purpose of the Richard A. McGee Correctional Training Center to provide training for Correctional personnel.

It is the policy of the Director of Corrections that the Basic Correctional Officer Academy is another aspect of the selection process utilized in determining a candidate's suitability. As such, it is the policy of the Director of Corrections that each Cadet shall be frequently tested and summarily evaluated for employment by the Department of Corrections.

The objectives of the Correctional Training Center are:

- (1) To carry out the mandates of departmental administration;
- (2) to assist in the evaluation and selection process for Correctional Officer candidates;
- (3) to design and present contemporary cost effective programs which refine and expand the professional knowledge and skills of the attending correctional personnel;
- (4) to meet the standards of accreditation as recommended by the American Correctional Association for the purpose of accurate measurement of the quality and content of programs;
- (5) to prepare future Correctional Officers (Cadets) for the tasks which they will be performing in the institutions to carry out the purpose and objectives of the Department.

## DEPARTMENTAL RULES AND REGULATIONS

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The following regulations specifically pertain to all Cadets attending the Training Center. Failure to comply with such regulations could be cause for dismissal from State service.

### **DR 3390. RESPONSIBILITY**

(a) Cadets are responsible to the Administrator through the supervisors of the Cadet's specific functions. Cadets must promptly obey orders given by proper authority and familiarize themselves with the policy and regulations of the Training Center and Department.

### **DR 3391. CONDUCT**

Cadets must be alert, courteous, and professional in their dealings with supervisors, fellow employees, inmates, visitors and members of the public. Cadets must not use indecent, abusive, profane, or otherwise improper language while on duty. Irresponsible or unethical conduct reflecting discredit on themselves or the Department, either on or off duty, must be avoided by all Cadets.

### **DR 3392. PUNCTUALITY**

Cadets must report for duty or class promptly at the time directed and not leave before completion of their scheduled workday or tour of duty; except with their supervisor's permission.

### **DR 3393. UNIFORMS, INSIGNIA AND GROOMING**

(a) All Cadets must wear the Cadet uniform and insignia as prescribed by the Administrator.

### **DR 3393. DISTRACTIONS**

Cadets assigned to duty post positions or to direct supervision and control of inmates will not read, listen to a private radio, or engage in any distracting amusement or activity while on assignment with the exception of any such authorized reading as may be required in the proper performance of their assigned duties.

### **DR 3395. ALERTNESS**

Cadets must not sleep or be less than alert and in full possession of all faculties while on duty.



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**DR 3396. VISITING**

Cadets must not receive personal visits while on duty except with the permission of the Administrator.

**DR 3399. TRANSACTIONS**

Cadets must not trade, barter, lend or otherwise engage in any other personal transactions with any inmate or parolee. Cadets must not, directly or indirectly, give to or receive from, any inmate or parolee, anything in the nature of a tip, gift, or promise of a gift.

**DR 3400. FAMILIARITY**

Cadets must not engage in undue familiarity with inmates, parolees, or the family and friends of inmates or parolees. The Cadet must maintain a helpful, but professional attitude and demeanor. Cadets must not discuss their personal affairs with any inmate or parolee.

**DR 3408. VEHICLES**

Cadets must use State vehicles for official business only and as specifically authorized by the Administrator.

**DR 3410. INTOXICANTS AND DRUGS**

(a) Cadets must not come upon the grounds or otherwise report for duty under the influence of intoxicants or drugs. Use of alcohol or drugs to the extent that it interferes with job performance is grounds for dismissal from service. (b) It is the duty of every Cadet to promptly report to the Administrator or his designee, any person including an employee on duty, who appears to be under the influence of intoxicants or drugs. (c) Cadets must not bring any kind of alcoholic beverage or drugs upon the grounds unless specifically authorized by the Administrator.

**DR 3411. ARREST OR CONVICTION**

If a Cadet is arrested or convicted of any violations of law, the Cadet must promptly notify the Administrator.

**DR 3414. IDENTIFICATION CARD**

Every Cadet will be issued a Departmental identification card. Cadets must carry such cards upon their person and produce the card upon request. A Cadet must promptly report the loss of his/her identification card to the Administrator.

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## TRAINING CENTER RULES

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It is illegal to introduce firearms or any other form of weapon (knives, etc.), ammunition or explosives onto the Training Center grounds. Discovery of any Cadet violating this rule may result in adverse personnel action towards the violator. This law includes the storage of any such items in vehicles parked on the Training Center grounds.

There is to be no loud or boisterous noise allowed anytime in the living area. Radios may not be played in any indoor area at any time. *No radios or televisions are allowed in the dormitories or rooms, this includes clock radios (only alarm clocks allowed).*

All Cadets are required to be in their assigned rooms or dormitories no later than 2300 hours, with lights out no later than 2330 hours on nights prior to classroom instruction the following day. Inter-room or dorm visiting is not allowed after 2230 hours. Cadets with weekend liberty are to return to the Center and be in their assigned rooms or dorms no later than 0100 hours (Friday and Saturday nights only), lights are still required to remain off after 2330 hours on these nights. Cadets with weekend liberty restriction shall be in their rooms with lights out no later than 2300 hours and are never allowed to leave the grounds during restriction.

Cadets who have prescribed medication which they must take, will keep these medications *on their possession at all times*. When arriving at the Academy, you are required to show Academy staff the medications you have in your possession.

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## CADET CONDUCT

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Cadets are to conduct themselves in an exemplary manner and perform all duties thoroughly and precisely. Cadets are to carry out all orders, commands, and instructions given by staff personnel; including the completion of assigned remedial tasks. Cadets will not commit any acts, either during or outside of scheduled duty hours, that are incompatible or inimical to public service, or which might reflect unfavorably upon the California Department of Corrections.

Cheating on examinations or lying by Cadets will not be tolerated and may be cause for dismissal. Officers of the Department of Corrections are expected to perform their duties in a fair, impartial and courteous manner. Cadets are to display courtesy at all times toward Training Center staff, superior officers, and official guests.

When reporting to any staff member's office, knock on the door and enter only when advised to do so. When asking a question, speak clearly and project your voice so that all students will hear the question.

All Cadets shall preface their questions or statements with, "Sir/Ma'am Cadet \_\_\_\_\_."

Cadets are to march in formation under the following circumstances:

(1) When enroute to or from designated assembly points for instruction. (2) When assigned to any detail and so ordered.

Read the class bulletin board frequently. Important messages are placed there throughout the day. When a message is posted on the class bulletin board directing a Cadet to report to the Duty Office, any Cadet who fails to report within two (2) hours, will receive appropriate disciplinary action against them.

## CADET DUTY ASSIGNMENTS

While at the Training Center certain additional demands will be placed on new Cadets. Not only will you receive academic instruction, physical and firearms training, but will also be assigned details (duty) such as phone watch, Junior Duty Officer, Outside Patrol and Firewatch, or dining room assistant.

These added responsibilities are an extension of the training program. The Cadets learn how to effectively communicate with the public and improve on their techniques of observation. Discipline is stressed throughout the 6 week training period. Cadets are expected to obey orders given by superior officers and to follow the rules and regulations of the Academy. If a Cadet fails to comply, he/she may sustain restrictions or punitive action. Cadets will be assigned duty shifts on a rotating basis. The duty shift will commence at 1700 to 0800 hours Monday through Friday. The weekday duty shift will be four hours in duration with the exception of the 1700-2000 hour shift. Weekend duty shifts will be eight hours in duration. Cadets will average two to four duty shifts per week depending on the size of the company. There will be five Cadets assigned to duty posts per shift, they are: one Junior Officer of the Day, two Inside Perimeter Watch Officers and two Outside Patrol Officers.

Cadets will be assigned various duties in conjunction with serving line and scullery techniques. Four Cadets will be assigned to breakfast and lunch during the weekdays and to the brunch and evening meals on the weekends.

It will be the responsibility of each Cadet assigned to Duty Watch to report 15 minutes prior to the beginning of the shift to get shift assignments and receive pertinent information related to the duty assignment, read post orders, initial the post duty roster and assume the responsibilities of that post. Cadets will remain on their post until relieved, performing all duties of that specific post. If duty shifts conflict with academic schedules,

Cadets will be relieved by Academy Staff.

All duty schedules are posted on the duty board located across from the Library in the north corridor. Cadets are expected to check the duty board daily for individual assignments and/or changes.

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## DISCIPLINE

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During an Officer's career with the Department of Corrections, *discipline* plays a very important role. At the Training Center, discipline is administered based upon the seriousness of the violation. Violations of Training Center and Departmental rules are divided into two categories: (1) Minor infractions or censurable incidents. (2) Serious or major infractions. Minor infractions or censurable incidents are subject to disciplinary action. This disciplinary action will be an informal action such as additional Physical Training (push-ups), memorandums or essays written by the Cadet to appropriate personnel, or liberty restrictions.

When a Cadet is placed on liberty restriction, he/she will receive written notification of the action taken and the duration of the restriction, prior to being placed on restriction. Serious or major infractions will result in a letter of instruction, which will provide a uniform system for recording those acts or omissions on the part of the Cadet which are not compatible with Departmental objectives, regulations or Academy regulations, and will provide guidelines for the Cadet to follow to correct those acts or omissions they performed.

When Cadets are repeatedly in violation of policy or regulations of a serious nature and in order to promote

discipline, a review board consisting of the Academy Commander and designated staff members has been established. The review board reviews and analyzes the Cadet's record for purposes of making recommendations to the Administrator regarding substandard performance or serious or repeated violations of Academy regulations. Substandard performance in the area of academics/skill development may result in review board action. Cadets appearing before the review board are given the opportunity to present evidence in support of their performance and potential abilities. If a Cadet's actions are so severe or the Cadet commits a crime, then adverse personnel action may be taken. Adverse personnel action is defined as: dismissal, demotion, suspension, reduction in salary or formal written reprimand. Such actions are taken following approval by the appointing power (Administrator) and are subject to review by the State Personnel Board. Nothing shall preclude the acceptance of a resignation submitted voluntarily by an employee against whom punitive action is pending.

## THE PROFESSIONAL "OFFICER-CADET"

While attending the Basic Correctional Officer Academy, each Cadet is an "Officer-Candidate." The Academy is a further part of the officer selection process by the California Department of Corrections. There is a wealth of experience and resources being made available to you during your six week training period. As a Cadet, it is your responsibility to make full use of these resources to enhance your professional knowledge and skills.

While you are living and training at the Correctional Training Center, we expect your presence and demeanor to be a credit to yourself and to the California Department of Corrections. Nothing less! Do not engage in unprofessional action or demeanor which may tarnish your newly chosen career. It is your responsibility to conduct yourself in a mature, responsible manner at all times, both on and off duty.

You are being continually evaluated by Training Center Staff from the minute you enter the Academy until your graduation. Immediately prior to your departure from the Academy, the results of this evaluation will be personally shared with you. In addition, a written report on this evaluation will be forwarded to your home institution. Each newly arriving Cadet will be assigned to a

Squad Leader who will be personally responsible to assist you during your stay and will prepare the written evaluation mentioned. If you have any questions which are not answered in the classroom/field training, any problems which require staff attention, or wish to use any of the Training Center supplemental resource material(s), contact your assigned Squad Leader for assistance.

All trainees attending the Training Center are required to maintain full compliance with policies and procedures of both the Training Center and the Department. During this period, the following responsibilities are effective:

- (1) The first line supervisor of the Cadet is the Squad Leader who is assigned during the orientation process.
- (2) The Cadet must be punctual and complete attendance of all classes is mandatory.
- (3) The Cadet will be responsible for maintaining a professional demeanor and conduct at all times.
- (4) The Cadet will be responsible for compliance with the expectations, policies and regulations established by the Training Center.
- (5) Any unfavorable personnel actions regarding the Cadet will be initiated by Training Center Staff.

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The expectations, policies and regulations are written and included in this Cadet handbook. *The handbook will be given to each Cadet prior to attending the Training Center for training.*



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## LIVING ARRANGEMENTS

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All newly arriving Cadets will report to the Training Center between 0900 and 1600 hours on the Sunday prior to the commencement of classes. All incoming male Cadets will be assigned beds in the dormitories, females will be assigned double occupancy rooms. All new male Cadets will be assigned beds in the Sierra housing unit (dormitory "F"). You will be assigned to a specific dorm. Relocation of dorms and bed location is not allowed without approval of the Administrative Assistant. Cadets will usually reside in the dorms for the first three weeks of the Academy before being moved to double occupancy rooms in the Trinity housing unit (1st floor) as space permits. Some Cadets may have to reside in dormitories for the entire six weeks due to lack of room availability. All female Cadets will remain in double occupancy rooms in the Trinity housing unit (2nd floor) until graduation.

All towel and sheet exchange will be done on a one-for-one basis. Soiled sheets and towels may be turned in on Thursday for exchange, from 1200 to 1300 hours. Please check freshly issued sheets and towels for serviceability.

Cadets will be issued and sign for bed linen (two sheets and one pillow case), three towels and wash cloths, one blanket and one pillow.

Each Cadet is responsible for his/her immediate bed area. Beds will be made daily by 0745 hours; except on linen exchange day when beds are to be stripped, blankets neatly folded and stacked with pillow on the foot of the bed. Dorms and rooms are to be cleaned daily. Locker tops are to remain clear of all personal articles with personal possessions locked in your locker at all times.

Cadets living in dorms and rooms will also be assigned areas of responsibility such as halls, showers, sinks, toilets, etc. These areas will be inspected daily for cleanliness. *No food, drinking items, or smoking are allowed in the rooms or dorms.* Failure to maintain your assigned area in an acceptable manner may result in loss of liberty or weekend restriction. Remember, you are continually being evaluated by Training Center Staff.

If a maintenance problem arises, please report it to the Duty Officer of the Day.



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Please have your personal belongings ready to be removed from your room on the Friday morning of your final class day prior to 1000 hours. It will be your responsibility to return all equipment, rental uniforms, sheets, towels and key prior to graduation.



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## MEAL SERVICE

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Three meals are served during normal days of instruction (Monday-Friday), on weekends or when there are no classes scheduled (selected holidays) there are two meals served. On three meal days the hours of meal service are: Breakfast 0645 to 0745 hours; Lunch 1145 to 1245 hours; and Dinner 1700 to 1800 hours. On two meal days, the hours of meal service are: Brunch 1000 to 1200 hours and Dinner 1630 to 1700 hours. These times may vary depending on class size and facility needs. Make certain to check the Bulletin Board on a daily basis.

Cadets signing out for weekend liberty must list their approximate date and time of return in the liberty log so that staff may anticipate the number of meals to be served. Those not desiring to eat in the Academy Dining Room may purchase items from the food and beverage vending machines located in the Student Center.

## AVAILABLE SERVICES FOR CADETS

### TELEPHONES

Training Center telephones are not available for personal use by Cadets. Pay phones for Cadets' use are located in various areas of the Training Center grounds. Incoming phone calls for Cadets will not be accepted, except in the case of extreme emergency. No Cadet will be called from class to accept a telephone call.

### MAIL

While you are residing at the Training Center, your mailing address is:

Your Name, Basic Academy Cadet, Company Name

Richard A. McGee Correctional Training Center

9850 Twin Cities Road

Galt, CA 95632

Your return address must be on the left hand corner of all outgoing mail. Outgoing mail may be deposited in the mail box located in the office area. Incoming mail will be delivered to the individual Cadet by his/her Company Commander, between the hours of 1700-1800 in the classroom.

### TRANSPORTATION

All new Cadets will be provided transportation to the Training Center and return upon completion of the Academy training. This will be either in the form of car pools from the hiring institution or air fare provided to and from Sacramento Metro Airport. For those Cadets arriving by plane, transportation from the airport to the Training Center will be provided. At no other time is transportation available for Cadets, you must provide your own transportation for liberty purposes.

### PARKING

For those Cadets driving their personal automobiles to the Training Center, it is mandatory that they utilize the assigned Cadet parking area only. These parking spaces are located to the west side of the Academy.

### USE OF STATE VEHICLES

Cadets assigned to a transportation detail are permitted to have access to a State vehicle. Vehicles will not be used for social activities. Under no circumstances will alcoholic beverages be consumed by drivers or passengers of State vehicles. *Only* authorized personnel will drive and ride in vehicles. Misuse of State vehicles may be cause for dismissal from State Service.

Your State identification card and driver's license must be in your possession at all times when driving a State vehicle.

#### **LAUNDRY AND DRY CLEANING**

Coin-operated laundry facilities are located on the grounds and will be available anytime for Cadet use. Cleaning facilities are located in the Sacramento and Lodi areas.

#### **ILLNESS AND INJURY**

*Immediately* report any injury or illness occurring during training to Training Center Staff. Report any injury or illness occurring after hours to the Duty Officer as soon as possible. First aid items may be obtained from the Duty Officer.

#### **BARBER SERVICES**

A barber will be available during the first day (Sunday) of each new Cadet class.

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#### **VENDOR UNIFORM AND EQUIPMENT SALES**

Cadets will have an opportunity to purchase required and authorized uniform and equipment from private vendors. Purchased items must meet the uniform specifications as contained in the Administrative Manual. Cadets are to make all sales conditions and financial arrangements with the Vendor.

## LIBERTY

Liberty is defined as specific times when Cadets may leave the Training Center. Prior to departing the Training Center on liberty, you are required to sign out in the liberty log (located in the Foyer at the front desk), indicating your name, time of return and date.

Failure to sign in or sign out in the liberty log, no matter the reason, will result in disciplinary action (see disciplinary procedures). Special liberty during classroom hours and non-liberty days are rarely granted and will only be granted in extreme emergencies with the approval of the Academy Commander. Approval will be obtained through your Company Commander who will seek approval from those listed above (see Chain of Command). "Off-grounds" errands, such as haircuts, check cashing and personal errands are to be conducted during liberty hours only. Cadets shall not wear their uniform when away from the Academy grounds on liberty; you are to be dressed in civilian attire.

Normal liberty hours are 1700 to 2300 hours on Wednesday and 1700 hours Friday to 2300 hours Sunday. Remember, liberty is a privilege and can be revoked at any time for disciplinary reasons, as a group or individually.

During liberty hours Cadets are allowed to have visitors. Visitors are *only* allowed in the front Foyer area of the Training Center. All visitors are required to sign the visitor log, listing their name, date and time of visit. All visitors are expected to abide by Training Center rules. All visitors will leave the grounds no later than 2100 hours and are not allowed on the grounds prior to 1700 hours on Wednesdays.

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## CADET DRESS CODE

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During your six week stay at the Correctional Training Center, you will be expected to strictly adhere to the following uniform/dress expectations. Failure to comply will result in disciplinary action and/or rejection on probation.

### CLASSROOM

The below specified Cadet uniform will be worn during the hours of 0700 to 2130 unless otherwise directed or when specific exceptions are authorized by members of the Academy staff when classes are scheduled. The Cadet uniform consists of: Dark brown trousers; tan short sleeve shirt with Academy patch; black basket-weave belt, 1 $\frac{3}{4}$  inches wide; silver buckle; key holder (see required clothing); black plain toe shoes (oxford style) or chukka boots which must be polished to a high gloss shine daily. Patent leather shoes will not be allowed. Silver whistle (without chain), will be worn on the key holder; the Cadet name tag will be worn centered and directly above the left shirt pocket, solid black socks (Women—seamless hose/flesh colored are optional), Cadet I.D. card carried on your person at all times, dark brown jacket (to be worn on dress inspections and when weather dictates use), black clip-

on or break-away tie (Women—cross-over ties), plain silver tie bar and brown Academy cap.

Each Cadet must be prepared to stand uniform inspection at 0745 hours of every classroom day. This inspection shall be conducted by your Company Commander.

### FIREARMS TRAINING

Proper dress at the firing range is dark brown trousers, Academy T-shirt, black basket-weave belt, running or tennis shoes, blue windbreaker (weather optional) and brown Academy cap.

### CHEMICAL AGENTS TRAINING

The day of scheduled chemical agents field training, all Cadets are advised to wear clothing that may be soiled but easily washed following the exercises (due to chemical agents permeating the clothing). Long sleeve shirts are advised, short or cut-off pants are not allowed on the range.

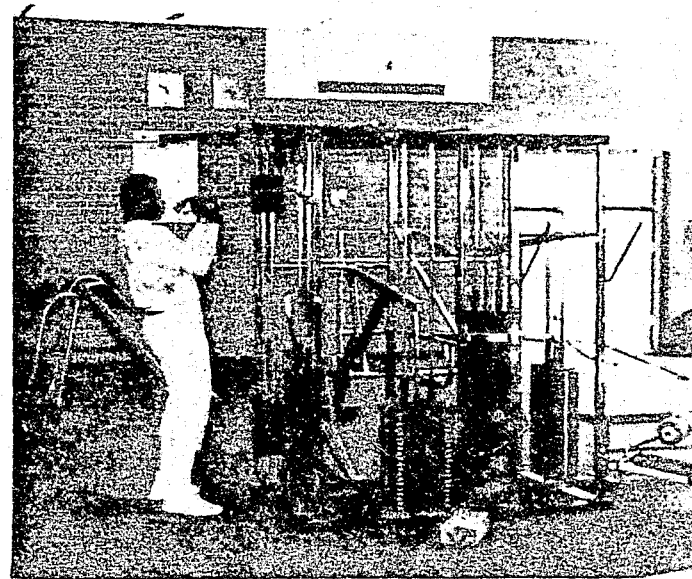
## PHYSICAL TRAINING

During your stay at the Correctional Training Center you will participate in physical training (P.T.) 5 days per week throughout the Academy, rain or shine. Each day will alternate with calisthenics and running one day and aerobics the next. You will be running on a track.

It is recommended that you purchase a good pair of running shoes that are cushioned at the heel. During the winter months it is recommended that you wear a stocking type cap during the run when the temperature is below 55. We are interested in maintaining your health as well as building your body strength and endurance, flexibility and coordination. Listen to the instructor's directions and advise. Sore muscles and injuries will be kept to a minimum if you follow their instructions.

For strength, we concentrate on the upper body. Push-ups and sit-ups are part of the everyday program as well as other exercises for training the body. At the end of the Academy you must complete a strength test consisting of a minimum of push-ups and sit-ups. We encourage you to perform as many as you possibly can.

For endurance, we work you aerobically—meaning, a workout that allows oxygen to be evenly distributed to all the muscle tissues without starving any of the muscle groups. During an aerobic workout, the body burns fat and sugar while strengthening the heart and lungs. At the end of the Academy you will also complete a



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2½ mile run within a certain time frame.

Before each workout, you will be stretched out thoroughly to avoid injuries. We stretch you statically—meaning slow and sustained as opposed to ballistic (bouncing action). We find this to be better for your muscles and gives you time to listen to your body. We cannot tell exactly how your body will respond.

Do your body some good. The instructors will know when you are *not* working to your capacity.

The Academy staff will help you choose an ongoing program for future use, so you will maintain your physical and mental health. It is a must for this profession. A weight room is available for Cadet use consisting of 2 universal gyms, free weights, stationary bicycles and treadmills.



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## IF YOU LOOK SHARP YOU FEEL SHARP

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It is mandatory that the Cadet has purchased the required uniform and accessory items. It is also mandatory that the Cadet wear the uniform properly and take great pride in the maintenance of the uniform. Wearing the uniform improperly is considered the same as being out of uniform and the Cadet could face disciplinary action when inspected by Training Center Staff and uniform discrepancies are discovered.

The Cadet will wear the uniform as follows: The brown Academy cap will be worn so that the side of the cap is above the ears and the bill of the cap is facing slightly downward (aligned directly above the eye brows). At no time should any hair be visible under the bill of the cap. You are to wear your cap anytime you are outdoors. Men will wear their ties straight over the center seam of their shirts with the tie bar aligned with the center of the shirt pockets. Women will wear cross-over ties that will be neatly centered at the collar with the ends tucked under the collar. All ties will be free of lint. Shirts will be bloused properly with all slack taken in at the presses on the back of the shirt and the shirt will be neatly tucked in. Trousers will be neatly pressed and free of lint. The "gigline," the alignment of the

shirt, trousers and belt buckle must be maintained at all times. This is accomplished by aligning in a straight line, the center seam of the shirt (right side) with the right side edge of the fly on the trousers. All shoes will have a high gloss shine and black socks are to be worn (seamless, flesh colored hose for women are optional). *Your uniform is to be clean and free of stains and lint at all times.*

By dressing yourself properly you will look sharp, and when you look sharp, you feel sharp.

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## GROOMING STANDARDS

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All Cadets attending the Correctional Training Center will conform to the standards outlined below:

### MALE CADETS:

All male Cadets will be clean shaven daily prior to the 0745 hour inspection, sideburns will be no longer than the middle of the ear, mustaches may be worn, but must not extend below or beyond the corners of the mouth. Beards and goatees are not permitted, hair is to be cut so as to be above the shirt collar in the back and must be tapered (no block style cuts). Hair must also be cut above the ears.

### FEMALE CADETS

Hair is to be arranged so as to be above the collar in the back and not to extend below the mid-part of the ear on the sides. Bobby pins and barrettes may be worn but *must match hair color* so as to be *indistinguishable*. Fingernails may be no longer than  $\frac{1}{4}$  inch and Cadets may be required to maintain them shorter depending upon the physical training demands. Painted fingernails *are not* permitted; they may be polished with clear fingernail polish only. Makeup is to be used in moderation with earth tones used to match complexion

(false eyelashes are not permitted) and earrings are not to be worn during duty hours.

### GENERAL APPEARANCE

Rings will be limited to wedding bands or other metal rings. The wearing of precious or semi-precious stones is neither appropriate or practical at the Training Center or in the prison setting; wristwatches may be worn. Watches on chains or pinned to the uniform are not permitted. No other jewelry may be worn during duty hours. All other jewelry, especially precious stones and valuable jewelry should be left at home and not brought to the Training Center.

**IMPORTANT:** *Cadets arriving at the Training Center are expected to adhere to the above grooming standards upon arrival, NO EXCEPTIONS! Failure to follow these instructions will result in your termination from the Academy.*

## REQUIRED AND RECOMMENDED CLOTHING AND ACCESSORIES

Cadets attending the Basic Correctional Officer Academy must have the uniform accessory items listed below. You are encouraged to purchase items prior to reporting to the Academy. It is important that you buy *exactly* the items listed. If you prefer, you may purchase these items upon arrival at the Training Center.

The accessory items are: (a) belt, regulation, black basket-weave 1 $\frac{3}{4}$ " with 2" square silver buckle \$10.00; (b) tie, regulation, black clip-on or cross-over for females \$2.50; (c) tie-bar (men only), regulation, plain silver \$2.50; (d) whistle, regulation, silver \$1.75; (e) key holder, regulation, black basket-weave, round bottom \$7.25; (f) shoes, regulation, black shineable leather, plain toe, oxford style \$45.00 or chukka boots, regulation, black shineable leather, plain toe \$55.00.

At the time of registration (Sunday evening), each Cadet will pay an Academy Uniform/Maintenance & Cleaning fee of \$45.00. This must be paid in cash or certified check and is non-refundable. For this *fee* you will receive Cadet uniforms, including complete alteration and laundry service for the entire six week Academy. The following items which become your personal property: (a) one jacket, windbreaker; (b) one pair physical training shorts; (c) one physical training shirt;

(d) one sweat suit (top and bottom) and (e) one cap, baseball type. For reasons of uniformity, these items must be Academy issue and are to be purchased at the Canteen. These items will cost \$52.00 plus tax.

### SPECIAL NOTE:

*This and all uniform and supply items are tax deductible. Save your receipts!!!*

Cadets should bring personal articles such as soap, razor, toothbrush, laundry bags, etc. These items may also be purchased at the Training Center Canteen. Flashlights will be required and may be purchased on arrival for approximately \$4.00 (no "kellite" brand, heavy metal flashlights allowed, only plastic or aluminum two-cell flashlights). Each Cadet *must* have his/her own *combination* lock to secure their locker. Locks may be purchased at the Training Center for \$4.25. Optional items the Cadets should consider bringing is rain apparel (October thru April) and a swimsuit for use in the swimming pool (May thru September).

### NOTE:

*Each Cadet is authorized incidental money of \$3.75 per day for a total of \$157.50 for the total six week Academy.*

*my.* This will normally be advanced to you by your institution prior to leaving for the Academy. If you do not complete the full Academy, *you will be liable for any monies advanced for the days you are not in attendance.*

\* Miscellaneous items are available at the Canteen. Prices are subject to change without notice.



## CADET PAYDAYS

Cadets hired as permanent full-time employees receive checks on the first of the month. All checks are issued to the Cadets' institution. Cadets paid on the first of the month should expect their checks to arrive at the Training Center no later than the seventh day of the month.

Cadets hired as permanent intermittent employees receive checks on or about the fifteenth of the month. All checks are issued to the Cadets' institution. Cadets with permanent intermittent status should expect their checks to arrive at the Training Center between the twenty-second and twenty-fifth day of the month.

When checks arrive at the Training Center, notification will be posted on the bulletin board directly next to the front office entrance in the north corridor. *DO NOT ATTEMPT TO ASK THE CLERICAL STAFF CONCERNING CHECKS UNLESS YOUR NAME IS POSTED ON THE BULLETIN BOARD. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN DISCIPLINARY ACTION.*



## CORRECTIONAL TRAINING CENTER ACADEMIC EXPECTATIONS

The Basic Correctional Officer training is divided into four areas. The four areas are Academic, Firearms, Chemical Agents and Physical Training. You will be expected to meet minimum standards in all these areas. The academic instruction is divided into six weeks. On the Monday following the end of each week of instruction, a comprehensive test covering all material discussed during the previous week will be given. Your sixth week exam will be administered to you on Wednesday afternoon of your final week. Each Cadet will be expected to pass any test with the minimum score of 80%. Failure to pass any test with the minimum score requires remedial study and retest. All Cadets needing to retest will be placed on academic probation (liberty restriction). Failure of the retest will be cause for dismissal.

Firearms training consists of receiving instruction in the use of three primary weapons used by the Department. These are the Ruger Mini-14, .223 caliber rifle; the Smith & Wesson .38 caliber revolver and the Remington Model 870, 12 gauge shotgun. A minimum proficiency rating of 70% is required for the Mini 14 and the Remington shotgun, while 50% is required for the Smith & Wesson revolver. Cadets failing to qualify ini-

tially, will be given additional instruction and four additional chances to qualify. Failure to qualify after retesting is grounds for dismissal.

Chemical Agents will consist of practical experience on the range where Cadets will display, to the satisfaction of the instructor, an acceptable degree of proficiency in the use of Chemical Agents. A minimum score of 80% must be achieved on the written test to successfully complete the Chemical Agents training. Cadets failing to achieve 80% will have a chance to retest after additional instruction.

Study halls will periodically be provided at the completion of the regular duty day. It is the responsibility of the Cadet to seek the necessary instruction to successfully complete the retest. Failure of any retest is reason for dismissal from State service.

Cadets will participate in a variety of simulated problems enacted at various locations throughout the Academy facilities. Class problems will range from crowd control situations to confronting a mentally disturbed inmate. Through class participation, Cadets will discuss and evaluate tactics, errors and each other's

performance. In addition, Cadets receive expert instruction in practical application of restraint gear, cell search techniques and contraband detection.

Upon arrival at the Training Center and throughout the training process, Cadets are continually being evaluated by Training Center Staff. Upon completion of the training, prior to graduation, these evaluations will be discussed with each individual Cadet. These evaluations will reflect your test scores, quiz scores, and degree of proficiency in areas of Physical Training. In addition, you will be evaluated in the area of Report Writing, Decision Making and the application of restraints. This form will then become part of the Cadet's training file and is sent to the assigned institution to aid them in a prescriptive training program to strengthen areas of weakness in the new Correctional Officer.



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## ON THE JOB TRAINING EXPECTATIONS

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During the fourth week of the training all senior cadets will be transported, on two separate occasions, to institutions geographically close to the academy, i.e., Folsom, California Medical Facility, Sierra Conservation Center and Deuel Vocational Institution. This will enable the individual to observe mainline feedings, count procedures, search techniques and all other types of institutional operations.



## A GRADUATION IS HELD

A graduation ceremony is held for those Cadets who successfully complete the six week Cadet training program. Only through 110% effort will Cadets have qualified themselves and earned the privilege to wear the badge of a Correctional Officer.

Cadets may invite family and friends to attend this ceremony. Newly appointed officers will then depart for assignments at their institutions and continue in an intensive in-service training program. Throughout a Correctional Officer's career, he or she will find that training is ongoing.



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THE RICHARD A. McGEE CORRECTIONAL  
TRAINING CENTER  
STAFF WISH TO THANK AND ACKNOWLEDGE  
OFFICERS  
PETE ENGELLENER, SANDI LOMATH AND  
SCOTT WILLIAMS,  
FOR THEIR DEVOTION AND OUTSTANDING  
WORK IN THE DEVELOPMENT  
AND COMPLETION OF THIS CADET HANDBOOK.

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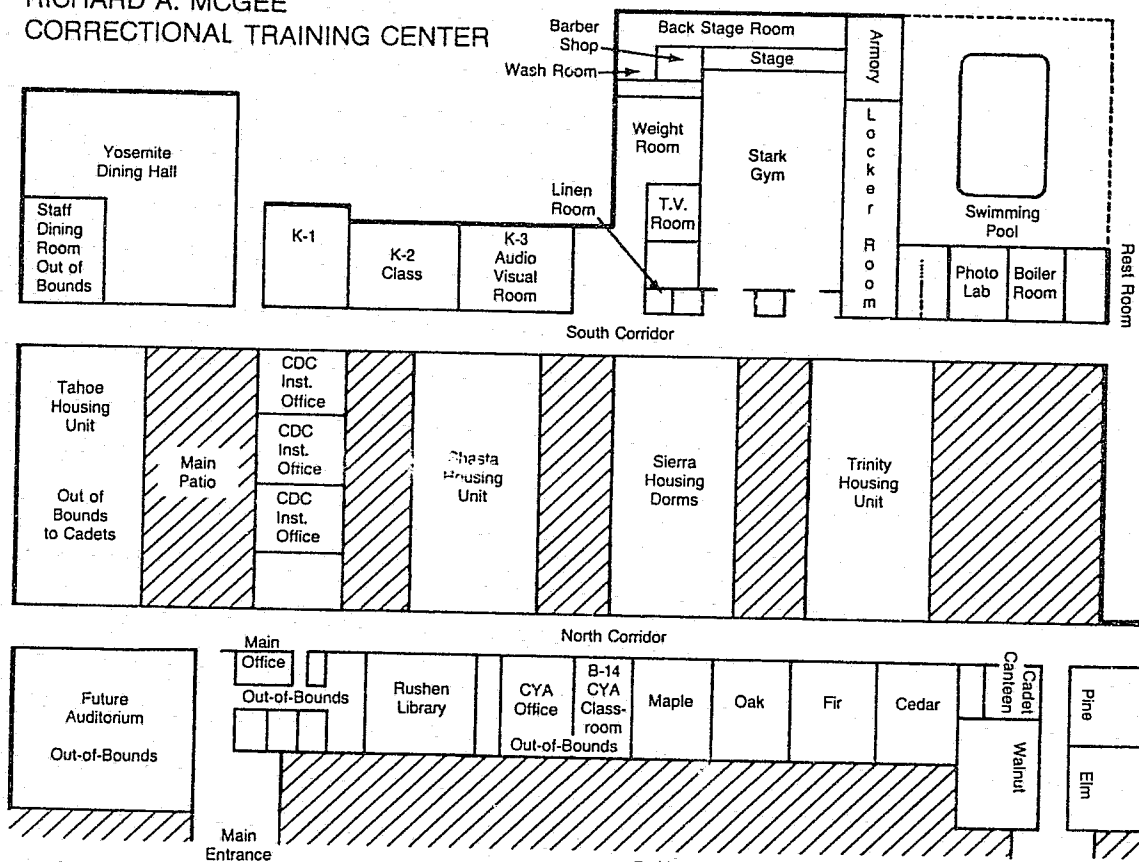
## APPENDICES

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# RICHARD A. MCGEE CORRECTIONAL TRAINING CENTER



DANIEL J. McCARTHY  
DIRECTOR OF CORRECTIONS

R. R. BAYQUEN, DEP. DIR.  
ADMINISTRATIVE SERV. DIV.

CONRAD HOLMES, CHIEF  
TRAINING SERVICES BRANCH

BRYAN S. GUNN  
ACADEMY ADMINISTRATOR

LT. JOHN P. ALEXANDER  
ACADEMY COMMANDER

SERGEANT INSTRUCTOR

CORRECTIONAL OFFICER  
ASSISTANT INSTRUCTOR

RICHARD A. McGEE  
CORRECTIONAL TRAINING  
CENTER

Chain Of Command

# CLASS REGISTRATION FORM

CALIFORNIA DEPARTMENT OF CORRECTIONS

CORRECTIONAL TRAINING CENTER

PLEASE PRINT

DATE \_\_\_\_\_

NAME \_\_\_\_\_  
 LAST FIRST MIDDLE  
 ADDRESS \_\_\_\_\_ SEX: M F

SOCIAL SECURITY NUMBER: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

CALIFORNIA DRIVER'S LICENSE NO. \_\_\_\_\_ ETHNIC ORIGIN: WHITE \_\_\_\_\_

PRESENT CIVIL SERVICE CLASSIFICATION: \_\_\_\_\_ BLACK \_\_\_\_\_ HISPANIC \_\_\_\_\_ OTHER \_\_\_\_\_  
 Permanent PI \_\_\_\_\_

INSTITUTION OR PAROLE REGION \_\_\_\_\_

FIREARMS EXPERIENCE: NONE PISTOL RIFLE SHOTGUN OTHER

DO YOU HAVE A VEHICLE PARKED ON ACADEMY GROUNDS? YES NO

ARE YOU THE REGISTERED OWNER YES NO

DISCRIBE VEHICLE IF PARKED ON GROUNDS  
 YEAR MAKE MODEL LICENSE STATE

43

CLASS YOU ARE ATTENDING	YOUR ACADEMIC LEVEL
Basic Academy (all six weeks) _____	No Previous College _____
Basic Academy (CPC 832 only) _____	Some College No Degree _____
Other Class (Specify) _____	AA/AS College Degree _____
_____	BA/BS College Degree _____

## EMERGENCY NOTIFICATION INFORMATION

STUDENT'S NAME \_\_\_\_\_  
 LAST FIRST MIDDLE

IN CASE OF AN EMERGENCY, PLEASE NOTIFY:

PRINT NAME \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

TELEPHONE NUMBER: ( ) \_\_\_\_\_ Alternate ( ) \_\_\_\_\_  
 area phone number area phone number

Department of Corrections  
Basic Correctional Officer Academy

*MEDICAL HISTORY*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_ SQUAD LEADER: \_\_\_\_\_

1. Are you in good health? YES\_\_\_NO\_\_\_  
Explanation: \_\_\_\_\_

2. Are you taking any medication? YES\_\_\_NO\_\_\_

3. Are you under a physician's care? YES\_\_\_NO\_\_\_

45

4. Have you been under a physician's care in  
past year? YES\_\_\_NO\_\_\_

5. Have you *ever* had surgery? If so, for  
what and when? YES\_\_\_NO\_\_\_  
Explanation: \_\_\_\_\_

6. Do you have any physical disabilities  
which would keep you from participating  
in Physical Fitness Training? YES\_\_\_NO\_\_\_

7. Additional information not addressed in the above questions that Physical Fitness Train-  
ing instructors should be aware of: \_\_\_\_\_

8. All of the above statements are correct and true to the best of my knowledge.

Signature: \_\_\_\_\_



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STUDENT'S NAME \_\_\_\_\_  
CIVIL SERVICE TITLE \_\_\_\_\_  
INSTITUTION \_\_\_\_\_

TO \_\_\_\_\_  
(Your Squad Leader's Name)

#### PERSONAL PROFILE

The following is a Personal Profile of myself, including some background on my education, work experience, hobbies, why I chose a career in Corrections, what method of recruitment was used to influence my selection, area(s) in which I feel I need more training, and my strong and weak attributes. \_\_\_\_\_

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(CONTINUE ON BACK IF NECESSARY)

*NOTE: Complete this form and return it to your Squad Leader during your first week at the Basic Correctional Officer Academy.*



**BASIC CORRECTIONAL OFFICER TRAINING ACADEMY**  
**Department of Corrections Training Center**

**EXPECTATIONS**

I have received a copy of the Department of Corrections Training Center Cadet Handbook. I understand what is required of me and agree to abide by all rules and regulations contained therein.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

Squad Leader: \_\_\_\_\_

**FAILURE TO ABIDE BY TRAINING CENTER, OR DEPARTMENTAL RULES AND REGULATIONS MAY RESULT IN DISCIPLINARY ACTION.**

### WAIVER OF LIABILITY AND AGREEMENT OF TERM OF USE

I, \_\_\_\_\_, Trainee at the Department of Corrections Academy located at 9850 Twin Cities Road, Galt, California, hereby declare that I will hold harmless the State of California, Department of Corrections, or members, employees or agents thereof, for any injury, loss, theft or damage incurred as a result of my request to use the recreational facilities of the Academy. The recreational facilities include but are not limited to the swimming pool, area immediately adjacent thereto, and the weight room. I specifically waive my right to bring an action against the State of California Department of Corrections, its employees or agents for any cause of action or other claim, which may arise connected with the use of recreational facilities located at the Academy.

I also agree to obey *all* posted instructions for the use of these facilities.

\_\_\_\_\_  
Cadet Signature

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Title

