

**ORIENTATION TO THE BASIC CORRECTIONAL JUVENILE ACADEMY:  
HANDBOOK CHECKLIST**

Cadet: \_\_\_\_\_

Facility: \_\_\_\_\_

As a CDCR Basic Academy cadet, you will complete the checklist by placing your initials where indicated. Your initials confirm that you have familiarized yourself with and understand the rules and regulations of the Training Center and BCJA as described in each item below.		Initials
1.	I understand the duties of the Administrators at the Training Center.	
2.	I understand the duties of the Program Lieutenant at the Training Center.	
3.	I understand the duties of the Instructors at the Training Center.	
4.	I understand the duties of the Company Commander at the Training Center.	
5.	I understand the duties of the Immediate Supervisor during the Academy.	
6.	I understand the duties of the Watch Sergeant at the Training Center.	
7.	I understand the chain of command for cadets at the Training Center.	
8.	I understand the security chain of command in a facility.	
9.	I understand the program chain of command in a facility.	
10.	I understand the alternate program chain of command in a facility.	
11.	I understand the class of uniform that must be purchased by all youth correctional officers prior to graduation from the Basic Correctional Juvenile Academy.	
12.	I understand the source of a cadet's paycheck.	
13.	I understand who may be in a cadet's assigned room.	
14.	I understand the hours of quiet time while staying at the Training Center.	
15.	I understand the curfew time when cadets must be in the building, Sunday through Thursday.	
16.	I understand the curfew time when cadets are usually expected to be in their rooms, Sunday through Thursday nights.	

17.	I understand the curfew time for cadet's who are staying on grounds Friday and Saturday nights.	
18.	I understand the expectations of room cleanliness.	
19.	I understand what is allowed in cadet rooms.	
20.	I understand the time at which a cadet's room will be inspected.	
21.	I understand the first thing a cadet should do if they lose their room key.	
22.	I understand who may sign in and out for a cadet.	
23.	I understand military time.	
24.	I understand the designated entrance and exit of the Training Center.	
25.	I understand cadets may not have alcoholic beverages in their possession while in the academy.	
26.	I understand cadets may not have firearms/weapons in their possession while in the academy.	
27.	I understand three examples of unprofessional behavior.	
28.	I understand the administrative action that may result if a cadet cheats or attempts to cheat on an examination	
29.	I understand the number of retests a cadet will be allowed if a test is failed.	
30.	I understand that tardiness may result in corrective/adverse action and/or dismissal.	
31.	I understand the phrase describing the official State of California policy regarding sexual harassment.	
32.	I understand that, as a cadet, I must be honest and ethical in my decision making and actions.	
33.	I have completely read and fully understand what is expected of me as a cadet.	

Cadet \_\_\_\_\_ (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Commander \_\_\_\_\_ (please print)

Signature \_\_\_\_\_ Date \_\_\_\_\_