

# REGISTRATION

California Department of Corrections and Rehabilitation  
Basic Correctional Officer Academy

## Cadet Training Information – Cadet Appraisal Office

Date: \_\_\_\_\_

**PRINT CLEARLY**

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ SSN: \_\_\_\_\_-\_\_\_\_-\_\_\_\_  
Month Day Year

Sex: Male [ ] Female [ ] Permanent Full-time [ ] PIE [ ]

Ethnic Origin: White [ ] Black [ ] Pacific Islander [ ]  
Asian [ ] Hispanic [ ] American Indian [ ]  
Filipino [ ] Other [ ]

Have you ever attended a previous Basic Correctional Officer Academy class? \_\_\_\_ If so, when? \_\_\_\_  
Class  
Year

Institution you are assigned to: \_\_\_\_\_

Cadet Address (**MUST BE A PHYSICAL ADDRESS, NO PO BOX!!**):

\_\_\_\_\_

\_\_\_\_\_ City State Zip Code

Home/CELL Telephone: ( ) \_\_\_\_\_ Drivers License # \_\_\_\_\_

If your vehicle is on Academy grounds, please complete the following:

Vehicle License # \_\_\_\_\_ Is Your Vehicle Insured? Yes [ ] No [ ]

Vehicle Identification \_\_\_\_\_  
Year Make Model Color State

**EMERGENCY NOTIFICATION INFORMATION - In Case Of Emergency, Please Notify:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day Phone: ( ) \_\_\_\_\_ Evening Phone: ( ) \_\_\_\_\_

Did you leave other state of California employment to accept this position? If so, which Department and/or specific office or location? \_\_\_\_\_

If you did leave prior State employment, what was your job classification? \_\_\_\_\_

If you did leave prior State employment, list the name and contact number of your previous supervisor: \_\_\_\_\_

Firearms Experience: None [ ] Pistol [ ] Rifle [ ] Shotgun [ ] Other \_\_\_\_\_  
Your Academic Level: No Previous College [ ] AA/AS Degree [ ]  
Some College, No Degree [ ] BA/BS Degree [ ]

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Basic Correctional Officer Academy

**EXPECTATIONS**

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

\_\_\_\_\_  
Cadet name clearly printed

\_\_\_\_\_  
Date

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

Failure to abide by the Correctional Training Center or departmental rules and regulations may result in disciplinary action.

# Memorandum

Date :

To : Jason Lowe  
Academy Administrator  
Correctional Training Center

Subject: **COMMITTED RELATIVES AND FRIENDS OF EMPLOYEES IN THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION – CALIFORNIA CODE OF REGULATIONS, SECTION 3406**

### 3406 Committed Relatives and Friends of Employees.

If an employee becomes aware that any relative or person with whom the employee has or has had either a personal or business relationship, has been committed to or transferred to the jurisdiction of the department, the employee shall notify in writing, the employee's institution head or appropriate director/assistant secretary of that fact.

I am submitting this memorandum in accordance with California Code or Regulations, Section 3406 above.

Inmate(s) Full Name	Relationship	CDCR # if known	Institution

Additional information:

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Cadet's Name (print):

\_\_\_\_\_

Last

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Cadet Signature

\_\_\_\_\_

Date

# Memorandum

Date : July 19, 2016

To : Office of Training and Professional Development Staff  
Guest Staff and Visitors  
Basic Correctional Officer Academy Cadets

Subject: **FRATERNIZATION POLICY**

The following Fraternization Policy Statement is effective immediately and supersedes all past Richard A. McGee Correctional Training Center (CTC) policies in regards to fraternization.

Fraternization is defined as any association between staff and cadets that could be viewed as, or possibly lead to, preferential treatment toward the cadet prior to their graduation from any CTC Academy (refer to Department Operations Manual, Section 33010.25, Nepotism/Fraternization, and California Code of Regulations, Title 15, Section 3391, Employee Conduct). Staff includes all permanent and guest staff assigned to the Academy regardless of classification.

Fraternization between staff and cadets is strictly prohibited. Conduct must be kept at a professional level at all times. Staff and cadets will not engage in any social exchange or conduct of a personal nature or conduct which could be viewed as personal in nature, either on or off duty. Examples of violations are as follows: dinner off-grounds together, drinking together, dancing together, and/or accepting rides in personal vehicles.

Staff are required to notify their respective Academy Manager, via a memorandum, if any relative, friend, or acquaintance will be, or are currently, attending an Academy at the CTC. Failure to adhere to this policy may result in adverse action that includes, but is not limited to, a formal reprimand or dismissal. Upon assignment to the CTC, all staff are required to sign a Statement of Compliance to this policy.



JASON LOWE  
Academy Administrator  
Correctional Training Center

### STATEMENT OF COMPLIANCE

I have been given a copy of the Fraternization Policy and am aware of its contents.

\_\_\_\_\_  
(Print) Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Richard A. McGee Correctional Training Center  
9850 Twin Cities Road  
Galt, CA 95632



Dear Cadet:

The Richard A. McGee Correctional Training Center is an institutional setting. Inmates from Mule Creek State Prison are part of the daily work crews.

**It is your responsibility to maintain a heightened sense of awareness at all times, and to follow all rules, regulations, and directives of Academy staff. Bringing the following unauthorized items onto Academy grounds jeopardizes the safety and security of this institution, and will result in disciplinary action, up to and including rejection on probation. The following items are not allowed inside the facility at anytime: Cellular telephones, audio/visual recording devices of any kind, and cameras are strictly prohibited.**

*I have read and understand that cellular telephones, audio/visual recording devices, and cameras are not allowed inside these facilities. I understand that bringing these items into the facilities jeopardizes safety and security of the institutions. I understand that bringing these items into the institutions will result in rejection on probation. I also understand that leaving these items in an unsecured vehicle will also result in disciplinary action, to include rejection on probation.*

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Cadet Name Printed

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Cadet Signature

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Date