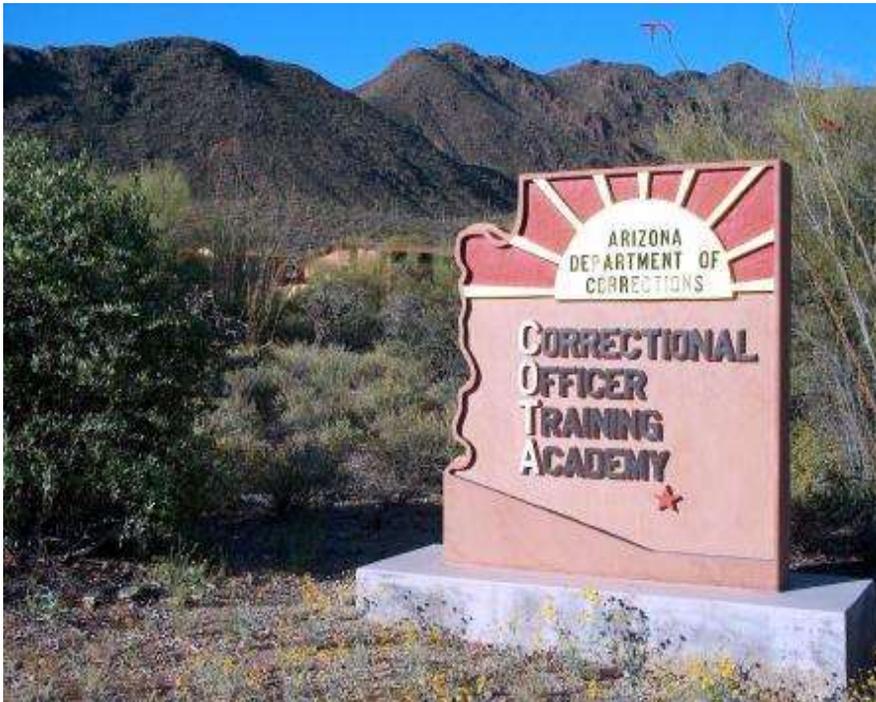


ARIZONA DEPARTMENT OF CORRECTIONS

COTA CADET HANDBOOK



CORRECTIONAL OFFICER TRAINING ACADEMY

**5601 W. Trails End Rd.
Tucson, AZ 85745
520.623.5832**

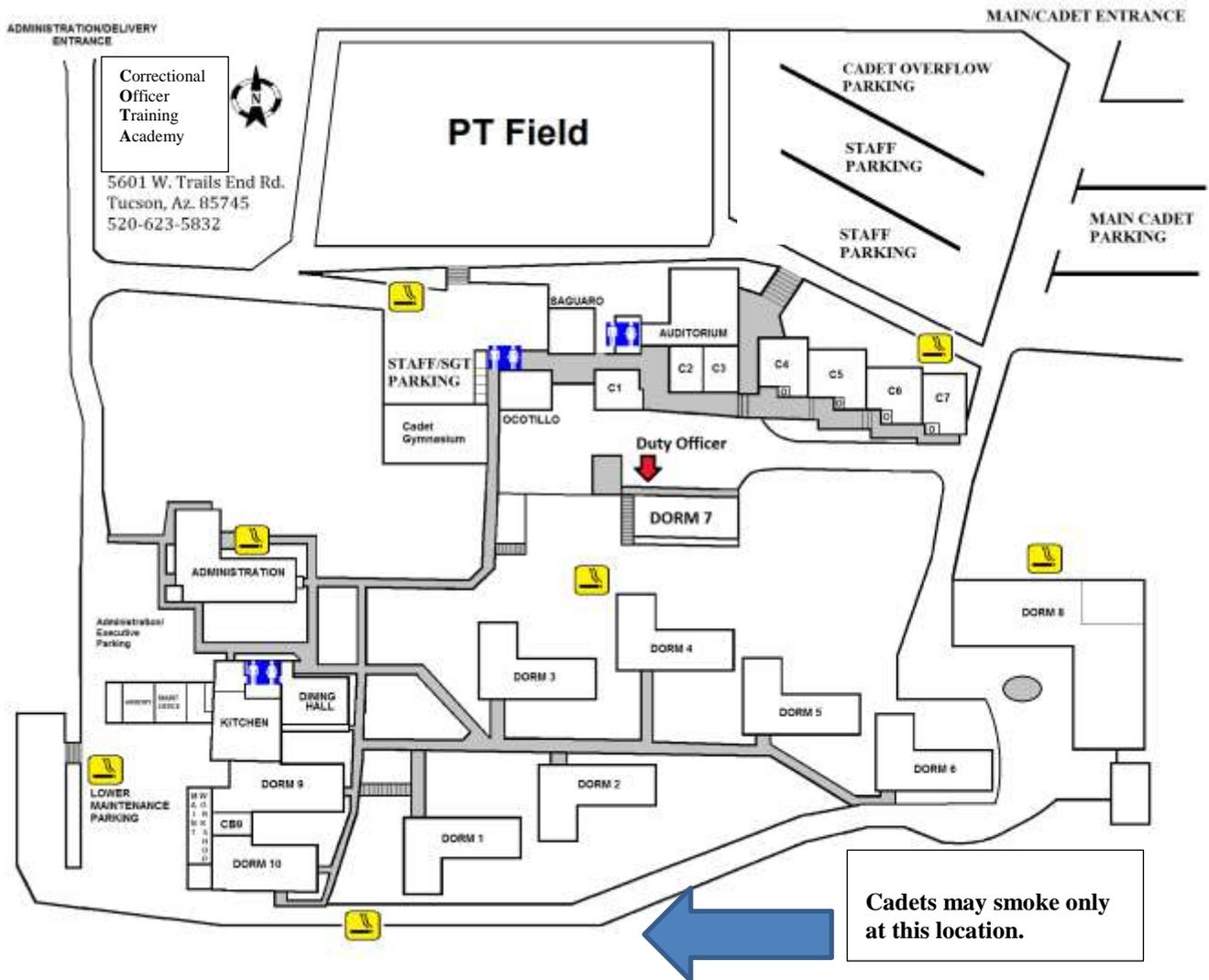
COTA CADET HANDBOOK

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Look for the signs which direct you to “COTA ACADEMY” along both routes.

Cadets will park in the student (East) parking lot only. If you are arriving on Monday morning, wait outside of the south entrance of the auditorium. Do not wander around campus. Lock all suitcases and bags in your vehicle. Cadets without vehicles should stow their luggage at one group location, to the right of the stairs.



ARIZONA DRIVER LICENSE AND REGISTRATION

As an Arizona State employee, you must have a valid driver’s license and your vehicle must have current Arizona registration and insurance. Please ensure your license and registration are current prior to your arrival. **If you are from out of state, you will need to get an Arizona driver’s license and register your vehicle by the Friday of your second week at the academy. You will need to bring the funds to cover the cost of these procedures.**

DRESS CODE AND GROOMING STANDARDS

On Monday morning, all cadets will wear business attire: White long-sleeved dress shirt, preferably not form-fitting, white crew neck t-shirt, solid black tie, black dress slacks (slacks must not be too form-fitting or tight) and black belt (no yoga pants, skirts or dresses are allowed for women) and your Departmental hat (ball cap) i.e. (ADC, County, etc.). All cadets are required to wear a white crew neck t-shirt under their dress and uniform shirts.

The hat (cover) is to be removed when entering a building and worn at all times when outside. When you walk around the academy, walk on the right side of the sidewalk single file. Refer to the dress code and grooming section for clarification. **Both men and women shall report wearing the ADC uniform ball cap and high quality running shoes. Good shoes will assist in your ability to meet the running standard and help prevent injury.**

During the first two weeks of the academy, cadets are required to dress in business attire with athletic shoes and brown ADC uniform cap during on-duty hours. Clothing must be kept neat, clean and pressed. **Clothing should be conservative in nature and not too tight, too baggy or revealing.**

Business attire for men consists of black dress slacks, black belt, dress shirt (no pull-over, must be button front, white in color), solid black tie and good athletic shoes. Suit jackets or sweaters of solid black color are optional in winter months. Ensure that you wear a white crew neck t-shirt beneath your white dress shirt.

Business attire for women consists of black dress slacks, black belt, white dress shirt or blouse that will appropriately accommodate a solid black tie and good athletic shoes. Dress jackets or sweaters of solid black color are optional in winter. Skirts and dresses are not authorized. Undergarments (bras) must be neutral or white in color. Ensure that you wear a white crew neck t-shirt (no sheer, scoop neck or form-fitting t-shirts – your bra cannot show through your t-shirt) beneath your white dress shirt.

Purchase only the dark brown ADC uniform cap and your Physical Training (PT) uniform before you report to COTA. Do not purchase other Correctional Officer uniform items until after you have had the Uniform and Grooming class presented during the academy.

During the second week at COTA, you will be issued a uniform advance to cover your initial uniform cost. You are required to wear the full Correctional Officer uniform beginning Monday of your third week at COTA. Uniform pants may not be altered to be form fitting and legs may not be tapered.

GROOMING AND HYGIENE

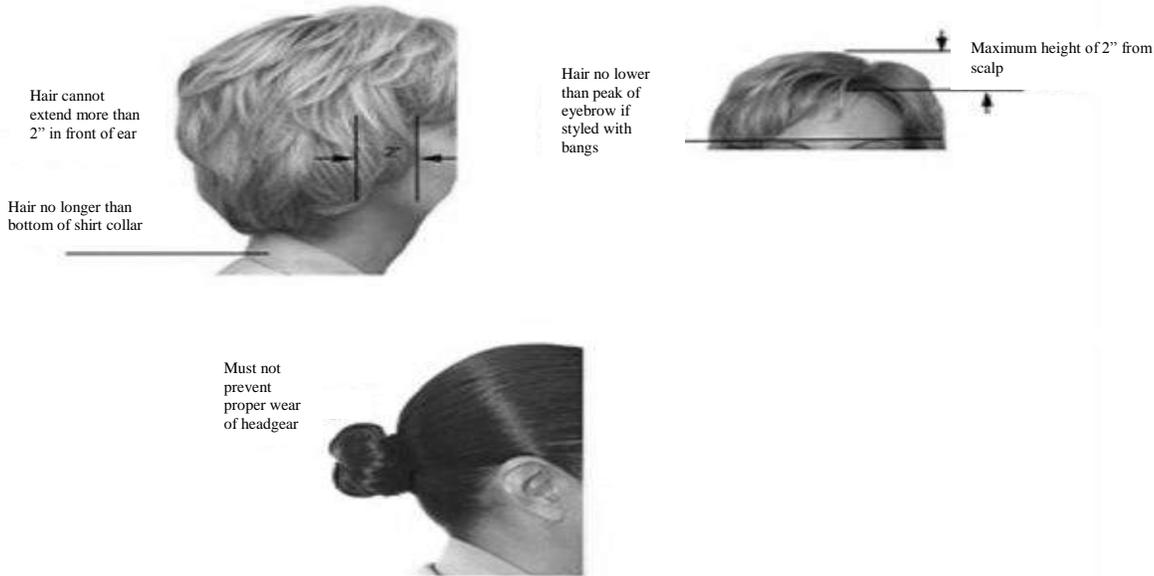
A high standard of personal hygiene and professional appearance is expected of COTA cadets. Cadets shall shower and brush their teeth daily. Cologne or perfume is not allowed. Fingernails shall be kept clean and length shall not extend beyond the tips of the fingers. Female cadets may wear nail polish which is clear. Sunglasses may only be worn for medical reasons such as photosensitivity, and are authorized only with a doctor's note; and must be conservative in style. Mirrored or reflective lenses are prohibited.

Cadets may wear a wristwatch and two rings, a wedding ring and engagement ring are considered one ring. Female cadets may wear one small (less than 1/8" inch in diameter) "post" style or clip-on non-dangling earring in each lower ear lobe. Male cadets are prohibited from wearing earrings. No other visible body piercing is permitted. No other jewelry is permitted. During self-defense class, no piercings or jewelry, including wristwatches, are permitted.

Female cadets may wear only neutral color, skin tone make-up. Cadets shall not wear lipstick, eye shadow, blush, eyeliner or mascara.

FEMALE CADET HAIR STANDARDS

Hair length may not exceed the bottom of the shirt collar unless it is rolled in a bun on the back of the head. Hair ties shall be black or brown only. Hair placed in bun style shall be on the back of the head anywhere between the top of the crown and the top of the shirt collar. Hair placed in a rolled style shall be on the back of the head, to top of shirt collar. Hair shall not hang over or in front of the ears or eyes, shall be kept clean and combed at all times and shall not interfere with wearing the required ADC uniform cap.



MALE CADET HAIR STANDARDS

Cadets shall report with a fresh haircut, in a conservative style, which is neatly tapered and contoured to the head. Hair shall not extend more than one inch in length on the side of the head, must be completely off the ears and shall not touch the top of the shirt collar at the back of the neck while the cadet is standing. Hair shall be neatly combed or brushed at all times.



Sideburns shall not exceed one inch at the widest point, shall not extend below the ear canal and shall be cut straight across; and shall not exceed a length of 1/2" inch. **Cadets must be clean shaven while attending the academy and may not wear a mustache, beard and/or goatee during this time.**

For further clarification you may access the Arizona Department of Corrections website at www.azcorrections.gov and refer to Department Order 503, Employee Grooming and Dress.

THE COTA PHYSICAL TRAINING UNIFORM

The PT uniform consists of the following items: Dark brown Arizona Department of Corrections uniform cap, approved grey t-shirt bearing a 2 ¾" COTA seal with your last name professionally printed (not iron-on letters) on the upper back in navy blue 2" all capital letters, navy blue gym shorts, navy blue sweat pants bearing a 2 ¾" COTA seal and athletic shoes suitable for long distance running and vigorous training and white athletic socks (no colored stripes). A sports bra is required for women. In the winter months, a navy blue, long sleeve, un-hooded sweatshirt bearing a 9" COTA seal on the back is authorized. No other color or style will be allowed. Cadets may wear a wristwatch while participating in PT. Be aware that sweat pants will be required even in the summer months. Bring your PT uniform with you when you report to the academy. You may be required to participate in activities in your white t-shirt. It must be an approved crew neck t-shirt.

PHYSICAL FITNESS TRAINING

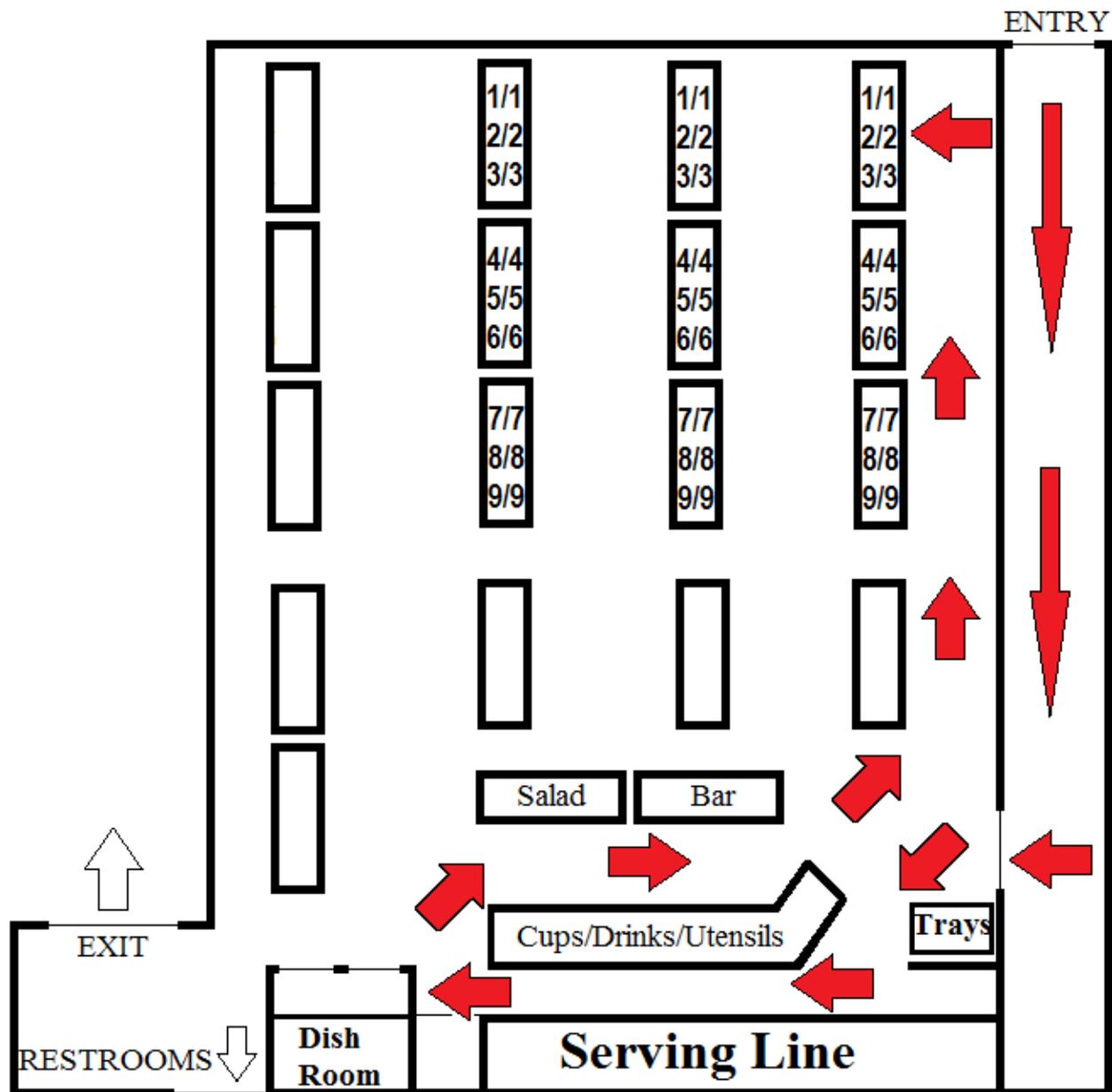
Physical Training (PT) is an important part of the COTA program. You will be required to perform structured warm up and conditioning exercises. You will also be expected to run continuously for at least 20 minutes starting the first week of training. **It is mandatory that you have good quality athletic shoes designed for running to minimize your chances for injury or discomfort during physical training. You should begin working on your aerobic fitness, sit-ups and push-ups before you arrive at the academy.**

OFF-DUTY ATTIRE

When on the academy grounds, cadets must wear appropriate off-duty attire. Clothing shall be clean, in good condition and of conservative style. The following clothing items are prohibited: razor back tank tops, half-top shirts, mesh or net shirts, halter tops, bikini tops or bottoms, cut off shorts, short shorts, t-shirts bearing offensive language or which depict alcohol/drugs or other inappropriate messages, and any revealing or otherwise inappropriate clothing. Clothing should not be overly loose or tight/form-fitting. Cadets are encouraged to wear closed-toed shoes when outside their dorm room. COTA is a desert environment.

MONDAY MORNING BREAKFAST PROCEDURE

On Monday morning you are to be dressed in your first week uniform as previously outlined. Breakfast will be served in the cafeteria at 0630 hours (6:30 a.m.). Enter the cafeteria through the single-door entrance without cutting-in between other cadets in formation to eat. Once you have your meal and drink, use the back row tables starting from the right rear table before filling up the next table as shown:



LEAVING CAMPUS

Cadets who reside outside the Tucson area are required to reside at COTA and shall report to COTA between 1600 and 2200 hours (4:00 p.m. to 10:00 p.m.) each Sunday night. In rare cases, cadets may request to reside at COTA over a weekend if they meet weekend residency criteria. If leaving campus, cadets are to return to COTA by 2130 hours (9:30 p.m.).

VISITORS

Cadets shall not visit inside any dorm room other than their own. Socializing is limited to day rooms or other common areas. Sexual or romantic contact or any display of public affection between cadets is prohibited anywhere on academy grounds. Cadets are not authorized to have visitors on academy grounds without permission from the Class Sergeant or Lieutenant.

IMPORTANT NEW HIRE PERSONNEL ORIENTATION PAPERWORK

A portion of your first day will be spent completing new hire paperwork. Please be prepared to provide all required documents and/or information.

In accordance with A.R.S. 23-351, all employees must enroll in the State’s direct deposit program at the time of their hire. Employees enroll in the direct deposit program by completing a Form GAO-65, available from the COTA HR Liaison and by providing a “voided” check. Your name and address must be pre-printed on the check. You may also submit a letterhead document from your financial institution; it must indicate your name, routing/account number and be signed by a bank representative. Please Note: If at a later date you choose to close your bank account, you will need to provide your Human Resources Office with a new direct deposit form with your updated checking/savings account information.

Once an Employee Identification Number (EIN) is assigned to you, you will have the opportunity to elect insurance coverage by logging onto www.yes.az.gov. You will need the following information for any dependents you wish to add to your coverage (only legal dependents can be covered): birth date(s), social security number(s), addresses, marriage certificate if spouse has different last name, birth certificate(s) for children with different last name, birth and marriage certificate for step-children, and court orders if a child is placed with you by court order.

IMPORTANT EMPLOYEE ELIGIBILITY INFORMATION (I-9)

If possible, please log into Onboard Arizona at <https://hrx.talx.com/HRX/EmploymentCenter/default.aspx?divisionid=-1>

and complete Part 1 of the I-9 form prior to your first day at COTA. Ensure you elect **Corrections** as your agency and Division/Agencies as **COTA Cadets**. **Do not** elect the institution you will be assigned to after you graduate. Federal law mandates acceptable documents be provided within three (3) working days. COTA Human Resources staff will collect the documents on your first day.

LIST OF ACCEPTABLE DOCUMENTS

Refer to the chart below for a list of acceptable documents.

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED				
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.				
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND LIST C Documents that Establish Employment Authorization		
1. U.S. Passport or U.S. Passport Card	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION	
		6. Military dependent's ID card	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)	
		6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	7. U.S. Coast Guard Merchant Mariner Card	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
			8. Native American tribal document	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
			9. Driver's license issued by a Canadian government authority	5. Native American tribal document
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card	6. U.S. Citizen ID Card (Form I-197)	
		11. Clinic, doctor, or hospital record	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
	12. Day-care or nursery school record	8. Employment authorization document issued by the Department of Homeland Security		

DORMITORY CONDUCT AND CLEANLINESS

Cadets shall maintain COTA dormitories at a high standard of cleanliness, according to procedures which will be presented during the first week of training. Residential Cadets shall report to COTA each Sunday night before 2200 hours (10:00 p.m.). During the training week, cadets must be in their rooms by 2230 hours (10:30 p.m.). Lights shall be out by 2245 hours (10:45 p.m.).

Smoking, the use of electronic cigarettes or chewing of tobacco is prohibited inside any building on campus and may only be used outside in a designated smoking area (see page 4 for smoking area locations). Smoking items shall be disposed of in ashtrays and chewing tobacco in trash containers.

Lights, lamps, electrical appliances, air conditioning and heating units shall be turned off when the room is unoccupied. Cadets shall leave window curtains open when their room is unoccupied. Cadets are not authorized to hang, suspend, tape, fasten or affix any items to any walls, floors, ceilings, sidewalks, building exteriors or the grounds of the academy. Hot irons shall not be placed on the carpeting or any other surface which is likely to be damaged by heat. Trash cans shall be emptied each morning before reporting to class and on Fridays before leaving campus for the weekend.

Cadets shall respect the privacy of fellow cadets. Loud, unusual or disruptive noise in or near dorm rooms, day rooms, laundry facilities, walkways or other communal areas is prohibited.

DORM SECURITY

Cadets shall keep their dorm locked when unoccupied. The dead bolt shall not be used to keep the door open while “stepping out for a short time.” Watches, rings or other jewelry shall not be left unattended in plain sight. A minimum of cash or valuables may be kept in the room. The academy is not responsible for lost, damaged or stolen property.

FOOD SERVICE

COTA has its own cafeteria on the grounds. Lunch is provided to all cadets. The breakfast and evening meals are provided for Residential Cadets. For summer classes, commuters will be provided with breakfast. There is no food service after the evening meal or on weekends.

PROHIBITED ITEMS: The following items are prohibited. DO NOT BRING THEM WITH YOU.

Firearms or weapons of any kind (including knives), tasers/stun guns

Alcohol (You are not allowed to drink within eight hours of being on campus or possess alcohol on campus at any time.)

Illegal drugs

TV's and VCR's

Hot plates or any electrical cooking, heating or boiling device

Pets of any kind

Personal or baby wipes

REQUIRED ITEMS: The following items are required. PLEASE BRING THEM WITH YOU.

The COTA Cadet Handbook

Sufficient business attire for one week of training (residents) (laundry facilities provided)

Arizona Department of Corrections uniform ball cap

COTA Physical Training Uniform including athletic shoes

After-hours clothing for five days (residents)

Towels and washcloths (residents)

Personal toiletry items, i.e., soap, shampoo, etc., (residents)

Feminine hygiene items (tampons and pads are not available on campus)

Prescription medication (with doctor's note or copy of prescription)

Laundry supplies, i.e., laundry soap, fabric softener, etc. (residents)

Paperwork necessary to complete payroll forms (Refer to Important New Hire Personnel Orientation Paperwork section)
Wristwatch
Alarm Clock (residents)
Funds for Arizona Driver's license and vehicle registration, if required
Three ring binder, black pen, blue pen and pencil
White crew neck t-shirts
Flashlight

OPTIONAL ITEMS: The following items are optional for Resident Cadets.

Steam irons
Hair dryer
Curling iron
Electric razor
Small "Walkman" sized radio, tape or MP3 player which must be used with headphones
Small personal ice chest or cooler
Laptop computer (internet access is **not** available)
Cellular phone (which must be stored per procedures presented on Day One)
Blanket and/or pillow (if you require more than one)
Vitamins, supplements or over-the-counter pain relievers
Change for vending machines

ITEMS AND SERVICES PROVIDED BY COTA: The following items and services are provided by COTA:

Bed linens, a blanket and pillow
Washers and dryers (bring your own laundry soap, etc.)
Vacuum cleaners
Toilet paper
Some room cleaning supplies
Community irons and ironing boards

MAIL SERVICE

Outgoing correspondence shall be given to your Class Advisor with correct postage. The Advisor will take your mail to the Administration building where it is picked up daily, Monday through Friday.

LAUNDRY FACILITIES

Washing machines and dryers are provided on campus free of charge. Cadets must provide their own laundry soap, fabric softener, etc. After using the laundry facilities, do not leave any laundry behind.

HEALTH CARE

Cadets who become seriously injured should call 9-1-1 and notify staff immediately. Any cadet with a contagious illness will be sent home for obvious reasons. If you are injured while at COTA, the injury shall be immediately reported to COTA staff. If no staff are available, call 9-1-1.

TELEPHONES

Cell phones are to be stored either in the cadet's vehicle or dorm room out of sight during class time. Aside from storing cell phones, cadets are not allowed to possess a phone in classrooms or anywhere else on campus. Cell phones may be used after hours. Cell phones may require that you move about until you receive a signal due to COTA's location.

ARIZONA

DEPARTMENT OF CORRECTIONS

AGENCY VISION

Safer communities through effective corrections.

AGENCY MISSION

To serve and protect the people of Arizona by securely incarcerating convicted felons, by providing structured programming designed to support inmate accountability and successful community reintegration, and by providing effective supervision for those offenders conditionally released from prison.

AGENCY CORE VALUES

P = Professionalism: Modeling the ideal

R = Responsibility: Owning your actions

I = Integrity: Doing the right thing

C = Courage: Taking action despite fear

E = Efficiency: Making every action count

AGENCY GUIDING PRINCIPLES

- We have the legal and operational responsibility to be accountable and responsive to the judicial, legislative, and executive branches of government; to our employees; to inmates; and most importantly, to the citizens of Arizona.
- We value honesty and integrity in our relationships, and we place a high priority on quality of services and development of teamwork, trust, and open communication.
- We make fiscally sound, measurable decisions, and respond effectively to the changing demands placed upon the agency by stakeholders, citizens, and their representatives.
- We maintain an environment that is humane and equitable to both employees and inmates, utilizing a grievance and disciplinary system that is consistently administered and fosters due process.
- We develop, encourage, recognize, and reward professional performance and growth by employees at all levels.