DEPARTMENT OF CORRECTIONS AND REHABILITATION
ORIENTATION TO THE BASIC CORRECTIONAL JUVENILE ACADEMY

BCJA CADET HANDBOOK FORMS LIST

ACADEMY AND NEW EMPLOYEE DOCUMENTS

(Cadet will read and complete the documents listed below prior to the first day of academy. During academy orientation, instructors will review the following documents and respond to any questions or concerns. Cadet will then initial and date the following and submit documents during academy orientation)

1. BCJA Cadet Handbook Forms List..... ☐ date: _____
2. BCJA Cadet Information Sheet..... ☐ date: _____
3. BCJA Cadet Terms of Agreement ..... ☐ date: _____
4. Child Abuse Reporting Requirement ..... ☐ date: _____
5. Computing Use Technology Agreement..... ☐ date: _____
6. Correctional Training Center Recreation Fund, (Mandatory) Order Form ..... ☐ date: _____
7. Correctional Training Center Recreation Fund, (Optional) Order Form ..... ☐ date: _____
8. Declaration of Unauthorized Items ..... ☐ date: _____
9. Fraternization Policy ..... ☐ date: _____
10. Incarcerated Relative/Associate Notification..... ☐ date: _____
11. Orientation to the Basic Academy Observation Checklist (facility observation)..... ☐ date: _____
12. Orientation to the BCJA: Handbook Checklist ..... ☐ date: _____
13. Physical Training Survey ..... ☐ date: _____
14. State Employee Race/Ethnicity Questionnaire ..... ☐ date: _____
15. Social Security Form..... ☐ date: _____
16. Academy Check-In Questionnaire ..... ☐ date: _____
17. Pre-Employment Medical Disclosure Update..... ☐ date: _____

POLICY DOCUMENTS

(Cadet will read the policies listed below prior to the first day of academy. Cadet will then initial and date the following.)

1. Accessories, I&C Manual, Sections 2705-2750..... ☐ date: _____
2. Alcohol/Controlled Substance Usage, YAM, Section 3100 ..... ☐ date: _____
3. California Penal Code, Sections 832-832.16 ..... ☐ date: _____
4. Class B Uniform-Custody, I&C Manual, Sections 2605-2635 ..... ☐ date: _____
5. Departmental Uniform Policy, I&C Manual, Sections 2405-2435 ..... ☐ date: _____
6. Employee Conduct Policy, I&C Manual, Sections 2160-2167..... ☐ date: _____
7. Optional Uniform-Custody, I&C Manual, Sections 2640-2655 ..... ☐ date: _____
8. Regulation Uniform-Custody, I&C Manual, Sections 2510-2555..... ☐ date: _____
9. Sexual Harassment Prevention Policy, YAM, Sections 2650-2665 ..... ☐ date: _____
10. Uniformed Grooming Standards, I&C Manual, Section 2828..... ☐ date: _____

_____	_____	_____
Cadet Name (print)	Cadet Signature	Date
_____	_____	_____
Advisor/Supervisor Name (print)	Advisor/Supervisor Signature	Date Received