



VISITOR'S INFORMATION for Training Participants

Welcome to the Richard A. McGee Correctional Training Center

The following information below is to assist you with any questions you may have while attending training at the Academy. All electronic devices such as personal cell phones, computers, and games should be locked, out of plain view, in your vehicle. Minimum custody inmates from Mule Creek State Prison are on grounds from approximately 0730 to 1400 hours.

Parking

- ◆ Parking is free. Staff may be directing traffic upon entrance to the facility.
- ◆ Plan to arrive early. Traffic, parking, and security checks may result in delays getting to your destination. There may be extensive walking required.
- ◆ The Academy does not issue handicapped or special parking passes, so please bring your own handicapped placard.
- ◆ **Do not** park in areas designated as "CTC Staff Parking." Parking citations will be issued to anyone parking in unauthorized parking areas. Approval must be obtained by the Administrator prior to parking in any restricted area.
- ◆ All vehicles are to remain on paved surfaces. **Do not** drive around bollards or on any grassy area. Approvals must be obtained by the Administrator prior to parking in any restricted area on grounds.
- ◆ Please follow all posted speed limits. Seatbelts must be worn by all vehicle occupants at all times while driving on Academy grounds.
- ◆ Drivers may not use handheld cellular phones while the vehicle is in motion. If you need to use your phone, use a hands-free device or pull over.
- ◆ Please be alert of other visitors and drive carefully.

Director's Rules and CTC Rules & Regulations

While at CTC, visitors are expected to be in compliance with the Director's Rules and CTC rules and regulations listed below:

- ◆ **It is unlawful** to bring firearms, ammunition, knives, chemical agents, projectiles, drugs, or alcohol of any kind on grounds. Alcohol, weapons, and/or ammunition are not to be left unattended in vehicles.
- ◆ Peace officer status employees and others authorized to carry firearms must place them in a gun locker provided in the Watch Office upon arrival.
- ◆ **Blue denim is not permitted on grounds at any time.**
- ◆ Camouflage attire is **only** permitted when worn by an individual on active duty or in an official capacity.
- ◆ Pursuant to State and departmental policy, tobacco products, (i.e., cigarettes, cigars, and "chew") **are not allowed** on Academy grounds unless they are secured in your vehicle.
- ◆ Tobacco products may be used from 1700 through 0600 hours, and on the weekends, as long as inmate workers are not on Academy grounds and only in the designated smoking area, which is located at the southwest corner of the Academy, near the water tanks.
- ◆ Also **not allowed** on grounds: bicycles, skateboards, roller skates, etc., and pets except for those needed for the physically challenged or impaired.

STACY L. LOPEZ

Associate Director
Peace Officer Selection and
Employee Development

JASON LOWE

Academy Administrator
Basic Peace Officer Institute

STACHIA LUETH

Correctional Business Mgr I
Business Administration
& Support



OTPD Main Number
(209) 744-5000

Scheduling/Room Reservation
Housing Accommodations
(209) 744-5049

► Directions from Highway 99

Approximately 1 mile west of
Highway 99. Hwy-104/Twin
Cities Road Exit

► Directions from Interstate 5

Approximately 9 miles east of
Interstate 5. Hwy-104/Twin
Cities Road Exit.



► **Academy Store**

Items available for sale include beverages, snacks, health and beauty aids, and novelty items. The Academy Store is located next to the west parking lot and is open to the public.

► **Academy Cafeteria**

A sign-in sheet will be located at the main entrance of the dining hall.

- Breakfast: 0500 – 0800 hours (\$3)
- Lunch: 1100 – 1300 hours (\$4)
- Pre-Graduation lunch: (\$5)
- Dinner: 1600 – 1800 hours (\$4)

► **Refreshments**

There are vending machines located in south corridor, near the weight room.

► **Recycling Campaign**

Recycling receptacles are located near garbage cans and at most of the facility's entrances. We urge you to be conscientious of these efforts by separating all recycles from the trash and disposing of them accordingly.

► **Weight Room**

The weight room is located in the south corridor. It is available to all employees and training participants. Utilization of the weight room should not interfere with cadet's use of the gym and should not occur on State time, but either before or after work hours, or during scheduled lunch breaks. CTC requires at least two people in the weight room at all times while you are working out. If the weight room is locked, please contact the Watch Office. Please keep the weight room clean and safe.

Security

- ◆ Persons entering or exiting the Academy grounds must use the Administration Building foyer daily as the main point of entrance to or exit from the Academy. Training participants must sign in and sign out in the CTC logbook located in the foyer for accountability and emergency notification purposes.
- ◆ In order to avoid security delays, refrain from bringing large bags, coolers, backpacks, or other items that will require additional scrutiny or searches from security personnel.
- ◆ Anyone observing suspicious behavior or activity is urged to promptly report it. **REMEMBER, IF YOU SEE SOMETHING, SAY SOMETHING!**
- ◆ If you have a medical, fire, or police emergency, please call 911 immediately.

Training Classes

- ◆ Classes generally begin at 0800 hours, break from 1130 to 1230 hours, and end at 1700 hours unless otherwise notified.
- ◆ Breaks are usually given each hour depending on the subject being taught.
- ◆ **During breaks, keep noise to a minimum. Other classes may still be in session.**
- ◆ Ethical and professional conduct is expected at all times.
- ◆ During orientation, on the first morning of the class, the instructor will go over the daily schedule and course expectations.
- ◆ Attendance sheets will be completed each day. Any absences will be recorded and your IST office or supervisor will be notified.
- ◆ All course requirements must be met and incurred charges paid before a Certificate of Completion is issued.

Appropriate Attire

- ◆ Appropriate attire is clothing that does not present a safety hazard to participants while performing their duties, is suitable in the presence of inmates, and professional in appearance.
- ◆ Clothing shall be worn in a manner consistent with good taste.
- ◆ Camouflage attire should **only** be worn by an individual on active duty or in an official capacity.
- ◆ The following apparel is **not** allowed: Tank tops; tube tops; off the shoulder and strapless sweaters, blouses, or dresses; spaghetti strap apparel; muscle shirts; dresses or skirts with excessively high slits; see-through apparel; clothing that exposes midriff area; clothing with wording or prints depicting offensive, sexual, racial, or derogatory remarks; and blue denim.
- ◆ Shorts and sweatpants may **only** be worn in the weight room, gymnasium, or on running track. Closed toed shoes are required.

Telephones

- ◆ CTC telephones are to be used for State business only. If you need to make a State business telephone call, contact your instructor so they can direct you to a State telephone.
- ◆ Your instructor will inform you where telephone messages will be posted.
- ◆ Long distance calls placed from the housing units must be made through the use of a calling card or via a collect call.
- ◆ For security of the Academy, the housing unit telephones are disconnected from outside calling between 0700 and 1500 hours. During these hours you may continue to dial room-to-room or receive calls.



► **Lost & Found**

If you have lost or found an item, please notify the Watch Office at the number listed above. Items will be logged in and stored in an office vault for 30 days. Items not claimed within 30 days will be turned over to the property officer for disposal.

Housing

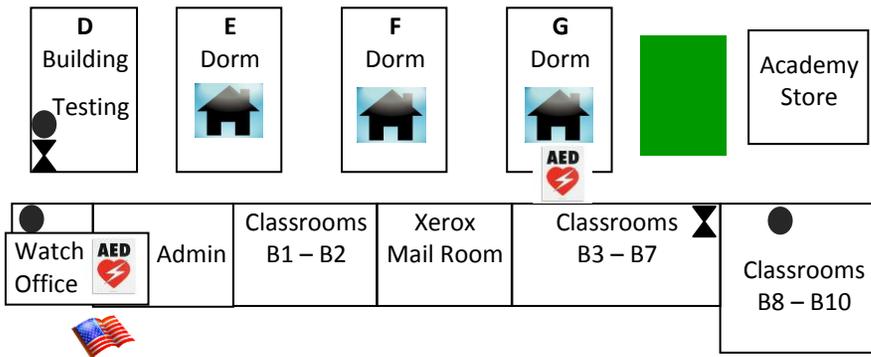
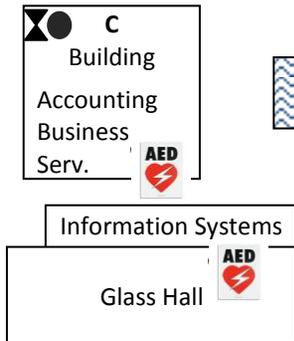
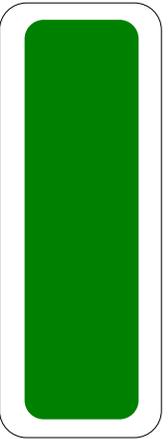
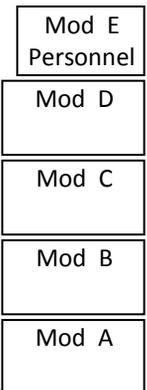
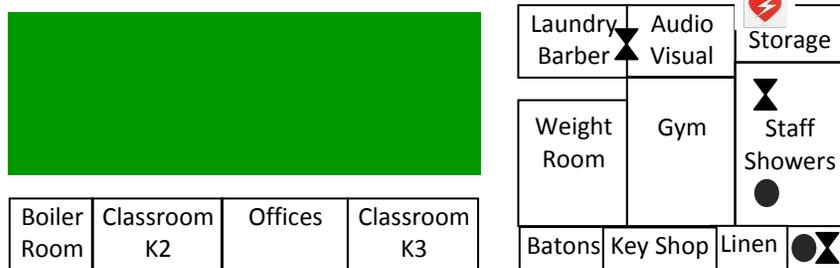
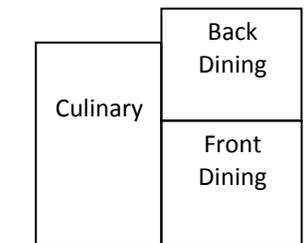
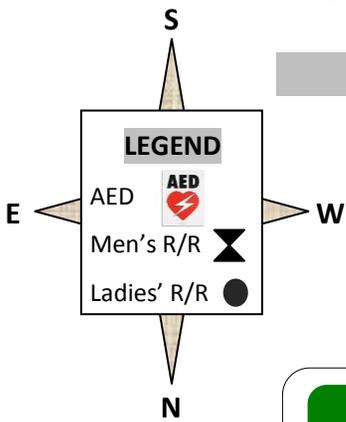
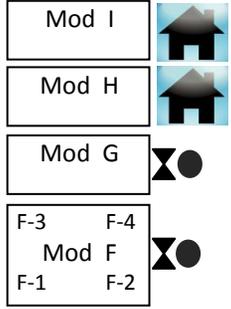
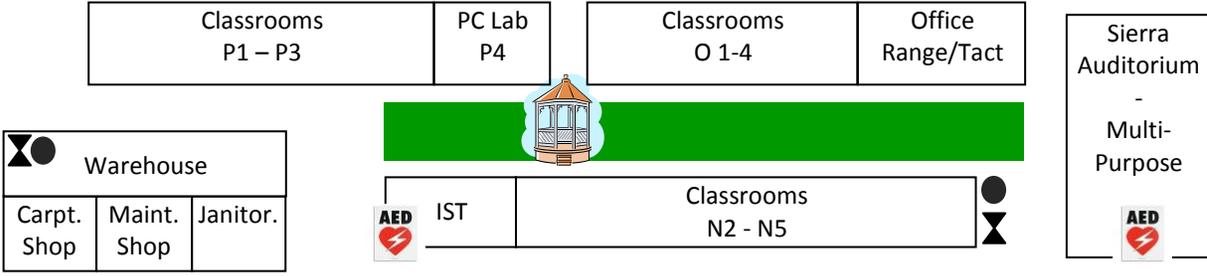
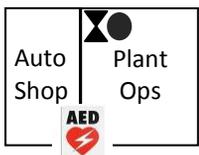
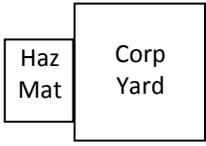
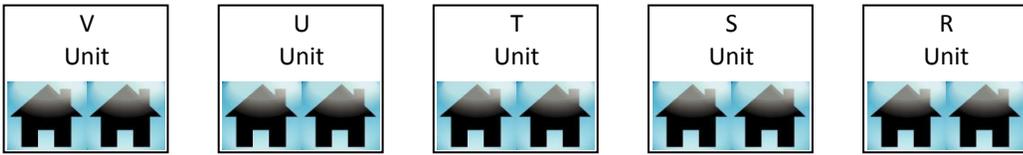
- ◆ CTC will make every attempt to provide housing for all training participants. If CTC has housing available, you **will not** be compensated for out of pocket expenses incurred for off grounds housing.
- ◆ Please contact CTC reception Desk to schedule housing. All individuals utilizing on grounds housing are normally housed 2 per room.
- ◆ CTC has four Reasonable Accommodation rooms available in the T and U housing units. There are two beds available per housing unit.
- ◆ When you check in, you will be issued a room key and a copy of the visitor's packet. The rooms are supplied with pillows, blankets, linen, and towels.
- ◆ Persons assigned Academy housing are not allowed to share their assigned room with unauthorized guests or visitors. This is applicable to and includes current State employees.
- ◆ Participants are responsible for keeping their room locked at all times.
- ◆ The Watch Office staff will make any changes in room assignments during regular business hours – Monday through Friday, 0700 to 1530 hours, except for maintenance emergencies.
- ◆ **Participants are responsible for the cleanliness of their room during their stay.** Cleaning items or linen (towels, washcloths, sheets, and pillowcases) exchange can be made in "Y" building behind Culinary on Mondays from 1030 to 1230 hours. Staff will not issue clean linen without the exchange of soiled linen.
- ◆ Periodically, Plant Operations and Janitorial staff may enter guest housing to facilitate maintenance or regular cleaning. Please ensure that personal or sensitive items are not left in the rooms as staff and inmate workers may be present.
- ◆ Participants will be charged for lost keys, lost TV remote batteries, lost/damaged linen, and any damage to the room and/or furniture. Participants will be required to pay before leaving CTC. The charge for a lost key is \$5.00 each, non-returned batteries are \$1.00 each, and lost/damaged linen is based on replacement costs. Charges for damages to rooms will include labor costs of the repair and the replacement cost of the items.
- ◆ **Due to fire and safety codes, no burning of candles or incense of any kind will be allowed in any room at CTC at any time. Plug-in air fresheners are also prohibited.**
- ◆ Personal appliances, (toasters, coffee pots, etc.) are not allowed within the housing units.
- ◆ **Curfew/Quiet Hours:** Training participants who are staying overnight on grounds must quietly remain in their rooms between 2300 and 0430 hours for the consideration of other training participants and to maintain security of the facility and staff accountability.
- ◆ If you leave grounds permanently prior to the end of scheduled training for any reason, you must notify the instructor and turn in housing keys to the Watch Office.
- ◆ **On the last day of your stay, your personal items must be removed from your room and your key turned in to the Watch Office by 0700 hours.**

Thank you for your cooperation

well

well

designated smoking



West Parking

Northwest Entrance

Main Entrance

North Parking

Midway

Twin Cities