

Participant Reference Guide

starting time for each session and after any break periods allowed by the instructors. Participants are expected to be alert and actively engaged during all training blocks and are expected to complete all aspects of the training program. Participants should report any obstacles to their full and active participation to the class coordinator.

Computers

If you wish to bring your personal computer for **use after class**, you may do so as Wi-Fi is available for use in the apartments.

The Wi-Fi connection is non-secure and may not be used for official Department of Corrections' business. Should you have a legitimate business related need to use a computer for official Department of Corrections' work, contact your class coordinator for access. Please be advised while on campus you are subject to policy, OP-021001, Department of Corrections OneNet/Internet Standards while using the Wi-Fi available on campus.

Discipline

Minor infractions will be addressed and corrected by the class facilitator. Repeated or serious infractions will be reported to the Academy Manager and may be referred to the offending employee's facility head for action within the chain of command. The class coordinator will be responsible for gathering supportive documentation, including Incident Reports or statements, from the participant(s) involved.

Drugs/Over the Counter/Prescription

All drugs will be maintained in their original container. Participants are expected to know and abide by all applicable laws.

Personal and Facility Emergencies Involving Participants

If a personal emergency arises during normal class/work hours, the affected participant is to notify the class coordinator. In all but emergency situations or dire personal situations, the class coordinator will confer with the participant's immediate supervisor prior to allowing the participant to leave OCCDC during class hours. It will then be the participant's responsibility to remain in touch with his/her supervisor and re-enroll in the next available class to make up the missed course work. **Contact your facility training officer for assistance about re-scheduling a missed class.**

If an emergency occurs during hours other than normal class/work the participant will use good judgment regarding whether they are to leave OCCDC or not. In such cases, the participant will notify his/her immediate supervisor and the class coordinator no later than on the following morning. Participants are encouraged to let the class coordinator know as soon as possible if they are aware of any situations that may be developing that could result in an