

## Participant Reference Guide

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exercise will be allowed to retake the test and/or demonstrate proficiency of a skill based exercise one additional time. Correctional Officer Cadets who do not achieve the minimum score on the retest or pass the demonstration, will return to their facility/district; their supervisor may enroll them in the next basic correctional officer cadet academy starting on the first day (Monday) of the block they failed.

### State Vehicles

State vehicles are to be utilized for official use only. Participants are expected to know and abide by all applicable departmental policies and state laws regarding the use of state vehicles.

#### OP-100101 Training

#### G. Lodging and Travel Expenses

1. Lodging will be offered for employees whose place of residence is 30 or more miles from the training academy. Employees who wish to commute to and from pre-service training will be permitted to do so at their own expense.
2. Department vehicles will be used by participant(s) attending pre-service training. In the event that a department vehicle is unavailable at the participant's site, and it is verified by the facility/district/unit head, travel will be reimbursed by the facility/district/unit head, for the use of a personally owned vehicle (POV) at one round trip per week while attending pre-service training class to the designated driver. (4-4081)
  - a. If more than one participant from a work site is enrolled in pre-service training, all participants will be assigned use or assigned as a passenger in a department vehicle, if available, or authorized to use their POV's for travel to and from the academy. If employees choose to car pool in a POV, only the driver will be reimbursed.
  - b. When more than one driver is authorized to use a POV for travel to and from pre-service training, the facility/district/unit will reimburse each driver.

### Tobacco-Free Environment

Redlands Community College is a tobacco-free environment. The use of **tobacco in any form is prohibited on the grounds/campus of Redlands Community College.**

### Visitors

Participants are not allowed to receive guests in lodging provided by the department during non-training hours. Please make arrangements to meet visitors off the campus of Redlands Community College.