

## **About the Wyoming Department Training Academy at Camp Guernsey**

Please be advised that all Students will follow all Camp Guernsey Base rules and regulations. Camp Guernsey rules include, but are not limited to, the posted speed limits, flag etiquette, and firearms restrictions. These rules will be strictly adhered to.

### ***Meeting the Required Physical Fitness Standards***

The opportunity to be offered assistance in preparing you to meet the required physical standards as a correctional officer with the Wyoming Department of Corrections will occur three times weekly. These times and locations will be posted when you arrive. Ensure that you bring:

- a set of sweat pants
- sweat shirt
- a set of exercise shorts that reach the knees
- some loose fitting (plain colored) T-shirts that display no logos, or profane language
- a pair of running shoes
- Reflective belts are required to be worn during physical training at Camp Guernsey and will be provided. The use of ear phones, ear plugs, I-pods and anything that restricts hearing during physical training is prohibited as it limits your awareness of your surroundings.
- Please plan for inclement weather as well and bring a stocking cap, gloves and jacket, etc.

### **If You Are Staying in the Dorms**

If you are staying in the dorm rooms do not over pack and bring too many clothing items. You will store the items you bring in a small footlocker. These quarters are small. There are laundry rooms available for your use.

- After the first week you will be issued uniforms. You will be allowed to have a small amount of food in your living quarters. You are allowed to bring one small cooler.
- Do not bring large amounts of jewelry, cash or valuables to your room. WDOC will not accept responsibility for lost, damaged or stolen items.
- Alcohol and drugs are prohibited in the dorm rooms or dayrooms.
- You are responsible for your own incidental expenses and needs. The WDOC is not responsible for these items.
- Plan to bring your own toiletries, snacks, etc. All meals will be provided.
- It is recommended that students have about \$500 dollars to cover unexpected expenses until you receive your first paycheck.
- Students may have one clock radio (battery operated) or a walkman/I-pod for use after hours.

- An iron and ironing board are supplied.
- Telephone usage is available from a pay phone in the dormitory.
- Cell phones will not be permitted in the classroom. Limit the use of your cell phone to your lunch hour or after daily classroom sessions are over.
- Students will receive personal mail daily. Please note that the mailing address is:
  - Student Name- Academy #
  - WDOC Training Academy
  - P.O. Box 608
  - Guernsey, Wyoming 82214
  
- Emergencies and unusual incidents will be reported to the Academy Captain Monday through Friday and to the Officer in Charge on Saturdays and Sundays.

### Code of Academy Conduct Rules

1. Students are expected to maintain a reasonable standard of conduct and professionalism.
2. Students do not lie or cheat.
3. Students will only smoke outside in designated areas.
4. Students will maintain a clean, pressed uniform daily.
5. Students will ensure that rooms meet inspection standards from 0600 to 1600 Monday through Friday.
6. Students will not possess alcohol in the dormitory or day rooms.
7. Students are allowed in their assigned room only.
8. Students will ensure that all cleaning supplies are returned neatly (vacuums, spray bottles, rags, etc) to the designated area.
9. Students may leave campus after 1730 Monday through Friday upon checking out with duty officer.
10. Students will not have a member of the opposite sex in assigned dorm rooms at any time.
11. Students are responsible for damage to their assigned living quarters.
12. Students will be on time for class and work assignments.
13. Students will abide by restrictions on noise while staying in the dorm. During Quiet Hours loud noises such as, but not limited to, talking, singing, shouting or music are prohibited. Quiet hours are from 2200 to 0600.
14. Students will follow the cleaning schedules, and linen service times.
15. Students will not keep televisions, boom boxes, musical instruments, etc., in the dorm room.
16. Students will be responsible for the cleanliness of the dayrooms and classrooms.
17. No visitors or family members will be allowed on campus unless approved by the Academy Captain.
18. Students will address each other and academy staff by sir, ma'am, or by rank.

Each student will sign an acknowledgement of these rules, responsibilities and requirements at orientation. Recruits will also receive room assignments, emergency response procedures, and daily schedules of meals on the day of orientation.

We look forward to seeing you soon and wish you the best of success with the Wyoming Department of Corrections and in becoming a part of a professional and dedicated team!

September 2009