

CDOC Basic Training Academy FAQ

Q: Can I attend Basic Training before being hired?

A: The Corrections Training Academy (CTA) is limited to newly hired employees or contractors who have accepted a job offer from CDOC.

Q: Is Basic Training a condition of employment?

A: Yes. Successful completion of BT is a condition of employment. Failure to successfully pass the required written and practical exams will result in separation from employment.

Q: How long is Basic Training?

A: All new hires must complete and pass all Basic Training courses, which lasts 14 consecutive weekdays (excluding holidays). You are paid to attend Basic Training, which primarily consists of in-person and/or virtual classroom and in-person hands-on training. It also includes CPR/First Aid, Defensive Tactics (DT), and Oleoresin Capsicum (OC spray) training.

Q: When is Basic Training (BT)?

A: BT is scheduled by the CTA in conjunction with the Office of Human Resources (OHR) after employment has been offered. Several training academies are offered throughout the year. The OHR staff member who contacts you with a job offer will give you the exact date your BT class will begin.

Q: What do I need to bring with me to on-boarding (HR) day and Basic Training?

A: You need to bring your photo ID, a writing instrument, note paper and any forms required by HR. Do not bring tobacco products, drugs, weapons, personal restraint (cuff) keys or other items that could post a security issue.

At basic training, you will also need to bring your photo ID, note paper, and writing instrument. Additional information will be provided to you via email and during onboarding day.

Q: The Basic Training dress code is business casual. What does this mean?

A: Dress code is business casual. For all staff, jeans (in good condition without holes), BDUs and hoodies are permitted. No low-cut or tight-fitting tops, sleeveless shirts, shorts, or leggings will be permitted. T-shirts and sweatpants are allowed for dynamic training, which will be explained in more detail after training begins. Dresses and skirts are permitted, however, they must be at knee length when standing. Uniformed staff will receive uniforms during the first week of the academy, and will be instructed when to wear their uniform after training begins.

Q: Are there rules about facial hair, hair length and color, and body piercings?

A: Beards, goatees, sideburns and moustaches are permissible for correctional series staff. Beards, goatees, sideburns and moustaches must be neatly trimmed and not to exceed 1 inch in length. Hair length only matters if in uniform. In cases when hair extends past the collar, the bulk or length of hair will be secured in a bun, braid or ponytail and may not interfere with vision, or the normal wearing of headgear, protective masks, or equipment. While in professional dress, hair needs to be neat. Unnatural hair coloring is not allowed; e.g. pink, blue, green, orange, bright (fire engine) red, purple, florescent, or neon colors. No visible body piercings or gauges are permitted (including inside the mouth), and only one stud earring in each ear lobe is permitted for uniformed staff.

Q: I have tattoos. Do I need to cover them up or wear long-sleeved uniform shirts? A: Tattoos are permissible as long as they are not offensive or contain derogatory statements or images. If long-sleeve uniform shirts are needed for concealment, they will be at your expense.

Q: When will I get my uniform and what do I need to purchase on my own?

A: CDOC provides your initial uniforms. They will be issued to you during Basic Training. By your facility report date, you will need to purchase: a duty belt (nylon or leather), handcuff case, key keeper, radio case with retention strap, pouch for latex gloves, and set of belt keepers. Duty boots are not required for BT but are needed by graduation day. They should be polishable leather without reinforced (steel, fiberglass) toes. Your footwear is one of the most important pieces of your uniform. You will likely be on your feet often, so invest in comfortable footwear.

Q: When will I know what shift and days off I will have?

A: Your facility will most likely have this information available by graduation day. CTA staff typically do not have your shift assignments.

Q: Will there be physical training?

A: Portions of BT are dynamic. Students will receive more information on Day 1.

Q: What happens if I cheat on a test?

A: Cheating on a test is grounds for separation of employment. You are entering the field of law enforcement/corrections. The expectations for honesty and integrity are very high.

Q: What happens if I miss a class?

A: If you absolutely must miss a class, you will be scheduled to return to CTA or make up the missed class(es) through other arrangements. A leave request must be completed by you and approved by the BT supervisor and Appointing Authority. You will not be paid for time missed. You will get the most out of your training experience if you attend classes in their scheduled order.

Q: Are study groups available?

A: BT is an academic endeavor. Students are encouraged to form study groups and collaborate throughout the learning process.

Q: Can I bring drinks and/or food to class?

A: You may bring drinks and snacks to class. You are encouraged to use spill-proof containers during classroom training. CTA does have a refrigerator with limited space for students to use, as needed.

Q: When will I receive my first paycheck?

A: State employees are paid on the last working day of the month (12 monthly pay periods). Depending on when you start training, your first paycheck may be prorated.