



*The Arizona Correctional Peace
Officers Association*

Check and Mate Newsletter

No. 7

*A bi-weekly
newsletter to
inform Union
members on
important
grievance results,
trends, procedures
and important
information
relevant to a better
quality of work life.*

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*-Services you as a Union
Member should be aware
of*



The Check and Mate Newsletter No. 7

A bi-weekly newsletter to inform Union members on important grievance results, trends, procedures and important information relevant to a better quality of work life.

Services you as a Union Member should be aware of

As a Union member, there are basic benefits that you are already familiar with.

Having an attorney available for serious backup is a major reason given by most members when asked why they joined in the first place.

But there are other important benefits that should be taken advantage of but more often than not, go un-utilized.

Let's not fall into the habit of thinking about Union membership as a "Just in case" sort of job insurance but rather, as an organization in which you can be in contact with on a daily basis by interacting with your Union representatives, fellow Union members, President, Vice-Presidents and any of the staff available on your Union webpage, www.azcpoa.org.

Assistance Submitting an Information report

That's right. We will assist you in preparing an Information Report.

Why? Because the beginning of many unfortunate problems arises from an improperly written IR.

Remember this and don't be fooled: the beginning of any investigative inquiry always begins with an IR and once written, can't be changed.

Contact any of your Union representatives and they will review with you the best way to document an issue and avoid comments that can land you in hot water later on. For example: Never make personal statements on an IR especially when it is about yourself. No need to write down statements like "I know it

looks bad, but I deployed the Oleoresin Capsicum because.....”

Just state the facts and leave comments like this out. Stick to policy and your judgment and don't worry what anyone thinks. We will help you with this reasoning and guide you in submitting a better IR.

Assistance Submitting a response to an Administrative Inquiry

An administrative Inquiry can be an intimidating event in the life of correctional staff. And let's face it: the Arizona Dept. of Corrections seems to be handing them out like traffic citations and oftentimes, handing out Administrative Inquires in a correctional facility is like handing out speeding tickets at the Indy 500: just doesn't make sense.

You have 5 workdays to complete an Administrative Inquiry so don't panic and stress. Get with your Union and they will review the allegations with you and assist you in answering the questions in a manner befitting your best interests.

Assistance preparing and Submitting a Grievance

We have staff that are especially trained to deal with the grievance system so before you embark on this oftentimes confusing and daunting journey, employ a wingman to go with you.

We will ground guide you, give you advice and ensure that you submit a killer argument if you are in the right. We will also go with you during the review process as an observer if you so desire. We have a killer success record when dealing with the grievance system and we don't plan on getting that record marred any time soon.

Assistance researching policy and preparing for oral boards

All of our Union staff are employees fully invested with the department and have been, sort of speaking, down that road when it comes to policy and career paths. Don't neglect to speak to them on any policy issue or help preparing for an oral board.

Up-to-Date Legislative Information

Stay in the “know” with legislative information by going through your Union. We have staff who have dedicated contact with legislature and can answer any concern you may have.

In Closing: remember to check your website frequently at www.azcpoa.org for updates, information and staff contact information to stay involved. It's your Union. Make the most of it!

Yours in Solidarity,

Carlos Garcia

Executive Grievance

Coordinator

Deeds not words!

