



*The Arizona Correctional Peace  
Officers Association*

Check and Mate Newsletter No. 29



# AZCPOA THE WOLF PEN

*In This Issue:*

**“An ounce of  
prevention is worth a  
pound of cure”**



## The Check and Mate Newsletter No. 29

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

**“An ounce of prevention is worth a pound of cure”**

This wisdom is as relevant today as it was when Benjamin Franklin first penned it.

Every problem in life becomes more manageable when we have a jump on it before it turns ugly.

Kind of like putting Neosporin on a small cut before it gets infected and becomes an insurmountable wound.

Which leads me to this month’s topic that has been touched upon in previous letters, but worth having a focused discussion about to reiterate the importance of timeliness when dealing with problems in corrections:

**Documentation that may lead to an inquiry must be complete and ACCURATE”**

All inquiries start their nasty little journeys, not as a full-fledged investigation, but as an Information Report.

That’s right.

Every time you are asked to submit an information report for anything, that document becomes the starting point for any other inquiry that may follow.

Makes sense, right?

You may be asking “What’s the big deal about this?”

Let me tell you.

If you don’t take the information report seriously, and just put down a cursory description of what you are communicating and leave out crucial information that may later come into question, you may very well open yourself up to disciplinary for failing to report critical information, and, may even be deemed as deceptive, dig?

Happens all the time.

All the time.

The reason I bring up this sensitive topic to your attention, my dear wolf pups, is because we at AZCPOA are extremely proficient in maneuvering around the disciplinary system, but only if we line up our ducks in a row.

That is why it is of extreme importance, if you aren’t doing so by now, to inform your AZCPOA representative immediately, any time you are asked to submit an information report when an investigation might follow.

We will assist you with preparing that report so that all bases are covered because we must continuously stress, that all investigations commence by reviewing the information report previously submitted concerning the allegation in question.

Administrators are savvy about this flaw in the system

and will capitalize on this knowledge to ask questions about something they know you left out of the report, whether intentional or not.

Remember, that when you are placed under an investigation, they will serve you with questions concerning the allegation, and they will be expecting your answers to reflect what you previously reported on your information report.

The moment you change your story from what you previously reported, they have grounds to deem you deceptive and we all know how that story ends.

Remember:

any and all reports are subject to be a springboard for more serious allegations, so you must take this seriously.

Always consult with your representative before writing an IR, or any other report for that matter, because an ounce of prevention is worth a pound of cure.

*Yours in Solidarity,  
Carlos Garcia*

*Executive Director*

***Deeds not words!***

