



Santa Rosa Junior College
Public Safety Training Center
5743 Skylane Boulevard, Windsor, CA 95492
Phone 707.837.8843 Fax 707.836.2948
PSTC@santarosa.edu

Background Investigation																			
Dates:	Spring Semester 2017 January 17-20 April 17 - 20	Summer Semester 2017 June 5-8	Fall Semester 2017 September 11-14																
Day & Time:	Day 1 & 2, 8am-5pm Day 3, 8am-6pm Day 4, 8am-3pm with working lunch *Full attendance and participation is required in order to receive POST/STC certificate of completion.																		
Cost:	Spring \$74 Agency Sponsored \$94 Non-Agency Sponsored	Summer Semester \$74 Agency Sponsored \$91 Non-Agency Sponsored	Fall Semesters \$75 Agency Sponsored \$96 Non-Agency Sponsored																
Certifications:	POST Plan IV Course Control #2980-30340 STC #0220-002999																		
Location:	Hampton Inn & Suites at 8937 Brooks Road South, Windsor, CA, 95492. You may make hotel reservations by calling 707-837-9355 or Click HERE for your Safety Training Center rate! The following rates will be automatically applied if room reservations are made online. If you call, specify the corporate ID 2773358 to ensure the rates listed. Jan 1 – May 26 \$105 per night/May 27 – Nov 12 \$115 per night/Nov 13 – Dec 31 \$105 per night *All Rates Apply Monday – Thursday Only																		
Course Description:	The student will have knowledge of: the responsibilities in the pre-employment background investigation process; how to conduct pre-employment interviews and evaluate suitability for employment; how to document a thorough background investigation. Topics Include: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Personal History Statement</td> <td style="width: 50%;">Interview Techniques</td> </tr> <tr> <td>Law and Regulations</td> <td>Background Invest. Process</td> </tr> <tr> <td>Discrepancy Interviews</td> <td>Investigative Techniques</td> </tr> <tr> <td>Polygraph and Stress Analysis</td> <td>Indicators of Deception</td> </tr> <tr> <td>Preliminary Processing Steps</td> <td>Psychological Testing</td> </tr> <tr> <td>Documentation and Evaluation</td> <td>Information Sources</td> </tr> <tr> <td>A.D.A. Issues</td> <td>Background Dimensions</td> </tr> <tr> <td>Required Areas of Inquiry</td> <td>POST Compliance Inspections</td> </tr> </table>			Personal History Statement	Interview Techniques	Law and Regulations	Background Invest. Process	Discrepancy Interviews	Investigative Techniques	Polygraph and Stress Analysis	Indicators of Deception	Preliminary Processing Steps	Psychological Testing	Documentation and Evaluation	Information Sources	A.D.A. Issues	Background Dimensions	Required Areas of Inquiry	POST Compliance Inspections
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Reservations:	Email your request to Mindy Diggins at mdiggins@santarosa.edu or call 707.836.2906.																		
College Application:	Please go to www.santarosa.edu . Click 'Apply Now'. Next, click on 'New or Returning Students Information' option. Scroll down and click on the 'CCCApply/Begin Application for Admission!' If you have not created an account in the last year, you will need to click "Create a New Account" otherwise, enter your Username and Password to "Sign In". Once your account has been created, return to the log in page and enter your user name and password to log in. Click "Start a New Application". Then click "Start Application". Choose the appropriate "Term Applying For". Be sure to select the semester during which you will be attending class. This is the College Application only. Registration for this specific course is not available online and will take place at the beginning of class. For "Educational Goal", it is essential for you to select 'Maintain Certificate or License'. As advanced officers, making this selection at this step of the application will eliminate future challenges with Admissions and Records.																		
Payment:	Payment can be made by credit card (Visa or MasterCard) or by check made payable to: Santa Rosa Junior College . Payments can be made in advance or at the door. Agencies can be billed after the course. Please mail check to: Santa Rosa Training Center, Attn: Page Munksgard 5743 Skylane Blvd., Windsor, CA 95492.																		
Non-Discrimination Statement:	The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities – including but not limited to academic admissions, financial aid, education services and athletics – and application for District employment.																		