



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

## Adult Corrections Officer Basic Course

Dates:	<p><b>Spring Semester 2017</b>     <b>Spring Semester 2017</b>     <b>Fall Semester 2017</b>          January 3 - February 3     March 13 - April 14     August 7 - September 8          *PC 832 Firearms and PC 832 Arrest courses are conveniently scheduled around the Corrections Academy. Please refer to PC 832 course flyers for dates.</p>																		
Day & Time:	Monday-Friday, 8am - 5pm (subject to change)																		
Cost:	<p><b>\$313.50 Agency Sponsored</b>  <b>\$350.50 Non-Agency Sponsored</b>          Fees are subject to change. Cost for California residents only; non-residents pay an additional \$234 per unit</p>																		
Certifications:	Standards and Training for Corrections (STC) #0220-001246																		
Location:	<p>Public Safety Training Center, 5743 Skylane Blvd., Windsor, CA 95492. Directions and map with nearby lodging: <a href="#">PSTC Google Map</a>. Parking permits are required unless you have an E-plated vehicle. Permits may be purchased from vending machines in the parking lot for \$4 per day. Weekly permits for courses of one week or more can be purchased on the first day of class for \$5 per week. Cash or check only.</p> <p>You may make hotel reservations at the Hampton Inn &amp; Suites (8937 Brooks Road South, Windsor, CA 95492) by calling 707-837-9355. Hampton Inn &amp; Suites at 8937 Brooks Road South, Windsor, CA, 95492. You may make hotel reservations by calling 707-837-9355 or <a href="#">Click HERE for your Safety Training Center rate!</a> The following rates will automatically be applied if room reservations are made online. If you call, specify the corporate ID 2773358 to ensure the rates listed.</p> <p>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</p>																		
Course Description:	<p>This course is prescribed by the Board of State and Community Corrections, Standards and Training for Corrections program. It is designed to provide basic training to entry-level corrections officers who work in local correctional facilities.</p> <p><b>Topics Include:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Correctional History &amp; Philosophy</td> <td>Inmate Worker Management</td> </tr> <tr> <td>Codes, Statutes &amp; other Legal Documents</td> <td>Screening &amp; Monitoring Visitors</td> </tr> <tr> <td>Transport Outside of Facility</td> <td>Screening &amp; Distribution of Mail</td> </tr> <tr> <td>Assaultive Behavior /Restraint Techniques</td> <td>Emergency Procedures</td> </tr> <tr> <td>Booking/Receiving/Releasing</td> <td>Testifying in Court</td> </tr> <tr> <td>Maintaining Security/Contraband</td> <td>First Aid/CPR</td> </tr> <tr> <td>Reporting &amp; Record Keeping</td> <td>Physical Conditioning</td> </tr> <tr> <td>Supervision of Inmates</td> <td>Professionalism &amp; Ethics</td> </tr> <tr> <td>Distribution of Supplies &amp; Commissary</td> <td>Monitoring Mental &amp; Physical Health</td> </tr> </table>	Correctional History & Philosophy	Inmate Worker Management	Codes, Statutes & other Legal Documents	Screening & Monitoring Visitors	Transport Outside of Facility	Screening & Distribution of Mail	Assaultive Behavior /Restraint Techniques	Emergency Procedures	Booking/Receiving/Releasing	Testifying in Court	Maintaining Security/Contraband	First Aid/CPR	Reporting & Record Keeping	Physical Conditioning	Supervision of Inmates	Professionalism & Ethics	Distribution of Supplies & Commissary	Monitoring Mental & Physical Health
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College Application:	<p>Please go to <a href="http://www.santarosa.edu">www.santarosa.edu</a>. Click <b>“Apply Now,”</b> then click on the <b>“New or Returning Student.”</b> Scroll down and you will click on the <b>“CCCApply/Begin Application for Admission!”</b> button on left side of screen. If you have not created an account in the last year, you will need to create one now. Once you create an account, return to the log in page and enter your user name and password to log in. Be sure to select the semester during which you will be attending class. This is the <b>College Application</b> only. <b>Registration</b> for this specific course is not available online and will take place at the beginning of class. <b>On question #3 of the Application, it is <i>essential</i> for you to select ‘Maintain Certificate or License’ as your Educational Goal.</b> As advanced officers, making this selection at this step of the application will eliminate future challenges with Admissions and Records.</p>																		
Payment:	<p>Payment can be made by credit card (Visa or MasterCard) or by check made payable to: <b>Santa Rosa Junior College.</b> 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.</p>																		
Reservations	Email your request to Mindy Diggins at <a href="mailto:mdiggins@santarosa.edu">mdiggins@santarosa.edu</a> or call 707.836.2906.																		



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<p>Non-Discrimination Statement:</p>	<p>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.</p>
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**Medical Clearance**

Students are required to participate in physical conditioning two to three times a week during the course. Practical testing will include fifteen minute or greater enhanced cardiovascular exercise, wind sprints, 165 lb. dummy drag, stair climb, and use of self-contained breathing apparatus (S.C.B.A.).

Each student is required to provide a medical clearance on day one from their physician allowing them to physically participate in the Physical Conditioning and Defensive Tactics and Restraint Techniques segments of the course.

\*Employing agencies may provide a letter certifying the employee’s fitness ability in lieu of a physician’s clearance.\*

In addition, students are required to sign a waiver on the first day of the Academy.

**Photos**

Each student must provide two color passport photos taken while wearing a white crew neck t-shirt. When the photograph is taken, hair must not extend below nor touch the collar line and must not touch the ears. Facial hair beyond a well-trimmed mustache is not permitted. Additional recruit grooming standards are stated in the Procedure Manual, to be distributed on day one of the Academy.

**Uniforms**

All students in this course are required to be in uniform. Agency-sponsored trainees will wear Class A uniform, including long sleeve shirt, polyester or wool pant (Ike jacket not required), duty belt, and meet all other agency uniform requirements.

**Non-sponsored trainees** must purchase uniform as follows:

1. Tan uniform shirt (long sleeve only) with training center patch on left shoulder (Brand: Tact Squad/Item # 8003ST).
2. Sheriff Green uniform pant (Brand: 5.11 Tactical PDU/Men’s item # 74388-890 • Women’s item #64304-890).
3. Forestry green clip-on tie (Item #289) and tie bar.
4. Brass Name Tag, one-line (last name).
5. Black leather belt, black socks, and black boots (polished to a high shine).

For physical training, all students will wear navy blue sweat gear (t-shirt, shorts, sweat shirt and pants available at Santa Rosa Uniform and Career Apparel). T-shirt brand is Paragon #200 with Training Center logo silk-screened 4"x 4" gold on left chest and last name applied in white 2" letters front and back. Shorts brand is Agusta #733, color navy. Black compression shorts to wear underneath Agusta shorts is required. Under Armour or similar brand/style is available at Santa Rosa Uniform. Athletic shoes and white sweat socks are required. Please also bring two towels and water bottle(s). Each student must arrive on the first day of class in uniform and have navy blue physical training gear available.

**Vendor: Santa Rosa Uniform and Career Apparel, Inc.**

1005 W. College Ave.  
Santa Rosa, CA 95403

1.707-545-3766  
1.800-223-8550

Hours: M-F  
Saturday

9:00 a.m. – 6:00 pm  
10:00 a.m. – 4:00 pm