



Santa Rosa Junior College  
Public Safety Training Center  
5743 Skylane Boulevard, Windsor, CA 95492  
Phone 707.836.2906 Fax 707.836.2948  
Website: PSTC.Santarosa.edu

## Adult Corrections Officer Core Course (ACO)

### DATES & COST

Spring 2023: February 27<sup>th</sup> - March 31<sup>st</sup>

Spring \$284.30 Agency Sponsored, \$313.80 Non-Agency Sponsored (\*California Resident Only)  
\$25 Parking Pass - Fees are subject to change.

### DAY & TIME

Monday-Friday, 8am - 5pm (subject to change)

\*Full attendance and participation are required to receive STC certificate of completion\*

### CERTIFICATIONS

Standards and Training for Corrections (STC) #07607540

### LOCATION

Public Safety Training Center (PSTC), 5743 Skylane Blvd., Windsor, CA 95492.

### COURSE DESCRIPTION

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.

### Topics Include:

- Codes, Statutes Correctional History & Philosophy
- Booking/Receiving/Releasing
- Testifying in Court
- Maintaining Security/Contraband
- First Aid/CPR
- Distribution of Supplies & Commissary
- Inmate Worker Management
- Codes, Statutes & other Legal Documents
- Reporting & Record Keeping
- Physical Conditioning
- Supervision of Inmates
- Professionalism & Ethics
- Monitoring Mental & Physical Health

### RESERVATIONS

Email your request to Nikki Soto at [nsoto@santarosa.edu](mailto:nsoto@santarosa.edu) or call 707.836.2907

### HOTEL INFORMATION

For special reservations and special room rate at Hampton Inn follow the link below:

[Hotels in Windsor CA | Hampton Inn Windsor - Sonoma Wine Country \(hilton.com\)](https://www.hilton.com/hotels-in-windsor-ca-hampton-inn-windsor-sonoma-wine-country)

Click special rates – in the Corporate Account Box type in code 2773358 – click check rooms and rate – your Preferred Rate will populate.

Or contact

**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

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Katie Phillips

Reservations: 707-837-9355 Direct office line: 707-687-1983 [Katie.phillips@aimhosp.com](mailto:Katie.phillips@aimhosp.com)

Or:

Hotel Trio Healdsburg  
110 Dry Creek Rd  
Healdsburg CA

[Book your group rate for ADULT CORRECTIONS OFFICER CORE ACADEMY](#)

### **COLLEGE APPLICATION**

Please go to [Santa Rosa Junior College's website](#) 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 Username and Password to log in. Then, click **Start a New Application**. Then, **Start Application**. Choose the appropriate **Term Applying For**. For **Educational Goal** select **Maintain Certificate or License**. For **Major Category** select **Public Safety**. For **Intended Major/Program of Study**, select **Advanced Officer Training (CERT)**. Please be sure to click **Submit Application** before logging out of your CCC Apply account.

### **PAYMENT**

**Santa Rosa Junior College NO LONGER ACCEPTS CASH PAYMENTS so please plan accordingly**

You can make payment on day one by **DEBIT OR CREDIT CARD (Visa, MC or Discover ONLY/American Express NOT accepted)**. For all agency personnel, Santa Rosa Junior College will invoice for payment after course.

### **VACCINATION REQUIREMENTS**

INFORMATION FOR STUDENTS WHO WANT TO ENROLL IN IN-PERSON CLASSES.

Students who wish to add a class after the semester begins must be cleared in advance of registering. **Students must upload their vaccine card within their student portal**. The portal can be accessed from the [santarosa.edu](http://santarosa.edu) homepage. Once they log in, they'll find a link under the "Admissions and Registration" menu to **"Upload Vaccine Documentation"**. Once uploaded, all future prompts will be sent from SRJC to the student through text messages or email. If you are requesting an exemption follow the steps on below to make your request.

### **SEEKING AN EXEMPTION**

Exemptions to the requirements for enrollment in Spring 23 in-person classes will be carefully considered when based on the law for approved medical and religious reasons. Please email completed exemption forms to [studentexemptions@santarosa.edu](mailto:studentexemptions@santarosa.edu), or FAX 707-524-1505. For deadlines on filing an exemption, please see the timeline tables below. Also, make sure you are registered for the **Cleared4 platform**.

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Use this form for **medical exemption requests.**

Use this form for **religious exemption requests.**

## **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. Request the form letter from Training Center staff to take to your personal physician.

*\*Employing agencies may provide a letter signed by Sheriff/Chief (or designee) certifying the employee's fitness ability in lieu of a physician's clearance. Please request language for use in the letter from Training Center Staff. \**

## **PHOTOS**

Each student must provide two color passport photos 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**

### **Agency-Sponsored Trainees**

- Class A uniform
  - Long sleeve shirt **(for spring academies only)**
  - Short sleeve shirt **(for fall academies only)**
  - Polyester or wool pant
  - Duty belt

### **Non-Sponsored Trainees (must purchase daily uniform as follows):**

- Class A uniform
  - Long sleeve tan uniform shirt **(for spring academies only)**
  - (Brand: Tact Squad/Item #8003-TAN)
  - Short sleeve shirt **(for fall academies only)** with training center patch on left shoulder (Brand: Tact Squad item # 8013-TAN)
  - Sheriff Green uniform pant (Brand: 5.11 Tactical /Men's item #74338-890 • Women's item #64304-890)
  - Forestry green clip-on tie (Item #289)
  - Brass tie bar (Brand: Hero's Pride #4007G)
  - Brass Name Tag, one-line (first initial and last name)
  - Black leather belt, black socks, and black boots (polished to a high shine)

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**Physical Training Uniform (for all attendees):**

- Physical training uniform
  - PT shirt brand is Sport Tek (item # ST 340) with Training Center logo silk-screened 4"x 4" gold on left chest and last name applied in white 2" letters front and back
  - PT shorts brand is Sport Tek (item #ST 355)
  - Navy blue sweat shirt with last name applied in white 2" letters front and back
  - Navy blue sweat pants
  - Black compression shorts to wear underneath PT shorts is required. (Augusta men's #2615 women's #1335 or similar)
  - Athletic shoes and black athletic socks
  - Two towels and water bottle

**All items above available for purchase at:**

**Santa Rosa Uniform**  
**1005 West Collage Avenue**  
**Santa Rosa, CA 95401**  
**800-223-8550**

**Each student must arrive on the first day of class in uniform and have navy blue physical training gear available.**

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