



Background Investigation

DATES

Fall 2020, September 14-17 ***CANCELED***

*Please note, this course is canceled indefinitely. Should this course be scheduled in the future, the P.O.S.T catalog, college catalog, and course flyer will be updated accordingly.

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

Fall \$40.00 Agency Sponsored, \$63.00 Non-Agency Sponsored

Fees are subject to change. Cost for California residents only; non-residents pay an additional \$265 per unit

CERTIFICATIONS

POST Plan IV Course Control #2980-30340 STC #0220-002999

LOCATION

Santa Rosa Junior College, Kunde Hall, 550 Elliott Ave Room #112, Santa Rosa 95401.

[Google map of Kunde Hall](#)

HOTEL INFORMATION

Hotel Trio (110 Dry Creek Rd, Healdsburg 95448)

[Book your corporate rate for Public Safety Training Center](#)

PARKING

Parking is available in the Bech Parking across the street from Kunde Hall. **Do not** purchase a parking permit from the vending machine.

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:

- 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

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



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

RESERVATIONS

Email your request to Chris Lorange clorange@santarosa.edu or call 707.836.2915.

COLLEGE APPLICATION

Please go to [Santa Rosa Junior College's homepage](#). 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

Payment can be made by **DEBIT OR CREDIT CARD** 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 Junior College Public Safety Training Center, Attn: Elexis Ozols 5743 Skylane Blvd., Windsor, CA 95492.

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