



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

# Background Investigation

## DATES

Fall 2024: September 23 – 26, 2024

## DATES & TIME

Mon-Thurs 8-5

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

## COST

Fall \$ 67.50 (\*California resident only)

Fees are subject to change.

## CERTIFICATIONS

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

## COURSE LOCATION:

Hampton Inn and Suites Windsor-Sonoma Wine Country

8937 Brooks Road South, Windsor CA 95492

&707)837-9355

## HOTEL INFORMATION

Safety Training Reservations can be made online by clicking the link below:

[Safety Training - Hampton Inn & Suites Windsor - Sonoma Wine Country \(hilton.com\)](http://www.windsorcasuites.hamptoninn.com)

Or Enter Code 2773358 under Special Rates on our Website at

<http://www.windsorcasuites.hamptoninn.com/>

Or call the hotel directly at 707-837-9355 and ask for the Safety Training rate, Corporate ID: 2773358

## 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

## RESERVATIONS

Email your request to Peggy Ruge at [pruge@santarosa.edu](mailto:pruge@santarosa.edu) or call 707.836.2906

**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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## **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 on day one by **DEBIT OR CREDIT CARD**. For all agency personnel, Santa Rosa Junior College will invoice for payment after course.

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