



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:	<b>Spring Semester 2019</b> <b>Spring Semester 2019</b> <b>Fall Semester 2019</b> January 2 - February 1      March 11 - April 12      August 5 - September 6 *PC 832 Firearms and PC 832 Arrest courses are conveniently scheduled around the Corrections Academy. Please refer to PC 832 course flyers for dates.																		
Day & Time:	Monday-Friday, 8am - 5pm (subject to change) & <u>occasional Saturdays</u> <b>*Full attendance and participation is required in order to receive STC certificate of completion.</b>																		
Cost:	<b>\$303.50 Agency Sponsored</b> <b>\$324.50 Non-Agency Sponsored</b> Fees are subject to change. Cost for California residents only; non-residents pay an additional \$234 per unit																		
Certifications:	Standards and Training for Corrections (STC) #02536365																		
Location:	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. You may make hotel reservations at the Hampton Inn & Suites (8937 Brooks Road South, Windsor, CA 95492) by calling 707-837-9355. Hampton Inn & 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. <i><b>Jan 1 – March 31 \$118 per night / April 1 – October 31 \$128 per night / Nov 1– Dec 31 \$118 per night</b></i> <i><b>*All Rates Apply Monday – Thursday Only</b></i>																		
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. <b>Topics Include:</b> <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:	Please go to <a href="http://www.santarosa.edu">www.santarosa.edu</a> . 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 <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>For "Educational Goal", it is essential for you to select 'Maintain Certificate or License'.</b> 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: <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.																		
Reservations	Email your request to Katie Kubota at <a href="mailto:kkubota@santarosa.edu">kkubota@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. 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**

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. **All items below may be purchased at Good to Go Public Safety Uniforms**, except the clip-on tie and brass name tag must be purchased at **Santa Rosa Uniform** (707-545-3766). **Please note that all item #'s and brands listed below for all items (except the tie and brass name tag) are only recognized by Good To Go Public Safety Uniforms.**

**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 # 8003-TAN)
2. Sheriff Green uniform pant (Brand: Elbeco /Men’s item #M-E829RN • Women’s item #W-E9829N)
3. Forestry green clip-on tie (Item #289) **\*\*Must purchase at SR Uniform -- call (707) 545-3766\*\***
4. Brass tie bar (Brand: Hero’s Pride #4009)
4. Brass Name Tag, one-line (last name) **\*\*Must purchase at SR Uniform -- call (707) 545-3766\*\***
5. Black leather belt, black socks, and black boots (polished to a high shine) **\*Available at Good to Go Public Safety Uniforms\***

For physical training (PT), **all students will wear navy blue PT gear** (PT shirt, PT shorts, sweat shirt and sweatpants all available at Good To Go Public Safety Uniforms). 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. Black compression shorts to wear underneath PT shorts is strongly encouraged. Any brand/style is acceptable. 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.

**Good To Go Public Safety Uniforms**

7950 Redwood Drive #2  
 Cotati CA 94931

Phone: (707) 794-9811  
 Hours: Monday – Saturday 10:00 a.m. – 6:00 p.m.

*\*Best time to call to place an order is Wed-Sat 10:00 a.m. – 3:00 p.m., but can call anytime and leave a message\**