



## Santa Rosa Junior College Public Safety Training Center

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### Modular Police Academy – Level III Orientation Information

The following check list is designed to assist you in your effort to gain entry into the Modular Police Academy at Santa Rosa Junior College. Please begin the following tasks immediately. All items in this packet must be submitted to Kelly Ransbottom no later than Friday, November 16, 2018.

1. Complete all items in the orientation packet, including the recruit autobiography.
2. Immediately undergo a criminal records fingerprint check through the Department of Justice. Submit your fingerprints via the Live Scan process, using the instructions given to you during orientation. A copy of the receipt for the submission of your prints from the service provider will be sufficient to return in your packet by November 17. Your DOJ letter indicating no previous felony convictions must be presented before Firearms training begins in January.
3. Obtain a California Department of Motor Vehicles printout of your 3-year California driving record.
4. Obtain two color passport photos taken while wearing a white crew neck t-shirt. Be sure to meet the grooming standards of the Academy when the photograph is taken (See Attachment #9).
5. **POST Learning Domain (LD) Workbooks and Use of Technology:**  
Electronic versions of the LD's will be available to all students using an online resource center. All police academy students will now have the option of using these electronic versions or spending additional money to have them printed. Hard copies of the LD's, can be ordered from Kinko's—POST's contracted printing partner at "[https://docstore.fedex.com/post\\_ca](https://docstore.fedex.com/post_ca)"  
Students are authorized to use a student/agency provided technology device (laptop, tablet, etc.) to access their electronic version of LD workbooks. All students must have POST LD's (hard copy or e-version) in class with them when the specific LD is scheduled to be taught.
6. If you are a new student or returning to SRJC after an absence of more than two semesters, you will need to submit an application online. Go to: [www.santarosa.edu](http://www.santarosa.edu) and click the "College Application" button. Click the "New or Continuing Student" link then the "Open CCC" picture. If you are a returning student, click "Sign In" and enter your user name and password to log in. If you are a new student, click "Create an Account" and enter the appropriate information. Make sure to select the "Spring 2018" semester and "Personal Enrichment" as your reason for attending. After you complete the application, an email with your student ID number will be sent to you. A separate email will follow with your pin code. Keep this information with you at all times.

### Selection Process

Orientation packets will be reviewed for completeness. If your packet was completed successfully (autobiography, live scan, DMV records, photos), you will be contacted after November 17 to register for the course. A lottery process may occur in situations where the course exceeds maximum capacity.

The registration process for Module III requires the full course payment of \$758.00 (approx.) This may be paid with a cashier's check or money order made payable to SRJC, or by Visa or MasterCard. The \$60 semester parking permit fee may be paid in cash/credit or with a separate check made payable to SRJC.

Financial aid may be available for some students. Contact Margaret Mann at the Santa Rosa Junior College's Financial Aid office at 707.524.1545 or [mmann@santarosa.edu](mailto:mmann@santarosa.edu) for financial aid information.

Upon completion of the registration process, each student will be provided materials for study (including the Policy and Procedure Manual) so that he or she will be properly prepared for the first night of the course.

The academy uniform is required for the first night of class. The uniform can only be obtained from the following vendor. Advise the vendor that you are attending the Modular Police Academy at Santa Rosa Junior College. Do not buy uniform items until you receive confirmation that you are officially registered for the course.

Emergency Equipment Management  
830 Petaluma Blvd. N.  
Petaluma, CA 94952  
707/780-1570

Good to Go Military Surplus  
7950 Redwood Dr.  
Cotati, CA 94931  
707/794-9811

Santa Rosa Uniform & Equipment  
1005 W. College Ave.  
Santa Rosa, CA 95401  
(707) 545-3766

**Required Uniform** – See Policy and Procedure Manual for details

You must have black plain toe shoes or boots capable of taking a high gloss shine. You must also purchase a CPR pocket mask and a basic gun cleaning kit for a 9mm pistol. If you do not own a pistol, a pistol and holster will be provided for use on the range. For those who choose to bring their own firearm, it must be 9 mm or 40 cal. (See Policy and Procedure Manual for firearm specifications.)

If you have any questions, contact Kelly Ransbottom by emailing [kransbottom@santarosa.edu](mailto:kransbottom@santarosa.edu) or calling 707.836.2909.

I look forward to your participation in the 201<sup>st</sup> Modular Police Academy beginning Tuesday, January 8, 2019.

Brian Marvin  
Director, Modular Police Academy