

LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

Administration Phone: (530) 251-8013 Fax: (530) 251-2884
Dispatch Phone: (530) 257-6121 Fax: (530) 257-9363
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Dean F. Growdon
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: John McGarva, Sergeant

Date: February 16, 2017

Agenda Date: February 28, 2017

Discussion:

Two Correctional Deputies are scheduled to attend the Correctional Core Academy as required by California Standards and Training for Corrections (STC). This course is held at Santa Rosa Junior College Public Safety Training Center in Windsor, California, from March 13, 2017-April 14, 2017. Deputies will stay in Windsor for two weeks at a time, travel home for their off hours for one weekend and return to Windsor to continue training. The up-front training costs will exceed \$2000 and require advance Board Authorization pursuant to the Lassen County Travel Policy. A portion of this course is reimbursed by the California Standards and Training for Corrections. The training costs are as follows:

Correctional Core Course	
Tuition/Registration Fees	\$616.00
Lodging	\$3,357.58
Per Diem	\$3,568.00
Uniform	\$119.17
Total (Est)	\$7,660.75

Funding:

These training costs would be expended from the conferences and training line in the Sheriff's Jail Budget 130-0525-(3002901)

Recommendation:

That the Board of Supervisors authorizes the listed training expenditures for required training, and approves per diem, tuition and clothing expenses to be provided prior to the training session.



Santa Rosa Junior College
Public Safety Training Center
5743 Skyline Boulevard, Windsor, CA 95492
Phone 707.837.8843 Fax 707.836.2948
PSTC.santarosa.edu

Adult Corrections Officer Basic Course

Dates:	Spring Semester 2017 January 3 - February 3 Spring Semester 2017 March 13 - April 14 Fall Semester 2017 August 7 - September 8 *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)
Cost:	\$308 Agency Sponsored \$328 Non-Agency Sponsored (Spring semester) \$344 Non-Agency Sponsored (Fall semester)
Certifications:	Standards and Training for Corrections (STC) #0220-001246 Fees are subject to change. Cost for California residents only; non-residents pay an additional \$212 per unit
Location:	Public Safety Training Center, 5743 Skyline Blvd, Windsor, CA 95492 Directions and map with nearby lodging: PSTC Google Map.
Course Description:	Topics Include: Correctional History & Philosophy Codes, Statutes & other Legal Documents Transport Outside of Facility Assaultive Behavior / Restraint Techniques Booking/Receiving/Releasing Maintaining Security/Contraband Reporting & Record Keeping Supervision of Inmates Distribution of Supplies & Commissary Inmate Worker Management Screening & Monitoring Visitors Screening & Distribution of Mail Emergency Procedures Testifying in Court First Aid/CPR Physical Conditioning Professionalism & Ethics Monitoring Mental & Physical Health
College Application:	Please go to www.santarosa.edu . Near the top left corner, hover over "Admissions" then click on the "OpenCCC" icon. At this new page, click on the "New or Returning Student" option in center of screen. Then you will need to create one now. Once you create an account, return to the log in page and enter your user name and password to log in. Be sure to select the semester during which you will be attending class. This is the College Application only. Registration for this specific course is not available online and will take place at the beginning of class. On question #3 of the Application, it is <i>essential</i> for you to select 'Maintain Certificate or License' as your Educational Goal. 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: 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 Training Center, Attn: Page Munksgard 5743 Skyline Blvd, Windsor, CA 95492.
Reservations:	Email your request to Chris Lorange at clorange@santarosa.edu or call 707.836.2915.



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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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. *Employing agencies may provide a letter certifying the employee's fitness ability in lieu of a physician's clearance.*

In addition, students are required to sign a waiver on the first day of the Academy.

Photos

Each student must provide two color passport photos taken 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 (like jacket not required), duty belt, and meet all other agency uniform requirements.

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 # 8003ST).
2. Sheriff Green uniform pant (Brand: 5.11 Tactical PDU/Men's item # 74388-890 • Women's item # 64304-890).
3. Forestry green clip-on tie (Item #289) and tie bar.
4. Brass Name Tag, one-line (last name).
5. Black leather belt, black socks, and black boots (polished to a high shine).

For physical training, all students will wear navy blue sweat gear (t-shirt, shorts, sweat shirt and pants available at Santa Rosa Uniform and Career Apparel). T-shirt brand is Paragon #200 with Training Center logo silk-screened 4"x4" gold on left chest and last name applied in white 2" letters front and back. Shorts brand is Augusta #744, color navy. Black compression shorts to wear underneath Augusta shorts is required. Under Armour or similar brand/style is available at Santa Rosa Uniform. 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.

Vendor: Santa Rosa Uniform and Career Apparel, Inc.
1005 W. College Ave.
Santa Rosa, CA 95403
1.707.545-3766
1.800.223-8550

Hours: M-F
Saturday
9:00 a.m. – 6:00 pm
10:00 a.m. – 4:00 pm