




BEN CLARK TRAINING CENTER
 RIVERSIDE COUNTY SHERIFF'S DEPARTMENT
 16791 DAVIS AVENUE - SUITE A, RIVERSIDE, CA 92518
 (951) 486-2800



COURSE TITLE:	CORRECTIONS ADMINISTRATIVE FUNCTIONS COURSE (BUSINESS OFFICE)			
OVERVIEW:	This course is an 8-hour course designed to train Sheriff's Department personnel. This class will introduce the inner-workings of the Business Office and how it relates to overall facility operations. This class is also designed to enhance knowledge regarding the proper handling of all paperwork related to inmate booking and release files. In addition, this course will provide information on properly completing receiving sheets, probable cause statements, intake and release verification, proper bail amounts, and time computations.			
PREREQUISITE:	Must currently work for the Riverside County Sheriff's Department.			
ADDITIONAL COURSE INFORMATION:	N/A			
DATE(S):	START:	TO	END	COST:
	09-03-19		09-03-19	\$47
	02-20-20		02-20-20	\$47
DAYS:	MONDAY - FRIDAY			
TIMES:	0800-1700 HOURS			
	Click to receive notifications when classes are updated			
LOCATION:	Ben Clark Public Safety Training Center 16791 Davis Avenue Riverside, CA 92518			
CERTIFICATION:	THIS COURSE IS CERTIFIED BY STANDARDS AND TRAINING FOR CORRECTIONS.			
STC #	46-54171			
COURSE HOURS:	8			
INSTRUCTORS:	ALL INSTRUCTORS ARE EXPERIENCED IN THEIR FIELDS AND ARE STC-CERTIFIED.			
ENROLLMENT:	Register online: www.regionaltrainingprogram.org <ul style="list-style-type: none"> ▪ Create a "Site Login & Registration" (initial set up only), for enrollment access. ▪ After providing the standard registration information and successful submission, a verification email will be sent from the site to the email address provided. ▪ Click on the link provided in the email to activate the RTP user account. ▪ Log into the RTP site with selected username & password. Click on the title of the training event, fill out the course registration form and submit. ▪ If the form has been correctly submitted, registrant will receive an auto response confirmation to their email address. <p>* Registrants have sole responsibility to communicate event information to their agency supervisors/liaisons.</p> <p>* Agency/Organization photo ID required at check-in.</p>			
COST BREAKDOWN & CANCELLATION FEES:	COURSE	FEE	CANCELLATION FEE	
	Corrections Admin Functions Course	\$47	\$0	



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	(Business Office)
PAYMENT OPTIONS:	<p><i>We are now requiring payment to be sent at least 2 weeks prior to the start of the class. We accept Check, Money Order or Credit Card.</i></p> <p>Check or Money Order Payable to: Riverside County Sheriff/Ben Clark Training Center Attn: BCTC Course Fees Accounting & Finance  16791 Davis Ave., Riverside, CA 92518 951-486-2786</p> <p>Credit Card by Phone: (Additional fee if paid by credit card.) For details, please contact: Course Fees Accounting Technician (951-486-2786) BCTCCourseFees@riversidesheriff.org</p> <p>We do not bill or invoice for classes.</p>
CANCELLATION:	<p>Log onto www.regionaltrainingprogram.org Registrants may log into the website, using their "Username" and "Password."</p> <ul style="list-style-type: none"> ▪ From the Home Page, click on the event previously registered. ▪ Under "Event Properties," please select "Cancel Registration." <p>* Students must cancel no later than 10 days prior to the class. Cancellations less than 10 days prior to the class will result in loss of tuition.</p>
COORDINATOR:	CORRECTIONAL DEPUTY MITCHELL JASSO
EMAIL:	CTCAOT@RIVERSIDESHERIFF.ORG
CONTACT PHONE:	951-486-2800 951-486-2818
LODGING:	Reservations for lodging must be arranged by the students or by their agencies. Low cost, dormitory-style lodging is available on site. For information on lodging, please call 951-486-2802.
DRESS CODE WILL BE ENFORCED:	Students must wear department-issued uniform or casual business attire. No shorts, jeans, flip-flops, or T-shirts.
REQUIRED EQUIPMENT:	
SPECIAL INSTRUCTIONS:	N/A