



CORRECTIONS ADMINISTRATIVE FUNCTIONS COURSE (BUSINESS OFFICE)

Must currently be employed by the Riverside County Sheriff's Department.

This course is an 8-hour course designed to train Sheriff's Department personnel. This course 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.

For available course dates, enrollments, and payments,
please visit our training website at:

www.regionaltrainingprogram.org

CERTIFICATIONS:

STC Course #

46-54171

Course Hours: 8

COURSE FEE:

\$45.00

Tuition is due 10 days prior to start of class. If payment is not received, you will be dropped from this course.

LOCATION:

Ben Clark Training Center
16791 Davis Avenue
Riverside, CA 92518
951-486-2800



REQUIRED EQUIPMENT:

- **Students must wear department issued uniform or business casual attire.**

ADDITIONAL SUGGESTED ITEMS:

- **Snacks**
- **Water**

PLEASE NOTE:

NO SHORTS, RIPPED, FADED OR INAPPROPRIATE JEANS, FLIP FLOPS OR T-SHIRTS.

COURSE COORDINATOR

**CD Jordan Kelley
(951) 486-2804**

jkelley@riversidesheriff.org

Please contact the Course Coordinator for any cancellations.

Cancellations made less than 10 days before the first day of class will result in loss of tuition.