




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



COURSE TITLE:	CIVIL PROCEDURES, ADVANCED			
OVERVIEW:	This course will enable participants to learn the skills necessary for the enforcement of complex levy process. Participants will achieve a greater understanding of the fundamental principles of writ enforcement and related statutes. The course includes levy scenarios and practices.			
PREREQUISITE:	Must be currently employed by a law enforcement or public safety agency.			
ADDITIONAL COURSE INFORMATION:	N/A			
DATE(S):	START:	TO	END	COST:
	08/07/18	TO	08/09/18	\$119.00
	02/06/19	TO	02/08/19	\$119.00
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 BCTC Campus Map			
CERTIFICATION:	POST Plan IV.			
POST #	2200-30710			
COURSE HOURS:	24			
INSTRUCTORS:	All instructors are experienced in their fields and are POST-certified.			
ENROLLMENT:	Register online: https://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. 			
	* Registrants have sole responsibility to communicate event information to their agency supervisors/liasons.			
	* Agency/Organization photo ID required at check-in.			



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COST BREAKDOWN & CANCELLATION FEES:	N/A
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 https://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:	DEPUTY BRANDEE MARTIN
EMAIL:	bsmartin@riversidesheriff.org
CONTACT PHONE:	(951) 486-2925
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. See BCTC Dress Code
REQUIRED EQUIPMENT:	Students are encouraged to bring a computer with the ability to utilize a flash drive, view power point documents and PDF files. Course material will be on a flash drive.
SPECIAL INSTRUCTIONS:	