




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:
	CANCELED 09-04-18		09-04-18	\$47
	02-12-19		02-12-19	\$47
DAYS:	WEEKDAYS			
TIMES:	0800-1700 HOURS			
	Click to receive notifications when classes are updated			
LOCATION:	Ben Clark Public Safety Training Center, Sheriff Modular Classrooms; 20848 11 th Street, Riverside, CA 92518			
	BCTC Campus Map	ECTC Map		
CERTIFICATION:	THE 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:	This course is limited to 40 students and reservations will be made on a first-come, first-served basis. For enrollment contact the course coordinator.			
COST BREAKDOWN & CANCELLATION FEES:	COURSE	FEE	CANCELLATION FEE	
	Corrections Admin Functions Course (Business Office)	\$47	\$0	
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</p>			



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 Attn: BCTC Course Fees
 Accounting & Finance
 16791 Davis Ave., Riverside, CA 92518
 951-486-2786

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

We do not bill or invoice for classes.

CANCELLATION: This course is sponsored by the Riverside County Sheriff's Department, Ben Clark Training Center. Courses are offered based on scheduled attendance. Once scheduled, failure to attend, or cancel at least ten days prior to the start of the class will result in a charge for the full course fee, less any applicable college unit fees. An alternate student, from the same agency may fill the reservation.

COORDINATOR: CORRECTIONAL DEPUTY MITCHELL JASSO

EMAIL: mljasso@riversidesheriff.org

CONTACT PHONE: (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.
 See [BCTC Dress Code](#)

REQUIRED EQUIPMENT: N/A

SPECIAL INSTRUCTIONS: N/A