




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





<b>COURSE TITLE:</b>	<b>COMMUNICATIONS TRAINING OFFICER</b>			
<b>OVERVIEW:</b>	The purpose of this course is to familiarize Communications Training Officers with their roles and responsibilities in training new dispatchers. This course will provide the skills necessary to effectively manage the demands of training assignments. Topics include; ethics, adult learning concepts, roles and responsibilities, interpersonal relationships, evaluations and record keeping.			
<b>PREREQUISITE:</b>	Must be currently employed by a law enforcement or public safety agency and have completed a Basic Public Safety Dispatcher course (ADJ-D1A) or equivalent.			
<b>DATE(S):</b>	<b>START:</b>	<b>TO</b>	<b>END:</b>	<b>COST:</b>
	04-15-19		04-19-19	\$165
	10-21-19		10-25-19	\$165
<b>DAYS:</b>	MONDAY - FRIDAY			
<b>TIMES:</b>	0800 - 1700 HOURS			
	<a href="#"><u>Click to receive notifications when classes are updated</u></a>			
<b>LOCATION:</b>	Ben Clark Public Safety Training Center Modular Classrooms 20848 11 <sup>th</sup> Street, Riverside, CA 92518  <a href="#"><u>BCTC Campus Map</u></a>			
<b>CERTIFICATION:</b>	POST Plan IV.			
<b>POST #</b>	2200-30960			
<b>COURSE HOURS:</b>	40			
<b>INSTRUCTORS:</b>	All instructors are experienced in their fields and are POST-certified.			
<b>ENROLLMENT:</b>	Register online: <a href="http://www.regionaltrainingprogram.org"><u>www.regionaltrainingprogram.org</u></a> <ul style="list-style-type: none"> <li>▪ Create a "Site Login &amp; Registration" (initial set up only), for enrollment access.</li> <li>▪ After providing the standard registration information and successful submission, a verification email will be sent from the site to the email address provided.</li> <li>▪ Click on the link provided in the email to activate the RTP user account.</li> <li>▪ Log into the RTP site with selected username &amp; password. Click on the title of the training event, fill out the course registration form and submit.</li> <li>▪ If the form has been correctly submitted, registrant will receive an auto response confirmation to their email address.</li> </ul> <p>* Registrants have sole responsibility to communicate event information to their agency supervisors/liasons.</p> <p>* Agency/Organization photo ID required at check-in.</p>			



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<b>PAYMENT OPTIONS:</b>	<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><b>Check or Money Order</b> Payable to:        Riverside County Sheriff/Ben Clark Training Center        Attn: BCTC Course Fees        Accounting &amp; Finance   16791 Davis Ave., Riverside, CA 92518        951-486-2786</p>
	<p><b>Credit Card by Phone:</b> (Additional fee if paid by credit card.)        For details, please contact:  <b>Course Fees Accounting Technician (951-486-2786)</b>  <a href="mailto:BCTCCourseFees@riversidesheriff.org">BCTCCourseFees@riversidesheriff.org</a></p>
	<p><b>We do not bill or invoice for classes.</b></p>
<b>CANCELLATION:</b>	<p>Log onto <a href="http://www.regionaltrainingprogram.org">www.regionaltrainingprogram.org</a>        Registrants may log into the website, using their "Username" and "Password."  <ul style="list-style-type: none"> <li>▪ From the Home Page, click on the event previously registered.</li> <li>▪ Under "Event Properties," please select "Cancel Registration."</li> </ul> <p style="color: blue;">* 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> </p>
<b>COORDINATOR:</b>	<p>Communications Supervisor April Moreno</p>
<b>EMAIL:</b>	<p><a href="mailto:CTCDispatch@riversidesheriff.org">CTCDispatch@riversidesheriff.org</a> or <a href="mailto:ammoreno@riversidesheriff.org">ammoreno@riversidesheriff.org</a></p>
<b>CONTACT PHONE:</b>	<p>(951) 486-2806</p>
<b>LODGING:</b>	<p>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. For local hotel information, contact course coordinator.</p>
<b>DRESS CODE WILL BE ENFORCED:</b>	<p>Students must wear department-issued uniform or casual business attire. No shorts, jeans, flip-flops, or T-shirts. See <a href="#">BCTC Dress Code</a>.</p>
<b>ADDITIONAL INFORMATION:</b>	<p> This course is held in partnership with Moreno Valley College. Enrollment in the course requires additional enrollment in the college for the appropriate college semester. Students must sign in or create a new account at <a href="http://www.mvc.edu/services/ar/apply.cfm">http://www.mvc.edu/services/ar/apply.cfm</a>.</p>
<b>MVC COURSE #:</b>	<p>ADJ-D1C</p>
<b>COLLEGE UNITS:</b>	<p>2</p>