



**YUBA COLLEGE PUBLIC SAFETY CENTER
2088 N. Beale Rd., Marysville, CA 95901**



August 26, 2020

RE: **Correction Officer Core Course**

Training Managers: Please share with your staff members

Welcome to Yuba College!

You are receiving this orientation letter because you have completed or are in the process of finalizing all requirements for the Corrections Officer Core Course to be held at Yuba College from **Sept. 9-Oct. 9, 2020**. Class hours are 0800-1630 hours, with a half-hour, daily lunch break. S.T.C. mandates 100% attendance; please be punctual and do not plan on missing any of this training.

Here are a few things you should know before you begin this course:

- Your class will be located at **2088 North Beale Road, Marysville**. Please arrive in the front lobby of the 2100 building no later than 0745 on the first day wearing a face covering.
- Face covering will be required for all students and staff members in order to provide the safest environment possible (no specifications on color or style but we request no designs or writing on masks). Classrooms, restrooms, and other common areas will be cleaned several times a day. Please wear your face covering when entering the college and maintain social distance.
- Your facilitator will direct you to one of three assigned classrooms; 2140, 2142, or 2149. We will be using multiple classrooms so that social distancing can be achieved.
- Park at the far end of Building 2100 (east corner). Parking decals WILL NOT be required during the training period. First row closest to the building is reserved for faculty. DO NOT park in this area as you may be cited.
- We now **require** that you bring completed forms with you on Day 1. It is important that you take time to review materials and understand what you are signing prior to attending the course. The six (6) forms you must complete and bring with you on Day 1 are:
 - 1) Public Safety Academy Plan
 - 2) MOU – Covid 19
 - 3) Covid 19 – Health Questionnaire
 - 4) Emergency Form
 - 5) Student Waiver
 - 6) Photo ReleaseYou can find these forms here: <https://yc.yccd.edu/publicsafety/enrollment-forms/>
- If you are agency-sponsored, our department will manually send an invoice to your training manager and extend fee dates, thus allowing your agency's accounts-payable staff ample time to prepare payment. If you are agency-affiliated and receive a statement at home, please speak with your agency to ensure payment is being processed. If you are non-affiliated, you will need to pay fees or establish a payment plan within 10-days of enrollment.
- A daily schedule will be available on Canvas (more information on first day). A flash drive will be needed for downloading Canvas material.
- You may bring two combination locks to store your personal belongings both in the classroom and the locker room.



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- Uniform/Attire –
 - [Action Uniform Form](#) (vendor form for ARRCO clothing and non-affiliated polo)
 - **Classroom lecture attire:**
 - Agency sponsored uniform (uniform or agency polo)
 - Grey AOJ Logo Polo with Black Pants (non-affiliated)
 - **Arrest Control (ARRCON)** - Plain black sweatpants (must be worn on mats) with heather grey t-shirt, name on the front/back. Shorts are allowed for PT; however, must be knee length. We recommend that you begin stretching and light cardio exercises between now and ARRCO training, to reduce the likelihood of injury and/or soreness.
- Hydration is important! Bring a refillable water bottle (filtered water is available at drinking fountains). Athletic drinks, bottled water and snacks are available in vending machines located in the lobby of the building.
- Bring a reusable coffee cup with lid, as disposable coffee cups are in short supply.
 - Food is not allowed in the classroom.
 - **Drinks are allowed in the classroom as long as they are *in a container with a lid*. There are no exceptions to this rule.**
 - No open cans allowed in class (soda, energy drinks, etc.).
 - Tall, tippy soda cups from fast food restaurants and mini marts are discouraged.

Lunch break:

A break room with refrigerator and microwave is available daily. Tables are located both inside and outside the building. Fast food and other restaurants are located near campus.

Please contact us if you need clarification on any of these important details. We look forward to serving your training needs, whether already employed or working towards your career goals.

Appreciatively,

Casey Miles

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