



RE: FALL 2026 Correctional Officer Core Course

Training Managers: Please share with your staff members

Welcome,

This orientation letter has some valuable information that will be helpful in preparing for the Yuba College Correctional Officer Core Course. Class hours are Mon-Fri 8:00am – 4:30pm, with a 30-minute lunch break daily.

S.T.C. mandates 100% attendance tracking on an hourly basis; please be punctual and do not plan to miss 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, Bldg. 2100, Marysville.
- ☐ **Your classroom is 2148.** Class will begin promptly at 8:00am each day. **DO NOT BE LATE.**
- ☐ Park at the far end of Building 2100 (east corner). **There will be no charge for parking this semester.**
- ☐ **We require you to bring these completed forms with you on your first in-person day.**

It is important that you take time to review materials and understand what you are signing for prior to attending the course. The forms are linked below. If any of the links fail, they can be found here [AOJ Enrollment - Public Safety \(yccd.edu\)](#),

- ☐ 1) [Awareness-of-Risk-Release-of-Liability-05.2025.pdf](#)
- ☐ 2) [EmergencyInformationfillable.pdf \(yccd.edu\)](#)
- ☐ 3) [Photo-Release-fillable.pdf \(yccd.edu\)](#)
- ☐ 4) [STC-Test-Security-Agreement.pdf](#)
- ☐ 5) [Student-Waiver-release-of-information-fillable.pdf \(yccd.edu\)](#)
- ☐ 6) [Student-Testing-Contractfillable.pdf \(yccd.edu\)](#)
- ☐ 7) [Authorization-for-Release-of-Student-Records-FERPA.pdf](#)

- ☐ Upon enrollment, the Yuba College registration process automatically generates an invoice sent directly to each student. If you are agency-sponsored, the Public Safety office will e-mail an invoice to your training manager and waive your “10 day to pay” requirement, thus allowing your agency’s accounts-payable staff ample time to prepare payment. If you receive a statement at home, please speak with your agency to ensure payment is being processed. Self-Sponsored students must still pay within 10 days of enrollment.
- ☐ The daily schedule will be placed in Canvas (Under Announcements section); the schedule is subject to change. Each student will be assigned a laptop, or you may bring your own; we ask that you also bring a memory stick to download any required materials. Once enrolled, please attempt to log in to your Canvas account as this is where your communication will now begin with your facilitator and staff. You will use your student email to access your account (G0002983@go.yccd.edu – Example): [Sign In - YC SSS v2.38.1 \(yccd.edu\)](#)

LOG-IN

- **ID:** Student ID -- For example: G0001234 (Last Name Initial + 7-digit number)
- **Password Default** is -- For Example: Cg123401 (First Initial of First Name Capitalized + Last Initial of Last Name Lower Case + Last Four of SS# + Two-Digit Birth Month). After you log-in, you may change your password.

**PRINT, SIGN AND BRING ALL
DOCUMENTS WITH YOU ON
THE FIRST DAY OF CLASS**



- ☐ You may bring a combination lock to store your personal belongings in a classroom locker during the course.
 - ☐ Before coming to this course, please follow this link and familiarize yourself with our expectations. Pay particular attention to the uniform/attire specifications: [Corrections Academy - Public Safety \(yccd.edu\)](https://yccd.edu/corrections-academy-public-safety)
 - ☐ **Course Uniform/Attire:**
 - Classroom lecture attire:
 - Agency sponsored – Agency polo with Black BDU-style pants or assigned duty uniform
 - Non-affiliated – Gray Polo, black BDU-style pants with black belt
 - Shoes: Black, polished leather, plain rounded toe boot (nylon ventilation sides are acceptable)
 - DTAC attire:
 - Plain navy sweatpants and a blue T-shirt with your last name on the back for DTAC.
- Please consult with your Agency or Training Manager on where to obtain your PT/DTAC clothing or you can order through either of the vendor sites shown here: [Webstores \(kingclothing.com\)](https://webstores.kingclothing.com) or <https://phoenixridgeink.com/>

YOU MUST HAVE YOUR REQUIRED PT/DTAC ATTIRE ON DAY 1

We recommend that you begin stretching and light cardio exercises between now and DTAC 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). Sports drinks, bottled water, and snacks are available in vending machines in the building's lobby.
- ☐ Food is NOT allowed in the classroom.
 - **Drinks are allowed in the classroom 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 BREAKS:

A break room with refrigerator and microwave is available daily in classroom 2139, if there are no classes being held there at that time. Tables are located both inside and outside the building. You are welcome to visit the cafeteria on campus. Your lunch break will only be 30 minutes long, so please plan accordingly.

Please contact us if you need clarification on any of these important details or if you are having any problems logging in to your canvas account.

Sincerely,

John Whitney

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Public Safety Facilitator

Yuba College

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