

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

227



FROM: Stanley L. Sniff Jr., Sheriff-Coroner-PA

SUBMITTAL DATE:
09/07/11

SUBJECT: Approval of an Instructional Service Agreement
with the Riverside Community College District

RECOMMENDED MOTION: Move that the Board of Supervisors approve the Instructional Service Agreement with the Riverside Community College District, and authorize the Chairperson to execute the Agreement on behalf of the Board.

BACKGROUND: The Sheriff's Department, in partnership with the County Fire Department, operates the Ben Clark Public Safety Training Center (BCTC). Both agencies contract with the Riverside Community College District (RCCD) to offer a full public safety curriculum and provide college credits to students enrolled in classes at BCTC.

On 09/28/10 (3.69), the Board approved a Memorandum of Understanding between the County and RCCD that facilitated the establishment of BCTC as an education center for Moreno Valley College.

(Continued on Page 2)

[Signature]

Stanley L. Sniff Jr., Sheriff-Coroner-PA
Will Taylor, Director of Administration

FINANCIAL DATA

Current F.Y. Total Cost:	N/A	In Current Year Budget:	N/A
Current F.Y. Net County Cost:	\$0	Budget Adjustment:	No
Annual Net County Cost:	\$0	For Fiscal Year:	FY 2011-12

SOURCE OF FUNDS:

BR 12-029

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature]*

Robert Tremaine

County Executive Office Signature

- Policy
- Policy
- Consent
- Consent

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: 09/28/10 3.69 | District: All | Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.30

FORM APPROVED COUNTY COUNSEL
BY: NEAL P. KIPNIS DATE: 9/7/11
Departmental Concurrence

Instructional Service Agreement with RCCD

BR 12-029

Page 2

BCTC and RCCD staffs have now approved an instructional service agreement under which Moreno Valley College will supervise and coordinate Administration of Justice and Fire Technology Career and Technical Education programs at BCTC.

Per this agreement, RCCD/Moreno Valley College is responsible for compliance with educational requirements imposed by law and all academic matters, including the approval of course content, course curriculum, methods of instruction and testing and grading procedures. It also may set a maximum class size and course credit. The Sheriff's Department provides RCCD with instructors and State Peace Officers Standards and Training (POST) course outlines. RCCD has agreed to pay the instructors supplied by the Sheriff's Department at the prevailing part-time faculty hourly rate during the time the training courses are in progress.

The term of the Agreement is from July 1, 2011 through June 30, 2013. County Counsel has approved the Agreement as to form.

INSTRUCTIONAL SERVICE AGREEMENT BETWEEN RIVERSIDE COMMUNITY
COLLEGE DISTRICT AND RIVERSIDE COUNTY FOR ADMINISTRATION OF JUSTICE
AND FIRE TECHNOLOGY CAREER AND TECHNICAL EDUCATION PROGRAMS

This Agreement is made this 17th of August, 2011, to provide academic and career and technical education services in the programs of Administration of Justice and Fire Technology on behalf of the RIVERSIDE COUNTY SHERIFF'S DEPARTMENT and CAL FIRE/ RIVERSIDE COUNTY FIRE DEPARTMENT (herein called "COUNTY") at the Ben Clark Public Safety Training Center.

ARTICLE 1. PARTIES

County of Riverside
John Hawkins, Fire Chief
210 W. San Jacinto
Perris, CA 92570

County of Riverside
Stanley Sniff, Jr., Sheriff-Coroner
P.O. Box 512
Riverside, CA 92502

Riverside Community College District (hereinafter "RCCD")
Tom Harris, Acting President
Moreno Valley College
16130 Lasselle Street
Moreno Valley, CA 92551

ARTICLE 2. TERM OF CONTRACT

Section 2.01. This agreement shall be for two years, commencing July 1, 2011, and terminating June 30, 2013, unless terminated by either party in the manner set forth herein. This agreement supersedes all prior contracts between the parties.

Section 2.02. In the event the parties intend to renew this agreement at the end of the term for another one year period, and the parties have not yet finalized a renewal agreement, the terms and conditions of this agreement will continue in full force and effect, on a month-to-month basis, until a new agreement can be completed, approved and signed by the parties. If RCCD should incur an increased cost from the current rate of the expired agreement to the new rate of the renewed agreement, then RCCD shall pay retroactively the differential cost between the current rate of the expired agreement and the increased rate of the renewed agreement.

ARTICLE 3. COURSES, CURRICULUM, INSTRUCTION, CLASS SIZE

Section 3.01. COUNTY shall submit to RCCD courses or programs for college credit to augment training for personnel or to provide augmented training for personnel to develop specialized skills for professional advancement.

Section 3.02. RCCD, in accordance with its curriculum procedures, will approve the course content, course curriculum, and methods of instruction. RCCD will provide orientation of

faculty, instructor manuals, course outlines, curriculum materials, testing and grading procedures and any other services it provides to hourly instructors in the District.

Section 3.03. RCCD will determine minimum class sizes. RCCD may also set a maximum class size and course credit.

Section 3.04. The approved courses of instruction to be offered are listed on Attachment A. Additional courses from the RCCD Catalog may also be included on this list. Other RCCD approved courses may be added, deleted, or revised.

Section 3.05. COUNTY agrees to provide written notice to RCCD at least (90) calendar days prior to offering approved courses or programs, which shall include all relevant course information and proposed course outlines to meet the stated performance objectives or student learning outcomes.

ARTICLE 4. SERVICES TO BE PERFORMED BY COUNTY

Section 4.01. For purposes of Workers' Compensation, employees and instructors performing services under this agreement are under the supervision of RCCD for instructional purposes only. This section conforms to the California Code of Regulations (Title 5), Sections 58051.5 and 58058.

Section 4.02. Instruction by COUNTY shall include the development of appropriate lecture and practical application of materials; recommendation of college level instructors who meet minimum qualifications or equivalent; development and presentation of educational support lectures in conjunction with RCCD and under the supervision and control of an RCCD employee who has met the minimum qualifications for instruction in career and technical education in a California Community College.

Course Scheduling

Section 4.03. COUNTY shall provide RCCD with a schedule of all proposed activities related to the academic and career and technical education programs, on or before February 15th, of each year, for the subsequent school year commencing July 1. The RCCD Curriculum Committee accepts for consideration new courses and programs, between September and May of the following academic year.

Section 4.04. COUNTY and RCCD agree to consult and cooperate regarding scheduling of courses, any changes in curriculum, hours, units of credit, or other course changes, but the decision of RCCD as to all academic matters and compliance with educational requirements imposed by law shall be final.

Section 4.05. COUNTY may develop a schedule of courses in accordance with RCCD's targeted number of course sections for the next academic term or academic year.

Course Outlines

Section 4.06. COUNTY shall permit RCCD to have access to its existing current course outlines and other state approved course outlines.

Section 4.07. COUNTY shall ensure that all instructors, in collaboration with RCCD personnel, certify acknowledgment, in written form, from each instructor that RCCD has the right to control and direct the educational programs that are the subject of this agreement.

Section 4.08. COUNTY shall offer courses in accordance with RCCD's approved course outlines so that the stated student learning outcomes will be met.

Section 4.09. COUNTY shall submit proposals for new course outlines and revisions of approved course outlines following RCCD's curriculum development process, which shall be presented through the curriculum process.

Section 4.10. COUNTY shall permit RCCD staff to have complete access to all instructional activities.

Section 4.11. COUNTY will advertise, on its website, RCCD's classes.

Equipment Used

Section 4.12. Students will not be charged a fee for tangible and intangible instructional materials that are not retained by students.

Cooperation of COUNTY

Section 4.13. COUNTY shall ensure and verify that the instructional activities to be conducted are not fully funded from any other source or sources.

Section 4.14. COUNTY shall agree to comply with all reasonable requests of RCCD and to provide access to all documents related to the instructional programs necessary for the performance of RCCD's duties under this Agreement.

Section 4.15. COUNTY shall provide managerial oversight to coordinate instruction and to administer support for career and technical education programs held at the Ben Clark Training Center or mutually agreed upon location.

Section 4.16. COUNTY shall cooperate with RCCD to ensure that all personnel, equipment, and materials used in carrying out the responsibilities of COUNTY under this contract conform to Education Code and Title 5 mandated standards governing instructional programs.

Section 4.17. COUNTY shall recommend instructors, in collaboration with RCCD personnel, and ensure that all instructional training will be conducted by individuals who meet the criteria

established by the California Community College Board of Governors for community colleges career and technical educational instructors.

Section 4.18. RCCD shall notify COUNTY of any increases or originating fees and give COUNTY the opportunity to address those increases or originating fees, which could affect COUNTY, in advance of approving such fees.

ARTICLE 5. OBLIGATION OF RCCD

Section 5.01. RCCD agrees to process the completed enrollment applications described in Section 6.04 for the purpose of obtaining financial support from the State of California.

Section 5.02. RCCD shall provide current course outlines for each course making up the designated programs and shall keep its college catalog current regarding its designated programs.

Section 5.03. RCCD shall schedule all portions of designated academic and career and technical education programs approved by COUNTY to be part of the programmatic course of study offered by RCCD, approved by RCCD's Curriculum Committee, its Board of Trustees, and published in the current college Catalog.

Section 5.04. RCCD has the direct responsibility to supervise the instruction of all instructors.

Cooperation by RCCD

Section 5.05. RCCD shall offer academic and career and technical education courses and programs, approved by the Board of Trustees of the RCCD.

Section 5.06. RCCD shall ensure that scheduled courses and programs meet all appropriate State of California Government Code Title 5 (hereinafter referred to as Title 5) and State of California Education Code (herein referred to as Education Code) requirements.

Section 5.07. RCCD shall consult with COUNTY instructors and be available for consultation by COUNTY on any revision to existing RCCD courses or programs, the initiation of new courses, or other course changes to ensure and maintain the quality of educational services needed by COUNTY.

Section 5.08. RCCD will open enrollment in courses and programs to any person who has been admitted to the college and has met any applicable prerequisites, advisories, or limitations on enrollment. (Title 5, Sections 51006 and 58106.)

Section 5.09. RCCD will enroll students in a course or course sections during the period advertised for scheduled courses to be offered through the add date for COUNTY.

Section 5.10. RCCD will advertise its academic and career and technical education courses in the schedule of classes, post them online, and on its website, in accordance to RCCD methods of

approved updates, and collaborate with COUNTY to advertise further scheduled courses and programs offered through RCCD.

Section 5.11. RCCD will collaborate with COUNTY to add sections of courses as the need exists by agreement between RCCD and COUNTY.

Section 5.12. RCCD shall contract with COUNTY for necessary classroom and training room space at the Ben Clark Training Center or any other mutually agreed upon space.

Section 5.13. RCCD shall track enrollment fees of students at the Ben Clark Training Center.

Section 5.14. RCCD certifies that it does not receive full compensation for the direct costs of the course from any public or privacy agency, individual, or group.

Limitations

Section 5.15. COUNTY reserves the right to close the Ben Clark Training Center during times of emergency or when needed by the Sheriff or Fire Department for their activities. COUNTY shall notify RCCD of any such closure as soon as practicable, but not less than 48 hours prior to closure, unless the closure is for an emergency due to natural disaster or a catastrophic event and in that case, notice shall be as soon as possible after the decision to do the closure.

Section 5.16. RCCD shall not assign, sublet, mortgage, hypothecate or otherwise transfer in any manner any of its rights, duties, or obligations hereunder to any person or entity without first obtaining the written consent of COUNTY.

ARTICLE 6. OPERATIONAL ISSUES

Student Registration and Enrollment

Section 6.01. RCCD agrees to process student applications and to enroll students in RCCD's courses and programs. A successful enrollment means that each student has completed an enrollment application provided by RCCD, the application has been delivered to and accepted by RCCD's registration office, and the applicant has met all requirements, including, if applicable, the standard college student liability and medical care coverage.

Section 6.02. A California resident is one who meets the criteria set forth by law. A non-resident for student registration is one who meets criteria set forth by law. (See C.E.C. 76140.5)

Section 6.03. RCCD shall provide the following student services functions in accordance with the RCCD's standards as disclosed in the RCCD's publications:

- a. Placement testing
- b. Advising
- c. Counseling
- d. Registration and enrollment of all students on RCCD-approved registration forms

- e. Maintenance of student rosters
- f. Evaluation of student progress
- g. Record keeping
- h. Withdrawal of students prior to course completion

Section 6.04. COUNTY will collect student fees, when appropriate. Agencies will only be charged current enrollment fees set forth by the State Legislature and other fees meeting the requirements set forth in the Student Fee Handbook by the California Community Colleges Chancellor's Office. Students who drop classes within the designated refund deadline are entitled to a refund of college enrollment fees.

Section 6.05. COUNTY and RCCD will mutually agree upon the number of instructors to instruct the course or course section(s), the ratio of students per instructor, and the subject area to be taught.

Section 6.06. RCCD reserves the right to cancel the offering of any course or course section(s), which do not meet the approved curriculum or needed capacity of enrollment for RCCD to be compensated by the state for apportionment. Cancellation of a course or course section(s) must be made to COUNTY prior to the start date of the course and written notice of intent to cancel must be served to COUNTY. COUNTY cancellation(s) must be made to RCCD prior to the start date of the course and written notice of intent to cancel must be served to RCCD.

Hours During Which Services May Be Performed

Section 6.07. The parties shall mutually agree on the time the classes will be conducted, and these items will be set forth in the class schedule.

Section 6.08. Any change of the time or location of class(es) must be submitted in advance and approved by RCCD.

Method of Course Processing for Payment

Section 6.09. COUNTY shall provide class roster and confirmation page of students' registration into RCCD's course to Student Services Technician.

Section 6.10. RCCD shall receive on the first day of class from lead instructor a final student roster.

Section 6.11. RCCD shall set up sponsored billing for the course, add students' names to the sponsored bill, waive student service and health fees, when applicable, register students into course, email lead instructor a reminder to input grades and positive attendance, provide final headcount to COUNTY staff, email RCCD's Student Accounts information for invoice to be processed and sent to COUNTY for payment of student enrollment fees.

Section 6.12. COUNTY shall send payment to RCCD's Student Accounts Office.

Payment and Compensation

Section 6.13. RCCD shall calculate the total amount of enrollment fees based on the number of student credit units taken during the billing period and submit an invoice to COUNTY for payment of services, 30 days after the end of each quarter, at the address provided below in ARTICLE 10. COUNTY shall pay the invoice within 30 days from the date of the invoice. The first quarter shall begin on July 1, 2011.

Section 6.14. RCCD and COUNTY will mutually agree on the number of part-time instructors to be used in courses to be paid by RCCD to fulfill an instructional assignment on release time from regular duty as COUNTY employees. At the prevailing faculty rate, RCCD will pay COUNTY for the services of the RCCD-approved part-time instructors, who perform instructional services on release time from regular duty as COUNTY employees.

Section 6.15. In consideration for the services provided, on behalf of County Fire, within this agreement, RCCD shall pay COUNTY \$0.63 for each student contact hour or an amount not to exceed \$9009.00 for 125 lecture hours to hire qualified instructors to teach course sections beyond the RCCD approved scheduled course sections for COUNTY offered during the previous academic year. RCCD and COUNTY shall share in the cost of facilities for instruction, when COUNTY hires qualified instructors to teach course sections beyond the RCCD approved scheduled course sections for COUNTY offered during the previous academic year.

Section 6.16. If the Dean of Public Safety Education and Training of RCCD disputes the invoice, then RCCD shall notify COUNTY at 16902 Bundy Avenue, Riverside 92518 (Fire), or 16791 Davis Avenue, Riverside 92518 (Sheriff), in writing within 60 calendar days of receipt of invoice. The dispute should include the following information:

- COUNTY invoice number
- Number of hours and or students disputed
- Date of service
- Reason of dispute or requested amount
- The total amount of credit requested

The invoice will not be paid until any dispute with regard to said invoice is settled.

Either party may request resolution of the invoice disputes by bringing them to the attention of the President of Moreno Valley College (or Chancellor of RCCD), the COUNTY Fire Chief, and the COUNTY Sheriff-Coroner for joint resolution. If an agreement cannot be reached through the application of high level management attention, either party may assert its other rights and remedies within this contract or within a court of competent jurisdiction.

Section 6.17. COUNTY shall calculate the total amount for classroom fees. When calculating room fees, if RCCD requests a small classroom at the time of initial reservation, but one is not available, RCCD shall be charged the room rate of the smaller classroom. Fees for the use of classroom space shall be in accordance with the Riverside County approved fee schedule at BCTC.

Section 6.18. COUNTY shall notify RCCD of any increases in fees or originating fees and give RCCD the opportunity to address those increases or originating fees, which could affect RCCD, in advance of approving such fees.

Section 6.19. COUNTY shall bill RCCD for classroom fees quarterly. This invoice will be billed separately.

Section 6.20. In consideration for the services of this agreement, COUNTY shall store and maintain RCCD's fire engine, with RCCD reimbursing COUNTY for the cost of repair parts.

Section 6.21. COUNTY shall pay for student certificates and other materials needed for instruction. COUNTY will have the ability to charge students, when appropriate, for those fees allowable under the Student Fee Handbook as set forth by the California Community Colleges Chancellor's Office. Fees charged to the student will be listed in the College Schedule of Classes.

Section 6.22. RCCD and COUNTY shall approve all enrollment and student fees charged to students.

Section 6.23. If COUNTY chooses to add additional qualified instructors, then COUNTY will compensate the additional qualified instructors. These instructors shall meet the minimum qualification requirements of RCCD.

ARTICLE 7. LIABILITY/INDEMNITY

Section 7.01. The Parties, their officers, agents, and employees, shall not be deemed to have any liability for the negligence, or any other act or omission of the other party or any of the other party's officers or employees, or for any dangerous or defective condition of any work or property of the other party.

Section 7.02(a). RCCD shall indemnify and hold COUNTY, its officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon the condition of work or property of RCCD, or upon any act or omission of RCCD, its officers, agents, employees, subcontractors and independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and RCCD shall defend, at its expense including attorney fees, COUNTY, its officers, agents, employees and independent contractors, in any legal action or claim of any kind based upon such conditions of work or property, or alleged acts of omissions.

Section 7.02(b). COUNTY shall indemnify and hold RCCD, its Trustees, officers, agents, employees and independent contractors, free and harmless from any claim or liability whatsoever, based or asserted upon any act or omission of COUNTY, its officers, agents, employees, subcontractors and independent contractors, for property damage, bodily injury or death, or any other element of damage of any kind or nature, and COUNTY shall defend, at its expense including attorney fees, RCCD, its Trustees, officers, agents, employees and

independent contractors, in any legal action or claim of any kind based upon such alleged acts or omissions.

ARTICLE 8. TERMINATION OF AGREEMENT

Section 8.01. Either party may terminate this Agreement, without cause, with ninety (90) days written notice. Any courses that are fully enrolled, or are in progress, shall be completed as provided for in this Agreement.

ARTICLE 9. DISPUTES

Section 9.01. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed within a reasonable period of time (ten days) by the parties normally responsible for the administration of this contract shall be brought to the attention of the chief administrative officer (or designated representative) of each organization for joint resolution.

Section 9.02. In the event a joint resolution cannot be reached between the parties and litigation or arbitration ensues between the parties to enforce any of the provisions of this agreement or any right of either party to this agreement, the unsuccessful party to such litigation or arbitration agrees to pay to the successful party all costs and expenses, including reasonable attorney's fees, incurred therein by the successful party, all of which shall be included in and as part of the judgment rendered in such litigation or arbitration.

GENERAL PROVISIONS

ARTICLE 10. NOTICES

Section 10.01. Any notices to be given herein by either party to the other may be effected by either personal delivery in writing or mail, registered or certified, postage prepaid with return receipt requested. Each party may change the address below by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of the time of actual receipt; mailed notices will be deemed communicated as of three days after mailing. Notices may be mailed as follows:

Riverside County Fire Department
John Hawkins, Fire Chief
210 W. San Jacinto
Perris, CA 92570

Riverside County Sheriff's Department
Stanley Sniff, Jr., Sheriff-Coroner
P.O. Box 512
Riverside, CA 92502

RCCD:
Riverside Community College District
Tom Harris, Acting President
Moreno Valley College
16130 Lasselle Street
Riverside, CA 92506-1299

ARTICLE 11. AUDIT

Section 11.1. The parties agree that their accountants/auditors, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy records and supporting documentation pertaining to the performance of this Agreement. The parties agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. The parties agree to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the parties agree to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7 Pub. Contract Code §10115 et CCR Title 2, Section 1896).

ARTICLE 12. COUNTY'S REPRESENTATIVE

Section 12.1. COUNTY hereby appoints the Sheriff and County Fire Chief, or designees at Ben Clark Training Center, as its authorized representative to administer this agreement.

ARTICLE 13. RCCD'S REPRESENTATIVE

Section 13.1. RCCD hereby appoints the Dean of Public Safety Education and Training at Ben Clark Training Center, as its authorized representative to administer this agreement.

ARTICLE 14. NON-DISCRIMINATION

Section 14.1 During the performance of this Agreement, Contractor and his subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

ARTICLE 15. PARTIAL INVALIDITY

Section 15.1. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

ARTICLE 16. ALTERATION OF TERMS

Section 16.1. No addition to, or alternation of, the terms of this Agreement, whether by written or verbal understanding of the parties, their officers, agents, or employees, shall be valid unless made in the form of a written amendment to this Agreement, which is formally approved and executed by both parties.

ARTICLE 17. GOVERNING LAW

Section 17.1 This Agreement will be governed by and construed in accordance with the laws of the State of California and the venue of any action or proceeding in connection herewith shall be the County of Riverside, State of California.

ARTICLE 18. ENTIRE AGREEMENT

Section 18.1. This Agreement is intended by the parties hereto as a final expression of their understanding, with respect to the subject matter hereof and as a complete and exclusive statement of the terms and conditions thereof and supersedes any and all prior and contemporaneous agreements and understandings, oral or written, in connection therewith.

Section 18.2. The duly authorized representatives of the parties have signed in confirmation of this Agreement as of the dates indicated below.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

By: Tom Harris
Tom Harris, Acting President
Moreno Valley College

Date: 8/27/11

RIVERSIDE COUNTY FIRE
DEPARTMENT

By: _____
John Hawkins, Chief

Date: _____

RIVERSIDE COUNTY

By: _____
Bob Buster, Chairman
Riverside County Board of Supervisors

Date: _____

RIVERSIDE COUNTY SHERIFF
DEPARTMENT

By: _____
Stanley Sniff, Jr., Sheriff-Coroner

Date: _____

FORM APPROVED COUNTY COUNSEL
BY: NEAL P. KIPNIS 8/17/11
DATE

ATTACHMENT A

List of Approved Courses of Instruction in the RCCD Catalog (Additional courses from the RCCD Catalog may also be included on this list. Other RCCD approved courses may be added, deleted, or revised.)

FIT A1A	Fire Investigation 1A	2 units
FIT A1B	Fire Investigation 1B	2 units
FIT A2A	Fire Investigation 2A	2 units
FIT A2B	Fire Investigation 2B	2 units
FIT C1A	Command 1A, Command Principles for Company Officers	2 units
FIT C1B	Command 1B, Hazardous Materials	2 units
FIT C1C	Fire Command 1C, I—Zone firefighting for Company Officers	2 units
FIT C2A	Command 2A, Command Tactics at Major Fires	2 units
FIT C2B	Command 2B, Management of Major Hazardous Materials Incidents	2 units
FIT C2C	Command 2C, High Rise Fire Tactics	2 units
FIT C2D	Command 2D, Planning for Large Scale Disasters	2 units
FIT C2E	Fire Command 2E, Wildland firefighting Tactics	1 unit
FIT C2M	Incident Management 2	1 unit
FIT C19A	Introduction to Wildland Fire Behavior (S-190)	.25 units
FIT C19B	Intermediate Wildland Fire Behavior (S-290)	.5 units
FIT C20	Basic Incident Command System (I-200)	.5 units
FIT C30	Intermediate Incident Command System (I-300)	.5 units
FIT C33A	Strike Team Leader All Risk (S-330)	1.5 units
FIT C39	Division/Group Supervisor (S-339)	.25 units
FIT C40	Advanced Incident Command System (I-400)	.5 units
FIT C41	Safety Officer (I-404)	1 unit
FIT C42	Information Officer (I-403)	1 unit
FIT C43	Operations Section Chief All Risk (S-430)	1 unit
FIT E2A	First Responder Medical	2 units
FIT E3D	Emergency Medical Technician Continuing Education	1 unit
FIT E7A	Public Safety First Aid and Cardiopulmonary Resuscitation	.5 units
FIT H2	Hazardous Materials First Responder Operational	.5 units
FIT H3	Hazardous Materials First Responder Operational – Decontamination	.25 units
FIT I2A	Instructor 2A, Techniques of Evaluation	2 units
FIT I2B	Instructor 2B, Group Discussion Techniques	2 units
FIT I2C	Instructor 2C, Employing Audio Visual Aids	2 units
FIT I3	Fire Instructor 3, Master Instructor	.5 units
FIT M1	Fire Management 1/Supervision for Company Officers	2 units
FIT M2A	Organizational Development and Human Relations	
FIT M2B	Fire Management 2B, Fire Service Financial Management	2 units
FIT M2C	Management 2C, Personnel and Labor Relations	2 units

FIT M2D	Fire Management 2D, Master Planning in the Fire Service	2 units
FIT M2E	Contemporary Issues and Concepts	2 units
FIT M20	Developing a Personal Philosophy of Leadership	1 unit
FIT M21	Leading Others	1.5 units
FIT M22	Organizational Leadership	1 unit
FIT M23	Ethics and the Challenge of Leadership	1 unit
FIT P1A	Prevention 1A, Fire Inspection Practices	2 units
FIT P1B	Prevention 1B, Code Enforcement	2 units
FIT P1C	Prevention 1C, Flammable Liquids and Gases	2 units
FIT R1A	Rescue Systems	1.5 units
FIT R2A	Confined Space Rescue – Awareness Level	.5 units
FIT R2B	Confined Space Rescue – Operational Level	1 unit
FIT R3	Basic Automobile Extrication	.25 units
FIT R4	Low Angle Rescue – Introduction to Rescue Systems	.25 units
FIT R7	Trench Rescue for Fire Service Personnel	.25 units
FIT R10	Rapid Intervention Crews and Tactics	.25 units
FIT S1A	Fire Apparatus Driver/Operator 1A, Emergency Vehicle Operations	1 unit
FIT S1B	Fire Apparatus Driver/Operator 1B, Pump Operations	1 unit
FIT S2	Truck Operations	3 units
FIT S4	CDF Firefighter 1 – Basic Academy	2 units
FIT S5A	Wildland Safety and Survival	.25 units
FIT S13	Fire Control 3, Structural Firefighting	.25 units
FIT S14	Fire Control 4, Oil and Gas Fire Fighting	.25 units
FIT S17	Volunteer Firefighter Trainee Academy	1.5 units
FIT S21	Public Safety Honor Guard Academy	1.5 units
FIT T11A	Training Instructor 1A	1.5 units
FIT T11B	Training Instructor 1B	1.5 units
FIT T11C	Instructional Development Techniques	1.5 units
ADJ-1	Introduction to the Administration of Justice	3 units
ADJ-2	Principles and Procedures of the Justice System	3 units
ADJ-3	Concepts of Criminal Law	3 units
ADJ-4	Legal Aspects of Evidence	3 units
ADJ-5	Community Relations	3 units
ADJ-B1B	Basic Peace Officer Training Academy	18 units
ADJ-C1D	Basic Correctional Deputy Academy	13 units
ADJ-D1A	Basic Public Safety Dispatch Course	5 units
ADJ-13	Criminal Justice Report Writing	3 units