

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

723



**FROM:** Sheriff-Coroner-PA

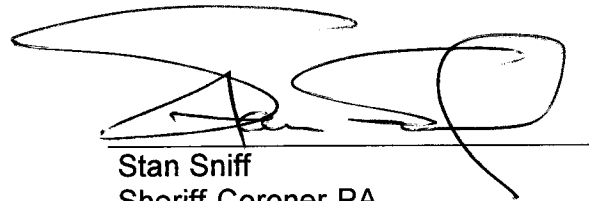
**SUBMITTAL DATE:**  
11/3/2015

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

**RECOMMENDED MOTION:** That the Board of Supervisors:

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

(Continued on Page 2)

  
Stan Sniff  
Sheriff-Coroner-PA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0	

**SOURCE OF FUNDS:**

Budget Adjustment: No

For Fiscal Year: 15/16 – 16/17

**C.E.O. RECOMMENDATION:**

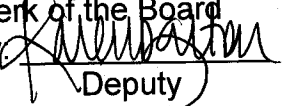
APPROVE

County Executive Office Signature BY:   
Elizabeth J. Olson

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Jeffries and duly carried, IT  
WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Washington, Benoit and Ashley  
Nays: None  
Absent: Tavaglione  
Date: November 10, 2015  
xc: Sheriff

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref.: 09/27/11 3.30

District: 1/1

Agenda Number:

**3-10**

Positions Added ☐  
Change Order ☐  
A-30 ☐  
4/5 Vote ☐

Departmental Concurrence

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**  
**FORM 11:** Approval of the Instructional Service Agreement with Riverside County Sheriff and Fire Departments and Moreno Valley College/Riverside Community College District for public safety training held at BCTC.

**DATE:** 9/30/2015

**PAGE:** 2 of 2 (BR 16-032)

**BACKGROUND:**

**Summary**

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 Moreno Valley College/Riverside Community College District (RCCD) to offer a full public safety curriculum and provide college credits to students enrolled in co-sponsored 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.

On 9/27/11 (3.30), the Board approved an Instructional service agreement which expired on 6/30/2013 with a provision to continue in full force and effect on a month to month basis until a new agreement can be completed and approved.

BCTC and RCCD staffs have now approved the renewal of 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 and Fire Departments will recommend and approve qualified instructors that meet State training mandates. RCCD has agreed to pay the instructors approved by the Sheriff and Fire Departments the prevailing part-time faculty hourly rate.

The term of the Agreement is from July 1, 2015 through June 30, 2017. County Counsel has approved the Agreement as to form.



**Riverside County Sheriff's Department  
Ben Clark Public Safety Training Center**

16791 Davis Avenue, Suite A, Riverside, CA 92518

(951) 486-2800 FAX (951) 486-2992

**STAN SNIFF, SHERIFF-CORONER**

To: Neal Kipinis, Deputy County Counsel

Date: September 29, 2015

From: Ginette Lillibridge, Admin. Svc. Mgr.

Subject: Document Review – Instructional Service Agreement Moreno Valley  
College/Riverside Community College District

FORM APPROVED COUNTY COUNSEL

BY: NEAL R. KIPNIS

DATE 10/7/15

The Riverside County Sheriff and Fire Departments conduct public safety training at the Ben Clark Public Safety Training Center. The Departments collaborate with Moreno Valley College to provide students college credit for some of the courses offered at the training center. For the co-sponsored County/College course presentations, the College pays the instructors.

Attached find Instructor Service Agreement with Moreno Valley College/Riverside Community College District and the County of Riverside for counsel review. Also for reference, attached is a copy of the previous BOS approved Instructional Service agreement 9/27/2011 3-30.

INSTRUCTIONAL SERVICE AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT, ON BEHALF OF MORENO VALLEY COLLEGE AND THE COUNTY OF RIVERSIDE FOR PUBLIC SAFETY EDUCATION AND TRAINING CAREER AND TECHNICAL EDUCATION PROGRAMS

This Agreement is made this 8<sup>th</sup> of September, 2015, to provide academic, career and technical education services in the Public Safety Education and Training programs 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 (BCTC) and The Riverside Community College District, on behalf of Moreno Valley College (herein called "MVC")

**1. AGREEMENT TERM**

This Agreement shall be for two years, commencing July 1, 2015, and terminating June 30, 2017, unless terminated by either party in the manner set forth herein. This agreement supersedes all prior agreements between the parties.

In the event the parties intend to renew this agreement at the end of the term for another 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.

**2. COURSES, CURRICULUM, INSTRUCTION, CLASS SIZE**

- a. COUNTY shall submit to MVC 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;
- b. MVC, in accordance with its curriculum procedures, will approve the course content, course curriculum, and methods of instruction. MVC 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;
- c. MVC will determine minimum class sizes. MVC may also set a maximum class size and course credit;
- d. The approved courses of instruction to be offered are listed on Attachment A. Additional courses from the MVC Catalog may also be included on this list. Other MVC approved courses may be added, deleted, or revised;
- e. COUNTY agrees to provide written notice to MVC 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.

### **3. COUNTY RESPONSIBILITIES**

- a. 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, presentation, and assessment of educational support lectures and laboratory sessions in conjunction with MVC and under the supervision and control of an MVC employee who has met the minimum qualifications for instruction in career and technical education in a California Community College;
- b. COUNTY shall provide MVC with a schedule of all proposed instructional activities related to the academic and career and technical education programs, beginning with the second week of February, of each year, for the subsequent school year commencing with the second week in June. The MVC Curriculum Committee accepts for consideration new course and program, between September and May of the following academic year;
- c. COUNTY and MVC 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 MVC as to all academic matters and compliance with educational requirements imposed by law shall be final;
- d. COUNTY may develop a schedule of courses in accordance with MVC's targeted number of course sections for the next academic term or academic year;
- e. COUNTY shall permit MVC to have access to its existing current course outlines and other state approved course outlines;
- f. COUNTY shall ensure that all instructors, in collaboration with MVC personnel, certify acknowledgment, in written form, from each instructor that MVC has the right to control and direct the educational programs that are the subject of this agreement;
- g. COUNTY shall offer courses in accordance with MVC's approved course outlines so that the stated student learning outcomes will be met;
- h. COUNTY shall submit proposals for new course outlines and revisions of approved course outlines following MVC's curriculum development process, which shall be presented through the curriculum process;
- i. COUNTY shall permit MVC staff to have complete access to all instructional activities;
- j. COUNTY will advertise, on its website, MVC's classes;
- k. Per California Code of Regulations, Title 5, Sections 59400-59408, students will only be charged a fee for instructional materials that have continuing value

to students outside of the classroom setting, such as textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training and employment;

- l. COUNTY shall ensure and verify that the instructional activities to be conducted are not fully funded from any other source or sources;
- m. COUNTY shall agree to comply with all reasonable requests of MVC and to provide access to all documents related to the instructional programs necessary for the performance of MVC's duties under this Agreement;
- n. 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;
- o. COUNTY shall cooperate with MVC to ensure that all personnel, equipment, and materials used in carrying out the responsibilities of COUNTY under this agreement conform to Education Code and Title 5 mandated standards governing instructional programs;
- p. COUNTY may use Special Topic Lecturers who must submit to MVC a completed MVC "Special Topics Lecturer Agreement," along with a P.O.S.T. resume, to lecture on a special topic within an MVC approved course. MVC must approve the Special Topic Lecturer prior to the individual lecturing on the specific topic in the course. Special Topic Lecturers cannot be the primary instructor or instructor of record in the course;
- q. COUNTY shall provide MVC a course syllabus for every course taught that will be submitted to MVC by the first day of class; Student Learning Outcomes assessment will be completed and submitted within one week of the end of class; class grades and attendance hours will be entered into the college's web-based program within five days of the end of class; and, a completed, signed, and dated hard-copy student positive attendance roster at the end of each course offered through MVC;
- r. 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 MVC 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.

#### **4. MVC RESPONSIBILITIES**

- a. MVC agrees to process the completed enrollment applications described in section 5.d of this agreement for the purpose of obtaining financial support from the State of California;

- b. MVC shall provide current course outlines for each course making up the designated programs and shall keep its college catalog current regarding its designated programs;
- c. MVC 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 MVC, approved by MVC's Curriculum Committee, its Board of Trustees, and published in the current college Catalog;
- d. MVC has the direct responsibility to supervise the instruction of all instructors
- e. MVC shall offer academic and career and technical education courses and programs, approved by the Board of Trustees of the MVC;
- f. MVC 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;
- g. MVC shall consult with COUNTY instructors and be available for consultation by COUNTY on any revision to existing MVC courses or programs, the initiation of new courses, or other course changes to ensure and maintain the quality of educational services needed by COUNTY;
- h. MVC 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.);
- i. MVC will enroll students in a course or course sections during the period advertised for scheduled courses to be offered through the add date of the courses to be offered for;
- j. MVC 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 MVC methods of approved updates, and collaborate with COUNTY to advertise further scheduled courses and programs offered through MVC;
- k. MVC will collaborate with COUNTY to add sections of courses as the need exists by agreement between MVC and COUNTY;
- l. MVC shall invoice the County for enrollment fees for applicable Fire Department or Sheriff's Department sponsored students at BCTC;
- m. MVC certifies that it does not receive full compensation for the direct costs of the course from any public or private agency, individual, or group;

- n. MVC 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;
- o. MVC shall notify COUNTY and give COUNTY the opportunity to address any increases of originating fees, which could affect COUNTY, in advance of approving such fees;

## **5. SHARED RESPONSIBILITIES**

- a. MVC agrees to process student applications and to enroll students in MVC's courses and programs. A successful enrollment means that each student has completed an enrollment application provided by MVC, the application has been delivered to and accepted by MVC's registration office, and the applicant has met all requirements, including, if applicable, the standard college student liability and medical care coverage;
- b. 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);
- c. MVC shall provide the following student services functions in accordance with the MVC's standards as disclosed in the MVC's publications:
  - i. Placement testing
  - ii. Advising
  - iii. Counseling
  - iv. Registration and enrollment of all students on MVC-approved registration forms
  - v. Maintenance of student rosters
  - vi. Evaluation of student progress
  - vii. Record keeping
  - viii. Withdrawal of students prior to course completion
- d. 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;
- e. COUNTY and MVC 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;
- f. MVC 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 MVC 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 MVC prior to the start date of the course and written notice of intent to cancel must be served to MVC;

- g. The parties shall mutually agree on the time the classes will be conducted, and these items will be set forth in the class schedule;
- h. Any change of the time or location of class(es) must be submitted in advance and approved by MVC;
- i. COUNTY shall provide class roster(s) and confirmation page(s) of students' registration into MVC's course to Student Services Technician;
- j. MVC shall receive on the first day of class from the lead instructor a final student roster;
- k. MVC shall set up sponsored billing for the course, add students' names to 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 Riverside Community College District's Student Accounts information for invoice to be processed and sent to COUNTY for payment of student enrollment fees;
- l. MVC shall calculate the total amount of enrollment fees based on the number of student credit units taken for a course and submit an invoice to COUNTY for payment of services at to the following address: Riverside County Fire – County Finance 210 West San Jacinto Avenue, Perris, CA 92570. COUNTY shall send payment to Riverside Community College District's Student Accounts Office. COUNTY shall pay the invoice within 30 days from the date of the invoice;
- m. COUNTY shall notify MVC of any increases in student fees, including student materials fees, and give MVC the opportunity to address those increases, in advance of approving such fees;
- n. COUNTY shall pay for student certificates and other materials, supplies, equipment, and repairs to equipment 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, per Sections 59400-59408 of Title 5 of the California Code of Regulations. Fees charged to the student will be listed in the College Schedule of Classes;
- o. MVC and COUNTY shall approve all enrollment and student fees, including student materials fees, charged to students;

- p. 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 MVC;
- q. Both COUNTY and MVC will agree upon the location of graduation facilities and will share the cost equally in providing graduation services;
- r. If either party disputes an invoice, MVC shall notify COUNTY at 16902 Bundy Avenue, Riverside, 92518 (Fire), or 16791 Davis Avenue, Riverside, 92518 (Sheriff), or COUNTY shall notify MVC at 16791 Davis Avenue, Riverside, 92518 in writing within 60 calendar days of receipt of invoice. The dispute should include the following information:
  - i. Invoice number
  - ii. Nature of dispute
  - iii. Date of service
  - iv. 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 Riverside Community College District), 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 agreement or within a court of competent jurisdiction.

#### **6. HOLD HARMLESS/INDEMNITY**

- a. The Parties, their officers, agents, and employees, shall not be deemed to have any liability for the negligence, or any other willful 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;
- b. MVC 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 MVC, or upon any negligence or willful act or omission of MVC, 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 MVC 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;
- c. COUNTY shall indemnify and hold MVC, its Trustees, officers, agents, employees and independent contractors, free and harmless from any claim

or liability whatsoever, based or asserted upon any negligence or willful 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, MVC, its Trustees, officers, agents, employees and independent contractors, in any legal action or claim of any kind based upon such alleged acts or omissions;

- d. The parties shall maintain general liability insurance coverage, including premises, auto and professional coverage, whether by a program of self-insurance or through policies of insurance, in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 per aggregate. In addition, workers' compensation insurance shall be carried by each party in accordance with the laws of the State of California. The parties shall provide to the other party a Certificate of Insurance, naming the other party as an additional insured. County shall name "Riverside Community College District" as an additional insured and MVC shall name the County of Riverside as an additional insured;
- e. For purposes of Workers' Compensation, employees and instructors performing services under this agreement are under the supervision of MVC for instructional purposes only. This section conforms to the California Code of Regulations (Title 5), Sections 58051.5 and 58058.

## **7. TERMINATION OF AGREEMENT**

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.

## **8. DISPUTES**

- a. 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 agreement shall be brought to the attention of the chief administrative officer (or designated representative) of each organization for joint resolution;
- b. 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.

## **9. NOTICES**

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

Moreno Valley College  
Sandra Mayo, President  
16130 Lasselle Street  
Moreno Valley, CA 92551

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

#### **10. AUDIT**

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).

#### **11. REPRESENTATION**

- a. COUNTY hereby appoints the Sheriff and County Fire Chief, or designees at Ben Clark Training Center, as its authorized representative to administer this agreement;
- b. MVC hereby appoints the Dean of Instruction, Career and Technical Education at Ben Clark Training Center, as its authorized representative to administer this agreement.

#### **12. NON-DISCRIMINATION**

The parties shall not discriminate against any person in the provision of services, or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any

other status protected by law. The parties understand that harassment of any student or employees of the respective parties with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

The parties are responsible for making sure that their respective contractors and sub-contractors adhere to the above.

**13. PARTIAL INVALIDITY**

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.

**14. ALTERATION OF TERMS**

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.

**15. GOVERNING LAW**


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.

**16. ENTIRE AGREEMENT**

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 or contemporaneous agreements and understandings, oral or written, in connection therewith.

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:   
Sandra Mayo, President  
Moreno Valley College

Date: 1/27/2016


RIVERSIDE COUNTY FIRE  
DEPARTMENT

By:   
John Hawkins, Fire Chief

Date: 10/13/15

ATTEST:

KECIA HARPER-IHEM  
Clerk of the Board


By:   
Deputy  
(SEAL)

RIVERSIDE COUNTY

By:   
Chairman  
Board of Supervisors

Date: NOV 10 2015

RIVERSIDE COUNTY SHERIFF'S DEPARTMENT

By:   
Stanley Sniff, Jr., Sheriff-Coroner

Date: 10/21/2015

APPROVED AS TO FORM:  
GREGORY P. PRIAMOS,  
County Counsel

By: \_\_\_\_\_  
ERIC STOPHER  
Deputy County Counsel

FORM APPROVED COUNTY COUNSEL

BY: NEAL R. KRONIS DATE: 10/16/15

-EIA SHERIFF-

## ATTACHMENT A

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

FIT 1	Fire Protection Organization	3 units
FIT 2	Fire Behavior and Combustion	3 units
FIT 3	Fire Protection Equipment and Systems	3 units
FIT 4	Building Construction for Fire Protection	3 units
FIT 5	Fire Prevention	3 units
FIT 6	Fire Apparatus and Equipment	3 units
FIT 7	Principles of Fire and Emergency Services Safety and Survival	3 units
FIT 8	Strategies and Tactics	3 units
FIT 9	Fire Ground Hydraulics	3 units
FIT 14	Wildland Fire Control	3 units
FIT 200	Fire Technology Work Experience	1-2-3-4 units
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	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 C19B	Intermediate Wildland Fire Behavior (S-290)	.5 units
FIT C30	Intermediate Incident Command System (I-300)	.5 units
FIT E2A	First Responder Medical	2 units
FIT E3D	Emergency Medical Technician Continuing Education	1 unit
FIT M1	Fire Management 1/Supervision for Company Officers	2 units
FIT M2A	Organizational Development and Human Relations	2 units
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 S3	Basic Firefighter Academy	19 units
FIT S3A	Introduction to Fire Academy and Physical Conditioning for Fire Academy Students	1 unit
FIT S21	Public Safety Honor Guard Academy	1.5 units
FIT TI1A	Training Instructor 1A	1.5 units
FIT TI1B	Training Instructor 1B	1.5 units
FIT TI1C	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-13	Criminal Investigation	3 units
ADJ-15	Narcotics	3 units
ADJ-200	Administration of Justice Work Experience	1-2-3-4 units
ADJ-A34A	Child Abuse Investigation	2 units
ADJ-A54A	Bicycle Patrol	.5 units
ADJ-A6A	Interview and Interrogation Course	.25 units
ADJ-A6B	Advanced Interview and Interrogation Course	1.5 units
ADJ-A8A	Field Training Officer	1.5 units
ADJ-A9A	Field Training Officer Update	1 unit
ADJ-A10A	Vice Operations	.25 units
ADJ-A11A	Effective Writing for Law Enforcement	.25 units
ADJ-A13A	Drug Use Recognition	1 unit
ADJ-A14A	Search Warrant Preparation Workshop	.25 units
ADJ-A14B	Search Warrant Execution Course	.25 units
ADJ-A29A	Courtroom Testimony and Demeanor	.5 units
ADJ-A31A	Advanced Civil Procedures (POST)	1 unit
ADJ-A33A	Public Safety Seminar	.25 units
ADJ-A33B	Public Safety Seminar	.5 unit
ADJ-A33C	Public Safety Seminar	1 unit
ADJ-33E	Public Safety Seminar	2 units
ADJ-A36A	Inland Boating Enforcement	1 unit
ADJ-A37A	Latent Fingerprint Retrieval	.5 unit
ADJ-A42A	Crime Scene Investigation	.5 unit
ADJ-A34A	Basic Computer-Aided Collision Diagramming Using Auto Sketch	.5 unit
ADJ-44A	Laser Operator	.25 unit
ADJ-A45A	Digital Photography for Law Enforcement	.25 unit



ADJ-A46A	Background Investigation	2 units
ADJ-A48A	Basic Investigator's Course	2 units
ADJ-A50A	Raves and Rave Drugs	.25 unit
ADJ-A57A	Elder Abuse/Racial Profiling 1st Responder	.25 unit
ADJ-A57A	Casino Related Crime Investigation	.25 unit
ADJ-B1A	Introduction to Law Enforcement and Physical Condition for Basic Academy Students	1 unit
ADJ-B1B	Basic Peace Officer Training Academy	39 units
ADJ-B3A	Basic Community Service Officer Academy	3 units
ADJ-C1D	Basic Correctional Deputy Academy (C)	13 units
ADJ-C2A	Deputy Sheriff Supplemental Core Course	3 units
ADJ-C3B	Advanced Corrections Perishable	.25 units
ADJ-C3C	Advanced Corrections Training	.5 unit
ADJ-C4A	Advanced Corrections Training for Supervisors	1 unit
ADJ-C5A	Basic Writing Skills for Corrections	.5 unit
ADJ-C6A	Corrections Training Officer	2 units
ADJ-C7A	Writing Skills for Correctional V Deputy (Advanced)	.5 units
ADJ-C8A	Facility Security Training	.25 unit
ADJ-C12A	First Aid/CPR Instructor Course	1.5 unit
ADJ-C13A	Stun-Tech R.E.A.C.T. Belt Training	.25 unit
ADJ-C18A	Basic Inmate Classification	.5 unit
ADJ-C19	Corrections Mental Health Training	.5 unit
ADJ-C20A	Leadership Enhancement	1 unit
ADJ-C12A	Corrections Training Officer Update	1 unit
ADJ-D1A	Basic Public Safety Dispatch Course	5 units
ADJ-D1B	Dispatcher Update	1 unit
ADJ-D1C	Community Training Officer	2 units
ADJ-D3A	Responding to Suicidal Callers V	.25 unit
ADJ-D4A	Dispatcher Role in Officer Safety	.25 unit
ADJ-D5A	Dispatcher Public Safety Advanced	.5 unit
ADJ-D6A	Crisis Negotiation Concepts	.25 unit
ADJ-E1A	Emergency Services Academy	2.5 unit
ADJ-P1A	Probation Officer Core Course	8 units
ADJ-P2A	Juvenile Counselor Core Training	7.5 units
ADJ-P4A	Arrest, Search and Seizure	1.5 units
ADJ-R1A2	Level III Modular Academy Training	6.5 units
ADJ-R1B	Level II Reserve Officer Training	11 units
ADJ-R1C	Level I Modular Academy	17 units
ADJ-R5A	Straight Stick Baton Update for Reserves	.25 unit
ADJ-R6A	Oleoresin Capsicum for Reserves	.25 units
ADJ-S1A	Supervisory Course	4 units
ADJ-T1A	Traffic Collision Investigation: Basic	1.5 units
ADJ-T1B	Traffic Collision Investigation: Intermediate	1.5 units
ADJ-T1C	Traffic Collision Investigation: Advanced	3.5 units
ADJ-T1D	Traffic Collision Reconstruction	4 units

ADJ-T2A	Radar Operations	1 unit
ADJ-T3A	Driving Under the Influence (DUI)	1 unit
ADJ-T5A	Techniques of Accident Investigation Training	1.5 units
ADJ-T10A	Radar Enforcement Training- CHP	1.5 units
ADJ-T13A	Communications Operator Training Phase I	4 units
ADJ-T13B	Initial Communication Operator Training-Phase II	2 units
ADJ-T15A	CPR Refresher Course	.25 unit
ADJ-T16A	Community Operators In-Service	1 unit
ADJ-T17A	Community Supervisors Training	.5 unit
ADJ-T18A	Spanish Language for Public Safety Officers	1 units
ADJ-T26A	Civil Disturbance Training (CHP)	.25 unit
ADJ-T31A	Motor Vehicle Inspections-Basic	1.5 units
ADJ-T35A	Speed Determination from Crush Analysis	2 units
ADJ-T36A	Reconstruction of Automobile Collisions Involving Pedestrians or Bicycles	1 unit
ADJ-T42A	Safety Services Program Update	.25 unit
ADJ-T33A	Workplace Violence Prevention Instructor training	1 unit
ADJ-T46A	Equal Employment Opportunity (EEO) Counselor/Investigation Recertification	.25 unit
ADJ-T53A	Preliminary Alcohol Screening (PAS) Devise Coordinator	.25 unit
ADJ-T61A	Communications Training Specialist	1 unit
ADJ-T65A	National Highway Traffic Safety Administration (NHTSA) Standardized Child Safety Training	1 unit
ADJ-T70A	CHP-Explorer Academy Level III	3 units
ADJ-T72A	Radioactive Materials Response and Enforcement Training	.5 units
ADJ-T73	General Hazardous Materials Inspection and Compliance Training Course	2 units
ADJ-T75A	Specially Marked Patrol Vehicle (SMPV) Commercial Enforcement Training Class	1 unit
ADJ-W3A	Domestic Terrorism, Threats and Sabotage	.25 unit
ADJ-W7A	Rangemaster Course	.5 unit
ADJ-W10A	Firearms	.25 unit
ADJ-W14A	Take Down and Ground Control	.25 unit
ADJ-W20A	Less-Lethal Training	.5 unit
ADJ-Y1A	Explorer Academy- Basic	2.5 units
EMS-50	Emergency Medical Services-Basic	6 units
EMS-51	Emergency Medical Services-Basic Clinical/ Field	1 unit
EMS-59	Paramedic Prep	.5 units
EMS-60	Patient Assessment and Airway Management	4 units
EMS-61	Introduction to medical Pathophysiology	4 units
EMS-62	Emergency Pharmacology	4 units

EMS-63	Cardiology	4 units
EMS-70	Trauma Management	4 units
EMS-71	Clinical Medical Specialty I	2.5 units
EMS-80	Medical Emergencies	4.5 units
EMS-81	Special Populations	4.5 units
EMS-82	Special Topics	2 units
EMS-83	Clinical Medical Specialty II	2.5 units
EMS-90	Assessment Based Management	4.5 units
EMS-91	Paramedic Field Internship	10 units
HLS-1	Introduction to Homeland Security	3 units
HLS-2	Preparedness for Emergencies, Disasters, and Homeland Security Incidents	3 units
HLS-3	Response to Emergencies, Disasters and Homeland Security Incidents	3 units
HLS-4	Recovery in Emergencies, Disasters and Homeland Security Incidents	3 units
HLS-5	Investigation of Emergencies, Disasters and Homeland Security Incidents	3 units
HLS-6	Case Studies in Emergencies, Disasters and Homeland Security Incidents	3 units
AMY 10	Survey of Human Anatomy and Physiology	3 units
CIS 1A	Introduction to Computer Information Systems	3 units
COM-9	Interpersonal Communication	3 units
ENG-50	Basic English Composition	4 units
ENG-60A1-4	English Fundamentals	4 units
GEG-1	Physical Geography	3 units
GUI-48	Introduction to College	1 unit
HUM-10	World Religion	3 units
MAT-52	Elementary Algebra	4 units
PHI-12	Introduction to Ethics	3 units
POL-1	American Politics	3 units
REA-86	Reading Strategies for Textbooks	1 unit
SOC-1	Introduction to Sociology	3 units
SOC-20	Introduction to Criminology	3 units
	<b>Community Education Classes</b>	
	Advanced Cardiac Life Support	
	CPR	
	First Aid & CPR	
	Geriatric Education for EMS	

	National Registry Skills Testing	
	Paramedic Preparatory Class	
	Pediatric Advanced Life Support	
	Pediatric Education for EMS Professionals	
	Prehospital Trauma Life Support	