



San Bernardino
Valley College

SHANNON D. DICUS
SHERIFF-CORONER

BASIC LAW ENFORCEMENT ACADEMY

“Training Today’s Officers for Tomorrow’s Challenges”

For Pre-service Students

IMPORTANT DATES AND DEADLINES

Academy #	Deadline to sign up by emailing agonzales@sbccd.edu	Tentative Dates PELLETB @ SBVC PAT @ SBCSD	DOJ, Medical, DMV Clearances	SBCSD Orientation @ 1 pm	First Day at the SBCSD Training Facility
240	December 16, 2024	12/17/2024 @ 9 am 1/16/2025 @ 9 am	3/4/2025	3/11/2025	March 24, 2025
241	March 26, 2025	3/27/2025 @ 9 am 4/16/2025 @ 9 am	6/10/2025	6/17/2025	June 30, 2025
242	June 25, 2025	6/26/2025 @ 9 am 7/16/2025 @ 9 am	9/2/2025	9/9/2025	September 22, 2025
243	September 29, 2025	9/30/2025 @ 9 am 10/15/2025 @ 9 am	12/8/2025	12/15/2025	December 29, 2025
244	December 17, 2025	12/28/2025 @ 9 am 1/21/2026 @ 9 am	3/3/2026	3/10/2026	March 23, 2026
245	March 30, 2026	3/31/2026 @ 9 am 4/22/2026 @ 9 am	6/9/2026	6/16/2026	June 29, 2026

This certificate is designed for state-certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers' Standards and Training (POST) certified agency qualifies the student for a California POST certificate. This program meets Penal CODE §832 requirement of training as a peace officer in the State of California. This program is offered in two formats: The Intensive Format (approximately 24 weeks) and the Extended Format (approximately 50 weeks).

This packet information pertains to the Intensive Format (approximately 24 weeks). The Intensive Academy classes meet Mondays through Fridays from 8:00 a.m. to 5:00 p.m.

BEFORE YOU APPLY

Students may not be on Academic Probation

Students must be at least 20 ½ years of age before the start of the program

Minimum education of United States high school graduation or passage of GED or other approved equivalency test

U.S. Citizenship is not required to attend the Academy, but you must be legally authorized to work in the United States to be hired as a California Peace Officer

Have a valid California Driver's License without restrictions

No disqualifying conduct as defined under Government Code section 1029

Applicants must be free of conviction of a felony in any state and/or federal jurisdiction which would have been a felony if committed in this state. California Penal Code Sections 12021 and 12021.1 outline and define restrictions on persons who have been convicted of certain crimes

Student agreement of understanding and compliance with the Student Rules and Regulations. Applicants accepted into the program will sign the agreement on the first day of the program.

THE ADMISSION AND DEPARTMENT APPLICATION PROCESS MAY TAKE TWO TO THREE MONTHS DEPENDING ON TEST SCHEDULES

SBVC ADMISSION'S - FIRST STEPS

Admission Application - An application must be completed by all NEW students and returning students who have missed one or more terms. To begin your application, visit opencccapply.net. If you have an issue you must contact CCCapply by [hone: [\(877\) 247-4836](tel:8772474836) or email: support@openccc.zendesk.com

Upon completing the application process, you will be sent a Student Identification Number by email within 24 to 48 hours. This is mandatory for all the other steps of enrollment. It is recommended that all trainees be at least 20 ½ years of age before beginning the Police Academy

Program. Please note many California Law Enforcement Agencies require that applicants be 21 years of age before being hired as Law Enforcement Officers. Students currently on academic and/or disciplinary probation at San Bernardino Valley College may be denied enrollment into the program.

Online Orientation & Guided Self Placement - Unless specifically exempted from this process, all new students are required to complete the Online Orientation and Guided Self Placement. After receiving your SBVC student identification number, you must complete the Orientation online at: <https://colss-prod.ec.sbccd.edu/Student>. After completing the orientation, print out the completion certificate to present to the Academic Assessment Center and complete the self-assessment <https://colss-prod.ec.sbccd.edu/Student>.

Education Plan - All new SBVC students meet with a counselor for an education plan. A counselor is an excellent resource to help you with career choices and answer questions regarding your educational goal. Counselors will help you find the appropriate courses for the program, assist you in creating an Educational Plan, and direct you to other student and academic support services. An initial or abbreviated educational plan is required for new students to be able to register for classes. For other related information or resources, you may visit [General Counseling](#) or call [909-384-4404](tel:909-384-4404) (first-come, first-served basis).

*Appointments are made two days in advance and open at midnight for available appointments. Appointment times will vary and will be personalized based on the individual needs of the student.

Financial Aid - Next, you can fill out the [FAFSA](#) (FREE Application for Federal Student Aid), which helps determine your financial need and aid eligibility. To receive the highest amount of financial aid, submit your FAFSA as soon as October 1, and before March 2. Complete or renew your application using the federal school code #001272. Not a U.S. citizen, permanent resident, or eligible non-citizen? Fill out the [CA Dream Act Application](#) Instead. To learn more, read [this guide](#).

Veteran Benefits - The Veterans Resource Center (VRC) assists veterans and veteran families (spouses/dependents) with successfully transitioning into college and accomplishing their educational goals. Contact the Veterans Resource Center to apply for benefits <https://www.valleycollege.edu/admissions-records/veterans/vets-resource-ctr.php> or contact VRC at veterans@valleycollege.edu or phone 909-384-4411.

POLICE ACADEMY ENTRANCE - SECOND STEPS

Applicant Registration - After completing the Admission steps, proceed by signing up for the Police Academy by emailing your student identification number, a picture of your valid California Driver's License, address, and phone number to Amelia Gonzales at the Police Academy at agonzales@valleycollege.edu. Information regarding deadlines, requirements, and what to expect during the process may be found on the front page of this packet. Specific and detailed instructions will be emailed to each applicant during the entry process.

PELLETB Exam - All pre-service/self-sponsored applicants must take the POST Entry-Level Law Enforcement Test Battery (PELLETB) regardless of prior education. Per Peace Officer Standards

and Training, “Commission Regulation 1951 mandates that peace officers be able to read and write at the levels necessary to perform the job of a peace officer as determined by the use of the POST-Entry-Level Law Enforcement TEST Battery (PELLETB).” The test is a language aptitude test and consists of fill-in-the-blank and multiple-choice questions. It is designed to measure reading and writing abilities. The exam focuses on five sections: vocabulary, spelling, reading comprehension, and CLOZE (reasoning ability). It is available to all self-sponsored students seeking acceptance in the Extended, and Basic Police Academy Programs.

To be admitted into the Police Academy Program, **it is required that you obtain a T-Score of 42** or above on the PELLETB exam. If you have taken the PELLETB exam within the last 12 months and have written proof of a T-Score of 42 or higher from a certified testing center or law enforcement agency, the requirement to take the PELLETB may be waived. All self-sponsored applicants must take the PELLETB regardless of prior education.

California POST offers a free study guide. Please search PELLETB through the POST website portal <https://post.ca.gov/Home>. Additionally, online writing labs (OWLs) are another tool that can be used to identify weaknesses and improve reading and writing skills. A simple internet search will render results for the many OWLs that are currently available for free on the internet. There is also a course for \$150 through Police Tutors <https://www.policetesttutors.com>.

After passing the PELLETB and Physical Agility exams, you will be invited to an interview with the Director/Coordinator. You will need to complete a Personal History Statement/Questionnaire and bring it with you to your interview. Specific and detailed instructions will be emailed to each applicant.

Director Interview - The academy entry interview is one of several steps a prospective trainee must complete before being granted entry into the program. The interview determines your suitability for the program. The interview includes but is not limited to appearance, personality, maturity, temperament, background, and the applicant’s ability to communicate verbally and in writing.

Physical Agility Test – After a successful interview with the director, you will be invited to take the physical agility test. The Physical Agility Test is designed to measure your fitness level. You are timed on each obstacle. The physical agility test consists of a chain link fence, solid block wall, body drag, and 500-yard sprint. A minimum score of 384 is recommended to enter the academy. Please view it at <https://youtu.be/0ncc2uyhzKs>. Detailed instructions will be sent to each applicant.

Police Academy Orientation - You will have an in-person orientation after your physical agility test. The orientation will consist of course information, student expectations, clearances, uniform requirements, grooming standards, physical fitness expectations, recruit autobiography, and answer any questions not answered in this packet.

Sheriff’s Academy Interview – The SBCSD believes in high professional standards of integrity, ethics, and behavior. A second interview with the San Bernardino Sheriff’s Tactical Staff is given to determine the suitability for the SBCSD Intensive Academy program.

Police Academy Acceptance - Should the program have more applicants than available positions, selection in the program will be based on the results of the entry requirements as stated above (i.e., overall scores, interview, and open seats). Notifications of your acceptance will be emailed, and applicants will proceed with their clearances. Please do not obtain clearances unless you have been accepted into the program. The following clearances are required after the acceptance into the program. Specific and detailed instructions and clearance forms will be sent to each selected student.

- Successfully pass live scan (DOJ, FBI, & Firearms)
- Medical Release signed by a physician indicating clearance to participate in the program
- Department of Motor Vehicle Driving Record H-6 with no restrictions
- A copy of your high school graduation or passage of GED or other approved equivalency test

Police Science Course Enrollment - The Intensive Basic Academy is comprised of five separate Police Science Courses. You will enroll in the following courses. You are given permission to enroll after your clearances have been submitted. You will be enrolled in a total of 38 units. Fees are due the same day of enrollment. You may pay your fees online by logging into Self Service [Homepage — San Bernardino Valley College](#) or in person at the Admissions Office <https://www.valleycollege.edu/admissions-records/index.php>.

POLICE - 002 Basic Law Enforcement Academy

POLICE - 100 Criminal Law

POLICE - 101 Procedures and Evidence

POLICE - 102 Community Policing

POLICE - 103 Introduction to Criminal Investigation

To graduate from the Police Academy and ultimately obtain a Basic Peace Officer Certificate, each student must complete the Basic Law Enforcement Academy comprised of these five Police Science courses. Enrollment information and reference numbers will be sent to each student/trainee.

GENERAL POLICE ACADEMY INFORMATION

THE INFORMATION IN THIS PACKET IS SUBJECT TO CHANGE

Clearances - Prior to course instruction, each applicant for admission to a basic course certified by the Commission on Peace Officer Standards and Training that included the carrying and use of firearms, as prescribed by subdivisions (a) of Section 832 and subdivision (a) of section 832.3, who is not sponsored by a local or other law enforcement agency, or is not a peace officer employed by a state or local agency, department, or district, shall be required to submit written certification from the Department of Justice. The letter can be obtained by fingerprinting at a facility of choice. The clearance letter is mailed directly to the student/trainee. Students/trainees shall also provide proof of medical clearance. A medical release form must be completed and signed by a physician indicating the clearance to participate in physical training. A DMV driving record must be

requested from the DMV. Driving records will include all reportable information: convictions for five years, departmental actions, and accidents as required by California Vehicle Code section 1808.

Course Length and General Content - The program is 960 hours of instruction, extending over a 24-week period. Students must successfully complete all phases of the training program. While in attendance, students shall follow the Rules and Regulations set forth by the Intensive Academy, San Bernardino Valley College, respective departments, and agencies. You must be willing to meet our standards in academics, leadership abilities, demonstrated and manipulative performance skills, and physical abilities. Students are expected to report to the Academy prepared to begin their training, consisting of, but not limited to:

- A structured discipline program designed to evaluate each student's emotional stability, judgment, decisiveness, courage, and ability to make rational decisions.
- Regular inspections to ensure professional bearing, demeanor, and appearance become part of the student's daily work habits.
- Participation in field exercises consisting of crime scene investigations, vehicle stops, building and area searches, and other law enforcement skills
- Participation in firearms training, emergency vehicle operations, defensive driving techniques, weaponless defense, physical fitness, and the development of a lifelong fitness program.
- Overall, the student shall be put through a rigorous course of instruction and required demonstrative and manipulative skill-level tasks.

Attendance - No student shall be absent more than 5% of the total nine hundred and fifty (960) hours of the Academy. Students shall not miss any class designated by POST as mandatory. Absences exceeding the 5% rule during mandatory hours will result in dismissal from the Academy. Any other absences that are not related to a death in the immediate family or confirmed illness by a physician will not be excused. Absences of more than 48 hours will not be excused. There are several mandatory classes and students may **NOT** miss any portion of these classes in order to complete the program. The information provided in this packet should allow prospective students to make an informed decision concerning his or her suitability for this program. This program is difficult and challenging. The standards are high and will remain so. Today's law enforcement officers cannot be second best. Do not assume anything. If you are not sure, contact the Academy staff for guidance. We are here to help you with your career goals.

Day One – Students shall report to the Academy on the first day at 0655 hours and wear their Class C uniform of their respective department. Students shall assemble in the parking lot on the west side of the Academy.

Graduation Requirements and Testing - The requirements for graduation from the SBVC/SBCSD Intensive Basic Academy are specified by the Commission on Peace Officer Standards and Training (POST). The standards are set forth by San Bernardino Valley College and the Education Code of the State of California.

POST requires using one or all four of the following methods of testing. The SBVC/SBCSD Intensive Basic Law Enforcement Academy uses all four methods of testing:

1. Laptop Computer T-MAS II System
2. Practical exercise/demonstration
3. Workbook
4. Practical exercise/scenarios

There are currently forty-two (42) categories of law enforcement knowledge requirements that must be covered. These requirements are called Learning Domains, referred to as “LDs.” An LD is comprised of several training subjects referred to as Learning Objectives. Example: LD-27 covers instruction on Missing Persons. There are 42 Learning Domains, and 18 of these Learning Domains will be tested in a series of three comprehensive exams. In addition to the 3 comprehensive tests, there are the LD-34 (First Aid/CPR & AED) and LD-18 Report Writing exams. Each LD has a specific minimum passing score as designated by POST. The minimum passing score is referred to as a “Cut Score.”

Examinations are scheduled based upon instruction time frames. Students should refer to their class schedule for examination dates. Each examination will cover specific LDs previously taught. If a student fails an examination, the Academy staff will identify to the students the area (POST Objective) they failed. The student will be given a minimum of two (2) days, to prepare for a retest examination. The retest examination will normally be given the week following the original examination.

All retest examinations must be passed with the minimum score allowed for passing the original examination (cut score). Should a student fail a retest examination, they will be dismissed from the Academy (no exception).

Overall Testing Percentage Rate - The score from the original LD test will be used to compute a student’s overall percentage grade, even though the retest examination has been passed at a higher percentage than the original LD test.

Students will be tested on RBC comprehensive tests and practical scenario exercise tests. There are currently forty-two learning domain categories of law enforcement knowledge requirements that must be covered. Each learning domain has a specific minimum passing score as designated by POST. There are three comprehensive tests RBC I cut-off score is 80%, RBC II cut-off score is 82%, and RBC III is 84%. Along with the three comprehensive POST tests, students will be tested on LD-18 Investigative Report Writing, at the end of that learning domain. Lastly, students will be tested on POST for First Aid/CPR & AED, with a minimum score of 80% and a practical exercise. Failure to pass the re-test, you will be dismissed from the academy.

POST Physical Fitness Requirements - Students are required to participate in the Academy’s physical fitness program. The program is designed to promote a “lifetime fitness philosophy.” The Academy fitness program is a combination of running, weight training, and calisthenics. A proper diet is also emphasized. There are 36 scheduled physical fitness sessions. Any student missing more than six sessions will not be allowed to graduate.

In order to graduate from the Academy, each student must pass the P.O.S.T. Agility Test with a minimum score of 384 points. In addition, students are required to complete the Academy Fitness Test or “Cooper’s Test.” This test is given periodically throughout the Academy.

Recruitment – The San Bernardino County Sheriff’s Regional Training Center and San Bernardino Valley College cannot guarantee employment for pre-service students; however, our Academy has a good relationship with law enforcement recruitment officers throughout the State of California. The success rate depends on an individual’s background and ability to pass the required employment examinations. To obtain additional information about the peace officer selection process, please visit POST <https://post.ca.gov/peace-officer-candidate-selection-process>.

UNIFORM INFORMATION

PLEASE DO NOT OBTAIN UNIFORMS UNTIL YOU ARE INSTRUCTED TO DO SO

Uniform information - There are several costs associated with the SBCSD Basic Academy. This information has been assembled to assist you with your budgeting considerations. Though the list is as comprehensive as possible, there may be items overlooked. All uniforms shall be properly tailored, neatly pressed, and kept clean at all times. In order to successfully complete this course, each student will need the following uniforms and equipment:

CLASS-C UNIFORMS FOR PRE-SERVICE STUDENTS: (Non-Sponsored – San Bernardino Valley College)

Each student shall have at least one Class-C uniform described below: (two uniforms recommended)

- Long-sleeved khaki shirt with button down pocket flaps. Military creases, pressed (NOT sewn in).
- Green “Elbeco” brand trousers (with label removed), olive green, no cuffs, PRESSED IN creases.
Item #E829RN
- Black leather, round, smooth-toed lace-up boots. Polish to a spit shine. (Gortex side panel is okay – lighter in weight.) NO COWBOY BOOTS. NO JUNGLE BOOTS. NO ZIP-UP BOOTS. NO SEAMS ON TOP OF TOE. NO STEEL-TOED BOOTS.
- Black basket weave belt with chrome belt buckle.
- Flag – USA/Black plastic nameplate with white lettering, ¾” X 3” (first initial, last name).
- Plain black tie, clip-on type. Plain gold colored tie-bar.
- Black socks.
- Shoulder patch denoting the San Bernardino Community College/SBSD Academy Trainee will be affixed to both sleeves of the Class-C and Class A- uniform shirts.
- A black, green, or dark blue, light-duty windbreaker with liner or the car-duty jacket will be worn as necessary. A shoulder patch denoting the San Bernardino Valley College SBSD Academy Trainee will be worn on each shoulder; the American Flag will be sewn over the right breast pocket.

CLASS-A UNIFORMS – ALL STUDENTS: (This uniform is only carried by Pristine, All-State, or ACE uniform)

THIS UNIFORM SHALL BE WORN BY ALL STUDENTS AS THE GENERAL DUTY UNIFORM OF THE ACADEMY

Each student shall have a minimum of two (2) everyday uniforms.

- The uniform shirt shall be short sleeved Blauer brand, Flexrs supershirt, silver tan in color, sewn-in Military creases. **Sewn-on name tag.**
- **Note: Any trainee with visible tattoos MUST have a long-sleeved shirt.**
- **Item #8676 for short sleeved or #8671 for long sleeved. (must be Blauer brand)**
- The uniform pants are “Blauer” brand, Flexrs covert tactical pants in OD green. **Item #8666**
- All authorized patches, badges, etc., shall be displayed on this uniform in the same manner as outlined for the Class-C uniform.
- Each student shall have a black baseball-style cap with the Combined Logo patch “SBSD” and “SBVC” sewn on the front of the cap.

PHYSICAL TRAINING (PT) UNIFORM – ALL STUDENTS:

A standard physical training uniform shall be worn by all students during the physical training portion of the Academy or as otherwise directed by the Training Cadre.

- Black running shorts, no stripes, nylon tricot or cotton.
- Black spandex or lycra shorts, no stripes, mid-thigh in length. Small logo is allowed.
- Quality pair of running shoes. (Tennis shoes or cross-trainers are not acceptable.)
- Black ankle socks
- Sports Gray, short sleeve T-shirt with the SBSB Basic Academy logo on the left front breast area.
- Black sweatshirt, 50% polyester and 50% cotton. No hood or zipper front tops.
- Black sweatpants.
- Cap, baseball type, black, black backing, with combined Logo, “SBSD” and “SBVC”.

All students shall wear compression-type shorts under their running shorts.

Male students may wear an athletic supporter if they feel the running short liner is not sufficient.

Female students SHALL wear a brassiere, which provides proper support, i.e., sports or running bra, etc.

Both the T-shirt and the sweatshirt will have the student’s last name only across the upper back (shoulder height), in two-inch block letters, black lettering on the T-shirt and white lettering on the sweatshirt.

PURCHASES (Optional):

- Current copy of the California Penal Code, NOT THE OFFICER’S ABRIDGED POCKET EDITION.
- Current copy of the California Vehicle Code, NOT THE OFFICER’S ABRIDGED POCKET EDITION. (Available at DMV)

OTHER REQUIRED ITEMS:

- White crewneck T-shirts.
- Personal hygiene items.
- Combination padlock for gym locker. (Bring on Day One.)
- Police Ready Black Tote Bag, with name tape, black in color with yellow embroidered. No morale patches.
- Black ink pen, and 3-ring binder with 3-hole college rule paper 8-1/2" X 11".
- 3" X 5" Memo Pad (Pocket size)
- Baton ring, snap away, black, basket weave belt.
- Two 26" Wooden Police batons with grommet.

SBCSD PHILOSOPHY

The training program at the Frank Bland Regional Training Center, San Bernardino County Sheriff's Department, is administered in a structured discipline format. The objective of structured discipline is to train the student to operate efficiently while under the pressures placed on them in law enforcement profession.

Pressures, both unpredictable and expected, constitute a substantial part of the officer's life. The Training Cadre observes and evaluates each student officer's behavior during all phases of their training and continually strives to enhance the student officer's abilities and capabilities of dealing with stressful situations.

The level of structured discipline must be such that a sufficient degree of physical and mental pressure is applied to the student to evaluate their abilities and capabilities, coupled with their performance, without negating the academic program and the individual student's dignity and initiative.

The academic program's testing and instructions in cognitive and manipulative skills are designed to maintain a standard of excellence. Those students/officers who graduate from our Academy will have the basic knowledge, skills, preparation, and comprehension of their role as law enforcement officers to efficiently perform their duties and responsibilities to the public they serve.

ESTIMATED EXPENSE GUIDE

ALL COSTS ARE ESTIMATES AND SUBJECT TO CHANGE WITHOUT NOTICE

Required Clearances

Fingerprints	\$120 .00
Medical Examination	Varies
DMV printout	\$5.00

Required Equipment

Firearms: 9mm or 10/45 caliber	\$800.00
Firearm belt and holster w/magazine holder, handcuff w/case and key	\$300.00
Ammunition 2500 rounds purchased through SBCSD	\$951.00
Accessories (3 magazines, eyes, and ear protection)	\$100.00

Note: Student must purchase their ammunition for firearms qualification from the Academy. Prices are subject to change. The fee must be paid by the 8th week of the Academy by cashier's check or money order payable to the San Bernardino County Sheriff's Department.

Required Uniforms

Class C and Class A uniforms	\$1,200.00
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Required Text & Supplies

California Penal Code	\$100.00
California Vehicle Code	\$90.00
Three (3) 3" 3-ring binders	\$30.00
Book Carry Case	\$60.00
Other equipment and supplies	\$300.00

SBVC Fees

SB Valley College Tuition	\$1,767.00
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SBCSD Fees

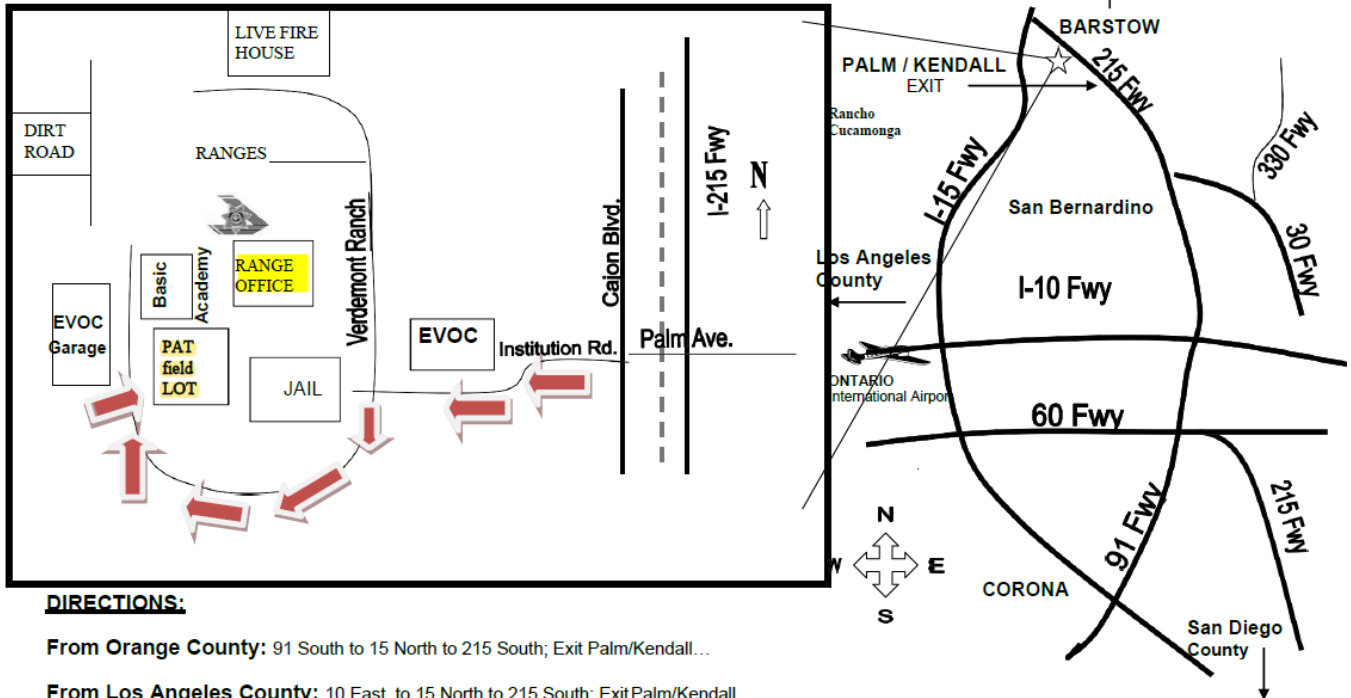
Emergency Vehicle Operation Center (Driver Training)	\$1,000.00
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Estimated total	\$6,823.00
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Please note: Not all fees are due at once. You will need at least \$3,000 to start the academy.

DAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT – TRAINING DIVISION
18901 INSTITUTION ROAD, SAN BERNARDINO, CA 92407
(909) 473-2540

SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT – TRAINING DIVISION
 Location: 18901 Institution Road, San Bernardino, CA mail: PO Box 9037, San Bernardino, CA 92427
 Phone (909) 473-2549 Fax (909) 473-2682 http://www/co/san-bernardino.ca.us/sheriff



DIRECTIONS:

From Orange County: 91 South to 15 North to 215 South; Exit Palm/Kendall...

From Los Angeles County: 10 East to 15 North to 215 South; Exit Palm/Kendall...

...When you **exit Palm Avenue/ Kendall** Drive off-ramp, make a left and drive west. After you cross over the bridge Palm Avenue turns into Institution Road. Continue on Institution Road to Vermont Ranch Road and turn LEFT. Continue on (past JAIL and ACADEMY) parking is available up by ranges or range office.

Directions from Interstate 15 North

Get on I-15 North following signs for Barstow

Use right 2 lanes to exit 123 for I-215 South

Take Palm Ave/Kendall Dr EXIT 50

Keep left at the fork ramp

Turn left onto Palm Ave

☑Palm Ave becomes Institution Rd.

Make a slight left on Vermont Ranch Road to continue onto Institution Road

The Training Center Academy parking will be on your right