



LASSEN COUNTY PROBATION DEPARTMENT

☒ **Adult Probation
Physical & Mailing:**

2950 Riverside Dr.
Suite 101
Susanville, CA 96130
Phone# 530-251-8212
Fax# 530-257-9160

☐ **Juvenile Probation**

1415A Chestnut Street
Susanville, CA 96130

Mailing Adr:

2950 Riverside Dr.
Suite 101
Susanville, CA 96130
Phone# 530-251-8213
Fax# 530-257-9160

MEMORANDUM

To: Board of Supervisors

From: Jennifer Branning, Chief Probation Officer *JB*

Date: November 8, 2019

Subject: Probation Officer Officer STC Core Training Authorization

Recommendation: The Board of Supervisors approve the travel authorization for Probation Officer Core Training scheduled 1/7/20 -2/12/2020 in Sacramento for Robert Sisk at an estimated cost of \$5,463.00.

Summary: It is a mandated requirement of the State Board of Corrections for all Deputy Probation Officers to attend STC Core Training during their first year of employment with the Probation Department.

If Deputy Probation Officers do not attend the mandatory STC Core Training within the first year of employment, the Probation Department will be out of compliance under the guidelines of the Standards & Training for Corrections with the State of California for the current fiscal year.

Financial Impact: Total estimated cost of \$5,463.00 with partial reimbursement from the (STC) Standards and Training for Corrections Program.

Attachments: Travel Authorization Request for the Deputy Probation Officer showing itemized expenses and training information.

LASSEN COUNTY TRAVEL AUTHORIZATION AND REPORT

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at [LASSEN COUNTY POLICIES AND PROCEDURES](#).

Incomplete Travel Authorizations and claim forms will be returned to the department.

Once a Travel Authorization Form has been signed by the appropriate authority is should not be changed - enter actual expense in the Actual column.

Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

EMPLOYEE NAME: <u>ROBERT SISK</u>		BARGAINING UNIT: <u>UPEC/LCEA</u>	
DEPARTMENT: <u>PROBATION</u>			
FUND <u>145</u>	B/U <u>0561</u>	ACCOUNT <u>3002901-STC</u>	

TRAVEL DETAILS			
DATES: <u>1/7/2020</u> through : <u>2/11/2020</u>		TIME DEPARTED: <u>1PM</u> ☐ A.M. ☐ P.M.	
FROM: <u>SUSANVILLE</u> TO: <u>SAC</u> <small>(City) (City)</small>		TIME RETURNED: <u>8PM</u> ☐ A.M. ☐ P.M.	
MODE OF TRAVEL (Select from list): <u>COUNTY CAR</u>		NATURE OF BUSINESS: <u>DEPUTY PROBATION OFFICER CORE</u>	

Estimated	Actual <small>(if different)</small>	Date Paid or check number	Notes or special instructions																														
Registration <div style="text-align: right;">Reimbursable miles _____ X \$0.580</div>	494.00		CHECK																														
Secondary Transportation	-																																
Lodging: Number of Days <u>25.00</u> @ \$ <u>151.20</u> per day	3,780.00		CHECK																														
staying with family near by																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Date:</th> <th>1/7/20</th> <th>1/8/20</th> <th>1/9/20</th> <th>1/10/20</th> <th>1/11/20</th> </tr> <tr> <td>Breakfast @ \$ 13.00</td> <td></td> <td>13.00</td> <td>13.00</td> <td>13.00</td> <td>13.00</td> </tr> <tr> <td>Lunch @ \$14.00</td> <td></td> <td>14.00</td> <td>14.00</td> <td>14.00</td> <td>14.00</td> </tr> <tr> <td>Dinner @ \$23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> </tr> <tr> <td>TOTALS</td> <td>23.00</td> <td>50.00</td> <td>50.00</td> <td>50.00</td> <td>50.00</td> </tr> </table>	Date:	1/7/20	1/8/20	1/9/20	1/10/20	1/11/20	Breakfast @ \$ 13.00		13.00	13.00	13.00	13.00	Lunch @ \$14.00		14.00	14.00	14.00	14.00	Dinner @ \$23.00	23.00	23.00	23.00	23.00	23.00	TOTALS	23.00	50.00	50.00	50.00	50.00			1/12-1/17/20 = \$223 1/20-1/24/20 = \$173.00 1/26-1/31/20 = \$223 2/2-2/7/20 = \$223 2/9-2/11/20 = \$123
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TOTALS	23.00	50.00	50.00	50.00	50.00																												
Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.																																	
Incidental Expenses _____ _____																																	
TOTAL ESTIMATED COST OF TRAVEL \$		5,463.00																															
TOTAL ACTUAL EXPENSE		-																															
TRAVEL ADVANCE TO EMPLOYEE		-																															
AMERICAN EXPRESS CHARGES		-																															
NET DUE TO EMPLOYEE		-																															

Department Head Authorization for Travel <small>(payment will not be made without proper authorization)</small> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> Department Head Fiscal Officer (if necessary) </div> <div style="width: 45%;"> <div style="text-align: center;"> <u>11/6/19</u> Date approved </div> <div style="text-align: center;"> <u>11/05/19</u> Date approved </div> <div style="text-align: center;"> _____ Date approved </div> <div style="text-align: center;"> _____ Date approved by Board (if necessary) </div> </div> </div>	<p>The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest).</p> <div style="text-align: right; margin-top: 50px;"> Signature of Claimant <u>11/8/19</u> Date </div>
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Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance.

Department Heads shall authorize travel up to \$1500. The CAO shall authorize any travel between \$1500 - \$2000. The Board of Supervisors shall authorize any travel over \$2000.

All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.



SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER

AMERICAN RIVER COLLEGE – LOS RIOS COMMUNITY COLLEGE DISTRICT

5146 Arnold Ave., McClellan, CA 95652

916-570-5000 (phone) 916-570-5023 (fax)

srcjtc@arc.losrios.edu (e-mail) <http://www.arc.losrios.edu/safety> (web site)



PROBATION OFFICER CORE

COURSE DESCRIPTION:

Probation Officer Core is an intensive 196 hour course designed for entry-level positions in the probation officer field. Topics include: criminal justice system, legal foundations, terminology, codes, statutes, case law, indicators of psychological problems, gangs, interviews, court reports, and report writing. This course meets or exceeds minimum standards set by Standards and Training for Corrections (STC).

Because this course is designed to provide practical hands on training in police tactics and weapon usage, participants in this course will engage in physically demanding classroom training exercises that include a risk of injury to the participants.

Upon completion of the course, all students will receive an ARC SRPSTC Certificate of Completion and a grade submitted for their college transcripts.

Important Note: Students are strongly encouraged to arrive on time in order to complete the registration process and avoid impeding instructional time. Late students who miss this process will not be allowed to attend the course.

PREREQUISITES: None

COURSE DATES & LOCATION: Please click on link below to see current course dates and locations.
<https://apps.arc.losrios.edu/SRPSTC/reports/calendarbymonth.asp>

HOURS: 8:00 a.m. – 5:00 p.m.

CREDIT: Nine (9) units through American River College

RESERVATIONS: To confirm whether there are openings in a class, call 916-570-5000, fax 916-570-5023, or email srcjtc@arc.losrios.edu

IMPORTANT: **Note:** We no longer accept TBA / reservations without names

To register in a class: **Everyone must complete a Course Reservation and Payment Form (On our website on the Forms page) and fax (916.570.5023) or scan/email it to this office at srcjtc@arc.losrios.edu*

Students are also required to complete the mandatory college enrollment process prior to the first day of class to ensure they are current in the college system.

***Mandatory College Enrollment procedure is outlined below:**

TOTAL FEE \$494.00*

\$414.00 Enrollment fee

\$79.00 Material fee

(No SRF for Summer courses)

* Students who have not established legal residence in CA are required to pay additional tuition and fees. Payment for non-resident tuition must be paid at the time of registration.

All Fees Subject to Change

Sacramento

Guest Services

Invoice: #4098

Date: November 5, 2019

Guest Name: Robert Sisk
Company: Lassen County Probation
Attn: Jessica Valdovinos
Address: 4101 Innovator Drive, Sacramento, CA. 95834

For rental and services for suite number **TBD** located at the **Villagio** apartments in Sacramento.
This rental includes all services for a period of **25** days from the **7th** day of **January** through the **11th** day of **February 2020**.

Receipt

Date _____	25 Days rental @ \$135.00	\$3,375.00
Amount Paid _____	Hotel occupancy tax @ 12%	\$ 405.00
____ Cash	Garage fee	\$
____ Check # _____	Cable fee	\$
____ Credit card	Pet fee	\$
Verified: _____	Furniture delivery charge	\$
TOTAL		<u>\$3,780.00</u>
Amount paid		\$ _____
Balance due:		\$ _____

Additional Requirements: One bedroom (no charge on weekends)

Billing Arrangements: Please pay upon receipt

(Please send payments to this mailing address only)

1500 W. El Camino #338 Sacramento, Ca. 95833

(916) 813-5170