



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.



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)

srcitc@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 srcitc@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**
srcitc@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		\$3,780.00
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