



# LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

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**Administration**

Phone (530) 251-8013

Fax (530) 251-2884

**Dispatch**

Phone (530) 257-6121

Fax (530) 257-9363

**Civil**

Phone (530) 251-8014

Fax (530) 251-2884

**Adult Detention Facility**

Phone (530) 251-5245

Fax (530) 251-5243

**John McGarva**  
Sheriff - Coroner

**To:** Lassen County Board of Supervisors

**From:** Alex Meier – Sergeant

**Date:** January 9, 2026

**Agenda Date:** January 27, 2026

**Subject:** Training request for two (2) Deputy Sheriff's to attend Basic Swat Course at the Northern California Regional Public Safety Training Center (Sacramento) from April 20, 2026 through May 1, 2026.

**Discussion:** Attached you will find the course agenda, course invoice, hotel reservations, and travel plans for the two-week course. The course is required per California Peace Officer's Standards and Training Guidelines for all Sworn Members to participate on a Special Weapons and Tactics Team with a law enforcement department.

**Recommendation:** The Lassen County Board of Supervisors approve the attached travel claim packets for two (2) Deputy Sheriff's to attend the training.

**Fiscal Impact:** Approximately \$9,700 from the conference and training budget 130552.



## BASIC SWAT COURSE April 20 – May 1, 2026

**CCN#: 1261-23000-25-004**

**Instruction Furnished By  
Northern California Regional Public Safety Training Center  
In Partnership with  
Federal Bureau of Investigation Sacramento Field Office**

**Description:** This is an 80-hour Basic SWAT course for individuals or teams. Attendees must be full-time, sworn Peace Officers only. Attendees should be sponsored by their department and be assigned to a SWAT team or anticipating such assignment. The course is physically demanding and attendees must physically fit. This course will focus on tactical procedures and weapons skills which will prepare the officer to function as a SWAT team member. Areas covered include team organization and team member functions, dynamic and deliberate clearing techniques, chemical agents, breaching, and practical scenarios. The format of this course complies with California POST recommendations for the Basic SWAT Course, as mandated by California Penal Code Section 13514.1.

Because this course involves rigorous tactical training and physical requirements, each student should be in outstanding physical condition.

**Date/Time:** Monday, April 20 through Friday, May 1, 2026 (80 hours)

**Location:** The course will be held at the Northern California Regional Public Safety Training Authority Range Training Facility, 4701 Forcum Avenue, McClellan, CA (Sacramento).

**POST:** This course is P.O.S.T. Plan IV certified.

**Registration/Fees:** Following are registration/fee payment procedures which **MUST BE FOLLOWED PRIOR TO ATTENDING THE COURSE:**

- 1) A tuition and material fee of **TBD** is assessed by the Northern California Regional Public Safety Training Authority and must be paid at least two weeks in advance.
- 2) In order to register your officer(s) you will need to contact NCRPSTA, at email [registration@ncrpsta.com](mailto:registration@ncrpsta.com) or telephone number (916) 808-1532 to arrange payment. An invoice will be provided to you by the NCRPSTA. You MUST enroll through the NCRPSTA in order to be placed on the course roster or wait list. Questions regarding fees can be directed to Registration at the above telephone number.

**MANDATORY Equipment:**

1. Department SWAT uniform or similar clothing.
2. Lace up over the ankle boots.
3. SWAT Operational Kit.
4. Chemical protective mask.
5. \*\*Four (4) diversionary devices (flash bangs) per student. One must be deployed to receive Certificate of Completion.
6. Weapon cleaning equipment
7. Notebook and pen.

**Weapons:** Each student must have passed their departmental qualification course for both their issued handgun and submachine gun and be familiar with the weapons, to include assembly and disassembly.

The following weapons and ammunition are **REQUIRED** for the course:

1. Handgun with minimum of three magazines.
2. Long gun with minimum of two magazines with Simunition conversion kit or separate Simunition converted long gun. Airsoft is an acceptable alternative.

**Ammunition:**

1. 500 rounds handgun ammunition (range use)
2. 1000 rounds rifle (.223)/submachine gun ammunition (range use)
3. 100 rounds .223/SMG caliber Simunition (marking cartridge or CQT) ammunition (shoot house use)

There are no loaner weapons available for this course.

**STUDENTS WILL NOT BE ABLE TO COMPLETE THE COURSE WITHOUT A SIMUNITION MODIFIED LONG GUN.**

**MANDATORY Safety Equipment:** Each student **MUST** have the following items for safety purposes:

1. Department-issued ballistic body armor.
2. Nomex (fire retardant) gloves.
3. Ear protection compatible with ballistic helmet.
4. Ballistic helmet.
5. Ballistic goggles or wrap around eye protection.

**Recommended Equipment:**

Water Container, Sunscreen, and sunglasses.

**Optional Equipment:** If team members desire to train on department team equipment (ballistic shields, mirrors, etc.) students are welcome to bring them.

**Basic SWAT Firearms Qualification:** All Basic SWAT course attendees will be required to demonstrate firearms proficiency on the FBI Pistol Qualification Course. The course protocol is attached.

Questions regarding this course may be directed to Brian Jones, Pinnacle Tactical Solutions, LLC., (916) 865-8890, email: [tacticaltraining.jones@gmail.com](mailto:tacticaltraining.jones@gmail.com).

## **FBI PISTOL QUALIFICATION COURSE (PQC)**

50 Rounds Service/QIT Target  
3 fully loaded magazines with loose rounds in pocket

Shooter will load and immediately conduct a tactical magazine exchange, cover target, de-cock, and holster. The exchanged magazine will be topped off. At the completion of the 25 yard phase, shooters will remain in the kneeling position and conduct another tactical magazine exchange from behind cover. All shooters must have a lock back magazine change at the 7 yard line phase. Shooters will reconfigure their magazines for the 5 yard line phase. All manipulations should be conducted behind the cover/concealment of the barricade.

**NO ALIBIS GRANTED** (During record runs) unless malfunction could not be resolved by conventional immediate action drills, i.e., tap-rack-ready. Instructor verification required.

### **INSTRUCTORS MUST SCORE ALL RECORD RUNS**

#### **At 25 yard (barricade), weapon fully loaded and holstered.**

On command, draw and fire: (18 rnds/1:15 sec.)

- \* 6 rounds prone (de-cock before changing position)
- \* 3 rounds, kneeling, strong side of barricade
- \* 6 rounds, standing, strong side of barricade
- \* 3 rounds, kneeling, weak side of barricade

#### **At 25 yards, weapon holstered.**

On command, move to 15 yards, draw and fire: 10 rounds

- \* 2 rounds, 6 seconds (remain at Position 3)
- \* 4 strings, 2 rounds each, 3 seconds

#### **At 15 yards, weapon holstered.**

On command, move to 7 yards, draw and fire:

- \* 12 rounds, 15 seconds (with mandatory lock back magazine change)

#### **At 7 yards, weapon loaded with 5 rounds, 5 rounds in spare magazine, holstered.**

On command, move to 5 yards, draw and fire: 10 rounds/15 sec.

- \* 5 rounds, one hand only (strong)
- \* lock back magazine change (mandatory)
- \* 5 rounds, one hand only (weak)

Scoring: 2 points per hit

**No Calif Regional Public Safety Training Authority**

2409 Dean Street, Ste. 116  
McClellan, CA 95652

**INVOICE**

Invoice No	006261
Customer ID	LCS001
Date	12/08/25
Order Number	15174926
Page	1

**Bill To****Ship To**

Lassen CO Sheriff  
1415 Sheriff Cady Lane  
Susanville, CA 96130

Lassen CO Sheriff  
1415 Sheriff Cady Lane  
Susanville, CA 96130

Purchase Order	Job	Ship Via	Reference	Ship Date	Due Date	Salesperson	Terms
				01/07/26		Net 30 Days	
Product			Description	Qty	Price	Disc %	Tax
BASIC.SWAT			Basic SWAT - 01/12-01/23/26 - R CAMARENA	1.00	\$1,000.00	0.00	\$0.00
BASIC.SWAT			Basic SWAT - 01/12-01/23/26 - D LEIGHTON	1.00	\$1,000.00	0.00	\$0.00

Sub-total	\$2,000.00
Freight	\$0.00
Sales Tax	\$0.00
Amount Paid	\$0.00
Balance Due	\$2,000.00

**LASSEN COUNTY**  
**TRAVEL AUTHORIZATION AND REPORT**

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at [I:\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 it 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.

<b>EMPLOYEE NAME:</b> <u>Richard Camarena</u>		<b>BARGAINING UNIT:</b> <u>DSA</u>																																										
<b>DEPARTMENT:</b> <u>Lassen County Sheriff's Office</u>																																												
FUND	<u>130</u>	B/U	<u>522</u>	ACCOUNT	<u>302901</u>																																							
<b>TRAVEL DETAILS</b>																																												
DATES: <u>4/19/2026</u> through: <u>5/1/2026</u>			TIME DEPARTED: <u>3:00 PM</u> <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.																																									
FROM: <u>Susanville</u> (City) TO: <u>Sacramento</u> (City)			TIME RETURNED: <u>8:00 PM</u> <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.																																									
MODE OF TRAVEL (Select from list): <u>COUNTY CAR</u>						NATURE OF BUSINESS: <u>Training</u>																																						
<p style="text-align: center;">Registration Reimbursable miles _____ X \$0.700</p> <p style="text-align: center;">Secondary Transportation</p> <p>Lodging: Number of Days <u>10</u> @ \$ <u>185.90</u> per day</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date:</td> <td><u>4/19/26</u></td> <td><u>4/20-4/24</u></td> <td><u>4/26/26</u></td> <td><u>4/27-5/1</u></td> <td></td> <td></td> </tr> <tr> <td>Breakfast @ \$22.00</td> <td></td> <td>110.00</td> <td></td> <td>110.00</td> <td></td> <td></td> </tr> <tr> <td>Lunch @ \$23.00</td> <td></td> <td>115.00</td> <td></td> <td>115.00</td> <td></td> <td></td> </tr> <tr> <td>Dinner @ \$36.00</td> <td>36.00</td> <td>180.00</td> <td>36.00</td> <td>180.00</td> <td></td> <td></td> </tr> <tr> <td><b>TOTALS</b></td> <td><b>36.00</b></td> <td><b>405.00</b></td> <td><b>36.00</b></td> <td><b>405.00</b></td> <td><b>0.00</b></td> <td><b>882.00</b></td> </tr> </table> <p>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.</p>						Date:	<u>4/19/26</u>	<u>4/20-4/24</u>	<u>4/26/26</u>	<u>4/27-5/1</u>			Breakfast @ \$22.00		110.00		110.00			Lunch @ \$23.00		115.00		115.00			Dinner @ \$36.00	36.00	180.00	36.00	180.00			<b>TOTALS</b>	<b>36.00</b>	<b>405.00</b>	<b>36.00</b>	<b>405.00</b>	<b>0.00</b>	<b>882.00</b>	Estimated or Actuals	CalCard Charges	Amendments	Checklist
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									<input type="checkbox"/> Ride Share /Cab																																			
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<b>Department Head Authorization for Travel</b> (payment will not be made without proper authorization)																														<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>														
<b>Department Head</b>		Date approved																																										
<b>Fiscal Officer (if necessary)</b>		Date approved																																										
<b>Director</b>		Date approved																																										
<b>CAO (if necessary)</b>		Date approved by Board (if necessary)																																										
						<b>Signature of Claimant</b>	<b>Date</b>																																					

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 \$2500. The CAO shall authorize any travel between \$2500 - \$3500. The Board of Supervisors shall authorize any travel over \$3500.

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



**Courtyard by Marriott Roseville**  
1920 Taylor Road, Roseville, California USA, 95661

Confirmation Room 1: 71879882, Confirmation Room 2: 71879884

Your reservation is guaranteed to your Visa card.

## Stay Details

STAY DATES	TOTAL FOR STAY	
<b>Sun, Apr 19, 2026 - Fri, Apr 24, 2026</b>	<b>1,820.16 USD</b>	
ROOM TYPE	ROOMS	ADULTS
<b>Guest room, 1 King, Sofa bed</b>	<b>2</b>	<b>2</b>
ROOM PREFERENCES	RATE	
ROOM 1	<b>Long Term Stay Rate</b>	
No room preferences were selected.		
ROOM 2		
No room preferences were selected.		

## Summary of Charges

**2 rooms for 5 night(s)**

Sun, Apr 19, 2026	131.12 USD
Mon, Apr 20, 2026	148.72 USD
Tue, Apr 21, 2026	175.12 USD
Wed, Apr 22, 2026	175.12 USD
Thu, Apr 23, 2026	166.32 USD
<b>Total Cash Rate</b>	<b>796.40 USD</b>
<b>Estimated Government Taxes and Fees</b>	<b>79.64 USD</b>
<b>Convention / Tourism Fee</b>	<b>32.50 USD</b>
<b>Convention / Tourism Fee</b>	<b>1.55 USD</b>
<b>Total Per Room</b>	<b>910.08 USD</b>
<b>Total for Stay</b>	<b>1,820.16 USD</b>

**Cancellation Policy**

You may cancel your reservation for no charge before 11:59 PM local hotel time on April 17, 2026 (2 day[s] before arrival). Please note that we will assess a fee of 144.23 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.



**Courtyard by Marriott Roseville**  
1920 Taylor Road, Roseville, California USA, 95661

Confirmation Room 1: 71882385, Confirmation Room 2: 71882387

Your reservation is guaranteed to your Visa card.

## Stay Details

STAY DATES	TOTAL FOR STAY	
<b>Sun, Apr 26, 2026 - Fri, May 01, 2026</b>	<b>1,897.74</b>	<b>USD</b>
ROOM TYPE	ROOMS	ADULTS
<b>Guest room, 1 King, Sofa bed</b>	<b>2</b>	<b>2</b>
ROOM PREFERENCES	RATE	
ROOM 1	<b>Long Term Stay Rate</b>	
<b>No room preferences were selected.</b>		
ROOM 2		
<b>No room preferences were selected.</b>		

## Summary of Charges

**2 rooms for 5 night(s)**

Sun, Apr 26, 2026	122.32 USD
Mon, Apr 27, 2026	157.52 USD
Tue, Apr 28, 2026	175.12 USD
Wed, Apr 29, 2026	175.12 USD
Thu, Apr 30, 2026	201.52 USD
<b>Total Cash Rate</b>	<b>831.60 USD</b>
<b>Estimated Government Taxes and Fees</b>	<b>83.16 USD</b>
<b>Convention / Tourism Fee</b>	<b>32.50 USD</b>
<b>Convention / Tourism Fee</b>	<b>1.62 USD</b>
<b>Total Per Room</b>	<b>948.87 USD</b>
<b>Total for Stay</b>	<b>948.87 USD</b>

**Cancellation Policy**

You may cancel your reservation for no charge before 11:59 PM local hotel time on April 24, 2026 (2 day[s] before arrival). Please note that we will assess a fee of 134.55 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.



## FY 2026 per diem rates for sacramento, California

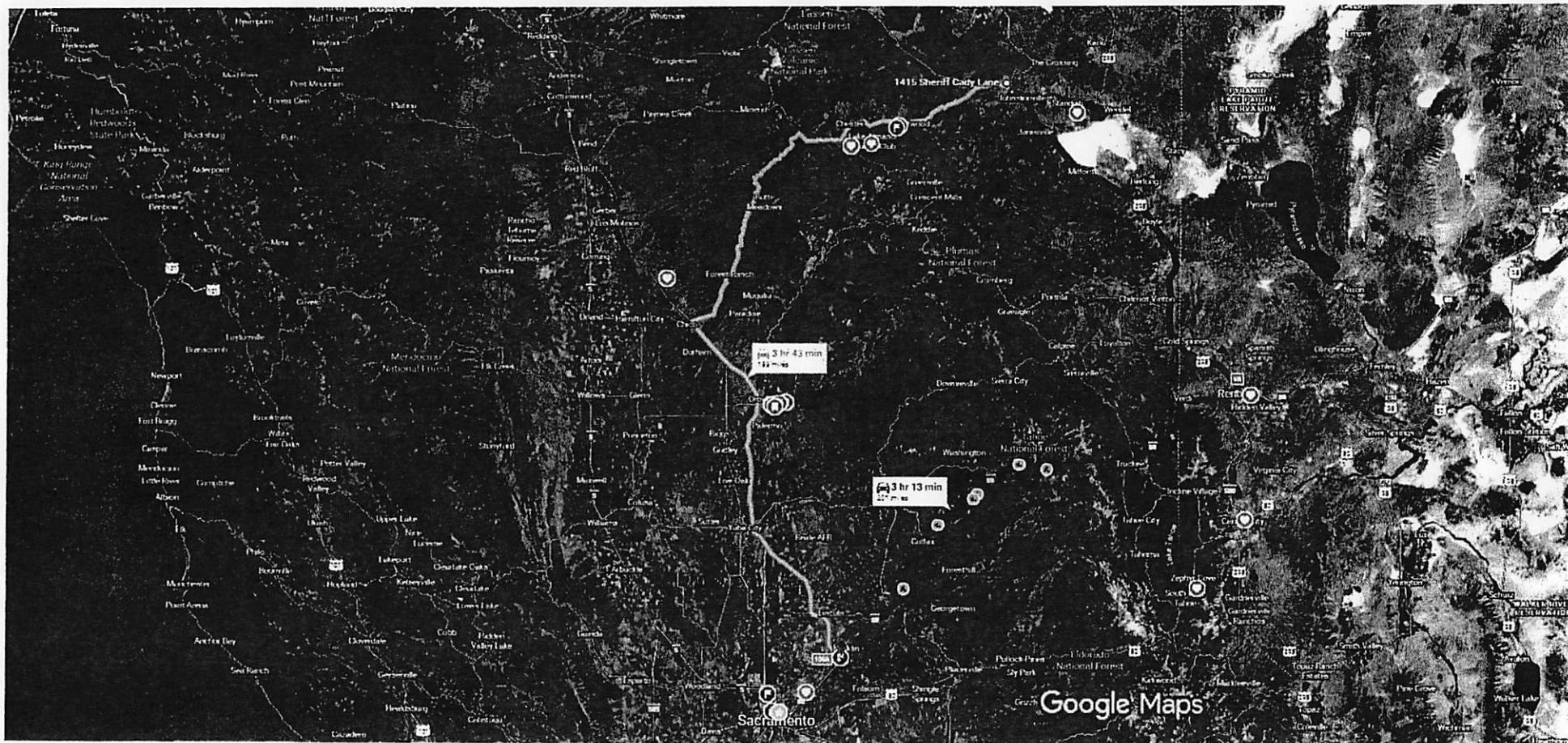
### Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Sacramento	Sacramento	\$86	\$22	\$23	\$36	\$5	\$64.50

Google Maps

1415 Sheriff Cady Ln, Susanville, CA 96130 to Courtyard by Marriott Roseville, 1920 Taylor Rd, Roseville, CA 95661

Drive 201 miles, 3 hr 13 min



Imagery ©2025 NASA, Map data ©2025 Google 10 mi

1415 Sheriff Cady Ln  
Susanville, CA 96130

Follow US-395 S to I-80 W in Reno. Take exit 68 from US-395 S

1 hr 23 min (86.1 mi)

↑ 1. Head east toward Sheriff Cady Ln

- ↷ 2. Continue onto Sheriff Cady Ln 85 ft
- ↖ 3. Turn left onto Chestnut St 0.1 mi
- ↖ 4. Turn left onto CA-139 N 0.2 mi
- ↷ 5. Turn right onto Skyline Rd 0.5 mi
- ↷ 6. Turn left onto CA-36 E 2.5 mi
- ↑ 7. Continue onto US-395 S 2.5 mi
- Entering Nevada 79.8 mi
- ↷ 8. Take exit 68 to merge onto I-80 W toward Sacramento 0.4 mi

Follow I-80 W to Atlantic St in Roseville. Take exit 105A from I-80 W

1 hr 49 min (114 mi)

- ↗ 9. Merge onto I-80 W 114 mi
- Entering California
- ↷ 10. Take exit 105A toward Eureka Rd/Taylor Rd 0.3 mi

Take Taylor Rd to your destination

3 min (0.7 mi)

- ↗ 11. Merge onto Atlantic St 0.2 mi
- ↖ 12. Use the left 2 lanes to turn left onto Taylor Rd 0.5 mi
- ↷ 13. Turn right 318 ft

→ 14. Turn right

❶ Destination will be on the left

72 ft

**Courtyard by Marriott Roseville**

1920 Taylor Rd, Roseville, CA 95661

**LASSEN COUNTY**  
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<b>EMPLOYEE NAME:</b> <u>Dalton Leighton</u>		<b>BARGAINING UNIT:</b> <u>DSA</u>	
<b>DEPARTMENT:</b> <u>Lassen County Sheriff's Office</u>			
FUND	<u>130</u>	B/U	<u>522</u>
ACCOUNT	<u>302901</u>		
<b>TRAVEL DETAILS</b>			
DATES: <u>4/19/2026</u> through: <u>5/1/2026</u>		TIME DEPARTED: <u>3:00 PM</u> <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
FROM: <u>Susanville</u> (City) TO: <u>Sacramento</u> (City)		TIME RETURNED: <u>8:00 PM</u> <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
<b>MODE OF TRAVEL</b> (Select from list): <u>COUNTY CAR</u> <b>NATURE OF BUSINESS:</b> <u>Training</u>			
Registration <b>Estimated or Actuals</b> <b>CalCard Charges</b> <b>Amendments</b> <b>Checklist</b>			
Reimbursable miles      X      \$0.700 <b>Secondary Transportation</b>			
Lodging: Number of Days      10      @      \$      185.90      per day			
Date: <u>4/19/26</u> <u>4/20-4/24</u> <u>4/26/26</u> <u>4/27-5/1</u>			
Breakfast @ \$22.00      110.00      110.00			
Lunch @ \$23.00      115.00      115.00			
Dinner @ \$36.00      36.00      180.00      36.00      180.00			
<b>TOTALS</b> 36.00      405.00      36.00      405.00      0.00      0.00      882.00			
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 perdiem for meals and receipts may not be mixed on any one day.			
<b>Ride Share Costs:</b>			
<b>Parking Fees:</b>			
<b>Incidentals:</b>			
Memo:		TOTAL ESTIMATED COST OF TRAVEL      \$ <u>3,740.95</u>	
		TOTAL CAL-CARD <u>2,858.95</u> -	
		TRAVEL ADVANCE TO EMPLOYEE <u>882.00</u> -	
		NET DUE TO EMPLOYEE      -	
<b>Department Head Authorization for Travel</b> (payment will not be made without proper authorization)			
Department Head		Date approved	
Fiscal Officer (if necessary)		Date approved	
Director		Date approved	
CAO (if necessary)		Date approved by Board (if necessary)	
		Signature of Claimant      Date	

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## Stay Details

**STAY DATES**

**Sun, Apr 19, 2026 - Fri, Apr 24, 2026**

**TOTAL FOR STAY**

**1,820.16 USD**

**ROOM TYPE**

**Guest room, 1 King, Sofa bed**

**ROOMS      ADULTS**

**2            2**

**ROOM PREFERENCES****ROOM 1**

**No room preferences were selected.**

**RATE**

**Long Term Stay Rate**

**ROOM 2**

**No room preferences were selected.**

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<b>Total for Stay</b>	<b>948.87 USD</b>

**Cancellation Policy**

You may cancel your reservation for no charge before 11:59 PM local hotel time on April 24, 2026 (2 day(s) before arrival). Please note that we will assess a fee of 134.55 USD if you must cancel after this deadline. If you have made a prepayment, we will retain all or part of your prepayment. If not, we will charge your credit card.

# FY 2026 per diem rates for sacramento, California

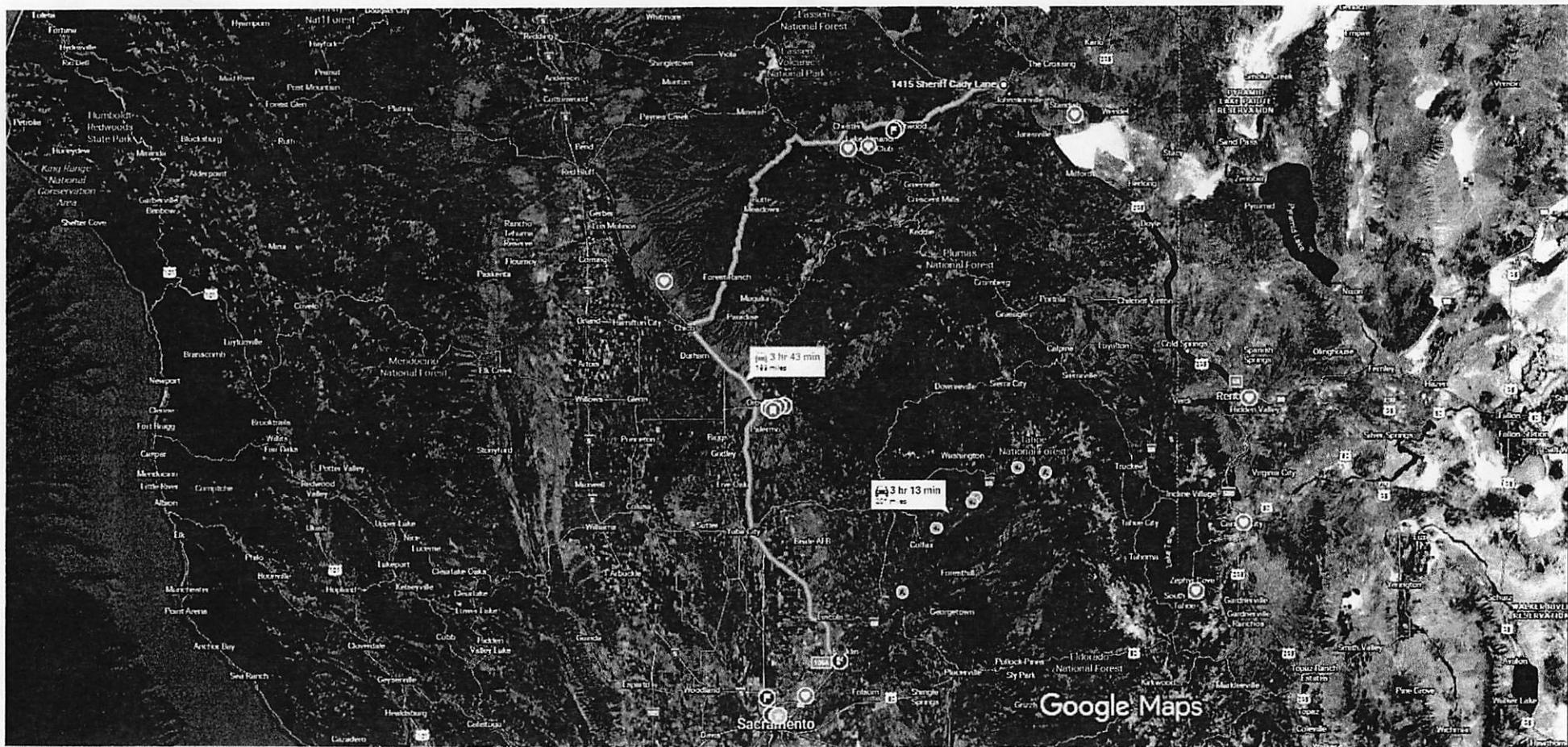
## Meals and incidental expenses (M&IE) rates and breakdown

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and lastday of travel
Sacramento	Sacramento	\$86	\$22	\$23	\$36	\$5	\$64.50

Google Maps

1415 Sheriff Cady Ln, Susanville, CA 96130 to Courtyard by  
Marriott Roseville, 1920 Taylor Rd, Roseville, CA 95661

Drive 201 miles, 3 hr 13 min



Imagery ©2025 NASA, Map data ©2025 Google 10 mi

1415 Sheriff Cady Ln  
Susanville, CA 96130

Follow US-395 S to I-80 W in Reno. Take exit 68 from US-395 S

1 hr 23 min (86.1 mi)

↑ 1. Head east toward Sheriff Cady Ln

- ↷ 2. Continue onto Sheriff Cady Ln 85 ft
- ↶ 3. Turn left onto Chestnut St 0.1 mi
- ↶ 4. Turn left onto CA-139 N 0.2 mi
- ↷ 5. Turn right onto Skyline Rd 0.5 mi
- ↷ 6. Turn left onto CA-36 E 2.5 mi
- ↑ 7. Continue onto US-395 S 2.5 mi
- ❶ Entering Nevada 79.8 mi
- ↷ 8. Take exit 68 to merge onto I-80 W toward Sacramento 0.4 mi

Follow I-80 W to Atlantic St in Roseville. Take exit 105A from I-80 W

1 hr 49 min (114 mi)

- ↗ 9. Merge onto I-80 W 114 mi
- ❶ Entering California
- ↷ 10. Take exit 105A toward Eureka Rd/Taylor Rd 0.3 mi

Take Taylor Rd to your destination

3 min (0.7 mi)

- ↗ 11. Merge onto Atlantic St 0.2 mi
- ↶ 12. Use the left 2 lanes to turn left onto Taylor Rd 0.5 mi
- ↷ 13. Turn right 318 ft

→ 14. Turn right

❶ Destination will be on the left

72 ft

**Courtyard by Marriott Roseville**

1920 Taylor Rd, Roseville, CA 95661