



LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

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 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.

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

Lassen CO Sheriff
1415 Sheriff Cady Lane
Susanville, CA 96130

Ship To

Lassen CO Sheriff
1415 Sheriff Cady Lane
Susanville, CA 96130

Purchase Order	Job	Ship Via	Reference	Ship Date	Due Date	Salesperson	Terms
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01/07/26

Net 30 Days

Product	Description	Qty	Price	Disc %	Tax	Amount
BASIC.SWAT	Basic SWAT - 01/12-01/23/26 - R CAMARENA	1.00	\$1,000.00	0.00	\$0.00	\$1,000.00
BASIC.SWAT	Basic SWAT - 01/12-01/23/26 - D LEIGHTON	1.00	\$1,000.00	0.00	\$0.00	\$1,000.00

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.

EMPLOYEE NAME: <u>Richard Camarena</u>		BARGAINING UNIT: <u>DSA</u>	
DEPARTMENT: <u>Lassen County Sheriff's Office</u>			
FUND <u>130</u>	B/U <u>522</u>	ACCOUNT <u>302901</u>	

TRAVEL DETAILS			
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>	

		Estimated or Actuals	CalCard Charges	Amendments	Checklist																																			
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Reimbursable miles _____ x \$0.700					<input type="checkbox"/> Map																																			
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Department Head Authorization for Travel (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>
Department Head _____	Date approved _____	
Fiscal Officer (if necessary) _____	Date approved _____	
Director _____	Date approved _____	
CAO (if necessary) _____	Date approved by Board (if necessary) _____	
		<div style="display: flex; justify-content: space-between;"> <div>Signature of Claimant _____</div> <div>Date _____</div> </div>

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

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

TOTAL FOR STAY

1,820.16 USD

ROOM TYPE

Guest room, 1 King, Sofa bed

ROOMS

2

ADULTS

2

ROOM PREFERENCES

ROOM 1

No room preferences were selected.

RATE

Long Term Stay Rate

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

Total Cash Rate	796.40 USD
Estimated Government Taxes and Fees	79.64 USD
Convention / Tourism Fee	32.50 USD
Convention / Tourism Fee	1.55 USD
Total Per Room	910.08 USD

Total for Stay **1,820.16 USD**

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

Sun, Apr 26, 2026 - Fri, May 01, 2026

TOTAL FOR STAY

1,897.74 USD

ROOM TYPE

Guest room, 1 King, Sofa bed

ROOMS

2

ADULTS

2

ROOM PREFERENCES

ROOM 1

No room preferences were selected.

RATE

Long Term Stay Rate

ROOM 2

No room preferences were selected.

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

Total Cash Rate	831.60 USD
Estimated Government Taxes and Fees	83.16 USD
Convention / Tourism Fee	32.50 USD
Convention / Tourism Fee	1.62 USD
Total Per Room	948.87 USD

Total for Stay **948.87 USD**

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FY 2026 per diem rates for sacramento, California

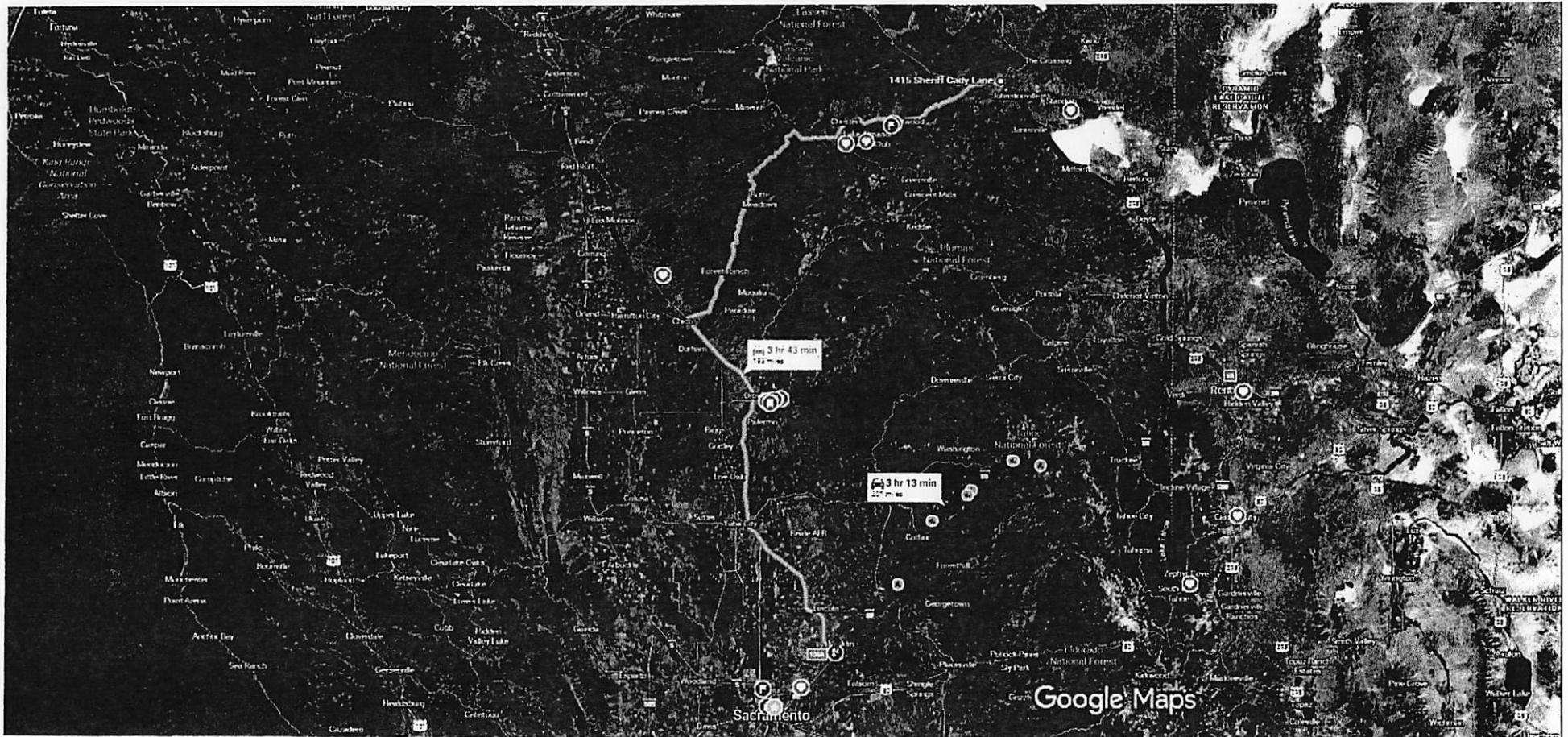
Meals and incidental expenses (M&IE) rates and breakdown

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

Go gle 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
- ↪ 8. Take exit 68 to merge onto I-80 W toward Sacramento 79.8 mi
- 0.4 mi

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

- ↑ 9. Merge onto I-80 W 1 hr 49 min (114 mi)
- Entering California
- ↪ 10. Take exit 105A toward Eureka Rd/Taylor Rd 114 mi
- 0.3 mi

Take Taylor Rd to your destination

- ↑ 11. Merge onto Atlantic St 3 min (0.7 mi)
- ↪ 12. Use the left 2 lanes to turn left onto Taylor Rd 0.2 mi
- ↪ 13. Turn right 0.5 mi
- 318 ft

➡ 14. Turn right

📍 Destination will be on the left

72 ft

Courtyard by Marriott Roseville

1920 Taylor Rd, Roseville, CA 95661

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DEPARTMENT: <u>Lassen County Sheriff's Office</u>			
FUND <u>130</u>	B/U <u>522</u>	ACCOUNT <u>302901</u>	

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

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Total for Stay **1,820.16 USD**

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FY 2026 per diem rates for sacramento, California

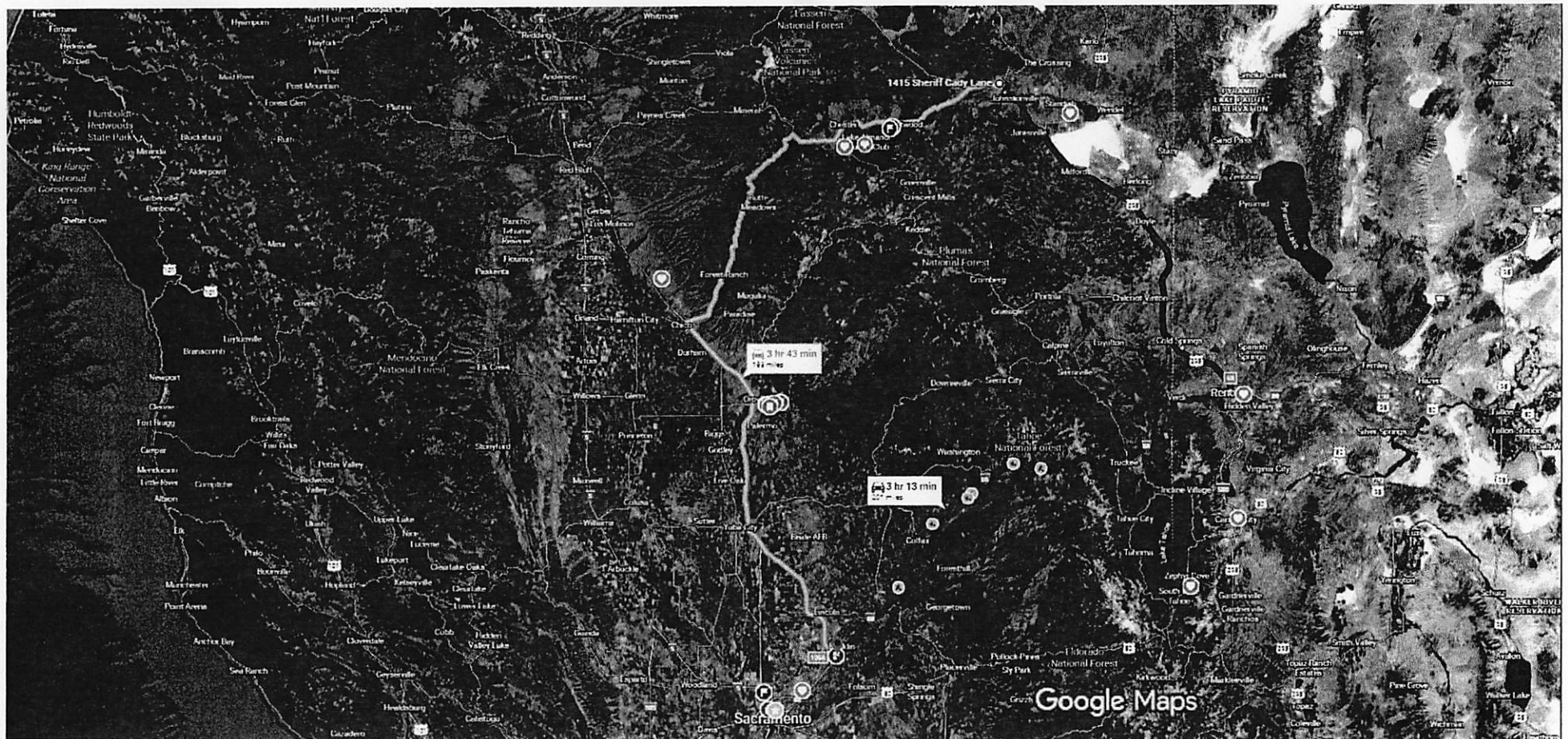
Meals and incidental expenses (M&IE) rates and breakdown

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
- 0.1 mi
- ↶ 3. Turn left onto Chestnut St
- 0.2 mi
- ↶ 4. Turn left onto CA-139 N
- 0.5 mi
- 5. Turn right onto Skyline Rd
- 2.5 mi
- ↶ 6. Turn left onto CA-36 E
- 2.5 mi
- ↑ 7. Continue onto US-395 S
- ➊ 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
- ➊ Entering California
- 114 mi
- 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

● Destination will be on the left

72 ft

Courtyard by Marriott Roseville

1920 Taylor Rd, Roseville, CA 95661