



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: Sheriff John McGarva

RE: Travel Authorization – Civilian Supervisor Training

Agenda Date: October 14, 2025

Subject:

Our Fiscal Manager is scheduled to attend an 80-hour POST certified training for non-sworn civilian managers. This training is mandated for all civilian supervisors to attend within first year of employment.

Discussion:

This course provides both newly appointed and experienced civilian supervisors with formal instruction in supervisory concepts, techniques, and the practical application of basic supervisory skills.

The training was initially postponed during the previous fiscal year in an effort to minimize fiscal impact as there were other training commitments that took precedence. However, attendance is now required as she has held the position for over a year and so that our department is in compliance with the California Commission on Peace Officer Standards and Training (POST).

Fiscal Impact: Total cost will come out of 130-522 not to exceed \$5,500.

Requested Action: Approval of Travel Expenditure

LASSEN COUNTY TRAVEL AUTHORIZATION AND REPORT

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at [L:\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:		Remy Gross				BARGAINING UNIT:		MID-MANAGEMENT	
DEPARTMENT:		LCSO							
FUND	130	B/U	522	ACCOUNT	302901				

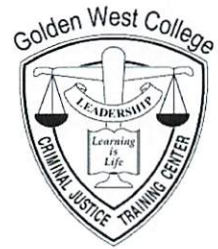
TRAVEL DETAILS									
DATES: 10/5/2025 through:		10/17/2025		TIME DEPARTED: 6:30 PM		<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.			
FROM: Reno (City)		TO: Huntington Beach, CA (City)		TIME RETURNED: 10:00 PM		<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.			
MODE OF TRAVEL (Select from list): AIR				NATURE OF BUSINESS:		POST: Civilian Managers Training			

							Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions
Registration							209.00			
Reimbursable miles X \$0.700							-			
Secondary Transportation							491.37			
Lodging: Number of Days 12 @ \$ 220.58 per day							2,646.92			
Date:	10/6/25	10/7/25	10/8/25	10/9/25	10/10/25	10/11/25				
Breakfast @ \$ 22.00	22.00	22.00	22.00	22.00	22.00	22.00				
Lunch @ \$23.00	23.00	23.00	23.00	23.00	23.00	23.00				
Dinner @ \$36.00	36.00	36.00	36.00	36.00	36.00	36.00				
TOTALS	81.00	81.00	81.00	81.00	81.00	81.00	972.00	*reflects all days of per diem		
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 _____ _____ _____ <div style="text-align: right; margin-top: 10px;"> TOTAL ESTIMATED COST OF TRAVEL \$ 4,319.29 TOTAL ACTUAL EXPENSE - TRAVEL ADVANCE TO EMPLOYEE - AMERICAN EXPRESS CHARGES - NET DUE TO EMPLOYEE - </div>										

Department Head Authorization for Travel (payment will not be made without proper authorization)		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).	
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 _____

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.

Golden West College Criminal Justice Training Center



Civilian Supervisor Course

October 6-17, 2025

80 hours - P.O.S.T. certified

P.O.S.T. Certification: Plan IV **3670-12090-25-001**

This course provides the newly appointed or experienced civilian supervisor with formal training in the concepts, techniques and practical applications of basic supervisory skills. **This is for civilian supervisors. Dispatch Supervisors may take this course however urged to take the specific Dispatch Supervisor course. Email CJTC@gwc.cccd.edu for info.**

For Reservations email:

Email: cjtc@gwc.cccd.edu

CJ G046-**CRN 22943**

Course Topics

- Supervisor's role and responsibilities
- Problem solving and decision making
- Leadership skills, team building and challenges through practical application
- Training techniques and presentation skills
- Performance evaluation, counseling and discipline
- Interpersonal and employee relations
- Administrative support
- Ethics

Class Date/Time: Oct 6-17, 2025
Monday – Friday
8 a.m. – 5 p.m.

Course Fee: \$209.00 - College Credit: 4.5 Units
Payment: Via online when the attendee registers.
**Out of state tuition rates may apply – see the link below for details:*
<http://www.goldenwestcollege.edu/enrollment-center/residency/>
Parking fee: monthly pass (\$45)

Location: Golden West College / Regional Criminal Justice Training Center Room 229
15744 Golden West St., Huntington Beach, CA 92647
Google location: 15751 Gothard St., Huntington Beach, CA 92647



Criminal Justice Training Center
15744 Golden West St.
Huntington Beach, CA 92647-2748
<http://www.gwc.info/cjtc/>