



# 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

**Juvenile**

**Detention Facility**  
1415B Chestnut Street  
Susanville, CA 96130  
**Mailing Adr:**  
2950 Riverside Dr.  
Suite 101  
Susanville, CA 96130  
Phone# 530-251-8324  
Fax# 530-251-1891

## MEMORANDUM

To: Board of Supervisors

From: Jennifer Branning, Chief Probation Officer 

Date: January 16, 2019

Subject: Supervisor STC Core Training Authorization

**Recommendation:** The Board of Supervisors approve the travel authorization for Supervisor Core Training scheduled 3/4-3/15/19 in Sacramento for Jennifer Sommerfield at an estimated cost of \$2,120.80.

**Summary:** It is a mandated requirement of the State Board of Corrections for all Supervisors to attend STC Supervisor 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/Juvenile Hall 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 \$2,120.80 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 *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:** JENNIFER SOMMERFIELD **BARGAINING UNIT:** MID-MANAGEMENT  
**DEPARTMENT:** PROBATION  
**FUND** 145 **B/U** 0561 **ACCOUNT** 3002901-STC

**TRAVEL DETAILS**  
**DATES:** 3/4/2019 through 3/15/2019 **TIME DEPARTED:** 1PM  A.M.  P.M.  
**FROM:** SUSANVILLE **TO:** SAC **TIME RETURNED:** 8PM  A.M.  P.M.  
(City) (City)  
**MODE OF TRAVEL (Select from list):** COUNTY CAR **NATURE OF BUSINESS:** SUPERVISOR CORE COURSE

								Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions
Registration								130.00			CHECK
Reimbursable miles _____ x \$0.540								-			
Secondary Transportation											
Lodging: Number of Days <u>10</u> @ \$ <u>144.48</u> per day								1,444.80			CAL CARD
<b>Date:</b>	<u>3/3/19</u>	<u>3/4/19</u>	<u>3/5/19</u>	<u>3/6/19</u>	<u>3/7/19</u>	<u>3/8/19</u>					
Breakfast @ \$ 13.00		13.00	13.00	13.00	13.00	13.00					
Lunch @ \$14.00		14.00	14.00	14.00	14.00	14.00					
Dinner @ \$23.00	23.00	23.00	23.00	23.00	23.00	23.00					
<b>TOTALS</b>	<b>23.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>	<b>50.00</b>	<b>546.00</b>				CHECK
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 _____											
<b>TOTAL ESTIMATED COST OF TRAVEL \$ 2,120.80</b>											
<b>TOTAL ACTUAL EXPENSE</b>								-			
<b>TRAVEL ADVANCE TO EMPLOYEE</b>								-			
<b>AMERICAN EXPRESS CHARGES</b>								-			
<b>NET DUE TO EMPLOYEE</b>								-			

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

*J. Branning*  
 \_\_\_\_\_  
 Department Head

\_\_\_\_\_ Date approved

Fiscal Officer (if necessary)  
 \_\_\_\_\_ Date approved

Director  
 \_\_\_\_\_ Date approved

CAO (if necessary)  
 \_\_\_\_\_ Date approved by Board (if necessary)

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).

*[Signature]*  
 \_\_\_\_\_  
 Signature of Claimant

4/14/19  
 \_\_\_\_\_  
 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 \$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.

PLEASE TYPE IN THE FIELDS BELOW OR PRINT CLEARLY – FAX OR MAIL TO:



### Sacramento Regional Public Safety Training Center

AMERICAN RIVER COLLEGE – LOS RIOS COMMUNITY COLLEGE DISTRICT

5146 Arnold Avenue, Room 110A, McClellan CA 95652

(916) 570-5000 Fax (916) 570-5023

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

### SRPSTC COURSE REGISTRATION FORM

Fire Technology Law Enforcement Corrections



Course Title: SUPERVISOR CORE COURSE

Course Dates: 3/4-3/15/19

Applicant Name: JENNIFER SOMMERFIELD

Last 4 SSN: XXX – XX – 9868

Mailing Address: 2950 RIVERSIDE DR, SUITE 101  
SUSANVILLE, CA 96130

Student ID#: \_\_\_\_\_

Date of Birth: 7/7/72

Phone (home/cell): 530-251-8454

Student E-mail Address: jsommerfield@co.lassen.ca.us

Phone (work): 530-251-8454

Agency/Dept. Name: LASSEN COUNTY PROBATION

Agency/Dept. Address: 2950 RIVERSIDE DR, SUITE 101

Agency/Dept. Contact: JESSICA VALDOVINOS

Agency/Dept. Phone: 530-251-2607

Agency Contact Email Address: jvaldovinos@co.lassen.ca.us

If using a credit card, please provide the following information:

**\*\*VERY IMPORTANT NOTE: Please provide the name that appears on the credit card and the billing zip code below.**

AGENCY Payment PRINT NAME OF AGENCY/CARD HOLDER: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

PRIVATE Payment PRINT NAME OF CARD HOLDER: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

VISA  MasterCard Payment Amount: \$ \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

V-Code (The V Code is the 3 digit number on the back of your credit card. The V Code is located in the signature line and is usually the last three numbers directly after your credit card number.) \_\_\_\_\_

Agency Representative or Card Holder Signature: \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

Initials: \_\_\_\_\_

**FEES:**

- \* Fees are subject to change. Verify current fees for ALL courses by calling (916) 570-5000 for assistance.
- \* Please make checks payable to **American River College**.

**CANCELLATIONS:**

- \* Refund/transfer requests must be made, in writing, at least 14 days prior to the first class meeting.

**FAXED**  
Confirmed 3/29/19  
3/26/2015  
SRPSTC



# 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)



## SUPERVISORY CORE COURSE (STC)

**COURSE DESCRIPTION:**

This course is an 80 hour course designed for law enforcement, and regulatory personnel who are to be appointed supervision responsibilities. Topics include: ethics, values, role of supervisor, vicarious liability, grievance procedures, and evaluation techniques. This course is accredited by the Board of Standards and Training for Corrections (STC) with STC Certification #218-11703. Pass/No Pass only.

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:**

Successful completion of Juvenile Corrections Officer Core, Adult Correctional Officer Core, or Probation Offer Core course. Prerequisites will be checked prior to the first day of training.

**SCHEDULE:**

Monday, June 4 – Friday, June 15, 2018.....	Summer 2018
Monday, September 10 – Friday, September 21, 2018.....	Fall 2018
<i>JS-</i> Monday, March 4 – Friday, March 15, 2019.....	Spring 2019
Monday, May 6 – Friday, May 17, 2019.....	Spring 2019
Monday, August 19 – Friday, August 30, 2019.....	Summer 2019
Monday, October 28 – Friday, November 8, 2019.....	Fall 2019

**HOURS:**

8:00 a.m. – 5:00 p.m.

**LOCATION:**

**2018 June & September Class Location:**

Crowne Plaza  
5321 Date Avenue  
Sacramento, CA 95841  
(916) 338-5800

**2019 Class Location:**

SRPSTC, 5146 Arnold Avenue, McClellan, CA, 95652

**CREDIT:**

Two (2) units through American River College

**RESERVATIONS:**

Call 916-570-5000, fax 916-570-5023, or e-mail [srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu)

**IMPORTANT:**

***Note:*** *We are no longer accepting reservations without names/TBA spots.*

***All reservations must be submitted utilizing the steps outlined below***

<b>TOTAL FEE: \$130.00</b>
\$92.00 Enrollment fee
\$37.00 Material fee
\$1.00 SRF fee
<i>*(No SRF fee for Summer courses)</i>
<small>* 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.</small>
<b>All Fees Subject to Change</b>



**SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER**  
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## **SUPERVISORY CORE COURSE (STC)**

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**ENROLLMENT:**

College Enrollment Instructions / to obtain your college Student ID# (SID#):

- a) Please click on the following link: [http://www.losrios.edu/lrc/lrc\\_app.php](http://www.losrios.edu/lrc/lrc_app.php)
- b) Please click on "Apply to American River College"
- c) If you are new to the OpenCCC website, you will need to create an account. Please write down your username and password as you may need it in the future. If you are a returning user, please log in with your username and password
- d) Once you're done creating an account or signing in, click on "start a new application"
- e) This will take you to the application you need to complete in order to obtain your Student ID#
- f) Contact us at (916) 570-5000 or [srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu) with your SID# prior to the first day of class

**IMPORTANT:** Make sure to fill out the date in the box that says "When did you start your present stay in California?" If you were born in California, please enter your date of birth. Leaving it blank on the application for admissions will automatically make you an out of state resident and you will be charged out of state tuition fees

*\*Save each page as you complete it so all of the information that you have entered will be saved in case you are timed out*

**Contact us with your SID# prior to the first day of class**  
*(If you did not provide us with it on the Course Registration Form)*

**CERTIFICATION:**

S.T.C. #0218-011703