



# 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

**Dean F. Growdon**  
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Derek Didisse, Correctional Sergeant

Date: Wednesday, June 8, 2022

Agenda Date: June 21, 2022

Discussion:

One Correctional Deputy is scheduled to attend the Adult Corrections Officer Supplemental Core Course. This course will be held at the Highland Police Station 26985 Baseline, Highland, CA 92346 June 28th through July 11th. This course is required by STC during the first year of employment for a Corrections Officer who has previously completed the Peace Officers Standards and Training Academy. The Deputy will stay in Redlands, CA through the duration of the course. The upfront training costs will exceed \$2000 and require advance Board Authorization pursuant to the Lassen County Travel Policy. A portion of this course is reimbursed by the California Standards and Training for Corrections. The training costs are as follows:

<b>Correctional Core Course</b>	<b>Per person</b>
Tuition/Registration Fees	\$0.00
Lodging	\$1,967.07
Per Diem	\$748.00
<b>Total (Est)</b>	<b>\$2,715.07</b>

Funding:

These training costs would be expended from the conferences and training line in the Sheriff's Jail Budget 130-0525-(3002901)

Recommendation:

That the Board of Supervisors authorizes the listed training expenditures for required training, and approves per Diem and tuition be provided prior to the training session.

# San Bernardino County Sheriff's Department

## Administrative Support Unit

# Adult Corrections Officer Supplemental Core

June 28 – July 11, 2022

SAN BERNARDINO  
COUNTY SHERIFF

STC Certification #00289902  
(79 hours)

### REGISTRATION

Desiree Harrington  
(909) 756-0614

[dharrington@sbcasd.org](mailto:dharrington@sbcasd.org)



This class will be held at:

Highland Police Station  
26985 Baseline  
Highland, CA

**Phone:**  
909.463.5189  
**E-mail:**  
[ASU2@sbcasd.org](mailto:ASU2@sbcasd.org)



### Course Description:

The Adult Corrections Officer Supplemental Core Course consists of a minimum of 79 hours of instruction in specific performance instructional objectives. It is designed for the adult corrections officer who has previously completed the Peace Officers Standards and Training (POST) Basic Academy Course. Entry-level staff must successfully complete these course objectives by showing a satisfactory level of proficiency on relevant achievement tests. This training shall be completed within the first year of job assignment as an adult corrections officer.

### Topics Covered:

- California Criminal Justice System
- Professionalism and Ethics
- Gangs
- Communication
- Maintaining Security
- Booking, Receiving and Releasing
- Supervising Offenders
- Medical
- Classification of Offenders
- Visitation
- Report Writing and Record Keeping
- Emergency Procedures
- Screening and Distribution of Supplies and Mail
- Transportation
- Programs
- Assault and Abuse
- Defensive Tactics and Restraint Techniques
- Behavioral Health

DATE: June 28 – July 11, 2022

TIME: 0800 – 1700

Casual business attire strictly enforced  
No T-shirts, shorts, tanks, sandals, etc.

**LASSEN COUNTY  
TRAVEL AUTHORIZATION AND REPORT**

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at *!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 is 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:** Traetz, Jesse BARGAINING UNIT: POA  
**DEPARTMENT:** Lassen County Sheriff  
 FUND 130 B/U 0525 ACCOUNT \_\_\_\_\_

**TRAVEL DETAILS**  
 DATES: 6/27/2022 through : 7/12/2022 TIME DEPARTED: 6/27/2022 0600  A.M.  P.M.  
 FROM: Susanville, CA TO: Highland, CA TIME RETURNED: 7/12/2022 2000  A.M.  P.M.  
 (City) (City)  
 MODE OF TRAVEL (Select from list): COUNTY CAR NATURE OF BUSINESS: Adult Corrections Supplemental Core

							Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions
Registration										
Reimbursable miles _____ x \$0.560							-			
Secondary Transportation										
Lodging: Number of Days <u>15</u> @ \$ <u>131.14</u>							<b>1,967.07</b>			
Date:	<u>6/27/22 - 7/12/22</u>									
Breakfast X2 @ \$ 14.00	28.00									
Lunch X16 @ \$16.00	256.00									
Dinner X16 @ \$29.00	464.00									
<b>TOTALS</b>	<b>748.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>748.00</b>			
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 \$ 2,715.07</b>										
<b>TOTAL ACTUAL EXPENSE</b>							-			
<b>TRAVEL ADVANCE TO EMPLOYEE</b>							-			
<b>AMERICAN EXPRESS CHARGES</b>							-			
<b>NET DUE TO EMPLOYEE</b>							-			

<b>Department Head Authorization for Travel</b> (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	<u>6-8-22</u> 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 \$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.

# Reservation Details

Thank you for booking with us, your confirmation number is 814866580

## Guest Name

Dererk Didisse

## Your stay details



### Comfort Suites

 1230 W. Colton Avenue  
Redlands, CA, 92374, US  
(909) 335-9988

### Check-in:

Monday, June 27, 2022

Check-in time: 3:00 PM

### Check-out:

Tuesday, July 12, 2022

Check-out time: 11:00 AM

## Rooms & Guests



### 1 King Bed, Suite

Connecting Rooms, Suite No Smoking

1 Adult

**\$119.00** USD

Avg. Per Night 

**Hotel Alerts:** Credit cards used for prepaid reservation charges must be provided to the hotel at time of check-in. Credit card holder must be present with valid photo ID at check-in with the card and the same card must be used for any applicable deposits. All stays require a security deposit of

100.00 USD. Any unused deposit will be refunded upon check-out and make take up to 5-15 business days for funds to be released. All Comfort Suites are smoke-free.

## Summary of Charges

1 Room x 15 Nights:	\$1,785.00 USD
Estimated Taxes & Fees:	\$182.07 USD
<b>Grand Total:</b>	<b>\$1,967.07 USD</b>

Payment Method: VISA \*\*\*\*7809

Rate: Choice Business Rate

**Guarantee Policy:** Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax.

**Cancellation Policy:** Free Cancellation until Jun 26, 2022 at 4:00:00 PM local hotel time.



### Protect Your Stay from the Unexpected

Enjoy peace of mind with Allianz Travel Insurance. Plan benefits can include trip cancellation, interruption protection, baggage protection and more.

[Get a Quote](#)

[Explore Benefits](#)