



LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

Administration

Phone (530) 251-8013

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Phone (530) 257-6121

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Civil

Phone (530) 251-8014

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Adult Detention Facility

Phone (530) 251-5245

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John McGarva

Sheriff - Coroner

To: Lassen County Board of Supervisors

From: Wes Gray, Lieutenant

Date: 10/13/2025

Agenda Date: 10/28/2025

Discussion:

The Lassen County Sheriff's Office requests Lassen County Board of Supervisors authorize the listed training expenditures for one (1) Correctional Deputy to attend the 16th Basic Law Enforcement Academy hosted by The College of the Siskiyous, from December 15th 2025 through May 29th, 2026. The training costs will exceed \$3500 and require advance Board Authorization pursuant to the Lassen County Travel Policy. The training costs are as follows:

Tuition & Supplies:	\$6,559
Lodging and Food	\$5,838
Grand Total (Est)	\$12,397

It is anticipated that the California Commission of Peace Officers Standards and Training (POST) will reimburse approximately \$9,000 upon the cadet's successful completion of the Academy.

Funding:

These training costs would be expended from the conferences and training line in the Sheriff's Budget 130-0522.

Recommendation:

That the Board of Supervisors authorizes the listed training expenditures for the Law Enforcement Academy.

Wes Gray

From: Jackson, Madolyn <mjackson17@siskiyous.edu>
Sent: Monday, September 29, 2025 2:38 PM
To: Wes Gray
Cc: Laura Johnson
Subject: RE: Academy on December 15th



Hello Sir,

I will be happy to save you one seat for the next academy Thank you!

Best,

Madolyn Jackson

CTE Program Coordinator

Desk 530.938.5387 | Academy 530.938.5990

College of the Siskiyous Law Enforcement Academy

800 College Avenue Weed, CA. 96094

www.siskiyous.edu/cte/adj/academy.htm



From: Wes Gray <WGray@co.lassen.ca.us>
Sent: Monday, September 29, 2025 1:53 PM
To: Jackson, Madolyn <mjackson17@siskiyous.edu>
Cc: Laura Johnson <LJohnson@co.lassen.ca.us>
Subject: Academy on December 15th

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Madolyn,

I would like to reserve 1 spot in the Academy starting on December 15th. I will let you know the name as soon as I can. Thank you

Training Reimbursement Request

Frequently Asked Questions

POST has been asked various questions regarding Training Reimbursement Requests. The following is intended to answer the most frequently asked questions (FAQs):

1. What is a Training Reimbursement Request (TRR)?

Agencies participating in the POST Reimbursable Program who request reimbursement for their employee(s) attending POST-certified training courses shall do so by means of the web-based Automated Paperless Training Reimbursement Request (eTRR) system, which is a program developed from the paper-based POST Training Reimbursement Request (TRR) form.

2. Can I submit a paper TRR?

Paper TRRs are no longer acceptable. As of August 1, 2017, agencies must submit an electronic (e)-TRR within the fiscal year (FY) training was completed.

- [Refer to Bulletin 2020-19](#) (pdf).

In exceptional circumstances, with pre-approval by POST, agencies may request reimbursement utilizing a Training Reimbursement (2-273) (Rev. 04/2015), in lieu of the eTRR. If used, the TRR form may be submitted to the training course presenter at the time of the course, or be mailed directly to POST.

3. How do I complete an automated paperless eTRR?

The Training Reimbursement Request form in EDI must be completed in its entirety in order to submit. To learn how to complete an eTRR, watch the [eTRR training video](#) (mp4) and follow the below instructions. Also watch the [eTRR Overview Webinar](#) [🔗](#) recording for more details.

1. Log into [EDI](#) [🔗](#). Sign in using your POST PASS username and password.
2. Click on the "Reimbursement" tab and then click "Enter TRRs."
3. You will be presented with two options to find the course that you would like to submit for reimbursement. The first option allows you to search for a course within the current fiscal year by clicking "View Presentations." The second option allows you to enter the Course Control Number (CCN), if you have it available. Once you have entered the CCN, click "View Presentation."
4. To begin the TRR process, click "Modify Details."
5. Fill out the "Trainee Status," "Resident or Commuter," "Transportation," and "Allowance Requested."
 - **Trainee Status:** For each trainee, check the most applicable option indicating the trainee's status. Brief definitions of each status follow:
 - **Peace Officer** - An employee subject to assignment of the prevention and detection of crime and the general enforcement of the criminal laws of this state.
 - **Records Supervisor** - A full-time, non-peace officer who performs law enforcement records supervisor duties 50% or more of the time within a pay period.
 - **Dispatcher** - A non-peace officer who performs duties which include receiving emergency calls for law enforcement service and/or dispatching law enforcement personnel.

- **Travel** - Trainee may claim travel allowance if he/she is the driver of the vehicle (not passenger) or if "Other" is checked in column G.

4. How long do I have to submit an eTRR?

Acceptance will be allowed up to 60 days after the end of the Fiscal Year.

5. Where do I submit an eTRR form?

eTRR's must be submitted electronically through [EDI](#) .

- [Refer to Bulletin 2020-19 \(pdf\)](#).

6. How do I submit an eTRR?

The video provides instructions on [how to submit an eTRR](#) (mp4).

7. Where is my missing eTRR?

- The Plan is not eligible for reimbursement
- Trainee is not listed on the course roster
- eTRR was not located for this trainee for this course
- eTRR may have been placed on hold and was not processed during the closing

Questions can be directed to [Reimbursement Support](#), (916) [227-3909](#)

8. Which California Code of Regulations discuss TRRs?

- [Commission Regulation 1015 Reimbursements](#) 
- [Specified code 1015](#) 

9. How do I locate bulletins that discuss TRRs?

[Bulletins](#) are viewable on the POST Website.

10. What are the current rates of reimbursement approved by the POST Commission?

Expense	Reimbursement Rate
Back-Fill Reimbursement	100% actual salary cost at overtime rate: time and one-half
Basic Course Subsistence	\$75.00 per day for lodging and meals, or Commuter Lunch
Commuter Lunch	\$8.00 per day
Subsistence allowance - by location where expense occurred	
County	Reimbursement Rate
All counties not shown below	\$128.00 per day
Alameda County	\$189.00 per day
Los Angeles County	\$156.00 per day
San Diego County	\$156.00 per day
San Francisco County	\$189.00 per day
San Mateo County	\$189.00 per day
Santa Clara County	\$189.00 per day
Travel	For current mileage rate, visit CalHR .

Expense**Reimbursement Rate**

Tuition

100% or as listed in POST
Catalog of Certified Courses

11. POST-approved Training Presenters shall be based on schedules know as "plans." What is reimbursed for each Plan?

Plan**Reimbursements**

Plan I

Subsistence (lodging and meals); Commuter Lunch; Travel (mileage); Tuition; Back-fill Salary

Plan II

Subsistence; Commuter Lunch; Travel; Back-fill Salary

Plan III

Subsistence; Commuter Lunch; Travel; Tuition

Plan IV

Subsistence; Commuter Lunch; Travel

Plan V

Subsistence; Commuter Lunch; Travel, Training Presentation Costs

Plan VI (Regional Training Plan)

Subsistence; Commuter Lunch; Travel; Training Presentation Costs

Plan VII (Regional Training Plan)

Subsistence; Commuter Lunch; Travel; Training Presentation Costs; Back-fill Salary

Each Plan is subject to the provisions established by the Commission. Below are ways to obtain further information about Training Courses.

- POST Regulation, [Commission Procedure D](#), Catalog of Certified Courses
- By contacting the presenter or course coordinator
- By contacting the POST Course Control Coordinator at (916) [227-4862](#)

12. If a course is Plan N/A, does an agency still need to submit an eTRR?

No. Plan N/A means there is no reimbursement for this course.

13. Is Back-fill being paid upon request?

Plan I, II, and Plan VII (Regional Training Plan) are eligible for back-fill awards upon request by submitting an eTRR and upon approval by POST. Visit [Commission Regulation 1015\(c\)](#) [↗](#) for further information.

14. What is reimbursable for the Basic Academy?

- \$75 per day for lodging and meals, or \$8 per day for lunch and mileage
- For current mileage rate, visit [CalHR](#) [↗](#).

15. Is per diem reimbursed if training is changed from in-person to online?

If training (i.e., 2-day, 1-week, 2-weeks) is changed from in-person to Zoom/online/virtual per diem is NOT reimbursed so long as there was no per diem costs to the trainee or agency.

16. How do I contact the POST EDI Reimbursement Team?

- General questions regarding the reimbursement process can be directed to the appropriate [Regional Consultant](#).
- [Reimbursement Support](#)
[\(916\) 227-3909](#)

- Technical Support
(916) 227-4858 (916) 227-8686

17. Are non-sworn personnel eligible for reimbursements?

Yes. Non-sworn personnel performing police tasks and personnel attending the Basic Course are eligible for reimbursement. The training shall be specific to the task being currently performed by an employee or may be training specific to a future assignment which is actually being planned. For a list of eligible non-sworn employees please refer to Commission Regulation 1014. [↗](#)

18. What if I need to amend an eTRR that has already been submitted?

Send an email with the requested amendment(s) to reimbursements@post.ca.gov

19. How is mileage (Travel) calculated?

Total mileage shall include adjusted straight-line mileage distance to and from the trainee's agency station assignment or headquarters; whichever is the lesser distance, and the course site, the average daily mileage for transportation between the resident trainee's accommodations and the course site, and the mileage incurred by a trainee to attend training at a location different from the main course site. Travel (mileage) allowance is intended to cover expenses to and from the course site. (Commission Regulation 1015(e)(3)(A) [↗](#)).

20. Are there a mileage limitation tied to reimbursements?

The only Reimbursement Plan that limits mileage are courses that are certified under Plan VI (refer to Commission Regulation 1015 [↗](#) for details)

21. Who is eligible for Back-fill reimbursements?

Back-fill reimbursement is available for peace officers, safety dispatchers, or public safety dispatchers. When applying for reimbursement for back-fill costs, the agency must have incurred

the expense of paying overtime to fill a position vacated by an officer, public safety dispatcher, or public safety dispatch supervisor assigned to training. The overtime expense and back-fill claim must be directly connected to release and back-fill for a trainee, and records supporting back-fill claims must be maintained. Participating agencies are subject to audit by the State Controller.

22. If a student does not complete a class can we submit for partial reimbursements?

No, but there is an exception. Students must successfully complete the class to be eligible for reimbursement. The exceptions are the Basic Course (see [Commission Regulation 1015](#) [↗](#) for more details) and Motorcycle Training Course. The POST Executive Director is authorized administrative discretion for partial reimbursements for the Motorcycle Training Course.

23. Are in-house courses eligible for reimbursements?

Yes. As long as the certified course has a POST Plan that allows for reimbursement. Also courses whose address is the same as the headquarters address will not be authorized for travel reimbursement.

24. Do all non-sworn employees have to have a Notice of Appointment on file with POST to be eligible for reimbursements?

No. Peace Officers, Records Supervisors and Dispatchers are all required to have a Notice of Appointment on File. When submitting an eTRR for other non-sworn employees you can select 'Non-peace officer' under the Trainee Status on the eTRR. Please feel free to list the non-sworn person's actual rank in the Comments section of the eTRR. Non-sworn employees who do not have a POST ID number automatically get a POST ID number once they successfully complete a POST-certified course and the course roster is entered into EDI.

25. Are students in the Basic Course eligible for reimbursement?

Yes, but they must be appointed as a trainee. Students who are self-sponsored during a Basic Course are not eligible for reimbursement.

26. Can we submit for back-fill reimbursement if we must pay an officer or dispatcher overtime to go to a class on their days off?

Yes ([Commission Regulation 1015\(i\)\(3\)](#))



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Contact Us

[Reimbursement Unit](#)
[\(916\) 227-3909](#)

Wes Gray

From: Jackson, Madolyn <mjackson17@siskiyous.edu>
Sent: Monday, May 12, 2025 3:01 PM
To: Wes Gray
Subject: RE: COS Academy Interest Form

Hello Sir,

Below are the approximate costs associated with the Police Academy. Please let me know if you have any questions- I am happy to help!

Costs (Approximate)

Item	Module 3 Cost	Module 2 Cost	Module 1 Cost
Total Cost	\$1,476	\$924	\$1,194
Registration (enrollment fee) 43 semester units (\$46/unit) CALIFORNIA RESIDENT	\$414 (9 units)	\$552 (12 units)	\$1,012 (22 units)
Health Fee	\$20*	\$20*	\$20*
Misc. Student Fees	\$12*	\$12*	\$12*
On-Campus Parking	Free	Free	Free
POST Student Workbooks POST Student Workbooks can be viewed and downloaded at the Commission on Peace Officer Standards and Training website. Cadets can use their own laptop or tablet or they can use the academy laptop they will be assigned.	Free	Free	Free
Vehicle and Penal Codes Vehicle and Penal Code books are available for use in the classroom.	Free	Free	Free
Uniforms	\$500 (Approximately)	N/A	N/A
Physical Training Clothing Physical Training Clothing will be purchased online through a link to Sportsman's Den, which is provided in the Uniforms Specifications. *PT Safety Equipment only in MOD 2	\$230 (Approximately)	20*	N/A
Firearm Firearms are provided for use during the academy and are property of the academy. Cadets are not required to purchase their own.	N/A	N/A	N/A

Item	Module 3 Cost	Module 2 Cost	Module 1 Cost
Ammunition Material Fee Includes all handgun ammunition, and range fees. *MOD 2 includes shotgun ammunition	\$175	\$320*	\$150
CPR Certification Includes books and certificates	\$125	N/A	N/A
Additional Expenses There are approximately 35 days of off-site training throughout the academy creating additional fuel and meal cost for cadets. There are roughly 900 miles of travel to and from off-site training locations for Range and EVOC.	Varies based on current fuel prices	Varies based on current fuel prices	Varies based on current fuel prices

Academy Cost Breakdown			
Room Type	Total Cost	Room	Meal
Triple Room *	\$5,150 =	\$2,585	+ \$2,565
Double Room	\$5,838 =	\$3,273	+ \$2,565
Single Room *	\$8,450 =	\$5,885	+ \$2,565

Best,

Madolyn Jackson

CTE Program Coordinator

Desk 530.938.5387 | Academy 530.938.5990

College of the Siskiyous Law Enforcement Academy

800 College Avenue Weed, CA. 96094

www.siskiyous.edu/cte/adj/academy.htm



From: Wes Gray <WGray@co.lassen.ca.us>

Sent: Monday, May 12, 2025 11:11 AM

To: Jackson, Madolyn <mjackson17@siskiyous.edu>

Subject: RE: COS Academy Interest Form

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Good Morning,