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LASSEN COUNTY SHERIFF'S OFFICE

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Civil
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Dean F. Growdon
Sheriff - Coroner

To: Lassen County Board of Supervisors

From: John McGarva, Sergeant

Date: March 14, 2017

Agenda Date: March 28, 2017

Discussion:

Two Correctional Deputies are scheduled to attend the Correctional Core Academy as required by California Standards and Training for Corrections (STC). This course is held at Yuba College in Marysville, Ca., April 9th-May 12th, 2017. Deputies will stay in Marysville during the training week and travel home on off days. The up-front 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:

Correctional Core Course	
Tuition/Registration Fees	\$939.88
Lodging	\$2,571.61
Per Diem	\$2,484.00
Clothing	\$367.64
Total (Est)	\$6,363.13

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, tuition and clothing expenses to be provided prior to the training session.

Yuba College Public Safety Training Center
Correctional Officer Core Course (COCC)
Board of State & Community Corrections (BSCC) – Standards & Training for Corrections (STC)
SPRING 2017 COURSE ANNOUNCEMENT
Website: <http://yc-publicsafety.yccd.edu/aoj-academies>

Academy Information:

Dates: Spring 2017
Monday, April 10, 2017 – Tuesday, May 9, 2017

Complete Course Interest Form until requirements can be completed. Due to large number of student interest, this course typically has a wait list. Staff will work with students on a regular basis for enrollment processes.

- Location: 2088 North Beale Road, Bldg 2100, Marysville CA 95901
- Monday through Friday weekly – 0800-1700
- Twenty-Two Course Dates; 4.5 Weeks; 177.75 hours; 7.5 college units
- **STC Certified Number: 0244-020054**
- Orientation letter will be sent approximately 2 weeks prior to start of class
- Academy fees will vary with each student (*see below + vendor order form*)
- AJ54A/B (832pc) – POST/STC Certified Course will immediately follow; see course announcement

Yuba College Enrollment:

Once a student account is created and the required documents (see YC Requirements) are received, enrollment block will be removed:

- **AJ70A—M1020 -- Classroom Instruction (7.0 units)**
- **AJ70B -- M1023 or M1024 or M1026 – Lab Instruction (.5 units)**
(Each student will be cleared for one B section)

Create an OpenCCC Account, and create Yuba College Account: (not all steps required- mandatory to complete step 1 for student ID) – Please do this immediately
<http://yc.yccd.edu/admissions/new-students> -- *Follow Instructions*

Purchase Parking Decal -- <http://yc.yccd.edu/campus/parking> (if applicable)

- *Exempt vehicles will not require parking decal; affiliates can be invoiced if personal vehicle is used (agency training managers please contact office with vehicle information to obtain the parking decal)*

Upon enrollment, fees will need to be paid **within 10 days** through Web Advisor

- *Affiliated Students will automatically be invoiced, unless paid during enrollment process; credit cards accepted.*
Web Advisor

Yuba College Requirements:

Required Documents (additional fees may be applicable)


Please complete & submit forms to cgil@yccd.edu or llandis@yccd.edu once the Yuba College student application/account is developed. <http://vc.yccd.edu/academics/aoj/forms> -- (Required forms link)

Forms Required for Agency Sponsored Student:

- Personal Information Sheet (don't forget vehicle information-if applicable)
- DOJ and/or Medical Clearance Form. Affiliated Student

Forms Required for Non-Sponsored/Non-Affiliated Student:

- Personal Information Sheet
- Health & History Par Q --complete before medical appointment
- Health & History Statement --complete before appointment
- Physician's Release/Medical Clearance -- physician of choice

 The below listed prices are ALWAYS subject to change. We are only providing you an idea of what to expect for academy expenses. The total expense of your academy will be different based on BOGW approval, agency uniform and whether or not you want optional and/or recommended purchases.

1	Yuba College REGISTRATION & FEES	Required	Fees (no tax applied)
Forms Link: http://vc-publicsafety.yccd.edu/aoj-forms			
Units / Registration Fees (BOGW Approved Course for those that qualify)	Complete "Personal Information Sheet". All students are blocked until clearances are received.		N/A
	AJ70A-M1020	7.0 Units	322.00
	AJ70B-M1023, M1024 or M1026 (student(s) will be cleared for <u>one section</u> only)	.5 Units	23.00
	Parking Decal (No decal needed if driving E-Plated Vehicle)		40.00
	Student Service Fee		10.00
	Public Safety Duplication Fees (required)		27.47
California Residency Fee is \$46.00/unit. If you are sponsored and will be considered out-of-state resident, please contact our office as soon as possible when processing Yuba College Application.			
Fees Payable to Yuba College (Agency Sponsored Students will be Invoiced):			\$422.47
BOGW Approved Required Fees:			\$47.47

2	OTHER COSTS & REQUIREMENTS	Specs/Information	Required	Fees (w/o Tax)
	Medical Clearance – <i>Self-Sponsored/Non-Affiliated</i>	Forms Link - DOJ-Medical Clearance Folder *Health & History-ParQ *Medical Clearance STC Academics	Self-Sponsored Requirement	100.00 (approx.)
	Medical Clearance – <i>Agency Sponsored</i>	Forms Link: DOJ/Medical Clearance.Affiliated	Completed by Training Manager	N/A
3	UNIFORMS & GEAR	Specifications (Vendor of your Choice)	Required	Fees (w/o tax)
<p>More information regarding your uniform and gear can be found in our Rules and Regulations document (hard copies will be provided during orientation; no need to print as this is information only). http://vc-publicsafety.yccd.edu/aoj-forms -Folder: Rules and Regulations-All Academics-COCC Rules and Regulations Yuba-Sutter Area Vendor Order Forms Available or Vendor of your Choice if they can accommodate your uniform and gear needs (use same link as above for Uniform Folders). Vendor order forms can be found on the website, under forms.</p> <p><input type="checkbox"/> <u>Action Uniform / Sport T's Vendor Form</u> <input type="checkbox"/> <u>TJ North Vendor Form</u></p>				
	Class "A" Shirt – <i>Self-Sponsored</i>	Polo Shirt – Oxford Color (gray) – K420 * AOJ Logo embroidered on left chest/black thread * C.O.C.C. embroidered in black thread/right chest	1	29.98
	Class "A" Shirt – <i>Agency Sponsored</i>	<u>Department Authorized Uniform</u> (e.g., uniform or agency polo)	1	N/A
	BDU Pants	Black Proper BDU (or agency assigned pants)	1	44.98
	Socks	Black – Package of 3 (Good Quality)	1	29.98
	Shoes / Boots	Black, polished leather, plain rounded toe (nylon ventilation sides are acceptable)	1 pair	129.98
	Belt	Black with brass or gold colored buckle or clasp	1	31.98
	Sweat Pants	Cotton Blend, Color – BLACK (required on mats) – No Logo	1	28.98
	Sweat Shirt	Crew Neck, Cotton Blend, BLACK No Logo or Name	Optional	21.98
	Athletic Sneakers	Any Brand & Color (cross-training or running)	1 pair	50.00
	T-Shirt	PC61, dark heather gray color FRONT: opposite and even with the AOJ logo, the Cadet's last name will be displayed in 1", UPPERCASE letters, white BACK: the Cadet's name will be displayed in 2", UPPERCASE letters, WHITE	2	29.96
	Reference Books	Vendor of your Choice California Penal Code, Abridged Dictionary	Recommended	45.00 10.00

Payable to Vendor of Choice (fees always subject to change; estimates ONLY)