



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 *JB*

Date: June 30, 2017

Subject: Juvenile Corrections Officer STC Core Training Authorization

Recommendation: The Board of Supervisors approve the travel authorization for Juvenile Corrections Officer Core Training scheduled 8/6-9/1/17 in Sacramento for Kelly Riley at an estimated cost of \$4,094.60.

Summary: It is a mandated requirement of the State Board of Corrections for all Juvenile Hall Counselors to attend STC Core Training during their first year of employment with the Probation Department.

If Juvenile Hall Counselors 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 \$4,094.60 with partial reimbursement from the (STC) Standards and Training for Corrections Program.

Attachments: Travel Authorization Request for the Juvenile Hall Counselor 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 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 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: <u>KELLY RILEY</u>		BARGAINING UNIT: <u>UPEC/LCEA</u>	
DEPARTMENT: <u>PROBATION-JDF</u>			
FUND <u>145</u>	B/U <u>0562</u>	ACCOUNT <u>3002901-STC</u>	

TRAVEL DETAILS			
DATES: <u>8/6/2017</u> through : <u>9/1/2017</u>		TIME DEPARTED: <u>1PM</u> <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
FROM: <u>SUSANVILLE</u> TO: <u>SACRAMENTO</u> (City) (City)		TIME RETURNED: <u>9PM</u> <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
MODE OF TRAVEL (Select from list): <u>COUNTY CAR</u>		NATURE OF BUSINESS: <u>JUVENILE CORRECTIONS CORE</u>	

Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions																																			
Registration 417.00																																						
Reimbursable miles _____ X \$0.540	-																																					
Secondary Transportation																																						
Lodging: Number of Days 20 @ \$ 135.00 per day	2,665.60																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Date:</th> <th>8/6/17</th> <th>8/7/17</th> <th>8/8/17</th> <th>8/9/17</th> <th>8/10/17</th> <th>8/11/17</th> </tr> <tr> <td>Breakfast @ \$ 11.00</td> <td></td> <td>11.00</td> <td>11.00</td> <td>11.00</td> <td>11.00</td> <td>11.00</td> </tr> <tr> <td>Lunch @ \$12.00</td> <td></td> <td>12.00</td> <td>12.00</td> <td>12.00</td> <td>12.00</td> <td>12.00</td> </tr> <tr> <td>Dinner @ \$23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> </tr> <tr> <td>TOTALS</td> <td>23.00</td> <td>46.00</td> <td>46.00</td> <td>46.00</td> <td>46.00</td> <td>46.00</td> </tr> </table>	Date:	8/6/17	8/7/17	8/8/17	8/9/17	8/10/17	8/11/17	Breakfast @ \$ 11.00		11.00	11.00	11.00	11.00	11.00	Lunch @ \$12.00		12.00	12.00	12.00	12.00	12.00	Dinner @ \$23.00	23.00	23.00	23.00	23.00	23.00	23.00	TOTALS	23.00	46.00	46.00	46.00	46.00	46.00	1,012.00		8/13-8/18/17= \$253.00 8/20-8/25/17=\$253.00 8/27-9/1/17= \$253.00
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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 _____ _____																																						
TOTAL ESTIMATED COST OF TRAVEL \$		4,094.60																																				
TOTAL ACTUAL EXPENSE		-																																				
TRAVEL ADVANCE TO EMPLOYEE		-																																				
AMERICAN EXPRESS CHARGES		-																																				
NET DUE TO EMPLOYEE		-																																				

Department Head Authorization for Travel (payment will not be made without proper authorization) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> Department Head Fiscal Officer (if necessary) Director CAO (if necessary) </div> <div style="width: 45%;"> <div style="text-align: center; margin-bottom: 10px;"> <u>7/5/17</u> Date approved </div> <div style="text-align: center; margin-bottom: 10px;"> <u>6/30/17</u> Date approved </div> <div style="text-align: center; margin-bottom: 10px;"> Date approved </div> <div style="text-align: center;"> Date approved by Board (if necessary) </div> </div> </div>	<p>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).</p> <div style="text-align: center; margin-top: 50px;"> Signature of Claimant </div> <div style="text-align: right; margin-top: 10px;"> Date </div>
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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.



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)



JUVENILE CORRECTIONS OFFICER CORE

COURSE DESCRIPTION:

Juvenile Corrections Officer Core is an intensive 160-hour course designed for the new juvenile corrections officer or the individual interested in a career in juvenile corrections. Topics include: California criminal justice system, professionalism and ethics, defensive tactics, report writing, mental health issues, gangs and physical conditioning.

Because this course is designed to provide practical hands on training in police tactics and weapon usage, participants in this course will engage in physically demanding classroom training exercises that include a risk of injury to the participants.

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:

None

PHYSICAL REQUIREMENTS:

Stretching, running, push-ups, sit-ups, weight training, self-defense, and control techniques are all part of this program. Trainees need to be prepared for the physical rigor. Pre-existing medical conditions may interfere with successful completion of these sections, and/or the course.

SCHEDULE:

*Tuesday, November 01 – Thursday, December 01, 2016..... Fall 2016
**No class on Friday, November 11th & Thursday, November 24th – Friday, November 25th.
**Monday, February 06 – Tuesday, March 07, 2017..... Spring 2017
**No class on Friday, February 17th & Monday, February 20th.
Monday, May 01 – Friday, May 26, 2017..... Spring 2017
Monday, August 7, 2017 – Friday, September 01, 2017..... Fall 2017
***Monday, October 30 – Tuesday, November 28, 2017..... Fall 2017
***No class on Friday, November 10th & Thursday, November 23rd – Friday, November 24th.

HOURS:

8:00 a.m. – 5:00 p.m.

LOCATION:

Sacramento Regional Public Safety Training Center
5146 Arnold Avenue
McClellan, CA 95652

CREDIT:

Seven and one-half (7.5) units through American River College

RESERVATIONS:

Call 916-570-5000, fax 916-570-5023, or e-mail 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.

2016 FEES: \$416.00*

2017 FEES: \$417.00*

\$345.00 Enrollment fee
\$1.00 SRF fee (No SRF Fee for Summer Courses)
\$70.00 Material fees for 2016
\$71.00 Material fees for 2017

* 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.

All fees subject to change

form