

LASSEN COUNTY PROBATION

DEPARTMENT

9-6

☑ 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

Detention Facility
5B Chestnut Street
anville, 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:

June 19, 2018

Subject:

Juvenile Corrections Officer STC Core Training Authorization

Recommendation: The Board of Supervisors approve the travel authorization for Juvenile Corrections Officer Core Training scheduled 8/7-9/5/18 in Sacramento for Carlee Brazier at an estimated cost of \$4,300.88.

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 \$4,300.88 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 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 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: DEPARTMENT:		CARLEE BRAZIER						BARGAINING UNIT:	UPEC/LCEA		
		PROBATION /JDF					<u> </u>				
	FUND	145	B/U	0562	ACCOUNT	30	002901				
TRAVEL DETAIL	<u>.s</u>					-			σ	.	
DATES: 8/7/2018 through: 9/5/2018						٦	TIME DEPARTED:	1PM	A.M 		
FROM: SUSANVILLE TO: SAC					Ţ	ME RETURNED:	9PM	A.M -	⊡ P.M.		
	(City)		(City)							IDEE	
MODE OF TRAVEL (Select from list): COUNTY CAR						NATURE (OF BUSINESS: Estimated	JUVENILE CORREC	Date Paid or	Notes or special	
						į		(if different)	check number	instructions	
						Registration	421.00			CHECK	
Reimbursable miles					х	\$0.540	-		<u> </u>		
					Secondary T	ransportation					
Lodging: Number	er of Days	21	@	\$	133.28	per day	2,798.88		<u> </u>	CHECK	
	<u> </u>	Т-				<u></u>				8/12-8/18/18 = \$253.00 8/19-8/24/18 =\$253.00	
Date:	8/7/1	<u> </u>								8/26-8/31/18= \$253.00	
Breakfast @ \$ 11.00		11.00				 				9/2-9/5/18= \$161.00	
Lunch @ \$12,00		12.00		T							
Dinner @ \$23.00					0.00	0.00	1,081,00			СНЕСК	
TOTALS Per my bargaining un	it's MOU I ma	v request meals	to be	46.00	0,00	0, 0.00	1,55,1150				
reimbursed at reason will be attached to all	able actual co	sts, Itemized re	ceipts		. *			1177			
nderstand that perdi e mixed on any one	em for meals	and receipts ma	y not								
e mixed on any one											
. Montal European											
ncidental Expenses			 								
						T OF TRAVEL	\$ 4,300.88	}			
TOTAL ESTIMATED COST OF TRAVEL \$ 4,30 TOTAL ACTUAL EXPE								_			
TRAVEL ADVANCE TO EMPLOYI									-		
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Department Head Authorization for Travel							and correct, that	the amounts are properly	y due this claimant, that a procented within one t	no items have been lear of when the expenses	
							previously paid, and that the claim is being previously paid, and that the claim 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				
Department Head Date approve					ved or services have provisions of Art			been delivered or perfor cle 4, Chapter 1, Division	med and that this claim i	ooes not violate any	
Imin	1/1/	190					interest).				
Fiscal Officer (if necessary) Date approv					/ed		1				
\vee											
Director Date approx					ved			The sale			
							(alle	XXX		
CAO (ii liecessary)				Date approv	ved by Boar	d (if	1 `	Signature of Claimant Date			
				necessary)					5.20	- N/2	
							<u> </u>			<u> </u>	

Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance. epartment 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.

<u>Important Note:</u> 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.

CHEDULE:

Tuesday, May 8 – Tuesday, June 5, 2018......Summer 2018

*No class on Monday, May 28th

Wednesday, August 8 – Wednesday, September 5, 2018.....Fall 2018

*No class on Monday, September 3rd

Monday, October 15 – Friday, November 9, 2018..... Fall 2018

*No class on Monday, November 12th

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

IMPORTANT: srcjtc@arc.losrios.edu

Note: We are no longer accepting reservations without

<u>Note:</u> We are no longer accepting reservations without names/TBA spots.

All reservations must be submitted utilizing the steps outlined below.

(No SRF Fee for Summer courses)

2018 FEES: \$421.00*

\$345.00 Enrollment fee \$1.00 SRF fee

\$75.00 Material fees

* 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