



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: Amy Foster, Sergeant

Date: August 26, 2018

Agenda Date: September 11, 2018

Discussion:

One Correctional Deputy is scheduled to attend the Correctional Core Academy as required by California Standards and Training for Corrections (STC). This course will be held at Yuba College 2088 N. Beale Rd. Marysville Ca 95901. The Deputy will stay in Marysville for one week at a time, travel home for their off hours on the weekend and return to Marysville for training. 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	\$383.00
Lodging	\$1,980
Per Diem	\$1,127
Uniform	\$53.63
Total (Est)	\$3,543.63

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.

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 it 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:		Cameron Miller			BARGAINING UNIT:		POA	
DEPARTMENT:		Lassen County Sheriff						
FUND	130	B/U	0525	ACCOUNT	3002901			

TRAVEL DETAILS							
DATES: 9/12/2018 through : 10/12/2018		TIME DEPARTED: 5pm		<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.			
FROM: Susanville (City)		TO: Marysville, ca (City)		TIME RETURNED: 6pm		<input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	
MODE OF TRAVEL (Select from list): County Car				NATURE OF BUSINESS: Adult Corrections Academy (CORE)			

							Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions																																		
Registration							383.00																																					
Reimbursable miles X \$0.535							-																																					
Secondary Transportation																																												
Lodging: Number of Days 22 @ \$ 90.00 per day							1,980.00																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Date:</td> <td>9/12-9/14</td> <td>9/16-9/21</td> <td>9/23-9/28</td> <td>9/30-10/5</td> <td>10/7-10/12</td> <td></td> </tr> <tr> <td>Breakfast @ \$ 11.00</td> <td>22.00</td> <td>55.00</td> <td>55.00</td> <td>55.00</td> <td>55.00</td> <td></td> </tr> <tr> <td>Lunch @ \$12.00</td> <td>24.00</td> <td>60.00</td> <td>60.00</td> <td>60.00</td> <td>60.00</td> <td></td> </tr> <tr> <td>Dinner @ \$23.00</td> <td>69.00</td> <td>138.00</td> <td>138.00</td> <td>138.00</td> <td>138.00</td> <td></td> </tr> <tr> <td>TOTALS</td> <td>115.00</td> <td>253.00</td> <td>253.00</td> <td>253.00</td> <td>253.00</td> <td>0.00</td> </tr> </table>							Date:	9/12-9/14	9/16-9/21	9/23-9/28	9/30-10/5	10/7-10/12		Breakfast @ \$ 11.00	22.00	55.00	55.00	55.00	55.00		Lunch @ \$12.00	24.00	60.00	60.00	60.00	60.00		Dinner @ \$23.00	69.00	138.00	138.00	138.00	138.00		TOTALS	115.00	253.00	253.00	253.00	253.00	0.00	1,127.00		
Date:	9/12-9/14	9/16-9/21	9/23-9/28	9/30-10/5	10/7-10/12																																							
Breakfast @ \$ 11.00	22.00	55.00	55.00	55.00	55.00																																							
Lunch @ \$12.00	24.00	60.00	60.00	60.00	60.00																																							
Dinner @ \$23.00	69.00	138.00	138.00	138.00	138.00																																							
TOTALS	115.00	253.00	253.00	253.00	253.00	0.00																																						
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 \$							3,490.00																																					
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;"> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Department Head </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Fiscal Officer (if necessary) </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> Director </div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;"> CAO (if necessary) </div> </div> <div style="width: 45%;"> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Date approved</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Date approved</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Date approved</div> <div style="border-bottom: 1px solid black; margin-bottom: 10px;">Date approved by Board (if necessary)</div> </div> </div>		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). <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; border-bottom: 1px solid black;">Signature of Claimant</div> <div style="width: 35%; border-bottom: 1px solid black;">Date</div> </div>
---	--	--

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.

Yuba College Public Safety Training Center
Correctional Officer Core Course (COCC)
Board of State & Community Corrections (BSCC) – Standards & Training for Corrections (STC)
FALL 2018 COURSE ANNOUNCEMENT

Academy Information: **Thursday, September 13, 2018 – Friday, October 12 2018**

*** Complete **Course Interest Form** immediately to hold a seat(s) until requirements can be completed: <http://yc-publicsafety.yccd.edu/aoj-academies>

- Location: 2088 North Beale Road, Marysville CA 95901, 2100 Building, Rm 2142
- Monday through Friday weekly – 0800-1700 (no classes Saturday-Sunday)
- 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
- Approximate Academy Expense: \$1000.00 +/- (see below + vendor order form)
- Visit <http://www.yubasutterchamber.com/> for area information
- AJ54A/B (832pc) – POST/STC Certified Course, 2 course dates after the conclusion of Corrections Core. Please see course announcement.

Yuba College Requirements: **All attendees must be a current Yuba College student or create their student account via the online college application.**

- Students Attending Yuba College Now – No YC application will be needed
- New Students – Application for admission for Fall 2018 will be available online in March 2018. <http://yc.yccd.edu/admissions/new-students>
- You will access the application utilizing the above link and by completing Step One under 'Apply Now'. Please be advised the application is a 2-step process through CCC Apply. First, you create your account and obtain a CCC ID. This is not your student ID number for Yuba College. You must then sign in to access the application for fall 2018.
- Purchase A Parking Decal -- <http://yc.yccd.edu/campus/parking> (if applicable)
 - Parking permits are required Monday-Friday from 6:00 a.m. – 6:00 p.m.
 - Exempt vehicles will not require a parking decal; affiliates can be invoiced if personal vehicle is used (agency training managers please ensure vehicle information has been entered on the personal information sheet)
 - Independent students please purchase your decal via [Web Advisor](#)

Yuba College Requirements: *Please complete & submit forms to cgil@yccd.edu / llandis@yccd.edu once the Open CCC Account has been created and the Yuba College student application is complete. <http://yc.yccd.edu/academics/aoj/forms> -- (Required forms link)*

Forms Required for Agency Sponsored Students:

- Personal Information Sheet
- DOJ and/or Medical Clearance Form. Affiliated Student


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

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

Registration for Non-Affiliated Students - Upon registering, fees will need to be paid **within 10 days** via Web Advisor. Please be advised students are not cleared to register until medical clearances have been received in the Public Safety Office.

Registration for Affiliated Students – Agencies will automatically be invoiced, unless tuition is paid during the enrollment process; credit cards are accepted.

AJ70A – M**** - Classroom Instruction (7.0 units)
 AJ70B – M****, M**** or M**** - Lab Instruction (.5 units)
(Each student will be cleared for one B section)

 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 uniforms on hand 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 <i>(BOGW Approved Course for those that qualify)</i>	Complete “Personal Information Sheet”. All students are blocked until proper clearances have been received. <i>(Spots will be held from submitted course interest forms until clearances can be completed and submitted to our office)</i>			N/A
	AJ70A-M****		7.0 Units	322.00
	AJ70B-M****, M**** or M**** (student(s) will be cleared for <u>one section</u> only)		.5 Units	23.00
	Parking Decal <i>(No decal needed if driving E-Plated Vehicle)</i>			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 an out-of-state resident, please contact our office as soon as possible when submitting your Yuba College Application.				
Fees Payable to Yuba College (Agency Sponsored Students will be Invoiced):				\$422.47
2	OTHER COSTS & REQUIREMENTS	Specs/Information	Required	Fees (w/o Tax)
Medical Clearance – <i>Self-Sponsored</i>	Forms Link - DOJ-Medical Clearance Folder *Health & History Statement *Medical Clearance STC Academies <i>(fee will depend on insurance coverage)</i>		Self-Sponsored Requirement	100.00 (approx.)

Medical Clearance – <i>Agency Sponsored</i>		Forms Link: DOJ/Medical Clearance.Affiliated	Completed by Training Manager	
3	UNIFORMS & GEAR	Specifications (Vendor of your Choice)	Required	Fees (w/o tax)
<p>More information regarding your uniforms and gear can be found in our Rules and Regulations Manual (hard copies will be provided during orientation; no need to print as this is information only). http://yc-publicsafety.yccd.edu/aoj-forms -Folder: Rules and Regulations-All Academies-COCC Rules and Regulations</p> <p><input type="checkbox"/> Robertson's Uniform-Vendor order forms available on our website <input type="checkbox"/> Action Uniforms-Please call 530.673.6000 for pricing and ordering information</p> <p>*Please work directly with vendors for all uniform orders, prices below are always subject to change*</p>				
Class "A" Shirt – <i>Self-Sponsored</i>	Polo Shirt – Gray * AOJ Logo embroidered on left chest in black thread * "C.O.C.C." embroidered in black thread on right chest		1	29.98
Class "A" Shirt – <i>Agency Sponsored</i>	Department Authorized Uniform (e.g, daily uniform or agency polo)		1	N/A
BDU Pants	Black Propper BDU-Cotton Blend (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	50/50 Blend, Color – Black (required on mats)		1	28.98
Sweat Shirt	Cotton Blend, Black		Optional	21.98
Athletic Socks	White		3 pair	10.00
Athletic Sneakers	Any Brand & Color (cross-training or running shoes)		1 pair	50.00
T-Shirt	PC61, dark heather grey color FRONT: opposite and even with the AOJ logo, the Cadet's last name will be displayed in 1", UPPERCASE letters. BACK: the Cadet's name will be displayed in 2", UPPERCASE letters The letters on both the front and back will be white in color		2	29.96
Reference Books	<i>Vendor of your Choice</i> California Penal Code, Abridged Dictionary		Recommended	45.00 10.00

Payable to Vendor of Choice (fees always subject to change; estimates ONLY): **\$562.82**