



# LASSEN COUNTY PROBATION DEPARTMENT

G-4

☒ **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  
Date: November 16, 2018  
Subject: Probation Officer Officer STC Core Training Authorization

**Recommendation:** The Board of Supervisors approve the travel authorization for Probation Officer Core Training scheduled 1/2/19 -2/7/2019 in Sacramento for Angela Cobb at an estimated cost of \$5,503.48.

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

If Deputy Probation Officers 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 \$5,503.48 with partial reimbursement from the (STC) Standards and Training for Corrections Program.

**Attachments:** Travel Authorization Request for the Deputy Probation Officer 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.

<b>EMPLOYEE NAME:</b>	<u>ANGELA COBB</u>	<b>BARGAINING UNIT:</b>	<u>UPEC/LCEA</u>
<b>DEPARTMENT:</b>	<u>PROBATION</u>		
<b>FUND</b>	<u>145</u>	<b>B/U</b>	<u>0561</u>
<b>ACCOUNT</b>	<u>3002901-STC</u>		

<b>TRAVEL DETAILS</b>			
DATES: <u>1/2/2019</u> through: <u>2/7/2019</u>		TIME DEPARTED: <u>1PM</u> <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
FROM: <u>SUSANVILLE</u> (City)		TO: <u>SAC</u> (City)	
		TIME RETURNED: <u>8:00 PM</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>PROBATION OFFICER CORE COURSE</u>	

							Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions	
							Registration	493.00			
Reimbursable miles _____ x \$0.540								-			
							Secondary Transportation				
Lodging: Number of Days 26 @ \$ 144.48 per day								3,756.48			
Date:	1/2/19	1/3/19	1/4/19							1/6-1/11/19= 256.00	
Breakfast @ \$ 11.00		11.00	11.00							1/13-1/18/19 = 256.00	
Lunch @ \$12.00		12.00	12.00							1/21-1/25/19 = 256.00	
Dinner @ \$23.00	23.00	23.00	23.00							1/27-2/1/19 = 256.00	
TOTALS	23.00	46.00	46.00	0.00	0.00	0.00				2/3-2/7/19= 115.00	
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 \$							5,503.48				
TOTAL ACTUAL EXPENSE								-			
TRAVEL ADVANCE TO EMPLOYEE								-			
AMERICAN EXPRESS CHARGES								-			
NET DUE TO EMPLOYEE								-			

<b>Department Head Authorization for Travel</b> (payment will not be made without proper authorization) <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> </div> <div style="width: 30%; text-align: center;"> <u>9/4/18</u>            Date approved         </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <div style="width: 60%;">           Fiscal Officer (if necessary) _____         </div> <div style="width: 30%; text-align: center;">           Date approved         </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <div style="width: 60%;">           Director _____         </div> <div style="width: 30%; text-align: center;">           Date approved         </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 20px;"> <div style="width: 60%;">           CAO (if necessary) _____         </div> <div style="width: 30%; text-align: center;">           Date approved by Board (if necessary)         </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="display: flex; justify-content: space-between; align-items: center; margin-top: 50px;"> <div style="width: 60%;"> </div> <div style="width: 30%; text-align: center;"> <u>9-4-18</u>            Date         </div> </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](mailto:srcjtc@arc.losrios.edu) (e-mail) <http://www.arc.losrios.edu/safety> (web site)



## PROBATION OFFICER CORE

### COURSE DESCRIPTION:

Probation Officer Core is an intensive 196 hour course designed for entry-level positions in the probation officer field. Topics include: criminal justice system, legal foundations, terminology, codes, statutes, case law, indicators of psychological problems, gangs, interviews, court reports, and report writing. This course meets or exceeds minimum standards set by Standards and Training for Corrections (STC).

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

SCHEDULE: *pc* Wednesday, September 5 – Tuesday, October 9, 2018..... Fall 2018  
Thursday, January 3 – Thursday, February 7, 2019..... Spring 2019  
\*No class on Monday, January 21<sup>st</sup>, 2019  
Monday, March 11 – Friday, April 12, 2019..... Spring 2019  
Wednesday, May 22 – Wednesday, June 26, 2019..... Spring 2019  
\*No class on Monday, May 27<sup>th</sup>, 2019  
Thursday, September 12 – Wednesday, October 16, 2019..... Fall 2019

HOURS: 8:00 a.m. – 5:00 p.m.

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

CREDIT: Nine (9) units through American River College

RESERVATIONS: Call 916-570-5000, Fax 916-570-5023, or e-mail [srcjtc@arc.losrios.edu](mailto: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.***

***\*Holiday, January 21<sup>st</sup>, Martin Luther King's Birthday***

***\*Holiday, May 27<sup>th</sup>, Memorial Day***

### TOTAL FEE \$493.00\*

\$414.00 Enrollment fee

\$78.00 Material fee

\$1.00 SRF fee

(No SRF for Summer courses)

\* 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***



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## PROBATION OFFICER CORE

**ENROLLMENT:**     **\*Mandatory College Enrollment Instructions / to obtain your college Student ID# (SID#):**

- a) Please click on the following link: [http://www.losrios.edu/lrc/lrc\\_app.php](http://www.losrios.edu/lrc/lrc_app.php)
- b) Please click on "Apply to American River College"
- c) If you are new to the OpenCCC website, you will need to create an account. Please write down your username and password as you may need it in the future. If you are a returning user, please log in with your username and password
- d) Once you're done creating an account or signing in, click on "start a new application"
- e) This will take you to the application you need to complete in order to obtain your Student ID#
- f) Contact us at (916) 570-5000 or [srcjtc@arc.losrios.edu](mailto:srcjtc@arc.losrios.edu) with your SID# prior to the first day of class

**IMPORTANT:** Make sure to fill out the date in the box that says "When did you start your present stay in California?" If you were born in California, please enter your date of birth. Leaving it blank on the application for admissions will automatically make you an out of state resident and you will be charged out of state tuition fees

*\*Save each page as you complete it so all of the information that you have entered  
will be saved in case you are timed out*

**Contact us with your SID# prior to the first day of class**  
*(If you did not provide us with it on the Course Registration Form)*

**CERTIFICATION:**     S.T.C. #09133951