



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 

Date: January 16, 2019

Subject: Probation Officer Officer STC Core Training Authorization

Recommendation: The Board of Supervisors approve the travel authorization for Probation Officer Core Training scheduled 3/10-4/12/19 in Sacramento for Daniel Skeen at an estimated cost of \$5,470.00.

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 \$5,470.00 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 [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 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:		DANIEL SKEEN			BARGAINING UNIT:		UPEC/LCEA	
DEPARTMENT:		PROBATION						
FUND	145	B/U	0561	ACCOUNT	3002901-STC			

TRAVEL DETAILS									
DATES: 3/10/2019 through :		4/12/2019		TIME DEPARTED: 1PM		<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.			
FROM: SUSANVILLE (City)		TO: SACRAMENTO (City)		TIME RETURNED: 8:00 PM		<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.			
MODE OF TRAVEL (Select from list): COUNTY CAR				NATURE OF BUSINESS:		PROBATION OFFICER CORE COURSE			

							Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions
Registration							493.00			CHECK
Reimbursable miles x \$0.540							-			
Secondary Transportation										
Lodging: Number of Days 25 @ \$ 144.48 per day							3,612.00			
Date:	3/10/19	3/11/19	3/12/19	3/13/19	3/14/19	3/15/19				3/17-3/22/19 = \$273
Breakfast @ \$ 13.00		13.00	13.00	13.00	13.00	13.00				3/24-3/29/19=\$273
Lunch @ \$14.00		14.00	14.00	14.00	14.00	14.00				3/31-4/5/19 = \$273
Dinner @ \$23.00	23.00	23.00	23.00	23.00	23.00	23.00				4/7-4/12/19= \$273
TOTALS	23.00	50.00	50.00	50.00	50.00	50.00	1,365.00			
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							\$ 5,470.00			
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)		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).			
Department Head				Date approved	
Fiscal Officer (if necessary)				Date approved	
Director				Date approved	
CAO (if necessary)				Date approved by Board (if necessary)	

Signature of Claimant
 1/10/19
Date

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.

Print Form

Reset Form

PLEASE TYPE IN THE FIELDS BELOW OR PRINT CLEARLY – FAX OR MAIL TO:



Sacramento Regional Public Safety Training Center
AMERICAN RIVER COLLEGE – LOS RIOS COMMUNITY COLLEGE DISTRICT

5146 Arnold Avenue, Room 110A, McClellan CA 95652

(916) 570-5000 Fax (916) 570-5023

srcjtc@arc.losrios.edu (e-mail) <http://www.arc.losrios.edu/~safety> (web site)

SRPSTC COURSE REGISTRATION FORM

Fire Technology Law Enforcement Corrections



Course Title: PROBATION OFFICER CORE COURSE

Course Dates: 3/11-4/12/19

Applicant Name: DANIEL SKEEN

Last 4 SSN: XXX – XX – 1475

Mailing Address: 2950 RIVERSIDE DR, SUITE 101
SUSANVILLE, CA 96130

Student ID#: _____

Date of Birth: 10/3/85

Student E-mail Address: dskeen@co.lassen.ca.us

Phone (home/cell): 530-251-2617

Phone (work): 530-251-2617

Agency/Dept. Name: LASSEN COUNTY PROBATION

Agency/Dept. Address: 2950 RIVERSIDE DR, SUITE 101

Agency/Dept. Contact: JESSICA VALDOVINOS

Agency/Dept. Phone: 530-251-2607

Agency Contact Email Address: jvaldovinos@co.lassen.ca.us

If using a credit card, please provide the following information:

****VERY IMPORTANT NOTE: Please provide the name that appears on the credit card and the billing zip code below.**

☐ AGENCY Payment PRINT NAME OF AGENCY/CARD HOLDER: _____

Billing Zip Code: _____

☐ PRIVATE Payment PRINT NAME OF CARD HOLDER: _____

Billing Zip Code: _____

☐ VISA ☐ MasterCard Payment Amount: \$ _____

Card Number: _____

Expiration Date: _____

V-Code (The V Code is the 3 digit number on the back of your credit card. The V Code is located in the signature line and is usually the last three numbers directly after your credit card number.) _____

Agency Representative or Card Holder Signature: _____

For Office Use Only:

Date Received: _____ Amount: \$ _____ ☐ Cash ☐ Check # _____ Date Confirmed: _____

Initials: _____

FEES:

- * Fees are subject to change. Verify current fees for ALL courses by calling (916) 570-5000 for assistance.
- * Please make checks payable to **American River College**.

CANCELLATIONS:

- * Refund/transfer requests must be made, in writing, at least 14 days prior to the first class meeting.

FAXED 3/26/2015
SRPSTC

Confirmed 8/29/18



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)



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:

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

IMPORTANT: ***Note: We are no longer accepting reservations without names/TBA spots.***

All reservations must be submitted utilizing the steps outlined below.

****Holiday, January 21st, Martin Luther King's Birthday***

****Holiday, May 27th, 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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AMERICAN RIVER COLLEGE – LOS RIOS COMMUNITY COLLEGE DISTRICT
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916-570-5000 (phone) 916-570-5023 (fax)
srcjtc@arc.losrios.edu (e-mail) <http://www.arc.losrios.edu/safety> (web site)



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
- 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 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