

LASSEN COUNTY PROBATION

DEPARTMENT

9-3

☑ 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

5B 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:

June 27, 2019

Subject:

Juvenile Corrections Officer STC Core Training Authorization

Recommendation: The Board of Supervisors approve the travel authorization for Juvenile Corrections Officer Core Training scheduled 8/13-9/11/19 in Sacramento for Mickenzie Mohr at an estimated cost of \$4,719.20.

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 \$4,719.20 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. restions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

EMPLOYEE NAME:		MICKENZIE MOHR						BARGAINING UNIT: UPEC/LCEA		
DEPARTMENT:		PROBATION						•		-
	FUND	145	B/U	0561	ACCOUNT	3	002901			
TRAVEL DETAIL	L <u>S</u>									
DATES: 8/13/2019 through: 9/11/2019				4			TIME DEPARTED:	1PM	a A.N	□ P,M
FROM: SUSANVILLE TO: SAC :					_	-	TIME RETURNED:	8PM	□ A.M -	□ Р.М.
(City) (City)								JCO CORE		
MODE OF TRAVEL (Select from list): COUNTY CAR						NATURE OF BUSINESS: Estimated			Dete Beld	T N. c.
							Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions
						Registration	429.00			
Reimbursable miles			sable miles		_ X	\$0.580	-			
					Secondary T	ransportation				
Lodging: Number of Days 21 @			@	\$	151.20	per day	3,175.20			
Date	8/13/19	8/14/19	8/15/19	8/16/19						8/18-8/23/19=\$273
Breakfast @ \$ 13.00		13.00	13.00	13.00						8/25-8/30/19=\$273
Lunch @ \$14.00		14,00	14.00							9/2-9/6/19=\$223
Dinner @ \$23.00	23,00	23.00	23,00	23.00						9/8-9/11/19=\$173
TOTALS	23.00	50.00	50.00	50.00			1,115.00			
Per my bargaining uni						-				
nbursed at reasonable actual costs. Iternized receipts be attached to all claims for reimbursement. understand that perdiem for meals and receipts may not										
be mixed on any one		na roscipia ma	y not							
Incidental Expenses										
						-		,		
TOTAL ESTIMATED COST OF TRAVEL \$										
							\$ 4,719.20 CTUAL EXPENSE	-		
							E TO EMPLOYEE	-		
							RESS CHARGES	_		
							E TO EMPLOYEE	-		
Danastmant Han	d Authorina	tion for Tr	<u> </u>				The undersigned	under penalty of perjury,	states that the trees list	
Department Head Authorization for Travel (payment will not be made without proper authorization)							and correct, that th	ne amounts are properly	due this claimant, that no	
C/Blowning_							were incurred. I co	ertify from my own knowl d for use by the departme	edge, the the articles or ent for the purpose indica	services listed on this ated and that the articles
Department Head Date approved							or services have b provisions of Articl	een delivered or perform e 4, Chapter 1, Division 4	ed and that this claim do	es not violate any
							Interest).			
Fiscal Officer (if necessary) Date approve					ed					
							,	Mollenzi	Mony	6/27/19
Director				Date approved			-		ham., J	***************************************
			Date approveneces	te approved by Board (if			Signature of Claima	ınt	Date	
				,,						

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) srcitc@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:

Spring 2019

Wodnesday, August 14 – Wednesday, September 11, 2019....

Spring 2019

(*No class on Monday, September 2nd)

Wednesday, October 23 – Wednesday, November 20, 2019.....

Fall 2019

(*No class on Monday, November 11th)

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:

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

RESERVATIONS:

To confirm whether there are any openings in a class, call

916-570-5000, fax 916-570-5023, or e-mail srcitc@arc.losrios.edu

IMPORTANT:

Note: We no longer accept TBA / reservations without names

*To register in a class: Everyone must complete a Course Reservation and Payment Form (On our website on the Forms page) and fax (916.570.5023) or scan/email it to this office at srcitc@arc.losrios.edu

Students are also required to complete the mandatory college enrollment process prior to the first day of class to ensure they are current in the college system.

*Mandatory College Enrollment procedure is outlined below:

TOTAL FEE: \$429.00*

\$345.00 Enrollment fee \$83.00 Material fees \$1.00 SRF fee

(No SRF Fee 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

11/21/18 Start



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JUVENILE CORRECTIONS 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. #05783789