



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 *JB*
Date: August 12, 2019
Subject: Supervisor STC Core Training Authorization

Recommendation: The Board of Supervisors approve the travel authorization for Supervisor Core Training scheduled 10/27-11/8/19 in Sacramento for Samantha McMullen at an estimated cost of \$2,188.00.

Summary: It is a mandated requirement of the State Board of Corrections for all Supervisors to attend STC Supervisor 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 \$2,188.00 with partial reimbursement from the (STC) Standards and Training for Corrections Program.

Attachments: Travel Authorization Request for Samantha McMullen 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 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: <u>SAMANTHA MCMULLEN</u>		BARGAINING UNIT: <u>MID-MANAGEMENT</u>	
DEPARTMENT: <u>PROBATION</u>			
FUND <u>145</u>	B/U <u>0561</u>	ACCOUNT <u>3002901-STC</u>	

TRAVEL DETAILS			
DATES: <u>10/27/2019</u> through : <u>11/8/2019</u>		TIME DEPARTED: <u>1PM</u> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
FROM: <u>SUSANVILLE</u> TO: <u>SAC</u> (City) (City)		TIME RETURNED: <u>8PM</u> <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	
MODE OF TRAVEL (Select from list): <u>COUNTY CAR</u>		NATURE OF BUSINESS: <u>SUPERVISOR CORE COURSE</u>	

Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions																																			
Registration 130.00																																						
Reimbursable miles _____ X \$0.580 Secondary Transportation	-																																					
Lodging: Number of Days <u>10</u> @ \$ <u>151.20</u> per day	1,512.00		CALCARD																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Date:</th> <th>10/27/19</th> <th>10/28/19</th> <th>10/29/19</th> <th>10/30/19</th> <th>10/31/19</th> <th>11/1/19</th> </tr> <tr> <td>Breakfast @ \$ 13.00</td> <td></td> <td>13.00</td> <td>13.00</td> <td>13.00</td> <td>13.00</td> <td>13.00</td> </tr> <tr> <td>Lunch @ \$14.00</td> <td></td> <td>14.00</td> <td>14.00</td> <td>14.00</td> <td>14.00</td> <td>14.00</td> </tr> <tr> <td>Dinner @ \$23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> <td>23.00</td> </tr> <tr> <td>TOTALS</td> <td>23.00</td> <td>50.00</td> <td>50.00</td> <td>50.00</td> <td>50.00</td> <td>50.00</td> </tr> </table>	Date:	10/27/19	10/28/19	10/29/19	10/30/19	10/31/19	11/1/19	Breakfast @ \$ 13.00		13.00	13.00	13.00	13.00	13.00	Lunch @ \$14.00		14.00	14.00	14.00	14.00	14.00	Dinner @ \$23.00	23.00	23.00	23.00	23.00	23.00	23.00	TOTALS	23.00	50.00	50.00	50.00	50.00	50.00	546.00		11/3-11/8/19= \$273.00
Date:	10/27/19	10/28/19	10/29/19	10/30/19	10/31/19	11/1/19																																
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TOTALS	23.00	50.00	50.00	50.00	50.00	50.00																																
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 \$		2,188.00																																				
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; align-items: flex-start;"> <div style="width: 45%;"> Department Head Fiscal Officer (if necessary) Director CAO (if necessary) </div> <div style="width: 45%;"> <div style="text-align: center; margin-bottom: 10px;"> Date approved </div> <div style="text-align: center; margin-bottom: 10px;"> Date approved </div> <div style="text-align: center; margin-bottom: 10px;"> Date approved </div> <div style="text-align: center;"> 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; align-items: flex-end;"> <div style="width: 45%; text-align: center;"> Signature of Claimant </div> <div style="width: 45%; text-align: center;"> <div style="text-align: center; margin-bottom: 10px;"> Date </div> <div style="text-align: center;"> Date </div> </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

Guest Services

Invoice: #3895

Date: June 21, 2019

Guest Name: Samantha McMullen
Company: Lassen County Probation
Attn: Jessica Valdovinos
Address: 4101 Innovator Drive, Sacramento, CA. 95834

For rental and services for suite number **TBD** located at the **Villagio** apartments in Sacramento.
This rental includes all services for a period of **10** days from the **27th** day of **October** through the **7th** day of **November**, 2019.

Receipt

Date _____	10 Days rental @ \$135.00	\$1,350.00
Amount Paid _____	Hotel occupancy tax @ 12%	\$ 162.00
____ Cash	Garage fee	\$
____ Check # _____	Cable fee	\$
____ Credit card	Pet fee	\$
Verified: _____	Furniture delivery charge	\$
TOTAL		<u>\$1,512.00</u>
Amount paid		\$ _____
Balance due:		\$ _____

Additional Requirements: One bedroom (no charge on weekends)

Billing Arrangements: Please pay upon receipt

(Please send payments to this mailing address only)

1500 W. El Camino #338 Sacramento, Ca. 95833

(916) 813-5170



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)



SUPERVISORY CORE COURSE (STC)

COURSE DESCRIPTION:

This course is an 80 hour. This course focuses on aspects of supervision specific to the field of corrections. This examination of supervision in the context of parole and probation environments will include ethics, problem solving, discipline, legal update, grievance procedures, and leadership. This course is accredited by the State of California's Standards and Training for Corrections (STC) with STC Certification #0218-011703. Pass/No Pass only.

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:

Successful completion of Juvenile Corrections Officer Core, Adult Correctional Officer Core, or Probation Officer Core course. Prerequisites will be checked prior to the first day of training.

SCHEDULE:

Monday, March 4 – Friday, March 15, 2019..... Spring 2019
*Monday, May 13 – Friday, May 24, 2019..... Spring 2019
*Above Date Change From: Monday, May 6 – Friday, May 17, 2019.....
Monday, August 19 – Friday, August 30, 2019..... Summer 2019
Monday, October 28 – Friday, November 8, 2019..... Fall 2019

HOURS:

8:00 a.m. – 5:00 p.m.

LOCATION:

2019 Class Location:

Crowne Plaza

5321 Date Avenue, Sacramento, CA 95841, (916) 338-5800

CREDIT:

Two (2) 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: \$130.00

\$92.00 Enrollment fee
\$37.00 Material fee
\$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



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SUPERVISORY CORE COURSE (STC)

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: Please be 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. #0218-011703