

LASSEN COUNTY TRAVEL AUTHORIZATION & REPORT

INSTRUCTIONS:

Travel authorization must be completed prior to departing.

For payment, submit a copy of the travel authorization, a regular accounts payable claim and required receipts.

When several payments are needed for the same travel, identify the prior payments on the travel authorization.

If actual expenses exceed the estimated, enter the new amount in the actual column and have it initialed by the dept head.

Do not change Estimated Amount Column.

EMPLOYEE NAME:	Ariana Bollinger	BARGAINING UNIT:	
DEPARTMENT:	Lassen County Sheriff	Select from list:	POA
FUND:	130	BUDGET UNIT:	0525

AUTHORIZED TRAVEL

1. DATES:	9/8/2020	through :	10/9/2020	2. TIME DEPARTED:	6:00 PM	TIME RETURNED:	6:00pm
3. FROM	Susanville	to:	Marysville	4. NATURE OF BUSINESS:	Correctional CORE course		
	(City)		(City)				
5. MODE OF TRAVEL (Select from list):	COUNTY CAR						
Business miles=		x		\$0.555	= \$		-

	ESTIMATED	ACTUAL (if different)	WARRANT #	ADVANCE Y/N
Registration	\$355.00			Yes
Primary Transportation				
Secondary Transportation				
Lodging: Number of Days 23 @ \$ 96.00 per day	2,208.00			
To claim standard per diem please check the appropriate cell. Meals in excess of per diem, (Mgmt only), enter amount, attach receipts				
Date: 9/8/20-9/11	9/13-9/18	9/20-9/25	9/27-10/2	10/4-10/9
Breakfast @ \$13.00	0.00	0.00	0.00	0.00
Lunch @ \$14.00	42.00	56.00	56.00	56.00
Dinner @ \$23.00	92.00	92.00	92.00	92.00
TOTALS	134.00	148.00	148.00	148.00
	726.00			Yes
Incidental Expenses incidental \$5.00 a day =\$65.00 **Refer to travel policy 12/11/01**				
TOTAL ESTIMATED COST OF TRAVEL	\$3,289.00			
TOTAL ACTUAL EXPENSES				
TRAVEL ADVANCE TO EMPLOYEE	239.00			
TRAVEL ADVANCE TO OTHER				
AMERICAN EXPRESS CHARGES				
NET DUE TO EMPLOYEE	239.00	-		

COMMENTS:

Department Head Authorization for Travel

Department Head

Fiscal Officer (if necessary)

Director (if necessary)

CAO (if required)

Must be signed by Department Head in order for reimbursement to be processed
Per 12/11/01 Board action, pre-approved travel authorizations by CAO are required for:
A) All travel between \$1,500 - \$2,000.
B) Emergency travel in excess of \$1,500 will be post-reviewed by CAO.
All travel over \$2,000 requires advance Board authorization.

Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:25 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

This message comes from an external sender. EXTERNAL SENDER WARNING!


Open this message to review your booking details.




Earn rewards for your stay.
Join Choice Privileges Rewards®

Find information on our expanded cancellation policy related to COVID-19 [here >](#)

Learn about enhanced cleanliness protocols at Choice-branded hotels in this
[video >](#)



Comfort Suites Marysville-Yuba City

 1034 North Beale Rd., Marysville, CA, 95901, US

 +1 (530) 742-9200

 [Review Hotel Details](#)

Ariana, your reservation is confirmed.

Confirmation Number: 719837700



Check-in:

8

Tue, Sep 8, 2020
3:00 PM



Check-out:

11

Fri, Sep 11, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 8, 2020 for 3 nights at \$96.00 (per night)

Estimated Tax and Other Charges: \$37.68

Estimated Total: **\$325.68** (US Dollar)

Cancellation Policy: Free Cancellation until Sep 7, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

Hotel Notice: Some hotel features—including fitness centers, pools, food and beverage, and other amenities—may not be available at this time due to COVID-19. To help protect the safety of guests, employees and visitors, we require the use of face coverings in hotel common areas.

Have your plans changed?

Your reservation may be changed or cancelled, without charge, via one of the following methods:

- From the [View Reservation Details](#) page
- If you are in the US, please call [800-424-6423](tel:800-424-6423) and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at [+1 \(530\)-742-9200](tel:+15307429200)

Confirmation Number: 719837700

MODIFY YOUR RESERVATION ›

Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:26 PM
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Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

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[View in Web](#)



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Comfort Suites Marysville-Yuba City

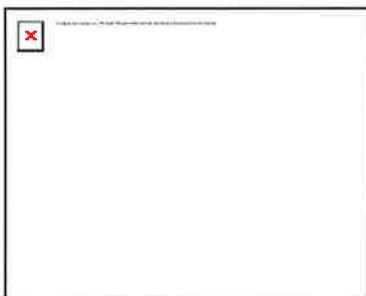
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Ariana, your reservation is confirmed.

Confirmation Number: 719839410



Check-in:

13

Sun, Sep 13, 2020
3:00 PM



Check-out:

18

Fri, Sep 18, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 13, 2020 for 5 nights at \$96.00 (per night)

Estimated Tax and Other Charges: \$62.81

Estimated Total: **\$542.81** (US Dollar)

Cancellation Policy: Free Cancellation until Sep 12, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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Comfort Suites Marysville-Yuba City

1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Ariana, your reservation is confirmed.

Confirmation Number: 719839538



Check-in:

20

Sun, Sep 20, 2020
3:00 PM



Check-out:

25

Fri, Sep 25, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 20, 2020 for 5 nights at \$96.00 (per night)

Estimated Tax and Other Charges: \$62.81

Estimated Total: **\$542.81** (US Dollar)

Cancellation Policy: Free Cancellation until Sep 19, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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Confirmation Number: 719839538

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Comfort Suites Marysville-Yuba City

1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Ariana, your reservation is confirmed.

Confirmation Number: 719839611



Check-in:

27

Sun, Sep 27, 2020
3:00 PM



Check-out:

2

Fri, Oct 2, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 27, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 26, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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Confirmation Number: 719839611

[MODIFY YOUR RESERVATION ›](#)

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Sent: Monday, August 17, 2020 2:26 PM
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Comfort Suites Marysville-Yuba City

1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Ariana, your reservation is confirmed.

Confirmation Number: 719839667



Check-in:

4

Sun, Oct 4, 2020
3:00 PM



Check-out:

9

Fri, Oct 9, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Oct 4, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Oct 3, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

Have your plans changed?

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- If you are in the US, please call **800-424-6423** and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
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Confirmation Number: 719839667

[MODIFY YOUR RESERVATION >](#)

ENHANCE YOUR STAY



U.S. General Services Administration


FY 2020 Per Diem Rates for California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

Yuba College Public Safety Training Center
Correctional Officer Core Course (COCC)
 Board of State & Community Corrections (BSCC) – Standards & Training for Corrections (STC)
Fall 2020 COURSE ANNOUNCEMENT
Website: administration-of-justice

Correctional Officer Core Course (COCC) STC Certified: 09425783	Course Hours: M-F: 0800-1700 Hrs (177.75 Training Hrs) 22 Days <i>*no holidays</i>	Bldg 2100 East Lot Room TBA	AJ 70A- 7.0 Units AJ70B- .5 Unit <i>*must enroll concurrently in both Modules A and one section of B for course completion.</i>
Course Dates:	Thursday, September 10⁹ – Friday, October 9, 2020		
	<u>Course dates are subject to change.</u> Email your interest or complete the <u>Course Interest Form</u> Orientation letter will be sent approximately two weeks prior to the course.		
<p>Theory and application of Corrections Officer Training. Meets Board of State and Community Corrections. Units of course study include: Criminal Justice System, Codes and Statutes, professionalism/ethics, classification of inmates, contraband/evidence, booking and receiving, releasing, maintaining security, report writing, supervising inmates, distribution of supplies, monitoring health, management of inmate workers, screening visitors and mail, transport of outside facilities, emergency procedures, testifying in court and physical tasks.</p> <p>BSCC: <u>Adult Corrections Officer Core Course Manual</u></p> <p><u>Prerequisite: Medical Clearance & Uniform</u></p> <p>Forms Required for <u>Agency Sponsored Student</u>:</p> <ul style="list-style-type: none">• Personal Information Sheet• DOJ and/or Medical Clearance Form. Affiliated Student <p>Forms Required for <u>Non-Sponsored/Non-Affiliated Student</u>:</p> <ul style="list-style-type: none">• Personal Information Sheet• DOJ Live Scan (24 hour firearms ONLY)• Health & History Statement –<i>complete before appointment</i>• Physician's Release/Medical Clearance -- <i>physician of choice</i>			
Yuba College Enrollment:	<p>Once a student account is created and the required documents are received, enrollment block is removed. Send email to <u>cgil@yccd.edu</u></p> <p>Create an OpenCCC Account, <u>and</u> create Yuba College Account: (not all steps required-mandatory to complete step 1 (two-step process for student ID) <u>http://yc.yccd.edu/admissions/new-students</u> -- <i>Follow Instructions</i></p> <p>Upon enrollment, fees will need to be paid within 10 days through Web Advisor</p> <ul style="list-style-type: none">○ <i>Affiliated Students will automatically be invoiced, unless enrollment pay process; credit cards accepted.</i>○ Cashier: 530-741-6724 or <u>lelliot@yccd.edu</u>○ <u>Web Advisor Log In</u>		

 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)
		Complete "Personal Information Sheet". All students are blocked until clearances are received. <i>(spots will be held until clearances can be completed and submitted to our office)</i>		N/A
	Units / Registration Fees <i>(BOGW Approved Course for those that qualify)</i>	AJ70A-M5634	7.0 Units	322.00
		AJ70B-M5634, M5639 or M5640 (student(s) will be cleared for <u>one section</u> only)	.5 Units	23.00
		Semester Decal or Daily Passes (2.00 each) http://yc.yccd.edu/campus/parking <i>(No decal needed if driving E-Plated Vehicle; no decals needed for weekend dates) - \$20.00 pass/BOGW approved.</i>		20.00-40.00
		Student Service Fee		10.00
		All required handouts and forms will be placed on Canvas. Each student will have access to Canvas once enrolled. https://yccd.instructure.com/login/ldap		
California Residency Fee is \$46.00/unit. If you are sponsored and will be considered out-of-state resident, please contact our office as soon as possible when processing Yuba College Application.				
2	OTHER COSTS & REQUIREMENTS	Specs/Information	Required	Fees (w/o Tax)
	DOJ and/or Medical Clearance – <i>Self-Sponsored</i>	Medical Clearance *Health & History-ParQ *Medical Clearance STC Academies <i>(fee will depend on insurance coverage)</i>	Self-Sponsored Requirement	82.00 100.00 (approx.)
	DOJ and/or Medical Clearance – <i>Agency Sponsored</i>	Medical Clearance.Affiliated Forms	Completed by Training Manager	N/A

3	UNIFORMS & GEAR	Specifications (Vendor of your Choice)	See Below	Fees (w/o tax)
Classroom Attire: Business Casual				
Reference Books	<i>Vendor of your Choice</i> California Penal Code, Abridged Dictionary		Recommended	45.00 10.00
DTAC Attire:				
Sweat Pants	Black Athletic Pants (sweats are required on mats)		Student Choice	29.98
Sweat Shirt	Black Sweatshirt		Optional	22.95
Athletic Socks	White or Black		1 pair	10.00
Athletic Sneakers	Any Brand & Color (cross-training or running shoes)		1 pair	50.00
Mat/Soft Shoes			Recommended	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 Each	30.00

LASSEN COUNTY TRAVEL AUTHORIZATION & REPORT

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Do not change Estimated Amount Column.

EMPLOYEE NAME:	Dante Valerga	BARGAINING UNIT:
DEPARTMENT:	Lassen County Sheriff	Select from list: POA
FUND:	130	BUDGET UNIT: 0525

AUTHORIZED TRAVEL			
1. DATES:	9/8/2020 through :	10/9/2020	2. TIME DEPARTED: 6:00 PM TIME RETURNED: 6:00pm
3. FROM	Susanville <small>(City)</small>	to: Marysville <small>(City)</small>	4. NATURE OF BUSINESS: Correctional CORE course
5. MODE OF TRAVEL (Select from list):	COUNTY CAR		
Business miles= x \$0.555 = \$ -			

	ESTIMATED	ACTUAL <small>(if different)</small>	WARRANT #	ADVANCE Y/N
Registration	\$355.00			Yes
Primary Transportation				
Secondary Transportation				
Lodging: Number of Days 23 @ \$ 96.00 per day	2,208.00			
To claim standard per diem please check the appropriate cell. Meals in excess of per diem, (Mgmt only), enter amount, attach receipts				
Date: 9/8/20-9/11	9/13-9/18	9/20-9/25	9/27-10/2	10/4-10/9
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TOTALS	134.00	148.00	148.00	148.00
	726.00			Yes
Incidental Expenses incidental \$5.00 a day =\$65.00 <small>**Refer to travel policy 12/11/01**</small>				
TOTAL ESTIMATED COST OF TRAVEL	\$3,289.00			
TOTAL ACTUAL EXPENSES		-		
TRAVEL ADVANCE TO EMPLOYEE	239.00			
TRAVEL ADVANCE TO OTHER				
AMERICAN EXPRESS CHARGES				
NET DUE TO EMPLOYEE	239.00	-		

COMMENTS:

Department Head Authorization for Travel

Department Head

Fiscal Officer (if necessary)

Director (if necessary)

CAO (if required)

Must be signed by Department Head in order for reimbursement to be processed
Per 12/11/01 Board action, pre-approved travel authorizations by CAO are required for:
A) All travel between \$1,500 - \$2,000.
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Comfort Suites Marysville-Yuba City

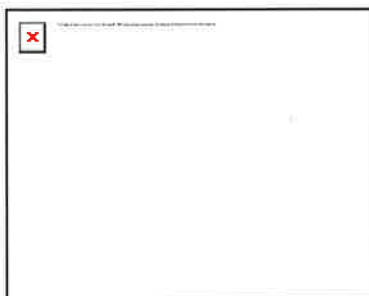
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dante, your reservation is confirmed.

Confirmation Number: 719837990



Check-in:

8

Tue, Sep 8, 2020
3:00 PM



Check-out:

11

Fri, Sep 11, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 8, 2020 for 3 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$37.68
Estimated Total:	\$325.68 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 7, 2020 at 4:00:00 PM local hotel time.

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Confirmation Number: 719837990

[MODIFY YOUR RESERVATION ›](#)

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+1 (530) 742-9200

[Review Hotel Details](#)

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Confirmation Number: 719840055



Check-in:

13

Sun, Sep 13, 2020
3:00 PM



Check-out:

18

Fri, Sep 18, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

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- From the [View Reservation Details](#) page
- If you are in the US, please call [800-424-6423](tel:800-424-6423) and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at [+1 \(530\)-742-9200](tel:+15307429200)

Confirmation Number: 719840055

[MODIFY YOUR RESERVATION ›](#)

Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:29 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

This message comes from an external sender. EXTERNAL SENDER WARNING!

Open this message to review your booking details.

[View in Web](#)



Earn rewards for your stay.
[Join Choice Privileges Rewards®](#)

Find information on our expanded cancellation policy related to COVID-19 [here >](#)

Learn about enhanced cleanliness protocols at Choice-branded hotels in this [video >](#)



Comfort Suites Marysville-Yuba City

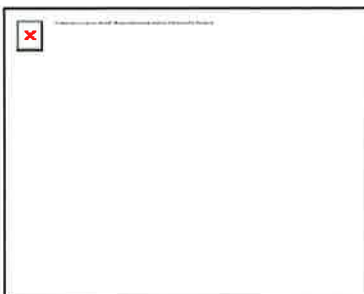
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dante, your reservation is confirmed.

Confirmation Number: 719840124



Check-in:

20

Sun, Sep 20, 2020
3:00 PM



Check-out:

25

Fri, Sep 25, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 20, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 19, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

Hotel Notice: Some hotel features—including fitness centers, pools, food and beverage, and other amenities—may not be available at this time due to COVID-19. To help protect the safety of guests, employees and visitors, we require the use of face coverings in hotel common areas.

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Confirmation Number: 719840124

[MODIFY YOUR RESERVATION ›](#)

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Open this message to review your booking details.

[View in 3D](#)



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[Join Choice Privileges Rewards®](#)

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Comfort Suites Marysville-Yuba City

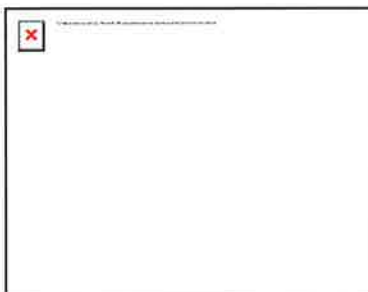
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dante, your reservation is confirmed.

Confirmation Number: 719840269



Check-in:

27

Sun, Sep 27, 2020
3:00 PM



Check-out:

2

Fri, Oct 2, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 27, 2020 for 5 nights at \$96.00 (per night)

Estimated Tax and Other Charges: \$62.81

Estimated Total: **\$542.81** (US Dollar)

Cancellation Policy: Free Cancellation until Sep 26, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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Confirmation Number: 719840269

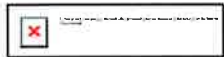
MODIFY YOUR RESERVATION >

Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:30 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

This message comes from an external sender. EXTERNAL SENDER WARNING!

Open this message to review your booking details.



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Comfort Suites Marysville-Yuba City

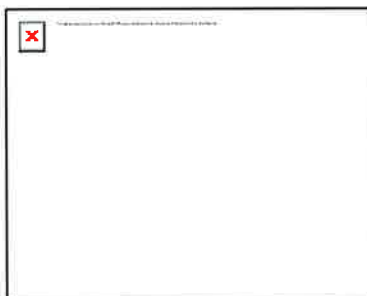
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dante, your reservation is confirmed.

Confirmation Number: 719840347



Check-in:

4

Sun, Oct 4, 2020
3:00 PM



Check-out:

9

Fri, Oct 9, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Oct 4, 2020 for 5 nights at \$96.00 (per night)

Estimated Tax and Other Charges: \$62.81

Estimated Total: **\$542.81** (US Dollar)

Cancellation Policy: Free Cancellation until Oct 3, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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- From the [View Reservation Details](#) page
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- By calling the hotel directly at **+1 (530)-742-9200**

Confirmation Number: 719840347

MODIFY YOUR RESERVATION ›

ENHANCE YOUR STAY



U.S. General Services Administration

FY 2020 Per Diem Rates for California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

Yuba College Public Safety Training Center
Correctional Officer Core Course (COCC)
 Board of State & Community Corrections (BSCC) – Standards & Training for Corrections (STC)
Fall 2020 COURSE ANNOUNCEMENT
Website: administration-of-justice

Correctional Officer Core Course (COCC)	Course Hours: M-F: 0800-1700 Hrs (177.75 Training Hrs) 22 Days <i>*no holidays</i>	Bldg 2100 East Lot Room TBA	AJ 70A- 7.0 Units AJ70B- .5 Unit <i>*must enroll concurrently in both Modules A and one section of B for course completion.</i>
Course Dates:	9 Thursday, September 10 – Friday, October 9, 2020		
	<u>Course dates are subject to change.</u> Email your interest or complete the <u>Course Interest Form</u> Orientation letter will be sent approximately two weeks prior to the course.		
Theory and application of Corrections Officer Training. Meets Board of State and Community Corrections. Units of course study include: Criminal Justice System, Codes and Statutes, professionalism/ethics, classification of inmates, contraband/evidence, booking and receiving, releasing, maintaining security, report writing, supervising inmates, distribution of supplies, monitoring health, management of inmate workers, screening visitors and mail, transport of outside facilities, emergency procedures, testifying in court and physical tasks. BSCC: <u>Adult Corrections Officer Core Course Manual</u>			
<u>Prerequisite: Medical Clearance & Uniform</u>			
Forms Required for <u>Agency Sponsored Student</u> : <ul style="list-style-type: none">• Personal Information Sheet• DOJ and/or Medical Clearance Form.Affiliated Student			
Forms Required for <u>Non-Sponsored/Non-Affiliated Student</u> : <ul style="list-style-type: none">• Personal Information Sheet• DOJ Live Scan (24 hour firearms ONLY)• Health & History Statement –<i>complete before appointment</i>• Physician’s Release/Medical Clearance -- <i>physician of choice</i>			
Yuba College Enrollment:	Once a student account is created and the required documents are received, enrollment block is removed. Send email to <u>cgil@yccd.edu</u> Create an OpenCCC Account, <u>and</u> create Yuba College Account: (not all steps required- mandatory to complete step 1 (two-step process for student ID) <u>http://yc.yccd.edu/admissions/new-students</u> -- <i>Follow Instructions</i> Upon enrollment, fees will need to be paid within 10 days through Web Advisor <ul style="list-style-type: none">○ <i>Affiliated Students will automatically be invoiced, unless enrollment pay process; credit cards accepted.</i>○ Cashier: 530-741-6724 or <u>lelliot@yccd.edu</u>○ <u>Web Advisor Log In</u>		



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)
	Units / Registration Fees (BOGW Approved Course for those that qualify)	<p>Complete "Personal Information Sheet". All students are blocked until clearances are received. (spots will be held until clearances can be completed and submitted to our office)</p> <p>AJ70A-M5634</p> <p>AJ70B-M5634, M5639 or M5640 (student(s) will be cleared for <u>one section</u> only)</p> <p>Semester Decal or Daily Passes (2.00 each) http://yc.yccd.edu/campus/parking (No decal needed if driving E-Plated Vehicle; no decals needed for weekend dates) - \$20.00 pass/BOGW approved.</p> <p>Student Service Fee</p> <p>All required handouts and forms will be placed on Canvas. Each student will have access to Canvas once enrolled. https://yccd.instructure.com/login/ldap</p>	<p>7.0 Units</p> <p>.5 Units</p>	<p>N/A</p> <p>322.00</p> <p>23.00</p> <p>20.00-40.00</p> <p>10.00</p>
<p>California Residency Fee is \$46.00/unit. If you are sponsored and will be considered out-of-state resident, please contact our office as soon as possible when processing Yuba College Application.</p>				
2	OTHER COSTS & REQUIREMENTS	Specs/Information	Required	Fees (w/o Tax)
	DOJ and/or Medical Clearance – Self-Sponsored	<p>Medical Clearance</p> <p>*Health & History-ParQ</p> <p>*Medical Clearance STC Academies (fee will depend on insurance coverage)</p>	Self-Sponsored Requirement	<p>82.00</p> <p>100.00 (approx.)</p>
	DOJ and/or Medical Clearance – Agency Sponsored	Medical Clearance.Affiliated Forms	Completed by Training Manager	N/A

3	UNIFORMS & GEAR	Specifications (Vendor of your Choice)	See Below	Fees (w/o tax)
Classroom Attire: Business Casual				
Reference Books		Vendor of your Choice California Penal Code, Abridged Dictionary	Recommended	45.00 10.00
DTAC Attire:				
Sweat Pants		Black Athletic Pants (sweats are required on mats)	Student Choice	29.98
Sweat Shirt		Black Sweatshirt	Optional	22.95
Athletic Socks		White or Black	1 pair	10.00
Athletic Sneakers		Any Brand & Color (cross-training or running shoes)	1 pair	50.00
Mat/Soft Shoes			Recommended	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 Each	30.00

LASSEN COUNTY TRAVEL AUTHORIZATION & REPORT

INSTRUCTIONS:

Travel authorization must be completed prior to departing.

For payment, submit a copy of the travel authorization, a regular accounts payable claim and required receipts.

When several payments are needed for the same travel, identify the prior payments on the travel authorization.

If actual expenses exceed the estimated, enter the new amount in the actual column and have it initialed by the dept head.

Do not change Estimated Amount Column.

EMPLOYEE NAME:	Dalton Leighton	BARGAINING UNIT:	
DEPARTMENT:	Lassen County Sheriff	Select from list:	POA
FUND:	130	BUDGET UNIT:	0525

AUTHORIZED TRAVEL			
1. DATES:	9/8/2020	through :	10/9/2020
2. TIME DEPARTED:	6:00 PM	TIME RETURNED:	6:00pm
3. FROM	Susanville	to:	Marysville
	(City)		(City)
4. NATURE OF BUSINESS:	Correctional CORE course		
5. MODE OF TRAVEL (Select from list):	COUNTY CAR		
Business miles= x \$0.555 = \$ -			

	ESTIMATED	ACTUAL (if different)	WARRANT #	ADVANCE Y/N
Registration	\$355.00			Yes
Primary Transportation				
Secondary Transportation				
Lodging: Number of Days 23 @ \$ 96.00 per day	2,208.00			
To claim standard per diem please check the appropriate cell. Meals in excess of per diem, (Mgmt only), enter amount, attach receipts				
Date: 9/8/20-9/11				
9/13-9/18				
9/20-9/25				
9/27-10/2				
10/4-10/9				
Breakfast @ \$13.00	0.00	0.00	0.00	0.00
Lunch @ \$14.00	42.00	56.00	56.00	56.00
Dinner @ \$23.00	92.00	92.00	92.00	92.00
TOTALS	134.00	148.00	148.00	148.00
726.00				Yes
Incidental Expenses incidental \$5.00 a day =\$65.00				
Refer to travel policy 12/11/01				
TOTAL ESTIMATED COST OF TRAVEL	\$3,289.00			
TOTAL ACTUAL EXPENSES				
TRAVEL ADVANCE TO EMPLOYEE	239.00			
TRAVEL ADVANCE TO OTHER				
AMERICAN EXPRESS CHARGES				
NET DUE TO EMPLOYEE	239.00			

COMMENTS:

Department Head Authorization for Travel

Department Head

Fiscal Officer (if necessary)

Director (if necessary)

CAO (if required)

Must be signed by Department Head in order for reimbursement to be processed
Per 12/11/01 Board action, pre-approved travel authorizations by CAO are required for:
A) All travel between \$1,500 - \$2,000.
B) Emergency travel in excess of \$1,500 will be post-reviewed by CAO.
All travel over \$2,000 requires advance Board authorization.

Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:31 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

This message comes from an external sender. EXTERNAL SENDER WARNING!

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[video >](#)

Comfort Suites Marysville-Yuba City

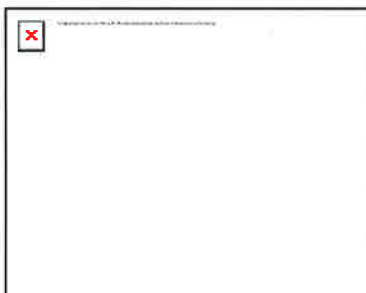
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dalton, your reservation is confirmed.

Confirmation Number: 719838298



Check-in:

8

Tue, Sep 8, 2020
3:00 PM



Check-out:

11

Fri, Sep 11, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 8, 2020 for 3 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$37.68
Estimated Total:	\$325.68 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 7, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

Hotel Notice: Some hotel features—including fitness centers, pools, food and beverage, and other amenities—may not be available at this time due to COVID-19. To help protect the safety of guests, employees and visitors, we require the use of face coverings in hotel common areas.

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- If you are in the US, please call [800-424-6423](#) and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
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Confirmation Number: 719838298

[MODIFY YOUR RESERVATION >](#)

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[video >](#)

Comfort Suites Marysville-Yuba City
 1034 North Beale Rd., Marysville, CA, 95901, US
 +1 (530) 742-9200
 [Review Hotel Details](#)

Dalton, your reservation is confirmed.

Confirmation Number: 719840814



Check-in:

13

Sun, Sep 13, 2020
3:00 PM



Check-out:

18

Fri, Sep 18, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 13, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 12, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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Confirmation Number: 719840814

[MODIFY YOUR RESERVATION >](#)

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Comfort Suites Marysville-Yuba City

1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dalton, your reservation is confirmed.

Confirmation Number: 719840896



Check-in:

20

Sun, Sep 20, 2020
3:00 PM



Check-out:

25

Fri, Sep 25, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 20, 2020 for 5 nights at \$96.00 (per night)

Estimated Tax and Other Charges: \$62.81

Estimated Total: **\$542.81** (US Dollar)

Cancellation Policy: Free Cancellation until Sep 19, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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Confirmation Number: 719840896

MODIFY YOUR RESERVATION ›

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Comfort Suites Marysville-Yuba City

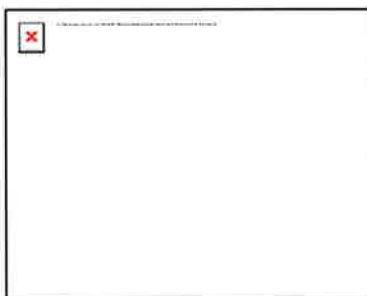
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dalton, your reservation is confirmed.

Confirmation Number: 719841069



Check-in:

27

Sun, Sep 27, 2020
3:00 PM



Check-out:

2

Fri, Oct 2, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 27, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 26, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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Confirmation Number: 719841069

[MODIFY YOUR RESERVATION >](#)

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[video >](#)



Comfort Suites Marysville-Yuba City

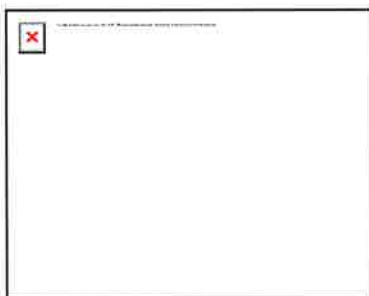
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dalton, your reservation is confirmed.

Confirmation Number: 719841162



Check-in:

4

Sun, Oct 4, 2020
3:00 PM



Check-out:

9

Fri, Oct 9, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Oct 4, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Oct 3, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

Have your plans changed?

Your reservation may be changed or cancelled, without charge, via one of the following methods:

- From the [View Reservation Details](#) page
- If you are in the US, please call **800-424-6423** and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at **+1 (530)-742-9200**

Confirmation Number: 719841162

[MODIFY YOUR RESERVATION >](#)

ENHANCE YOUR STAY



U.S. General Services Administration

FY 2020 Per Diem Rates for California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

Yuba College Public Safety Training Center
Correctional Officer Core Course (COCC)
 Board of State & Community Corrections (BSCC) – Standards & Training for Corrections (STC)
Fall 2020 COURSE ANNOUNCEMENT
Website: administration-of-justice

Correctional Officer Core Course (COCC)	Course Hours: M-F: 0800-1700 Hrs (177.75 Training Hrs) 22 Days <i>*no holidays</i>	Bldg 2100 East Lot Room TBA	AJ 70A- 7.0 Units AJ70B- .5 Unit <i>*must enroll concurrently in both Modules A and one section of B for course completion.</i>
Course Dates:	9 Thursday, September 10 – Friday, October 9, 2020		
	<u>Course dates are subject to change.</u> Email your interest or complete the <u>Course Interest Form</u> Orientation letter will be sent approximately two weeks prior to the course.		
Theory and application of Corrections Officer Training. Meets Board of State and Community Corrections. Units of course study include: Criminal Justice System, Codes and Statutes, professionalism/ethics, classification of inmates, contraband/evidence, booking and receiving, releasing, maintaining security, report writing, supervising inmates, distribution of supplies, monitoring health, management of inmate workers, screening visitors and mail, transport of outside facilities, emergency procedures, testifying in court and physical tasks. BSCC: <u>Adult Corrections Officer Core Course Manual</u>			
<u>Prerequisite: Medical Clearance & Uniform</u>			
Forms Required for <u>Agency Sponsored Student</u> : <ul style="list-style-type: none">• Personal Information Sheet• DOJ and/or Medical Clearance Form.Affiliated Student			
Forms Required for <u>Non-Sponsored/Non-Affiliated Student</u> : <ul style="list-style-type: none">• Personal Information Sheet• DOJ Live Scan (24 hour firearms ONLY)• Health & History Statement –<i>complete before appointment</i>• Physician’s Release/Medical Clearance -- <i>physician of choice</i>			
Yuba College Enrollment:	Once a student account is created and the required documents are received, enrollment block is removed. Send email to <u>cgil@yccd.edu</u> Create an OpenCCC Account, <u>and</u> create Yuba College Account: (not all steps required-mandatory to complete step 1 (two-step process for student ID) <u>http://yc.yccd.edu/admissions/new-students</u> -- <i>Follow Instructions</i> Upon enrollment, fees will need to be paid within 10 days through Web Advisor <ul style="list-style-type: none">○ <i>Affiliated Students will automatically be invoiced, unless enrollment pay process; credit cards accepted.</i>○ Cashier: 530-741-6724 or <u>lelliot@yccd.edu</u>○ <u>Web Advisor Log In</u>		

✓ 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)
		Complete “Personal Information Sheet”. All students are blocked until clearances are received. <i>(spots will be held until clearances can be completed and submitted to our office)</i>		N/A
	Units / Registration Fees	AJ70A-M5634	7.0 Units	322.00
	<i>(BOGW Approved Course for those that qualify)</i>	AJ70B-M5634, M5639 or M5640 (student(s) will be cleared for <u>one section</u> only)	.5 Units	23.00
		Semester Decal or Daily Passes (2.00 each) http://yc.yccd.edu/campus/parking <i>(No decal needed if driving E-Plated Vehicle; no decals needed for weekend dates) - \$20.00 pass/BOGW approved.</i>		20.00-40.00
		Student Service Fee		10.00
		All required handouts and forms will be placed on Canvas. Each student will have access to Canvas once enrolled. https://yccd.instructure.com/login/ldap		
California Residency Fee is \$46.00/unit. If you are sponsored and will be considered out-of-state resident, please contact our office as soon as possible when processing Yuba College Application.				
2	OTHER COSTS & REQUIREMENTS	Specs/Information	Required	Fees (w/o Tax)
	DOJ and/or Medical Clearance – <i>Self-Sponsored</i>	Medical Clearance *Health & History-ParQ *Medical Clearance STC Academies <i>(fee will depend on insurance coverage)</i>	Self-Sponsored Requirement	82.00 100.00 (approx.)
	DOJ and/or Medical Clearance – <i>Agency Sponsored</i>	Medical Clearance.Affiliated Forms	Completed by Training Manager	N/A

3	UNIFORMS & GEAR	Specifications (Vendor of your Choice)	See Below	Fees (w/o tax)
Classroom Attire: Business Casual				
Reference Books		Vendor of your Choice California Penal Code, Abridged Dictionary	Recommended	45.00 10.00
DTAC Attire:				
Sweat Pants		Black Athletic Pants (sweats are required on mats)	Student Choice	29.98
Sweat Shirt		Black Sweatshirt	Optional	22.95
Athletic Socks		White or Black	1 pair	10.00
Athletic Sneakers		Any Brand & Color (cross-training or running shoes)	1 pair	50.00
Mat/Soft Shoes			Recommended	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 Each	30.00

LASSEN COUNTY TRAVEL AUTHORIZATION & REPORT

INSTRUCTIONS:

Travel authorization must be completed prior to departing.

For payment, submit a copy of the travel authorization, a regular accounts payable claim and required receipts.

When several payments are needed for the same travel, identify the prior payments on the travel authorization.

If actual expenses exceed the estimated, enter the new amount in the actual column and have it initialed by the dept head.

Do not change Estimated Amount Column.

EMPLOYEE NAME:	Jacob Rule	BARGAINING UNIT:	
DEPARTMENT:	Lassen County Sheriff	Select from list:	POA
FUND:	130	BUDGET UNIT:	0525

AUTHORIZED TRAVEL			
1. DATES:	9/8/2020	through:	10/9/2020
2. TIME DEPARTED:	6:00 PM	TIME RETURNED:	6:00pm
3. FROM	Susanville	to:	Marysville
	(City)		(City)
4. NATURE OF BUSINESS:	Correctional CORE course		
5. MODE OF TRAVEL (Select from list):	COUNTY CAR		
Business miles= x \$0.555 = \$ -			

	ESTIMATED	ACTUAL (if different)	WARRANT #	ADVANCE Y/N
Registration	\$355.00			Yes
Primary Transportation				
Secondary Transportation				
Lodging: Number of Days 23 @ \$ 96.00 per day	2,208.00			
To claim standard per diem please check the appropriate cell. Meals in excess of per diem, (Mgmt only), enter amount, attach receipts				
Date: 9/8/20-9/11				
9/13-9/18				
9/20-9/25				
9/27-10/2				
10/4-10/9				
Breakfast @ \$13.00	0.00	0.00	0.00	0.00
Lunch @ \$14.00	42.00	56.00	56.00	56.00
Dinner @ \$23.00	92.00	92.00	92.00	92.00
TOTALS	134.00	148.00	148.00	148.00
Incidental Expenses	incidental \$5.00 a day =\$65.00	**Refer to travel policy 12/11/01**		
TOTAL ESTIMATED COST OF TRAVEL				
	\$3,289.00			
TOTAL ACTUAL EXPENSES				
	239.00			
TRAVEL ADVANCE TO EMPLOYEE				
TRAVEL ADVANCE TO OTHER				
AMERICAN EXPRESS CHARGES				
NET DUE TO EMPLOYEE				
	239.00			

COMMENTS:

Department Head Authorization for Travel

Department Head

Director (if necessary)

Fiscal Officer (if necessary)

CAO (if required)

Must be signed by Department Head in order for reimbursement to be processed
Per 12/11/01 Board action, pre-approved travel authorizations by CAO are required for:
A) All travel between \$1,500 - \$2,000.
B) Emergency travel in excess of \$1,500 will be post-reviewed by CAO.
All travel over \$2,000 requires advance Board authorization.

Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:32 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

This message comes from an external sender. EXTERNAL SENDER WARNING!

Open this message to review your booking details.



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Find information on our expanded cancellation policy related to COVID-19 [here >](#)

Learn about enhanced cleanliness protocols at Choice-branded hotels in this
[video >](#)

Comfort Suites Marysville-Yuba City

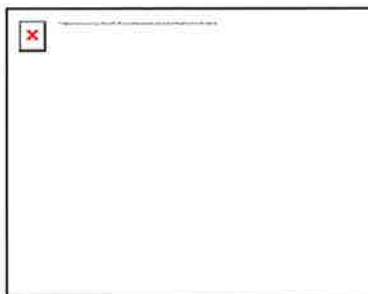
1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Jacob, your reservation is confirmed.

Confirmation Number: 719838142



Check-in:

8

Tue, Sep 8, 2020
3:00 PM



Check-out:

11

Fri, Sep 11, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 8, 2020 for 3 nights at \$96.00 (per night)

Estimated Tax and Other Charges: \$37.68

Estimated Total: **\$325.68** (US Dollar)

Cancellation Policy: Free Cancellation until Sep 7, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

Hotel Notice: Some hotel features—including fitness centers, pools, food and beverage, and other amenities—may not be available at this time due to COVID-19. To help protect the safety of guests, employees and visitors, we require the use of face coverings in hotel common areas.

Have your plans changed?

Your reservation may be changed or cancelled, without charge, via one of the following methods:

- From the [View Reservation Details](#) page
- If you are in the US, please call [800-424-6423](tel:800-424-6423) and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at [+1 \(530\)-742-9200](tel:+15307429200)

Confirmation Number: 719838142

MODIFY YOUR RESERVATION ›

Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:32 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

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Comfort Suites Marysville-Yuba City

1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Jacob, your reservation is confirmed.

Confirmation Number: 719841464



Check-in:

13

Sun, Sep 13, 2020
3:00 PM



Check-out:

18

Fri, Sep 18, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 13, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 12, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

Hotel Notice: Some hotel features—including fitness centers, pools, food and beverage, and other amenities—may not be available at this time due to COVID-19. To help protect the safety of guests, employees and visitors, we require the use of face coverings in hotel common areas.

Have your plans changed?

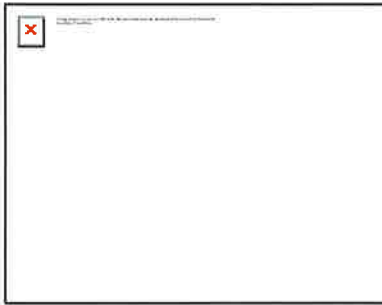
Your reservation may be changed or cancelled, without charge, via one of the following methods:

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- If you are in the US, please call **800-424-6423** and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at **+1 (530)-742-9200**

Confirmation Number: 719841464

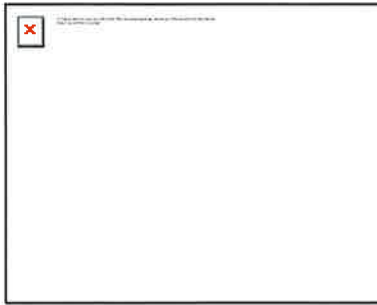
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ENHANCE YOUR STAY



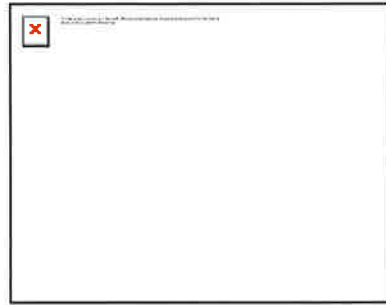
Save More, Travel More

[EXPLORE ALL DEALS >](#)



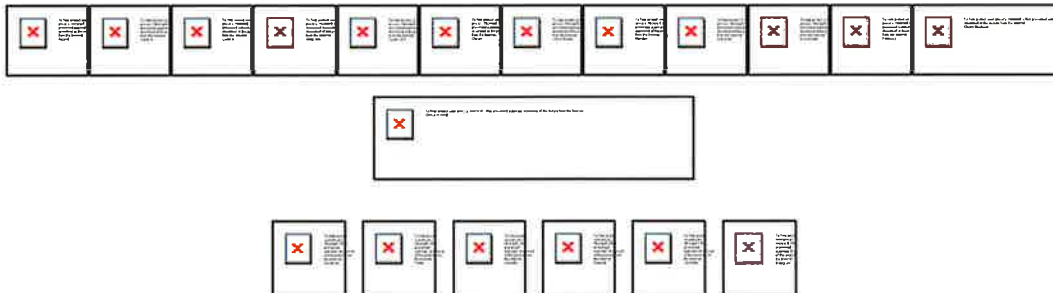
Add a Car and Enjoy Savings¹

[RESERVE TODAY >](#)



Book on the Go With the Mobile App

[DOWNLOAD TODAY >](#)



¹ Terms and Conditions: The savings of up to 25% applies to Avis and Budget base rates and is applicable only to the time and mileage charges of the rental. Use AWD #O418900 BCD #T134900 to receive this discount. Offer does not apply to car group X. All taxes, fees (including but not limited Air Conditioning Excise Recovery Fee, Concession Recovery Fee, Vehicle License Recovery Fee, Energy Recovery Fee, Tire Management Fee, and Frequent Travel Program Fee) and surcharges (including but not limited to Customer Facility Charge and Environmental Fee Recovery Charge) are extra. Offer is available for U.S. and Canadian residents only for rentals at participating locations in the U.S and Canada. Offer may not be used in conjunction with any other AWD or BCD number, promotion or offer. Weekly rates require a minimum five day rental period. Weekend rate available Thursday noon; car must be returned by Monday 11:59 p.m., or higher rate will apply. A Saturday night keep and an advance reservation may be required. Offer is subject to vehicle availability at the time of rental and may not be available on some rates at some times, including some online rates at [avis.com](#) or [budget.com](#). Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis or Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old.

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Contact Us

Choice Privileges Loyalty Services, LLC, 1 Choice Hotels Circle, Suite 400, Rockville, MD 20850

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Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:31 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

This message comes from an external sender. EXTERNAL SENDER WARNING!

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Comfort Suites Marysville-Yuba City

1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Dalton, your reservation is confirmed.

Confirmation Number: 719840896



Check-in:

20

Sun, Sep 20, 2020
3:00 PM



Check-out:

25

Fri, Sep 25, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 20, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 19, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

Hotel Notice: Some hotel features—including fitness centers, pools, food and beverage, and other amenities—may not be available at this time due to COVID-19. To help protect the safety of guests, employees and visitors, we require the use of face coverings in hotel common areas.

Have your plans changed?

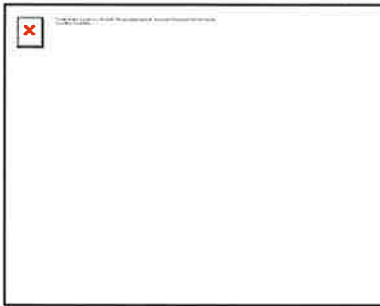
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Confirmation Number: 719840896

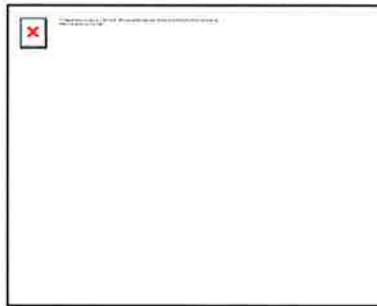
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ENHANCE YOUR STAY



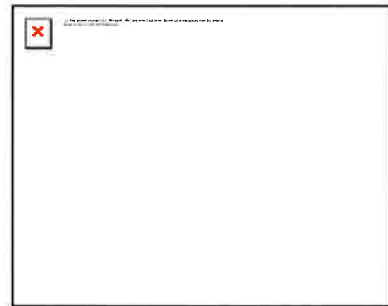
Save More, Travel More

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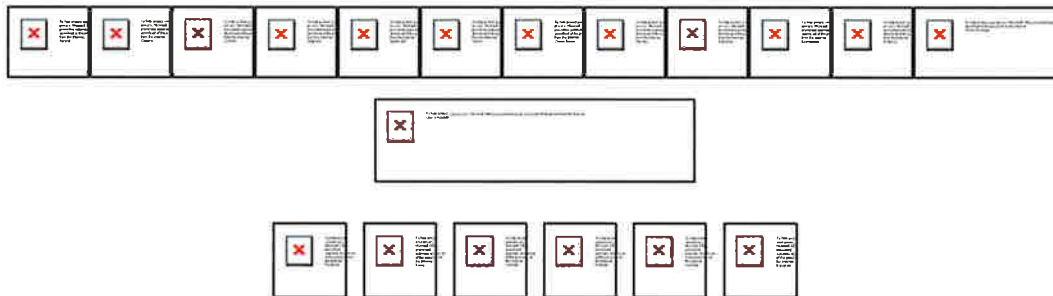
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Book on the Go With the Mobile App

[DOWNLOAD TODAY >](#)



¹ Terms and Conditions: The savings of up to 25% applies to Avis and Budget base rates and is applicable only to the time and mileage charges of the rental. Use AWD #O418900 BCD #T134900 to receive this discount. Offer does not apply to car group X. All taxes, fees (including but not limited Air Conditioning Excise Recovery Fee, Concession Recovery Fee, Vehicle License Recovery Fee, Energy Recovery Fee, Tire Management Fee, and Frequent Travel Program Fee) and surcharges (including but not limited to Customer Facility Charge and Environmental Fee Recovery Charge) are extra. Offer is available for U.S. and Canadian residents only for rentals at participating locations in the U.S and Canada. Offer may not be used in conjunction with any other AWD or BCD number, promotion or offer. Weekly rates require a minimum five day rental period. Weekend rate available Thursday noon; car must be returned by Monday 11:59 p.m., or higher rate will apply. A Saturday night keep and an advance reservation may be required. Offer is subject to vehicle availability at the time of rental and may not be available on some rates at some times, including some online rates at avis.com or budget.com. Car rental return restrictions may apply. Offer subject to change without notice. Holiday and other blackout periods may apply. Renter must meet Avis or Budget age, driver and credit requirements. Minimum age may vary by location. An additional daily surcharge may apply for renters under 25 years old.

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Contact Us

Choice Privileges Loyalty Services, LLC, 1 Choice Hotels Circle, Suite 400, Rockville, MD 20850

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Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:33 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

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Comfort Suites Marysville-Yuba City

1034 North Beale Rd., Marysville, CA, 95901, US

+1 (530) 742-9200

[Review Hotel Details](#)

Jacob, your reservation is confirmed.

Confirmation Number: 719841755



Check-in:

27

Sun, Sep 27, 2020
3:00 PM



Check-out:

2

Fri, Oct 2, 2020
11:00 AM



Print



Add to Calendar

[View Reservation Details ›](#)[Book Another Reservation ›](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Sep 27, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Sep 26, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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- By calling the hotel directly at [+1 \(530\)-742-9200](tel:+15307429200)

Confirmation Number: 719841755

[MODIFY YOUR RESERVATION ›](#)

Amy Foster

From: Choice Hotels <info@your.choicehotels.com>
Sent: Monday, August 17, 2020 2:33 PM
To: Amy Foster
Subject: Your Reservation at the Comfort Suites Marysville-Yuba City in Marysville is Confirmed.

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Comfort Suites Marysville-Yuba City

📍 1034 North Beale Rd., Marysville, CA, 95901, US

☎ +1 (530) 742-9200

📄 [Review Hotel Details](#)

Jacob, your reservation is confirmed.

Confirmation Number: 719841870



📅 Check-in:

4

Sun, Oct 4, 2020
3:00 PM

📅 Check-out:

9

Fri, Oct 9, 2020
11:00 AM

🖨 Print 📅 Add to Calendar

[View Reservation Details >](#)[Book Another Reservation >](#)

Summary of Charges

Room Type:	1 King Bed, No Smoking, Suite
Number of Rooms:	1
Number of Occupants:	1
Daily Rates:	Oct 4, 2020 for 5 nights at \$96.00 (per night)
Estimated Tax and Other Charges:	\$62.81
Estimated Total:	\$542.81 (US Dollar)

Cancellation Policy: Free Cancellation until Oct 3, 2020 at 4:00:00 PM local hotel time.

Standard Guarantee Policy: Your room will be held until 7:00 AM the morning following your scheduled arrival date. If you do not arrive and do not cancel your reservation by the cancellation deadline, your credit card will be charged 1 night's stay plus tax. Reservations may be changed or cancelled, without a charge.

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- If you are in the US, please call **800-424-6423** and give them your confirmation number. If you are outside of the US, please find the international reservation number for your region on our [support page](#).
- By calling the hotel directly at **+1 (530)-742-9200**

Confirmation Number: 719841870

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U.S. General Services Administration

FY 2020 Per Diem Rates for California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Standard Rate	Applies for all locations without specified rates	\$55	\$13	\$14	\$23	\$5	\$41.25

Yuba College Public Safety Training Center
Correctional Officer Core Course (COCC)
 Board of State & Community Corrections (BSCC) – Standards & Training for Corrections (STC)
Fall 2020 COURSE ANNOUNCEMENT
Website: administration-of-justice

Correctional Officer Core Course (COCC)	Course Hours: M-F: 0800-1700 Hrs (177.75 Training Hrs) 22 Days <i>*no holidays</i>	Bldg 2100 East Lot Room TBA	AJ 70A- 7.0 Units AJ70B- .5 Unit <i>*must enroll concurrently in both Modules A and one section of B for course completion.</i>
Course Dates:	9 Thursday, September 10 – Friday, October 9, 2020		
	<u>Course dates are subject to change.</u> Email your interest or complete the <u>Course Interest Form</u> Orientation letter will be sent approximately two weeks prior to the course.		
Theory and application of Corrections Officer Training. Meets Board of State and Community Corrections. Units of course study include: Criminal Justice System, Codes and Statutes, professionalism/ethics, classification of inmates, contraband/evidence, booking and receiving, releasing, maintaining security, report writing, supervising inmates, distribution of supplies, monitoring health, management of inmate workers, screening visitors and mail, transport of outside facilities, emergency procedures, testifying in court and physical tasks. BSCC: <u>Adult Corrections Officer Core Course Manual</u>			
<u>Prerequisite: Medical Clearance & Uniform</u>			
Forms Required for <u>Agency Sponsored Student</u> : <ul style="list-style-type: none">• Personal Information Sheet• DOJ and/or Medical Clearance Form.Affiliated Student			
Forms Required for <u>Non-Sponsored/Non-Affiliated Student</u> : <ul style="list-style-type: none">• Personal Information Sheet• DOJ Live Scan (24 hour firearms ONLY)• Health & History Statement –<i>complete before appointment</i>• Physician’s Release/Medical Clearance -- <i>physician of choice</i>			
Yuba College Enrollment:	Once a student account is created and the required documents are received, enrollment block is removed. Send email to <u>cgil@yccd.edu</u> Create an OpenCCC Account, and create Yuba College Account: (not all steps required-mandatory to complete step 1 (two-step process for student ID) <u>http://yc.yccd.edu/admissions/new-students</u> -- Follow Instructions Upon enrollment, fees will need to be paid within 10 days through Web Advisor <ul style="list-style-type: none">○ <i>Affiliated Students will automatically be invoiced, unless enrollment pay process; credit cards accepted.</i>○ Cashier: 530-741-6724 or <u>lelliot@yccd.edu</u>○ <u>Web Advisor Log In</u>		

✓ 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)
		Complete "Personal Information Sheet". All students are blocked until clearances are received. <i>(spots will be held until clearances can be completed and submitted to our office)</i>		N/A
	Units / Registration Fees	AJ70A-M5634	7.0 Units	322.00
	<i>(BOGW Approved Course for those that qualify)</i>	AJ70B-M5634, M5639 or M5640 (student(s) will be cleared for <u>one section</u> only)	.5 Units	23.00
		Semester Decal or Daily Passes (2.00 each) http://yc.yccd.edu/campus/parking <i>(No decal needed if driving E-Plated Vehicle; no decals needed for weekend dates) - \$20.00 pass/BOGW approved.</i>		20.00-40.00
		Student Service Fee		10.00
		All required handouts and forms will be placed on Canvas. Each student will have access to Canvas once enrolled. https://yccd.instructure.com/login/ldap		
California Residency Fee is \$46.00/unit. If you are sponsored and will be considered out-of-state resident, please contact our office as soon as possible when processing Yuba College Application.				
2	OTHER COSTS & REQUIREMENTS	Specs/Information	Required	Fees (w/o Tax)
	DOJ and/or Medical Clearance – <i>Self-Sponsored</i>	Medical Clearance *Health & History-ParQ *Medical Clearance STC Academies <i>(fee will depend on insurance coverage)</i>	Self-Sponsored Requirement	82.00 100.00 (approx.)
	DOJ and/or Medical Clearance – <i>Agency Sponsored</i>	Medical Clearance.Affiliated Forms	Completed by Training Manager	N/A

3	UNIFORMS & GEAR	Specifications (Vendor of your Choice)	See Below	Fees (w/o tax)
Classroom Attire: Business Casual				
Reference Books		Vendor of your Choice California Penal Code, Abridged Dictionary	Recommended	45.00 10.00
DTAC Attire:				
Sweat Pants		Black Athletic Pants (sweats are required on mats)	Student Choice	29.98
Sweat Shirt		Black Sweatshirt	Optional	22.95
Athletic Socks		White or Black	1 pair	10.00
Athletic Sneakers		Any Brand & Color (cross-training or running shoes)	1 pair	50.00
Mat/Soft Shoes			Recommended	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 Each	30.00