

LASSEN COUNTY SHERIFF'S OFFICE

1415 Sheriff Cady Lane Susanville, CA 96130

Administration Phone: (530) 251-8013 Fax: (530) 251-2884 Dispatch
Phone: (530) 257-6121
Fax: (530) 257-9363

CivilPhone: (530) 251-8014
Fax: (530) 251-2884

Adult Detention Facility Phone: (530) 251-5245 Fax: (530) 251-5243

Dean F. Growdon Sheriff - Coroner

To:

Lassen County Board of Supervisors

From:

Amy Foster, Lieutenant

Date:

Tuesday, February 23, 2021

Agenda Date:

March 9, 2021

Discussion:

One Correctional Corporal is scheduled to attend the Correctional Supervisors CORE Course. This course will be held at Piccadilly Inn Airport 51158 E. McKinley Ave. Fresno, CA 937271 March 15th through March 26th. This course is required by STC during the first year of promotion. The Corporal will stay in Fresno through the duration of the course. The upfront training costs will exceed \$2000 and require advance Board Authorization pursuant to the Lassen County Travel Policy. A portion of this course is reimbursed by the California Standards and Training for Corrections. The training costs are as follows:

Correctional Core Course	Per person
Tuition/Registration Fees	\$262.00
Lodging	\$1,500.84
Per Diem	\$716
Total (Est)	\$2,478.84

Funding:

These training costs would be expended from the conferences and training line in the Sheriff's Jail Budget 130-0525-(3002901)

Recommendation:

That the Board of Supervisors authorizes the listed training expenditures for required training, and approves per Diem and tuition be provided prior to the training session.

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.

Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

EMPLOYEE NAME:		Noelan Greer						BARGAINING UNIT: POA			
DEPARTMENT:			Lassen County Sheriff				•				
	FUND	130	B/U	0525	ACCOUNT						
TRAVEL DETAIL	<u>.S</u>						3				
DATES:	3/14/2021	through:	3/26/2021	_			TIME DEPARTED:	5pm	_ A .M	☑ Þ.M	
FROM:	Susanville	TO:	fresno			-	TIME RETURNED: 9pm □λ.M □λ.M			₽ .м.	
(City) (City)											
MODE OF TRAVEL (Select from list): COUNTY CAR NATURE OF BUSINESS: Supervisor CORE Course											
							Estimated	Actual (if different)	Date Paid or check number	Notes or special instructions	
						Registration	262.00				
		Reimburs	sable miles		x	\$425.000					
					Secondary T	ransportation					
Lodging: Numbe	er of Days	12	@	\$	125.07	per day	1,500.84				
	0.014.104					_					
Date:	03/14/21 - 03/26/21										
Breakfast @ \$ 16.00	176.00			1							
Lunch @ \$17.00	204.00					-	,				
Dinner @ \$28.00	336.00										
TOTALS	716.00				1		716.00	* * * * * * * * * * * * * * * * * * *			
Per my bargaining unit reimbursed at reasonal	ble actual costs	s. Itemized rec	o be eipts								
will be attached to all cunderstand that perdien	m for meals an		not								
be mixed on any one d	ay.										
Incidental Expenses						-					
-						-					
TOTAL ESTIMATED COST OF TRAVEL							\$ 2,478.84				
						TOTAL AC	TUAL EXPENSE	-			
					TRAV	EL ADVANCE	TO EMPLOYEE	-			
AMERICAN EX						IERICAN EXP	RESS CHARGES			5	
						NET DUE	TO EMPLOYEE				
Department Head	Authoriza	tion for Tra	vel		-		The undersigned,	under penalty of perjury,	states that the items liste	ed on this claim are true	
(payment will not be ma	de without pro	per authorization	on)		21		previously paid, ar	ne amounts are properly nd that the claim is being ertify from my own knowl	presented within one year	ar of when the expenses	
Lohn M Jane 3-1-21					claim were ordered or services have b	d for use by the departme een delivered or perform	ent for the purpose indica ed and that this claim do	ted and that the articles es not violate any			
Department Head				Date appro	ved		provisions of Articl interest).	e 4, Chapter 1, Division	4 of Title 1 of the governn	nent code (conflict of	
Fiscal Officer (if necessary) Date approved											
Director		*		Date appro	ved		ş-		-		
CAO (6				Date anne	ved by Board	(if	15	Signature of Claims	ant .	Date	
CAO (if necessary)				necessary)		, , ,	ğ	Signature of Claima	1111	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.



STC Supervisor Course

Presented by the State Center Regional Training Facility

Date and Location:

March 15 - 26, 2021

8am-5pm

Piccadilly Inn Airport 5115 E. McKinley Ave. Fresno, CA 937271

NOTICE:

Any person attending Advanced Officer Training courses at the State Center Regional Training Facility shall comply with Federal/State/Local COVID-19 safety requirements. These include all officers shall wear a protective mask covering face and mouth during instruction. Officer are required to bring a protective mask for themselves when attending class. Social distancing will also be followed during instruction.

Course Description:

This course provides STC training curriculum for the newly promoted probation or correctional supervisor. Topical areas covered during the 80 hours of instruction include: role identification, leadership styles, values, ethics, principles, assertive leadership, administrative support, employee performance appraisal, employee relations, liability issues, discipline, counseling, planning and organization, communications, investigations, report review, stress, training and role transition.

Prerequisites:

Has been, or will be, promoted within 12 months to a first level supervisory position and is authorized by the probation or correctional agency department head.

Total Cost: \$262.00

STC Certified Hours: 80

To Register:

Please contact the State Center Regional Training Center (559) 442-8277 and speak with our staff or visit our website:

State Center Regional Training Center

www.fccpoliceacademy.com

Amy Foster

From:

Hampton by Hilton Confirmed <noreply@h4.hilton.com>

Sent:

Monday, February 22, 2021 2:06 PM

To:

Amy Foster

Subject:

Your Mar-14-2021 Confirmation #54212253

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



Join Hilton Honors Get instant benefits by joining – for free.

See you soon, Nolean Greer

Your reservation for Mar-14-2021 has been confirmed. Confirmation #54212253



<u> Hampton Inn Fresno Airport</u>



1515 N Peach Ave Fresno CA 93727 US Maps & Directions >>



15594861532

14 SUN MAR

Check In: 3:00 PM



26 FRI MAR

Check Out: 11:00 AM



Add to Calendar

Due to the current travel environment, hotel amenities and services may be limited. Please check the <u>Hampton Inn Fresno Airport</u> hotel website for any updates provided by the hotel or to understand any local rules or restrictions that may be in place.

Your Room Information

Guest Name:

Nolean Greer

Guests:

1 Adult

Rooms:

1

Room Plan:

2 QUEENS W/ FRIDGE MICRO

WV

Your Rate Information

Government

Rate per night

Mar-14-2021 - Mar-26-2021

110.00 USD

Total for Stay per Room Rate

1,320.00 USD

Taxes

180.84 USD

Total price for Stay

1,500.84 USD



Modify Your Reservation >>

What To Expect When You Arrive



Clean & Ready for You

We are creating an even cleaner stay for you from your guest room to public areas to food and beverage. Learn more→



U.S. General Services Administration

FY 2021 Per Diem Rates for Fresno, California

Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & LastDay of Travel
Fresno	Fresno	\$66	\$16	\$17	\$28	\$5	\$49.50