



# 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

**Civil**  
Phone: (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 *AF*

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.

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.

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

## 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.

## 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.

**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:

**Amy Foster**

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**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



**Hampton Inn Fresno Airport**

 1515 N Peach Ave  
Fresno CA 93727 US  
[Maps & Directions >>](#)

 15594861532

**14** SUN  
MAR

Check In: 3:00 PM

  
**12 Nights**

**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 **Hampton Inn Fresno Airport** 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 &amp; Incidentals (M&amp;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