



**MEMORANDUM
SHERIFF'S OFFICE
ADMINISTRATIVE SERVICES**
County of Placer

TO: Board of Supervisors

DATE: February 23, 2016

FROM: Edward N. Bowen

A handwritten signature in black ink that reads "Edward N. Bowen".

SUBJECT: Authorization for Out-of-State Travel

ACTION REQUESTED

Approve out-of-state travel for Deputy Nick Holtz to travel to Huntsville, AL from March 14, 2016 through April 22, 2016 to attend the Federal Bureau of Investigation (FBI) Hazardous Devices School. Funding is provided by the Sheriff's Office FY 2015-16 Final Budget.

BACKGROUND

The Placer County Sheriff's Office Explosive Ordnance Disposal (EOD) Unit is an accredited bomb squad recognized by the U.S. Department of Justice, FBI Hazardous Devices School, and the National Bomb Squad Commanders Advisory Board. In accordance with current agreements, the Sheriff's EOD Unit is responsible for handling hazardous devices in Placer County, Nevada County and Sierra County. Additionally, the Sheriff's EOD Unit is a member of the Sacramento Regional EOD Unit.

The FBI is responsible for certifying all law enforcement Explosive Ordnance Detail (EOD) units. Basic Hazardous Device Courses are offered once annually on a nationwide basis, and are required for our Deputies to become EOD bomb technicians. Tuition to attend the school is paid by the FBI. The Sheriff's Office is responsible for all associated housing, transportation, and per diem costs.

FISCAL IMPACT

Total estimated cost for Deputy Holtz to attend this training is \$7,360, and is available in the Sheriff's Office FY 2015-16 Final Budget. There is no additional impact to the General Fund.

ATTACHMENTS

None

Voucher: NO
 Check(s) due date:

**PLACER COUNTY SHERIFF'S OFFICE
 TRAVEL ARRANGEMENT WORKSHEET**

TR#: **16-044**

Name #1 **Holtz, Nick** ID #:
 Name #2 ID #:
 Name #3 ID #:
 Name #4 ID #:
 Name #5 ID #:

INITIATED BY: **Maggie**
 DATE: **02/09/16**

DATES: **03/13/16** TO **04/22/16**
 TIME: **4:30am** **11:00pm**

| FED ID | | TUITION/REGISTRATION | |
|--------------------------|----------------------------|-----------------------------------|------|
| Class: | Hazardous Devices School | Tuition Due Date: | N/A |
| Sponsor: | | Reservations made by: | |
| c/o: | DOJ/FBI | Phone: | |
| Address: | | Fax: | |
| City: | | POST or STC / # of Hrs. | |
| Destination for TR: | Huntsville, AL | Course Control #: | |
| Individual | Amount | # of People | |
| <input type="checkbox"/> | X <input type="checkbox"/> | = \$ - X <input type="checkbox"/> | \$ - |

| FED ID | | LODGING | | PCSO | | Hotel | |
|----------------|-------------------------|-----------------------|-------------|--------------------------------|-------------|-------|--|
| Motel: | SpringHill Suites | Reservations made by: | Maggie | Confirmation # | Cancel # | | |
| Addr: | 745 Constellation Drive | Date Made: | | #1 | | | |
| City: | Huntsville, AL 35801 | | | #2 | | | |
| Phone: | | | | #3 | | | |
| | | | | #4 | | | |
| | | | | #5 | | | |
| Arrive Date | Arrive Time | Depart Date | Depart Time | Memo: For no charge cancel by: | | | |
| Date: 03/13/16 | pm | 04/22/16 | am | | | | |
| Rate | Tax | Rate | | | | | |
| \$ 89.00 | X 13.00% | = \$ 101.57 | | | | | |
| # of Nights | Rate | | | | | | |
| 40 | X \$ 101.57 | = \$ 4,062.80 | X 1 | Total | \$ 4,062.80 | | |

MEALS

STANDARD MEALS

| Number | Each | Amount |
|--------|----------------|-------------|
| 0 | Breakfast @ | \$ - |
| 41 | Lunch @ | \$ 252.00 |
| 41 | Dinner @ | \$ 483.00 |
| 41 | Incidentals @ | \$ 105.00 |
| 123 | Total Per diem | \$ 1,640.00 |
| | X | 1 |
| | | \$ 1,640.00 |

MISCELLANEOUS OTHER EXPENSES

| Number | Amount | Total |
|---------------|--------|-------------------|
| Airport Prk'g | X | \$ - |
| Hotel Parking | X | \$ - |
| Tolls | X | \$ - |
| Total Other | | \$ - |
| | | Total \$ 1,640.00 |

Travel costs are included if available.
 If no costs recorded on worksheet,
 travel by county car, or arrangements
 made by employee.

TRAVEL

Airplane: XX
 Pool Car:
 Private Car:
 Rental Car: XX
 Other:

Rental Car Company: Enterprise
 Confirmation #: Nmbr. 1209615709
 Rental Car Voucher #:
 Amount # of Trips Total
 Car Fare: \$ 945.29 1 \$ 945.29

| Flight # | Airline | From | Date | Time |
|-----------|---------|-------------------|----------|--------|
| 410/4552 | United | Depart Sacramento | 03/13/16 | 5:42am |
| 5075/2235 | United | Depart Huntsville | 04/22/16 | 4:00pm |

| To | Date | Time |
|-------------------|----------|--------|
| Arrive Huntsville | 03/13/16 | 1:18pm |
| Arrive Sacramento | 04/22/16 | 9:55pm |

OCA 239306 PCA BOMBS

Amount # of Trips Total
 Air Fare: \$ 711.20 1 \$ 711.20

TOTAL \$ 7,359.29

