



Date: October 1, 2020
To: Thomas B. Modica, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: Major Cities Chiefs Association Fall 2020 Conference
Date: Thursday, October 15, 2020 – Sunday, October 18, 2020
Location: 130 Roosevelt Way New Orleans, LA 70112

Employee(s):

Sergeant Justin Krueger

Criticality:

Major Cities Chiefs Association requested Sergeant Justin Krueger present a presentation regarding officer wellness at their fall 2020 Conference meeting. Officer Krueger has developed an expertise in this crucial area of law enforcement and he is considered a subject matter expert for the Long Beach Police Department.

Direct Cost:

All expenses will be paid for by Major Cities Chiefs Association

Indirect Cost:

No indirect costs

Funding Source:

PD0301

If you have any questions, please contact me or my Chief of Staff, Commander Dina Zapalski, at extension 87301.

Approved:

Linda J. Jatum

Thomas B. Modica, City Manager

ML:ML:ah

Training Justification Memo – MCCA New Orleans Justin Krueger



Date: October 1, 2020
To: Thomas B. Modica, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **STATEMENT OF URGENCY**

I respectfully request authorization and an exception to the recently ratified City Manager's Proclamation regarding City Employee Travel for the below referenced travel/training.

Training/Conference Details:

Name: Major Cities Chiefs Association Fall 2020 Conference
Date: Thursday, October 15, 2020 – Sunday, October 18, 2020
Location: 130 Roosevelt Way New Orleans, LA 70112

Employee(s):

Sergeant Justin Krueger

Criticality:

Major Cities Chiefs Association requested Sergeant Justin Krueger present a presentation regarding officer wellness at their fall 2020 Conference meeting. Officer Krueger has developed an expertise in this crucial area of law enforcement and he is considered a subject matter expert for the Long Beach Police Department.

If you have any questions, please contact me or my Chief of Staff, Commander Dina Zapalski at extension 87301.

Approved:

Sinda J. Tatum for

Thomas B. Modica, City Manager



Date: January 30, 2019
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Southeast Chiefs Executive Training
Date: February 20 – February 21, 2019
Location: Dana Point, CA

Employee(s):

Deputy Chief Alex Avila, Police Department, Support Bureau

Criticality:

This executive training session is organized by South Gate Chief Davis and Southeast Chiefs Association for dues paying members including Chiefs, Station Commanders/Captains, and Deputy Chiefs. The training agenda includes City Manager and Chief's Partnering for Department Success, Wellness in the Work Place, and Developing a Chief's Mindset for Success and Service.

Direct Cost:

\$170.00

Indirect Cost:

No indirect costs.

Funding Source:

PD0501

If you have any questions please contact me or my Chief of Staff, Commander Erik Herzog at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager

*Form 801
or form 700
The camped
hotel costs*



Date: January 30, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: The Triple Aim of Officer Wellness
Date: March 31, 2019 – April 3, 2019
Location: Miami, Florida

Employee(s):

Paula Gallegos, Personnel Division Administrator

Criticality:

Insight Exchange Network's, The Triple Aim of Officer Wellness Conference has three targets: retention, cost containment and improved officer performance. It features interactive sessions hosted by law enforcement agencies with successful wellness programs.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at approximately \$2,015.62.

Indirect Cost:

There are no indirect costs.

Funding Source:

Personnel Division Index Code: PD1059.

If you have any questions, please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: January 23, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Travel Details:

Name: Officer Involved Domestic Violence
Dates: March 25 – March 26, 2019
Location: San Diego, CA

Employee(s):

Detective Todd Johnson

Criticality:

Detective Johnson has recently been assigned to the Domestic Violence Detail. The course will provide detectives with insight, knowledge and strategy to successfully investigate officer involved domestic violence cases.

Direct Cost:

Estimated total cost for travel, lodging and meals are at \$870.

Indirect Cost:

There are no indirect costs

Funding Source:

PD0820

If you have any questions, please contact my Chief of Staff, Commander Erik Herzog or me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: November 6, 2019
To: Thomas B. Modica, Acting City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced travel/training:

Training/Conference Details:

Name: WSIN's Human Trafficking Summit
Date: February 19, 2020 through February 21, 2020
Location: 300 J Street, Sacramento, CA. 95814

Employee(s):

Detective Chris Brammer
Detective David Weise

Criticality:

Attendance at this training benefits and enhances this Police Department by having Officers trained in the current laws regarding Human Trafficking.

Direct Cost:

Estimated cost for lodging, meals, and parking is \$1331.00.

Indirect Cost:

There are no indirect costs

Funding Source:

Vice: PD0818

If you have any questions please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301

Approved:

Rebecca L. Garner
for Thomas B. Modica, Acting City Manager



Date: October 24, 2019
To: Thomas B. Modica, Acting City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: ICI Identity Theft Investigations
Date: February 10 - 14, 2020
Location: San Diego, California

Employee(s):

Detective Rubi Castro, Detective Jorge Marquez, Detective Chuck Estrada, and Detective George Evans

Criticality:

These four detectives are currently in the Financial Crimes Detail. This course will provide the detectives with insight, knowledge, and strategies to successfully investigate the crime of Identity Theft as a specific type of fraud. The course work will include scenarios, the collection of evidence, and computer forensics.

Direct Cost:

The direct cost for four detectives attending the five-day training is approximately \$6,055.00. Two detectives will be sharing a room and the other two will have their own rooms.

Indirect Cost:

There are no indirect costs for this training.

Funding Source:

PD0819FF

If you have any questions please contact me or my Chief of Staff, Commander Erik Herzog at extension 87301.

Approved:

Rebecca J. Garner

for Thomas B. Modica, Acting City Manager



Date: April 15th, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: The IAI's 104th International Forensic Educational Conference
Date: August 11 – August 17, 2019
Location: Reno, Nevada

Employee(s):

Heather Cochran, Forensic Specialist
Taylor Tyler, Criminalist

Criticality:

The IAI is the oldest and largest forensic professional organization in the world; and the IAI Conference is the leading educational experience for forensic physical evidence professionals. The conference offers a full week of high-quality, cutting-edge education and hands-on training in forensic physical evidence examination and crime scene processing. The latest techniques, standards, methods and developments are discussed, which helps to keep our analysts current in their respective disciplines.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$3,194.

Indirect Cost:

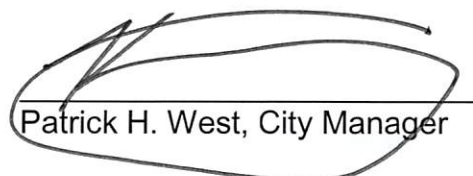
There are no indirect costs.

Funding Source:

PD0880 – There is no cost to the City of Long Beach. The attendee will be reimbursed for all associated expenses by LACRIS (Los Angeles County Regional Identification System).

If you have any questions please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: March 20, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2019 LinCT International Counter Terrorism Forum
Date: April 30 – May 2, 2019
Location: Toronto, Ontario, Canada

Employees:

Deputy Chief Richard Conant
Lieutenant Ryan LeBaron

Criticality:

This conference provides a forum for working towards a greater understanding and global mindset of terrorism prevention through collaboration and partnerships. Keynote speakers, leaders in their field both nationally and globally, have been secured to discuss a diverse range of topics, including disruptions, partnerships, public confidence, the current and future position of counter terrorism, victims and resilience.

Direct Cost:

It is anticipated that all costs associated with this conference will be covered through federal UASI funding, via the FBI (Los Angeles FBI Task Force).

Indirect Cost:

There are no indirect costs.

Funding Source:

Not applicable.

If you have any questions, please contact me at extension 87422.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: April 9, 2019
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Association of Pretrial Services Training Conference
Date: May 22 – 24, 2019
Location: Pismo Beach, CA

Employee(s):

Commander Donald Mauk

Criticality:

Commander Mauk serves as the Police Department's Jail Commander. This three-day event provides law enforcement / corrections with the best practices and how to overcome operational challenges with the impact of SB 10.

Direct Cost:


The total cost for tuition, per diem, travel and lodging is estimated at \$1,050.

Indirect Cost:

None

If you have any questions please contact me or my Chief of Staff Commander Erik Herzog, at extension 87301.

Approved:



Patrick H. West, City Manager

RL:DM:rd



Date: February 22, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced travel for training:

Training/Conference Details:

Name: SWAT Commanders Course
Date: April 15 through April 19, 2019
Location: San Diego, California

Employees:

SWAT Sergeant Eric Fritz

Criticality:

The SWAT Commanders Course is a required course for sergeants supervising SWAT Officers. The course will address the fundamental doctrinal principles from which all tactics are derived. The concepts, tactics, and methodologies discussed have universal application and can be applied to any unfolding dynamic tactical problem regardless of the size or nature of the event. This course focuses on tactical decision-making as well as the requirements of Penal Code Section 13514.1 and the POST SWAT guideline.

Direct Cost:

Cost for registration, lodging, and meals (estimated cost \$1,643.92).

Indirect Cost:

No indirect costs

Funding Source:

PD031216 – SWAT fund

If you have any questions, please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: November 20, 2019
To: Thomas B. Modica, Acting City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Women in Command, Las Vegas Metro Police Department
Date: December 17, 2019 to December 18, 2019
Location: Las Vegas, Nevada

Employee:

Detective Leticia Gamboa #10170

Criticality:

The Women in Command training will focus on topics such as, creating an effective organizational climate, leadership qualities, leading in a male dominated profession, mentoring and leading by example. Detective Gamboa will benefit from these principles as a new Homicide Detective.

Direct Cost:

The total cost for registration, travel, lodging, vehicle and meals is estimated at \$913.00

Indirect Cost:

None

Funding Source:

320404-32079

If you have any questions please contact me at extension 87301.

Approved:

Rebecca G. Garner
for Thomas B. Modica, Acting City Manager



Date: April 8, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I am respectfully requesting authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2019 FBINAA National Annual Training Conference
Date: July 20-23, 2019
Location: Phoenix, AZ

Employee:

Commander Michael Lewis

Criticality:

The FBINAA Annual Training Conference is offering training sessions and professional development seminars focused on 21st Century contemporary law enforcement trends and issues. Commander Michael Lewis will participate in group discussions focused on law enforcement trends and issues. The Directors from all four FBI branches will discuss major topics facing law enforcement which include National Security, Criminal, Cyber, Response, and Services, Intelligence, Science and Technology, and Information and Technology.

Direct Cost:

Direct costs will be approximately \$1,806.22.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD10PSGP16
User Code PDPSPG11

If you have any questions please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: April 16, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Travel Details:

Name: Women Leaders in Law Enforcement Annual Conference
Date: September 4, 2019 – September 6, 2019
Location: Santa Clara, CA

Employee(s):

Administrator Karen Owens
Lieutenant Dina Zapalski

Criticality:

Administrator Owens' and Lieutenant Zapalski's attendance at this conference will benefit and enhance their management and leadership skills and provide contacts for future conference/training coordination for the Police Department.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,503.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD1060CR and PD0818

If you have any questions, please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager



Date: April 12, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Association of Labor Relations Officers
Date: June 5, 2019 to June 7, 2019
Location: Palm Springs, California

Employee(s):

Sergeant Stephen Stough
Detective Jose Serenil

Criticality:

Attendance at this training benefits and enhances this Police Department by having Officers trained in the current laws regarding Labor Relations and Labor Disputes.

Direct Cost:

\$786.00

Indirect Cost:

None

Funding Source:

PD0818

If you have any questions please contact my Chief of Staff, Commander Erik Herzog, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: April 2, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Travel / Training Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Technical Investigators Association Conference
Date: July 27 – August 1, 2019
Location: Kansas City, MO

Employees:

Detective Wendy Starbird

Criticality:

The National Technical Investigators Association (NATIA) conference is the Nation's premier electronic surveillance technology conference. The event will provide free and paid course in developing, building, maintaining, and managing technology based surveillance programs. The Criminal Intelligence Section is actively involved and responsible for the Police Department's electronic surveillance program. This annual conference enables the participants to learn new skills and network with their colleagues to discuss more efficient means to manage the Department's current program. The participants will be able to directly implement the skills and knowledge learned into their daily operations.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$3,400.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0801CIS

If you have any questions, please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: February 1, 2019
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL/TRAINING REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Management Course
Date: January 14 – 18, February 11 – 14, March 4 – 7, 2019
Location: Dana Point, CA

Employee(s):

Byron D. Blair, Sergeant, Chief's Office

Criticality:

This mandated Management Course is designed to assist supervisors transitioning to middle managers (generally the position of Lieutenant) and must be completed within 12 months of promoting or being appointed to the middle management position.

Direct Cost:

The total cost for registration, travel and meals is estimated at \$2,244.79

Indirect Cost:

There are no indirect costs

Funding Source:

PD0110 - POST Reimbursement Plan IV

If you have any questions, please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager



Date: April 21, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2018 TSA Security & Emergency Management Roundtable
Date: June 7-10
Location: Denver, Colorado

Employee(s):

Lieutenant Kevin Coy

Criticality:

Lieutenant Coy is assigned to the Metro Blue Transportation Section, which coordinates the Metro Blue Line law enforcement contract. He will be attending along with his Los Angeles Police Department, Los Angeles County Sheriff's Department and Metro counterparts. Attending this summit will not only enhance his expertise, but it will provide current information, resources and networking with nationwide law enforcement transportation professionals.

Direct Cost:

There are no direct costs. L.A. Metro will pay all registration, travel, lodging and meals costs.

Indirect Cost:

There are no indirect costs.

Funding Source:

L.A. Metro for expenses / PD Index Code 0580MTAADM for Lieutenant pay.

If you have any questions please contact me or my Chief of Staff, Commander William Lebaron at extension 87301.

Approved:

PHW

Patrick H. West, City Manager



Date: June 6, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below-referenced training/travel.

Training/Conference Details:

Name: Alcohol Policing Partnership Training Conference
Date: July 10—July 12, 2018
Location: San Luis Obispo, CA

Employee(s):

Sergeant Aaron Alu
Detective Jennifer Arzola

Criticality:

Vice Investigations Section has been awarded a grant by the Department of Alcoholic Beverage Control. Sergeant Alu is the Project Director assigned to the grant program, and Detective Arzola is the detective assigned to the grant; attending this training is a condition of the grant. Additionally, this conference will offer valuable training in alcohol enforcement.

Direct Cost:

Estimated cost for tuition, travel, lodging and meals is \$2156.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

ABC grant funds.

If you have any questions, please contact me or my Chief of Staff, ~~Commander~~ William P. LeBaron, at extension 87301.

Approved:

Patrick H. West, City Manager

**SIGN
HERE**



Date: April 17, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2018 National Homeland Security Conference
Date: July 9 – 12, 2018
Location: New York Sheraton, New York

Employees:

Deputy Chief Alex Avila

Criticality:

The National Homeland Security Conference is the premiere comprehensive homeland security conference in the nation. This conference brings together a variety of Homeland Security professionals by offering innovative and informative sessions covering topics in law enforcement, fire service, emergency management, counter-terrorism, grant management, and many others. The LBPDP Port Police Division applies for PSGP funding yearly and this conference is important to learn current trends and changes in the program; along with, receiving vital information needed to fulfill FEMA's requirements in the application process.

Direct Cost:

Total Costs for this training conference is estimated at \$2,390.00. These costs will be reimbursed through the Los Angeles Mayors Office and any additional cost could be covered through the Port Security Grant 15. This is a line item in the PSGP budget that has been approved by FEMA.

Indirect Costs:


There are no indirect costs.

Funding Source:

Los Angeles Mayors Office / PD10PSGP15 Grant

If you have any questions, please contact my Chief of Staff, Commander William LeBaron, or me at extension 87301.

Approved:


Patrick H. West, City Manager





Date: June 18, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below-referenced training/travel.

Training/Conference Details:

Name: ICI Domestic Violence
Date: September 24—September 28, 2018
Location: San Diego, CA

Employee(s):

Detective Elizabeth Barba

Criticality:

Detective Barba is new to Domestic Violence Detail, and this high-quality training will provide them with the knowledge and skills necessary to conduct successful domestic violence investigations. They will learn specific investigative techniques and problem-solving and case management skills related to various types of domestic violence, including cross-cultural, elder abuse and stalking.

Direct Cost:

Tuition is free. The total cost for lodging, meals and parking is estimated at \$1,000.

Indirect Cost:

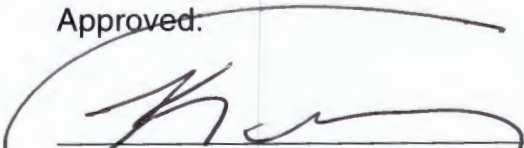
There are no indirect costs.

Funding Source:

PD0820

If you have any questions, please contact me or my Chief of Staff, Commander William Paul LeBaron, at extension 87301.

Approved.


Patrick H. West, City Manager





Date: November 13, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Travel / Training Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Management Course
Date: February 11-15, 2019, March 11-14, 2019, April 8-11, 2019
Location: Dana Point Double Tree Hotel, Dana Point, CA.

Employees:

Chad Ellis, Lieutenant, North Division

Criticality:

The mandated Management Course is designed to assist supervisors transitioning to middle managers (generally the position of Lieutenant) and must be completed within 12 months of promoting or being appointed to the middle management position.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$3444.79.

Indirect Cost:

There are no indirect costs.

Funding Source:

P.O.S.T. Reimbursement PLAN IV

If you have any questions, please contact me at extension 87301.

Approval: *PHW*
Patrick H. West, City Manager

RL:WH:SL:CE;ce
MGT.doc

Exemption to local hotel granted as it is a requirement of the training.
T.M.L.

TRAINING/CONFERENCE - TRAVEL REQUEST

City of Long Beach Police Department

Requestor CHAD ELLIS		Employee No.(SSN) [REDACTED]		Index Code PD 0303	
Date: 11/13/18	DID#: 5680	Bureau/Division PATROL/NORTH	Daytime Phone # X9810		
Course Title POST MANAGEMENT #7		Start Date: 02/11/19	End Date: 04/11/19		
Course Location 34402 PCH, DANA POINT, CA 92629 DANA POINT DOUBLE TREE		Time: 0800	Time: 1700		
Course Code/Control No. (If Applicable) 5270-00501-18007 5276-00502-18007 5270-00503-18007					
Presenter: CENTER FOR CRIMINAL JUSTICE CSULB		Contact Person: CRYSTAL ALTAMIRANO	Contact Phone #: 5/985-4940		

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T.Course: <input checked="" type="radio"/> Y <input type="radio"/> N	P.O.S.T. Backfill Qualified: <input checked="" type="radio"/> Y <input type="radio"/> N
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Tuition Cost: \$ 1494.79

MUST Attach copy of Conference/Training Bulletin/Flyer Literature

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car **must** be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):


POST LT. SCHOOL REIMBURSABLE PLAN IV
TOTAL EST COST OF TUITION, PARKING, HOTEL & PER DIEM:
EST \$ 3444.79

1/ Requestor  11/13/18
Date

2/ Division Training Sergeant _____ Date

3/ Division Commander/Administrator  5/26/18
Date

4/ Deputy Chief/Bureau Chief  Scott Farwell 11/16/18
Date

5/ Deputy Chief - Support Bureau  STM 11/20/18
Date

6/ Chief of Police  R. Luna 11.26.18
Date

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.

CITY OF LONG BEACH

DATE: 11/13/2018

TRAVEL REQUEST and EXPENSE REPORT

BUDGET NO. PD0303

PART I. TRAVEL REQUEST

1. REQUESTING OFFICIAL Robert G. Luna	2. TITLE Chief of Police	3. DEPARTMENT Police
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TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME Chad Ellis	5. TITLE Lieutenant	6. DEPT./DIVISION Police/ North
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7. EXPLANATION OF TRAVEL REQUEST: Attendance at POST Management Course #7	8. Amount requested (See Item 13) \$3444.79
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APPROVALS

9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH <i>R. Luna</i> DEPARTMENT HEAD	10. CITY MANAGER APPROVED IN THE AMOUNT OF \$ <i>[Signature]</i> CITY MANAGER	11. APPROVED BY CITY COUNCIL DATE \$ MAX. AMOUNT
	DATE 12/3/18	

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.								15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.		
DATES										
1 st WEEK		02/10/19	02/11/19	02/12/19	02/13/19	02/14/19	02/15/19	02/16/19		
2 nd WEEK		03/10/19	03/11/19	03/12/19	03/13/19	03/14/19	03/15/19	03/16/19		
3 rd WEEK		04/07/19	04/08/19	04/09/19	04/10/19	04/11/19	04/12/19	04/13/19		
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input checked="" type="checkbox"/> Priv. Car										
GARAGE	\$100.00		10.00x3	10.00x3	10.00x3	10.00x1				
TAXIS/CAR FARE										
LODGING	\$1200.00		120.00x3	120.00x3	120.00x3	120.00x1				
TELEPHONE & TELEGRAPH										
TIPS AND GRATUITIES										
REGISTRATION FEES	\$1494.79									
BREAKFAST	\$130.00		10.00x3	10.00x3	10.00x3	10.00x3	10.00x1			
MEALS LUNCH	\$195.00		15.00x3	15.00x3	15.00x3	15.00x3	15.00x1			
DINNER	\$325.00		25.00x3	25.00x3	25.00x3	25.00x3	25.00x1			
OTHER MEALS										
MISCELLANEOUS										
ADDITIONAL CLASSES										
TOTALS	\$3444.79									

16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.	17. APPROVED:
--	---------------

REQUESTEE

DEPARTMENT HEAD

DATE



Date: August 3, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *DRON R. LUNA*
Subject: **Travel Request - Major Cities Chiefs Meeting**

I respectfully request permission to attend the COPSWest Conference in Sacramento on September 18 – 19, 2018 and the Major Cities Chief's Association (MCCA) PELI Mentor Meeting in Chicago September 20 – 21, 2018.

Criticality:

- I will be serving on a Use of Force and Transparency Panel at the COPSWest Conference.
- I have been selected to serve as a mentor to an Albuquerque PD deputy chief as part of the MCCA PELI Program. This meeting will give me the opportunity to define my role as a mentor, as well as meet my mentee.

Direct Cost:

There will be no cost to the department.

Indirect Cost:

None

Funding Source:

UASI16 = COPSWest Conference

MCCA = PELI Program

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: March 19, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the following training/travel.

Training/Conference Details:

Name: IAPro Conference
Date: November 13-15, 2018
Location: San Diego, CA

Employee:

Lloyd Cox, Commander

Criticality

IAPro is the software used by Internal Affairs to track and manage all allegations of misconduct by the public or internal complaints as well as use of force, pursuit, and employee traffic accident investigations. The annual conference trains staff on how to utilize and maintain the software as well as the risk management features of the system. Current staff have transferred out of Internal Affairs and new system enhancements have made it difficult to manage/learn the software and ensure its being applied correctly.

Direct Cost:

Total Estimated Cost: \$893.22

Indirect Cost:

There are no indirect costs.

Funding Source:

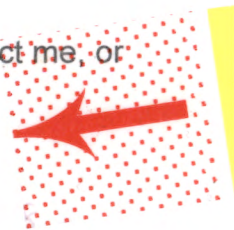
PD0112

If you have any questions or require additional information, please contact me, or my Chief of Staff, Commander Paul Lebaron, at extension 87301.


Approved:



Patrick H. West, City Manager





Date: March 1, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2018 Leadership in Counter-Terrorism (LinCT) Conference
Date: April 25 - 27, 2018
Location: New York, NY

Employee(s):

Deputy Chief Richard Conant

Criticality:

The Leadership in Counter-Terrorism (LinCT) Conference brings together professionals from law enforcement, public safety executives and intelligence leaders with a mixture of global and local practitioners' perspectives on threats, strategies, analysis, integration, and the way forward. Deputy Chief Conant will be able to network with colleagues from throughout the world to discuss current trends and innovative methods to combat crime, terrorism, and threats in the City of Long Beach.

Direct Cost:

The total cost for registration, airfare, lodging and meals is estimated at \$1,910.00

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0801. NYPD will reimburse employee for registration fees and lodging. Requesting baggage fees, lunch and dinner during travel and gratuities. Airfare will be arranged and paid by NYPD through the Travel Store approval process.

If you have any questions, please contact me or my Chief of Staff, Commander William P. LeBaron, at extension 87301.

Approved:

A handwritten signature in black ink, appearing to be "Patrick H. West", written over a horizontal line.

Patrick H. West, City Manager



Date: August 8, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL / TRAINING REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Outlaw Motorcycle Gang Training
Date: August 29, 2018
Location: Georgetown, Texas

Employees:

Detective Chris Rose, Criminal Intelligence Section

Criticality:

Detective Rose is a nationally recognized expert on Outlaw Motorcycle Gangs (OMGs) and is assigned to the Alcohol, Tobacco, Firearms, and Explosives Outlaw Motorcycle Gang Taskforce. Due to his expertise and knowledge of OMGs, Detective Rose was requested to present at a one day training course to the Texas Department of Public Safety. Detective Rose will present on current trends, enforcement, safety concerns, and prosecution of OMGs. This would be an excellent opportunity for Detective Rose to educate law enforcement personnel while representing the City of Long Beach at a national level.

Direct Cost:

No cost to the City of Long Beach. Total cost for travel, lodging and meals is estimated at \$630.00

Indirect Cost:

There are no indirect costs

Funding Source:

The Texas Gang Investigators Association will cover all direct costs

If you have any questions, please contact me or my Chief of Staff Erik Herzog at extension 8-7301.

Approval: *PHW*
Patrick H. West, City Manager



Date: May 31, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Personal Watercraft for Law Enforcement
Date: September 17 – 21, 2018
Location: Morro Bay, CA

Employees:

Officers Jacob Dillon and David Okerman

Criticality:

The Rescue Water Craft course is a five-day, forty-hour introductory course for boating enforcement officers. This course is designed to provide Rescue Water Craft operators with the skills and practical experience necessary to safely operate a public safety vessel in inland waters, rivers, and oceans. The Long Beach PD Port Police Division utilizes rescue watercraft in its Homeland Security mission to safeguard the Port of Long Beach and its surrounding waterways.

Direct Cost:

Total Costs for this training conference is estimated at \$740.00. These costs will be covered through the Port Security Grant 16. This is a line item in the PSGP budget that has been approved by FEMA.

Indirect Costs:

There are no indirect costs.

Funding Source:

PD10PSGP16 Grant

If you have any questions, please contact my Chief of Staff, Commander William LeBaron, or me at extension 87301.


Approved:

PL West

Patrick H. West, City Manager





Date: May 10, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Travel Details:

Name: Airborne Public Safety Conference and Helicopter Certified Flight Instructor Course
Dates: July 8 - 12, 2018
Location: Louisville, Kentucky

Employee:

Officer Michael Erdelji

Criticality:

Officer Erdelji is the police department's only Certified Flight Instructor (CFI). He is responsible for the training of all new pilots in the Air Support Unit. This specific recertification class is geared toward law enforcement personnel and is required to maintain Officer Erdelji's certification.

Direct Cost:

\$1990.

Indirect Cost:

None

Funding Source:

PD10UASI16 – UASI grant funding

If you have any questions, please contact me, or my Chief of Staff, Commander W. Paul LeBaron at extension 87301.

Approved: 
Patrick H. West, City Manager



Date: April 23, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the following training:

Travel Details:

Annual Asset Forfeiture Update Course

Date: May 7 – 8, 2018

Location: Monterey Marriott – 350 Calle Principal, Monterey, CA 93940

Employee(s):

Detective Fernando Jimenez

Criticality:

Maintaining the accurate utilization of asset forfeiture statutes (California Health and Safety Code Section 11469) requires on-going yearly training of law enforcement personnel participating in asset forfeiture programs. The Asset Forfeiture Update Course is presented by the California District Attorneys Association and is designed to keep law enforcement agencies in compliance with state codes. Asset forfeiture is a powerful tool in eliminating the profit of those who attempt to sell narcotics illegally within the City of Long Beach.

Direct Cost:

Total cost for tuition, travel, lodging, car rental and meals is estimated at \$700.00

Indirect Cost:

There are no indirect costs

Funding Source:

Drug Investigation Section Index Code PD1048A/401/37004 (Asset Forfeiture)

If you have any questions, please contact my Chief of Staff, Commander William LeBaron, or me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: February 28, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Government Finance Officers Association (GFOA) 112th Annual Conference
Date: May 6 - 9, 2018
Location: St. Louis, Missouri

Employee(s):

Gina Liwanag, Julie In, and Grace Guinto

Criticality:

Government Finance Officers Association annual conference offers seminars on accounting, auditing, financial reporting, budgeting, financial planning, debt management, leadership development, and other topics relating to government finance. The conference is an invaluable opportunity for the accounting staff of the Police Department to learn about new developments and changes to government accounting standards and practices, as well as network opportunities with other professionals from the nation. Our three attendees were recipients of GFOA scholarships, which is awarded to only 50 attendees per state. As first time scholarship recipients, the attendees will also participate in the mentorship program to network with GFOA staff and other government accounting professionals.

Direct Cost:

As GFOA scholarship recipients, total tuition fee of \$1425 is waived. Total cost for travel, lodging, and meals is estimated at \$3240.

Indirect Cost:

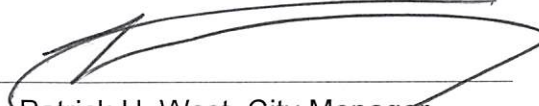
There are no indirect costs.

Funding Source:

Financial/Fiscal Division Index Code: PD1062

If you have any questions, please contact me or my Chief of Staff, William LeBaron, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: February 28, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Government Finance Officers Association (GFOA) 112th Annual Conference
Date: May 6 - 9, 2018
Location: St. Louis, Missouri

Employee(s):

Gina Liwanag, Julie In, and Grace Guinto

Criticality:

Government Finance Officers Association annual conference offers seminars on accounting, auditing, financial reporting, budgeting, financial planning, debt management, leadership development, and other topics relating to government finance. The conference is an invaluable opportunity for the accounting staff of the Police Department to learn about new developments and changes to government accounting standards and practices, as well as network opportunities with other professionals from the nation. Our three attendees were recipients of GFOA scholarships, which is awarded to only 50 attendees per state. As first time scholarship recipients, the attendees will also participate in the mentorship program to network with GFOA staff and other government accounting professionals.

Direct Cost:

As GFOA scholarship recipients, total tuition fee of \$1425 is waived. Total cost for travel, lodging, and meals is estimated at \$3240.

Indirect Cost:

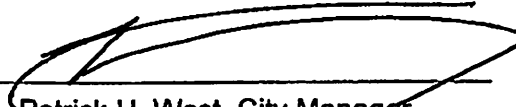
There are no indirect costs.

Funding Source:

Financial/Fiscal Division Index Code: PD1062

If you have any questions, please contact me or my Chief of Staff, William LeBaron, at extension 87301.

Approved:


Patrick H. West, City Manager

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.	CITY OF LONG BEACH TRAVEL REQUEST and EXPENSE REPORT	DATE: 2/23/2018 BUDGET NO.
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PART I. TRAVEL REQUEST

1. REQUESTING OFFICIAL Robert G. Luna	2. TITLE Chief of Police	3. DEPARTMENT Police
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TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME Julie In	5. TITLE Accounting Clerk	6. DEPT./DIVISION Financial Bureau/Fiscal Division
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7. EXPLANATION OF TRAVEL REQUEST: Government Finance Officers Association (GFOA) 112 th Annual Conference in St. Louis, MO from May 6-9, 2018	8. Amount requested (See Item 13) \$1,280.00
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9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH _____ DEPARTMENT HEAD	APPROVALS	
10. CITY MANAGER APPROVED IN THE AMOUNT OF \$ <u>1,280</u> _____ CITY MANAGER	11. APPROVED BY CITY COUNCIL _____ \$ _____ DATE MAX. AMOUNT	DATE <u>4-2-18</u>

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST. FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.							15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES									
1 st WEEK								5/5/18	
2 nd WEEK		5/6/18	5/7/18	5/8/18	5/9/18				
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input checked="" type="checkbox"/> Air <input type="checkbox"/> Priv. Car	350.00								350.00
GARAGE									
TAXIS/CAR FARE	40.00				20.00				20.00
LODGING	600.00	150.00	150.00	150.00					150.00
TELEPHONE & TELEGRAPH									
TIPS AND GRATUITIES									
REGISTRATION FEES									
BREAKFAST	40.00	10.00	10.00	10.00	10.00				
MEALS									
LUNCH	75.00	15.00	15.00	15.00	15.00				15.00
DINNER	125.00	25.00	25.00	25.00	25.00				25.00
OTHER MEALS									
MISCELLANEOUS (Specify)									
Baggage fee	50.00				25.00				25.00
TOTALS	1,280.00								

16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS. 	17. APPROVED:
REQUESTEE	DEPARTMENT HEAD
	DATE



Date: May 1, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: Missing and Unidentified Persons Investigations Training
Dates: June 11 and 12, 2018
Location: Palm Desert Riverside County Sheriffs Department, California

Employees:

Homicide/Missing Persons Detective Gregory Krabbe

Criticality:

Detectives provided with the most current training designed to give students a working knowledge and skills essential to missing persons investigations, and human body identification.

Direct Cost:

Course registration, transportation, lodging and meals is estimated at \$539.75 for one detective.

Indirect Costs:

There are no indirect costs.

Funding Source:

Homicide Index code PD0834

If you have any questions, please contact me at extension 7301.

Approved: *PHW*
Patrick H. West
City Manager



Date: July 25, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Major Cities Chiefs Association (MCCA) - Police Executive Leadership Institute (PELI) VI
Date: September 17-21, 2018
Location: Chicago, IL

Employees:

Deputy Chief Wally Hebeish, Police Department, Patrol Bureau

Criticality:

PELI is a leadership program developed by MCCA aimed at high-level police executives with a strong desire to become police chief. MCCA will pay for lodging and meals.

Direct Cost:

\$462

Indirect Cost:

No indirect costs

Funding Source:

PD0301

If you have any questions please contact me or my Chief of Staff, Commander W. Paul LeBaron at extension 87301.

Approved:

A handwritten signature in blue ink, appearing to read "P. West", written over a horizontal line.

Patrick H. West, City Manager





Date: July 6, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R Luna*
Subject: **TRAINING REQUEST- Springfield Armory XD/XDm & 1911 Armorer Courses**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Springfield Armory XD/XDm and 1911 Armorer Course
Date: July 24, 2018 to July 25, 2018
Location: Westminster, Colorado

Employees:

Officer William Holder

Criticality:

Springfield Armory requires only Springfield Armorer qualified personnel to work on Springfield weapons. The Long Beach Police Department currently utilizes approximately 150 Department owned 1911 style handguns for use by recruit officers. Additionally, several officers and detectives use 1911 style handguns for duty and XD and XDm model handguns for non-uniform primary and off-duty weapons.

Springfield Armory requires all persons who provide service on Springfield weapons to be trained and qualified by the Springfield Armory personnel. If non-qualified providers service Springfield weapons and the weapons and or weapons parts malfunction, Springfield Armory will not cover replacement or responsibility. In addition, replacement parts will be provided only to qualified armorers at Department pricing. There are other courses offered, but none offer instruction on all three models at the same time and all of those courses are offered on the East Coast. This particular course is the closest and soonest one that will satisfy the needs of the Department. It also provides instruction on the most common weapons used by Long Beach Police Department personnel. No other courses that provide this training will be offered this year.

Direct Cost:

\$1,956.00

Indirect Cost:

No indirect costs

TRAINING REQUEST- Springfield Armory XD/XDm & 1911 Armorer Courses
July 6, 2018
Page 2

Funding Source:
PD0568

If you have any questions, please contact me or my Chief of Staff,
Commander W. Paul LeBaron at extension 87301.

Approved: 

Patrick H. West, City Manager

CSM: csm
ArmorerMemo



Date: May 22, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: **Travel Request**

R. Luna

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Chaplain Training Program
Date: June 24 – 29, 2018
Location: Dallas, TX

Employee(s):

Detective Eric Hubbard

Criticality:

Detective Eric Hubbard is a Police Chaplain and has been invited to attend the Law Enforcement Chaplain Training Program in Dallas, Texas. Detective Hubbard will expand his counseling services for First Responders after completing the course.

Direct Cost:

Estimated cost for registration, travel, accommodations and meals is \$1,295.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0836

If you have any questions, please contact me or my Chief of Staff, Commander Paul LeBaron, at extension 87301.

Approved:

P West

Patrick H. West, City Manager

(AKA, City Manager)



Date: May 10, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic Bloodstain Pattern Analysis
Date: June 11 – June 14, 2018
Location: El Cajon, California

Employee(s):

Michael Humphreys, Criminalist I
Taylor Tyler, Criminalist I

Criticality:

This 40-hour course will provide professionals in the law enforcement and in the forensic field, hands-on training in the analysis of bloodstain pattern evidence. The course meets the curriculum requirements set forth by the International Association for Bloodstain Pattern Analysts (IABPA) and is taught by a Certified Bloodstain Pattern Analyst with the International Association for Identification (IAI).

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$2,130.00

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10DELL17

If you have any questions please contact me or my Chief of Staff, Commander William LeBaron, at extension 87301.

Approved:

Patrick H. West, City Manager



Date: May 7, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: Code 4 Concepts Tactics Instructor Certification
Date: August 23-26
Location: Las Vegas, Nevada

Employee(s):
Vincent Kong

Criticality:

The Advanced Officer Training Cadre would like to send AOTC Officer Kong to the training (Code 4 Concepts Tactics Instructor Certification) to develop his skills, knowledge, and expertise. This training will allow Officer Kong to develop and implement defensive tactics training, force options, and de-escalation training to Department personnel. Officer Kong will learn the comprehensive system based on proven methods and principles which allow users to stop or dominate combative events. Understanding the methodologies and principles allow officers to defend themselves, disengage, understand force options, and utilize de-escalation tactics.

Direct Cost:

\$950 Tuition
\$1,700 Travel, lodging, transportation & meals
\$2,650 Total Cost

Funding Source:

PD0569

If you require additional information, please contact me or my Chief of Staff, Commander Paul LeBaron, at extension 87301.



Approved:

P. West

Patrick H. West, City Manager

RL:PL;RK:PG:vk
Training/Travel Request



Date: November 27, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced travel for training:

Training/Conference Details:

Name: CHP/OTS/NHTSA DUID Conference
Date: December 5 through 7, 2018
Location: Sacramento, California

Employees:

Lieutenant Kristofer Klein

Criticality:

The CHP/OTS/NHTSA DUID conference in California is designed to educate state Police Departments on the effects of the legalization of marijuana on driving under the influence arrests. The Office of Traffic Safety (OTS) along with the CHP is requesting one representative from agencies that receive DUI funding from OTS to discuss new legislation, arrest/collision statistics and upcoming enforcement technology as it relates to marijuana usage and driving. This seminar is critical for the Long Beach Police Department to ensure that the City is operating in the same manner as other state and local jurisdictions. The seminar was just recently announced on November 16, 2018, thus the need for expedited approval.

Direct Cost:

Cost mileage only (\$445.81).

Indirect Cost:

No indirect costs

Funding Source:

PD03122 – Motors general fund

If you have any questions, please contact me or my Chief of Staff, Commander Erik Herzog, at extension 87301.

*Includes one
travel day (Wed)
and one day for
the conference (Thursday)
T.M.L.*

Approved:

PHW

Patrick H. West, City Manager

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.	CITY OF LONG BEACH TRAVEL REQUEST and EXPENSE REPORT	DATE: BUDGET NO.
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PART I. TRAVEL REQUEST

1. REQUESTING OFFICIAL Robert Luna	2. TITLE Chief of Police	3. DEPARTMENT Police
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TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME Kristofer Klein	5. TITLE Lieutenant	6. DEPT./DIVISION Police/Patrol/Field Support Division
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7. EXPLANATION OF TRAVEL REQUEST: To attend CHP/OTS/NHTSA DUID Conference in Sacramento – 12/5/2018 – 12/7/2018	8. Amount requested (See Item 13)
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9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH  DEPARTMENT HEAD	APPROVALS	
10. CITY MANAGER APPROVED IN THE AMOUNT OF \$  CITY MANAGER	11. APPROVED BY CITY COUNCIL  DATE	\$ _____ MAX. AMOUNT

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.							15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES									
1 st WEEK									
2 nd WEEK					12/5/18	12/6/18	12/7/18		
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Car**									
GARAGE									
TAXIS/CAR FARE									
LODGING									
TELEPHONE & TELEGRAPH									
TIPS AND GRATUITIES									
REGISTRATION FEES									
BREAKFAST									
MEALS LUNCH									
DINNER									
OTHER MEALS									
MISCELLANEOUS (Specify)									
** Drove City vehicle to event.									
TOTALS	0								

16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.	17. APPROVED:
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REQUESTEE	DEPARTMENT HEAD	DATE
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TRAINING/CONFERENCE – TRAVEL REQUEST

City of Long Beach Police Department

Requestor KLEIN, KRISTOFER		RACT ID [REDACTED]	Index Code PD031222
Date: 11/27/18	DID#: 5637	Bureau/Division PATROL / FSD	Daytime Phone # 562)570 7292
Course Title IDEAS TO IMPACT: A DIALOGUE TO ADDRESS DRUG-IMPAIRED DRIVING		Start Date: 12/16/18	End Date: 12/16/18
Course Location CHP ACADEMY		Time: 0830	Time: 1630
Course Code/Control No. (If applicable)			
Presenter: CHP / OTS / NHTSA	Contact Person: WILLIAM EHART / OTS	Contact Phone #: 916 509 3028	

Circle Appropriate Information for Each Item in the Box Below

Training <input checked="" type="checkbox"/> Conference	P.O.S.T. Course: Y / <input checked="" type="checkbox"/> N	P.O.S.T. Backfill Qualified: Y / <input checked="" type="checkbox"/> N
---	--	--

Tuition Cost: \$ 0 **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car **must** be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

REQUEST MIMBACH REIMBURSEMENT
409 MI x 2 = 818 MILES x .545 = 445.81
NO MEALS, NO ROOM

[Signature] 11/27/18
1. Requestor Date

[Signature] 11-28-18
4. Deputy Chief/Bureau Chief Date

2. Division Training Sergeant Date

[Signature] 11/27/18
5. Deputy Chief – Support Bureau Date

[Signature] 5109 11/27/18
3. Division Commander/Administrator Date

[Signature] 11.28.18
6. Chief of Police Date

Anne Kearby

From: Erik Herzog
Sent: Friday, November 30, 2018 1:37 PM
To: Anne Kearby
Cc: Rita DeLuna
Subject: Re: Question on Travel

Employee is only requesting one travel day (wed) and one work day (thur). Everything else will be his own time.

Employee is driving his own car is not requesting reimbursement for meals or lodging, just for the mileage cost. He estimated the cost driving back and forth expenses from his house in Yorba Linda to Sacramento, which is a total of 849.8 miles X the per diem rate of \$0.545 per mile; total of \$ 463.141. On the travel request he used the location from FSD but it should from his house. Hope this explanation helps.

On Nov 29, 2018, at 4:43 PM, Anne Kearby <Anne.Kearby@longbeach.gov> wrote:

Hi Rita—

Please see the attached note from Tom on travel for Kristofer Klein. I will keep the original at my desk until I hear back.

Thank you!
Anne

Anne Kearby
Executive Assistant to the Assistant City Manager
City of Long Beach
333 W. Ocean Blvd., 13th Floor
Long Beach, CA 90802
562-570-5190
anne.kearby@longbeach.gov

<image001.png>

<2018_11_29_15_11_34.pdf>

Kristofer Klein

From: Steve Smock
Sent: Monday, November 19, 2018 10:46 AM
To: Kristofer Klein
Subject: Fw: NHTSA/OTS one day workshop Dec 6th, 2018
Attachments: DRAFT Agenda - Dec. 6 Drug Impaired Driving Workshop rev7 - kbcm - Copy.docx

Whats you thought on this. Should we try and send someone from our shop or Shaleana Benson?

Sergeant Steve Smock
Field Support Division
Motorcycle Detail
Public Safety Dive Team
Ofc: 562 570-7338
Cell: [REDACTED]

From: Ehart, Bill@OTS <Bill.Ehart@ots.ca.gov>
Sent: Friday, November 16, 2018 11:10 AM
To: edetmer@riversideca.gov; sfleming@oaklandnet.com; 30891@lapd.lacity.org; Aaron Alu; Steve Smock; codom@fullertonpd.org; cprince@pd.cityofsacramento.org; mark.vanwyhe@fresno.gov; whadley@santa-ana.org; bcarter@chulavistapd.org; rboyer@anaheim.net; jmarty@santa-ana.org; DPadilla@santa-ana.org; JSMITH2@santa-ana.org; mgerrity@bakersfieldpd.us
Cc: Doucette, David@OTS
Subject: NHTSA/OTS one day workshop Dec 6th, 2018

Good Morning, first of all, let us apologize for the short notice but we want you to know that NHTSA, OTS and CHP are sponsoring a one-day drug impaired driving workshop to discuss drug impaired driving in California. The NHTSA Deputy Administrator Heidi King from Washington, DC will be at the meeting, as NHTSA has been holding these meetings across the country. The workshop is intended to be heavy on interaction and light on actual PowerPoint presentations. NHTSA and OTS are hoping someone from your agency will be able to attend the workshop at the CHP Academy on December 6 from 0800-1630. An agenda for the workshop is attached for your review.

Some of the topics on tap to be discussed include, recently released data on drug impaired driving, an update on CA cannabis studies from UCSD, efforts to encourage law enforcement to collect DUID arrest data, the latest on toxicology challenges and best practices, what's working to encourage more DUID filings and what steps have been taken and are being planned to make DUID prosecution more successful. Additional topics will include a look at the DUI/DUID data that is currently being collected, an in-depth discussion on oral fluid devices, and a CA legislative update session that will also include a presentation from DC on the latest DUID legislation from across the nation. We expect to have no more than 60 in attendance. Please note that the primary focus of the workshop is related to DUID enforcement efforts at the street level. Because of very limited space, attendance is by invitation only and the target audience members are officers with a background as a front line DRE's and/or line supervisors who deal with issues related to DUID on a daily basis and who can speak to the strengths and weaknesses of current DUID enforcement efforts in a roundtable discussion format. Additionally, know that while both NHTSA and OTS recognize that the upper command staff of your agency play an invaluable role in the overall leadership of DUID efforts and deployment schemes

and that their input is always welcome towards those efforts, this particular one-day workshop is not geared towards discussions at that level, although we do hope to have future discussion workshops for command level staff in the future.

In reference to travel funding, if your agency has a current OTS grant with travel funds, you can use those funds for travel costs associated with attendance at the workshop however, please have your OTS grant supervisor contact their OTS grant coordinator about using grant travel funding prior to expenditure as the relevant OTS coordinator must approve it. Also, please note that there is no registration fee for the workshop so the only costs related to attendance should be those related to travel and that an RSVP is requested. Finally, because of limited space as noted, we are requesting only one representative from each agency being invited unless attendance by more than one representative is necessary and critical to the subject matter discussion.

May I also ask for you to let me know the name of the person(s) you will be sending as soon as you select the appropriate individual with the relevant expertise. I will forward that information to NHTSA.

Thank you for your time and we hope to see someone from your agency in Sacramento next month.

Happy Thanksgiving and Be Safe,

Bill

William Ehart
Law Enforcement Liaison

Please Note: If I am away from my desk, your call will be forwarded automatically to a personal cell number that has a 714 prefix.

California Office of Traffic Safety
2208 Kausen Drive, Suite #300
Elk Grove, Ca 95758
916-509-3028
bill.ehart@ots.ca.gov

and that their input is always welcome towards those efforts, this particular one-day workshop is not geared towards discussions at that level, although we do hope to have future discussion workshops for command level staff in the future.

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California Office of Traffic Safety
2208 Kausen Drive, Suite #300
Elk Grove, Ca 95758
916-509-3028
bill.ehart@ots.ca.gov



Date: February 28, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: The Association of Firearm and Tool Mark Examiners (AFTE) 49th
Annual Training Seminar
Date: June 3 – June 8, 2018
Location: Charleston, WV

Employee(s):

Leanna Kim, Criminalist I

Criticality:

AFTE is a medium that fosters the exchange of ideas and information within the field of Firearm and Tool Mark examination and the annual training seminar gathers professionals to present the most current information, research, and updates in this field. In addition to the scientific presentations at the seminar, a variety of practical workshops are offered which are designed to update and improve workflows, processes, and technical expertise. Leanna Kim is a Criminalist I assigned to the Firearms Unit. This training is needed to fulfill continuing education requirements.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$2,920.

Indirect Cost:

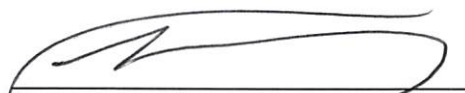
There are no indirect costs.

Funding Source:

PD0880

If you have any questions please contact me or my Chief of Staff, Commander Paul LeBaron, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: February 2, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2018 National Homeland Security Conference
Date: July 10 – 12, 2018
Location: New York Sheraton, New York

Employees:

Lieutenant E. Ledesma

Criticality:

The National Homeland Security Conference is the premiere comprehensive homeland security conference in the nation. This conference brings together a variety of Homeland Security professionals by offering innovative and informative sessions covering topics in law enforcement, fire service, emergency management, counter-terrorism, grant management, and many others. The LBPD Port Police Division applies for PSGP funding yearly and this conference is important to learn current trends and changes in the program; along with, receiving vital information needed to fulfill FEMA's requirements in the application process.

Direct Cost:

Total Costs for this training conference is estimated at \$2,390.00. These costs will be reimbursed through the Los Angeles Mayors Office and any additional cost could be covered through the Port Security Grant 15. This is a line item in the PSGP budget that has been approved by FEMA.

Indirect Costs:

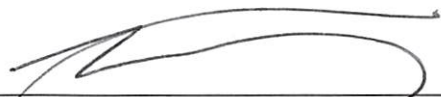
There are no indirect costs.

Funding Source:

Los Angeles Mayors Office / PD10PSGP15 Grant

If you have any questions, please contact my Chief of Staff, Commander William LeBaron, or me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: July 23, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 32nd AFIS Internet Users Conference
Date: August 26th – August 29th, 2018
Location: Reston, Virginia

Employee(s):

Fingerprint Classifiers: Lorraine Luna and Eduardo Covarrubias

Criticality:

Continued professional education and development are important aspects of performing fingerprint comparison work. The NEC AFIS Internet Users Conference provides a full week of quality topics related to Tenprint, Latent fingerprint, and other biometric solutions used in the forensic domain. Lecture and discussion topics include explanations of searching the Automated Fingerprint Identification System (AFIS) and functionality, Tenprint-Fingerprints: An overview, Tenprint-Identifying altered and mutilated fingerprints, and other topics related to quality checks and quality control of the AFIS database.

Direct Cost:

There are no direct costs to the City of Long Beach. All related expenses will be reimbursed to the attendee by LACRIS – Los Angeles County Regional Identification System. The total cost for registration, travel, lodging and meals is estimated at \$3,450.00

Indirect Cost:

There are no indirect costs.

Funding Source:

PD1096

If you have any questions, please contact me or my Chief of Staff, Commander William LeBaron, at extension 87301.



Approved:

Patrick H. West, City Manager



Date: May 4, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I am respectfully requesting authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2018 Emergency Preparedness Training Workshop
Date: June 18 – June 19, 2018
Location: Sacramento, California

Employee:

Sergeant Eric Matusak

Criticality:

Sergeant Matusak is a member of the City's All Hazard Incident Management Team and was involved in the Long Beach Zika Community Assessment for Public Health Emergency Response (CASPER) conducted in July 2017. Sergeant Matusak has been asked to join staff from the Long Beach Health and Human Services Department to present at the conference on best practices and planning tools to utilize an incident management team during CASPER operations.

Direct Cost:

Approximately \$690.

Indirect Cost:

No indirect costs

Funding Source:

All direct costs will be paid using 2016 UASI Grant Index Code 16LHET funds.

If you have any questions please contact me or my Chief of Staff, Commander W. Paul LeBaron at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: May 31, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below-referenced training/travel.

Training/Conference Details:

Name: ICI Domestic Violence
Date: September 24—September 28, 2018
Location: San Diego, CA

Employee:

Detective Daniel Melendez

Criticality:

Detective Melendez is new to Domestic Violence Detail, and this high-quality training will provide him with the knowledge and skills necessary to conduct successful domestic violence investigations. He will learn specific investigative techniques and problem-solving and case management skills related to various types of domestic violence, including cross-cultural, elder abuse and stalking.

Direct Cost:

Tuition is free. The total cost for lodging, meals and parking is estimated at \$1,000.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0820

If you have any questions, please contact me or my Chief of Staff, Commander Paul LeBaron, at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager



Date: March 13, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below-referenced training/travel.

Training/Conference Details:

Type: California Association of Labor Relations Officers Training Seminar
Date: May 30—June 1, 2018
Location: Rancho Mirage, CA

Employee(s):

Detective James Mondragon

Criticality:

Detective Mondragon is new to Vice Detail and assists the labor relations detective, covering his duties in his absence. This training is necessary in order to have more than one detective in Vice Detail qualified to handle labor relations matters and provide assistance to department personnel during labor disputes.

Direct Cost:

Total cost for meals and rental car is estimated at \$453.00.

Indirect Cost:

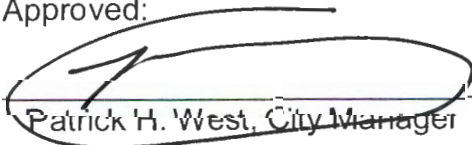
There are no indirect costs.

Funding Source:

PD0818.

If you have any questions, please contact me or my Chief of Staff, Commander W. Paul Lebaron, at extension 87301.

Approved:


Patrick H. West, City Manager





Date: April 19, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training / Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: FBI Underwater Post Blast Investigations
Date: June 11th – June 15th 2018
Location: Castaic Lake, Castaic

Employees:

Officer's Bo Pak, Eddie Urquiza, Brian Mihkelson and Nicholas Kent

Critically:

This training will enable these members of the Long Beach Police Department Dive Team to safely and effectively operate in an underwater post blast environment. Listed is some of the training they will receive:

- Introduction to explosives and underwater explosive theory
- Underwater hazardous devices recognition
- Post blast fragmentation analysis, IED component identification
- Maritime Terrorism, Tactics, and Targets
- Underwater explosive search operations, recovery and analysis
- Evidence handling and testifying in court
- Incident Command System multi-agency dive operations

Direct Costs:

Tuition costs are free. Total cost for travel, lodging and meals are estimated at \$2,200.00

Indirect Costs:

There are no indirect costs.

Funding source:

PD10PSGP16 Grant

If you have any questions, please contact my Chief of Staff, Commander Paul Lebaron, extension 7301.

Approved:

Patrick H. West

Patrick H. West, City Manager

B.P.
FBI Blast Class



Date: May 29, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Emergency Vehicle Operations Course
Date: June 11 – 15, 2018
Location: Lompoc, California

Employee(s):

Recruit Edward Esquivel, Recruit Emiliano Estrada, Recruit Elmer Gonzalez, Recruit Daniel Ibarra, Recruit Michael Johnson, Recruit Marco Lopez, Recruit Daniel Morley, Recruit Thomas Porter, Recruit Alejandro Ramirez, Recruit Duo Xu.

Criticality:

Each recruit is required to attend the mandatory POST Emergency Vehicle Operations Course. Class 92 will be attending the San Bernardino Sheriff's facility for the training. However, they cannot accommodate more than 40 recruits per week. Therefore, the recruits listed above will attend the training at Allan Hancock College.

Direct Cost:

The total cost for registration, lodging, meals and mileage is estimated at \$13,966.45.

Registration - \$8374.20 (10 recruits x \$837.42 each)
Lodging - \$2520.00 (10 recruits - 5 rooms x \$504.00 per room)
Meals - \$2500.00 (10 recruits x \$250.00 each)
Mileage - \$572.25 (3 vehicles – 350 miles roundtrip x \$0.545 per mile)

Indirect Cost:

There are no indirect costs.

Funding Source:

PD Index Code – PD0563 / PD User Code – PDACAD92

If you have any questions, please contact me or my Chief of Staff, Commander Paul LeBaron, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: July 11, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *For Ed*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced travel for training:

Travel Details:

Name: CPOA's COPSWEST Training and Expo
Dates: Sunday, September 16 – September 20, 2018
Location: Sacramento, CA

Employee(s):

Bureau Chief, Jason Campbell
Commander, Robert Smith
Lieutenant, Ty Burford
Lieutenant, Don Mauk

Criticality:

COPSWEST provides public safety officials of all ranks and agency sizes an opportunity to explore the newest technology, learn from industry leaders and network with current future leaders. This is a four-day event featuring three days of educational post-certified training sessions, a two-day expo and more.

Direct Cost:

Estimated total cost for travel, lodging and meals are estimated at \$5,620.20

Indirect Cost:


There are no indirect costs

Funding Source:

UASI16

If you have any questions please contact me or my Chief of Staff, Commander William Lebaron, at extension 87301.

Approved:


Patrick H. West, City Manager





Date: April 11, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Institute of Criminal Investigation Core Course
Date: May 14 – 25, 2018
Location: San Diego, California

Employee(s):

Detectives Adrian Garcia, Travis Harris, Claudia Lopez, Eric Thai, Daniel Martinez, and Leticia Gamboa

Criticality:

These Officers are current detectives in the Investigations Bureau. They are being sent to the Robert Presley Institute of Criminal Investigation, Core Course. These officers will be introduced to investigative techniques, functions and procedures that are critical to their job function. This training will not only enhance their expertise, it will also ensure that our Detectives are current on case law. This is a core foundation course of a proposed three phase, 200+ hours, training matrix that all detectives will eventually go through.

Direct Cost:

The direct cost for this two week training is approximately \$8,000 for all five Detectives.

Indirect Cost:

There are no indirect costs for this training

Funding Source:

Pay code of assigned Division

If you have any questions please contact me or my Chief of Staff, Commander William Lebaron at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: June 1, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Alliance to End Homelessness
Date: July 23 - 25, 2018
Location: Washington DC

Employee(s):

Officers Johnny Dodson, Bradley Futak, Cory Strang, and Armand Castellanos

Criticality:

Multiple departments, representing the City's coordinated approach to homelessness are traveling to the national conference to identify best practices. Additionally, members of the Police Department will participate in a panel discussion with Long Beach Health Department detailing our coordinated approach.

Direct Cost:

\$8,158.00

Indirect Cost:

No indirect costs

Funding Source:

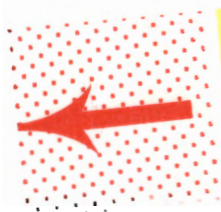
PD1TIMETRAIN

If you have any questions, please contact me or my Chief of Staff, Commander Paul LeBaron at extension 87301.

Approved:

A handwritten signature in blue ink that reads "P West".

Patrick H. West, City Manager





Date: May 29, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *ATT FOR RGL*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Travel Details:

Name: Long Beach SWAT Joint Training with Las Vegas Metro SWAT
Dates: June 19 - 22, 2018
Location: Las Vegas, Nevada

Employee:

SWAT Sergeant Carlos Nava
SWAT Officer Douglas Luther
SWAT Officer Patrick Dougherty
SWAT Officer Jason Kirk
SWAT Officer Timothy Everts
SWAT Officer Gabriel Garrido

Criticality:

Recently the City of Long Beach has been hosting several high-profile events at venues that are comparable in size and nature to the Route 91 Harvest Festival. The events are in the downtown area, averaging between fifteen and twenty thousand attendants, and surrounded by high-rise buildings.

During the Las Vegas Metro Police Department (LVMP), Route 91 Harvest Festival debrief hosted by the Long Beach Police Department (L.B.P.D.), several talking points were brought up specifically regarding LVMP S.W.A.T. breaching tactics and training used in the successful resolution of that incident. Members of the Long Beach S.W.A.T. team have been in communication with Las Vegas S.W.A.T. since that debrief to inquire about the specific talking points introduced during the debrief. During their conversations, Las Vegas S.W.A.T. discussed new and innovative breaching techniques/applications and how those innovations helped their successful response to that specific incident. These innovations are applicable in many urban applications and have merit for exploration and consideration by the L.B.P.D. S.W.A.T. In our correspondence with Las Vegas S.W.A.T., they have extended a rare joint training opportunity to our Breaching Team. The training would give the Breaching Team insight into how the Las Vegas S.W.A.T. Breaching Team responded, how they train, protocols used, and different breaching applications evaluated, considered and ultimately used.



Date: July 12, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: CPOA Women Leaders in Law Enforcement Training Symposium
Date: October 21-23, 2018
Location: Palm Springs, CA

Employees:

Officer Janie Cozine

Criticality:

This symposium is designed to empower and develop women who are in law enforcement. It's also an opportunity to network and attend training.

Direct Cost:

\$ 1,007.34

Indirect Cost:

No indirect costs

Funding Source:

PD0305

If you have any questions please contact me or my Chief of Staff, Commander W. Paul LeBaron at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: April 22, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: Institute for the Prevention of In Custody Death Conference
Date: October 22, 2018 – October 25, 2018
Location: Las Vegas, Nevada

Employee(s):

Sergeant Paul Gallo

Criticality:

The above employee is assigned to the Police Department's Advanced Officer Training Cadre. He is the Department's training manager and is responsible for developing training for all sworn Police Department employees. It is necessary the above employee attend the conference to obtain relevant training related to police arrests, use of force, and the prevention of civil rights violations, related to failure to train allegations. The conference also provides certifications critical to the testimony he provides on behalf of the City.

Costs:

\$1,275 Tuition
\$953 Travel, lodging & per diem
\$2,228 Total Cost

Funding Source:

PD0569

If you require additional information, please contact me or my Chief of Staff, Commander Paul LeBaron, at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: May 10, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 103rd IAI International Educational Conference
Date: July 29 – August 4, 2018
Location: San Antonio, Texas

Employee(s):

Amanda Pontius, Criminalist IV / QA Manager
Paige Green-Purba, Criminalist I

Criticality:

Forensic education and professional development are the core aspects of IAI's mission. The International Education Conference provides a full week of high quality, cutting edge education and hands-on training in forensic physical evidence examination and crime scene processing. Lecture and workshop topics include latent prints, footwear and tire track impression, blood stain pattern, forensic photography and much more.

Direct Cost:

There is no direct cost to the City of Long Beach. All related expenses will be reimbursed to the attendee by LACRIS – Los Angeles County Regional Identification System. The total cost for registration, travel, lodging and meals is estimated at \$3,850.00.

Indirect Cost:

There are no indirect costs.

If you have any questions please contact me or my Chief of Staff, Commander William LeBaron, at extension 87301.

Approved:

A handwritten signature in blue ink, appearing to read "P. West".

Patrick H. West, City Manager



Date: March 6th, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: The Western States Joint Conference of the International Association for Identification's 2018 Annual Training Seminar
Date: April 30th – May 4th, 2018
Location: Las Vegas, Nevada

Employee(s):

Roya Khouie-Vargas, Criminalist II

Criticality:

The California Division, Pacific Northwest Division, Tri Division and Rocky Mountain Division of the IAI are dedicated to the education and training of members in law enforcement and forensic science professionals, and are joining together to create the first ever Western States Conference. There will be 95 different speakers presenting 137 lectures and workshops with topics ranging from blood spatter, gunshot residue, friction ride, crime scene processing, case debriefs, panel reviews and much more, along with 37 vendors bringing the latest and greatest technology. The latest techniques, standards, methods and developments are discussed, which helps to keep our Criminalists current in their respective disciplines.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,116.60

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0880. Los Angeles County Regional Identification System (LACRIS) will reimburse all expenses.

If you have any questions please contact me or my Chief of Staff, Commander William P. LeBaron, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: March 13, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL/TRAINING JUSTIFICATION REQUEST**

I respectfully notify you of the below referenced travel for training:

Training/Conference Details:

Name: POST Management Course
Class Date: July 16-20, 2018
August 6-9, 2018
August 27-30, 2018
Location: San Diego, CA

Employee:

Lieutenant Ryan LeBaron

Criticality:

Lieutenant LeBaron is required to attend this course to meet compliance with POST. This course is POST reimbursable.

Direct Cost:

\$2,926

Indirect Cost:

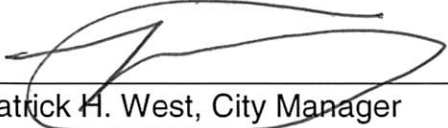
No indirect costs

Funding Source:

PD1096IT

If you have any question, please contact me or my Chief of Staff, Commander Paul LeBaron, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: June 5, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Academy Instructor Certification Course (AICC)
Date: August 20-24, 2018
Location: San Bernardino, CA

Employee:

Police Officer Carlos Sandoval

Criticality:

This is a P.O.S.T. mandated course for newly selected Academy instructors. Police Officer Carlos Sandoval was recently chosen to be a new Koga instructor for the Academy.

Direct Cost:

\$1,158.95

Indirect Cost:

No indirect costs

Funding Source:

PD0305

If you have any questions please contact me or my Chief of Staff, Commander W. Paul LeBaron at extension 87301.

Approved:

A handwritten signature in black ink, appearing to be "P. West", written over a horizontal line.

Patrick H. West, City Manager





.Date: August 7, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Maritime Security West
Date: August 27-29, 2017
Location: San Diego, California

Employees:

Sergeant Paul Esko, Officers Adam Beaver, Robert Kennedy and Brian Mihkelson

Criticality:

The Maritime Security West Conference is a comprehensive homeland/maritime security conference serving the West Coast. This conference brings together a variety of Homeland/Maritime Security professionals by offering innovative sessions covering topics in maritime law enforcement, port area security, vessel AIS and GPS vulnerabilities, cyber security and many others. The LBPD oversees Port security both on and off the water and keeping up to date with current trends and best practices only enhances the capabilities of the Port Police Unit.

Direct Cost:

Total cost for this training conference is estimated at \$2279.00, this includes travel, lodging and meals.

Indirect Costs:

There are no indirect costs.

Funding Source:

The costs will be reimbursed through the Port Security Grant 16 and is a line item in the PSGP16 Grant budget worksheet that has been approved by FEMA.

If you have any questions, please contact my Chief of Staff, Commander Erik Herzog or me at extension X87301.

Approved:

PL West

Patrick H. West, City Manager



Date: August 7, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Supervisory Course
Date: September 10, 2018 to September 21, 2018
Location: Temecula, California

Employee(s):

Sergeant Robert Ryan

Criticality:

As a newly promoted sergeant, Sergeant Ryan is required to attend this POST reimbursable course to meet compliance with POST.

Direct Cost:

\$825

Indirect Cost:

None

Funding Source:

PD0303
\$225 is POST Plan IV reimbursable.

If you have any questions please contact me, or my Chief of Staff, Commander Paul LeBaron, at extension 87301.

Approved:

A handwritten signature in blue ink, appearing to read "P. West", written over a horizontal line.

Patrick H. West, City Manager



Date: May 14, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Travel Details:

Name: PERF, Reducing Gun Violence: What Would Make a Difference
Dates: June 6 – June 8, 2018
Location: Washington, DC

Employee(s):

Commander Robert Smith

Criticality:

Commander Smith will explore the major causes and dynamics of gun crime, and then identify and prioritize the specific laws, policies, and programs that will make a difference in reducing gun violence.

Direct Cost:

Estimated total cost for travel, lodging and meals are estimated at \$1,355.89

Indirect Cost:

There are no indirect costs.

Funding Source:

PD08GVC

If you have any questions please contact me or my Chief of Staff, Commander William Lebaron, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: May 3, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Travel / Training Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Technical Investigators Assoc. Conference
Date: July 14 – 19, 2018
Location: Phoenix, Arizona

Employees:

Detectives Wendy Starbird, John Harrigan & Corey Austin

Criticality:

The National Technical Investigators Association (NATIA) conference is the Nation's premier electronic surveillance technology conference. The event will provide free and paid course in developing, building, maintaining, and managing technology based surveillance programs. The Criminal Intelligence Section is actively involved and responsible for the Police Department's electronic surveillance program. This annual conference enables the participants to learn new skills and network with their colleagues to discuss more efficient means to manage the Department's current program. The participants will be able to directly implement the skills and knowledge learned into their daily operations.

Direct Cost:

Total cost for travel, rental car, lodging, and meals is estimated at \$5,500.00

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0801CIS

If you have any questions, please contact me or my Chief of Staff, Commander William P. LaBaron at extension 87301.

Approva: _____

PHW
Patrick H. West, City Manager



Date: August 7, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Supervisory Course
Date: September 10, 2018 to September 21, 2018
Location: Temecula, California

Employee(s):

Sergeant Matthew Stolarski

Criticality:

As a newly promoted sergeant, Sergeant Stolarski is required to attend this POST reimbursable course to meet compliance with POST.

Direct Cost:

\$1675

Indirect Cost:

None

Funding Source:

PD0303.
\$225 is POST Plan IV reimbursable.

If you have any questions please contact me, or my Chief of Staff, Commander Paul LeBaron, at extension 87301.

Approved:

Patrick H. West, City Manager



Date: June 9, 2018
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below-referenced training/travel.

Training/Conference Details:

Name: ICI Identity Theft Investigations
Date: August 27 – August 31, 2018
Location: San Diego, California

Employees:

Detective Eric Thai
Detective Leticia Gamboa
Detective Carlos Grimaldo

Criticality:

The detectives are new to the detail and will be asked to testify as an expert on financial crimes and identity theft-related topics. Cases of forgery, fraud and identity theft are increasing annually and are becoming more complicated, which makes this training relevant and important. The detectives will be asked to investigate and conduct presentations regarding fraud, identity theft and current fraud scams.

Direct Cost:

Tuition is \$795 per student. The total cost of travel, lodging and meals is estimated at \$4,873.62.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD0819FF

If you have any questions, please contact me or my Chief of Staff, Commander William Paul LeBaron, at extension 87301.

Approved:



Patrick H. West, City Manager



Date: June 29, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: P.O.S.T. Police Management Course
Date: July 16, 2018 – August 31, 2019 (3 Modules)
Location: San Diego, CA

Employees:

Lieutenant Melvin McGuire

Criticality:

This is a P.O.S.T. mandated training course for all Police Lieutenants. This course will ensure that the newly promoted Lieutenant has the necessary training to supervise those who serve under him.

Direct Cost:

\$ 2,735.84

Indirect Cost:

No indirect costs

Funding Source:

PD0305

If you have any questions please contact me or my Chief of Staff, Commander W. Paul LeBaron at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: March 23, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING JUSTIFICATION REQUEST**

I am requesting authorization for the below reference training/travel.

Training Details:

Name: Sherman Block Supervisory Leadership Institute
Date: April 19, 2018 to November 2, 2018
Location: Sheraton Garden Grove – Anaheim South, 12221 Harbor Blvd,
Garden Grove, CA 92840

Employee:

John Hotchkiss, Sergeant

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California Law Enforcement Supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of many organizations into more effective leaders.

Direct Costs:

No direct costs

Indirect Costs:

No indirect costs

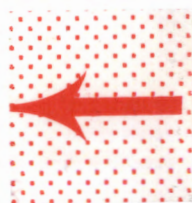
Funding Source:

California P.O.S.T.

If you have any questions, please contact me or my Chief of Staff, Commander W. Paul LeBaron at extension 87301.

Approved: 

Patrick H. West, City Manager





Date: May 21, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I am respectfully requesting authorization for the below referenced training/travel.

Training/Conference Details:

Name: Sherman Block Supervisory Leadership Institute (SLI) course
Date: July 23, 2018 – March 13, 2019 (3 days a month for 8 months)
Location: Folsom, California

Employee:

Sergeant Eric Matusak.

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California Law Enforcement Supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of many organizations into more effective leaders.

Direct Cost:

There are no direct costs.

Indirect Cost:

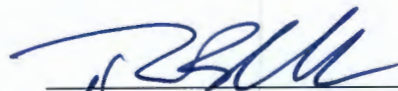
There are no indirect costs.

Funding Source:

P.O.S.T.

If you have any questions please contact me or my Chief of Staff, Commander Paul LeBaron at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 17, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I would like to respectfully request approval for the below referenced training:

Training Details:

Name: Sherman Block Supervisory Leadership Institute (SLI)
Date: June 7, 2018 to January 11, 2019
Location: Hilton-San Diego/Del Mar

Employee:

Sergeant Ricardo Ramirez

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California Law Enforcement Supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of many organizations into more effective leaders.

Direct Costs:

No direct costs.

Indirect Costs:

No indirect costs.

Funding Source:

California P.O.S.T.

If you have any questions, please contact me at extension 8-7301.

Approved: _____

PHW
Patrick H. West, City Manager





Date: June 15, 2018
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: P.O.S.T. Police Management Course
Date: September 17, 2018 – November 15, 2018
Location: Dana Point, CA

Employees:

Lieutenant Timothy Olson

Criticality:

This is a P.O.S.T. mandated training course for all Police Lieutenants. This course will ensure that the newly promoted Lieutenant has the necessary training to supervise those who serve under him.

Direct Cost:

\$ 2,735.84

Indirect Cost:

No indirect costs

Funding Source:

PD0305 – P.O.S.T. reimbursable

If you have any questions please contact me or my Chief of Staff, Commander Paul LeBaron at extension 87301.


Approved:

PL West

Patrick H. West, City Manager





Date: December 27, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Spiritual and Psychological First Aid
Date: February 21 – 22, 2017
Location: San Diego, California

Employee(s):

Detective Eric Hubbard and Detective Scott Lasch

Criticality:

Detectives Hubbard and Lasch are ordained Chaplains for the Long Beach Police Department, who provide service to employees and community members as a collateral employment function. This training will prepare them to face challenges when ministering to members of the department and community who are in crisis.

Direct Cost:

Total cost for travel, lodging, and meals is estimated at \$517.00, for two detectives.

Indirect Cost:

There are no indirect costs.

Funding Source:

Homicide Index Code: PD0834.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:

Handwritten signature of Patrick H. West in blue ink.

Patrick H. West, City Manager

TRAINING/CONFERENCE - TRAVEL REQUEST

City of Long Beach Police Department

Requestor ERIC HUBBARD		Employee No.(SSN) [REDACTED]	Index Code
Date: 12-9-16	DID#: 5967	Bureau/Division	Daytime Phone # (562) 570-7305
Course Title SPIRITUAL & PSYCHOLOGICAL FIRST AID		Start Date: 2-21-17 Time: 0800	End Date: 2-22-17 Time: 1700
Course Location 8344 CLAIREMONT MESA BLVD, #100 SAN DIEGO, CA 92111		Course Code/Control No. (If Applicable)	
Presenter: CRITICAL INCIDENT STRESS MANAGER INSTRUCTOR, JENNIFER ELLERS		Contact Person: ELIZABETH CASTANER	Contact Phone #: (916) 251-2273

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T.Course: Y (N)	P.O.S.T. Backfill Qualified: Y (N)
---------------------	------------------------------	---

Tuition Cost: \$ FREE (NO TUITION) **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are **not** reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car **must** be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

WILL DRIVE MY PERSONAL VEHICLE	
MEALS: 2 DAYS x \$50/DAY	= \$100
ACCOMMODATIONS: 2 NIGHTS	= \$315.52 - \$417 (DEPENDENT ON AVAILABILITY)
TOTAL	= \$517

1 Requestor [Signature] 12-9-16 Date

2 Division Training Sergeant [Signature] 12-14-16 Date

3 Division Commander/Administrator [Signature] 12/24/16 Date

4 Deputy Chief/Bureau Chief _____ Date

5 Deputy Chief - Support Bureau M. Beckman 5087 1/3/17 Date

6 Chief of Police [Signature] FOR R. LUNA 12/30/16 Date

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.	CITY OF LONG BEACH TRAVEL REQUEST and EXPENSE REPORT	DATE: 12/14/2016 BUDGET NO.
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PART I. TRAVEL REQUEST

1. REQUESTING OFFICIAL ROBERT G. LUNA	2. TITLE CHIEF OF POLICE	3. DEPARTMENT POLICE
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TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME Eric Hubbard	5. TITLE Detective, Violent Crimes Detail	6. DEPT./DIVISION Police/Investigations/GVC/Violent Crimes
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7. EXPLANATION OF TRAVEL REQUEST

Detectives Eric Hubbard and Scott Lasch are ordained Chaplains for the Long Beach Police Dept, a collateral employment function. They respectfully request permission to attend Spiritual and Psychological First Aid training scheduled for February 21-22, 2017, in San Diego, to help them face challenges when ministering to Department personnel and community members who are in crisis situations.

8. Amount requested (See Item 13)

9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH DEPARTMENT HEAD	APPROVALS 10. CITY MANAGER APPROVED IN THE AMOUNT OF \$ CITY MANAGER	11. APPROVED BY CITY COUNCIL DATE: <u>1/5/17</u> \$ _____ MAX. AMOUNT _____
--	---	--

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.							15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES: 1 st WEEK: 2/21 - 2/22/17 2 nd WEEK:									
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input checked="" type="checkbox"/> Priv. Car GARAGE TAXIS/CAR FARE LODGING/ per diem \$162 / night \$324.00 TELEPHONE & TELEGRAPH TIPS AND GRATUITIES REGISTRATION FEES BREAKFAST \$20.00 MEALS LUNCH \$30.00 DINNER \$50.00 OTHER MEALS MISCELLANEOUS (Specify)									
TOTALS	\$424.00								

16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS. REQUESTEE	17. APPROVED: DEPARTMENT HEAD/DATE
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(DEPT. CHAPLAIN)

TRAINING/CONFERENCE - TRAVEL REQUEST

City of Long Beach Police Department

Requestor SCOTT LASCH		Employee No. (SSN) [REDACTED]	Index Code PD0834
Date: 12/13/16	DID#: 5451	Bureau/Division GUC/HOMELD	Daytime Phone # [REDACTED]
Course Title SPIRITUAL & PSYCHOLOGICAL FIRST AID.		Start Date: 2/21/17	End Date: 2/22/17
Course Location 8344 CLAIREMONT MESA BLVD #100 SAN DIEGO, CA 92111		Time: 0800	Time: 1700
Presenter: CRITICAL INCIDENT STRESS MANAGEMENT INSTRUCTOR: JENNIFER ELLIS.		Contact Person: ELIZABETH CASTANER	Course Code/Control No. (If Applicable) -
		Contact Phone #: (916) 251-2273	

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T. Course: Y <input checked="" type="radio"/> N	P.O.S.T. Backfill Qualified: Y <input type="radio"/> N
---------------------	---	--

Tuition Cost: \$ FREE (NO TUITION) **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.


Alcoholic beverages are **not** reimbursable.


The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.


Rental car **must** be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

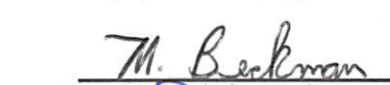
WILL DRIVE MY PERSONAL VEHICLE
MEALS: 2 DAYS X \$50.00/DAY = \$100.00
ACCOMMODATIONS: 2 NIGHTS @ \$417 (DEPT. TRAVEL) = \$834
TOTAL = \$ 934 \$100


 12/13/16.
1 Requestor Date

 12-14-16
2 Division Training Sergeant Date

 12/13/16
3 Division Commander/Administrator Date

4 Deputy Chief/Bureau Chief Date

 5087 1/3/17
5 Deputy Chief - Support Bureau Date

 FOR R. LUNA 12/30/16
6 Chief of Police Date

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.	CITY OF LONG BEACH TRAVEL REQUEST and EXPENSE REPORT	DATE: 12/14/2016 BUDGET NO.
--	--	---------------------------------------

PART I. TRAVEL REQUEST

1. REQUESTING OFFICIAL ROBERT G. LUNA	2. TITLE CHIEF OF POLICE	3. DEPARTMENT POLICE
---	------------------------------------	--------------------------------

TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME Scott Lasch	5. TITLE Detective, Homicide Detail	6. DEPT./DIVISION Police/Investigations/GVC/Homicide
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7. EXPLANATION OF TRAVEL REQUEST

Detectives Eric Hubbard and Scott Lasch are ordained Chaplains for the Long Beach Police Dept, a collateral employment function. They respectfully request permission to attend Spiritual and Psychological First Aid training scheduled for February 21-22, 2017, in San Diego, to help them face challenges when ministering to Department personnel and community members who are in crisis situations.

8. Amount requested (See Item 13)

9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH 12/30/16 DEPARTMENT HEAD	APPROVALS	
10. CITY MANAGER APPROVED IN THE AMOUNT OF \$ CITY MANAGER	11. APPROVED BY CITY COUNCIL DATE	\$ _____ MAX. AMOUNT

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.							15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES	1 st WEEK	2/21 - 2/22/17							
	2 nd WEEK								
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input checked="" type="checkbox"/> Priv. Car									
GARAGE									
TAXIS/CAR FARE									
LODGING/ per diem \$162 / night									
TELEPHONE & TELEGRAPH									
TIPS AND GRATUITIES									
REGISTRATION FEES									
BREAKFAST	\$20.00								
MEALS LUNCH	\$30.00								
DINNER	\$50.00								
OTHER MEALS									
MISCELLANEOUS (Specify)									
TOTALS	\$100.00								

16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS. REQUESTEE	17. APPROVED DEPARTMENT HEAD/DATE
---	--

Date: December 9, 2016
To: Whom it may concern
From: Eric Hubbard, Long Beach Police Department Chaplain
Subject: Training Travel Request

Attached you will find documentation in support of my training/travel request. Although I am currently assigned to the Investigations Bureau as a Violent Crimes Detective in the Gang and Violent Crimes Division, this training request is specific to my role as a Long Beach Police Department Chaplain. Because of this, I am unsure what the appropriate Index Code and Bureau/Division should be. As such, these particular boxes were intentionally left blank on my otherwise completed Travel Request Form so that the proper codes can later be written in when so determined.

Please feel free to contact me at the phone number below if you have any questions. I thank you in advance for your consideration and assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric Hubbard', enclosed within a large, loopy oval scribble.

Eric Hubbard
LBPD Chaplain
562-537-6211



K-LOVE IS EXCITED TO BE ABLE TO OFFER ALL CRT TRAINING FREE OF CHARGE

Spiritual & Psychological First Aid - San Diego

Tuesday, February 21, 2017 8:00 AM - 5:00 PM, Check in begins @ 8am

Wednesday, February 22, 2017 8:00 AM - 5:00 PM, Check in begins @ 8am

Spiritual & Psychological First Aid

Two-Day Course

Providing effective emotional and spiritual care to individuals, families, and communities following critical incidents and in times of crisis requires special training, skills and understanding of the unique role of the crisis responder. This course seeks to prepare front line helpers to meet the emotional and spiritual needs of survivors by providing a basic understanding of: the ministry of presence; connecting; basic assessment skills, appropriate intervention; and developing an ongoing care plan and referral.

What Will You Learn

- Articulate an understanding of the ministry of presence and companionship.
- Define the essential elements of connecting and communicating with people in crisis.
- Demonstrate assessment skills for determining emotional and spiritual needs.
- Demonstrate essential interventions to help stabilize people in crisis.
- Link those served with existing community support services and develop an care plan.

Location

San Diego Branch Church
8344 Clairemont Mesa Blvd #100
San Diego, CA 92111

Contact Information

Elizabeth Castaner
Phone: 916-251-CARE (2273)
CRTRegistrar@kloveair1.com



([https://maps.google.com/maps?](https://maps.google.com/maps?f=q&source=embed&hl=en&geocode=&q=8344+Clairemont+Mesa+Blvd+San+Diego+CA+US&ie=UTF8&t=m&z=14&iwloc=A)

<https://maps.google.com/maps?f=q&source=embed&hl=en&geocode=&q=8344+Clairemont+Mesa+Blvd+San+Diego+CA+US&ie=UTF8&t=m&z=14&iwloc=A>

Instructor(s)

JENNIFER ELLERS, MA (CISF INSTRUCTOR)

Jennifer Ellers, MA (CISF Instructor) - Crisis Response Training

Lodging

Lodging is the responsibility of the registrant. We do not currently have deals with hotels for this event. Lodging can be found on this website: www.hotels.com (<http://www.hotels.com>)

Registrant * Required

Company *

First Name *

Last Name *



[Home \(/\)](#) > [Train \(/Train/\)](#) > Spiritual & Psychological First Aid

Spiritual and Psychological First Aid

Spiritual and Psychological First Aid (SPFA)



Providing effective emotional and spiritual care to individuals, families, and communities, following critical incidents and in times of crisis, requires special training, skills and understanding of the unique role of the crisis responder.

This course seeks to prepare front line helpers to meet the emotional and spiritual needs of survivors by providing a basic understanding of the ministry of presence, connecting, basic assessment skills,

appropriate intervention, and developing an ongoing care plan and referral.

Two-Day Course: 8:00 a.m. - 5:00 p.m., 13 Contact Hours

REGISTER

([HTTPS://WWW.KLOVECRT.CRISISRESPONSE.ORG/REGISTERLIST.ASP?M=4276&TID=222&KEYWORD=NONE&P=2&ZIP=&RADIUS=&LSD=0&S=4&HEADERS=2341](https://www.klovecrt.crisisresponse.org/registerlist.asp?M=4276&TID=222&KEYWORD=NONE&P=2&ZIP=&RADIUS=&LSD=0&S=4&HEADERS=2341))

What You Will Learn:

- Articulate an understanding of the ministry of presence and companioning.
- Define the essential elements of connecting and communicating with people in crisis.
- Demonstrate assessment skills for determining emotional and spiritual needs.
- Demonstrate essential interventions to help stabilize people in crisis.
- Link those served with existing community support services and develop a care plan.

MENU

My Account: Sign In • Join Now



Residence Inn San Diego Central

5400 Kearny Mesa Road San Diego, CA 92111 USA

+1-858-278-2100 Photos Hotel Details

Reservation Step 1 of 3

Room(s) held for: 14:00

Review Reservation Details

[Continue](#)

1. Your selection

Residence Inn San Diego Central

5400 Kearny Mesa Road San Diego, CA 92111 USA



Check in: Monday, February 20, 2017

Check out: Wednesday, February 22, 2017

Room(s): 1

Guest(s) per room: 1

Room type(s): Studio, 1 Queen, Sofa bed

[Edit](#) • [Room details](#)

2. Your requests

Make requests for accessibility, early check-in and more.

Another benefit of booking direct on Marriott.com

Accessibility

Early check-in

Extra towels

Rollaway/crib

Feather-free room

Room location

[Make Request](#)

3. Summary of Charges

1 room(s) for 2 night(s)

Prices in USD

Monday, February 20, 2017

175.00

Tuesday, February 21, 2017

195.00

Total cash rate

370.00

[Total taxes and fees](#)

47.00

Total for stay in hotel's currency

417.00 USD



Our best rate. Guaranteed.

[Rate details](#) Changes to your reservation are not permitted. Please note that you may cancel your reservation for no charge until December 9, 2016. [Learn more](#)

Additional Charges

Complimentary on-site parking

Complimentary valet parking

Changes in taxes or fees implemented after booking will affect the total room price.





Ramada San Diego North Hotel & Conference Center

+

MON, 02/20/17 - WED, 02/22/17 1 ROOM, 2 NIGHTS

2 Queen Beds WorkZone Room

\$279.98 USD

WR 2000 Bonus Pts

Taxes & Fees

\$35.54 USD

Cancellation & Rate Details

Total for Stay

\$315.52 USD

Already a Wyndham Rewards Member?

Sign In for faster booking

Guest Information

FIRST NAME

LAST NAME

EMAIL

PHONE



Date: February 23, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Travel / Training Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: ADL – Western States Counter-Terrorism Seminar
Date: March 6-15, 2016
Location: Tel Aviv, Israel

Employees:

Randy Allen, Commander, Port Police Division
Eric Ledesma, Lieutenant, Port Police Division

Criticality:

LBPDP's Port Police Division works closely with the Security Division in securing the Port of Long Beach through air, land, and water patrols. The San Pedro Bay Area Port Complex, which is comprised of both the Ports of LA and LB, is one of the busiest Ports in the world making maritime law enforcement and homeland security concerns in this Port complex very critical.

It would be advantageous to learn how to interpret key issues and best practices from those advanced in the field of Counter Terrorism. It has been my experience that communication, information sharing and networking are the most effective tools in the ongoing battle of counter-terrorism.

This seminar will also be attended by Daniel McMullen, Assistant Security Director, Harbor Department. The lessons learned from this trip will be immeasurable for the Long Beach Port Complex.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$11,000.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

Harbor Department, Security Division

If you have any questions, please contact me at extension 87301.

Approval: *[Signature]*
Patrick H. West, City Manager

*Requested and
funded By
Port. Team*



Date: September 19, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

81 01 15 932 29

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: AAPA Annual Convention
Date: October 24 - 26, 2016
Location: New Orleans, Louisiana

Employee(s):

Randy Allen, Commander, Port Police Division

Criticality:

This is the annual convention for Port Authorities and POLB is a major host for this particular convention. Also an opportunity to tour the Port of New Orleans port security facilities and learn about their port security operations.

Direct Cost:

The direct cost, for registration and airfare, is estimated at \$2,300. It has been approved to be paid for by PSGP FY15 grant funds.

Indirect Cost:

There are no indirect costs.

Funding Source:

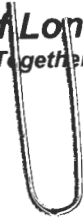
PD10PSGP15

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: June 27, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

JUN 27 10 51 AM '16

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: CPOA Board of Directors Meeting
Date: August 9-11, 2016
Location: Olympic Valley, CA

Employee(s):

Randy Allen, Commander, Port Police Division

Criticality:

Randy is a state level voting Board member of the CPOA. This is a regularly scheduled quarterly Board meeting.

Direct Cost:

The direct cost, for flight, rental car and lodging is estimated at \$642.56.00 *T.M.*

Indirect Cost:

There are no indirect costs.

Funding Source:


PD Index Code – PD0590PSU

If you have any questions please contact me at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: March 18, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: TAC-ops West Tactical Training Conference
Date: May 18 – May 20, 2016
Location: Las Vegas, Nevada

Employee(s):

Detective Ernest Armond, Officer Keith McCart, and Officer Adam Burleson.

Criticality:

This course will prepare officers Armond, McCart and Burleson to be effective negotiators at major call outs and critical incidents. Officers McCart and Burleson are responsible for the technical aspects of HNT, including operation of SWAT robotic devices, often used on call outs. The conference will have various topics and vendors related to robotics and new technologies related to critical incidents/HNT. Detective Armond is a team negotiator and will benefit from topics covered at the conference. Topics for the conference include current negotiation tactics, barricaded suspect resolution, hostage rescues, incident debriefs, leadership under pressure, and terrorism issues, among several other tactical courses.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$2,910 for all three employees

Indirect Cost:

None

Funding Source:

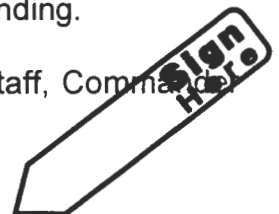
Paid for by Urban Areas Security Initiative PD10UASI15 grant funding.

If you have any questions please contact me or my Chief of Staff, Commander Richard Conant at extension 8-7301.

Approved:



Patrick H. West, City Manager





21 MAR 15 10 15 AM '16
711178

Date: March 16, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Basic Course Consortium Meeting
Date: May 12 – 13, 2016
Location: West Sacramento

Employee(s):

Academy Director – Commander Alex Avila

Criticality:

POST presents the Basic Course Consortium to provide an interactive forum for academies through which to increase understanding of current and future issues related to Academy Basic Course presentations and course development. The information distributed is critical in ensuring basic training courses meet regulatory requirements and the continued development of course content.

Direct Cost:

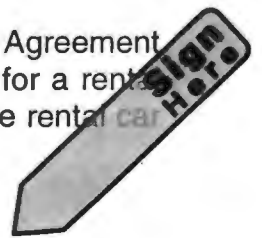
Total cost for travel, lodging, meals, and rental car is estimated at \$714.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

POST will reimburse travel and per diem expenses by Letter of Agreement directly to the employee. The only cost to the Police Department is for a rental car at an estimated cost of \$170.00, which POST does not cover. The rental car is needed, as the hotel and training location are seven miles apart.



If you have any questions, please contact me at extension 87301.

Approval: *PHW*
Patrick H. West, City Manager



Date: November 11, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

20 2 19 11 08 21

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Type: I.C.I. Child Abuse
Date: March 13-17, 2017
Location: Carmel, CA

Employee:

Detective Laurie Barajas

Criticality:

Detective Barajas was recently reassigned to Child Abuse and needs to attend this POST mandatory course per the California Penal Code 13516(c) and 13517(c). The course will focus on the knowledge and skills necessary to conduct successful investigations involving victims who are minors.

Direct Cost:

Total cost for registration, lodging, meals, rental and fuel is estimated at \$2,149.12.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD0813 and POST reimbursable.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:

PHW
Patrick H. West, City Manager



Date: September 27, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced travel for training.

Training/Conference Details:

Name: California Narcotics Officer's Association 52nd Annual Training Institute and Law Enforcement Exposition
Dates: November 18 – 22, 2016
Location: San Diego, California

Employees:

Detectives Bernardo Barajas, William Johnston and Jason Ur

Criticality:

Numerous classes are scheduled which will focus on current drug investigations and trends, cell phone data analysis, and interdiction techniques. Narcotics detectives will learn the most advanced methods for combating drug trafficking by transnational drug cartels, which will help to reduce the negative impact that drugs have on our communities.

Direct Cost:

The cost for conference registration, lodging, transportation and meals for three employees is estimated at \$3,510.

Indirect Cost:

There are no indirect costs.

Funding Source:

Asset Forfeiture funds. Index Code: PD1062ASF.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: August 22, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Missing Children Seminar for CEOs
Date: November 6 - 7, 2016
Location: Alexandria, VA

Employee(s):

Deputy Chief Michael Beckman

Criticality:

The National Center for Missing and Exploited Children (NCMEC) will be delivering a Missing Children Seminar for Chief Executive Officers at NCMEC headquarters in Alexandria, VA. This course aims to address policies and best practices for law enforcement agency leadership in regards to combating missing child cases.

Direct Cost:

NCMEC will make lodging and flight arrangements. Estimated cost for taxi to/from airport and meals is \$170.

Indirect Cost:

None

Funding Source:

NCMEC will pay attendee airfare/mileage and mileage and lodging costs, as well as instructor costs, provide all needed course materials and provide breakfast and lunch on the days of trainings. Taxi/meals: PD0501.

If you have any questions, please contact me at extension 87301.

*file form 700
for the travel
expense.
T.M.*

Approved:

[Signature]
Patrick H. West, City Manager



Date: November 15, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Integrating Communications, Assessment & Tactics Training
Dates: December 13 – December 14, 2016
Location: New Orleans

Employees:

Deputy Chief Michael Beckman, Sergeant Paul Gallo, & Officer Jeremy Haining.

Criticality:

ICAT will give police officers more options for responding to certain types of incidents that often end with a use of force, but which might be resolved differently with de-escalation strategies, tactical communications, operational safety tactics, and better decision-making and assessment skills. Often these incidents involve people who have a mental illness or are in some type of crisis. PERF will demonstrate how to train our officers on their new Integrating Communications, Assessment, and Tactics program, known as ICAT.

Direct Cost: \$4350.00 – approximately cost for airfare, meal and accommodation for 3 attendees.

Indirect Cost:

None

Funding Source:

PD0501/PD0569

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

APPROVED:

Patrick H. West

Patrick H. West, City Manager



Date: July 10, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National League of Cities Institute for Youth, Education and Families
Dates: Wednesday, August 3, 2016 through Friday, August 5, 2016
Location: Denver, Colorado

Employees:

Administrator Tom Behrens

Criticality:

The National League of Cities' Institute of Youth, Education and Families will convene Leadership Academies for an intensive, two-day sessions to learn from experts about emerging strategies for cities including; alternatives to arrest at first point of contact with local enforcement, community-based alternatives to jail and applying recent trends emerging from local data regarding use of jails to reforms.

Direct Cost:

Total cost for tuition, airfare, ground transportation, lodging, meals and incidentals is estimated at \$1,100.00. Airfare, shuttle/taxi fares, and meals are reimbursable through presenter: National League of Cities' Institute for Youth, Education and Families (NLC-IYEF).

Indirect Cost:

None

Funding Source:

PD0540- Jail Admin/General Fund

If you have any questions or require additional information, please contact my Chief of Staff, Commander Wally Hebeish, at extension 87301.

*File form 700
form for travel
reimbursement.
T.M.H.*

Approved:

[Signature]
Patrick H. West, City Manager



Date: August 26, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST and STC Management Update
Dates: Tuesday, October 11, 2016 through Thursday, October 13, 2016
Location: Escondido, California

Employees:

Administrator Tom Behrens

Criticality:

This POST and STC certified upper management course is geared towards strengthening leadership and change management skills. The three-day workshop includes: lecture, discussion, video, reading assignments and use of case studies and small group exercises. Managers will examine strategies to increase community engagement and methods to build social capital and create positive perceptions of police in their community.

Direct Cost:

Total cost for tuition, lodging, meals and incidentals are estimated at \$664.00. Employee will be using a city vehicle for travel to training facility. The training facility is over 50 miles in distance from the city limits and employee's residence, which will require overnight lodging.

Indirect Cost:

None

Funding Source:

PD0540- Jail Admin/General Fund

If you have any questions or require additional information, please contact me, my Chief of Staff, Commander Wally Hebeish, at extension 87301.



Approved:

PHW

Patrick H. West, City Manager



Date: August 31, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: TRAINING JUSTIFICATION REQUEST

OK FOR RGL

I am requesting authorization for the below reference training/travel.

Training Details:

Name: Sherman Block Supervisory Leadership Institute (SLI)
Date: September 29, 2016 through May 5, 2017 (three days per month for eight months)
Location: Doubletree Del Mar – San Diego, CA

Employee:

Sergeant Shaleana Benson

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California law enforcement supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. SLI is a respected course that has developed members of many organizations into better leaders.

Direct Costs:

Total cost for travel, lodging, and meals is 100% P.O.S.T. reimbursable.

Indirect Costs:

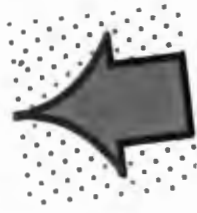
No indirect costs

Funding Source:

POST

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If you have any questions, please contact me at extension 8-7301.



Approved: 
Patrick H. West, City Manager



REC'D MAY 01 10 21 AM '16

Date: May 2, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *(RL) For*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Radiation Safety Officer Course
Date: June 13 – June 17, 2016
Location: San Jose, CA

Employee(s):

Officer Ed Bonachea and Sergeant Paul Gallo

Criticality:

The Long Beach Police Department has agreed to participate in a multi-agency regional effort to improve Homeland Security training and equipment, known as Securing the Cities (STC). The above individuals have been selected as Radiation Safety Officers (RSOs). RSOs are required to be present while the Personal Radiation Detector (PRD) course is being taught. The PRD class is one of the primary courses being offered under the STC program.

LBPD is one of many agencies in the LA/OC region to participate in the STC program. Part of the agreement is that the Long Beach Police Department will teach PRD user courses to officers within our department and throughout neighboring agencies in the region. At least one Radiation Safety Officer must be present each time the PRD course is taught.

Direct Cost:

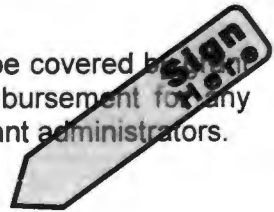
There are no direct costs.

Indirect Cost:

There are no indirect costs.

Funding Source:

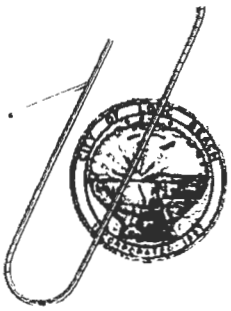
All costs (travel, tuition, and meals) associated with this training will be covered by grant funds as part of the Securing the Cities (STC) agreement. Reimbursement for any expenses will be handled through the individual employee and the grant administrators.



If you have any questions please contact me at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: January 14, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Emotional and Spiritual Care in Disasters
Date: February 2 – 3, 2016
Location: Phoenix, AZ

Employees:

Detectives / Police Chaplains Kevin Bradburn and Eric Hubbard

Criticality:

The Long Beach Police Department has a Chaplain Program that consists of both civilian and sworn employees and volunteers. These individuals respond to disaster related events and assist families, individuals and employees in crisis. Throughout the United States there have been numerous incidents that are considered domestic terrorism, including but not limited to the San Bernardino shooting, Boston bombing, and the Fort Bragg shooting. This class will enhance the skills of individuals to provide effective emotional and spiritual care to meet the disaster-related needs of first responders and affected families and individuals within the disaster operations. This class will also give individuals and teams the intervention principles necessary to provide care throughout the disaster continuum from the immediate to long-term recovery process. By attending this class, the Chaplains will be able to bring back the information to the surrounding cities and share what they have learned.

Direct Cost:

Total cost for registration, airfare, ground transportation, lodging and meals for two detectives is estimated at \$1,275.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

Homeland Security LBUASI Grant Funds.

If you have any questions please contact me or my Chief of Staff, Commander Richard Conant at extension 87301.

Approved: 
Patrick H. West, City Manager



Date: June 16, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I am requesting authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: Explosives Detection Canine Handlers Course
Date: July 20, 2016 through September 27, 2016 (10 weeks)
Location: Lackland AFB San Antonio, Texas

EMPLOYEES:

Officer Garey Bruyere, Officer Keith McCart, Officer Oscar Dominguez

CRITICALITY:

Recently approved by Council (6/14/16), the Transportation Safety Administration has chosen the Long Beach Airport as a participant in the TSA Explosives Detection Canine Team Program. Three (3) Police Department sworn officers have been chosen to participate in the training and gain certification into the program.

DIRECT COST:

Cost for airfare, lodging, tuition, and meals are covered by the program. Meals to and from the training, fuel, and long term car rental will be paid for by the Airport (\$4400.00 total estimate).

INDIRECT COST:

Required minimum staffing backfill overtime cost associated with the officers absence during training will be paid by the airport (User Code PDBACK).

FUNDING SOURCES:

PD0580APK9, AP303 & National Explosives Detection Canine Team Program (NEDCTP) funds.

Should you have any questions, please contact me, or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved: *[Signature]*
Patrick H. West, City Manager





Date: August 9, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R-L*
Subject: TRAVEL / TRAINING REQUEST

10 01 11 01 01A 01

I respectfully request authorization for the below referenced travel for training:

Training/Conference Details:

Name: COPSWEST Expo & Training and California Peace Officers' Association (CPOA) Board Meeting
Date: October 2 – 6, 2016
Location: Sacramento, California

Employee(s):

Bureau Chief Jason Campbell, Commander Randy Allen, and Lieutenant Don Mauk

Criticality:

The COPSWEST Expo & Training conference is the largest annual law enforcement trade show and training conference held annually on the west coast. There is a CPOA Board meeting the day before the COPSWEST Expo. Randy is a voting board member of the CPOA and Don is an officer on the CPOA Region 10 (LA County) Board. There are approximately four board meetings per year that voting board members are expected to attend. Jason is our bureau chief in charge of purchasing and this will be his first time attending this law enforcement expo. Additionally, COPSWEST is scheduled to be back in Long Beach in 2018, so we want to make sure we stay involved with the planning and management of the expo.

Direct Cost:

Total cost for conference registration, airfare, lodging and meals for three employees is estimated at \$3,605.00

Indirect Cost:

There are no indirect costs.

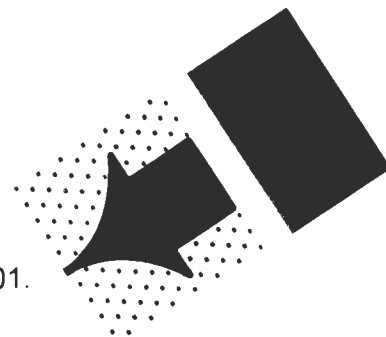
Funding Source:

UASI grant funds: PD10UASI15

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West
Patrick H. West, City Manager





Date: January 8, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **OUT OF THE AREA TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Travel Details:

Purpose: Prevention of and Response to Suicide Bombing Incidents (PRSBI)
Dates: February 29, 2016 to March 4, 2016
Location: Socorro, New Mexico

Employees:

Police Officer Salvador Alatorre
Police Officer Alfredo Chairez

Criticality:

The Energetic Materials Research and Testing Center, and New Mexico Tech have provided law enforcement, military, and first responder personnel with specific training in regards to terrorist bombing attacks. PRSBI provides local emergency responders with the knowledge and skills needed for the prevention, interdiction, response, and mitigation of a suicide bombing attack. This specific training would be invaluable for our patrol officers as they would be the first to respond to a terrorist bombing incident. It would also enable these officers to train other officers in these techniques and concepts.

Direct Cost:

New Mexico Tech funds the training course 100%. The attendee does not have to pay for any materials, lodging, airfare, food, or transportation.

Indirect Cost:

None

Funding Source:

New Mexico Tech

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager



Date: February 19, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training / Travel Request**

25-A-119-SS-837-21
18 FEB 25 AM 4:52

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: 2016 National Homeland Security Conference
Date: June 27-30-, 2016
Location: Tampa, Florida

Employee:

Lieutenant Phil Cloughesy and Sergeant Anthony Lopez

Criticality:

The National Homeland Security Conference brings together Homeland Security professionals, Emergency Managers and planners, and public safety representatives from local, state and federal agencies to analyze recent and significant events and share intelligence. Continuing training and education in homeland security issues is imperative in order to prepare and protect the city of Long Beach from threats and strengthen plans for response to potential threats.

Direct Cost:

The total cost for conference registration, airfare, lodging and meals is estimated at \$3,900.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10UASI15 grants funds have been approved for this training.

If you have any questions please contact me at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: October 28, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training:

Training Details:

Name: 2017 California Robbery Investigators Association
Date: February 7 – 9, 2017
Location: Las Vegas, Nevada

Employees:

Detectives Donald Collier, Fermin Gonzalez, and Nancy Mora

Criticality:

Police Detectives have realized that a variety of investigations have grown to be quite complex involving multiple law-enforcement jurisdictions, and are part of a larger structured criminal organization. In order to prepare to meet these constantly evolving investigative challenges, many intelligence agencies and police departments are striving to enhance their knowledge and skills through attending statewide educational forums. Many counter-intelligence investigators believe that criminals are funding portions of their activity through robberies, embezzlements and other criminal enterprises. Attending this forum will certainly enhance the detectives' expertise.

Direct Cost:

Total cost for registration, travel, lodging and meals estimated are \$2,500.

Indirect Cost:

There are no indirect costs

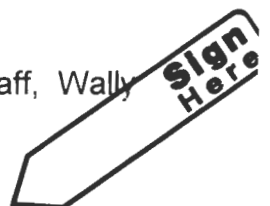
Funding Source:

PD10UASI15
Grant Code: PDCTTR/15LPDT

If you have any questions please contact me, or my Chief of Staff, Wally Hebeish, at extension 87301.

Approved:

Patrick H. West
Patrick H. West, City Manager





Date: August 4, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING / TRAVEL REQUEST

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: The Silicon Valley Marijuana Awareness Conference
Dates: September 8 – 9, 2016
Location: Santa Clara, California

Employees:

Richard Conant, Deputy Chief, Investigations Bureau
Michael Pennino, Acting Commander, Gang and Violent Crimes Division

Criticality:

Due to the Long Beach Marijuana Taxation Measure, which will appear on the November 8, 2016, General Election ballot, it is imperative for the Long Beach Police Department to participate in this conference, to network with other law enforcement, medical and teaching professionals, and gain more information and intelligence on the impact that marijuana is having on communities.

Direct Cost:

Total estimated cost for conference registration, airfare, lodging, transportation, fuel and meals for two supervisors is estimated at \$1,805.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

Investigations Bureau Index Code: PD0801 and Drug Investigations Section Index Code: PD0833.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved: *[Signature]*
Patrick H. West
City Manager



2016 JUL 01

Date: July 1, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: FBI National Academy – Session 266
Dates: October 3 – December 17, 2016
Location: Quantico, Virginia

Employee: Deputy Chief Richard Conant

Criticality:

The FBI National Academy supports, promotes, and enhances the personal and professional development of law enforcement leaders by preparing them for complex, dynamic, and contemporary challenges. Officers participate in a wide range of leadership and specialized training, and they share ideas and techniques.

Direct Cost:

There is no cost to the City of Long Beach. Registration, Broadband / Internet and cost of a National Academy uniform is estimated at \$750.00

Indirect Cost:

There are no indirect costs

Funding Source:

Grant Code PDHZSE/15LPDT
Index Code: PD10UASI15

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved: *[Signature]*
Patrick H. West
City Manager



Date: September 1, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

24 2 15 2 932 21

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: Law Enforcement Leadership Symposium
Dates: January 5 – 6, 2017
Location: San Francisco, California

Employee: Deputy Chief Richard Conant

Criticality:

In order to fulfill the Institute of Criminal Justice Leadership's broader mission of facilitating training and research for leaders in various disciplines of the criminal justice system, this year's annual Symposium is being co-host with the San Francisco Police Department focusing on ethical leadership strategies. Richard Conant promoted to the rank of Deputy Chief a few months ago; he will benefit from the impressive agenda to take an objective look at the challenges that law enforcement has encountered in the past two years and strategies for addressing them.

Direct Cost:

Registration, airfare, hotel and meals is estimated at \$1,580.00

Indirect Cost:

There are no indirect costs

Funding Source:

Index Code: PD0801

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved: _____

PHW
Patrick H. West
City Manager



Date: February 25, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

2016 FEB 25 10:51 AM

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: ADL's Advanced Training School (ATS)
Dates: June 5 - June 7, 2016
Location: Washington DC

Employees:

Commander Joel Cook

Criticality:

The Advanced Training School is recognized as one of the premier counter-terrorism trainings in the country. ATS provides law enforcement executives and commanders with state-of-the-art training, information, resources and contacts to increase their capabilities in combating domestic and international extremist and terrorist threats.

Direct Cost:

Transportation from and to Washington DC (estimate cost \$600). The Anti-Defamation League will be responsible for expenses related to participation in the training, including hotel accommodations and meals for the duration of the training.

Indirect Cost:

None

Funding Source:

PD0580 and ADL

If you have any questions, please contact me or my Chief of Staff, Commander Richard Conant at extension 87301.

⊕ Must file form 801 (FPPLE) for ADL paid expenses.

Tom

APPROVED:

[Signature]
Patrick H. West, City Manager



Date: October 19, 2016
To: Patrick H. West, City Manager
From: Robert G Luna, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

R. Luna

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Airport Attacks – Law Enforcement Summit
Date: October 27, 2016
Location: Washington DC

Employee:

Commander Joel Cook

Criticality:

Following the attacks in Brussels and Istanbul, there has been a national discussion about how to strengthen measures in the entry and forward public areas of airports where there may be little or no security. These public areas were targeted by terrorists in Brussels and Istanbul.

DHS Deputy Secretary Mayorkas has invited Chiefs with responsibility for airport security to come to the Washington DC headquarters of DHS for a meeting on prevention and response for terrorist attacks at airports.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$1375.

Indirect cost:

None

Funding Source:

AP303 (Airport)

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approval: *PHW*
Patrick H. West, City Manager



Date: March 8, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *RGL*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for Long Beach Police Department Lieutenant Darren Davenport to attend the below referenced training/travel.

TRAINING DETAILS

Name: Tac Ops West Tactical Training Conference
Date: May 18th through May 20, 2016
Location: Las Vegas, Nevada

EMPLOYEE

Lieutenant Darren Davenport - Long Beach City College

CRITICALITY

Tac Ops West Tactical Training Conference will enable Lieutenant Davenport to engage in continuing education and keep abreast of current "Best Practices" in active shooter events, homeland security response and tactical incident resolution. This will be accomplished through incident debriefs and lectures. This training is relevant to the overall homeland security mission as it applies to the response of tactical incidents and active shooter events.

DIRECT COST:

2015 Urban Areas Security Initiative grant fund will be responsible for expenses related to participation in the training, including hotel accommodations and meals for the duration of the training (estimate cost \$701.00).

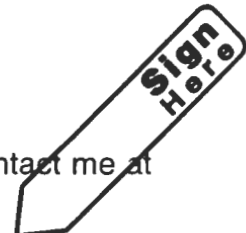
INDIRECT COST:

None

FUNDING SOURCE:

PD10UASI15

If you have any questions or require additional information, please contact me at extension 87301.



Approved: *[Signature]*
Patrick H. West, City Manager



Date: February 23, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

02-23-2016 09:39 AM
02-23-2016 09:39 AM

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: ICI Identity Theft Investigations
Date: April 17-22, 2015
Location: San Diego, CA

Employee:

Detectives David DeMasi, Claudia Lopez and Royce Wexler

Criticality:

Detectives DeMasi, Lopez and Wexler were recently transferred to Financial Crimes. By attending this class, the Detectives will be provided with the information and skills necessary to successfully investigate identity theft crimes as a specific type of fraud. This course will also provide the Detectives with hands-on participation with course work that includes scenarios, the collection of evidence and computer forensics

Direct Cost:

The total cost covered by Index code PD0819FF for lodging is \$1,560.00. The estimated total cost for travel and meals covered by POST is \$765.00

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code PD0819FF and POST IV reimbursable.

If you have any questions please contact me at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager



Date: February 25, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL JUSTIFICATION MEMO – OFFICER AARON DODSON**

I respectfully request authorization for this employee to attend the below referenced training/travel.

TRAINING DETAILS

Name: Commercial Vehicle Enforcement
Date: April 18 through 22, 2016
Location: Sacramento, CA

EMPLOYEE

Officer Aaron Dodson, Commercial Enforcement, Field Support Division

CRITICALITY

Our Commercial Enforcement Unit has taken an aggressive stance against overweight trucking, however that is only one aspect of enforcing commercial trucking laws. A number of violations require certification by the California Highway Patrol, which will be provided by attendance at this class.

DIRECT COST

\$1,376.

INDIRECT COST

There are no indirect costs.

FUNDING SOURCE

PD031220 - \$956.
POST reimbursing \$420.

If you have any questions or require additional information, please contact me at extension 87301.

Approved: _____

PHW
Patrick H. West, City Manager



Date: August 15, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *RL*
Subject: **TRAINING / TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Conference Details:

Name: Western States Auto Theft Investigators Association Southern Chapter
44th Annual Training Seminar
Date: October 16-20, 2016
Location: San Diego, CA

Employee:

Detectives Johnny Dodson

Critically:

The Long Beach Police Department and the Auto Theft Detail have always been an active participant with the Western States Auto Theft Investigators Association (WSATI) Southern Chapter. At this training seminar, the Detective will be taught the latest methods in DMV fraud, insurance fraud, how to investigate identification fraud, and other crimes involving automobiles and motorcycles. This is an opportunity for the detective to learn these methods and techniques in order for the detail detectives to do a more thorough investigation into these crimes.

Direct Cost:

Total cost for registration is estimated at \$1,100.00.

Indirect cost:

There are no indirect costs.

Funding Source:

Index Code PD0819AT

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

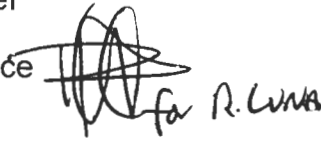
Approved:

PH West

Patrick H. West, City Manager



Date: May 4, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: Travel / Training Request



Handwritten signature of Robert G. Luna, Chief of Police.

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Officer-Involved Shootings and Force Investigations
Date: May 23-27, 2016
Location: San Diego Police/Fire Training Facility, San Diego, CA.

Employees:

Chad Ellis, Sergeant, Internal Affairs Division

Criticality:

Proper response and investigation during critical incidents is essential in a national climate of increased law enforcement scrutiny. The employee is responsible for investigating incidents of employee misconduct and this training will improve his ability to respond in an effective and professional manner while employing best practices.

This course will focus on critical incidents, including: officer-involved shootings; use of force incidents; and in-custody deaths. Participants will be assigned to an investigative team, respond to a different use of force incident scene, and conduct an investigation into the scenario incident. Investigation techniques will include crime scene management and documentation, conducting interviews, and evidence collection. A participant presentation to a panel of experts will culminate this training. Late notice due to a cancellation of another student and space became available.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$875.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

P.O.S.T. Reimbursement

If you have any questions, please contact me at extension 87301.

Approval: 
Patrick H. West, City Manager



Date: March 30, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Boat Operations Anti-terrorism Training Program
Date: July 11-15, 2016
Location: Glynco, Georgia

Employee:

Eric Fenner

Criticality:

This training will enhance the general knowledge of the employees who provide maritime security for the City of Long Beach and the Port of Long Beach. Additionally, they will be able to network with key law-enforcement individuals and discuss current security threats in the maritime environment.

Direct Cost:

Total Costs for training is estimated at \$3685.00. These costs will be reimbursed through Port Security Grant 14. This is a line item in the PSGP budget that has been approved by FEMA.

Indirect Costs:

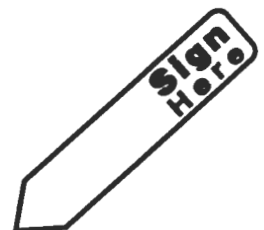
There are no indirect costs.

Funding Source:

PD10PSGP14 Grant

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager



Date: February 19, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Procedural Justice: Train the Trainer
Date: March 23 – March 25, 2016
Location: Chicago, IL

Employee(s):

Sergeants Paul Gallo and Ryan LeBaron

Criticality:

This course will certify Sergeants Gallo and LeBaron as trainers in a program that was recently selected by the Department of Justice as the premier training of its kind in the nation. This course teaches officers how to more effectively police diverse communities as described in President Obama's Task Force on 21st Century Policing.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$2,683 for both employees.

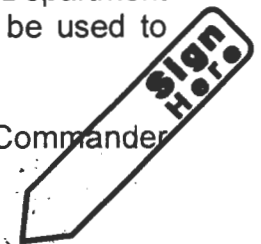
Indirect Cost:

There are no indirect costs.

Funding Source:

PD1TIMETRAIN – One time funds have been allocated to the Police Department to develop a Procedural Justice training class. These funds would be used to attend this course.

If you have any questions please contact me or my Chief of Staff, Commander Richard Conant at extension 87301.



Approved:

Patrick H. West
Patrick H. West, City Manager



Date: February 10, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Force Science Institute Certification Course
Date: September 12, 2016 – September 16, 2016
Location: Tempe, Arizona

Employee(s):

Sergeant Paul Gallo

Criticality:

Sergeant Gallo will be assigned to the Police Department's Training Division where he will be responsible for supervising the Advanced Officer Training Cadre. His responsibilities will include evaluating use of force incidents, providing force training to employees, and assisting other city departments with civil litigation related to force incidents. The Force Science Certification Course is a nationally recognized program conducted by a team of experts on a variety of crucial dynamics that impact the understanding of force encounters. Sergeant Gallo's attendance will lead to his being certified as an investigator of force-related incidents.

Direct Cost:

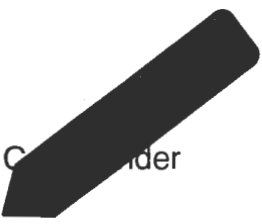
\$2,765 for one employee's lodging, meals, and transportation.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0569

If you have any questions please contact me or my Chief of Staff,  or Richard Conant, at extension 87301.

Approved:


Patrick H. West, City Manager



Date: September 1, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Training Managers Course
Date: February 7, 2017 – February 9, 2017
Location: Windsor, California

Employee(s):

Sergeant Paul Gallo

Criticality:

Sergeant Gallo was recently assigned to the Police Department's Training Division where he supervises the Advanced Officer Training Cadre. Sergeant Gallo is the Department's training manager and his responsibilities include ensuring employees meet legislative mandated training as well as Peace Officers Standards and Training (POST) requirements. The POST Training Managers course will provide Sergeant Gallo with the knowledge required to carry out his responsibilities.

Direct Cost:

\$1,261 for one employee's lodging, meals, and transportation.

Indirect Cost:

There are no indirect costs.

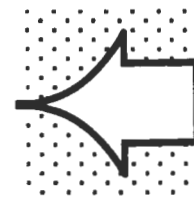
Funding Source:

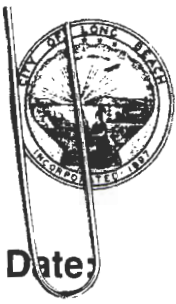
PD0569

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:

Patrick H. West 9/12/16
Patrick H. West, City Manager





Date: November 15, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *FOR R. LUNA*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Advanced CPTED Certification Seminar
Date: December 6, 2016 to December 8, 2016
Location: El Cajon Police Department – El Cajon, Ca 92020

Employees:

Rudy Garcia, Police Officer

Criticality:

The purpose of the seminar is to obtain a certification in Advanced Crime Prevention Through Environmental Design (CPTED). CPTED is a multi-disciplinary approach aimed at deterring criminal behavior and improving quality of life through environmental design. CPTED is based upon the belief that crime can be directly related to the physical environment. This training will provide the knowledge required to implement a citywide problem solving approach to reduce crime, while improving the quality of life. Attending this seminar will not only enhance Officer Garcia's expertise, but will assist him in providing additional resources and information.

Direct Cost:

Approximately \$793.

Indirect Cost:

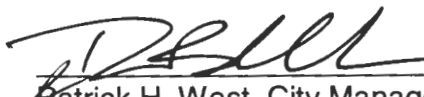
There are no indirect costs.

Funding Source:

PD0355

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:


Patrick H. West, City Manager



Date: July 28, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training:

Training Details:

Name: Investigative Techniques for Modern Telecommunications Course
Date: September 13 – 16, 2016
Location: Fredericksburg, VA

Employee:

Detective Fermin Gonzalez

Criticality:

The investigative course covers basic cellular analysis and geospatial mapping concepts: mapping cell-site and crime data for the purposes of tracking criminal activity and developing domain awareness. Investigators will also learn how to analyze call detail records in support of cases and produce geospatial products illustrating the range and approximate coverage areas of cell towers. Detectives will learn how the extraction of data can be legally interpreted and collected for court proceedings.

Direct Cost:

Total cost for registration, travel, lodging and meals estimated are \$ 1,157.

Indirect Cost:

There are no indirect costs

Funding Source:

The FBI will reimburse travel expenses

If you have any questions, please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager





21 8 45 - JUL 21

Date: May 26, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: International Association of Chiefs of Police DRE Conference
Date: August 12 - 15, 2016
Location: Denver, Colorado

Employee(s):

Criminalist Gregory Gossage

Criticality:

This conference is specifically about marijuana and alcohol and how these drugs affect driving. The issue of impaired driving from marijuana is a very current topic in the field of forensic toxicology. Given that medical marijuana is commonly used in California, recreational use of marijuana may increase if legalized after the November 2016 election, and the fact that marijuana use is already common in many impaired driving cases, this conference offers important training for Criminalist Gossage assigned to the toxicology section of the Police Department forensic laboratory. Criminalist Gossage is currently the sole forensic scientist to provide testimony for all impaired driving cases handled by the City Prosecutor's and District Attorney's Offices.

Direct Cost:

Estimated costs for registration and meals is \$425

Indirect Cost:

None

Funding Source:

PD0880

If you have any questions, please contact me at extension 87301.

Approved:



[Signature]
Patrick H. West, City Manager



Date: August 10, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Driver Awareness Instructor
Date: May 31, 2017 – June 2, 2017
Location: Dublin, California

Employee(s):

Paul Gallo, Jeremy Haining and Vincent Kong

Criticality:

The above employees are assigned to the Police Department's Advanced Officer Training Cadre. They are responsible for ensuring that all sworn officers are current with California Peace Officer Standards and Training (POST) mandates. It is required that the above officers attend the Driver Awareness Instructor certification course in order to train the department's sworn personnel. The training is POST Plan II authorized and therefore travel, lodging and per diem are reimbursable to our city.

Costs:

\$1,914 Tuition (direct cost to City)
\$2,401 Travel, lodging & per diem reimbursable by POST
\$4,325 Total Cost

Funding Source:

PD0569

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

SIGN & DATE

Approved:

Patrick H. West, City Manager



City of Long Beach

Working Together to Serve

Memorandum

Date: March 8, 2016

To: Patrick H. West, City Manager

From: Robert G. Luna, Chief of Police *R. Luna*

Subject: TRAINING JUSTIFICATION REQUEST

I respectfully request approval for the following training:

Training/Conference Details:

Name: IA Pro User's Conference
Date: October 17 – 20, 2016
Location: Las Vegas, NV

Employees:

Commander Wally Hebeish
Lieutenant Steve Lauricella
Sergeant Vincenzo Marchese

Criticality:

Commander Hebeish and Lieutenant Lauricella are the newly assigned managers of the Internal Affairs Division. Sergeant Marchese is the newly assigned sergeant responsible for the technical aspects of the IA Pro and Blue Team systems' operations. The annual United States IA Pro conference covers advance usage of IA Pro and Blue Team software systems.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$2,600

Indirect Cost:

There are no indirect costs

Funding Source:

PD0112

If you have any questions, please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: August 12, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *OP POL R. LUNA*
Subject: Training/Travel Request

Commander Wally Hebeish, Commander Robert Smith and I respectfully request authorization to attend the upcoming Major Cities Chief Association (MCCA) Meeting in San Diego, October 13 – 15, 2016.

Criticality:

The MCCA Annual Conference provides members with the opportunity to focus on important public safety topics. The exchange of information at this conference will provide valuable knowledge and data in trends occurring in the nation's largest cities.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$3,384

Indirect Cost:

Total estimated cost: \$1,326

Hotel per diem is limited to \$140 per day. That rate is not available for the conference. The difference will be charged to the employee's home division index codes. PD0110 - \$884 and PD0355 - \$442.

Funding Source:

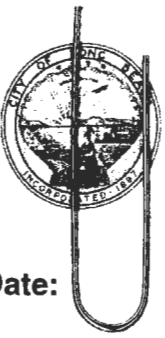
PD10 UASI15

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 26, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING / TRAVEL REQUEST**

12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

I am respectfully request authorization for the below referenced travel:

Details:

Course: Child Exploitation Seminar for Chief Executive Officers
Date: June 28 – 29, 2016
Location: Alexandria, VA

Employee(s):

Deputy Chief David J. Hendricks

Criticality:

The National Center for Missing & Exploited Children (NCMEC) will be delivering a Child Exploitation Seminar for Chief Executive Officers at NCMEC headquarters in Alexandria, VA. This course aims to address policies and best practices for law enforcement agency leadership in regards to combating child sexual exploitation

Direct Cost:

NCMEC will make lodging and flight arrangements. Estimated cost for taxi to/from airport and meals is \$110.00

Indirect Cost:

None

Funding Source:

NCMEC will pay attendee airfare/mileage and lodging costs, as well as instructor costs, provide all needed course materials and provide breakfast and lunch on the days of trainings. Taxi / meals: PD0801

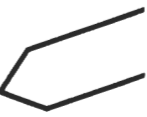
If you have any questions, please contact me at extension 87301.

*Form 700
the expense.*

T. Miller

Approved:

Patrick H. West
Patrick H. West, City Manager





Date: December 28, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *(DH) FOR ROBERT LUNA*
Subject: **TRAINING / TRAVEL REQUEST**

I respectfully request authorization for the below referenced travel for training:

Training / Conference Details:

Course Title: Counter Terrorism – The Way Forward
A Global, National and Regional Perspective
Dates: February 2-4, 2016
Location: Edmonton, Alberta Canada

Employees:

Deputy Chief David Hendricks

Criticality:

In attending this training co-sponsored by the Royal Canadian Mounted Police and Edmonton Police Services, the employee will examine the complexities of terrorism from various perspectives, with a focus on prevention, intervention and suppression efforts. Intelligence and investigations experts will present several terrorism related topics. Deputy Chief Hendricks currently oversees the Police Department's Investigations Bureau, which also includes our Criminal Intelligence Section - a section that deals with terrorist threats from regional, national and international origin.

Direct Cost:

Total cost for course registration, travel, lodging, meals and incidentals is estimated at \$1,866.53.

Indirect Cost:

There are no indirect costs.

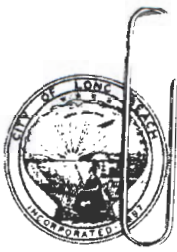
Funding Source:

UASI Grant funds (PD10UASI14)

If you have any questions, please contact me at extension x7301.

Approved: _____

PHW
Patrick H. West
City Manager



Date: January 13, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details

Type: Human Trafficking P.O.S.T. Course Development
Date: February 17 and 18, 2016
Location: Sacramento, CA

Police Department Employee
Sergeant Eric Hooker

Description of Training:

Sergeant Hooker has been identified as a "subject matter expert" by P.O.S.T. and was asked to assist in the development of a human trafficking course for Law Enforcement. This will also include the development of a basic outline for investigating human trafficking investigations, which will be implemented at the Long Beach Police Department Recruit Academy and throughout the state.

Direct Cost:

There are no costs to the City. Estimated cost for travel, lodging and meals is \$450

Indirect Cost:

There are no indirect costs

Funding Source:

All expenses paid by P.O.S.T. per Letter of Agreement

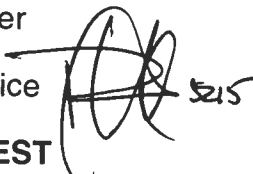
If you have any questions please contact me at extension 87301.

Approved:




Patrick H. West, City Manager



Date: April 29, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details

Type: Human Trafficking P.O.S.T. Course Development
Date: May 17 – 18, 2016
Location: Sacramento, CA

Police Department Employee
Sergeant Eric Hooker

Description of Training:

Sergeant Hooker has been identified as a “subject matter expert” by P.O.S.T. and was asked to assist in the development of a human trafficking course for Law Enforcement. This will also include the development of a basic outline for investigating human trafficking investigations, which will be implemented at the Long Beach Police Department Recruit Academy and throughout the state.

Direct Cost:

The total cost for travel, lodging and meals is estimated at \$600.00.

Indirect Cost:


There are no indirect costs

Funding Source:

POST directly reimburses Sergeant Hooker

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: August 1, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Type: I.C.I. Human Trafficking Course Development
Date: September 7-8, 2016
Location: San Diego, CA

Employee:

Sergeant Eric Hooker

Criticality:

Sergeant Hooker has been identified as a "subject matter expert" by P.O.S.T. and was asked to assist in the development of a human trafficking course for Law Enforcement. This will also include the development of a basic outline for investigating human trafficking investigations, which will be implemented at the Long Beach Police Department Recruit Academy and throughout the state.

Direct Cost:

No cost to the City of Long Beach per a Letter of Agreement. Total cost for lodging and meals is estimated at \$390.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD0818 and POST reimbursable.

If you have any questions, please contact me or my Chief of Staff, Commandant Wally Hebeish at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager





Date: April 27, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: Interview / Interrogation Training for Investigators
Dates: June 20 – 24, 2016
Location: San Diego District Attorney's Office, California

Employees:

Homicide Detectives Michael Hubbard, Teryl Hubert and Scott Lasch

Criticality:

Detectives must have the ability to effectively interview witnesses and interrogate suspects in homicide, officer-involved shooting, and in-custody death investigations. This skill can be augmented by continuing education and instruction provided by POST certified training courses.

Direct Cost:

Course registration, transportation, lodging and meals is estimated at \$5,000.00 for three detectives.

Indirect Costs:

There are no indirect costs.

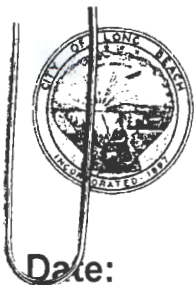
Funding Source:

UASI grant funds approved under: PD10UASI15.

If you have any questions, please contact me at extension 7301. 

Approved: 

Patrick H. West
City Manager



Date: October 28, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced travel for training:

Training/Conference Details:

Name: Understanding Investigative Techniques for Modern
Telecommunications
Date: November 29 – 30, 2016
Location: Fredericksburg, Virginia

Employee:

Detective Sean Irving

Criticality:

On October 28, 2016, Homicide Detective Irving was selected to attend the NDCAC training course in cellular records analysis, communication technologies, and how to legally capture and process those records. The class is limited to a small number of officers throughout the United States. The training is vital in the investigation of any terrorist attack, large scale attack or mass murder scene.

Direct Cost:

There is no cost to the city for this training. All costs will be prepaid by the FBI, or reimbursed directly to Detective Irving by the FBI.

Indirect Cost:

There are no indirect costs.

Funding Source:

National Domestic Communications Assistance Center (NDCAC). All costs will be prepaid by NDCAC, or reimbursed directly to Detective Irving upon the completion of the course.

If you have any questions, please contact me or my Chief of Staff, *Wally Hebeish*, at extension 87301.

Approved:

Patrick H. West
Patrick H. West, City Manager



Date: March 23, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the below referenced travel for training:

Training Details

Name: Advanced Cell Phone Investigations
Dates: Tuesday, May 17, 2016 – Thursday, May 19, 2016
Location: Miami, Florida

Employees:

Homicide Detectives Sean Irving, Peter Lackovic, and Oscar Valenzuela

Criticality:

Geocell, a communications intelligence company will provide advanced, intensive hands-on training in the extraction of data from the eight major cell phone companies, and tools to produce reports and mapped data which will be useful in courtroom presentations and trials. As cell phone technology continues to advance, it is imperative for detectives to further their training and technical expertise in order to conduct thorough investigations.

Direct Cost:

Total cost for course registration, airfare, rental vehicle, fuel, lodging and meals is estimated at \$6,480.00

Indirect Cost:

There are no indirect costs.

Funding Source:

UASI grant funds (PD10UASI15 – PDHZSE/15LPDT) have been allocated for this training.

If you have any questions, please contact me at x7301.

Approved: _____

Patrick H. West
Patrick H. West
City Manager



Date: February 18, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

18 FEB 2016 09:37 AM

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Basic Academy Director/Coordinator Course
Date: April 19 – April 21, 2016
Location: Sacramento, California

Employee(s):

Sergeant John Jacobs

Criticality:

Sergeant Jacobs is the Long Beach Police Department Basic Academy Coordinator. This position requires Sergeant Jacobs to submit expanded course outlines, instructor resumes, and safety outlines to POST, via the POST Electronic Data Interchange (EDI) system. The Basic Academy Director/Coordinator Course provides an overview of the EDI system and its various functions.

Direct Cost:

There are no direct costs.

Indirect Cost:

There are no indirect costs.

Funding Source:

This entire course and all related expenses are covered on a Letter of Agreement (LOA) between POST and the attendee (Sergeant Jacobs). No costs for reimbursement will be submitted to the city of Long Beach.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: July 27, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING / TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Travel Conference Details:

Name: SART Summit V
Date: September 6-8, 2016
Location: San Diego, CA

Employee:

Detective Adriana Jaurigui

Criticality:

The "SART Summit" will provide Detective A. Jaurigui guidance and training on how to effectively investigate victims of sex trafficking, sexual assaults due to alcohol and drugs, how sex offenders target victims, male victims, and medical issues and forensic challenges faced on SART call-outs. The detective will also be provided the best practices regarding sexual assaults of these types of investigations.

Direct Cost:

Total cost for registration and meals is estimated at \$175.00.

Indirect cost:

There are no indirect costs.

Funding Source:

Index Code PD0836

If you have any questions, please contact me or my Chief of Staff, *Comin* *der*
Wally Hebeish at extension 87301.

Approved:



Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: February 5, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

CA 0112 0-033 01

I respectfully request authorization for the below referenced training / travel:

Training/Conference Details:

Name: CA Sexual Assault Investigators Association
Date: March 8 – March 11, 2016
Location: Pismo Beach, CA

Employees:

Detective Adriana Jaurigui and Detective Darlene Wigmore

Criticality:

Detectives Adriana Jaurigui and Darlene Wigmore were recently transferred to Sex Crimes Detail. This conference will provide the training necessary to investigate and testify as experts on sexual assault cases. They will receive legal updates as well as courtroom preparation and testimony. The training will also include child forensic interviewing, juvenile offenders, issues with sexual assaults on campuses, GPS and crime scene correlation, and mass shootings. This conference will fulfill POST Certification requirements for sexual assault investigations.

Direct Cost:

The total cost for registration, travel, lodging and meals for both employees is estimated at \$2,300.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10UASI15.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: December 14, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic PIO and JIC/JIS Training
Date: February 6-9, 2017
Location: California Specialized Training Institute, San Luis Obispo, CA

Employee(s):

Sergeant Brad Johnson

Criticality:

Sergeant Brad Johnson is the Detail Sergeant for Media Relations. This course is the first of a three part series of Public Information Officer Basic Training. The course is designed for people who work with the media in times of crisis and day-to-day media relations. The program emphasizes the importance of developing a Public Information Officer (PIO) team, communication skills, leadership, and working in a Joint Information Center using Joint Information Systems.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,662.00.

Indirect Cost:

The above employees will be attending in an on-duty status

Funding Source:

PD1060PIO (General Fund)

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

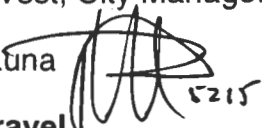
Approved:

Patrick H. West

Patrick H. West, City Manager

12 DEC 30 PM 8 30



Date: May 4, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna 
Subject: Training/Travel

I respectfully request authorization for the below referenced training/travel.

Training/Travel Conference Details:

Name: 27th Annual Crimes Against Children Conference
Date: August 8-August 11, 2016
Location: Dallas, Texas

Employee(s):

Detective Jennifer Kearns and Detective Kimberly Groves

Critically

The Crimes Against Children Conference will provide guidance and training on how local law enforcement can collaborate with community partners and federal agencies to implement strategies in their various communities. The conference will have various topics and vendors related to social media investigations. Covering topics such as cyber abuse, call record details and mapping. Course also includes hands on computer lab on how to conduct proactive undercover operations related to child sex trafficking cases that pertain to ICAC investigations. Other topics include DNA in child cases, interrogation in child abuse cases, sex offender typologies and behavior, missing children and child abductions, sex trafficking. Detectives attending will be provided best practices regarding sexual assault/child abuse investigations.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$3,420

Indirect cost:

None

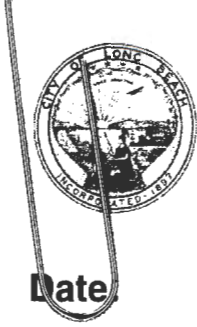
Funding Source:

Paid for by Urban Areas Security Initiative PD10USAI15 grant funding.

If you have any questions please contact my office at extension 8-7301.

Approved:


Patrick H. West, City Manager



Date: September 12, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police
Subject: Training / Travel Request

R. Luna

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: California Criminalistics Institute, Firearms Safety
Date: October 4 – October 6, 2016
Location: Vandenberg AFB, Lompoc CA

Employee(s):

Criminalist I Leanna Kim

Criticality:

The California Criminalistics Institute (CCI), a unit of the California Department of Justice, Bureau of Forensic Sciences, provides specialized forensic science training to personnel who are practitioners in the field. Part of Leanna's duties include test-firing various types of firearms that are collected as evidence. This safety training is important in helping her with proper safety techniques and firearms familiarization.

Direct Cost:

Expected expenses for travel, lodging, and meals, are approximately \$535.00

Indirect Cost:

There are no indirect costs

Funding Source:

Forensic Science Services Division budget PD0880

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

02:14 PM 11/13/16

Approved:

PHW
Patrick H. West, City Manager



Date: May 16, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police ✱
Subject: **TRAINING/TRAVEL NOTIFICATION**

I respectfully notify you of the below referenced training/travel.

Training/Conference Details:

Name: Assessment Rater Request – City of Fresno
Date: May 10, 2016
Location: Fresno, California

Employee(s):

Commander Rudy Komisza

Criticality:

The City of Fresno is requesting a rater to assist on the City of Fresno's Police Captain promotional examination process.

Direct Cost:

The total cost for travel was \$75.99.

Indirect Cost:

There were no indirect costs.

Funding Source:

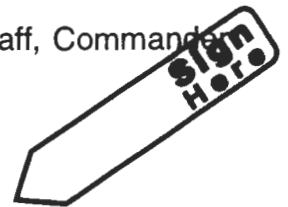
PD0303

If you have any questions please contact me, or my Chief of Staff, Commander Richard Conant, at extension 87301.

Approved:



Patrick H. West, City Manager





81 51 10 83 74A 31

Date: April 27, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: SWAT Commander's Course
Date: July 11 – July 15, 2016
Location: San Diego, California

Employee(s):

Commander Rudy Komisza

Criticality:

The conference will provide training related to “best practices” regarding SWAT responses to high profile incidents. Curriculum will include incident debriefs and lectures that will allow the participant to gain valuable knowledge related to Homeland Security, as well as other tactical matters. This training has been approved for UASI Grant Funding.

Direct Cost:

\$1,262.00

Indirect Cost:

No indirect cost

Funding Source:

PD10UASI15

If you have any questions, please contact me or my Chief of Staff, Commander Richard Conant, at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager



Date: December 14, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced travel for training:

Training/Conference Details:

Name: California Homicide Investigators Association (CHIA) 2017 Annual Conference
Date: February 28 – March 3, 2017
Location: Las Vegas, Nevada

Employees:

Detective Greg Krabbe

Criticality:

The CHIA annual conference gathers experts from throughout the state of California to discuss strategies and trends in homicide investigations. The conference will include discussions and classes on wiretaps, cold cases, serial killers, case presentations, and provide a forum for networking and dialog.

Direct Cost:

All costs associated with this training opportunity will be paid by the employee, with the exception of fuel for one city vehicle for transportation to/from the conference.

Indirect Cost:

There are no indirect costs. Employee will attend the conference under regularly scheduled hours. No backfill required.

Funding Source:

Homicide Index Code: PD0834 for fuel cost only. All other costs will be paid by employee.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:

Patrick H. West
Patrick H. West, City Manager

DEC 15 2016



SEARCHED
SERIALIZED
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Date: July 21, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: Responding to Alzheimer's Disease: Techniques for Law Enforcement and First Responders
Dates: August 29, 2016
Location: San Diego County Sheriff's Department, Santee, California

Employees:

Homicide/Missing Persons Detective Gregory Krabbe

Criticality:

Detective Krabbe will receive the most current, in-depth instruction geared toward law enforcement professionals and first responders to enhance his ability to recognize hallmarks of the disease and handle calls and investigations involving people with Alzheimer's disease and related dementia.

Direct Cost:

No cost training. Transportation, lodging and meals are estimated at \$348.25 for one detective.

Indirect Costs:

There are no indirect costs.

Funding Source:

Homicide Index Code: PD0834

If you have any questions, please contact me at extension 7301.



Approved: *[Signature]*
Patrick H. West
City Manager



Date: February 18, 2016
To: Patrick H. West
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

Is this a firm we have under contract that requires this training? Or a non-profit? More detail needed on what they are paying for and who they are.

I respectfully request authorization for the below re

Training Details:

Name: FBI CAST – PPP Course
Dates: March 30 – 31, 2016
Location: Fredericksburg, Virginia

Employee:

Detective Peter Lackovic

Criticality:

The National Domestic Communications Assistance Center (NDCAC) will provide detailed instruction in interpreting cellular phone data, geospatial mapping concepts, mapping cell-sites and crime data for tracking criminal activity and developing informants and domain awareness. Knowledge and expertise in this continually advancing technology will assist detectives in furthering complex case investigations and major incidents.

Direct Cost:

Course registration, travel and lodging will be pre-paid by NDCAC. Cost for meals is estimated at \$230.00, and will be paid by LBPDP.

Indirect Costs:

There are no indirect costs.

Funding Source:

Meals will be paid with LBPDP Index Code: PD0834.

If you have any questions, please contact me at x7301.

*Reimbursement is from a government agency.
Tom*

Approved: *PHW*
Patrick H. West
City Manager



Date: April 27, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Public Employers Labor Relations Association Training
Date: November 1, 2016 – November 4, 2016
Location: Monterey, CA

Employee(s):

Lieutenant Steve Lauricella

Criticality:

The California Public Employers Labor Relations Association Annual Training Conference provides legal updates and training regarding employee law, employee investigations, Equal Employment Opportunity and workplace discrimination concerns, National Labor Relations Board (NLRB) actions, Public Employee Relations Board (PERB) actions, as well as other significant employee law matters. Lieutenant Lauricella is responsible for overseeing all Police Department employee misconduct investigations.

Direct Cost:

All costs related to this conference will include lodging, meals, and fuel (approximately \$2636.86).

Indirect Cost:

There are no indirect costs.

Funding Source:

PD Index Code: PD0112

If you have any questions please contact me or my Chief of Staff, Commander Richard Conant at extension 87301.

Approved:


Patrick H. West, City Manager



12 0 18 12 18 31

Date: May 31, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Torch Run International Conference
Date: September 14 – 17, 2016
Location: Phoenix, AZ

Employees:
Eric Ledesma

Criticality:

Lieutenant Ledesma will be attending as a representative of the Long Beach Police Department and as a Special Olympics Council Member. Lieutenant Ledesma is instrumental in coordinating different events within the City of Long Beach including; S.O. Torch Run, Plane Pull, Over the Edge and Tip-A-Cop events. The Law Enforcement Torch Run Conference is attended by police officers and command level officers from throughout the United States, Canada, and various other countries. Attending this conference will allow Lieutenant Ledesma to network and develop relationships with other law enforcement officers and command staff to gain important information that can be used for future events within the city and allow for smoother law-enforcement coordination with Special Olympics.

Direct Cost:

Total Costs for training conference, flight and hotel will be covered by Special Olympics Law Enforcement Torch Run Committee. The only reimbursement needed is meal cost at approximately \$200.

Indirect Costs:

There are no indirect costs.

Funding Source:

Special Olympics LETR Committee/PD0590PSU Port Police Division

If you have any questions please contact me at extension 87301



Approved:

[Signature]
Patrick H. West, City Manager



Date: June 22, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *At For RGL*
Subject: TRAINING JUSTIFICATION REQUEST

RUSH

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Forum on Youth Violence Prevention
Date: June 27, 2016 to June 29, 2016
Location: Baltimore, Maryland

Employee:

Michael A. Lewis – Police Commander

Criticality:

The 2016 Summit assembles representatives from Office of Juvenile Justice and Delinquency Program (OJJDP) Youth Violence Prevention initiatives, which include the National Forum on Youth Violence Prevention, the Defending Childhood Initiative, and the Community-Based Violence Prevention (CBVP) program. Additionally, representatives from My Brother's Keeper (MBK) Initiative will attend. During these 2.5 days, representatives will collectively define and further develop crosscutting strategies to sustain the important work of the current Administration, the initiatives, state and local governments, community partners, and academicians beyond the federal funding cycle.

Direct Cost:

Approximately \$1,680.

Indirect Cost:

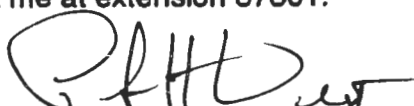
No indirect costs

Funding Source:

DVNSDDOJ16NF

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: December 23, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *DTT FOR ROBERT LUNA*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: FBINAA National Conference
Date: July 23 through July 26, 2016
Location: St. Louis, Missouri

Employee:

Police Lieutenant Michael Lewis

Criticality:

The conference will provide training regarding leadership, risk management, emerging crime trends, and Homeland Security issues. This conference is for management who are part of the FBI National Academy Associates. It is attended by law enforcement managers from all over the country and is designed to reinforce collaboration and education throughout the country. This conference will be very beneficial by providing up to date and relevant training that would benefit our employees and City.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,960.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

All direct costs will be paid using 2015 UASI Grant Index Code PD10UASI15 funds.

If you have any questions please contact me or my Chief of Staff, Commander Richard Conant, at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: November 29, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Presidential Inauguration Command Center
Date: January 18-22, 2017
Location: Washington D.C.

Employee(s):

Lieutenant Jeff Liberman
Lieutenant Jeff Berkenkamp

Criticality:

Both lieutenants are members of the Long Beach All Hazards Incident Management Team (AHIMT) and have been invited to participate in the United States Secret Service Multi Agency Communication Center for Presidential Inauguration at the Department of Homeland Security in Washington D.C. This event management opportunity will expedite their certification process as AHIMT Type 3 Incident Commander and Liaison Officer by gaining valuable experience through historical recognition participating in the management of a major national security event. Participating in, and gaining experience with the management of the US Presidential Inauguration will help prepare the Long Beach All Hazards Incident Management Team, and the Long Beach Police Department manage future complex public safety events and incidents.

Direct Cost:

The total cost for travel, lodging, and meals is estimated at \$6,000.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PDAHIMT, PD031213, PD0580LBCC

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved: _____

Patrick H. West
Patrick H. West, City Manager



Date: November 29, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Presidential Inauguration Command Center
Date: January 18-22, 2017
Location: Washington D.C.

Employee(s):

Lieutenant Jeff Liberman
Lieutenant Jeff Berkenkamp

Criticality:

Both lieutenants are members of the Long Beach All Hazards Incident Management Team (AHIMT) and have been invited to participate in the United States Secret Service Multi Agency Communication Center for Presidential Inauguration at the Department of Homeland Security in Washington D.C. This event management opportunity will expedite their certification process as AHIMT Type 3 Incident Commander and Liaison Officer by gaining valuable experience through historical recognition participating in the management of a major national security event. Participating in, and gaining experience with the management of the US Presidential Inauguration will help prepare the Long Beach All Hazards Incident Management Team, and the Long Beach Police Department manage future complex public safety events and incidents.

Direct Cost:

The total cost for travel, lodging, and meals is estimated at \$6,000.00.


Indirect Cost:

There are no indirect costs.

Funding Source:

PDAHIMT, PD031213, PD0580LBCC

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved: 
Patrick H. West, City Manager



Date: June 22, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Travel / Training Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Black Hat USA 2016
Date: August 1-3, 2016
Location: Las Vegas, Nevada

Employees:

Anthony Lopez, Sergeant
Candice Wright, Detective

Criticality:

This course specializes in interactive training and how to maximize online resources that break through traditional search roadblocks. Detectives will learn how to "dig" into the Internet for personal information on suspects who are targets of cyber criminal investigations. Other technologies such as meta-data, reverse cellular info extraction, mobile app exploitation and application programming interfaces (API's) will be explained.

Both employees are assigned to the office of the Criminal Intelligence Section (CIS). These resources will be invaluable to assist CIS in the types of investigations they are tasked with. This will also allow for CIS to better protect the Port and other critical infrastructure against cyber-attacks, online threats and the handling of their investigations.

Direct Cost:

Total cost for travel, rental car, lodging, and meals is estimated at \$7,300.00

Indirect Cost:

There are no indirect costs

Funding Source:

PD10PSGP14 – Port Grant funds

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approval: _____

PHW

Patrick H. West, City Manager



Date: February 16, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Travel Request - LA County Chiefs Spring Conference

I respectfully request permission to attend the upcoming Los Angeles County Police Chiefs' Association (LACPCA) Spring Conference in Palm Springs, April 20 – 22, 2016.

Criticality:

This conference will provide the opportunity for LA County Chiefs to discuss important public safety issues.

Direct Cost:

\$571 for hotel, meals and registration – UASI grant funding will cover all of the expenses associated with this trip.

Indirect Cost:

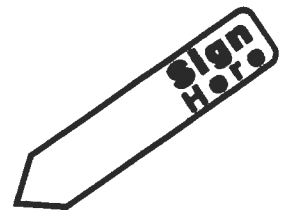
None

Funding Source:

PD10UASI15

If you have any questions please contact me at extension 87301.

Approved:



PHW

Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: June 21, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Boat Operations Anti-Terrorism Training Program
Date: July 11-15, 2016
Location: Glynco, Georgia

Employees:

Officer Douglas Luther

Criticality:

This training will enhance the general knowledge of the employees who provide the maritime security for the City of Long Beach and Port of Long Beach. Additionally, they will be able to network with key law-enforcement individuals and discuss current security threats in the maritime environment.

Direct Cost:

Total Costs for training is estimated at \$3325.00. These costs will be reimbursed through Port Security Grant 14. This is a line item in the PSGP budget that has been approved by FEMA.

Indirect Costs:

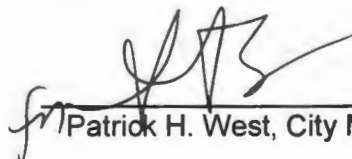
There are no indirect costs.

Funding Source:

PD10PSGP14 Grant

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager

EL/sp
AAPAseminar2016



Date: September 21, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL / TRAINING REQUEST**

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: California Association of Tactical Officers Conference
Dates: November 6 – 11, 2016
Location: Reno, Nevada

Employees:

Port Police Douglas Luther

Criticality:

The California Association of Tactical Officers (CATO) conference will provide training on critical incident management and debriefs, tactical command post operations, hands-on tactical medic training, K9 applications and terrorist tactics. These CATO presentations will enable Port Police officers to provide greater maritime security for the Port of Long Beach.

Direct Costs:

Total cost is estimated at \$1,305.00. Costs are reimbursable through the Port Security Grant 15. Training is a line item in the PSGP budget, approved by FEMA.

Indirect Costs:

There are no indirect costs.

Funding Source:

PD10PSGP14 Grant.

If you have any questions, please contact me at extension 87301.

Approved: *P. H. West*

Patrick H. West
City Manager



Date: October 10, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL NOTIFICATION**

I respectfully notify you of the below referenced training/travel

Training Details:

Name: Sherman Block Supervisory Leadership Institute (SLI)
Date: October 10 through May 10, 2017 (3 days a month for 8 months)
Location: Sheraton Garden Grove – Anaheim South

Employee:

Sergeant John Magallanes

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California Law Enforcement Supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of many organizations into more effective leaders.

I apologize for this request arriving after the class has begun. Sergeant Magallanes overlooked the City's training/travel approval process while working with the SLI training team.

Direct Costs:

No direct costs

Indirect Costs:

No indirect costs

Funding Source:

P.O.S.T

If you have any questions, please contact me at extension 8-7301.

Approved: *PHW*
Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: August 1, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

2016 AUG 21

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Maritime Security 2016 West Conference
Dates: September 20-23, 2016
Location: Everett, Washington

Employees:

Aaron Mascorro, Ray Panek, and Chuck Estrada

Criticality:

This training conference will enhance the general knowledge of the employees who provides maritime security for the City of Long Beach and the Port of Long Beach. Additionally, they will be able to network with key individuals from the Federal and Local law enforcement community and discuss current security threats in the maritime environment.

Direct Cost:

Total cost for the tuition, travel, lodging, and meals are estimated at \$4,785

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10PSGP15 Grant

If you have any questions please contact me at extension 87301

Approved:


Patrick H. West, City Manager

ACM
Travel/Trainingrequest



Date: October 17, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: Training/Travel Request

00 E W 01 130 01

R. Luna

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: P.O.S.T. Police Management Course, presented by the Center for Criminal Justice, California State University, Long Beach
Dates: January 23, 2017, through March 30, 2017
(one week per month for three months)
Location: Doubletree Hotel, Dana Point, CA

Employee:

Lieutenant Don Mauk

Criticality:

The P.O.S.T. Police Management Course is designed to assist supervisors transitioning to middle managers (position of Lieutenant for sworn employees) and is required by law for all police lieutenants within one year of promotion.

Direct Cost:

Total cost for course registration, travel, lodging and meals is estimated at \$4,269.41.

Indirect Cost:

There are no indirect costs.

Funding Source:

GES Index Code: PD0830. This is a P.O.S.T. Plan IV class. Registration, travel, lodging and meals will be reimbursed by P.O.S.T.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.



Approved: _____

Patrick H. West

Patrick H. West, City Manager



Date: February 10, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I am requesting authorization for the below referenced training/travel.

Training/Conference Details:

Name: Sherman Block Supervisory Leadership Institute (SLI)
Date: January 25 through August 10, 2016 (3 days a month for 8 months)
Location: Westgate Hotel, San Diego, California

Employee: Sergeant Brian McPhail

Criticality of Training:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California law enforcement supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of many organizations into better leaders.

I apologize for this request arriving after the class has begun. Sergeant McPhail overlooked the City's training/travel approval process while working with the SLI training team.

Direct Cost:

No direct cost

Indirect cost:

No indirect cost

Funding Source:

P.O.S.T.

If you have any questions please contact me at extension 8-7301.

Approval: *PHW*
Patrick H. West
City Manager



Date: July 26, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING / TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Conference Details:

Name: Western States Auto Theft Investigators Association Southern Chapter
44th Annual Training Seminar
Date: October 16-20, 2016
Location: San Diego, CA

Employee:

Detective Johnny Miyasaki

Critically:

The Long Beach Police Department and the Auto Theft Detail have always been an active participant with the Western States Auto Theft Investigators Association (WSATI) Southern Chapter. Detective Johnny Miyasaki currently serves as a board member with WSATI. At this training seminar, the Detective will be taught the latest methods in DMV fraud, insurance fraud, how to investigate identification fraud, and other crimes involving automobiles and motorcycles. This is an opportunity for a detective to learn these methods and techniques in order for the detail detectives to do a more thorough investigation into these crimes.

Direct Cost:

Total cost for registration is estimated at \$275.00.

Indirect cost:

There are no indirect costs.

Funding Source:

Index Code PD0819AT

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 1, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: OUT OF AREA TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic CPTED Certification Seminar
Date: July 18, 2016 to July 22, 2016
Location: Las Vegas, Nevada

Employees:

Fern Nuen-Development Services, Nick Vasuthasawat-Development Services, Lucinda Hayes-Health, Cory Forrester-Parks, Recreation & Marine, Brian Weidman-Fire, Rudy Garcia-Police, Elaine Gomez-Police, Johnny Dodson-Police, Dean Pimentel-Police, Abraham Mercado-Police, Meredith Elguire-Public Works, and Ruth Anne Salau-Police

Criticality:

The purpose of the seminar is to obtain a certification in Basic Crime Prevention Through Environmental Design (CPTED). CPTED is a multi-disciplinary approach aimed at deterring criminal behavior and improving quality of life through environmental design. CPTED is based upon the belief that crime can be directly related to the physical environment. This training will provide the knowledge required to implement a citywide problem solving approach to reduce crime, while improving the quality of life. Attending this seminar will not only enhance their expertise, but will assist them in providing additional resources and information.

Direct Cost:

Total cost for registration, airfare, ground transportation, lodging, meals and incidentals is estimated at \$20,000.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

2015 UASI Grant Index Code: PD10UASI15

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West
Patrick H. West, City Manager



Date: May 1, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: OUT OF AREA TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic CPTED Certification Seminar
Date: July 18, 2016 to July 22, 2016
Location: Las Vegas, Nevada

Employees:

Fern Nuen-Development Services, Nick Vasuthasawat-Development Services, Lucinda Hayes-Health, Cory Forrester-Parks, Recreation & Marine, Brian Weidman-Fire, Rudy Garcia-Police, Elaine Gomez-Police, Johnny Dodson-Police, Dean Pimentel-Police, Abraham Mercado-Police, Meredith Elguire-Public Works, and Ruth Anne Salau-Police

Criticality:

The purpose of the seminar is to obtain a certification in Basic Crime Prevention Through Environmental Design (CPTED). CPTED is a multi-disciplinary approach aimed at deterring criminal behavior and improving quality of life through environmental design. CPTED is based upon the belief that crime can be directly related to the physical environment. This training will provide the knowledge required to implement a citywide problem solving approach to reduce crime, while improving the quality of life. Attending this seminar will not only enhance their expertise, but will assist them in providing additional resources and information.

Direct Cost:

Total cost for registration, airfare, ground transportation, lodging, meals and incidentals is estimated at \$20,000.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

2015 UASI Grant Index Code: PD10UASI15

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Date: May 16, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL JUSTIFICATION MEMO**

*Arne,
Can you plz
talk to Julie
about how to
sign these forms?
They do it wrong a
lot. No DTT
signature on these*

I respectfully request authorization for these L _____ employees to attend the below referenced training/travel.

TRAINING DETAILS

Name: National Tactical Officers Association (NTOA)
Tactical Operations Conference and Trade Show
Date: August 13 through 20, 2016
Location: Louisville, Kentucky

EMPLOYEE

Jeffrey Berkenkamp, Lieutenant, Special Enforcement Section
Aaron Alu, Sergeant, SWAT Team Leader
Rob Owens, Officer, SWAT Team Member
Gabe Garrido, Officer, SWAT Team Member

CRITICALITY

Attending the NTOA Tactical Conference and Trade show will enable officers to engage in continuing education and keep abreast of current "Best Practices" in SWAT responses. Some of the classes offered are, Advanced Tactics, Police Response to Active Shooter Instructor Certification, Public Order (Riot Control), Terrorist Tactics Against Law Enforcement and Ethical Leadership Under Fire.

DIRECT COST:

No Costs – Paid by UASI Grant

INDIRECT COST:

There are no indirect costs.

FUNDING SOURCE:

Paid for by UASI GRANT – PD10UASI15

If you have any questions or require additional information, please contact me at extension 87301.

Approved: *[Signature]*
Patrick H. West, City Manager



Date: March 23, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Travel / Training Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Intelligence Unit (LEIU) Conference
Date: April 25-29, 2016
Location: New Orleans, Louisiana

Employees:

Detective Sean Magee, Criminal Intelligence Section
Detective Chris Rose, Criminal Intelligence Section
Detective Candice Wright, Criminal Intelligence Section
Analyst Courtney Wasson, Criminal Intelligence Section

Criticality:

The Law Enforcement Intelligence Unit (LEIU) Conference is the Nation's premier criminal intelligence sharing and networking conference. This year's event focuses on criminal intelligence, legal issues in criminal intelligence, transnational organized crime, and international/domestic terrorism. The above personnel are currently assigned to the Police Department's Criminal Intelligence Section. The Criminal Intelligence Section is actively engaged in the investigation of each of the focus topics/workshops being offered at the conference. This annual conference enables the attendees to network with their colleagues from throughout the world to discuss current trends and innovative methods to combat crime, terrorism, and threats in the City of Long Beach.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$10,000.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10UASI15 Grant

If you have any questions, please contact me at extension 87301.

Approval: *P. H. West*
Patrick H. West, City Manager



Date: October 19, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

2016 OCT 19 30 100 21
10 19 2016

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: PD Technology sub-committee trip to NYPD
Date: November 7 – November 11, 2016
Location: 1 Police Plaza Path, New York, NY 10007

Employee(s):

Richard Conant, Deputy Chief, Investigations
Bryan Sastokas, Director, TID
Anna Reyes, Administrator, Records
Lloyd Cox, Lieutenant, Investigations - Homicide

Criticality:

Per Chief of Police direction – TID sub-committee with the TID Director to explore leading police technologies that New York Police Department has implemented. This will explore technologies regarding LBCOP, CAD/RMS technologies and various data-analysis to include CompStat.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$6,400.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code PD1096

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: February 18, 2016
To: Robert Luna, Chief of Police
From: Patrick H. West, City Manager
Subject: Training/Travel Request

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RL for CW

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: CBSOA Three Day Training Symposium
Date: April 11 – 13, 2016
Location: San Diego, California

Employees:

Lieutenant Eric Ledesma, Officer Eric Fenner, Officer Douglas Luther, Officer Travis Muilenburg

Criticality:

The California Boating Safety Officers Association (CBSOA) is a group that provides training for all Law-Enforcement, Fire, Lifeguards and Public Safety employees for all Maritime Issues and Port centric operations. CBSOA is providing training and presentations on several key topics regarding the following; boating and waterways updates, legislative updates, boating safety, maritime/homeland security issues, BUI update to include blood draw search warrants, CBRNE detection, dive operations and USCG regulation updates. This training will enhance the general knowledge of the employees who provide maritime security for the City of Long Beach and the Port of Long Beach. Additionally, they will be able to network with key law-enforcement individuals and discuss current security threats in the maritime environment.

Direct Cost:

Total Costs for training students is estimated at \$3,400.00. These costs will be reimbursed through Port Security Grant 14. This is a line item in the PSGP budget that has been approved by FEMA.

Indirect Costs:

There are no indirect costs.

Funding Source:

PD10PSGP14 Grant

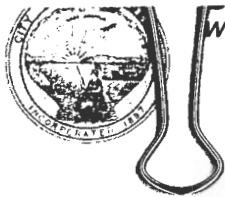
If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager





Date: October 20, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Special Event Management Seminar
Date: December 7 – 9, 2016
Location: San Diego, CA

Employee(s):

Lieutenant Doug Davidson
Sergeant Robert Kuroda
Officer Sean Parilla

Criticality:

In light of the recent terror incidents at Special Event venues in the United States and abroad, it is now more important than ever to plan properly and be prepared to have the safest events possible. Special Event Safely Seminars is the original and only company in North America that provides seminars specializing in crowd management and liability prevention for law enforcement.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$3,287.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD013224 and PD0312

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:

Patrick H. West
Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: August 12, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *Robert G. Luna*
Subject: Training/Travel Request

Commander Don Wood, Lieutenant, Chris Morgan, Lieutenant Lloyd Cox, Administrator Karen Owens and I respectfully request authorization to attend the upcoming International Association of Chiefs of Police Conference (IACP) in San Diego, October 14 – 18, 2016.

Criticality:

The IACP Annual Conference is the largest and most important law enforcement event of the year. More than 14,000 public safety professionals come to learn new techniques, advance their knowledge and equip their department for ongoing success. Multiple training tracks will be offered including, Leadership, Technology and Information, IACP Programs and Research and others. This conference is critical to staying current on emerging Homeland Security and Law Enforcement trends, training and issues.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$7,418.30

Indirect Cost:

Hotel per diem is limited to \$140 per day. That rate is not available for the conference. The difference will be charged to the employee's home division index codes. PD0110, PD0580HS, PD0934, PD0312 & PD 1060CR.

Funding Source:

PD10 UASI15

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:



Patrick H. West, City Manager



Date: December 16, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING / TRAVEL REQUEST**

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: P.O.S.T. Police Management Course, presented by the Center for Criminal Justice, California State University, Long Beach
Dates: March 20, 2017 through May 11, 2017
(one week per month for three months)
Location: Doubletree Hotel
34402 Pacific Coast Highway, Dana Point, CA 92629

Employee:

Lieutenant Patrick O'Dowd

Criticality:

The P.O.S.T. Police Management Course is designed to assist supervisors transitioning to middle managers (position of lieutenant for sworn employees) and is required by law for all police lieutenants within one year of promotion.

Direct Cost:

Total cost for course registration, travel, lodging and meals is estimated at \$4,244.41.

Indirect Cost:

There are no indirect costs

Funding Source:

This is a P.O.S.T. Plan IV class. Registration, travel, lodging and meals will be reimbursed by P.O.S.T.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved: *[Signature]*
Patrick H. West, City Manager



Date: December 22, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL JUSTIFICATION MEMO – SERGEANT TIM OLSON

I respectfully request authorization for this employee to attend the below referenced training/travel.

TRAINING DETAILS

Name: High Risk Warrant Operations - CATO
Date: February 6 through 8, 2017
Location: Carlsbad, CA

EMPLOYEE

Tim Olson, Sergeant

CRITICALITY

This is a SWAT update course focusing on the service of high risk warrants. Attendees will gain an understanding of conducting risk assessments of target locations, operational planning steps, breaching methods, deliberate and dynamic entry/clearing techniques, suspect apprehensions, use of the ballistic shield, downed/injured officer drills, use of force considerations, and legal requirements of warrant operations.

DIRECT COST:

\$906.50

INDIRECT COST:

No indirect cost

FUNDING SOURCE:

PD013216

If you have any questions or require additional information, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved: *[Signature]*
Patrick H. West, City Manager

DEC 23 04 33 PM '16



Date: August 12, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Certification for Composite Artists
Date: September 26th – September 30th, 2016
Location: Carmel, California

Employee(s):

Detective Kevin Ong

Criticality:

This required, intermediate training class would provide the detective with the knowledge and skills necessary to draw faces/facial features through cognitive interview techniques and certify the detective as a California P.O.S.T.-certified composite artist. This course will consist of techniques used to enhance age progression and chronic substance abuse effects, and modify current, known photographs to project potential appearance modifications by suspects. The techniques learned from this instruction will be used to assist other Long Beach Police Department officers and detectives in their investigations.

Direct Cost:

The total cost for registration, travel, lodging and meals are estimated at \$1,550.00

Indirect Cost:

There are no indirect costs.

Funding Source:

PD Index Code: PD0820.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager

103



Date: June 29, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Public Safety Diver, Surface Supplied Diving
Date: August 22-26, 2016
Location: Santa Maria, California

Employees:

Officer Bo Pak, Officer Shawn Sheffield, and Officer Brian Mihkelson

Criticality:

This course is designed for the advanced public safety diver. The instruction will consist of the operation and basic maintenance of the Kirby Morgan air manifolds, mask/helmets, bail-out systems, as well as emergency procedures for all Kirby Morgan diving equipment. This course will also help in the proper selection of equipment for our specific jobs; it will improve the quality of training, reduce the risk of accidents and impart knowledge of the different types of diving equipment, safe operations procedures and emergency procedures used with Kirby Morgan "Surface Supplied" diving equipment. Upon completion, the Officers will receive a certificate from the Kirby Morgan Pro Dive Center. This training will parallel portions of the ANSI/ACDE 2011 Commercial Diver Training Minimum Standards and OSHA 29 CFR 1910 Subpart T Commercial Diving Operations.

Direct Costs:

Total cost for tuition, travel, lodging and meals is estimated at \$5,365.00

Indirect Costs:

None

Funding Source:

PD10PSGP15 Grant

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved: *Bill*
Patrick H. West, City Manager



City of Long Beach

Working Together to Serve

Memorandum

NOV 18 10 40 AM '16

Date: November 10, 2016

To: Patrick H. West, City Manager

From: Robert Luna, Chief of Police *R. Luna*

Subject: Training/Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: The American Society of Crime Laboratory Directors International Assessor Course
Date: January 9 - 13, 2017
Location: San Diego, California

Employee:

Amanda Pontius, Criminalist IV- Quality Assurance Manager

Criticality:

The American Society of Crime Laboratory Directors (ASCLD) is offering an International Assessor for Testing Laboratories course in southern California on January of 2017. This course is critical to Quality Assurance Managers (QAM) to gain extensive understanding of the hundreds of accreditation standards laboratories are required to abide. The students not only learn how to apply these standards, but also gain critical insight into interpretations developed by the ASCLD Board. Additionally, these courses act as a way for the QAM to meet other professionals in their fields, developing support systems throughout the country. These courses are often hosted on the east coast, so it is critical to take advantage of the few that are in-state to lower travel costs.

Direct Cost:

Registration, lodging and meals are estimated to cost \$1,820

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code PD0880

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:

PHW
Patrick H. West, City Manager





Date: April 27, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *MB FOR RGL*
Subject: **TRAINING/TRAVEL JUSTIFICATION**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: IDI Leadership, Mentoring and Coaching Training
Date: June 21, 2016 through June 23, 2016
Location: San Diego Regional Training Center – San Diego California

Employee:

Lieutenant Dave Poss

Criticality:

Lieutenant Poss is currently assigned to the Patrol Bureau Office as the Administrative Lieutenant for the Deputy Chief. He is assigned to manage and train the Bureau's Watch Commanders. He also coordinates patrol planning and manages project assignments with Division Commanders and their staff on behalf of the Deputy Chief. Additionally Lieutenant Poss is the Field Training Lieutenant responsible for managing this training program. The requested training will enhance his management and leadership skills and provide a fresh perspective on utilizing these skills as a manager who is responsible for training. This course is POST Reimbursable – Plan IV

Direct Costs:

No direct costs

Indirect Costs:

No indirect costs

Funding Source:

POST Reimbursable – Plan IV (Subsistence, commuter lunch and travel)

If you have any questions, please contact me at extension 8-7301.

Approved: 
Patrick H. West, City Manager





Date: June 23, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Records Management Conference
Date: August 8 – August 10, 2016
Location: New Orleans, LA

Employee(s):

Anna Reyes, Records Administrator
Esther Tupua-Sipi, Clerk Supervisor

Criticality:

- The LBPD Records Division will benefit tremendously from having our leaders attend the Law Enforcement Records Management Conference LERM 2016. During this 3-day conference several key items that relate to our division will be discussed, such as pillars to success in records management, how to manage body-worn camera records, document imaging and much more. This conference will benefit the Records Division operations.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$2,722.00

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code or PD1096

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved:

P. H. West
Patrick H. West, City Manager





Date: June 28, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic Crisis Negotiations
Date: September 26-30, 2016
Location: Folsom, California

Employee:

Sergeant James Richardson

Criticality:

Sergeant Richardson is the team supervisor for the Hostage Negotiation Team. His team is responsible for responding to any major call/critical incident where negotiations are needed in order to bring the incident to a safe conclusion. The course provides comprehensive training in current negotiation tactics, communication skills, dealing with mentally ill subjects and mental health related negotiations, negotiations related to terrorist incidents, intervention techniques with suicidal persons, and scenario based exercises. With this course Sergeant Richardson will become a highly effective leader for his team in the area of crisis negotiations and intervention.

Direct Cost:

None

Indirect Cost:

None

Funding Source:

Paid for by Port Security Grant Funds

If you have any questions please contact me or my Chief of Staff, Commander Wally Hebeish at extension 8-7301.

Approved:


Patrick H. West, City Manager



Date: December 6, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Travel/Training Request

I respectfully request authorization for the below referenced travel for training:

Training/Conference Details:

Name: California Narcotic Canine Association (CNCA) Annual Certification and Training for Drug Detection Canine (Abby and Handler)

Dates: January 23 – 26, 2017

Location: San Diego, California

Employee:

Detective Luis Rodriguez

Criticality:

Annual certification and continuing training is mandatory for narcotic detection canines and their handlers. The Annual CNCA conference will provide the K9 Unit with standardized training, tactics and deployment practices. A properly trained K9 Team is essential in effectively seizing bulk controlled substances, interdiction operations and large currency proceeds smuggled by Drug Trafficking Organizations. The Narcotics K9 Team is a powerful tool in eliminating the profit of criminals who are involved in illegal drug activity.

Direct Cost:

Total cost for training registration, lodging, fuel for city vehicle, and meals is estimated at \$1,000.00 for one K9 Team (One detective/one canine).

Indirect Cost:

There are no indirect costs.

Funding Source:

Drug Investigation Section Index Code PD0833

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: December 16, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below-referenced training:

Training Details:

Name: P.O.S.T. Management Course presented by the Regional Training Center
Dates: January 9, 2017, to February 23, 2017 (three separate weeks)
Location: Regional Training Center
6155 Cornerstone Court, Suite 130
San Diego, California

Employee:

Lieutenant Gregory L. Schirmer

Criticality:

The P.O.S.T. Management Course is designed to assist supervisors transitioning to middle managers (position of lieutenant for sworn) and is required by P.O.S.T. within one year of promotion.

Direct Cost:

The total cost for the course travel, lodging, and meals is estimated at \$3108.45. There is no registration fee for P.O.S.T. reimbursable agencies. All costs are P.O.S.T. Plan IV reimbursable.

Indirect Costs:

There are no indirect costs.

Funding Source:

All costs are P.O.S.T. Plan IV reimbursable.

Should you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



02:11 PM 02/23/16
16 FEB 23 PM 11:20

Date: February 23, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2016 FBINAA National Conference
Dates: July 23 through July 26, 2016
Location: St. Louis, Missouri

Employees:

Deputy Chief Michael Beckman
Commander Robert Smith

Criticality:

The FBINAA Conference will provide training regarding leadership, risk management, emerging crime trends, and Homeland Security issues. This Conference is for management who are part of the FBI National academy Associates.

Direct Cost:

\$5000.00 – approximate cost (2) for airfare, meal and accommodation.

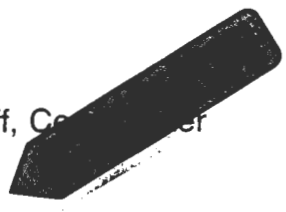
Indirect Cost:

None

Funding Source:

PD10UASI 15
PD0501/PD0355 (if hotel cost is over GSA rate).

If you have any questions, please contact me or my Chief of Staff, Commander Richard Conant at extension 87301.



APPROVED:

Patrick H. West, City Manager



Date: April 6, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: SAR Team Sonar Training
Date: June 7th – 10th, 2016
Location: Traverse City, Michigan

Employees:

Sergeant Steve Smock, Officer Bo Pak, Officer Richard Gray, and Officer Brian Mihkelson.

Critically:

This training will enable these members of the Long Beach Police Dive Team to better understand and utilize the equipment we have and use. Listed are some of the training we will receive.

- Getting the best performance and generating the best possible sonar data under all conditions
- Diver support and safety
- Creating baseline sonar surveys of docks and structures for underwater security applications
- Understanding sonar resolutions and accuracy
- System troubleshooting
- Rigging, repairing damaged cables and completing a waterproof splice

Direct Cost:

Total cost for tuition, travel, lodging and meals is estimated at \$9,582.00

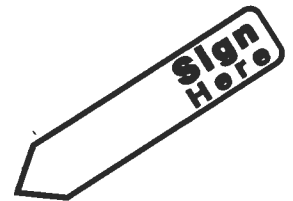
Indirect Costs:

There are no indirect costs

Funding Source:

PD10PSGP14 Grant

If you have any questions please contact me at extension X87301.



Approved:

[Signature]
Patrick H. West, City Manager



Date: August 25, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: National Oceanic and Atmospheric Administration (NOAA)
Dive Course, Module 2
Date: September 18th – 23rd, 2016
Location: Seattle, Washington

Employees:

Sergeant Steve Smock, Officer Bo Pak and Officer Greg Jensen

Critically:

Training will ensure instructor level members of the Long Beach Police Dive Team are trained to the highest standards the industry has to offer. As a Federal Agency, NOAA sets all dive standards for government and scientific divers. Learning the organizational structure and policies will ensure our Dive Team is safer, competent and in line with OSHA standards. Listed is some of the training they will receive.

- Diver Rescue Techniques
- Underwater Tasks
- NOAA Policies and Procedures

Direct Cost:

Total cost for the tuition, travel, lodging and meals are estimated at \$7,195.00.

Indirect Costs:

There are no indirect costs.

Funding Source:

PD10PSGP15 Grant

If you have any questions please contact me at extension 8-7301.

Approved:

Handwritten signature of Patrick H. West in black ink.

Patrick H. West, City Manager





Date: February 22, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Tek Dive USA
Date: April 22-24, 2016
Location: North Miami, Florida

Employees:

Sergeant Steve Smock, Officer Bo Pak, and Officer Eddie Urquiza

Critically:

This training/conference will enable these employees to attend a number of educational seminars. Many of the seminars are tailored to public safety diving and give information on how to increase overall team safety, reduce costs and increase efficiency. Listed below are some the seminars, which are directly applicable to performing their job.

- Gas Sensors for Re-breathers
- Side Mount Simplified
- Decompression-Induced Bubbles
- Carbon Dioxide: some new perspectives on the old enemy
- Scrubber Monitoring and Work of Breathing
- In Water Recompression
- Thoughtful Management of Decompression Stress

Direct Cost:

Total cost for tuition, travel, lodging and meals are estimated at \$3,792.85.

Indirect Costs:

There are no indirect costs.

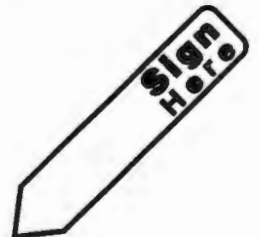
Funding Source:

PD10PSGP14 Grant

If you have any questions please contact me at extension X87301.

Approved:

Patrick H. West
Patrick H. West, City Manager





Date: April 13, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training / Travel Request**

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: West Virginia University Forensic Management Academy
Date: August 28 – September 2, 2016
Location: Pittsburgh, PA

Employee(s):

Glen Spencer, Forensic Science Services Division Administrator

Criticality:

The West Virginia University's College of Business and Economics holds an annual Forensic Management Academy aimed at managers of forensic laboratories. This training is highly regarded and offers tools that assist managers with leadership, efficiency and budgetary skills specific to their workplaces. This session includes classes in leadership skills, performance management, succession planning, conflict management, federal grant development and management, motivation and retention, process improvement, budgeting and cost benefit analysis.

Direct Cost:

No Cost to the City of Long Beach. All travel and tuition to be paid through Coverdell 2015 Grant. Expected expenses for travel, lodging, meals, and registration are approximately \$4,240.00

Indirect Cost:

There are no direct costs

Funding Source:

Coverdell 15 Grant

If you have any questions please contact me at extension 87301.

Approved:

PHW
Patrick H. West, City Manager



Date: April 19, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: 2016 Western Robbery Conference
Dates: May 31, 2016 – June 3, 2016
Location: Vail, Colorado

Employee:

Detective Mark Steenhausen

Criticality:

The Western Robbery Conference training forums will enhance detectives' investigative expertise, knowledge and skills to help solve increasingly complex multi-jurisdictional criminal investigations.

Direct Cost:

Total cost for conference registration, airfare, rental vehicle, lodging and meals is estimated at \$2,500.00.

Indirect Cost:

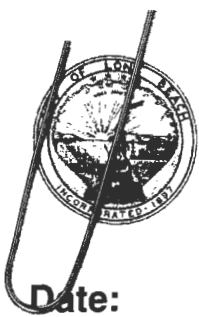
There are no indirect costs.

Funding Source:

UASI grant fund: PD10UASI15
Grant Detail Code: PDHZSE/15LPDT

If you have any questions, please contact me at extension x7301.

Approved: *PHW*
Patrick H. West
City Manager



2016 FEB 18 10:37 AM

Date: February 5, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: National Conference on Juvenile Justice
Date: March 20 – 23, 2016
Location: Las Vegas, NV

Employee:

Detective Sandy Steinmetz

Criticality:

NCJFCJ is a nationally recognized organization that deals with the prevention and intervention regarding juvenile related crime and juvenile victims of crime. NCJFCJ provides law enforcement officials with training, information, resources and contacts to increase their capabilities in the prevention and intervention of juvenile related crime and victims of crime. Detective Steinmetz is a School Resource Officer assigned to Juvenile Investigations. This training would provide her with practical and useful information that may be used to prevent, investigate, and respond to incidents involving juvenile first time offenders or that are victims of crime.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,620.00

Indirect Cost:

There are no indirect costs

Funding Source:

Special Revenue Grant DVNSDOJ

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: August 25, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING / TRAVEL REQUEST

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: Sherman Block Supervisory Leadership Institute (SLI) Class #394
Dates: September 19, 2016, through April 12, 2017 (3 days per month for 8 months)
Location: Sheraton Garden Grove, Garden Grove, California

Employee:

Sergeant Robert Titus

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance leadership abilities of California law enforcement supervisors. Many Long Beach Police Department sergeants have benefited by attending SLI; its curriculum challenges and motivates sergeants to handle complex situations they will encounter as supervisors. The course is well respected throughout the California law enforcement community and has developed supervisors into effective leaders.

Direct Cost:

Total cost for lodging, transportation and meals is 100% P.O.S.T. reimbursable.

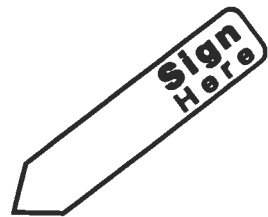
Indirect Cost:

There are no indirect costs.

Funding Source:

P.O.S.T.

If you have any questions, please contact me at extension x7301.



Approved: *[Signature]*
Patrick H. West, City Manager



Date: May 24, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police ^{MB/RF} RGL
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Tactical Officers Association Tactical Operations Conference
Date: August 14-19, 2016
Location: Louisville, KY

Employee(s):

Sergeants Robert Titus, Herbert Smith, and Officer Robert Kennedy

Criticality:

The National Tactical Officers Association (NTOA) is a group that provides training for Law Enforcement. NTOA is providing a training conference and presentations on several key topics regarding the following: Critical Incident Management, Ethical Leadership Under Fire, Incident and Tactical Command Post Operations, Terrorist Tactics against law enforcement, Public Order (Riot Control), Law Enforcement response to suicidal subjects, boat boarding, and other current law enforcement subject matters.

This training will enhance the general knowledge of the employees who provide maritime security for the City of Long Beach and Port of Long Beach. Additionally, they will be able to network with key law enforcement individuals and discuss currently security threats in the maritime environment.

Direct Cost:

The direct cost for three employees is estimated at \$7,200.00

Indirect Cost:

There are no indirect costs.

Funding Source:

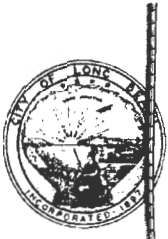
Approved by FEMA under PD10PSGP14 Grant.

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: April 6, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *RGL FOR*
Subject: **TRAINING/TRAVEL JUSTIFICATION**

APR 11 2016 10 31

I respectfully request authorization for the below referenced training/travel

Training Details:

Name: Sherman Block Supervisory Leadership Institute (SLI)
Date: May 23, 2016 through January 11, 2017. Authorizing various dates at one week per month.
Location: Sheraton Garden Grove – Anaheim South

Employee:

Sergeant Steven Vanden Bosch

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California Law Enforcement First-line Supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of many organizations in to more effective leaders. This course is POST Reimbursable – Plan IV.

Direct Costs:

No direct costs

Indirect Costs:

No indirect costs

Funding Source:

POST Reimbursable

If you have any questions, please contact me at extension 8-7301.

Approved: *PHW*
Patrick H. West, City Manager



Date: January 8, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: American Academy of Forensic Sciences (AAFS) 68th Annual Scientific Meeting
Date: February 21 – 27, 2016
Location: Las Vegas, NV

Employee(s):

Criminalist Supervisor Troy Ward
Criminalist II Jessica Jordan

Criticality:

AAFS is a medium that fosters the exchange of ideas and information with the field of criminalistics, and the annual scientific meeting gathers professionals to present the most current information, research, and updates in this expanding field. In addition to the scientific presentations at the seminar, a variety of practical workshops are offered which are designed to update and improve workflows, processes, and technical expertise.

Direct Cost:

The total cost for travel, lodging, meals and registration/workshops is estimated at \$4,570.00 for both employees.

Indirect Cost:

There are no indirect costs.

Funding Source:

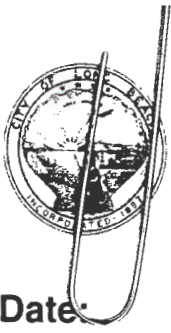
Coverdell 15 Grant

If you have any questions please contact me at extension 87301.

Approved:

Handwritten signature of Patrick H. West in black ink.

Patrick H. West, City Manager



03 09 2016 09A 01

Date: April 13, 2016
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: The Association of Firearm and Tool Mark Examiners (AFTE) 47th
Annual Training Seminar
Date: May 29 – June 3, 2016
Location: New Orleans, LA

Employee(s):

Criminalist Supervisor Troy Ward

Criticality:

AFTE is a medium that fosters the exchange of ideas and information within the field of Firearm and Tool Mark examination, and the annual training seminar gathers professionals to present the most current information, research, and updates in this field. In addition to the scientific presentations at the seminar, a variety of practical workshops are offered which are designed to update and improve workflows, processes, and technical expertise. Criminalist Supervisor Ward is a certified Firearms Examiner assigned to the Firearms Unit. Attendees receive continuing education credits which are required for recertification.

Direct Cost:

No Cost to the City of Long Beach. Estimated expenses for travel, lodging, meals, and registration/workshops are approximately \$2,495.00

Indirect Cost:

None

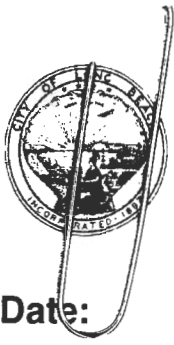
Funding Source:

Coverdell 15 Grant

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: January 26, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Travel / Training Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Network of Fusion Centers – Risk Analysis Training
Date: March 15-18, 2016
Location: Chicago, Illinois

Employees:

Analyst Courtney Wasson, Criminal Intelligence Section

Criticality:

The Department of Homeland Security is hosting this training course to assist in the overall success of the national infrastructure protection mission that depends on strong risk analysis capabilities and the development of analytic products that effectively inform decision makers. This training will also establish best practices associated with the development, implementation, and maintenance of analytical products. This course will provide the opportunity for attendees to be involved with the establishment and implementation of a national standard for criminal intelligence products. Analyst Wasson is assigned to the Police Department's Criminal Intelligence Section and is responsible for conducting research, analysis, and the creation of analytical products for internal and external distribution. This training will provide the opportunity for Analyst Wasson to discuss analytic production efforts and current trends.

Direct Cost:

Total cost for travel, rental car, lodging, and meals is estimated at \$2,000.00

Indirect Cost:

There are no indirect costs

Funding Source:

PD10UASI14 – Grant funds

If you have any questions, please contact me at extension 87301.

Approval: *PHW*
Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: February 9, 2016 02 9 16 - 837 01

To: Patrick H. West, City Manager

From: Robert G. Luna, Chief of Police *R. Luna*

Subject: **TRAVEL JUSTIFICATION MEMO – OFFICER DAVID WHELAN**

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS

Name: Traffic Collision – Vehicle Dynamics (Crash)
Date: March 27 through April 1, 2016
Location: Concord, CA

EMPLOYEE

Officer David Whelan, Commercial Enforcement, Field Support Division

CRITICALITY

This course is a continuation of ongoing collision investigation training that will provide Officer Whelan with information to assist the Commercial Enforcement and Collision Investigation Details in understanding vehicle dynamics, energy and momentum, physics, and the analyzing of vehicle damage profiles to reconstruct collisions and determine speed. This class will also help with preparing reports used by prosecutors, claims adjusters, and risk managers.

DIRECT COST:

No direct cost

INDIRECT COST:

No indirect cost

FUNDING SOURCE:

Paid for by Office of Traffic Safety – Grant number PT1663 – \$1,007.80
Paid by POST - PD031220 - \$733.85

If you have any questions or require additional information, please contact me at extension 87301.

Approved: *PHW*

Patrick H. West, City Manager



Date: November 10, 2016

To: Patrick H. West, City Manager

From: Robert G. Luna, Chief of Police *R. Luna*

Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced travel for training:

Training/Conference Details:

Name: California Homicide Investigators Association (CHIA) 2017 Annual Conference

Date: February 28 – March 3, 2017

Location: Las Vegas, Nevada

Employees:

Sergeant Robert Woods, Detective Malcolm Evans and Detective Robert Gonzales

Criticality:

The CHIA annual conference gathers experts from throughout the state of California to discuss strategies and trends in homicide investigations. The conference will include discussions and classes on wiretaps, cold cases, serial killers, case presentations, and provide a forum for networking and dialog.

Direct Cost:

All costs associated with this training opportunity will be paid by employees, with the exception of fuel for one city vehicle for transportation to/from the conference.

Indirect Cost:

There are no indirect costs. Employees will attend the conference under regularly scheduled hours. No backfill required.

Funding Source:

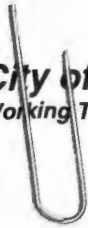
Homicide Index Code: PD0834 for fuel costs only. All other costs will be paid by employees.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish, at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



SD:SI MS 1 - JUL 21

Date: June 6, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the following training:

Travel Details:

Purpose: Instruct training session at the 19th Annual International Gang Specialist Training Conference
Dates: August 8 – 10, 2016
Location: Chicago, Illinois

Employees:

Gang Injunction Detective Chris Zamora

Criticality:

The Long Beach Police Department's "Gang Injunction Program" has gained national attention by training fellow law enforcement agencies and assisting in combating gang violence. Developing a multi-agency network for gang information is needed to share and foster cooperation among law enforcement agencies.

Direct Cost:

None. Total cost for conference registration, airfare, lodging, rental vehicle, fuel and meals is estimated at \$2,046.

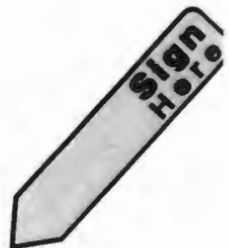
Indirect Cost:

There are no indirect costs.

Funding Source:

City Prosecutor's Office, Index Code CP09145R-CPGANG

If you have any questions, please contact me at extension 8-7301.



Approved: *[Signature]*
Patrick H. West, City Manager



Date: December 2, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced travel for training:

Training Details:

Name: Law Enforcement Assisted Diversion Grant Bidders' Conference
Dates: December 12 – 13, 2016
Location: Sacramento, California

Employee:

Detective Chris Zamora

Criticality:

Detective Zamora was notified of the California Board of State and Community Corrections (BSCC) bidder's conference for the Law Enforcement Assisted Diversion (LEAD) grant application. The LEAD program would allow the LBPD, City Prosecutor's Office, LASD, and the LA County's Office of Diversion and Reentry to partner and collaborate with grant funds. The 30-day advance notice to request approval for travel was unable to be met as Detective Zamora was notified of this bidder's opportunity on 11/30/16. The bidder's conference is on 12/13/16, and the grant application is due on 02/01/17.

Direct Cost:

Total cost for airfare, lodging, rental vehicle, fuel and meals is estimated at \$500.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

GES Index Code: PD0830.

If you have any questions, please contact me or my Chief of Staff, Commander Wally Hebeish at extension 87301.

Approved: *[Signature]*
Patrick H. West, City Manager





City of Long Beach
Working Together to Serve

Memorandum

Date: March 18, 2016
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Crime and Intelligence Analysis Level 1
Date: May 23 – 27, 2016
Location: San Diego, CA

Employee(s):

Cynthia Zarate, Administrative Aide

Criticality:

Cynthia Zarate is an Administrative Aide in the Office of the Chief of Police. She regularly provides statistical information on crime related topics as well as reports on departmental performance, to the Chief of Police. This course provides an overview of the foundational skills of crime and intelligence analysis. The knowledge taught in this course will enable Cynthia to apply basic analytical techniques and present findings in written and presentation format.

Direct Cost:

Total cost for registration and lodging is estimated at \$1,194.

Indirect Cost:

There are no indirect costs

Funding Source:

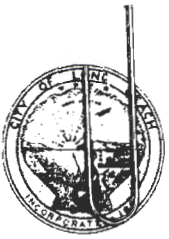
PD0110

If you have any questions please contact me or my Chief of Staff, Commander Richard Conant at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: September 15, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Anti-Defamation League's Advanced Training School (ATS)
Date: December 6-8, 2015
Location: Washington D.C.

Employee(s):

Randy Allen, Commander, Port Police Division

Criticality:

This course is designed to provide practical and useful information which may be used to prevent, investigate and respond to incidents and threats of domestic and international extremist and terrorists.

Direct Cost:

The cost for the airfare & shuttle is estimated at \$450.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10PSGP14 grant funds will cover the cost for airfare & shuttle. ADL will cover the all other costs.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager



Date: July 8, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *FOR ROBERT LUNA*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: CPOA Board of Directors Meeting
Date: August 4-6, 2015
Location: Olympic Valley, CA

Employee(s):

Randy Allen, Commander, Port Police Division

Criticality:

Randy is a state level voting Board member of the CPOA. This is a regularly scheduled quarterly Board meeting.

- Chiefs office provided more info on why this is a critical trip.

Direct Cost:

The direct cost, for flight, rental car and lodging is estimated at \$961.00

Indirect Cost:

There are no indirect costs.

Funding Source:

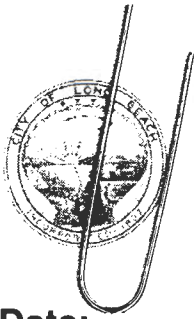
PD Index Code – PD0590PSU

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

*⊕ City will pay for the cost of a standard rental car with the difference paid by the employee. T.M.L.
RWA:rwa*

Approved:

[Signature]
Patrick H. West, City Manager



Date: January 12, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Peace Officers' Association (CPOA) Board Meeting
Date: February 11, 2015
Location: Sacramento, CA

Employee(s):

Commander Randy Allen

Criticality:

Randy was elected to serve as a voting board member of the CPOA for 2014/2015. There are approximately 4 board meetings per year that voting board members are expected to attend.

Direct Cost:

Airfare	\$ 152.96
Hotel:	\$ 100.80
TOTAL	\$ 253.76

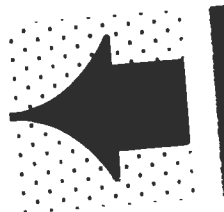
Handwritten notes:
SM -
THIS IS THE TRAVEL WE
LICENSED ABOUT ON THE PHONE
THANKS
LISA LOPEZ

Contact me at extension 87301.

Approved:

ZBell

Patrick H. West, City Manager





Date: March 20, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: CPOA Board of Directors Meeting
Date: May 21, 2015
Location: San Diego, CA

Employee(s):

Randy Allen, Commander, Port Police Division.

Criticality:

Randy is a state level voting Board member of the CPOA. This is a regularly scheduled quarterly Board meeting.

Direct Cost:

The direct cost, for lodging, is estimated at \$160.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD Index Code – PD0590

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

A handwritten signature in black ink, appearing to read "P. West".

Patrick H. West, City Manager



Date: January 6, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL JUSTIFICATION MEMO – SERGEANT AARON ALU

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: Lifesavers National Conference on Highway Safety Priorities
Date: March 15 through March 17, 2015
Location: Chicago, Illinois

EMPLOYEE:

Sergeant Aaron Alu

CRITICALITY:

Lifesavers is the premier national highway safety meeting in the United States dedicated to reducing the tragic toll of deaths and injuries on our nation's roadways. This conference is geared for first responders. A few of the topics discussed will be distracted motorists, pedestrian safety, drugged driving, driverless cars and more. Lifesavers will focus on the topics impacting roadway safety.

DIRECT COST:

No direct costs

INDIRECT COST:

There are no indirect costs

FUNDING SOURCE:

2015 OTS Step Grant (PT1540)

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.



Approval: *[Signature]*
Patrick H. West, City Manager



RUSH

Date: June 10, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Alcoholic Beverage Control GAP Conference
Date: July 7 – 9, 2015
Location: Monterey Bay, CA

Employees:

Detectives Raymond R. Arcala and Satawan Johnson

Criticality:

The Detectives are currently assigned to the Vice Field Investigations section. As part of their duties, they conduct ABC compliance checks and operations throughout the city of Long Beach. The team has recently obtained grant funding and was invited to participate in the Alcohol Beverage Control Grant Assistance Program (GAP) Training Conference. This would be an opportunity for the detectives to obtain training in alcohol enforcement and an opportunity to meet other agencies and share information.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$2,930.00.

Indirect Cost:

There are no indirect costs. Employees will be attending on-duty.

Funding Source:

All costs will be paid through the PDABC grant.

If you have any questions or concerns, please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: February 11, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training Conference Details:

Name: Social Media the Internet and Law Enforcement (S.M.I.L.E.)
Date: April 28 – April 30, 2015
Location: Phoenix, AZ

Employee(s):

PSS Marlene Arrona

Criticality:

PSS Arrona is one of the Police Department's Public Information Officers responsible for social media. The Media Relations Detail also monitors social media for situational awareness and crisis communication. This conference will not only enhance her expertise, but it will provide current information to our media relations team.

Direct Cost:

Total cost for registration and travel is estimated at \$700.

Indirect Cost:

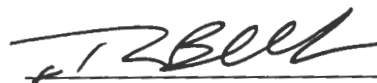
There are no indirect costs.

Funding Source:

PD Index Code PD1060CR. Employee will pay accommodations and meals.

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: August 27, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Basic Course Consortium Meeting
Date: September 16 and September 17, 2015
Location: Del Mar, California

Employee(s):

Commander Alex Avila

Criticality:

POST presents the Basic Course Consortium to provide an interactive forum for academies through which to increase understanding of current and future issues related to Academy Basic Course presentations and course development. The information distributed is critical in ensuring basic training courses meet regulatory requirements and the continued development of course content.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$407.

Indirect Cost:

There are no indirect costs.

Funding Source:

POST will reimburse travel and per diem expenses by Letter of Agreement directly to the employee. There is no cost to the Police Department.

If you have any questions, please contact me at extension 87301.

Approval: *PHW*
Patrick H. West, City Manager



Date: March 30, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: P.O.S.T. Certified CLETS Training for Trainers
Date: May 5 & 6, 2015
Location: California DOJ, Camarillo, Ca

Employee:

Communication Supervisor Dave Barrow

Criticality:

This course will provide the Communications Center Personnel with the best possible CLETS (California Law Enforcement Telecommunications System) training and updates. CLETS is a vital and ever-changing system that Communications Center Personnel are required to re-certify in every two years. By providing this training, we can ensure our personnel will be given the best opportunity to excel in this area.

Direct Cost:

Estimated cost for travel, lodging and meals is \$200.13.

Indirect Cost:

None

Funding Source:

Partial P.O.S.T. Reimbursement Plan IV & Long Beach General Fund PD0560CM.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 8-7301.

Approved:

Handwritten signature of Patrick H. West.

Patrick H. West, City Manager



Date: March 26, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: ADL's Advanced Training School (ATS)
Dates: May 31 - June 2, 2015
Location: Washington, D.C.

Employees:

Deputy Chief Michael Beckman

Criticality:

The Advanced Training School is recognized as one of the premier counter-terrorism trainings in the country. ATS provides law enforcement executives and commanders with state-of-the-art training, information, resources and contacts to increase their capabilities in combating domestic and international extremist and terrorist threats.

Direct Cost:

The cost for travel is estimated at \$800.00.

Indirect Cost:

None

Funding Source:

Index Code PD0501 will be used to cover travel expenses. The Anti-Defamation League will be responsible for expenses related to participation in the training, including hotel accommodations and meals for the duration of the training.

If you have any questions, please contact me or my Chief of Staff, Corina Lisa Lopez at extension 87301.

APPROVED:

A handwritten signature in black ink, appearing to read "P. West".

Patrick H. West, City Manager



Date: March 31, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2015 CPOMF Memorial Ceremony
Dates: May 3-4, 2015
Location: Sacramento, CA

Employees:

Deputy Chief Michael Beckman

Criticality:

The California Peace Officers' Memorial Ceremony is to recognize and honor California's peace officers who gave their lives "in the line of duty" serving the citizens of this great state, and provide support to the family members left behind.

Direct Cost:

\$450 – approximate cost for airfare, meals and accommodations

Indirect Cost:

None

Funding Source:

PD0501

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

APPROVED:

Patrick H. West, City Manager



Date: December 30, 2014
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2015 CalNENA Mission Critical Training
Date: February 9-12, 2015
Location: San Diego, California

Employees:

Asst. Systems Supervisor Robert Belcher, ENP
Acting Coordinator Laura Sassenbach

Criticality:

This meeting is critical to ensure the City of Long Beach's ability to stay current in our knowledge and offer input into the future direction of Public Safety technologies and Public Safety Answering Point procedures. With the Police/Fire Consolidation project currently underway, this meeting also gives Mr. Belcher and Ms. Sassenbach the opportunity to network with managers from other consolidated PSAPs.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$1990.00. All costs will be reimbursed by the CalNENA (California Chapter of the National Emergency Number Association) Annual Allotment Fund (via the State 9-1-1 Office).

Indirect Cost:

There are no indirect costs

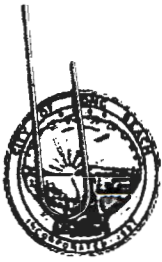
Funding Source:

State 9-1-1 Office

If you have any questions, please contact me at extension 8-7301.

Approval: *[Signature]*
Patrick H. West
City Manager

[Faint handwritten notes]



Date: July 30, 2015
To: Patrick H. West, City Manager
From: ^{RL} Robert G. Luna, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/ travel.

Training/Conference Details

Type: International Latino Gang Investigators Association Conference
Date: August 10-13, 2015
Location: Las Vegas, NV

Police Department Employee

Detective Toby Benskin, Vice Investigations

Description of Training:

This conference is designed for undercover detectives who investigate Latino gangs. Several of the courses offered are focused on human trafficking within Latino gangs.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$775.00

Indirect Cost:

There are no indirect costs

Funding Source:

No cost to the City, all expenses will be reimbursed by Homeland Security Investigations.

If you have any questions please contact me at extension 87301 or Commander Lisa Lopez at extension 86424.

Approved:

A handwritten signature in black ink, appearing to read 'P. West', written over a horizontal line.

Patrick H. West, City Manager

RL:DP:dp
BenskinTravel.doc

CC: Robert Luna, Chief of Police
Lisa Lopez, Chief of Staff
David Hendricks, Deputy Chief, Investigations Bureau



Date: August 26, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: TRAVEL / TRAINING REQUEST

MB FOR: RGL

I respectfully request approval for the following training:

Training/Conference Details:

Name: POST Management Course
Date: October 5 – 9, 2015
November 10 – 13, 2015
December 7 – 10, 2015
Location: Dana Point, CA

Employee:

Lieutenant Jeffrey Berkenkamp

Criticality:

POST Management Course is 104-hour course presented over three months and is mandated by The California Commission on Police Officer Standards and Training (POST) for newly promoted Lieutenants. The course is designed to assist supervisors transitioning to middle managers and must be completed within 12 months of promoting or being appointed to a middle management position.

Direct Cost:

Total cost is estimated at \$ 3574.

Indirect Cost:

There are no indirect costs.

Funding Source:

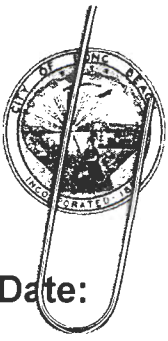
All expenses are POST Reimbursable.

If you have any questions or require additional information, please contact me or my Chief of Staff, Commander Lisa Lopez at extension 8-7301.

Approved:

Handwritten signature of Patrick H. West.

Patrick H. West, City Manager



Date: April 17, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: ICI Sexual Assault
Date: June 22-26, 2015
Location: Monterey, CA

Employee:

Detective Ruby Castro

Criticality:

Detective Ruby Castro will learn the dynamics that sexual assault victims face when reporting crimes to law enforcement and be better equipped to encourage victim participation. This course will provide Detective Castro with specialized skills and knowledge necessary to collaborate and effectively conduct child abuse cases involving sexual assault.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$1,200.

Indirect Cost:

There are no indirect costs.

Funding Source:

This is a POST IV reimbursable course.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: September 10, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: TRAINING JUSTIFICATION REQUEST

I respectfully request authorization for the below referenced training/travel.

Travel Details:

Purpose: Prevention of and Response to Suicide Bombing Incidents (PRsBI)
Dates: October 19, 2015 to October 23, 2015
Location: Socorro, New Mexico

Employee:

Police Officer Alfredo Chairez

Criticality:

The Energetic Materials Research and Testing Center, and New Mexico Institute of Mining and Technology have provided law enforcement, military, and first responder personnel with specific training in regards to terrorist bombing attacks. PRsBI provides local emergency responders with the knowledge and skills needed for the prevention, interdiction, response, and mitigation of a suicide bombing attack. This specific training would be invaluable for our patrol officers as they would be the first to respond to a terrorist bombing incident. FEMA - New Mexico Institute of Mining and Technology will pay all funds.

Direct Cost:

None

Indirect Cost:

None

Funding Source:

New Mexico Tech

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: April 2, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL JUSTIFICATION REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: POST Management Training Course
Date: March 9-13, 2015
April 7-10, 2015
May 5-8, 2015
Location: Dana Point, CA

Employee:

Lieutenant Mark Coble

CRITICALITY:

The POST Management Training Course is a POST requirement for all newly appointed Lieutenants.

DIRECT COSTS:

No cost to the City.

INDIRECT COSTS:

Tuition - \$1,615.00
Lodging - \$91.14 a night x 13 = \$1,184.82
Meals - Estimated meals \$50.00 a day x 13 = \$650.00
Parking - \$7 x 13 = \$91.00
Gas - \$201.30

Total = \$3742.12

FUNDING SOURCE:

POST – Police Officers Standards Training

If you have any questions or concerns, please contact me at extension 87301.

Approved: *PHW*
Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: September 14, 2015
To: Patrick H. West, City Manager
From: *LL FOR*
Robert Luna, Chief of Police
Subject: REQUEST FOR TRAINING AND TRAVEL

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: Southern California Association of Fingerprint Officers
24th Annual Training Conference
Date: October 7 - 9, 2015
Location: Temecula, CA

Employee:

Forensic Specialist II – Heather Cochran

Criticality:

The conference will provide forensic science practitioners from around the country an opportunity to participate in lectures and workshops that discuss topics that are relevant and emerging in the field of forensic science, particularly in those areas that relate to forensic identifications. By attending this conference, the practitioner will gain expertise in the fields of crime scene investigations and latent print identifications. Continued training and education for laboratory analysts is a critical requirement for laboratory accreditation, and will benefit the Police Department and City of Long Beach by improving customer service.

Direct Costs

Estimated costs for training and lodging are approximately \$697.00.

Indirect Costs

There are no indirect costs.

Funding Source:

The Los Angeles County Regional Identification System (LACRIS) will provide funding.

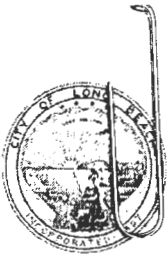
If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager





Date: August 6, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Internal Affairs Pro User's Conference
Date: November 3, 2015 – November 5, 2015
Location: Scottsdale, Arizona

Employee(s):

Commander Richard Conant
Sergeant Paul Gallo

Criticality:

This training is to attend basic and advanced sessions in the use of the Police Department's IAPro software. IAPro is the department's Internal Affairs case management system. Commander Conant currently functions as the department's executive in charge of Internal Affairs and Sergeant Gallo is the lead trainer for all supervisors in the use of IAPro. Together Commander Conant and Sergeant Gallo will be attending the conference to further research the possibility of implementing an early intervention system offered by IAPro.

Direct Cost:

\$2,264.00 for two employees' lodging, meals, and transportation.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0112

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:


Patrick H. West, City Manager





Date: December 7, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL REQUEST**

I respectfully request authorization for the following training:

Travel Details:

Annual Asset Forfeiture Update Course

Dates: March 8 – 9, 2016

Location: San Diego, California

Employee(s):

Sergeant Lee DeBrabander and Detective Fernando Jimenez

Criticality:

Maintaining the accurate utilization of asset forfeiture statutes (California Health and Safety Code section 11469) requires on-going training of law enforcement personnel participating in asset forfeiture programs. The Asset Forfeiture update course is presented by the California District Attorney's Association and is designed to keep law enforcement agencies in compliance with state codes. Asset forfeiture is a powerful tool in eliminating the profit of those who attempt to sell narcotics illegally within the city of Long Beach.

Direct Cost:

Total cost for tuition, travel, lodging, and meals is estimated at \$1,150, for two detectives.

Indirect Cost:

None

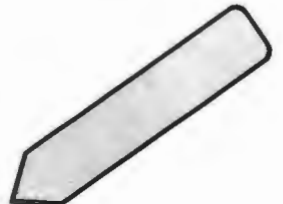
Funding Source:

Asset Forfeiture Funds

If you have any questions, please contact me at extension 87301.

Approved:


Patrick H. West
City Manager





City of Long Beach
Working Together to Serve

Memorandum

Date: January 15, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization from the below referenced training/travel.

Training/Conference Details:

Name: POST Instructor Development (Level II), Instructional Technology Update
Date: July 23-34, 2015
Location: San Diego, California

Employee:

- Johnny A. Dodson, Police Officer, Patrol Administration

Description of Training:

This course provides essential and required instructional and facilitation skills for those teaching in a law enforcement or public safety related training program. Students will learn through hands-on experience in a highly active learning environment. This course meets the training requirement for the POST Academy Instructor Certification and is recommended for those planning on moving to the next Instructor Development Institute levels.

Direct Costs:

Tuition - \$0
Travel - City vehicle
Lodging - \$275.
Meals - \$100.

Indirect Costs:

No indirect costs

Funding Source:

There is no tuition for this course. Travel and per diem is POST reimbursable.

If you have any questions, please contact me at extension 87301.

Approval: _____


Patrick H. West
City Manager



Date: April 21, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: Southern California Gang Conference
Dates: May 26 – May 29, 2015
Location: San Diego, CA

Employees:

Officers Brian Elliot and Michael Torres

Criticality:

The Southern California Gang Conference will provide in depth courses into; Gang Investigations, Emerging Trends, Officer Safety Techniques, Custodial Gang Investigations, Threats to Law Enforcement, Black Gangs, Gang Infrastructures, Prosecuting Gangs, Advanced Gang Techniques, The NEW evolution of Kidnappings, AB109 Update, Gangs and Fraud, Racially Based Gangs, and Infiltrating Drug Cartels. The courses will give more in-depth training than we can receive locally and will provide better tools to use in our daily operations on the street. Training will give us a wide range of tools when dealing with gang activity occurring in the city.

Direct Costs:

There are no direct costs.

Indirect Costs:

There are no indirect costs.

Funding Source:

Paid for by Officers Elliot and Torres.

If you have any questions or need additional information, please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: October 30, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. L*
Subject: Travel / Training Request

*Needs DH
Signature*

I respectfully request authorization for the belk

Training/Conference Details:

Name: eNavigation 2015
Date: December 2-3, 2015
Location: Seattle, Washington

Employees:

Chad Ellis, Sergeant, Port Police Division
James Peterson, Officer, Port Police Division
Greg Jensen, Officer, Port Police Division

Criticality:

This course will enhance the Port Police Division's ability to effectively deal with the implementation of eNavigation, along with the rules and laws governing it, within the marine environment of the Port of Long Beach. By participating in the process, POLB and LBPD will have a stakeholder position in the design and process stages of development and implementation.

eNavigation is the harmonized collection, integration, exchange, presentation and analysis of maritime information, onboard and ashore, by electronic means to enhance berth to berth navigation and related services, for safety and security at sea and protection of the marine environment.

The San Pedro Bay Port Complex is the largest port complex in the nation and the sixth largest port complex in the world. With the implementation of eNavigation; Navigation, Radio communications and Search and Rescue (COMSAR) operations will be updated and greatly enhanced. In addition, it will improve navigational safety and environmental protection.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$5600.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

Port Security Grant FY14 – PSGP14 Grant Funds

If you have any questions, please contact me at extension 87301.

Approval: _____
Patrick H. West, City Manager





Date: October 30, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Travel / Training Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: eNavigation 2015
Date: December 2-3, 2015
Location: Seattle, Washington

Employees:

Chad Ellis, Sergeant, Port Police Division
James Peterson, Officer, Port Police Division
Greg Jensen, Officer, Port Police Division

Criticality:

This course will enhance the Port Police Division's ability to effectively deal with the implementation of eNavigation, along with the rules and laws governing it, within the marine environment of the Port of Long Beach. By participating in the process, POLB and LBPD will have a stakeholder position in the design and process stages of development and implementation.

eNavigation is the harmonized collection, integration, exchange, presentation and analysis of maritime information, onboard and ashore, by electronic means to enhance berth to berth navigation and related services, for safety and security at sea and protection of the marine environment.

The San Pedro Bay Port Complex is the largest port complex in the nation and the sixth largest port complex in the world. With the implementation of eNavigation; Navigation, Radio communications and Search and Rescue (COMSAR) operations will be updated and greatly enhanced. In addition, it will improve navigational safety and environmental protection.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$5600.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

Port Security Grant FY14 – PSGP14 Grant Funds

If you have any questions, please contact me at extension 87301.

Approval: *PHW*
Patrick H. West, City Manager





Date: September 18, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: CLEARs 42nd Annual Training & Technology Seminar
Date: November 4, 2015
Location: Coronado, CA

Employee(s):

Patricia Flinn

Criticality:

Patricia Flinn is the Police Department's CLETS (California Law Enforcement Telecommunications System) Coordinator. The topics that will be covered at this training will assist Patricia during bi-annual state mandated audits that check for accuracy and agency compliance.

Direct Cost:

Total cost for registration and lodging is estimated at \$499.08

Indirect Cost:

There are no indirect costs

Funding Source:

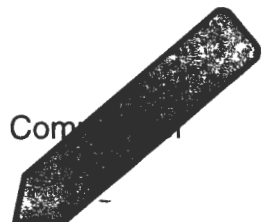
PD1096

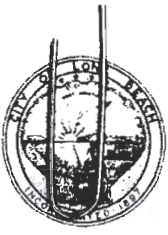
If you have any questions please contact me or my Chief of Staff, Comptroller Lisa Lopez at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager





Date: March 20, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Critical Incident Response for Supervisors and Managers
Date: May 19 – May 22, 2015
Location: Santa Barbara, California

Employee(s):

Sergeant Paul Gallo
Sergeant James Richardson

Criticality:

The course will prepare Sergeant Gallo and Richardson to be effective leaders at a major call/critical incident. The course provides a comprehensive review of current field tactical doctrine, with an emphasis on the use of a four-step critical incident response plan. Topics include terrorism issues, law enforcement's role in a mass casualty incident, case studies and tabletop classroom exercises. Both Sergeant Gallo and Richardson are preparing to promote to the position of Lieutenant and this training will assist them in managing critical incidents in the City of Long Beach.

Direct Cost:

None

Indirect Cost:

Employees will use a City vehicle for transportation.

Funding Source:

Paid for by Urban Areas Security Initiative PD10UASI14 grant funding.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 8-7301.

Approved:

A handwritten signature in black ink, appearing to read 'P. West'.

Patrick H. West, City Manager



Date: February 9, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL JUSTIFICATION MEMO**

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: Traffic Collision Investigation - Reconstruction
Date: April 13 through 24, 2015
Location: Riverside, CA

EMPLOYEE:

Detective Sirilo Garcia
Detective David Lauro

CRITICALITY:

This course will provide Detectives Garcia and Lauro with information that will assist the Collision Investigation Detail in investigating and describing various relationships in physics as they relate to traffic collision reconstruction. The course covers auto-pedestrian-bicycle collisions, articulated vehicles, reconstruction methodology, motion analysis, velocity reconstruction and step-by-step reconstruction process.

DIRECT COST:

Approximately \$2,877.00 for lodging. POST will reimburse for wages, meals and travel.

INDIRECT COST:

There are no indirect costs

FUNDING SOURCE:

PD031220 – Lodging
POST – Wages, meals and travel.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approval:

Patrick H. West
Patrick H. West, City Manager



Date: August 5, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Identity Theft Training
Date: October 20, 2015
Location: Camarillo, California

Employees:

Lieutenant Joseph Gaynor

Criticality:

Lieutenant Joseph Gaynor was just recently assigned to Adult and Juvenile Investigations section, which includes (but not limited to) Forgery/Fraud and Identity Theft. As part of his many duties, he supervises the sergeant and nine detectives that investigate identity theft crimes. After completing this course, Lieutenant Gaynor will possess the knowledge and skills necessary to effectively and efficiently understand the intricacies of identity theft crimes. He will learn specific investigative techniques, crime trends, relevant identity theft laws, and databases to assist in investigating these crimes.

Direct Cost:

\$140 for lodging only. Lieutenant Gaynor will be using a City vehicle.

Indirect Cost:

There are no indirect costs.

Funding Source:

PI0819.

If you have any questions, please contact me at extension 87301.

Approved:

Patrick H. West, City Manager



Date: September 2, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Management and Supervision of Detective Units
Date: October 5- October 9, 2015
Location: San Diego, California

Employees:

Lieutenant Joseph Gaynor

Criticality:

Lieutenant Joseph Gaynor was just recently assigned to Adult and Juvenile Investigations section. As part of his many duties, he supervises five sergeants and forty detectives that handle auto theft, computer crimes, burglary, financial crimes, and juvenile investigations. With this course, Lieutenant Gaynor will develop improved supervisory and management skills to effectively and efficiently manage the numerous civilian and sworn employees he supervises. This course focuses on crime analysis, leadership/generational issues, crime scene management, case control techniques, risk management, personnel management, and legal issues.

Direct Cost:

None

Indirect Cost:


No indirect costs.

Funding Source:

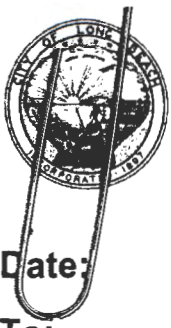
No cost - P.O.S.T. Plan III reimbursable

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: January 14, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 23rd Annual Law Enforcement Legislative Day
Date: March 3 - 4, 2015
Location: Sacramento, CA

Employee(s):

Commander Elizabeth Griffin and Commander William LeBaron

Criticality:

This Legislative Day training is a great opportunity for Long Beach Police Department to have input on proposed legislation that will impact public safety throughout the state. Commander Griffin is the Legislative Liaison for the Police Department. This training will provide her with a greater understanding of the legislative process. One of the current proposed legislation of discussion will be body-worn-cameras for police officers, a hot topic across the nation. Commander LeBaron, the Department's lead on this topic, will be able to discuss and weigh in on the proposed legislation with other law enforcement agencies in the state.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,460.

Indirect Cost:

There are no indirect costs.

Funding Source:

All direct costs for Commander Griffin will be paid for through Code: PD0580.
All direct costs for Commander LeBaron will be paid for through Code: PD0

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: October 7, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING JUSTIFICATION REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: FBI LEEDA Executive Leadership Course
Date: December 1-4, 2015
Location: Fairfield, Ca

Employee(s):

Commander Elizabeth Griffin

Criticality:

This Executive Leadership Course is a great opportunity for Commander Griffin to focus on the forces of change and the emerging challenges and trends facing leaders in the law enforcement profession alongside other senior level executives. This opportunity will be very beneficial to Commander Griffin and give her the tools to influence and shape future conditions of the Long Beach Police Department.

Direct Cost:

No direct costs.

Indirect Cost:

No indirect costs.

Funding Source:

UASI grant funded - PD10UASI14/14LPDT/PD.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: March 16, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Travel / Training Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Intelligence Unit (LEIU) Conference
Date: May 4-8, 2015
Location: Phoenix, AZ

Employees:

Lieutenant Wally Hebeish, Criminal Intelligence Section
Sergeant Jason Evans, Criminal Intelligence Section
Detective David Fritz, Criminal Intelligence Section

Criticality:

The Law Enforcement Intelligence Unit (LEIU) Conference is the Nation's premier criminal intelligence sharing and networking conference. This year's event focuses on criminal intelligence, legal issues in criminal intelligence, transnational organized crime, and international/domestic terrorism. The above personnel are currently assigned to the Police Department's Criminal Intelligence Section. The Criminal Intelligence Section is actively engaged in the investigation of each of the focus topics/workshops being offered at the conference. This annual conference enables the attendees to network with their colleagues from throughout the world to discuss current trends and innovative methods to combat crime, terrorism, and threats in the City of Long Beach.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$5,000.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10UASI14 Grant

If you have any questions, please contact me at extension 87301.

Approval: *P. H. West*
Patrick H. West, City Manager



Date: June 10, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Travel Request – Training - Alexandria, VA.

I respectfully request authorization for the below referenced travel:

Training Details:

Name: Missing Children's Chief Executive Officer Training Course
Date: July 21 - 22, 2015
Location: Alexandria, VA.

Employee(s):

Deputy Chief David Hendricks and Sergeant Erik Herzog

Criticality:

The National Center for Missing and Exploited Children (NCMEC) is at the forefront of setting policy and procedure related to conducting missing persons investigations. The training will allow us to ensure we are continuing to follow best practices and reinforce our partnership with NCMEC.

Direct Cost:

None

Indirect Cost:

There are no indirect costs

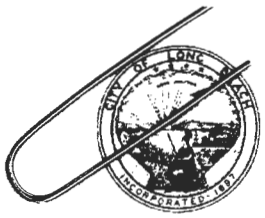
Funding Source:

The NCMEC covers all expenses, including travel lodging and meals

If you have any questions please contact me at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: September 2, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *H. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the following training/travel.

Training/Conference Details:

Name: International Association of Chiefs of Police Annual Conference
Date: October 23-28, 2015
Location: Chicago, Illinois

Employee:

Deputy Chief David Hendricks, Lieutenant Lloyd Cox, and Lieutenant Christopher Morgan.

Criticality:

The IACP Annual Conference is the largest and most important law enforcement event of the year — more than 14,000 public safety professionals come to learn new techniques, advance their knowledge and equip their department for ongoing success. Multiple training tracks will be offered including, Leadership, Technology and Information, IACP Programs and Research and others. Conference is critical to staying current on emerging trends, training and issues.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$6,315.

Indirect Cost:

There are no indirect costs.

Funding Source:

UASI14 will cover all costs associated with this request. Index Code: PD

If you have any questions or require additional information, please contact me, or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:

Patrick H. West, City Manager



Date: March 11, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: REQUEST FOR TRAINING

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: National Institute of Standards and Technology (NIST) International Forensics Symposium - Forensic Science Error Management: Detection, Measurement, and Mitigation
Date: July 20 - 25, 2015
Location: Washington, D.C.

Employee:

Criminalist II/QA Manager - Jasmine M. Jefferson

Criticality:

The symposium will give forensic science practitioners and researchers from around the world the opportunity to discuss best practices for identifying and reducing errors in forensic science laboratories. Sessions and talks will address quality assurance, bias, and ethics topics relevant to every subdiscipline within forensic science. Criminalist/QA Manager Jasmine Jefferson will benefit directly from the symposium in assisting the Long Beach Police Department Crime Laboratory management in reducing errors, and taking steps to implement best practices. Continued training and external education opportunities benefit the Police Department and the City of Long Beach by continually improving the quality of results and services provided by the Crime Lab.

Direct Costs

There is no direct cost to the City of Long Beach

Indirect Costs

There are no indirect costs

Funding Source:

Coverdell 14 Grant

If you have any questions, please contact me at extension 87301.

Approved: _____

Patrick H. West

Patrick H. West, City Manager





City of Long Beach
Working Together to Serve

Memorandum

Date: October 6, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police (A) POL LUNA
Subject: Travel Request

I respectfully request authorization for the below referenced travel for training.

Travel Details:

Name: Cell Phone Data Training, presented by the
Western States Information Network (WSIN)
Dates: October 19 – 20, 2015
Location: Sacramento, CA

Employee:

Detective William Johnston, Drug Investigations Section

Criticality:

Investigating drug trafficking organizations has become increasingly more complex as the use of electronic telecommunication devices continues to advance. Cell phone data and mapping training is designed to analyze and present the data in a medium that is detailed, yet understandable. Developing expertise in analyzing cell phone evidence will have a direct impact on how successfully narcotics cases can be prosecuted.

Direct Cost:

The cost for class registration, airfare, lodging, transportation, meals and incidentals is estimated at \$975.00

Indirect Cost:

There are no indirect costs.

Funding Source:

UASI grant funds. Index Code: PD10UASI14.

If you have any questions, please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: December 24, 2014
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: League of California Cities, City Managers Department Meeting
Date: January 28-30, 2015
Location: San Francisco, CA

Employee(s):

John Keisler, Chief Financial Officer

Criticality:

The CFO is responsible for the financial operations, budgeting, grants administration, process improvement, security services contracts, accounting, supervision, and financial strategic planning for the Police Department. This conference provides a series of training sessions for local government managers on the challenges facing cities in these and other areas. Participants have the opportunity to network with other local government executive managers, and to share best practices. With the City facing potential reductions in the coming fiscal years, it is important for the CFO to identify new ways to deliver public safety services, by interacting with executive managers from other cities.

Direct Cost:

The cost for registration is \$480.

Indirect Cost:

None

Funding Source:

The cost for registration will be covered by PD1062. Employee will pay for travel and accommodations.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager



Date: May 13, 2015

To: Patrick H. West, City Manager

From: Robert Luna, Chief of Police *R. Luna*

Subject: **REQUEST FOR TRAINING**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: 100th International Association for Identification's
Educational Conference

Date: August 2 - 8, 2015

Location: Sacramento, CA

Employee:

Criminalist I – Roya Khouie

Criticality:

The conference will provide forensic science practitioners from around the world an opportunity to participate in lectures and workshops that discuss topics that are relevant and emerging in the field of forensic science, particularly in those areas that relate to forensic identifications. By attending this conference, the practitioner will gain expertise in the fields of crime scene investigations and latent print identifications. Continued training and education for laboratory analysts is a critical requirement for laboratory accreditation, and will benefit the Police Department and City of Long Beach by improving customer service.

Direct Costs

There is no direct cost to the City of Long Beach

Indirect Costs

There are no indirect costs

Funding Source:

LACRIS funding

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 15, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: FBINAA National Conference
Date: July 11 – July 14, 2015
Location: Seattle, WA

Employee(s):

Commanders Rudolph Komisza and Robert Smith

Criticality:

The conference will provide training regarding Leadership, Risk Management, Emerging Crime Trends, and Homeland Security Issues. This conference is for management who are a part of the FBI National Academy Association. It is attended by law enforcement managers from all over the country and is designed to reinforce collaboration and education throughout the country. This conference will be very beneficial by providing up to date and relevant training that would benefit our employees and City.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$2,168.37 per participant.

Indirect Cost:

There are no indirect costs.

Funding Source:

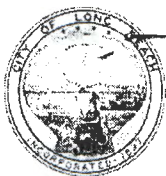
All direct costs will be paid for through UASI Grant Code PD10UASI14.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:



Patrick H. West, City Manager



Date: February 20, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. L.*
Subject: **Training / Travel Request**

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: AFTE – Association of Firearm and Tool Mark Examiners
46th Annual Training Seminar
Date: May 24-29, 2015
Location: Dallas, Texas

Employee:

Criminalist Alexandra LaMay

Criticality:

The Association of Firearm and Tool Mark Examiners (AFTE) Annual Training Seminar is the most relevant training to attend for examiners in the field of firearms identification. The training is designed to present new topics or research projects, and to discuss ongoing issues that are important in the firearms community. By attending this seminar, the firearms examiner will gain analytical expertise in the examination of firearms and fired components related to crime scenes, as well as shooting scene investigation and documentation. Continued training and education for laboratory analysts is a critical requirement for laboratory accreditation, and will benefit the Police Department and City of Long Beach by improving customer service.

Direct Cost:

There is no cost to the City of Long Beach.

Indirect Cost:

There are no indirect costs

Funding Source:

Coverdell 14 Grant

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West
Patrick H. West, City Manager





Date: April 1, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2015 National Homeland Security Conference
Dates: June 9-11, 2015
Location: San Antonio, Texas

Employees:

Lieutenant Eric Ledesma
Lieutenant Chris Morgan

Criticality:

This conference will gather federal, state, and local leaders to discuss the latest issues in Homeland Security, Homeland Security grant programs, and look at latest innovations and best practices in all related program and mission areas.

Direct Cost:

None

Indirect Cost:

None

Funding Source:

Management and Administration UASI Grant funds through the Los Angeles Mayor's Office will cover all costs. No General Fund money will be utilized for this travel.

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

APPROVED:

A handwritten signature in black ink, appearing to read "P. West", is written over a horizontal line.

Patrick H. West, City Manager



Date: February 12, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *Bob R. Luna*
Subject: **Travel Request - LA County Chiefs Spring Conference**

I respectfully request permission to attend the upcoming Los Angeles County Police Chiefs' Association (LACPCA) Spring Conference in Palm Springs, April 21- 22, 2015.

Criticality:

This conference will provide the opportunity for LA County Chiefs to discuss important public safety issues.

Direct Cost:

\$475.00 for hotel, meals and registration

Indirect Cost:

None

Funding Source:

Index Code PD0110

If you have any questions please contact me at extension 87301.

Approved:

Handwritten signature of Patrick H. West in black ink.

Patrick H. West, City Manager



Date: June 15, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police (A) For R. LWA
Subject: Travel Request - Independent Cities Association (ICA) Conference

I respectfully request permission to attend the upcoming Independent Cities Association (ICA) Conference in San Diego, CA, July 10 – 12, 2015.

Criticality:

This conference provides Southern California public safety personnel, cities and elected officials the opportunity to learn, discuss and debate scenarios to help find the best solutions for their department and city.

Direct Cost:

Approximately \$1,150.00 for registration, hotel and meals.

Indirect Cost:

None

Funding Source:

Index Code PD0110

If you have any questions please contact me at extension 87301.

Approved:

A handwritten signature in black ink, appearing to read "P. West".

Patrick H. West, City Manager



Date: December 29, 2014
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police
Subject: Travel Request - Independent Cities Association (ICA) Conference

I respectfully request permission to attend the upcoming Independent Cities Association (ICA) Conference in Santa Barbara, CA, leaving the evening of Friday, January 30 and returning on Sunday, February 1, 2015.

Criticality:

For over 25 years, this conference has provided Southern California public safety personnel, cities and elected officials the opportunity to learn, discuss and debate scenarios to help find the best solutions for their department and city.

Direct Cost:

Approximately \$280 – UASI grant funding will cover a majority of the expenses.

Indirect Cost:

None

Funding Source:

Index Code PD10UASI13; PD0110

If you have any questions please contact me at extension 87301.

Approved:

Handwritten signature of Patrick H. West in black ink.

Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: June 2, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police 
Subject: **Travel Request - LA County Chiefs Strategic Planning Workshop**

I respectfully request permission to attend the upcoming Los Angeles County Police Chiefs' Association (LACPCA) Strategic Planning Workshop, June 24-26, 2015 in Temecula.

Criticality:

This conference will provide the opportunity for LA County Chiefs to discuss important public safety issues.

Direct Cost:

\$525 for hotel, registration and meals.

Indirect Cost:

None

Funding Source:

Index Code PD0110

If you have any questions please contact me at extension 87301.

Approved:

Handwritten signature of Patrick H. West.

Patrick H. West, City Manager



Date: July 23, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: **OUT OF AREA TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Instructor Critical Thinking Course
Dates: September 14, 2015 to September 16, 2015
Location: San Diego, California

Employee:

Sergeant Omar Martinez

Critically:

The POST Instructor Critical Thinking Course is designed to enhance California law enforcement instructor abilities through ongoing professional training. This POST Instructor Course meets the state requirement to maintain an instructor's certification and to teach during a basic academy. It is a respected course that develops members of our organization into excellent facilitators, presenters, and instructors.

Direct Cost:

There are no direct costs.

Indirect Cost:

There are no indirect costs.

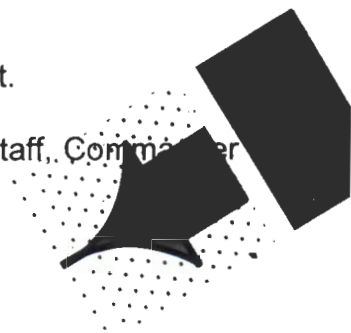
Funding Source:

PD-055 – POST training reimbursement program covers the cost.

If you have any questions, please contact me, or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:


Patrick H. West, City Manager





Date: September 3, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *(Signature) for*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: SAR City
Date: October 9, 2015 to October 11, 2015
Location: Barstow, California

Employee:

Sergeant Eric Matusak

Criticality:

Sergeant Matusak will be attending SAR City to supervise Search & Rescue explorers and volunteers. The Barstow Desert Rescue Squad, in conjunction with the San Bernardino County Sheriff, Cal OES, and Barstow College puts on SAR City. The weekend training provides our city's volunteers over fifty courses to choose from in topics ranging from missing persons investigations to physical fitness for rescuers. The ultimate benefit to the public and the department will be increasing the skills and knowledge of our Search & Rescue volunteers.

Direct Cost:

The total cost for tuition, ground transportation, lodging, meals, and incidentals will be paid for by the employee.

Indirect Cost:

None

Funding Source:

None

If you have any questions please contact me at extension 87301.

Approved:

(Signature)
Patrick H. West, City Manager





Date: November 17, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST – DISASTER RECOVERY COURSE

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Disaster Recovery Course (G270.4)
Date: January 13, 2016 to January 15, 2016
Location: San Luis Obispo, CA

Employee:

Sergeant Eric Matusak

Criticality:

This course focuses on various programs related to recovery after a disaster including public assistance, individual assistance, recovery planning at the local level, and the declaration process. This course is being attended by Sergeant Matusak in his role as a Planning Section Chief on the City of Long Beach's All Hazard Incident Management Team. It is essential that Sergeant Matusak have a firm understanding of the recovery process so that he can ensure all incident related paperwork would be completed in a manner to maximize reimbursement after a disaster.

Direct Cost:

Approximately \$1,218.18

Indirect Cost:

No indirect costs

Funding Source:

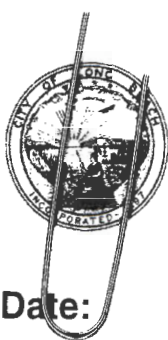
The training will be paid for using 2014 UASI grant training funds (PD10UASI14).

If you have any questions please contact me at extension 87301.

Approved:

[Signature]

Patrick H. West, City Manager



Date: March 6, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: International Association of Financial Crimes Investigators 2015
Training Conference
Date: August 31–September 4, 2015
Location: Minneapolis, Minnesota

Employee(s):

Detective Greg McMullen

Criticality:

The training conference will provide the detective an overview of the function of law enforcement when handling current financial crime trends; an update on the latest case law regarding financial crimes; as well as an overview of financial crimes, which will affect the City of Long Beach, as well as the Southern California area.

Direct Cost:

No direct costs. All travel expenses will be paid by the International Association of Financial Crimes Investigators (IAFCI).

Indirect Cost:

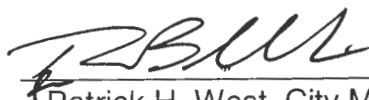
No indirect costs.

Funding Source:

No cost.

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager





Date: September 21, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Arbinger Outward Mindset Facilitator Development
Date: November 2, 2015 to November 6, 2015
Location: Farmington, Utah

Employee:

Sergeant Brian McPhail

Criticality:

The training course and accompanying course materials prepares the Police Department employee to provide workshops to personnel upon his return. Participants in the workshop will gain the tools necessary to promote a safer environment during officer-community member interaction, enhance existing community policing efforts, and improve employee collaboration.

Direct Costs:

There are no direct costs.

Indirect costs:

There are no indirect costs.

Funding Source:

2014 UASI Grant funded – PD10UASI14

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: March 2, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Academy Instructor Certification Course (Level I)
Date: March 30 to April 3, 2015
Location: San Diego, California

Employee:

- Sergeant Brian McPhail - Patrol/West

Description of Training:

This course provides essential and required instructional and facilitation skills for anyone teaching in a law enforcement or public safety related training program. Students will learn through hands-on experience in a highly active learning environment. This course meets the training requirement for the POST Academy Instructor Certification.

Direct Costs:

There are no direct costs

Indirect Costs:

There are no indirect costs

Funding Source:

Tuition is free for POST member. Travel and per diem costs are reimbursed directly to the employee through a POST Letter of Agreement.

If you have any questions, please contact me at extension 87301.

Approved: *PHW*
Patrick H. West
City Manager



Date: November 9, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: International Conference of Sexual Assault, Domestic Violence, and Engaging Men & Boys
Date: March 22, 2016 – March 24, 2016
Location: Washington D.C.

Employee(s):

Lieutenant S. Lauricella, Sergeants R. Gallagher, C. Yee and M. Solomita

Criticality:

In order to break the cycle of gender-based violence, it is vital to address the ways that boys and men experience and witness violence, particularly as children, because early exposure to violence is a key determinant of violence perpetration later in life. Engaging men and boys in well-designed programs, in partnership with women and girls, can lead to measurable reductions in violence-supportive attitudes and self-reported use of violence. These supervisors oversee the detectives responsible for investigating cases of the gender-based violence addressed at this seminar.

Direct Cost:

None. All costs related to this conference will include travel, lodging, meals, and conference fee (approximately \$10,400 total).

Indirect Cost:

There are no indirect costs.

Funding Source:

UASI Grant Training funds - PD10USA114

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: September 16, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *RL* For
Subject: TRAINING/TRAVEL REQUEST

I am requesting authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: NTSB Transportation Disaster Response Training
Date: October 14, 2015 through October 15, 2015
Location: NTSB Training Center – Ashburn, VA

EMPLOYEES:

Airport Police Detail Sergeant Gerardo Prieto, Manager of Safety and Security for the Long Beach Airport, Drew Schneider, and Airport Operations Specialist II, Chris Paolini.

CRITICALITY:

The Long Beach Airport is a critical infrastructure and key resource to the City and the region. This course will train managerial law enforcement, airport operations, and safety management on disaster (terrorism related or not) response, to a mass casualty incident. The course addresses multiagency response and effective best practices for effective coordination and communication between local, state, and federal law enforcement, fire/rescue, emergency managers and other responders.

DIRECT COST:

The total cost for tuition, travel, lodging, and meals is estimated at \$6,700.00 for all attendees.

INDIRECT COST:

There will be no backfilled overtime cost.

FUNDING SOURCE:

The Long Beach Police Department has received preauthorization to use U.S. Department of Justice grant funds to pay for all attendees.

Should you have any questions, please contact me, or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved: *[Signature]*
Patrick H. West, City Manager



Date: April 23, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Technological Investigators Association (NATIA)
Date: July 18 – 24, 2015
Location: Charlotte, North Carolina

Employees:

Sergeant Anthony Lopez, Criminal Intelligence Section
Detective Sean Magee, Criminal Intelligence Section
Detective Michael Hynes, Career Criminal Apprehension Team
Detective Jason Ur, Drug Enforcement Section

Criticality:

The National Technological Investigators Association (NATIA) is comprised of over 3000 law enforcement, intelligence officers, and support staff who provide technological operations, surveillance activities, and scientific support for hundreds of federal, state and local agencies. The NATIA conference provides an opportunity to further knowledge and develop skills among law enforcement and intelligence professionals who support their agencies' technical surveillance, tactical operations and forensic activities. Additionally, this annual conference enables attendees to network with their colleagues from throughout the world to discuss current trends and innovative methods of covert surveillance that will help combat crime, terrorism, and threats in the City of Long Beach.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$17,000.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10UASI14 Grant

If you have any questions please contact me at extension 87301.

Approved: *Patrick H. West*
Patrick H. West, City Manager



Date: January 13, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL JUSTIFICATION MEMO – SWAT NEGOTIATORS

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: Hostage Negotiators Training Conference
Date: February 23 through 25, 2015
Location: Las Vegas, Nevada

EMPLOYEES:

Sergeant Don Mauk
Officer Hector Gutierrez
Officer Mario Talavera
Officer Laurie Barajas

CRITICALITY:

Attendance at this conference qualifies for hostage negotiation re-certification. The conference will be covering several topics enhancing negotiation skills. Some of the topics include, dynamics of violent behavior, examples of most common mistakes made by hostage negotiators and strategies for managing those situations. Discussions on negotiating with enemy groups that threaten America and our allies.

DIRECT COST:

Approximately \$3,578.00, paid for with UASI Grant funds

INDIRECT COST:

There are no indirect costs

FUNDING SOURCE:

PD10UASI13

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approval:

[Signature]
Patrick H. West, City Manager





Date: February 13, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **OUT OF AREA TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic CPTED Certification Seminar
Date: April 20, 2015 to April 24, 2015
Location: Louisville, Kentucky

Employee:

Officer Kenneth Green, Officer Jose Flores, Officer Brian Mihkelson & Officer Jose Gonzalez

Criticality:

The purpose of the seminar is to obtain a certification in Basic Crime Prevention Through Environmental Design (CPTED). CPTED is a multi-disciplinary approach aimed at deterring criminal behavior through environmental design. It is based upon the belief that crime can be directly related to the physical environment. The divisional Patrol Resource Officers provide members of the police department, other city departments, and community members, with the training and resources required to implement a problem solving approach to crime and quality of life issues. Attending this seminar will not only enhance their expertise, but it will assist them in providing additional resources and information.

Direct Cost:

There are no direct costs.

VASI funded

Indirect Cost:

There are no indirect costs.

Funding Source:

Grant Code PD10UASI14

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager

FOR FILE



Date: September 21, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **OUT OF AREA TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic CPTED Certification Seminar
Date: November 2, 2015 to November 6, 2015
Location: Louisville, Kentucky

Employees:

Brett Bush - Development Services, Robert Cheng - Fire, Steven Costa - Police, Jesus Espinoza - Police, Mark Hungerford - Development Services, Shannon Parker - Health, Conrad Penn - Police, Meredith Reynolds - Parks, Recreation & Marine, Steven Valdez - Development Services, Xavier Veloz - Police

Criticality:

The purpose of the seminar is to obtain a certification in Basic Crime Prevention Through Environmental Design (CPTED). CPTED is a multi-disciplinary approach aimed at deterring criminal behavior and improving quality of life through environmental design. CPTED is based upon the belief that crime can be directly related to the physical environment. This training will provide the knowledge required to implement a citywide problem solving approach to reduce crime, while improving the quality of life. Attending this seminar will not only enhance their expertise, but will assist them in providing additional resources and information.

Direct Cost:

Total cost is estimated at \$19,063.

Indirect Cost:

There are no indirect costs.

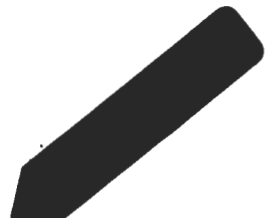
Funding Source:

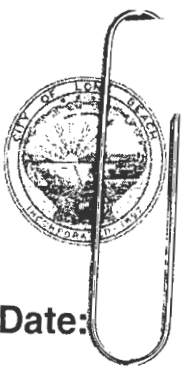
UASI Grant Funded: PD10UASI14

If you have any questions please contact me at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager





Date: April 29, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Personal Radiation Detector (PRD) Train the Trainer Course
Date: May 11 – May 15, 2015
Location: Mercury, NV

Employee(s):

Officers Robert Kennedy, Doug Luther, Russ Lee, Pat Dougherty, Chris Martin, and Sergeant Ryan LeBaron

Criticality:

The Long Beach Police Department has agreed to participate in a multi-agency regional effort to improve Homeland Security training and equipment, known as Securing the Cities. The above individuals have been selected as instructors for the Personal Radiation Detector (PRD) devices that will be issued to individual officers, as part of the Securing the Cities program. This course is required curriculum for all members of the regional training

LBPB is one of many :
agreement is that the
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informed by the Securing
course together on May

*Pls remind Julie
where the Chief
is supposed to sign.*

is program. Part of the
is to officers within our
aining staff was recently
loyees must attend this

Direct Cost:

There are no direct costs.

Indirect Cost:

There are no indirect costs

Funding Source:

All costs (travel, tuition, and
part of the Securing the Citi

ed by grant funds as

If you have any questions ple

4/30/15

Approved:

[Signature]
Patrick H. West, City Manager

*TAM -
I APOLOGIZE FOR
CREATING THESE REQUESTS
TO UAW ON SUCH SHORT*



Date: December 2, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Narcotics, Gangs, Vice, and Financial Investigations Training
Date: January 25-29, 2016
Location: Nashville, Tennessee

Employees:

Lieutenant Joseph Gaynor, Sergeant Greg Barnhart, Sergeant Jason Garrido, Detective Jessica Delosh, Detective Corey Austin

Criticality:

Recent trends and crime bulletins show that suspects are becoming more violent and well versed in how to avoid capture relative to identity theft and financial crimes. It is not uncommon to find that a person accused of possessing drugs has obtained the drugs with money stolen via identity theft crimes, obtained by committing a vice related offense, and/or committing a burglary.

This course will provide the attendees with skills and knowledge to conduct a thorough financial crime investigation. It will also touch on the ability and need to seize assets that have been illegally obtained to prevent continued criminal and/or terrorist activity.

Direct Cost:

Cost for flights, lodging, meals, and training: \$8,500

Indirect Cost:


There are no indirect costs

Funding Source:

PD10UASI14

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: July 7, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *FOR ROBERT LUNA*
Subject: Travel / Training Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Maritime Security West
Date: August 17-19, 2015
Location: San Diego, California

Employees:

Sergeant Anthony Lopez, Criminal Intelligence Section
Detective Candice Wright, Criminal Intelligence Section
Lieutenant Eric Ledesma, Port Police Division
Officer Chanel Kirk, Port Police Division
Officer Eduardo Urquiza, Port Police Division

Criticality:

Maritime Security West brings together the needs of government, law enforcement and critical infrastructure entities to counter the challenges of securing coastlines, inland waterways and their infrastructure. This year's event focuses on strategies and technologies to counter maritime security threats. Topics that will be addressed at the conference include actionable knowledge on how to better secure maritime areas of responsibility and the importance of collaboration, efficiency and best practices. The above personnel are currently assigned to the Long Beach Police Department's Criminal Intelligence Section and Port Police Division. This annual conference enables the attendees to network with their colleagues from throughout the world to discuss current trends and innovative methods to combat crime, terrorism, and Port threats in the City of Long Beach.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$4,635.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10PSGP13 Grant

If you have any questions, please contact me at extension 87301.

Approval: *PHW*
Patrick H. West, City Manager



Date: October 29, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

11/6
TOM
THIS IS THE
TRAINING WE SPEAK
ABOUT THIS
MORNING.

I respectfully request authorization for the b

LISA
LOPEZ

Training/Conference Details:

Name: California Narcotic Officer's Association (CNOA) 51st Annual
Training Institute & Law Enforcement Exposition
Date: November 21 – 24, 2015
Location: San Francisco, CA

Employee:

Detectives Scott DeSteffano, Dylan Lobascio, Chris Valdez, Gabriel Garrido and
Officer Randall Beach

Criticality:

Attendees will receive training in the latest drug trends, interdiction techniques,
cell phone data analysis and transnational drug cartels. Knowledge of these
topics is vital to conducting effective narcotics investigations.

Direct Cost:

Travel and training expenses are estimated at \$8,425.00.

Indirect Cost:

No indirect costs.

Funding Source:

UASI Grant Funds - PD10UASI14.

If you have any questions please contact me or my Chief of Staff, Commander
Lisa Lopez at extension 87301.

Approved:

[Signature]
Patrick H. West, City Manager





Date: September 21, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL JUSTIFICATION REQUEST – SWAT NEGOTIATORS**

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: 16th Annual Crisis Negotiations Conference
Date: November 9, through 12, 2015
Location: Scottsdale, AZ

EMPLOYEE:

Officer Cris Costa
Officer Royce Wexler
Detective Laurie Barajas
Officer David Chamberlain

CRITICALITY:

The conference will be covering several topics enhancing negotiation skills. Some of the topics include, aspects of negotiations, understanding PTSD in veterans and the future of crisis negotiations. Case study discussions, negotiating with armed barricaded gunman and suicidal persons. This conference will be paid for with UASI Grant funds. All four employees are current SWAT Negotiators.

DIRECT COST:

No direct costs

INDIRECT COST:

No indirect costs

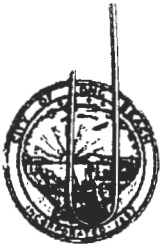
FUNDING SOURCE:

PD10UASI14

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approval:

PHW
Patrick H. West, City Manager



Date: December 3, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL JUSTIFICATION REQUEST – PC 832 ARREST AND CONTROL TRAINING

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: PC 832 Arrest Training
Date: January 3rd through 8th, 2016
Location: San Jose, CA

EMPLOYEE:

SSO Tony Olivas

CRITICALITY:

This training is for arrest and control.

DIRECT COST:

\$1,292.35

INDIRECT COST:

No indirect costs

FUNDING SOURCE:

PD0580LBCC

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approval: _____

Patrick H. West
Patrick H. West, City Manager



Date: October 15, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Composite Drawing for Law Enforcement (Intermediate)
Date: November 16th–November 20th, 2015
Location: Carmel-By-The-Sea, California

Employee(s):

Detective Kevin Ong

Criticality:

This required, intermediate training class would provide the detective with the knowledge and skills necessary to draw faces/facial features through cognitive interview techniques. This course will cover female, Asian, and Native American faces, as well as age progression. The techniques learned from this instruction will be used to assist other Long Beach Police Department officers and detectives in their investigations.

Direct Cost:

Approximate cost for registration, lodging and meals is \$1,658 – POST IV Reimbursable

Indirect Cost:

None

Funding Source:

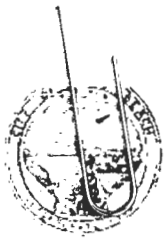
POST IV Plan

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: February 26, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: Training / Travel Request – Port Hueneme, California

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: Composite Drawing for Law Enforcement
Date: March 23-27, 2015
Location: Port Hueneme, CA

Employee(s):

Detective Kevin Ong

Criticality:

Currently there are no officers trained in the science of producing composite sketches. Having a detective trained within the department will reduce reliance on outside resources and allow sketches to be produced quicker. There are very few POST Certified course offered in this field.

Direct Cost:

The costs associated with attending the training, which is estimated to be approximately \$1658.00, will be charged to the Gang and Violent Crime Division.

Indirect Cost:

The employee's scheduled hours will be charged to the Gang and Violent Crime Division. The position is not required to be backfilled. There are no indirect costs.

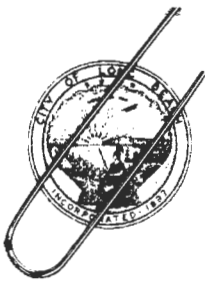
Funding Source:

Index Code: PD0834 – Kevin Ong

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: July 21st, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Domestic Violence Investigations
Date: August 17th-August 21st, 2015
Location: San Diego, California

Employee:

Detective Kevin Ong

Criticality:

This required, basic training class will provide Detective Kevin Ong with the knowledge and skills necessary to conduct successful investigations of domestic violence. Topics of the class will consist of specific investigative techniques, problem-solving skills, and case management skills related to the various types of domestic violence including cross-cultural, elder abuse, stalking, and officer-involved, with the goal of improving clearance and issuance rates. The techniques learned from this instruction will be used to assist other Long Beach Police Department officers and detectives in their investigations.

Direct Cost:

None. This is a POST reimbursable course.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD0820.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager



Date: October 1, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING / TRAVEL REQUEST

I respectfully request authorization for the below referenced travel for training:

Training / Conference Details:

Name: 44th Annual California Robbery Investigators Conference
Dates: February 9 – 11, 2016
Location: Reno, Nevada

Employees:

Robbery Detectives Jacqueline Parkhill, Mark Steenhausen, Benjamin Vargas

Criticality:

Robbery investigations have become increasingly complex, frequently involving larger structured criminal organizations that commit crimes across multiple law enforcement jurisdictions. Counter-intelligence investigators believe terrorists are funding portions of their training through robberies, embezzlements and other criminal enterprises. To stay ahead of these constantly evolving challenges, detectives need to increase their skills, knowledge and investigative expertise through attendance at training forums.

Direct Cost:

Total cost for conference registration, airfare, ground transportation, lodging and meals for three detectives is estimated at \$2,500.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10UASI14 – Grant Code: LBUASI

If you have any questions, please contact me at extension x7301.

Approved: *PHW*
Patrick H. West
City Manager





City of Long Beach
Working Together to Serve

Memorandum

Date: October 6, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *(A) For R. Luna*
Subject: TRAVEL/TRAINING REQUEST

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: NTSB Transportation Disaster Response Training
Date: October 14, 2015 through October 15, 2015
Location: NTSB Training Center – Ashburn, VA

EMPLOYEE(S):

Airport Police Detail Sergeants Gerardo Prieto and Ryan Watson and Manager of Safety and Security for the Long Beach Airport, Drew Schneider.

CRITICALITY:

The Long Beach Airport is a critical infrastructure and key resource to the City and the region. This course will train managerial law enforcement, airport operations, and safety management on disaster (terrorism related or not) response to a mass casualty incident. The course addresses multi-agency response and effective best practices for effective coordination and communication between local, state, and federal law enforcement, fire/rescue, emergency managers and other responders.

DIRECT COST:

The total cost for tuition, travel, lodging, and meals is estimated at \$6,700.00 for all attendees.

INDIRECT COST:

There will be no backfilled overtime cost.

FUNDING SOURCE:

The Long Beach Police Department has received preauthorization to use UASI-14 grant funds to pay for all attendees.

Should you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approval: *(Signature)*
Patrick H. West, City Manager



Date: August 17, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 832 PC Class – Laws of Arrest
Date: August 31 – September 4, 2015
Location: San Diego Miramar College, San Diego, CA.

Employee(s):

Special Services Officers Feliciano Reyes and Nicholas Ewens

Criticality:

This is mandatory training for the position of Special Services Officer III – Armed. All of the surrounding colleges offering this course are full and will not be offering any further courses until the year 2016. This course is booked, but the college is willing to allow us to add our two Special Services Officers.

Direct Cost:

The total cost for registration, lodging, meals and mileage for two participants is estimated at \$1225.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

All direct costs will be paid for through PD Code: PD0580LBCC.

If you have any questions please contact my Chief of Staff, Commander Lisa Lopez, or me at extension 87301.

Approved:

Patrick H. West, City Manager



Date: August 17, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 832 PC Class – Laws of Arrest
Date: August 31 – September 4, 2015
Location: San Diego Miramar College, San Diego, CA.

Employee(s):

Special Services Officers Feliciano Reyes and Nicholas Ewens

Criticality:

This is mandatory training for the position of Special Services Officer III – Armed. All of the surrounding colleges offering this course are full and will not be offering any further courses until the year 2016. This course is booked, but the college is willing to allow us to add our two Special Services Officers.

Direct Cost:

The total cost for registration, lodging, meals and mileage for two participants is estimated at \$1225.00.

Indirect Cost:

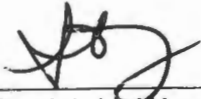
There are no indirect costs.

Funding Source:

All direct costs will be paid for through PD Code: PD0580LBCC.

If you have any questions please contact my Chief of Staff, Commander Lisa Lopez, or me at extension 87301.

Approved:



Patrick H. West, City Manager

*RL:MB:jdp:dl
8/21/15*



Date: October 1, 2015
To: Patrick H. West, City Manager
From: Robert Luna, Chief of Police *R- Luna*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Sherman Block Supervisory Leadership Institute (SLI)
Date: November 16, 2015 through June 8, 2016 (three days a month for eight months)
Location: Sheraton Garden Grove Anaheim South

Employee(s):

Sergeant James Richardson

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California law enforcement supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of many organizations into better leaders.

Direct Cost:

The cost for tuition, travel, lodging and meals is 100% P.O.S.T. reimbursable.

Indirect Cost:

There are no indirect costs.

Funding Source:

P.O.S.T will reimburse all costs.

If you have any questions please contact me or my Chief of Staff, *[Redacted]* or Lisa Lopez at extension 87301.

Approved:

[Redacted Signature]

Patrick H. West, City Manager



Date: March 31, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, ^{MO FOR} Chief of Police *R. Luna*
Subject: **Travel / Training Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: International Outlaw Motorcycle Gang Investigator's Association
Date: September 13-18, 2015
Location: Laughlin, Nevada

Employees:

Detective Chris Rose, Criminal Intelligence Section

Criticality:

Detective Rose is actively involved in the investigation of Outlaw Motorcycle Gangs (OMG) and is currently assigned to the ATF-OMG taskforce. Detective Rose is the Police Department's subject matter expert on OMG's and has been recognized statewide for his expertise. The International Outlaw Motorcycle Gang Investigator's Association (IOMGIA) has requested Detective Rose to present at this year's conference. The IOMGIA will pay for Detective Rose's registration fee (\$275) and hotel costs for two nights (\$70). Detective Rose is requesting approval to not only present but also attend two additional days of the conference. Attendance by Detective Rose will allow him to represent the City of Long Beach at an international conference and provide him an opportunity to network with colleagues to discuss current trends and investigative practices.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$270.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0801CT

If you have any questions, please contact me at extension 87301.

Approval: _____

PHW
Patrick H. West, City Manager



Date: September 25, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING / TRAVEL REQUEST

I respectfully request authorization for the below referenced travel and training:

Training / Conference Details:

Course Title: California Narcotics Officers Association (CNOA)
Annual Training Institute and Law Enforcement Expo
Dates: November 21 – 24, 2015
Location: San Francisco, California

Employees:

Detectives Mark Sisneros and Jason Ur

Criticality:

This Training Institute and Exposition offers numerous classes directly related to Drug Investigations, Drug Trends, interdiction techniques and cell phone data analysis. These techniques are used by law enforcement to combat international drug trafficking. Investigators will be able to collect, analyze and observe trends of transnational drug cartels.

Direct Cost:

Estimated cost for course registration, travel, lodging, meals and incidentals is estimated at \$3,520.00.

Indirect Cost:

None

Funding Source:

UASI Grant Funds (PD10UASI14LPDT)

If you have any questions or require additional information, please contact me at extension 8-7301.

Approved: *PHW*
Patrick H. West, City Manager



Date: November 4, 2015

To: Patrick H. West, City Manager

From: Robert G. Luna, Chief of Police *R. Luna*

Subject: TRAINING/TRAVEL REQUEST - OJJDP YOUTH VIOLENCE PREVENTION, COMMUNITIES OF PRACTICE

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: OJJDP Youth Violence Prevention, Communities of Practice
Date: November 17, 2015 to November 19, 2015
Location: Baltimore, Maryland

Employee:

Robert Smith, Commander, West Division

Criticality:

As part of the DOJ National Forum on Youth Violence Prevention, the grant pays for this Fall Convening Communities of Practice. Commander Smith will travel to Baltimore, MD to learn best practices of Faith-Based Leaders and Community Based Violence Prevention sites: sustainability planning for the National Forum, Violence Reduction Network, and Defending Childhood sites, including, but not limited to, hands-on learning through a series of workshops and sustainability planning.

Direct Costs:

No direct costs

Indirect costs:

No indirect costs

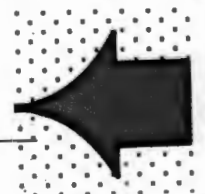
Funding Source:

Index Code DVNSVPPDOJ-DVDOJ-16

Questions please contact me at extension 87301.

Approved:

[Signature]
 Patrick H. West, City Manager



11/6
 TOM -
 THIS IS THE TRAVEL
 JULIE EMAILED YOU
 ABOUT.

LISA
LOPZ



Date: September 3, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING/TRAVEL REQUEST – DOJ NATIONAL FORUM PEER TO PEER VISIT**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Department of Justice (DOJ) – Peer-to-Peer Visit
Date: September 28, 2015 to October 2, 2015
Location: Louisville, Kentucky

Employee:

Robert Smith, Commander, West Division

Criticality:

As part of the DOJ National Forum on Youth Violence Prevention, the grant pays for peer to peer learning with other cities in the DOJ National Forum Network. Staff will go to Louisville and Memphis to learn best practices in citywide violence prevention including but not limited to hands-on learning about mentoring at-risk youth, crime prevention through environmental design, working with the faith community on violence prevention, police-community relations and several other key strategies. Also attending from the City of Long Beach will be representatives from the Police Department, City Prosecutor, City Manager Government Affairs, and Health Department.

Direct Cost:

Approximately \$2,300 for travel, hotel, meals and other related costs.

Indirect Cost:

None

Funding Source:

Index Code DIVNSVPPDOJ

If you have any questions please contact me at extension 87301.

Approved:

Handwritten signature of Patrick H. West, City Manager.

Patrick H. West, City Manager



Date: February 20, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
LL FOR RGL
Subject: **Training / Travel Request**

I respectfully request authorization for the below referenced training / travel:

Name: 2015 Association of Crime Laboratory Directors Symposium
Date: April 26, 2015 through April 30, 2015
Location: Washington DC

Employee:

Glen Spencer, Administrator Forensic Science Services Division

Criticality:

The City of Long Beach Police Department Forensic Laboratory is accredited through the Association of Crime Laboratory Directors (ASCLD-LAB). This conference allows Administrator Spencer the opportunity to learn upcoming accreditation standards, clarify current standards, gain additional leadership skills through workshops, meet with other laboratory directors to discuss different approaches to laboratory management and possibly meet with key legislators on continued Federal grant funding for forensic programs.

Direct Cost:

Estimated direct cost is \$2,880 for travel, lodging, meals and registration

Indirect Cost:

None

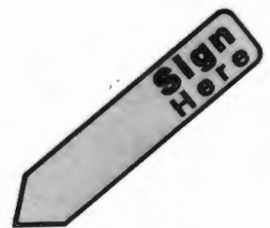
Funding Source:

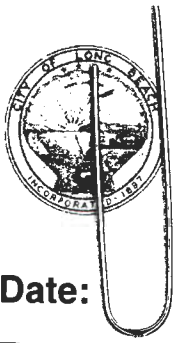
PDProp69

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager





Date: August 4, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *MB For:*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2015 Major Cities Chiefs' Financial Management Conference
Date: September 20 – September 24, 2015
Location: Portland, Oregon

Employee:

Maura Velasco-Ventura, Chief Financial Officer, Financial Bureau

Criticality:

The conference is an important opportunity to gain valuable insight into the issues facing major metropolitan law enforcement agencies. Participants will have an opportunity to interact with representatives from various federal agencies and will be able to discuss and share best practices.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$2,800.

Indirect Cost:

There are no indirect costs.

Funding Source:

UASI 2014 Grant/Index Code PD10UASI14

If you have any questions, please contact me or my Chief of Staff, Com
Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: August 20, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: TRAINING/TRAVEL REQUEST

MB FOR: RGL

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2015 International City/County Management Association Annual Conference
Date: September 27 – September 30, 2015
Location: Seattle, Washington

Employee:

Maura Velasco-Ventura, Chief Financial Officer, Financial Bureau

Criticality:

The conference is an important opportunity to gain valuable insight into the issues facing major local government municipalities and public safety department. The 2015 conference involves several workshops related to the relationship of police departments/executives, the community and City executive management. Additionally, participants will have an opportunity to interact with representatives from various agencies including those with public safety, municipal finance, and general local government management experience and will be able to discuss and share best practices.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,500.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD1062 (General Fund)

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager



Date: October 27, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Travel / Training Request

I respectfully request authorization for the below referenced training/travel.

Travel / Conference Details:

Name: Analytic Production Best Practices
Date: December 1 – 2, 2015
Location: Houston, TX

Employee:

Analyst Courtney Wasson, Criminal Intelligence Section

Criticality:

The Department of Homeland Security is hosting this seminar to discuss and establish best practices associated with the development, implementation, and maintenance of analytical products. This seminar will provide the opportunity for attendees to be involved with the establishment and implementation of a national standard for criminal intelligence products. Analyst Wasson is assigned to the Police Department's Criminal Intelligence Section and is responsible for conducting research, analysis, and the creation of analytical products for internal and external distribution. This seminar will provide the opportunity for Analyst Wasson to discuss analytic production efforts and current trends.

Direct Cost:

Total cost for travel, rental car, lodging and meals is estimated at \$1,907.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10UASI14 – Grant Funds.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager





Date: February 17, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: **TRAVEL JUSTIFICATION MEMO – DETECTIVE DAVID WHELAN**

I respectfully request authorization for this Long Beach Police Department detective to attend the below referenced training/travel.

TRAINING DETAILS

Name: Traffic Collision Reconstruction
Date: March 16 – 27, 2015
Location: Concord, California

EMPLOYEE

David Whelan, Detective, Collision Investigation

CRITICALITY

This class will increase Detective Whelan's investigative skill as a Commercial Enforcement Detective. It will teach him the needed skills to analyze speed from damage and vehicle dynamics, conduct heavy duty/articulated (commercial) vehicle collision analysis and conduct computer aided collision reconstruction.

DIRECT COST:

No Direct Cost

INDIRECT COST:

No Indirect Cost

FUNDING SOURCE:

POST Plan III – Travel, per diem and tuition reimbursable.

If you have any questions or require additional information, please contact me at extension 87301.

Approved: _____

Patrick H. West, City Manager



Date: July 28, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL JUSTIFICATION MEMO – OFFICER DAVID WHELAN

I respectfully request authorization for this Long Beach Police Department detective to attend the below referenced training/travel.

TRAINING DETAILS

Name: Investigation of Commercial Vehicle Crashes
Date: October 19, 2015
Location: Oklahoma City, Oklahoma

EMPLOYEE

Officer David Whelan, Commercial Enforcement, Field Support Division

CRITICALITY

This intensive course will cover the unique characteristics of heavy truck crash investigation, commercial motor vehicles and the special dynamics at play when one is involved in a collision. Few topics include, center of mass determinations, jackknifing, rollover, weight shifting, vehicle inspections, etc.

DIRECT COST:

No Cost to the City (Port/Homeland Security Grant is covering all expenses)

INDIRECT COST:

There are no indirect costs.

FUNDING SOURCE:

PD10PSGP13

If you have any questions or require additional information, please contact me at extension 87301.

Approved: *[Signature]*
Patrick H. West, City Manager





Date: April 28, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL JUSTIFICATION MEMO – OFFICER ERNEST WOLOSEWICZ**

I respectfully request authorization for this Long Beach Police Department detective to attend the below referenced training/travel.

TRAINING DETAILS

Name: The First Responder Resource Group – An Emergency Response and Preparedness Think Tank
Date: May 12 - 14, 2015
Location: New Orleans, Louisiana

EMPLOYEE

Officer Ernest Wolosewicz, K-9 Unit, Field Support Division

CRITICALITY

Officer Wolosewicz was asked to be a K-9 subject matter expert for a Department of Homeland Security (DHS) Committee. The First Responder Resource Group is a part of DHS Science and Technology Explosives Division; he will be part of a committee that will identify needs and provide training and support for the first responder.

DIRECT COST:

No direct cost

INDIRECT COST:

No indirect costs.

FUNDING SOURCE:

DHS

If you have any questions or require additional information, please contact me at extension 87301.

Approved: *PHW*
Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: June 8, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: SWAT Commander's Course- 40 hours
Date: August 17th through August 21, 2015
Location: San Diego, CA

Employee:
Commander Donald Wood

Criticality:

The course is designed for law enforcement SWAT Commanders and consists of classroom lecture, case studies of tactical incidents, student interaction and interactive tabletop exercises. This employee is directly responsible for overseeing the SWAT team during tactical incidents and training. A working knowledge of the role and responsibilities of a SWAT Commander is critical to monitor and minimize the liability exposure of the City and the safety of the officers and the public.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$1157.00.

Indirect cost:

There are no indirect costs.

Funding Source:

PD0312

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approval:

[Signature]
Patrick H. West, City Manager



Date: March 12, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAVEL JUSTIFICATION MEMO – COMMANDER DONALD WOOD**

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS

Name: From Incarceration to Transformation: Realignment & Re-entry Conference
Date: April 10, 2015
Location: Santa Rosa, California

EMPLOYEE

Donald Wood, Commander, Field Support Division

CRITICALITY

A representative from Attorney General Kamala D. Harris' office and a variety of well-known area experts will discuss the challenges and opportunities presented by Proposition 47 and AB 109, as well as evidence-based and promising practices to support those returning to our community. A few of the topics are building trust between the community and law enforcement, transforming lives, reentry employment, housing and legal issues.

DIRECT COST:

\$687.00

INDIRECT COST:

There are no indirect costs.

FUNDING SOURCE:

PD0312.

If you have any questions or require additional information, please contact me at extension 87301.

Approved: _____

Handwritten signature of Patrick H. West in black ink.

Patrick H. West, City Manager



Memorandum

Date: October 21, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Travel / Training Request

*4
DETECTIVES
FROM 1 UNIT*

I respectfully request authorization for the below referenced travel for training.

Training Details:

Name: California Homicide Investigators Association (CHIA)
2016 Annual Conference
Dates: March 1 – 4, 2016
Location: Las Vegas, Nevada

Employees:

Homicide Sergeant Robert Woods
Homicide Detectives Mark Bigel, Malcolm Evans and Todd Johnson

Criticality:

The CHIA conference draws law enforcement experts to instruct on, and discuss strategies and trends in homicide investigations. Specific topics of instruction for the 2016 conference will include wiretaps, cold cases, serial killers and other critical topics, which will allow detectives to further their expertise and enhance their network of contacts.

Direct Cost:

Total cost for conference registration, travel, lodging, meals and incidentals is estimated at \$2,850.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

\$3,500.00 in UASI grant funds has been earmarked for this training.

If you have any questions, please contact me at x7301.

Approved: _____

PHW
Patrick H. West
City Manager





Date: May 13, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: **TRAINING / TRAVEL REQUEST**

I respectfully request authorization for the below referenced travel for training:

Training / Conference Details:

Course Title: Clandestine Graves and Evidence Recovery
Dates: June 22 – 26, 2015
Location: Highlands Law Enforcement Training Facility
Littleton, Colorado

Employees:

Homicide Sergeant Robert Woods and Homicide Detective Mark Bigel

Criticality:

The Homicide Detail is responsible for investigating long-term missing persons cases, including those wherein the victim has been buried. NecroSearch is the industry leader in clandestine grave and evidence recovery and has assisted numerous law enforcement agencies in recovering bodies.

Direct Cost:

Total cost for course registration, travel, lodging, meals and incidentals is estimated at \$3,940.00 for two officers.

Indirect Costs:

There are no indirect costs.

Funding Source:

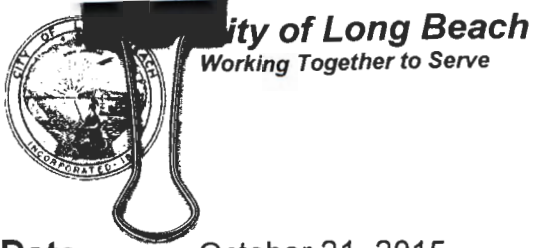
Index Code: PD0834

If you have any questions, please contact me at extension x87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: October 21, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: TRAVEL REQUEST

I respectfully request authorization for the below reference travel for training.

Training Details:

Name: Force Science Institute Certification Course
Presented by the Henderson Police Department
Dates: February 8 – 12, 2016
Location: Henderson, Nevada

Employee:

Homicide Sergeant Robert Woods

Criticality:

Attendee will be certified in "Force Science Analysis" and trained to recognize and articulate important psychological, biological and physiological factors that can influence human behavior and memory in force encounters and pursuit situations. Training is critical in the investigation of officer-involved shootings and in-custody deaths.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$2,500.00

Indirect Cost:

There are no indirect costs

Funding Source:

UASI grant funded. Index Code: PD10UASI14

If you have any questions, please contact me at x7301.

Approved: *PHW*

Patrick H. West
City Manager



City of Long Beach
Working Together to Serve

9/2

TOM -

THIS IS A DIFFERENT COURSE
THAN CPTED.

WE ARE STILL PREPARING TO
SEND A 10 PERSON CITY TEAM
TO CPTED TRAINING. LISA LU

Date: August 26, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police
Subject: OUT OF AREA TRAINING

I respectfully request authorization for the below referenced training activities.

Travel Details:

Name: Security Assessment for Law Enforcement Officers
Date: October 5, 2015 to October 9, 2015
Location: Louisville, Kentucky

Employee:

Sergeant Abram Yap
Officer Bradley Futak

Criticality:

This course will enable officers to make critical on-site examinations to identify security-related risks, threats and vulnerabilities and determine needed improvements. The ultimate benefit to the public and the department will be on hardening critical infrastructure locations and places where the public gather. This course will provide officers with the necessary skills to improve and enhance safety, security, and community resilience in the event of a disaster or emergency situation.

Direct Cost:

UASI Grant Funded. The total cost for tuition, airfare, ground transportation, lodging, meals, and incidentals is estimated at \$4,500.

Indirect Cost:

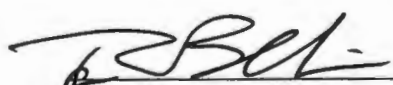
There are no indirect costs

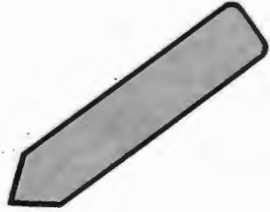
Funding Source:

Grant Fund: 2014 UASI Grant - PD10UASI14
Grant Detail Code/Project Code: 14LPDT/PDCTTR

If you have any questions, please contact me at extension 87301.

Approved:


Patrick H. West, City Manager





City of Long Beach
Working Together to Serve

Julie Bedard, Executive Assistant
Office of the Chief of Police

3/30/15

Date: March 20, 2015
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police R
Subject: Training / Travel Request

*TOM -
THIS IS THE TRAINING YOU & LOPEZ
DISCUSSED RECENTLY. T. COLUMBA
SUGGESTED OUR PARTICIPATION.
CMDR WOOD ALSO ATTENDING WHICH
WAS PREVIOUSLY APPROVED.*

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Santa Rosa Violence Prevention Partnership Conference on "From Incarceration to Transformation: Realignment & Reentry"
Date: April 9 & 10, 2015
Location: Santa Rosa, CA

Employee(s):

Detective Christopher Zamora

Criticality:

Detective Zamora is a member of IMPACT, which is a partnership between the Long Beach Police Department and the City Prosecutor's Office. IMPACT coordinates the OPT-OUT Program for rehabilitating gang members and assists former gang members on removing themselves from gang injunctions. The OPT-OUT Program has received several awards and developed strong relationships with local non-profits and faith-based groups. This conference will assist Detective Zamora in further rehabilitation projects within the OPT-OUT Program.

Direct Cost:

None

Indirect Cost:

There are no indirect costs.

Funding Source:


City Prosecutor's Office will cover all costs as a member of IMPACT.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager



Date: March 25, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training Travel Request

I respectfully request authorization for the below reference training/travel.

Training/Conference Details:

Name: Surface Supplied Diving for the Public Safety Diver
Dates: May 5-9, 2014
Location: Santa Maria, California

Employees:

Daniel A. Arcese, Eric Fenner and Richard Gray

Criticality:

Surface Supplied diving is an integral part of the Long Beach Public Safety Dive Team's mission and enables Officers to perform critical underwater tasks. This course is designed to impart the knowledge of different types of diving equipment, safe operating procedures and emergency procedures used in surface supplied diving with commercial diving equipment. It will also improve the quality of training and reduce the risk if diving accidents. The above listed officers are new to the dive team and this course will serve as a formal introduction to this type of diving.

Direct Cost:

The cost of the course is \$1000 per Officer. And the total cost for travel, lodging and meals has been estimated at \$700 per Officer. The costs will be paid for by the PSGP FY11 grant.

Indirect Costs:

There are no indirect costs.

Funding Source:

PD10PSGP11 Grant

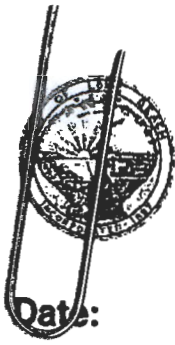
If you have any questions please contact me at extension 87301.

Approved:




Patrick H. West, City Manager

DA
Surface Supply



City of Long Beach
Working Together to Serve

Memorandum

Date: September 16, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Peace Officers' Association (CPOA) Board Meeting
Date: August 5 & 6, 2014
Location: Squaw Valley, CA

Employee(s):

Commander Randy Allen
Sergeant Donald Mauk

Criticality:

Commander Allen is a voting state board member of the CPOA for 2014/2015. There are approximately 4 board meetings per year that voting board members are expected to attend. Sergeant Mauk is board member of the CPOA Region 10, which represents LA County. He has been requested to attend on behalf of the Region 10 board.

Direct Cost:

The total cost for travel, lodging and rental car is \$1,146.90.

Indirect Cost:

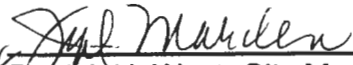
There are no indirect costs.

Funding Source:

PD0560

If you have any questions, please contact me at extension 87301.

APPROVED:



Patrick H. West, City Manager

JMC:RA:ra



Date: August 21, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, ^{Ward} Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST BCCR Review Workshop
Date: September 4 & 5, 2014
Location: Sacramento, CA

Employee(s):

Randy Allen, Commander, Communications & Training Division

Criticality:

POST is reviewing the basic course certification review process and has invited approximately 12 participants from across the State. Commander Allen was selected to participate since he has taken part in the recertification of the Long Beach Police Academy on four occasions.

Direct Cost:

There are no direct costs other than on-duty time for Commander Allen; the travel and training expenses are being covered by POST by LOA.

Indirect Cost:

There are no indirect costs.

Funding Source:


N/A

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:


Patrick H. West, City Manager



Date: February 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL JUSTIFICATION REQUEST

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: National Conference on Highway Safety Priorities – Lifesavers 2014
Date: April 26 - April 29, 2014
Location: Nashville, TN

Employee(s):

Sergeant Aaron Alu

Criticality:

The Lifesavers Conference is the premier national highway safety meeting in the United States dedicated to reducing the tragic toll of deaths and injuries on our nation's roadways. Drawing over 1,700 participants in 2013, Lifesavers continues to be the essential conference since its start in 1982. Each year, Lifesavers provides a forum for the presentation of proven countermeasures and initiatives that address today's critical highway safety problems.

Direct Cost:

None

Indirect Cost:

None

Funding Source:

Costs, estimated at \$1,456, will be covered under OTS STEP Grant PT14120.

If you have any questions please contact my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: December 12, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

A handwritten signature in black ink, appearing to read "Jim McDonnell".

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Real Estate Fraud Investigations
Date: March 17 – March 20, 2014
Location: San Diego, California

Employees:

Detective Corey Austin.
Detective Jessica DeLosh

Criticality:

The detectives are new to the Detail and will be asked to testify as an expert on fraud and identity theft topics. Cases of real estate fraud are increasing annually and are becoming more complicated, which makes this training relevant and important. The detectives will be asked to investigate and conduct presentations regarding real estate fraud, and current fraud scams.

Direct Cost:

No cost to the city. Paid for by real estate fraud grant. Total cost estimated at \$1360.00

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD10RE13

If you have any questions please contact me at extension 87301.

Approved:

A handwritten signature in black ink, appearing to read "Patrick H. West".

Patrick H. West, City Manager



Date: March 5, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Police Chief
Subject: **OUT OF TOWN TRAVEL/TRAINING REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: American Association of Port Authorities Security Committee Meeting
Date: March 18 – 19, 2014
Location: San Diego, California

Employee:

Commander Alex Avila #5181, Port Police Division Commander

Criticality:

Historically, the Harbor Department Security Division has attended AAPA Security Meetings. Given the integration of Harbor Patrol under the command of the Long Beach Police Department Port Police Commander, it is critical that the Port Police Division Commander attend this statewide port authority security committee meeting in which presentations on Cal OES, United States Coast Guard initiatives and port initiatives will be given. The Port Police Division Commander's attendance is necessary to provide feedback to on-going activities.

The Police Department was made aware of this meeting on March 3, 2014.

Direct Cost:

Total cost for travel, lodging, and meals are estimated at \$611.00.

Indirect Costs:


There are no indirect costs.

Funding Source:

Harbor Department will incur all costs through index code HASCDV-HB6940.

If you have any questions, please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: March 26, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: NRA Law Enforcement Handgun Instructor Development Course
Date: April 7 – April 11, 2014
Location: San Diego, CA

Employee(s):

Officers Elizabeth Barba, Patrick Dougherty, Jennifer Riordan, and Rogelio Trias.

Criticality:

California P.O.S.T. requires this training prior to instructing students in firearms

Direct Cost:

Total cost for Tuition, Lodging and Meals (for four officers) is \$5437.72.

Indirect Cost:


There are no indirect costs.

Funding Source:

PD0561


If you have any questions please contact my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: February 21, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I am respectfully requesting approval for the below referenced travel.

Training/Conference Details:

Name: CA DOJ – Computer Digital Evidence Recovery
Date: March 17-28, 2014
Location: Rancho Cordova, California

Employees:

Sergeant Greg Barnhart

Criticality:

Recovering computerized digital evidence is becoming increasingly important in today's computer and electronic world. Currently forgery, fraud and identity theft crimes have dramatically increased in the past few years and the suspects are using computers, cellphones and other electronic gadgets to commit their crimes. These type of cases are becoming more complicated, which makes this training relevant and important. This class is only offered in northern California due to logistics and the equipment used in the class.

Direct Cost:

No cost to the City of Long Beach

Indirect Cost:


There are no indirect costs.

Funding Source:

UASI grant funding. Estimated cost for airfare, lodging, rental car and meals is \$3,035.00


If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: June 23, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the following training/travel.

Training/Conference Details:

Name: Emerging Issues in Homeland Security & Disaster Response
Date: July 21, 2014
Location: San Francisco, CA

Employees:

Michael Beckman, Commander
Eric Matusak, Officer

Criticality:

The goal of the seminar is to bring together the homeland security and emergency response communities to evaluate their readiness and share their expertise.

Direct Cost:

Total Estimated Cost: \$1153.11

Indirect Cost:

There are no indirect costs.

Funding Source:

PD10UASI13

If you have any questions or require additional information, please contact me, or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

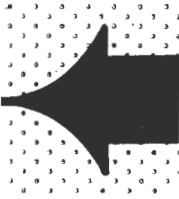
Approved:



Patrick H. West, City Manager



Date: March 19, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luman for JMCW.*
Subject: **Training/Travel Request**



I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2014 Nevada Narcotics Officers Association Conference
Date: April 27 - 28, 2014
Location: Las Vegas, Nevada

Employees:

Detective Toby Benskin

Criticality:

Detective Benskin was invited to provide a training session on Human Trafficking and how State and local agencies are working to prosecute these types of cases on both levels. The Long Beach Police Department has gained a national reputation in investigating Human Trafficking cases. This would also be an opportunity for the Long Beach Police Department to showcase its efforts in combating this crime and to network with other agencies.

Direct Cost:

Detective is requesting on-duty status. The total cost for meals and fuel are estimated at \$190.

Indirect Cost:

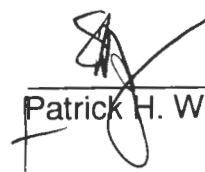
There are no indirect costs.

Funding Source:

PD0818 (PDHTTF).

If you have any questions, please contact me at extension 87301.

Approved:

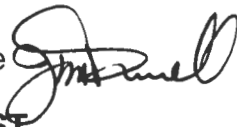


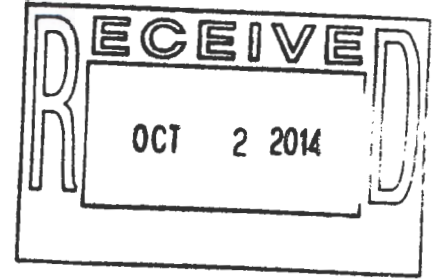
Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: September 12, 2014
To: Patrick West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**



I respectfully request authorization for the below referenced training/travel.

Training/Meeting Details:

Name: Subject Matter Expert for Community Corrections
Dates: October 7 - 8, 2014
Location: Sacramento, California

Employee:

Detention Officer Lisa Bodmer

Criticality:

Detention Officer Bodmer was a participant in last year's meeting conducted by Board of State and Community Corrections and it was requested by the Board that she return for this year's meeting. Officer Bodmer represents our Department and the community of Long Beach providing information that assists in developing and updating guidelines listed in Title 15 CCR. This meeting provides training credit hours towards Officer Bodmer's annual training requirements.

Direct Cost:

No direct cost

Indirect Cost:

No indirect cost

Funding Source:

This does not need to be Grant Funded. Funded by the Board of State and Community Corrections


If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: January 2, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training Details:

Name: 2014 California Robbery Investigators Association
Date: February 4 – 6, 2014
Location: Reno, Nevada

Employee(s):

Detectives Donald Collier, Nancy Mora, Mark Steenhausen

Criticality:

In the Post 9/11 era, terrorism represents significant challenges to local police investigators. Police Detectives have realized that a variety of investigations have grown to be quite complex, and are part of a larger structured criminal organization. In order to prepare to meet these constantly evolving investigative challenges, many intelligence and police departments are striving to enhance their knowledge and skills through attending training forums. Attending this forum, will not only enhance their expertise, but it will provide current information and resources to the investigators they work with.

Direct Cost:

Total cost for registration, travel, lodging and meals estimated at \$4,000.

Indirect Cost:

There are no indirect costs

Funding Source:


PD10USASI13
Grant Code: LBUASI
Grant Detail Code: 13LPDT

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: June 17, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Public Safety Honor Guard School
Date: September 15, 2014 to September 19, 2014
Location: Visalia Police Department - Visalia, CA

Employee(s):

Lieutenant Richard Conant

Criticality:

This training will provide Lieutenant Conant, the Honor Guard Commander with enhanced training in knowledge and skills to perform the basic drill movements and essential honor guard movements as related to ceremonial presentations and funeral management. The Long Beach Police Honor Guard Team participates in numerous city and police functions where color guard (flag presentations) is regularly sought.

The Honor Guard Team represents the City of Long Beach during local and statewide memorial services. Attending this training will add to Lieutenant Conant's skill set, thereby benefiting the City of Long Beach's reputation throughout the County and State during some of the City and Department's most trying times of high profile officer services.

Direct/Indirect Costs:

The total cost is estimated at \$806.64.

Funding Source:

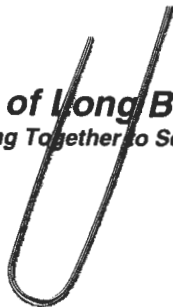
The Police Foundation will cover the \$150.00 course tuition. Index Code PD0110 will cover all other expenses.

If you have any questions please contact my Chief of Staff, Commander Lisa Lopez at extension 87301 or me.

Approved:



Patrick H. West, City Manager



Date: January 27, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: P.O.S.T. Management Course
Dates: February 24-28, 2014
March 24-27, 2014
May 6-9, 2014
Location: Dana Point Doubletree Hotel, Dana Point, CA

Employee(s):

Lieutenant Kevin Coy

Criticality:

This is a mandatory Peace Officers Standards and Training (P.O.S.T.) Management training course for newly promoted Lieutenants.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$2,000.00.

Indirect Cost:

There are no indirect costs.

Funding Source:


POST reimbursable

If you have any questions, please contact me at extension 87301.

Approved:

Patrick H. West, City Manager



Date: April 30, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAVEL JUSTIFICATION REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: POST Instructor Symposium
Date: May 19, 2014 - May 22, 2014
Location: San Diego, California

Employees:

Lieutenant Doug Davidson
Sergeant Omar Martinez

CRITICALITY:

The POST Instructor Symposium is designed to enhance a California law enforcement instructor abilities through ongoing professional training. The POST Symposium meets the state requirement to maintain an instructor's certification and to teach during a basic police academy. It is a respected course that develops members of our organization into excellent instructors.

DIRECT COSTS:

No cost to the City. Employees will pay all fees and use their personal vehicles.


INDIRECT COSTS:

No indirect cost to the City.

FUNDING SOURCE:

N/A

If you have any questions or concerns, please contact me at extension 87301.

Approved: 
Patrick H. West, City Manager



Date: June 18, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Alcoholic Beverage Control GAP Conference
Date: July 7 – 9, 2014
Location: San Diego, CA

Employee(s):

Detective Eduardo De La Torre

Criticality:

Detective De La Torre is currently assigned to the Vice Field Investigations Section. As part of his duties, he conducts ABC compliance checks and operations throughout the City of Long Beach. The team has recently obtained grant funding and was invited to participate in the Alcohol Beverage Control Grant Assistance Program Conference. This would be an opportunity for the detective to obtain training in alcohol enforcement and an opportunity to meet other agencies and share information.

Direct Cost:

None

Indirect Cost:

None

Funding Source:

ABC Grant

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager



Date: April 16, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAINING JUSTIFICATION

A handwritten signature in black ink, appearing to read "Jim McDonnell".

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Southern California Gang Conference
Date: May 27 through May 29, 2014
Location: San Diego, CA

Employees:

- David Demasi, Officer, FSD
- David Fritz, Officer, FSD

Description of Training:

This training covers topics considered in high demand regarding the incessant threat by gangs to the safety of law enforcement and the public. The curriculum explains the relationship between gangs and law enforcement as well as the effect of gangs on a community. The goal of the training is to increase knowledge of criminal gang sub-culture and the necessary proactive stances of gang suppression.

Direct Costs:

There are no direct costs to the city.

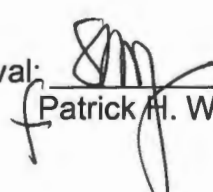
Indirect Costs:

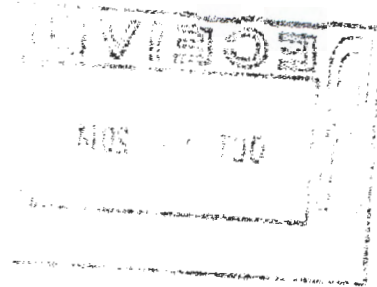
There are no indirect costs.

Funding Source:

The participants will pay all costs related to this training.

If you have any questions or require additional information, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approval: 
Patrick H. West, City Manager



Date: October 3, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. hu for JMCS.*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Protective Measures and Responsive Actions
Date: October 27 – October 31, 2014
Location: Anniston, Alabama

Employee(s):

Officers Pat Dougherty and Mark Gell

Criticality:

This training is required by the Center of Domestic Preparedness (CDP) to enhance the expertise of the officers in law enforcement's response to terrorist actions. It is critical that these employees become subject matter experts to enable them to teach an OSHA mandated training in terrorism related matters. This mandated training is entitled Threat 8 and is an annual OSHA requirement.

Direct Cost:

No cost.

Indirect Cost:

No cost.

Funding Source:

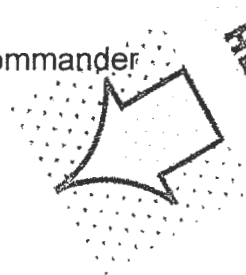
All costs associated with this training will be covered by DHS.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager





Date: April 8, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Driver Awareness Instructor and Driver Training Instructor
Date: April 23 – 25 and April 28 – May 2, 2014
Location: Dublin, CA

Employee(s):
Officer Patrick Dougherty

Criticality:

This training is for the two courses required by California P.O.S.T. that an officer must receive before he or she can be a driver training instructor, which is a required perishable skill topic.

Direct Cost:

Tuition: \$638 + \$1,098	\$1,736
Airfare	\$ 121
Rental Car	\$ 458
Hotel: \$125/night for 10 nights (tax not included)	\$1,250
Meals: \$50 a day (8 days)	\$ 400
Fuel for Rental Car	\$ 100
TOTAL	\$4,065

4/14

costs.

SUZANNE -

THIS IS THE TRAINING
WE DISCUSSED LAST
WEEK.

L. LOPEZ


ons please contact me at extension 87301.

Approved:

Patrick H. West, City Manager





Date: April 15, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: San Diego Gang Conference
Dates: May 27 – May 29, 2014
Location: San Diego, CA

Employees:

Officers Brian Elliot and Michael Torres

Criticality:

The conference will provide in depth courses into; Gang Investigations, Emerging Trends, Officer Safety Techniques, Custodial Gang Investigations, Threats to Law Enforcement, Black Gangs, Gang Infrastructures, Prosecuting Gangs, Advanced Gang Techniques, AB109 Update, Gangs and Fraud, Racially Based Gangs, and Infiltrating Drug Cartels. The course will give more in-depth training than we can receive locally and will give us better tools to use in our daily operations on the street. Training will give us a wide range of tools when dealing with gang activity occurring in the city.

Direct Costs:

There will be no direct costs.

Indirect Costs:

There will be no indirect costs.

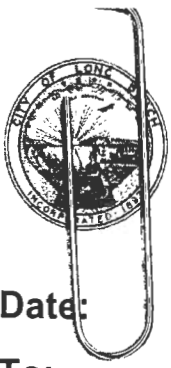
Funding Source:


The funding will be paid by Officer Elliot and Officer Torres and incur no cost to the city. There is no grant funding available for this conference.

If you have any questions or need additional information, please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: April 3, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Homeland Security Conference
Date: May 19 – 22, 2014
Location: Philadelphia, PA

Employee(s):

Sergeant Chad Ellis

Criticality:

Sergeant Ellis has been invited to speak on the topic of Port Security on this national state. In addition to speaking, he will also attend the available training. This training provides discussion and collaboration on strategies, technologies, and best practices to counter homeland and maritime security threats encountered by governments, law enforcement, and port/terminal owners and operators. Interactive workshop sessions are designed to give all participants the actionable knowledge on how to better secure their areas of responsibility, mainly by stressing the importance of collaboration and efficiency.

Direct Cost:

None

Indirect Cost:

None

Funding Source:

Port Security Grant FY11


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: June 10, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the Long Beach Police Department officer named below to attend the below referenced training.

Training/Conference Details:

Name: Flight Instructor Refresher (FIRC) – Train the Trainer Course
Date: July 14 through July 16, 2014
Location: Phoenix, AZ

Employee:

Officer Mike Erdelji

Description of Training:

The entire course curriculum is geared towards guiding the student towards renewing their current Flight Instructor Certificates under Federal Aviation Regulation Part 61, while enhancing their knowledge and skill with the latest developments in standardization, regulations and helicopter flight techniques. The train-the-trainer component will cover such topics as crew resource management, regulatory review of training requirements, Night Vision Goggles training and a review of airborne law enforcement aviation accidents.

Direct Cost:

Registration:	\$ 300.00
Meals:	\$ 150.00
Total:	\$ 450.00

Indirect Cost:


There are no indirect costs.

Funding Source:

We will be using index code PD031214.


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:



Patrick H. West, City Manager



Date: June 10, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the Long Beach Police Department officer named below to attend the below referenced training.

Training/Conference Details:

Name: Flight Instructor Refresher (FIRC) – Train the Trainer Course
Date: July 14 through July 16, 2014
Location: Phoenix, AZ

Employee:

Officer Mike Erdelji

Description of Training:

The entire course curriculum is geared towards guiding the student towards renewing their current Flight Instructor Certificates under Federal Aviation Regulation Part 61, while enhancing their knowledge and skill with the latest developments in standardization, regulations and helicopter flight techniques. The train-the-trainer component will cover such topics as crew resource management, regulatory review of training requirements, Night Vision Goggles training and a review of airborne law enforcement aviation accidents.

Direct Cost:

Registration: \$ 300.00
Meals: \$ 150.00
Total: \$ 450.00

Indirect Cost:


There are no indirect costs.

Funding Source:

We will be using index code PD031214.


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:



Patrick H. West, City Manager



Date: July 9, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: ATF Task Force Officer Training
Date: August 11, 2014 – August 15, 2014
Location: Kansas City, Missouri

Employee(s):

Detectives Timothy Luke Everts and Christopher Rose

Criticality:

ATF training is mandatory for LBPB detectives who wish to remain members of the ATF Task Force. The training is not offered locally, and there are no exceptions to the training requirement.

Direct Cost:


There are no direct costs.

Indirect Cost:


There are no indirect costs.

Funding Source:

ATF will pay for all travel, meals and lodging costs associated with the training.


If you have any questions please contact me or my Chief of Staff, 
Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: February 13, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 22nd Annual Legislative Day - The Future of Public Safety
Dates: April 1 – April 2, 2014
Location: Sacramento

Employee(s):

Deputy Chief Laura Farinella

Criticality:

Legislative Day is an opportunity to learn how the legislative process works, what critical legislative issues are facing public safety and how we can personally influence the outcome of key bills and public safety funding that will affect our agency and the profession.

Direct Cost:

Registration, travel and lodging are estimated at \$574.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD0501.

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

*

Patrick H. West, City Manager

LF:cw
Travel Memo – Future of Public Safety

* Please have Laura talk w/Tom Modica before she goes to discuss City protocol for lobbying. Thx -



Date: November 18, 2014
To: Patrick H. West, City Manager
u for Jim
From: Jim McDonnell, Chief of Police
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the below referenced travel for training.

Travel Details:

Purpose: Federal Bureau of Investigation (FBI) National Academy
Dates: January 6 through March 31, 2015
Location: FBI Academy - Quantico, Virginia

Employee:

Lieutenant Michael A. Lewis

Criticality:

The PD has been sending command staff members to the FBI National Academy for the last 33 years. The course has proven invaluable, offering specialized training on technology, crime trends, community policing programs, and federal grant opportunities. Additionally, it is an excellent leadership development program and provides valuable networking opportunities with personnel from law enforcement agencies across the nation.

Direct Cost:

The FBI pays for transportation, lodging, and meals.
Grant funding will cover approximately \$1,300 for the cost of uniforms, class fees, and an occasional rental car.
The PD will pay approximately \$500 for one roundtrip airline ticket for a mid-session visit home.

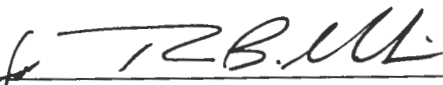
Indirect Cost:

None


Funding Source:

Grant fund - PD10UASI13
PD Index Code - PD0580HS

If you have any questions, please contact me at extension 87301.

Approved: 
Patrick H. West
City Manager



Date: April 10, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Traffic Collision Computer Aided Drawing (CAD) Class
Date: May 28 through May 29, 2014
Location: San Diego, CA

Employees:

Officer Steve Fox and Officer Brian Watt

Criticality:

This seminar will provide training on using a Traffic Collision Computer Aided Drawing program, including the skills to complete accurate scaled diagrams and sketches of traffic collision scenes utilizing CAD software (Crash Zone).

Direct Cost:

Total costs are estimated at \$415.24

Indirect Cost:

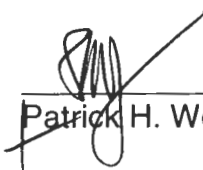
There are no indirect costs.

Funding Source:

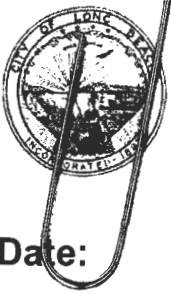
Index code PD031220.


If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:



Patrick H. West, City Manager



Date: February 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL JUSTIFICATION REQUEST

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Vehicular Homicide Seminar
Date: June 17 – 20, 2014
Location: Sacramento, CA

Employee(s):

Officer Steve Fox

Criticality:

This seminar will provide Officer Fox with information that will assist the Collision Investigation Detail in preparing felony and misdemeanor vehicular homicide cases. Key topics covered are collision investigation and reconstruction, speed determination, kinematics, crime charging considerations, trial tactics and expert testimony.

Direct Cost:

Meal and transportation expenses are estimated at \$637.00.

Indirect Cost:

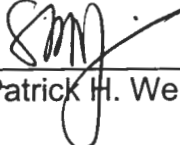
No indirect cost to the City.

Funding Source:

Index Code PD0834 will cover meals and transportation. Tuition and Lodging will be paid for under the OTS STEP Grant PT14120.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 23, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Enhanced Incident Management/Unified Command
Date: January 5, 2015 to January 9, 2015
Location: Texas Engineering - College Station, Texas

Employee(s):

Sergeant Paul Gallo

Criticality:

This training will provide Sergeant Gallo with enhanced training in Incident Management/Unified Command. Sergeant Gallo participates in the Police Department's Incident Command Structure and is called upon to work within the Police Department Operations Center for both planned and unplanned events. Sergeant Gallo has also been selected to join the City of Long Beach All Hazards Incident Management Team. This team is comprised of representatives from various City Departments. The team is responsible for responding to and managing all hazard incidents within the City of Long Beach. Attending this training will add to Sergeant Gallo's skill set, thereby benefiting the City Of Long Beach's critical incident preparedness.

Direct/Indirect Costs:


There are no direct or indirect costs and there are no upfront costs for the City. All course materials, travel, lodging and per-diem costs are covered through a Department of Homeland Security Grant managed by the course presenter.

Funding Source:

Not applicable

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

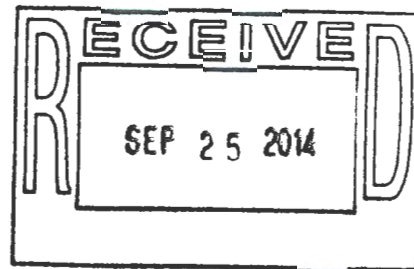
Approved:


Patrick H. West, City Manager





Date: August 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request



I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Internal Affairs Pro User's Conference
Date: November 4, 2014 – November 6, 2014
Location: St. Petersburg, Florida

Employee(s):

Sergeant Paul Gallo
~~Clerk Typist III Darlene Mitchell~~

approved for Sgt. Gallo, only.

Criticality:

This training is to attend basic and advanced sessions in the use of the Police Department's IAPro software. IAPro is the department's Internal Affairs case management system. Sergeant Gallo currently functions as the department's lead trainer for all supervisors in the use of IAPro. Clerk Typist Mitchell is responsible for administrative processing of Internal Affairs cases including judicial requests for employee records. Both Sergeant Gallo and Clerk Typist Mitchell would benefit by attending training on upcoming improvements to IAPro software.

Direct Cost:

\$2,930 for two employees' lodging, meals, and transportation.

Indirect Cost:

There are no indirect costs.

Funding Source:

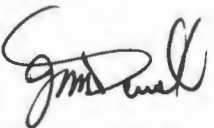
PD0112

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager



Date: July 14, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **ADVANCED TRAFFIC COLLISION INVESTIGATION**

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS

Name: Advanced Traffic Collision Investigation
Dates: September 29 through October 10, 2014
Location: Riverside, CA

EMPLOYEES

Detective Sirilo Garcia
Detective David Lauro

CRITICALITY

This course will provide Detectives Lauro and Garcia with information that will assist the Collision Investigation Detail in investigating and preparing felony and misdemeanor vehicular homicide cases. Key topics include vehicle code, lighting headlamp illumination, photographing collision scene, collection of collision evidence and advanced collision investigation physics formulas.

DIRECT COSTS

Approximately \$1817.00

INDIRECT COSTS

No indirect costs

FUNDING SOURCE

PD031220

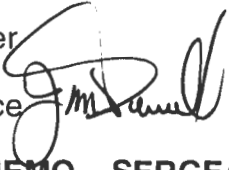
If you have any questions or need additional information, please contact me at extension 87301.

Approved: _____


Patrick H. West, City Manager





Date: October 30, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAVEL JUSTIFICATION MEMO – SERGEANTS GARRIDO, NAVA AND OLSON**

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: SWAT Team Leader Course - 40 hours
Date: January 26 – 30, 2015
Location: San Diego, CA

EMPLOYEES:

Sergeant Jason Garrido
Sergeant Carlos Nava
Sergeant Tim Olson

CRITICALITY:

The course is designed for law enforcement SWAT Team Leaders and consists of classroom lecture, case studies of tactical incidents, student interaction and interactive tabletop exercises. These employees are directly responsible for overseeing the SWAT team during tactical incidents and training. A working knowledge of the role and responsibilities of a SWAT Team Leader is critical to monitor and minimize the liability exposure of the City and the safety of the officers and the public.

DIRECT COST:

Approximately \$2,663.00.

INDIRECT COST:

There are no indirect costs.

FUNDING SOURCE:

PD031216.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approval:


Patrick H. West, City Manager



Date: November 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Linn for JMC*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Driver Awareness Instructor Course
Date: 03/03/15-03/05/15
Location: Dublin, CA

Employee(s):

Officer Mark Gell

Criticality:

This training course is required by California P.O.S.T. and mandatory to become a Driver Training Instructor. Drivers training is a required perishable skill topic.

Direct Cost:

Total cost for tuition, travel, lodging and meals is estimated at \$1,713.

Indirect Cost:

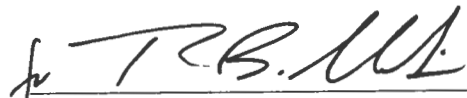
There are no indirect costs.

Funding Source:

PD0569

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager

11/04/14 6:11:31
RECEIVED



Date: November 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Linn for JMC*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Driver Training Instructor Course
Date: 03/30/15 - 04/03/15
Location: Dublin, CA

Employee(s):

Officer Mark Gell

Criticality:

This training course is required by California P.O.S.T. and mandatory to become a Driver Training Instructor. Drivers training is a required perishable skill topic.

Direct Cost:

Total cost for tuition, travel, lodging and meals is estimated at \$2,573.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0569

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager

11 NOV 10 6 41 PM '14

RECEIVED



Date: March 31, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Linn for JMC*
Subject: **Training / Travel Request**

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: California Association of Toxicologists
Date: May 2-3, 2014
Location: Sacramento, California

Employee(s):

Criminalist Gregory Gossage

Criticality:

The California Association of Toxicologists (CAT) is an association of criminalists who practice forensic toxicology. Criminalist Gossage maintains a membership with this association to maintain the level of professional development expected by the criminal justice community. This CAT meeting will cover new laws concerning marijuana and alcohol intoxication while driving, standardized detection limits of drugs, and validation of instrumental and presumptive methods of analysis. Criminalist Gossage is the only criminalist in the crime laboratory's toxicology section. He is a critical resource to the Long Beach City Prosecutor as an expert witness in the field of driving-while-intoxicated cases from alcohol and drugs.

Direct Cost:

No Cost to the City of Long Beach. Estimated costs for lodging, registration, meals and travel is \$940.00

Indirect Cost:

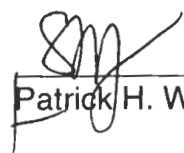
None

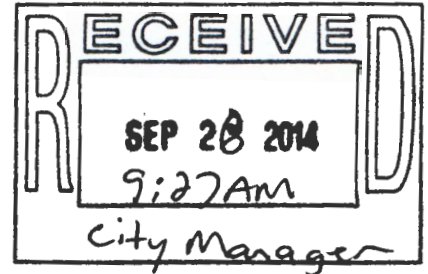
Funding Source:

Coverdell 13 Grant

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: September 3, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *Jmcdonnell*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: California Association of Toxicologists
Date: November 7-8, 2014
Location: San Diego, California

Employee(s):

Criminalist Gregory Gossage

Criticality:

The California Association of Toxicologists (CAT) is an association of criminalists who practice forensic toxicology. Criminalist Gossage maintains membership with this association to maintain the level of professional development expected by the criminal justice community. This CAT meeting will focus primarily on Alcohol, including a drinking correlation study. The meeting will also concentrate on drugs and postmortem toxicology, including case reports. Criminalist Gossage is the only criminalist in the crime laboratory's toxicology section. He is a critical resource to the Long Beach City Prosecutor as an expert witness in the field of driving-while-intoxicated cases from alcohol and drugs.

Direct Cost:

Estimated costs for lodging, registration, meals and travel is \$647.25

Indirect Cost:

There are no indirect costs

Funding Source:

Index Code: PD0880


If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West
Patrick H. West, City Manager





Date: April 11, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Chief's Legislative Day
Date: May 13 – 14, 2014
Location: Sacramento, CA

Employee(s):

Commander Elizabeth Griffin

Criticality:

This Legislative Day is a great opportunity for the Long Beach Police Department to have input on proposed legislation that will impact law enforcement throughout the state. Chiefs of police throughout the state will be in attendance. It is an opportunity to meet directly with the Assembly members or Senators that are proposing legislative change. This opportunity will be very beneficial by providing a voice for the Long Beach Police Department that would benefit our employees and City.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$463.

Indirect Cost:

There are no indirect costs.

Funding Source:

All direct costs will be paid for through Code: PD0510

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

* 

Patrick H. West, City Manager

* Please discuss with Tom Modica to learn about city's adopted legislative



Date: June 30, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

A handwritten signature in black ink, appearing to read "Jim McDonnell".

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: FBINAA California Advanced Trainer
Date: September 2 – September 6, 2014
Location: Sacramento, CA

Employee(s):

Commanders Elizabeth Griffin, Lisa Lopez and Lieutenant Julie Prior.

Criticality:

This conference will provide training regarding Leadership, Risk Management and Homeland Security Issues. This conference is for management who are a part of the FBI National Academy Association. It is attended by law enforcement managers from all over California and is designed to reinforce collaboration and education throughout the country. This training will be very beneficial by providing up to date and relevant training that would benefit our employees and City.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,300 per participant.

Indirect Cost:

There are no indirect costs.

Funding Source:

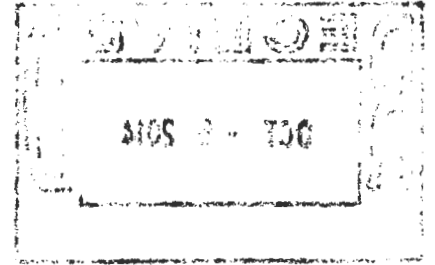
All direct costs will be paid for through UASI Grant Code: PD10UASI13.


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

A handwritten signature in black ink, appearing to read "Patrick H. West".

Patrick H. West, City Manager



Date: September 24, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL/TRAINING REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Palantir Statewide Administrators Workshop
Date: October 19 - 21, 2013
Location: Sacramento, CA

Employee:

Lieutenant Wally Hebeish, Criminal Intelligence Section

Criticality:

The Palantir analytic platform has been adopted by both the fusion center community and law enforcement agencies throughout the United States. The California Administrators Workshop represents the first statewide unified working group in the nation. Long Beach Police Department, along with LAPD and LASD are the primary contributing agencies to the platform.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$517.00.


Indirect Cost:

There are no indirect costs.


Funding Source:

PD0116-CT

If you have any questions, please contact me at extension 87301.

Approval: 
Patrick H. West, City Manager



Date: February 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING / TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel:

Training / Conference Details

Name: Annual California Homicide Investigators Association (CHIA)
Conference
Date: March 4 – 7, 2014
Location: Las Vegas, Nevada

Employees:

Deputy Chief David Hendricks, Lieutenant Lloyd Cox and Detective Greg Krabbe

Criticality:

The Homicide detail is under the supervision of the Deputy Chief. Both the Lieutenant and Detective are assigned to the Homicide detail, which is responsible for all murder and suspicious death investigations, as well as Officer involved shooting investigations. They will attend the conference to receive continuing education on industry standards, best practice and awareness training in the complexities of homicide investigations.

Direct Cost:

No cost to the City of Long Beach. Total cost for registration, travel, lodging and meals is estimated at \$2,300.00

Indirect Cost:


None

Funding Source:


Index Code: PD10UASI13
Grant Code: LBUASI
Grant Detail Code: 13LPDT

If you have any questions, please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: March 25, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced travel for training.

Training/Conference Details:

Name: Force Science Institute Certification Course
Date: April 28 – May 2, 2014
Location: Alexandria, VA

Employee(s):

Sergeants Erik Herzog and Ryan LeBaron

Criticality:

This training will provide Sergeants Herzog and LeBaron with the ability to become subject matter experts in investigating, evaluating, and rendering opinions related to police use of force incidents. The Force Science Institute is a nationally recognized group among police agencies and criminal prosecutors throughout the country for the in depth studies they have conducted related to how and why police officers use force.

Direct Cost:

There is no direct cost to the Department.

Indirect Cost:


Estimated indirect cost for both employees including tuition, airfare, lodging, vehicle rental and meals is \$6,095.00.

Funding Source(s):

COPS13 funds and Long Beach Police Foundation funds.


If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: June 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Alcoholic Beverage Control GAP Conference
Date: July 7 – 9, 2014
Location: San Diego, CA

Employee(s):

Sergeant Eric Hooker and Detective Toby Benskin

Criticality:

The detectives are currently assigned to the Vice Field Investigations section. As part of their duties, they conduct ABC compliance checks and operations throughout the City of Long Beach. They recently obtained grant funding and were invited to participate in the Alcohol Beverage Control Grant Assistance Program Conference. This would be an opportunity for the detectives to obtain training in alcohol enforcement and an opportunity to meet other agencies and share information.

Direct Cost:

The total cost is estimated at \$2,030.

Indirect Cost:

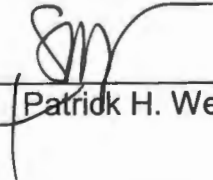
There are no indirect costs.

Funding Source:

All costs will be covered by grant fund PDABC.

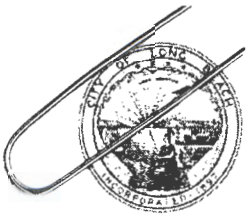
If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

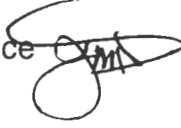
Approved:



Patrick H. West, City Manager





Date: April 18, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Instructor Symposium
Date: May 19 – May 22, 2014
Location: San Diego, CA

Employee(s):

Officers J. Hotchkiss, T. Jenkins, P. Dougherty, J. Fajardo, C. Martin

Criticality:

This symposium further develops the instructor skills of California law enforcement instructors. Workshops will be provided in over 15 different areas, with special emphasis on giving the law enforcement trainer skills that they can immediately apply to their role of trainer. The hours attended at this symposium count towards the academy instructor re-certification requirement. All attendees (listed above) are currently assigned to the Advanced Officer Training staff and provide POST mandated training to the Department's sworn personnel. All costs for this training will be covered by Letter of Agreement between POST and the attendee, with the exception of the \$43 tuition.

Direct Cost:

The following estimated costs are inclusive for all employees:

Tuition: \$43 per employee (5 employees)	\$ 215
Hotel: POST Letter of Agreement	\$ 0
Meals: POST Letter of Agreement	\$ 0
Vehicle Expense: POST Letter of Agreement	\$ 0
TOTAL (for five employees)	\$ 215

Indirect Cost:

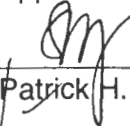
There are no indirect costs.

Funding Source:

PD0569

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: April 25, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Computer and Enterprise Investigations Conference
Date: May 19 – 22, 2014
Location: Las Vegas, Nevada

Employees:

Detective Michael Hutchinson

Criticality:

The Detective holds three computer forensic certifications, which require continued education on a yearly basis. The conference offers over 140 industry standard courses related to Detective Hutchinson's current position as a computer forensic examiner. All of the courses that will be presented at CEIC qualify for the continued education requirements. As part of the ICAC (Internet Crimes Against Children) Taskforce, Computer Crimes had previously purchased a Guidance Software training passport, which allows unlimited training through Guidance Software. This passport also provides free access to the CEIC, which is valued at \$1,295.

Direct Cost:

The total cost for lodging, meals and fuel are estimated at \$1,100.

Indirect Cost:

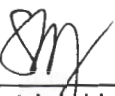
There are no indirect costs.

Funding Source:

PD10UASI13.

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: June 11, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMCD.*
Subject: **TRAVEL REQUEST – NEVADA CO. SHERIFF'S DEPARTMENT**

I am requesting authorization for the below referenced training/travel.

DETAILS:

Name: Mobile Eye Project Vehicle Inspection
Date: June 25 & 26, 2014
Location: Nevada County (California) Sheriff's Department

EMPLOYEES:

Officer Christopher G. Ignacio
Equipment Mechanic I David Doyle Fager (Public Works)

CRITICALITY:

The Mobile Eye Project is a high visibility, intelligence gathering, and effective deterrent vehicle. It is to be deployed around critical facilities, high crime areas, and around events that necessitate visual deterrence and/ or video surveillance of the public. This trip is an evaluation of the asset for possible acquisition into the City of Long Beach's fleet for law enforcement purposes.

DIRECT COST:

\$973.00 for travel, lodging and meals

INDIRECT COST:

None

FUNDING SOURCE:

PD0301

If you have any questions, please contact me, or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved: _____

PHW
Patrick H. West, City Manager



Date: October 22, 2014
To: Patrick H. West, City Manager
U. For JMB
From: Jim McDonnell, Chief of Police
Subject: **TRAVEL REQUEST – NEVADA COUNTY SHERIFF'S DEPARTMENT**

I am requesting authorization for the below referenced training/travel.

DETAILS:

Name: Mobile Eye Project Vehicle Retrieval
Date: October 28 & 29, 2014
Location: Nevada County Sheriff's Department

EMPLOYEES:

Officer Christopher G. Ignacio
Equipment Mechanic I David Doyle Fager (Public Works)

CRITICALITY:

The Police Department has acquired a vehicle from the Nevada County Sheriff's Department for the Mobile Eye Project. This project includes a high visibility, intelligence gathering, and effective deterrent vehicle. It is to be deployed around critical facilities, high crime areas, and around events that necessitate visual deterrence and/ or video surveillance of the public. This trip is to retrieve the vehicle.

DIRECT COST:

Approximately \$1,114.00 for travel, lodging and meals

INDIRECT COST:

None

FUNDING SOURCE:

PD0301

If you have any questions, please contact me at extension 87301.

Approved: _____

Patrick H. West
Patrick H. West, City Manager



Date: March 26, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMCD.*
Subject: **Training / Travel Request**

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: California State Division International Association for Identification
Annual Training Seminar (CSDIAI)
Date: April 27th - May 2nd, 2014
Location: Riverside, California

Employee(s):

Forensic Specialist Julia Johnson

Criticality:

The California State Division International Association for Identification organization is a not-for-profit, professional, association dedicated to the application of the forensic sciences in the Law Enforcement and Criminal Justice communities as well as the private sector. The annual conference scientific meeting gathers these professionals who present the most current information, research, and updates in this expanding field. In addition to the scientific presentations offered at the seminar, a variety of practical workshops are offered which are designed to update and improve workflows, processes, and technical expertise. Forensic Specialist Johnson is assigned to the Crime Scene Unit and routinely responds to crime scenes in the City of Long Beach, and processes crime scenes for latent prints, DNA, trace and impression evidence, and biological evidence in support of the investigation of crimes. This is a critical requirement for laboratory accreditation, and will benefit the Police Department and City of Long Beach by improving customer service.

Direct Cost:

No Cost to the City of Long Beach. Estimated costs for lodging, registration and meals is \$1,445.00

Indirect Cost:


None

Funding Source:

Coverdell 13 Grant

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 15, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **TRAVEL NOTIFICATION**

A handwritten signature in black ink, appearing to be "J.M.", is written over the "From:" line.

I respectfully request authorization for the below referenced travel for training.

Travel Details:

Purpose: IBM i2 Analyst's Notebook Essentials training
Dates: Monday, August 4, 2014 through Wednesday, August 6, 2014
Location: New York, New York

Employee:

Drug Investigations Section Detective William Johnston

Criticality:

IBM i2 training is intended for law enforcement officers who collect, analyze and observe trends in transnational drug cartels. Vital information obtained during training will allow narcotics detectives to effectively allocate resources to stop the flow of drugs into sea and land ports of entry. IBM i2 Notebook is a tool to efficiently manage, search, analyze and disseminate data to increase security at entry points in the City of Long Beach

Direct Cost:

Total cost for tuition, airfare, ground transportation, lodging, meals and incidentals is estimated at \$3,847.00

Indirect Cost:

There is no anticipated indirect cost

Funding Source:

Grant fund: PD10PSGP 11LPDT

If you have any questions, please contact me at extension 87301.

Approved: _____

A handwritten signature in black ink, appearing to be "P.H. West", is written over the signature line.
Patrick H. West
City Manager



Date: March 25, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: California Association of Criminalists (CAC) 123rd Spring Seminar
Date: May 5-6
Location: San Diego, CA

Employee(s):

Criminalist II Jessica Jordan

Criticality:

The California Association of Criminalists is a medium that fosters the exchange of ideas and information with the field of Criminalistics, and the annual scientific seminar gathers professionals in this field to present the most current information, research, and updates in this expanding field. In addition to the scientific presentations offered at the seminar, a variety of practical workshops are offered which are designed to update and improve workflows, processes, and technical expertise. Criminalist Jordan is assigned to the Controlled Substance Unit and routinely does the analysis of possible controlled substances for the City of Long Beach. The CAC training workshops will provide improvement opportunities directly related to her current job duties.

Direct Cost:

No Cost to the City of Long Beach. Estimated costs for lodging, registration and meals is \$336.63

Indirect Cost:

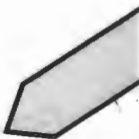
None

Funding Source:

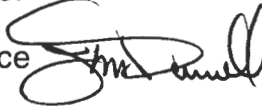
Coverdell 13 Grant

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager



Date: June 9, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2014 Major Cities Chiefs' Police Financial Managers Conference
Date: August 17 – August 21, 2014
Location: National Harbor, Maryland

Employee(s):

John Keisler, Chief Financial Officer

Criticality:

This conference is an important opportunity to gain valuable insight into the issues facing major metropolitan law enforcement agencies. Participants will have an opportunity to interact with representatives from various federal agencies and will be able to network and share best practices.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$2,800.

Indirect Cost:

There are no indirect costs.

Funding Source:

UASI 2013 Grant/Index Code PD10UASI13

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: February 26, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police R. Luma for JMCW.
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Sex Registration Best Evidence and Working Group
Date: March 23 – 26, 2014
Location: Monterey, CA

Employee(s):

Lieutenant Steve Lauricella

Criticality:

The California Department of Justice is currently working on a sex offender registration and integrity working group and employee manages offender registration.

3/5/14

SUZANNE -

GRANT FUNDS ARE NOT AUTHORIZED FOR THIS TRAINING.

Direct Cost:

All costs related to (approximately \$744.00)

Indirect Cost:

There are no indirect costs.


LISA LOPEZ
X 6424

Funding Source:

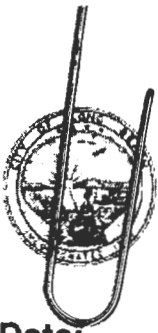
PD Index Code: PD08.

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager





City of Long Beach
Working Together to Serve

Memorandum

Date: April 15, 2014
To: Patrick H. West, City Manager
U For JMcD
From: Jim McDonnell, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I am requesting authorization for the below referenced training/travel.

Training Details:

Name: TASER Tech Summit
Date: April 27 & 28, 2014
Location: Scottsdale, AZ

Employees:

Commander Paul LeBaron
Sergeant Melvin McGuire

Criticality:

The Police Department is currently researching the implementation of Body Cameras for Patrol officers in the field. This summit is an excellent learning opportunity as well as a chance to network with other law enforcement agencies currently using this technology.

Direct Cost:

Airfare - \$486.
Hotel - \$894.
Meals - \$70.
Total - \$1,450.


Indirect Cost:

There is no indirect cost

Funding Source:

Asset Forfeiture funds will pay for airfare and lodging during the summit.

If you have any questions, please contact me at extension 8-7301.

Approved: 
Patrick H. West, City Manager



Date: August 28, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *gmd*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: TASER Master Instructor Course
Date: September 29 – October 3, 2014
Location: Columbus, OH

Employee(s):

Sergeant Ryan LeBaron

Criticality:

Department policy mandates each officer on the Police Department receive annual training on the use of the TASER. Becoming a Master TASER Instructor is the highest level of instructor certification TASER offers. It is critical to have at least one member of the training staff hold this level of certification to provide program credibility and expert courtroom testimony on the City's behalf. Master Instructors are also permitted to certify additional lower level TASER Instructors within their own agency at no additional cost.

Direct Cost:

The total cost for travel, lodging and meals is estimated at \$1950.

Indirect Cost:

There are no indirect costs.

Funding Source:

The funding source will be paid through index code PDO569.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager





Date: July 18, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Training Administrator Course
Date: August 26 – August 27, 2014
Location: San Diego, CA

Employee(s):

Sergeant Ryan LeBaron

Criticality:

Sergeant LeBaron supervises the Advanced Officer Training Course. This position requires Sergeant LeBaron to submit expanded course outlines, instructor resumes, safety outlines, and daily student attendance rosters to POST, via the POST Electronic Data Interchange (EDI) system. The Training Administrator Course provides an overview of the EDI system and its various functions.

Direct Cost:

There are no direct costs.

Indirect Cost:

There are no indirect costs.

Funding Source:

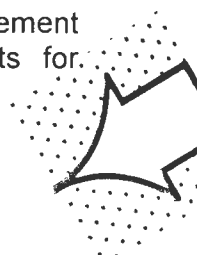
This entire course and all related expenses are covered on a Letter of Agreement (LOA) between POST and the attendee (Sergeant LeBaron). No costs for reimbursement will be submitted to the city of Long Beach.

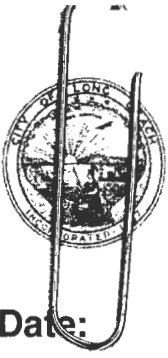
If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager





City of Long Beach
Working Together to Serve

Memorandum

Date: April 10, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Training Manager Workshop
Date: September 23 – September 25, 2014
Location: San Diego, CA

Employee(s):

Sergeant Ryan LeBaron

Criticality:

Sergeant LeBaron supervises the Advanced Officer Training Course. This position requires Sergeant LeBaron to formulate and implement training plans that comply with POST, Legislative, OSHA, and Department policy to ensure that the members of the Long Beach Police Department remain in compliance with mandated training. The Training Manager Workshop enhances his expertise in the performance of his duties and this is the only location currently offering the course.

Direct Cost:

Tuition is \$ 275.

Indirect Cost:

There are no indirect costs.

Funding Source:

Cost for tuition will be covered by Index Code PD0569. All other expenses are reimbursable under POST Plan IV.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager

Date: August 21, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Marine Law Enforcement 26th Annual Conference
Date: October 7-8, 2014
Location: Chelan, WA.

Employee(s):

Officer Russell Lee
Officer Doug Luther
Officer Marc Hawkins

Criticality:

This training is designed to bring maritime law enforcement officers from across the nation together to train in an interactive setting and receive instruction based on current best practices and exercise critical skills in the maritime environment. The program supports continuing education and training, information sharing and technology transfer. The training and best practices received during this event are easily exportable to the Port and City of Long Beach.

Direct Cost:

None – Funded through Port Security Grant 2013 Funds.

Indirect cost:

None

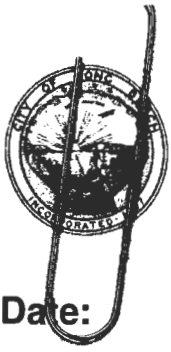
Funding Source:


Port Security Grant FY13

If you have any questions please contact me at extension 87301.

Approval:


Patrick H. West, City Manager



Date: February 19, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAVEL JUSTIFICATION REQUEST**

I am respectfully requesting approval for the below referenced travel.

Training/Conference Details:

Name: CA DOJ – Computer Digital Evidence Recovery
Date: March 17-28, 2014
Location: Rancho Cordova, California

Employees:

Officer Allan Legayada

Criticality:

Recovering computerized digital evidence is becoming increasingly important in today's computer and electronic world. Currently forgery, fraud and identity theft crimes have dramatically increased in the past few years and the suspects are using computers, cellphones and other electronic gadgets to commit their crimes. These types of cases are becoming more complicated, which makes this training relevant. This class is only offered in northern California due to logistics and the equipment used in the class. Additionally, this might be the last time this class is offered due to budget issues with the State of California.

Direct Cost:

This course is POST reimbursable. There are no direct costs.

Indirect Cost:

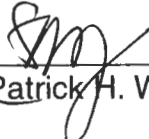
There are no indirect costs.

Funding Source:

POST

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: July 18, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Police Fleet Expo
Date: August 18, 2014 to August 21, 2014
Location: Louisville, Kentucky

Employee(s):

Commander Robert Luman

Criticality:

Dan Berlenbach, Fleet Services Bureau Manager is scheduled to attend this Expo and has invited a senior member of the LBPD staff to join him. Commander Luman is assigned to manage fleet projects for the Patrol Bureau. He will learn about new vehicles, as well as the latest products from aftermarket manufacturers, suppliers and service providers. This training will help the Police Department cut costs and manage its fleet more efficiently.

Direct Cost:

The total cost for registration, travel, lodging, and meals is estimated at \$1,736.

Indirect Cost:


There are no indirect costs.

Funding Source:

PD Index Code PD0303

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: July 18, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Police Fleet Expo
Date: August 18, 2014 to August 21, 2014
Location: Louisville, Kentucky

Employee(s):

Commander Robert Luman

Criticality:

Dan Berlenbach, Fleet Services Bureau Manager is scheduled to attend this Expo and has invited a senior member of the LBPD staff to join him. Commander Luman is assigned to manage fleet projects for the Patrol Bureau. He will learn about new vehicles, as well as the latest products from aftermarket manufacturers, suppliers and service providers. This training will help the Police Department cut costs and manage its fleet more efficiently.

Direct Cost:

The total cost for registration, travel, lodging, and meals is estimated at \$1,736.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD Index Code PD0303

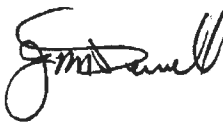
If you have any questions please contact me at extension 87301.

Approved:

A handwritten signature in black ink, appearing to be "PHW", is written over a horizontal line.

Patrick H. West, City Manager



Date: January 7, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Major City Chief's Association Active Shooter/Critical Incident Response Meeting

Dates: January 30, 2014

Location: Washington DC

Employee(s):

Deputy Chief Robert G. Luna

Criticality:

Meeting to share lessons learned and experiences on recent active shooter incidents that may require making adjustments in response protocols.

Direct Cost:

Flights – 475.00

Hotel – 500.00

Meals – 125.00

Total – 1100.00

Indirect Cost:

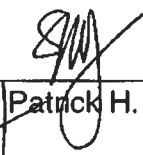
There are no indirect costs.

Funding Source:

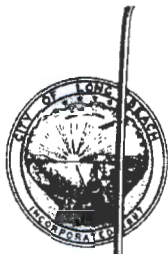
Index code – PD 0301


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: July 21, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Type 3 IMT/Organization – All Hazard Facilitator Development
Date: September 28 – October 3, 2014
Location: Emmitsburg, MD

Employee(s):

Officer Eric Matusak

Criticality:

Developing professional and competent emergency personnel requires a commitment to ensure that all individuals involved in emergency response and support activities have the skills they need to perform under stressful conditions. Officer Matusak is a member of the team responsible for managing the training and development of the City's AHIMT. Upon his return, Officer Matusak will be able to instruct the O-305 AHIMT course.

Direct Cost:

There are no direct costs.

Indirect Cost:

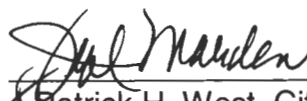
There are no indirect costs.

Funding Source:

Index code PD0355 for air transportation. FEMA will reimburse all costs except meals, which will be paid by FY13 USAI Grant Funds (FD3102).


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: November 6, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL JUSTIFICATION MEMO – OFFICER ERIC MATUSAK

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: Enhanced Incident Management/Unified Command
Date: January 5, 2015 to January 9, 2015
Location: Texas Engineering - College Station, Texas

EMPLOYEE:

Officer Eric Matusak

CRITICALITY:

This training will provide Officer Matusak with enhanced training in Incident Management/Unified Command. Officer Matusak participates in the Police Department's Incident Command Structure and is called upon to work within the Police Department Operations Center for both planned and unplanned events. Officer Matusak has also been selected to join the City of Long Beach All Hazards Incident Management Team. This team is comprised of representatives from various City Departments. The team is responsible for responding to and managing all hazard incidents within the City of Long Beach. Attending this training will add to Officer Matusak's skill set, thereby benefiting the City Of Long Beach's critical incident preparedness.

DIRECT COSTS:

There are no direct or indirect costs and there are no upfront costs for the City. All course materials, travel, lodging and per-diem costs are covered through a Department of Homeland Security Grant managed by the course presenter.

FUNDING SOURCE:

Not applicable

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:


Patrick H. West, City Manager



Date: May 14, 2014
To: Patrick H. West, City Manager
W for JMcD
From: Jim McDonnell, Chief of Police
Subject: **Travel Request - LA County Chiefs Strategic Planning Workshop**

I respectfully request permission to attend the upcoming Los Angeles County Police Chiefs' Association (LACPCA) Strategic Planning Workshop, June 26 - 27, 2014 in Temecula.

Criticality:

This conference will provide the opportunity for LA County Chiefs to discuss important public safety issues.

Direct Cost:

\$320 for hotel and registration. Meals will be covered by LACPCA.

Indirect Cost:

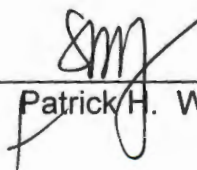
None

Funding Source:

Index Code PD0110

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: February 21, 2014
To: Patrick H. West, City Manager
LL FOR JTM
From: Jim McDonnell, Chief of Police
Subject: **Travel Request - LA County Chiefs Spring Conference**

I respectfully request permission to attend the upcoming Los Angeles County Police Chiefs' Association (LACPCA) Spring Conference in Palm Springs, April 23-25, 2014.

Criticality:

This conference will provide the opportunity for LA County Chiefs to discuss important public safety issues.

Direct Cost:

\$585.00 for hotel, registration and meals.

Indirect Cost:

None

Funding Source:

PD0110 for registration and hotel. POST will reimburse for meals and gas.


If you have any questions please contact me at extension 87301.

Approved:

Handwritten signature of Patrick H. West, City Manager.

Patrick H. West, City Manager



Date: June 6, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Travel Request - Independent Cities Association (ICA) Conference

I respectfully request permission to attend the upcoming Independent Cities Association (ICA) Conference in San Diego, CA, July 10 – 13, 2014.

Criticality:

This conference provides Southern California public safety personnel, cities and elected officials the opportunity to learn, discuss and debate scenarios to help find the best solutions for their department and city.

Direct Cost:

\$1,385 for hotel, meals and other related costs

Indirect Cost:

None

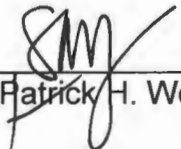
Funding Source:

Index Code PD0110

If you have any questions please contact me at extension 87301.

Approved:





Patrick H. West, City Manager



Date: December 26, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *J. McDonnell*
Subject: **Travel Request - Independent Cities Association (ICA) Conference**

I respectfully request permission to attend the upcoming Independent Cities Association (ICA) Conference in Santa Barbara, CA, leaving the evening of Friday, January 31 and returning on Sunday, February 2, 2014.

Criticality:

For the past 25 years, this conference has provided Southern California public safety personnel, cities and elected officials the opportunity to learn, discuss and debate scenarios to help find the best solutions for their department and city.

Direct Cost:

\$908 for hotel, registration and other related costs

Indirect Cost:

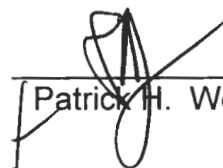
None

Funding Source:

Index Code PD0110


If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 15, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: International Association of Financial Crimes Investigators 2014
Training Conference
Date: August 25 - 29, 2014
Location: Phoenix, Arizona

Employee(s):

Detective Greg McMullen.

Criticality:

The training conference will provide the detective an overview of the function of law enforcement when handling current financial crime trends; an update on the latest case law regarding financial crimes; as well as an overview of financial crimes, which will affect the City of Long Beach, as well as the Southern California area.

Direct Cost:

No direct costs. All travel expenses will be paid by the International Association of Financial Crimes Investigators (IAFCI).

Indirect Cost:

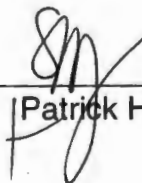
No indirect costs.

Funding Source:

No cost.

If you have any questions please contact me at extension 87301.


Approved:



Patrick H. West, City Manager





Date: November 6, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Introduction to Emergency Management: Earthquake
Date: January 12 to January 16, 2015
Location: San Luis Obispo, California

Employee:

- Brian McPhail, Sergeant, Patrol/East Division

Description of Training:

The training program introduces participants to key emergency management principles and practices using a complex earthquake disaster model. Training culminates in a realistic simulation. Comprehensive strategies are discussed, including initial disaster response and options to mitigate the impact of disasters before they happen.

Direct Costs:

Tuition, lodging, transportation and meals are estimated at \$1,949.00.

Indirect costs:

There are no indirect costs.

Funding Source:


2013 UASI Grant funds – PD10UASI13

If you have any questions please contact me at extension 87301.

Approval: _____


Patrick H. West
City Manager



Date: May 14, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Domestic Violence: Officer Involved course
Date: May 21–22, 2014
Location: Pismo Beach, California

Employees:

Detective Daniel Mendoza

Criticality:

Detective Mendoza is currently assigned to the Domestic Violence Detail. Some domestic violence cases involve law enforcement officers as a suspected batterer, which are complex and require specialized investigation that require those charged with handling such cases to be well versed in the criminal and administrative aspects of the investigations

Direct Cost:

The total cost for lodging, meals and fuel are estimated at \$520

Indirect Cost:


There are no indirect costs

Funding Source:

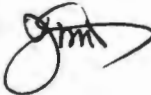
The cost of this school is covered under POST Reimbursement Plan IV (subsistence, commuter lunch, travel, and Back-Fill Salary)

If you have any questions, please contact me at extension 87301.

Approved: 


Patrick H. West, City Manager



Date: May 14, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST ICI Domestic Violence Investigation
Date: June 9-13, 2014
Location: San Diego, California

Employees:

Detective Daniel Mendoza

Criticality:

Detective Mendoza is currently assigned to the Domestic Violence Detail. To ensure effective and proper investigations are completed, detectives assigned to investigate domestic violence cases require an advanced training course. Domestic violence detectives are often asked to testify as experts on topics such as: the cycle of violence, strangulation, offensive/defensive injuries, dominant aggressor, and other domestic violence related topics. This training will assist Detective Mendoza to effectively prosecute domestic violence case

Direct Cost:

The total cost for lodging, meals and fuel are estimated at \$1,100

Indirect Cost:

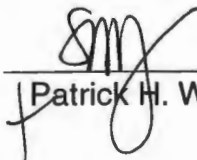
There are no indirect costs

Funding Source:


The cost of this school is covered under POST Reimbursement Plan II (subsistence, commuter lunch, and travel)

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager





Date: September 2, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *JMD*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: Bloodstain Pattern Interpretation
Date: October 6-10, 2014
Location: Rancho Cordova, CA

Employee:

Forensic Specialist Supervisor Carmen Moncure

Criticality:

This is the final class of a series of four crime scene investigation-related classes that is offered by the California Criminalistics Institute. Supervisor Moncure provides technical expertise to Crime Scene Unit personnel regarding the documentation of blood spatter. This training will equip supervisor Moncure with the most current and best practices of blood spatter documentation. These skills are vital for improving forensic services and technology. Continued training and education for laboratory analysts is a critical requirement for laboratory accreditation, and will benefit the Police Department and City of Long Beach by improving customer service.

Direct Cost:

Registration, travel, transportation, lodging and meals are estimated to cost \$1,805.00

Indirect Cost:

There are no indirect costs

Funding Source:

Index Code: PD0880

If you have any questions please contact me at extension 87301.


Approved:

Patrick H. West

Patrick H. West, City Manager



RWSH!

Date: January 16, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: The American Society of Crime Lab Directors Leadership Academy (ASCLD) - 2014
Date: May 4-5, 2014
Location: Scottsdale, Arizona

Employee:

Forensic Specialist Supervisor Carmen Moncure

Criticality:

The American Society of Crime Lab Directors (ASCLD) is offering twelve weekly, online webinars on leadership topics for forensic science supervisors and managers through February, March, and April. The academy is capstone with a two-day intensive on-site training at the ASCLD symposium in Scottsdale, Arizona in May 2014. The ASCLD Leadership Academy 2014 is focused on providing quality instruction to supervisors in the forensic science field. This training will provide supervisor Moncure with the knowledge and skills that are vital for improving forensic services and technology as well as maintaining highly trained and motivated employees.

Direct Cost:

Registration, travel, transportation, lodging and meals are estimated to cost \$1,276.00

Indirect Cost:


There are no indirect costs

Funding Source:

Index Code: PD0880

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: November 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training:

Training/Conference Details:

Name: 2015 California Robbery Investigators Association
Date: February 2 – 5, 2015
Location: Las Vegas, Nevada

Employee(s):

Sergeant David Schillig, Detective Benjamin Vargas, and Fermin Gonzalez

Criticality:

Terrorism and criminal enterprises represent significant challenges to local police investigators. Police Detectives have realized that a variety of investigations have grown to be quite complex, and are part of a larger structured criminal organization. In order to prepare to meet these constantly evolving investigative challenges, many police departments are striving to enhance their knowledge and skills through attending training forums. Attending this forum will enhance the detectives' expertise.

Direct Cost:

Total cost for registration, travel, lodging and meals estimated are \$2,255.

Indirect Cost:

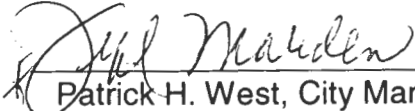
There are no indirect costs.

Funding Source:

All costs are covered under PDUASI13 Grant.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:


Patrick H. West, City Manager



Date: March 27, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *JM*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training Details:

Name: Telecommunications Investigations
Date: May 5 through May 16, 2014
Location: Melbourne, Florida

Employee(s):

Detective Michael Hynes, Detective Joel Camrin, Detective Mario Razo,
Detective Jesse Valadez

Criticality:

The above Detectives are assigned to the Career Criminal Apprehension Team and are tasked with identifying, tracking, and arresting dangerous and violent felons. The Long Beach Police Department recently purchased communication technology equipment that aids in those investigations. As part of that purchase, the vendor tailored a course of instruction for the above Detectives. However, it requires the Detectives travel to Melbourne, Florida to receive the instruction. It is cost prohibitive to bring the course of instruction to the City of Long Beach.

Direct Cost:

No cost to the City of Long Beach. Total cost estimated at \$16,800.

Indirect Cost:

There are no direct costs

Funding Source:

PD10PSGP11 grant funding will cover all of the costs associated with this training.

If you have any questions please contact me at extension 87301.

Approved:

PHW

Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

to Dept. 8/26/14
Memorandum

Date: August 20, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National Tactical Officer Association Training Conference
Date: September 21, 2014 through September 26, 2014
Location: Mobile, Alabama

Employee(s):

Sergeant Jeffrey Berkenkamp
Officer Henry Vong
Officer Todd Neveling
Officer Jeremy Chavez

Criticality:

The NTOA is the nation's leading law enforcement tactical association and sets many of the standards for tactical teams throughout the country. Attending the 2014 NTOA Conference will enable officers to engage in continuing education and keep abreast of current "Best Practices" in Homeland Security response at a national level. This will be accomplished through hands on training, incident debriefs and lectures.

Direct Cost:

No direct costs

Indirect Cost:

There are no indirect costs

Funding Source:

UASI Grant Funds, Index Code PD10UASI13

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:


Patrick H. West, City Manager

Jyl Marden

From: Arlen Crabtree
Sent: Tuesday, August 2
To: Jyl Marden; Leslie
Cc: Reggie Harrison
Subject: RE: Travel Request

Jyl Marden
City Manager's Office

8/25/14

*Pls keep this with
our copy of
approved request.*

I've confirmed with PD that there is no backfill or OT

Thank you,

Arlen

Arlen Crabtree
Grant Coordinator
Department of Disaster Preparedness & Emergency Communications
562.570.9252

-----Original Message-----

From: Jyl Marden
Sent: Monday, August 25, 2014 8:32 PM
To: Leslie Untener
Cc: Reggie Harrison; Arlen Crabtree
Subject: Re: Travel Request

K - thx!

Sent from my iPhone

> On Aug 25, 2014, at 8:29 PM, "Leslie Untener" <Leslie.Untener@longbeach.gov> wrote:

>

> Thx. We will confirm tomorrow.

>

> Thank you.

> Leslie Untener

> Sent from my iPhone

>

>> On Aug 25, 2014, at 8:27 PM, "Jyl Marden" <Jyl.Marden@longbeach.gov> wrote:

>>

>> The travel request days there is no direct or indirect cost, so either there is no backfill or, if there is, it would appear it is covered.

>>

>> Sent from my iPhone

>>

>>> On Aug 25, 2014, at 5:47 PM, "Reggie Harrison" <Reginald.Harrison@longbeach.gov> wrote:

>>>

>>> Leslie ,
>>> Pls ask PD if backfill is required for this training. If not, we should be ok with approving the request. Thanks!
>>>
>>> Sent from my iPhone
>>>
>>>> On Aug 25, 2014, at 6:29 PM, "Arlen Crabtree" <Arlen.Crabtree@longbeach.gov> wrote:
>>>>
>>>> The UASI grant allows for backfill and overtime related to approved training activities. That said, this particular project is for travel expenses related to training. LBPB typically sends personnel to training on straight time. Accordingly, they set-up their training projects to cover expenses only. If backfill is required, we would need to request a modification.
>>>>
>>>> -----Original Message-----
>>>> From: Reggie Harrison
>>>> Sent: Monday, August 25, 2014 2:28 PM
>>>> To: Leslie Untener
>>>> Cc: Jyl Marden; Arlen Crabtree
>>>> Subject: Re: Travel Request
>>>>
>>>> Sounds like the training was approved as part of a regional training requirement. Arlen does the grant also pay for back fill if necessary?
>>>>
>>>> Sent from my iPhone
>>>>
>>>>> On Aug 25, 2014, at 4:54 PM, "Leslie Untener" <Leslie.Untener@longbeach.gov> wrote:
>>>>>
>>>>> Jyl:
>>>>>
>>>>> Probably not since the cost falls under a CMAF level. The training line item was approved by the UASI authority that Reggie and other city staff vote on.
>>>>>
>>>>> Thank you.
>>>>> Leslie Untener
>>>>> Sent from my iPhone
>>>>>
>>>>>> On Aug 25, 2014, at 1:32 PM, "Jyl Marden" <Jyl.Marden@longbeach.gov> wrote:
>>>>>>
>>>>>> So this "project" would have been previously approved thru a CMAF?
>>>>>>
>>>>>> -----Original Message-----
>>>>>> From: Leslie Untener
>>>>>> Sent: Monday, August 25, 2014 1:30 PM
>>>>>> To: Jyl Marden
>>>>>> Cc: Arlen Crabtree; Reggie Harrison
>>>>>> Subject: Re: Travel Request
>>>>>>
>>>>>> City Manager Approval Form.
>>>>>>
>>>>>> Thank you.
>>>>>> Leslie Untener
>>>>>> Sent from my iPhone
>>>>>>

>>>>>> On Aug 25, 2014, at 1:29 PM, "Jyl Marden" <Jyl.Marden@longbeach.gov> wrote:

>>>>>>

>>>>>> What is a CMAF?

>>>>>>

>>>>>> -----Original Message-----

>>>>>> From: Arlen Crabtree

>>>>>> Sent: Monday, August 25, 2014 10:45 AM

>>>>>> To: Reggie Harrison; Jyl Marden

>>>>>> Cc: Leslie Untener

>>>>>> Subject: RE: Travel Request

>>>>>>

>>>>>> Good morning all,

>>>>>>

>>>>>> LBPD currently has an approved training line in UASI 2013 for Counter Terrorism and Intelligence Training & Conferences (Project B-11-13). The National Tactical Officer Association Training would be eligible under this line.

>>>>>>

>>>>>> Please note, unlike CMAFs, individual travel requests do not go through this office for review. Departments prepare travel requests based on their approved projects and submit these requests directly to the CM's Office for approval as they would any other travel request.

>>>>>>

>>>>>> Let me know if you have further questions.

>>>>>>

>>>>>> Thank you,

>>>>>>

>>>>>> Arlen

>>>>>>

>>>>>> -----Original Message-----

>>>>>> From: Reggie Harrison

>>>>>> Sent: Monday, August 25, 2014 10:12 AM

>>>>>> To: Jyl Marden

>>>>>> Cc: Leslie Untener; Arlen Crabtree

>>>>>> Subject: Re: Travel Request

>>>>>>

>>>>>> Leslie

>>>>>>

>>>>>> Pls ask Arlen to look into this.

>>>>>> Thanks

>>>>>>

>>>>>> Sent from my iPhone

>>>>>>

>>>>>>> On Aug 25, 2014, at 1:08 PM, "Jyl Marden" <Jyl.Marden@longbeach.gov> wrote:

>>>>>>>

>>>>>>> Hi Leslie - I did not hear back from Reggie on this and I know he was beginning his vacation today, so hoping you can help me ?? Thanks!

>>>>>>>

>>>>>>> -----Original Message-----

>>>>>>> From: Jyl Marden

>>>>>>> Sent: Saturday, August 23, 2014 3:48 PM

>>>>>>> To: Reggie Harrison

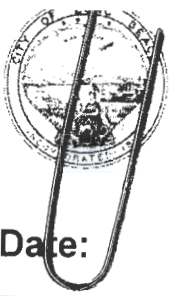
>>>>>>> Subject: Travel Request

>>>>>>>

& ^
>>>>>> Hi Reggie - I have a travel request from PD for a Sgt and three officers to attend the National Tactical Officer Assn and Training Conference in Mobile, Alabama from 9/21 thru 9/26, paid for with 2013 UASI grant funds. Can't tell of this went thru you or not. Are you ok with it?

>>>>>>

>>>>>> Sent from my iPhone



Date: June 8, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Travel Details:

Purpose: Fact finding/best practices for predictive policing and body cameras
Date: June 23, 2014 to June 24, 2014
Location: Modesto Police Department (MPD)

Employee(s):

Commander Robert Luman
Management Assistant Daniel Payan
Analyst Kristi Bashor
Officer Russell Moss

Criticality:

LBPB is presently preparing to implement a pilot program for body cameras and to increase the use of predictive policing techniques. These four employees are assigned to different job duties within the Patrol Bureau. They will review the predictive policing software currently being used by MPD and gather information on best practices for body cameras. This is a reciprocal agreement with Chief Galen Carroll, a former LBPB Commander. Chief Carroll has sent his employees to review LBPB best practices in various areas, including Internal Affairs investigative practices and the role of the executive assistant. This will be our first trip to MPD.

Direct Cost:

The total cost for lodging, meals, and gas is estimated at \$603.00.


Indirect Cost:

There are no indirect costs.

Funding Source:

PD Index Code PD0303

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Revised

Date: September 24, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAVEL NOTIFICATION

I respectfully request authorization for the below referenced travel for training.

Travel Details:

Purpose: IACP 2014 Conference
Dates: October 25 – 28, 2014
Location: Orlando, Florida

Employee:

Deputy Chief David J. Hendricks, Administrator Rollie K. Seebert and Lieutenant Michael A. Lewis

Criticality:

The IACP Conference will feature various renowned keynote speakers, forums and technical workshops, and the largest exhibit hall of services in the law enforcement community. Deputy Chief Hendricks, Administrator Seebert and Lieutenant Lewis will participate in education sessions, meetings and activities. Special events during the conference offer great opportunities to enjoy the company for colleagues and peers while strengthening professional connections.

Direct Cost:

Total cost for tuition, airfare, ground transportation, lodging, meals and incidentals is estimated at \$6,252.00. Approximately \$645 of the lodging fees will not be eligible for grant funding and will be paid by the PD budget.

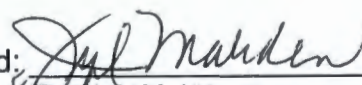
Indirect Cost:

None

Funding Source:

Grant fund: PD10UASI13

If you have any questions, please contact me at extension 87301.

Approved: 
Patrick H. West
City Manager



Date: October 2, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. hr for JWC.*
Subject: **TRAINING JUSTIFICATION**

I respectfully request authorization for the below referenced training/travel.

TRAINING DETAILS:

Name: Bay Area Regional Mass Prophylaxis Regional Exercise
Date: November 18 through 20, 2014
Location: San Mateo and Alameda Counties, CA

EMPLOYEES:

Commander Michael Beckman
Lieutenant Joel Cook
Sergeant Jeff Berkenkamp
Officer Eric Matusak

CRITICALITY:

Developing professional and competent emergency personnel requires a commitment to ensure that all individuals involved in emergency response and support activities have the skills they need to perform under stressful conditions. The requesting employees are members of the team responsible for planning and training related to law enforcement support during public health emergencies. Upon their return, they will be better prepared to respond to a local public health emergency involving mass prophylaxis.

DIRECT COST:

There is no direct cost. All expenses will be reimbursed through FY13 USAI Grant Funds.

INDIRECT COST:

There are no indirect costs.


FUNDING SOURCE:

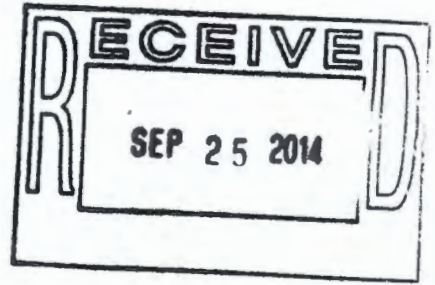
PD10UAS113


If you have any questions or need additional information, please contact me at extension 87301.

10/02/14 1:13 PM

Approved:


Patrick H. West, City Manager



Date: September 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Crisis Negotiations Conference
Dates: November 10 through November 13, 2014
Location: Scottsdale, AZ

Employees:

Officer Ernie Armond
Officer David Chamberlain
Officer Cris Costa
Officer Royce Wexler

Criticality:

This conference will cover vital topics such as Correctional Center Hostage/Barricade Incidents, Prison Escape Attempt/Hostage Taking, and Suicide 101: A Negotiator's Perspective; as well as stress management and handling interactions with veterans in crisis. The seminars at this conference will provide these officers with information to assist the SWAT Team in handling a variety of crisis negotiations situations.

Direct Cost:

No direct costs

Indirect Cost:

No indirect costs

Funding Source:

Grand funded - PD10UASI13

If you have any questions or require additional information, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

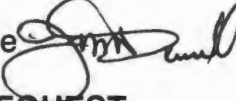
Approved:


Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: July 22, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL JUSTIFICATION REQUEST

I respectfully request authorization for the below referenced training/travel.

Travel Details:

Maritime West Security Conference 2014

Date: August 18 - 20, 2014

Location: Tacoma, Washington

Employee(s):

Commander Alex Avila, Sergeants Anthony Lopez and Jason Evans, Detective Candice Wright

Criticality:

The Criminal Intelligence Section (CIS) is responsible for the intake, investigation and vetting of suspicious activity within the Long Beach Port complex. Furthermore, the assessment of Critical Infrastructure / Key Resources within the Port is managed by CIS personnel. This conference will address all aspects of Port Security and current trends and challenges. Additionally Detective Wright has been selected as a presenter and will speak on Port Security best practices and current trends

Direct Cost:

None

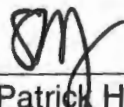
Indirect Cost:

None

Funding Source

Long Beach Port Grant funded - PD10PSGP11-11LPDT

If you have any questions please contact me at extension 87301

Approved: 
Patrick H. West, City Manager





Date: November 25, 2014
To: Patrick H. West, City Manager
From: Robert G. Luna, Chief of Police *R. Luna*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training and travel:

Training / Conference Details:

Name: National Elder Abuse Symposium
Date: December 9 – 12, 2014
Location: San Francisco, California

Employees:

Sergeant Greg Barnhart, Detectives Corey Austin, Jessica Delosh, Dominick Scaccia, Darlene Wigmore, Andre Sanchez

Criticality:

The Detectives are currently assigned to the Financial Crimes Detail. Part of their duty assignment is to investigate cases involving financial crimes involving the elderly, who are the more susceptible to being victims through real estate fraud, technology and conservatorship fraud. This type of training is critical in the investigation and the prosecution of financial elder abuse.

Direct Cost:

The total cost for tuition, travel, lodging and meals is estimated at \$8,910.00. No cost to the City of Long Beach. All costs reimbursed by the Real Estate Fraud Grant

Indirect Cost:

None

Funding Source:

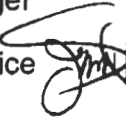
PD10RE14 (Real Estate Fraud Grant)

If you have any questions please contact me at extension 8-7301.

Approved:

PHW
Patrick H. West
City Manager



Date: August 11, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Emergency Vehicle Operator's course
Date: August 18-22, 2014
Location: San Bernardino, California

Employees:

Detective Kevin Ong

Criticality:

Detective Ong is currently assigned to the Vice Field Investigations section. Part of his duties entails driving a city-owned vehicle. Detective Ong will attend this training in an effort to improve upon his driving skills and reduce city liability.

Direct Cost:

The total cost for registration, lodging, and meals are estimated at \$1,600.

Indirect Cost:

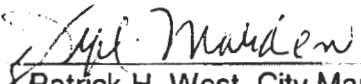
None.

Funding Source:

PD0818.

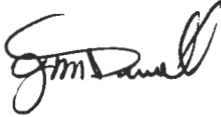
If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: July 9, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the following training/travel.

Training/Conference Details:

Name: California Association of Tactical Officers Training Conference 2014
Date: November 18 through November 21, 2014
Location: Reno, NV

Employees:

- Officer Robert Owens
- Officer Mark Gell
- Officer Gabe Garrido

Criticality:

Attending the 2014 CATO Conference will enable officers to engage in continuing education and keep abreast of current "Best Practices" in Homeland Security response. This will be accomplished through incident debriefs and lectures. Topics planned include: Iranian Hostage Rescue Debrief, Leadership Challenges, Legal Updates, SWAT K9 Deployment, and Tactical Tracking. This training is relevant to the overall Homeland Security mission as it applies to SWAT Teams.

Direct Cost:

Total Estimated Cost: \$2114.56

Indirect Cost:

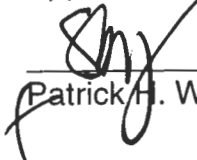
There are no indirect costs.

Funding Source:

PD10UASI13


If you have any questions or require additional information, please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: March 5, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Advanced Child Physical Abuse Training Course
Date: April 23-25, 2014
Location: San Diego, California

Employees:

Detective Gerardo Perez.

Criticality:

Child Abuse detectives are trained in observing and understanding the signs of child abuse. They also teach other officers and city employees how to recognize potential signs of child abuse and how to report it. The detectives are also asked to testify as experts in trial cases. This training will not only enhance their expertise, but it will further provide current information and resources to the people they teach and educate.

Direct Cost:

The total cost for registration, travel, lodging and meals are estimated at \$700.

Indirect Cost:

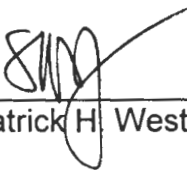
There are no indirect costs.

Funding Source:


Cost of this course is covered under POST Reimbursement Plan III.

If you have any questions, please contact me at extension 87301.


Approved:



Patrick H. West, City Manager





Date: May 13, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Advanced Child Abuse (Molestation) Training Course
Date: June 23-25, 2014, 2014
Location: San Diego, California

Employees:

Detective Gerardo Perez

Criticality:

Child Abuse detectives are trained in observing and understanding the signs of child abuse. They also teach other officers and city employees how to recognize potential signs of child abuse and how to report it. Detective Perez is also asked to testify as an expert in trial cases. This training will not only enhance his expertise, but it will further provide current information and resources to the people he teaches and educate.

Direct Cost:

The direct costs for this training are approximately \$1,100

Indirect Cost:

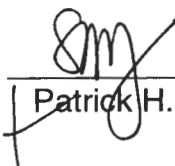
There are no indirect costs

Funding Source:

Cost of this course is covered under POST Reimbursement Plan III

If you have any questions, please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: December 19, 2014

To: Patrick H. West, City Manager

From: Robert Luna, ^{U For} Chief of Police

Subject: **Travel Request - Major Cities Chiefs Meeting**

I respectfully request permission for Deputy Chief Richard Rocchi and me to attend the upcoming Major Cities Chiefs Meeting in Washington DC, January 25 – 27, 2015.

Criticality:

This meeting provides members with the opportunity to focus on important public safety topics, legislation and funding. The exchange of information at this conference will provide valuable knowledge and data in trends occurring in the nation's largest cities.

Direct Cost:

Approximately \$710 - UASI grant funding will cover a majority of the expenses.

Indirect Cost:

None

Funding Source:

Index Code PD10UASI13; PD0110; PD0301

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: November 4, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMC.*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Computer Investigations of Websites
Date: December 14-15, 2014
Location: San Diego, CA

Employee(s):

Detective Andre Sanchez

Criticality:

Detective Andre Sanchez is currently assigned to the Identity Theft Detail. Part of his duty assignment is to investigate cases involving the theft of personal information and identities. This type of training is critical in the investigation of these types of crimes. Today's high-tech crimes are occurring at an alarming rate; in particular, the theft of identities over the Internet and at social media websites.

Direct Cost:

The total cost for lodging and tuition is estimated at \$359. This is a POST reimbursable course.

Indirect Cost:


None

Funding Source:

The employee will pay for transportation and meals. POST reimbursement for tuition and lodging.

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: March 20, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: FBINAA National Conference
Date: July 26 – July 29, 2014
Location: Philadelphia, PA

Employee(s):

Commanders Robert Smith and Robert Luman and Lieutenant Eric Ledesma

Criticality:

This conference will provide training regarding Leadership, Risk Management, Emerging Crime Trends, and Homeland Security Issues. This conference is for management who are a part of the FBI National Academy Association. It is attended by law enforcement managers from all over the country and is designed to reinforce collaboration and education throughout the country. This conference will be very beneficial by providing up to date and relevant training that would benefit our employees and City.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$2,305 per participant.

Indirect Cost:

There are no indirect costs.

Funding Source:

All direct costs will be paid for through UASI Grant Code: PD10UASI13.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager



Date: April 13, 2014
To: Jim McDonnell, Chief of Police *JMS*
From: Patrick H. West, City Manager
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Southern California Sea-based DSCA Open House
Date: April 29 – 30, 2014
Location: San Diego, California

Employees:

Sergeant Steve Smock

Criticality:

The Port of Long Beach, Security Division, has extended an invitation to attend this event. The conference will showcase the Federal support of a State response to a catastrophic event on the West Coast. One of the goals is to show key interagency partners an understanding of the assets that may be part of a DoD response along the West Coast.

Direct Cost:

Costs for training will be funded through the Port MOU training fund. Total cost for travel, lodging and meals are estimated at \$265.00.

Indirect Costs:


There are no indirect costs.

Funding Source:

PD0510/PSU


If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 2, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Response to Labor Issues
Date: June 4-6, 2014
Location: Palm Desert, CA.

Employee(s):
Officer Dave Stennick
Officer Matt Archer

Criticality:

This training provides discussion and collaboration on strategies to be used by law enforcement when dealing with disputes between organized labor and management. Legal updates will be provided on current trespass/public access laws applicable to any demonstration or picket line situation including the latest case law. Additionally, an overview of upcoming labor disputes that will affect our jurisdiction will be provided.


Direct Cost:
\$948

Indirect cost:
None – Travel will be completed on regular duty status.

Funding Source:
Port Security Grant FY '11

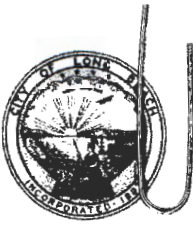
If you have any questions please contact me at extension 87301.

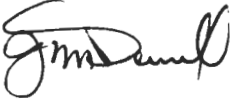
Approval:



Patrick H. West, City Manager

JM:LF:AA:EL:ce
Labor Disputes



Date: July 15, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **OUT OF AREA TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: International Association of Crime Analysts Training Conference
Date: September 9, 2014 to September 12, 2014
Location: Bellevue, Washington

Employee:

Administrative Analyst Corinne Swart
Administrative Analyst Kristi Bashor

Criticality:

Kristi Bashor is currently the Crime Analyst of both North Division and East Division. Corinne Swart, the Crime Analyst for the West Division. They are responsible for tracking crimes and keeping the Patrol Commanders aware of any crime trends within their divisions. Officers and Detectives often seek their help while in the field. Attending this conference will not only enhance their expertise, but it will assist them in providing current information and resources to the Commanders, Officers, and Detectives they provide information to. UASI funds have been approved to pay for this training conference.

Direct Cost:

There are no direct costs.

Indirect Cost:

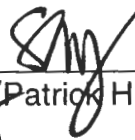
There are no indirect costs.

Funding Source:

Grant Code PD10UASI13

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: January 29, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic SWAT School
Dates: February 10 through February 21, 2014
Location: Los Angeles, CA

Employees:

Officer Jeff Weber and Officer Robert Davenport

Criticality:

This course is the preferred training method for new SWAT team members and available space in the program is very limited. Included in the course is one session that begins at 1400 hours and ends at 2300 hours. The following day's instruction begins at 0800 hours, necessitating an overnight stay near to the training facility.

Direct Cost:

The total cost for tuition, meals and one nights lodging is estimated at \$1445.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

We will be using index code PD031216.

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:

A handwritten signature in black ink, appearing to be "PHW", written over a horizontal line.

Patrick H. West, City Manager

PART I. TRAVEL REQUEST

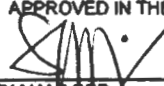
1. REQUESTING OFFICIAL Jim McDonnell	2. TITLE Chief	3. DEPARTMENT Police
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TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME Jeff Weber	5. TITLE Police Officer	6. DEPT./DIVISION FSD/SWAT
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7. EXPLANATION OF TRAVEL REQUEST:
I am requesting funds to attend the Basic SWAT School presented by the LASD Special Enforcement Bureau in Los Angeles from February 10 through February 21, 2014. The requested funds cover tuition, lodging for one night and meals. A city vehicle will be used for transportation.

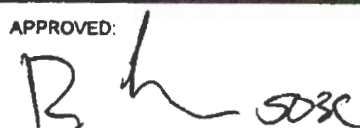
8. Amount requested (See Item 13)
\$785.00

9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH	APPROVALS		
	10. CITY MANAGER APPROVED IN THE AMOUNT OF \$  CITY MANAGER	11. APPROVED BY CITY COUNCIL DATE: 1-21-14	DATE: _____ \$ _____ MAX. AMOUNT _____
DEPARTMENT HEAD			

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.							15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES									
1 st WEEK			2/10	2/11	2/12	2/13	2/14		
2 nd WEEK			2/17	2/18	2/19	2/20	2/21		
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Priv. Car									
GARAGE									
TAXIS/CAR FARE									
LODGING	\$125.00								\$125.00
TELEPHONE & TELEGRAPH									
TIPS AND GRATUITIES									
REGISTRATION FEES	\$485.00								\$485.00
BREAKFAST									
MEALS									
LUNCH			\$30.00	\$30.00	\$30.00	\$30.00	\$30.00		\$150.00
DINNER						\$25.00			\$25.00
OTHER MEALS									
MISCELLANEOUS (Specify)									
TOTALS	\$610.00		\$30.00	\$30.00	\$30.00	\$55.00	\$30.00		\$785.00

16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.	17. APPROVED:  DATE: 1/23/14
REQUESTEE	DEPARTMENT HEAD
	DATE

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.

CITY OF LONG BEACH

DATE: 01-13-14

TRAVEL REQUEST and EXPENSE REPORT

BUDGET NO. PD031216

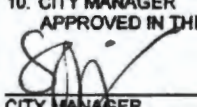
PART I. TRAVEL REQUEST

1. REQUESTING OFFICIAL: Jim McDonnell
 2. TITLE: Chief
 3. DEPARTMENT: Police

TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME: Robert Davenport
 5. TITLE: Police Officer
 6. DEPT./DIVISION: FSD/SWAT

7. EXPLANATION OF TRAVEL REQUEST:
 I am requesting funds to attend the Basic SWAT School presented by the LASD Special Enforcement Bureau in Los Angeles from February 10 through February 21, 2014. The requested funds cover tuition, lodging for one night and meals. A city vehicle will be used for transportation.
 8. Amount requested (See Item 13): \$785.00

9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH
 DEPARTMENT HEAD: _____
 APPROVALS
 10. CITY MANAGER APPROVED IN THE AMOUNT OF \$ _____
 CITY MANAGER:  DATE: 1.31.14
 11. APPROVED BY CITY COUNCIL
 DATE: _____ \$ _____ MAX. AMOUNT


PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.							15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES									
1 st WEEK			2/10	2/11	2/12	2/13	2/14		
2 nd WEEK			2/17	2/18	2/19	2/20	2/21		
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Priv. Car GARAGE TAXIS/CAR FARE LODGING \$125.00 TELEPHONE & TELEGRAPH TIPS AND GRATUITIES REGISTRATION FEES \$485.00 BREAKFAST MEALS LUNCH \$30.00 \$30.00 \$30.00 \$30.00 \$30.00 \$150.00 DINNER \$25.00 \$25.00 OTHER MEALS MISCELLANEOUS (Specify)									\$125.00 \$485.00 \$150.00 \$25.00 \$785.00
TOTALS	\$610.00		\$30.00	\$30.00	\$30.00	\$55.00	\$30.00		\$785.00

18. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.

17. APPROVED:

 1/24/14

REQUESTEE

DEPARTMENT HEAD

DATE



Re: Rush Training Request - Basic SWAT School
Anne Kearby to: Lisa Lopez, Phalla Chau
Cc: Rita DeLuna, Julie Bedard

01/31/2014 08:37 AM

Phalla-will you please print out for Suzanne's signature.

Thanks!

Sent from my iPhone

> On Jan 31, 2014, at 8:11 AM, "Lisa Lopez" <Lisa.Lopez@longbeach.gov> wrote:
>
> Hi Anne - this is a rush request for two officers to attend Basic SWAT School.
>
> The training is in Los Angeles but there is one night of lodging due to a late night (11pm) follow by an
> 8am start the next day.
> We received late notice of the training.
> We have a critical need for this training and apparently there are very few high quality Basic SWAT
> Schools offered. This is a high quality school.
> We have a pending request for grant fund authorization but it may take several days. I am asking for
> Suzanne to approve in advance. If grant funds are not authorized, we would charge the training to the
> indicated PD index code.
>
> Please call me with any questions.
>
> Thank you.
>
>
>
>
>
>
>
>
> _____
> Commander Lisa Lopez
> Long Beach Police Department
> Chief of Staff
> 562-570-7301 (Office)
> [REDACTED] (Cell)
> _____
>
>
>
> Click on these icons to connect with L.B.P.D.
>
>
> <0.C30.jpg>
> <0.1F42.jpg>
> <0.3DE6.gif>
> <0.4A76.jpg>
> <Basic SWAT School.pdf>



Date: January 29, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Basic SWAT School
Dates: February 10 through February 21, 2014
Location: Los Angeles, CA

Employees:

Officer Jeff Weber and Officer Robert Davenport

Criticality:

This course is the preferred training method for new SWAT team members and available space in the program is very limited. Included in the course is one session that begins at 1400 hours and ends at 2300 hours. The following day's instruction begins at 0800 hours, necessitating an overnight stay near to the training facility.

Direct Cost:

The total cost for tuition, meals and one nights lodging is estimated at \$1445.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

We will be using index code PD031216.

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:

A handwritten signature in black ink, appearing to be 'PHW', written over a horizontal line.

Patrick H. West, City Manager

PART I. TRAVEL REQUEST

1. REQUESTING OFFICIAL Jim McDonnell	2. TITLE Chief	3. DEPARTMENT Police
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TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME Jeff Weber	5. TITLE Police Officer	6. DEPT./DIVISION FSD/SWAT
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7. EXPLANATION OF TRAVEL REQUEST: I am requesting funds to attend the Basic SWAT School presented by the LASD Special Enforcement Bureau in Los Angeles from February 10 through February 21, 2014. The requested funds cover tuition, lodging for one night and meals. A city vehicle will be used for transportation.	8. Amount requested (See Item 13) \$785.00
--	---

9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH	APPROVALS		
	10. CITY MANAGER APPROVED IN THE AMOUNT OF \$ CITY MANAGER	11. APPROVED BY CITY COUNCIL DATE: 1-21-14	DATE: _____ \$ _____ MAX. AMOUNT _____
DEPARTMENT HEAD			

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.							15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES									
1 st WEEK			2/10	2/11	2/12	2/13	2/14		
2 nd WEEK			2/17	2/18	2/19	2/20	2/21		
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Priv. Car									
GARAGE									
TAXIS/CAR FARE									
LODGING	\$125.00								\$125.00
TELEPHONE & TELEGRAPH									
TIPS AND GRATUITIES									
REGISTRATION FEES	\$485.00								\$485.00
BREAKFAST									
MEALS LUNCH			\$30.00	\$30.00	\$30.00	\$30.00	\$30.00		\$150.00
DINNER						\$25.00			\$25.00
OTHER MEALS									
MISCELLANEOUS (Specify)									
TOTALS	\$610.00		\$30.00	\$30.00	\$30.00	\$55.00	\$30.00		\$785.00

16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.	17. APPROVED: DATE: 1/23/14
REQUESTEE	DEPARTMENT HEAD DATE

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.

CITY OF LONG BEACH

DATE: 01-13-14

TRAVEL REQUEST and EXPENSE REPORT

BUDGET NO.
PD031216

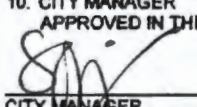
PART I. TRAVEL REQUEST

1. REQUESTING OFFICIAL Jim McDonnell	2. TITLE Chief	3. DEPARTMENT Police
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TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

4. NAME Robert Davenport	5. TITLE Police Officer	6. DEPT./DIVISION FSD/SWAT
-----------------------------	----------------------------	-------------------------------

7. EXPLANATION OF TRAVEL REQUEST: I am requesting funds to attend the Basic SWAT School presented by the LASD Special Enforcement Bureau in Los Angeles from February 10 through February 21, 2014. The requested funds cover tuition, lodging for one night and meals. A city vehicle will be used for transportation.	8. Amount requested (See Item 13) \$785.00
--	---

9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH DEPARTMENT HEAD	APPROVALS	
	10. CITY MANAGER APPROVED IN THE AMOUNT OF \$  CITY MANAGER	11. APPROVED BY CITY COUNCIL DATE \$ MAX. AMOUNT

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

12. EXPENSE CATEGORY	13. ESTIMATED TOTALS	14.							15. TOTALS
		SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.	
DATES									
1 st WEEK			2/10	2/11	2/12	2/13	2/14		
2 nd WEEK			2/17	2/18	2/19	2/20	2/21		
TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Priv. Car									
GARAGE									
TAXIS/CAR FARE									
LODGING	\$125.00								\$125.00
TELEPHONE & TELEGRAPH									
TIPS AND GRATUITIES									
REGISTRATION FEES	\$485.00								\$485.00
BREAKFAST									
MEALS LUNCH			\$30.00	\$30.00	\$30.00	\$30.00	\$30.00		\$150.00
DINNER						\$25.00			\$25.00
OTHER MEALS									
MISCELLANEOUS (Specify)									
TOTALS	\$610.00		\$30.00	\$30.00	\$30.00	\$55.00	\$30.00		\$785.00

18. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS.

17. APPROVED:



1/24/14

REQUESTEE

DEPARTMENT HEAD

DATE



Re: Rush Training Request - Basic SWAT School
Anne Kearby to: Lisa Lopez, Phalla Chau
Cc: Rita DeLuna, Julie Bedard

01/31/2014 08:37 AM


Phalla-will you please print out for Suzanne's signature.

Thanks!

Sent from my iPhone

> On Jan 31, 2014, at 8:11 AM, "Lisa Lopez" <Lisa.Lopez@longbeach.gov> wrote:
>
> Hi Anne - this is a rush request for two officers to attend Basic SWAT School.
>
> The training is in Los Angeles but there is one night of lodging due to a late night (11pm) follow by an
> 8am start the next day.
> We received late notice of the training.
> We have a critical need for this training and apparently there are very few high quality Basic SWAT
> Schools offered. This is a high quality school.
> We have a pending request for grant fund authorization but it may take several days. I am asking for
> Suzanne to approve in advance. If grant funds are not authorized, we would charge the training to the
> indicated PD index code.
>
> Please call me with any questions.
>
> Thank you.
>
>
>
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>
>
> _____
> Commander Lisa Lopez
> Long Beach Police Department
> Chief of Staff
> 562-570-7301 (Office)
> [REDACTED] (Cell)
> _____
>
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>
> Click on these icons to connect with L.B.P.D.
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> <0.1F42.jpg>
> <0.3DE6.gif>
> <0.4A76.jpg>
> <Basic SWAT School.pdf>



Date: October 30, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL JUSTIFICATION MEMO – DETECTIVE DAVID WHELAN

I respectfully request authorization for this Long Beach Police Department detective to attend the below referenced training/travel.

TRAINING DETAILS

Name: Traffic Collision Investigation – Advanced
Date: December 1 - 12, 2014
Location: Contra Costa County, California

EMPLOYEE

David Whelan, Detective, Collision Investigation

CRITICALITY

This class will increase Detective Whelan's investigative skill as a Commercial Enforcement Detective. The class will teach him the needed skills to determine and understand the dynamics of a collision, lighting headlamp illumination, photographing collision scene, collection of collision evidence, advanced collision investigation physics formulas.

DIRECT COST:

OTS Grant: \$1,500.00
Cost to City: \$1,065.00

INDIRECT COST:

There are no indirect costs.

FUNDING SOURCE:


Office of Traffic Safety 2014 Grant and PD031222.

If you have any questions or require additional information, please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: January 8, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: American Academy of Forensic 66th Annual Scientific (AAFS) Meeting
Date: February 17-22, 2014
Location: Seattle, Washington

Employee(s):

Forensic Specialist Cynthia Williamson

Criticality:

The AAFS consists of eleven sections representing a wide range of forensic specialties, and the annual scientific meeting gathers these professionals who present the most current information, research, and updates in this expanding field. In addition to the scientific presentations offered at the seminar, a variety of practical workshops are offered which are designed to update and improve workflows, processes, and technical expertise. Forensic Specialist Williamson is assigned to the Crime Scene Unit and routinely responds to crime scenes in the City of Long Beach, and processes crime scenes for latent prints, DNA, trace and impression evidence, and biological evidence in support of the investigation of crimes. The AAFS training seminar will provide improvement opportunities directly related to her current job duties.

Direct Cost:

No Cost to the City of Long Beach

Indirect Cost:


There are no direct costs

Funding Source:

Coverdell 13 Grant

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager





3/17

SUZANNE -

FBI - THIS TRAINING
IS NOT ELIGIBLE
FOR GRANT FUNDING

LISA LOPEZ

Date: March 13, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police R. Luna
Subject: **OUT OF STATE TRAVEL REQUEST**

I respectfully request authorization for the below re

Training/Conference Details:

Name: Police Executive Research Forum's
Drugs: Trends, Policy Changes, and the Impacts on Policing
Date: April 16, 2014
Location: Washington D.C.

Employee:

Commander Don Wood

Criticality:

Attending this national symposium put on will better position us to deal with emerging trends in drug investigations, such as the rise in use of illegal marijuana by youth, medical marijuana, new prescription pills and the rise in heroin use as a cheaper substitute for prescription medicines. The Police Executive Research Forum helps to improve the delivery of police services through the exercise of strong national leadership, public debate of police and criminal justice issues, and research and policy development.

Direct Costs:

The Long Beach Police Department will be required to pay for airline travel, hotel stay (at a government rate), and meals

Indirect Costs:

None

Funding Source:

Gang and Violent Crime Division Index Code PD08GVC.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 8-7301.

Sign & I

Approval: 
Patrick H. West
City Manager



Date: October 9, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Lin for JMD.*
Subject: TRAVEL REQUEST FOR TRAINING

I respectfully request authorization for the below referenced travel for training:

Travel Details:

Purpose: Missing Persons Investigations Training, presented by
CA DOJ Missing and Unidentified Persons Unit
Dates: November 4 – 5, 2014
Location: San Diego, California

Employee:

Sergeant Robert Woods

Criticality:

Sergeant Woods is the newly appointed supervisor for the Missing Persons Detail. Missing and unidentified persons investigations training will be beneficial in his role as lead of the Missing Persons / Cold Case Details.

Direct Cost:

Total Cost for registration, lodging, meals and incidentals is estimated at \$220.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD00834.

If you have any questions, please contact me at extension x87301.

Approved:


Patrick H. West, City Manager



Date: April 18, 2014
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL REQUEST

I respectfully request approval for the below referenced travel:

Travel:

Conference: Neighborhood, USA's (NUSA) 39th Annual Conference on
Neighborhood Concerns

Date: Wednesday, May 21, 2014 through Saturday, May 24, 2014

Location: Eugene, Oregon

Employee:

Detective Christopher Zamora

Criticality:

Detective Zamora has been invited to instruct a training session on implementing Sureno Gang Injunctions and injunction technology at the Neighborhoods USA (NUSA) 39th Annual 2014 Conference. NUSA is an association of Cities from across the nation that collaborated on "best practices" for safer communities. The City of Long Beach is a long-standing member. The Long Beach Police Department "Sureno Gang Injunction Program" has gained national attention. Training fellow law enforcement agencies assists in combating gang violence, in developing a multi-agency network for gang information sharing and fosters cooperation among law enforcement agencies

Cost:

No cost to the City of Long Beach

Indirect Cost:


There are no indirect costs

Funding Source:

City Prosecutors Office will cover all costs as a member of IMPACT

If you have any questions, please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: October 8, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAVEL REQUEST

A handwritten signature in black ink, appearing to read "Jim McDonnell", written over the "From:" line.

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: CPOA – COPSWEST Leadership Summit and Expo
Date: November 4 - 6, 2013
Location: Ontario, California

Employees:

Commander Randy Allen and Sergeant Diana Hohman

Criticality:

Commander Allen is the newly selected CPOA Board Member. His participation in this Conference will provide him with valuable knowledge and experience for the future planning of the Conference when it is held in Long Beach. Sergeant Hohman is responsible for the Maritime Emergency Operations Center (MEOC) presentation that will be displayed at the Conference. Lodging is required for both of them, as Commander Allen is expected to attend early and late meetings. Sergeant Hohman will be on call for MEOC during the Conference.

Direct Cost:

No direct costs

Indirect Cost:

There are no indirect costs

Funding Source:

All expenses are covered by grand fund PD10UASI11


If you have any questions, please contact me at extension 87301.

Approval: _____
Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: October 8, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

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Name: CPOA – COPSWEST Leadership Summit and Expo
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Direct Cost:

No direct costs

Indirect Cost:

There are no indirect costs

Funding Source:

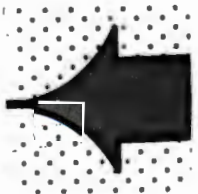
All expenses are covered by grand fund PD10UAS111

If you have any questions, please contact me at extension 87301.


Approval: _____


Patrick H. West, City Manager

RWA:nwa
Memo-COPSWEST TrainingRequest





Date: August 2, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: CPOA Board of Directors Meeting
Date: August 14 – August 15
Location: Squaw Valley, CA

Employee(s):

Randy Allen, Commander, Communications & Training Division

Criticality:

The CPOA is in the process of selecting new board members and specifically invited Commander Allen to attend as a representative of Long Beach and the Region. Participants will have an opportunity to interact with representatives from various police agencies across the state and will be able to network and share best practices from their agencies.

Direct Cost:

The direct cost, which includes travel (air and car) and lodging, is estimated at \$710.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD Index Code – PD0560

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: March 4, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Memorial Service:

Name: Fallen Santa Cruz Police Sergeant Loran Baker and Detective Elizabeth Butler
Date: March 6, 2013 through March 8, 2013
Location: Santa Cruz, CA

Employee(s):

Motor Sergeant Aaron Alu, Motor Officers Sean Deaton and Edmund Moscoso.

Criticality:

Killed in-line of duty police funeral.

Direct Cost:

Total cost for travel, lodging and meals is paid for by the Motor Patrol Association. No cost to the City.

Indirect cost:


There are no indirect costs.

Funding Source:

Motor Patrol Association

If you have any questions please contact me at extension 87301.

Approval:



Patrick H. West, City Manager



Date: May 2, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna For JMcD*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Identity Theft Investigations
Date: June 24 – June 28, 2013
Location: San Diego, California

Employees:

Detective Chris Anderson and Detective Mark Gell.

Criticality:

The detectives are new to the Detail and will be asked to testify as experts on fraud and identity theft topics. Cases of forgery, fraud, and identity theft are increasing annually and are becoming more complicated, which makes this training relevant and important. The detectives will be asked to investigate and conduct presentations regarding fraud, identity theft, and current fraud scams.

Direct Cost:

No Cost. Grant funded (PD10UASI11).

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD10UASI11

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager

13 MAY 15 11:55 AM



Date: March 7, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMcD.*
Subject: TRAVEL/TRAINING REQUEST REIMBURSEMENT

Special Services Officer IV Martin Arroyo attended the Taser Instructor Course Training prior to approval. When he initially submitted original paperwork to attend, it was thought that our Academy training staff could provide this training; however, the Academy was unable to accommodate him. Officer Arroyo attended knowing this was the last course available prior to his certificate expiring with the intention that his training request paperwork was in process and would be approved. I respectfully request reimbursement for his incurred expenses.

Training Details:

Name: Taser X26 & X2 Instructor Course
Date: December 4 & 5, 2012
Location: Ventura, CA

Employee:

SSO IV Martin Arroyo

Criticality:

By attending this training the City will have in its employ a person trained to Taser certify new detention officers (8 hour course) and to annually recertify current detention officers (4 hour course). The fiscal impact would be minimal once his training is complete. Any in-house training he provides will be certified and funded by the Board of State and Community Corrections ultimately saving the City a significant cost in future training.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$650.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD0548

If you have any questions or require additional information, please contact me at extension 8-7301.

Approved:

A handwritten signature in black ink, appearing to be 'P. West', is written over a horizontal line.

Patrick H. West, City Manager

JM:LF:ja





Date: October 23, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

A handwritten signature in black ink, appearing to read "Jim McDonnell".

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California District Attorney's Association "Fraud Symposium"
Date: November 5 – 8, 2013
Location: Santa Rosa, California

Employee(s):

Sergeant Greg Barnhart and Detective Andre Sanchez

Criticality:

Detectives Barnhart and Sanchez are currently assigned to Identity Theft and investigate real estate and insurance fraud. They are often asked to testify as experts on real estate and other fraud related topics. The Detectives are also asked to investigate and conduct presentations regarding this type of fraud to the District Attorney's Office. Cases involving real estate and insurance fraud are increasing annually and are becoming more complicated, which makes this training important.

Direct Cost:

All costs for this training will be funded by the real estate grant.

Indirect Cost:

There are no indirect costs.

Funding Source:

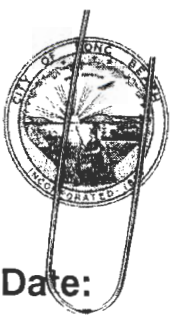
Real Estate Grant PD10RE13.


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

A handwritten signature in black ink, appearing to read "Patrick H. West".

Patrick H. West, City Manager



Date: July 10, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

In our efforts towards POST Certification for the Communications Center, the Police Department requested Supervisor Dave Barrow to attend the level 2, Instructor Development Institute Course (IDI). This was a weeklong, three component course. It required a 5-night stay in San Diego

Training Details:

Name: Instructor Development Institute
Date: March 11, 2013 through March 15, 2013 (5 night stay)

Location: Double Tree Hotel,
11915 El Camino Real, San Diego, Ca. 92130

Course Control: Presentation #4200217412005
Critical Thinking #42002171312005
Intermediate #42002170712005

Employee:
Supervisor Dave Barrow

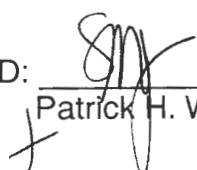
Criticality:
Instructor Development Institute (IDI) affords the attendee knowledge in the areas of instruction, presentation and coordination of classes. It is a respected course that has had measurable positive effects in the areas of teaching.

Direct Costs:
Total cost for lodging 100% reimbursable. There are no out of pocket expenses.

Indirect Costs:
There is no backfill overtime cost during Supervisor Barrow's attendance in this course.

Funding Source:
POST

If you have any questions, please contact me, or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

APPROVED: 
Patrick H. West, City Manager



Date: March 14, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: IACP LEIM Training Conference & Technology Exposition
Date: May 21 through May 23, 2013
Location: Scottsdale, AZ

Employee:

Commander Michael Beckman

Criticality:

The conference will include both plenary sessions and workshops addressing executive, operational, technical, and communications technologies, policy and practice. Other key benefits include networking opportunities with other agencies, practitioners, and industry-leading solution providers as well as new insights and knowledge to address operational issues.

Direct Cost:

The total cost for registration, airfare, car rental, hotel, and meals is estimated at \$1554.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

We will be using index code - PD0312.


If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:



Patrick H. West, City Manager



Date: June 11, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2013 CalNENA Bi-Annual Meeting
Date: July 11, 2013
Location: Sacramento, California

Employee:

Asst. Supervisor Robert Belcher, ENP

Criticality:

This meeting is critical to ensure the City of Long Beach's ability to stay current in our knowledge and offer input into the future direction of Public Safety technologies and Public Safety Answering Point procedures. With the Police/Fire Consolidation project currently underway, this meeting also gives Mr. Belcher the opportunity to network with managers from other consolidated PSAPs.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$570.00. All costs will be reimbursed by the CalNENA (California Chapter of the National Emergency Number Association) Annual Allotment Fund (via the State 9-1-1 Office).

Indirect Cost:

There are no indirect costs

Funding Source:

State 9-1-1 Office

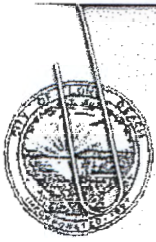
If you have any questions, please contact me at extension 8-7301.



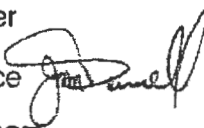
Approval: _____



Patrick H. West
City Manager



PWSH

Date: January 7, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2013 CalNENA 9-1-1 Mission Critical Training
Date: January 23 – January 24, 2013
Location: San Diego, California

Employees:

Communications Supervisor William Bordeaux, Asst. Supervisor Robert Belcher, ENP

Criticality:

The consequence associated with not approving this request is the City of Long Beach's ability to ensure we stay current in our knowledge and offer input into the future direction of Public Safety technologies and PSAP procedures. With the Police/Fire Consolidation project currently underway, this meeting gives Mr. Belcher and Mr. Bordeaux the opportunity to network with managers from other consolidated PSAPs.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$1,357.34. All costs will be reimbursed by the CalNENA (California Chapter of the National Emergency Number Association) Annual Allotment Fund (via the State 9-1-1 Office).

Indirect Cost:

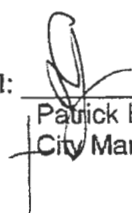
There are no indirect costs

Funding Source:

State 9-1-1 Office

If you have any questions, please contact me at extension 8-7301.

Approval: _____

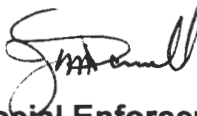

Patrick H. West
City Manager

rec'd 1/9



Date: February 11, 2013

To: Patrick H. West, City Manager

From: Jim McDonnell, Chief of Police 

Subject: Training/Travel Request – Special Enforcement Bureau/Tactical Long Rifle School

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Tactical Long Rifle School – Los Angeles County Sheriff's
Department Special Enforcement Bureau

Date: March 18 through 22, 2013

Location: Castaic, CA

Employee(s):

Sergeant Greg Brown

Criticality:

Officers will be presented with information on the history, techniques and equipment used as a long rifleman. Some categories to be taught include precision rifle marksmanship principles, rifle maintenance, rifle data book preparation, ballistics, effect of wind, range estimation, wind estimation, leads for moving targets, camouflage techniques, stalking techniques and the selection of firing positions.

Direct Cost:

The total cost for registration, hotel and meals is estimated at \$1250.00.

Indirect Cost:

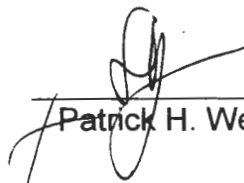
There are no indirect costs.

Funding Source:

We will be using index code - PD031216


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



 Patrick H. West, City Manager



Date: August 13, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Advanced Child Abuse/Molestation
Date: December 2 – December 4, 2013
Location: San Diego, CA

Employee(s):

Detective Dawn Collinske and Detective Kim Groves

Criticality:

These Detectives are trained in observing and understanding the signs of Child Abuse. They also teach other officers and city employees how to recognize potential signs of child abuse and how to report it. Attending this summit will not only enhance their expertise, but it will provide current information and resources to the people they teach and educate.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1218. Per flyer the class is POST reimbursable.

Indirect Cost:


There are no indirect costs

Funding Source:

PD Index Code – PD0813

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Date: May 21, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Introduction to Emergency Management: Earthquake
Date: June 10 through June 14, 2013
Location: San Luis Obispo, CA

Employee:

Lieutenant Joel Cook

Criticality:

This training program introduces participants to key emergency management principles and practices using a complex earthquake disaster. Participants will be involved as members of an emergency management team in a progressive series of exercises culminating in a realistic earthquake simulation. The importance of a comprehensive set of strategies is stressed, including initial disaster response and options to mitigate the impact of disasters before they happen and to strengthen preparations for prompt, effective restoration during recovery.

Direct Cost:

Tuition cost is \$750.00 plus \$48.00 food card fee, total cost for meals is \$275.00, total cost for lodging is \$450.00, and fuel cost is \$90.00. Total expense is \$1613.00.

Indirect Cost:

There are no indirect costs.

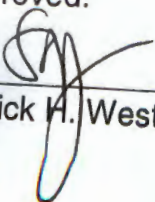
Funding Source:

UASI 2011 Grant

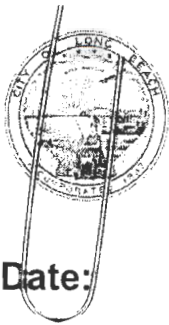
If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

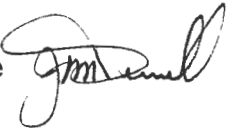
13 MAY 25 PM 2:33

Approved:


Patrick H. West, City Manager

JM:JC:dj
Emergency Management Earthquake.doc



Date: February 6, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Annual Asset Forfeiture Update Course
Date: March 7 – 8, 2013
Location: Monterey, CA

Employee(s):

Sergeant Lee Debrabander and Detective Fernando Jimenez

Criticality:

Maintaining the accurate utilization of asset forfeiture statutes (California Health and Safety Code section 11469) requires on-going training of law enforcement personnel participating in asset forfeiture programs. The Asset Forfeiture update course is presented by the California District Attorney's Association and is designed to keep law enforcement agencies in compliance with state codes. Asset forfeiture is a powerful tool in eliminating the profit of those who attempt to sell narcotics illegally within the City of Long Beach.

Direct Cost:

Total cost for tuition, lodging, rental vehicle and meals is estimated at \$1,470.00 for two detectives.

Indirect Cost:

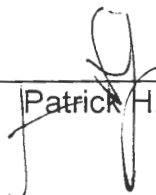
None

Funding Source:

Drug Investigation Section Index Code PD0833.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: April 16, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL REQUEST

I respectfully request authorization for the following training:

Travel Details:

Name: Basic Asset Forfeiture Course
Dates: May 9 - 10, 2013
Location: San Diego, California

Employee(s):

Sergeant Lee DeBrabander and Detective Fernando Jimenez

Criticality:

Maintaining the accurate utilization of asset forfeiture statutes (California Health and Safety Code section 11469) requires on-going training of law enforcement personnel participating in asset forfeiture programs. The Basic Asset Forfeiture course is presented by the California District Attorney's Association and is the first course new Asset Forfeiture detectives should attend to obtain a basic understanding of the field and maintain compliance with state codes. Asset forfeiture is a powerful tool in eliminating the profit of those who attempt to sell narcotics illegally within the City of Long Beach.

Direct Cost:

Total cost for tuition, travel, lodging, and meals is estimated at \$610, for two detectives.

Indirect Cost:

None.

Funding Source:

Drug Investigation Section Index Code PD0833.

If you have any questions, please contact me at extension 87301.

Approved:



Patrick H. West
City Manager



RUSH

Date: August 9, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *JMP*
Subject: TRAVEL JUSTIFICATION REQUEST

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Learning Domain 18 Report Writing
Date: August 20 through August 22, 2013
Location: Sacramento, CA

Employee:

Officer Nathan Dunn

CRITICALITY:

The Training Division just recently learned there was an opening in this class. This training is to review and evaluate the new Report Writing Forms and Supplemental Documents associated with the Basic Police Academy. As a lead Report Writing Instructor it is important that Officer Nathan Dunn attend this training to ensure consistency with P.O.S.T. and their new documents. This class was put together at the request of the statewide academy directors without much advanced notice to ensure consistent teaching and grading.

DIRECT COSTS:

No cost to the City.

INDIRECT COSTS:

No indirect cost to the City.


FUNDING SOURCE:

All expenses will be covered by POST.

If you have any questions or concerns, please contact me at extension 87301.

Approved: *Patrick H. West*
Patrick H. West, City Manager



Date: May 10, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: San Diego Gang Conference
Dates: May 28 – May 30, 2013
Location: San Diego, CA

Employees:

Officers Brian Elliott and Michael Torres

Criticality:

The conference will provide in depth courses into; Gang Investigations, Emerging Trends, Officer Safety Techniques, Custodial Gang Investigations, Threats to Law Enforcement, Black Gangs, Gang Infrastructures, Prosecuting Gangs, Advanced Gang Techniques, The NEW evolution of Kidnappings, AB109 Update, Gangs and Fraud, Racially Based Gangs, and Infiltrating Drug Cartels. The courses will give more in-depth training than we can receive locally and will give us better tools to use in our daily operations on the street. Training will give us a wide range of tools when dealing with gang activity occurring in the city.

Direct Costs:

There will be no direct costs to the city.

Indirect Costs:

There will be no backfill costs, overtime needed or any other additional costs incurred.

Funding Source:

The funding will be paid by Officer Elliott and Officer Torres and incur no cost to the city.

If you have any questions or need additional information, please contact me at extension 87301.

Approved: _____


Patrick H. West, City Manager



Date: November 15, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Specialized Analytic Seminar Series: Maritime
Date: December 12-13, 2013
Location: Oklahoma City, OK

Employee(s):
Sergeant Chad Ellis

Criticality:

Sergeant Ellis has been invited to participate and present at this seminar to support the training of analysts in analytic competencies and tradecraft. DHS Intelligence and Analysis is managing a new Specialized Analytic Seminar Series to provide dynamic and focused advanced training. This series will bring together a diverse range of subject-matter experts (SMEs) and partner agencies/organizations (e.g., state and local SMEs, academic, think tank, federal) to inform fusion center personnel analytic efforts.

The fifth workshop in this series, Maritime, will explore threats associated with harbor and port security and risks emanating from commercial activity along the coast and in the ports/harbors. Partner organizations include the United States Coast Guard and the National Maritime Intelligence-Integration Office.

Direct Cost:

DHS Intelligence & Analysis will directly cover all travel related expenses.

Indirect Cost:

None.


Funding Source:

DHS Intelligence & Analysis

If you have any questions please contact me at extension 87301.

13 NOV 13 PM 8:00
Approval:
Patrick H. West, City Manager



Date: January 30, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Sherman Block Supervisory Leadership Institute (SLI)
Date: February 25, 2013 through September 18, 2013 (3 days a week for 8 months)
Location: Sheraton San Diego Hotel & Marina

Employee:

Sergeant Rico Fernandez

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California law enforcement supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of out organizations into fine leaders.

Direct Cost:

Total cost for travel, lodging and meals are 100% POST reimbursable. There are no out of pocket expenses.

Indirect Cost:


There will be no backfilled overtime cost during Sergeant Fernandez's attendance in this course.

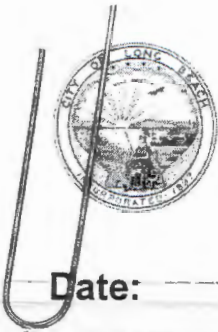
Funding Source:

POST

If you have any questions, please contact me, or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved: _____


Patrick H. West, City Manager



Date: April 5, 2013

To: Patrick H. West, City Manager

From: Jim McDonnell, Chief of Police 

Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Criminal Justice Warrant Services Association:
2013 Annual Training Workshop
Date: May 8 - 10, 2013
Location: Santa Barbara, California

Employee(s):

Detective Ralph Garcia

Criticality:

Detective Ralph Garcia works as the Warrant Detective for the Long Beach Police Department. Attending this conference will provide the Detective with information on the extradition process, how to use the internet to locate wanted subjects and how to maximize the Department's cost recovery for apprehending fugitives.

Direct Cost:

There will be no direct cost.

Indirect Cost:


There are no indirect costs.

Funding Source:

Detective Garcia will pay for all expenses associated with this conference.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager

JM:RAF:rg
2013 Warrant Workshop-R.Garcia





Date: May 2, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMcD.*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Identity Theft Investigations
Date: June 24 – June 28, 2013
Location: San Diego, California

Employees:

Detective Chris Anderson and Detective Mark Gell.

Criticality:

The detectives are new to the Detail and will be asked to testify as experts on fraud and identity theft topics. Cases of forgery, fraud, and identity theft are increasing annually and are becoming more complicated, which makes this training relevant and important. The detectives will be asked to investigate and conduct presentations regarding fraud, identity theft, and current fraud scams.

Direct Cost:

No Cost. Grant funded (PD10UASI11).

Indirect Cost:

There are no indirect costs.

Funding Source:

Index Code: PD10UASI11

If you have any questions please contact me at extension 87301.


Approved:

Patrick H. West, City Manager



13 MAY 3 11:55



Date: January 22, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization to send **Lieutenant Kerry Giesige** to the POST Management Course, Class #9.

TRAINING/CONFERENCE DETAILS:

Name: POST Management Course Class #9
Dates: April 22-26, 2013 / May 20-23, 2013 / June 18-21, 2013
Location: Dana Point, Ca.

CRITICALITY:

Lieutenant Giesige is a newly promoted Lieutenant and Police Officer Standards and Training (POST) requires that newly promoted Lieutenants attend this course within the first year of their promotion.

DIRECT COSTS:

Tuition:	\$1,326.00	(POST Plan IV)
Travel:	\$0.00	
Meals:	\$650.00	(\$50 per day x 13 days)
Lodging:	\$1,241.00	(\$84 per day +tax, x 13 days)
Cost to City:	\$1,891.00	(POST Plan IV, Reimbursable)

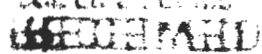
INDIRECT COSTS:

There would be no backfill costs, overtime needed or any other additional costs incurred.


FUNDING SOURCE:

The cost of the course, meals and lodging are covered under POST Plan IV Reimbursement.

If you have any questions or concerns, please contact my Chief of Staff Commander Lisa Lopez at extension 87301.

APPROVED:
CITY MANAGER

LBS 1100 80 1155-000

Approved: _____


Patrick H. West, City Manager



Date: June 27, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMCO.*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: ABC Grant Assistance Program
Date: July 15-17, 2013
Location: Milpitas, CA

Employees:

Detectives Juan Gomez and Kevin Ong

Criticality:

The Police Department was awarded a \$100,000 grant by the Department of Alcoholic Beverage Control to be used beginning July 1, 2013. Funds included in the grant have been earmarked for two detectives to attend the training. The detectives will learn how to properly conduct the operations listed on the grant.

Direct Cost:

No direct costs.

Indirect Cost:

No indirect costs.

Funding Source:

All costs will be paid through the ABC grant.

If you have any questions, please contact me at extension 87301.

Approved:

A handwritten signature in black ink, appearing to be "P. West", written over a horizontal line.

Patrick H. West, City Manger



Date: April 15, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *Jim McDonnell*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: FBINAA National Conference
Date: July 27 – July 30, 2013
Location: Orlando, FL

Employee(s):

Commander Elizabeth Griffin, Administrator Rollie Seebert and Lieutenant Julie Prior

Criticality:

This conference will provide training regarding leadership, risk management, emerging crime trends, and homeland security issues. This conference is for management who are a part of the FBI National Academy Association. It is attended by law enforcement managers from all over the country and is designed to reinforce collaboration and education throughout the country. This conference will be very beneficial by providing up-to-date and relevant training that would benefit our employees and City.

Direct Cost:

The total cost for registration, travel, lodging and meals is estimated at \$1,835 per participant.

Indirect Cost:

There are no indirect costs.

Funding Source:

All direct costs will be paid for through UASI Grant Code: PD10UASI10.

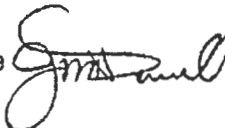
If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

13 468 12 BH 1: 20
13 468 12 BH 1: 20

Approved:

Patrick H. West
Patrick H. West, City Manager



Date: August 30, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Management Course
Date: September 16 – October 25, 2013
Location: Dana Point, CA

Employee(s):

Lieutenant Wally Hebeish

Criticality:

The POST Management Course is designed to assist supervisors transitioning to middle managers and must be completed within 12 months of promoting. The course topics include, but are not limited to, Leadership, Strategic Planning, Critical Incident Management, Risk Management, and Ethics. The POST Management Course is beneficial in developing essential skills for Lieutenants..

Direct Cost:

Total cost for travel, lodging and meals are 100% POST reimbursable.

Indirect Cost:


There will be no backfilled overtime costs associated with this training.

Funding Source:

POST

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



REVISED

Date: May 2, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *W FOR JMcD*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: ADL – Advanced Training School (ATS),
Extremist & Terrorist Threats Course
Date: June 2 – 4, 2013
Location: Washington, DC

Employee:

Deputy Chief David Hendricks

Criticality:

ATS is recognized as one of the premier counter-terrorism trainings in the country. ATS provides senior level law enforcement professionals with state-of-the-art training, information, resources and contacts to increase their capabilities in combating domestic and international extremist and terrorist threats. The training is designed to provide practical and useful information that may be used to prevent, investigate and respond to incidents and threats.

Direct Cost:

Training, meals for two days and lodging will be paid by ADL. Travel and transportation estimated cost is \$575.

Indirect Cost:


There are no direct costs

Funding Source:

Index Code: PD10UASI11

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



Date: September 11, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Travel Request

I respectfully request authorization for the below referenced training/travel:

Training / Conference Details:

Name: ADL Western States Counter Terrorism Seminar
Date: October 6 – 13, 2013
Location: Israel

Employee:

Deputy Chief David Hendricks

Criticality:

The Anti-Defamation League (ADL) is one of the nation's most respected authorities on extremism, hate groups, and terrorism, as well as one of law enforcement's most trusted partners. ADL's counter terrorism training seminars in Israel provide senior law enforcement with cutting edge strategies, tactics, and information to combat terrorism. Deputy Chief Hendricks will learn from some of the worlds foremost experts with extensive first-hand experience combating terrorism, and will gain the information, resources and contacts that will enhance his ability to combat terrorism, and to increase understanding and support for the state of Israel.

Direct Cost:

There are no direct costs

Indirect Cost:

There are no direct costs

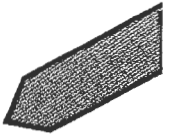
Funding Source:

PD10USAS11 Grant

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager





Date: November 15, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **Training / Travel Request**

Handwritten signature of Jim McDonnell in black ink.

I respectfully request authorization for the below referenced training / travel:

Training Details:

Name: Combating Mobile Phone Theft
Date: December 11 – 13, 2013
Location: La Jolla, CA

Employee:

Deputy Chief David J. Hendricks

Criticality:

Mobile phone theft is on the rise in many parts of the country, In some jurisdictions it's the only crime statistic that is on the increase, driven by its volume, the rising value of "smart phones" and the opportunistic nature of this type of crime. This summit will bring leaders from the law enforcement community and private industry to discuss the trends, emerging technology, and techniques that have proven effective in combating the problem.

Direct Cost:

None. Host will cover all accommodations and costs

Indirect Cost:

None.

Funding Source:

N/A.

If you have any questions please contact me at extension 87301.

Approved:

Handwritten signature of Patrick H. West in black ink.

Patrick H. West, City Manager



Date: August 9, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *u for JMcd*
Subject: TRAVEL JUSTIFICATION REQUEST

I respectfully request approval for the below referenced training/travel.

Training Details:

Name: Learning Domain 18 Report Writing (Investigative Report Writing for Instructors)
Date: August 20 - August 22, 2013
Location: Sacramento, CA

Employee:

Eric Hubbard

CRITICALITY:

This training is to review and evaluate the new Report Writing Forms and Supplemental Documents associated with the Basic Police Academy. As one of the Report Writing Instructors at the Police Academy, it is important that Officer Eric Hubbard attend this training to ensure consistency with P.O.S.T. and their new documents. This class will also ensure that Officer Eric Hubbard maintains his certification with P.O.S.T. as an instructor.

DIRECT COST:

No direct cost.

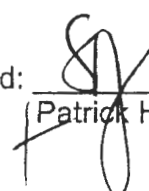
INDIRECT COST:

No Indirect cost.

FUNDING SOURCE:

POST will cover all expenses

If you have any questions please contact my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved: 
Patrick H. West, City Manager



Date: June 17, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: National Technological Investigators Association (NATIA)
Date: July 13 through July 19
Location: Memphis, Tennessee

Employee(s):

Detective Michael Hynes

Criticality:

Detective Hynes is assigned to the Violent Crimes Detail and frequently assists the other investigative details in the Gang and Violent Crimes Division. Detective Hynes has an expertise in specialized covert surveillance equipment and mobile data forensic equipment. He is responsible for purchasing, maintaining, and deploying that specialized equipment within his Division. This conference will provide him with training in current trends in covert surveillance technologies. It will also allow him to network with his counterparts in the covert surveillance field.

Direct Cost:

No cost to the City of Long Beach. Total cost estimated at \$7,105.

Indirect Cost:

There are no direct costs

Funding Source:

PD10PSPG11 PORT grant funding will cover all of the costs associated with this training.

If you have any questions please contact me at extension 87301.

Approved:

Patrick H. West, City Manager

2013 JUN 17 11:00 AM





Date: October 16, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna Sr JMC0.*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: National Technical Investigators Association (NATIA)
Date: November 11 through November 15
Location: Sunriver, Oregon

Employee(s):

Detective Michael Hynes

Criticality:

Detective Hynes is assigned to the Violent Crimes Detail and frequently assists the other investigative details in the Gang and Violent Crimes Division. Detective Hynes has an expertise in specialized covert surveillance equipment and mobile data forensic equipment. He is responsible for purchasing, maintaining, and deploying that specialized equipment within his Division. This conference will provide him with training in current trends in covert surveillance technologies. It will also allow him to network with his counterparts in the covert surveillance field.

Direct Cost:

No cost to the City of Long Beach. Total cost estimated at \$5,000.

Indirect Cost:


There are no direct costs

Funding Source:

PD10UASI11 grant funding will cover all of the costs associated with this training.


If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: September 6, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Police Officers Association (CPOA) Board Meeting
Date: Thursday, September 19, 2013
Location: Santa Barbara, CA

Employee(s):

Edgar Ivora, Records Administrator

Criticality:

Administrator Ed Ivora's attendance to the California Police Officers Association (CPOA) Board meeting is of critical importance because it presents our Department a unique opportunity to gain and provide valuable input into the current data sharing initiatives taking place within our own agency and between law enforcement agencies throughout the state. Participants will have an opportunity to interact with the State Department of Justice, representatives from various agencies, and will be able to network, and share the best practices from their agencies in an effort to build a stronger and larger intelligence community. Administrator Ivora was advised of this training on 8/28 and received approval to attend on 9/3/13, and subsequently submitted the required paper work to attend on 9/6/13.

Direct Cost:

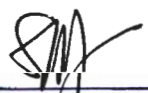
Approximately \$375.00 in reimbursable expenses is anticipated. There are no anticipated indirect costs.

Funding Source:

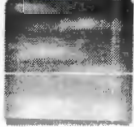
PD1096

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Late Travel Request
Rita DeLuna to: Anne Kearby

09/12/2013 02:14 PM

Hi Anne;

I've attached a travel request for Administrator Ed Ivora to attend the California Police Officers Association (CPOA). The training takes place next Thursday, September 19 in Santa Barbara. He was advised of this training just recently and submitted his request through approval process. Tuition is free and all other expenses are reimbursable. Will you please forward to Suzanne for review? We'd appreciate any consideration on such short notice.



13.Sept 19, Ed Ivora - Santa Barbara, CA.pdf

Thank you,

Rita De Luna
Office of the Chief of Police
Long Beach Police Department
400 W. Broadway
Long Beach, CA 90802
Ph: 562-570-7480
email: rita.deluna@longbeach.gov



nixle

Click on these icons to connect with L.B.P.D.



Date: May 8, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **Training/Travel Request**

A handwritten signature in black ink, appearing to read "Jim McDonnell".

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: Investigative Report Writing for Instructors

Dates: May 14 – May 16, 2013

Location: Sacramento, CA

Employees:

Detective Jeff Jonkey

Criticality:

Detective Jonkey has been requested to attend this training as an associate instructor. He has been involved with restructuring the training curriculum for basic academy LD/18, and now will be teaching other instructors throughout the state.

Direct Costs:

There will be no direct costs to the city.

Indirect Costs:

There are no indirect costs.

Funding Source:

All costs will be paid through POST letter of agreement.

Please excuse the tardiness of this request. It was just recently made known that there was space available in the course.

If you have any questions or need additional information, please contact me at extension 87301.

Approved: _____

A handwritten signature in black ink, appearing to read "Patrick H. West".

Patrick H. West, City Manager



Date: July 3, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

Handwritten signature of Jim McDonnell in black ink.

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2013 Major City Chiefs Financial Management Conference
Date: August 18 – August 22, 2013
Location: Las Vegas, Nevada

Employee(s):

John Keisler, Chief Financial Officer

Criticality:

This conference is an important opportunity to gain valuable insight into the issues facing major metropolitan law enforcement agencies. Participants will have an opportunity to interact with representatives from various federal agencies and will be able to network and share best practices from their agencies.

Direct Cost:

There are no direct costs.

Indirect Cost:

There are no indirect costs.

Funding Source:

Grant Code PD10UASI11


If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Handwritten signature of Patrick H. West in black ink, positioned above a horizontal line.

Patrick H. West, City Manager



Date: April 18, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel:

Training/Conference Details:

Name: Investigative Report Writing
Date: May 14 – May 16, 2013
Location: Sacramento, California

Employee(s):

Officer Klinton Keller

Criticality:

This training is to review and evaluate the new report writing forms and supplemental documents associated with the Basic Police Academy. As the lead Report Writing instructor, it is important that Officer Keller attend this training to ensure consistency with POST and their new documents. This class will also ensure that Officer Keller maintains his certification.

Direct Cost:

There are no direct costs.

Indirect Cost:

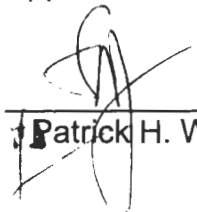
There are no indirect costs.

Funding Source:

POST will cover all expenses.

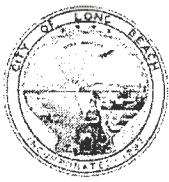
If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



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Patrick H. West, City Manager



Date: June 17, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

A handwritten signature in black ink, appearing to read "Jim McDonnell".

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: National School Safety Conference
Date: July 22 – July 26, 2013
Location: Las Vegas, Nevada

Employee(s):

Lieutenant Rudy Komiza

Criticality:

This conference is designed for law enforcement and school safety personnel from all over the country. The conference is designed to reinforce prevention, intervention, collaboration and education as it relates to school safety across the country. This conference will be very beneficial to Lieutenant Komiza by providing up-to-date and relevant training, which would contribute to school safety in the City.

Direct Cost:

No cost to the city.

Indirect Cost:

There are no indirect costs. Employee will be attending on-duty.

Funding Source:

Tuition, meals, hotel, travel, and rental car will be paid for through UASI Grant 2011.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

A handwritten signature in black ink, appearing to read "Patrick H. West".

Patrick H. West, City Manager



Date: May 1, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Field Training Program/S.A.C. Management
Date: June 3 – June 5, 2013
Location: Palm Springs, CA

Employee(s):

Officer Alex Lawrence; Sergeant Janet Cooper

Criticality:

These officers are assigned as Long Beach Police Department's Field Training (FTO) Coordinators. This training is a mandated course required by P.O.S.T. for all FTO Coordinators. Upon completion of this course, the officers will be certified to train other officers within the Department who will be serving as FTO's.

Direct Cost:

The cost for registration, travel, lodging and meals is estimated at \$1,578.

Indirect Cost:


There are no indirect costs.

Funding Source:

PD Index Code PD0301 & PDCAD

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: May 1, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *Jm*
Subject: Training/Travel Request

Signature missed or travel expense form. Thanks!

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Field Training Program/S.A.C. Management
Date: June 3 – June 5, 2013
Location: Palm Springs, CA

Employee(s):

Officer Alex Lawrence; Sergeant Janet Cooper

Criticality:

These officers are assigned as Long Beach Police Department's Field Training (FTO) Coordinators. This training is a mandated course required by P.O.S.T. for all FTO Coordinators. Upon completion of this course, the officers will be certified to train other officers within the Department who will be serving as FTO's.

Direct Cost:

The cost for registration, travel, lodging and meals is estimated at \$1,578.

Indirect Cost:

There are no indirect costs.

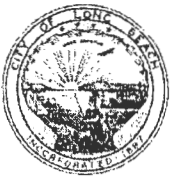
Funding Source:

PD Index Code PD0301 & PDCAD

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager



Date: June 19, 2013

To: Patrick H. West, City Manager

From: Jim McDonnell, Chief of Police

Subject: TRAINING/TRAVEL REQUEST

I am requesting authorization for the below referenced training/travel.

Training Details:

Name: Sherman Block Supervisory Leadership Institute (SLI)
Date: July 15, 2013 through February 5, 2014 (3 days per month for 8 months)
Location: Double Tree Hotel Sacramento, CA

Employee:

Sergeant Ryan LeBaron

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California law enforcement supervisors. SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of many organizations into fine leaders.

Direct Cost:

Total cost for travel, lodging, and meals is 100% POST reimbursable.

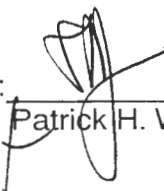

Indirect Cost:

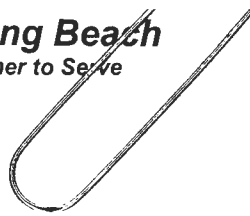
There will be no backfilled overtime cost during Sergeant LeBaron's attendance in this course.

Funding Source:

POST

If you have any questions, please contact me, or my Chief of Staff, Commander Lisa Lopez at extension 8-7301.

Approved:  Patrick H. West, City Manager 



Date: August 7, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Torch Run for Special Olympics
International Conference
Date: November 7 – November 9, 2013
Location: Orlando, Florida

Employee:

Lieutenant Eric Ledesma will attend as a representative of the Long Beach Police Department and as a Law Enforcement Torch Run Council Member.

Criticality:

Lieutenant Ledesma will be representing the Long Beach Police Department as the coordinator of Torch Run Events. The Special Olympics Conference has police officers and command level officers from the United States, Canada and various other countries attending and will allow Lieutenant Ledesma to interact, develop relationships and gain important information that will be used for future events within the city and law-enforcement coordination with Special Olympics.

Direct Cost:

The cost for meals is estimated at \$250.00 (\$50.00 a day x 5 days).

Indirect Cost:

There would be no backfill costs, overtime needed or any additional costs incurred.

Funding Source:


Travel, lodging and conference fees will be paid for by Special Olympics. Funding source for meals only will be PD0312.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager



Date: September 11, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL JUSTIFICATION REQUEST

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Southern Counties Training Association Seminar
Date: October 22, 2013 – October 25, 2013
Location: Embassy Suites San Diego Bay, San Diego, CA

Employee(s):

Training Coordinator SSO Jennifer Leupp and Jail Division Secretary Diane Scarritt

CRITICALITY:

This seminar will provide instrumental training in administering and managing the STC – Standards and Training for Corrections funding, which reimburses the Long Beach Police Department for Detention Officer Training. Attending will assist in developing training that is corrections related and that will be taught in-house to diminish the need for our Detention Officers to travel to outside agencies for mandated training.

DIRECT COSTS:

The total cost for registration, tuition, lodging and meals is estimated at \$1,549.93 (\$774.96 per participant).

INDIRECT COSTS:

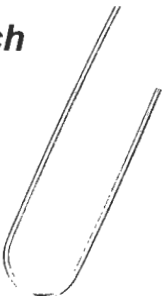
No indirect costs to the City.

FUNDING SOURCE:

All direct costs will be paid for through the STC fund.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved: 
Patrick H. West, City Manager



Date: September 11, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAVEL JUSTIFICATION REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Southern Counties Training Association Seminar
Date: October 22, 2013 – October 25, 2013
Location: Embassy Suites San Diego Bay, San Diego, CA

Employee(s):

Training Coordinator SSO Jennifer Leupp and Jail Division Secretary Diane Scarritt

CRITICALITY:

This seminar will provide instrumental training in administering and managing the STC – Standards and Training for Corrections funding, which reimburses the Long Beach Police Department for Detention Officer Training. Attending will assist in developing training that is corrections related and that will be taught in-house to diminish the need for our Detention Officers to travel to outside agencies for mandated training.

DIRECT COSTS:

The total cost for registration, tuition, lodging and meals is estimated at \$1,549.93 (\$774.96 per participant).

INDIRECT COSTS:

No indirect costs to the City.

FUNDING SOURCE:

All direct costs will be paid for through the STC fund.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved: _____
Patrick H. West, City Manager



Date: September 12, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 11th Annual International Counter-Terrorism Officers Association Conference (ICTOA)
Date: October 8-10, 2013
Location: Las Vegas, Nevada

Employees:

Lieutenant Mike Lewis, Sergeant Jason Evans and Detective Sean Magee.

Criticality:

The International Counter-Terrorism Officers Association Conference is an internationally renowned criminal intelligence sharing and networking conference. This year's event features courses in adversary targeting, anti-law enforcement activism, interdiction of terrorist activities, school violence, de-radicalization of terrorism, and current trends in suicide terrorism. The Criminal Intelligence Section is actively engaged with each of the focus topics; this annual conference enables the participants to network with their colleagues from throughout the world to discuss strategies to combat threats relevant to the City of Long Beach.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$3,510

Indirect Cost:

There are no indirect costs.

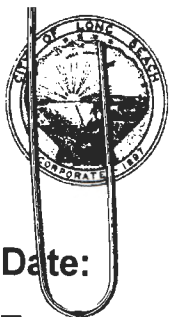
Funding Source:

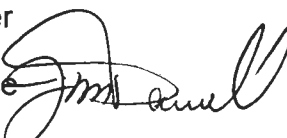
PD10PSGP11 – Sergeant Evans
PD10UASI11 – Lieutenant Lewis and Detectives Magee

If you have any questions, please contact me at extension 87301.

Approval: _____

Patrick H. West, City Manager



Date: March 4, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **OUT OF STATE TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: International Security Conference
Date: April 9-11, 2013
Location: Las Vegas, NV

Employee(s):

Lieutenant Jeff Liberman and Sergeant Chad Ellis

Criticality:

The education offered at this conference will directly enhance the ability of Long Beach Police Department and Port of Long Beach personnel to effectively and wisely spend Port Grant Security funds that have been awarded for the Maritime Coordination Center Technology Build-Out. Port of Long Beach Security leaders and industry professionals have specifically recommended this conference. LBPB personnel will be attending this course with POLB Security & Technology personnel as part of the Virtual Port project planning. The course will enhance the Officer's ability to effectively deal with port security issues and commercial operations in the Port of Long Beach. This training will enable the Long Beach Police Department to increase its ability to work with surrounding federal and local law enforcement and fire agencies.

Direct Cost:

No Cost to City – Total cost will be paid for by the PSGP FY10 Grant.

Indirect Cost:

There are no indirect costs.

Funding Source:

PSGP FY10 will cover all costs associated with this training.

If you have any questions please contact me at extension 87301.

13 MAR 15 11:52

Approval: 

Patrick H. West, City Manager

JM:LF:AA:JL:ce
ISC



Date: August 23, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMCW.*
Subject: **TRAVEL JUSTIFICATION REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Drug Enforcement Agency (DEA) Basic Clandestine LAB Course
Date: September 22 – 27, 2013
Location: Quantico, Virginia

Employee:

Sergeant Timothy Long and Detective Scott DeStefano

CRITICALITY:

Clandestine narcotic laboratories are routinely located during investigations and in order to safely investigate the labs, detectives are required by OSHA regulation 29 CFR 1910 to attend a clandestine laboratory training course. Attendance at the training course held by the DEA will fulfill the requirements and permit detectives to work in a clan lab environment.

DIRECT COSTS:

There are no direct costs.

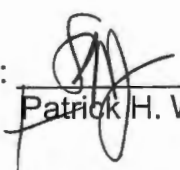
INDIRECT COSTS:

No indirect costs to the City.

FUNDING SOURCE:

The total cost for training, travel, lodging and meals will be paid by the U.S. Drug Enforcement Agency.

If you have any questions or concerns, please contact me at extension 87301.

Approved: 
Patrick H. West, City Manager



Date: August 23, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Lima*
Subject: TRAVEL JUSTIFICATION REQUEST

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Crime Prevention through Environmental Design (CPTED)
Date: November 18 – 20, 2013
Location: Louisville, KY

Employee:

Officer Claudia Lopez

CRITICALITY:

This seminar will provide Officer Lopez with the ability to conduct assessments to better protect schools, parks, recreation developments, commercial, residential environments, public housing and other private and public properties that will benefit the Long Beach Police Department.

DIRECT COSTS:

The total cost is estimated at \$1,622.

INDIRECT COSTS:

No indirect cost to the City.

FUNDING SOURCE:

Grant PD10UASI11 will pay the total cost of \$1,622.

If you have any questions or concerns, please contact me at extension 87301.

Approved: 
Patrick H. West, City Manager



Date: April 25, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *Jim McDonnell*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Major City Chief's Association/FBI National Executive Institute Associates Conference
Dates: May 28 – May 31
Location: Grapevine, TX

Employee(s):

Deputy Chief Robert G. Luna

Criticality:

This annual conference provides a forum in which Police Chiefs from major law enforcement organizations across the United States can discuss organizational issues only relevant to large police organizations.

Direct Cost:

Flights – 391.80
Hotel – 467.04
Meals – 200.00
Total – 1058.84

Indirect Cost:

There are no indirect costs.

Funding Source:

Index code – PD 0301

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez: at extension 87301.


Approved:

13 450 30 00 1:12

Patrick H. West

Patrick H. West, City Manager



Date: February 6, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: FBI – National Executive Institute
Dates: Cycle One: March 10-15, 2013, cycle two: July 14-19, 2013, cycle three: September 8-13, 2013
Location: Quantico, VA & Gettysburg, PA

Employee(s):

Deputy Chief Robert G. Luna

Criticality:

NEI provides leadership development for heads of law enforcement agencies all over the country. DC Luna was nominated for the NEI by the Assistant Director of the FBI - Los Angeles. It is considered an honor and a privilege to receive this nomination.

Direct Cost:

Registration, travel and lodging are paid for by the FBI. Meals are estimated at \$750.

Indirect Cost:

There are no indirect costs.

Funding Source:

FBI Travel Authorization number is Q13S4QG02004\S4QG and the PD Index Code for meals is 0301.

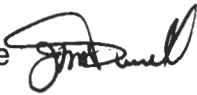
If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

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13 FEB 11 AM 10:01

Approved:

Patrick H. West, City Manager



Date: March 18, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Academy Instructor Certificate Course
Date: May 13 – 17, 2013
Location: San Bruno, California

Employee:

Detective Vincenzo Marchese

Criticality:

Detective Marchese is assigned to the Domestic Violence Detail and has received advanced training investigating domestic violence related crimes. The Detective teaches other detectives and officer who will be teaching the domestic violence curriculum in Basic Academy. Attending this course meets the training requirements for POST Law Enforcement for Instructors and provides current essential skills for teaching and education.

Direct Cost:

Total cost for registration, travel, lodging and meals is estimated at \$1,600.

Indirect Cost:

There are no indirect costs anticipated.

Funding Source:

PD0820 (POST Plan IV Reimbursement)

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

A handwritten signature in black ink, appearing to be "P. West", written over a horizontal line.

Patrick H. West, City Manager



Date: March 21, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMCW.*
Subject: **OUT OF STATE TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: Federal Law Enforcement Training Center, Marine Law Enforcement Training Program (MLETP)
Date: April 29, 2013 through May 23, 2013
Location: Brunswick, Georgia

Employee:

Officer Aaron Mascorro

Criticality:

The Marine Law Enforcement Training Program (MLETP) course provides basic law enforcement marine training. It specializes in marine regulation, protection, and law enforcement responsibilities. This training is necessary in order for MLETP to complete its FLECT certification. Attending the Marine Law Enforcement Training Program (MLETP) in Brunswick, Georgia will fulfill Officer Mascorro's Federal Instructor Course Program certification.

Direct Cost:

No cost to the City of Long Beach.

Indirect Cost:

No indirect cost.

Funding Source:

All travel and training cost will be paid for by the Los Angeles Port Police Department.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager

4 ||



Date: March 18, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMCW.*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Instructor Certificate
Date: August 12 – August 23, 2013
Location: Emmitsburg, MD

Employee(s):

Officer Eric Matusak

Criticality:

Developing professional and competent emergency personnel requires a commitment to ensure that all individuals involved in emergency response and support activities have the skills they need to perform under stressful conditions.

Officer Matusak is responsible for conducting training for city employees from all City departments in emergency management topics including the Incident Command System and Emergency Operation Center operations. This training will increase his knowledge and abilities to properly train City employees. This is the third of a series of three courses that he will attend.

Direct Cost:

There are no direct costs.

Indirect Cost:

There are no indirect costs. There will be no backfill or overtime generated from Officer Matusak's attendance at this training.

Funding Source:

The Federal Emergency Management Agency (FEMA) is providing the funding for this training.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager





Date: March 18, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Linn for JMCS.*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Instructional Design Certificate
Date: July 15 – July 26, 2013
Location: Emmitsburg, MD

Employee(s):

Officer Eric Matusak

Criticality:

Developing professional and competent emergency personnel requires a commitment to ensure that all individuals involved in emergency response and support activities have the skills they need to perform under stressful conditions.

Officer Matusak is responsible for conducting training for city employees from all City departments in emergency management topics including the Incident Command System and Emergency Operation Center operations. This training will increase his knowledge and abilities to properly train City employees. This is the second of a series of three courses he will attend.

Direct Cost:

There are no direct costs.

Indirect Cost:

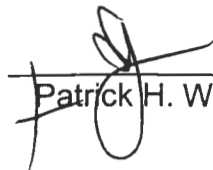
There are no indirect costs. There will be no backfill or overtime generated from Officer Matusak's attendance at this training.

Funding Source:

The Federal Emergency Management Agency (FEMA) is providing the funding for this training.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager





Date: March 18, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMCD.*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Training Management Certificate
Date: June 10 – June 21, 2013
Location: Emmitsburg, MD

Employee(s):

Officer Eric Matusak

Criticality:

Developing professional and competent emergency personnel requires a commitment to ensure that all individuals involved in emergency response and support activities have the skills they need to perform under stressful conditions.

Officer Matusak is responsible for conducting training for city employees from all City departments in emergency management topics including the Incident Command System and Emergency Operation Center operations. This training will increase his knowledge and abilities to properly train City employees. This is the first of a series of three courses that he will attend.

Direct Cost:

There are no direct costs.

Indirect Cost:

There are no indirect costs. There will be no backfill or overtime generated from Officer Matusak's attendance at this training.

Funding Source:

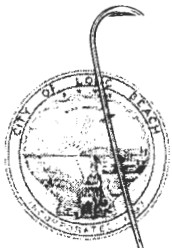
The Federal Emergency Management Agency (FEMA) is providing the funding for this training.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager





Date: June 16, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: University of Southern Mississippi and National Center for Spectator Sports Safety and Security Conference
Date: July 16 – 18, 2013
Location: Lake Buena Vista, Florida

Employee(s):

Officer Eric Matusak

Criticality:

The conference is focused on "open access" events such as the Long Beach Marathon and Grand Prix. Sessions will focus on anit-terrorism programs, crowd management, and other aspects of sports safety and security. Speakers will also focus on "protecting the brand", i.e. the importance of protecting the image of the City of Long Beach as the host site for successful large-scale events. The lessons learned can be directly applied to non-sporting special events held in the City of Long Beach such as the Gay Pride Parade and Festival and the upcoming Red Bull Flutag.

Direct Cost:

No cost to the City.

Indirect Cost:

There are no indirect costs.

Funding Source:

Grant PD10UASI11 will cover all expenses.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

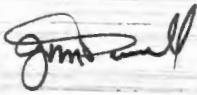
Approved:

Patrick H. West, City Manager



Date: April 5, 2013

To: Patrick H. West, City Manager

From: Jim McDonnell, Chief of Police 

Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Tactical Conference 2013
 Date: April 22 through 25, 2013
 Location: Verona, New York

Employee(s):

Sergeants Donald Mauk, Jeff Berkenkamp and Officers Ernie Armond and Robert Owens.

Criticality:

This conference lends itself to SWAT Team leaders, SWAT Team members and SWAT Negotiators. Some of the topics that will be discussed are forging the warrior, bank hostage rescue, narco terrorism – the threat from south of the border, understanding SWAT tactics, risk management for SWAT, terrorist interdiction and active shooter/hostage rescue debrief.

Direct Cost:

Port Security Grant 2010 will pay the total expenses of \$11,059.93 (see attached approval document). Grant will be paying for tuition, air fare, hotels, taxis and meals using index code PD10PSGP10-10LPDT.

Indirect Cost:

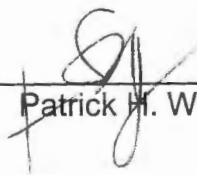
There are no indirect costs.

Funding Source:

Grant Code PD10UASI10

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



 Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: February 13, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *LL For JMcb*
Subject: Travel Request - Texas Police Chiefs Association

I respectfully request permission to attend the upcoming Texas Police Chiefs Association Annual Conference March 25 – 28, 2013 in Austin Texas.

Criticality:

The conference theme this year will be "Character Driven Leadership" which will include discussions about those defining moments in leadership when city leaders are confronted with difficult decisions. I have been asked to speak at one of the sessions.

Direct Cost:

None

Indirect Cost:

None

Funding Source:

All costs reimbursed by the Texas Police Chiefs Association

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: August 9, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: **Travel Request - Operation Guardian Shield 2013**

I respectfully request permission to attend the above referenced training in Glynco, GA, September 24 - 28, 2013.

Criticality:

I have been requested as a senior leader in the law enforcement community to participate in the Army Reserve Ambassador Program as part of their Guardian Shield training. Guardian Shield is a hybrid-training program designed to mentally and physically challenge U.S. Army Reserve CID Special Agents in a fluid and realistic training environment. In the Ambassador Program, I will get a better understanding of their role, the agent's skill sets and how we can best assist the military in preventing and solving crimes.

Direct Cost:

None

Indirect Cost:


None

Funding Source:

All expenses paid by the U.S. Army Reserve.

If you have any questions please contact me at extension 87301.

Approved:




Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

Date: February 21, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **Travel Request - LA County Chiefs Spring Conference**

I respectfully request permission to attend the upcoming Los Angeles County Police Chiefs' Association (LACPCA) Spring Conference in Palm Springs, April 24 – 26, 2013.

Criticality:

This conference will provide the opportunity for LA County Chiefs to discuss important public safety issues. As the 2013 LACPCA President, I am expected to co-facilitate this conference.

Direct Cost:

\$538.00 for hotel, meals and other related costs

Indirect Cost:

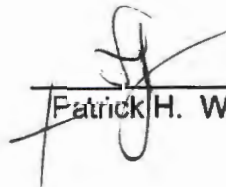
None

Funding Source:

Index Code PD0110

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager

JM:jb
Travel Request Memo LACPCA Spring Conference 4-13



Date: June 6, 2013
To: Patrick H. West, City Manager
LR FOR JMcD
From: Jim McDonnell, Chief of Police
Subject: **Travel Request - Independent Cities Association (ICA) Conference**

I respectfully request permission to attend the upcoming Independent Cities Association (ICA) Conference in San Diego, CA., July 11 – 14, 2013.

Criticality:

This conference provides Southern California public safety personnel, cities and elected officials the opportunity to learn, discuss and debate scenarios to help find the best solutions for their department and city.

Direct Cost:

\$1,136.86 for hotel, meals and other related costs

Indirect Cost:

None

Funding Source:

Index Code PD0110


If you have any questions please contact me at extension 87301.

Approved:

A handwritten signature in black ink, appearing to be "P. West", is written over a horizontal line.

Patrick H. West, City Manager



Date: January 11, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: International Association of Financial Crimes Investigators ("IAFCI")
2013 Training Conference
Date: August 26 – August 30, 2013
Location: Denver, Colorado

Employee(s):

Detective Greg McMullen, Forgery / Fraud.
(President, IAFCI, Southern California Chapter)

Criticality:

The training conference will provide the detective an overview of the function of law enforcement when handling current financial crime trends; an update on the latest case law regarding financial crimes as well as an overview of financial crimes which will affect the City of Long Beach and the Southern California Region.

Direct Cost:

No direct cost to the City of Long Beach. All travel expenses will be paid by the International Association of Financial Crimes Investigators (IAFCI).

Indirect Cost:

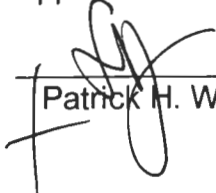
There are no indirect costs to the Department.

Funding Source:

No cost or impact to the General Fund

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager





Date: April 5, 2013

To: Patrick H. West, City Manager

From: Jim McDonnell, Chief of Police

Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Hazardous Materials Instructor Course
Date: May 6 – 9, 2013
Location: CHP Academy - Sacramento, CA

Employee(s):

Sergeant Scott Minikus

Criticality:

Sergeant Minikus teaches a Hazardous Materials Course at the California Specialized Training Institute (CSTI). The Hazardous Materials Instructor Course is necessary for his state certification and accreditation.

Direct Cost:

No cost to the City.

Indirect Cost:

There are no indirect costs.

Funding Source:

Tuition will be paid for by the Local Emergency Planning Committee (LEPC). The California Specialized Training Institute (CSTI) and Sergeant Minikus will cover all other costs.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

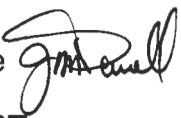
Approved:

Patrick H. West, City Manager

SM:sm:rd
CSTI HazMat Instr Training





Date: January 17, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: SWAT Commander's Course- 40 hours
Date: February 25- March 1, 2013
Location: San Diego, CA

Employee(s):
Lieutenant Christopher Morgan


Criticality:
The course is designed for law enforcement SWAT Commanders and consists of classroom lecture, case studies of tactical incidents, student interaction and interactive tabletop exercises. Lieutenant Morgan is directly responsible for overseeing the SWAT team during tactical incidents and training. A working knowledge of the role and responsibilities of a SWAT Commander is critical to monitor and minimize the liability exposure of the City and the safety of the officers and the public.

Direct Cost:
No cost to the City. All expenses will be covered by UASI Grant funds.

Indirect cost:
There are no indirect costs.

Funding Source:
PD10UASI11.

If you have any questions please contact me at extension 87301.

Approval: 
Patrick H. West, City Manager





Date: January 17, 2013
To: Patrick H. West, City Manager
From: *U for JMD*
Jim McDonnell, Chief of Police
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Protective Measures and Responsive Actions
Date: January 27 – February 1, 2013
Location: Anniston, Alabama

Employee(s):

Sergeant Ryan LeBaron, Officer Chris Martin, Officer Todd Jenkins, Officer Juan Fajardo, and Officer Conrad Penn

Criticality:

It is critical that these employees become subject matter experts to enable them to teach 900 employees an OSHA mandated training in terrorism related matters. This mandated training is entitled Threat 8 and is an annual OSHA requirement.

Direct Cost:

Officers are attending on duty. All costs for tuition, travel, and accommodations are funded through the CDP.

Indirect Cost:


There are no backfill or overtime costs.

Funding Source:

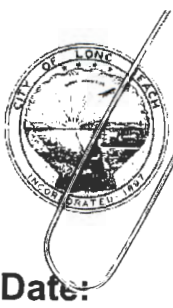
All costs will be paid by the Center of Domestic Preparedness (CDP).


If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager



Date: January 31, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Travel / Training Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Law Enforcement Intelligence Unit (LEIU) Conference
Date: April 7-12, 2013
Location: Chicago, IL

Employees:

Sergeant Jason Evans, Office of Counter Terrorism
Sergeant Anthony Lopez, Office of Counter Terrorism
Detective Sean Magee, Office of Counter Terrorism
Detective Candice Wright, Office of Counter Terrorism

Criticality:

The Law Enforcement Intelligence Unit Conference is the Nation's premier criminal intelligence sharing and networking conference. This year's event features courses in human trafficking, transnational organized crime, domestic terrorism, and radicalization. The Office of Counter Terrorism is actively engaged with each of the focus topics; this annual conference enables the participants to network with their colleagues from throughout the world to discuss strategies to combat threats relevant to the City of Long Beach.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$8,570.00.

Indirect Cost:

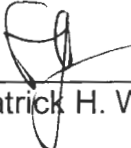
There are no indirect costs.

Funding Source:

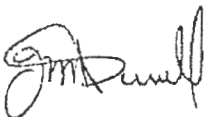
PDUASI10 Grant – Sergeant Evans, Sergeant Lopez, Detective Magee
Port Grant – Detective Candice Wright

If you have any questions, please contact me at extension 87301.

Approval: _____


Patrick H. West, City Manager



Date: August 5, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 25th Annual Crimes Against Children Conference
Date: August 12 – 15, 2013
Location: Dallas, Texas

Employee(s):

Lieutenant Dan Pratt, Detective Laurie Briney, Detective Kevin Ong, Detective Juan Gomez

Criticality:

In August 2011, the Long Beach Police Department was awarded the COPS Child Sexual Predator Program grant in the amount of \$486,000. This year's conference specifically addresses issues relative to human trafficking and the sexual exploitation of children. An amendment to the grant was submitted to cover the cost of this training, including travel, lodging, meals and tuition.

Direct Cost:

Hotel (excluding taxes/fees)	\$1877 (3 rooms)
Meals	\$ 800 (\$200 x four detectives)
Tuition	\$2060 (\$515 x four detectives)
Transportation (estimated airfare)	\$1756 (\$439 x four detectives)
Rental Car	\$ 458
ESTIMATED TOTAL COSTS	\$6951

Indirect Cost:


There are no indirect costs.

Funding Source:

PD10CSPP11 – COPS Child Sexual Predator Grant

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



Date: November 8, 2013

To: Patrick H. West, City Manager

From: Reginald Harrison, Deputy City Manager *R.H.*

Subject: **TRAINING JUSTIFICATION – Fundamentals of Grants Management Workshop**

I respectfully request authorization for City of Long Beach departmental FEMA grant administrators to attend the below referenced training. All travel costs with the exception of salary will be paid through grant reimbursements.

Training/Conference Details:

Name: FEMA Fundamentals of Grant Management
 Date: December 17 – December 19, 2013
 Location: Emmitsburg, Maryland

Employees:

- Arlen Crabtree, Administrative Analyst, Disaster Preparedness
- Chris Rowe, Assistant Chief, Fire
- Danielle Mitchell, Manager of Financial Controls, Financial Management
- Elizabeth Griffin, Commander, Police – Homeland Security
- Francine Wiegelman, Assistant City Controller, Financial Management
- Hartono Tai, Accountant, Police – Fiscal Bureau
- William Norris, Program Specialist, Police – Fiscal Bureau

*Check
w/ John
Gross,
Danielle
now in
Tech
Services*

Description of Training

The workshop is designed to enhance the grantee's ability to manage and financial grants management. Agencies are encouraged to provide participants with a description of the existing grants management cover the primary elements (limited to funding acquisition award, review, monitoring process) and close out.

With \$6 million or more in annual critical to ensure that City practices and it is recommended funded training. At the cost applicable cost principles, Regulations, apply proven best

REGINALD I HARRISON
 DEPUTY CITY MANAGER
 SF

11/8/13

Farinella briefing mentioned grant training today. Attached is the request. PD's grant coordinator is retiring this year so we have a great opportunity to get some USD

"Prospective" Let's Talk!

management priorities, and develop or revise policies, procedures and practices in critical areas of grants management.

Direct Costs

Travel: \$5,282.20 (\$754.60/person avg. estimate)
Workshop Meals: \$ 525.84 (\$75.12/person)
Travel Meals/Other: \$ 649.40 (92.77/ person avg. estimate)

Total: \$6,457.44 (Funded by UASI Grant Funds)

Indirect Costs

There are no indirect costs to this training program. The staff attending this training does not require backfill of their positions during their travel or attendance.

Funding Source

As part of the federal Grants Management Technical Assistance Program (GMTA), FEMA will cover the cost of the course and lodging in a dormitory. The remaining costs for travel and meals will be paid through awarded 2011 and/or 2012 UASI grant funds (LBUASI11LEMA/LBUASI12LEMA). The employee's salary expense is the only cost to the City. Prior offerings of this FEMA course were in Chicago and Dallas. Currently, there is no known schedule for this FEMA course to be taught on the West Coast.

If you have any questions or require additional information please contact me at extension 8-9460.

Approval: _____


Patrick H. West
City Manager

cc: Suzanne Frick, Assistant City Manager
Jim McDornell, Police Chief
John Gross, Director of Financial Management
Mike DuRee, Fire Chief



Date: May 20, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMCW.*
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training / Conference Details:

Name: National Technological Investigators Association (NATIA) Conference

Date: July 13, through July 19, 2013

Location: Memphis, Tennessee

Employee(s):

Lieutenant Jeff Cooper, Sergeant Lee Debrabander, Sergeant Jason Evans and Detective Sean Magee

Criticality:

Lieutenant Cooper, Sergeant Jason Evans and Detective Sean Magee are assigned to the Criminal Intelligence Section (formerly the Office of Counter Terrorism), and Sergeant Debrabander is assigned to the Drug Investigations Section. All four individuals have an expertise in specialized covert surveillance equipment and are responsible purchasing, maintaining and deploying the specialized equipment for their respective assignments. This conference will provide them with training in current trends in covert surveillance technologies that are available. It will also allow them to be able to network with their counterparts in the covert surveillance field.

Direct Cost:

No cost to the City of Long Beach. Total cost estimated at \$9,332.00

Indirect Cost:

There are no direct costs

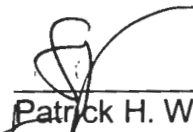
Funding Source:

PD10PSPG11 PORT grant funding will cover all costs associated with this training.

If you have any questions please contact me at extension 87301.

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13 MAY 25 AM 2:31

Approved:


Patrick H. West, City Manager





Date: May 28, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Moose Boats
Date: June 17 – 18, 2013
Location: Petaluma, California

Employee(s):

Lieutenants Michael Lewis, Jeffrey Liberman, Police Officer Greg Jensen and Public Works Department Fleet Services Bureau Rollie Harvey

Criticality:

Members of the LBPD Port Police Division and City Fleet Services have been tasked with the research, design, and purchase of two police boats. This research includes traveling to the manufacture location of a perspective vessel in order to interview, assess designs, and evaluate applicability of the product prior to making recommendations for bid and purchase of these vessels.

It is anticipated personnel will learn and view the latest design options, cost structure, production time line and the most recent "best practices" in police boat design and function.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$1,700.00 (Port Grant 2011 funded)

Indirect cost:


None – Travel will be completed on regular duty status. There are no anticipated staffing issues; no backfill is necessary.

Funding Source:

The costs associated with this travel will be paid using Port Security Grant Program 2011 funds. No General Fund monies will be utilized for this travel.

If you have any questions please contact me at extension 87301.

Approval:


Patrick H. West, City Manager



Date: December 10, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *Jim McDonnell*
Subject: TRAVEL/TRAINING REQUEST – CLANDESTINE LABORATORY OPERATIONS

I respectfully request authorization for the below referenced travel for training.

Training/Conference Details:

Name: DEA Clandestine Laboratory Certification Class No. 301
Date: January 6, 2014, through January 10, 2014
Location: DEA Headquarters, Quantico, Virginia

Employee(s):

Detectives Gabriel Garrido, Andrew Calderon, Aldo Decarvalho and Bernardo Barajas.

Criticality:

Drug Investigations Section (DIS) detectives are trained to investigate and dismantle clandestine laboratory operations within the city. They instruct other police officers, city employees and the public on recognizing potential dangers of drug manufacturing operations and how to report them. Attending this conference will train and certify DIS detectives to respond to dangerous, unpredictable and improvised clandestine operations. This training course meets CALOSHA and NES Environmental certification requirements.

Direct Cost:

There is no cost to the Department for this training. All costs incurred will be paid by USDOJ DEA.

Funding Source:

United States Department of Justice, Drug Enforcement Agency.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:

Patrick H. West

Patrick H. West, City Manager



Date: May 28, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Homeland Security Exercise and Evaluation Program (HSEEP)
Date: June 10 – 13, 2013
Location: San Diego, California

Employee(s):

Sgt Steve Smock, Sgt Donald Mauk, Off Russell Lee, Off Daniel Arcese and Off Eric Matusak.

Criticality:

This Memo is not submitted inside the normal 30-day window due to a renewed focus on conducting Exercises within the Port of Long Beach rather than traveling outside the City for much of our Port Security Grant Funded training. This effort will allow us to tailor much of our training to Port of Long Beach and LBPB specific issues. Members of the LBPB Port Police Division and Officer Matusak have been tasked with developing, managing, conducting, evaluating and improving homeland security training in the City of Long Beach and the Long Beach Port District. In order to accomplish the above tasks in accordance with Federal Emergency Management Agency (FEMA) guidelines, it is necessary for these personnel to attend the California Emergency Management Agency's (CALEMA) Homeland Security Exercise and Evaluation Program (HSEEP).

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$2,650.00 (Port Grant 2011 funded)

Indirect cost:

None – Travel will be completed on regular duty status. There are no anticipated staffing issues; no backfill is necessary.

Funding Source:

The costs associated with this travel will be paid using Port Security Grant Program 2011 funds. No General Fund monies will be utilized for this travel.

If you have any questions please contact me at extension 87301.

Approval: 

Patrick H. West, City Manager



Date: October 1, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luma for JMCD.*
Subject: **TRAINING/TRAVEL REQUEST**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Association of Tactical Officers Training Conference 2013
Date: November 12 through November 15, 2013
Location: San Diego, CA

Employees:

Officer Robert Owens and Officer Jeremy Haining

Criticality:

The conference is a statewide gathering of the law enforcement tactical community and is a primary source for the sharing of lessons learned throughout the year. The information conveyed is beneficial in developing best practices, improving safety and reducing liability. The conference will feature tactical debriefs that include "The Hunt for Christopher Dorner", "Barricades and the Mentally Ill", and "K9 Deployments and SWAT." Many of these presentations are only provided at this conference making attendance critical to the continued professionalism of the SWAT Team.

Direct Cost:

The total cost for registration, lodging and meals is estimated at \$1106.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

We will be using index code PD031216.

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved:

Patrick H. West, City Manager



Date: April 5, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2013 INIA Drug/Terrorist Interdiction Conference
Date: May 12 - 16, 2013
Location: Louisville, Kentucky

Employee(s):

Lieutenant Michael Pennino, Detectives Shea Robertson and Luis Rodriguez

Criticality:

This conference focuses on the interdiction of narcotics as well as terrorists through transportation routes such as seaports and airports, in addition to small aircraft and commercial freight lines. No local conferences or training opportunities cover these topics as thoroughly as the INIA conference. Additionally, there is a need to increase LBPD's investigative presence in the port, airport and parcel shipping companies. It is imperative for detectives to attend this training to develop contacts in the nationwide interdiction community to effectively combat narcotic and terrorist activity at our ports of entry, specifically the Long Beach Airport.

Direct Cost:

No cost to the City of Long Beach.
Total cost for tuition, travel, lodging, rental vehicle and meals is estimated at \$4,565.00 for three employees.

Indirect Cost:

None

Funding Source:

FEMA approved for use of the Port Security Grant '11 funds (PD11PSGF11)

If you have any questions, please contact me at extension 87301.


Approved:

Patrick H. West, City Manager

JM:mdp





Date: June 18, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Transit Bus System Safety
Date: August 5 to August 9, 2013
Location: San Jose, CA

Employee:

Transit Enforcement Detail Officer Adam Rim

Criticality:

The intent of the training course is to prepare the officer to address public transportation safety and security concerns, identify risk, familiarize the employee with specialized equipment, ADA concerns, threat and vulnerability analysis and the development of a Federal Transit Administration approved Transit Bus System Safety Program Plan.

Direct Cost:

NONE – Long Beach Transit will be handling all travel arrangements and costs.

Indirect cost:

There are no indirect costs.

Funding Source:

Long Beach Transit will be paying all tuition and costs.

If you have any questions please contact me at extension 87301.

Approval: 

Patrick H. West, City Manager





Date: August 14, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *LL for JMC*
Subject: Travel Request - International Association of Chiefs of Police Conference (IACP)

I am respectfully requesting permission for Commanders Rich Rocchi, Don Wood and myself to attend the upcoming IACP Conference being held in Philadelphia, PA, October 19 – 23, 2013.

Criticality:

Police Chiefs and other law enforcement professionals from around the world come together at the IACP Annual Conference to foster the exchange of ideas, information and solutions in content specific education sessions.

Direct Cost (for three attendees):

Registration fees	\$1,175
Flight	1,500
Ground Transportation	180
Lodging	3,600
Meals	<u>750</u>
Estimated Total	\$7,205

Indirect Cost:

None

Funding Source:

All expenses will be paid by UASI grant funding (PD10UASI11), with the exception of additional lodging costs totaling \$1,884 which will be divided by index codes PD0110, PD0301 and PD0880.

If you have any questions please contact me at extension 87301.

Approved:


Patrick H. West, City Manager



City of Long Beach
Working Together to Serve

Memorandum

RUSH

Date: October 14, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAINING/TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 13th Annual Crisis Negotiations Conference
Date: October 28 through October 31, 2013
Location: Mesa, AZ

Employees:

Officer Denise Ruiz and Officer Cris Costa

Criticality:

The presentations offered in this Crisis Negotiations Conference are related to current trends and events, including presentations on officer suicide and mental health, hostage incidents, kidnapping, and social networking. Over the past year there have been numerous incidents related to hostages and active shooters. This conference is held to debrief these incidents. The classes will discuss what worked and what went wrong. The officers attending this conference respond to similar incidents that occur within the City of Long Beach. The officers will bring back what they learn and relay it to other team members of the Hostage Negotiation Team and Special Weapons and Tactics Team. This training is extremely valuable because we are learning from real life situations.

Direct Cost:

There is no direct cost to the City.

Indirect Cost:

There are no indirect costs.

Funding Source:

Index code PSGP11TNE. Tuition for each person is \$350.00, total meal cost for each person is \$215.00, total lodging for each person is \$500.00, and gasoline cost for one city vehicle is estimated at \$200.00. Total expense is estimated at \$2330.00.

If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez, at extension 87301.

Approved: 

Patrick H. West, City Manager



Date: May 20, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *R. Luna for JMC.*
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: POST Identity Theft Investigations
Date: June 24 – June 28, 2013
Location: San Diego, California

Employees:

Detective Dominick Scaccia.

Criticality:

The detective is new to the Detail and will be asked to testify as an expert on fraud and identity theft topics. Cases of forgery, fraud, and identity theft are increasing annually and are becoming more complicated, which makes this training relevant and important. The detective will be asked to investigate and conduct presentations regarding fraud, identity theft, and current fraud scams.

Direct Cost:

No cost to the city.

Indirect Cost:

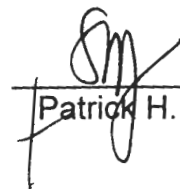
There are no indirect costs.

Funding Source:

No cost to the city. POST reimbursable.

If you have any questions please contact me at extension 87301.

Approved:



Patrick H. West, City Manager





Date: November 8, 2013
To: Patrick H. West, City Manager
U for JMB
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: California Narcotic Officers Assoc. (CNOA) Training Conference
Date: November 23 – 26, 2013
Location: Sparks, Nevada

Employee(s):

Detective Jose M. Serenil

Criticality:

The conference is for prosecutors and investigators working in the Narcotic Investigations field. Law enforcement training will include over 37 classes related to narcotics enforcement and investigation techniques, including crystal methamphetamine, drug facilitated sexual assaults, drugs and social media, asset forfeiture, and others. Detective Serenil is assigned to the Drug Investigation Section and is involved in major narcotics investigations. Detective Serenil is required to testify in court as an expert in narcotics sales, narcotics trafficking and related topics. The Detective will be asked to investigate and conduct presentations related to narcotics sales and trafficking to other police officers and the District Attorney's office. Cases involving narcotics trafficking are increasing annually and are becoming more complicated, which makes this training relevant and important.

Direct Cost:

No cost to the City of Long Beach. CNOA will cover all costs associated with this training.

Indirect Cost:

No cost.

Funding Source:

CNOA

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.


Approved:



Patrick H. West, City Manager



RUSH

Date: August 20, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Internal Affairs Pro User's Conference
Date: October 14 – October 17, 2013
Location: Las Vegas, Nevada

Employee(s):

Commander Robert Smith
Sergeant Paul Gallo

Criticality:

This training is to attend basic and advanced sessions in the use of the Police Department's IAPro software. IAPro is the department's Internal Affairs case management system. Commander Smith leads the Internal Affairs Division and is responsible for the implementation of IAPro within our department. Sergeant Gallo currently functions as the department's lead trainer for all supervisors in the use of IAPro. Both Commander Smith and Sergeant Gallo would benefit by attending training on upcoming improvements to IAPro software.

Direct Cost:

\$1528 for two employees' lodging, meals, and transportation.

Indirect Cost:

There are no indirect costs.

Funding Source:

PD0112

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



Patrick H. West, City Manager



RUSH

Date: February 27, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *[Signature]*
Subject: TRAINING TRAVEL REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: 2013 LASD North County Explorer Competition
Date: March 23, 2013 – March 24, 2013
Location: Pitchess Detention Center, Valencia, CA.

Employee(s):

Sergeant Stephen Stough and Detective Sondra Benskin.

Criticality:

Part of the overall mission of the Long Beach Police Explorer Program is to teach and guide the youth in law enforcement functions. One way to facilitate this mission is through competitions. Exposure in explorer events assists in the recruiting mission. The explorer posts are required to have advisor escorts in order to compete in this competition. Overnight stay is requested because the competitors and staff must be at the competition events in Valencia, California by 7:00 am and until 9:00 pm on both Saturday, March 23, 2013 and Sunday, March 24, 2013.

Direct Cost:

There are no direct costs.

Indirect Cost:

There are no indirect costs.

Funding Source:

All competition expense will be paid out of the Long Beach Police Foundation, Explorer Fund.

If you have any questions, please contact at extension 87301.

Approved:

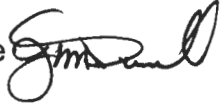
* *[Signature]*

Patrick H. West, City Manager

JM:SB:dtm
Explorer 2013 LASD North County Competition

* No charges for this travel/event to be paid by City funds - including employee costs. All expenses to be funded by Foundation fundng.



Date: April 24, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: Training / Travel Request

I respectfully request authorization for the below referenced training / travel:

Training Details:

Name: FBINAA Annual Training Conference
Date: July 27 – July 30, 2013
Location: Orlando, FL

Employee:

Detective Darlene Wigmore

Criticality:

This detective is asked to testify as an expert on fraud and identity theft cases, which are more complicated and increasing annually. She is considered an expert in forgery/fraud and is often a resource to officers in the field. These courses and the opportunity to network with over 1,250 delegates from around the nation will help her excel in her field of expertise. With her desire to promote, she also plans to learn tactical and operational methods from the critical incidents sessions as well as personal and professional development skills needed to become an effective leader.

Direct Cost:

There are no direct costs.

Indirect Cost:

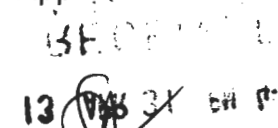
There are no direct costs.

Funding Source:

Cost to attend will be paid by the requestor.

If you have any questions please contact me at extension 87301.

Approved:



13 AUG 31 PM 11:22

Patrick H. West, City Manager



Date: August 27, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: EOD K-9 Operations Tour
Date: November 2 – 11, 2013
Location: Tel Aviv, Israel

Employee(s):

K-9 Handler Officer Ernie Wolosewicz

Criticality:

This officer is currently an explosive dog handler and a first responder for our Department. Police dogs working with SWAT are an invaluable resource to assist teams and reduce the risks but the duties, responsibilities and training must be clearly defined to limit potential liability.

Direct Cost:

The total cost for registration, travel, lodging and two meals a day will be paid by 10UASI11 Grant. It is estimated the City will pay two nights lodging and ten dinners which is estimated at \$960.00.

Indirect Cost:

There are no indirect costs or position Backfill/overtime cost.

Funding Source:

Grant Code PD10UASI11 and PD Index Code PD031233.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:

Patrick H. West, City Manager



Date: February 8, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: TRAVEL REQUEST



I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Sherman Block Supervisory Leadership Institute (SLI) course
Date: March 25 – October 16, 2013 (3-days per mo. – schedule attached)
Location: San Diego, California

Employee:

Sergeant Robert Woods

Criticality:

Supervisory Leadership Institute (SLI) is designed to enhance the leadership abilities of California law enforcement supervisors, SLI has benefited many Long Beach Police Department sergeants by challenging and motivating them to handle the multi-faceted responsibilities exhibited within law enforcement. It is a respected course that has developed members of our organization into fine leaders

Direct Cost:

There is no cost, as POST has reinstated reimbursement for this coveted course, reimbursing 100% of out of pocket expenses

Indirect Cost:

There are no indirect costs.

Funding Source:

City's cost will be paid by PD0819BG, while the cost of the course is covered under POST Reimbursement

If you have any questions please contact me at extension 87301.

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13 FEB 15 PM 11:05

Approved:

Patrick H. West, City Manager



Date: June 18, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police *Jim McDonnell*
Subject: **Training/Travel Request**

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Beyond the Storms Implementation Study
Capabilities Analysis Exercise (CALEX)
Date: August 27 – 28, 2013
Location: Laurel, Maryland

Employee(s):

Detective Candice Wright, Criminal Intelligence Section

Criticality:

The Applied Physics Laboratory at John Hopkins University has been tasked with writing and implementing a national strategy for communications to enhance critical infrastructure resilience. The participants of the Capabilities Analysis Exercise will be developing a methodology for public and private sector stakeholders in the port/maritime environment to improve resiliency with both man made and natural threats. Detective Candice Wright was personally invited by John Hopkins University to attend the exercise as a subject matter expert representing the City of Long Beach.

Direct Cost:

No cost to the City.

Indirect Cost:

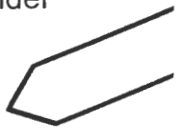
There are no indirect costs.

Funding Source:

Port Security Grant PD10PSGP11-11LPDT will cover all expenses.

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved:



PHW

Patrick H. West, City Manager



Date: February 13, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL / TRAINING REQUEST

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: Maritime Security 2013 East Conference
Date: April 15 -17, 2013
Location: St. Petersburg, Florida

Employees:

Detective Candice Wright, Office of Counter Terrorism

Criticality:

Detective Wright has been instrumental in the implementation of the Situational Awareness Network (SAN) program in the Port. The Maritime Security Conference organizers have requested Detective Wright to be a presenter at this year's conference. Detective Wright will discuss the implementation, operational insight, and successes of the SAN program. This would be an excellent opportunity to showcase the type of programs being implemented in the City of Long Beach at a national level.

Direct Cost:

Total cost for travel, lodging and meals is estimated at \$1,177.00.

Indirect Cost:

There are no indirect costs.

Funding Source:

Port Grant

If you have any questions, please contact me at extension 87301.

Approval: 
Patrick H. West, City Manager



Date: April 4, 2013

To: Patrick H. West, City Manager

From: Jim McDonnell, Chief of Police 

Subject: Training/Travel Request

I respectfully request authorization for the below referenced training/travel.

Training/Conference Details

Name: Neighborhoods USA 38th Annual Conference

Date: May 23 – 26, 2013

Location: Minneapolis, Minnesota

Employee:

Detective Christopher Zamora #5991

Criticality:

The City Prosecutor's Office, in partnership with the Police Department is a finalist for the Best Neighborhood Program, with the recipient to be announced at the 38th Annual NUSA Conference, scheduled for May 22-25, 2013, in Minneapolis, MN. The city of Long Beach is scheduled to make a presentation regarding their Gang Prevention Strategy on May 24, 2013, with the awards program to be held on May 25, 2013.

Direct Cost:

There is no direct cost to the Police Department.

Funding Code:

Index Code CP09104 – City Prosecutor – Anti-Gang Injunction Program.

Indirect Cost:

There are no indirect costs for this travel.

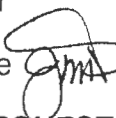
If you have any questions, please contact me or my Chief of Staff, Commander Lisa Lopez at 87301.

Approved:



Patrick H. West, City Manager



Date: October 1, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police 
Subject: TRAVEL JUSTIFICATION REQUEST

I respectfully request authorization for the below referenced training/travel.

Training Details:

Name: POST Management Training Course
Date: November 4–8, 2013
December 10–13, 2013
January 14–17, 2014
Location: Dana Point, CA

Employee:

Lieutenant Dina Zapalski

CRITICALITY:

The POST Management Training Course is a POST requirement for all newly appointed Lieutenants.

DIRECT COSTS:

No cost to the City.

INDIRECT COSTS:

No indirect costs.

FUNDING SOURCE:

POST – Police Officers Standards Training

If you have any questions or concerns, please contact me at extension 87301.

Approved: 

Patrick H. West, City Manager