

Louisville Metro Council City Agency Request

- Neighborhood Development Fund (NDF)
- Capital Infrastructure Fund (CIF)
- Municipal Aid Program (MAP)
- Paving Fund (PAV)

Primary Sponsor: Vicki Aubrey Welch, District 13

Amount: \$3,000 **Date:** Thursday, February 19th, 2016

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):
 NDF in the amount of \$3,000 to sponsor two District 13 SRO officers to attend the 2016 Annual School Safety Conference, as a part of the annual National Association of School Resource Officers Annual Conference, July 10th - 15th, in Anaheim, CA. These officers serve Fairdale High School & Lassiter Middle School - and will utilize these funds directly on costs associated with travel, registration fees and housing. The annual SRO Conference offers essential information, classes, training and new information on school safety and current trends of today's youth and the impact of maintaining safe learning environments in our schools.

City Agency: LMPD
Contact Person: Major Tandeta Hettich
Agency Phone: 574-7161

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose.

<u>13</u>	<u><i>Vicki Aubrey Welch</i></u>	<u>\$3,000</u>	<u>2/19/16</u>
District #	Council Member Signature	Amount	Date

Approved by: _____
 Appropriations Committee Chairman Date

Clerk's Office & OMB Use Only:

Request Amount: _____ Amended Amount: _____
 Reference #: _____ To OMB: _____
 Budget Revision #: _____
 Account #: _____
 To Project Manager: _____ Completion Date: _____
 Actual Cost: _____ Funds Returned: _____

CIF, NDF, MAP OR PAV INTERAGENCY CHECKLIST

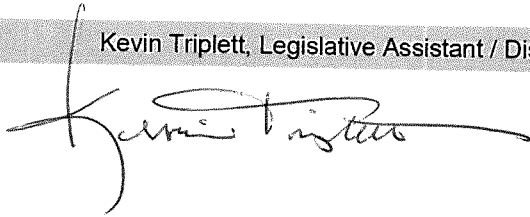
Interagency Name: Louisville Metro Police Department

Program/Project Name: SRO Conference

	Yes/No/NA
Request Form: Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes
Request Form: If matching funds are to be used, are they disclosed with account numbers in the request form description?	No
Request Form: If matching funds are to be used, does the amount of the request exclude the matching fund amount?	No
Request Form: If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	No
Funding Source: If CIF is being requested, does Metro Louisville own/will own the real estate, building or equipment? If not, the funding source is probably NDF.	NA
Funding Source: If CIF is being requested, does the project have a useful life of more than one year? If not, the funding source is probably NDF.	NA
Ordinance Required: Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	No
Ordinance Required: Is the request a transfer from NDF to cost center? If so, is the amount given for the fiscal year \$25,000 or less?	No
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes

Prepared by: Kevin Triplett, Legislative Assistant / District 13

Date: Thursday, February 10th, 2016



MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: Major T. Hettich

FROM: Ofcr. John Daniel #2563

DATE: 01/27/16

RE: NASRO Conference

I'm requesting to attend the 2016 Annual School Safety Conference of National Association of School Resource Officers Conference(NASRO) in Anaheim, CA on 07/10/16-07/15/16.

This annual conference provides essential information, classes and resources on evolving safety in our schools. The training provides past, present and future trends of how today's youth impacts school learning environments while maintaining a safe school atmosphere. The NASRO Conference benefits every School Resource Officer within LMPD by new training areas that focus on current law enforcement situations in various schools across the country.

The 2016 NASRO Conference is funded by Councilwoman Vicky Welch in the amount of approximately \$3000. This opportunity provides the annual NASRO training for Officer John Daniel and Officer Peter Pastin. Therefore, there is no cost to Louisville Metro Police Department.



LOUISVILLE METRO POLICE DEPARTMENT

Request for Training



To: Chief of Police

Date: 012716

From: John Daniel

Rank: Officer

Code #: 2563

Present Assignment: SRO UNIT

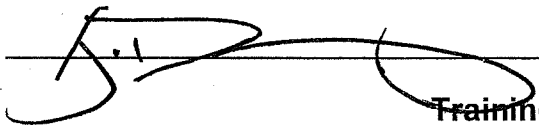
How long? 11 years

Are you a KLEC certified instructor? Yes No

Is this class mandatory for your current position or for maintaining a certificate? Yes No

I realize that in making this request, the benefit to the department from this training, my past performance, my present assignment and the availability of training funds will be determining factors in its consideration. I also understand that all course materials (books, pamphlets and other media) become the property of the department. Originals or suitable copies shall be submitted to the Training Division commander within ten (10) days of my return to regular duty.

Signature: _____



Training Description

Name of course: 2016 Annual School Safety Conference

Name of school or course provider: National Association of School Resource Officer Conference(NASRO)

Location: Anaheim, CA

Dates / From: 07/10/16

End: 07/15/16

Total Costs: \$ 0

Funding Source: Metro Council

Reason for requesting this training: (Explain how this training is applicable to your assignment, furthers your personal career goals and benefits the department. Identify course goals and objectives, if not included in an attachment).

Annual conference which provides essential information, classes and resources on evolving safety in our schools. Training provides past, present and future trends of how today's youth impacts school learning environments while maintaining a safe school atmosphere. The NASRO Conference benefits every School Resource Officer within LMPD by new training areas that focus on current law enforcement situations in various schools across the country.

Recommendations

<input type="checkbox"/>	<input type="checkbox"/> Disapproved	Division/Unit Commander: _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Special Team Commander: _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Training Division Commander: _____	Date: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Chief of Police/Designee: _____	Date: _____

- Attachments:
- Brochure or documentation identifying course goals and objectives *
 - Louisville/Jefferson County Metro Government Travel Authorization/Travel Exceptions Forms
 - Registration form for specific school
 - Hourly outline for specific course *

* If the course is to be submitted to satisfy required KLEFPF training, documentation from the training provider which identifies course goals and objectives AND an hourly outline of topics taught MUST be attached.



LOUISVILLE METRO OUT-OF-TOWN TRAVEL AUTHORIZATION REQUEST

Finance Use Only:	
Employee Supplier #	_____
Travel #	_____
Advance CK#	_____ Date _____

Date of Request 1/27/2016

Employee Name John Daniel Dept LMPD

Employee Phone 502 379-2061 E-Mail Address john.daniel@louisvilleky.gov

Contact: Lt. Schwab/Sgt. Webster Contact Phone _____

Destination: Anaheim, CA

Travel Dates 7/10/2016 to 7/16/2016

Conference Title (if applicable) National Association of School Resource Officers (NASRO)

Purpose of Trip Annual Conference for S R O's
Providing classes/training of new concepts of policing in schools.
(all conference information including costs must be attached)

Estimated Expenses:

Cost Center	Fund	Dept	Divison	Unit/Act	Account
					523583

Department Use:	
Prepaid:	
Airfare	\$ \$ 490.96
Registration	\$ \$ 500.00
Other (Describe):	\$
Total Estimated Prepayments:	\$ 990.96
Total Estimated Cost of Travel	\$ 2590.30

Employee Advance:	
Per Diem	\$ 416.00
Hotel	\$ 1,172.34
Local Transportation	\$ 11.00
Other (Describe):	_____
Total Estimated Advance:	\$ 1,599.34

Employee Travel Agreement:

I certify that the proposed travel is for official Metro Government business and this this request conforms to Metro Government travel regulations. I agree to properly document the travel expenses and to provide a full and complete reporting of expenses within ten (10) business days of returning. I agree to have the full amount of the advance deducted from my wages should I fail to properly document the expenses for which the advance was granted.

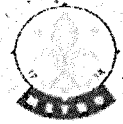
Employee Signature: [Signature] Date: 01/27/16

APPROVALS	
Department Executive	_____ Date: _____
Cabinet Dir/Council Pres	_____ Date: _____
Finance Department	_____ Date: _____

Upon approval, the Finance Dept will issue the travel advance check and travel expense report form three business days prior to the scheduled trip.

G:\AC_PAY \ 2016 NASRO travel form2 DANIEL \ Adv Req

LOUISVILLE METRO OUT-OF-TOWN TRAVEL EXPENSE REPORT



The Travel Expense Report must be submitted to the Finance Dept. within ten (10) working days of return from travel.

Finance Use Only:	
Employee Supplier #	_____
Travel #	_____
Advance Ck#	_____ Date: _____
Emp Reimb Ck#	_____ Date: _____
Cash Returned \$	_____ Date: _____

Employee Name(s): **John Daniel**
 Department: _____

Contact Name: Kristie Martin
 Contact Phone: 502 574-3752

Travel Destination: Anaheim, CA

		Breakfast	Lunch	Dinner	Total
Departure:	Date: <u>7/10/2016</u>				0.00
At Destination:	Date(s): <u>7/5</u>				0.00
Return To Louisville:	Date: <u>7/16/2016</u>				0.00

Fund	Dept	Divison	Unit/Act	Account	Total Per Diem \$
Cost Center _____					-

Cost of Travel (Department Use)

Airfare: \$ 490.96 Ck# _____

Registration: \$ 500.00 Ck# _____

Other: \$ _____ Ck# _____

Other: \$ _____ Ck# _____

Total Exp: \$ _____

Final Cost of Travel: \$ 990.96

Hotel (attach receipt): _____

Local Transportation: _____

Other Expense: _____

Describe: _____

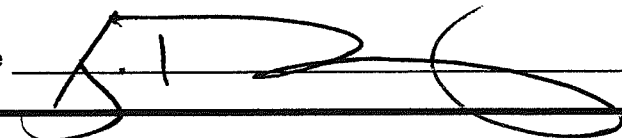
Total Exp \$ -

Advance _____

Due _____

-or-

Due Metro 0.00

Employee Signature  Date: 01/27/14

APPROVALS

Department Executive _____ Date: _____

Finance Department _____ Date: _____

Travel Exceptions

Persons requesting exceptions to the travel policy must complete the exceptions form and submit it with the travel document for approval. A Travel Exception includes explanations on canceled travel expenses.

Employee Name John Daniel

Department LMPD

Waiver of policy is requested on travel # _____ In the following area (s);

_____ Registration _____ Non Per Diem Expenses

_____ Transportation _____ Rental Vehicle

_____ Lodging _____ Other

Reason waiver is needed or reason travel was canceled after expenses were incurred. For canceled travels list refunds received and expenses not refunded

I certify that the waiver, requested above, is necessary for the travel. Employee Signature: _____

Approvals
Department Director: _____
Cabinet Secretary: _____
Chief Financial Officer: _____

National Association of School Resource Officers - NASRO 2016

Jul 9, 2016 - Jul 17, 2016

Reservation Details

ACKNOWLEDGEMENT NUMBER:32CW3RSZ



DISNEY'S PARADISE PIER® HOTEL

1717 South Disneyland Drive , Anaheim , CA 92802 , UNITED STATES

disneyland.disney.go.com/disneyland/en_US/home/home?name=HomePage&bhcp=1

STANDARD GUEST ROOM

DATES: Jul 10, 2016 - Jul 16, 2016

6 nights , 2 adults , 0 children

RATES USD 1,002.00

TAXES USD 170.34

TOTAL ROOM PRICE USD 1,172.34

ADD-ONS

SUBTOTAL USD 1,172.34

GUEST SUMMARY

JOHN DANIEL

P.O. Box 75,
Bardstown, KY, 40004
US

jdaniel@kopsinc.com
502 379-2061

Jul 10, 2016 - Jul 16, 2016

PETE PASTIN

P.O. Box 75,
Bardstown, KY, 40004
US

peter.pastin@louisvilleky.gov
502 379-2061

Jul 10, 2016 - Jul 16, 2016

PAYMENT INFORMATION

Credit Card
American Express
*****1017
** / **

BILLING ADDRESS

John Daniel
P.O. Box 75,
Bardstown, KY, 40004
US
502 379-2061

RATES

Jul 10, 2016 - USD 167.00
Jul 11, 2016 - USD 167.00
Jul 12, 2016 - USD 167.00
Jul 13, 2016 - USD 167.00
Jul 14, 2016 - USD 167.00
Jul 15, 2016 - USD 167.00

OTHER INFORMATION**SMOKING PREFERENCE:** No Preference**ACCESSIBLE:** No**POLICIES****ROOM POLICIES**

- Tax is not included

- Fees for extra guests: 2nd guest= 0.00

TAX POLICY

Room Rates do not include Room Tax of 15% and 2% ATID assessment fee. Overnight Self Parking Fee of \$17.00 per night. The Room includes: local phone calls, Guest Room Wireless Internet, Fitness Center access and the newspaper on weekdays (subject to change).

DEPOSIT POLICY

Total Deposit (USD):

CANCEL POLICY

Please note there is a 1 night deposit required at the time of booking with the credit card used online.

If you or your company need to pre-pay for your room in full, please call us prior to arrival to arrange details with you.

We have a 5 day change and cancel policy at our Resort. If you need to cancel your reservation, please do so at least 5 days prior to your scheduled arrival. Should you cancel within 5 days of arrival, the deposit of one night's rate + tax is not refundable.

CHILDREN POLICY

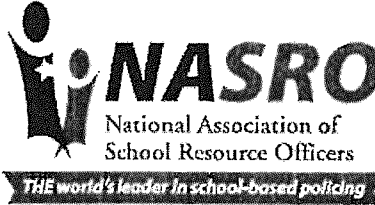
Kids under 18 Stay Free. Standard guest rooms have a maximum occupancy of 5 guests.

Additional Guest Policy:

Please make sure to enter the name of any additional Guest(s) staying in the room (adults and children). This will enable the additional Guest(s) the ability to check-in if the primary Guest is not available at the time of arrival. They will also receive their own room key and it will allow us to better serve your bedding needs.

Copyright © 1997-2016 Passkey International, Inc. All Rights Reserved.
Privacy Policy, Terms and Conditions.9.17-crl4-110215-production dapp1a

Join NASRO



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john.daniel@louisvilleky.gov

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E-mail Address:*

A valid e-mail address. All e-mails from the system will be sent to this address.
john.daniel@louisvilleky.gov

Password:

Enter new password: Repeat password:

Name:*

Title: First:* Last:* Name on Certificate:
John Daniel John Daniel

Agency:*

Name:*
Louisville-metro Police Dept.

Phone #:*
5023792061

Fax #:
5023792061

School:

Name:
Fairdale High School

Mailing Address:*

Address:* City:* State/Province:* Zip:* Country:*
633 W. Jefferson St. Louisville Kentucky 40202 United States
C/O (Optional): Preferred Address: Agency
If you change state, contact NASRO to have region updated [Not automatic].

NASRO Practitioner? NO

Coupon Code: (Optional)

Choose one of the following account types if you want to upgrade/renew your membership (Optional):

Do not make any change to my membership (leave account type as-is)

BASIC:

No, I do not wish to pay for a membership at this time.

Register to gain access to sign up for training and receive notification of future trainings.

UPGRADED:

Yes, I am ready to pay for this membership.

Invoice Me -or- Use Credit Card

Upgraded Type?

Regular Member - \$40 for 1 Year - A person shall be eligible for regular membership if he or she is employed or appointed by a law enforcement agency or a school district as a school resource officer, school-based police officer, educational administrator involved with a school-based policing program, or a law enforcement supervisor of a school-based police program.

Current Details:

Membership ID #:

30821

Membership Type:

BASIC

Account Type:

MEMBER

Affiliate Member - \$40 for 1 Year - An organization may be granted status as an Affiliate Member if, in the sole discretion of the Board, the organization has demonstrated an interest in advancing School Resource Officer programs and supports the overall goals and values of NASRO.

Associate Member - \$40 for 1 Year - An individual may be granted status as an Associate Member if, in the sole discretion of the Board, the organization has demonstrated an interest in advancing School Resource Officer programs and supports the overall goals and values of NASRO.



Web Admin

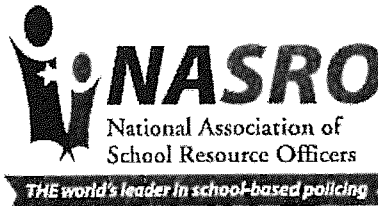


Web Design Birmingham by: Wilson Computer Support

National Association of School Resource Officers
2020 Valleydale Road, Suite 207A, Hoover, AL 35244
Toll Free: (888) 31-NASRO or (888) 316-2776
Office: (205) 739-6060 · Fax: (205) 536-9255

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View Class & Transaction History

Transaction ID:	Event or Membership Details:	Orig. Price:	Final Price:	Status:
1406928400 Timestamp: 2014-08-01 16:26:40	Membership Optional Invoice ID: 2014CONF Was Membership Free? YES (if applicable) Membership Expiration: 2015-11-15 (if applicable) Coupon 1 Type: Amount: (if applicable) Coupon 2 Type: Amount: (if applicable) Coupon 3 Type: Amount: (if applicable)	\$40.00	\$0	PAID
1424700869 Timestamp: 2015-02-23 08:14:29	Conference - 2015 Conference [Event ID: 128] 2015-07-05 – 2015-07-10 Optional Invoice ID: 16308CONF Was Membership Free? (if applicable) Membership Expiration: (if applicable) Coupon 1 Type: Amount: (if applicable) Coupon 2 Type: Amount: (if applicable) Coupon 3 Type: Amount: (if applicable)	\$500.00	\$500	PAID
1453729627 Timestamp: 2016-01-25 07:47:07	Conference - 2016 NASRO Conference [Event ID: 310] 2016-07-10 – 2016-07-15 Optional Invoice ID: Was Membership Free? (if applicable) Membership Expiration: (if applicable) Coupon 1 Type: Amount: (if applicable) Coupon 2 Type: Amount: (if applicable) Coupon 3 Type: Amount: (if applicable)	\$550.00	\$550.00	INVOICED

Web Admin



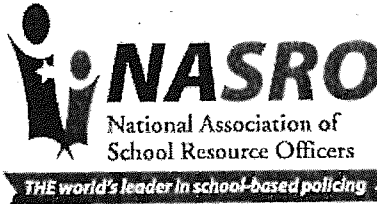
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Conference Registration

Listed below are the events selected and what the cost will be.

Event: Conference, 2016 NASRO Conference [ID #310]
Non-Member Price: \$550.00 – **Member Price:** \$500.00

T-Shirt Size (Preferred Choice): XXL
Extra Guests? Adult:NONE Children13-18:NONE ChildrenUnder12:NONE
Email Opt-Out? YES
Role: LAW ENFORCEMENT/SECURITY
DOJ/COPS FY2013 CHP Grant #:
Purchase Order #:

[REGISTER FOR EVENTS VIA INVOICE \(Last Step\)](#)

-or-

[REGISTER FOR EVENTS VIA CREDIT CARD \(Enter Payment Info Next Step\)](#)

[Go Back](#) and change options...

Web Admin



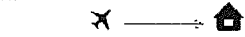
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National Association of School Resource Officers
2020 Valleydale Road, Suite 207A, Hoover, AL 35244
Toll Free: (888) 31-NASRO or (888) 316-2776
Office: (205) 739-6060 · Fax: (205) 536-9255

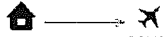
Welcome, Guest - [Login](#)

SuperShuttle Booking Engine

Reservation Summary



Disneyland Hotel
1150 W Magic Way
Anaheim, CA 92802



Disneyland Hotel
1150 W Magic Way
Anaheim, CA 92802

Rates

To the Airport

Shared Ride Van Service

First Passenger :	\$11.00
Each Additional Passenger :	\$11.00
Fuel Surcharge :	\$0.00
Max Passengers :	9



Having trouble booking your reservation? [Click Here](#)

[Contact Us](#)

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Louisville, KY to Orange County/Santa Ana, CA

Air

Total Price: **\$490.96**

ITINERARY

Travel Date	Flight Segments		Flight Summary
DEPART JUL 10 SUN	06:05 AM	Depart Louisville, KY (SDF) on Southwest Airlines	Flight #2440 Southwest
	06:45 AM	Arrive in Phoenix, AZ (PHX)	WiFi available Sunday, July 10, 2016
	08:00 AM	Change  to Southwest Airlines in Phoenix, AZ (PHX)	Flight #2572 Southwest Travel Time 6 h 15 m (1 stop, includes 1 plane change) Wanna Get Away
	09:20 AM	Arrive in Orange County/Santa Ana, CA (SNA)	WiFi available
RETURN JUL 16 SAT	08:05 AM	Depart Orange County/Santa Ana, CA (SNA) on Southwest Airlines <i>Stops: Phoenix, AZ</i>	Flight #6065 Southwest Saturday, July 16, 2016
	04:25 PM	Arrive in Louisville, KY (SDF)	WiFi available Travel Time 5 h 20 m (1 stop, no plane change) Wanna Get Away

What you need to know to travel:

Check-in: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity
Depart	SDF-PHX-SNA	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (non-transferable - no name changes allowed) Non-refundable unless purchased with Points 	1
Return	SNA-SDF	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (non-transferable - no name changes allowed) Non-refundable unless purchased with Points 	1

Enroll in Rapid Rewards and earn at least 2522 Points for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

You can't find this great fare on any other website. Southwest fares are only on southwest.com®.

1st and 2nd Checked Bags Fly Free®*
*Weight and size limits apply.

Subtotal **\$490.96**
Fare Breakdown

Bag Charge \$0.00

Air Total:
\$490.96

Modify Trip

Purchase your shopping cart...
By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

Continue



Get **\$200** Statement Credit after first purchase & Earn **10,000** Bonus Points

Learn more

You Pay Today: \$490.96
Credit On Your Statement: -\$200.00
Total After Statement Credit: \$290.96

Add a Hotel

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.



Anaheim Majestic Garden Hotel
\$164/night

4 Star Rating

[View Details](#)

Search for hotels in Orange County (07/10/2016 - 07/16/2016)

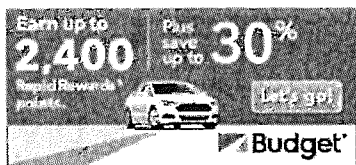
Close To (optional)
Center of destination within 30 miles

Show Only (optional)
Hotel Chains Shop All Hotel Chains

[Find Hotels](#)

Add a Car

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.



Type in any city or airport in the U.S., Canada or Mexico

Pickup Location Pickup Date Dropoff Date
Orange County/Santa Ana, CA - 07/10/2016 07/16/2016

Vehicle Type (optional) Which Company? (optional)
Economy Shop All

[Advanced Search](#)

[Find Cars](#)

Trip Total \$490.96

[Modify Trip](#)

Purchase your shopping cart...

[Continue](#)

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

FY 2016 Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit FTR Appendix B. (**Note:** Appendix B breakdowns do not apply to any locations in the continental United States; use the table listed above.)

The shortcut to this page is www.gsa.gov/mie.

MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: Major T. Hettich

FROM: Ofcr. Peter Pastin #2092

DATE: 01/27/16

RE: NASRO Conference

I'm requesting to attend the 2016 Annual School Safety Conference of National Association of School Resource Officers Conference(NASRO) in Anaheim, CA on 07/10/16-07/15/16.

This annual conference provides essential information, classes and resources on evolving safety in our schools. The training provides past, present and future trends of how today's youth impacts school learning environments while maintaining a safe school atmosphere. The NASRO Conference benefits every School Resource Officer within LMPD by new training areas that focus on current law enforcement situations in various schools across the country.

The 2016 NASRO Conference is funded by Councilwoman Vicky Welch in the amount of approximately \$3000. This opportunity provides the annual NASRO training for Officer Peter Pastin and Officer John Daniel. Therefore, there is no cost to Louisville Metro Police Department.



LOUISVILLE METRO POLICE DEPARTMENT

Request for Training



To: Chief of Police

Date: 012716

From: Peter Pastin

Rank: Officer

Code #: 2092

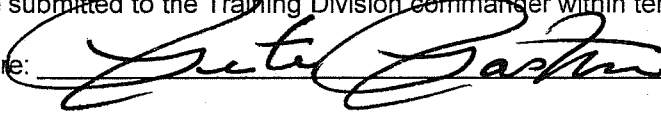
Present Assignment: SRO UNIT

How long? 11 years

Are you a KLEC certified instructor? Yes No

Is this class mandatory for your current position or for maintaining a certificate? Yes No

I realize that in making this request, the benefit to the department from this training, my past performance, my present assignment and the availability of training funds will be determining factors in its consideration. I also understand that all course materials (books, pamphlets and other media) become the property of the department. Originals or suitable copies shall be submitted to the Training Division commander within ten (10) days of my return to regular duty.

Signature: 

Training Description

Name of course: 2016 Annual School Safety Conference

Name of school or course provider: National Association of School Resource Officer Conference(NASRO)

Location: Anaheim, CA

Dates / From: 07/010/16

End: 07/15/16

Total Costs: \$ 0

Funding Source: Metro Council

Reason for requesting this training: (Explain how this training is applicable to your assignment, furthers your personal career goals and benefits the department. Identify course goals and objectives, if not included in an attachment).

Annual conference which provides essential information, classes and resources on evolving safety in our schools. Training provides past, present and future trends of how today's youth impacts school learning environments while maintaining a safe school atmosphere. The NASRO Conference benefits every School Resource Officer within LMPD by new training areas that focus on current law enforcement situations in various schools across the country.

Recommendations

<input type="checkbox"/>	<input type="checkbox"/> Disapproved	Division/Unit Commander:	Date: _____
Approved		_____	
<input type="checkbox"/>	<input type="checkbox"/> Disapproved	Special Team Commander:	Date: _____
Approved		_____	
<input type="checkbox"/>	<input type="checkbox"/> Disapproved	Training Division Commander:	Date: _____
Approved		_____	
<input type="checkbox"/>	<input type="checkbox"/> Disapproved	Chief of Police/Designee:	Date: _____
Approved		_____	

Attachments: Brochure or documentation identifying course goals and objectives *
 Louisville/Jefferson County Metro Government Travel Authorization/Travel Exceptions Forms
 Registration form for specific school
 Hourly outline for specific course *

* If the course is to be submitted to satisfy required KLEFPF training, documentation from the training provider which identifies course goals and objectives AND an hourly outline of topics taught MUST be attached.



LOUISVILLE METRO OUT-OF-TOWN TRAVEL AUTHORIZATION REQUEST

Finance Use Only:	
Employee Supplier #	_____
Travel #	_____
Advance CK#	_____ Date _____

Date of Request 1/27/2016

Employee Name Peter Pastin Dept LMPD

Employee Phone 502 639-4213 E-Mail Address peter.pastin@louisvilleky.gov

Contact: Lt.Schwab/S Sgt. Webster Contact Phone 502 639-4213

Destination: Anaheim, CA

Travel Dates 7/10/2016 to 7/16/2016

Conference Title (if applicable) National Association of School Resource Officers (NASRO)

Purpose of Trip Annual Conference for S R O's
Providing classes/training of new concepts of policing in schools.
(all conference information including costs must be attached)

Estimated Expenses:

Cost Center	Fund	Dept	Divison	Unit/Act	Account
					523583

Department Use:	
Prepaid:	
Airfare	\$ \$ 490.96
Registration	\$ \$ 500.00
Other (Describe):	\$
Total Estimated Prepayments:	\$ 990.96
Total Estimated Cost of Travel	\$ 1417.96

Employee Advance:	
Per Diem	\$ 416.00
Hotel	\$ -
Local Transportation	\$ 11.00
Other (Describe):	_____
Total Estimated Advance:	\$ 427.00

Employee Travel Agreement:

I certify that the proposed travel is for official Metro Government business and this this request conforms to Metro Government travel regulations. I agree to properly document the travel expenses and to provide a full and complete reporting of expenses within ten (10) business days of returning. I agree to have the full amount of the advance deducted from my wages should I fail to properly document the expenses for which the advance was granted.

Employee Signature: *Peter Pastin* Date: 1-27-16

APPROVALS

Department Executive	_____	Date: _____
Cabinet Dir/Council Pres	_____	Date: _____
Finance Department	_____	Date: _____

Upon approval, the Finance Dept will issue the travel advance check and travel expense report form three business days prior to the scheduled trip.

LOUISVILLE METRO OUT-OF-TOWN TRAVEL EXPENSE REPORT



The Travel Expense Report must be submitted to the Finance Dept. within ten (10) working days of return from travel.

Finance Use Only:	
Employee Supplier #	_____
Travel #	_____
Advance Ck#	_____ Date: _____
Emp Reimb Ck#	_____ Date: _____
Cash Returned \$	_____ Date: _____

Employee Name(s): **Peter Pastin**
 Department: _____

Contact Name: Kristie Martin
 Contact Phone: 502 574-3752

Travel Destination: Anaheim, CA

		Breakfast	Lunch	Dinner	Total
Departure:	Date: <u>7/10/2016</u>				0.00
At Destination:	Date(s): <u>7/5</u>				0.00
Return To Louisville:	Date: <u>7/16/2016</u>				0.00

Fund _____ Dept _____ Divison _____ Unit/Act _____ Account _____
 Cost Center _____

Total Per Diem \$ _____

Cost of Travel (Department Use)

Airfare: \$ 490.96 Ck# _____

Registration: \$ 500.00 Ck# _____

Other: \$ - Ck# _____

Other: \$ _____ Ck# _____

Total Exp: \$ -

Final Cost of Travel: \$ 990.96

Hotel (attach receipt): _____

Local Transportation: _____

Other Expense: _____

Describe: _____

← Total Exp \$ _____

Advance _____

Due _____

-or- _____

Due Metro _____ 0.00

Employee Signature *Peter Pastin* Date: 1-27-16

APPROVALS

Department Executive _____ Date: _____

Finance Department _____ Date: _____

Travel Exceptions

Persons requesting exceptions to the travel policy must complete the exceptions form and submit it with the travel document for approval. A Travel Exception includes explanations on canceled travel expenses.

Employee Name Peter Pastin

Department LMPD

Waiver of policy is requestd on travel # _____ In the following area (s);

_____ Registration _____ Non Per Diem Expenses

_____ Transportation _____ Rental Vehicle

_____ Lodging _____ Other

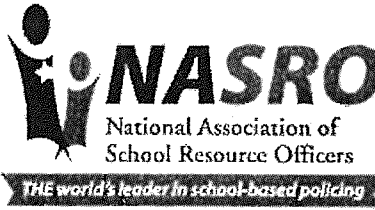
Reason waiver is needed or reason travel was canceled after expenses were incurred. For canceled travels list refunds received and expenses not refunded

I certify that the waiver, requested above, is necessary for the travel.
Employee Signature: _____

Approvals
Department Director: _____
Cabinet Secretary: _____
Chief Financial Officer: _____

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E-mail Address:*

A valid e-mail address. All e-mails from the system will be sent to this address.
peter.pastin@louisvilleky.gov

Password:

Enter new password: Repeat password:

Name:*

Title: First:* Last:* Name on Certificate:
Peter Peter Pastin

Agency:*

Name:* Phone #:* Fax #:
Louisville Metro Police Dept.

School:

Name:

Mailing Address:*

Address:* City:* State/Province:* Zip:* Country:*
8200 Candleworth Drive Louisville Kentucky 40214 United States
C/O (Optional): Preferred Address: Home
If you change state, contact NASRO to have region updated [Not automatic].

NASRO Practitioner? NO

Coupon Code: (Optional)

Choose one of the following account types if you want to upgrade/renew your membership (Optional):

Do not make any change to my membership (leave account type as-is)

BASIC:

No, I do not wish to pay for a membership at this time.
Register to gain access to signup for training and receive notification of future trainings.

UPGRADED:

Yes, I am ready to pay for this membership.
 Invoice Me -or- Use Credit Card

Upgraded Type? --- Choose Which Type Matches Your Account ---

Regular Member - \$40 for 1 Year - A person shall be eligible for regular membership if he or she is employed or appointed by a law enforcement agency or a school district as a school resource officer, school-based police officer, educational administrator involved with a school-based policing program, or a law enforcement supervisor of a school-based police program.

Current Details:

Membership ID #:

31180

Membership Type:

BASIC

Account Type:

MEMBER

Affiliate Member - \$40 for 1 Year - An organization may be granted status as an Affiliate Member if, in the sole discretion of the Board, the organization has demonstrated an interest in advancing School Resource Officer programs and supports the overall goals and values of NASRO.

Associate Member - \$40 for 1 Year - An individual may be granted status as an Associate Member if, in the sole discretion of the Board, the organization has demonstrated an interest in advancing School Resource Officer programs and supports the overall goals and values of NASRO.



Web Admin

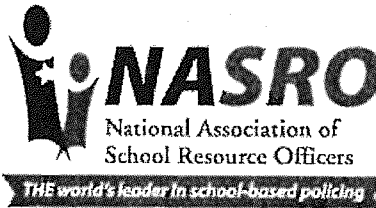


Web Design Birmingham by: Wilson Computer Support

National Association of School Resource Officers
2020 Valleydale Road, Suite 207A, Hoover, AL 35244
Toll Free: (888) 31-NASRO or (888) 316-2776
Office: (205) 739-6060 · Fax: (205) 536-9255

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View Class & Transaction History

Transaction ID:	Event (or Membership) Details:	Orig Price:	Final Price:	Status:
1407268933 Timestamp: 2014-08-05 15:02:13	Membership Optional Invoice ID: 2014CONF Was Membership Free? YES (if applicable) Membership Expiration: 2015-11-15 (if applicable) Coupon 1 Type: Amount: (if applicable) Coupon 2 Type: Amount: (if applicable) Coupon 3 Type: Amount: (if applicable)	\$40.00	\$0	PAID
1423748144 Timestamp: 2015-02-12 07:35:44	Conference - 2015 Conference [Event ID: 128] 2015-07-05 – 2015-07-10 Optional Invoice ID: 16223CONF Was Membership Free? (if applicable) Membership Expiration: (if applicable) Coupon 1 Type: Amount: (if applicable) Coupon 2 Type: Amount: (if applicable) Coupon 3 Type: Amount: (if applicable)	\$500.00	\$500	PAID
1453819991 Timestamp: 2016-01-26 08:53:11	Conference - 2016 NASRO Conference [Event ID: 310] 2016-07-10 – 2016-07-15 Optional Invoice ID: Was Membership Free? (if applicable) Membership Expiration: (if applicable) Coupon 1 Type: Amount: (if applicable) Coupon 2 Type: Amount: (if applicable) Coupon 3 Type: Amount: (if applicable)	\$550.00	\$550.00	INVOICED

Web Admin

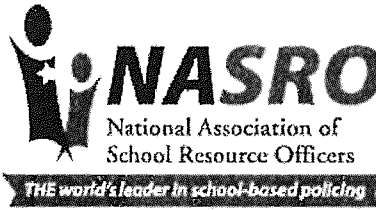


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Conference Registration

Listed below are the events selected and what the cost will be.

Event: Conference, 2016 NASRO Conference [ID #310]
Non-Member Price: \$550.00 – **Member Price:** \$500.00

T-Shirt Size (Preferred Choice): XXL
 Extra Guests? Adult:NONE Children13-18:NONE ChildrenUnder12:NONE
 Email Opt-Out? YES
 Role: LAW ENFORCEMENT/SECURITY
 DOJ/COPS FY2013 CHP Grant #:
 Purchase Order #:

[REGISTER FOR EVENTS VIA INVOICE \(Last Step\)](#)

-or-

[REGISTER FOR EVENTS VIA CREDIT CARD \(Enter Payment Info Next Step\)](#)

[Go Back](#) and change options...

Web Admin



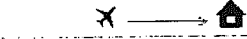
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 Office: (205) 739-6060 · Fax: (205) 536-9255

Welcome, Guest - [Login](#)

SuperShuttle Booking Engine

Reservation Summary



Disneyland Hotel
1150 W Magic Way
Anaheim, CA 92802



Disneyland Hotel
1150 W Magic Way
Anaheim, CA 92802

Rates

To the Airport

Shared Ride Van Service

First Passenger :	\$11.00
Each Additional Passenger :	\$11.00
Fuel Surcharge :	\$0.00
Max Passengers :	9



REVIEWS

Having trouble booking your reservation? [Click Here](#)

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Louisville, KY to Orange County/Santa Ana, CA

Air

Total Price: \$490.96

ITINERARY

Travel Date	Flight Segments		Flight Summary	
DEPART JUL 10 SUN	06:05 AM	Depart Louisville, KY (SDF) on Southwest Airlines	Flight #2440 Southwest	Sunday, July 10, 2016 Travel Time 6 h 15 m (1 stop, includes 1 plane change) Wanna Get Away
	06:45 AM	Arrive in Phoenix, AZ (PHX)	WiFi available	
	08:00 AM	Change ✈️ to Southwest Airlines in Phoenix, AZ (PHX)	Flight #2572 Southwest	
	09:20 AM	Arrive in Orange County/Santa Ana, CA (SNA)	WiFi available	
RETURN JUL 16 SAT	08:05 AM	Depart Orange County/Santa Ana, CA (SNA) on Southwest Airlines <i>Stops: Phoenix, AZ</i>	Flight #6065 Southwest	Saturday, July 16, 2016 Travel Time 5 h 20 m (1 stop, no plane change) Wanna Get Away
	04:25 PM	Arrive in Louisville, KY (SDF)	WiFi available	

What you need to know to travel:

Check-in: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity
Depart	SDF-PHX-SNA	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	1
Return	SNA-SDF	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	1

Enroll in Rapid Rewards and earn at least 2522 Points for this trip. Already a Member? Log in to ensure you are getting the points you deserve.

Subtotal **\$490.96**
Fare Breakdown

You can't find this great fare on any other website. Southwest fares are only on southwest.com®.

1st and 2nd Checked Bags Fly Free®*
*Weight and size limits apply.

Bag Charge \$0.00

Air Total:
\$490.96

Modify Trip

Purchase your shopping cart...
By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase.

Continue



Get **\$200** Statement Credit after first purchase & Earn **10,000** Bonus Points

Learn more

You Pay Today: \$490.96
Credit On Your Statement: -\$200.00
Total After Statement Credit: \$290.96

Add a Hotel

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.



Anaheim Majestic Garden Hotel

\$164/night

4 Star Rating

[View Details](#)

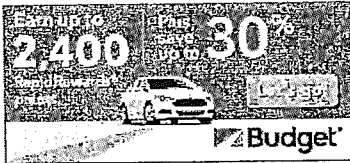
Search for hotels in Orange County (07/10/2016 - 07/16/2016)

Close To (optional)
 Center of destination within 30 miles
 Show Only (optional)
 Hotel Chains Shop All Hotel Chains

[Find Hotels](#)

Add a Car

We'll keep an eye on your cart for you while you shop. Products not confirmed until purchase.



Type in any city or airport in the U.S., Canada or Mexico

Pickup Location Pickup Date Dropoff Date
 Orange County/Santa Ana, CA - 07/10/2016 07/16/2016

Vehicle Type (optional) Which Company? (optional)
 Economy Shop All

[Advanced Search](#)

[Find Cars](#)

Trip Total \$490.96

[Modify Trip](#)

[Purchase your shopping cart...](#)

[Continue](#)

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

FY 2016 Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to Section 301-11.18 of the Federal Travel Regulation for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit FTR Appendix B. (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the table listed above.)

The shortcut to this page is www.gsa.gov/mie.