

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

Amount: ~~\$3000~~ 3330.86 *ASIE* **Date:** 3/8/18

Description of program/project including public purpose, additional funding sources, location of project/program and any external grantee(s):

NDF to LMPD for two SRO officers serving District 13 schools (Fairdale High & Lassiter Middle) to attend the 2018 Annual School Safety Conference, as a part of the Annual National Association of School Resource Officers Annual Conference, June 24, 2018 through June 29, 2018 in Reno, Nevada. Funds will be used on costs associated with travel, registration fees and housing. The annual SROI Conference offers essential information, classes, training and new information on

City Agency: LMPD

Contact Person: Sgt. Curtis Lipsey

Agency Phone: 502-574-7010

I have reviewed this request for an expenditure of city tax dollars, and have determined the funds will be used for a public purpose and have the attached documentation from the receiving department concerning the project/expenditure.

13 *Vicki Welch* 3330.86 3/13/18
 District # Council Member Signature Amount Date

Approved by: _____ Date _____
 Appropriations Committee Chairman

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: _____

Alexander, Elizabeth

From: Bell, LaTonya J.
Sent: Friday, April 27, 2018 12:32 PM
To: Alexander, Elizabeth
Subject: RE: NDF for LMPD SRO Conference

Thank you!

From: Alexander, Elizabeth
Sent: Friday, April 27, 2018 12:22 PM
To: Bell, LaTonya J.
Cc: Stenberg, Beth; Welch, Vicki A; MetroCouncilClerk
Subject: NDF for LMPD SRO Conference
Importance: High

Good afternoon,

After reviewing the D-13 NDF submitted for the LMPD School Resource Conference, we discovered the total amount should be for **\$3330.86** not **\$3000**.

Would the Clerk's Office please make that change? I apologize for the confusion. Thank you so much, Elizabeth



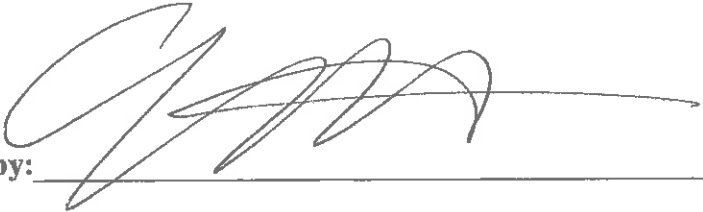
Elizabeth Alexander | Legislative Aide
Office of Councilwoman Vicki Aubrey Welch
601 W. Jefferson Street | Louisville, KY 40202
p: (502) 574-1113 f: (502) 574-4422
www.louisvilleky.gov/district13

NDF, CIF, MAP OR PAV INTERAGENCY CHECKLIST

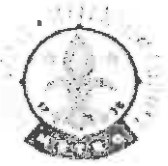
Interagency Name:

Program/Project Name:

	Yes/No/NA	
Request Form: Is the Request Signed by all Council Member(s) Appropriating Funding?	Yes	<input type="checkbox"/>
Request Form: If matching funds are to be used, are they disclosed with account numbers in the request form description?	NA	<input type="checkbox"/>
Request Form: If matching funds are to be used, does the amount of the request exclude the matching fund amount?	NA	<input type="checkbox"/>
Request Form: If other funds are to be used for this project, are they disclosed with account numbers in the request form description?	NA	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
Ordinance Required: Is the NDF request to a Metro Agency greater than \$5,000? If so, an ordinance is required.	No	<input type="checkbox"/>
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	<input type="checkbox"/>
Supporting Documentation: Does the attachment include a valid estimate and description of cost?	Yes	<input type="checkbox"/>

Submitted by: 

Date: 3/13/18



LOUISVILLE METRO OUT-OF-TOWN TRAVEL AUTHORIZATION REQUEST

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

Date of Request 2/1/2018

Employee Name John Daniel Dept LMPD

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

Contact: Sgt. Lipsey Contact Phone _____

Destination: Reno, Nevada

Travel Dates 6/24/2018 to 6/29/2018

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	Division	Unit/Act	Account
					523583

Department Use:	
Prepaid:	
Airfare	\$ \$ 483.51
Registration	\$ \$ 500.00
Other (Describe):	\$ _____
Total Estimated Prepayments:	\$ 983.51
Total Estimated Cost of Travel	\$ 1965.36

Employee Advance:	
Per Diem	\$ 356.00
Hotel	\$ 625.85
Local Transportation	_____
Other (Describe):	_____
Total Estimated Advance:	\$ 981.85

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: 02/01/18

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): John Daniel
Department: _____

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

Travel Destination: Reno, NV

	Date:	Breakfast	Lunch	Dinner	Total
Departure:	<u>6/24/2018</u>				0.00
At Destination:	<u>6/24/2018</u>				0.00
Return To Louisville:	<u>6/29/2018</u>				0.00

Cost Center	Fund	Dept	Divison	Unit/Act	Account

Total Per Diem \$ _____

Cost of Travel (Department Use)	
Airfare: \$	<u>483.51</u> Ck# _____
Registration: \$	<u>500.00</u> Ck# _____
Other: \$	<u>-</u> Ck# _____
Other: \$	_____ Ck# _____
Total Exp: \$	<u>983.51</u>
Final Cost of Travel: \$	<u>983.51</u>

Hotel (attach receipt): _____

Local Transportation: _____

Other Expense: _____

Describe: _____

Total Exp \$ _____

Advance _____

Due _____

-or- _____

Due Metro 0.00

Employee Signature [Signature]

Date: 02/01/18

PROVALS	
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.

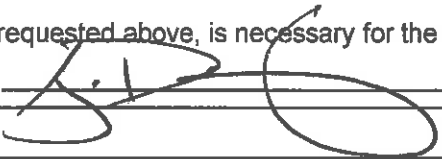
Employee Name John Daniel

Department LMPD

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

<u> </u> Registration	<u> </u> Non Per Diem Expenses
<u> </u> Transportation	<u> </u> Rental Vehicle
<u> </u> Lodging	<u> </u> 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:	<hr/>
Cabinet Secretary:	<hr/>
Chief Financial Officer:	<hr/>



LOUISVILLE METRO POLICE DEPARTMENT

Request for Training



To: Chief of Police

Date: 02012018

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: 2018 Annual School Safety Conference

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

Location: Reno, NV

Dates / From: 06/24/18

End: 06/29/18

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"/>	Approved	<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.


MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: Major B. Thomerson

FROM: Ofcr. John Daniel #2563 

DATE: 02/01/18

RE: NASRO Conference

I'm requesting to attend the 2018 Annual School Safety Conference of National Association of School Resource Officers Conference(NASRO) in Reno, NV on 06/24/18-06/29/18.

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 2018 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 Larry Priddy. Therefore, there is no cost to Louisville Metro Police Department.

Reply all | Delete | Junk | ...

(UJ2ZVM) | 24JUN18 | SDF-RNO | Daniel/John

██████████
Today, 11:56 AM
Daniel, John

Reply all

Inbox

Subject: Fwd: Flight reservation (UJ2ZVM) | 24JUN18 | SDF-RNO | Daniel/John

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Check Flight Status

Change Flight

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Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!

Air Itinerary

AIR Confirmation: UJ2ZVM

Confirmation Date: 01/12/2018

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
DANIEL/JOHN	██████████	██████████	██████████	

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Sun Jun 24	4881	Depart LOUISVILLE, KY (SDF) on Southwest Airlines at 07:20 AM Arrive in CHICAGO (MIDWAY), IL (MDW) at 07:30 AM Wanna Get Away
	4378	Change planes to Southwest Airlines in CHICAGO (MIDWAY), IL (MDW) at 09:40 AM Arrive in RENO/TAHOE, NV (RNO) at 11:50 AM Travel Time 7 hrs 30 mins Wanna Get Away

Save up to 35%
on base rates and earn up to 2,400 Rapid Rewards® points. Terms apply.

Hertz
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EarlyBird Check-In


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Get it now


Fri Jun 29 **2040** **Depart RENO/TAHOE, NV (RNO) on Southwest Airlines at 02:25 PM**
Arrive in LAS VEGAS, NV (LAS) at 03:40 PM
Wanna Get Away


1477 **Change planes to Southwest Airlines in LAS VEGAS, NV (LAS) at 06:50 PM**
Arrive in LOUISVILLE, KY (SDF) at 01:20 AM, Next Day
Travel Time 7 hrs 55 mins
Wanna Get Away

 **Check in for your flight(s):** 24 hours before your trip on Southwest.com or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

 **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

 **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

 **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

 **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away 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 Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).

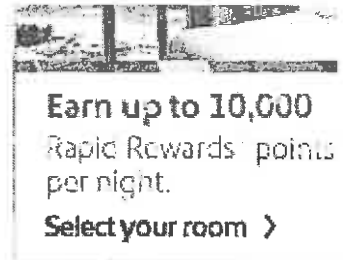
Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

Air Cost: 483.51

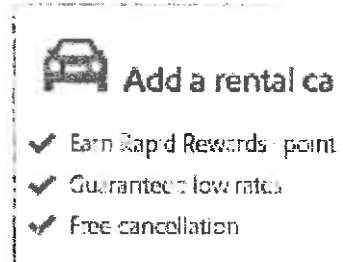
Fare Rule(s): 5261401920946: NONREFUNDABLE/NONTRANSFERABLE
STANDBY REQ UPGRADE TO Y -BG WN
 Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.


SDF WN X/CHI WN RNO221.40WN X/LAS WN SDF186.98USD408.38END ZP
 SDF4.20MDW4.20RNO4.20LAS4.20 XF SDF3.0MDW4.5RNO4.5LAS4.5

OLAVPNRP
 OLAVPNRP



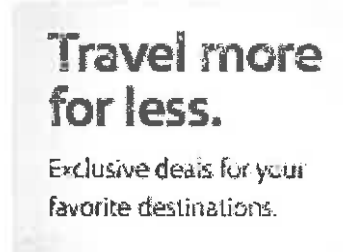
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Cost and Payment Summary

AIR - UJZZVM

Base Fare	\$ 408.38	Payment Information
Excise Taxes	\$ 30.63	Payment Type: Amer Express XXXXXXXXXXXX1014
September 11th Security Fee	\$ 11.20	Date: Jan 12, 2018
Segment Fee	\$ 16.80	Payment Amount: \$483.51
Passenger Facility Charge	\$ 16.50	
Total Air Cost	\$ 483.51	

Useful Tools

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- [Early Bird Check-In](#)
- [View/Share Itinerary](#)
- [Change Air Reservation](#)
- [Cancel Air Reservation](#)
- [Check Flight Status](#)
- [Flight Status Notification](#)
- [Book a Car](#)
- [Book a Hotel](#)

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- [Suggested Airport Arrival Times](#)
- [Security Procedures](#)
- [Customers of Size](#)
- [In the Air](#)
- [Purchasing and Refunds](#)

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- [Traveling with Pets](#)
- [Unaccompanied Minors](#)
- [Baby on Board](#)
- [Customers with Disabilities](#)

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- ¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.
- ² Security Fee is the government-imposed September 11th Security Fee.

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See [Southwest Airlines Co. Notice of Incorporation](#)
See [Southwest Airlines Limit of Liability](#)

National Association of School Resource Officers, Inc.
 2020 Valleydale Road, Ste 207A
 Hoover, AL 35244
 888-316-2776

Date	Invoice #
1/9/2018	21802CONF

Bill To
Louisville Metro Police Department Attn: Finance Department 633 West Jefferson Street Louisville, KY 40202

Please remit payment to:
NASRO 2020 Valleydale Road, Suite 207A Hoover, AL 35244
For credit card payments, call 1-888-316-2776

P.O. No.

Terms
Due upon receipt

Description	Qty	Rate	Officer	Class	Amount
2018 Conference Registration:Non-Member rate Early Bird payment not received by 1/2/18	1	100.00	John Daniel 30821	446 Current FY Conference	100.00

				Total	\$100.00
Phone #	Fax #	Web Site		Payments/Credits	\$0.00
1-888-316-2776	1-205-536-9255	nasro.org		Balance Due	\$100.00

National Association of School Resource Officers, Inc.
 2020 Valleydale Road, Ste 207A
 Hoover, AL 35244
 888-316-2776

Date	Invoice #
12/18/2017	21717CONF

Bill To
Louisville Metro Police Department Attn: Finance Department 633 West Jefferson Street Louisville, KY 40202

Please remit payment to:
NASRO 2020 Valleydale Road, Suite 207A Hoover, AL 35244
For credit card payments, call 1-888-316-2776

P.O. No.

Terms
Due upon receipt

Description	Qty	Rate	Officer	Class	Amount
2018 Conference Registration before 01/02/2018: EARLY RATE MUST BE PAID PRIOR TO 01/02/2018; RATE WILL BE CHANGED IF PAYMENT IS NOT RECEIVED BY 01/01/2018. A PO DOES NOT SUFFICE AS PAYMENT.	1	450.00	John Daniel 30821	447 Future Conference	450.00

				Total	\$450.00
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Phone #	Fax #	Web Site	Payments/Credits	\$0.00
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1-888-316-2776	1-205-536-9255	nasro.org	Balance Due	\$450.00
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PEPPERMILL

RESORT ♦ SPA ♦ CASINO

Good Afternoon,

Thank you for choosing the Peppermill Resort Spa & Casino for your upcoming stay. We realize that you have many options when selecting a hotel while visiting Reno and we appreciate you choosing our hotel. Please see below for a detailed description of your reservation.

Name: John Daniel	Confirmation Code: XDFFF	
Arrive: 6/24/2018	Depart: 6/29/2018	Number of nights: 5
Room Type: North Wing 2 Double Beds		

Day	Rate	Upgrade
1	\$ 109.00	
2	\$ 109.00	
3	\$ 109.00	
4	\$ 109.00	
5	\$ 109.00	

Room Rate Total: \$	545.00
Upgrade Total: \$	-
Resort Fee Total: \$	-
Subtotal: \$	545.00
Estimated Taxes: \$	70.85
Tourism Surcharge: \$	10.00 (Non-Taxed)

Estimated Total: \$	625.85
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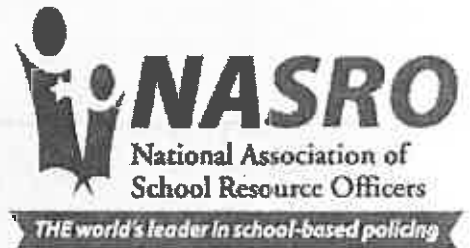
Room rates are based on single/double occupancy. Maximum of four guests allowed per room. In addition to the total above, a refundable incidental deposit of \$50 per night will be authorized upon arrival. Cancellation requires at least 24 hour notice. Incidental charges or room type changes after arrival are not included in the estimated total.

We look forward to seeing you soon!

Best regards,
 Spencer Bonilla
 Call Center Lead
 Peppermill Resorts and Casinos
 Phone: (775)689-7294 | Fax: (775)689-7041
 sbonilla@peppermillreno.com | ressup@peppermillreno.com

National School Safety Conference

Reno, Nevada / June 24 – 29, 2018



Saturday, June 23rd

8:00 am – 5:00 pm NASRO Basic Course
Capri 1

Sunday, June 24th

8:00 am – 5:00 pm NASRO Basic Course
Capri 1

10:00 – 11:00 am Non-Denominational Worship Service
Tuscany 12

3:00 – 6:00 pm Attendee Registration
Tuscany Registration Desk

3:00 – 6:00 pm Exhibit Hall Opens
Tuscany D-F, 4-6

3:00 – 6:00 pm NASRO Store Open
Tuscany D-F, 4-6

3:00 – 6:00 pm "Just Kidding" Registration
Tuscany D-F, 4-6

4:00 – 6:00 pm Exhibit Hall Reception
Tuscany D-F, 4-6
Sponsored by Innocorp

7:00 – 8:30 pm Non-Denominational Night of Praise
Tuscany 12

Monday, June 25th

- 7:00 – 8:45 am Attendee Registration**
Tuscany Registration Desk
- 9:00 – 10:15 am Opening Ceremonies**
Tuscany A-C, 1-3
- 10:00 am – 1:00 pm Exhibit Hall Open**
Tuscany D-F, 4-6
- 10:00 am – 1:00 pm NASRO Store Open**
Tuscany D-F, 4-6
- 10:00 am – 4:30 pm NASRO Information Desk Open**
Tuscany Registration Desk
- 10:30 – 11:30 am General Session**
Tuscany A-C, 1-3
- 11:30 am – 1:00 pm Lunch**
- 1:00 – 3:00 pm General Session**
Tuscany A-C, 1-3
Lieutenant Brian Murphy
- 1:00 – 5:00 pm NASRO Courses**
Basic – Capri 1
Advanced – Capri 3
Supervisors & Management – Capri 2
School CPTED – Capri 4
- 1:00 – 5:00 pm IPMBA Police/Security Cyclist Course**
Naples 1
Visit www.ipmba.org for more information and equipment requirements.
- 1:00 – 3:00 pm “Just Kidding” Event**
Sorrento 1 & 2
- 3:15 – 4:30 pm General Session**
Tuscany A-C, 1-3
- 4:30 – 7:00 pm Exhibit Hall Open**
Tuscany D-F, 4-6
- 4:30 – 7:00 pm NASRO Store Open**
Tuscany D-F, 4-6
- 6:00 – 9:00 pm NASRO Game Night**
Tuscany D-F, 4-6
Featuring the Corn Hole Tournament starting at 6:00 pm
Light snacks and beverages served

Tuesday, June 26th

- 7:30 am – 1:00 pm Exhibit Hall Open**
Tuscany D-F, 4-6
- 7:30 am – 1:00 pm NASRO Store Open**
Tuscany D-F, 4-6
- 7:30 am – 5:00 pm NASRO Information Desk Open**
Tuscany Registration Desk
- 7:45 – 8:30 am Regional Networking Breakfast**
Region 1 (FL, GA, NC, SC, USVI, PR)
Region 2 (DC, KY, OH, MD, VA, WV)
Region 3 (DE, NJ, NY, PA)
Region 4 (CT, ME, MA, NH, RI, VT)
Region 5 (IA, IL, IN, MO, MI)
Region 6 (AL, AR, LA, MS, TN)
Region 7 (AZ, NM, OK, TX)
Region 8 (CO, KS, MN, MT, NE, ND, SD, UT, WI, WY)
Region 9 (AK, CA, HI, ID, NV, OR, WA)
- 8:30 am – 5:00 pm NASRO Courses**
Basic - Capri 1
Advanced - Capri 3
Supervisors & Management - Capri 2
School CPTED - Capri 4
- 8:30 am – 5:00 pm IPMBA Police/Security Cyclist Course**
Naples 1
- 8:45 – 10:15 am Breakout Training Sessions**
See breakout session agenda for further information.
- 10:30 am – 12:00 pm Breakout Training Sessions**
See breakout session agenda for further information.
- 12:00 – 1:30 pm Lunch (on your own)**
- 1:00 – 3:00 pm "Just Kidding" Event**
Sorrento 1 & 2
- 1:30 – 3:00 pm Breakout Training Sessions**
See breakout session agenda for further information.
- 3:15 – 4:45 pm Breakout Training Sessions**
See breakout session agenda for further information.
- 3:15 – 4:45 pm State Association Meeting**
- 7:00 – 11:00 pm Karaoke**
Edge Nightclub
Hosted by Raptor Technologies

Wednesday, June 27th

- 7:30 am – 12:00 pm** **NASRO Information Desk Open**
Tuscany Registration Desk
- 8:00 am – 12:00 pm** **NASRO Courses**
Basic - Capri 1
Advanced - Capri 3
Supervisors & Management - Capri 2
School CPTED - Capri 4
- 8:00 am – 5:00 pm** **IPMBA Police/Security Cyclist Course**
Naples 1
- 8:00 am – 12:00 pm** **General Session**
Tuscany A-C, 1-3
Bernie James, Professor of Law at Pepperdine University
- 10:00 am – 12:00 pm** **NASRO Store Open**
Tuscany Foyer

Thursday, June 28th

- 7:45 am – 4:45 pm** **NASRO Information Desk Open**
Tuscany Registration Desk
- 8:00 am – 5:00 pm** **NASRO Courses**
Basic - Capri 1
Advanced - Capri 3
Supervisors & Management - Capri 2
School CPTED - Capri 4
- 8:00 am – 5:00 pm** **IPMBA Police/Security Cyclist Course**
Naples 1
- 8:00 – 11:30 am** **"Mega" Breakout Training Sessions**
See breakout session agenda for further information.
- 11:30 am – 1:00 pm** **Lunch** (on your own)
- 1:00 – 4:30 pm** **"Mega" Breakout Training Sessions**
See breakout session agenda for further information.
- 1:00 – 3:00 pm** **"Just Kidding" Event**
Sorrento 1 & 2
- 1:00 – 4:30 pm** **NASRO Store Open**
Tuscany Foyer
- 6:00 pm** **Closing Awards Ceremony and Speaker**
Tuscany A-C, 1-3
Raffle and Door Prizes (must be present to win)

Friday, June 29th

8:00 – 10:00 am NASRO Information Desk Open
Tuscany Registration Desk

8:00 am – 10:00 am IPMBA Police/Security Cyclist Course
Naples 1

8:30 – 9:30 am General Membership Meeting
Tuscany A-C, 1-3



LOUISVILLE METRO OUT-OF-TOWN TRAVEL AUTHORIZATION REQUEST

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

Date of Request: 2/1/2018
Employee Name: Larry Priddy, Dept: LMPD
Employee Phone: 502 817-2754, E-Mail Address: larry_priddy@louisvilleky.gov
Contact: Sgt. Lipsey, Contact Phone
Destination: Reno, Nevada
Travel Dates: 6/24/2018 to 6/29/2018
Conference Title: 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:

Table with columns: Fund, Dept, Divison, Unit/Act, Account, Cost Center. Value: 523583

Department Use: Prepaid: Airfare \$ 509.50, Registration \$ 500.00, Other (Describe): \$, Total Estimated Prepayments: \$ 1009.50, Total Estimated Cost of Travel \$ 1365.50

Employee Advance: Per Diem \$ 356.00, Hotel, Local Transportation, Other (Describe):, Total Estimated Advance: \$ 356.00

Employee Travel Agreement: I certify that the proposed travel is for official Metro Government business... Employee Signature: [Signature], Date: 02/01/18

APPROVALS: Department Executive, Cabinet Dir/Council Pres, Finance Department with signature lines and dates.

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): **Larry Priddy**
Department: _____

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

Travel Destination: Reno, NV

	Date:	Breakfast	Lunch	Dinner	Total
Departure:	<u>6/24/2018</u>				0.00
At Destination:	<u>6/24</u>				0.00
Return To Louisville:	<u>6/29/2018</u>				0.00

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

Cost of Travel (Department Use)	
Airfare: \$ <u>509.50</u> Ck# _____	
Registration: \$ <u>500.00</u> Ck# _____	
Other: \$ <u>-</u> Ck# _____	
Other: \$ _____ Ck# _____	
Total Exp: \$ <u>-</u>	
Final Cost of Travel: \$ <u>1,009.50</u>	

Hotel (attach receipt): _____

Local Transportation: _____

Other Expense: _____

Describe: _____

Total Exp \$ _____

Advance _____

Due _____

-or-

Due Metro _____ 0.00

Date: 2/1/18

Employee Signature

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 Larry Priddy

Department LMPD

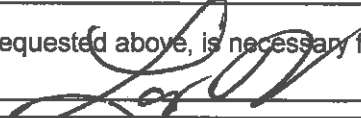
Waiver of policy is requestd on travel # _____ In the following area (s);

_____ 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:	_____



LOUISVILLE METRO POLICE DEPARTMENT

Request for Training



To: Chief of Police

Date: 02012018

From: Larry Priddy

Rank: Officer

Code #: 2317

Present Assignment: SRO UNIT

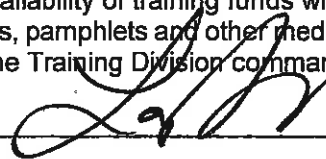
How long? 11 years

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: 2018 Annual School Safety Conference

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

Location: Reno, NV

Dates / From: 06/24/18

End: 06/29/18

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

Approved

Disapproved

Division/Unit Commander: _____

Date: _____

Approved

Disapproved

Special Team Commander: _____

Date: _____

Approved

Disapproved

Training Division Commander: _____

Date: _____

Approved

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.

MEMORANDUM

LOUISVILLE METRO POLICE DEPARTMENT

GREG FISCHER
MAYOR

STEVE CONRAD
CHIEF OF POLICE

TO: Major B. Thomerson
FROM: Ofcr. Larry Priddy #2317
DATE: 02/01/18
RE: NASRO Conference



I'm requesting to attend the 2018 Annual School Safety Conference of National Association of School Resource Officers Conference(NASRO) in Reno, NV on 06/24/18-06/29/18.

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 2018 NASRO Conference is funded by Councilwoman Vicky Welch in the amount of approximately \$3000. This opportunity provides the annual NASRO training for Officer Larry Priddy and Officer John Daniel. Therefore, there is no cost to Louisville Metro Police Department.

Reply all | Delete | Junk | ...

Fwd: Flight reservation (UJHO5I) | 24JUN18 | SDF-RNO | Priddy/Larry J

Larry Priddy <lpriddy70@gmail.com>

Today, 11:28 AM

Reply all |

Inbox

----- Forwarded message -----

From: Southwest Airlines <SouthwestAirlines@luv.southwest.com>
 Date: Fri, Jan 12, 2018 at 08:24
 Subject: Flight reservation (UJHO5I) | 24JUN18 | SDF-RNO | Priddy/Larry J
 To: <lpriddy70@gmail.com>

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Ready for takeoff!



Thanks for choosing Southwest® for your trip. You'll find everything you need to know about your reservation below. Happy travels!



Air Itinerary

AIR Confirmation: UJHO5I

Confirmation Date: 01/12/2018

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
PRIDDY/LARRY J	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Rapid Rewards points earned are only estimates. Visit your (MySouthwest, Southwest.com or Rapid Rewards) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Sun Jun 24	4881	Depart LOUISVILLE, KY (SDF) on Southwest Airlines at 07:20 AM Arrive in CHICAGO (MIDWAY), IL (MDW) at 07:30 AM Wanna Get Away
	4378	Change planes to Southwest Airlines in CHICAGO (MIDWAY), IL (MDW) at 09:40 AM Arrive in RENO/TAHOE, NV (RNO) at 11:50 AM

Save up to 30%
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Budget


EarlyBird Check-In


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Get it now


Date	Flight	Departure/Arrival
Fri Jun 29	2046	Depart RENO/TAHOE, NV (RNO) on Southwest Airlines at 02:25 PM Arrive in LAS VEGAS, NV (LAS) at 03:40 PM <u>Wanna Get Away</u>
	1477	Change planes to Southwest Airlines in LAS VEGAS, NV (LAS) at 06:50 PM Arrive in LOUISVILLE, KY (SDF) at 01:20 AM, Next Day Travel Time 7 hrs 55 mins <u>Wanna Get Away</u>

 **Check in for your flight(s):** 24 hours before your trip on Southwest.com or your mobile device to secure your boarding position. You'll be assigned a boarding position based on your check-in time. The earlier you check in within 24 hours of your flight, the earlier you get to board.

 **Bags fly free®:** First and second checked bags. Weight and size limits apply. One small bag and one personal item are permitted as carryon items, free of charge.

 **30 minutes before departure:** We encourage you to arrive in the gate area no later than 30 minutes prior to your flight's scheduled departure as we may begin boarding as early as 30 minutes before your flight.

 **10 minutes before departure:** You must obtain your boarding pass(es) and be in the gate area for boarding at least 10 minutes prior to your flight's scheduled departure time. If not, Southwest may cancel your reserved space and you will not be eligible for denied boarding compensation.

 **If you do not plan to travel on your flight:** In accordance with Southwest's No Show Policy, you must notify Southwest at least 10 minutes prior to your flight's scheduled departure if you do not plan to travel on your flight. Customers who fail to cancel reservations for a Wanna Get Away 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 Wanna Get Away funds will be forfeited. All remaining unused Business Select and Anytime funds will be converted to reusable travel funds. If you no show your reward travel reservation, the points will be redeposited to the purchaser's Rapid Rewards account. Any taxes and fees associated with your reward travel reservation will be held for future use in the form of reusable travel funds under the name of the traveler(s).


Need to make a change? Keep your confirmation number on record. It will be used to retrieve your reservation and apply funds to future travel.

Air Cost: 509.50


Fare Rule(s): 5261401921125: NONREFUNDABLE/NONTRANSFERABLE
STANDBY REQ UPGRADE TO Y -BG WN

Valid only on Southwest Airlines. All travel involving funds from this Confirmation Number must be completed by the expiration date. Unused travel funds may only be applied toward the purchase of future travel for the individual named on the ticket. Any changes to this itinerary may result in a fare increase. Failure to cancel reservations for a Wanna Get Away fare segment at least 10 minutes prior to travel will result in the forfeiture of all remaining unused funds.

SDF WN X/CHI WN RNO245.58WN X/LAS WN SDF186.98USD432.56END ZP



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OLAVVNRO



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Cost and Payment Summary

✈ AIR - UJH051

Base Fare	\$ 432.56	Payment Information
Excise Taxes	\$ 32.44	Payment Type: Visa XXXXXXXXXXXXX2592
September 11th Security Fee	\$ 11.20	Date: Jan 12, 2018
Segment Fee	\$ 16.80	Payment Amount: \$509.50
Passenger Facility Charge	\$ 16.50	
Total Air Cost	\$ 509.50	

Useful Tools

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- [Early Bird Check-In](#)
- [View/Share Itinerary](#)
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¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

² Security Fee is the government-imposed September 11th Security Fee.

Prohibition on Multiple/Conflicting Reservations. To promote seat availability for our Customers, Southwest prohibits multiple reservations for the same Passenger departing from the same city on the same date, or any multiple reservations containing conflicting or overlapping itineraries (such as departures for the same Customer from multiple cities at the same time). Furthermore, without advance notice to the Passenger or purchaser, Southwest may cancel such reservations, or any other reservations that it believes, in its sole discretion, were made without intent to travel. With the exception of Southwest gift cards, funds from proactively cancelled reservations by Southwest will be returned to the original form of payment. Reservations paid for with a Southwest gift card will have the amount applied from the gift card held as travel funds for use by the Customer on a future Southwest Airlines flight.

National Association of School Resource Officers, Inc.
2020 Valleydale Road, Ste 207A
Hoover, AL 35244
888-316-2776

Date	Invoice #
1/9/2018	21803CONF

Bill To
 Louisville Metro Police Department
 Attn: Finance Department
 633 West Jefferson Street
 Louisville, KY 40202

Please remit payment to:
NASRO
2020 Valleydale Road,
Suite 207A
Hoover, AL 35244
 For credit card payments,
 call 1-888-316-2776

P.O. No.

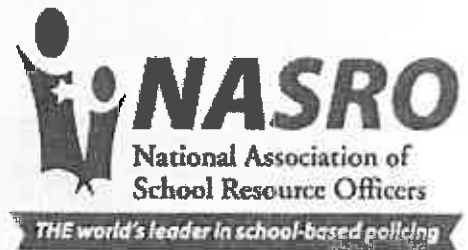
Terms
 Due upon receipt

Description	Qty	Rate	Officer	Class	Amount
2018 Conference Registration:Non-Member rate	1	550.00	Larry Priddy 67881	446 Current FY Conference	550.00

				Total	\$550.00
Phone #	Fax #	Web Site		Payments/Credits	\$0.00
1-888-316-2776	1-205-536-9255	nasro.org		Balance Due	\$550.00

National School Safety Conference

Reno, Nevada / June 24 – 29, 2018



Saturday, June 23rd

8:00 am – 5:00 pm NASRO Basic Course
Capri 1

Sunday, June 24th

8:00 am – 5:00 pm NASRO Basic Course
Capri 1

10:00 – 11:00 am Non-Denominational Worship Service
Tuscany 12

3:00 – 6:00 pm Attendee Registration
Tuscany Registration Desk

3:00 – 6:00 pm Exhibit Hall Opens
Tuscany D-F, 4-6

3:00 – 6:00 pm NASRO Store Open
Tuscany D-F, 4-6

3:00 – 6:00 pm "Just Kidding" Registration
Tuscany D-F, 4-6

4:00 – 6:00 pm Exhibit Hall Reception
Tuscany D-F, 4-6
Sponsored by Innocorp

7:00 – 8:30 pm Non-Denominational Night of Praise
Tuscany 12

Monday, June 25th

- 7:00 – 8:45 am Attendee Registration**
Tuscany Registration Desk
- 9:00 – 10:15 am Opening Ceremonies**
Tuscany A-C, 1-3
- 10:00 am – 1:00 pm Exhibit Hall Open**
Tuscany D-F, 4-6
- 10:00 am – 1:00 pm NASRO Store Open**
Tuscany D-F, 4-6
- 10:00 am – 4:30 pm NASRO Information Desk Open**
Tuscany Registration Desk
- 10:30 – 11:30 am General Session**
Tuscany A-C, 1-3
- 11:30 am – 1:00 pm Lunch**
- 1:00 – 3:00 pm General Session**
Tuscany A-C, 1-3
Lieutenant Brian Murphy
- 1:00 – 5:00 pm NASRO Courses**
Basic - Capri 1
Advanced - Capri 3
Supervisors & Management - Capri 2
School CPTED - Capri 4
- 1:00 – 5:00 pm IPMBA Police/Security Cyclist Course**
Naples 1
Visit www.ipmba.org for more information and equipment requirements.
- 1:00 – 3:00 pm “Just Kidding” Event**
Sorrento 1 & 2
- 3:15 – 4:30 pm General Session**
Tuscany A-C, 1-3
- 4:30 – 7:00 pm Exhibit Hall Open**
Tuscany D-F, 4-6
- 4:30 – 7:00 pm NASRO Store Open**
Tuscany D-F, 4-6
- 6:00 – 9:00 pm NASRO Game Night**
Tuscany D-F, 4-6
Featuring the Corn Hole Tournament starting at 6:00 pm
Light snacks and beverages served

Tuesday, June 26th

- 7:30 am – 1:00 pm Exhibit Hall Open**
Tuscany D-F, 4-6
- 7:30 am – 1:00 pm NASRO Store Open**
Tuscany D-F, 4-6
- 7:30 am – 5:00 pm NASRO Information Desk Open**
Tuscany Registration Desk
- 7:45 – 8:30 am Regional Networking Breakfast**
Region 1 (FL, GA, NC, SC, USVI, PR)
Region 2 (DC, KY, OH, MD, VA, WV)
Region 3 (DE, NJ, NY, PA)
Region 4 (CT, ME, MA, NH, RI, VT)
Region 5 (IA, IL, IN, MO, MI)
Region 6 (AL, AR, LA, MS, TN)
Region 7 (AZ, NM, OK, TX)
Region 8 (CO, KS, MN, MT, NE, ND, SD, UT, WI, WY)
Region 9 (AK, CA, HI, ID, NV, OR, WA)
- 8:30 am – 5:00 pm NASRO Courses**
Basic - Capri 1
Advanced - Capri 3
Supervisors & Management - Capri 2
School CPTED - Capri 4
- 8:30 am – 5:00 pm IPMBA Police/Security Cyclist Course**
Naples 1
- 8:45 – 10:15 am Breakout Training Sessions**
See breakout session agenda for further information.
- 10:30 am – 12:00 pm Breakout Training Sessions**
See breakout session agenda for further information.
- 12:00 – 1:30 pm Lunch (on your own)**
- 1:00 – 3:00 pm "Just Kidding" Event**
Sorrento 1 & 2
- 1:30 – 3:00 pm Breakout Training Sessions**
See breakout session agenda for further information.
- 3:15 – 4:45 pm Breakout Training Sessions**
See breakout session agenda for further information.
- 3:15 – 4:45 pm State Association Meeting**
- 7:00 – 11:00 pm Karaoke**
Edge Nightclub
Hosted by Raptor Technologies

Wednesday, June 27th

- 7:30 am – 12:00 pm** **NASRO Information Desk Open**
Tuscany Registration Desk
- 8:00 am – 12:00 pm** **NASRO Courses**
Basic - Capri 1
Advanced - Capri 3
Supervisors & Management - Capri 2
School CPTED - Capri 4
- 8:00 am – 5:00 pm** **IPMBA Police/Security Cyclist Course**
Naples 1
- 8:00 am – 12:00 pm** **General Session**
Tuscany A-C, 1-3
Bernie James, Professor of Law at Pepperdine University
- 10:00 am – 12:00 pm** **NASRO Store Open**
Tuscany Foyer

Thursday, June 28th

- 7:45 am – 4:45 pm** **NASRO Information Desk Open**
Tuscany Registration Desk
- 8:00 am – 5:00 pm** **NASRO Courses**
Basic - Capri 1
Advanced - Capri 3
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Naples 1
- 8:00 – 11:30 am** **"Mega" Breakout Training Sessions**
See breakout session agenda for further information.
- 11:30 am – 1:00 pm** **Lunch (on your own)**
- 1:00 – 4:30 pm** **"Mega" Breakout Training Sessions**
See breakout session agenda for further information.
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Sorrento 1 & 2
- 1:00 – 4:30 pm** **NASRO Store Open**
Tuscany Foyer
- 6:00 pm** **Closing Awards Ceremony and Speaker**
Tuscany A-C, 1-3
Raffle and Door Prizes (must be present to win)

Friday, June 29th

8:00 – 10:00 am NASRO Information Desk Open
Tuscany Registration Desk

8:00 am – 10:00 am IPMBA Police/Security Cyclist Course
Naples 1

8:30 – 9:30 am General Membership Meeting
Tuscany A-C, 1-3