

**DAVIE POLICE DEPARTMENT
MEMORANDUM**

TO: Bob Rawls, Interim Town Administrator

FROM: Patti Dobson/Training

DATE: 22, March 1999

SUBJECT: Proposed Resolution

Attached is the proposed resolution for Officer James Smith to attend Instructor Techniques Training at the Criminal Justice Institute in Ft. Lauderdale. This course will enhance the officers knowledge, skill and ability to provide efficient and effective training to fellow officers/employees.

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING EXTENDED TRAVEL FOR TRAINING FOR OFFICER JAMES SMITH OF THE DAVIE POLICE DEPARTMENT TO ATTEND INSTRUCTOR TECHNIQUES TRAINING.

WHEREAS, the Town of Davie Resolution R-88-294, established a Travel and Transportation policy for employees, elected officials and other authorized persons; and

WHEREAS, said resolution requires Town Council approval for extended travel, such travel being defined as travel extending past five days; and

WHEREAS, it is in the best interest of the community to expend \$175.00 in direct costs for the purpose of providing training and education for Officer James Smith of the Davie Police Department with the finding that more benefit than cost will accrue to the Town and its citizens; and

WHEREAS, the Davie Police Department desires to fund the Instructor Techniques Training from the Education and Training Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The extended travel for Officer James Smith of the Davie Police Department is hereby approved as submitted in the attached "Request for Travel" (Attachment "A") provided that the Town's Travel and Transportation policy is adhered to in every fashion.

SECTION 2. The Town Council of the Town of Davie hereby authorizes the Police Department to expend the sum of \$175.00 to be appropriated from the Education and Training Account #001-0507-521-0205.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999

MAYOR/COUNCIL MEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999

REQUEST FOR TRAVEL

Department Police Employee Name James Smith

Travel Destination (City and State) Fort Lauderdale, Florida

Begin Travel 6:00pm May 03, 1999 End Travel 10:00pm May 28, 1999

(If using air service, travel status begins one-half hour before your departing flight and ends one-half hour after your return arrival)

Describe below the nature of the meeting, seminar, conference or convention and justification for attending (attach any brochure or printed media):

INSTRUCTOR TECHNIQUES TRAINING

Calculation of Costs

	Make Check Payable To:	Amount
Registration Fee	<u>Criminal Justice Institute</u>	\$ 175.00
Airfare: (attach quotes from two agents) (location of meeting): (_____)	_____	\$
Auto Rental location of lodging : (_____)	_____	\$
Per Diem (____day(s) X \$ _____/day)	_____	\$
Reimbursement For Personal Auto (32.5¢ X ____miles)	_____	\$
Estimated-to be reimbursed upon return		
Lodging (____nights at \$ _____night)	_____	\$
Miscellaneous (Explain)	_____	\$
Sub-Total	_____	\$ 175.00

Account Number 001-0505-521-0205

Employee's Wage or Salary hours (80 hr X 27.55 hr) **\$ 2,204.00**
Other Incurred Payroll Costs (include other employees who will work overtime or out-of-classification) \$

TOTAL COST TO TOWN \$ **2,379.00**

TOTAL ADVANCE REQUESTED BY EMPLOYEE \$ **175.00**

(does not include any estimated reimbursement for auto usage or employee wages)

Approved By Department Director _____ Date _____

Approved By Purchasing _____ Date _____