

February 25, 2013

DATE OF ISSUE

EFFECTIVE DATE

NUMBER

SO: 2013-0013

Ronnie Bastin Chief of Police SUBJECT:

Police Memorial Week 2013

FROM:

Assistant Chief Mark Barnard Bureau of Special Operations

Please find attached documentation in regards to the upcoming Police Memorial Week 2013 in Washington, DC May 12-16, 2013. Travel requests for the below listed personnel are also attached:

- Officer Christopher Holliday
- Sergeant William Richmond
- Officer John Morgerson.
- Officer Todd Kleinjan
- Officer Andre Grider
- Officer Doug Smith
- Officer William Federspiel
- Sergeant Ron Keaton

The only cost associated with this trip will be that of fuel and personnel will utilize their fuel cards.

Hard copy documentation is forthcoming to your office this date for consideration and approval.

If further is needed, please advise.

Mark Barnard

Mark Barnard Assistant Chief Bureau of Special Operations

MB/srb



Lexington-Fayette Urban County Division of Police MEMORANDUM Lexington, Kentucky

DATE OF ISSUE
February 14, 2013

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NUMBER

TO: Commander Thomas Curtsinger BOSO- Traffic Section	SUBJECT: Police Memorial Week 2013
FROM: Sergeant Billy Richmond 26656 Traffic Section	

Commander Curtsinger,

I have received an official request via phone and a written itinerary for our police motors to participate in the 2013 Police Memorial Service and Police Week in Washington DC during the week of May 12-16, 2013. In the past, our motor officers have raised funds to cover all travel and other related expenses associated with this assignment and the CPAAA is used as the clearing house for donated monies. The only cost that has been absorbed by the LFUCG is use of our fuel cards to cover fuel to and from Washington DC.

I have attached the itinerary received from the Concerns of Police Escort Coordinator-Jeff Capps to the e-mail I am forwarding with this memorandum. I am requesting that we depart from Lexington on the morning of Saturday May 11, 2013 with that date being a paid duty travel day for those of us participating. On the morning of Sunday May 12, police survivors will begin arriving in Washington and will be a duty day for our officers. We will also assist with arrivals on Monday May 13 in addition to participating in the Candlelight Vigil. Tuesday May 14 will be considered an RDO with no assigned motor duties although we have in the past volunteered to assist with late arrivals if needed. The Annual Peace Officers Memorial Day Service will take place on Wednesday May 15 and we will again be assigned motor duties throughout the day. On Thursday May 16, we will assist with the COPS kid escort to the FBI National Academy in Quantico, Virginia. This will complete our assignments and we will depart for the return trip to Lexington on Friday May 17 with this day also being a paid travel day.

I am requesting that all 8 motor officers participate in this assignment and we will haul the motors utilizing the enclosed trailer and 4 motor trailer owned by the Division of Police. We will require two pick-up trucks to pull the trailers and drive one additional cruiser to transport all of the necessary equipment, uniforms and personnel. For the past 2 years Paul Miller Ford has donated two trucks at no cost for the purpose of pulling our trailers and has agreed to do the same for this year's event.

Police Memorial week planning

Page 2

I have completed travel request forms for all officers participating in this event and am in the process of securing insurance documents and fuel cards for our travels. The officers who are being requested to participate in this assignment are as follows:

Officers:

Federspiel

Grider

Holliday, C.

Morgerson

Kleinjan

Smith

Sergeants:

Keaton

Richmond

If further information is needed, please contact me. Thank you for your assistance.

E-mailed

Sergeant Billy Richmond Bureau of Special Operations Traffic Section



CONCERNS OF POLICE SURVIVORS

January 08.2013

The week of May 12 through May 16, 2013 will mark the Annual Police Week Memorial observance. I am privileged to have the honor of coordinating this years' escorts in support of The Concern's of Police Survivors (COP'S) and COP'S Kids events. This program is official Duty Motorcycle Officers Only. Unfortunately, civilian and retired officers are not authorized to participate in this operation. Motorcycle Units wishing to honor fellow officers, their eternal sacrifice and their surviving family members should schedule their working hours answer the William and retired officers are not authorized to

Sunday, May 12th and Monday May 15 th 7 the police survivor will an ity or report to the lower soncourse, ready to riligate 0900 hours, surely, sexpected english tour is 1800 hours at will be extended.

Monday, May 13th in addition to the airpensarrivals will be the Annual Candis Urinivigil. All motors should report to the Alexandria Hilton Hotel, 5000 Seminary Road, Alexandria Va. Null, 3000 Houses, 1237 dy font des sindiotros is expected to be 2030 hours.

Tuesday, May 14th There are more find and tribs for eather ceremon at teams

Wednesday, May 15th Is the Approximate Officers Manuallal Day Sandro Officers Web himselonded in the procession should report to the rear of the Alaxan Glast Hillern NLT (1990) to 100 All More of the Alaxan Glast Hillern NLT (1990) to 100 All More of the rear of the Alaxan Glast Hillern NLT (1990) to 100 All More of the rear of the Alaxan Glast Hillern NLT (1990) to 100 All More of the rear of the Alaxan Glast Hillern NLT (1990) to 100 All More of the rear of the Alaxan Glast Hillern NLT (1990) to 100 All More of the Alaxan Glast Hillern NLT (1990) to 100 All More of the Alaxan Glast Hillern NLT (1990) to 100 All More of the Alaxan Glast Hillern NLT (1990) to 100 All More of the Alaxan Glast Hillern NLT (1990) to 100 All More of the Alaxan Glast Hillern NLT (1990) to 100 All More of the Alaxan Glast Hillern NLT (1990) to 100 Alaxan Glast Hillern NLT (1990) to 100

Thursday, May 16th is the Copy Kid Escontinuoushe FB New Joint J. This Jacob Philipping Constitution of the program. Officers will meet at the Servinary Epitel Radking ence IND (028) Office, University of the FBI Academy and the Marine Corps Museum will also occur. Lunch is provide for this day.

PVP Communications William is a food and the process of the motor officers. Their continued support for the Motor Officers during this special event is much appreciated.

Motor One, LLC has reserved a large number of records et dis server light pour lattice. Arlington VA. The special rate for this event is \$202.00 a night, plus parking, the notellistic of the light pour lattice. Only Police Week events, local transportation and secure parking. The rooms will be released to the publicion April 1614, 2012. Go to Motor One LLC. com and click on the hotel reservation link to make your reservation. The lease trucks can be stored at the US Park Police Facility in Anacostia Park, Washingtoning.

Jeff Capps

COP's Escort Coordinator USPP Motor Sgt. (Retired) C-704.796.6479 E-MotorOneLLC@yahoo.com

Section I: Tray	el Authorization				
Employee Name:	Christopher Holliday 38773	_ Division:	Police	Date:	2/7/13
Purpose of Travel:	Police Memorial Week				
Date of Travel:	6/11/2013 - 5/16/13	3 Mode of	Fransportation:	División	vehicle
Destination:	Washingtor		•	· · · · · · · · · · · · · · · · · · ·	
Estimated Cost to the	Urban County Government:		\$0,00)	
Person who will assu		.9	ergeant Patrick McBr	lde	
	(This person should be informed of y	our travel itinérais	and where you can be	reached.)	
Signature of Employe	co: Market D Holl	لمل	1).	2	<u> </u>
Signature of Division	Head;		N. 6	Jaslin	Agr Ma
Sign are of Commis	sioner: Clay Maso	m/s			
Signature of Mayor o	or CAO (if required);				
Estimated Expenses	vel Advance Request (Must be	accompanied l	by a 211-5)		
Air Fare	-			N/A	
Lodging		-		N/A	
Use of Personal Auto	miles X \$0.25			N/A	
Meals - (Maximum o	of \$35.00 per day)	,		N/A	
Registration Fee		***	<u></u>	N/A	
Other			LFU	CG fuel card	
Other		internal		N/A	
Travel Advance		_\$			•
Accounting	•				
		Ši	gnature - Division of	Accounting	
	4				
	I, <u>(And A.) Helle</u> (Sig	dag	agree to have	the Division of A	ccounting to
	whiliho	ld 100% of my tre	avel advance from my p	ay check if I do no	ot reconcile
	this ad-	vance with actual stroid additional or	expenditures within 15 nount due to of LFUCC	days from the date	of return
	from the	ne Division of Acc	counting.	WHIII 13 GRYS O	r notice
• •		•	-	2/7/2	013
				Dat	te

Section 1: Trave	el Authorization			
Employee Name:	William Richmond 26656	Division	Police	Date: 2/7/13
Purpose of Travel:	Police Memorial Week	wermen		,
Date of Travel:	5/11/2013 -5/16/13	Mode of T	ransportation:	Division vehicle
Destination:	Washington			
	Urban County Government:		\$0.00	
Person who will assun		S	ergeant Patrick McBrid	ie .
	(This person should be informed of yo	ur travel ltinerary	and where you can be r	eached.)
Signature of Employee	3 River	C	2 196	5 ,
Signature of Division	Head:		OK.	Jastin AM
Signature of Commiss	ioner: <u>Way Masor</u>	VSB		
Signature of Mayor or	CAO (if required);			
Section 2: Trave Estimated Expenses Air Pare	el Advance Request (Must be a	ecompanied b	y a 211-5)	N/A
Lodging				N/A
Use of Personal Auto	miles X \$0.25			N/A
Meals - (Maximum of	\$35.00 per day)	•	· · · · · · · · · · · · · · · · · · ·	N/A
Registration Fee				N/A
Other	•		LFUC	G fuel card
Other		i 		N/A
Travel Advance		. \$:		
Accounting				
		Sig	mature - Division of A	Accounting
	(Sign Withfiol this ady or withi	anco with actual o	vel advance from my pa expenditures within 15 d tount due to of LFUCG	he Division of Accounting to y check if I do not reconcile lays from the date of return within 15 days of notice 2/7/2013
				Date

Section 1: Trave	l Authorization				
Employee Name:	John Morgerson 40244	Division:	Police	Date: 2/7/13	3
Purpose of Travel:	Police Memorial Week	er services sauds	.1.25554	21110	
Date of Travel:	5/11/2013-5/16/13	Mode of	Fransportation:	Division vehicle	
Destination:	Washington		,	District Follows	
Estimated Cost to the	Urban County Government)			\$ 0.00	
Person who will assum		S	ergeant Patrick	McBride	
	(This person should be informed of yo	ur travel (tinerar)	y and where you o	an be reached.)	
Signature of Employee			10244	7	
Signature of Division I	Head:		K_{\circ}	Daslin D	Mola
Signature of Commiss	ioner: Clay Mar	ronf 13		7	
Signature of Mayor or	CAO (if required):	(····
Section 2: Trave Estimated Expenses Air Fare	I Advance Request (Must be a	ccompanied l	by a 211-5)	N/A	
Lodging	.			N/A	
Use of Personal Auto	mlies X \$0.25	,		N/A	
Meals - (Maximum of	\$35.00 per day)			N/A	
Registration Fee				N/A	
Other				LFUCG fuel card	
Other			····	N/A	
Travel Advance		\$			
Accounting					
		Si	gnature - Divisio	on of Accounting	
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				Date	

Section 1: Trave	l Authorization			
Employee Name:	Todd Kielnjan 37509	Division:	Police	Date: 2/7/13
Purpose of Travel:	Police Memorial Week	As I farmer.		
Date of Travel:	5/11/2013 - 5/16/1	3 Mode of Ti	ansportation:	Division vehicle
Destination:	Washingto		_	
Estimated Cost to the l	Urban County Government:		\$0.00	
Person who will assum	e my duties:	Se	rgeant Patrick McBri	de
	(This person should be informed of y	our travel timerary	and where you can be i	éachad,)
Signature of Employee				<u> </u>
Signature of Division I	Head:	· · · · · · · · · · · · · · · · · · ·	KZ	Jastin 80M2/24/13
mature of Commissi	1,100	son/cos		
Signature of Mayor or	CAO (if required):			
Section 2: Trave Estimated Expenses Air Fare	l Advance Request (Must be	accompanied by	ÿã 211-5)	N/A
Lodging		:		N/A
Use of Personal Auto	miles X \$0.25			N/A
Meals - (Maximum of	\$35.00 per day)	· —		N/A
Registration Fee				N/A
Other			LFUC	G fuel card
Other				N/A_
Travel Advance		\$		•
Accounting				
		Sign	nature - Division of	Accounting
	within this ad or with	vance with actual e)	el advance from my pa spenditures within 15 count due to of LFUCG	the Division of Accounting to by check if I do not reconcile lays from the date of return within 15 days of notice
			_	Date

Section 1: Trave	el Authorization			
Employee Name:	Andre' Gilder 38768	Division:	Police	Date: 2/7/13
Purpose of Travel:	Police Memorial Week		3	
Date of Travel;	5/11/2013-5/16/13	Mode of T	ansportation:	Division vehicle
Destination:	Washington		•	- 3 (0) (0) (0)
Estimated Cost to the	Urban County Government:	1	\$0.00	
Person who will assun		Se	rgeant Patrick McBr	lde
	(This person should be informed of you	ur trave litinerary	and where you can be	reached.)
Signature of Employe	e:		D.	12
Signature of Division	Head:	· · · · · · · · · · · · · · · · · · ·	<i>K</i> .	Cashin And
Signature of Commiss	sioner: (Vlay Mas	mico		
Signature of Mayor or	CAO (if required):			
Section 2: Trave Estimated Expenses Air Fare	el Advance Request (Must-be a	eccompanied by	y a 211-5)	N/A
Lodging				N/A
Use of Personal Auto	miles X \$0.25			N/A
Meals - (Maximum of	\$35.00 per day)			N/A
Registration Fee				N/A
Other		·	LFUC	CG fuel card
Other	•	•		N/A
Travel Advance		_\$_		
Accounting				
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				Dota

Section 1: Trav	el Authorization	•	
Employee Name:	Doug Smith 31563	Division: Police	Date: 2/7/13
Purpose of Travel:	Police Memorial Week		
Date of Travel:	5/11/2013-5/16/	13 Mode of Transportation:	Division vehicle
Destination:	Washing		
Estimated Cost to the	Urban County Government;		0.00
Person who will assu		Särgeant Patrick N	McBride
	(This person should be informed o	Fyour travel Itinerary and where you ca	in be reached.)
Signature of Employe	ee: Danta	W. July	
Signature of Division	Head:	K.	Daslin DNV
Signature of Commis	sioner: Oly Ma	on 163	
Signature of Mayor o	r CAO (if required):	<u> </u>	
Section 2: Trav Estimated Expenses Air Fare	el Advance Request (Must b	e accompanied by a 211-5)	
All Tale		,	N/A
Lodging			N/A
Use of Personal Auto	miles X \$0,25	4	N/A
Meals - (Maximum o	f \$35.00 per day)	· · · · · · · · · · · · · · · · · · ·	N/A
Registration Fee	,		N/A
Other	-	<u></u>	LFUCG fuel card
Other		÷	N/A
Travel Advance		\$.	•
Accounting			
	-	Signature - Divisio	n of Accounting
		agree to	have the Division of Accounting to
	wifi	hold 100% of my travel advance from	my pay check if I do not reconcile
	this	advance with actual expenditures withi	n 15 days from the date of return
	or v	ithhold additional amount due to of LF in the Division of Accounting.	UCG within 15 days of notice
			2/7/2013
			Date

Travel Authorization and Advance Request Form

Section 1: Trave	I Authorization	-		
Employee Name:	William Federapiel 35316	Division:	Police	Date: 2/7/13
Purpose of Travel:	Police Memorial Week	- Committee of the Comm		
Date of Travel:	5/11/2013 -5/16/13	Mode of T	ransportation:	Division vehicle
Destination:	Washington		1	
	Jrban County Government:		\$0.0	
Person who will assum		, Se	rgeant Patrick McE	ride
I	(This person should be informed of yo	ur travel itingrary	and where you can b	e reached.)
Signature of Employee	1 1	spiel	J).	
Signature of Division I	lead:		R. A	Jaslin &m
Signature of Commissi	oner: <u>Clay Mas</u>	m/Gs		
Signature of Mayor or	CAO (if required);	· · · · · · · · · · · · · · · · · · ·		,
Section 2: Trave Estimated Expenses Air Fare	l Advance Request (Must be a	ccompanied by	y a 211-5)	
Vu Lint				N/A
Lodging				N/A
Use of Personal Auto	miles X \$0.25	,		N/A
Meals - (Maximum of	\$35.00 per day)			N/A
Registration Fee		*******		N/A
Other		V-	LFU	ICG fuel card
Other				N/A
Travel Advance		\$		-
Accounting				
		Sig	nature - Division o	f Accounting
	withhol this adv or withh	ature) d 190% of my trav	agree to havel advance from my spenditures within 15 out to of LFUC	e the Division of Accounting to pay check if I do not reconcile days from the date of return G within 15 days of notice

Date

Section 1: Trav	el Authorization				
Employee Name:	Ron Keaton 3944	3 Division:	Police	Date:	2 <i>[7]</i> 13
Purpose of Travel:	Police Memorial Week				<u>. </u>
Date of Travel:	5/11/2013 <i>—S</i> /	16/13 Mode o	f Transportation:	Division	/ehicle
Destination:	Wat	shington, D.G.			
	Urban County Government		\$0.00)	
Person who will assur			Sergeant Patrick McBr	ide.	
	(This person should be inform	ned of your travel itiner	ary and where you can be	reached.)	
Signature of Employe	e:	20		0	
Signature of Division	Head:		K. 2	Jaslin	2 2 m 2/7
Signature of Commiss	sioner: <u>Clay W</u>	lasm/sa			8 (
Signature of Mayor or	r CAO (if required):				
Section 2: Travestimated Expenses Air Fare	el Advance Request (Mi	ust be accompanie	i by a 211-5)	N/A	
Lodging		*		N/A	
Use of Personal Auto	miles X \$0.25	, .•		N/A	
Meals - (Maximum of	f\$35.00 per day)	•		N/A	
Registration Fee				N/A	
Other		-	LFU	CG fuel card	
Other				N/A	
Travel Advance		-	\$		
Accounting					
			Signature - Division of	Accounting	····
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		withhold 100% of my	travel advance from my p	ay check if I do no	ot reconcile
		this advance with actu	al expenditures within 15	days from the date	of return
		or withhold additional from the Division of A	amount due to of LFUCC	3 within 15 days o	fnotice
		mant mô Máiáiáit OI V	reconnting,	2/7/2	n12
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