



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

**DATE OF ISSUE**

**February 25, 2013**

**EFFECTIVE DATE**

**NUMBER**

**SO: 2013-0013**

**TO:**

**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

EFFECTIVE DATE

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.

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 around the following assignments.

**Sunday, May 12<sup>th</sup> and Monday, May 13<sup>th</sup>** The police survivors will arrive on Ronald Reagan Airport. Motor Officers should report to the lower concourse, ready to ride at 0900 hours. Sunday's expected end of tour is 1800 hours. Monday's tour will be extended.

**Monday, May 13<sup>th</sup>** In addition to the airport arrivals will be the Annual Candle Light Vigil. All motor's should report to the Alexandria Hilton Hotel, 5000 Seminary Road, Alexandria, VA. NLT 1300 hours, ready to ride. End of tour is expected to be 2030 hours.

**Tuesday, May 14<sup>th</sup>** There are no official duties for the ceremonial teams.

**Wednesday, May 15<sup>th</sup>** Is the Annual Police Officers Memorial Day Service. Officers will join the procession should report to the rear of the Alexandria Hilton NLT 0900 hours. All Motor Officer responsibilities end at 1200 hours.

**Thursday, May 16<sup>th</sup>** Is the COP'S Kid Escort to the FBI National Academy. This is a significant necessary change for the program. Officers will meet at the Seminary Hotel Parking area NLT 0830 hrs. The usual tours of the FBI Academy and the Marine Corps Museum will also occur. Lunch is provided for this day.

**PVP Communications** will furnish food and drinks for survivors at the airport and throughout the accommodations for 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 rooms at the Days Inn by the Free Hotel, Arlington VA. The special rate for this event is \$202.00 a night, plus parking. The hotel is normally booked for all Police Week events, local transportation and secure parking. The rooms will be released to the public on April 16th, 2012. Go to [MotorOneLLC.com](http://MotorOneLLC.com) and click on the hotel reservation link to make your reservation. There are no parking trailers. These vehicles and large trucks can be stored at the US Park Police Facility in Anacostia Park, Washington DC.

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

**Travel Authorization and Advance Request Form**

**Section 1: Travel Authorization**

Employee Name: Christopher Holliday 38773 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: Washington, D.C.  
Estimated Cost to the Urban County Government: \$0.00  
Person who will assume my duties: Sergeant Patrick McBride  
(This person should be informed of your travel itinerary and where you can be reached.)

Signature of Employee: *Christopher D Holliday*  
Signature of Division Head: *R. Baslin APR 2/26/13*  
Signature of Commissioner: *Clay Mason/co*  
Signature of Mayor or CAO (if required): \_\_\_\_\_

**Section 2: Travel Advance Request (Must be accompanied by a 211-5)**

*Estimated Expenses*

Air Fare	_____	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	_____	LFUCG fuel card
Other	_____	N/A
Travel Advance	\$ _____	

Accounting \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature - Division of Accounting


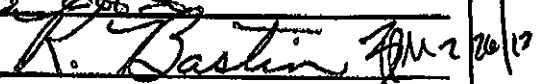
I, *Christopher D Holliday* (Signature) agree to have the Division of Accounting to withhold 100% of my travel advance from my pay check if I do not reconcile this advance with actual expenditures within 15 days from the date of return or withhold additional amount due to of LFUCG within 15 days of notice from the Division of Accounting.

2/7/2013  
Date

**Travel Authorization and Advance Request Form**

**Section 1: Travel Authorization**

Employee Name: William Richmond 26656 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: Washington, D.C.  
Estimated Cost to the Urban County Government: \$0.00  
Person who will assume my duties: Sergeant Patrick McBride  
(This person should be informed of your travel itinerary and where you can be reached.)

Signature of Employee:   
Signature of Division Head:  R. Bastin 2/20/13  
Signature of Commissioner: Clay Mason / SB  
Signature of Mayor or CAO (if required): \_\_\_\_\_

**Section 2: Travel Advance Request (Must be accompanied by a 211-5)**

*Estimated Expenses*

Air Fare	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	LFUCG fuel card
Other	N/A
Travel Advance	\$ _____
Accounting	_____

\_\_\_\_\_  
Signature - Division of Accounting

I, William E. Richmond, Jr. agree to have the Division of Accounting to  
(Signature)  
withhold 100% of my travel advance from my pay check if I do not reconcile  
this advance with actual expenditures within 15 days from the date of return  
or withhold additional amount due to of LFUCG within 15 days of notice  
from the Division of Accounting.  
2/7/2013  
Date

**Travel Authorization and Advance Request Form**

**Section 1: Travel Authorization**

Employee Name: John Morgerson 40244 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: Washington, D.C.  
Estimated Cost to the Urban County Government: \$0.00  
Person who will assume my duties: Sergeant Patrick McBride  
(This person should be informed of your travel itinerary and where you can be reached.)

Signature of Employee: JM Morgerson III 40244  
Signature of Division Head: R. Bastin 2/7/2013  
Signature of Commissioner: Clay Mason / CB  
Signature of Mayor or CAO (if required): \_\_\_\_\_

**Section 2: Travel Advance Request (Must be accompanied by a 211-5)**

*Estimated Expenses*

Air Fare	_____	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	_____	LFUCG fuel card
Other	_____	N/A
Travel Advance	\$ _____	
Accounting	_____	

\_\_\_\_\_  
Signature - Division of Accounting

I, JM Morgerson III (Signature) agree to have the Division of Accounting to withhold 100% of my travel advance from my pay check if I do not reconcile this advance with actual expenditures within 15 days from the date of return or withhold additional amount due to of LFUCG within 15 days of notice from the Division of Accounting.

2/7/2013  
Date







**Travel Authorization and Advance Request Form**

**Section 1: Travel Authorization**

Employee Name: Doug Smith 31583 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: Washington, D.C.  
Estimated Cost to the Urban County Government: \$0.00  
Person who will assume my duties: Sergeant Patrick McBride  
(This person should be informed of your travel itinerary and where you can be reached.)

Signature of Employee: [Signature]  
Signature of Division Head: R. Basler 2/26/13  
Signature of Commissioner: Clay Mason / CS  
Signature of Mayor or CAO (if required): \_\_\_\_\_

**Section 2: Travel Advance Request (Must be accompanied by a 211-5)**

*Estimated Expenses*

Air Fare	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	LFUCG fuel card
Other	N/A
Travel Advance	\$ _____
Accounting	_____

\_\_\_\_\_  
Signature - Division of Accounting

I, Doug Smith agree to have the Division of Accounting to  
(Signature)  
withhold 100% of my travel advance from my pay check if I do not reconcile  
this advance with actual expenditures within 15 days from the date of return  
or withhold additional amount due to of LFUCG within 15 days of notice  
from the Division of Accounting.

2/7/2013  
Date

**Travel Authorization and Advance Request Form**

**Section 1: Travel Authorization**

Employee Name: William Federspiel 35316 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: Washington, D.C.  
Estimated Cost to the Urban County Government: \$0.00  
Person who will assume my duties: Sergeant Patrick McBride  
(This person should be informed of your travel itinerary and where you can be reached.)

Signature of Employee: W.T. Federspiel  
Signature of Division Head: R. Bastin 2/7/2013  
Signature of Commissioner: Clay Mason/cs  
Signature of Mayor or CAO (if required): \_\_\_\_\_

**Section 2: Travel Advance Request (Must be accompanied by a 211-5)**

*Estimated Expenses*

Air Fare	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	LFUCG fuel card
Other	N/A
Travel Advance	\$ _____
Accounting	_____

I, William Federspiel (Signature) agree to have the Division of Accounting to withhold 100% of my travel advance from my pay check if I do not reconcile this advance with actual expenditures within 15 days from the date of return or withhold additional amount due to of LFUCG within 15 days of notice from the Division of Accounting.

2/7/2013  
Date

**Travel Authorization and Advance Request Form**

**Section 1: Travel Authorization**

Employee Name: Ron Keaton 39443 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: Washington, D.C.  
Estimated Cost to the Urban County Government: \$0.00  
Person who will assume my duties: Sergeant Patrick McBride  
(This person should be informed of your travel itinerary and where you can be reached.)

Signature of Employee: [Signature]  
Signature of Division Head: R. Bastin 2/27/13  
Signature of Commissioner: Clay Mason / 03  
Signature of Mayor or CAO (if required): \_\_\_\_\_

**Section 2: Travel Advance Request (Must be accompanied by a 211-5)**

*Estimated Expenses*

Air Fare	_____	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	_____	LFUCG fuel card
Other	_____	N/A
Travel Advance	\$ _____	
Accounting	_____	

\_\_\_\_\_  
Signature - Division of Accounting

I, [Signature] agree to have the Division of Accounting to  
(Signature)  
withhold 100% of my travel advance from my pay check if I do not reconcile  
this advance with actual expenditures within 15 days from the date of return  
or withhold additional amount due to of LFUCG within 15 days of notice  
from the Division of Accounting.

2/7/2013  
Date