

Department of Police



TOWN OF WEST SENECA

MUNICIPAL BUILDING
1250 UNION ROAD
WEST SENECA, NEW YORK 14224



EDWARD F. GEHEN
CHIEF OF POLICE



716-674-2280
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WEB SITE: WWW.WSPOLICE.COM

July 12, 2012

To: Honorable Town Board
Town of West Seneca

From: Edward F. Gehen
Chief of Police

Re: out of town training

Attn: Councilman Rusinski

Dear Honorable Town Board:

Please authorize Lieutenant Dick Cotter, Detective Mary Caufield and Police Officer Tim Pratt to attend the New York Police Juvenile Officers Association 37th annual Training Conference from August 27 through August 31, 2012 at the High Peaks Resort, 2384 Saranac Ave., Lake Placid, NY. The training is sponsored by the State of New York Police Juvenile Officers Association. The cost for this training should not exceed \$3,011.54. This specialized training will provide our Family Offense Lieutenant, Juvenile Detective and School Resource Officer with current information on juveniles and school related issues. There are sufficient funds in the police training courses line item (1.3120.0459) to cover this expense. Should you have any questions pertaining to this, please don't hesitate to call me. Thank you.

Sincerely,

Edward F. Gehen
Chief of Police

JUL 23 2012
15.

REQUEST & AUTHORIZATION FOR TRAVEL AND CONFERENCE
(OTHER THAN LOCAL)
PLEASE COMPLETE ALL REQUIRED INFORMATION

NAME OF TRAVELER: Mary Caulfield DATE: 7/18/2012
DEPARTMENT: Police Department TITLE: Detective
PURPOSE OF TRAVEL: Attendance at NY State Police Juvenile Officers Assoc
Training in Lake Placid, NY

Dates & Time of Travel:

DEPARTURE: DATE: 8/26/12 RETURN: DATE: 8/31/12

ESTIMATED COSTS:

Registration Fees: \$220.00
Hotel/Motel: \$775.77
Meals: \$150.00
Commercial Transportation: N/A

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A

Estimated Milage Cost N/A

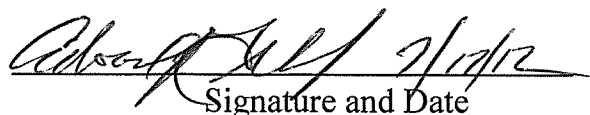
Town Vehicle Yes

Tolls/Parking \$0

Other (Explain) \$100.00 miscellaneous ,literature, training materials

Total Cost not to exceed \$1,245.77

Department Head approval:


Signature and Date

Budget Fund Balance \$ _____ Account Code No. 1.3120.0459

Verified by: _____ DATE: _____

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

July 23, 2012

Copy of this request to accompany agenda item and voucher for payment

REQUEST & AUTHORIZATION FOR TRAVEL AND CONFERENCE
(OTHER THAN LOCAL)
PLEASE COMPLETE ALL REQUIRED INFORMATION

NAME OF TRAVELER: Tim Pratt DATE: 7/18/2012
DEPARTMENT: Police Department TITLE: Police Officer
PURPOSE OF TRAVEL: Attendance at NY State Police Juvenile Officers Assoc
Training in Lake Placid, NY

Dates & Time of Travel:

DEPARTURE: DATE: 8/26/12 RETURN: DATE: 8/31/12

ESTIMATED COSTS:

Registration Fees: \$220.00
Hotel/Motel: \$0
Meals: \$150.00
Commercial Transportation: N/A

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A

Estimated Milage Cost N/A

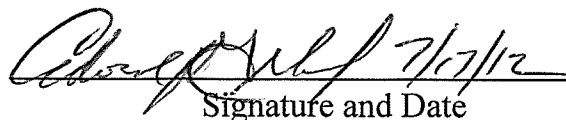
Town Vehicle Yes

Tolls/Parking \$0

Other (Explain) \$100.00 miscellaneous ,literature, training materials

Total Cost not to exceed \$470.00

Department Head approval:


Signature and Date

Budget Fund Balance \$ _____ Account Code No. 1.3120.0459

Verified by: _____ DATE: _____

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July 23, 2012

Copy of this request to accompany agenda item and voucher for payment

REQUEST & AUTHORIZATION FOR TRAVEL AND CONFERENCE
(OTHER THAN LOCAL)
PLEASE COMPLETE ALL REQUIRED INFORMATION

NAME OF TRAVELER: Dick Cotter DATE: 7/18/2012
DEPARTMENT: Police Department TITLE: Lieutenant
PURPOSE OF TRAVEL: Attendance at NY State Police Juvenile Officers Assoc
Training in Lake Placid, NY

Dates & Time of Travel:

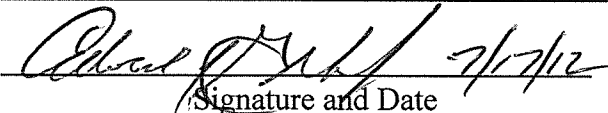
DEPARTURE: DATE: 8/26/12 RETURN: DATE: 8/31/12

ESTIMATED COSTS:

<u>Registration Fees:</u>	<u>\$220.00</u>
<u>Hotel/Motel:</u>	<u>\$775.77</u>
<u>Meals:</u>	<u>\$150.00</u>
<u>Commercial Transportation:</u>	<u>N/A</u>

Private Auto (Milage Reimbursement @.55.5 per mile)

<u>Estimated Milage</u>	<u>N/A</u>
<u>Estimated Milage Cost</u>	<u>N/A</u>
<u>Town Vehicle</u>	<u>Yes</u>
<u>Tolls/Parking</u>	<u>\$50</u>
<u>Other (Explain)</u>	<u>\$100.00 miscellaneous ,literature, training materials</u>
<u>Total Cost not to exceed</u>	<u>\$1,295.77</u>

Department Head approval: 
Signature and Date

Budget Fund Balance \$ _____ Account Code No. 01.3120.0459

Verified by: _____ DATE: _____

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

July 23, 2012