

TRAINING/CONFERENCE - TRAVEL REQUEST
City of Long Beach Police Department

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|--|--------------------|---|--|
| Requestor: Wolosewicz, Ernest | | Employee No. (SSN): [Redacted] | Index Code: [Redacted] |
| Date: 9/21/13 | DID#: 15519 | Bureau/Division: Patrol/FSD | Daytime Phone #: [Redacted] |
| Course Title: EOD K-9 Operations Tour | | Start Date: 11/3/13 Time: 0800 | End Date: 11/10/13 Time: 1700 |
| Course Location: TEL AVIV, ISRAEL | | Course Code/Control No. (If Applicable): | |
| Presenter: Shaneson Consulting | | Contact Person: Shaneson, Adam | Contact Phone #: 516-639-8040 |

Circle Appropriate Information for Each Item in the Box Below

| | | |
|---------------------|------------------------|------------------------------------|
| Training/Conference | P.O.S.T. Course: Y / N | P.O.S.T. Backfill Qualified: Y / N |
|---------------------|------------------------|------------------------------------|

Tuition Cost: \$ 4,545.00 **MUST Attach copy of Conference/Training Bulletin/Flyer Literature**

Generally, meals are reimbursable up to \$50/day (breakfast/\$10; lunch/\$15; dinner/\$25) depending on distance and time of training/conference. Tips are reimbursable up to 15% for table services only.

Alcoholic beverages are not reimbursable.

The requestor may be required to use a personal vehicle if a City vehicle is unavailable. Reimbursement for use of a personal vehicle will be made under the City of Long Beach guidelines.

Rental car must be approved by the requestor's Deputy Chief or Bureau Chief.

Notes & Cost Information (include travel & accommodation needs):

Tuition includes training, 2 meals a day, lodging, taxi, airport, parking \$9,500.00 for training, air fare, 10 nights hotel, city to pay 10 dinners = \$250.00, 2 nights lodging @ \$355.00 a night total cost to city \$960.00

| | | | | | |
|------------------------------------|-------------|----------------|---------------------------------|------------|----------------|
| 1 Requestor | [Redacted] | Date | 4 Deputy Chief/Bureau Chief | [Redacted] | Date |
| | | | | | 9-3-13 |
| 2 Division Training Sergeant | [Redacted] | Date | 5 Deputy Chief - Support Bureau | [Redacted] | Date |
| | | | | | 9-10-13 |
| 3 Division Commander/Administrator | [Redacted] | Date | 6 Chief of Police | [Redacted] | Date |
| | 5087 | 8/28/13 | | | 9-13-13 |



Date: August 27, 2013
To: Patrick H. West, City Manager
From: Jim McDonnell, Chief of Police
Subject: Training/Travel Request



I respectfully request authorization for the below referenced training/travel.

Training/Conference Details:

Name: EOD K-9 Operations Tour
Date: November 2 – 11, 2013
Location: Tel Aviv, Israel

Employee(s):

K-9 Handler Officer Ernie Wolosewicz

Criticality:

This officer is currently an explosive dog handler and a first responder for our Department. Police dogs working with SWAT are an invaluable resource to assist teams and reduce the risks but the duties, responsibilities and training must be clearly defined to limit potential liability.

Direct Cost:

The total cost for registration, travel, lodging and two meals a day will be paid by 10UASI11 Grant. It is estimated the City will pay two nights lodging and ten dinners which is estimated at \$960.00.

Indirect Cost:

There are no indirect costs or position Backfill/overtime cost.

Funding Source:

Grant Code PD10UASI11 and PD Index Code [REDACTED]

If you have any questions please contact me or my Chief of Staff, Commander Lisa Lopez at extension 87301.

Approved: _____

Patrick H. West, City Manager

INSTRUCTIONS: SEE AR 3-6, MAKE OUT PART I IN FOUR COPIES, FILE WITH CITY MANAGER, AFTER APPROVAL RETAIN TWO COPIES TO FILL IN PART II FOR REIMBURSEMENT.

CITY OF LONG BEACH

TRAVEL REQUEST and EXPENSE REPORT

DATE:

8/27/2013

BUDGET NO.

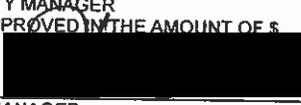
PART I. TRAVEL REQUEST

| | | |
|---|-----------------------------|-------------------------|
| 1. REQUESTING OFFICIAL JIM McDONNELL | 2. TITLE Chief of Police | 3. DEPARTMENT Police |
|---|-----------------------------|-------------------------|

TRAVEL AUTHORIZATION IS REQUESTED FOR: (IF OTHER THAN REQUESTING OFFICIAL)

| | | |
|-----------------------------|--------------------------------|---------------------------------|
| 4. NAME ERNIE WOLOSEWICZ | 5. TITLE K-9 POLICE OFFICER | 6. DEPT./DIVISION Patrol/FSD |
|-----------------------------|--------------------------------|---------------------------------|

| | | |
|---|--|--------------------------------------|
| 7. EXPLANATION OF TRAVEL REQUEST: EOD K-9 OPERATIONS TOUR TEL AVIV, ISRAEL NOVEMBER 2 THROUGH 11, 2013 | TRAINING TOUR TO BE PAID BY GRANT 10UASI 11 - PD10UASI11 | 8. Amount requested (See Item 13) |
|---|--|--------------------------------------|

| | | |
|---|--|--|
| 9. I BELIEVE THIS TRIP TO BE NECESSARY AND BENEFICIAL TO THE CITY OF LONG BEACH  DEPARTMENT HEAD | APPROVALS | |
| | 10. CITY MANAGER APPROVED IN THE AMOUNT OF \$  CITY MANAGER | 11. APPROVED BY CITY COUNCIL DATE: 9/27/13 \$ MAX. AMOUNT |

PART II. EXPENSE REPORT

INSTRUCTIONS: FILL OUT ONE COPY, ATTACH TO DIRECT PAYMENT REQUEST, FILE WITH CITY ACCOUNTANT PAYMENT SECTION WITHIN FIVE WORKING DAYS AFTER RETURN. ATTACH ALL RECEIPTS FOR HOTEL, TRANSPORTATION, AND OTHER ITEMS.

| 12. EXPENSE CATEGORY | | 13. ESTIMATED TOTALS | 14. | | | | | | | 15. TOTALS |
|--|----------------------|----------------------|------|-------|-------|------|-------|------|------|------------|
| | | | SUN. | MON. | TUES. | WED. | THUR. | FRI. | SAT. | |
| DATES | 1 st WEEK | | 11/2 | 11/3 | 11/4 | 11/5 | 11/6 | 11/7 | 11/8 | |
| | 2 nd WEEK | | 11/9 | 11/10 | 11/11 | | | | | |
| TRANSPORTATION (Check one) <input type="checkbox"/> Rail <input checked="" type="checkbox"/> Air <input type="checkbox"/> Priv. Car | | \$0.00 | | | | | | | | 0.00 |
| GARAGE | | | | | | | | | | 0.00 |
| TAXIS/CAR FARE | | | | | | | | | | 0.00 |
| LODGING | | 710.00 | | | | | | | | 0.00 |
| TELEPHONE & TELEGRAPH | | 0.00 | | | | | | | | 0.00 |
| TIPS AND GRATUITIES | | | | | | | | | | 0.00 |
| REGISTRATION FEES | | 0.00 | | | | | | | | 0.00 |
| BREAKFAST | | | | | | | | | | 0.00 |
| MEALS LUNCH | | | | | | | | | | 0.00 |
| DINNER | | 250.00 | | | | | | | | 0.00 |
| OTHER MEALS | | | | | | | | | | 0.00 |
| MISCELLANEOUS (Specify) | | | | | | | | | | 0.00 |
| TOTALS | | \$0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | \$0.00 |

| | |
|--|--|
| 16. I CERTIFY THAT THE FOREGOING EXPENSES WERE INCURRED IN THE CONDUCT OF CITY BUSINESS. | 17. APPROVED:  9-13-13 |
|--|--|

Shaneson Consulting Group, LLC

Command Control of Counter Terrorism Operations

INVOICE:

DATE: July 17th 2013

TO: Long Beach PD.

SERVICE/ITEM PURCHASED

Participation in the EDD k-9 Operations Course during the period November 1st – November 10th · 2013 by Officer Ernest George Wolosewicz.

TRAINING COST:

One Officer..... (1) @ 4,545 = \$4,545

Payment Due by September 27th, 2013.

PAYABLE TO:

Shaneson Consulting Group, LLC
5863 Grand Harbour Circle
Boynton Beach, FL 33437
Tax ID: XXXXXXXXXX

Payment Arrangements:

Payment by certified bank check or government agency check.
Checks must be received in time to clear before the above due date.

CONTACT: Adam Shaneson, 1.516.639.8040 (cell) to arrange for credit card payment

IF YOU HAVE ANY OTHER QUESTIONS CALL:

Adam Shaneson, CEO, 1.516.639.8040 (cell), ashaneson@gmail.com
Carl Sontz, PE, EOD/K-9 Training, 1.703.321.8956, eod.k9training@gmail.com

next K-9 Operations Training Tour in Israel (November 1-10th,2013). Plan to arrive at Ben Gurion Airport on Saturday, November 2nd, training starts on November 3,2013 at 9:00 AM. Kennel space will be provided if you want to bring your own dog .

The course instructor is Dror Shkragi retired Cmdr of the training Platoon for the Israeli Army K9 unit Oketz. The enclosed PDF's provide Course Outlines and Registration - Security forms for both courses and the instructors resumes. Please circulate this invitation and the Security Registration forms to your co-workers and colleagues, thank you.

The course fee (\$4,545 US) covers all training, texts, supplies, two meals per day, energy snacks at the training grounds and transportation between training site and lodging. Air travel to Israel, first night hotel before the course starts, cab from airport to hotel and miscellaneous travel per-Diem are not included in the course fee.

Payment is due by October 1,2013. Call or email Adam Shaneson at **1-516-639-8040** (ashaneson@gmail.com) to pay wire transfer or credit card. Agency checks must arrive and clear prior to the above date. Make checks payable to:

Shaneson Consulting Group, LLC.
5863 Grand Harbour Circle
Boynton Beach, FL 33437
Tax ID: [REDACTED]

Interested parties should respond to ashaneson@gmail.com. Fill out the Registration form (print and sign) and PDF it to me.

An Invoice will be sent on receipt of the Registration Form. All attendees must have a valid passport with an expiration date of at least 180 days after departure from



Re: K9 Explosive Training Course - Tel Aviv, Israel 
Michael Beckman to: Darren Davenport, Michael Lewis
Cc: Ernest Wolosewicz, Marcus Hodge, Serena Knauf

08/16/2013 07:21 PM

This is great news!

Commander Michael Beckman
Long Beach Police Department
Patrol Bureau - Field Support Division
Office: (562) 570-7210
Michael.Beckman@longbeach.gov

Darren Davenport Awesome, thanks Mike! Darren Davenport, Lie...

08/16/2013 04:54 PM PDT

From: Darren Davenport
To: Michael Lewis
Cc: Ernest Wolosewicz; Marcus Hodge; Michael Beckman; Serena Knauf
Date: 08/16/2013 04:54 PM PDT
Subject: Re: K9 Explosive Training Course - Tel Aviv, Israel

Awesome, thanks Mike!

Darren Davenport, Lieutenant
Special Enforcement Section
(562) 570-7189 - Office
[REDACTED] - Cell

Michael Lewis Ernie...your K9 Explosive training course in Tel...

08/16/2013 01:22:14 PM

From: Michael Lewis/PD/CLB
To: Ernest Wolosewicz/PD/CLB@CLB,
Cc: Arlen Crabtree/FR/CLB@CLB, Darren Davenport/PD/CLB@CLB, Marcus Hodge/PD/CLB@CLB, Elizabeth Griffin/PD/CLB@CLB, Cheng-Lung Wei/PD/CLB@CLB, "Risa Helman" <lafnrose@yahoo.com>, Lucy Johnson/PD/CLB@CLB, "Gina Liwanag" <gina.liwanag@longbeach.gov>
Date: 08/16/2013 01:22 PM
Subject: K9 Explosive Training Course - Tel Aviv, Israel

Ernie...your K9 Explosive training course in Tel Aviv, Israel has been fully approved...you will be using UASI 2011 Grant funds...the Index Code is [REDACTED]...the Grant Code is LBUASI...the Grant Detail Code is 11LPDT...use this index code on all travel request paperwork...do not use your own Index Code...that just confuses everyone....however...you still need to use ur own code on your time sheet....

Attached is the following:

- Official formal CalOES Outside the U.S. Approval Sheet
- Official formal CalOES Training Course Approval Sheet
- The cost breakdown for your training...make sure you stay under these dollar amounts....
- Grant Training Infor Sheet....do not pay attention to the hotel charges...those are wrapped under the cost breakdown sheet....make sure you follow these bullet points or the charges \$9,500 will be hitting your own index code....I suggest you contact Gina in PD Fiscal to talk about CLB overseas travel to

- get specific info about expenses....
- CLB Travel Policy....

Make sure you keep everything now and when you are traveling...I mean everything....receipts, info from the company, info from the City, customs....everything....out of the country travel is not normal training...it is important we keep proper documentation so we can get reimbursed...

Please work with Gina and myself if you have any questions....

Arlen or Gina...please chime in if I missed anything....

[attachment "Overseas Training Cost Breakdown.doc" deleted by Darren Davenport/PD/CLB] [attachment "UASI 11 - Approval Letter for Training in Israel K9.pdf" deleted by Darren Davenport/PD/CLB]
[attachment "UASI Grant Funding Training Information - 8.13.13.doc" deleted by Darren Davenport/PD/CLB] [attachment "City of LB Travel Policy.pdf" deleted by Darren Davenport/PD/CLB]
[attachment "Request-13-31337_1.txt - Israel - K9 Course.txt" deleted by Darren Davenport/PD/CLB]

Michael A. Lewis - Lieutenant
Long Beach Police Department
Homeland Security
(562) 570-9551 - Office
[REDACTED] - Cell