

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
FAX 716-674-1063
WEB SITE: WWW.WSPOLICE.COM

March 20, 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 Dave Szmania and Police Officers Dan Szymanski and James Gibbons to attend the annual Empire State Law Enforcement Traffic Safety Conference (ESLETS), April 19 & 20, 2012 in Albany, NY. These officers are members of our traffic enforcement/accident investigation unit and this training will provide valuable and current information to them as well as introduce them to the latest technologies available in traffic enforcement. The total cost of this training should not exceed \$890.12. 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

MAR 26 2012
6.

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

NAME OF TRAVELER: Dave Szmania DATE: 3/20/2012
DEPARTMENT: Police Department TITLE: Lieutenant
PURPOSE OF TRAVEL: Attendance at Traffic Safety Training Conference
in Albany, NY

Dates & Time of Travel:

DEPARTURE: DATE: 4/18/12 RETURN: DATE: 4/20/12

ESTIMATED COSTS:

Registration Fees: 0
Hotel/Motel: \$232.56
Meals: \$75.00
Commercial Transportation: N/A

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A

Estimated Milage Cost N/A

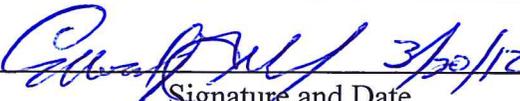
Town Vehicle Yes

Parking/Tolls \$50.00

Other (Explain) \$50.00 miscellaneous ,literature, training materials

Total Cost not to exceed \$407.56

Department Head approval:


Signature and Date

Budget Fund Balance \$ Account Code No. 01.3120.0459

Verified by: JK DATE: 3-20-12

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

March 26, 2012

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

NAME OF TRAVELER: James Gibbons DATE: 3/20/2012
DEPARTMENT: Police Department TITLE: Police Officer
PURPOSE OF TRAVEL: Attendance at Traffic Safety Training Conference
in Albany, NY

Dates & Time of Travel:

DEPARTURE: DATE: 4/18/12 RETURN: DATE: 4/20/12

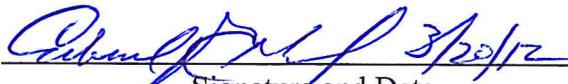
ESTIMATED COSTS:

Registration Fees: 0
Hotel/Motel: \$232.56
Meals: \$75.00
Commercial Transportation: N/A

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A
Estimated Milage Cost N/A
Town Vehicle Yes
Parking/Tolls 0
Other (Explain) \$50.00 miscellaneous ,literature, training materials
Total Cost not to exceed \$357.56

Department Head approval:


Signature and Date

Budget Fund Balance \$ _____ Account Code No. 01.3120.0459

Verified by: JK DATE: 3-20-12

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

March 26, 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: Dan Szymanski DATE: 3/20/2012
DEPARTMENT: Police Department TITLE: Police Officer
PURPOSE OF TRAVEL: Attendance at Traffic Safety Training Conference
in Albany, NY

Dates & Time of Travel:

DEPARTURE: DATE: 4/18/12 RETURN: DATE: 4/20/12

ESTIMATED COSTS:

Registration Fees: 0
Hotel/Motel: 0
Meals: \$75.00
Commercial Transportation: N/A

Private Auto (Milage Reimbursement @.55.5 per mile)

Estimated Milage N/A
Estimated Milage Cost N/A
Town Vehicle Yes
Parking/Tolls 0
Other (Explain) \$50.00 miscellaneous ,literature, training materials
Total Cost not to exceed \$125.00

Department Head approval:


Signature and Date

Budget Fund Balance \$ Account Code No. 01.3120.0459

Verified by: JK DATE: 3-20-12

SUBMITTED TO TOWN CLERK FOR TOWN BOARD MEETING OF:

March 26, 2012

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