

VFPD19000182

FAML4010 V5.1 \* \* \* CITY OF LONG BEACH FAMIS - PRODUCTION \* \* \* 01/14/2019  
LINK TO: DOCUMENT HEADER 4:04 PM

DOCUMENT CATEGORY : VP VOUCHER FAMIS PAYMENTS BY DEPARTMENT  
ENTERED BY : [REDACTED] 86305 INIT  
DOCUMENT NUMBER : VFPD19000182 INITIATING DEPT : PDFBFD  
INPUT PERIOD (MM YYYY) : 01 2019 JANUARY  
VENDOR NUMBER / SUFFIX : V059161 01 APPROVAL TYPE : 01  
VENDOR NAME : EMBASSY CONSULTING SERVICES LLC  
VENDOR ADDRESS :

STREET : 11278 LOS ALAMITOS BLVD, #232  
CITY / STATE / ZIP : LOS ALAMITOS CA 90720 COUNTRY: USA  
DBA NAME :  
BANK NUMBER :  
DUE DATE : 01/14/2019 TREAS NO :  
DOCUMENT AMOUNT : 198.00 SINGLE CHECK : Y  
NUMBER OF LINES : 2 CURRENCY CODE :  
TRANSACTION CODE HASH : RESPONSIBLE UNIT :  
POSTING/EDIT ERRORS : TERMS :





EMBASSY CONSULTING SERVICES, LLC  
11278 LOS ALAMITOS BLVD. #232  
LOS ALAMITOS, CA 90720

## INVOICE

DATE	INVOICE #
1/8/2019	82012

**INVOICE TO:**

Vanessa Alvarez  
Long Beach Police Department

DATE OF SERVICE	DESCRIPTION OF SERVICES	FEE	TOTAL
January 24, 2019	Civilian Leadership Course One (1) Registration Fee @ \$99.00 each V. Alvarez	\$99.00	\$99.00
		<b>TOTAL OWED</b>	<b>\$99.00</b>

MAKE ALL CHECKS PAYABLE TO EMBASSY CONSULTING SERVICES, LLC

IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT [REDACTED]

INVOICE MUST BE PAID WITHIN 14 DAYS OF RECEIPT

**THANK YOU FOR YOUR BUSINESS!**

TAX ID # 45-3151221

# TRAINING/CONFERENCE - TRAVEL REQUEST

City of Long Beach Police Department

Requestor <u>Vanessa Alvarez</u>		Employee No (SSN) [REDACTED]	Index Code <u>PD0580MTA</u>
Date: <u>Dec. 26, 2018</u>	DOB: <u>11173</u>	Support/SSD <u>Support / SSD</u>	Daytime Phone # <u>(502) 570-5160</u>
Course Title <u>Civilian Leadership Course</u>		Start Date: <u>1/24/19</u>	End Date: <u>1/24/19</u>
Course Location <u>Seal Beach Police Department</u> <u>911 Seal Beach Blvd., Seal Beach, CA 90740</u>		Time: <u>0800</u>	Time: <u>1700</u>
Presenter: <u>Commander Levy (Ret.)</u> <u>Chief Celano (ret.)</u>		Contact Person: <u>Embassy Consulting Svcs.</u>	Contact Phone #: [REDACTED]

Circle Appropriate Information for Each Item in the Box Below

<u>Training/Conference</u>	P.O.S.T.Course: <u>Y/N</u>	P.O.S.T. Backfill Qualified: <u>Y/N</u>
----------------------------	----------------------------	---

Tuition Cost: \$ 99.00

*DP 19-084*  
**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):**

<u>Not on overtime. No staffing issues. Will be using City</u>
<u>car to commute to training.</u>

Vanessa Alvarez 12/26/18  
1 Requestor Date

Vanessa Alvarez 12/21/18  
2 Division Training Sergeant LT Date

Vanessa Alvarez 12/13/18  
3 Division Commander/Administrator Date

Alexander 1/7/19  
4 Deputy Chief/Bureau Chief Date

Alexander  
5 Deputy Chief - Support Bureau Date

   
6 Chief of Police Date

**RECEIVED**

JAN 8 2019

L. B. POLICE DEPT.  
FINANCIAL BUREAU

*1/8/19 - Pink copy sent*



# CIVILIAN LEADERSHIP COURSE FOR POLICE DEPARTMENT EMPLOYEES

IN PARTNERSHIP WITH THE SEAL BEACH POLICE DEPARTMENT

## GOAL

This interactive course is designed specifically for **civilian law enforcement supervisors and managers**. The goal of this training is to provide participants the opportunity to develop skills and strategies to become engaging and effective supervisors and leaders in their organization.

## OVERVIEW

This training will explore leadership, leadership styles, essential elements of building morale, understanding the importance of leadership and the role supervisors play in building effective teams and more.

## PRESENTERS

### Chief Charlie Celano, Tustin Police Department (ret)

Charlie Celano is a recently retired police chief and has 27 years of law enforcement experience, including over 18 years in supervisory, management and command level positions within the organization. Charlie has taught law enforcement professionals throughout the country and is a graduate of the FBI National Academy Class #258.

### Commander Josef Levy, Long Beach Police Department (ret)

Josef Levy has close to 30 years of law enforcement experience and has conducted trainings for thousands of law enforcement professionals throughout the country. He has also trained at the International level, training law enforcement delegations from France, Germany, Israel and Russia.

## WAYS TO REGISTER

1. Visit: [www.EmbassyConsultingServices.com/register](http://www.EmbassyConsultingServices.com/register)
  - a. Under the list of upcoming classes, click on Civilian Leadership Course for Police Department Employees, Thursday, January 24, 2019.
  - b. Complete Booking Form and online payment information through PayPal.
  - c. Send an email to [\\_\\_\\_\\_\\_@embassycs.com](mailto:_____@embassycs.com) or call \_\_\_\_\_ to register and request to be invoiced or to pay by credit card.

## DETAILS

- Continental breakfast and afternoon snacks will be served

Embassy Consulting Services LLC is owned and operated by Josef Levy, Commander (Retired) Long Beach Police Department. Embassy training seminars are not open to the general public. Embassy seminars are for Law Enforcement personnel or those who, in some capacity, represent law enforcement, public or government agencies. Embassy reserves the right to restrict or deny enrollment or access to any individual. No refunds, however, substitutions will be permitted. For additional information, please visit our website at [www.embassyconsultingservices.com](http://www.embassyconsultingservices.com).

## - DATE -

Thursday, January 24, 2019

## - TIME -

8:00 am to 5:00 pm

## - LOCATION -

Seal Beach Police Department  
911 Seal Beach Blvd.  
Seal Beach, CA 90740

## - TUITION -

\$99.00

**EMBASSYCONSULTINGSERVICES.COM**  
CREATING SAFE COMMUNITIES  
562.577.5874



EMBASSY CONSULTING SERVICES, LLC  
11278 LOS ALAMITOS BLVD. #232  
LOS ALAMITOS, CA 90720

# INVOICE

DATE	INVOICE #
12/27/2018	80140

## INVOICE TO:

Accounts Payable  
Long Beach Police Department

DATE OF SERVICE	DESCRIPTION OF SERVICES	FEE	TOTAL
January 24, 2019	Civilian Leadership Course One (1) Registration Fee @ \$99.00 each Joseph Lira	\$99.00	\$99.00
		TOTAL OWED	\$99.00

MAKE ALL CHECKS PAYABLE TO EMBASSY CONSULTING SERVICES, LLC


IF YOU HAVE ANY QUESTIONS CONCERNING THIS INVOICE, PLEASE CONTACT

INVOICE MUST BE PAID WITHIN 14 DAYS OF RECEIPT

**THANK YOU FOR YOUR BUSINESS!**

TAX ID # 45-3151221

# **TRAINING/CONFERENCE – TRAVEL REQUEST** **City of Long Beach Police Department**

Requestor <b>LIRA, JOSEPH</b>		RACT ID <b>JOLIRA</b>		Index Code <b>PD0548</b>	
Date: <b>12-19-18</b>	DID#: <b>8347</b>	Bureau/Division <b>SUPPORT/ JAIL</b>		Daytime Phone # <b>562 570-7267</b>	
Course Title <b>CIVILIAN LEADERSHIP</b>		Start Date: <b>1-23-19</b> Time: <b>0800</b>		End Date: <b>1-23-19</b> Time: <b>1700</b>	
Course Location <b>911 SEAL BEACH BLVD CA. 90740</b> <del>FULERTON PUBLIC LIBRARY</del>		Course Code/Control No. (If applicable)			
Presenter: <b>EMBASSY CONSULTING SERVICES</b>		Contact Person: <b>JOSEF LEVY</b>		Contact Phone #: 	

Circle Appropriate Information for Each Item in the Box Below

Training/Conference	P.O.S.T. Course: Y / <input checked="" type="radio"/> N	P.O.S.T. Backfill Qualified: Y / <input checked="" type="radio"/> N
---------------------	---	---

Tuition Cost: \$ 99.00 **DP 19-084** **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):**

<b>MILEAGE</b>
<b>LUNCH \$ 15.00</b>

1. Requestor *Joseph Lira* **12-19-18** Date

2. Division Training Sergeant *DP 19-084* Date

3. Division Commander/Administrator *DP 19-084* **12/27/18** Date

4. Deputy Chief/Bureau Chief \_\_\_\_\_ Date

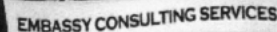
5. Deputy Chief – Support Bureau *Alex Cail SM* **12/28/18** Date

6. Chief of Police \_\_\_\_\_ Date

**RECEIVED**

JAN 8 2019

**L. B. POLICE DEPT.  
FINANCIAL BUREAU**



EMBASSY CONSULTING SERVICES

# CIVILIAN LEADERSHIP COURSE FOR POLICE DEPARTMENT EMPLOYEES

IN PARTNERSHIP WITH THE SEAL BEACH POLICE DEPARTMENT

## GOAL

This interactive course is designed specifically for **civilian law enforcement supervisors and managers**. The goal of this training is to provide participants the opportunity to develop skills and strategies to become engaging and effective supervisors and leaders in their organization.

## OVERVIEW

This training will explore leadership, leadership styles, essential elements of building morale, understanding the importance of leadership and the role supervisors play in building effective teams and more.

## PRESENTERS

### Chief Charlie Celano, Tustin Police Department (ret)

Charlie Celano is a recently retired police chief and has 27 years of law enforcement experience, including over 18 years in supervisory, management and command level positions within the organization. Charlie has taught law enforcement professionals throughout the country and is a graduate of the FBI National Academy Class #258.

### Commander Josef Levy, Long Beach Police Department (ret)

Josef Levy has close to 30 years of law enforcement experience and has conducted trainings for thousands of law enforcement professionals throughout the country. He has also trained at the International level, training law enforcement delegations from France, Germany, Israel and Russia.

## WAYS TO REGISTER

1. Visit: [www.EmbassyConsultingServices.com/register](http://www.EmbassyConsultingServices.com/register)
  - a. Under the list of upcoming classes, click on Civilian Leadership Course for Police Department Employees, Thursday, January 24, 2019.
  - b. Complete Booking Form and online payment information through PayPal.
  - c. Send an email to [info@embassyccs.com](mailto:info@embassyccs.com) or call [562.577.5874](tel:562.577.5874) to register and request to be invoiced or to pay by credit card.

## DETAILS

- Continental breakfast and afternoon snacks will be served

Embassy Consulting Services LLC is owned and operated by Josef Levy, Commander (Retired) Long Beach Police Department. Embassy training seminars are not open to the general public. Embassy seminars are for Law Enforcement personnel or those who, in some capacity, represent law enforcement, public or government agencies. Embassy reserves the right to restrict or deny enrollment or access to any individual. No refunds, however, substitutions will be permitted. For additional information, please visit our website at [www.embassyconsultingservices.com](http://www.embassyconsultingservices.com).

## - DATE -

Thursday, January 24, 2019

## - TIME -

8:00 am to 5:00 pm

## - LOCATION -

Seal Beach Police Department  
911 Seal Beach Blvd.  
Seal Beach, CA 90740

## - TUITION -

\$99.00

# EMBASSYCONSULTINGSERVICES.COM

CREATING SAFE COMMUNITIES  
562.577.5874