

VFPD19000152

FAML4010 V5.1 * * * CITY OF LONG BEACH FAMIS - PRODUCTION * * * 12/28/2018
LINK TO: DOCUMENT HEADER 3:51 PM

NOTEPAD : N

DOCUMENT CATEGORY : VP VOUCHER FAMIS PAYMENTS BY DEPARTMENT
ENTERED BY : WILLIAMS ROBERT 86305 INIT
DOCUMENT NUMBER : VFPD19000152 INITIATING DEPT : PDFBFD
INPUT PERIOD (MM YYYY) : 12 2018 DECEMBER
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 : TREAS NO :
DUE DATE : 12/28/2018 SINGLE CHECK : Y
DOCUMENT AMOUNT : 693.00 CURRENCY CODE :
NUMBER OF LINES : 7 RESPONSIBLE UNIT :
TRANSACTION CODE HASH : TERMS :
POSTING/EDIT ERRORS :

CITY OF LONG BEACH

Direct Payment Form

Page 2 of 2

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Trans Code	Amount	Index Code (5300)	Sub Object (5200)	User Code (5600)	Grant (5070)	Detail (5070)	Project (5060)	Detail (5060)	Document Reference	G/L 5150	Subsidiary (5350)
7	Description (Maximum of 50 Characters): 200	99.00	PD1000	245002					19-062		
8	Description (Maximum of 50 Characters):										
9	Description (Maximum of 50 Characters):	-									
10	Description (Maximum of 50 Characters):	-									
11	Description (Maximum of 50 Characters):	-									
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18	Description (Maximum of 50 Characters):	-									
19	Description (Maximum of 50 Characters):	-									
20	Description (Maximum of 50 Characters):	-									
Page Total \$		99.00									



CIVILIAN LEADERSHIP COURSE FOR POLICE DEPARTMENT EMPLOYEES

IN PARTNERSHIP WITH THE FULLERTON 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
 - a. Under the list of upcoming classes, click on Civilian Leadership Course for Police Department Employees, Wednesday, January 23, 2019.
 - b. Complete Booking Form and online payment information through PayPal.
 - c. Send an email to embassy@ymail.com or call [REDACTED] 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.

- DATE -

Wednesday, January 23, 2019

- TIME -

8:00 am to 5:00 pm

- LOCATION -

Fullerton Public Library
Community Room in Conference Center
W. Commonwealth Ave.
Fullerton, CA 92832

- TUITION -

\$99.00

EMBASSYCONSULTINGSERVICES.COM

CREATING SAFE COMMUNITIES

562.577.5874

TRAINING/CONFERENCE - TRAVEL REQUEST

City of Long Beach Police Department

Requestor CONARQUIAS, STEVEN		Employee No. (SSN) 5XCOVAR		Index Code PD05B0MP
Date: 12/6/18	DID#: 0714	Bureau/Division SUPPORT/SSD	Daytime Phone # (562) 570-3218	
Course Title CIVILIAN LEADERSHIP COURSE		Start Date: 1/23/19	End Date: 1/23/19	
Course Location FIL POLICE DEPARTMENT EMPLOYEES		Time: 0800	Time: 1700	
Course Location W. COMMONWEALTH AVE, FULLERTON, CA 92832			Course Code/Control No. (If Applicable) N/A	
Presenter: EMBASSY CONSULTING SERVICES		Contact Person: EMBASSYCS@GMAIL.COM	Contact Phone #: [REDACTED]	

Circle Appropriate Information for Each Item in the Box Below

Training <input checked="" type="checkbox"/> Conference	P.O.S.T. Course: Y <input checked="" type="checkbox"/> N	P.O.S.T. Backfill Qualified: Y <input checked="" type="checkbox"/> N
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Tuition Cost: \$ 99 ^{DP: 19-062} **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):

COST COVERS TUITION & MATERIALS. EMPLOYEE WILL USE PRIVATE VEHICLE TO ATTEND. ATTENDANCE DOES NOT REQUIRE BACKFILL FOR PATROL STAFFING. SEE ATTACHED FLYER.
--

Requestor STEVEN CONARQUIAS **Date** 12/6/18
Division Training Sergeant [Signature] **Date** 12-2-18
3 Division Commander/Administrator [Signature] **Date** 12-17-18

4 Deputy Chief/Bureau Chief [Signature] **Date** 12/9/18
5 Deputy Chief - Support Bureau [Signature] **Date** 12/9/18
6 Chief of Police [Signature] **Date** 12/9/18

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L. B. POLICE DEPT.
FINANCIAL BUREAU

PD-2250.006(01-17-06)

12/20/18 - PINK COPY SENT - ALP

TRAINING/CONFERENCE - TRAVEL REQUEST

City of Long Beach Police Department

Requestor SPIGNER, JEFFREY		Employee No. (SSN) JESP19N		Index Code PD05B0MP
Date: 12/6/18	DID#: 6378	Bureau/Division SUPPORT / SSD	Daytime Phone # (562) 570-3159	
Course Title CIVILIAN LEADERSHIP COURSE		Start Date: 1/23/19	End Date: 1/23/18	
FOR POLICE DEPARTMENT EMPLOYEES		Time: 0800	Time: 1700	
Course Location [REDACTED] 121. COMMONWEALTH AVE, FULLERTON, CA 92632		Course Code/Control No. (If Applicable) N/A		
Presenter: EMBASSY CONSULTING SERVICES		Contact Person: EMBASSYCS@GMAIL.COM	Contact Phone #: [REDACTED]	

Circle Appropriate Information for Each Item in the Box Below

<input checked="" type="radio"/> Training	<input type="radio"/> Conference	P.O.S.T. Course: Y / <input checked="" type="radio"/> N	P.O.S.T. Backfill Qualified: Y / <input checked="" type="radio"/> N
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Tuition Cost: \$ 99

DP: 19-062

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.

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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):

COST COVERS TUITION & MATERIALS. EMPLOYEE WILL USE PRIVATE VEHICLE TO ATTEND. ATTENDANCE DOES NOT REQUIRE BACKFILL FOR PATROL STAFFING. SEE ATTACHED FLYER.
--

1 Requestor [Signature] 12/6/18
Date

2 Training Sergeant [Signature] 12-12-18
Date

3 Division Commander/Administrator [Signature] 12/11/18
Date

4 Deputy Chief/Bureau Chief _____ Date

5 Deputy Chief - Support Bureau [Signature] 12/19/18
Date

6 Chief of Police _____ Date

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

Requestor Tiffany Klopp		BACT ID [REDACTED]	Index Code PD1096
Date: 12/4/2018	DID#: 10708	Bureau/Division Admin / Records	Daytime Phone # (562) 570-7204
Course Title Civilian Leadership Course		Start Date: 01/23/2019 Time: 0800 hrs	End Date: 01/23/2019 Time: 1700 hrs
Course Location Fullerton Public Library W. Commonwealth Ave. Fullerton, CA		Course Code/Control No. (if applicable)	
Presenter: Chief Charlie Celano (Tustin PD) Commander Josef Levy (LBP retired) Consulting Services		Contact Person: [REDACTED]	

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)
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Tuition Cost: \$ **99.00** *DP: 19-062*
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.


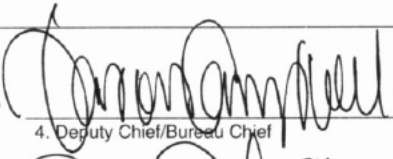



Alcoholic beverages are not reimbursable.

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):

Request reimbursement of tuition cost: \$99

	12/4/2018		12/1/18
1. Requestor	Date	4. Deputy Chief/Bureau Chief	Date
			12/2/18
		5. Deputy Chief – Support Bureau	Date
	12.6.18		
2. Division Training Sergeant	Date		
	12.6.18		
3. Division Commander/Administrator	Date		

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DD 14-19 PINK COPY SENT - AP

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

Requestor Christina Cortez		Index Code PD096	
Date: 12/04/18	DID#: 11191	Bureau/Division Records/Reporting	Device/Phone # [REDACTED]
Course Title Civilian Leadership Course for PD Employees		Start Date: 01/23/19	End Date: 01/23/19
Course Location Fullerton Public Library W. Commonwealth Ave. Fullerton		Time: 08:00am	Time: 05:00pm
Course Code/Control No. (if applicable)			
Presenter: Chief Charlie Celano		Contact Person: Josef Levy	Contact Phone #: [REDACTED]

Circle Appropriate Information for Each Item in the Box Below

<u>Training/Conference</u>	P.O.S.T. Course: Y / N	P.O.S.T. Backfill Qualified: Y / N
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Tuition Cost: \$ 99.00 DP: 19-062
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):

This request also includes breakfast, lunch, and gas.
Request reimbursement for tuition.

<u>Christina Cortez</u> <u>12/04/18</u>	<u>[Signature]</u> <u>12/11/18</u>
1. Requestor Date	4. Deputy Chief/Bureau Chief Date
<u>[Signature]</u> <u>12/18</u>	<u>[Signature]</u> <u>12/12/18</u>
2. Division Training Sergeant Date	5. Deputy Chief – Support Bureau Date
<u>[Signature]</u> <u>12-6-18</u>	
3. Division Commander/Administrator Date	
	6. Chief of Police Date

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TRAINING/CONFERENCE – TRAVEL REQUEST

City of Long Beach Police Department

Requestor CULVER, LISA		RACT ID	Index Code PD 0301
Date: 12/5/18	DID#: 8527	Bureau/Division PATROL / ADMIN	Daytime Phone # 7214
Course Title CIVILIAN LEADERSHIP		Start Date: 1/23/19	End Date: 1/23/19
Course Location FULLERTON LIBRARY		Time: 0800	Time: 1700
Course Code/Control No. (if applicable)			
Presenter: CHARLIE CELAND, JOE LEW	Contact Person: JOE	Contact Phone #: 577-5874	

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
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Tuition Cost: \$ 99.00 **DP: 19-062** **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):

 1. Requestor _____ Date <u>12/5/18</u>	 4. Deputy Chief/Bureau Chief _____ Date <u>12/5/18</u>	 5. Deputy Chief – Support Bureau _____ Date <u>12/12/18</u>
2. Division Training Sergeant _____ Date _____	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> RECEIVED DEC 14 2018 - pink copy sent - AR </div>	
3. Division Commander/Administrator _____ Date _____	6. Chief of Police _____ Date _____	

TRAINING/CONFERENCE – TRAVEL REQUEST

City of Long Beach Police Department

Requestor JOANNE MAGGIO		RACT ID JOMAGGI	Index Code PD1060BD
Date: 12/11/18	DID#: 10858	Bureau/Division ADMIN/COMM ENGAGE	Daytime Phone # (562) 570-7315
Course Title CIVILIAN LEADERSHIP FOR PD EMPLOYEES		Start Date: 1/23/19	End Date: 1/23/19
Course Location FULLERTON PUBLIC LIBRARY		Time: 8:00 AM	Time: 5:00 PM
Presenter: JOSEPH LEVY		Contact Person:	Contact Phone #:

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
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Tuition Cost: \$ 99.00 ^{DP: 19-062} **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.

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

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

Joanne Maggio 12/11/18
1. Requestor Date

[Signature] 12/12/18
4. Deputy Chief - Bureau Chief Date

2. Division Training Sergeant Date

[Signature] 12/13/18
5. Deputy Chief - Support Bureau Date

Karen Duran #7457 12/12/18
3. Division Commander/Administrator Date

6. Chief of Police Date

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

Requestor Jennifer Roberts		RACT ID		Index Code PD1000	
Date: 12/10/18	DID#: 10732	Bureau/Division Admin/Financial Bureaus		Daytime Phone # 8-5830	
Course Title Civilian Leadership Course for Police Dept. Employees		Start Date: 1/23/19		End Date: 1/23/19	
Course Location Fullerton Public Library - Commonwealth Ave., Fullerton 92832		Time: 8 am		Time: 5 pm	
Course Code/Control No. (If applicable)					
Presenter: Chief Charlie Celano + Ret. Cmdr. Josef Levy		Contact Person: Embassy Consulting Services		Contact Phone #: (562) 577-5874	

Circle Appropriate Information for Each Item in the Box Below

<input checked="" type="radio"/> 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
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Tuition Cost: \$ 99.00 **DP: 19-062 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.


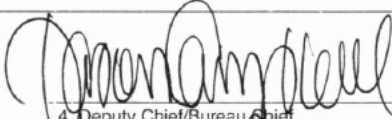

Alcoholic beverages are not reimbursable.

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

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

Tuition costs of \$99.00	
*Financial Bureau - please see invoice attached. Thank you!	

 <u>12/10/18</u> 1. Requestor Date	 <u>12/11/18</u> 4. Deputy Chief/Bureau Chief Date
 2. Division Training Sergeant Date	 <u>12/12/18</u> 5. Deputy Chief - Support Bureau Date

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3. Division Commander/Administrator Date	6. Chief of Police Date
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