



The City of Lorain, Ohio

Travel Request

2022-100
Mayor/Auditor's #

****Mayor must approve travel request prior to expenses being incurred****

COPY

Date Sept. 22, 2022
 Employee Name(s) McCann, Failing, Mathewson
Cornwell, Middlebrooks, Morris, Connell
 Employee # 728,810,2254
881,956,2657,3339

TO: Honorable Mayor
City of Lorain, Ohio

I would appreciate receiving your permission to attend:

Use of Force: Legal Standards & Real-Life Applications Course

to be held on Nov. 18, 2022 at Genoa Twp. PD, OH

I estimate the expense of the trip in accordance with **Ordinance No. 115-13** to be:

\$ 1,645.00 The necessity of such attendance is: teach officers on how the use of Force is applied to real life applications.

(Complete "Estimated Expenses" on back of form and submit with support materials)

[Signature]
Department Head Approval

[Signature]
Employee Signature

[Signature]
Safety/Service Director Approval

Chief
Employee Position

[Signature]
Mayor's Approval

[Redacted]
Charge to this Account Number

CERTIFICATE

I hereby certify that the money required to meet the foregoing expenditure, in the amount of \$ 1645.00, has been lawfully appropriated or authorized or directed for such purpose and is in the process of collection to the credit of FUND # 2590 free from any previous outstanding obligation.

[Signature]
City Auditor/Deputy Auditor

9/25/2022

Estimated Travel Expenses

Expenses	Payment Method	Est. Cost	Notes
Airfare	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Airfare may not exceed the cost of single coach rate.
Mileage	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Mileage is reimbursed at IRS rate to and from conference. Verified my Map Quest Miles _____ x Rate _____ = \$ _____
Cab/Uber	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Reimbursed with receipt.
Turnpike Tolls	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Reimbursed with receipt.
Parking	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Reimbursed with receipt.
Lodging	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Employees may lodge at the place of conference or convention. If not at conference or convention, the maximum reimbursement is USGSA per diem rate.
Meals	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Overnight stays reimbursed at USGSA per diem rates inclusive of gratuities. Meals must be more than 40 miles from city. Prorated first and last day of travel up to 75% of USGSA per diem rate.
Registration	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ 1,645.00	Submit registration information sufficiently in advance of due date for payment.
Other:	<input type="checkbox"/> Prepaid <input type="checkbox"/> City Credit Card <input type="checkbox"/> Employee Reimbursement <input type="checkbox"/> Third Party	\$ _____	Specify any other anticipated expenses: _____
Total		\$ 1,645.00	

****All receipts MUST be itemized. Credit Card receipts that are not itemized cannot be reimbursed****

Lorain Police Department Training Request



Step 1: To Be Completed by Division Commander or Training Officer:

Course Description: Use Of Force: Legal Standards & Real-Life Applications Course Date: 09/20/2022

Hosted by: OACP

Location: Genoa Twp. PD, Ohio

Course Dates: Nov. 18, 2022

Course Cost: (per Officer) \$ 235.00 x 8 / 195 x 2

Travel Expenses: \$ 0.00

Per Diem: (per person) \$ 0.00

Total Cost: \$ 1565.00 1,645.00

Attendees 1. McCann 2. Failing 3. Mathewson 4. Cornwell 5. Middlebrooks 6. Morris 7. Connell
 728 810 2251 881 954 2457 3339

Reason for Attendance: This course will teach officers on how the use of force is applied to real -life applications.

 Division Commander

 Date

Step 2: Office of Professional Standards

Reviewed

Denied

Comments: _____

[Signature]
 Commander of the Office of Professional Standards
 (For Lt. AJM)

9/22/22
 Date

Step 3: Chief of Police

Approved

Denied

Comments: EDUCATION & IN SERVICE ACCT # [REDACTED]

[Signature]
 Chief of Police

CA-22-22
 Date

Step 4: Secretary

- Verify Travel Vouchers signed
- Inform Training Officer Approved/Denied
- Prepare and submit Travel Voucher to Mayor's Office
- Received Travel Voucher Number
- Prepare and submit invoices(hotels, per diem, course cost) to Mayor's Office for checks
- Verify have all checks needed and tax exempt form if needed
- Hand out checks to personnel traveling
- Verify all is processed and close

Special Instructions

OHIO ASSOCIATION OF CHIEFS OF POLICE PROUDLY PRESENTS:

Use of Force: Legal Standards & Real-Life Applications

November 18, 2022 (Friday)

Genoa Twp. (Delaware Co.) Police Department
6921 Big Walnut Road
Galena, Ohio

For registration and directions visit <https://oacp.org/training-schedule/>

TARGET AUDIENCE: Chiefs, Upper Command, and Supervisors.

Presenters:

- Jonathan Downes, attorney, Zashin & Rich
- Chief Scott Hughes, CLEE Hamilton Twp. PD

Purpose: With continued attention to Use of Force (UOF) issues, this one-day workshop provides a concentrated examination of UOF standards, documentation of incidents, defense of lawsuits, and enforcement of standards of conduct as well as real-life examples of proper application of UOF.

The morning session will examine the current legal standards and court decisions in a practical manner for development and maintenance of defensible UOF policies and training as well as documentation of incidents, and whether officers may review recordings prior to preparing reports. This includes application of standards of UOF when defending officers and departments as well as the enforcement of policies with discipline. Steps necessary in defending a UOF lawsuit and presenting a UOF discipline case are presented with case examples.

The afternoon session will examine real-life application of legal standards and best practices, the most difficult and important aspect of police standards of conduct. The participants will view and discuss use of force videos (BWC's, dash cams, and CCTV) and understand the limitations of relying exclusively on video for application in UOF lawsuits, arbitrations, and grievances.

ITEMS TO NOTE:

- Registration begins at 8:00 am. Program starts at 8:30 am and concludes at 3:30 pm.

Note: Space is limited- Register Early to secure your seat!

REGISTRATION:

\$195 Members
\$175 CLEE
\$235 Non-Members

Note: Dress is business casual

Fee includes: presentation and materials. Lunch is on

Email or Fax Registration form to:

Renea Collins, Program Coordinator
OACP Education
renea.collins@oacp.org
614-761-0330 phone
614-761-9509 fax



Zakrajsek, Kelly

From: Cornwell, Alan Lt
Sent: Wednesday, September 7, 2022 7:39 AM
To: Zakrajsek, Kelly
Subject: FW: OACP Education Invoice/Confirmation for "Use of Force: Legal Standards & Real-Life Applications" Nov. 18, 2022

From: Renea Collins [mailto:renea.collins@oacp.org]
Sent: Tuesday, September 6, 2022 4:15 PM
To: Cornwell, Alan Lt
Subject: OACP Education Invoice/Confirmation for "Use of Force: Legal Standards & Real-Life Applications" Nov. 18, 2022



OHIO ASSOCIATION OF CHIEFS OF POLICE PRESENTS:

Use of Force: Legal Standards & Real-Life Applications

Friday, November 18, 2022

Genoa Twp. (Delaware Co.) PD

6921 Big Walnut Rd. ~ Galena, OH 43021

Invoice/Confirmation Date: 9/6/2022

I AM PLEASED TO CONFIRM THE REGISTRATION FOR:

Lt. Alan Cornwell Lorain PD	ATTN Invoice: mark tomlin@cityoflorain.org Email: alan.cornwell@cityoflorain.org
Amount Due: \$195 PO # (if available):	Amount Paid: \$ Date Paid: Check #:

This confirmation notice also serves as the 1st invoice for the workshop fee. A 2nd invoice will follow with the completion of the workshop if payment has not been received. Please forward this to the appropriate person for payment.

THE REGISTRATION FEE INCLUDES INSTRUCTION AND MATERIALS ONLY

ITEMS TO NOTE:

- Registration begins at 8:00 am
- Program starts at 8:30 am and concludes at 3:30 pm

****CHECK PAYMENTS ONLY PLEASE****

Include a copy of this invoice & mail it along with your check made payable to:

OACP

6277 Riverside Dr. #1S

Dublin, OH 43017

If you notice any mistakes in your name/department/contact information on this invoice/confirmation, please contact me to prevent misspellings on certificates. If you will be sending an alternate or an additional person, please email me ASAP at renea.collins@oacp.org.

Thank you for supporting the Ohio Association of Chiefs of Police Educational Programs. We look forward to having your participation in the workshop.

Sincerely,

Renea Collins
Coordinator, Education & Membership

OACP Education Workshop Cancellation Policy – Revised (Effective 9-1-2008)

- The OACP office must be contacted in writing or by email (no phone calls, no voice mails) at least one month (20 business days,) prior to the scheduled workshop to avoid any responsibility for payment or to receive a credit or refund where payment had already been received. Any cancellations made within one month of the scheduled workshop will be charged 75% of the registration fee. If the registration fee is already paid, only 25% of the fee will be refunded or credited to another workshop.
- An agency can send a substitute to take the place of a registrant who needs to cancel.
- "No shows" for the workshop will be responsible for the entire registration fee. In the case of a "no show" where payment had already been received, there will be no refund and no credit to another workshop.
- A refund of payment received or credit for a future workshop will be made in the event the workshop is cancelled by us.

Travel Expense Payment/Reimbursement Voucher

2022-100
Mayor/Auditor's #

DATE: Nov 2, 2022 AMOUNT \$ 1,365.00

NAME: OHIO ASSOC OF CHIEFS OF POLICE

VENDOR NO: 30053 DEPART. POLICE

G/L CHARGE ACCOUNT NUMBER:

[REDACTED]

COPY

ITEMIZATION OF ACTUAL EXPENSES:

MILEAGE: _____ MILES @ _____ = \$ _____

MEALS: _____ = \$ _____

LODGING: _____ = \$ _____

CAB/UBER: _____ = \$ _____

REGISTRATION: _____ = \$ 1,365.00 ✓

PARKING: _____ = \$ _____

TURNPIKE TOLLS: _____ = \$ _____

AIRFARE: _____ = \$ _____

OTHER: _____ = \$ _____

TOTAL =====> = \$ 1,365.00 ✓

All receipts **MUST** be itemized. Credit card receipts that are not itemized cannot be reimbursed.

If actual expenses exceed estimated expenses, the voucher payment/reimbursement request requires mayor approval.

Refer to Ordinance No. 115-13 for travel rules and regulations.

The undersigned certifies the above to be true and legal expenses incurred in accordance with **Ordinance No. 115-13** on this trip.

SIGNATURE: James McLean

Approved for payment: [Signature]

DATE 11/4/22 AUDITOR/DEPUTY AUDITOR

DATE _____ MAYOR, CITY OF LORAIN
(if actual expenses exceed estimated expenses)