

Sean T. Brandenburg

Chief of Police



Key West

POLICE DEPARTMENT

I Member requesting training (complete sections I-III)

Name: Billy Vazquez, Jeffrey Dean	Position: Detective Sergeant, Lieutenant
Reason for Attending Training: To further my career in management	
Specialized training attended in last 12 months:	

II Course Information

Course Title: Command Officer's Development Course	Start Date: February 6, 2022	End Date: June 23 rd , 2022	Tuition: \$7600
Name of Institute: Southern Police Institute	Phone No: (502) 852-6561		
Location / Address: 3719 NW 97 th Ave	FAX No:		
City: Doral	State: FL	Zip: 33178	Website: Louisville.edu/spi

III Travel Information, if applicable

Departure Date: February 6 th , 2022	Time: 12:00pm	Returning Date: June 23 rd , 2022	Time: 5:00pm
Hotel Name (If applicable): InterContinental: at Doral Miami		Phone No: 305-468-1400	
Address: 2505 North West 87 th Ave		FAX No: N/A	
City: Doral	State: FL	Zip: 33178	Misc:
Lodging: Room Rate \$245 / \$142 per room X 2	# of rooms X 85	# of nights	= \$31,484.00
Per Diem: \$46 per diem rate X 50	# of days X 2	# of members	= \$4,600.00
Tuition: \$3,800.00 per member X 2	# of members		= \$7600.00
Mode of Travel: City Vehicle	Fuel \$1000.00	+ Tolls \$0	= \$1000.00
Other Expenses: None			=
			TOTAL = \$44,684.00

IV Chain of Command Routing

	Sign	ID	Date	Recommend Approval	Comments
Supervisor				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Bureau Commander	<i>Cap. M</i>	2935	11/18/22	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NO O.T.
Chief of Police	<i>Sean T. Brandenburg</i>	2601	11/29/22	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	NO O.T.

V Completed by the Training Unit

Signature of Training Officer:	Date:
Confirmation or Rejection Returned to Member on:	Travel Authorization Forwarded for signatures on:
Comments:	KWPDFORM59 v100118 Page 1 of 1

NOV 17 2022

KP/NS



RESPECT - INTEGRITY - FAIRNESS - SERVICE

Key West Police Department 1604 N. Roosevelt Blvd. Key West, FL 33040 (305) 809-1111
cityofkeywest-fl.gov



CITY OF KEY WEST

TRAVEL AUTHORIZATION REQUEST

DATE: November 17, 2021

TO: Patti McLauchlin, City Manager

FROM: Billy Vazquez, Jeffrey Dean

In accordance with Admin Directive, HR-2011-02 request is hereby made for travel beyond Marathon, as follows:

Travelers(s): Billy Vazquez, Jeffrey Dean

Destination: Doral, Florida

Purpose: Command Officer's Development Course

Budgeted: ☐ Yes ☒ No If not Budgeted indicate funding source: Forfeiture funds

Seminar/Training Dates: February 6, 2023 – June 23, 2023

Travel Dates - Departure: 2/5/23, 3/5/23, 4/9/23, 5/14/23, 6/11/23 Return: 2/17/23, 3/17/23., 4/21/23, 5/26/23, 6/23/23

Mode of Transportation: ☐ Rental Car, ☐ Air, ☐ Personal Vehicle, ☒ City Owned, ☐ Other

(Travel policy contains restrictions on transportation, please refer to policy. Consider tolls, Finance issues transponders)

Accommodations: Nightly rate is greater than \$150, if Yes requires CM approval for reimbursement: First 2 weeks are \$245 and \$237. The others range from \$151.00 to \$142.00.

Meals: Allowance based on established per diem rates

(Travel policy contains restrictions on meals, please refer to policy.)

Additional Justification: _____

☐ Back-up attached

Authorized by: 

Title: Chief

☐ Approved

☐ Disapproved

City Manager

Date