

Sean T. Brandenburg
Chief of Police



Key West
POLICE DEPARTMENT

I Member requesting training (complete sections I-III)

Name: Jason Castillo	Position: Lieutenant, Information Services Division
Reason for Attending Training: To gain a more solid foundation in law enforcement administration and management practices.	
Specialized training attended in last 12 months: None	

II Course Information

Course Title: Command Officers Development Course	Start Date: 3/15/21	End Date: 7/23/21	Tuition: \$3595.00
Name of Institute: Southern Police Institute, University of Louisville	Phone No: 502-852-6561		
Location / Address: 2240 W. Cypress Creek Rd. (Training Site only)	FAX No:		
City: Ft. Lauderdale	State: FL	Zip: 33309	Website: Louisville.edu/spi

III Travel Information, if applicable

Departure Date: 3/14/21	Time: 9:00 am	Returning Date: 7/23/21	Time: 9:00 pm
Hotel Name (If applicable): Courtyard Marriott		Phone No: 954-772-7770	
Address: 2240 W. Cypress Creek Rd.		FAX No:	
City: Ft. Lauderdale	State: FL	Zip: 33040	Misc:
Lodging: Room Rate \$139.00	per room X 1	# of rooms X 50	# of nights = \$6,950.00
Per Diem: \$46 per diem rate X 50	# of days X 1	# of members	= \$2,300.00
Tuition: \$3595.00	per member X 1	# of members	= \$3595.00
Mode of Travel: City Vehicle	Fuel \$500.00	+ Tolls Sunpass	= \$500.00
Other Expenses: None			=
			TOTAL = \$13,345

IV Chain of Command Routing

	Sign	ID	Date	Recommend Approval	Comments
Supervisor				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Bureau Commander	<i>[Signature]</i>	0935	11/19/20	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Chief of Police	<i>[Signature]</i>	2609	11/20/20	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

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



RESPECT - INTEGRITY - FAIRNESS - SERVICE

