

Vendor# 11296

Return to: Katy Hollifield

GL# 01106140-550300

**LUBBOCK COUNTY  
TRAVEL AUTHORIZATION & PER DIEM REQUEST**

THE DEPARTMENT DIRECTOR IS RESPONSIBLE FOR SECURING ALL SIGNATURES PRIOR TO TRAVEL. AN APPROVED TRAVEL AUTHORIZATION MUST BE SUBMITTED TO THE AUDITOR'S OFFICE ACCORDING TO THE ACCOUNTS PAYABLE PAYMENT SCHEDULE TO RECEIVE A TRAVEL ADVANCE. AGENDAS, BROCHURES, FLYERS, OR OTHER SUPPORTING DOCUMENTS MUST BE ATTACHED.

NAME: Sharb John DATE: 5/16/2024  
Last First

DESTINATION(CITY,STATE): San Diego, CA

PURPOSE: Western Detention - Detention Equipment Training Program

TRAVEL DATE(S): 9/16 - 9/20

Per Diem requested by the 9TH day of September, 2024.

<u>5</u>	# of Breakfasts	@ \$15.00	per meal	=	\$ <u>75.00</u>
<u>5</u>	# of Lunches	@ \$16.00	per meal	=	\$ <u>80.00</u>
<u>5</u>	# of Dinners	@ \$30.00	per meal	=	\$ <u>150.00</u>
				<b>Total Advance</b>	= \$ <u>305.00</u>

Org: 01106140 Object: 550300

I hereby request authorization to travel outside Lubbock County on official business as detailed above. I have read the Lubbock County Travel Policy and will follow that policy for travel and in making requests for advancement and reimbursement of expenses. I understand that I must submit a travel expense form within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

[Signature]  
EMPLOYEE SIGNATURE

5/20/24  
DATE

I hereby certify the above-requested travel for official Lubbock County business is directly related to this department's operations. There are sufficient unexpended funds in the current budget line item to cover all reimbursable expenses incurred. Agendas, brochures, flyers, and supporting documents are attached and 0 meals are included in the registration fee and will not be reimbursed. Please issue a travel expense advance if requested.

[Signature]  
DEPARTMENT DIRECTOR

5-20-24  
DATE

**APPROVAL FROM TWO (2) MEMBERS OF THE COMMISSIONERS' COURT:**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

NOTE: ALL SIGNATURES ARE REQUIRED FOR TRAVEL AND/OR PER DIEM ADVANCES. FAILURE TO FILL OUT THE FORM CORRECTLY OR PROVIDE PROPER DOCUMENTATION MAY CAUSE A DELAY IN TRAVEL AUTHORIZATION AND PER DIEM ADVANCES.

# Detention Equipment Training Program Class Agenda

Monday

Arrive at Handlery Hotel.  
Class starts Tuesday  
In the Presidio Ballroom

Tuesday

8:00am Training begins  
10:15-10:30am Break  
12:30-1:00pm Lunch (provided)  
1:00pm Training Continues  
2:30-2:45pm Break  
2:45pm Training Continues  
4:00pm Day 1 Concludes

Wednesday

8:00am Training begins  
10:15-10:30am Break  
12:30-1:00pm Lunch (provided)  
1:00pm Training Continues  
2:30-2:45pm Break  
2:45pm Training Continues  
4:00pm Day 2 Concludes

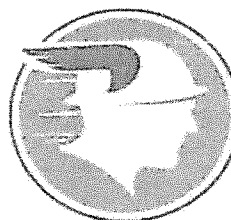
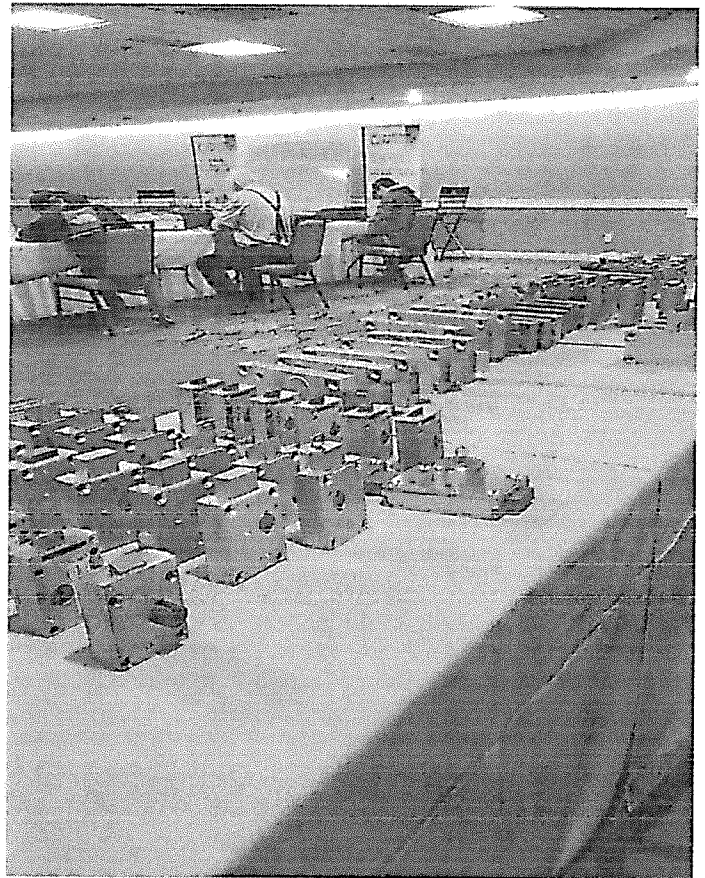
Thursday

8:00am Training begins  
10:15-10:30am Break  
12:30-1:00pm Lunch (provided)  
1:00pm Training Continues  
2:30-2:45pm Break  
2:45pm Training Continues  
4:00pm Day 3 Concludes

Friday

Depart for home!

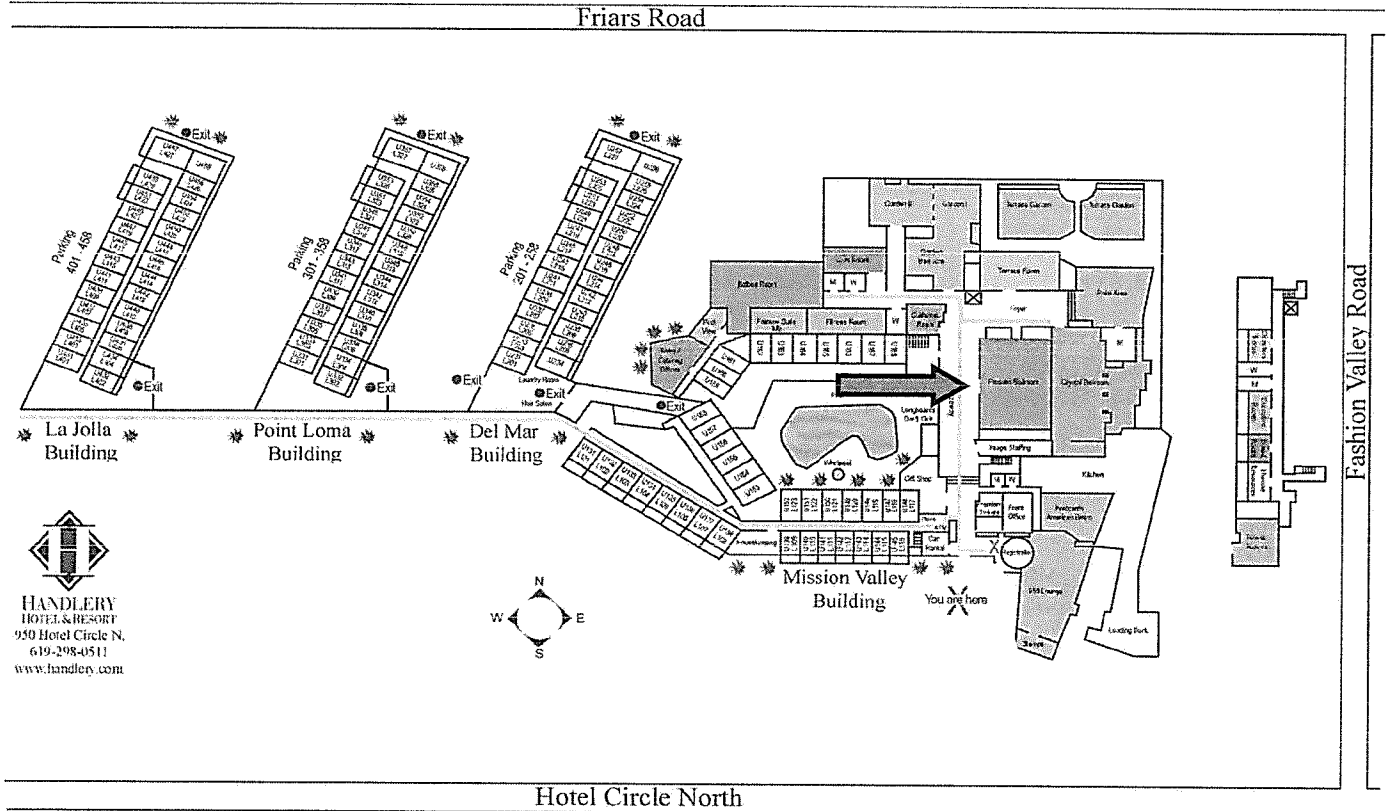
For Questions Call or text  
Matt Knox 509-821-8001



**WESTERN  
DETENTION**

Hardware products on demand.

# Detention Equipment Training Program Class Agenda

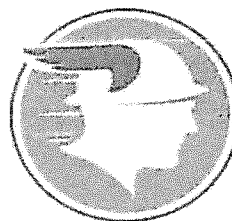


  
**HANDLERY**  
 HOTEL & RESORT  
 950 Hotel Circle N.  
 619-298-0511  
 www.handlery.com

Please note the 2022 class location is

Handlery Hotel San Diego  
 950 Hotel Circle North, San Diego, CA 92108  
 Direct: 800-676-6567

[www.handlery.com](http://www.handlery.com)

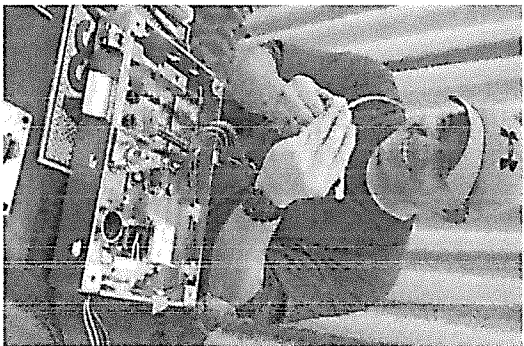


**WESTERN  
DETENTION**

Hardware products on demand.



Western Detention Products, Inc. in conjunction with Southern Folger Detention Company is excited to invite you to attend one of our product training sessions at the Handlery Hotel San Diego in Southern California.



We offer training three times a year, so you can choose which session will work best for your schedule.

Session 1: June 10-13, **2024**

Session 2: September 16-19, **2024**

Session 3: December 2-5, **2024**

**REMEMBER:** The hotel and location for this training is:

Handlery Hotel San Diego  
950 Hotel Circle North, San Diego, CA 92108  
Direct: 800-676-6567  
[www.handlery.com](http://www.handlery.com)



#### Shuttle Services

Shuttle service from San Diego International

EZ RIDE SHUTTLE 800-777-0585 OR 858-531-8171

SEA BREEZE SHUTTLE 619-297-7463



**WESTERN  
DETENTION**

Hardware products on demand.

3711 E Deer Park-Milan Rd

Deer Park WA 99006

Ph: 888-745-0530

Fax: 509-292-2449

[matt@westerndetention.com](mailto:matt@westerndetention.com)

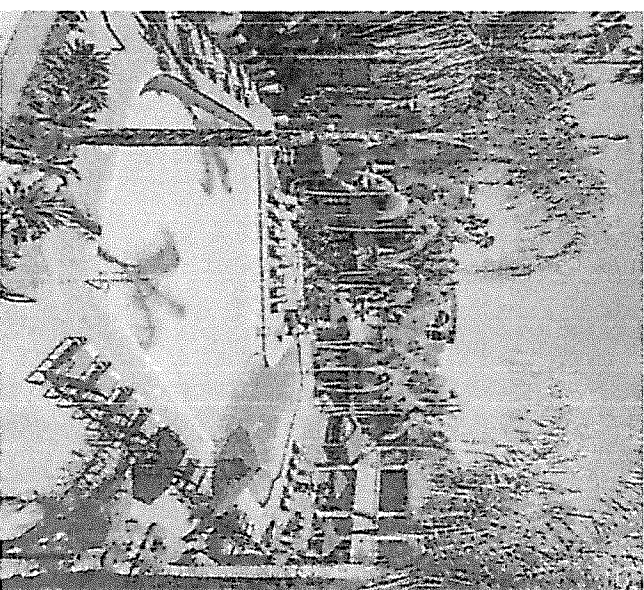


**WESTERN  
DETENTION**

Hardware products on demand.

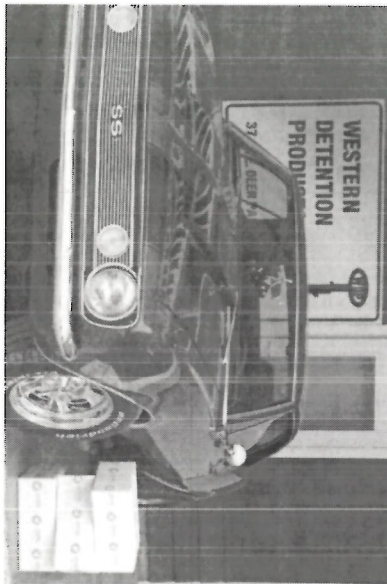
## Detention Equipment Training Program

Located at the Handlery Hotel  
San Diego



- ↳ Customized to meet your hardware training needs!
- ↳ Three full days of intensive, hands-on maintenance training.
- ↳ Parts manual provided.

# The Western Detention Way



Here at Western Detention, we're known for our great customer service and quick delivery. Often people ask me how we get their orders out the door so fast. Our secrets are a warehouse full of products, a full-service lock shop, and the horsepower to ship your orders fast. It's no surprise that our passion for precision and speed makes you the winner every time.

## CLASS

Each session is divided into two categories:

- ↳ General Detention Hardware Knowledge
- ↳ Facility Specific Maintenance

The purpose of the *General Detention Hardware Knowledge* session is to expose you to a wide variety of detention equipment and the purpose of each one. This will give you valuable knowledge of the available hardware and what

products could better meet the needs of your facility in the future.

During the *Facility Specific Maintenance* portion of training, you will learn how to maintain and repair locks and hardware in your facility. As part of your training, you will receive parts manuals which will assist you long after class is over.

## REGISTRATION

For registration information, call Matt Knox at 888-745-0530.

## FEE

The cost for the class is \$1935.00 per person for 2024. This includes a Certificate of Completion. The hotel stay and travel must be made separately.

## GENERAL INFORMATION

The **recommended** hotel and location for this training is:

Handlery Hotel San Diego  
 950 Hotel Circle North, San Diego, CA  
 92108  
 Direct: 800-676-6567  
[www.handlery.com](http://www.handlery.com)

The rate is \$139 per night for June, \$129 per night in September and \$109 per night in December plus taxes & fees.

Parking is \$15 per night We have blocked rooms for you under our name, but you need to call or follow the emailed link and make your own reservation. Contact the hotel direct and please tell them you are with the Western Detention Products group.

While the above hotel has an on-site restaurant there are a variety of restaurants in the area to choose from.

## AGENDA

### Monday

Afternoon-Arrive in San Diego, CA  
 CHECK IN Handlery Hotel San Diego

### Tuesday

8:00am Training begins  
 10:15-10:30am Break  
 12:30-1:00pm Lunch is provided  
 1:00pm Training Continues  
 2:30-2:45pm Break  
 2:45pm Training Continues  
 4:00pm Day 1 Concludes

### Wednesday

8:00am Training begins  
 10:15-10:30am Break  
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 1:00pm Training Continues  
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 2:45pm Training Continues  
 4:00pm Day 2 Concludes

### Thursday

8:00am Training begins  
 10:15-10:30am Break  
 12:30-1:00pm Lunch is provided  
 1:00pm Training Continues  
 2:30-2:45pm Break  
 2:45pm Training Continues  
 4:00pm Day 3 Concludes

### Friday

Depart for home!

$$4 \times \$129 = \$516$$





# WESTERN DETENTION

Hardware products on demand.

## Detention Equipment Training Program Registration Form

Please print with a ball point pen

Date 5/16/2024

Name John Sharb

Facility Lubbock County Facilities Maintenance

Address P.O. Box 10536

City Lubbock State TX ZIP 79408 Phone 806-775-1009

Fax \_\_\_\_\_ E-Mail jsharb@lubbockcounty.gov

Signature [Signature] Supervisor Approval \_\_\_\_\_

Program sessions are limited so register early to guarantee a place!

- June 10<sup>th</sup>-13<sup>th</sup>, 2024 Registration **MUST** be received **NO LATER** than May 11, 2024
- September 16<sup>th</sup>-19<sup>th</sup>, 2024 Registration **MUST** be received **NO LATER** than September 4, 2024
- December 2<sup>th</sup>-5<sup>th</sup>, 2024 Registration **MUST** be received **NO LATER** than November 21, 2024

Confirmation will be sent 4 weeks prior to the 1<sup>st</sup> day of class so travel arrangements can be made.

**Payment or PO# must be received with registration or you will not be considered registered for the course.**

Payment Method: \$1935.00 per person Check (Enclosed) \_\_\_\_\_ Purchase Order \_\_\_\_\_

\*\*Visa/MC \_\_\_\_\_ Expiration Date \_\_\_\_\_ Sec. Code \_\_\_\_\_

**REFUND POLICY:** There will be a 50% cancellation fee if you drop the program **after** deadline date.

**We will be working on the following locks in red as a class. Locks in black are covered on request on the last day.**

<b>Folger Adam</b>				
<b>Mechanical Locks</b>			<b>Electrical Locks</b>	<b>DPS</b>
<input type="checkbox"/>		10	<input type="checkbox"/>	51E
<input type="checkbox"/>		80	<input type="checkbox"/>	51M
<input type="checkbox"/>		30D	<input type="checkbox"/>	50HBM
<input type="checkbox"/>		30	<input type="checkbox"/>	120E
<input type="checkbox"/>		70	<input type="checkbox"/>	120M
<input type="checkbox"/>		60	<input type="checkbox"/>	120MC
<input type="checkbox"/>		60K	<input type="checkbox"/>	120ED
<input type="checkbox"/>		17	<input type="checkbox"/>	NS400E
<input type="checkbox"/>		17-M	<input type="checkbox"/>	NS400MC
<input type="checkbox"/>		D9300	<input type="checkbox"/>	NS400MCD
<input type="checkbox"/>		A9300	<input type="checkbox"/>	800ES
			<input type="checkbox"/>	800ER
				<b>Retro locks</b>
				120EMLL
				10120ER
				10120MR
				122EMLL
				120MC
<b>Southern Steel</b>				
<b>Mechanical Locks</b>			<b>Electrical Locks</b>	<b>DPS</b>
<b>Old Style</b>	<b>New Style</b>	<b>Model</b>		
<input type="checkbox"/>	<input type="checkbox"/>	1010	<input type="checkbox"/>	1050D
<input type="checkbox"/>	<input type="checkbox"/>	1010M	<input type="checkbox"/>	1051E
<input type="checkbox"/>	<input type="checkbox"/>	1017	<input type="checkbox"/>	1051M
<input type="checkbox"/>	<input type="checkbox"/>	1017M	<input type="checkbox"/>	1058M
<input type="checkbox"/>	<input type="checkbox"/>	1030	<input type="checkbox"/>	10120AE
<input type="checkbox"/>	<input type="checkbox"/>	1030D	<input type="checkbox"/>	10120AM
<input type="checkbox"/>		1060	<input type="checkbox"/>	10300E
<input type="checkbox"/>		1060K	<input type="checkbox"/>	10300M
<input type="checkbox"/>	<input type="checkbox"/>	1070	<input type="checkbox"/>	10600
	<input type="checkbox"/>	1070AK		
<input type="checkbox"/>	<input type="checkbox"/>	1080		
	<input type="checkbox"/>	10500		
				<b>KEY CYLINDERS</b>
				110 AR
				190 E
				M5
				B39
				EB39

Please return by;

Fax 509-292-2449

Email matt@westerndetention.com

SEP 16 - 20  
✈️ LBB → SAN

## Lubbock County

# Trip & Price Details

✈️ Price Payment Confirmation

### ✈️ Flight [Modify](#)

✈️ Mon 9/16	# 4186 / 1373	LBB → SAN	5 hr 30 min	1 stop ✈️✈️	Wanna Get Away	Price per Passenger	\$243.50
	5:35 PM	9:05 PM			Only 4 left!	Savings per Passenger	-\$12.18
						Taxes and fees per Passenger	\$66.55
✈️ Fri 9/20	# 3105 / 2624	SAN → LBB	8 hr 45 min	1 stop ✈️✈️	Wanna Get Away	Total per Passenger	\$297.87
	10:35 AM	9:20 PM			Only 5 left!	Passenger(s)	x1
						<b>Flight total</b>	<b>\$297.87</b>
						<b>Total savings</b>	<b>\$12.18</b>

#### Helpful Information:

- Starting July 1, 2023 (12:00 a.m. CT), for Wanna Get Away<sup>®</sup> or Wanna Get Away Plus<sup>™</sup> reward travel reservations (booked with points): If you do not cancel your reservation at least 10 minutes before the flight's original scheduled departure time, any points used for booking will be forfeited, along with any taxes and fees associated with your reward travel reservation. For Anytime or Business Select<sup>®</sup> reward travel reservations: the points used for booking will be redeposited to the purchaser's Rapid Rewards<sup>®</sup> account, and any taxes and fees associated with the reward travel reservation will be converted into a Transferable Flight Credit<sup>™</sup> for future use.
- Please read the [fare rules](#) associated with this purchase.
- When booking with Rapid Rewards points, your points balance may not immediately update in your account.
- Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List Preferred status, or Companion Pass qualifying points.
- **REAL ID Requirement:** Do you have a **REAL ID**? Beginning May 7, 2025, you will need a state-issued **REAL ID** compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit [www.tsa.gov](http://www.tsa.gov) for a list of acceptable forms of ID and additional information regarding **REAL ID** requirement.

### ✈️ Flight Extras