

Vendor# 14479

Return to: Bambi Trevino

GL# 01104530

**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: Ramos Larissa DATE: 03/13/2024  
Last First

DESTINATION(CITY,STATE): Stuart Florida

PURPOSE: Fundamentals of Crime Scene Photography

TRAVEL DATE(S): 07/14/2024 to 07/20/2024

Per Diem requested by the 8th day of July, 2024.

<u>7</u>	# of Breakfasts	@ \$15.00	per meal	=	\$	<u>105.00</u>
<u>7</u>	# of Lunches	@ \$16.00	per meal	=	\$	<u>112.00</u>
<u>6</u>	# of Dinners	@ \$30.00	per meal	=	\$	<u>180.00</u>
<b>Total Advance</b>					=	\$ <u>397.00</u>

Org: 550300 Object: Travel and Training

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.

*JCRamos* 3-13-24  
EMPLOYEE SIGNATURE 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]* 3-13-24  
DEPARTMENT DIRECTOR DATE

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

\_\_\_\_\_  
SIGNATURE DATE

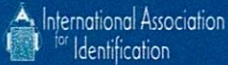
\_\_\_\_\_  
SIGNATURE DATE

**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.**



UNIVERSITY

To register, visit [tritechtraining.com](http://tritechtraining.com) or contact our Training Director Phil Sanfilippo at 800.438.7884 ext. 1025 or by email at [phil@tritechusa.com](mailto:phil@tritechusa.com).



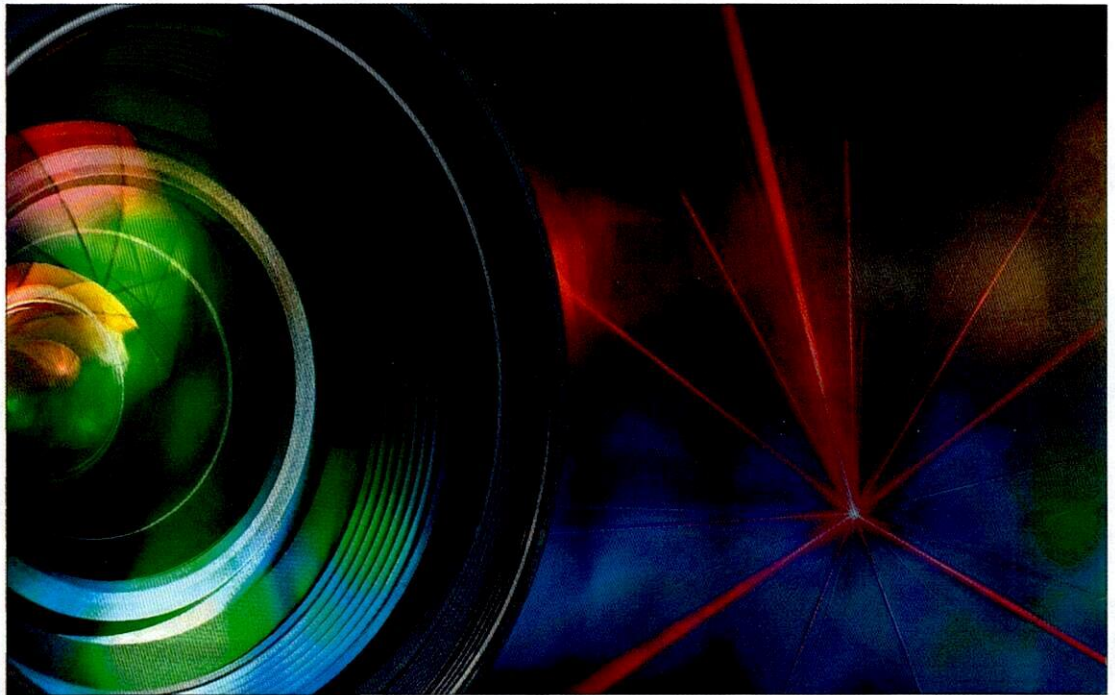
Courses are presented in partnership with the International Association for Identification.

#### ADA / Special Accommodations

To ensure we can accommodate persons with special needs who wish to attend our courses, please be sure to identify the accommodation needed when you register, or if applicable, at the time you register by phone.

#### Host a course

By hosting one of our courses, you will be providing your agency's personnel and the forensic professionals in your area with a high-quality training opportunity, right in your local area. This means less cost to you or your agency for expenses such as travel, lodging, and meals, and less time away from home and family. Plus, hosts can qualify for tuition savings. For more information, visit [tritechtraining.com](http://tritechtraining.com).



# Fundamentals of Crime Scene Photography

## Instructor:

**Sharon Plotkin, EDD, CCSI**

**July 15 - 19, 2023**

**Tuition: \$699 | Hours: 8 am - 5 pm**

## Location:

Martin County Sheriff's Office  
800 SE Monterey Road | Stuart, FL 34994

## Lodging Information:

Hampton Inn & Suites, Stuart-North  
1150 NW Federal Highway | Stuart, FL 34994  
(772) 692-6922

*For more lodging information, see the course page on [www.tritechtraining.com](http://www.tritechtraining.com).*



To register, visit [tritechtraining.com](http://tritechtraining.com) or contact our Training Director Phil Sanfilippo at 800.438.7884 ext. 1025 or by email at [phil@tritechusa.com](mailto:phil@tritechusa.com).

## ABOUT TRITECH

A leader in the forensics market, Tri-Tech Forensics provides evidence collection and crime scene investigation products and training to crime labs and crime scene investigators throughout the world. With over 30 years of experience, we are the nation's most proficient developer and manufacturer of forensic kits. We are committed to providing our customers with state-of-the-art forensics products and services at affordable prices. It is our goal, through our research and development program, to continue to develop superior products and training to aid in all aspects of crime scene investigation and crime lab analysis. We know how important our products and training are to the forensics community, from investigation to prosecution. Our mission is the same as our customers – *Identify. Protect. Preserve.*

## COURSE DESCRIPTION

# Fundamentals of Crime Scene Photography

Crime scene documentation is an important component of investigative work. Proper documentation of crime scenes can assist in reconstruction, the use of experts and in trial testimony. However, in doing so, crime scene personnel face many challenges in photographing scenes. These include low light, use of advanced equipment and chemicals.

This comprehensive 40-hour crime scene photography workshop will provide lectures, power points, hand out materials and many hands-on practicums to ensure all objectives are met. The course is designed for students of basic to intermediate skill level.

### Goals and Objectives:

Upon completion of this course, the student will demonstrate:

- Ability to photograph items using available light
- Familiarity with camera operations
- Ability to photograph a mock crime scene
- Ability to control depth-of-field in his or her photographs
- The ability to compensate for backlighting
- The ability to use oblique lighting to photograph impression evidence

- The ability to use alternate light sources in photographing evidence
- The ability to photograph chemiluminescence such as Luminol or Bluestar reactions
- The ability to photograph dark scenes such as those found at night using painting-with-light and/or long exposures

### Course Schedule:

- Day One: Crime scene photography, camera operations
- Day Two: Depth of field, oblique lighting, impression evidence photography
- Day Three: Night scene photography and Painting with light photography
- Day Four: Chemical enhancement, Alternate light source photography
- Day Five: Laser photography, crime scene photography

**Attendees are required to bring their camera equipment (including flash), flashlight, and tripod.**

## COURSE INSTRUCTOR

### SHARON PLOTKIN, EDD, CCSI



Sharon has been a certified crime scene investigator since 2006 with the International Association for Identification and spent almost 21 years doing crime scene work in North Miami, Florida where she investigated thousands of cases ranging from burglaries to homicides and suspicious death cases.

Sharon has been teaching in higher education since 2003 and is currently full-time faculty at Miami Dade College in Crime Scene Technology since 2016.

Sharon obtained her Master of Science degree in Criminal Justice with a minor in Psychology from Florida International University. Sharon received her doctoral degree in Education specializing in Curriculum and Teaching from Northcentral University in 2022. She is a member of several forensic organizations including the International Association for Identification, International Association of Bloodstain Pattern Analysts and Goldcoast Forensics. She is a fellow with the American Academy of Forensic Science.

Sharon has received specialized training in various fields of crime scene investigations, including, bloodstain reconstruction, photography, crime scene reconstruction, fingerprinting, shoe wear casting and other various topics. She has traveled throughout the United States, Taiwan and the Caribbean attending and teaching at crime scene conferences that included experts such as Dr. Henry Lee, Dr. Michael Baden, Dr. Vincent DiMaio, Vernon Geberth, Dr. Bill Bass, Paul Kish, Richard Saferstein and other highly notable crime scene experts.

Sharon published a crime scene reconstruction textbook with author Robert Ogle Jr. and her second textbook in Fingerprinting was released in May 2021. She is working on a manuscript for a third textbook in crime scene safety.