



LUBBOCK COUNTY SHERIFF'S OFFICE

P. O. Box 10536
LUBBOCK, TX 79408
PHONE: (806) 775-1469
FAX: (806) 775-1491

KELLY S. ROWE
Sheriff

Mike Reed
Chief Deputy LE

Cody Scott
Chief Deputy Detention

MEMORANDUM


To: Captain Billy Koontz

From: Lt. Jordan Roberts

Date: 4-11-2022

I am formally requesting permission for Staff Sergeant Cisneros, Staff Sergeant Oliver and myself to travel to Santa Ana Pueblo, New Mexico and conduct training for the New Mexico Gang Task Force Conference. The New Mexico Gang Task Force contacted Staff Sergeant Cisneros in reference to providing training in Outlaw Motorcycle Gangs and Hybrid Gangs.

Thank you in advance for your consideration.



Lt. Jordan Roberts

Vendor# 12098GL# 15004630-550300

LUBBOCK COUNTY
TRAVEL AUTHORIZATION & ADVANCE 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. RELATED BROCHURES OR OTHER SUPPORTING DATA MUST BE ATTACHED.

NAME: Cisneros Joshua DATE: 4/11/2022
Last First

DESTINATION: Santa Ana Pueblo, New Mexico

PURPOSE: New Mexico Gang Task Force Conference

DATE(S): May 1 - 3, 2022

☒ Travel advance requested and required by the 25th day of April, 2022.

<u> </u>	Registration Fee	=	\$	<u>0.00</u>
<u>2</u>	# of Breakfasts @ \$10.00	per meal =	\$	<u>20.00</u>
<u>3</u>	# of Lunches @ \$15.00	per meal =	\$	<u>45.00</u>
<u>3</u>	# of Dinners @ \$21.00	per meal =	\$	<u>63.00</u>
<u> </u>	# of Days lodging @ \$	per night =	\$	<u>0.00</u>
Total Advance			=	\$ <u>128.00</u>

Fund #: 150

Line Item: 15004630-550300

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 report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.

[Signature]
 EMPLOYEE SIGNATURE

04/11/2022
 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. Related brochures or other supporting data are attached and 2 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.

[Signature]
 DEPARTMENT DIRECTOR

04/11/2022
 DATE

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

 SIGNATURE

 DATE

 SIGNATURE

 DATE

NOTE: TRAVEL IS NOT APPROVED WITHOUT ALL SIGNATURES. TRAVEL MAY NOT BE REIMBURSED WITHOUT PROPER AUTHORIZATION AND SUPPORTING DOCUMENTATION.

10/14-TA507

**LUBBOCK COUNTY SHERIFF'S OFFICE
TRAVEL/TRAINING REQUEST**

****ITINERARY AND HOTEL INFORMATION MUST BE SUBMITTED
WITH YOUR TRAVEL REQUEST****

REQUESTOR Joshua Cisneros TODAY'S DATE 4/11/2022

DATES OF CLASS/CONFERENCE (INCLUDE TRAVEL DATES)
May 1 - 3, 2022

NAME OF CLASS/CONFERENCE New Mexico Gang Task Force

I HAVE CHECKED WITH SOUTH PLAINS ASSOCIATION OF
GOVERNMENTS AND THEY DO NOT OFFER THIS COURSE.

☐ YES

I HAVE CHECKED WITH THE LUBBOCK COUNTY SHERIFF'S
ACADEMY AND THEY DO NOT OFFER THIS COURSE.

☐ YES

LOCATION Santa Ana Pueblo, NM REGISTRATION FEE -0-

CONFERENCE/TRAINING WEBSITE ADDRESS (IF AVAILABLE) _____

HOTEL INFORMATION (NAME, ADDRESS, PHONE NUMBER AND WEB ADDRESS) 1300 Tuyuna Trail,
Santa Ana Pueblo NM 87004

TRAVELING BY: COUNTY ISSUED VEHICLE ☐

AIR ☐

EMPLOYEE (SIGNATURE AND DATE)

APPROVED/DENIED BY IMMEDIATE SUPERVISOR (SIGNATURE AND DATE)

APPROVED/DENIED BY CHIEF DEPUTY OR ASST. CHIEF DEPUTY (SIGNATURE AND DATE)

APPROVED/DENIED BY CHIEF ADMINISTRATOR OR DESIGNEE (SIGNATURE AND DATE)

**PLEASE BE AWARE THAT THE DESIGNATED TRAVEL COORDINATOR WILL MAKE ALL
RESERVATIONS AND REGISTRATIONS ON YOUR BEHALF**

*****FOR TRAVEL COORDINATOR USE ONLY*****

REGISTRATION PAYMENT \$ _____ DATE OF PAYMENT _____

MUST MEET COMMISSIONER'S COURT DATE _____

MUST MEET ACCOUNTS PAYABLE DATE _____

LODGING/TRANSPORTATION/AIRLINE _____



New Mexico Gang Task Force

2022 Conference Schedule

SUNDAY, MAY 1, 2022

1pm - 5 pm	GangNet taught by Bill Tennant	Tularosa Room
3pm - 6pm	Early Conference Check-In	

MONDAY, MAY 2, 2022

6am - 8am	Conference Check-In	
8am - 9am	Opening Ceremony	Main Room
9am - Noon	Keynote Speaker — ATF Senior Special Agent, John Carr	Main Room
Noon - 1pm	Lunch	
1pm - 5pm	OMG's — Staff Sergeant Joshua Cisneros Lubbock County Sheriff's Office Gang Intelligence Unit	Breakout Room A
	Hybrid Gangs Lubbock County Sheriff's Office Gang Intelligence Unit	Breakout Room B
	Cartels — Alex Marentes, Borderland Beat Project	Breakout Room C

TUESDAY, MAY 3, 2022

8am - Noon	Keynote Speaker — Robert Altamonte, Patron Saints	Main Room
Noon - 1pm	Lunch	
1pm - 5pm	OMG's — Staff Sergeant Joshua Cisneros Lubbock County Sheriff's Office Gang Intelligence Unit	Breakout Room A
	Hybrid Gangs Lubbock County Sheriff's Office Gang Intelligence Unit	Breakout Room B
	Cartels — Alex Marentes, Borderland Beat Project	Breakout Room C
6pm - 11pm	Hospitality Night	

WEDNESDAY, MAY 4, 2022

8am - Noon	OMG's — Staff Sergeant Joshua Cisneros Lubbock County Sheriff's Office Gang Intelligence Unit	Breakout Room A
	Hybrid Gangs Lubbock County Sheriff's Office Gang Intelligence Unit	Breakout Room B
	Cartels — Alex Marentes, Borderland Beat Project	Breakout Room C
Noon - 1pm	Lunch	
1pm - 5pm	Keynote Speaker — Bazzel Baz, Founder and President, Association for Recovery of Children	Main Room
	Closing Remarks	

Schedule subject to change. Visit the website, <https://nmgangconference.com> for more details. Check the conference app for any late changes to the schedule.

Vendor# 13031GL# 15004630-550300

LUBBOCK COUNTY
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NAME: Oliver Jared DATE: 4/11/2022
Last First

DESTINATION: Santa Ana Pueblo, New Mexico

PURPOSE: New Mexico Gang Task Force Conference

DATE(S): May 1 - 3, 2022

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Jared Oliver

EMPLOYEE SIGNATURE

4-11-22

DATE

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Daniel R. Rios

DEPARTMENT DIRECTOR

04/11/2022

DATE

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

SIGNATURE

DATE

SIGNATURE

DATE

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10/14-TA507

LUBBOCK COUNTY SHERIFF'S OFFICE
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REQUESTOR Jared Oliver TODAY'S DATE 4/11/2022

DATES OF CLASS/CONFERENCE (INCLUDE TRAVEL DATES)
May 1 - 3, 2022

NAME OF CLASS/CONFERENCE New Mexico Gang Task Force

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GOVERNMENTS AND THEY DO NOT OFFER THIS COURSE.

☒ YES

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ACADEMY AND THEY DO NOT OFFER THIS COURSE.

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LOCATION Santa Ana Pueblo, NM REGISTRATION FEE -0-

CONFERENCE/TRAINING WEBSITE ADDRESS (IF AVAILABLE) _____

HOTEL INFORMATION (NAME, ADDRESS, PHONE NUMBER AND WEB ADDRESS) 1300 Tuyuna Trail,
Santa Ana Pueblo NM 87004

TRAVELING BY: COUNTY ISSUED VEHICLE ☒ AIR ☐

Jared Oliver 4-11-22
EMPLOYEE (SIGNATURE AND DATE)

[Signature] 4-11-22
APPROVED/DENIED BY IMMEDIATE SUPERVISOR (SIGNATURE AND DATE)

[Signature] 4-11-22
APPROVED/DENIED BY CHIEF DEPUTY OR ASST. CHIEF DEPUTY (SIGNATURE AND DATE)

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Vendor# 12635GL# 15004630-550300

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NAME: Roberts Jordan DATE: 4/11/2022
Last FirstDESTINATION: Santa Ana Pueblo, New MexicoPURPOSE: New Mexico Gang Task Force ConferenceDATE(S): May 1 - 3, 2022☒ Travel advance requested and required by the 25th day of April, 2022.

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