

Vendor# 15221

GL# 01104530

**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: McLean Olivia DATE: 02/17/2022
Last First

DESTINATION: SANFORD MAINE

PURPOSE: Basic Crime Scene Photography Course

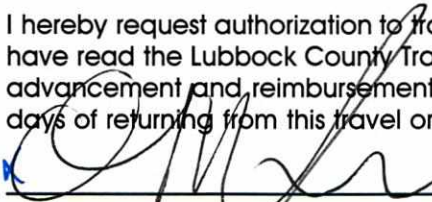
DATE(S): 04/03/2022 to 04/09/2022

Travel advance requested and required by the 28th day of March, 2022.

| | | | | | |
|----------------------|---------------------------|-----------|----|-----------------|-------------------------------|
| <u> </u> | Registration Fee | = | \$ | <u> </u> | 0.00 |
| <u> 7 </u> | # of Breakfasts @ \$10.00 | per meal | = | \$ | <u> </u> 70.00 |
| <u> 7 </u> | # of Lunches @ \$15.00 | per meal | = | \$ | <u> </u> 105.00 |
| <u> 6 </u> | # of Dinners @ \$21.00 | per meal | = | \$ | <u> </u> 126.00 |
| <u> </u> | # of Days lodging @ \$ | per night | = | \$ | <u> </u> 0.00 |
| Total Advance | | | = | \$ | <u> </u> 301.00 |


Fund #: 550300 Line Item: 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 report within ten days of returning from this travel or the full advance will be deducted from my next paycheck.


EMPLOYEE SIGNATURE

X 2/17/2022
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 0 meals are included in the registration fee being requested and will not be reimbursed. Please issue travel expense advance if requested.


DEPARTMENT DIRECTOR

2-17-2022
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.



To register, visit tritechtraining.com or contact our Training Director Phil Sanfilippo at 800.438.7884 ext. 1025 or by email at 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.



Basic Crime Scene Photography

Instructor:

Matthew Steiner, CSCSA

April 4 - 8, 2022 | 8 am - 5 pm

Tuition: \$588

Course Location:

**Sanford Police Department
935 Main Street | Sanford, ME 04073**

Lodging Information:

**For lodging info contact Phil Sanfilippo at
800-438-7884 ext. 1025**

*This course has been approved for 40 hours of certification/re-certification training credit in the IAI Crime Scene Certification Board.



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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

Basic Crime Scene Photography

This 40-hour Crime Scene Photography course provides instruction that can permit the student to successfully document evidence and scenes in a professional manner. The course begins with instruction of basic photographic techniques such as the mechanics of exposure, depth-of-field, and motion control. Camera handling and operation are stressed in all areas to include camera controls and how they work. Electronic flash techniques are also presented with a nighttime Painting-With-Light Exercise included.

DAY 1 – 8hr Day

Basic Photography (8 Hours)

1. Introduction to Crime Scene Photography
2. Camera Basics
3. How to Hold the Camera
4. Introduction to the Exposure Triangle
5. Camera Operational Modes
6. Components of a Digital SLR Camera

DAY 2 – 8hr Day

1. The Reflective Light Meter
2. Understanding Reciprocity
3. Sunny 16 Rule
4. Exposure Compensation

DAY 3 – 12 Hr Day (1000hrs to 2200hrs)

1. Digital Camera Operation
2. Depth of Field

Day # 4 – 8hr Day

1. Composition – Crime Scene Photography

Day # 5 – 4hrs

1. Mock Scene
2. Courtroom Testimony
3. Course Review, Evaluations and Presentation of Certificates

COURSE INSTRUCTOR

MATTHEW STEINER, CSCSA

Matthew Steiner is a First Grade Detective with the New York City Police Department's Crime Scene Unit. He is a twenty-four-year veteran with over nineteen years of experience as a crime scene investigator. Matthew is the lead instructor for the Crime Scene Unit. He teaches several courses with students from city, state and federal agencies. He is an instructor for the National Center for Biomedical Research and Training teaching their Advanced Forensic Investigations for Hazardous Environments course. He also works internationally with the U.S. Department of State's Antiterrorism Assistance Program teaching Terrorist Crime Scene Investigations course.

Detective Steiner has investigated over 2000 Crime Scenes. He has been deemed an expert witness in Latent Prints, Crime Scene Investigation, Bloodstain Pattern Analysis, Shooting Reconstruction and Crime Scene Reconstruction in New York City, State and Federal Courts. Matthew is also a Certified Senior Crime Scene Analyst with the International Association of Identification. He is an active member of the International Association of Identification, American Academy of Forensics Sciences, Association for Crime Scene Reconstruction, consulting board member of American Investigative Society of Cold Cases and International Association of Blood Stain Pattern Analysts.

