

Vendor# 14747GL# 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: Trevino Bambi DATE: 03/02/2022
Last First

DESTINATION: Orlando Florida

PURPOSE: To Attend A Forensic Supervisor Training Course

DATE(S): 06/19/2022 to 06/25/2022

Travel advance requested and required by the 13 day of June, 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 @ \$ <u> </u> 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.

[Signature] 03/03/22
 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. 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.

[Signature] 03/03/22
 DEPARTMENT DIRECTOR 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.



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NOW ENROLLING FORENSIC SUPERVISION TRAINING COURSE

Tuition only
\$695!

About the Course

This 40-hour course is designed to provide forensic supervisors of varying levels of experience as well as aspiring leaders the knowledge and tools needed to effectively manage the demanding expectations of a forensic unit by utilizing interactive lectures and hands-on activities.

Registration

To register for this course, visit www.gapscience.com and complete the registration form under "Supervision - Orlando, Florida". Only 30 seats are available and this class will fill up quickly—be sure to submit your registration today!



COURSE DESCRIPTION

- Many organizations do not prepare new supervisors for their leadership positions and don't offer guidelines on how to effectively lead and manage a team, leaving them to learn their roles through trial and error. Forensic Supervisors, in particular, can often find themselves promoted into positions where they oversee several units, some of which they may have very little knowledge of; in essence, they are tossed into a realm that they are unfamiliar with and unprepared for, often without no mentor inside their agency, in their field, to help guide them.
- This course is designed to help those who desire to lead or are already leading forensic teams in any capacity. This course will help you to develop your leadership style, manage and measure the performance of your team, effectively deal with and resolve conflict, and teach you how to create and lead a high performance, high impact team.

COURSE LOGISTICS

COURSE TITLE: Forensic Supervision
DATES: June 20-24, 2022
TIMES: 8:00AM - 5:00PM
LOCATION: Orlando Police Department
ADDRESS: 185 George DeSalvia Way
 Orlando, FL 32807

LOCAL CONTACT:
 Cassy Baumgaertner, Crime Scene Investigator
 Orlando Police Department
 (605) 254-2809
 Cassandra.baumgaertner@cityoforlando.net

Helpful Lodging Info

Although we cannot endorse any particular hotel property, we have confirmed that the following lodging is within a reasonable commuting distance to the training site.

Staybridge Suites Orlando South
 7450 Augusta National Drive
 Orlando, FL 32822
 (833) 435-0350

Homewood Suites by Hilton Orlando/Airport
 5425 Gateway Village Circle
 Orlando, FL 32812
 (800) 760-7718

TOPICS

DAY ONE:

DISC Behavioral Types
 Ethics

DAY TWO:

Communication & Critical Conversations
 Legal Issues

DAY THREE:

The Crime Scene Unit
 The Latent Print Unit
 The Evidence Unit

DAY FOUR:

Statistics, Logs & Audits
 Scheduling
 Job Descriptions
 Interviews & Evaluations

DAY FIVE:

Writing SOPs
 Building Training Programs
 Intro to Accreditation
 Self & Staff Care

Contact us today!
info@gapscience.com

For registration and additional information, visit our website at www.gapscience.com.



COURSE INSTRUCTORS



ERIN WEST, MS, CLPE, CCSA

Erin West began her career in Forensics in 2006 as a Crime Scene Investigator for the Brevard County Sheriff's Office in Florida. In 2010 she became a Battlefield Forensics instructor for the United States Army Intelligence Center of Excellence, where she was responsible for training military personnel how to use a variety of forensic disciplines to investigate crimes overseas. In 2012 she became a Supervisor, then a Deputy Program Manager for a Department of Justice Forensic Laboratory housed at American Systems, where she was responsible for training and supervising staff working in different forensic disciplines and at different levels of management. After leaving American Systems, she spent several years with the Osceola County Sheriff's Office in Florida working as a full-time Latent Print Examiner. In 2019 she became the Forensic Supervisor over the Crime Scene Unit and DNA Laboratory at the Osceola County Sheriff's Office and in 2020 she became the Latent Print Supervisor over the Latent Print Unit at the Osceola County Sheriff's Office.

Erin earned a Bachelor of Science degree in Criminal Justice from the University of Central Florida in 2006 and a Master of Science degree in Forensic DNA and Serology with a graduate certificate in Forensic Toxicology from the University of Florida in 2012.

Erin is a member of the International Association for Identification (IAI) and the Florida Division of the IAI and has been a presenter at the annual FDIAC Conference. She is an instructor for TriTech Forensics teaching Courtroom Testimony for Fingerprint Examiners and Forensic Supervision - a course her and co-creator Ashley Church developed to provide growth and support to leaders in the forensic community. She is an IAI Certified Crime Scene Analyst and an IAI Certified Latent Print Examiner.



ASHLEY CHURCH, MS, CCSA

Ashley Church has always had a passion for forensic science and chased her dream job as a crime scene investigator throughout high school and college. After completing a 400+ hour internship at the Orange County Sheriff's Office for her undergraduate degree requirements in 2011, she continued her education in entomology where she was hired as a graduate research assistant. In addition to studying the impact of a highly prolific invasive species within a quarantined laboratory setting, she was responsible for collaborating with specialists, organizing materials and developing presentations for a series of workshops as well as recruiting, training, and supervising undergraduate laboratory assistants.

Upon completing her education, Ashley began her career in 2013 as a Crime Scene Investigator for the Orange County Sheriff's Office in Orlando, Florida. In addition to her duties as a Crime Scene Investigator, she was a field training officer responsible for training new crime scene investigators. In 2017 she became a Forensic Technician for the Osceola County Sheriff's Office in Kissimmee, Florida. In 2018 she was promoted to Forensic Supervisor and was responsible for supervising members of the Forensic Unit and Pre-Screening DNA Laboratory as well as training staff in these forensic disciplines to full competency.

Ashley earned a Bachelor of Science degree in Forensic Science with a Minor in Chemistry and a Certificate in Crime Scene Investigations from the University of Central Florida in 2011 and a Master of Science degree in Entomology from the University of Florida in 2013. She also became a Certified Crime Scene Analyst through the International Association for Identification (IAI) in 2019.

Ashley is currently a training instructor through TriTech Forensics and the CSI Academy of Florida. She has also presented at educational conferences, such as the Florida Division IAI and the Entomological Society of America. She incorporates her passion for science with a modern, energetic instructing style in hopes to inspire other leaders in similar fields.

Contact us today!
info@gapscience.com

For registration and additional information, visit our website at www.gapscience.com.