



City of Oakland
TRAVEL AUTHORIZATION
ATH/OPD2015 - 416

FOR ACCOUNTING USE ONLY			
Period	Batch #	Type	Item

1. Employee Name BURKE, Dave		2. Date 12-Jan-15		3. Vendor Number 78691	
4. Department Police		5. Position Title Officer			
6. Travel Destination San Francisco CA		7. Number of Work Days 5		8. Departure Date 12-Jan-15	
				9. Return Date 16-Jan-15	
10. Purpose of Travel Protective Security/LEO					
11. Funding Source <input type="checkbox"/> Budgeted <input type="checkbox"/> Funds Available <input type="checkbox"/> Other: _____		12. Total Cost Estimate \$0.00		13. Total advance to employee \$0.00	
14. Transportation <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Use of City vehicle requested <input type="checkbox"/> Use of private vehicle requested: <input type="checkbox"/> Use of rental vehicle requested: <input type="checkbox"/> Airfare/Other (baggage, ground transportation) </div> <div> Estimated Round-trip Miles _____ Total: 0.00 Estimated Rental Cost _____ Parking: _____ Estimated Airfare _____ Other: _____ </div> </div>					
15. Registration or Fees <input type="checkbox"/> Fee paid by employee <input type="checkbox"/> City will be billed <input type="checkbox"/> Fee to be paid in advance \$ _____		Vendor check payable to: _____ Vendor No _____		FISCAL USE ONLY - Vendor Payment Check No _____ Date _____ Amount _____	
16. Subsistence Breakfast _____ Lunch _____ Dinner _____ Total: 0.00		17. Estimated Lodging Per Day _____ No. Days _____ Total 0.00		FISCAL USE ONLY - Advance Payment Check No _____ Date _____ Amount _____	
18. Department Head Review <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved Signature Date 21 JAN 15			19. Department Remarks NO COST TO CITY - FEDS PAYING ALL EXPENSES; OFFICER BURKE'S POSITION DOES NOT REQUIRE BACKFILL		
20. City Manager Review <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved NA: Under \$500, no overnight Signature _____ Date _____			21. City Manager Remarks		

Sub Item	Amount	Fund/SF	Organization	Account	Proj/Grant	Program	Year	Task	Dept Specific
1	\$			55112					Transportation
2	\$			55212					Registration
3	\$			55113					Meals
4	\$			55114					Lodging
5	\$			55119					Parking
Total	\$								

FILE COPY

Entered By _____
Account Payable _____

Date _____
Date _____

JAN 13 2015

1001

TRAVEL REQUEST MEMORANDUM 2015-416

OAKLAND POLICE DEPARTMENT

TO:

Chief Sean Whent/Acting City Administrator Henry Gardner Date: 5 Jan 15
(Chief / City Administrator)

FROM:

Burke, Dave

Police Officer

78691

Name (Last, First, M.I.)

(Position Title)

12745

(Employee #)

Assignment Location:

PRMU

Traveler's Contact # (510) 773-1572

Event Name

Protective Security/LEO

City, State

San Francisco, Ca

Start Date

Jan 12, 2015

End Date

Jan 16, 2015

Start Time

0900

End Time

1700

Total Training Hours

40

	Estimated Cost		Estimated Cost
55112 Transportation:		55113 Meals** (applicable if overnight lodging)	
City Vehicle <input type="checkbox"/>		55212 Registration/Tuition	\$0.00
Personal Vehicle* (Est. Miles: <u> </u>)		Do not send payment to vendor	
Airfare (RT)		55114 Lodging (only if over 75 miles)	
Other: <u> </u>		Total Estimated Cost	\$0.00

* Mileage reimbursement consists of .56 cents per mile. Attach MapQuest

** Meal reimbursement consists of \$11.00 breakfast, \$16.00 lunch, \$29.00 dinner

All requests for advance funds must be submitted **45 days before** travel or training.

For further information review City AI-120 at <http://oaknetnews.oaklandnet.com>.

If you have any questions email OPDAP@oaklandnet.com

I agree to submit to the Fiscal Services Division within five days of my return: 1) a completed Expense Voucher with all dated original receipts; 2) a completed After Action Report; and 3) such other information that may be required (i.e. Certificate of Completion, course itinerary, etc.).

Traveler's Signature X

Date 5 Jan 15

Proposed Funding Source:

☐ Training Section

or ☒ Other

POST

- ☐ POST Plan I (Lodging, Meals, Travel, Tuition, Back-fill)
- ☐ POST Plan II (Lodging, Meals, Travel, Back-fill)
- ☐ POST Plan III (Lodging, Meals, Travel, Tuition)
- ☐ POST Plan IV (Lodging, Meals, Travel)
- ☐ POST Plan V (Lodging, Meals, Travel, Training Pres.)
- ☐ Letter of Agreement (LOA)

Fund No.

Org. No.

Project No.

Program

NO COST - Feds paying all expenses
ofc. Burke position
doesn't require backfill

Approved by Traveler's Unit Commander <u>[Signature]</u>	Date <u>1/9/15</u>	<input type="checkbox"/> Not approved; Return to Traveler
If approved, forward this form, seminar brochure and any other pertinent information to your Deputy Chief		
Approved by Deputy Chief of Traveler <u>[Signature]</u>	Date <u>1/9/15</u>	<input type="checkbox"/> Not approved; Return to Traveler
If approved, forward this form, seminar brochure and any other pertinent information to Training		
Approved by Training Section Commander <u>[Signature]</u>	Date <u>9 Jan 15</u>	<input type="checkbox"/> Not approved; Return to Traveler

TF-796 (OPD Fiscal, AP/6/14)

JAN - 9 2015



TF 3269 10/06
Oakland Police Department

Non-Department Training After Action Report

Name: Dave Burke		Serial number: 8506	Today's date: 08 Apr 15
Primary duties: Act Sgt of Police			Unit: ITU
Course attended: Protective Security		Total hours of instruction: 40	Dates of attendance: 12 - 16 Jan 15
Describe the primary course content: Protection of Public officials			
Was there scenario based training?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, approximately how many hours? 40	If yes, was it successful or helpful? yes
Did the course cover supervisory or management issues?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, approximately how many hours?	If yes, was it successful or helpful? yes
Did the course cover professionalism and ethics?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	If yes, approximately how many hours?	If yes, was it successful or helpful? yes
What was the most useful or helpful information/section/aspect of this course? All			
What was the least useful or helpful information/section/aspect of this course? None			
What was your reason for attending this course? Ability to plan and provide dignatary protection			
Is a course curriculum included with this report?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Is a course lesson plan and material included with this report?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
On a scale of 1 to 5, 1 being poor and 5 being excellent, how would you rate this course? <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1			Do you recommend this course for others? <input type="checkbox"/> YES <input type="checkbox"/> NO
Provide any additional comments you would like to make about the course below:			

RECEIVED APR - 8 2015

What: This course has been designed by/will be instructed by DSS special agents that are currently assigned to the DSS SFFO. This course is designed for any LEO. This course requires minimum to moderate physical activity.

Gear Required: Water/meals (if desired). There are a limited amount of restaurant locations nearby so students are recommended to bring lunch their first day. Students are expected to bring note taking material (paper/pen/pencil), weather appropriate comfortable clothing (informal/5.11 type pants/t-shirt/jacket), holster (for dry/non-live fire training weapon, open top or bucket style to fit most 9mm pistols such as the Sig Sauer 228/229 or Glock 17 preferred), identification/law enforcement credential, and cover garment (jacket/button up shirt) for the concealment of a training firearm. DSS instructors will have a limited amount of spare holsters. This course will be held at the Veterans Affairs hospital so please refrain from offensive or graphic attire.

Please RSVP as early as possible. RSVP's need to be received no later than Tuesday, December 2nd. If you fail to respond by this day, you may lose your assigned instructor/observer slots. Should you like additional personnel to attend as either students or observers, please annotate that with your RSVP. These RSVPs should include total numbers of students/observers attending but we do not need specific names. You will be notified should extra positions become available. The DSS San Francisco Field Office (SFFO) Special Agent-In-Charge (SAC), Dave Zebley, will be sending out formal invitations to your equivalent department/organization heads in the near future. Please provide the name and title of this individual during your RSVP (i.e. John Doe, SFPD Chief of Police).

January 5 Day Course:

Where: This course will be held at the San Francisco Police Department's Driving Facility (Emergency Vehicle Operations Course/EVOC site) located at Pier 96 in San Francisco. This course will have several off site training locations throughout the city of San Francisco. Again, transportation for these scheduled events will be handled by the DSS instructors. Directions to the EVOC site are attached labeled "Course Directions"

When: This five day course will commence on Monday, January 12th. The course will last a total of five training days and will conclude on Friday, January 16th. The course is scheduled from approximately 0800-1700 hours each day. Please arrive early.

Who: This course will be conducted by a mobile training team from the DSS Training Center headquartered in Dunn Loring, Virginia, and assisted by the DSS San Francisco Field Office (SFFO). Your primary point of contact, who will be serving as the local coordinator for this training event, is Special Agent (SA) Brian K. Pittson, PittsonBK@state.gov, phone # 415-370-2919. Additional points of contact are SA Chris Inami, InamiCG@state.gov, phone # 415-609-6714, and SA Ben Fierberg, FierbergBD@state.gov, phone # 415-609-6583. Students will include law enforcement officers throughout the San Francisco Bay Area.

What: This formal course will be taught by certified DSS instructors teaching a certified protection curriculum. This course will include advanced protection techniques. This course is designed for any LEO but was designed for senior members of dignitary protection units/unit instructors that can bring this knowledge back to their departments. This course requires moderate physical activity which includes defensive tactics, vehicle extractions, and the operation of a motor vehicle.

Gear Required: Water/meals for the day. There are a limited amount of restaurant locations nearby so it is recommended that students bring food for at least their first day of training. Students are expected to bring note taking material (paper/pen/pencil), weather appropriate comfortable clothing (informal/5.11 type pants/jeans/t-shirt/jacket), holster (for dry/non-live fire training weapon, open top or bucket style to fit most 9mm pistols such as the Sig Sauer 228/229 or Glock 17 preferred), eye protection (clear glasses/goggles), identification/law enforcement credential, and cover garment (jacket/button up shirt) for the concealment of a training firearm. DSS instructors will have a limited amount of spare holsters.

SF-182: Please fill out the attached SF-182. All forms needs to be returned no later than Monday, December 15, 2014. Please send all your student forms together to ensure no one is missed. These may be emailed to SA Brian Pittson (PittsonBK@state.gov). Please complete only page # 1 and page # 2 in the appropriate highlighted fields. The other pages may be left blank and do not apply to this course. The student needs to include their full social security number in order to be enrolled in our registrar's database.

Please RSVP as early as possible. RSVP's need to be received no later than Tuesday, December 30th. If you fail to respond by this day, you may lose your assigned instructor/observer slots. Should you like additional personnel to attend as either students or observers, please annotate that with your RSVP. These RSVPs should include total numbers of students/observers attending but we do not need specific names. You will be notified should extra positions become available. The DSS San Francisco Field Office (SFFO) Special Agent-In-Charge (SAC), Dave Zebley, will be sending out formal invitations to your equivalent department/organization heads in the near future. Please provide the name and title of this individual during your RSVP (i.e. John Doe, SFPD Chief of Police).

Burke, Dave

From: DSTCRegOffice@state.gov
Sent: Friday, January 02, 2015 5:14 PM
To: Burke, Dave
Subject: DS Training Center Enrollment Reminder for Dave G. Burke

Importance: High

Please do not reply to this computer-generated message. Replies are not seen by the DS Training Center (DSTC) Registrar's staff.

Dave G. Burke :

Status: The DSTC Registrar's Office has received and processed your training request. **You are confirmed in the DS course listed below.**

Course: DT303 Protective Security/LEO
Dates: 01/12/2015 - 01/16/2015
Time: 8:00 AM - 4:00 PM
Location: Offsite
Building:
Room:

Additionally, students should contact the course coordinator for course-specific information, to include issues concerning travel orders, per diem and/or lodging.

There are mandatory lodging requirements for certain courses. Please contact the course coordinator before making hotel reservations.

Course Code:	DS	DS General	703-204-6100
Course Code:	DT	Domestic Training Branch	703-208-0997 or 703-204-6179
Course Code:	IA	Information Assurance Branch	571-226-9739
Course Code:	OT	Overseas Training Branch	703-204-6187
Course Code:	OT-611 ONLY	FACT	304-885-5723
Course Code:	SB, HT	Special Skills Branch	703-204-6201
Course Code:	SE, TSS	Security Engineering Branch	703-204-6166
Course Code:	SF	Firearms Range at SA-7	703-644-3305
Course Code:	SO, TT	Technical Training Branch	703-644-3341

To Cancel or Reschedule:

- DSTC courses (except OT-611, FACT) e-mail DSTC at DSTCRegistrarOffice@state.gov.
- OT-611, FACT, e-mail FSI at FSIRegistrar@state.gov.

- Or, students may cancel DSTC and FSI courses via FSI's website at [Student Records Online](#)

Addresses:

The Diplomatic Security Training Center (DSTC) is located in two buildings in the Cedar Hill Office Park complex.

DSTC, SA-11, is located at 2216 Gallows Road, Dunn Loring, VA 22027 Phone: (703) 204-6100

DSTC-2, SA-11B, is located at 2230 Gallows Road, Dunn Loring, VA 22027 Phone (703) 204-6100

DSTC, Interim Training Facility (ITF), is located at Bill Scott Parkway, 201 Motorsports Park Circle, Summit Point, West Virginia 25466. Phone: (304) 885-5700

Visit [here](#) for general information on DSTC courses or to access the DSTC online catalog of courses.

This email is unclassified based on definitions provided in EO13526.

Quaintance, Linda

From: Quaintance, Linda
Sent: Wednesday, April 08, 2015 2:18 PM
To: Burke, Dave
Subject: RE: 2nd Request: January Travel Documents due to Fiscal Services (Including Travel with No Cost to City)

Told you I had something pending for you! ;-)

- 19 Jan 15 National Shooting Sports Foundation Annual Shot Show
- 12 Jan 15 Protective Security/LEO

From: Burke, Dave
Sent: Wednesday, April 08, 2015 12:09 PM
To: Quaintance, Linda
Subject: RE: 2nd Request: January Travel Documents due to Fiscal Services (Including Travel with No Cost to City)

Which trip do I owe documents for?

Dave Burke
Act Sgt of Police
Oakland Police Department
Information Technology Unit
510-238-7423 (office)
510-773-1572 (cell)
510-238-6289 (fax)

"We will be there when you need us"

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From: Quaintance, Linda
Sent: Wednesday, April 08, 2015 10:16 AM
To: Barangan, Eric S.; Burke, Dave; McNeely, Richard M.; Murphy, Michael
Subject: 2nd Request: January Travel Documents due to Fiscal Services (Including Travel with No Cost to City)

2nd Request.

Even though you did not incur expenses for your training in January, you must submit the following documents to comply to the audit requirements of AI-120, Travel on City Business:

- After Action Report
- Course Itinerary or Agenda
- Certificate of Completion

Thank you for your prompt attention to this matter.

Linda

From: Quaintance, Linda

Sent: Wednesday, February 04, 2015 6:43 PM

To: Bang, Steven R.; Barangan, Eric S.; Bowling, Sean D.; Burke, Dave; Campos, Marcos; Chan, Gary; McNeely, Richard M.; Mendoza, Frank A; Mihalovich, Jennifer; Millington, Sekou; Murphy, Michael; Nguyen, Huy T; Nowak, Steven C; Roche, Robert R.; Sachs, Sandra

Subject: Reminder: January Travel Documents due to Fiscal Services (Including Travel with No Cost to City)

Hello Everyone,

According to my records, you completed travel in January. Travel policy states that you must submit an original Expense Voucher (if you incurred expenses) with all original receipts, as well as an After Action Report, course itinerary and certificate of completion (if provided by venue) within five (5) days of returning from your event. I have attached the Travel FAQ document and required forms for your convenience.

IMPORTANT: Please note that even if you are not claiming reimbursement for expenses or mileage you must complete the After Action Report and provide the itinerary and certificate of completion.

Please do not hesitate to contact me if you have any questions.

Thank you,

Linda

Linda Quaintance

Account Clerk II

Oakland Police Department

Fiscal Services

Accounts Payable Unit

Desk: (510) 238-6973

Fiscal Main Line: (510) 238-3416

Fax: (510) 238-7490

lquaintance@oaklandnet.com