

Fort Bend County - Precinct 2

Date: _____

Return Process	
Meals	
Mileage	
Other	
Total	

Payment Outstanding

TRAVEL SERVICE INFORMATION SHEET

Constable Daryl L. Smith

Fort Bend County - Precinct 2

NAME:	Asst. Chief Vincent Villaloboz
DESTINATION	2022-National Police Week
ADDRESS	
CITY/STATE	Washington, DC
TELEPHONE NO.	
TRAVEL DATES	May 11, 2022 - May 17, 2022
NO. OF TRAVELERS	
SPECIAL INSTRUCTIONS	

Check Request for Hotel		
Date	Ck No.	Received

Deposit Needed	0
Invoice Total	0
Total Amount Due	0
Amount Paid	0

Agenda Item
Yes

Approval: Commissioner's Court

Date:

SERVICE	DESCRIPTION	Amount
Air Transportation		
Ground Transportation		
Lodging		
Conference Registration		
Parking		
Meals		
Mileage		
Membership		
Total		\$ -

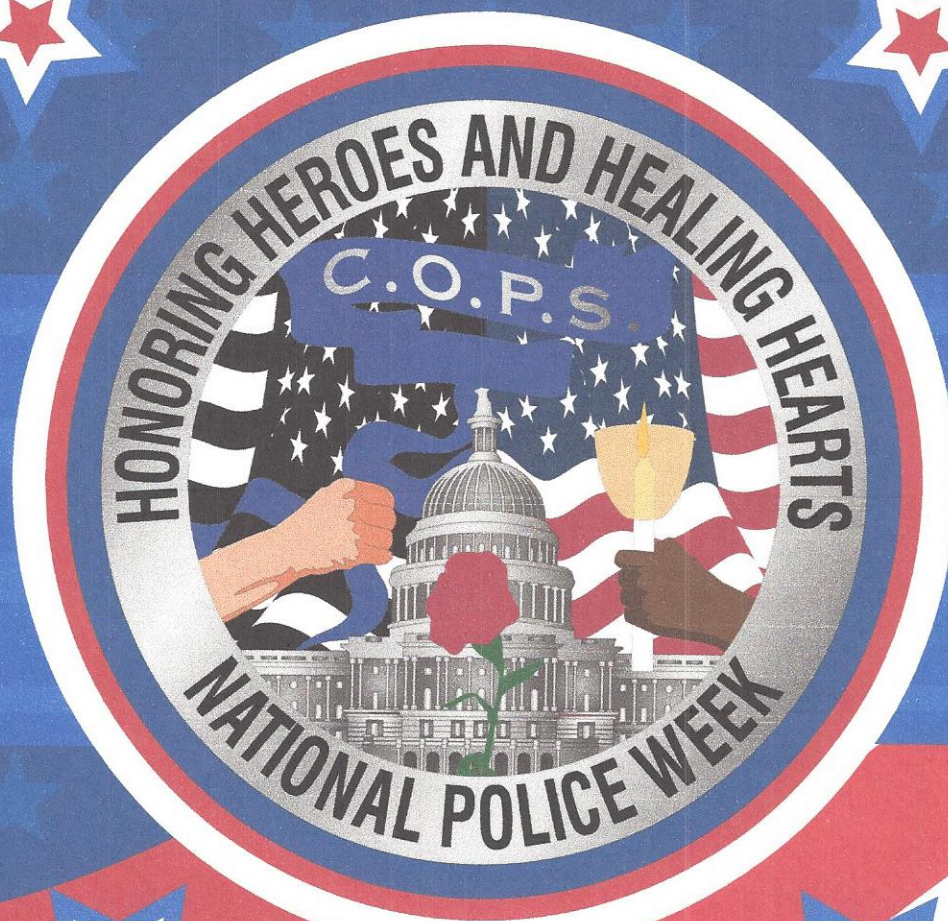
Special Instructions
Hotel - King Size Bed Near Elevator-No Smoking
Rental Car - Medium Size Car
Pcard-NO MEALS
Will Not Pay For - Room Service

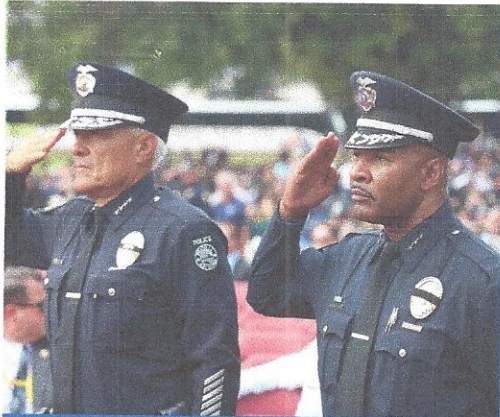
Return Process	
Meals	
Mileage	
Other	
Total	

Information booklet for the events of

National Police Week

Washington, D.C. - May 11-17, 2022





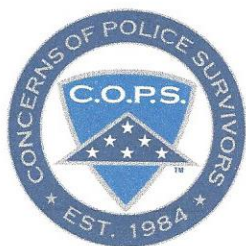
Honoring Heroes and Healing Hearts

The registration process begins by visiting:

www.concernsofpolicesurvivors.org/aboutnpw

Here you will find step-by-step instructions and preview videos to help you prepare for your travels.

NATIONAL POLICE WEEK IS PRESENTED BY:



Concerns of Police Survivors (C.O.P.S.) invites you to the National Police Survivors' Conference, C.O.P.S. Kids/Teens Program, and C.O.P.S. Daycare held on Saturday, May 14 and Monday, May 16, 2022 from 9:00 a.m. to 4:00 p.m. Picnic on the Patio will be held on the evening of May 16 at 6:00 p.m. If you have questions about registration, hotels, or any of the events listed, please contact Concerns of Police Survivors.

www.concernsofpolicesurvivors.org
(573) 346-4911 // cops@nationalcops.org



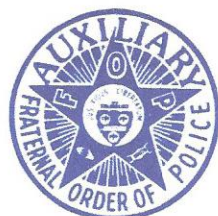
The National Law Enforcement Officers Memorial Fund (NLEOMF) will host the 34th Annual Candlelight Vigil on Friday, May 13, 2022, at 8:00 p.m., to honor law enforcement officers who have been engraved on the Memorial Wall in 2022. If you have questions about who will be honored during this service, please contact the National Law Enforcement Officers Memorial Fund.

www.lawmemorial.org
(202) 737-3400 // vigil2022@nleomf.org



The Fraternal Order of Police and its Auxiliary requests the honor of your presence at the 41st Annual National Peace Officers' Memorial Service on Sunday, May 15, 2022. The service is held on the West Front Lawn of the United States Capitol in Washington, D.C. If you have questions about who will be honored during this service, please contact the Fraternal Order of Police.

www.policeweek.org
(202) 547-1651 // fopmemorialservice@fop.net



OFFICIAL C.O.P.S. NPW HOTELS

Hilton Alexandria Mark Center (Conference Hotel)

\$213.08 (includes all tax)

5000 Seminary Rd., Alexandria, VA 22311

(703) 845-1010

DoubleTree Crystal City (Co-Worker Conference Hotel)

\$227.36 (includes all tax)

300 Army Navy Dr., Arlington, VA 22202

(703) 416-4100

Distance to Hilton Alexandria Mark Center – 5.0 miles

Hilton Crystal City

\$215.93 (includes all tax)

2399 Richmond Hwy., Arlington, VA 22202

(703) 418-6800

Distance to Hilton Alexandria Mark Center – 5.0 miles

Hyatt Regency Crystal City

\$227.35 (includes all tax)

2799 Richmond Hwy., Arlington, VA 22202

(703) 418-1234

Distance to Hilton Alexandria Mark Center – 4.5 miles

Renaissance Arlington Capital View

\$229.64 (includes all tax)

2800 S. Potomac Ave., Arlington, VA 22202

(703) 413-1300

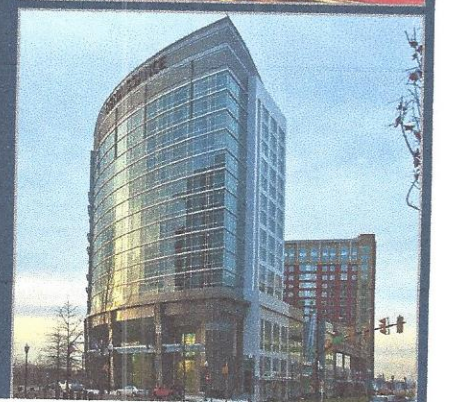
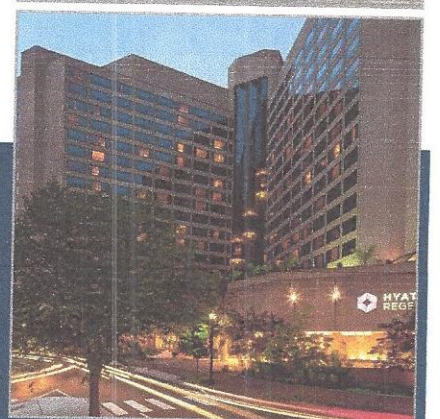
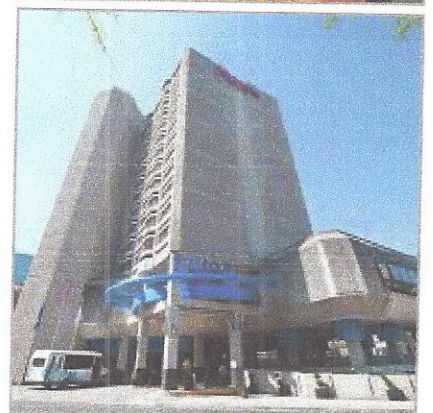
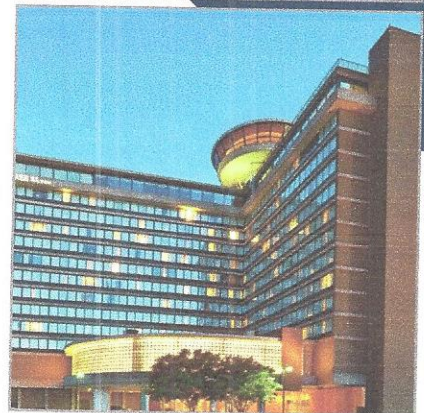
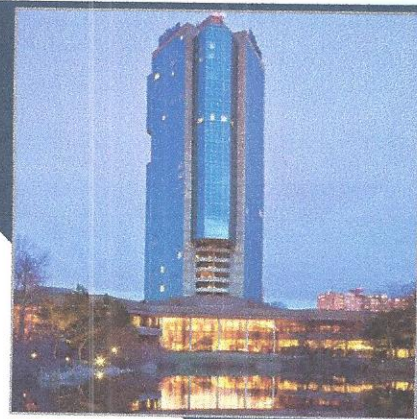
Distance to Hilton Alexandria Mark Center – 4.6 miles

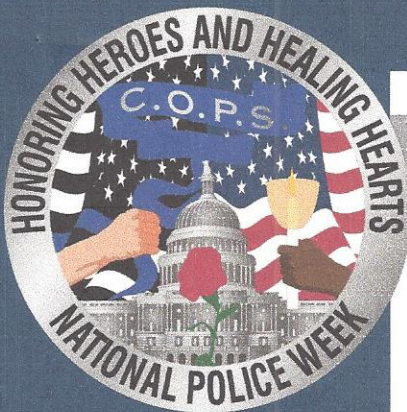
Due to the increased number of participants, C.O.P.S. reserves the right to add additional hotels for NPW. The amount of rooms requested will also be a determining factor in hotel placement. C.O.P.S. will attempt to keep families together, but encourages registering early to increase chances of this.

C.O.P.S. secures private discounted hotel blocks for each hotel. In order to secure this discounted rate, you must register through C.O.P.S. prior to the deadline. C.O.P.S. will then submit your reservation request to the hotel. Credit cards will not be charged until you check in at the hotel. C.O.P.S. will not be responsible for finding hotel accommodations for anyone that responds after the deadline date of March 25, 2022.

A credit card is mandatory to hold hotel rooms through C.O.P.S. **If you are an agency planning to book more than 10 rooms, please contact Shanna Rizer at the National C.O.P.S. Office at shanna_rizer@nationalcops.org.**

If you are an agency or C.O.P.S. chapter paying for a survivors hotel stay, you must wait until your confirmation number is received and then contact the hotel directly to setup payment. All guests will be required to provide some form of payment at check-in. If you cancel your reservation within **72 hours** of arrival, you may be charged for the duration of your stay. Confirmation #'s will be sent out in late April or early May via the hotel to the email address provided on your registration.





SCHEDULE OF EVENTS

Wednesday, May 11

Early arrival day at Reagan National Airport (DCA)

C.O.P.S. provides escorted transportation between 9:00 a.m. - 6:00 p.m. to your C.O.P.S. hotel. Transportation is provided to those who have both pre-registered with C.O.P.S. and will be staying at a C.O.P.S. hotel.

Thursday, May 12

Official Arrival day at Reagan National Airport (DCA)

C.O.P.S. provides escorted transportation between 9:00 a.m. - 6:00 p.m. to your C.O.P.S. hotel. Transportation is provided to those who have both pre-registered with C.O.P.S. and will be staying at a C.O.P.S. hotel.

Law Enforcement United (LEU) Arrival Ceremony

LEU raises awareness of law enforcement officers who have died in the line of duty. The Road to Hope bicycle ride concludes after over 250 miles are ridden in honor of officers who will be recognized during the May 15 Memorial Service hosted by the Fraternal Order of Police and its Auxiliary. Transportation will be provided.

The **Police Unity Tour** bicycle ride will also be arriving this day at the National Law Enforcement Officers Memorial Wall; however, no transportation will be provided to this event.

Friday, May 13

Candlelight Vigil hosted by the National Law Enforcement Officers Memorial Fund

The NLEOMF will host the Annual Candlelight Vigil on the National mall at 8:00 p.m. to honor the law enforcement officers who have died in the line of duty.

Saturday, May 14

C.O.P.S. hosts day one of the National Police Survivors' Conference

Surviving family member sessions will be held at the Hilton Alexandria Mark Center. Surviving co-worker sessions will be held at the DoubleTree Crystal City.

C.O.P.S. hosts day one of the Kids/Teens Program

Surviving children, step-children, and siblings of the fallen officer, grades K-12, can attend while their parent/guardian attends the conference.

(continued on next page)



Saturday, May 14 *(continued)*

C.O.P.S. hosts day one of the Daycare Program Surviving children, step-children, and siblings of the fallen officer, ages infant to six, can attend while their parent/guardian attends the conference.

C.O.P.S. hosts the Annual Blue Honor Gala formal event in the evening. [Tickets must be purchased in advance at concernsofpolicesurvivors.org.](http://concernsofpolicesurvivors.org)



Sunday, May 15

National Peace Officers' Memorial Service hosted by the Fraternal Order of Police and its Auxiliary (FOP)

The FOP will host the Annual National Peace Officers' Memorial Service on the West Front Lawn of the U.S. Capitol to honor officers listed on the 2022 Roll Call of Heroes.



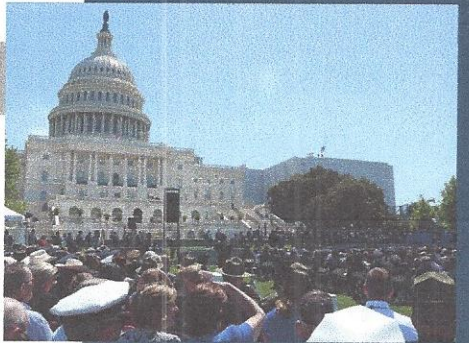
Monday, May 16

C.O.P.S. hosts day two of the National Police Survivors' Conference Both surviving family member and co-worker sessions will be held at the Hilton Alexandria Mark Center on this day.

C.O.P.S. hosts day two of the Kids/Teens Program for surviving children, step-children, and siblings of the fallen officer.

C.O.P.S. hosts day two of the Daycare Program for surviving children, step-children, and siblings of the fallen officer.

C.O.P.S. hosts the Picnic on the Patio at the Hilton Alexandria Mark Center. Join us for a fun evening to relax and enjoy activities and dinner with other survivors!



Tuesday, May 17

Official Departure Day

There is no organized transportation to the area airports. Contact your hotel front desk for shuttle information.



YOUR COST

You will be responsible for your transportation to and from Washington, D.C., your hotel accommodations, and any meals not provided by C.O.P.S. Survivors may be able to find assistance with transportation and hotel costs from their local C.O.P.S. chapter or law enforcement agency. The Candlelight Vigil, National Police Survivors' Conference (for current year survivors), and National Peace Officers' Memorial Service have no cost for law enforcement survivors.

TRAVEL

Survivors who register through C.O.P.S. for hotel accommodations will be escorted by law enforcement on May 11 and May 12 between 9:00 a.m. – 6:00 p.m. from Reagan National Airport (DCA) to their C.O.P.S. hotel. Arriving on these days will allow you to take part in the escorted arrival to your hotel, pick up your credentials, check-in to your hotel, and sight see before the week's events begin. If you fly into a different airport, there will be no transportation or escorts provided.

TERMS USED THROUGHOUT NPW:

C.O.P.S. defines survivors as spouses, children, parents, siblings, fiancés, significant others, extended family members, co-workers, and friends. Co-workers are included in the current year survivors, returning survivors and historical survivors definitions.

CURRENT YEAR SURVIVORS: All survivors of the officer being honored during the National Peace Officers' Memorial Service.

RETURNING SURVIVORS: All survivors of an officer who has been honored in prior years.

HISTORICAL SURVIVORS: All survivors of the officer being honored at the Candlelight Vigil only. Historical officers are not honored at the National Peace Officers' Memorial Service.

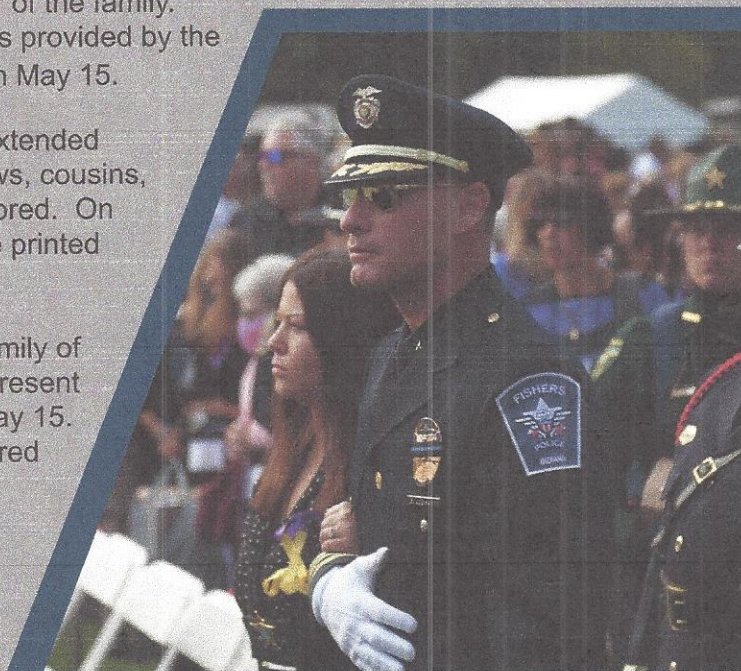
Pertaining to the May 15th National Peace Officers' Memorial Service Only:

PRIMARY SURVIVOR (definition used for May 15 only): will be (in order of recognition) the spouse, children, parents, and siblings of the fallen officer being honored. If the officer was not married or the spouse is not present, the responsibility of placing the flower into the memorial wreath will pass down to the next in line to serve as the "primary survivor". If you have questions, please email fopmemorialservice@fop.net.

PARTICIPATING FAMILY MEMBER: will include the "primary survivor" as well as children, parents, siblings and the official escort officer of the family. These family members and escort officers will follow directions provided by the FOP for their involvement as "participating family members" on May 15.

NON-PARTICIPATING FAMILY MEMBER: will include extended family members: aunts, uncles, grandparents, nieces, nephews, cousins, in-laws, friends and co-workers of the fallen officer being honored. On May 15, these people will need to follow directions that will be printed and given to "non-participating family members".

ESCORT OFFICER: Each police agency, along with the family of the fallen officer, should choose one department officer to represent the family and the officer's department at the ceremony on May 15. Escort officers participating in the Memorial service, are required to wear "Class A" uniforms with weapon and official law enforcement photo identification on their person. Plainclothes officers are requested to wear business attire. All officers carrying a handgun must have their badge visible at all times and have two forms of identification including the law enforcement photo identification on their person.



EVENT INFORMATION

Candlelight Vigil - Each year on May 13, the National Law Enforcement Officers Memorial Fund presents its annual Candlelight Vigil - a signature event of National Police Week in Washington, D.C. During the Candlelight Vigil, fallen officers whose names were engraved on the Memorial Wall in 2022 are formally dedicated. The Candlelight Vigil, held on the National Mall, includes the lighting of candles, reading of names, remarks by dignitaries, and musical tributes performed to honor the memory of these fallen officers. Bus transportation to and from this event leaves from C.O.P.S. hotels only.

For information on who will be honored or event information, visit lawmemorial.org or call (202) 737-3400.

Please note the National Law Enforcement Officers Memorial honors officers who died in previous years, including historical dates. The Fraternal Order of Police honors officers within the most recent five year period. You will receive information from the coordinating organizations of each event if your officer will be honored.



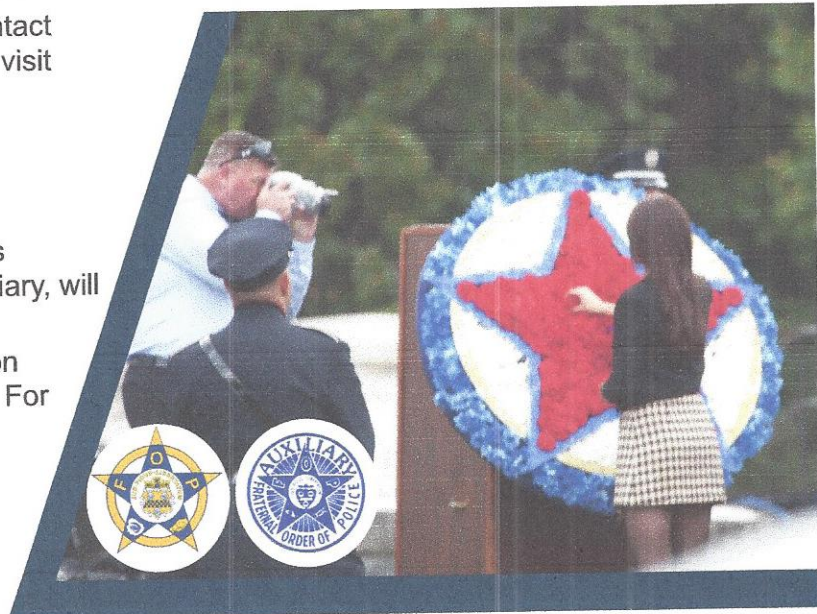
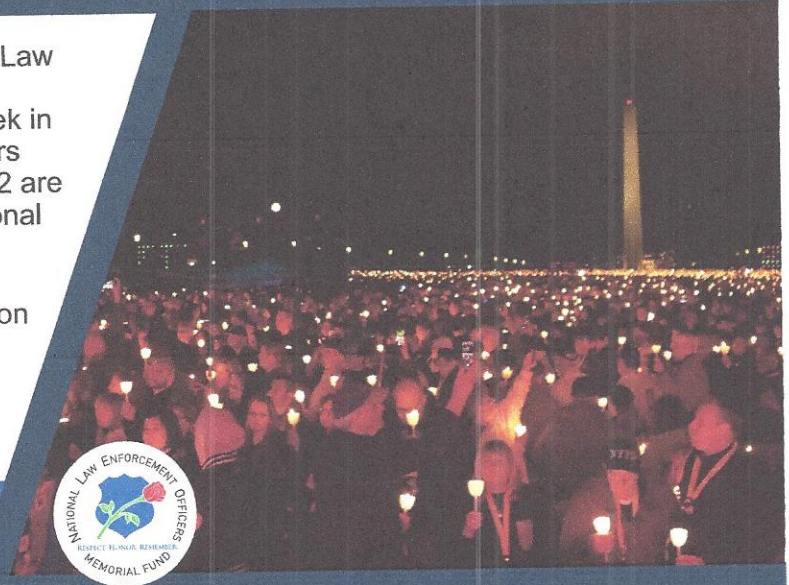
C.O.P.S. National Police Survivors' Conference -

The National Police Survivors' Conference provides surviving family members and co-workers the opportunity to find support and understanding from other survivors, talk with mental health professionals, and attend seminar sessions that will help them and their family address their grief. Conference attendees leave National Police Week with a greater understanding of the grief process and the support available through C.O.P.S. On May 14, surviving family members will attend sessions at the Hilton Alexandria Mark Center and surviving co-workers will attend sessions at the DoubleTree Crystal City. On May 16, surviving family members and surviving co-workers will attend sessions together at the Hilton Alexandria Mark Center.

For additional information regarding the conference, contact C.O.P.S. at (573) 346-4911, cops@nationalcops.org, or visit concernsofpolicesurvivors.org.

National Peace Officers' Memorial Service -

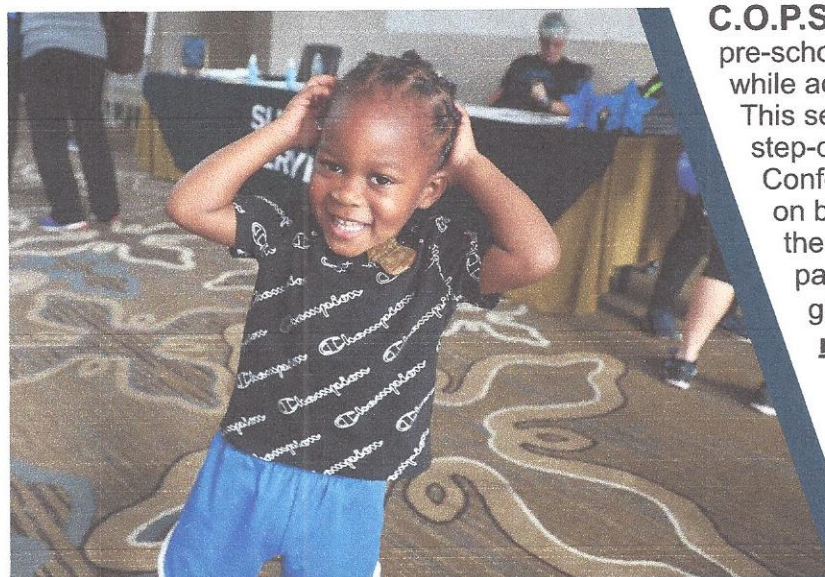
The National Peace Officers' Memorial Service, which is sponsored by the Fraternal Order of Police and its Auxiliary, will be held on Sunday, May 15, to honor those officers listed on the 2022 Roll Call of Heroes. Bus transportation to and from this event leaves from C.O.P.S. hotels only. For information on who will be honored or event information, visit policeweek.org or email fopmemorialservice@fop.net.





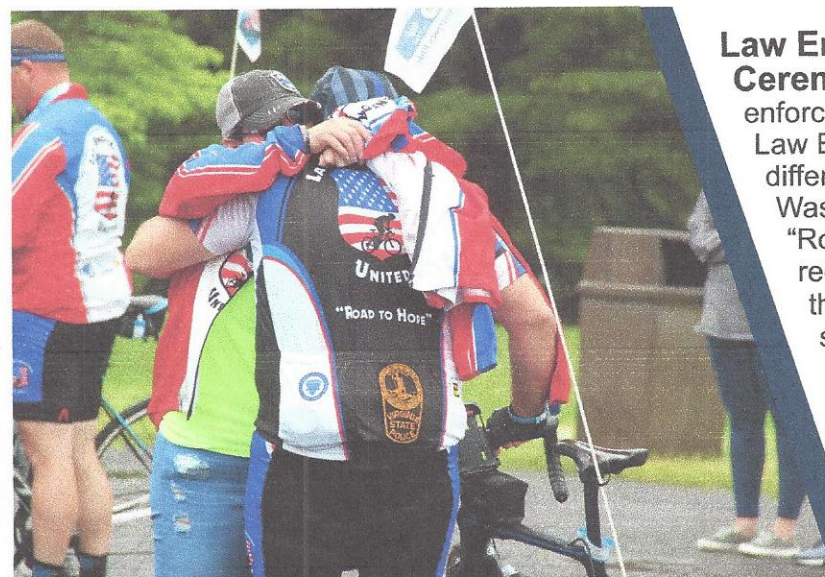
C.O.P.S. Kids/Teens Program is for the fallen officers' children, step-children, and siblings, in kindergarten through 12th grade, who will have the opportunity to attend grief counseling sessions, as well as age-appropriate fun and social activities on May 14 and May 16. The program will take place at local law enforcement facilities.

Additional details for the C.O.P.S. Kids/Teens activities will be sent to the parent/guardian along with a request for additional paperwork on each child. Children must be pre-registered and must attend both days of the C.O.P.S. Kids/Teens Program. **Deadline to register is March 25, 2022.**



C.O.P.S. Daycare provides child care for infants through pre-school (up to age 6) at the Hilton Alexandria Mark Center while adults are in seminar sessions on May 14 and May 16. This service is provided exclusively to the surviving children, step-children, and siblings, of the fallen officer during Conference hours only. Children at daycare will be fed lunch on both days. After registration information is received at the C.O.P.S. National Office, a request for additional paperwork on the child(ren) will be sent to the parent/guardian. Children must be pre-registered. **Deadline to register is March 25, 2022.**

For more information regarding the C.O.P.S. Kids/Teens and/or the Daycare Program, contact the C.O.P.S. Services Department at (573) 346-4911, email cops@nationalcops.org, or visit the C.O.P.S. website at concernsofpolicesurvivors.org



Law Enforcement United "Road to Hope" Arrival Ceremony is a bicycle ride comprised of active/retired law enforcement officers and survivors who will complete one of Law Enforcement United's 250+ mile bicycle rides from five different locations or the 1,000 mile Long Ride into Washington, D.C., on May 12. They will ride along the "Road to Hope" and present a NPW memorial flag recognizing each officer being honored this year during the May 15 Memorial Service to the current year surviving families attending this arrival ceremony. *(One flag per family will be presented.)*

Busing to and from the Hilton Alexandria Mark Center to Hains Point Park will be provided.

Law Enforcement United donates the majority of funds raised to C.O.P.S. Hands-On Programs, trainings, and special events.

IMPORTANT “NEED TO KNOWS”



REGISTRATION FEES (Returning Survivors Only)

If you are a returning survivor and plan to attend the National Police Survivors' Conference breakfast, luncheons, and Picnic on the Patio, a \$150/adult and \$50/child fee will be charged via your registration. This fee is for five meals during the week. C.O.P.S. has a waiver option available on the registration for financial hardships. Current-year survivors can attend conference meals at no cost.



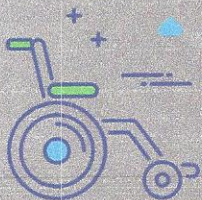
DEADLINES

The deadline to register through C.O.P.S. for hotel accommodations is March 25, 2022 at 4:30 p.m. (Central time). Following the registration deadline, a registration form for current-year survivor credentials only will be available upon request until April 22, 2022. Deadline to submit travel plans to C.O.P.S. for DCA pickup on May 11 and 12 is April 29, 2022.



CANCELLATION POLICY

Hotel room cancellations made within 72 hours of the arrival date are subject to charge by the hotel(s).



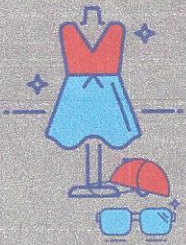
SPECIAL NEEDS

There is a significant amount of walking and/or standing during National Police Week, and due to the amount of people that attend NPW each year, C.O.P.S. cannot provide medical equipment nor can any of the other organizations involved in NPW. If you or someone in your family has a mobility issue, you should contact Zask International Medical Supply at (703) 354-1266 prior to arriving to arrange rental of medical equipment or you will need to bring all supplies needed with you.



DAILY TRANSPORTATION & EVENT TRANSPORTATION

Transportation to non-scheduled events or locations, such as shopping, restaurants, or sight-seeing, will not be provided. The Alexandria Police Department has a transport table setup outside of the Hilton Alexandria Mark Center only to be used locally in case of an emergency, such as picking up medication, diapers, etc. If you would like to go to the White House, Capitol, Arlington, Museums, Memorials, etc., please use a taxi, Uber, Metro, or Lyft service. C.O.P.S. provides transportation to and from the Hilton Alexandria Mark Center for the LEU arrival ceremony on May 12. C.O.P.S. does not provide transportation to the Police Unity Tour arrival. The NLEOMF coordinates the busing to and from the Candlelight Vigil on May 13. All busing to this event leaves from official C.O.P.S. hotels only. You must have C.O.P.S. credentials to utilize this busing. The FOP coordinates the busing to and from the Memorial Service on May 15. All busing to this event leaves from official C.O.P.S. hotels only. You must have C.O.P.S. credentials to utilize this busing.



ATTIRE FOR EVENTS

Dress is casual for the LEU Arrival Ceremony, Candlelight Vigil, the National Police Survivors' Conference and the C.O.P.S. Kids/Teens Activities. Business attire is appropriate for the Memorial Service. Events are held rain or shine, bring an umbrella, sunscreen, poncho, and/or jacket.



MEALS

C.O.P.S. provides breakfast and lunch on May 14 and breakfast, lunch, and dinner on May 16 for those who signed up for the National Police Survivors' Conference and Picnic on the Patio. Children attending the Kids/Teens or Daycare Program will be provided lunch. All other meals are on your own. If you've attended NPW through C.O.P.S. before, you will be required to pay a registration fee (see page 8).



CHECK-IN

C.O.P.S. will host NPW Check-In at the Hilton Alexandria Mark Center on:

May 11 from 3:00 p.m. – 7:00 p.m.

May 12 from 9:00 a.m. – 6:00 p.m.

May 13 from 8:00 a.m. – 3:00 p.m.

Additional check-in for co-workers ONLY will be available at the DoubleTree Crystal City. Check-in times will be the same as listed for the Hilton Alexandria Mark Center.

Check-In is where you will receive your nametag for events, agenda for the week's events, Candlelight Vigil information, and Memorial Service information. Please pre-register by visiting www.concernsofpolicesurvivors.org/aboutnpw.



SHUTTLES

C.O.P.S. provides shuttles to/from official C.O.P.S. hotels to the host hotel, Hilton Alexandria Mark Center, on May 11, 12, 13, 14, & 16. No shuttles run on May 15 in observance of National Peace Officers' Memorial Day. C.O.P.S. will also provide shuttles from the Hilton Crystal City and Hilton Alexandria Mark Center on May 12 and May 14 to the National Law Enforcement Officers Memorial Wall & Museum. There will be no organized transportation to the airport on May 17. Please coordinate with your hotel for shuttle information. Check your agenda book for times.

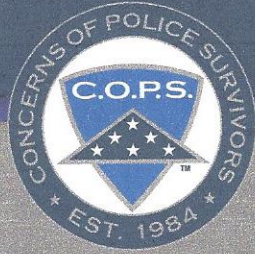


Popular items such as the 2022 Roll Call of Heroes items, NPW coins and lapel pins, and other law enforcement apparel and gifts will be available at the COPS SHOP, located in the lower level of the Hilton Alexandria Mark Center. A second shop will be set up at the DoubleTree Hotel with limited items.

For store hours, please refer to your NPW Agenda Book you will receive when you check in. To order merchandise prior to your travels, please visit www.copsshop.com.



You are invited to the 4th Annual



BLUE HONOR

Gala

Special Musical Guest:
Country Music Singer
Tracy Lawrence

To be held on the evening of
May 14th @ 6:30 p.m.
Renaissance Arlington Capital View

Tickets can be purchased at
concernsofpolicesurvivors.org.
Place your order early, as seats are limited.





Scan the QR code or register at
www.concernsofpolicesurvivors.org/aboutnpw
Registration Deadline is March 25, 2022.

