Fort Bend County Juvenile Probation
Training Request Form

Employee Name: Pete Diaz	**Date of Request:** 6/19/19
Title of Training: Detention Equipment Training	**Training Date(s):** September 16-20, 2019
Training Start Time: 6pm	**End Time:** 4pm
Training Hours: 20	**Training Location:** San Diego, California

What is the basis of you request:

- ☐ Law, Regulation or Policy (compliance)
- ☒ Improve efficiency
- ☐ New or revised procedure or process
- ☐ Professional development
- ☐ New or revised system implementation

Estimated Expenses:

Registration Fee: (attach all training information) **1330.00**

Room **4** day(s) x $**99.00** /day(s) **396.00** (# of days x $ daily rate)

Meals **4** day(s) x $36.00/day **162** (refer to guidelines)

Total:$0

Transportation:

- ☐ County Vehicle: (refer to guidelines regarding reserving vehicle)
- ☒ Automobile: **150** ~~miles x $0.58~~ (refer to guidelines regarding mileage rate) Round trip airport transport
- ☒ Airfare:**400**

Transportation Total:$550

Total Training Cost: $
(Estimated Expenses and Transportation total) $**2438.00**

I understand all the guidelines that apply for attending the requested training, seminar, workshop and/or conference. I also understand that once I am approved to attend this training, I am required to attend all sessions as per the program schedule.

Employee Signature Pete Diaz Date: 6-19-19

Supervisor Kenny Johnson Date: 6/19/19

Training Coordinator _____ Date: _____

Chief JPO [signature] Date: 6/19/19

All signatures required for approval

Revised 08/2017

FORT BEND JUVENILE PROBATION
RULES AND GUIDELINES
TRAVEL AND TRAINING

- Your travel request must be submitted to the Training Unit six (6) weeks prior to training for consideration

- If travel includes hotel stay, the training unit will make reservations and notify you of specifics. You are required to submit a hotel receipt (indicating zero (0) balance) to Fiscal Services within two (2) days of your return

- If training is a day trip and you purchase a meal; you must provide an itemized receipt for reimbursement

- Should you be approved to ride in your personal vehicle; the reimbursement can be requested on travel reimbursement upon your return (rate $ 0.58/mile)

- Should you ride in a county vehicle; you must reserve the county vehicle two days prior to travel date through the HR Coordinator and attain a county credit card (pcard) through your Supervisor for any gas purchases

- If a county vehicle cannot be secured notify your supervisor immediately for amending travel request and informing management (Chief) of change.

- Air fare will be booked by Training Unit and notify you of specifics

- The per diem (meals) rate is as follows: $27 per day for first and last training dates; and $36 per day for full training days

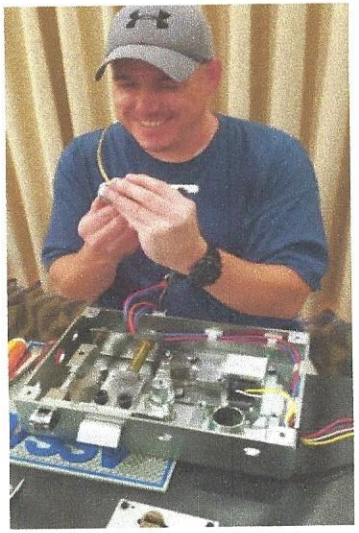
- Time sheet maintenance: Do not punch in or out on phone while attending training: Promptly submit time sheet adjustment form that indicates normal work hours 8:00 am to 5:00 pm with a one-hour lunch. If training includes time past normal work hours; indicate reason for submitting early or late hours.

- The Travel reimbursement form can be found on the I/Drive/juvenile/Training Request-Travel Reimbursement Forms; seek assistance from support staff for getting form and completing it. Carefully read reimbursement form and complete accurately to prevent time loss in getting your reimbursement.

I understand these rules and guidelines are to be adhered to for planning and attending training and for any required submittals upon my return.

Your signature _____ Date 6-19-19

Western Detention Products, Inc. in conjunction with Southern Folger Detention Company is excited to invite you to attend one of our product training sessions at the Ramada Conference Center in Southern California.



We offer training three times a year, so you can choose which session will work best for your schedule.

~~Session 1: June 3-7, **2019**~~

Session 2: September 16-20, **2019**

Session 3: December 2-6, **2019**

REMEMBER: The recommended hotel and location for this training is:
RAMADA INN
5550 Kearny Mesa Road
San Diego, CA 92111
PH: 858 278-0800
Fax: 858 277-6585
www.ramadasandiego.com

Shuttle Services
Shuttle service from San Diego International Approximately
Airport to Ramada Inn runs $68-$110.
Access Shuttle 619-282-1515/800-690-9090
Cloud 9 Shuttle/Super Shuttle 800-974-8885
Prime Time Shuttle 800-733-8267

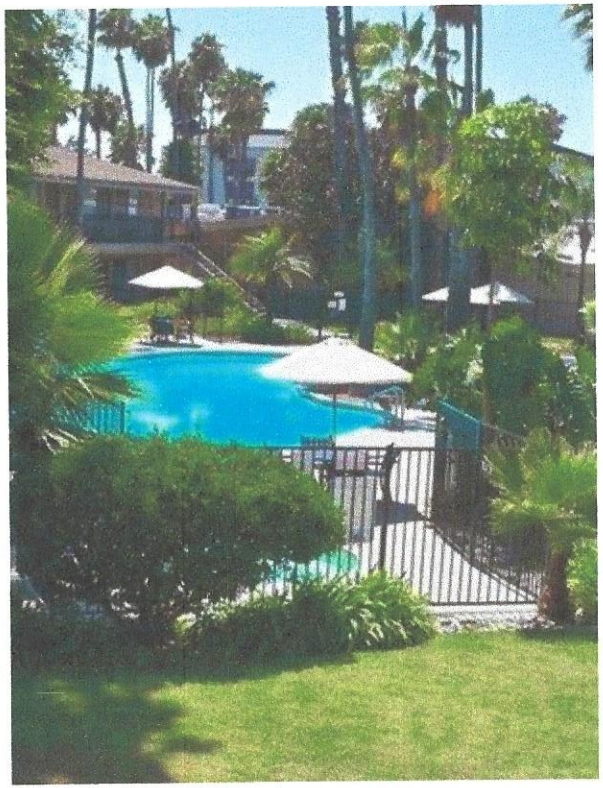
WESTERN DETENTION
Hardware products on demand.

3711 E Deer Park-Milan Rd
Deer Park WA 99006
Ph: 888-745-0530
Fax: 509-292-2449
matt@westerndetention.com

WESTERN DETENTION
Hardware products on demand.

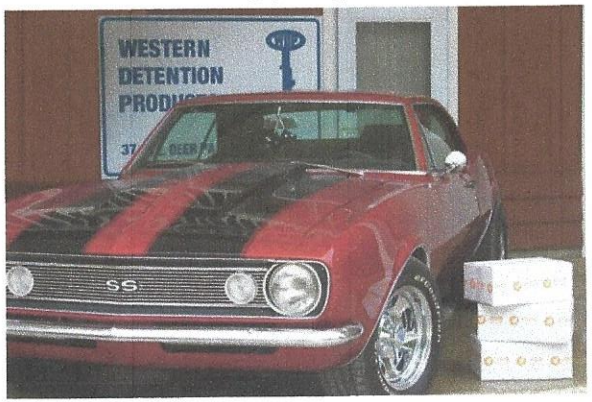
Detention Equipment Training Program

Located at the Ramada Conference Center



- *Customized* to meet your hardware training needs!
- Three full days of intensive, *hands on* maintenance training.
- Parts manual provided.

The Western Detention Way



Here at Western Detention we're known for our great customer service and quick delivery. Often people ask me how we get their orders out the door so fast. Our secrets are a warehouse full of products, a full service lock shop, and the horsepower to ship your orders fast. It's no surprise that our passion for precision and speed makes you the winner every time.

CLASS

Each session is divided into two categories:

- General Detention Hardware Knowledge
- Facility Specific Maintenance

The purpose of the *General Detention Hardware Knowledge* session is to expose you to a wide variety of detention equipment and the purpose of each one. This will give you valuable knowledge of the available hardware and what products could better meet the needs of your facility in the future.

During the *Facility Specific Maintenance* portion of your training you will learn how to maintain and repair locks and hardware in your facility. As part of your training, you will receive parts manuals which will assist you long after class is over.

REGISTRATION

For registration information, call Matt Knox at 888-745-0530.

FEE

The cost is $1330.00 per person for 2019. This includes a Certificate of Completion.

GENERAL INFORMATION

The ***recommended*** hotel and location for this training is:

Ramada Inn
5550 Kearny Mesa Road
San Diego, CA 92111
PH: 858 278-0800
Fax: 858 277-6585

The rate is $99.00 plus taxes per night. We have blocked rooms for you under our name, *but you need to call and make your own reservation.* Contact the hotel direct and please tell them you are with the Western Detention Products group. Ask for the corporate rate with breakfast provided.

While the above hotel has an on-site restaurant there are a variety of restaurants in the area to choose from.

AGENDA

Monday
Afternoon-Arrive in San Diego, CA
6:00-7:00pm Quick meeting/ class overview at Ramada Inn.

Tuesday
8:00am Training begins
10:15-10:30am Break
12:30-1:00pm Lunch is provided
1:00pm Training Continues
2:30-2:45pm Break
2:45pm Training Continues
4:00pm Day 1 Concludes

Wednesday
8:00am Training begins
10:15-10:30am Break
12:30-1:00pm Lunch is provided
1:00pm Training Continues
2:30-2:45pm Break
2:45pm Training Continues
4:00pm Day 2 Concludes

Thursday
8:00am Training begins
10:15-10:30am Break
12:30-1:00pm Lunch is provided
1:00pm Training Continues
2:30-2:45pm Break
2:45pm Training Continues
4:00pm Day 3 Concludes

Friday
Depart for home!

WESTERN DETENTION
Hardware products on demand.

Detention Equipment Training Program Registration Form

Please print with a ball point pen

Date 6/19/19

Name Pete Diaz

Facility Fort Bend County Juvenile Probation Department

Address 122 Golfview Drive

City Richmond State Tx ZIP 77469 Phone 281-633-7303

Fax 281-633-7342 E-Mail Pedro.Diaz@fortbendcountytx.gov

Signature [signature] Supervisor Approval Kenny Johnson

Program sessions are limited so register early to guarantee a place!

- ~~☐ June 3-7, 2019 Registration **MUST** be received **NO LATER** than May 19, 2019~~
- ☑ September 16-20, 2019 Registration **MUST** be received **NO LATER** than September 1, 2019
- ☐ December 2-6, 2019 Registration **MUST** be received **NO LATER** than November 24, 2019

Confirmation will be sent 4 weeks prior to the 1st day of class so travel arrangements can be made.

Payment or PO# must be received with registration or you will not be considered registered for the course.

Payment Method: $1330.00 per person Check (Enclosed)_____ Purchase Order_____

**Visa/MC____ ____ ____ ____- ____ ____ ____ ____- ____ ____ ____ ____-____ ____ ____ ____ Expiration Date_____Sec. Code_____

REFUND POLICY: There will be a 50% cancellation fee if you drop the program **after** deadline date.

We will be working on the following locks in red as a class. Locks in black are covered on request on the last day.

Folger Adam

Mechanical Locks	*Electrical Locks*	*DPS*
☐ 10	☐ 51E	☐ *523*
☐ 80	☐ 51M	☐ 534
☐ 30D	☐ 50HBM	☐ ASSW-104A
☐ 30	☐ 120E	☐ ASSW-105A
☐ 70	☐ 120M	
☐ 60	☐ 120MC	
☐ 60K	☐ 120ED	**Retro locks**
☐ 17	☐ NS400E	☐ 120EMLL
☐ 17-M	☐ NS400MC	☐ 10120ER
☐ D9300	☐ NS400MCD	☐ 10120MR
☐ A9300	☐ 800ES	☐ 122EMLL
	☐ 800ER	☐ 120MC

Southern Steel

Mechanical Locks			*Electrical Locks*	*DPS*
Old Style	*New Style*	*Model*		
☑	☐	1010	☐ 1050D	☐ 200MRS/TB
☑	☐	1010M	☐ 1051E	☐ 220A-4
☐	☐	1017	☐ 1051M	☐ 220A-5
☐	☐	1017M	☐ 1058M	☐ 240CPS
☐	☐	1030	☐ 10120AE	
☐	☐	1030D	☐ 10120AM	**KEY CYLINDERS**
☐		1060	☐ 10300E	☐ 110 AR
☐		1060K	☐ 10300M	☐ 190 E
☐	☐	1070	☐ 10600	☐ M5
	☐	1070AK		☐ B39
☐	☐	1080		☐ EB39
	☐	10500		

Please return by; ***Fax 509-292-2449*** ***Email matt@westerndetention.com***

MAIL TO: **Western Detention Products, 3711 E Deer Park-Milan Road, Deer Park, WA 99006. ATTN: Matthew**