

NOV 14 2016

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Adam King
TODAY'S DATE: 10/06/16

DEPARTMENT: S.T.O.P. Special Crimes Unit

SIGNATURE OF DEPARTMENT HEAD:



REQUESTED AGENDA DATE: 10/24/16

SPECIFIC AGENDA WORDING: Request for Agents Sparks, Whitlock & Bartlett to attend Combined Meth. Lab Response Traing & Recertification on November 14-18, 2016 in Lebanon, TN 37087

PERSON(S) TO PRESENT ITEM: None

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: _____ **ACTION ITEM:**
WORKSHOP
(Anticipated number of minutes needed to discuss item) **CONSENT:** X
EXECUTIVE:

STAFF NOTICE:

COUNTY ATTORNEY:		IT DEPARTMENT:	
AUDITOR:	X	PURCHASING DEPARTMENT:	XX
PERSONNEL:		PUBLIC WORKS:	
BUDGET COORDINATOR:		OTHER:	

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____

Training / Seminar Approval Form

Approved
Commissioners Court

NOV 14 2016

Department Name: S.T.O.P. Special Crimes Unit

Seminar Name: Combined Meth. Lab Response Training

Purpose: Certification / Training

Place: Lebanon, TN 37087

Date: November 14-18, 2016

Who Will Be Attending:

Larry Sparks

Marshall Whitlock

Ken Bartlett

This Training/ Seminar is necessary for the following reasons:

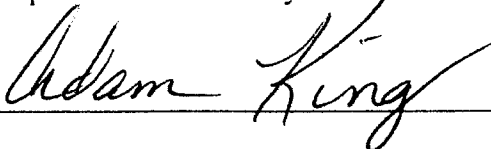
- | | |
|-------------------------------|---------------------------|
| Required continuing education | Job training |
| XX Improve work performance | XX Required certification |

Attach Registration Form and Complete the following information:

Amount of registration \$145.00 each (x3 = \$435.00) Date registration is due 11/1/16

Return check to department head: PLEASE MAIL TO:
MERIT TRAINING PROGRAMS LLC
12525 Kerr Road
North East, PA 16428

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: 

SEND FORM TO COUNTY JUDGE'S OFFICE

RECEIVED BY COUNTY JUDGE'S OFFICE Commissioners Court DATE: _____

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APPROVED BY COMMISSIONER'S COURT: _____ DATE: _____