

# President's Commission on Law Enforcement and the Administration of Justice

February 7, 2020

Sheriff Robert Gualtieri  
Pinellas County Sheriff's Office  
10750 Ulmerton Road  
Largo, FL 33778

Dear Commissioner Gualtieri:

Thank you again for your commitment to serve on the President's Commission on Law Enforcement and the Administration of Justice (President's Law Enforcement Commission, or Commission). We are honored to work with you and support your efforts to address critical topics facing our law enforcement officers across the country.

As discussed during the Commission's Executive Session, held on January 22, 2020, Commission meetings will be planned once a month for the next five months. The next meeting is scheduled for February 27, 2020, in conjunction with the International Association of Chiefs of Police's (IACP) Officer Safety and Wellness Symposium (February 27–29) in Miami, Florida.

During this meeting, the Commissioners will hear from a variety of witnesses, via topic-based panel discussions, who will share information about officer safety, health, and wellness needs; challenges; lessons learned; best practices; successful programs; and other information that directly addresses the Commission's police officer health focus area. In addition, the Commissioners are welcome to attend the IACP Symposium's opening ceremony and other symposium events as availability permits.

To support your travel, below are key dates and logistical details.

- **Meeting Date:** February 27, 2020 (The symposium activities are planned for February 27–29, 2020.)
- **Meeting Location:** Hyatt Regency Miami, 400 South East Second Avenue, Miami, Florida 33131; Phone Number: (305) 358-1234; Meeting Room: Jasmine (Terrace Level)
- **Meeting and Schedule Information:**
  - 9:00 a.m. – 10:00 a.m. IACP Symposium Opening Session
  - 10:00 a.m. – 4:00 p.m. Commission Hearing on Officer Safety, Health, and Wellness
  - 4:00 p.m. – 6:00 p.m. Evening Networking Event



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- **All attendees are requested to register for the Commission meeting at the following link:** [https://registration.iir.com/COPS\\_LE/8470](https://registration.iir.com/COPS_LE/8470).
- **All Commission meeting attendees also must register for the IACP Officer Safety and Wellness Symposium.** Upon confirmation of attendance, the IACP registration code and link will be provided to you.
  - If you are not attending the full symposium, you will not have any registration fees. If you would like to attend the full symposium, the cost for your registration will be reimbursed.
    - Please include your receipt with your travel reimbursement package and include the cost under "Other" (additional reimbursement information is below).

For state and local Commissioners who are traveling more than 50 miles, please see the travel information below.

- **Authorized Travel Dates:** February 26–28, 2020
  - For those attending the full IACP Symposium, authorized travel dates are February 26–29, 2020.
- **Air Travel:** The Institute for Intergovernmental Research's (IIR) designated travel agency for this event will be Travel Leaders. The cost for travel booked through Travel Leaders will be direct-billed to IIR. To streamline the reservation process, please have available your date of birth and name as it appears on your government identification and reference that you are traveling with IIR. Please arrange for return travel to your destination from the Miami International Airport (MIA).

To book your prepaid travel through Travel Leaders, please contact:

- Ms. Jamie Emge: (850) 701-3750 or [jemge@tlcorporate.com](mailto:jemge@tlcorporate.com)
- Mr. Mark Wilson: (850) 701-3740 or [mwilson@tlcorporate.com](mailto:mwilson@tlcorporate.com)
- **Baggage:** If baggage fees are incurred, reimbursement is limited to one checked bag and you should provide a receipt for this additional fee.
- **Hotel Accommodations:** Rooms for this meeting are reserved at the AC Hotel Miami Midtown or Hyatt Regency Miami at the government rate. The reservations are for check-in on February 26 and for check-out on February 28 (if you are staying for the full symposium, check-out will be on February 29). These reservations have been made for your convenience, and a confirmation number will be provided to you upon confirmation of registration. Upon receipt of a confirmation number, please contact the hotel and provide your card information to guarantee the room. You will be reimbursed after the trip once a full reimbursement package has been received. Please note that you are responsible for contacting the hotel in a timely manner if you need to cancel or change the dates of your reservation.

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- Ground Transportation:
  - Taxis and Ride-Share Services—Taxis and ride-share services (such as Uber or Lyft) are reimbursable for transportation to/from the airport, the hotel, and the meeting location. Tips and hired transportation to restaurants are not reimbursable costs. Note: Ride-share services in premium or luxury vehicles are not authorized for reimbursement. If you are carpooling and need a larger vehicle, such as an UberXL/SUV, please provide justification on your reimbursement form.
  - Personal Vehicles—If a personal vehicle is used, mileage is reimbursed at \$.58 per mile, not to exceed the cost of a round-trip coach airline ticket, for transportation to and from home, the airport, and the meeting site.
  - Rental Cars—No rental cars are authorized for this meeting.
- Per Diem: For nonfederal participants who are being reimbursed by IIR, a reimbursement form and instructions will be provided to you upon confirmation of attendance. Per diem for Miami is \$66. Per diem for days involving travel to and from your home/office and the authorized location will be reimbursed at 75 percent of the daily federal rate, or \$49.50.

Please include the passenger receipt coupon from the airline ticket or, if using a “paperless” airline ticket, include a copy of the e-ticket receipt/itinerary with travel dates and airline fare shown, as well as any other receipts associated with travel and lodging expenses.

Thank you for your involvement in this important work. If you have any questions about travel, please contact Ms. Michelle Miller at (850) 933-4627 or [mmiller@iir.com](mailto:mmiller@iir.com).

Thank you,

Phil Keith, Chair

Director

Office of Community Oriented Policing Services (COPS Office)

U.S. Department of Justice