

Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY

Date Received: _____
Committee Date: _____
1st Agenda Date: _____

Tracking #: _____

Committee: _____
Hearing Date: _____
2nd Agenda Date: _____

CITY CLERK USE ONLY

☐ Scanned

Date: 12.21.2022

☐ Posted

Item 2212.02819

All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval

Other Board Name

City Council Approval

☒ Yes ☐ No

Department
Police

Contact Name
Charlie Hardaway

Email
chardaway@cityoftulsa.org

Phone
918-810-8904

Bid/Project Number

Project Title

Donator
TPD Foundation

Type of Donation
Travel

Travel Event Title
Police Executive Research
Forum Senior Management
Institute for Police

Traveler's Name
Charlie Hardaway

Event Date
6/4/2023

Donation Amount/Value
\$9,700.00

City Council requires a dollar value

Budget

Funding Source(s)

TOTAL:

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: _____
Legal: _____
Board: _____
Mayor: _____
Other: _____

Date: 12/14/2022
Date: _____
Date: DEC 20 2022
Date: _____

Policy Statement

Background Information

SMIP (Senior Management Institute for Police) SMIP is a program of the Police Executive Research Forum that provides police senior police executives with intensive training in the latest management concepts and practices used in business and government.

Provide background information on the requested action.

Summation of the Requested Action

Request approval of donation of \$9,700 from TPD Foundation to cover costs of PERF SMIP.

Summarize the pertinent details of the requested action

Other Pertinent Details

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

- ☒ Mail vendor copy (add'l signature copies attached)
☐ Must be filed with other governmental entity
☐ Add'l governmental entity approval(s) required

Additional Routing and Processing Details

7515 Riverside Dr. Tulsa OK 74135



POLICE EXECUTIVE
RESEARCH FORUM

Police Executive Research Forum

Remittance Address:

PO Box 418044
Boston, MA 02241
(202) 466-7820 fax (202) 466-7826

November 09, 2022

Invoice No: 207062367

INVOICE

SMIP Attendee:

Name	Charlie Hardaway
Organization	Tulsa Police Department
Address	3436 N. Delaware Ave
	Tulsa, Oklahoma 74110
SMIP Session	Session 86: June 4th - June 22nd

Please pay the **BALANCE DUE** by check within 45 days. The check should be payable to *Police Executive Research Forum*, with the name of the participant and agency in the memo section, and sent to:

PERF c/o SMIP
PO Box 418044
Boston, MA 02241-8044

Description	Amount
Session 86: June 4th - June 22nd Parking Charlie Hardaway Tulsa Police Department	\$9,950.00
Please make checks payable in U.S. funds	
Subtotal	\$9,950.00
Amount Paid to Date	\$250.00
Balance Due	\$9,700.00

PLEASE CONTACT MATT HARMAN AT mharman@Policeforum.org or (202) 454-8302 WITH ANY QUESTIONS



INTEROFFICE CORRESPONDENCE

TO: Chief Wendell Franklin, CHF
FROM: Capt. Charlie Hardaway, GID
DATE: August 21, 2022
SUBJECT: SMIP Training Request

This interoffice is to request that I be considered for the Senior Management Institute for Police (SMIP) training program to be held again in June 2019. The program, a product of the Police Executive Research Forum (PERF), is an intensive case study forum which provides training in topics such as management concepts, policy development, leadership, and diversity to name a few. The course is three weeks long and is held at Boston University in Boston MA, where participants reside during the program. The goal of the program is to provide police managers the same quality of management education available to those in the private sector.

This training has been a proven success for other TPD staff members who have attended and all have provided positive feedback about the program. I believe this training would not only benefit me as a manager but those who serve under my command as well. I would be happy to provide additional information as it becomes available but wanted to express my interest as early as possible. Thank you for your consideration.

CH:ch

APPROVED
A handwritten signature in black ink, appearing to be "CH", with a long, sweeping horizontal line extending to the right.

From: Christine Litten <clitten@policeforum.org>
Sent: Wednesday, November 9, 2022 5:37:46 PM
To: Hardaway, Charlie <chardaway@cityoftulsa.org>
Cc: Matthew Harman <mharman@policeforum.org>
Subject: 2023 SMIP Acceptance

November 9, 2022

Dear Captain Hardaway:

Congratulations! Your application to attend the 2023 Senior Management Institute for Police (SMIP) has been accepted. You are now scheduled to attend SMIP **Session 86: June 4th - June 22nd**. You and your colleagues chosen to attend SMIP are a highly qualified group of law enforcement officials with many years of management experience. We hope you will find your three weeks at SMIP challenging and invigorating.

SMIP's curriculum is more conceptual than many other programs available to law enforcement managers. It requires participants to step well beyond tradition when developing innovative solutions to the kinds of problems facing the nation's top police officials. There will be daily reading assignments as well as required daily group study and discussion. You will be assigned to a specific study group that will meet every day. Your participation in study group meetings is essential as you can expect to be regularly called upon during classroom discussions. Also, previous SMIP attendees confirm that conversations at the dormitory and in the dining halls are vital to good classroom preparation and networking with peers. Therefore, every attendee is **REQUIRED** to reside on campus except on weekends. SMIP is demanding, but the long-term dividends are many.

As PERF's acknowledgement of your online application, I have attached an invoice for payment of the balance of your tuition. This is the only invoice that will be sent.

To retain your seat, full invoice payment is required within 45 days of receipt of this letter. There are no additional lodging charges for those who arrive the day before orientation or depart the day after graduation. The only supplemental charges are for those who require on-campus parking (\$250 for the entire program) or want to purchase additional SMIP logo shirts (\$45 each). If there is any change in your day of arrival or parking needs, or if you would like to order additional shirts, please let me know as soon as possible – prior to your arrival.

Attachments to this email have valuable information about SMIP and Boston University. Please read them now and print them for later reference. More information about SMIP will be sent to you over the coming months. Books, pre-session reading, and information about the Boston area will be shipped to you about four weeks before your session.

All of us at PERF hope you will find SMIP rewarding and that your visit to Boston will be exciting. Boston is a great city and an ideal location for SMIP. If you have any special needs or there is anything I can do to assist you in planning for your attendance, please telephone or email me anytime. My contact information is printed below. I look forward to meeting you at Boston University.

Regards,

Matt

VERY Important:

Please send a return email (reply all) when you read this to let me know you received this message and the attachments - and that upon submitting your SMIP application, you received an invoice for the balance of your tuition. This is the only invoice you and your department will receive. Payment in full is due 45 days from the date of this email.

Matt Harman

Principal

Police Executive Research Forum

1120 Connecticut Avenue, Suite 930, NW

Washington, DC 20036

O: 202-454-8302

C: 301-785-4019

mharman@policeforum.org

www.policeforum.org



POLICE EXECUTIVE RESEARCH FORUM

SENIOR MANAGEMENT INSTITUTE FOR POLICE (SMIP)

GENERAL INFORMATION

SMIP 2023: SESSIONS 86-89

Congratulations on being selected to attend the Senior Management Institute for Police (SMIP). The enclosed general information will assist you in planning for your arrival, stay, coursework, and departure. Our aim is to make SMIP as enjoyable and meaningful as possible. PERF and Boston University representatives will be available, on-site, before and during your session to answer any questions that may arise outside of the areas covered below. Also, we will send you additional information as we get closer to your SMIP session.

Any questions you may have in the interim should be directed to Matt Harman at (202) 454-8302 (direct), (301) 785-4019 (cell/text), or mharman@policeforum.org, or Dan Alioto at (202) 454-8337 (direct) or dalioto@policeforum.org.

PROGRAM DATES AND RESIDENCE LOCATION

Session 86 – Sunday, June 4 – Thursday, June 22, 2023

Session 87 – Monday, June 5 – Friday, June 23, 2023

Session 88 – Sunday, July 9 – Thursday, July 27, 2023

Session 89 – Monday, July 10 – Friday, July 28, 2023

Student Residence Hall

The Student Village at 10 Buick Street, Boston, MA 02215

(This is your residence hall and the location where you check in.)

ARRIVING AND DEPARTING

The following may be useful in making travel arrangements.

Arrival on Campus

All participants should plan to check in and register at SMIP on the campus of Boston University no later than 12:30 pm on your session's Orientation Day (listed below). If flying, plan to arrive at Boston's Logan Airport **no later than 11:00 am**. Flights are often delayed so you may wish to arrive the day before your orientation. There is no additional lodging cost if you arrive a day early, but you should have indicated the day of your arrival in your online application. Please note that program meals start with dinner after your session's orientation, which takes place at 2:00 pm on the first day of your session. If you arrive early, you are on your own for meals until then. If the day of your planned arrival changes from what you indicated on your application, please let either Matt Harman or Dan Alioto know well before arrival (see contact information above). There is no need to inform us of arrival time changes unless your arrival on campus will be delayed.

Orientation Session & Welcome Reception

Our orientation session will take place at **2:00 pm** on:

- **Sunday, June 4 – Session 86**
- **Monday, June 5 – Session 87**
- **Sunday, July 9 – Session 88**
- **Monday, July 10 – Session 89**

You will be given the location and directions to orientation closer to the start of your session.

Graduation

The SMIP program will end by **1:30 pm** on:

- **Thursday, June 22 – Session 86**
- **Friday, June 23 – Session 87**
- **Thursday, July 27 – Session 88**
- **Friday, July 28 – Session 89**

The last class session ends at noon that day. We will then adjourn to a “Graduation Luncheon and Awards Ceremony.” Every participant is expected to see the program through to its conclusion. **Please do not make reservations for a flight that departs earlier than 4:30 pm on graduation day.**

If someone other than you will be making your travel arrangements, please be sure they are aware of this schedule. Every year someone misses graduation because they or the person arranging travel did not understand this. In the event you absolutely must depart prior to the official end of SMIP, please arrange for your **agency head** to officially notify PERF in advance. If there are no flights to your destination that late in the day, and you need to stay on campus until the next morning, there is no cost to stay in the residence hall the extra night. However, program meals end with the graduation luncheon and everyone must check out of the residence hall by 11:00 am the next day. You should have indicated

on your online application if you plan to stay until the next morning; if your plans change, please notify Matt Harman in advance.

Personal or Department Automobiles

Boston University is located in the city and is very convenient to mass transit. There is little use for a car in Boston. Most SMIP participants who bring cars find they do not use them during their stay at SMIP.

Renting a car for your three weeks at SMIP is completely unnecessary. Near the campus and in most downtown locations, legal street parking is very hard to find. Public parking lots are expensive. Boston and the BU campus can be very congested, and parking is difficult to find. Police vehicles are not exempt from tickets and towing (it has happened in the past).

If you do plan to drive, the campus has secure parking spaces that can be procured at a cost of \$250 for the full three weeks of the program. If you plan to bring a vehicle and park on campus, you must make arrangements in advance. Please do not approach the BU campus police or other local police departments about parking on their lots. With over 200 of us on campus when sessions overlap, the number of police vehicles driven to SMIP demands that we park in the designated lot. If your parking plans change from what you indicated on your online application, you must let Matt Harman know before arrival. Once PERF takes custody of parking passes a few days before your session starts, they cannot be returned or refunded. **Parking passes will only be issued at check-in if pre-arranged and pre-paid.**

MEALS AND SNACKS

Provided Meals

Meals will be provided, at no additional cost, starting with dinner after orientation and ending with the Graduation Luncheon on your final day. All provided meals will be served in the Boston University cafeteria or provided by PERF and BU Catering. Those of you arriving early or staying late will find various restaurants and fast-casual establishments within the Boston University area. During the program, three meals are provided Monday through Friday. Brunch and dinner will be offered on weekends rather than three meals. Mealtimes will be listed on the class schedule provided at orientation. **There will be one dinner early in the program that is not covered by SMIP, due to a planned SMIP event.** Please account for this if your agency is providing a per diem.

Dining Out

In the event you would like to enjoy an occasional meal out, there is a wide variety of restaurants within a few blocks of the campus. Boston is home to many *exceptional* restaurants, though some are out of walking distance from the campus.

Daily Breaks

Each class day, there will be morning and afternoon breaks during which refreshments will be provided. Breaks will provide sufficient time for using the restroom and returning phone calls and text messages.

Convenience Stores

There are small markets all over the BU campus. There is a well-stocked market/sandwich shop in your

residence hall, but in the summer it is closed in the evening. Also, a CVS Pharmacy, Target, and Star Market grocery store are within walking distance of the dorm.

VISITORS

Boston and the surrounding area is a great place to vacation, and many attendees have family and/or friends join them in Boston for some sightseeing. June and July are ideal months for visiting Boston, but it is highly recommended that any visitors come before or after, ***but not during***, your SMIP session. This is not to discourage weekend visitors; just be aware that there are still reading assignments to be completed for Monday morning. Most attendees find that during their three weeks in Boston they become sufficiently familiar with the city, and the attractions that would interest their families or guests, that they become excellent tour guides. Thus, the best time for visitors is after SMIP.

Overnight guests and pets are not permitted in the residence hall. Only SMIP attendees and registered PERF staff/faculty are permitted in the 10 Buick Street residence hall after 11:00 pm. Building security requires all guests to sign in and surrender their driver's license. Guests are permitted until 11:00 pm. Campus authorities will look for anyone who has not picked up their license and signed out by 11:00 pm. Please be respectful of the fact that you share the common areas of your suite with three other attendees to whom this is also home. **Neither attendees nor their guests can be accommodated in the residence hall before or after SMIP.**

Visitor Accommodations

In the event you plan to have guests meet you in Boston, there are a number of hotels not too far from the Boston University campus. The Commonwealth Hotel is owned by BU and is located at the east end of the campus (by Fenway Park), about two miles from your dorm. The Doubletree and Hyatt hotels in Cambridge are close by and may be less costly. There are also hotels in the neighboring city of Brookline. The Omni Parker House is a great old but restored hotel in the heart of Boston that *sometimes* offers great deals. Generally though, accommodations near downtown Boston can be very expensive.

Additionally, several dozen colleges and universities in Boston will be holding commencement exercises in early June, making rooms sometimes difficult to find and very costly. You may find the best deals online. Use the 700 block of Commonwealth Avenue, Boston, MA 02215 as the base location for your search of nearby hotels. Since the "T" (mass transit system) is so convenient, you may find more economical rooms away from the city center but still on the "T" routes.

Guests at Graduation

You are welcome to have your family or guests join you at the Graduation Luncheon and Awards Ceremony, with adequate notice. There is no cost for this.

FIREARMS

Firearms security is a major issue with the university administration. **Firearms are strictly prohibited**

by Boston University policy. The Boston University Police Department understands this may raise a problem for those driving a police vehicle to SMIP. Therefore, they have offered to make secure weapon lock boxes at their facility available to sworn officials attending SMIP. Please utilize these lock boxes. Do not keep weapons in cars or rooms on campus. The campus police headquarters is located on Harry Agganis Way, one block west of our residence hall. If you plan to bring a firearm, please let both the BU Police Department and Matt Harman or Dan Alioto know.

PRE-SESSION READINGS

If you chose to receive your pre-session readings digitally, PERF will email you several links to the PERF publications. If you opted for hard copies, you will receive these in the mail. Regardless of your choice, PERF will send these materials to you about four weeks before your session starts, and you should read these materials before attending SMIP.

FOR MORE INFORMATION AND QUESTIONS

PERF will send you additional logistical information as we get closer to your session. We also plan to host several informational calls to go over more program details and answer any questions you may have. However, should you have any questions prior to those calls or your arrival, please contact Matt Harman at (202) 454-8302 (direct), (301) 785-4019 (mobile/text), or mharman@policeforum.org, or Dan Alioto at (202) 454-8337 (direct) or dalioto@policeforum.org.

We look forward to seeing you in Boston.