



October 1, 2019

Subject: Law Enforcement Training Program (PO) Grant  
Travel Scholarship

Dear Student,

Thank you for your interest in attending one of the domestic violence and/or sexual assault courses under the California Office of Emergency Services (Cal OES) Law Enforcement Training Program (PO) grant. These courses are dedicated to providing free multidisciplinary training on the crimes of domestic violence and sexual assault. They are free of cost to students and agencies as a result of grant funding through Cal OES and the U.S. Department of Justice Office on Violence Against Women STOP Violence Against Women Formula Grant Program.

In November 2017, POST suspended all travel reimbursement for the majority of classes, including the VAWA program and all courses under this program. If your agency is not able to cover the costs of your travel to attend one of these courses, you may seek scholarship funding to cover the costs associated with travel, including lodging, per diem and mileage/airfare. Please completed the Request for Grant Travel Scholarship Form and send it via email to Program Assistant, Lauren Bunn, at [lbunn@govtraining.com](mailto:lbunn@govtraining.com). Your request will be reviewed and approved based on eligibility and funding available. Prior approval must be obtained through the Government Training Agency (GTA) before travel is eligible for reimbursement through scholarship.

To limit travel costs so more agencies can utilize this scholarship funding, students should attend a local course, whenever possible. The following eligibility criteria must be met by the student requesting scholarship funds, specific to each course:

**Eligibility Criteria for ICI Domestic Violence Investigations (DVI) Course:**

1. Currently working or scheduled to be assigned as a domestic violence investigator/detective with a California law enforcement agency. Law enforcement not currently assigned to investigations, but actively doing follow up on DV cases, may be eligible if they can provide a letter from their agency showing their unique role. This applies for smaller agencies where first responders primarily do most of the follow up on a case.
2. Agency unable to pay for travel costs associated with attending course

**Eligibility Criteria for Officer Involved Domestic Violence (OIDV) Course:**

1. Currently working or scheduled to be assigned as a domestic violence investigator/detective or Internal affairs investigator with a California law enforcement agency.
2. Agency unable to pay for travel costs associated with attending course

**Eligibility Criteria for Domestic Violence Crisis Negotiator Course:**

1. Currently working as a hostage negotiator or as part of a hostage negotiator team with a California law enforcement agency.
2. Agency unable to pay for travel costs associated with attending course

**Eligibility Criteria for Domestic Violence/Sexual Assault for First Responders Courses:**

1. Currently working as a first responder with a California law enforcement agency.
2. Agency unable to pay for travel costs associated with attending course

**Eligibility Criteria for Domestic Violence/Sexual Assault for Dispatcher Courses:**

1. Currently working as a public safety dispatcher/call taker with a California law enforcement agency.
2. Agency unable to pay for travel costs associated with attending course

Once you have received written approval from GTA for scholarship travel funds, you may book your travel in accordance with the GTA Travel guidelines.

Travel costs for attendance to a course may be reimbursed directly to an agency or directly to the individual attending.

If you have any concerns or questions, please contact Lauren Bunn, Program Assistant, via phone at (858) 550-0040 or email at [lbunn@govtraining.com](mailto:lbunn@govtraining.com).

Sincerely,



Marisa Messier, Director of Training  
Government Training Agency

**Request for Grant Travel Scholarship**  
Cal OES Law Enforcement Training Program (PO) Grant

**Student Name:** \_\_\_\_\_

**Student Job Title:** \_\_\_\_\_

**Student Agency:** \_\_\_\_\_

**Requested Course:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Please complete each of the following:**

Will travel reimbursement be paid to your agency or directly to you as the student attending?  
\_\_\_\_\_

I have reviewed the eligibility criteria for the course I am requesting travel reimbursement for and I meet all required criteria. \_\_\_\_\_ **(Initial)**

I understand that it is my responsibility to follow the travel reimbursement guidelines regarding reimbursement rates and submit the required forms and receipts within two (2) weeks of attending the course. \_\_\_\_\_ **(Initial)**

I understand that not submitting the required forms and receipts within two (2) weeks of the end of the class may jeopardize the ability to be reimbursed at all by the grant. \_\_\_\_\_ **(Initial)**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

-----*To be completed by GTA staff*-----

**GTA Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:** \_\_\_\_\_