



Pflugerville Police Department Memorandum

To: Lt. M. [REDACTED]

From: A. Fitzpatrick [REDACTED]

Date: 01/27/2020

Re: Memorandum of Interest for K9 Unit

Lt. [REDACTED]

Please accept this memorandum as a formal submission of interest in becoming a K9 Handler in the Department's established K9 Unit.

My interest in K9s began approximately 5 years ago, when I purchased a Belgian Malinois as a partner to compete in French ring sport. After the purchase of my dog, I began attending training sessions with a certified K9 Instructor and active law enforcement K9 handler. The training sessions consisted of obedience, bite work, passive protection, as well as vehicle deployment and leash based apprehensions.

Once I became a commissioned peace officer, the Chief of Police at the department of which I was previously employed, provided approval for me to implement a K9 program for the department. Once I was given this approval, my dog and myself were able to become members of a regional law enforcement K9 training group in the North Texas area; Lone Star Training Group. Once a member of this group, I began attending weekly narcotic detection training with my dog. I have approximately 200 hours of K9 handler training consisting of a combination of obedience, bite and apprehension work, and narcotics detection.

Aside from the aforementioned non-certified K9 handler experience. I would also like to discuss my experience concerning narcotics interdiction. The agency I was formally employed with prior to beginning employment with the Pflugerville Police Department was located in a high narcotics trafficking area. Due to this, I was afforded the opportunity to work highway interdiction operations alongside the Parker County Sheriff's Office as well as the Department of Public Safety's Highway Patrol Division. During this time, I was able to gain a lot of knowledge and experience regarding driving indicators of vehicles transporting and possessing narcotics, roadside interview techniques, narcotic identification, and had a lot of success in effecting narcotics arrests based off of self-initiated traffic contacts.

Although I recognize that I have just shy of 24 months of service as a commissioned peace officer, however I feel that I have been fortunate that my time in services has been filled with very valuable experiences; quality over quantity in essence.

I have attached several letters of recommendation for your review, from both inside of this agency and out. I hope these recommendations will provide insight into the interdiction knowledge and experience that I already possess, as well as my ability to positively network with outside agencies to gain additional experience and form positive and long-lasting professional relationships.

In summation, I feel that my interest, drive, work ethic, aptitude for fast learning and application, ability to form positive networking relationships, as well as my passion for drug interdiction and high-risk patrol activities will propel me into being a successful K9 handler for this department if afforded the opportunity.

Respectfully

Officer A. Fitzpatrick



Pflugerville Police Department Memorandum

To: Lt. M. [REDACTED]

From: Sgt. J. [REDACTED]

Date: 1/29/20

Re: Letter of Recommendation – A. Fitzpatrick [REDACTED] – K9 Handler

Greetings,

A. Fitzpatrick [REDACTED] requested a supervisory letter of recommendation for her application packet to become a K9 Handler. I served as a Sergeant on Shift 3 while A. Fitzpatrick [REDACTED] was in training and later working solo on that Shift. Because of that, I have been able to observe her work product first hand.

I wholeheartedly and enthusiastically recommend that A. Fitzpatrick [REDACTED] be considered for the position of K9 handler. I have found her to be a hard, dedicated worker who comes in and gives the Pflugerville Police Department her all on every shift I have worked with her. A. Fitzpatrick [REDACTED] is an extremely competent officer who produces a stellar work product that you would be hard pressed to find from other officers of her tenure and of those who have served longer than she has. A. Fitzpatrick [REDACTED] also possesses outstanding verbal skills and is excellent in communicating with the public and with suspects.

A. Fitzpatrick [REDACTED] written reports and affidavits are exemplary; she is extremely articulate in her written work products. I believe this would serve her well as a K9 officer as it is important to be able to articulate suspicions and observations in this role. A. Fitzpatrick [REDACTED] takes her role as an officer very seriously and in my interactions with her on shift I have found her to be professional. I have never known her to be late and have found her to be very reliable and self-sufficient in the field.

In my interactions I have found A. Fitzpatrick [REDACTED] to be relaxed around her fellow officers and display great camaraderie. I believe this would be important in a tight knit unit, such as the K9 division, and think this demeanor would be very helpful for her.

[REDACTED]
Sergeant [REDACTED]



Pflugerville Police Department Memorandum

To: Chain of Command

From: Sgt [REDACTED]

Date: January 28, 2020

Re: Ofc Alicia Fitzpatrick # [REDACTED] – K9 Recommendation

This memo is in reference to Alicia Fitzpatrick's interest in the open K9 position. I give my full recommendation to allow her the opportunity to fill the position.

As being one of her past supervisors, I observed her to be a "go-getter." Alicia is always looking to make our streets and community a safer place by being proactive, not reactive. She seeks out, and finds, narcotics and doesn't shy away or have other officers take her work, no matter the situation.

Alicia also has the drive and mannerism for this type of work, its apparent by her daily goals. I have, on numerous occasions, heard her say she was going to find narcotics, and she actually does it. Alicia is just the type of officer the K9 division needs to progress and prosper.

Again, I give me full recommendation, wanting to add that she is an asset and a leader, which makes her the right choice for K9.

Sergeant [REDACTED] # [REDACTED]



Pflugerville Police Department Memorandum

To: Lt. M. [REDACTED]

From: Sgt. R. [REDACTED]

Date: 1/29/2020

Re: K9 Recommendation for A. Fitzpatrick [REDACTED]

This memo is to document my official supervisory recommendation for A. Fitzpatrick [REDACTED] in reference to the open K9 officer position. I am currently assigned as A. Fitzpatrick [REDACTED] direct supervisor.

In the time period I have worked with A. Fitzpatrick [REDACTED] she has shown exemplary investigative skills and a drive that is beyond her peers. A. Fitzpatrick [REDACTED] requires little to no supervision and can handle almost any task given to her. A. Fitzpatrick [REDACTED] is a self motivated team player, she has shown an ability to see the bigger picture of an investigation. A. Fitzpatrick [REDACTED] has been instrumental in an investigation, which has spanned other jurisdictions, and has already developed a reputation as a hard worker willing to go the extra mile. I am also aware of the fact that A. Fitzpatrick [REDACTED] actively works on her fitness level and is always improving herself in all aspects of her duties. A. Fitzpatrick [REDACTED] has prior experience working with police K9's, which she has conducted on her own time, and will have a skill set to enter the position and hit the ground running. A. Fitzpatrick [REDACTED] is a strong asset to my shift and is instrumental in its success. I strongly believe she can be successful in anything that she is motivated to accomplish. Any division that has an opportunity to have A. Fitzpatrick [REDACTED] as a member will be stronger for it. A. Fitzpatrick [REDACTED] has exemplary verbal skills, when it comes to roadside interviews, and if given an opportunity has the potential to be an asset to the department.



Pflugerville Police Department Memorandum

To: Lt. M. [REDACTED]

From: D. [REDACTED]

Date: 01/30/2020

Re: Fitzpatrick K9 Memo

Lt. [REDACTED]

I have trained A. Fitzpatrick as an FTO and worked with her on Shift 3 as her Corporal. On both occasions, she has shown herself to be a knowledgeable and proactive officer. On multiple occasions, Alicia has turned a traffic stop into a vehicle search, which resulted in the arrest of the suspect. Alicia has been able to establish probable cause through roadside interviews. Alicia is constantly looking for ways to remain proactive including working with TCSO deputies to attempt to catch BOV suspects that have been causing issues in both Pflugerville and Travis County. On another occasion, she went on foot patrol in potential BOV areas to attempt to locate suspects. Alicia has prior knowledge and experience with working dogs based on her personal protection dog and is well aware of the amount of time required for their training. My personal and professional opinion is that if Alicia were to be selected for the K9 position she would continue to excel and would be a benefit to the K9 program.

Sincerely,
Detective D. [REDACTED]

Special Agent [REDACTED]
DPS Criminal Investigation Division
[REDACTED] Blvd. Irving, TX [REDACTED]
[REDACTED]

01/28/2020

To whom it may concern,

I am writing this letter on behalf of Alicia Fitzpatrick. I have known Alicia for several years. She is a woman of exemplary moral character, and has an unmatched work ethic. Her ability and drive to grow as a peace officer to better serve her community is unparalleled.

I met Alicia when she was a new officer operating in a highly active criminal area saturated heavily with narcotics. Even as a new officer she had an uncanny ability to detect criminal indicators. Her innate ability and eagerness to learn criminal interdiction soon made her a leading peace officer for felony arrests in the area of north Parker County, TX. Alicia and I became good friends and worked in the field together often. Her strong interview skills and high level of officer safety made her indispensable on many of my own investigations. Despite my efforts to recruit her into DPS, she took a job with Pflugerville Police Department. As expected, she has become a valued asset in the patrol division.

From many conversations with Alicia, I am aware of her intent to promote into the K-9 division and believe strongly that she would be an asset to your unit. She not only possesses the necessary prerequisites in criminal interdiction including; indicator recognition, interview, officer safety, narcotics knowledge, but has the desire and capacity to continue to improve her craft.

As a former Trooper focused highly on criminal interdiction and now a Special Agent in the Texas Anti-Gang unit, I believe all her skills to be applicable to the position in which she is applying. These skills accompanied by her sound character, ability to learn, and eagerness for public service will make her a valuable asset to your team. I am available any time for further discussion on this matter at

[REDACTED] or cell [REDACTED]

Respectfully,

[REDACTED]

Special Agent [REDACTED]

To whom it may concern,

I am very pleased to hear that Alicia Fitzpatrick has the opportunity to put in for the position of K9 handler for Pflugerville PD. I have full confidence that officer Fitzpatrick is fully capable in handling a dual purpose dog for your department.

I have known officer Fitzpatrick since 2015 and seen her develop as an officer and in her K9 related skills. I was her trainer for French Ring Sport in the civilian side and initiated target odor introduction to the same dog for the city of Reno as they were initiating a pilot K9 program. We accrued about two hundred hours training together in total.

Officer Fitzpatrick is someone that I trusted her judgement to allow my oldest daughter decoy for her and her dog during training and never worried about Officer Fitzpatrick's ability of handle her dog.

As a Police K9 trainer, being a handler of over fifteen years and after handling four police service dogs, if I was able to choose our next handler, Officer Fitzpatrick would be my selection hands down.

Officer Fitzpatrick has heart. She has shown to have excellent judgement under pressure. Despite her stature, she is fully capable in excelling in the role as a handler. Officer Fitzpatrick has a natural ability to read and interpret a dog's body language that will in time, set her ahead of any handler you may have ever had before.

If you have any questions about her training history or abilities, feel free to contact me.

Thank you,

E
K9

01/28/2020

[REDACTED] Lane
Fort Worth, TX [REDACTED]
[REDACTED]

To Whom It May Concern:

I am writing this letter in strong support of Officer Alicia Fitzpatrick's assignment to the K-9 Unit at the Pflugerville Police Department. I had the privilege of being one of Officer Fitzpatrick's field training officers when she was beginning her law enforcement career and have firsthand knowledge of her qualifications for this position.

One of the skillsets I seek to impart in all my recruits is the ability to conduct a lawful, professional, and comprehensive narcotics interdiction interview. Ostensibly, this ability is invaluable to a successful K-9 Handler. Few of the recruit officers I have trained grasped the concept of street level narcotics interdiction as quickly or as passionately as Officer Fitzpatrick.

Officer Fitzpatrick, in her short time working in Parker County law enforcement, built a strong reputation for herself as a narcotics interdiction officer at the patrol level and garnered attention from both the Texas Department of Public Safety as well as the Parker County Special Crimes Unit. She both participated in, and initiated, multiple successful interdiction encounters that resulted in the seizure of both small and large quantities of penalty group one substances.

Officer Fitzpatrick's success as an interdiction officer is attributable equally to both her passion for narcotics interdiction as well as her background in human psychology. Her ability to meld together her training and experience as a law enforcement officer with her high level of formal education and experience in social work results in her effective and competent roadside interview capability.

I am also aware of Officer Fitzpatrick's experience specifically with K-9 handling, and know from my conversations with her that, on her own time, she actively trained with a Denton County law enforcement K-9 training group where she was able to learn how to run a narcotics detection and apprehension K-9 from experienced K-9 handlers. Her passion and dedication toward K-9 handling is indisputable.

In conclusion, I strongly recommend Officer Fitzpatrick's assignment to the K-9 Unit at your agency as she will be an invaluable asset to your department's capability to successfully interdict, arrest, and prosecute narcotics offenses at both the street and above the street levels.

Respectfully Submitted,

Deputy [REDACTED]
Parker County Sheriff's Office
Weatherford, TX

Pflugerville Police Department

Internal Affairs

Officer Resume

Officer Alicia Lynn Fitzpatrick [REDACTED]

Part I - Personal Information

Name: Officer Alicia Lynn Fitzpatrick

Employee #: [REDACTED] Badge No: [REDACTED] Hire Dt: 07/01/2019

Bureau: Patrol

Division:

Shift:

Part II - Incidents

Printed: Jan 29, 2020 16:03 By: Sergeant [REDACTED]

Texas Commission On Law Enforcement

Personal Status Report

Name	TCOLE ID (P ID)	STATUS
ALICIA L. FITZPATRICK	[REDACTED]	

Citizen	Race	Gender	Federal ID	State ID
Yes	Hispanic	Female		

Education Information

Institution	Hours	Education
	0	High School
TEXAS WOMAN'S UNIVERSITY	64	Bachelor
UNIVERSITY OF TEXAS ARLINGTON	38	Master
VALENCIA COLLEGE	18	College Credits
UNIVERSITY OF CENTRAL FLORIDA	77	
Total Hours	197	
Total Training Hours	3940	

Service History

Appointed As	Department	Award	Service Start Date	Service End Date	Service Time
Peace Officer (Full Time)	PFLUGERVILLE POLICE DEPT.	Peace Officer License	7/1/2019		0 years, 7 months
Peace Officer (Full Time)	RENO POLICE DEPT. [REDACTED] - [REDACTED]	Peace Officer License	2/22/2019	6/26/2019	0 years, 4 months
Peace Officer (Reserve)	RENO POLICE DEPT. [REDACTED] - [REDACTED]	Peace Officer License	8/28/2018	2/22/2019	0 years, 6 months

Total Service Time

Description	Service Time
Peace Officer	1 years, 5 months
Total officer time	1 years, 5 months

Award Information

Award	Type	Action	Action Date
Peace Officer License	License		
		Granted	8/28/2018
Court Security Certification (SB42)	Certificate		
		Certification Issued	7/24/2019
Basic Peace Officer	Certificate		
		Certification Issued	11/18/2019

Texas Commission On Law Enforcement

Personal Status Report

Academy History

Completed	Date	Institution	Course Title
Completed	3/8/2017	Cedar Valley College LEA	Basic Peace Officer Course (643)

Courses Completed

09/01/2019 - 08/31/2021

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
3186	86th Legislative Session Legal Update	1/22/2020	3	Round Rock Police Department Academy	86th Session State and Federal Law Update
1850	Crisis Intervention Training 40hr	12/19/2019	40	U.T. System Police Academy	Crisis Intervention Training (Mandate) Crisis Intervention Training 40hr (Intermediate)
2040	Defensive Tactics	11/4/2019	4	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
1999	Personnel Orientation by Dept. Basic Proficiency	10/28/2019	0	PFLUGERVILLE POLICE DEPT. (Training Rosters)	Personnel Orientation
3722	Peace Officer Field Training	10/28/2019	160	PFLUGERVILLE POLICE DEPT. (Training Rosters)	Peace Officer Field Training
			Unit Hours	207	

09/01/2017 - 08/31/2019 *

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
1849	De-escalation Tech (SB 1849)	8/22/2019	8	Williamson County Sheriff's Office Academy	De-escalation Tech (SB 1849)
3404	Traffic Stops	8/14/2019	17	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
3349	Stop Stick	8/13/2019	1	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
57009	EVOC	8/9/2019	40	Williamson County Sheriff's Office Academy	
3345	Less Lethal Impact Weapons Training (Bean Bag/Impa	8/2/2019	1	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
2106	Crime Scene Investigation (Intermediate)	8/1/2019	40	Williamson County Sheriff's Office Academy	Crime Scene Investigation (Intermediate)
66201	FEMA ICS Single Res/Initial Incident (FEMA IS-200b	7/26/2019	3	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
66100	FEMA Intro ICS (FEMA IS-100a)	7/26/2019	3	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
66700	FEMA National ICS (FEMA IS-700a)	7/26/2019	3	PFLUGERVILLE POLICE DEPT. (Training Rosters)	

Texas Commission On Law Enforcement

Personal Status Report

Courses Completed

09/01/2017 - 08/31/2019 *

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
2109	Spanish for Law Enforcement (Intermediate)	7/24/2019	24	Williamson County Sheriff's Office Academy	Spanish for Law Enforcement (Intermediate) Spanish for Telecommunicators (Intermediate)
6019	Policy Instruction and Review	7/16/2019	8	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
2053	Baton (All)	7/12/2019	4	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
3343	Less Lethal Chemical Weapons Training (OC, Mace, e	7/12/2019	4	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
2040	Defensive Tactics	7/10/2019	8	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
8158	Body Worn Camera	7/9/2019	2	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
3347	Less Lethal Electronic Control Device Update	7/8/2019	8	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
403	The Telecommunicator and Stress (Online)	7/5/2019	4	TCOLE Online	
2107	Use of Force (Intermediate)	7/5/2019	13	OSS Academy	Use of Force (Intermediate)
30418	Civilian Interaction Training	7/5/2019	2	OSS Academy	Civilian Interaction Training Program
2065	Lidar Radar Training	7/3/2019	4	PFLUGERVILLE POLICE DEPT. (Training Rosters)	
4068	Child Safety Check Alert List (Intermediate/Advanc	7/1/2019	1	Williamson County Sheriff's Office Academy	Child Safety Check Alert List (Advance) Child Safety Check Alert List (Intermediate)
10999	Court Security Officer Certification	5/31/2019	8	Texas Mun. Courts Education Center	
2105	Child Abuse Prevention and Investigation (Interm.)	5/27/2019	24	OSS Academy	Child Abuse Prevention and Investigation (Intermediate)
3275	Missing and Exploited Children	5/27/2019	4	OSS Academy	Missing and Exploited Children Missing and Exploited Children (Advance) Missing and Exploited Children (Intermediate)
4068	Child Safety Check Alert List (Intermediate/Advanc	5/27/2019	1	OSS Academy	Child Safety Check Alert List (Advance) Child Safety Check Alert List (Intermediate)
3184	84th Legislative Session Legal Update	2/25/2019	4	OSS Academy	

Texas Commission On Law Enforcement

Personal Status Report

Courses Completed

09/01/2017 - 08/31/2019 *

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
3232	Special Investigative Topics	2/25/2019	8	OSS Academy	Special Investigative Topics (Intermediate)
3901	Family Violence	10/25/2018	8	Denton Police Academy	
4065	Canine Encounters (Intermediate/Advance)	9/18/2018	4	Lewisville Police Academy	Canine Encounter (Intermediate) Canine Encounter (Advance)
7887	Interacting with drivers deaf or hard of hearing	9/18/2018	4	Lewisville Police Academy	Interacting with drivers deaf or hard of hearing (Intermediate)
2096	Arrest, Search & Seizure (Non-Intermediate Core Co	9/2/2018	1	Praetorian Group - Police One	
3270	Human Trafficking	8/27/2018	4	TCOLE Online	Human Trafficking
3270	Human Trafficking	8/26/2018	4	OSS Academy	Human Trafficking
Unit Hours			272		

09/01/2015 - 09/30/2017

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
1000643	Basic Peace Officer Course (643)	3/8/2017	643	Cedar Valley College LEA	82nd Session State and Federal Law Update 83rd Session State and Federal Law Update 84th Session State and Federal Law Update 85th Session State and Federal Law Update Asset Forfeiture (Intermediate) Crisis Intervention Training (Intermediate) issued prior to 4-1-18 Cultural Diversity (Mandate) Identity Theft (Intermediate) Racial Profiling (Intermediate) S.F.S.T. NHTSA24hour Practitioner Special Investigative Topic (Mandate) State and Federal Law Update TCIC/NCIC for Less than Full Access Operators
3806	Hazardous Materials (Haz-Mat)/ Haz Mat Investigati	2/15/2017	24	TEEX Central Texas Police Academy	

Texas Commission On Law Enforcement
Personal Status Report

Courses Completed

09/01/2015 - 09/30/2017

Course No.	Course Title	Course Date	Course Hours	Institution	Training Mandates
78001	AWR160 Terrorism Awareness for Emergency First Res	1/31/2017	4	TEEX Central Texas Police Academy	
1033	Chapter 33 Rule Overview Exam	10/28/2016	0	TCOLE Online	
Unit Hours			<u>671</u>		
Total Hours			<u><u>1150</u></u>		

Total Hours

Total Training Hours From Education	<u>3940</u>
Total Course Hours	<u>1150</u>
Total Hours	<u><u>5090</u></u>

*Courses submitted between 09/01/2017 and 09/30/2017 will be credited to the 2015-2017 and 2017-2019 training unit, but will only count once toward total training hours.



CITY OF PFLUGERVILLE
Employee GEAR Evaluation

SIX MONTH EVALUATION

Employee's Name: ALICIA FITZPATRICK Rater's Name: [REDACTED]
 Employee's Title: Police Officer Rater's Title: Police Sergeant
 Department: Police Evaluation Cycle Start Date: 07/01/2019
 Evaluation Cycle End Date: 01/01/2019

Rating	Qualification
5 Exemplary	Extraordinary performances; work is always expert, exemplary and flawless; always exceeds job requirements and results expected by a substantial degree.
4 Exceeds Expectations	Superior performance; most work is characterized by unusual accomplishments beyond the job requirements; significantly and consistently performs at a level above that expected.
3 Meets Expectations	Meets major job requirements; is consistently effective and competent; achieves results expected. Areas of strength and growth should be completed for all areas that meet expectations.
2 Needs Improvement	Needs improvement to meet major job requirements; work is fairly acceptable in some respects but does not meet expectations. Areas of growth must be completed for any areas that are identified as needs improvement. Employees with 2 or more areas that need improvement, a performance improvement plan (PIP) is required.
1 Unacceptable	Performance is unacceptable; substantial improvement is necessary to meet job requirements. Areas of growth must be completed for any areas that are identified as unacceptable. Employees with any areas that are unacceptable, a performance improvement plan (PIP) is required.

	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary	Score
Professionalism: The employee demonstrates professional behaviors including a positive, constructive attitude that supports a team-based working environment. The employee demonstrates ethical behavior and presents professional demeanor and appearance as defined by city expectations.	1	2	3	4	5	4
Supervisor Comments Areas of Strength: Fitzpatrick is a leader on the shift and displays professionalism beyond what is expected of an officer of her tenure. Her professionalism is a credit to both the shift and PPD as a whole. She is highly respected by her coworkers and the public.						
Supervisor Comments Areas for Growth:						
	Unacceptable	Needs Improvement	Meets Expectations	Exceeds Expectations	Exemplary	Score
Job Performance:	1	2	3	4	5	4
Supervisor Comments Areas of Strength: Fitzpatrick's job performance is above what is expected of someone of her tenure. Her reports, affidavits, and work products are completed a high level, with excellent quality. Her criminal investigative skills are above average.						
Supervisor Comments Areas for Growth:						
Average Score:						4

My signature below is an acknowledgment that my supervisor and I have gone over this evaluation. I have had an opportunity to provide input. I acknowledge that my signature does not indicate agreement with the evaluation.

Alicia Fitzpatrick

Digitally signed by Alicia Fitzpatrick
Date: 2019.12.23 23:55:53 -06'00'

(employee signature)

12/23/2019

(date)

(supervisor signature)

12/23/2019

(date)

(department head signature)

(date)