



Roswell Police Department

CHIEF LANCE BATEMAN



MEMORANDUM

To: City Council Members

From: Chief Lance Bateman

Date: January 5th, 2026

Subject: Notification of Out-of-State Training for Department Personnel

Dear Council Members,

The following personnel are scheduled for out-of-state training.

1. Alma Salinas, Anna Romero, Cristal Gonzales

- **Rank/Position:** Officers
- **Training Program:** Women in Command
- **Location:** Amarillo, Texas
- **Dates:** January 12th, 2026 – January 13th, 2026
- **Purpose/Objective:** To learn and obtain the tools of effective leadership in women policing.

2. Tan Nguyen

- **Rank/Position:** Sergeant
- **Training Program:** ASP Instructor Certification
- **Location:** Las Vegas, Nevada
- **Dates:** February 24th, 2026 – February 27th, 2026
- **Purpose/Objective:** To obtain recertification as a Baton and Handcuffing instructor, and a new certification for OC instructor through ASP.

3. Georgia Davey

- **Rank/Position:** Records Supervisor
- **Training Program:** Central Square Engage
- **Location:** Washington, DC
- **Dates:** March 15th, 2026, - March 18th, 2026
- **Purpose/Objective:** To catch up on the latest updates for One Solution Software, as well as connect with leadership and learning what the company's direction is. Also, to find out the latest information on ProSuite.

4. Anna Romero, Trevis Reese, Brad Bailey

- **Rank/Position:** Officers and Sergeants
 - **Training Program:** Two-Day Hostage/Crisis Negotiator Class
 - **Location:** Waco, Texas
 - **Dates:** January 20th, 2026 – January 23rd, 2026
 - **Purpose/Objective:** To help hostage/crisis negotiators, mental health officers, mobile crisis intervention team members, and frontline responders, who will respond to incidents involving barricade or hostage situations, individuals experiencing mental illness, who are in a state of crisis, or who may be actively suicidal.
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This memo is intended for informational purposes. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

Chief Lance Bateman



Roswell Police Department

CHIEF LANCE BATEMAN



MEMORANDUM

To: Mayor and City Council

From: Chief Lance Bateman

Date: 12/17/2025

Subject: Travel reimbursement request – Officer Narciso Santillan (Resolution 24-55)

In accordance with Resolution 24-55, which requires prior approval for any individual receiving more than \$1,500 in travel reimbursements within a single fiscal year, this memo serves as the written request for Officer Narciso Santillan.

Officer Santillan traveled to Uncasville, Connecticut, from December 1 through December 5, 2025, to attend the Use of Force Summit as a Use of Force Instructor and a member of the Use of Force Board. This summit provided critical training and updates on national best practices, legal standards, and advanced review processes regarding police use of force.

Attendance at this summit directly benefited both Officer Santillan and the Roswell Police Department. The knowledge and insights gained from this conference enhanced his ability to evaluate incidents, ensure compliance with policy and law, and contribute to the department's ongoing commitment to transparency and accountability.

Officer Santillan is requesting reimbursement for expenses related to this conference in the total of \$669.00. The total reimbursement amount exceeds the \$1,500 per fiscal year limit by \$109; therefore, this request is being submitted for City Council review and approval in compliance with Resolution 24-55.

At this time, there is no additional travel planned for Officer Santillan; however, future travel may occur within this fiscal year if further training opportunities or professional development needs arise.

Please let me know if additional information or documentation is needed.

Respectfully,


Chief Lance Bateman