



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: City Council Members

From: Deputy Chief Ryan Craine

Date: March 30, 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. Miguel Barrientos and Matthew Shappard

- **Rank/Position:** Detectives
- **Training Program:** National Missing and Unidentified Persons Conference
- **Location:** Las Vegas, Nevada
- **Dates:** April 21st, 2026 – April 23rd, 2026
- **Purpose/Objective:** These conferences provide up-to-date training on best practices, new technologies, and proven strategies for locating missing individuals and identifying unidentified remains. Along with bringing back valuable information, training, and resources to their team and department, they improve overall response and outcomes.

2. Trong Nguyen, Narciso Santillan, Bryan Barela, Skye Wentland, Steven Willis, Danny Flott, Alex, Barleen, Justin Dollar, Nicolas Berumen, Jonah Gamboa

- **Rank/Position:** Swat Team
 - **Training Program:** Swat Conference
 - **Location:** Round Rock, Texas
 - **Dates:** April 23rd, 2026 – April 27th, 2026
 - **Purpose/Objective:** To obtain advanced certifications for new SWAT team members and recertify the active team members.
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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,

Deputy Chief Ryan Craine



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: Mayor and City Council

From: Deputy Chief Ryan Craine

Date: 3/30/2026

Subject: Travel reimbursement request – Officer Steven Willis (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 memorandum serves as the formal request on behalf of Officer Steven Willis.

Officer Willis is scheduled to travel to Round Rock, Texas, from April 23, 2026, through April 27, 2026, to attend a SWAT Conference in his capacity as a member of the department's tactical team. This conference provides critical training and updates on tactical operations, team coordination, risk assessment, and national best practices related to high-risk law enforcement situations.

Attendance at this conference will directly benefit both Officer Willis and the Roswell Police Department. The knowledge and skills gained will enhance his ability to respond effectively to critical incidents, improve team coordination, and support the department's ongoing commitment to officer safety and public protection.

Officer Willis is requesting reimbursement for expenses associated with this conference. This reimbursement will cause his total for the fiscal year to exceed the \$1,500 limit; therefore, this request is submitted for City Council review and approval in accordance with Resolution 24-55.

At this time, no additional travel is scheduled for Officer Willis. However, future travel may occur within this fiscal year should further training or professional development opportunities arise.

Please advise if any additional information or documentation is required.

Respectfully,

Deputy Chief Ryan Craine



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: Mayor and City Council

From: Deputy Chief Ryan Craine

Date: 3/30/2026

Subject: Travel reimbursement request – Officer Roberto Cardiel (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 memorandum serves as the formal request on behalf of Officer Roberto Cardiel.

Officer Cardiel, a Traffic Officer with the department, is scheduled to attend Traffic Reconstruction training in Albuquerque, New Mexico. This training provides advanced instruction in crash investigation, scene analysis, evidence documentation, and reconstruction techniques used to determine contributing factors in serious and fatal traffic collisions.

Officer Cardiel is requesting reimbursement in the amount of \$350 for expenses associated with this training. Additionally, he is requesting approval for reimbursement for a course he will be attending from April 12, 2026, through April 24, 2026, as well as any future travel that may occur within the fiscal year for continued training and professional development.

Attendance at these courses will directly benefit both Officer Cardiel and the Roswell Police Department. The knowledge and skills gained will enhance his ability to conduct thorough and accurate crash investigations, support successful case outcomes, and improve overall traffic safety within the community.

This reimbursement will cause his total for the fiscal year to exceed the \$1,500 limit; therefore, this request is submitted for City Council review and approval in accordance with Resolution 24-55.

At this time, no additional travel is scheduled beyond the dates listed; however, additional travel may occur should further training opportunities arise.

Please advise if any additional information or documentation is required.

Respectfully,

Deputy Chief Ryan Craine