



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: Mayor and City Council

From: Chief Alberto Aldana

Date: 5/4/2026

Subject: Travel reimbursement request – Officer Bryan Barela (Resolution 24-55)

In accordance with Resolution 24-55, which requires prior City Council approval for any employee receiving more than \$1,500 in travel reimbursements within a single fiscal year, this memorandum serves as a formal request on behalf of Officer Bryan Barela.

Officer Barela is scheduled to attend Instructor Development Training from June 22, 2026, through June 26, 2026. This training is designed to develop and enhance instructional skills, including lesson planning, effective communication, classroom management, and evaluation techniques necessary for delivering high-quality law enforcement training.

Attendance at this training will directly benefit both Officer Barela and the Roswell Police Department. The knowledge and skills gained will enhance his ability to effectively instruct department personnel, contribute to in-service training programs, and support the department's ongoing professional development initiatives.

Officer Barela is requesting reimbursement for expenses associated with this training. Approval of this request will result in his total travel reimbursements for the fiscal year exceeding the \$1,500 threshold established by Resolution 24-55. Therefore, this request is respectfully submitted for City Council review and approval.

At this time, no additional travel is scheduled for Officer Barela during the current fiscal year. However, future travel may become necessary should additional training or professional development opportunities arise.

Please advise if any additional information or documentation is required.

Respectfully,

Chief Alberto Aldana



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: Mayor and City Council

From: Chief Alberto Aldana

Date: 5/4/2026

Subject: Travel reimbursement request – Sergeant Brad Bailey (Resolution 24-55)

In accordance with Resolution 24-55, which requires prior City Council approval for any employee receiving more than \$1,500 in travel reimbursements within a single fiscal year, this memorandum serves as a formal request on behalf of Sergeant Brad Bailey.

Sergeant Bailey is scheduled to travel to Washington, D.C., to attend National Police Week from May 12th through May 16th. His attendance reflects the department's commitment to honoring fallen officers and participating in events that recognize the service and sacrifice of law enforcement personnel nationwide.

Attendance at National Police Week will directly benefit both Sergeant Bailey and the Roswell Police Department by strengthening professional relationships, reinforcing departmental values, and supporting officer morale and wellness.

Sergeant Bailey is requesting reimbursement for expenses associated with this travel. Approval of this reimbursement will cause his total travel reimbursements for the fiscal year to exceed the \$1,500 threshold established by Resolution 24-55; therefore, this request is submitted for City Council review and approval.

At this time, no additional travel is scheduled for Sergeant Bailey during this fiscal year. However, future travel may become necessary should additional training or professional development opportunities arise.

Please advise if any additional information or documentation is required.

Respectfully,

Chief Alberto Aldana



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: Mayor and City Council

From: Chief Alberto Aldana

Date: 5/4/2026

Subject: Travel reimbursement request – Sergeant Randy Rodriguez (Resolution 24-55)

In accordance with Resolution 24-55, which requires prior City Council approval for any employee receiving more than \$1,500 in travel reimbursements within a single fiscal year, this memorandum serves as a formal request on behalf of Sergeant Randy Rodriguez.

Sergeant Rodriguez is scheduled to attend Advanced School Resource Officer (SRO) training from June 15, 2026, through June 17, 2026. This training will provide advanced instruction in school-based policing, threat assessment, student engagement, crisis response, and best practices for maintaining safe and supportive educational environments.

Attendance at this training will directly benefit both Sergeant Rodriguez and the Roswell Police Department. The knowledge and skills gained will enhance his effectiveness in supporting school safety initiatives, improving relationships with students and staff, and responding to incidents within a school setting.

Sergeant Rodriguez is requesting reimbursement for expenses associated with this training. Approval of this reimbursement will cause his total travel reimbursements for the fiscal year to exceed the \$1,500 threshold established by Resolution 24-55; therefore, this request is submitted for City Council review and approval.

At this time, no additional travel is scheduled for Sergeant Rodriguez during this fiscal year. However, future travel may become necessary should additional training or professional development opportunities arise.

Please advise if any additional information or documentation is required.

Respectfully,

Chief Alberto Aldana



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: Mayor and City Council

From: Chief Alberto Aldana

Date: 5/4/2026

Subject: Travel reimbursement request – Officer Nicolas Berumen (Resolution 24-55)

In accordance with Resolution 24-55, which requires prior City Council approval for any employee receiving more than \$1,500 in travel reimbursements within a single fiscal year, this memorandum serves as a formal request on behalf of Officer Nicolas Berumen.

Officer Berumen is scheduled to attend the National Association of School Resource Officers (NASRO) Conference from June 27, 2026, through July 3, 2026. This conference provides comprehensive training and professional development in areas such as school-based policing, threat assessment, student engagement, crisis response, and best practices for maintaining safe and supportive educational environments.

Attendance at this conference will directly benefit both Officer Berumen and the Roswell Police Department. The knowledge and skills gained will enhance his ability to support school safety initiatives, strengthen relationships with students and school staff, and effectively respond to incidents within a school setting.

Officer Berumen is requesting reimbursement for expenses associated with this conference. Approval of this request will result in his total travel reimbursements for the fiscal year exceeding the \$1,500 threshold established by Resolution 24-55. Therefore, this request is respectfully submitted for City Council review and approval.

At this time, no additional travel is scheduled for Officer Berumen during the current fiscal year. However, future travel may become necessary should additional training or professional development opportunities

Please advise if any additional information or documentation is required.

Respectfully,

Chief Alberto Aldana



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: Mayor and City Council

From: Chief Alberto Aldana

Date: 5/4/2026

Subject: Travel reimbursement request – Officer Anna Romero (Resolution 24-55)

In accordance with Resolution 24-55, which requires prior City Council approval for any employee receiving more than \$1,500 in travel reimbursements within a single fiscal year, this memorandum serves as a formal request on behalf of Officer Anna Romero.

Officer Romero is scheduled to attend the National Association of School Resource Officers (NASRO) Conference from June 27, 2026, through July 3, 2026. This conference provides comprehensive training and professional development in areas such as school-based policing, threat assessment, student engagement, crisis response, and best practices for maintaining safe and supportive educational environments.

Attendance at this conference will directly benefit both Officer Romero and the Roswell Police Department. The knowledge and skills gained will enhance her ability to support school safety initiatives, strengthen relationships with students and school staff, and effectively respond to incidents within a school setting.

Officer Romero is requesting reimbursement for expenses associated with this conference. Approval of this request will result in her total travel reimbursements for the fiscal year exceeding the \$1,500 threshold established by Resolution 24-55. Therefore, this request is respectfully submitted for City Council review and approval.

At this time, no additional travel is scheduled for Officer Romero during the current fiscal year. However, future travel may become necessary should additional training or professional development opportunities arise.

Please advise if any additional information or documentation is required.

Respectfully,

Chief Alberto Aldana



Roswell Police Department

CHIEF ALBERTO ALDANA



MEMORANDUM

To: City Council Members

From: Chief Alberto Aldana

Date: May 4, 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. Hugo Gonzalez

- **Rank/Position:** Community Outreach Officer
- **Training Program:** Professionalizing Law Enforcement-Community Engagement Training
- **Location:** Dallas, Texas
- **Dates:** May 26th, 2026 – May 31st, 2026
- **Purpose/Objective:** To learn how to strengthen police-community relationships, build public trust, and learn new outreach techniques.

2. Randy Rodriguez

- **Rank/Position:** SRO Sergeant
- **Training Program:** Advanced SRO
- **Location:** Wylie, Texas
- **Dates:** June 14th, 2026 – June 17th, 2026
- **Purpose/Objective:** Required for School Resource Officers

3. Nicolas Berumen, Cristal Gonzales, Anna Romero

- **Rank/Position:** SRO Officers
- **Training Program:** National Association of School Resource Officers Conference
- **Location:** Reno, Nevada
- **Dates:** June 27th, 2026 – July 3rd, 2026
- **Purpose/Objective:** ensuring they receive the most up-to-date training in school safety, threat response, and student engagement

4. Alex Barleen

- **Rank/Position:** Lieutenant
- **Training Program:** Command Leadership Institute
- **Location:** Pampa, Texas
- **Dates:** July 6th, 2026 – July 10th, 2026
- **Purpose/Objective:** Required for recent promotion to Lieutenant

This memo is intended for informational purposes. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

Chief Alberto Aldana