

HOW TO REQUEST THIS TRAINING

A short guide to making the ask, plus a fill-in memo you can drop onto department letterhead.

PART A — BEFORE YOU WRITE IT

Most training requests die because they read like a personal favor. Yours does not have to. Four things make the difference:

- Lead with what the department gets back, not what you get. "I want to go" is a request. "We are losing follows and writing surveillance logs that get picked apart in court" is a business case. Name the gap in your unit's capability first, then name the course as the fix.
- Attach the justification packet instead of re-explaining it. The packet already covers hours, curriculum, cost, instructor credentials, and organizational benefit in a format your captain can forward without editing. Your memo should be short and point at it.
- Know your budget cycle and ask at the right time. Training money moves on a schedule — find out when your fiscal year turns over and whether unspent funds expire. A request in the right month gets approved; the same request in the wrong month gets "next year."
- Offer the payback up front. Volunteering to brief your unit, write an after-action, or run an in-house block on return turns one seat into a training multiplier — and it gives your chain of command something to point at when they justify the spend to their boss.

SURVEILLANCE TRAINING

Law enforcement surveillance training

PART B — THE TEMPLATE

Copy this onto your department letterhead and fill in the bracketed sections.

TO: [SUPERVISOR RANK AND NAME], [UNIT / DIVISION]
FROM: [YOUR RANK] [YOUR NAME], [YOUR UNIT / ASSIGNMENT]
DATE: [DATE]
RE: Training request — Surveillance 101, [CITY, STATE]

I am requesting approval and funding to attend [COURSE NAME], a 30-hour law enforcement surveillance course conducted [DATES] in [LOCATION]. Tuition is [COST] per student. The course is three days, split between classroom instruction and supervised field practical work, and issues a certificate of completion.

I am currently assigned to [YOUR UNIT / ASSIGNMENT], where [DESCRIBE WHAT YOU DO THAT REQUIRES SURVEILLANCE — e.g. narcotics follows, warrant service surveillance, pattern crime]. This training closes a specific gap for that role: [DESCRIBE THE GAP — e.g. we have no standardized multi-unit follow procedure, our surveillance logs have been challenged in court, no one currently assigned has formal surveillance training]. Completing it would let me [SPECIFIC CAPABILITY YOU WILL BRING BACK].

A course justification packet is attached, covering the full curriculum, instructor credentials, and the organizational benefit in detail. The provider accepts payment by department invoice or purchase order — no credit card is required to reserve the seat — and group discounts are available if [NUMBER] additional personnel from our agency attend the same session. Seats are limited and released on a first-come basis, so an early decision protects the slot.

On return, I am prepared to brief [UNIT] on the material, provide a written after-action, and assist in developing in-house surveillance procedure so the training benefits more than one officer. I am available to discuss this at your convenience.

Tip: replace every bracketed field before sending. Anything still in brackets tells your reader you sent a form letter.