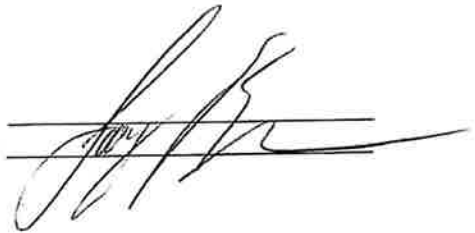


Approved by Supervisor: \_\_\_\_\_  
Division Head: \_\_\_\_\_



## TRAVEL REQUEST FORM

Name: Larry Burns		Date: 12-19-2025
Destination: Embassy Suites Ridgeland, MS	Departure Date: January 11, 2026	Return Date: January 16, 2026
Purpose of Trip: 2026 New Police Chiefs Orientation		

<b>Transportation (Check One):</b> <input type="checkbox"/> Airline <input type="checkbox"/> Personal Vehicle <input checked="" type="checkbox"/> City Vehicle <input type="checkbox"/> Rental  Personal Vehicle Estimated/Actual Mileage: _____  City Vehicle Estimated/Actual Gas Costs: _____  Car Rental: _____ Duration: _____  Other: (Specify) _____		<b>Estimated Cost:</b>  Airline _____ 0 _____  Rental Car _____ 0 _____  Other _____ 0 _____  Hotel _____ \$820.00 _____  Meals _____ _____  Registration _____ 0 _____  TOTAL: _____ \$820.00 _____
<b>Meals and Lodging:</b>  Hotel Accommodations: _____ Duration: _____ Embassy Suites by Hilton Jackson Ridgeland, MS 5 days  Maximum Meal Allowance for: _____ # of days @ _____ Per day  Destination: Ridgeland, MS _____		
Registration: none _____ _____		
Additional Information: _____ _____		
Check Received By: _____ Date Received: _____		

Accounting Use Only  
Amount

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

Account Number

\_\_\_\_\_

Description

\_\_\_\_\_

Accounting Approval: \_\_\_\_\_



## VICKSBURG POLICE DEPARTMENT

820 Veto Street Post Office Box 150  
Vicksburg, Mississippi 39181-0150  
601-636-2511 Fax 601-634-4504



**LARRY BURNS**  
CHIEF OF POLICE

**WILLIS THOMPSON**  
MAYOR AND POLICE COMMISSIONER

**December 19, 2025**

**To:** The Board of Mayor and Aldermen  
**From:** Chief Larry Burns, Chief of Police  
**Subject:** Request for Approval of Lodging Expense – State-Mandated New Chiefs Orientation

Dear Board of Mayor and Aldermen,

I respectfully submit this request for approval of lodging expenses associated with my attendance at the State-Mandated New Chiefs Orientation, scheduled for January 11–16, 2026, in Ridgeland, Mississippi.

Pursuant to Mississippi Code § 45-6-19(1), all Chiefs of Police are required to complete annual executive-level continuing education approved by the Mississippi Board on Law Enforcement Officer Standards and Training. Additionally, any newly appointed Chief of Police who has not previously served in that capacity is required to complete forty (40) hours of executive-level continuing education during their first year of service. The New Chiefs Orientation fulfills this statutory requirement and is specifically designed for chiefs appointed within the past year.

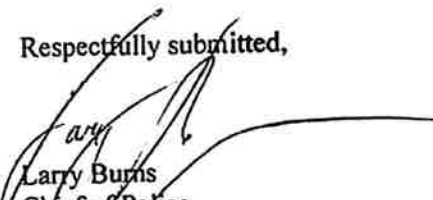
Further, Mississippi Code § 45-6-19(4) states that failure to comply with these requirements may result in revocation of a chief's certification by the Mississippi Board on Law Enforcement Officer Standards and Training. Such an outcome would directly impact my ability to serve as Chief of Police and could place the City of Vicksburg out of compliance with state law.

The orientation consists of daily sessions beginning promptly at 8:00 a.m. Due to ongoing construction along Interstate 20, which has caused significant and unpredictable traffic delays, I am requesting approval for hotel accommodation in Ridgeland for the duration of the training. Staying locally will help ensure timely attendance at all required sessions and reduce the risk of delays or missed instruction caused by construction-related travel issues.

The requested lodging period is check-in on January 11, 2026, and check-out on January 16, 2026. The total cost of the hotel accommodation is \$820. A copy of the room reservation is attached for your review. Hotel costs associated with this training are reimbursable to the agency upon successful completion of the training. This request is limited to lodging only and is submitted in accordance with customary and reasonable travel practices for required training.

Thank you for your consideration. Please let me know if any additional information or documentation is needed.

Respectfully submitted,

  
Larry Burns  
Chief of Police  
Vicksburg Police Department



Mississippi  
Association  
of Chiefs of  
Police



(<https://www.facebook.com/mschiefs>)



(<https://twitter.com/MSPolice>)

[EVENTS\(HTTPS://MSCHIEFS.ORG/EVENTS/\)](https://mschiefs.org/events/)

[POLICE TESTING\(HTTPS://MSCHIEFS.ORG/POLICE-TESTING/\)](https://mschiefs.org/police-testing/)

[RESOURCES](#)



# 2026 NEW POLICE CHIEFS ORIENTATION

12 16  
JAN

2026 NEW POLICE CHIEFS ORIENTATION

## Event Details

The New police chief orientation will be held January 11-16, 2026 at the Embassy Suites located at 200 township Place, Ridgeland, MS.

**This training is mandatory by state statute for all POLICE CHIEFS appointed within the last year and has not previously attended the training.**

The tuition is paid directly to the Association by the State. Room and meals are reimbursed to the agency after completion of the training. Everyone is encouraged to stay at the hotel which will help with the logistics of the class.

Below is the hotel information:

Embassy Suites by Hilton Jackson North Ridgeland: [https://www.hilton.com/en/hotels/janrges-embassy-suites-jackson-north-ridgeland/?SEO\\_id=GMB-AMER-ES-JANRGES&y\\_source=1\\_MTEwOTk3NC03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D](https://www.hilton.com/en/hotels/janrges-embassy-suites-jackson-north-ridgeland/?SEO_id=GMB-AMER-ES-JANRGES&y_source=1_MTEwOTk3NC03MTUtbG9jYXRpb24ud2Vic2l0ZQ%3D%3D)

Double Queens/ single King nightly rate: \$164.00 plus tax ( all rooms are suites)

## RESERVATIONS

Guests can make reservations by calling the hotel directly at 601-607-7112 or 1-800-EMBASSY

To pay based on the tax-exempt status a letter must be presented to the hotel. If you contact the hotel directly to reserve your rooms please identify yourself as with **NEW POLICE CHIEFS TRAINING (NPC)** when requesting reservations. Room Block is available until 12/29/2025.

Breakfast and lunch will be provided each day.

**Dress:** Business casual with the exception of the day you will travel to the Capitol and then you are requested to be in uniform. please see the Mississippi State Statute which requires this training:

MS Code § 45-6-19 (2024)

- (1) The chief of police of any state agency, county, municipality, public two-year or four-year college or university and any extension thereof in the State of Mississippi, and the Pearl River Valley Water Supply District, is required to annually complete twenty (20) hours of executive level continuing education courses which are approved by the Mississippi Board on Law Enforcement Officer Standards and Training. Any new chief of police having never previously served in that capacity, is required to complete forty (40) hours of executive level continuing education courses for his first year of service. Such education courses may be provided by an accredited law enforcement academy or by the Mississippi Association of Chiefs of Police.