

## INTER-OFFICE COMMUNICATION

Date January 21, 2009



File 2 AWA

To All District 4 Personnel Attention

From Captain J. J. Holt, D04

Subject Annual District Four Awards Luncheon

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This annual recognition and celebration event will be held to honor recipients of the following awards received during 2009.

District Trooper of the Year	Certificates of Recognition
Post Troopers of the Year	Criminal Patrol Award
District Dispatch Center Dispatcher of the Year	ACE Award
Dispatch Center Dispatchers of the Year	MCE District Candidate (To be announced)
District Trooper Recognition Award	Post/District/Auxiliary Officer of the Year
District Employee Recognition Award	

Post Commanders are to assure that all of these recipients are invited. **A request has been made to District Four's OSTA Lodge for approval to cover the cost of the Unit #1 award recipients. You will be advised as soon as possible.** Spouses or guests will have to pay.

WHERE: Ohio Room of Kilcawley Center  
Youngstown State University  
1 University Plaza  
Youngstown, Ohio 44555  
330-941-1979 (Catering Service)

DATE: Wednesday, March 10, 2010

TIME: 11:30 AM – 12 Noon - Social  
12 Noon – 1:00 PM - Lunch  
1:00 PM – Awards Presentation

COST: \$15.00 per person

BUFFET MENU: Stuffed Chicken Breast Asiago w/Romano Cream Sauce  
Carmelized Onion & Balsamic Glazed Pork Loin  
Mixed Garden Greens  
Sauteed Green Beans  
Herbed Roasted Redskin Potatoes  
Dessert (Double Chocolate Layer Cake & Apple Pie)  
Fresh baked rolls  
Coffee/hot & ice tea/pop

**Each post to submit one check for the attendees. Make check payable to S/Lt. Brian W. Girts or each post can collect the money for all attendees and deliver cash to DHQ along with a list of attendees by March 1, 2010. (Be sure to include first and last names of all guests) There will be no refunds.**

Award recipients and employees required to attend as part of their job responsibilities may do so in an on-duty status. Premium pay (double-back, report-back, etc) is not applicable. All others must be in an off-duty or permissive leave status.

**Directions to YSU and parking are attached.**

JJH:BWG:fs

**Directions to Youngstown State University and Kilcawley Center for the District Four Awards Luncheon on Wednesday, March 12<sup>th</sup>.**

**From the South or West, take SR 11 north or Interstate 80 east to Interstate 680 south towards Youngstown.**

**From the North, take SR11 south to SR711 south and then IS680 south towards Youngstown.**

**Follow IS 680 south to Exit 4A, Route 422 east towards YSU. Exit Rt.422 at the SR193 or Belmont Avenue exit and follow the service road to the second traffic light which is at Fifth Avenue. You'll see the YSU stadium off to your right. Turn right on Fifth Avenue and go to the second light which is Arlington Street. Taco Bell will be on your right. Turn left on Arlington and park at the M2 parking deck. If there's an attendant, tell him you're there for a luncheon at Kilcawley Center and you won't be charged for parking.**

**To get to Kilcawley Center from the parking deck: Exit the north end of the parking deck and walk towards the center of the campus which will be to your right. The Kilcawley Center will be to your left. You'll be entering the Kilcawley Center on the 1<sup>st</sup> level and you'll need to go to the 2<sup>nd</sup> level to the Ohio room.**