



# COMMONWEALTH OF VIRGINIA

Colonel Gary T. Settle  
Superintendent

(804) 674-2000

## DEPARTMENT OF STATE POLICE

PO Box 27472, Richmond, VA 23261-7472

Lt. Colonel Kirk S. Marlowe  
Deputy Superintendent

December 1, 2023

Dear Chief/Sheriff,

The Virginia State Police Help Eliminate Auto Theft (HEAT) program is co-sponsoring the 50th Annual Southeast Chapter of the International Association of Auto Theft Investigators' Vehicle Crimes Conference. This conference will be held August 25 – 30, 2024 in Orlando, Florida and promises to provide valuable training to law enforcement members whose responsibilities include the investigation of vehicle theft-related crimes.

To further enhance Virginia's theft prevention initiatives, I am pleased to announce that the HEAT program has allocated funds to support agencies who wish to take advantage of this training opportunity. Therefore, I am authorizing a grant of up to **\$5,000 per agency** for you to send your members who are responsible for investigating vehicle theft-related crimes to this conference. There is no limit on the number of employees you can send; however, the HEAT program will only reimburse expenses up to the maximum allowable amount. Authorized expenditures include conference registration, transportation, lodging, and meals. Conference information may be obtained here: <https://seiaati.org/2024-conference>.

To apply for the 2024 HEAT Training Grant, please submit a written request indicating:

1. The name and mailing address of your agency.
2. The name(s) of your agency members who will attend this conference.
3. A detailed list of requested reimbursement costs.
4. Your agency's Federal Identification Number (FIN).
5. Your agency's point of contact (rank, name, email, and phone number).

Please email your request to HEAT Program Coordinator First Sergeant Peter W. Lazear at [peter.lazear@vsp.virginia.gov](mailto:peter.lazear@vsp.virginia.gov). He may also be reached by telephone at (804) 221-0997 with any questions.

Requests for this training grant will be approved on a first-come basis and should be received no later than **March 31, 2024**. Approved grant funding will be paid to your agency utilizing the FIN provided. Your continued support and participation in these types of HEAT initiatives are greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Gary T. Settle".

Colonel Gary T. Settle