



# Rapid City Police Department

300 Kansas City Street  
Rapid City, South Dakota 57701-2890  
605-394-4131

An Internationally Accredited Law Enforcement Agency  
Craig Tieszen, Chief of Police Jerry Munson, Mayor



January 31, 2002

LF041002-01

Mr. Tony Narr, Director of Management  
Police Executive Research Forum  
Senior Management Institute for Police  
1120 Connecticut Ave. NW, Suite 930  
Washington, DC 20036

Re: Letter of nomination for Dr. Richard A. Talley, Chief of Staff

Dear Mr. Narr:

It is my privilege to nominate the Rapid City Police Department's Chief of Staff, Dr. Richard A. Talley, to attend the upcoming Senior Management Institute for Police. Dr. Talley serves as the second of command for our Department. He, therefore, meets the qualifications required to attend the Institute's outstanding leadership program. His resume is attached with the application form.

If you have any further questions, please contact me.

Sincerely,

Craig Tieszen  
Chief of Police



**POLICE EXECUTIVE  
RESEARCH FORUM**

**Chuck Wezler**  
*Executive Director*

February 18, 2002

Chief Craig Tieszen  
Rapid City Police Department  
300 Kansas City Street  
Rapid City, South Dakota 57701

Dear Chief Tieszen:

Thank you for your nomination of Chief of Staff Richard Talley to the Senior Management Institute for Police (SMIP). I am pleased to inform you that after review of your nomination letter and his application, he has been accepted. Please convey my congratulations to Mr. Talley.

Well before the start of the session, I will be sending detailed information to all those selected. In the event you or Mr. Talley have any questions, please feel free to call me. Please let me remind you that a \$1,000 deposit is due 30 days from receipt of this letter and the remaining \$4,895 is due by May 10. Thank you, again, for your support of SMIP.

Regards,

Tony Narr  
Director, Management Education

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### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Richard A. Talley, Ph.D. Department Police

I hereby request permission to travel for the following purpose: (Give specific nature of business and interest of the City to justify cost involved.)

Senior Management Institute for Police,  
please see attached document.

List all other City employees, if any, making the trip for the same purpose:  
N/A

Place of meeting or destination: Boston University's Law School

Date of meeting June 9 - 27

Date trip to begin June 8 Date trip will end June 27

Method of transportation requested Air travel

Estimated transportation cost \$ 340

Meals 5,895

Lodging 20 days

Other costs -- description \_\_\_\_\_

Total estimated cost of trip \$ 6,235

Signed Richard A. Talley 3/25/02 Date \_\_\_\_\_  
(person requesting travel) (Department Head)

When the cost of the trip will exceed \$500, per employee, this section must be signed.

In accordance with the provisions of Rapid City ordinances and travel regulations, consent is hereby given for travel as requested in the foregoing application. Maximum cost of trip authorized is \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

When the cost of the trip will exceed \$1,500, per employee, Council approval is required.

Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy