

CITY OF RAPID CITY TRAVEL REQUEST

LF022504-02

Person requesting travel Ray Cornford 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.)

Attend a training conference for CALEA to become an assessor for our agency and CALEA.

List all other City employees, if any, making the trip for the same purpose: None

Place of meeting or destination: Pasadena, California

Date of meeting March 17-20

Date trip to begin March 14 Date trip will end March 21

Method of transportation requested Airplane

Estimated transportation cost \$ 325.00

Meals 191.00

Lodging 5 days 890.00

Other costs - description Cab fare to and from airport 40.00

Total estimated cost of trip \$ 1826.00

Signed [Signature] 154 2/16/04 Date [Signature] (Department Head) [Signature] Date

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

RAPID CITY POLICE DEPARTMENT  
MEMORANDUM

February 16, 2004

MEMO TO: Chief of Police Craig Tieszen

FROM: Lieutenant Ray Cornford

SUBJECT: Training Request, ref. CALEA Assessor Training

One of the department goals is to have the Accreditation Manager trained as a Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) Assessor. Dr. Talley recommended that I seek an invitation to become a trained assessor and attend training as soon as possible. With this in mind, in November 2003, I sent a letter of introduction, resume and a request to be accepted for the training to CALEA.

On February 16, 2004, I received a letter from CALEA stating I was accepted to participate in this training at the upcoming CALEA conference. This conference and training will be held in Pasadena, CA, March 17 - 20, 2004. This training will better prepare me as the Accreditation Manager for the department as well as enable our department to enhance our accreditation process making it easier to prepare for and manage the program. With this training, I will be able to do accreditation assessments for other agencies and return with new ideas and ways to improve our department. The cost of the conference is \$380.00.

The costs associated with this training are as follow:

March 16th (travel day)	
Meals: lunch and dinner out of State	\$26.00
Lodging:	\$178.00
March 17th	
Meals: breakfast, lunch, and dinner	\$33.00
Lodging	\$178.00
March 18th	
Meals: breakfast, lunch, and dinner	\$33.00
Lodging	\$178.00
March 19th	
Meals: breakfast, lunch, and dinner	\$33.00
Lodging	\$178.00
March 20th	

Meals: breakfast, lunch, and dinner	\$33.00
Lodging	\$178.00
March 21st (travel day)	
Meals: breakfast, lunch	\$17.00
Conference Tuition	\$380.00
Airline Tickets (round trip)	\$325.00
Cab Fair	\$40.00
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Total	\$1826.00

To the best of my knowledge, this is a non-budgeted training request.

I am attaching a copy of the conference information, along with the registration form. If this is approved, I will continue to make the appropriate arrangements and registrations. Thank you for your consideration in allowing me to attend this training.