

CITY OF RAPID CITY  
TRAVEL REQUEST

Person requesting travel Asscherick, Wayne 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.)

To attend a Crime Prevention Through Environmental Design (CPTED) certification course for myself and Officer Chad Strobel.

List all other City employees, if any, making the trip for the same purpose: Chad Strobel

These dollar amounts include both employees.

Place of meeting or destination: Louisville, KY

Date of meeting 08-23-04

Date trip to begin 08-22-04 Date trip will end 08-26-04

Method of transportation requested Air Travel

Estimated transportation cost \$ 624.00

Meals 264.00

Lodging 4 days 552.00

Other costs - description Registration Fees 610.00

Total estimated cost of trip \$ 2050.00

Signed [Signature] 392 04-26-04 Date [Signature] Date 4/24/04  
(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 event, Council approval is required.

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

White copy - Mayor

Yellow copy - Finance

Gold copy - Department copy

*Maggie - Can we get this on the next legal/finance meeting in May. Thanks Pam*

# RAPID CITY POLICE DEPARTMENT MEMORANDUM

April 20, 2004

MEMO TO: Chief Craig Tieszen  
FROM: Officer Wayne Asscherick, 392  
SUBJECT: Crime Prevention Through Environmental Design (CPTED) Training


I am requesting that Officer Chad Strobel and myself be allowed to attend the Advanced Crime Prevention Through Environmental Design course scheduled for August 23-25, 2004. Timothy D. Crowe, who has over 25 years of experience as a criminologist and has dealt with numerous agencies in the crime prevention and loss prevention field, instructs the course. This class will take place at the Galt House Hotel in Louisville, KY.


Currently Sergeant Fred Eisenbraun, who is scheduled to retire at the end of May 2004, is the only officer with the Rapid City Police Department who is certified in the CPTED field. He has suggested that we attend only the Advanced CPTED course as he did and the course only requires some experience with CPTED concepts. This will also save the City of Rapid City about \$2214.00 in registration fees, lodging and meals for not attending the basic CPTED course.

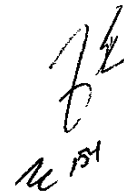
This course will be of great benefit to the department and community at large. It will give great insight into ways the community can make changes that deter criminal acts from taking place. It gives an alternative to active patrols and other direct contact methods for a community to employ that can have an impact on criminal activity.

The cost for this course would be as follows:

Airline Tickets (2 each)	\$624.00
Lodging	\$552.00
Meals (Per Diem Rate)	\$264.00
Registration Fees	\$610.00
Total -	\$2050.00

  
Chad Strobel, 438  
Crime Prevention Officer

  
Wayne Asscherick, 392  
Crime Prevention Officer

  
7/2  
11/15/04