

CITY OF RAPID CITY
TRAVEL REQUEST

LF031401-01



Person requesting travel Detective Sue Fox Department RC Police Dept.

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

Fingerprint Pattern, Interpretation & Identification School

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

Place of meeting or destination: Scottsdale, Arizona

Date of meeting May 21-25, 2001

Date trip to begin May 20, 2001 Date trip will end May 26, 2001

Method of transportation requested Airline

Estimated transportation cost	\$	<u>323.00</u>
Meals		<u>208.00</u>
Lodging <u>six (6)</u> days		<u>354.00</u>
Other costs - description <u>Tuition</u>		<u>475.00</u>
<u>Rental Vehicle</u>		<u>220.00</u>
Total estimated cost of trip	\$	<u>1,580.00</u>

Signed Sue Fox Date 3/20/01
(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: Vin Ott Date 3-20-01
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 26, 2001

MEMO TO: CRAIG TIESZEN, CHIEF OF POLICE

FROM: Sergeant Doug Pavel, Training Administrator 

SUBJECT: Request for Training for Det. Sue Fox

Attached is a request from Detective Sue Fox to attend a Fingerprint Pattern, Interpretation and Identification school being held in Scottsdale, Arizona on May 21 – 25, 2001. I recommend that she be allowed to attend this class for the following reasons:

- There are no South Dakota DCI courses being offered that cover the same material as this class,
- The FBI is not currently offering any class that would be more advantageous,
- We have send Detective Harold Plooster, Senior Officer Mike Jordahl and Former Detective Kerdall Remboldt to this same class with excellent reviews from all three of them.

Admittedly, the cost is substantial. We have \$4000 budgeted for evidence training that the \$1580 for this class can be paid from. Therefore, because this would obviously enhance Detective Fox's ability to perform her job and the class is valuable, I would recommend that she be allowed to attend.

Should you have any questions, please feel free to contact me. Thanks you.

CT /

RAPID CITY POLICE DEPARTMENT MEMORANDUM

February 1, 2001

MEMO TO: Captain Chris Grant
FROM: Sergeant Ray Cornford
SUBJECT: Training Request for Detective Sue Fox

Detective Sue Fox needs to begin her extensive training for her position as an Evidence Detective. To perform her functions with this section, there will be a variety of schools she will need to attend. In reviewing the 2001 International Association for Identification bulletin, there is a school being offered that would assist Sue in the transition and be a good starting point for her continued specialized training needs, specifically dealing with fingerprints.

The course is Fingerprint Pattern, Interpretation, and Identification. It is a five (5) day class, addressing issues as indicated in the title. Sue should be able to get the basic requirements prior to this class by working with and learning from Detective Plooster and Officer Jordahl.

This class will be held May 21-25, 2001, in Scottsdale, Arizona, at Scottsdale Community College. The class is limited to 24 students. Because of this limitation it is important to enroll her as soon as possible to guarantee a spot. The cost of the course is \$475.00. There will of course be transportation, which due to the distance is best suited for airline, motel, and per diem.

May 20 (travel day)-	
Meals: lunch and dinner (out-of-state)	\$26.00
Lodging: Scottsdale, Az.	\$75.00
May 21-25	
Meals: breakfast, lunch and dinner (out-of-state)	\$165.00 @ \$33.00 per day
Lodging: Scottsdale, Az.	\$375.00 @ \$75.00 per day
May 26 (depending on flight availability May 25)	
Meals: breakfast and lunch	\$17.00
Airline (round trip):	\$350.00
Tuition:	\$475.00
Total Cost:	<u>\$1133.00</u>

Please consider this and if you concur, allow me to make the remainder of the arrangements. Thank you for your consideration in this matter. The funds for this will come from the Evidence Section Training Budget, Line Item 4270.

If you have any questions, please feel free to contact me.



Ray Cornford
Evidence Section

Yes 

ok 