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Chief Craig Teiszen
Rapid City Police Department
300 Kansas City St.
Rapid City, SD 57701

Re: Worksite Agreement

Chief Teiszen;

As you know, WDTI is currently preparing for a review by the North Central Association of Colleges and Schools for re-accreditation. As part of our internal preparations for this visit, it was discovered that the Law Enforcement Technology program does not have any formal work site agreements in place, with those agencies, which allow our students to job shadow. This is a requirement by NCA criteria.

Attached you will find a draft proposal of a written agreement. I would like for your Agency to review as well as supply your input towards a final written document. I would like to have this particular deficiency corrected prior to the NCA teams visit.

Thanks in advance for your time in this matter, as well as the past support which you and your staff have shown to the WDTI Law Enforcement program. Should you have any questions, please give me a call.

Sincerely;

Glen E. Talley, Coordinator
Law Enforcement Technology

WESTERN DAKOTA TECHNICAL INSTITUTE

Law Enforcement Technology Program & Rapid City Police Department

AGREEMENT

WHEREAS, it is beneficial to the Law Enforcement Technology Program and to the students participating therein at Western Dakota Technical Institute, to receive job shadowing experience in the duties of a Law Enforcement Officer;

NOW, THEREFORE, it is understood and agreed by and between Western Dakota Technical Institute, hereinafter referred to as WDTI, and the City of Rapid City hereinafter referred to as CITY, as follows:

1. CITY shall allow WDTI Law Enforcement students to participate in a job shadowing experience, for the purpose of receiving exposure to the practical application of a law enforcement officers daily duties and experiences. It is understood that this real life exposure will vary depending upon assignment with the Patrol Division, Traffic Division, Criminal Investigation Division, and/or other duties as assigned.
2. It is understood that the mission of CITY is one of public service and safety. At times Police Officers can be and are often assigned duties, which involve danger and serious risks. The officer with whom the WDTI student is assigned will not avoid or disregard duties, which involve emergencies or danger. The WDTI law enforcement student shall follow the directions/instructions of the Officer with whom they are assigned.
3. It is understood that CITY may require each WDTI law enforcement student to execute and sign a Release and Covenant Not to Sue as part of the requirements to participate in any job shadowing experience.
4. WDTI shall submit to CITY a practicum duty schedule at least four (4) weeks prior to the beginning of the WDTI Law Enforcement Practicum class.
5. WDTI shall require that all law enforcement students report for their assigned duties in a punctual manner. WDTI law enforcement students will present themselves in a neat, clean and professional manner. Clothing requirements will be: Dress slack, collared shirt w/tie for the male students. Slacks w/appropriate blouse, shirt or sweater for female students. Sweat shirts, shorts, jeans, or other types of leisure apparel will not be permitted.
6. Students shall exercise confidentiality with regard to all information gained during the job shadowing experience. CITY shall exercise confidentiality with regard to information gained by staff with regard to WDTI students and staff.

7. It is agreed and understood that CITY is not obligated to and will not provide any type of insurance for said students, faculty, or WDTI including, but not limited to, workers compensation or general or professional liability. It is understood that faculty are covered by WDTI's insurance policy and that students will be individually responsible for their health and hospital insurance.

8. It is understood and agreed that this Agreement shall remain in full force and effect from the 1st day of January 200__, and shall terminate and become null and void as of the last day of May 200__. It is further agreed that this agreement may be amended or modified at any time upon the mutual written consent of both parties hereto. It also understood that this agreement may be terminated with or without cause upon notification by either party, 30 days in advance of termination, or immediately upon special circumstances.

9. The parties agree that this writing represents the entire agreement between them and that there are no other oral or collateral agreements or understandings of any kind or character except those contained therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this ____ day of _____, 200__.

CITY OF RAPID CITY

By: _____
Mayor

ATTEST:

Finance Officer

(SEAL)

RAPID CITY POLICE DEPARTMENT

By: _____
Craig Teiszen, Chief of Police

**WESTERN DAKOTA TECHNICAL
INSTITUTE**

By: _____
Dr. Raymond Mueller, Director

Approved By: CITY ATTORNEY'S OFFICE
Initials: _____
Attorney Date

WESTERN DAKOTA TECHNICAL INSTITUTE

Law Enforcement Technology Program & Rapid City Police Department

AGREEMENT

WHEREAS, it is beneficial to the Law Enforcement Technology Program and to the students participating therein at Western Dakota Technical Institute, to receive job shadowing experience in the duties of a Law Enforcement Officer;

NOW, THEREFORE, it is understood and agreed by and between Western Dakota Technical Institute, hereinafter referred to as WDTI, and Rapid City Police Department hereinafter referred to as RCPD, as follows:

1. RCPD shall allow WDTI Law Enforcement students to participate in a job shadowing experience, for the purpose of receiving exposure to the practical application of a law enforcement officers daily duties and experiences. It is understood that this real life exposure will vary depending upon assignment with the Patrol Division, Traffic Division, Criminal Investigation Division, and/or other duties as assigned.
2. It is understood that the mission of RCPD is one of public service and safety. At times Police Officers can be and are often assigned duties, which involve danger and serious risks. The officer with whom the WDTI student is assigned will not avoid or disregard duties, which involve emergencies or danger. The WDTI law enforcement student shall follow the directions/instructions of the Officer with whom they are assigned.
3. It is understood that RCPD may require each WDTI law enforcement student to execute and sign a Release and Covenant Not to Sue as part of the requirements to participate in any job shadowing experience.
4. WDTI shall submit to RCPD a practicum duty schedule at least four (4) weeks prior to the beginning of the WDTI Law Enforcement Practicum class.
5. WDTI shall require that all law enforcement students report for their assigned duties in a punctual manner. WDTI law enforcement students will present themselves in a neat, clean and professional manner. Clothing requirements will be: Dress slack, collared shirt w/tie for the male students. Slacks w/appropriate blouse, shirt or sweater for female students. Sweat shirts, shorts, jeans, or other types of leisure apparel will not be permitted.

6. Students shall exercise confidentiality with regard to all information gained during the job shadowing experience. RCPD shall exercise confidentiality with regard to information gained by staff with regard to WDTI students and staff.

7. It is agreed and understood that RCPD is not obligated to and will not provide any type of insurance for said students, faculty, or WDTI including, but not limited to, workers compensation or general or professional liability. It is understood that faculty are covered by WDTI's insurance policy and that students will be individually responsible for their health and hospital insurance.

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IN WITNESS WHEREOF, the parties have hereunto set their hands and seals

this _____ day of, 200__.

Rapid City Police Department

By: _____
Craig Teiszen
Chief of Police

Western Dakota Technical Institute

By: _____
Dr. Raymond Mueller
Director