

LF100103-07

# Rapid City Police Department Memorandum

September 15, 2003

To: Chief Craig Tieszen

Re: Request for Approval for Sgt. Pete Ragnone, Training Administrator and  
Officer Chad Strobel, Police Training Officer to attend the Train-the-Trainer Course  
for the Reno Model: Police Training Officer

From: Dr. Richard A. Talley, Chief of Staff

I am requesting approval for two of our staff to attend the train-the-trainer course for the Reno Model: Train-the-Trainer course. The course will allow the Rapid City to develop our own core instructional police training officer cadre in the present and future. The course will ultimately over the next several years save the Rapid City Police Department thousands of dollars. For example, we are currently in the need to train three people as Police Training Officers. After we do train-the-trainer we then will train those very same officers at a fraction of the cost. Normally a week of out-of-state training averages about \$1,000 to \$1,500, so this year alone we will save better than \$4,000 by training our own police training officers.

Second, and more importantly, the train-the-trainer course will give our police training officer staff the core professional competencies to develop an ongoing training program philosophy and methods for both developing excellent PTO instructors and new patrol officers. Indeed, our Department can move toward establishing a Rapid City Model: Police Training Officer program.

Third, the Department will not have to rely on outside training to provide this essential organizational foundation training. For example, relying on the State of South Dakota to provide Field Training Officer training. Depending upon the State for essential training can be problematic since the DCI does not always provide the right kind of training when and where we need it, or sometimes there is limited number of training slots, or the training is not provided at all. The PTO Trainer course is cornerstone training that has to be under our own leadership and control in terms of availability and quality.

Fourth reason to pursue this training is that Reno Police Department has offered the training to our Department tuition free.

The sum total of the travel and meals for the two participants is approximately \$2,042.

If you have any concerns, please discuss them with me.

Sincerely,

A handwritten signature in black ink, appearing to read "Dick", with a large, stylized initial "D" and a long horizontal flourish extending to the right.

Richard A. Talley, Ph.D.  
Chief of Staff

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Pete Ragnone 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.)

"TRAIN THE TRAINER" RENO POST ACADEMY  
POLICE TRAINING PROGRAM

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

Place of meeting or destination: RENO NEVADA

Date of meeting OCT 13, 2003

Date trip to begin OCT 17, 2003 Date trip will end OCT 24, 2003

Method of transportation requested Air

Estimated transportation cost	\$	<u>590</u>
Meals		<u>792</u>
Lodging <u>13</u> days		<u>660</u>
Other costs - description		

Total estimated cost of trip \$ 2042.00

Signed Pete Ragnone 9-12-03 Date [Signature] Date 9/16/03  
(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