



Rapid City Police Department

300 Kansas City Street
Rapid City, South Dakota 57701-2890
605-394-4131

An Internationally Accredited Law Enforcement Agency
Steve Allender, Chief of Police Alan Hanks, Mayor



June 23, 2008

City Finance
Attn: Jackie Gerry
300 6th Street
Rapid City, SD 57701

Dear Jackie:

The Rapid City Police Department is adjusting the process of conducting background investigations on security, taxi, and daycare licenses. A major part of this process will involve moving the fingerprinting for these licenses and other miscellaneous fingerprint requests from the Evidence Section to the Investigation Division (different buildings). This relocation will require our department to establish an additional change fund of \$100 in the Investigation Division which will be handled by two license compliance officers. We will also establish our own receipt program which will be audited by City Finance at least once a year. City Finance will provide the particular receipts required. We will purchase our own cash box. We will be utilizing the tractor feed printer Evidence currently uses or we may handprint the receipts. It should be noted we are unable to simply move the current funds from Evidence to Investigations due to the fact Evidence still requires their change fund for shipping companies and blood lab billing.

Per Connie Elwood, in order to obtain the new change drawer in Investigations, it needs to be presented to both Legal and Finance and City Council as a resolution. Please consider this memo our request to be put on those particular upcoming agendas.

Please let me know if there is further explanation needed to make this happen. If you have any questions, please give either Captain Deb Cady or me a call at 394-4134.

Thank you for your assistance.

Sincerely,

Deanna Johnson
Police Support Technician Supervisor
Criminal Investigation Division

cc: Chief Allender