

CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel RONALD N. ESTES Department 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.)

TO ATTEND ACCREDITATION MANAGERS TRAINING SPONSORED BY CALEA. AS THE DEPT'S NEW ACCREDITATION MANAGER, I NEED THIS TRAINING PRIOR TO RE-

List all other City employees, if any, making the trip for the same purpose: N/A ACCREDITATION

Place of meeting or destination: BURLINGTON, VT

Date of meeting NOV 29 - DEC 2, 2000

Date trip to begin NOV 28, 2000 Date trip will end DEC 4, 2000

Method of transportation requested AIR

Estimated transportation cost \$650.00 MINUS \$30.00 COUPON \$ 330.00

Meals 7 days @ \$33.00 PER DAY OUT OF STATE PER DIEM 231.00

Lodging 6 days @ \$115.00 PER DAY 690.00

Other costs - description _____

REGISTRATION FOR CONFERENCE 265.00

Total estimated cost of trip \$ 1516.00

Signed Ronald N. Estes 10/25/00 Date [Signature] 10/25/00
(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: [Signature] Date 10/26/00
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

CALEA

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Accreditation Recognizes Professional Excellence

Conference Info

Schedule in Brief

Registration Form

Travel Tips

Hotel Information

Future Meetings

Burlington Meeting Schedule in Brief

Day One, Wednesday, November 29,, 2000

- ◆ Continental Breakfast
- ◆ Introduction to the Law Enforcement Accreditation & Certification Processes
- ◆ Accreditation Manager Training, Parts 1 & 2 (*Advanced registration is required*)
- ◆ Geo Beats
- ◆ Crime Analysis

Police Accreditation Coalition Meetings

State Agencies' Accreditation Coalition (SAAC) will hold an all-day meeting. Coalition/Network Presidents or official designees will meet at 3:00 p.m.
Contact Jim Brown at Commission Headquarters 1-800-368-3757, ext. 26 for details.

Day Two, Thursday, November 30, 2000

EXHIBITORS INFORMATION

- ◆ Continental Breakfast
- ◆ Introduction to the Law Enforcement Accreditation & Certification Processes
- ◆ Accreditation Manager Training, Parts 1 & 2 (*Advanced registration is required*)
- ◆ Introduction to Communications Accreditation
- ◆ New Assessor Training (Invitation Only)
- ◆ Line of Duty Death Policy Development
- ◆ Lesson Plan Development
- ◆ Critical Incident Management/Unusual Occurrence Planning
- ◆ Personnel Allocation
- ◆ Community Surveys
- ◆ Asset Forfeiture

Day Three, Friday, December 1, 2000

- ◆ Continental Breakfast
- ◆ Committee Meetings
- ◆ Assessor Refresher Training (*Advanced registration is required*)
- ◆ Introduction to ASAP 2.0 WIN32 Format
- ◆ ASAP Users Group
- ◆ Panel discussion "Policing in a Collegiate Environment"
- ◆ New Assessor Training cont. (Invitation Only)

Day Four, Saturday, December 2, 2000

- ◆ Continental Breakfast
- ◆ Commission committees review on-site assessment team reports about candid agencies and make recommendations for accreditation
- ◆ Full Commission votes on candidate reviews
- ◆ Evening awards celebration banquet

Send mail to calea@calea.org with questions or comments about this web site
or write or phone us at: 10306 Eaton Place, Ste 320, Fairfax, VA 22030-2201 800-368-3757
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