

LF061604-07

### CITY OF RAPID CITY TRAVEL REQUEST

Person requesting travel Jon Dicks 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.)

TRAINING Course to enhance training, experience & confidence in science of fingerprints

List all other City employees, if any, making the trip for the same purpose: none

Place of meeting or destination: Decatur, Georgia

Date of meeting Dec. 6th - 10th

Date trip to begin Dec. 4th Date trip will end Dec. 11th

Method of transportation requested AIRLINE

Estimated transportation cost	\$ 400.00 (AIRLINE)
Meals	224.00
Lodging	553.00
Other costs - description <u>COURSE FEE</u>	400.00
<u>TAXI FARE OR RENTAL CAR \$20/day (8 days)</u>	160.00
Total estimated cost of trip	\$ 1777.00

Signed [Signature] 5/21/04 Date [Signature] Date 6/2/04  
(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 event, Council approval is required.


Approved by Common Council on \_\_\_\_\_ (Date)

White copy - Mayor      Yellow copy - Finance      Gold copy - Department copy

Maggie - Please put on next Legal/finance  
Thanks Pam

# RAPID CITY POLICE DEPARTMENT MEMORANDUM

May 21, 2004

MEMO TO: Sgt. Peter Ragnone  
 FROM: Lt. Dan Rud   
 SUBJECT: Forensic Ridgeology Course for FE Jon Dicks

Detective Mike Jordahl located a training course for Forensic Examiner Jon Dicks. Detective Jordahl has attended this week long course himself, and he advises that it's an excellent training opportunity and brings us closer to our goal of making FE Dicks proficient in the science of fingerprints.

The course is entitled "Forensic Ridgeology" and the instructor is Staff Sergeant David Ashbaugh of the Royal Canadian Mounted Police. Sgt. Ashbaugh is well-known internationally as a fingerprint and palm print expert. The course is sponsored by the Georgia Division of the International Association for Identification and is being held at the Georgia Bureau of Investigation Headquarters in Decatur, Georgia from December 6<sup>th</sup> through the 10<sup>th</sup>.

We researched other possible locations for this course, but unfortunately, this is the only Ashbaugh course offered in the United States in 2004.

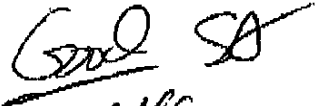
The reason I'm putting a request in so early for this training is that this is a highly valued course. I spoke with GAIAI President, Stephen Greene (from the US Army Crime Laboratory), this morning to verify there were slots available in the course and he said there are. But he also said that he expected the class to fill up soon.

We have an outstanding Latent Print Examiner in Detective Mike Jordahl, however, I can't emphasize enough how important it is to our Latent Print laboratory to have at least two court-recognized experts. FE Dicks is doing very well after eleven months with Det. Jordahl, but he also needs to build his "expert" credentials and his confidence with additional, formal training opportunities like this one.

I've outlined the various costs to send FE Dicks to this training:

<u>Course Fee:</u>	\$400.00
<u>Airline Ticket</u> (Round Trip from RC to Atlanta)*	\$400.00
(*Note: The lowest fare as of today's date is on Northwest Airlines leaving RC Dec. 4 <sup>th</sup> , and returning on Dec. 11 <sup>th</sup> . This fare is currently at \$372.50)	
<u>Lodging:</u> (At Hampton Inn in Stockbridge, GA. 7 nights @ \$79/night)	\$553.00
<u>Per Diem:</u>	\$264.00
<u>Ground Transportation:</u> \$20 per day estimated either taxi or rental car	\$160.00
 <u>Total Estimated Cost:</u>	 \$1777.00

If you have any questions, please let me know. Thank you.

  
DARS