

# Out of State Travel/Training Request Presented to Personnel Committee for Approval

**Requesting Supervisor/Manager:** Nick Reimer  
**Names of Employees Attending:** Lt. Robert Arps  
**Is this training and travel within budget?** Yes

**Department:** Police Dept.

Name of Training	Dates of Training	Location of Training
IACP/NHTSA High Visibility Education and Enforcement pilot program – Lessoned Learned	March 10-11, 2016	Alexandria, Virginia

Estimated cost of training	\$0.00
Estimated cost of travel	\$0.00
Estimated cost of meals	\$0.00
Estimated cost of accommodations	\$0.00
Estimated cost of misc. expenses	\$0.00 Please explain: Only regular lieutenant salary
<b>Total estimated cost</b>	<b>\$0.00</b>

**Requesting Supervisor/Manager Comments:** I feel that it is in our department's best interest to have Bob attend this follow-through step for the OWI Task Force HVEE. We are extremely fortunate to have been involved with this pilot program. Bob has done a lot of work to make this a successful program, and this Forum will give him a chance to both give and receive information about lessons learned and promising practices.

**What are the objectives for the training?** The objectives are to receive a better understanding of our OWI task force efforts including the high visibility education and enforcement portion of the program. This will be done by meeting with all the individuals involved including members of the Sheboygan PD and Manitowoc County Sheriff's Office as well as state and national officials.

**How will this training be shared / implemented upon return?** This knowledge will used to better enforce OWI violations in the future. Drunk driving in the City of Manitowoc has been a major concern and the cause of serious accidents (including fatalities) over the years.

**How will this training benefit the City?** This training will help provide a safer environment for everyone, which is a large part of our mission. This will be done by having a better method to combat OWI violations.

**What is the return on the investment?** There is not a monetary ROI for this. Lt. Arps would be paid his regular rate of pay, which would be the only cost to the city; however other shift commanders have adjusted their schedules to avoid any OT that would have taken place.

Supervisor Approval/Decline

Approved  Declined  Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature: Nick Reimer Dated: Jan 26<sup>th</sup> 2016

\*\*Please attach any additional information you would like considered with this request

On Jan 22, 2016, at 8:13 AM, Scott Luchterhand <[sluchterhand@manitowoc.org](mailto:sluchterhand@manitowoc.org)> wrote:

Hi Bob,

Would you be available to attend this opportunity?

**Assistant Chief Scott Luchterhand**  
Manitowoc Police Department  
910 Jay Street  
Manitowoc, WI 54220  
[sluchterhand@manitowoc.org](mailto:sluchterhand@manitowoc.org)  
Phone: (920) 686-6562  
Fax: (920) 686-6588

"The mission of the Manitowoc Police Department is to work cooperatively with the community to prevent crime, maintain order and provide a safe environment for everyone."

---

**From:** Ben Gorban [<mailto:gorban@theiacp.org>]  
**Sent:** Friday, January 22, 2016 7:56 AM  
**To:** [christopher.domagalski@sheboyganwi.gov](mailto:christopher.domagalski@sheboyganwi.gov); [brad.wentlandt@gfpd.org](mailto:brad.wentlandt@gfpd.org); [jd.lind@dot.wi.gov](mailto:jd.lind@dot.wi.gov); [jasonorth@co.manitowoc.wi.us](mailto:jasonorth@co.manitowoc.wi.us); [randy.romanski@dot.wi.gov](mailto:randy.romanski@dot.wi.gov); **Scott Luchterhand**  
**Cc:** Michael Fergus  
**Subject:** Save the Date: IACP HVEE Promising Practices and Lessons Learned Forum

Wisconsin HVEE Team,

As the next step in the IACP/NHTSA High Visibility Education and Enforcement pilot program, we would like to invite you to return to Alexandria, Virginia for an HVEE Promising Practices and Lessons Learned Forum on March 10 – 11, 2016. A formal invitation with logistics and travel information will follow shortly, but we would appreciate you (or a designee from your agency that was involved in the HVEE program) saving the dates and planning to attend.

If you have any questions or concerns, please feel free to contact either Mike Fergus ([fergus@theiacp.org](mailto:fergus@theiacp.org)) or me.

Thanks,

Ben

**Ben Gorban**  
Project Coordinator  
**International Association of Chiefs of Police**  
44 Canal Center Plaza, Suite 200, Alexandria, VA 22314  
Direct: 703-647-7387 | Main line: 800-THE-IACP | Fax: 703-836-4543  
[gorban@theiacp.org](mailto:gorban@theiacp.org) | [www.theiacp.org](http://www.theiacp.org) | [www.theiacpconference.org](http://www.theiacpconference.org)  
[Facebook](#) | [Twitter](#) | [IACPBlog](#) | [YouTube](#)

*IACP: Serving the Leaders of Today, Developing the Leaders of Tomorrow*