

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

Requesting Supervisor/Manager: Chief Nick Reimer Department: Police Department

Names of Employees Attending: Officer Austin Schleis

Name of Training	Dates of Training	Location of Training
Working K9 Training-Tony Pallotta	02/23/2025-03/03/2025	Beeton, Ontario Canada

Estimated cost of training	\$ 5,000
Estimated cost of travel	\$ 250
Estimated cost of meals	\$ 450
Estimated cost of accommodations	\$ 800
Estimated cost of misc. expenses	\$ 10,500 Please explain Purchase of K9
Any anticipated overtime costs	\$ 0
<b>Total estimated cost</b>	<b>\$ 17,000</b>

**Requesting Supervisor/Manager Comments:**

The Manitowoc PD has two K9 handler positions. With Officer Koenig retiring his K9 and moving to day shift, a position was available.

An interview process for a K9 handler was conducting and Officer Schleis was selected for this assignment in November of 2024.

**What are the objectives for the training?**

The objectives for this training are to get Officer Schleis and his K9 partner comfortable with each other and primarily train

Officer Schleis to be a proficient K9 handler.

**How will this training be shared / implemented upon return?**

Officer Schleis will upon his return, be a K9 handler for late second shift and third shift at MTPD.

**How will this training benefit the City? What is the return on the investment?**

The K9 Program has been a great benefit to the City of Manitowoc and City of Manitowoc PD. The dogs are trained in drug detection, tracking for suspects or lost individuals, and handler protection.

**Supervisor Approval/Decline**

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

Supervisor/Manager Signature: Nick Reimer Dated: 12/02/2024

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

# Manitowoc Police Department Training Request Form

Name: Austin Schleis

Date: 11/26/2024

Employee Payroll # 33850

List your request in the space below. Please attach any class descriptions or applications to this request. Shift Commanders/Supervisors will justify the request, check the schedule to ensure there is sufficient staffing and place this training on their schedule as "tentative, pending approval". The completed/signed form should be given to the Training Coordinator. The Shift Commanders/Supervisors and requesting officer will be notified by e-mail as soon as a decision has been made.

Course Name / Number	Dates	Location of Program	Available Staffing (Y or N)	Logged on Schedule (Y or N)
K9 Handler Course- Workingk9.ca	2/23/25-3/3/25	Beeton Ontario Canada		

Yes  No Have you been subpoenaed during the time of the requested training?

**Requesting Officer Comments:** Leave on 2/23/25 and return on 3/3/25- Possibly longer if extended training is needed.

**Shift Commander/ Supervisor Comments:**

*Office use below this line*

Shift Commander: \_\_\_\_\_  
 Training Coordinator: \_\_\_\_\_  
 Chief or D.C. : \_\_\_\_\_

Notes: \_\_\_\_\_

Registered for class: \_\_\_\_\_  
 Payment Method: \_\_\_\_\_  
 Hotel reservations: \_\_\_\_\_  
 Arrive/Depart: \_\_\_\_\_  
 Confirmation #: \_\_\_\_\_  
 Payment Method: \_\_\_\_\_  
 Logged in Acadis: \_\_\_\_\_  
 Vehicle: \_\_\_\_\_  
 Supervisor notified: \_\_\_\_\_  
 Employee notified: \_\_\_\_\_  
 Training attendance logged: \_\_\_\_\_

Request Denied: \_\_\_\_\_