

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

Requesting Supervisor/Manager: Chief Reimer Department: Police

Names of Employees Attending: Fielder Clark and Justin Massart

Name of Training	Dates of Training	Location of Training
Heckler & Koch Armorer Class	December 11th-13th, 2017	Ashburn, VA

Estimated cost of training	\$ 1,100.00
Estimated cost of travel	\$ 200.00
Estimated cost of meals	\$ 380.00
Estimated cost of accommodations	\$ 875.00
Estimated cost of misc. expenses	\$ Please explain
Total estimated cost	\$ 2,555.00

Requesting Supervisor/Manager Comments:

We currently don't have any certified armorers for our squad rifles.

What are the objectives for the training?

For Clark and Massart to become certified armorers.

How will this training be shared / implemented upon return?

Clark and Massart will be responsible for weapon maintenance on our department rifles.

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

Our department rifles will be maintained properly. Without this training we would have to ship the guns to VA for maintenance, our 19 current rifles are 10 to 16 years old and they all require maintenance. It will save time and money by having our own armorers.

Supervisor Approval/Decline

Approved Declined Reason for decline: _____

Supervisor/Manager Signature: Mick Reimer Dated: 10-30-17

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