



SHERIFF DAVID J. MAHONEY
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DATE: July 18, 2019

TO: Personnel and Finance Committee

FROM: Chief Deputy Jeff Hook

RE: Request for approval to purchase graduation luncheon

The Dane County Sheriff's Office sends each person promoted to the rank of Lieutenant to an Executive level training Course. On June 21, 2019, Lt. Gary Vandivier and Lt. Ira Simpson graduated from the Northwestern University School of Police Staff and Command Course which was held in West Allis, Wisconsin. As Lt. Vandivier and Lt. Simpson have responsibilities that cross divisional lines, all of the Executive team was invited to the graduation ceremony and luncheon. The costs of the Sheriff and Chief Deputy were covered by Northwestern University but the costs for the other Executive Team members were billed to the Dane County Sheriff's Office.

Expenses: \$102

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase graduation luncheon for our executive team members. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.