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DATE: Oct. 14, 2015

TO: Personnel and Finance Committee

FROM: Chief Deputy Jeff Hook

RE: Request for approval to purchase dinner for Citizen's Academy class on an annual basis.

On October 27, 2015, the Sheriff's Office will be having a graduation ceremony for the annual Citizens Academy class. Citizens from throughout Dane County spent one night a week for the past 11-weeks learning about the Dane County Sheriff's Office. These citizens come from all walks of life and attend the class for various reasons. The class has been held annually by the Sheriff's Office for the past nine years. It has become a valued resource in connecting with the citizens we serve and helping to educate the community about the responsibilities of the Sheriff's Office. Past graduates also serve as volunteers for the Sheriff's Office as special events and trainings.

We would like to provide a meal to the volunteers on the last night of class, on an annual basis.

Estimated expenses: \$100

Detail:

A light dinner will be provided for the class, which typically consists of 14-20 people per year.

We respectfully request that an exception be made to Section 20.14 of the Expense Account Ordinance in order to permit us to purchase dinner and refreshments for the citizens and a few of our staff for this event, annually. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.