



SHERIFF DAVID J. MAHONEY  
**DANE COUNTY SHERIFF'S OFFICE**

JEFF HOOK, Chief Deputy  
(608) 284-6167



JANICE L. TETZLAFF  
Captain, Executive Services  
(608) 284-6175

TIMOTHY F. RITTER  
Captain, Support Services  
(608) 284-6186

JEFFREY A. TEUSCHER  
Captain, Security Services  
(608) 284-6165

RICHELLE J. ANHALT  
Captain, Field Services  
(608) 284-6870

DATE: September 23, 2014

TO: Personnel and Finance Committee

FROM: Chief Deputy Jeff Hook

RE: Request for approval to purchase dinner for Citizen's Academy Class

On October 28, 2014, the Sheriff's Office will be having a graduation ceremony for this year's Citizen's 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 seven 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 sandwiches, chips and soda for the graduation. **Estimated expenses: \$100**

Detail:

Catered sandwich buffet including salad and drinks for approximately 21 people for \$100

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. We have identified funds in the Department's budget that can be used for this purpose.

Thank you very much for your consideration.