

No: _____

Date: _____

**City of Saint Paul
Office of the Mayor**

ADMINISTRATIVE ORDER

WHEREAS, the Saint Paul Police Department is seeking authority to pay for actual costs of expenses which include registration/tuition, travel, per diem and lodging for Internet Crimes Against Children (ICAC) Task Force participants (non-city employees) to attend training, meetings and conferences from January 1, 2011 through December 31, 2011, locations and dates to be determined; and

WHEREAS, the training, meetings and/or conferences are specifically designed to assist task force members in working investigations relating to computer crimes against children and is a necessary component of the ICAC Task Force; and

WHEREAS, the public purpose of the training, meetings and/or conferences is to train ICAC Task Force members on current computer forensic examinations, investigative trends, and new equipment and software which is essential for investigators to prosecute child pornography and child exploitation cases; and

WHEREAS, the total expenditures for ICAC registrations/tuitions, travel, per diem, and lodging will not exceed the amount budgeted for these expenditures per the Office of Juvenile Justice and Delinquency Prevention grant awarded to the Saint Paul Police Department for the grant period of January 1, 2011 through December 31, 2011; and

WHEREAS, the per diem reimbursement will not exceed the Runzheimer scale for such expense; and

BE IT ORDERED, that the proper city official(s) are hereby ordered to pay for the above mentioned travel expenses not to exceed \$5,000.00 per non-city employee per session for training, meetings, and/or conferences from account code 436-34232-025X.

A copy of said order is to be kept on file and on record in the Office of Financial Services.

Funding source: Special Fund 436-34232.

APPROVED AS TO FORM

Assistant City Attorney

Date

T. Smith

Department Director

1-1-11

Date

Director of Financial Services

Date