

**CITY OF SAINT PAUL  
OFFICE OF THE MAYOR**

**ADMINISTRATIVE ORDER**

Approved Copies to:

- City Clerk (Original)
- Finance Dept.'s Accounting Division
- Requesting Dept.

No: \_\_\_\_\_

Date: \_\_\_\_\_

WHEREAS, the Saint Paul Police Department Professional Development Institute is conducting the following courses: Grant Writing 101, Elder Abuse Investigations, Vice / Prostitution / Human Trafficking Investigation, Minnesota Motor Vehicle Theft Investigations, Cell Phone Investigation, Martial Arts for Law Enforcement, Use of Force Instructor School, Pistol Skills While Working Plain Clothes, AR-15 Armorer Course, AR-15 Advanced Armorer Course, Police Cyclist Training, Intermediate Handgun Skills, Motorcycle Officer Training, Street Safe; Surviving Violent Encounters, Background Investigation, , Police Rifle and Carbine School, GLOCK Armorer Course, GLOCK Instructor Workshop, Homicide for Patrol - Inside the Tape Course, Minnesota Data Practices-Criminal Records, Interview & Interrogation "Maximizing the Opportunity", and any additional Saint Paul Police Department Professional Development Institute sponsored courses throughout the year; and

WHEREAS, these courses are scheduled to take place January through December 2013 at the following facilities: The Saint Paul Police Department Outdoor Range, 2621 Linwood Avenue, Maplewood, Minnesota 55119, The Saint Paul Police Department, 367 Grove Street, Saint Paul, Minnesota 55101, The Saint Paul Police Annex, 100 East 10th Street, Saint Paul, MN 55101, The Saint Paul Police Eastern District, 722 Payne Avenue, Saint Paul, MN 55106, The Saint Paul Police Western District, 398 North Hamline Avenue, Saint Paul, MN 55104, The Bureau of Criminal Apprehension, 1430 East Maryland Avenue, Saint Paul, MN 55106, and other locations of additional Saint Paul Police Department Professional Development Institute sponsored courses throughout the year; and

WHEREAS, the Saint Paul Police Department Professional Development Institute will provide a continental breakfast, beverage and snacks purchased from a variety of vendors; and

WHEREAS, the public purpose of this professional training is to provide quality and affordable training to outside law enforcement agencies and other professionals while providing training to Saint Paul Police Department personnel at no cost; and

BE IT ORDERED that pursuant to the 2013 city budget, the proper city officials are hereby authorized to remit an amount not to exceed \$15,000.00 to the listed assorted vendors to cover expenses for food and beverage for the above mentioned Saint Paul Police Department Professional Development Institute sponsored training courses.

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

Funding source:      Account code # 436-34117-0299

   
Requested by: Department Director      Date

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Approved by: City Attorney      Date

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Approved by: Finance Director      Date