

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

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

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

**ADMINISTRATIVE ORDER**

WHEREAS, the annual Saint Paul Police SWAT team training will be held at the state of the art facilities at the Naval Base in Dam Neck Virginia Beach, Virginia, September 21-28, 2013; and

WHEREAS, the ranges and facilities at Dam Neck provide situations and scenarios that the department does not have access to locally; and

WHEREAS, the Dam Neck training facilities will be used to work on rifle shooting drills, hand gun shooting drills, room clearance drills, field searches, counter sniper tactics, vehicle intervention tactics, hostage rescue, breaching, and gas deployment; and

WHEREAS, the team will be able to shoot from elevated positions as well as shoot towards elevated targets; and

WHEREAS, in order to keep costs down for this training exercise, the team is requesting the ability to purchase food and prepare their meals. Cost for food is estimated at \$25 per person for a total of seven days for a total cost of approximately \$4,373; and

WHEREAS, the public purpose of this professional training is to provide quality and affordable training to the Saint Paul Police Department SWAT personnel; and

BE IT ORDERED, that the proper city officials are hereby authorized to pay the costs associated with the above, not to exceed \$12,000 from account code 001-04000-0219

NOW, THEREFORE, BE IT ORDERED, that pursuant to the 2013 city budget, the proper city officials are hereby authorized to use a city procurement card to purchase food and beverages (no alcoholic beverages) not to exceed \$4,373 with proper documentation provided upon return for the above SWAT training.

**Funding source: 001-04000-0219**

**APPROVED AS TO FORM**

\_\_\_\_\_  
Assistant City Attorney

\_\_\_\_\_  
Date



\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Financial Services

\_\_\_\_\_  
Date