



City Manager  
334 Front Street  
Ketchikan, AK 99901

Phone (907) 228-5603  
Fax (907) 225-5075

7a(9)

## TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Assistant City Manager

DATE: February 26, 2020

RE: **Authorizing Budget Transfer – City and Police Training Requests**

The motion detailed below was prepared at the request of Finance Director Bob Newell, who asked that it be placed before the City Council for consideration at its meeting of March 5, 2020. If adopted, the motion provides for transferring \$8,000 from Appropriated Reserves of the General Fund to the Human Resources Division's 2020 Training and Education account (Account No. 600.03) and \$8,000 from Appropriated Reserves of the US Marshall Property Seizure Fund to the Police Department's 2020 Training and Education account (Account No. 600.03) to provide training in social media for the employees of the City, including the entire Police Department, and for law enforcement instruction to the Police Department. The rationale for the social media training is detailed in Lieutenant Andy Berntson's transmittal memorandum.

As City and Ketchikan Public Utilities staff increasingly utilizes social media for both work-related public communications and personal use, employees such as managers, supervisors, and staff would benefit from such training. Social media offers the unique opportunity to communicate with a wide cross section of the community. The City Manager's office believes employees should understand the impacts of social media use and how it may reflect upon their respective departments and divisions or the City and KPU as a whole.

Lieutenant Berntson will be attending the City Council meeting of March 5, 2020, in order to address any questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

### RECOMMENDATION

It is recommended the City Council adopt the motion authorizing the City Manager to transfer \$8,000 from Appropriated Reserves of the General Fund to the Human Resources Division's 2020 Training and Education account (Account No. 600.03) and \$8,000 from Appropriated Reserves of the US Marshall Property Seizure Fund to the Police Department's 2020 Training and Education account (Account No. 600.03) to provide training in social media for employees of the City and for law enforcement instruction to the Police Department.

**Recommended Motion:** I move the City Council authorize the City Manager to transfer \$8,000 from Appropriated Reserves of the General Fund to the Human Resources Division's 2020 Training and Education account (Account No. 600.03) and \$8,000 from Appropriated Reserves of the US Marshall Property Seizure Fund to the Police Department's 2020 Training and Education account (Account No. 600.03) to provide training in social media for employees of the City and for law enforcement instruction to the Police Department.

**MEMORANDUM**  
**CITY OF KETCHIKAN, ALASKA**  
**Finance Department**  
*Office of the Finance Director*

*Bob Newell, Finance Director*  
*Camille Nelson, Financial Analyst*  
*Phone: (907) 228-5621*  
*Facsimile: (907) 228-5617*

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TO: Karl R. Amylon, City Manager/KPU General Manager

FROM: Bob Newell, Finance Director

DATE: February 26, 2020

**SUBJECT: Request for 2020 Budget Transfer- Police Department**

Police Lieutenant Andy Berntson has requested funding for a social media training program for the Police Department. Since the program may benefit other city employees, it has been proposed to expand the training program to include them. The total cost of the training program is about \$16,000 including a small contingency of about \$626. The Police Department will absorb 50% of the cost of the training program. The Human Resources Division will cover the remaining 50%. It has been determined that the Police Department's share of the cost of the training program is eligible from reimbursement from the Forfeiture and Property Seizure Fund. The General Fund will fund the Human Resources Division's share.

Two budget transfers from appropriated reserves will be necessary to fund the proposed social media training program. I am recommending a transfer of \$8,000 from the appropriated reserves of the Forfeitures and Property Seizure Fund and a transfer of \$8,000 from the appropriated reserves of the General Fund. Since the transfers will involve appropriated reserves, the City Council will need to approve the transfer.

For more information about the social media training program, please review the attached memorandum from Lieutenant Berntson.

**Recommended Motion:**

I move the City Council authorize the City Manager to transfer \$8,000 from the appropriated reserves of the General Fund to the Human Resources Division's 2020 Training and Education Account No. 600.03 and \$8,000 from the appropriated reserves of the Forfeitures and Property Seizure Fund to the Police Department's 2020 Training and Education Account No. 600.03 for the purpose of providing social media training for the employees of the Police Department and other employees of the City.



## MEMORANDUM

Lt. Andrew Berntson  
Ketchikan Police Department

PH: 907.225.6631  
FAX: 907.247.6631

To: Karl Amylon – City Manager

From: Lt. Andy Berntson

Date: 2/26/2020

**Subject: Social Media Training**

The Ketchikan Police Department, in conjunction with the City of Ketchikan, is sponsoring employee training by well-known instructor Valerie Van Brocklin on 8/4/20 and 8/5/20. The training is titled "Public Employees' Rights, Responsibilities & Liabilities on the Internet – Roadkill on the Information Highway." Ms. Van Brocklin has put on this training for the City of Ketchikan in the past, and it is extremely valuable information for all government employees in reference to their rights and their use of the internet both during work hours and their personal time.

There will be two days of instruction and two travel days. One of the days of instruction would be City sponsored training and the other day would be sponsored by the Police Department and will include law enforcement specific instruction. Ms. Van Brocklin's cost is \$7000.00 per instruction day plus expenses. Those expenses would include:

- Federal Per Diem Rate (4 days at \$95.00 per day for a total of \$380).
- Three nights lodging (3 days at \$150.00 per night for a total of \$450.00).
- Alaska Airlines travel round trip from Anchorage will be booked, paid and invoiced after travel by Ms. Van Brocklin (\$479.29).
- Airport Parking in Anchorage will be paid and invoiced after travel (estimated 4 days at \$16 a day for a total of \$64.00) by Ms. Van Brocklin.

The total cost of the training would be estimated at \$15,373.29. The City of Ketchikan and the Police Department would each pay \$7,686.645. Costs subject to adjustment would be the plane ticket and parking, all others are fixed. Projected costs for the training should be no more than \$16,000.00, with the City of Ketchikan and the Police Department each paying \$8,000.00.





# Public Employees' Rights, Responsibilities & Liabilities on the Internet

## Roadkill on the Information Highway.

Police officers, fire fighters, EMS workers, dispatchers, court personnel, hospital staff, teachers, public works personnel, and other public servants are making headline news and suffering career damaging injuries or career ending fatalities because of their postings on the internet. They're also eroding public trust and hurting relations with their communities, other agencies, and funding sources – which makes their jobs tougher and, in some professions, more dangerous.

Telling these critical workers to “use common sense” or “don’t post anything on the internet you wouldn’t want to read in the newspaper” isn’t working. There are complicated issues involved and while the technology leaps ahead, the law lags behind.

### Consider this:

- Do public employees have *any* 1<sup>st</sup> Amendment freedom of expression on the internet?
- Do they have *any* 4<sup>th</sup> Amendment expectation of privacy to what they post on the internet? What if it is privacy protected?
- Do they have different responsibilities and liabilities for what they post because of the critical, sensitive nature of their work? If so, what are they?
- Do their rights, responsibilities and liabilities depend on whether they are ON or OFF duty or using a work or personal computer or cell phone?
- What actions can their agencies take against them for their internet postings?
- Can their agencies require them to divulge passwords in order to view their internet footprint for hiring due diligence, job promotions, or evaluations?
- How are opposing counsel in criminal and civil litigation discovering their internet footprint and using it against them and their agencies?
- How can they place themselves and their families in physical danger with their internet postings?
- How can they protect themselves from becoming roadkill on the information highway?

This training answers these questions with real scenarios, provides what agencies need to do to get ahead of the technology and legal curve, and, most importantly, gets attendees thinking before they “click.”

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Here's what some who have attended *Roadkill on the Information Highway* have to say:

*"As always, Ms. Van Brocklin is at the forefront of providing timely and relevant training. Her presentations are consistently engaging and thought-provoking. The importance of this topic cannot be overstated and should be considered mandatory training for new recruits and seasoned executives alike." -Attendee, Alaska Police Standards Council Executive Leadership Conference*

*"As a cooperative effort between four Washington state risk pools, we brought Val to Washington state to enlighten, encourage, and motivate nearly 400 local government leaders. The feedback was exceptional. She was informative and entertaining in one! We had several requests to bring her back again so they could send more staff next time!" -Joanne Bisquera, Director of Member Services, Enduris*

*"Keep doing what you're doing. I loved the class. Lots of energy and great eye opening info." -Recruit, Alaska DPS Training Academy*

*"Val is 10 lbs. of energy in a 5 lb. package. She is fast paced with the perfect balance of humor and seriousness. Get your beauty sleep ahead of time because you will not be catching up on it during the class." -Duncan McClane, Fire Chief, Whatcom Co., WA*



## Meet Val

- Former state and federal prosecutor
- Her trial work was featured on ABC'S *PRIMETIME LIVE*, Discovery Channel's *Justice Files*, and in *USA Today*, *The National Enquirer*, and *REDBOOK*
- Described by Calibre Press as "the indisputable master of enter ~ train ~ ment"
- Her programs on the *Law Enforcement Television Network* include a prestigious Telly Award that honors the finest video and film productions
- Her Public Radio stories include a national award winner
- She has been a regular featured columnist for [www.policeone.com](http://www.policeone.com), [www.officer.com](http://www.officer.com) and [www.lawofficer.com](http://www.lawofficer.com)
- Her writing has also been featured in *Police Chief* magazine, *The Law Enforcement Trainer*, Calibre Press Online *Street Survival* Newsletter, *Alaska* magazine, and the 2005 edition of the book *SOLO: On Her Own Adventure*

## Full Bio

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For over 30 years Val Van Brocklin has been winning hearts, inspiring action and helping people find greater meaning in the work they do. She got here through a unique combination of skills, education, and “in the trenches” experience — all fueled by her own passion for people who have chosen to serve others. Val had a teaching career before she earned her law degree at the University of Virginia and stalked high adventure in Alaska – joining the Anchorage District Attorney’s Office. She quickly became a senior trial attorney. Because of her notable work, Val was asked to join the state’s Office of Special Prosecution & Appeals where she had state-wide responsibility for cases that were so complex they required specialized investigative and prosecution efforts. Val’s endeavors again caught attention. She was recruited by the U.S. Attorney’s Office to prosecute complex white collar crime, for which she received the FBI’s commendation. As a state and federal prosecutor for over 10 years, Val’s trial work sparked not only ample, local media coverage but was also featured nationally on

- ABC’S *PRIMETIME LIVE*
- Discovery Channel’s *Justice Files*
- And in *USA Today*, *The National Enquirer*, and *REDBOOK*.

Throughout her career as a prosecutor, Val’s dynamic presentation style made her a frequently invited speaker for law enforcement and other professional and community groups. It also left her fielding many more speaking requests than she could possibly meet — prosecuting criminals is a full-time job. And so, another adventure presented itself.

Described by Calibre Press as “the indisputable master of enter~train~ment,” Val is now an internationally sought keynote speaker, trainer, and author.

- Her training programs can be seen on the *Law Enforcement Television Network*, one of which won a prestigious 2000 Telly Award that honors outstanding cable television and the finest video and film productions.
- Her Public Radio commentaries and stories include a 2005 national award winner.
- Her writing has also been featured in:

*Police Chief* magazine

*The Law Enforcement Trainer*

Calibre Press Online *Street Survival* Newsletter

*Alaska* magazine

*Women in the Outdoors* magazine

And the 2005 edition of the book ‘SOLO: On Her Own Adventure’.



Val's fee for a full day presentation, *or any fraction thereof*, is USD\$7,000.00 plus expenses.

The fee includes:

1. All preparation time customizing her presentation and handout for your audience.
2. Travel time to and from the presentation.
3. Provision of a master handout, when appropriate, for you to copy for attendees in advance of the training date.
4. Making her Power Point presentation available on a website or by other means for a specified period of time.
5. Any down time on site, e.g., if she has to fly or drive in the day before or can't fly or drive out until the morning after.
6. The presentation and any keepsakes provided to attendees.
7. Participation in all telephone, email and postal service communications necessary to customize the training, to arrange travel and lodging, or otherwise provide the training.
8. Visiting and reviewing the training venue and audio-visual equipment for any needed adjustments prior to training.
9. Participation in all telephone, email and postal service communications after the training, e.g., replying to attendees' post-training inquiries, etc.

Val's expenses for travel, food and lodging *are separate from and in addition to* the training fee. Travel expenses may include airfare, checked baggage fees, ground transportation (shuttle service, taxi, rental car, fuel, personal vehicle mileage per diem, and tolls), parking, etc. She accepts government meal per diem rates or reimbursement for actual meal expenses, whichever you prefer. Lodging is actual expense reimbursement, but she's happy to stay at a place of your choice.

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Flight summary [Change](#) | [Remove](#)

Flight	Departs	Arrives	Total price for 1 passenger \$479.29
 Alaska 62 Main (L)   2 stops/plane change   <a href="#">Details</a> <a href="#">Distance</a> : 844 mi   <a href="#">Duration</a> : 4h 53m	Anchorage (ANC) Mon, Aug 3 7:50 am	Ketchikan (KTN) Mon, Aug 3 12:43 pm	<a href="#">Taxes, fees and charges</a> <a href="#">Price guarantee</a>
 Alaska 67 Main (L)   2 stops/plane change   <a href="#">Details</a> <a href="#">Distance</a> : 844 mi   <a href="#">Duration</a> : 4h 49m	Ketchikan (KTN) Wed, Aug 5 5:45 pm	Anchorage (ANC) Wed, Aug 5 10:34 pm	Shop again using a <a href="#">discount or companion fare code</a> .

Upgrade to First Class.

- Check your first two bags for free.
- Skip ahead with expedited check-in and priority boarding.
- Settle into spacious, custom-designed seats with generous legroom and recline.
- Enjoy meals and snacks inspired by the West Coast food scene.



+\$121 USD per passenger

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Total due now \$479.29 USD

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Free cancellation within 24 hours of purchase.

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Flight summary

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Flight	Departs	Arrives	Total price for 1 passenger \$479.29
 Alaska 64 Main (L)   3 stops/plane change   <a href="#">Details</a> Distance: 802 mi   Duration: 5h 38m	Anchorage (ANC) Mon, Aug 3 10:45 am	Ketchikan (KTN) Mon, Aug 3 4:23 pm	<a href="#">Taxes, fees and charges</a> <a href="#">Price guarantee</a> Shop again using a <a href="#">discount or companion fare code</a> .
 Alaska 67 Main (L)   2 stops/plane change   <a href="#">Details</a> Distance: 844 mi   Duration: 4h 49m	Ketchikan (KTN) Wed, Aug 5 5:45 pm	Anchorage (ANC) Wed, Aug 5 10:34 pm	

- Upgrade to First Class.
- Check your first two bags for free.
  - Skip ahead with expedited check-in and priority boarding.
  - Settle into spacious, custom-designed seats with generous legroom and recline.
  - Enjoy meals and snacks inspired by the West Coast food scene.



+\$202 USD per passenger

UPGRADE TO FIRST CLASS

- Fare rules
- Change and cancellation policy
- Baggage policy

Total due now \$479.29 USD

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Free cancellation within 24 hours of purchase.

NEXT →

## Andrew Berntson

**From:** gm@capefoxlodge.com  
**Sent:** Wednesday, February 26, 2020 9:30 AM  
**To:** Andrew Berntson  
**Subject:** Your confirmation (Cape Fox Lodge) No 338402

### CAUTION: External Email

This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

## Cape Fox Lodge

Subject : confirmation for reservation #338402

Dear Andy Bernston,

We are pleased to confirm this reservation with Cape Fox Lodge. Below is a summary of your booking and room information. We look forward to making your stay gratifying and memorable. When you're traveling away from home, you can always count on Cape Fox Lodge.

If you have any questions or require additional information, don't hesitate to contact us.

*Please do not reply to this message. It was sent from an unmonitored e-mail address and we are unable to respond to any replies.*

### Informations regarding your reservation

#### Reservation for

Guest Name : **Andy Bernston**  
Confirmation # : **338402**  
Arrival Date : **Monday, August, 3, 2020**  
Departure Date : **Thursday, August, 6, 2020**  
Voucher Number:  
Booking type : **Guest**  
Adult : **1**  
Child : **0**  
Childrens :

#### Rate Information

Rate Currency: \$  
Room Rate: **150.00** per night.  
Rate description:

### Cape Fox Lodge

800 Venetia Way

Ketchikan, AK USA  
99901

Toll free : 8662258001

Phone: 9072258001

Fax: 9072258286

Website: [www.capefoxlodge.com](http://www.capefoxlodge.com)

E-mail: [jmeehan@capefoxlodge.com](mailto:jmeehan@capefoxlodge.com)



Plus tax when applicable  
First Night Rate With Tax: **150.00**  
Insurance : **0.00**  
Service Charge: **0.00**  
Total Stay Amount: **450.00**  
Deposit Amount: **0.00**  
Balance Due: **450.00**  
Rate Program: State Government

#### Room Information

Number of Rooms: 1  
Room Type: Mountain view with single king bed  
Description: Spacious mountain view rooms with one king bed. Located in the lodge with elevator access to all 3 floors. Amenities include coffee makers & coffee, color cable TV, mini fridge and microwave, iron & ironing board, hair dryer and free wireless internet access.  
Guarantee Method:  
Required Deposit: **0.00 \$**  
Room Address: , ,

#### Room Criteria

None

#### Special Request

None

#### Confirmation notes

None

#### Modify/Cancel

To modify or cancel your reservation call 8662258001 in the U.S. and Canada.

#### Rates

<u>From</u>	<u>To</u>	
03-Aug-2020	05-Aug-2020	150.00

*Thank you for choosing Cape Fox Lodge.  
This e-mail was sent 26-Feb-2020 at 10:29AM.*

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