



ROCKY MOUNTAIN INFORMATION NETWORK, INC.

PO Box 41370 | Phoenix, Arizona 85080-1370 | 623.587.8201 | 800.821.0640 | Fax: 623.587.8206



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February 10, 2025

Darin Balaam, Sheriff
Washoe County Sheriff's Office
911 Par Boulevard
Reno, Nevada 89512

RMIN Training Number: 2025-106NV
RMIN Agency Number: NVCO017

Dear Sheriff Balaam:

The Rocky Mountain Information Network (RMIN) received your letter requesting assistance in the Western States Sheriff's Association Conference on March 9-13, 2025. RMIN is pleased to support this event. The category and reimbursement amount approved are listed below:

Audio/ Visual Equipment	Assistance not to exceed	\$ 5,000.00
TOTAL ASSISTANCE AMOUNT:		\$ <u>5,000.00</u>

Upon receipt of this letter, please contact Mr. Keith Groeneweg, Wyoming Law Enforcement Coordinator, at (307) 630-1808 to discuss the specific planning stages needed to ensure your payment will be completed. Please note that payment will be made directly to Washoe County Sheriff.

At the conclusion of the training, payment of all expenses will be made upon completion and submission of the following:

- Copy of paid receipts
- Attendance roster (attendee's name, agency, email address, and phone number)

Please submit all requested documentation for payment to Sarah Cook, Comptroller, **within ten (10) business days to scCook@rmin.riss.net**. In the event you are unable to use the approved funds, please contact Mr. Groeneweg.

Respectfully,

Mr. Val Biebrich
Executive Director

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MEMBER AGENCY TRAINING REQUEST FORM

PO Box 41370 | Phoenix, AZ 85080-1370 | 623.587.8201 | 800.821.0640 | 623.587.8209 fax | <http://www.riss.net>




RMIN must follow federal guidelines when providing training assistance to member agencies.

By signing the form below, you agree to the following guidelines:

Request must be received at least 60 days prior to the training event start date. Please contact your State Law Enforcement Coordinator (LEC) for assistance if needed.

All funds received must be used for the furtherance of RMIN's goals and objectives and the requesting agency agrees to follow all RMIN guidelines governing the use of training funds. Final approval on all training requests will be granted by the RMIN Director. This form must be signed by a command level officer/representative. All agencies requesting assistance must submit this completed and signed form to the RMIN LEC, assigned to your state. *If requested by a member agency, airfare and lodging can be booked/paid directly by RMIN, Inc. All other expenses will be reimbursed to the member agency after claims are paid by the member agency.*

Agency Name: Washoe County Sheriffs Office (WSSA)		Date of Request: 01/23/25		RMIN Agency #: NVCO017	
Address: 911 E. Par Blvd					
City: Reno			State: NV		Zip: 89512
Requester Name: Sheriff Darin Balaam			Phone: 775-3995404 (c)		
Requester Email: dbalaam@washoecounty.us					
Event Name: Western States Sheriffs Association (WSSA)			Start Date: 03/09/25		End Date: 03/13/25
Event Address: Peppermill Hotel & Casino					
City: Reno			State: NV		Zip: 89715
Event Website: https://wssa4.wildapricot.org/event-5709140			Tuition Fee: 225.00		
Event Contact Name: Sheriff Darin Balaam			Phone: 775-3995404 (c)		
Email: dbalaam@washoecounty.us			Est. # of Attendees: 225		
If you are requesting an instructor from RMIN, complete the following section:					
Instructor's Name: N/A			Topic:		# Hrs:
Instructor's Name:			Topic:		# Hrs:
Financial Assistance					
Conference/Training Room Rental: \$ N/A				Total:	\$ 0.00
Airfare: \$ N/A		# of Instructors		Total:	\$ 0.00
Lodging: \$	(per night)	# of Instructors	# Nights:	Total:	\$ 0.00
Daily Per Diem: \$	(per day)		# Days:	Total:	\$ 0.00
Other: Meeting Room & Audio/Video Equipment				Total:	\$ 5000.00
				Total Amount of Request:	\$ 5000.00

RMIN LEC: Keith Groeneweg		State: Wyoming	
Email: kgroeneweg@rmin.riss.net		Phone: 307-630-1808	
Is this training event restricted to a particular agency?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Is this training event restricted to sworn law enforcement personnel?		YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Do you want this training event advertised in the upcoming RMIN Training publication?		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Please check the category of the target audience (check all boxes as necessary)			
Community Corrections/Parole or Probation:	<input checked="" type="checkbox"/>	Task Force Members:	<input checked="" type="checkbox"/>
Courts/Judges:	<input checked="" type="checkbox"/>	Other Law Enforcement:	<input checked="" type="checkbox"/>
Attorneys:	<input checked="" type="checkbox"/>	Civic Organization:	<input checked="" type="checkbox"/>
Institutional Corrections:	<input checked="" type="checkbox"/>	Non-Profit Organization:	<input checked="" type="checkbox"/>
Police:	<input checked="" type="checkbox"/>	Other (Specify):	<input checked="" type="checkbox"/>
Sheriffs:	<input checked="" type="checkbox"/>		
Additional Info (Include other funding sources for event)			
<p>This request is to support the 2025 Western State Sheriffs Association (WSSA) conference held March 9-13, 2025 at the Peppermill Hotel in Reno, NV. RMIN has established a long-term partnership with this esteemed organization and supporter of this conference. Attendees will be law enforcement or correctional officers.</p>			
<p>A training agenda and the training announcement/flyer must be submitted with this request, to include names of all instructors. Tentative agendas/announcements are acceptable before finalizing.</p>			
<p><i>RMIN is not liable for any funds spent prior to RMIN's written approval. Upon approval of the submitted training request, the following items and information must be submitted to the comptroller, within 10 business days from the last day of the training event. Failure to submit the required items will result in non-reimbursement by RMIN.</i></p>			
<ul style="list-style-type: none"> • Roster of All Agencies and Attendees • Number of Attendees • Number of Agencies 		<ul style="list-style-type: none"> • Total Instructor Hours • Travel Claim and Applicable Receipts • W-9 	
<p>The person signing this form assumes responsibility for the accuracy of the information as well as the guidelines stated above.</p>			
Command Level Officer Approving Request:			
Title: Sheriff	Signature: 		Date: 1/23/25
<p>Upon approval, a letter will be generated within 10 days. All requesting agencies must mail a completed W-9 form to RMIN. Payment will not be submitted without a completed W-9.</p>			



January 23, 2025

Val Biebrich
Executive Director
Rocky Mountain Information Network
PO Box 41370
Phoenix, AZ 85080

Dear Director Biebrich,

On behalf of the Washoe County Sheriff's Office and in partnership with the Rocky Mountain Information Network (RMIN) and the Western States Sheriffs Association (WSSA), training assistance is requested for the 2025 WSSA Conference to be held on March 9 - 13, 2025, in Reno Nevada.

The WSSA annual conference and training consists of meetings of our Executive Board, Board of Directors, and Standing Committees, and two days of executive-level training for Sheriffs, their Senior Staff, and Detention Managers.

2025's training curriculum includes Executive Leadership, Contemporary Issues in Detention Operations, Border Security and Operational Objectives, Legal Trends, and Current issues facing Law Enforcement Executives. We will also meet with WSSA's federal law enforcement partners for continuous discussion regarding federal lands management. Additionally, there will be breakout sessions for detention management and senior staff.

The Washoe County Sheriff's Office is respectfully seeking financial support from RMIN in the amount of \$5000.00 toward the conference. These funds will be utilized to assist financially with classroom setup of audio/visual, and sound system (rented) equipment for conference instructional presentations, meetings, and break-out sessions. Any assistance that can be provided with the conference's executive-level training will be appreciated.

The Washoe County Sheriff's Office and WSSA thank you for your continued partnership and consideration of our training grant request.

RMIN is welcomed as a major contributor and partner at the annual WSSA Conference hosted by the Washoe County Sheriff's Office and looks forward to your participation.

Sincerely,

A handwritten signature in blue ink that reads "Darin Balaam".

Darin Balaam
Sheriff