

Raymond Kelly Richardson  
Superintendent

Barry Golner  
Deputy Superintendent

Daniel R. Larocque  
Deputy Superintendent

OK  
RRK  
1/21/20 00

To: Eileen Donoghue  
City Manager

From: Raymond Kelly Richardson  
Superintendent of Police

Date: January 22, 2020

Re: Out of State Travel

I respectfully request your permission to send three members of the Lowell Police Department to attend Investigative Interviewing and Advanced Interrogation. The class will be held at the Nashua Police Department. I have supplied a breakdown of costs below. Thank you for your time in this matter.

**Conference:** Investigative Interviewing and Advanced Interrogation

**Location:** Nashua, NH

**Dates to Travel:** March 31, 2020 – April 3, 2020

**Flight:** \$0

**Hotel:** \$0

**Conference Cost:** \$575.00 per person, total \$1,725.00

**Mileage/Fuel/Toll/Parking:** Will submit receipts upon return

**Car Rental:** \$0.00

**Per Diem:** \$0

**Number of people:** 3

JoAnn Keegan  
Interim Director of Health & Human Services  
978.674.1050

Date: January 22, 2020  
To: Eileen Donoghue, City Manager  
From: JoAnn Keegan, Interim Director of Health and Human Service  
CC: Maryann Ballotta, Public Safety Research and Planning Director, Police Department

Regarding: Permission to attend out of state workshop for:  
Lainnie Emond, Substance Abuse Coordinator, Health Department

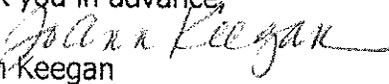
Lainnie Emond is requesting permission to attend the three-day 2020 Comprehensive Opioid Abuse Program (COAP) National Forum. The Forum is being held Tuesday March 10<sup>th</sup> through Thursday March 12<sup>th</sup> in Arlington, Virginia. Lainnie will fly out on Monday March 9<sup>th</sup> as the Forum starts at 8:30am on March 12<sup>th</sup>.

The COAP National Forum is hosted by the Bureau of Justice Assistance, and is a federal conference geared towards COAP grantees who are addressing the opioid epidemic in their communities. At the COAP National Forum, Lainnie will learn about innovative strategies that communities from across the county are utilizing to decrease the rate of fatal opioid-related overdoses. The COAP National Forum will also cover topics such as safeguarding the health and well-being of staff working at the front lines of the opioid epidemic, providing support to families and children, treatment best practices, and maximizing resources through multidisciplinary partnerships.

The Lowell Police Department, via the COAP grant, will cover expenses for Lainnie to attend the conference. Lainnie's position will be funded in-part by the COAP grant in the next fiscal year. Below is the breakdown of the total cost for Lainnie to attend the COAP National Forum:

COAP National Forum: Free to attend  
Hotel: \$256.00 + fees/tax (three nights = \$840, estimate including fees/tax)  
Airfare: \$400 (estimate)  
Mileage to/from Airport (Bos-DC-Bos): \$20  
Food Allowance: \$50/day (four days = \$200)  
**Estimated Total Cost: \$1,460**

Thank you in advance,

  
JoAnn Keegan  
Director of Health and Human Services