

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: February 13, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to the Sig Sauer Academy in Epping, NH. Class is Low Light Pistol Operator. The travel expenses are being funded through the Training Account. Thank you for your time in this matter.

Training: Low Light Pistol Operator
Location: Epping, NH
Dates to Travel: 03/25/2019 - 03/26/2019
Hotel: \$0
Conference Cost: \$600.00
Airline Costs: \$0 per person/plus tax
Per Diem:
Gas/Toll: will return with receipts
Number of people: 1