

Raymond Kelly Richardson
Superintendent

To: Eileen Donoghue
City Manager

Barry Golner
Deputy Superintendent

From: Raymond Kelly Richardson
Superintendent of Police

Daniel R. Larocque
Deputy Superintendent

Date: May 9, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend the FBI Regional Public Information Officer Conference. The conference is being held at Camp Niantic in Niantic, Connecticut. I have supplied a breakdown of costs below. Thank you for your time in this matter. This will be paid out of the training fund.

Conference: FBI PIO Training

Location: Niantic, CT

Dates to Travel: June 10, 2019 through June 12, 2019

Flight: \$0 per person

Hotel: \$218.50 per night/per person

Conference Cost: \$0 total

Mileage/Fuel/Toll/Parking: will return with receipts

Per Diem: \$50 per person/per day (\$150.00)

Number of people: 1

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Superintendent

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City Manager

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Deputy Superintendent

From: Raymond Kelly Richardson
Superintendent of Police

Daniel R. Larocque
Deputy Superintendent

Date: May 9, 2019

Re: Out of State Travel

Madame Manager, please review the following travel request. I respectfully request your permission to send a member of the Lowell Police Department to attend the Police Society for Problem Based Learning (PSPBL) 2019 Annual Conference in Madison, Wisconsin. This conference is to assist attendees on different ways to engage with partners in policing and police education and generate ideas to implement these strategies in law enforcement. This travel will be no cost to the city and only looking to travel on work time.

I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: Police Society for Problem Based Learning - Training for Resiliency 2019 Conference

Location: Madison, Wisconsin

Dates to Travel: June 5, 2019 through June 7, 2019

Flight: \$0 per person

Hotel \$0 per night/per person

Conference Cost: \$0 total

Mileage/Fuel/Toll/Parking: will return with receipts

Per Diem: \$0 per person/per day

Number of people: 1

Kerran Vigroux, BS, MPH
Director of Health & Human Services
978.674.1050

Date: May 9th, 2019
To: Eileen Donoghue, City Manager
From: Kerran Vigroux, 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 two-day National Meeting for Harold Rogers Prescription Drug Monitoring Programs (PDMP) and COAP Grantees, entitled "The Integral Role of PDMPs and Comprehensive Data in Combatting the Opioid Epidemic". The National Meeting is sponsored in part by the Bureau of Justice Assistance, the funding provider of the PDMP grant awarded to the Lowell Police Department; this grant currently funds Lainnie's position as Substance Abuse Coordinator. The National Meeting is being held June 26th, 2019 and June 27th, 2019 in Washington D.C. Lainnie would utilize June 25th, 2019 as a travel day as the National Meeting begins on the morning of June 26th, 2019. Lainnie will travel home either the night of June 27th or early in the morning on June 28th, pending available flights.

The National Meeting will address topics relevant to Lainnie's work, which include current information on multidisciplinary data sharing, community based opioid interventions and prevention efforts, PDMP effectiveness, and data trends regarding opioid use disorder treatment. This conference will improve Lainnie's understanding of country-wide practices being utilized to address the opioid epidemic, and she will bring this knowledge back to Lowell to expand upon current opioid efforts.

The Lowell Police Department, via the PDMP grant, will cover expenses. Below is the breakdown of the total cost of the National Meeting based off of Lainnie returning home on June 28th, 2019:

COAP National Meeting: Free to attend
Hotel: \$199.00 + fees/tax (three nights = \$800, estimate including fees/tax)
Airfare: \$400 (based on estimates from the 2017 National Meeting)
Mileage to/from Airport (Bos-DC-Bos): \$50
Food Allowance: \$50/day
Estimated Total Cost: # \$1,400

Thank you in advance,
Kerran Vigroux
Director of Health and Human Services