

Raymond Kelly Richardson
Superintendent

Barry Golner
Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent



To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: November 1, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend the Drug Unit Commander Course. This course is run by the Institute of Police Technology and Management. Funds will be taken out of the training fund. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: Drug Unit Commander Course

Location: University of N. Florida in Jacksonville, FL

Dates to Travel: December 1, 2019 through December 7, 2019

Flight: \$413.66

Hotel: \$757.77

Conference Cost: \$795.00

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

Car Rental: \$367.29

Per Diem: \$350.00

Total Cost: \$2,683.72

Number of people: 1

Raymond Kelly Richardson
Superintendent

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Deputy Superintendent

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Deputy Superintendent



To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: November 8, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend At-Scene Traffic Crash/Traffic Homicide School. The course is being held at the Dover, New Hampshire Police Department. The cost of this training will be paid from the 1112 STEP account. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: At-Scene Traffic Crash/Traffic Homicide School

Location: Dover, NH

Dates to Travel: March 23, 2020 – April 3, 2020

Flight: N/A

Hotel: N/A

Conference Cost: \$1,095.00

Mileage/Fuel/Toll/Parking: Commuting with LPD vehicle

Per Diem: \$

Number of people: 1

Raymond Kelly Richardson
Superintendent

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Deputy Superintendent

Daniel R. Larocque
Deputy Superintendent



To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: November 4, 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 Communications Technician Training Course provided by the Department of Homeland Security Emergency Communications Division. The training will be held at the Middlesex Radio Shop, Department of Public Safety in Middlesex, Vermont. This travel will be no cost to the City as lodging, mileage and per diem are all included.

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

Conference: Communications Technician Training Course
Location: Middlesex, Vermont
Dates to Travel: November 17, 2019 through November 23, 2019
Flight: \$0 per person
Hotel: Comfort Inn, Montpelier, Vermont
Conference Cost: \$0 total
Mileage/Fuel/Toll/Parking: \$0
Per Diem: \$0 per person/per day
Number of people: 1