

William M. Taylor  
*Superintendent*

Deborah Friedl  
*Deputy Superintendent*

Raymond Kelly Richardson  
*Deputy Superintendent*

To: Kevin Murphy  
City Manager

From: William Taylor  
Superintendent of Police

Date: October 3, 2017

Re: Out of State Travel

I respectfully request to attend along with one other member from the Lowell Police Department to the 2017 Heroin Response Strategy Symposium in Atlanta, GA. This symposium is hosted by the National High Intensity Drug Trafficking Areas (HIDTA) Program and will be discussing opiate issues that directly relate what the Lowell Police Department is trying to conquer with our recent opiate grant. This travel will be paid for through the Law Enforcement Trust Fund and grants.

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

**Training:** 2017 Heroin Response Strategy Symposium

**Location:** Atlanta, GA

**Dates to Travel:** November 6, 2017 through November 9, 2017

**Hotel:** \$150.00 per night/per person/plus tax

**Conference Cost:** \$0 per person

**Airline Costs:** \$400.00 per person/plus tax

**Per Diem:** \$50 per person/per day

**Car Rental/Gas/Toll/Transportation:** will return with receipts

**Number of people:** 2

William M. Taylor  
*Superintendent*

Deborah Friedl  
*Deputy Superintendent*

Raymond Kelly Richardson  
*Deputy Superintendent*

To: Kevin Murphy  
City Manager

From: William Taylor  
Superintendent of Police

Date: October 5, 2017

Re: Out of State Travel

In response to a request for law enforcement mutual aid from Puerto Rico, the Massachusetts Emergency Management Agency made a statewide request for bilingual Spanish officers to participate in a deployment to Puerto Rico. We had an overwhelming response from our bilingual officers and have selected a team of six officers who will deploy in two week cycles. Upon arrival in Puerto Rico, the officers will work 12 hour shifts and be housed and fed in a base camp setting.

I respectfully request permission to send a total of six officers from the Lowell Police Department to Puerto Rico. These officers along with 63 other officers from around the Commonwealth will assist Puerto Rico with security duties. All related expenses including travel, salary and overtime costs will be reimbursed by Federal Emergency Management Assistance (FEMA).

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

**Training:** Puerto Rico Security Duties

**Location:** Puerto Rico

**Dates to Travel:** October 5, 2017 through November 18, 2017

**Hotel:** \$0 per night/per person/plus tax

**Conference Cost:** \$0 per person

**Airline Costs:** \$0 per person/plus tax

**Per Diem:** \$0 per person/per day

**Car Rental/Gas/Toll/Transportation:** will return with receipts

**Number of people:** 6 total over six weeks

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*Fighting Fires, Saving Lives, and Promoting Safety.*

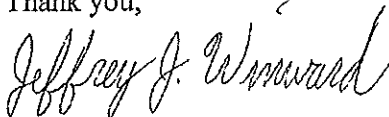
Jeffrey J. Winward  
Fire Chief

To: Kevin J. Murphy, City Manager  
From: Jeffrey J. Winward, Fire Chief  
Date: October 4, 2017  
Subject: Out of State Travel

Mr. Manager:

I respectfully request permission for Deputy Director of Emergency Management George Rose to travel out of state to FEMA's Mobilization Center in Alabama. The purpose of the trip is to assist FEMA in an Emergency Management role in either Puerto Rico, the US Virgin Islands, or Florida, depending on need, he will be deployed to one of these disaster areas from Alabama. All expenses including base wages, per diem, travel, etc. will be reimbursed by FEMA. The deployment would be for 30 days, and George has not yet received orders with dates of departure and return. Because of George's extensive experience, education, and knowledge in Emergency Management, he has been selected by MEMA Director Kurt Schwartz to fill this important role to assist our neighbors during this ongoing disaster.

Thank you,



Jeffrey J. Winward  
Fire Chief  
Lowell Fire Department