

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: January 17, 2018

Re: Out of State Travel

I respectfully request your permission to send a member of the Lowell Police Department to the 2018 NSCA Tactical Strength and Conditioning (TSAC) Annual Training in Norfolk, VA. This training is led by experts in law enforcement, military, first responders and exercise science that will provide the latest in practical strength and conditioning and applied research, with an emphasis on integrated medicine. The goal is to provide our Academy Officers techniques and mechanics on how to lead a physical readiness program. The cost of this training will come from the Lowell Police Training Account. I have supplied a breakdown below.

Thank you for your time in this matter.

Purpose: 2018 NSCA Tactical Strength and Conditioning (TSAC) Annual Training

Registration Fee: \$355.00

Location: Norfolk, VA

Dates of Travel: April 1, 2018 through April 6, 2018

Air Transportation: \$400.00 per person

Hotel: \$250.00 per person/per night/plus tax

Car Rental/Mileage/Gas: will return with receipts

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

Number of people: 1

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To: Kevin Murphy
City Manager

From: William Taylor
Superintendent of Police

Date: January 17, 2018

Re: Out of State Travel

Mr. Manager, please review the following travel request. I respectfully request your permission to send one member of the Lowell Police Department to attend the 2018 Harley Davidson Police Technical Training in Orlando, FL. This training is for technicians/officers whose departments use Harley Davidson Police Motorcycles. The classes that will be covered are chassis service, ABS Service and Power Train Service. The travel expenses are being funded through the STEP Account.

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

Conference: 2018 Harley Davidson Police Technical Training

Location: Orlando, FL

Dates to Travel: July 22, 2018 through August 3, 2018

Flight: \$450.00 per person

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

Conference Cost: \$1190.00 total

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

Per Diem: \$50 per person/per day

Number of people: 1

William M. Taylor
Superintendent

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Deputy Superintendent

Raymond Kelly Richardson
Deputy Superintendent

To: Kevin Murphy
City Manager

From: William Taylor
Superintendent of Police

Date: January 11, 2018

Re: Out of State Travel

Mr. Manager, please review the following past travel request. I would appreciate your permission to reimburse one member of the Lowell Police Department who traveled out of state to conduct a covert and ongoing Task Force Investigation. Due to operational security the details of the investigation cannot be made public at this time.

Thank you for your time and consideration in this matter.

Location: Out of State, undisclosed location
Dates of travel: Departure: November 27, 2017
Return: November 29, 2017
Reimbursement: \$346.71 Total