

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: March 28, 2018

Re: Out of State Travel

I respectfully request your permission to send a member of the Lowell Police Department to the Supervisor Leadership Institute in Hampton, NH. This training is part one of a three-step leadership series that makes up the FBI-LEEDA Trilogy. Students will be engaged in such topics as discipline, liability, overcoming team dysfunction and leadership style. The cost of this travel will come from the Law Enforcement Trust Fund and/or the Training Account.

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

Training: Supervisor Leadership Institute
Location: Hampton, NH
Dates to Travel: May 21, 2018 through May 25, 2018
Hotel: \$0 per night/per person/plus tax
Conference Cost: \$65000 per person
Airline Costs: \$0 per person/plus tax
Per Diem: \$50 per day/if needed
Gas/Toll: will return with receipts
Number of people: 1