

William M. Taylor
Superintendent

Deborah Friedl
Deputy Superintendent

Raymond Kelly Richardson
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: William Taylor
Superintendent of Police

Date: April 20, 2018

Re: Out of State Travel

I respectfully request your permission to send two members of the Lowell Police Department's Crime Analysis Unit to the International Association of Crime Analyst Conference in California. This is annual conference that features four days of training in crime analysis and policing topics, exhibitions, networking opportunities, and many discussions. The cost for this travel will be paid for through the Edward Byrne Memorial Justice Assistance grant.

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

Training: International Association of Crime Analyst Conference
Location: California
Dates to Travel: September 16, 2018 through September 22, 2018
Hotel: \$175.00 per person/per night
Conference Cost: \$500.00 per person
Airline Costs: \$500.00 per person/plus tax
Per Diem: \$50.00 per person/per day
Car Rental/Gas/Toll/Shuttle: will return with receipts
Number of people: 2