

Raymond Kelly Richardson
Superintendent

Deborah H. Friedl
Deputy Superintendent

Barry Golner
Deputy Superintendent

To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: January 7, 2019

Re: Out of State Travel

I respectfully request your permission to send two members of the Lowell Police Department to The Drug Enforcement Administration, New England Field Division two-week Basic Narcotics School. It will be held at the Connecticut State Police Academy, 285 Preston Avenue, Meriden, Connecticut. The travel expenses are being funded through the Law Enforcement Trust Fund. Thank you for your time in this matter.

Training: DEA Basic Narcotics School

Location: Meriden, Connecticut

Dates to Travel: January 28, 2019 through February 8, 2019

Hotel: Courtyard New Haven/Wallingford Marriott. \$1,276.50 per person = \$2,553.00

Conference Cost: \$0.00

Airline Costs: \$0 per person/plus tax

Per Diem: \$50 per day per person x 2 weeks (\$50 x 6) x 2 persons = \$1,200.00

Gas/Toll: Estimate \$100 (will return with receipts if applies)

Number of people: 2

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To: Eileen Donoghue
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From: Raymond Kelly Richardson
Superintendent of Police

Date: January 7, 2019

Re: Out of State Travel

I respectfully request your permission to send 2 civilians to a conference on Violence Against Women (OVW) Improving Criminal Justice Responses to Sexual Assault, Domestic Violence, Dating Violence and Stalking (ICJR) Grantee Orientation. This is a mandatory meeting for Grant recipients.

Location: Orlando, FL

Dates: January 28th through February 1st.

Number of attendees: 2

Flight cost: about \$400 per person x 2 = \$800

Hotel Cost: \$166.50 per night x 4 nights x 2 people = \$1,332.00

Per Diem: \$50 per day x 5 days x 2 = \$500

Mileage to and from Logan Airport

Parking at Logan Airport

Funding Source: Grant Funded

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To: Eileen Donoghue
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From: Raymond Kelly Richardson
Superintendent of Police

Date: January 10, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to the Sig Sauer Academy in Epping, NH. Class is Low Light Pistol Operator. The travel expenses are being funded through the Training Account. Thank you for your time in this matter.

Training: Low Light Pistol Operator

Location: Epping, NH

Dates to Travel: 2/5/19

Hotel: \$0

Conference Cost: \$250.00

Airline Costs: \$0 per person/plus tax

Per Diem:

Gas/Toll: will return with receipts

Number of people: 1

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To: Eileen Donoghue
City Manager

From: Raymond Kelly Richardson
Superintendent of Police

Date: January 10, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to the Sig Sauer Academy in Epping, NH. Class is Counter Ambush Tactics for Law Enforcement. The travel expenses are being funded through the Training Account. Thank you for your time in this matter.

Training: Counter Ambush Tactics for Law Enforcement

Location: Epping, NH

Dates to Travel: 4/9/19

Hotel: \$0

Conference Cost: \$250.00

Airline Costs: \$0 per person/plus tax

Per Diem:

Gas/Toll: will return with receipts

Number of people: 1