

Raymond Kelly Richardson
Superintendent

To: Eileen Donoghue
City Manager

Barry Golner
Deputy Superintendent

From: Raymond Kelly Richardson
Superintendent of Police

Daniel R. Larocque
Deputy Superintendent

Date: June 3, 2019

Re: Out of State Travel

I respectfully request your permission to send one member of the Lowell Police Department to attend the SWAT Commanders Course. The course is being held in Berlin, New Hampshire. There is no cost for this course as it is paid by NEMLEC. I have supplied a breakdown of costs below. Thank you for your time in this matter.

Conference: SWAT Commanders Course

Location: Berlin, NH

Dates to Travel: June 17, 2019 through June 21, 2019

Flight: N/A

Hotel: N/A

Conference Cost: \$0

Mileage/Fuel/Toll/Parking: Commuting with LPD vehicle

Per Diem: \$

Number of people: 1