

INTRADEPARTMENTAL CORRESPONDENCE

April 7, 2026

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TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: TRAVEL AUTHORITY

RECOMMENDED ACTION

1. That the Board of Police Commissioners (Board) APPROVE the Travel Authority for the Chief of Police, May 11, 2026 through May 16, 2026, to attend the National Police Week, which will be held in Washington, District Columbia.

DISCUSSION

It is requested that I be granted approval for the following travel:

DATES: May 11, 2026 through May 16, 2026

DESTINATION: Washington, D.C.

PURPOSE OF TRAVEL: Participating in the 2026 National Police Week events

TRANSPORTATION: Commercial aircraft

COST: Airfare: \$1,068.02
Hotel: \$1,600.11

FUNDING: The Chief's Discretionary Travel Fund

JUSTIFICATION: The National Police Week Memorial events honor the sacrifice of officers who have died in the line of duty.

If this request is approved, Assistant Chief Scott Harrelson will be the Acting Chief of Police.

Respectfully,



JIM McDONNELL
Chief of Police