



Roswell Police Department

CHIEF LANCE BATEMAN



MEMORANDUM

To: Mayor and City Council

From: Chief Lance Bateman

Date: 10/27/2025

Subject: Travel reimbursement request – Sergeant Trong Nguyen (Resolution 24-55)

In accordance with Resolution 24-55, which requires prior approval for any individual receiving more than \$1,500 in travel reimbursements within a single fiscal year, this memo serves as the written request for Sgt. Trong Nguyen.

Sgt. Nguyen will be traveling to Uncasville, Connecticut, from **December 1 through December 5, 2025**, to attend the **Use of Force Summit**. This summit provides critical training and updates on national best practices, legal standards, and advanced review processes regarding police use of force.

Attendance at this summit will directly benefit both Sgt. Nguyen and the Roswell Police Department, as he serves as a **member of the department's Use of Force Board**. The knowledge and insights gained from this conference will enhance his ability to evaluate incidents, ensure compliance with policy and law, and contribute to the department's ongoing commitment to transparency and accountability.

At this time, **there is no additional travel planned for Sgt. Nguyen; however, there is a possibility that future travel may occur within this fiscal year** if further training opportunities or professional development needs arise related to his role as **the Support Services Sergeant, Firearms and General Instructor, Use of Force board member, and SWAT Team member**.

Sgt. Nguyen's travel reimbursements are expected to exceed the \$1,500 per fiscal year limit; therefore, this request is being submitted for City Council review and approval in compliance with Resolution 24-55.

Please let me know if additional information or documentation is needed.

Respectfully,

Chief Lance Bateman