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December 28, 1964

For you information only

Eliot H. Lumbard
Townsend & Lewis
129 Broadway
New York, N.Y.

Dear Eliot:

The Municipal Police Training Council has been asked by the Planning Committee for the Moran Institute to participate in the development of a special program for Police Administrators for the 1965 Institute to be held at St. Lawrence University, Canton, New York during the week of July 11-16, 1965.

Representatives of the New York State Association of Chiefs of Police and the Sheriffs' Association are assisting in developing plans for a Seminar on Police Administration, to cover the five-day period mentioned above.

At this moment we can state that it is our intention to develop a Seminar of high professional quality and of particular benefit to the heads of the larger police agencies in the state. While enrollment in the Seminars will not be limited to Chiefs or Commissioners or Sheriffs of the largest agencies, the emphasis on programming will be on material of interest to these officials. The heads of the smaller agencies are to be given the opportunity to enroll, but it is our hope that among the delegates to this Seminar would be representatives of every major department in the state.

For the largest agencies, if it were not possible for the Commissioner or Chief to attend, it would be hoped that the next in command could be designated to represent the department.


It is anticipated that the services of the best available specialists will be secured to lead discussions in matters of interest to police administrators such as: Principles of Police Management; Police Personnel Administration; Police Fiscal Management; Police-Public Relations-Administrative Aspects; Current Police Problems-Administrative Aspects.

We are addressing this communication to a selected few police administrators to get your reaction as to whether we might expect your attendance or that of a personal representative, at this proposed Seminar, conditioned, of course upon the work of the committee in coming up with the kind of program we envision, which should be of vital concern to you or your department.

To help us in further planning, please give us your reaction on the enclosed Reply Form, and return it as requested.

Thank you for your reply, and we look forward to a very productive Seminar in July. We recognize that this is the week prior to the Annual Conference of the Chiefs' Association, but the dates mentioned are the only ones available for this Seminar.

Sincerely,

A handwritten signature in cursive script that reads "Orwell".

Enclosure