



LARRY BURNS
CHIEF OF POLICE

VICKSBURG POLICE DEPARTMENT

820 Veto Street Post Office Box 150
Vicksburg, Mississippi 39181-0150
601-636-2511 Fax 601-634-4504



WILLIS THOMPSON
MAYOR AND POLICE COMMISSIONER

August 6, 2026

Mayor Willis Thompson and Members of the Board of Aldermen
City of Vicksburg
Vicksburg, Mississippi

RE: Request for Approval of Upcoming Vicksburg Police Department Travel and Training

Mayor Thompson and Members of the Board of Aldermen:

I respectfully request approval for the following Vicksburg Police Department employees to attend upcoming training and professional development opportunities. These trainings will enhance employee knowledge, strengthen operational effectiveness, and ensure the Department remains informed on current best practices within their respective areas of responsibility.

Danielle Williams – MAGPPA 3rd Quarterly Meeting

Date: August 19, 2026

Location: Hinds Community College, Raymond, Mississippi

Registration: \$35

Travel: City Vehicle

Ms. Williams, the Police Department's Purchasing and Supplies Coordinator, is requesting approval to attend the Mississippi Association of Governmental Purchasing and Property Agents (MAGPPA) 3rd Quarterly Meeting. This meeting provides updates on governmental purchasing practices, procurement regulations, and professional networking opportunities that support effective municipal purchasing operations. Attendance will assist Ms. Williams in remaining current on purchasing requirements and best practices that directly support the Department's procurement functions. Ms. Williams will travel in a City vehicle and requests registration in the amount of \$35. No lodging, meals, or other travel expenses are requested.

Alberta Wheeler – ADSi Conference

Dates: October 4–6, 2026

Location: Tunica, Mississippi

Travel Expenses Requested: Lodging, mileage, and per diem

Ms. Wheeler works on the Police Department's booking and court operations and utilizes the ADSi system as part of her daily responsibilities. Attendance at the ADSi Conference will provide updated training on system enhancements, reporting capabilities, and best practices to improve efficiency and ensure the Department continues to effectively utilize the ADSi records management system. Lodging, mileage, and per diem are requested in accordance with the City's travel policy.

Danielle Williams – 2026 MAGPPA Annual Purchasing Conference

Dates: October 25–28, 2026

Location: Tupelo, Mississippi

Registration: \$200

Travel: City Vehicle

Travel Expenses Requested: Hotel accommodations and meals

Ms. Williams, the Police Department's Purchasing and Supplies Coordinator, is requesting approval to attend the 2026 Mississippi Association of Governmental Purchasing and Property Agents (MAGPPA) Annual Purchasing Conference. The conference provides professional development and continuing education in governmental purchasing, procurement laws, contract administration, and purchasing best practices. Attendance will help ensure the Department remains informed of current purchasing standards, regulatory requirements, and emerging procurement practices. Ms. Williams will travel in a City vehicle and requests registration, hotel accommodations, and meals in accordance with the City's travel policy.

These training opportunities represent valuable investments in employee development and will strengthen the Department's administrative, purchasing, and records management capabilities. I respectfully request the Mayor and Board of Aldermen approve the travel and associated expenses outlined above.

Thank you for your consideration and continued support of the professional development needs of the Vicksburg Police Department.

Respectfully,



Larry Burns
Chief of Police
Vicksburg Police Department