



# STAFF REPORT

AGENDA NO: 9h

MEETING DATE: September 2, 2025

**To: Honorable Mayor and City Council**

**Date: September 2, 2025**

**From: Raj Vaswani, Burlingame Police Department, Police Chief – (650) 777-4123**

**Subject: Approval of Out-of-State Travel for the Burlingame Police Department's Chief of Police to Attend the International Association of Chiefs of Police– Annual Conference**

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## **RECOMMENDATION**

Staff recommends that the City Council approve out-of-state travel for the Burlingame Police Department's Chief of Police to attend the International Association of Chiefs of Police (IACP 2025) Annual Conference for training and professional development.

## **BACKGROUND**

The IACP Annual Conference will take place October 18 - October 21, 2025, in Denver, Colorado. This conference provides the Chief of Police with training and development opportunities focused on leadership; policy and operations training in law enforcement, diversity, equity and inclusion; developing strategies; and recruitment best practices.

## **DISCUSSION**

The IACP Annual Conference is one of the most influential professional associations for police leaders. The IACP will provide good resources and training to help Chief Raj Vaswani improve his professional expertise and service to the organization. This will also provide ideas to improve the overall operation of the Burlingame Police Department, particularly with diversity, equity, and inclusion efforts, as well as leadership development. Attendance supports experts on emerging public safety challenges and ensures the department remains aligned with best practices and innovations in modern policing. Information received at this conference will be shared with other Police Department staff members.

Section III.1.a of the City's Expense Reimbursement Policy requires City Council approval for out-of-state travel. Pursuant to the policy, staff is requesting that the City Council approve Chief Vaswani's travel to Colorado.

## **FISCAL IMPACT**

Expenses are estimated to cost approximately \$2,050, and sufficient funds are available in the Burlingame Police Department budget for this trip.

Exhibit:

- IACP Conference information