

Approved

Commissioners Court

AUG 14 2017

REQUEST FOR AGENDA PLACEMENT FORM

Submission Deadline - Tuesday, 12:00 PM before Court Dates

SUBMITTED BY: Sheriff Adam King
TODAY'S DATE: July 19, 2017

DEPARTMENT: Sheriff Office

SIGNATURE OF DEPARTMENT HEAD:



REQUESTED AGENDA DATE: 8-14-17

SPECIFIC AGENDA WORDING: We request to use office space located at 103 S Walnut St. (Elections/Medical Examiner Building) for Courthouse Security Training purposes on September 28th and 29th, 2017 from 8 am to 5 pm.

PERSON(S) TO PRESENT ITEM: Sheriff Adam King

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: _____ **ACTION ITEM:** X
WORKSHOP _____
(Anticipated number of minutes needed to discuss item) **CONSENT:** _____
EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____ **IT DEPARTMENT:** _____
AUDITOR: _____ **PURCHASING DEPARTMENT:** _____
PERSONNEL: _____ **PUBLIC WORKS:** _____
BUDGET COORDINATOR: _____ **OTHER:** _____

*****This Section to be Completed by County Judge's Office*****

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____