



IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF JOHNSON COUNTY

**FY 2021**

On this the 27th day of December 2021, the Commssioners' Court, with the following members being present

- Roger Harmon - County Judge
- Rick Bailey - Commissioner Pct #1
- Kenny Howell - Commissioner Pct #2
- Mike White - Commissioner Pct #3
- Larry Woolley - Commissioner Pct #4

The following proceedings were had, to-wit:

THAT WHEREAS, theretofore, on September 28, 2020 the Court heard and approved the budget for the year 2021 for Johnson County, and

WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: Road & Bridge Pct. 3 Department #: 6140

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Road Repair Materials	0170-6140-53340-HS	15,036.00
TOTAL TRANSFERRED FROM:		<u>\$15,036.00</u>

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Inventory Change	0170-6140-58900-HS	15,036.00
TOTAL TRANSFERRED TO:		<u>\$15,036.00</u>

EXPLANATION:  
To cover year end budget shortage - Inventory Change

Department Head: \_\_\_\_\_ Date: COMMISSIONERS COURT

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

**DEC 27 2021**  
**Approved**

BY: \_\_\_\_\_  
Roger Harmon, County Judge

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_







IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF JOHNSON COUNTY

**FY 2022**

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- Kenny Howell - Commissioner Pct #2
- Mike White - Commissioner Pct #3
- Larry Woolley - Commissioner Pct #4

The following proceedings were had, to-wit:

THAT WHEREAS, theretofore, on September 7, 2021 the Court heard and approved the budget for the year 2022 for Johnson County, and

WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: JP Pct. 4 Department #: 4580

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Office Supplies	0100-4580-53110-AJ	23.00
TOTAL TRANSFERRED FROM:		\$23.00

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
Maint. of Office Equipment	0100-4580-58000-AJ	23.00
TOTAL TRANSFERRED TO:		\$23.00

EXPLANATION:  
To cover cost of maintenance contract

Department Head: \_\_\_\_\_ Date: COMMISSIONERS COURT

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

BY: \_\_\_\_\_  
 Roger Harmon, County Judge

**DEC 27 2021**  
**Approved**

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_

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The following proceedings were had, to-wit:

THAT WHEREAS, theretofore, on September 7, 2021 the Court heard and approved the budget for the year 2022 for Johnson County, and

WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: Non-Departmental Department #: 5100

**TRANSFER FROM:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
<u>Operating Reserve</u>	<u>0100-5100-53970-GG</u>	<u>900.00</u>
TOTAL TRANSFERRED FROM:		<u>\$900.00</u>

**TRANSFER TO:**

ACCOUNT NUMBER NAME	ACCOUNT NUMBER	AMOUNT
<u>Equipment Lease</u>	<u>0100-4130-54640-GG</u>	<u>900.00</u>
TOTAL TRANSFERRED TO:		<u>\$900.00</u>

EXPLANATION:  
To cover cost of PostBase Meter Rental for mail that wasn't in the FY 2022 Budget

Department Head: \_\_\_\_\_

Date: COMMISSIONERS COURT

THE COUNTY OF JOHNSON ROUND DOLLARS ONLY

**DEC 27 2021**  
**Approved**

BY: \_\_\_\_\_  
 Roger Harmon, County Judge

Date received by the County Judge's Office: \_\_\_\_\_ Date Received by Budget Coordinator: \_\_\_\_\_

# Training / Seminar Approval Form

**Department Name:** District Clerk

**Seminar Name:** 2022 CDCAT Winter Conference

**Purpose:** Continuing Education & Training

**Place:** Denton, TX

**Date:** January 24-27, 2022

**Who Will Be Attending:**

David Lloyd

Chris Taylor

**This Training/ Seminar is necessary for the following reasons:**

- Required continuing education
- Job training
- Improve work performance
- Required certification

**Attach Registration Form and Complete the following information:**

Amount of registration \$200 each Date registration is due 1/15/2022

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

**Department Head Signature:**



**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: DEC 27 2021

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: **Approved**





Texas Association of Counties  
 P.O. Box 2131  
 Austin, TX 78768  
 (800) 456-5974

# INVOICE

Date	Account #
12/13/2021	229332

Mr. Christopher Taylor  
 Johnson County  
 Chief Deputy District Clerk  
 204 S Buffalo Ave  
 Cleburne, TX 76033-5404

Date	Reference	Description	Amount	Credits	Balance
10/1/2021	R317840	LLOYD, DAVID, 2022 County & District Clerks Association Winter Conference	200.00	0.00	200.00
10/1/2021	R317839	TAYLOR, CHRISTOPHER, 2022 County & District Clerks Association Winter Conference	200.00	0.00	200.00



Texas Association of Counties  
P.O. Box 2131  
Austin, TX 78768  
(800) 456-5974

# INVOICE

Date	Reference	Description	Amount	Credits	Balance
11/17/2021	72307	CDCAT Annual Membership Dues (Staff) for the period from 01/01/2022 through 12/31/2022	50.00	0.00	50.00

**PLEASE REMIT WITH PAYMENT**

Make checks payable to Texas Association of Counties

**229332**

Mr. Christopher Taylor  
Johnson County  
Chief Deputy District Clerk  
204 S Buffalo Ave  
Cleburne, TX 76033-5404

**Total Due: 450.00**

Amount Enclosed \$ \_\_\_\_\_

Texas Association of Counties  
P.O. Box 2131  
Austin, TX 78768

# 2022 County and District Clerks' Association of Texas Winter Conference

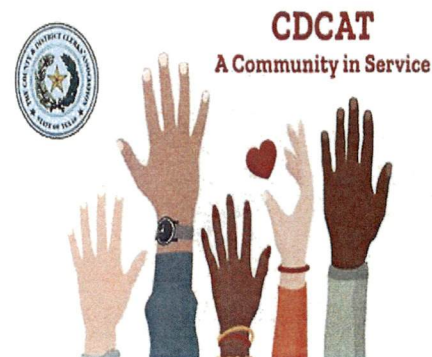
January 24 - 27, 2022

Embassy Suites by Hilton Denton Convention Center  
3100 Town Center Trail  
Denton, TX 76201

2022 County and District Clerks' Association  
of Texas Winter Education Conference

Jan. 24-27, 2022 • Embassy Suites by Hilton Denton Convention Center

**Registration**  
(<https://imis.county.org/imis/Event.aspx?EventKey=22ACDCAT>)



For more information contact [Luz Hinojosa \(mailto:luzh@county.org\)](mailto:luzh@county.org) or [Sam Burke \(mailto:samb@county.org\)](mailto:samb@county.org) at (800) 456-5974.

## Monday, Jan. 24

10 a.m.-5 p.m.

**Registration and Information Desk Open**

1:30-2:30 p.m.

2:30-3:30 p.m. (repeat session)

**Clerk User Group Meeting – Clerk Networking by Case Management System (CMS)**

Attendees will divide into groups based on their individual CMS interests. Join your fellow clerks for an interactive discussion of topics specific to each CMS system. A panel of seasoned clerks who use each CMS system will share their knowledge and experiences, and they will answer questions.

1:30-4:45 p.m.

**Clerk 101/102: Orientation and Training**

Attendees will hear from subject matter experts in human resources, media and public relations, and ethics.

*Ms. Michele Arseneau, Senior HR Consultant, Texas Association of Counties*

*Mr. Paul Miles, Associate General Counsel, Texas Association of Counties*

*Mr. Cary Roberts, Media Relations Officer, Casteel & Roberts*

3:30-3:45 p.m.

**Refreshment Break**

3:45-4:45 p.m.

**Mentorship Program Overview**

## Tuesday, Jan. 25

- 8-8:30 a.m. **Exhibit Hall Open**
- 8 a.m.-5 p.m. **Registration and Information Desk Open**
- 8 a.m.-5 p.m. **Silent Auction**
- 8:30-8:45 a.m. **Welcome and Opening General Session**  
*Presentation of Colors*  
*Invocation*  
*National Anthem*  
*Pledge of Allegiance/Texas Pledge*
- 8:45-9:30 a.m. **Intro to the CDCAT**  
*Hon. Lisa Johnson, Hemphill County Combination Clerk*  
*Hon. Velva L. Price, Travis County District Clerk*  
*Hon. Clarissa Webster, Ector County District Clerk*
- 9:30-10 a.m. **Refreshment Break With Vendors**
- 10-11 a.m. **Making the Laws and How They Impact the County**  
*Mr. Cary Roberts, Media Relations Officer, Casteel & Roberts*
- 11 a.m.-12:30 p.m. **Human Resources: FMLA**  
*Ms. Michele Arseneau, Senior HR Consultant, Texas Association of Counties*
- 12:30-2 p.m. **Lunch on Your Own**
- 2-3:30 p.m. **Keynote: Leadership for Building a Community in Service**  
*Mr. Jim Bearden, Bearden Resource Group*
- 3:30-4 p.m. **Refreshment Break With Vendors**
- 4-5:30 p.m. **Reporting**  
*Ms. Sheri Woodfin, Court Consultant, Office of Court Administration*
- Wednesday, Jan. 26**
- General Session**
- 8:30-10 a.m. **Cybersecurity**  
*Mr. Casey Kennedy, Director of Information Services, Office of Court Administration*
- 10-10:30 a.m. **Refreshment Break With Vendors**

- 10:30 a.m.-noon      **Criminal Justice Information Services (CJIS) and National Instant Criminal Background Check System (NICS) — Reporting for Mental Assessments**  
*Mr. Craig Lopez, CJIS Auditor III, Texas Department of Public Safety*
- Noon-1:30 p.m.      **Lunch on Your Own**
- 1:30-2:30 p.m.      **Fee Changes Q&A**  
*Hon. Patti L. Henry, Chambers County District Clerk*
- 2:30-3 p.m.      **Refreshment Break With Vendors (Silent Auction ends)**
- 3-4 p.m.      **Legal Information vs. Legal Advice**  
*Hon. Sharena Gilliland, Parker County District Clerk*
- 4-5 p.m.      **eFile**
- 6-10 p.m.      *Banquet Dinner*

**Thursday, Jan. 27**

- 8-11 a.m.      **Information Desk Open**
- 8:30-9:15 a.m.      **What I Wish I Knew About Commissioners Court When I Was A Clerk**  
*Panel*
- 9:15-10 a.m.      **Campaigning Do's and Don'ts**  
*Texas Ethics Commission*
- 10-10:15 a.m.      **Refreshment Break**
- 10:15-11 a.m.      **Roundtable Discussions**  
  
**District Clerk Roundtable**  
**County Clerk Roundtable**  
**Combination Clerk Roundtable**

*\*Agenda subject to change*

**Registration**  
**(<https://imis.county.org/imis/Event.aspx?EventKey=22ACDCAT>)**



Hi, Ashley

< [Hotel Travel Guidelines](#) [Learn More](#) >

✓ **Confirmation number: 94912354**

We sent the details to holyreborm@gmail.com.



### Embassy Suites by Hilton Denton Convention Center

**24** JAN MON    **27** JAN THU

[Edit Stay](#)

1 room for 1 adult

#### Cancellation Policy

Free cancellation before 11:59 PM local hotel time on 22 Jan 2022.

[Cancel this reservation](#)

3100 Town Center Trail  
Denton, Texas 76201  
USA

+1 940-243-3799

[View hotel details](#)

Check-in	Check-out
3:00 PM	11:00 AM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

[Rules and Restrictions](#)

## Rooms and rates

1 Kg Bed Corner Studio	\$447.00
1 adult	

[Room details](#)

Annl Cnty Dst Clrk C

[Rate details](#)

Total room charge	\$447.00
Total taxes	\$65.49

[View optional services](#) ▲

### Self parking

Complimentary

### Pets

Pets allowed, \$100.00 non-refundable fee, 75 lbs maximum

**Total for stay: \$512.49**

 **ASHLEY, you are eligible for a custom upgrade!**

Premium rooms start at **just \$16 more per night.**

[Show my custom upgrade](#)

## Payment and guest information

ASHLEY TAYLOR

holyreborm@gmail.com

Room 1 additional guest: Chris Taylor

DISCOVER 0794 Jun 2025

[Edit payment and guest information](#)



**My Account**



**New Search**



**Book Again**





Hi, Ashley

< [Hotel Travel Guidelines](#) [Learn More](#) >

✔ **Confirmation number: 92815938**

We sent the details to holyreborm@gmail.com.



### Embassy Suites by Hilton Denton Convention Center

**24** JAN  
MON

**27** JAN  
THU

[Edit Stay](#)

1 room for 1 adult

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DISCOVER 0794 Jun 2025

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**My Account**



**New Search**



**Book Again**

# Training / Seminar Approval Form

Department Name: Sheriff's Office

Seminar Name: TX IAAF Arson & Fire Investigator Seminar

Purpose: Required continuing education/ training/improve work performance

Place: Austin, TX

Date: March 20-25,2022

Who Will Be Attending:  
Det. James McClanahan

**This Training/ Seminar is necessary for the following reasons:**


- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Required continuing education | <input checked="" type="checkbox"/> Job training |
| <input checked="" type="checkbox"/> Improve work performance      | <input type="checkbox"/> Required certification  |

**Attach Registration Form and Complete the following information:**

Amount of registration \$ 200.00 Date registration is due ASAP

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature: 

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

DEC 27 2021

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: **Approved**

**Johnson County Sheriff's Office**  
**Training Request**

Name: James McClanahan  
Rank: Detective Date: 12/10/2021  
Course Name: TX IAAF Arson & Fire Investigator Seminar  
Course Date: March 20-March 25, 2022  
Course Tuition: \$200.00  
Is Course TCOLE Accredited?  Y  N  
Will training be reported by Host?  Y  N

This Training / Seminar is necessary for the following reasons:

Yes  Required continuing education Yes  Job training  
Yes  Improve work performance Yes  Required certification

Host Agency: Texas A&M Engineering Extension Service(TEEX)  
Host Address: P.O. Box 40006  
Host City: College Station  
Host State: Texas  
Host Zip Code: 77842-4006  
Host Phone: (866) 878-8900

Have You Registered?  Y  N

Hotel: Austin Southpark Hotel  
Hotel Address: 4140 Governors Row  
Hotel City: Austin  
Hotel State: Texas  
Hotel Zip Code: 78744  
Hotel Phone: (512) 448-2222

Hotel Check In Date: March 20, 2022

Hotel Check Out Date: March 25, 2022

**Approvals**

Training Coordinator: Dr. Anna Goodloe, PhD Budget Available:  Y  N  
CC Agenda Submitted:  Y  N  N/A

Sergeant: Jay Kniffen  Y Approved  
 N Disapproved Initials J.K. Date 12-10-21  
Justification (Required): This course is necessary to keep up his  
fire certifications.

Lieutenant: \_\_\_\_\_  Approved  
 Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Captain: Danny Rogers  Y Approved  
 N Disapproved Initials DK Date 12-10-21

Comments: \_\_\_\_\_

Chief: Mark Reinhardt  Approved  
 Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_



## 67th ANNUAL SEMINAR

March 20-25, 2022

Scan QR Code  
with your  
smartphone  
to register online



### REGISTRATION

**\$200** State of Texas Law Enforcement and Fire Department Personnel  
TCOLE PID, TCFP FIDO, or SFFMA number must be entered for \$200 tuition.

**\$230** Out of State or Privately Employed Attendees

- Register online at [TEEX.org/extension](http://TEEX.org/extension) or scan QR code above.
- If you are unable to register online please contact TEEEX at 866-878-8900 or [esti@teex.tamu.edu](mailto:esti@teex.tamu.edu).
- Online registration will close on March 4, 2022. After this date you can register on-site at the conference.

### LATE REGISTRATION

- After March 4, 2022, you must register on-site at the Austin South Park Hotel through the QR Code Process above on Sunday, March 20 or Monday, March 21.
- Late Registration closes on Monday, March 21, 2021 at 8:00 AM. No registrations will be allowed after this date.

### ACCOMMODATIONS

A block of rooms has been reserved at the Austin South Park Hotel for seminar participants until March 4, 2022. The rates are \$129 for a single and \$149 for a double room. Participants are required to pay all state and local taxes.

Reservations may be made by calling the Austin South Park Hotel at 1-512-488-2222 and telling them you will be attending the 67th Annual Fire & Arson Investigation Seminar or visit [TEEX.org/Extension](http://TEEX.org/Extension) for link.

### BANQUET TICKETS

The Annual Banquet is scheduled for 7:00 PM on Thursday, March 24. During the banquet, the Texas Chapter of the IAAI will present annual awards for outstanding accomplishments in arson prevention. Spouses and guests are cordially invited. Additional banquet tickets may be purchased for \$35 each at registration Sunday or Monday morning. Dress for the banquet is office attire.



Texas Fire Marshal's  
Association

Monday, March 21  
5:00 PM



Texas Chapter of the  
International Association of  
Arson Investigators

Tuesday, March 22  
5:00 PM

### SCHEDULE

#### Sunday, March 20

2:00 PM–5:00 PM Registration and Check-In at  
Austin South Park Hotel, Austin, TX

#### Monday, March 21

7:00 AM–8:00 AM Late Registration Pickup

8:00 AM–8:30 AM Opening Ceremonies

8:30 AM–5:00 PM Seminar Topics

5:00 PM Texas Fire Marshals' Association  
(Business Meeting)

#### Tuesday, March 22

8:00 AM–5:00 PM Seminar Topics

1:30 PM IAAI CFI Exam & Special TCOLE

5:00 PM Texas Chapter of the International  
Association of Arson Investigators  
(Annual Business Meeting)

#### Wednesday, March 23

8:00 AM–12:00 NOON Seminar Topics

1:00 PM Specialized TCOLE Class–TBD

#### Thursday, March 24

8:00 AM–5:00 PM Seminar Topics

7:00 PM 66th Texas IAAI Fire & Investigators  
Seminar Awards Ceremony and  
Dinner (Dress: office attire)

#### Friday, March 25

8:00 AM–11:45 AM Seminar Topics

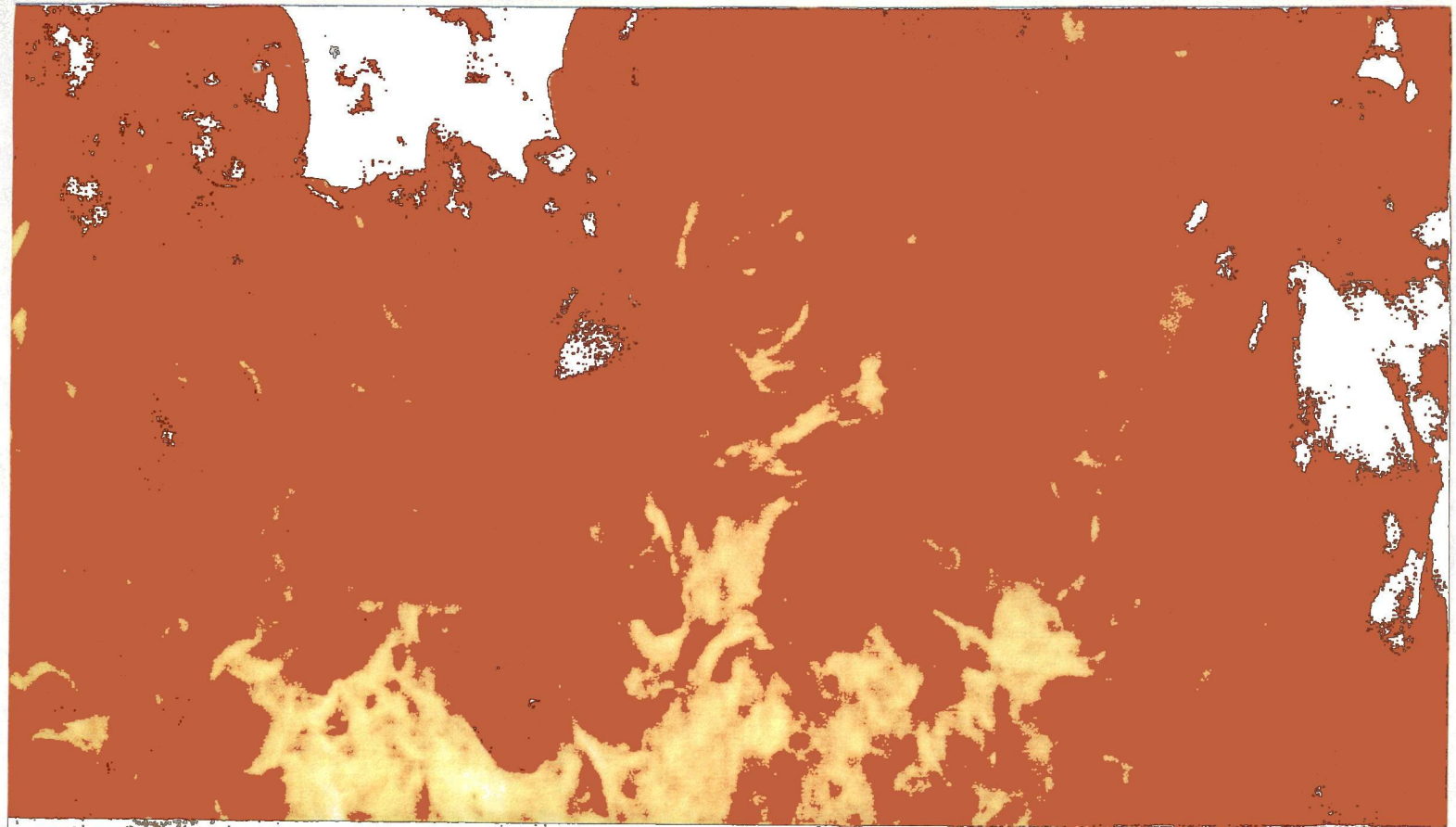
11:45 AM Conference Concludes

### CONTINUING EDUCATION CREDITS (CEU)

CEU credits are eligible from the Texas Commission on Fire Protection (TCFP), The Texas Commission on Law Enforcement (TCOLE), and the Texas Department of Insurance for insurance investigators. Continuing education credit for insurance adjusters will be requested from the state board of insurance for the entire week.

### TO RECEIVE YOUR CERTIFICATE

If you have not set up a Student Portal Account, you will need to go to: [my.teex.org/teexportal](http://my.teex.org/teexportal) and create your account. There will be assistance at the Seminar to help you set up your account. You will be able to print your certificate **after April 15, 2022.**



# ARSON & FIRE INVESTIGATOR TEXAS IAAI • TEEX

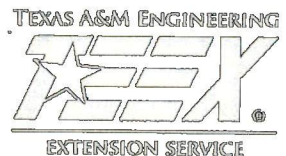
## SEMINAR TOPICS

- LITHIUM BATTERY FIRES
- TCFP -NFPA 1033 - 921 UPDATES
- ANTHONY BAYE CASE STUDY
- BEHAVIORAL OBSERVATION & SUSPICIOUS ACTIVITY RECOGNITION
- LIGHTNING FIRES
- CANCER AWARENESS
- INTERVIEWS & INTERROGATIONS
- HYBRID VEHICLE FIRES
- EYE WITNESS IDENTIFICATION

67th ANNUAL SEMINAR

March 20 -25, 2022

Austin South Park Hotel  
4140 Governors Row | Austin, TX



[TEEX.ORG/EXTENSION](http://TEEX.ORG/EXTENSION)

*The 67th Annual TX IAAI  
Fire and Arson  
Investigators Seminar is  
dedicated to the memory of  
Houston Arson Investigator  
Lemuel "DJ" Bruce*



Texas A&M Engineering Extension Service  
Emergency Services Training Institute  
P.O. Box 40006 | College Station, Texas 77842-4006  
856-878-8900 | Fax 979-847-9304 | [esti@teex.tamu.edu](mailto:esti@teex.tamu.edu)

TEXAS A&amp;M ENGINEERING



EXTENSION SERVICE

Language: English ▾

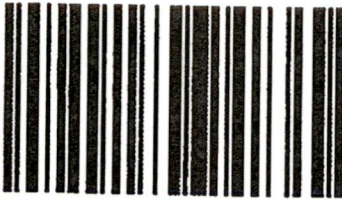
We are currently working with ACE to transition our approved course to the new Credly platform. This could take several weeks to complete. We appreciate your patience as we complete this process. Please continue to check the Credly website for your courses.

**\*New Survey\*** TEEX continually looks for ways to enhance the myTEEX Student Portal. We would like to know which enhancements or options you would like to see in MyTEEX.

## Confirmation

TEEX continually looks for ways to improve its customer's experiences. We would like to know your recent experience of the TEEX registration process.

This survey will take two minutes of your time and could lead to better experiences for you in the future.



James C McClanahan (TEEXID: 1324393)

Date: 12/10/2021

Trace Number: TC1639147949397

### Participant Information

#### Action Required:

**You are not enrolled in the class until TEEX has received your PO within 48 hours of registration and it has been approved by TEEX. All PO's must be submitted within 48 hours of registration and must contain the following information:**

- Agency or company name
- Billing address
- Contact name and phone number
- Description of goods and/or services or class name, date, and location
- Amount of charges
- Authorized signature



**You will be notified once you are confirmed in the class.**

Class Name / Class ID: Texas IAAI Fire & Arson Investigators Seminar / FP-ARE137-3  
March 20 - 25, 2022 / Class Start Time: 2:00 PM CST (Class Fee = \$200.00)  
Austin Southpark Hotel  
4140 Governors Row  
Austin, Texas 78744

TEEX ID: 1324393 / James C McClanahan  
PO=220455, Receipt #: N1639147949631 \$0.00

**Total Payment:** \$0.00  
**Balance Due:** \$200.00

If you have questions regarding this registration, please call 979.845.7641 or email [esti@teex.tamu.edu](mailto:esti@teex.tamu.edu).

In the event TEEX cancels a class, all participants will be notified.

[Participant Policies](https://teex.org/Pages/policies/policies-required.aspx) <https://teex.org/Pages/policies/policies-required.aspx> including, but not limited to, Transfer, Cancellation, and Release of Liability.

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 12-14-21 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

Person(s) Name Attending: 1. Detective James McClanahan  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 1 (Please add any special requirements)

Hotel Name: Austin South Park Hotel

Hotel Address: 4140 Governors Row City: Austin South P State: TX Zip: 78744

Hotel Telephone #: 512-448-2222

Function Attending: TX IAAF Arson & Fire Investigator Seminar

Date of Check in: 3-20-22

Date of Check out: 3-25-22

Dates

Sat, Mar 19 – Fri, Mar 25

EDIT

Special Rates

Govt/military Rate

Standard Rates

Most Flexible

Deals and Packages

Special Savings

**i** To book an accessible room, select a room type first.

Show rates with taxes and all fees

Photo coming soon

## Deluxe, Guest room, 1 King

### ROOM DETAILS

#### Member Rate Flexible

Rate and Policy Details

**290** USD Avg./night  
1,744 Total per room

SELECT

#### Flexible Rate

Rate and Policy Details

**299** USD Avg./night  
1,794 Total per room

SELECT



## Deluxe, Guest room, 2 Double

ROOM DETAILS

Member Rate Flexible 

[Rate and Policy Details](#)

**290** USD Avg./night  
1,744 Total per room

SELECT

Flexible Rate

[Rate and Policy Details](#)

**299** USD Avg./night  
1,794 Total per room

SELECT

Photo coming soon

## Balcony King, Guest room, 1 King, Balcony

ROOM DETAILS

Member Rate Flexible 

[Rate and Policy Details](#)

**313** USD Avg./night  
1,882 Total per room

SELECT

Flexible Rate

[Rate and Policy Details](#)

**322** USD Avg./night  
1,934 Total per room

SELECT



## Junior Suite, 1 King, Pool view

ROOM DETAILS

Member Rate Flexible 

[Rate and Policy Details](#)

**333** USD Avg./night  
2,001 Total per room

SELECT

Flexible Rate

**FLEXIBLE RATE**

Rate and Policy Details

**342** USD Avg./night  
2,054 Total per room

SELECT

## Other Options

Hotels nearby

Vacation Packages - Room + Flight

## Phone Reservations

Marriott Reservations in the US and Canada: 1-888-236-2427

The Ritz-Carlton, US and Canada: 800-542-8680

Worldwide: [CALL YOUR RESERVATION CENTER](#)



It's all right here with the Marriott Bonvoy™ App

LEARN MORE 

Loading...

# Training / Seminar Approval Form

Department Name: Sheriff's Office

Seminar Name: Homicide Investigators Of Texas Conference

Purpose: job training

Place: San Antonio, TX

Date: March 28-31,2022

Who Will Be Attending:

Lt. Richard Hogan

**This Training/ Seminar is necessary for the following reasons:**

- |  |   |
|--|---|
| <input type="checkbox"/> Required continuing education       | <input type="checkbox"/> Job training           |
| <input checked="" type="checkbox"/> Improve work performance | <input type="checkbox"/> Required certification |

**Attach Registration Form and Complete the following information:**

Amount of registration \$ \$375.00 total/ \$150.00 conference fee                      Date registration is due ASAP

- Return check to department head
- Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:

*Adam King*

**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: DEC 27 2021

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: **Approved**

**Johnson County Sheriff's Office**  
**Training Request**

Name: Richard Hogan Rank: Lieutenant Date: 12/14/2021

Course Name: Homicide Investigators of Texas

Course Date: March 28th-March 31st Course Tuition: \$375

Is Course TCOLE Accredited? Y  N  Will training be reported by Host? Y  N

This Training / Seminar is necessary for the following reasons:

Required continuing education  Job training  Improve work performance  Required certification

Host Agency: Homicide Investigators of Texas  
Host Address: PO Box 137499  
Host City: Fort Worth  
Host State: Texas  
Host Zip Code: 76136  
Host Phone: \_\_\_\_\_

Hotel: Drury Plaza Hotel-Riverwalk  
Hotel Address: 105 South St. Mary's Street  
Hotel City: San Antonio  
Hotel State: Texas  
Hotel Zip Code: 768205  
Hotel Phone: 210-270-7799

**Approvals**

Sergeant: \_\_\_\_\_ Approved Y  N  Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lieutenant: \_\_\_\_\_ Approved Y  N  Initials \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

Captain: [Signature] Approved Y  N  Initials DR Date 12-14-21

Comments: Able to get him in for the training cycle.

Chief: [Signature] Approved Y  N  Initials [Signature] Date 12-14-21

Comments: \_\_\_\_\_

Training Coordinator: Budget Available: Y  N   
CC Agenda Submitted: Y  N  N/A



# Homicide Investigators of Texas

---

## 2022 Conference

March 28-31, 2022



Drury Plaza Hotel San Antonio Riverwalk  
105 South St. Mary's Street  
San Antonio, TX 78205  
Telephone: (210) 270-7799  
[www.druryhotels.com](http://www.druryhotels.com)

\$250.00 for non-life member  
\$150.00 for life member  
*Conference cost includes one year  
membership*

**CONTACT:**  
Homicide Investigator of Texas, Inc.  
Attention: Twanaha Rae  
PO Box 137499  
Fort Worth, TX 76136  
[Secretary@hitx.org](mailto:Secretary@hitx.org)  
[troy@johnsoncountytexas.org](mailto:troy@johnsoncountytexas.org)

Visit [www.hitx.org](http://www.hitx.org) for further information

Vendor information is available on website

TCOLE Credit awarded for Training Hours

Lunch provided by HIT on Thursday

**March 28, 2022 | Session 1 | 1:00 pm – 5:00 pm**

**ALBERT RODRIGUEZ – OFFICER INVOLVED SHOOTING SCIENCE**

Captain Rodriguez has consulted, investigated, and testified in over 2,500 officer-involved Use of Force cases throughout the United States. On numerous occasions he has been the guest speaker for the Texas Bar, the Texas and California Homicide Investigators' Conference, and Vancouver, Canada's International Homicide Investigators Conference. He has studied and researched the subject of Law Enforcement Response to Resistance and Officer Involved Shootings for over thirty-five years. Captain Rodriguez is a graduate of the 147th Session of the FBI National Academy. He has instructed law enforcement officer throughout the United States, Canada, and Mexico to include FBI Agents and the Texas Rangers. According Rodriguez "Experienced law enforcement officers are experts at reading 'Body Language,' but not necessarily experts at articulating what they see and/or what they see means to them." . In 2010, after 33 ½ years of service, he honorably retired from the DPS. In 2010, he joined the Texas Alcoholic Beverage Commission as a Lieutenant in Internal Affairs. In 2013, he was promoted to Captain within the Training Division and presently serves in that capacity.



**March 29, 2022 | Session 1 | 8:00 am – 12:00 pm**

**CONNIE SPENCE – MURDER MISTAKES**

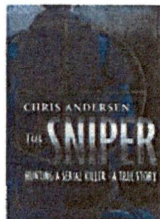
Connie Spence is a former prosecutor for the Harris County District Attorney's Office where she has successfully prosecuted numerous high profile murder cases. Connie Spence will conduct a four hour presentation on how to avoid mistakes in a murder investigation by highlighting 5 actual murder cases. Mrs. Spence is now a Prosecutor for the Attorney General's Office on Human Trafficking Cases. As a prosecutor in the Human Trafficking and Transnational Organized Crime Section (HTTOC) she has been assigned to in many cases travel state wide to end human trafficking in the State of Texas through aggressive criminal prosecution and civil actions to hold offenders accountable. Topics such as Non-Custodial Interviews, Juvenile statements, the use of Cell Phones and how mistakes made could have detrimental effects on your case.



**March 29, 2022 | Session 2 | 1:00 pm – 5:00 pm**

**CHRIS ANDERSEN – THE SNIPER: HUNTING OF A SERIAL KILLER**

Author of the book The Sniper: Hunting of a Serial Killer. Houston has long been known as the armored truck robbery capital of the world! Beginning in 2015, the law enforcement and armored truck community in Houston faced an armored truck robbery crew employing deadly tactics. In one example of an ambush style robbery, a Brinks courier was gunned down at close range and the crew was able to empty the armored truck of nearly \$1 million in cash! Chris Andersen is a 39 year veteran of the Houston Police Department has had many assignments in his career including working as a "homicide cop" and working as a Sergeant supervising a SWAT Assault Team. Sgt. Chris Andersen's team utilized advanced surveillance techniques to dismantle a violent commercial robbery crew solving several murders of prominent business men.



**March 30, 2022 | Session 1 | 8:00 am – 12:00 pm**

**CHIEF DEPUTY BRIAN HARRIS – INVESTIGATION OF A SERIAL KILLER**

Brian Harris has been in law enforcement for 35 years and is now retired from the Houston Police Department. He was a murder cop for 22 years working a large volume of homicide investigations. Chief Harris was most recently the homicide host for "Inside the Mind of a Serial Killer Season 2" which premiered on Netflix and can be seen on Amazon. He has been featured in Time magazine, ABC's 20/20 and Primetime, 48 hours, Forensic Files, The Interrogator, Killer Confessions, Women that Kill, and numerous other shows on I.D. and Discovery. He will be featured on the American Detective with Joe Kenda. Harris has trained hundreds of law enforcement officers nationally and internationally in Interviewing and Interrogations, Homicide Investigation, and a variety of other courses. Currently he is the Chief Deputy for Harris County Pct. 5 Constable Ted Heap (a department of 426 sworn) and trains across the United States. His courses can be found at BrianHarrisinterviewing.com



**March 30, 2022 | Session 2 | 1:00 pm – 5:00 pm**

**ST. JOHN "SINJIN" BARNED-SMITH – INVESTIGATIVE INSIGHTS FROM A CRIME REPORTER**

St. John "Sinjin" Barned-Smith hails from Boston. He began his career in Philadelphia, spent two years in the Peace Corps, and joined the Chronicle in 2014. Over the past eight years, he's reported on many of the biggest disasters in Texas, including floods, mass shootings, a serial bombing, the deep freeze, and the Astroworld tragedy. His reporting has help prompt significant reforms at the Houston Police Department, sparked changes in state law, led to overturned sentences of wrongfully convicted Houstonians. Barned-Smith worked on two teams named Pulitzer finalists, and his work has won a slew of other state and national awards.



**March 31, 2022 | Closing Session | 8:00 am – 12:00 pm**

**ADA KATHERINE MCDANIEL – LEGAL UPDATES**

Katherine McDaniel is a native Texan and a dedicated public servant. Mrs. McDaniel is currently the First Assistant District Attorney in the Kendall County District Attorney's Office. As First Assistant, Mrs. McDaniel is responsible for setting policy, supervising attorneys, paralegals, victim coordinators, and other staff. Prior to January 2017, she was a Chief Prosecutor in Harris County, where she was personally responsible for Capital murder and murder cases, as well as supervising junior prosecutors and staff. Katherine McDaniel has worked on a wide variety of tough cases ranging from DWI, child abuse, sexual assault, capital murder, organized crime, and more. Her success in the field allowed her to supervise and train numerous other prosecutors.



# DRURY HOTELS.

Drury Plaza Hotel San Antonio Riverwalk  
105 South St. Mary's Street  
San Antonio, TX 78205  
Telephone: (210) 270-7799  
[www.druryhotels.com](http://www.druryhotels.com)

Thank you for choosing **Drury Plaza Hotel San Antonio Riverwalk** to be a part of your next great event! We are looking forward to seeing you soon and we are ready to uphold our reputation for great service & value. Rooms have been held for your group and to make reservations, please click on the link below.

## [Homicide Investigators of Texas 2022](#)

### **CLEAN + SAFE**

We want guests to feel safe from check-in to check-out and everywhere in between. We are proud to partner with Ecolab Inc. – a global leader in hygiene and infection prevention solutions for the hospitality industry. In this collaborative effort, we will use Ecolab products as part of enhanced cleaning and disinfecting procedures to help ensure a clean, safe stay.

Drury Hotels commits to continually evaluate processes and implement timely changes to comply with CDC cleaning and disinfecting guidelines.

At Drury Hotels, we know you have enough to worry about when traveling. In addition to the great rate, our generous amenities will brighten your group's day and make your journey easier.

- **Free Hot Breakfast** - Start every day with make-your-own Belgian waffles, scrambled eggs, sausage, fresh fruit, oatmeal, biscuits and gravy, KELSO+BROS® coffee and more. Free hot breakfast is served daily from 6–9:30 a.m. on weekdays and 7–10 a.m. on weekends.
- **Free 5:30 Kickback®\*** - Join us from 5:30–7 p.m. every evening to enjoy free hot food and cold beverages at our 5:30 Kickback®. We feature a rotating menu of hot food, beer, wine, mixed drinks and soft drinks.
- **Free Wi-Fi Throughout the Hotel** - Get the score, check your social networks or email family members from anywhere in the hotel – for free!
- **On-Site Facilities** - Take advantage of the business center, fitness center or pool while you're away from home. Print your boarding pass, finish a presentation or check e-mail in our business centers.

\*Availability of the above-listed amenities is subject to local, state, and federal restrictions and mandates as they relate to COVID-19 or the novel Coronavirus. To receive an updated list of what is currently available at the Hotel, please contact the Hotel directly.

\*Service of alcohol is subject to state and local law. Alcoholic beverages are not complimentary and require a nominal charge at the following hotels due to state and local laws: Drury Inn Bowling Green, Drury Suites Paducah, Drury Inn Paducah, and Drury Inn & Suites Louisville.

Please make your reservations by **Sunday, February 27, 2022** to receive your group rate. Reservations made after this date will be subject to prevailing rate and availability. Reservations may also be made by calling **1-800-325-0720** and refer to your group number **2337974**.

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 12-14-21 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

Person(s) Name Attending: 1. Lt. Richard Hogan  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

How many rooms: 1 (Please add any special requirements)

Hotel Name: Drury Plaza Hotel San Antonio Riverwalk

Hotel Address: 105 S. St. Mary's Street City: San Antonio State: TX Zip: 78025

Hotel Telephone #: 210-270-7799

Function Attending: Homicide Investigators of Texas Conference

Date of Check in: 3-27-22

Date of Check out: 3-31-22

We Price Match

### Search

Destination/property name

San Antonio

Check-in date

Sunday, March 27, 2022

Check-out date

Thursday, March 31, 2022

4-night stay

1 adult · 0 children · 1 room

I'm traveling for work

- Info & prices
- Amenities
- House rules
- The fine print
- Guest reviews (4,110)

## Hotel Drury Plaza Hotel San Antonio Riverwalk

105 South St Mary's Street, San Antonio, TX 78205, United States of America – [Excellent location – show map](#)

We Price Match

Excellent location – rated 9.4/10! (score from 4110 reviews)

Real guests · Real stays · Real opinions

Excellent

4110 reviews

- Gitiim
- Elizabeth
- Angela
- Jacob
- United States of America
- Geralyn
- William
- Pamela
- Shelly
- Arce
- Mechelle
- United States of America



Excellent location

9.4

**Stay in the heart of San Antonio – Excellent location – [show map](#)**

Providing direct access to the scenic San Antonio Riverwalk, this hotel features an outdoor rooftop swimming pool, indoor pool and 2 whirlpools. Free Wi-Fi and daily hot breakfast are also offered. A flat-screen TV with cable channels is included in each room at Drury Plaza Hotel San Antonio Riverwalk. Rooms are also furnished with a microwave and small refrigerator. Guests can exercise in the fitness center at their convenience. Hotel Drury Plaza San Antonio Riverwalk is also equipped with a business center. A complimentary breakfast is served daily. Free hot food and cold beverages are also available each evening at the 5:30 Kickback. The shops and restaurants at Market Square are 1 miles from the hotel. The San Antonio International Airport is a 15 minutes' drive away. This is our guests' favorite part of San Antonio, according to independent reviews. Business travelers in particular like the location – they rated it 9.2 for a work-related trip. Drury Plaza Hotel San Antonio Riverwalk has been welcoming Booking.com guests since Sept 20, 2013  
Hotel chain/brand: Drury

**Property Highlights**

- Perfect for a 4-night stay!**
- ♥ Located in the heart of San Antonio, this hotel has an excellent location score of 9.4
- 👍 **Great Food:** Meals here are highly recommended!
- 🛏️ **Want a great night's sleep?** This hotel was highly-rated for its very comfy beds.
- Popular with solo travelers
- Breakfast Info**
- Buffet, Breakfast to go
- Rooms with:**
- 🏠 Terrace
- 🅇🅓 Private parking at the hotel
- Saved to 3970 lists

Missing some information? /

Show me more

**Most popular amenities**

- 🏊 1 swimming pool
- 🚭 Non-smoking rooms
- 🏋️ *very good* Fitness Center
- 🍴 Restaurant
- ♿ Facilities for disabled guests
- 🅇🅓 Private Parking
- 📶 WiFi in all areas
- 🍸 Bar
- 🍳 *Very Good* Breakfast

**Availability**

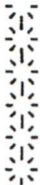
We Price Match

Check-in date	Check-out date
Sun, Mar 27, 2022	Thu, Mar 31, 2022
From 3:00 PM	4-night stay
<b>Guests</b>	
<b>1 adult</b>	

**Filter by:**

Suites  Rooms





Select one or more option you want to book

- Cleanliness 4,080 reviews
- Comfort 4,071 reviews

No booking or credit card fees!

Room Type

Sleeps

Your Choices

To save you time, we've selected this property's typical room type for one person. You can always change room type or quantity below. Select Rooms

Deluxe Queen Room with Two Queen Beds

- 2 queen beds
- 300 feet<sup>2</sup>
- Air conditioning
- Private Bathroom
- Flat-screen TV
- Coffee machine
- Free WiFi
- ✓ Free toiletries
- ✓ Toilet
- ✓ Bathtub or shower



**\$1,000**  
 Included: Breakfast  
 Excluded: 16.75 % TAX, 1.25 % Destination fee

- Very good breakfast included
- ✓ Free cancellation until 11:59 PM on March 25, 2022
- ✓ NO PREPAYMENT NEEDED – pay at the property

0

- ✓ Towels
- ✓ Linens
- ✓ Socket near the bed
- ✓ Desk
- ✓ TV
- ✓ Refrigerator
- ✓ Telephone
- ✓ Ironing facilities
- ✓ Iron
- ✓ Radio
- ✓ Microwave
- ✓ Heating
- ✓ Hairdryer
- ✓ Wake-up service/Alarm clock
- ✓ Cable channels
- ✓ Wardrobe or closet
- ✓ Toilet paper



**\$1,040**  
 Included: Breakfast  
 Excluded: 16.75 % TAX, 1.25 % Destination fee

- Very good breakfast included
- ✓ Free cancellation until 11:59 PM on March 25, 2022

0

- ✓ NO PREPAYMENT NEEDED – pay at the property



**\$1,080**  
 Included: Breakfast  
 Excluded: 16.75 % TAX, 1.25 % Destination fee

- Very good breakfast included
- ✓ Free cancellation until 11:59 PM on March 25, 2022
- ✓ NO PREPAYMENT NEEDED – pay at the property

0



**\$900**  
 Included: Breakfast  
 Excluded: 16.75 % TAX, 1.25 % Destination fee

- Very good breakfast included
- Non-refundable

0



**\$940**  
 Included: Breakfast  
 Excluded: 16.75 % TAX, 1.25 % Destination fee

- Very good breakfast included
- Non-refundable

0




**\$980**  
 Included: Breakfast

- Very good breakfast included
- Non-refundable

0

Excluded: 16.75 % TAX, 1.25 %  
Destination fee

**Deluxe King Room - Accessible, Tub**

- Only 1 room left on our site
- 1 king bed 


-  300 feet<sup>2</sup>
-  Air conditioning
-  Private Bathroom
-  Flat-screen TV
-  Coffee machine
-  Free WiFi

More



**\$1,000**


Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 
- Free cancellation until 11:59 PM on March 25, 2022
- NO PREPAYMENT NEEDED – pay at the property




**\$900**

Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 
- **Non-refundable**

**Deluxe Queen Room with Two Queen Beds - Accessible, Roll-In Shower**

- Only 1 room left on our site
- 2 queen beds 


-  300 feet<sup>2</sup>
-  Air conditioning
-  Private Bathroom
-  Flat-screen TV
-  Coffee machine
-  Free WiFi

More



**\$1,000**


Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 
- Free cancellation until 11:59 PM on March 25, 2022
- NO PREPAYMENT NEEDED – pay at the property



**\$1,040**


Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 
- Free cancellation until 11:59 PM on March 25, 2022
- NO PREPAYMENT NEEDED – pay at the property



**\$1,080**

Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 
- Free cancellation until 11:59 PM on March 25, 2022
- NO PREPAYMENT NEEDED – pay at the property



**\$900**

Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee


- Very good breakfast included 0 

• **Non-refundable**



**\$940**

Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 

• **Non-refundable**



**\$980**

Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 

• **Non-refundable**



**\$1,000**

Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 

- Free cancellation until 11:59 PM on March 25, 2022

- NO PREPAYMENT NEEDED – pay at the property



**\$1,040**


Included: Breakfast  
Excluded: 16.75 % TAX, 1.25 %  
Destination fee

- Very good breakfast included 0 

- Free cancellation until 11:59 PM on March 25, 2022

- NO PREPAYMENT NEEDED – pay at the property

**Deluxe Queen Room with Two Queen Beds - Accessible, Tub**

- Only 1 room left on our site
- 2 queen beds 

-  300 feet<sup>2</sup>
-  Air conditioning
-  Private Bathroom
-  Flat-screen TV
-  Coffee machine
-  Free WiFi

More



# Training / Seminar Approval Form

Department Name: Constable Precinct 4

Seminar Name: 20- Hour Civil Process

Purpose: Training Civil Process

Place: Galveston

Date: May 22 - May 25, 2022

**Who Will Be Attending:**

Brenda Tucker

\_\_\_\_\_

\_\_\_\_\_

**This Training/ Seminar is necessary for the following reasons:**

Required continuing education

Job training

Improve work performance

Required certification

**Attach Registration Form and Complete the following information:**

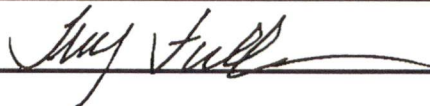
Amount of registration \$75.00 Date registration is due \_\_\_\_\_

Return check to department head

Request Treasurer to mail check with registration

If an advance is requested, attach a completed Johnson County Travel Form.

Department Head Signature:



**\*SEND FORM TO COUNTY JUDGE'S OFFICE\***

COMMISSIONERS COURT

DEC 27 2021

RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY COMMISSIONER'S COURT: \_\_\_\_\_ DATE: **Approved**

# General Information

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## How to Register

To view more information and register for your courses, please visit [www.tjctc.org](http://www.tjctc.org). Our website offers an updated listing of all courses, including webinars.

To register:

- Log into your account on our website
- Select "Online Registration"
- Select "Register Online"
- Choose which program you would like to register for and then which location.

If you have any trouble registering, please contact our Office Coordinator, April Williams, at [adw167@txstate.edu](mailto:adw167@txstate.edu) or 512-347-9927, ext. 208.

## Waitlist

Every program has a limited amount of attendees that can register. If a program is full, you can register to be put on the waitlist. The waitlist is organized by when you register. If and when spots in a program open up, they will be filled from the waitlist in the order in which students registered, and they will be notified by email. Registering for the waitlist does not guarantee entry into a program.

## Participant Cancellation

Cancellation must be done through your TJCTC profile and received two (2) weeks prior to the event start date in order to receive a full refund. If you must cancel your registration within two (2) weeks of the event, email your cancellation to our Office Coordinator, April Williams, at [adw167@txstate.edu](mailto:adw167@txstate.edu). No refunds or credits will be given for no-shows, late arrivals, or early departures.

## Substitutions

TJCTC will allow substitutions under certain conditions for event registration. Registration fees can be transferred to another person or from one event to another. Please send all substitutions to the Office Coordinator, April Williams, at [adw167@txstate.edu](mailto:adw167@txstate.edu).

## Handouts

All presentation handouts will be available through our handouts webpage and our event app. Handouts will be uploaded 1 week prior to each program. Be sure to either print or download your handouts for any session you plan on attending. TJCTC will not have any physical copies of handouts available at the programs.

## Copyright of Materials

No part of the materials produced may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without prior written permission of the Texas Justice Court Training Center unless copying is expressly permitted by federal copyright law. Address inquiries to: Permissions, Texas Justice Court Training Center, 1701 Directors Blvd, Suite 530, Austin, TX, 78744.

## Upcoming Education Events

TJCTC is offering two types of programs this year: Virtual programs and in-person programs.

For agendas and information about courses offered, please view our [education brochure](#).

In-person programs will have special requirements due to COVID-19. [Click here to read TJCTC's COVID-19 policies](#).

## Programs by Date

Click each program to see more information.

[Expand](#)

Virtual Civil Process Seminar - February 22 - 25, 2022

San Antonio 20-Hour Civil Process Program - April 17 - 20, 2022

Galveston Mega School 20-Hour Civil Process - May 22 - 25, 2022

### ***Galveston 20-Hour Civil Process - In-Person Program***

**Our [COVID-19 Policies Page](#) has the most up-to-date policies and recommendations for in-person events.**

For agendas and information about courses offered, please view our [education brochure](#).

### **Program Details**

This seminar will be a large program that will be held in the convention center with up to 300 participants. We have blocked rooms at the hotels listed below. You are responsible for making and paying for your own hotel reservation. Make sure to ask for the TJCTC rooming block when calling.

- **Total cost for seminar = \$75**
- **Total cost for hotel lodging = \$119 per night** (you will need to make your own reservation and make payment directly to hotel.)
  - San Luis Resort - 800.392.5937
  - Hilton - 800.774.1500

- This program qualifies TCOLE course #1415 for Constables and #3101 for deputies.

Denton 20-Hour Civil Process Program - August 7 - 10, 2022

## Information about TJCTC policies

[Expand](#)

What civil process requirements are there for Constables? Deputies? Clerks?

Do you provide training for sheriff deputies? Other groups?

Registration and Overhead Assessment Fee

Hotel Lodging Fee



***Our programs are funded through generous grants from the Texas Court of Criminal Appeals and the Texas Department of***

***Transportation.***

# Schematic-Galveston

<b>Day 1</b>	7:00 - 8:00 AM	Registration
	8:00 - 10:00 AM	Safety in Civil Process
	10:00 AM - Noon	<ul style="list-style-type: none"> <li>• Intro to Civil Process</li> <li>• Customer Service vs. Legal Advice</li> <li>• Resource Round Table</li> </ul>
	1:00 - 3:00 PM	<ul style="list-style-type: none"> <li>• Intro to Citations</li> <li>• Tax Sales</li> <li>• Customer Service vs. Legal Advice</li> </ul>
	3:00 - 5:00 PM	<ul style="list-style-type: none"> <li>• Intro to Landlord/Tenant Actions</li> <li>• Intro to Evictions</li> <li>• Resource Round Table</li> <li>• Tax Sales</li> </ul>
<b>Day 2</b>	8:00 - 10:00 AM	<ul style="list-style-type: none"> <li>• Intro to Evictions</li> <li>• Intro to Landlord/Tenant Actions</li> <li>• Exempt Property Issues</li> <li>• Tricky Service Issues</li> </ul>
	10:00 AM - Noon	<ul style="list-style-type: none"> <li>• Intro to Writs of Possession</li> <li>• Intro to Landlord/Tenant Actions</li> <li>• Exempt Property Issues</li> <li>• Tricky Service Issues</li> </ul>
	1:00 - 3:00 PM	<ul style="list-style-type: none"> <li>• Intro to Executions Part I</li> <li>• Intro to Writs of Attachment, Sequestration, Protective Orders, and Other Writs</li> <li>• Advanced Landlord/Tenant &amp; Squatters</li> </ul>
	3:00 - 5:00 PM	<ul style="list-style-type: none"> <li>• Intro to Executions Part II</li> <li>• Intro to Executions Part I</li> <li>• Tricky Service Issues</li> <li>• In a Pickle: Fixing Executions Errors</li> </ul>
<b>Day 3</b>	8:00 - 10:00 AM	<ul style="list-style-type: none"> <li>• Intro to Writs of Attachment, Sequestration, Protective Orders, and Other Writs</li> <li>• Intro to Executions Part II</li> <li>• Mock Execution Sale</li> <li>• Exempt Property Issues</li> </ul>
	10:00 AM - Noon	Dealing with Stress, Burnout, and After-Action

TRAVEL PROCEDURES  
HOTEL RESERVATION REQUEST

(EMAIL THIS FORM COMPLETED TO PURCHASING)

**Note: When the Purchasing Department reserves the room; the payment will be processed and paid for on the credit card. The Purchasing department will need your hotel receipt as soon as you return. Do not request monies from the auditor's office on your regular travel form. Purchasing will forward this form to the auditor's office as backup.**

DATE: 12/16/2021 DEPARTMENT: Constable Precinct 4

PERSON SENDING REQUEST: Troy Fuller

Person(s) Name Attending: 1. <u>Brenda Tucker</u> 2. _____ 3. _____ 4. _____
How many rooms: <u>1</u> (Please add any special requirements)
Hotel Name: <u>Hilton</u>
Hotel Address: <u>5400 Seawall Blvd</u> City: <u>Galveston</u> State: <u>TX</u> Zip: <u>77551</u>
Hotel Telephone #: <u>1-800-774-1500</u>
Function Attending: <u>TJCTC Civil Process Class</u>
Date of Check in: <u>May 22, 2021</u>
Date of Check out: <u>May 25, 2012</u>