



# Travel Approval Form

**Department:** Sheriff's Office

**Event Name:** Armorer Certification Sig Sauer P320 cours

**Location:** Hempstead, TX

**Event Dates:** 12-5-23

**Purpose:**  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

**Name of Attendees:**

Lt. Richard Hogan                      Sgt. Bret Baker

\_\_\_\_\_  
\_\_\_\_\_

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p> <p>COMMISSIONERS COURT</p> <p>OCT 23 2023</p> <p><b>Approved</b></p>
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**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

**Overnight Travel**

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

**For Out of State Travel, please also include:**

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

**Signature of Elected Official/Department Head:**

Approved in CC on 9/11/2023



## **Training Announcement Armorer Certification SIG SAUER P320**

Date: **December 5, 2023**

Location: **Waller County Sheriff's Office, 100 Sheriff R Glenn Smith Drive,  
Hempstead, TX 77445**

Host Contact: **Brian Davis (281) 898-1018** E-mail: **b.davis@@wallercounty.us**

Duration: **1 Day / 8 Hours 8:30 AM – 5 PM** Tuition: **\$330** Course No.: **AC-320AC-1205-1F**

Registration: Register on-line at [www.sigsaueracademy.com](http://www.sigsaueracademy.com), or contact the SIG SAUER Academy Training Coordinator via phone at **603-610-3411**.

### **Course Goal**

The program content focuses on the mechanical functioning, disassembly/reassembly, maintenance, troubleshooting, and field repair of the SIG SAUER P320 pistol.

Following successful program completion, certification / re-certification to perform these procedures is valid for a period of three (3) years.

### **Brief Course Overview of subjects to be covered:**

- Introduction to SIG SAUER SIG P320 pistol
- Examination of the P320 safety systems
- Disassembly and assembly procedures: slides, frames, magazines
- A thorough examination of all pistol operations
- Inspection procedures
- Troubleshooting
- Operational function checks
- Sights: installation, adjustment
- Alternative maintenance methods

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: 10-4-23 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

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

How many rooms: 2 (Please add any special requirements)

Hotel Name: Holiday Inn Express & Suites Waller

Hotel Address: 31380 FM 2920 City: Waller State: TX Zip: 77484

Hotel Telephone #: 936-372-3700

Function Attending: Armorer Certification Sig Sauer P320 Course

Date of Check in: Dec. 4,2023

Date of Check out: Dec. 5,2023