



Travel Approval Form

Department: STOP Special Crimes Unit

Event Name: RCTA Basic Narcotics Investigations

Location: San Marcos, TX

Event Dates: 11/06/2023 thru 11/10/2023

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

██████████ Investigator

Court Decision:
This section to be completed by County Judge's Office

COMMISSIONERS COURT
OCT 23 2023

Approved

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

Registration Form Successfully Submitted

Thank You for Your Registration Submission.

The Student has now been placed in the "New Registration List".

- » Our Registration department will now work to place your student in the class or if the class is full on the standby list.
- » Both the supervisor and the student should receive an email when the student has been placed in the class or on the standby list.
- » If you have not received this notification email within 1 to 2 business days please call 1.877.575.1435.

[For detailed Student Registration instructions please click here.](#)



Regional Counterdrug Training Academy
219 Fuller Road, NAS Meridian, MS 39309-5020
601.679.2063 (phone) 601.679.2065 (fax)
1.877.575.1435



Basic Narcotics Investigations

Class Schedule

5 days - 40 hours



Time	Day 1	Time	Day 2	Time	Day 3	Time	Day 4	Time	Day 5
0800	Proactive Drug Investigations	0800	Informants Development, Management & Use	0800	Types of Law Enforcement Searches	0800	Breakout Groups Drug Trends	0800	Review Statements of Probable Cause
1000	Breakout Groups Investigative Techniques	1100	Informant files and contracts	0830	Defending Evidence Seized via S/W	1000	Motion to Disclose Informant (MDI)	0900	Duty to Disclose Exculpatory Information
1100		1200		0900		1130			
1100	Developing Probable Cause (classroom scenarios)	1200	Lunch	0900	Establishing Probable Cause	1130	Operation Management & Preparation	1030	General and Expert Courtroom Testimony
1200	1300	0930		1200					
1200	Lunch	1300	Informant Classification	0930	Particularity requirement of 4th Amendment	1200	Lunch	1200	Class Dismissed
1300		1400		1000		1300			
1300	Developing Probable Cause (continued)	1400	Concept of Reliability	1000	Statutory requirements of a search warrant	1300	Operation Management & Preparation (cont)		
1400	1600	1030		1430					
1400	Advancing Your Case (case examples)	1600	Informant Integrity Issues and Ethical dilemmas	1030	Contents of a search warrant	1430	Proactive use of Informants (classroom scenarios)		
1600		1700		1130		1630			
1600	Surveillance (case enhancing)			1130	Staleness	1630	Practical Exercise Explanation & Set up		
1700				1200		1700			
				1200	Lunch	1700	Dinner		
				1300		1800			
				1300	Sources of Information	1800	Practical Exercise (probable cause statement)		
				1400		2200			
				1400	Documenting Informants in a S/W				
				1530					
				1530	Search Warrant Caselaw (case examples)				
				1700					

BASIC NARCOTICS INVESTIGATIONS

18APR23

Length: 5 days (40 hours)

Designed For: Law enforcement personnel who have been recently assigned to drug law enforcement units, divisions, or task forces

Prerequisites: Preference will be given to law enforcement personnel who have investigative duties relating to drug law enforcement.

Description: This course is intended as a preparatory course with the course content arranged to achieve the maximum student orientation to the fundamental duties and responsibilities of a narcotics investigator. In addition, law enforcement personnel who are anticipating a near future assignment to a drug enforcement unit should benefit substantially. Further, officers currently serving in narcotics units, but not yet afforded the opportunity to attend and participate in a formal training course in narcotics investigations are encouraged to attend.

Course Objectives:

- Identify drug enforcement strategies that work and those that do not work
- Learn integrity issues and ethical dilemmas faced by drug law enforcement officers
- Drug recognition, to include history and development of drugs, the Controlled Substances Act, and an orientation to the categories of drugs, and drug schedules.
- Search and Seizure laws designed for the narcotics investigator who needs clear and concise answers to questions about warrantless search and seizure laws. Plus and overall review of the requirements of the Fourth, Fifth, and Sixth Amendments.
- Learn to write drug search warrants to include how search warrants may or must be obtained, the scope of a search pursuant to a warrant, the seizure of evidence, and post-seizure requirements.
- Learn development, management and control of Informants
- Learn the critical issues of working undercover to include techniques, undercover identity, operational plans, and the pitfalls prevalent in undercover operations.
- Learn well-settled methods, techniques, and procedures that are utilized to help ensure the objectives and functions of physical surveillance activities.
- Learn how to plan a raid.
- Learn how to prepare for trial and give courtroom testimony.

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: 10/05/2023 DEPARTMENT: STOP SPECIAL CRIMES UNIT

PERSON SENDING REQUEST: ██████████ Office Manager

Person(s) Name Attending: 1. ██████████ Investigator
2. _____
3. _____
4. _____

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

Hotel Name: Holiday Inn San Marcos Convention Center Area

Hotel Address: 105 Bintu Drive City: San Marcos State: TX Zip: 78666

Hotel Telephone #: 512-805-1000

Function Attending: RCTA Basic Narcotics Investigations

Date of Check in: 11/05/2023

Date of Check out: 11/10/2023