

# Travel Approval Form

Department: Juvenile Services

Event Name: Juvenile Probation Officer Basic Training

Location: Huntsville, TX 77340

Event Dates: January 21-26, 2024

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

**Name of Attendees:**

Sonny Chapa \_\_\_\_\_

Anahi Ocegüera \_\_\_\_\_

\_\_\_\_\_

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

COMMISSIONERS COURT  
DEC 21 2023

**Approved**

**Required Documents Checklist:**

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

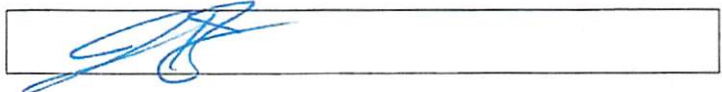
**Overnight Travel**

- 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:



# You are now Registered for this event!

Please print and keep this page for your records. Some characters ( ' , " ) may not properly display.

Registration ID: 24294  
Date Registered: 2023-12-05 19:20:46  
Event: Juvenile Probation Officer Basic Training  
Cost: \$170.00  
Name: Ocegüera, Anahí  
Title: Juvenile Probation Officer  
Agency: Johnson County Juvenile Services  
County: Johnson  
Address: 1102 E. Kilpatrick, Suite C || Cleburne, TX 76031  
Phone: 817-556-6880  
Email: aocegüera@johnsoncountytexas.org  
TCOLE PID:

As an option you may pay online by credit card or electronic check. If you are paying for multiple registrations at a time be sure each person has been registered separately and include all names in the Participant Names field on checkout.

## PAY ONLINE

### Cancellation Policy:

If paid, full refunds will be given to those who cancel in writing more than ten (10) working days prior to the training. A refund of 70% of the fees paid will be authorized when a written request for cancellation and refund of conference or program fees is submitted less than ten (10) working days prior to the scheduled start of the program. If unpaid, those who cancel in writing more than ten (10) working days prior to the training will have all fees waived. When a written request for cancellation is submitted less than ten (10) working days prior to the scheduled start of the program, the participant will be responsible for 30% of the conference rate at the time they registered. The Correctional Management Institute of Texas reserves the right to retain or collect fees in full for those who fail to cancel in writing prior to the training or for those who fail to attend. Substitutions are permitted at anytime.

Payment Information: CMIT accepts cash and check payments as well as Visa and MasterCard. To make a credit card payment, please contact CMIT by phone or click the Pay Online link above (if provided).

Please make checks payable to Sam Houston State University - CMIT.

Mail checks to CMIT, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296.

# You are now Registered for this event!

Please print and keep this page for your records. Some characters ( ' , " ) may not properly display.

Registration ID: 24293  
Date Registered: 2023-12-05 19:17:17  
Event: Juvenile Probation Officer Basic Training  
Cost: \$170.00  
Name: Chapa, Sonny  
Title: Juvenile Probation Officer  
Agency: Johnson County Juvenile Services  
County: Johnson  
Address: 1102 E. Kilpatrick, Suite C || Cleburne, TX 76031  
Phone: 817-556-6880  
Email: schapa@johnsoncountytexas.org  
TCOLE PID:

As an option you may pay online by credit card or electronic check. If you are paying for multiple registrations at a time be sure each person has been registered separately and include all names in the Participant Names field on checkout.

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## Juvenile Probation Officer Basic Course Agenda January 21 - 26, 2024

*Note: Adequate break times are included in the course lesson plans and will be given as needed throughout the week.*

		Hours
<b>Sunday – January 21st</b>		
4:00 pm – 4:30 pm	Registration- Team	
4:30 pm – 5:15 pm	Orientation and Ice Breaker – Team	0.75
5:15 pm – 6:15 pm	Role of the Juvenile Probation Officer –	1.00
		<b>1.75</b>
<b>Monday – January 22nd</b>		
8:00 am – 10:30 am	Texas Family Code Title 3 (Juvenile Justice Code) and Related Laws-	2.50
10:30 am – 12:30 pm	Understanding Professional Liability-	2.00
12:30 pm – 1:30 pm	Lunch	
1:30 pm – 3:30 pm	TJJD Code of Ethics and Disciplinary Procedures-	2.00
3:30 pm – 5:30 pm	Suicide Prevention and Intervention –	2.00
		<b>8.50</b>
<b>Tuesday – January 23rd</b>		
8:00 am – 12:00 pm	Trauma Informed Care   A Focused Approach –	4.00
12:00 pm – 1:00 pm	Lunch	
1:00 pm – 2:30 pm	Preventing, Identifying, and Reporting Abuse, Neglect, and Exploitation –	1.50
2:30 pm – 6:00 pm	Officer Safety: Stay Alert, Don't Get Hurt –	3.50
		<b>9.00</b>
<b>Wednesday – January 24th</b>		
8:00 am – 10:00 am	Adolescent Development and Behavior –	2.00
10:00 am – 12:00 pm	Cultural Competency –	2.00
12:00 pm – 1:00 pm	Lunch	
1:00 pm – 3:00 pm	Cultural Competency –	2.00
3:00 pm – 4:30 pm	Purpose and Goals of the Prison Rape Elimination Act   PREA –	1.50
		<b>7.50</b>
<b>Thursday – January 25th</b>		
8:00 am – 11:00 am	Personalized Case Management –	3.00
11:00 am – 12:00 pm	Lunch	
12:00 pm – 2:30 pm	Personalized Case Management (cont'd) –	2.50
2:30 pm – 4:30 pm	Healing Within: A Guide to Juvenile Mental Health Wellness –	2.00
		<b>7.50</b>
<b>Friday – January 26th</b>		
8:00 am – 11:00 am	On the Record – Courtroom Proceedings and Dispositional Recommendations –	3.00
11:00 am – 12:00 pm	Week in Review Activity – Team	1.00
12:00 pm – 1:15 pm	TJJD Certification Exam – Team	1.25
		<b>5.25</b>
<b>Total Training Hours</b>		<b>39.50</b>

Jail/Prison

Community  
Corrections

Leadership

Support Staff

Other

# Juvenile Probation Officer Basic Training

## TOPICS COVERED:

- Role of the Probation Officer
- Texas Family Code and Related Laws
- Understanding Professional Liability
- TJJD Code of Ethics and Disciplinary Procedures
- Suicide Prevention and Intervention
- Trauma Informed Care
- Preventing, Identifying, and Reporting Abuse, Neglect, and Exploitation
- Officer Safety and Mechanical Restraints
- Adolescent Development and Behavior
- Cultural Competency: Cultural Equity
- Cultural Competency: Gender and Sexuality
- Customized Case Design
- Recognizing and Supervising Youth with Mental Health Issues
- Purpose and Goals of the Prison Rape Elimination Act
- Dispositional Recommendations and Courtroom Proceedings

**CLICK TO REGISTER NOW**

## DATE/TIME:

Jan 21 (04:00 pm) - 26, 2024 (02:00 pm)

## PRICE:

\$170.00

## LOCATION INFORMATION:

George J. Beto Criminal Justice Building  
Dr. Del Carmen Room  
Sam Houston State University  
816 17th Street  
Huntsville, Texas 77340

## HOTEL INFORMATION: \*

University Hotel  
1610 Bobby K. Marks Dr.  
Huntsville, Texas 77340  
Phone:936-496-2151

Ask for the Juvenile Probation room block. Hotel reservations are the responsibility of the participant.

## WHO SHOULD ATTEND:

Limited to Texas Criminal Justice Professionals

- Community Corrections
- Newly hired Juvenile Probation Officers

## TRAINING HOURS: 39.50

This course is designed to cover the mandatory topics required for certification as a new Juvenile Probation Officer.

### For more information, contact:

Rian Sikes, Project Coordinator  
Correctional Management Institute of Texas  
George J. Beto Criminal Justice Building  
Sam Houston State University  
Huntsville, TX 77341-2296  
Fax: (936) 294-1671  
Phone: (936) 294-1639  
[rep003@shsu.edu](mailto:rep003@shsu.edu)

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cancellation is submitted less than ten (10) working days prior to the scheduled start of the program, the participant will be responsible for 30% of the conference rate at the time they registered. The Correctional Management Institute of Texas reserves the right to retain or collect fees in full for those who fail to cancel in writing prior to the training or for those who fail to attend. Substitutions are permitted at anytime.

\* Unless otherwise noted, hotel arrangements are the responsibility of the participant.

**Ellen Peveto**

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**From:** shsuhotel@cloudapp1.shsu.edu  
**Sent:** Tuesday, December 12, 2023 9:52 AM  
**To:** Purchasing  
**Subject:** Your RESERVED Booking Notification for University Hotel -Confirmation# 327384206  
**Attachments:** shsu\_confirmation\_option2\_6832259008.PDF

Some people who received this message don't often get email from shsuhotel@cloudapp1.shsu.edu. [Learn why this is important](#)

CAUTION: This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.

Dear **Anahi Oceguera** ,

Thank you for choosing University Hotel for your upcoming stay. Please review your reservation information carefully and contact us at 936-291-2151 or shsuhotel@shsu.edu if there are any errors.

**Hotel Policies:**

Cancellation - Reservations must be cancelled by 4pm 2 days prior to arrival to avoid a penalty of one night's room and tax

Check in - 3:00PM  
Check out - 12:00PM

University Hotel is 100% smoke free environment

University Hotel does not allow pets with the exception of service animals. Emotional support animals are not the same as service animals and therefore are not allowed to stay in a guest room.

We look forward to welcoming you to University Hotel soon!

Reservations Team

$\$108.43 \times 5 \text{ nights}$   
 $\$542.15$

108.43 x  
5 =  
542.15 +  
542.15 \*

**Ellen Peveto**

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**From:** shsuhotel@cloudapp1.shsu.edu  
**Sent:** Tuesday, December 12, 2023 9:49 AM  
**To:** Purchasing  
**Subject:** Your RESERVED Booking Notification for University Hotel -Confirmation# 327383628  
**Attachments:** shsu\_confirmation\_option2\_6832258943.PDF

Some people who received this message don't often get email from shsuhotel@cloudapp1.shsu.edu. [Learn why this is important](#)

CAUTION: This email originated from outside of the Johnson County email system.  
Use care when opening links or attachments. Report suspicious emails.

Dear **Sonny Chapa** ,

Thank you for choosing University Hotel for your upcoming stay. Please review your reservation information carefully and contact us at 936-291-2151 or shsuhotel@shsu.edu if there are any errors.

**Hotel Policies:**

Cancellation - Reservations must be cancelled by 4pm 2 days prior to arrival to avoid a penalty of one night's room and tax

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