

# Travel Approval Form

**Department:** Sheriff's Office

**Event Name:** Basic Fingerprint Identification Course


**Location:** Humble, TX

**Event Dates:** Feb.4-9,2024

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

**Name of Attendees:**

Regina Alcantar \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>Court Decision:</b> <small>This section to be completed by County Judge's Office</small>
 <b>January 8, 2024</b>

## 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:**



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

Name: Regina Alcantar  
Rank: Crime Scene Technician Date: 12/14/2023  
Course Name: Basic Fingerprint Identification (40 hours)  
Course Date: February 5-9 2024

Course Tuition: \$595 Hotel Cost: \$1370  
Per Diem: \$243 Total Cost: \_\_\_\_\_

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

This Training / Seminar is necessary for the following reasons:  
 Required continuing education  Job training  
 Improve work performance  Required certification

Host Agency: TxFact - Humble FD  
Host Address: 310 N Bender  
Host City: Humble  
Host State: Texas  
Host Zip Code: 77338  
Host Phone: 903-922-0057

Hotel: Country Inn & Suites  
Hotel Address: 20611 Hwy 59 N  
Hotel City: Humble  
Hotel State: Texas  
Hotel Zip Code: 77338  
Hotel Phone: 281,446,4977

Hotel Check In Date: 02/04/2024  
Hotel Check Out Date: 02/09/2024

Approvals

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

Supervisor [Signature]  Approved \_\_\_\_\_  
Sergeant: [Signature]  Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): Required training for Crime Scene Position

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

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

Captain: [Signature]  Approved \_\_\_\_\_  
\_\_\_\_\_  Disapproved Initials DK Date 12-15-23

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

Chief: [Signature]  Approved \_\_\_\_\_  
\_\_\_\_\_  Disapproved Initials [Signature] Date 12-15-23

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

# **Basic Fingerprint Identification**

**Part of our Friction Ridge Evidence Series**

presented by

**TxFACT**



Hosted by: Humble Police Department

**February 5 - 9, 2024**

**2024 Location: 310 N. Bender, Humble, TX 77338**

**Time: 8AM - 5PM**

## ***ABOUT THE COURSE***

This course is for criminal justice personnel, officers and laboratory technicians who work P with fingerprints and is designed for beginners. No experience is necessary. The objective is to train the student in fingerprint pattern recognition and to compare and identify fingerprints. Instruction on the history of fingerprints, basic physiology of friction ridge formation, the taking of inked fingerprints, basic tools/ methodology used in fingerprint comparison and basic courtroom testimony dealing with enhanced punishment (pen packet testimony) is included.

Note: This course does not include work with latent prints.

**PREREQUISITE: None.**

## ***YOU WILL LEARN***

- Introduction to Fingerprints
- Fingerprint History
- Fingerprint Physiology
- Fingerprint Definitions
- Fingerprint Pattern Identification
- Fingerprint Pattern Interpretation
- Fingerprint Pattern Comparison
- Recording Inked Fingerprint Impressions
- Courtroom Testimony & Demeanor
- Introduction to AFIS

## ***ABOUT THE INSTRUCTOR***



Walter Henson retired as the Manager of the Fingerprint Processing Bureau after over 27 years with the Texas Department of Public Safety. His previous positions included; Automated Fingerprint Identification (A.F.I.S.) Project Assistant, LiveScan Coordinator for the State of Texas, and Forensic Scientist in the Latent Print Section at the DPS Crime Laboratory in Austin, Texas. Walter holds an instructor certification from the Texas Commission on Law Enforcement and has taught classes throughout the State on the Development and Comparison of Latent Prints. Walter has conducted advanced training classes at the Texas DPS Academy and made presentations for the Texas Division of the International Association for Identification and the Texas Rangers. Walter has traveled extensively across the state conducting training classes on AFIS and LiveScan. He has been accepted as an expert witness on fingerprint identification and comparison in State and Federal Court. Walter is the past-president of the Texas Division of the International Association for Identification and has chaired several committees for the TDIAl. He is also a member of the AFIS-Internet Organization. Water continues to teach and consult across Texas and other states.

***WWW.TXFACT.COM***

*THIS COURSE IS APPROVED FOR 40 HOURS CREDIT BY THE TEXAS COMMISSION ON LAW ENFORCEMENT THROUGH THE HOST AGENCY.*

## REGISTRATION

### Basic Fingerprint Identification

February 5 - 9, 2024

Humble, Texas

Fee \$595

\*\*\*\* \$695 after January 20th, 2024 \*\*\*\*  
No Refund on Early Registration. (substitutions are allowed)

**TO REGISTER FOR THIS CLASS, FOLLOW THE 3 EASY STEPS LISTED BELOW.**

**STEP 1** - Identify Payment Method:  Check  Credit Card  Cash  PO#: \_\_\_\_\_

**STEP 2** - Fill out the student registration information (one student per form please):

Student Name: Regina Alcantar Texas PID#: 4914633

Agency: Johnson County S.O.

Agency Address: 1102 E Kilpatrick St. Cleburne TX 76031

Student Phone: 682-459-1579 Student Email: ralcantar@JohnsonCountyTX.org

Invoice Contact: Shauna Ballard

Invoice Phone: 817-556-6058 Invoice Email: Sballard@JohnsonCountyTX.org

**STEP 3:** Mail or Email this form to the address below:

EMAIL: register@txfact.com

MAIL: TxFACT, LLC

1020 East Lacy Street

Palestine, TX 75801

Make Checks Payable to:

TxFACT, LLC

No telephone registrations or payments are accepted.

## PAYMENT

We gladly accept Visa, MasterCard, Discover, American Express, Department Purchase Orders, Checks and Cash. If paying by credit card, please check the above "Credit Card" box. We will email you an invoice with a secure link for payment. DO NOT INCLUDE CREDIT CARD NUMBER ON THE REGISTRATION FORM

## REQUIRED EQUIPMENT & DRESS CODE

Each student will need to provide a fingerprint magnifier.  
Standard handheld magnifying glasses are not suitable for this class.  
Clothing appropriate for a law enforcement agency. No flip-flops, shorts, open-toed shoes or tank tops.

**FOR INFORMATION: (903) 922-0057 OR RUDY@TXFACT.COM**

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.**

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DATE: 12-15-23 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

Person(s) Name Attending: 1. Regina Alcantar  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

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

Hotel Name: Country Inn & Suites

Hotel Address: 20611 Hwy 59 N. City: Humble State: TX Zip: 7338

Hotel Telephone #: 281-446-4977

Function Attending: Basic Fingerprint Identification Course

Date of Check in: 2-4-24

Date of Check out: 2-9-24

# Travel Approval Form

**Department:** Sheriff's Office

**Event Name:** Palm Print Recognition & Identification

**Location:** Humble, TX

**Event Dates:** March 31-April 3, 2024


**Purpose:**

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

**Name of Attendees:**

Regina Alcantar \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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



**January 8, 2024**

## 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:**



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

Name: Regina Alcantar  
Rank: Crime Scene Technician Date: 12/14/2023  
Course Name: Palm Print Recognition & Identification  
Course Date: April 1-3 2024

Course Tuition: \$395 Hotel Cost: \$382.17  
Per Diem: \$189 Total Cost: \_\_\_\_\_

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: TxFact-Georgetown PD  
Host Address: 3500 D.B. Wood Road  
Host City: Georgetown  
Host State: Texas  
Host Zip Code: 78628  
Host Phone: 903-922-0057

Hotel: Candlewood suites  
Hotel Address: 451 North IH-35  
Hotel City: Georgetown, TX  
Hotel State: Texas  
Hotel Zip Code: 78628  
Hotel Phone: 18772243539

Hotel Check In Date: 03/31/2024  
Hotel Check Out Date: 04/03/2024

Approvals

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

Supervisor [Signature]  Approved \_\_\_\_\_  
Sergeant: [Signature] Disapproved Initials \_\_\_\_\_ Date \_\_\_\_\_

Justification (Required): Required training for Crime Scene Position

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

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

Captain: [Signature]  Approved \_\_\_\_\_  
Disapproved Initials [Signature] Date 12-15-23

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

Chief: [Signature]  Approved \_\_\_\_\_  
Disapproved Initials [Signature] Date 12-15-23

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

# Palm Print Recognition & Identification

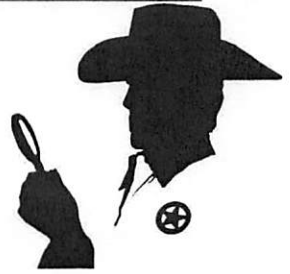
Part of our Friction Ridge Evidence Series

presented by

## **TxFACt**

Hosted by: Georgetown Police Department

**April 1 - 3, 2024**



Location: 3500 D. B. Wood Road, Georgetown, TX

Time: 8 AM to 5 PM

### *ABOUT THE COURSE*

This course is for criminal justice personnel, officers and laboratory technicians who work with friction ridge evidence. A basic knowledge of fingerprint recognition and identification is required. No previous experience working with palm prints is necessary. The objective is to train the student in the recognition and identification of the friction ridge detail present on the palms.

**PREREQUISITE:** The student must have completed a **Basic Fingerprint Identification (40 hrs.)** class prior to attending this program.

### *YOU WILL LEARN*

The Palm Print Recognition and Identification Course is designed to give the student the ability to analyze partial latent palm impressions and make a determination of what region of which hand the impressions are from. With this information now available to the examiner, their latent searches and individualizations will be faster and with more confidence. This will be accomplished by teaching the students the major and minor ridge flows, ridge characteristics, and crease formations present in palm prints. We will also discuss palm print documentation and terms that will greatly assist the examiner in writing ACE-V reports and testifying in court on palm impression identifications. The students will start working with whole palm impressions and through practical exercises, work their way down to smaller fragmented impressions with confidence.

### *ABOUT THE INSTRUCTOR*

Dan Reigstad retired in 2015 with over 22 years of service at the Longview Police Department. Dan's last posting was as the Senior Latent Print Examiner in the Crime Laboratory. Dan is a Certified Latent Print Examiner with the International Association for Identification (IAI) and a registered "Fellow" with the Fingerprint Society of the United Kingdom. He is the current Chairman of the Texas Division IAI Latent Print Certification Committee. He holds a Master Peace Officer Certificate and Advanced Instructor Certificate issued by the Texas Commission on Law Enforcement. He has testified as an expert witness throughout Texas in the field of fingerprint evidence hundreds of times. He now serves as the Assistant Director of the East Texas Police Academy at Kilgore College. Dan also continues to teach and consult.



**WWW.TXFACT.COM**

THIS COURSE IS APPROVED FOR 24 HOURS CREDIT BY THE TEXAS COMMISSION ON LAW ENFORCEMENT THROUGH THE HOST AGENCY.



## REGISTRATION

### Palm Print Recognition & Identification

April 1 - 3, 2024

Georgetown, TX

Fee \$395

\*\*\*\* \$495 after March 15th, 2024 \*\*\*\*

No Refund on Early Registration. (substitutions are allowed)

TO REGISTER FOR THIS CLASS, FOLLOW THE 3 EASY STEPS LISTED BELOW.

STEP 1 - Identify Payment Method:  Check  Credit Card  Cash  PO#: \_\_\_\_\_

STEP 2 - Fill out the student registration information (one student per form please):

Student Name: Regina Alcantara Texas PID#: 494633

Agency: Johnson County S.O.

Agency Address: 1100 E Kilpatrick St, Cleburne TX 76031

Student Phone: (817) 556-6058 Student Email: ralcantara@johnsoncountytexas.org

Invoice Contact: Shauna Ballard

Invoice Phone: 817-556-6058 Invoice Email: sballard@johnsoncountytexas.org

STEP 3: Send this form to:

EMAIL: register@txfact.com

MAIL: TxFACT, LLC

1020 East Lacy Street

Palestine, TX 75801

Make Checks Payable to:

TxFACT, LLC

No telephone registrations or payments are accepted.

## PAYMENT

We gladly accept Visa, MasterCard, Discover, American Express, Department Purchase Orders, Checks and Cash. If paying by credit card, please check the above "Credit Card" box. We will email you an invoice with a secure link for payment.

**DO NOT INCLUDE YOUR CREDIT CARD NUMBER ON THE REGISTRATION FORM**

## REQUIRED EQUIPMENT & DRESS CODE

Each student will need to provide a fingerprint magnifier (two are recommended) and ridge counters.

**Standard handheld magnifying glasses are not suitable for this class.**

Clothing appropriate for a law enforcement agency. No flip-flops, shorts, open-toed shoes or tank tops.

**FOR INFORMATION: (903) 922-0057 OR RUDY@TXFACT.COM**

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: 12-15-23 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard

Person(s) Name Attending: 1. Regina Alcantar  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

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

Hotel Name: Candlewood Suites

Hotel Address: 451 North IH-35 City: Georgetown State: TX Zip: 73387

Hotel Telephone #: 877-226-3539

Function Attending: Palm Print Recognition & Identification Course

Date of Check in: 3-31-24

Date of Check out: 4-3-24