

Travel Approval Form

Department: Sheriff's Office - Jail
Event Name: Background Investigations for Police Applicants
Location: Southlake Police Department
Event Dates: June 3-4, 2024
Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:
Roger Brock _____

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



April 22, 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: 

Background Investigations for Police Applicants

Southlake, Texas - June 3-4, 2024

** Eligible for TCOLE credit hours **



This course is designed for both background investigators, supervisors and human resource policy makers.

Law enforcement strives for professionalism; however, abuses by officers cast a negative light on entire organization. An examination of the past behavior of some involved officers reveals that a pattern of undesirable behavior existed prior to appointment as a police official. This behavior was unknown to the hiring agency due to inadequate or non-existent applicant screening. The integrity and ethical reputation of a police department mandates a thorough background investigation of police applicants. This course offers a systematic approach to background investigations which will assist in making informed hiring decisions.

Cost: \$425.00 per attendee

Length of Course: 8AM to 5PM, Day 1
8AM to Noon, Day 2

Seminar Location: Southlake Police Department, Training Facility
100 E. Dove Rd.
Southlake, Texas 76092

Nearby Hotels: Hampton Inn & Suites- Trophy Club
525 Plaza Dr.
Trophy Club, Texas 76262
(682) 831-1572

Holiday Inn Express - Grapevine
309 W. State Hwy. 114
Grapevine, Texas 76051
(817) 442-5919

Agency Contact: Sergeant Kevin Diehl
Southlake Police Department
(817) 748-8913
kdiehl@ci.southlake.tx.us

[REGISTER NOW](#)

Law Enforcement Seminars, LLC

5435 N. Garland Ave. Ste. 140-529
Garland, TX 75040
FEDERAL TAX ID# 27-3362180

INVOICE

Bill To:
ROGER BROCK
Johnson County Sheriff's Office
4008 Country Lane
Granbury, Texas 76048
(817) 578-0985
rogbrock57@yahoo.com

Date: April 8, 2024
Invoice #: 2027944
Payment Due: May 8, 2024

DESCRIPTION	PRICE
Registration for Background Investigations for Police Applicants Southlake, Texas - June 3-4, 2024	
Attendee: Background Investigator Roger Brock	\$425.00
Course Manual: NA	\$0.00
Total Amount Due:	\$425.00

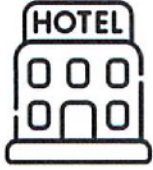
Thank you for enrolling in our seminar. The above information has been submitted to Law Enforcement Seminars LLC.
A copy of this invoice will be sent to the email address for your billing information.

Make checks payable to:

Law Enforcement Seminars LLC
5435 N. Garland Ave. Ste. 140-529
Garland, TX 75040

Return with remittance to above address.

For questions regarding this invoice, call (214) 425-7757 or email us at billing@lawenforcementseminars.com.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/08/2024

DEPARTMENT: Sheriff's Office - Jail

PERSON SENDING REQUEST: Kristen Lesley EXT: 3602

Person (s) Name Attending:

1. Roger Brock
2.
3.
4.
5.
6.

***If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:**

LEOSE FUNDS

Function Attending: Background Investigations for Police Applicants

Hotel Name: Hampton Inn & Suites - Trophy Club		
Hotel Address: 525 Plaza Drive		
City: Trophy Club	State: Texas	Zip: 76262
Hotel Phone# 682-831-1572		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: www.lawenforcementseminars.com		
How many rooms needed: 1		
Date of Check In: 6/2/24		Date of Check Out: 6/4/24

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.

Kristen Lesley

From: Hannah Webber
Sent: Tuesday, April 9, 2024 11:23 AM
To: Kristen Lesley
Cc: Alissa Krokum
Subject: FW: Your Jun-02-2024 Confirmation #54199352

Hi Kristen,
Here is the hotel confirmation for Roger 😊
You can now make your PO



Hannah Webber
Johnson County Purchasing - Buyer
817-556-6382
411 Marti Dr
Cleburne, TX 76033

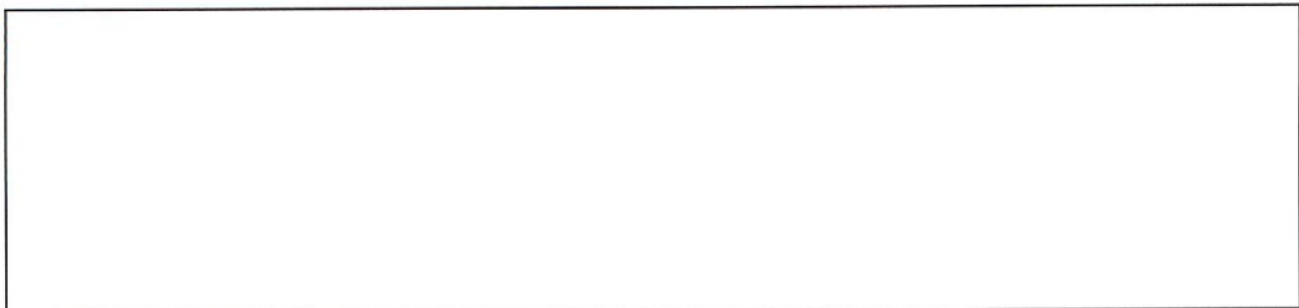
From: Hampton by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Tuesday, April 9, 2024 11:21 AM
To: Purchasing <PUR@johnsoncountytexas.org>
Subject: Your Jun-02-2024 Confirmation #54199352

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



See you soon, Roger Brock

Your reservation for Jun-02-2024 has been confirmed.
Confirmation #54199352



Hampton Inn & Suites Trophy Club - Fort Worth North

525 Plaza Drive
Trophy Club TX 76262 US
[Maps & Directions>>](#)

[+16828311572](#)



Your Room Information

Guest Name: Roger Brock
Guests: 1 Adult
Rooms: 1
Room Plan: 1 KING BED NONSMOKING

Your Rate Information SEMI-FLEX

Rate per night	
02-Jun-2024 - 03-Jun-2024	142.10 USD
03-Jun-2024 - 04-Jun-2024	152.88 USD
Total for Stay per Room Rate	294.98 USD
Taxes	38.35 USD

Total price for Stay 333.33 USD

[Modify Your Reservation >>](#)