

Travel Approval Form

Department: Sheriff's Office
Event Name: Forensic Fire Fataliy & Crime Scene
Management Class
Location: Pasadena, TX
Event Dates: May 13-17,2024
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



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:



Johnson County Sheriff's Office
Training Request

Name: Regina Alcantar
Rank: Crime Scene Tech Date: 04/02/2024
Course Name: Forensic Fire Fatality and Crime Scene Management
Course Date: May 13-May 17, 2024

Course Tuition: \$450 Hotel Cost: \$918.64

Per Diem: _____ 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: Pasadena Fire Marshal's Office
Host Address: 209 N. Main
Host City: Pasadena
Host State: TX
Host Zip Code: 77505
Host Phone: 713-475-5556

Hotel: Hampton Inn & Suites
Hotel Address: 4741 East Sam Houston Pkwy S
Hotel City: Pasadena
Hotel State: TX
Hotel Zip Code: 77505
Hotel Phone: (281)998-3300

Hotel Check In Date: May 12

Hotel Check Out Date: May 17

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 [Signature] Date 4-2-24

Justification (Required): A
Crime Scene Investigations for Fire Scenes.

Lieutenant: _____ Approved
_____ Disapproved Initials _____ Date _____

Comments: _____

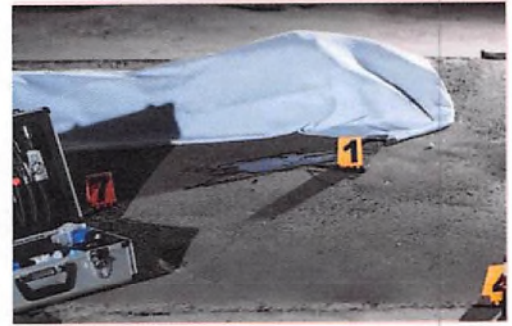
Captain: [Signature] Approved
_____ Disapproved Initials [Signature] Date 4-4-24

Comments: _____

Chief: [Signature] Approved
_____ Disapproved Initials [Signature] Date 4-4-24

Comments: _____

FORENSIC FIRE FATALITY AND CRIME SCENE MANAGEMENT



This dynamic course will provide the participants the opportunity for hands on scientific based fire death investigations utilizing cadavers in partnership with Applied Anatomical Research Center- SHSU. Instruction will follow **NFPA 921: Guide for Fire and Explosion Investigations** and **NFPA 1033: Standard for Professional Qualifications for Fire Investigators** systematic processes for crime scene management from the initial scene approach through data collection, evidence collection, documentation and criminal scene processing.

*****LIMITED SEATS AVAILABLE*****

This course is eligible for:

- 40 Hrs. - Texas Commission on Law Enforcement(TCOLE)
- 40 Hrs. - Texas Commission on Fire Protection (TCFP)
- Eligible for TFS 2604

The "Forensic Fire Fatality and Crime Scene Management" class is hosted by the Pasadena Fire Marshal's Office / Greater Houston Area Fire Marshal's Council.

For further information contact lead instructor, Chief David M. Brannon at dbrannon@pasadenatx.gov or by phone at (281) 924-3038.

DATES: May 13 – May 17, 2024

FEE: \$450/ Person

LOCATION: Pasadena Fire Training Field
6600 Genoa Red Bluff Rd.
Pasadena TX, 77507



**APPLIED ANATOMICAL
RESEARCH CENTER**
SAM HOUSTON STATE UNIVERSITY

PASADENA FIRE MARSHAL'S OFFICE

TRAINING DIVISION

209 N. Main Pasadena, Texas 77506

www.pasadenafmo.com

713-475-5556

COURSE REGISTRATION

Participant Information: (Please Print Clearly)

Regina	N.	Alcantar		
Student Legal Name: (First MI Last)			TCOLE PID#	
Johnson County S.O.			1102 E Kilpatrick Cleburne, TX 76031	
Agency Name:			Address, City, State, Zip:	
817-556-6058				
Agency Phone Number:			Agency Fax Number:	
817-556-6058			ralcantar@johnsoncountytexas.org	
Student Contact Phone Number:			Student Email Address:	
Forensic Fire Fatality and Crime Scene Management			May 13, 2024	Pasadena, Texas
Course Name:			Course Start Date:	Course Location:

By signing below, I, the above named student, attest that I am currently licensed by TCOLE or have not currently been charged with any criminal offense for which conviction would bar licensing, have not been on court ordered community supervision or probation for any criminal offense above the grade of class B misdemeanor within the last ten years from the date of the court order, have not been convicted of an offense above the grade of class B misdemeanor, have never been convicted of any family violence offenses, am not prohibited by state or federal law from operating a motor vehicle, am not prohibited by state or federal law from possession firearms or ammunition, and am currently a United States citizen.

If you have to cancel your attendance into the course, please make notification at least 3 days prior to the start date, when possible.

Guest Hotel:	Residence Inn by Marriott 4711 East Sam Houston Pkwy S Pasadena, TX. 77505 (832)328-0450	Hampton Inn & Suites 4741 East Sam Houston Pkwy S Pasadena, TX. 77505 (281)998-3300
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Fax Registration To:
713-477-3093

Email Registration To:
dbrannon@pasadenatx.gov

Mail Registration To:
Pasadena Fire Marshal's Office
Training Division
209 N. Main
Pasadena, Texas 77506

If additional information is needed, contact Chief David M. Brannon at 281-924-3038 or the Training Coordinator at 713-475-5556 ext. 4944.

Student Signature:

Signature Date:



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/04/2024

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Shauna Ballard EXT: 3502

Person (s) Name Attending:

1. Regina Alcantar
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: Forensic Fire Fatality & Crime Scene Management class

Hotel Name: Hampton Inn & Suites
Hotel Address: 4741 East Sam Houston Pkwy S.
City: Pasadena State: TX Zip: 77505
Hotel Phone# 281-998-3300
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
Date of Check In: 5/12/24 Date of Check Out: 5/17/24

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.