

Travel Approval Form

Department: Sheriff's Office - Jail

Event Name: Background Investigation for Police
Applicants

Location: Richardson, Texas

Event Dates: January 27-28, 2025

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

Name of Attendees:

Aaron Glenn _____

Vanessa Hurtado _____

Court Decision: <small>This section to be completed by County Judge's Office</small>

12-09-24

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

Richardson, Texas - January 27-28, 2025

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: \$445.00 per attendee

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

Instructor: Thomas Ward

Seminar Location: Police Training Center
4912 14th St.
Plano, Texas 75074

Nearby Hotels: Holiday Inn Express & Suites
Plano East - Richardson
2001 E President George
Bush Highway
Plano, Texas 75074
(972) 943-2955

SpringHill Suites Dallas
Richardson/Plano
3251 E President George Bush
Turnpike
Richardson, Texas 75082
(972) 479-0300

Agency Contact*: Sgt. Claude Locke or Larion
Solomon
Richardson Police
(972) 705-7446
Larion.Solomon@cor.gov

* Course registrations, transfers, refunds, and cancellations are handled by Law Enforcement Seminars. Please contact us directly with any questions.

REGISTER NOW

COURSE SYLLABUS

Kristen Lesley

From: Aaron Glenn
Sent: Monday, November 25, 2024 3:36 PM
To: Kristen Lesley
Cc: David W. Blankenship
Subject: Fw: Information for Upcoming Seminar - Law Enforcement Seminars

From: postmaster@mg.lawenforcementseminars.com <postmaster@mg.lawenforcementseminars.com> on behalf of Law Enforcement Seminars LLC <postmaster@mg.lawenforcementseminars.com>
Sent: Monday, November 25, 2024 3:34 PM
To: Aaron Glenn <aglenn@johnsoncountytexas.org>
Subject: Information for Upcoming Seminar - Law Enforcement Seminars

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



Information for Upcoming Seminar

Invoice # 2029643

Detective Aaron Glenn,

Thank you for registering in our upcoming seminar. Please advise us of any name corrections prior to course date. Course materials will be distributed at the training site unless a digital option was selected. A student list will be prepared in advance using individual names and addresses provided. If you are unable to attend or should need more information, please notify Law Enforcement Seminars at (469) 466-8161

Seminar Information:

Seminar Type: Background Investigations for Police Applicants
Date and Location: Richardson, Texas - January 27-28, 2025

Seminar Address:

Police Training Center
4912 14th St.
Plano, Texas 75074

Hotels Close to Training Facility:

Holiday Inn Express & Suites Plano East - Richardson

2001 E President George Bush Highway
Plano, Texas 75074
(972) 943-2955

SpringHill Suites Dallas Richardson/Plano
3251 E President George Bush Turnpike
Richardson, Texas 75082
(972) 479-0300

Departmental Contact:

Sgt. Claude Locke or Larion Solomon
Richardson Police
(972) 705-7446
Larion.Solomon@cor.gov

If any of the information is TBD, please check back soon on the class information page:
[Link to Latest Course Information](#)

We look forward to seeing you in class,
Law Enforcement Seminars, LLC

Law Enforcement Seminars LLC
5435 North Garland Avenue, Suite 140-529
Garland, Texas 75040
(214) 425-7757

Law Enforcement Seminars, LLC

5435 N. Garland Ave. Ste. 140-529

Garland, TX 75040

FEDERAL TAX ID# 27-3362180

INVOICE

Bill To:

KRISTEN LESLEY

Johnson County Sheriff's Office

1800 RIDGEMAR DR

Cleburne, Texas 76031

(817) 556-6024

klelsey@johnsoncountytexas.org

Date:

November 25, 2024

Invoice #:

2029642

Payment Due:

December 25, 2024

DESCRIPTION	PRICE
Registration for Background Investigations for Police Applicants Richardson, Texas - January 27-28, 2025	
Attendee: TDCJ COORDINATOR VANESSA HURTADO	\$445.00
Course Manual: NA	\$0.00
Total Amount Due:	\$445.00

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.

Law Enforcement Seminars, LLC

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

INVOICE

Bill To:

Kristen Lesley
Johnson County Sheriff's Office
1800 Ridgemar Dr
Cleburne, Texas 76031
(817) 556-6000
klesley@johnsoncountytexas.org

Date:

November 25, 2024

Invoice #:

2029643

Payment Due:

December 25, 2024

DESCRIPTION	PRICE
Registration for Background Investigations for Police Applicants Richardson, Texas - January 27-28, 2025	
Attendee: Detective Aaron Glenn	\$445.00
Course Manual: NA	\$0.00
Total Amount Due:	\$445.00

Thank you for enrolling in our seminar. The above information has been submitted to Law Enforcement Seminars LLC.

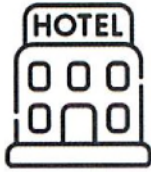
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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 11/25/2024

DEPARTMENT: Jail

PERSON SENDING REQUEST: Kristen Lesley EXT: 3602

Person (s) Name Attending:

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

☐ LEOSE FUNDS

1. Aaron Glenn

2. Vanessa Hurtado

3.

4.

5.

6.

Function Attending: Background Investigations for Police Applicants

Hotel Name: Holiday Inn Express & Suites

Hotel Address: 2001 E President George Bush Highway

City: Plano

State: Texas

Zip: 75074

Hotel Phone# 972-943-2955

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website: <https://lawenforcementseminars.com/courses/richardson-tx-jan-2025>

How many rooms needed: 2

Date of Check In: 1/26/25

Date of Check Out: 1/28/25

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.