

Travel Approval Form

Department: Sheriff's Office

Event Name: TCIC Terminal Agency Coordinator

Location: Bryan, TX


Event Dates: January 28, 2025

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

Name of Attendees:

Nancy Brinker

Veronica Spodnick

Court Decision: <small>This section to be completed by County Judge's Office</small>
 1-13-25

Required Documents Checklist:

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

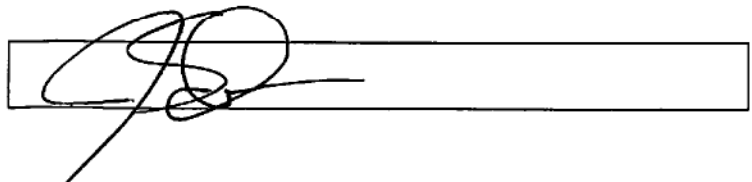
Overnight Travel

- ☒ 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: Nancy Brinker
Rank: Dispatch Supervisor Date: 12/18/2024
Course Name: TCIC Terminal Agency Coordinator
Course Date: 01/28/2025

Course Tuition: Free Hotel Cost: 67.93

Per Diem: 419.00 Total Cost: ~~240.00~~
116.93

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: Bryan Justice Center-Bryan Police Department
Host Address: 303 East 29th St
Host City: Bryan
Host State: TX
Host Zip Code: 77803
Host Phone: _____

Hotel: _____
Hotel Address: _____
Hotel City: _____
Hotel State: _____
Hotel Zip Code: _____
Hotel Phone: _____

Hotel Check In Date: 01/27/2025

Hotel Check Out Date: 01/28/2025

Approvals

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

Sergeant: B. Bracey #2065 ☒ Approved
Disapproved Initials _____ Date 12/19/2024

Justification (Required): _____

Lieutenant: _____ ☐ Approved
Disapproved Initials _____ Date _____

Comments: _____

Captain: _____ ☐ Approved
Disapproved Initials _____ Date _____

Comments: _____

Chief: Nancy Brinker ☒ Approved
Disapproved Initials 7/12 Date 12-19-24

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Veronica Spodnick
Rank: Assistant Lead Date: 12/18/2024
Course Name: TCIC Terminal Agency Coordinator
Course Date: 01/28/2025

Course Tuition: Free

Hotel Cost: 67.93

Room with nancy

Per Diem: 49.00

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: Bryan Justice Center-Bryan Police Department

Host Address: 303 East 29th St

Host City: Bryan

Host State: TX

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Hotel Check In Date: 01/27/2025

Hotel Address: _____

Hotel City: _____

Hotel Check Out Date: 01/28/2025

Hotel State: _____

Hotel Zip Code: _____

Hotel Phone: _____

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD

Budget Available:

Y N

CC Agenda Submitted:

Y N N/A

Sergeant: _____

Approved

Disapproved Initials _____ Date _____

Justification (Required): _____

Lieutenant: _____

Approved

Disapproved Initials _____ Date _____

Comments: _____

Captain: _____

Approved

Disapproved Initials _____ Date _____

Comments: _____

Chief: _____

Approved

Disapproved Initials _____ Date _____

Comments: _____

Stephanie Williams

From: Stephanie Williams
Sent: Wednesday, December 18, 2024 10:22 AM
To: Nancy Brinker; Veronica Spodnick
Subject: TAC Class

building.

Course Name: TCIC Terminal Agency Coordinator Training

Class Description:

This in-person course is designed for personnel assigned as the Terminal Agency Coordinator (TAC) and anyone that may be assigned to assist the TAC. This course covers recently implemented database files, policy and procedures, audit, quality control, and training. It is recommended personnel attend this course within the first six months from the date of appointment or assignment. This course requires the TCIC/TLETS Terminal Agency Coordinator Manual. No recertification required.

Start Date/Time: January 28, 2025 8:01 AM

End Date/Time: January 28, 2025 5:01 PM

Bryan Justice Center-Bryan Police Department 303 East 29th St Bryan, Texas 77803 Special Parking: Upon arrival, please utilize the large parking lot adjacent to the circle drive. Although the parking lot is situated on the court side, enter through the door marked Bryan Police Department. Getting into the building: Please be aware that upon entering the Bryan Police Department, you will need to check in with the personnel at the three windows. Upon notification of your scheduled class, they will grant you access to the building. A representative will then guide you to the designated area for your class.

Stephanie Williams
Johnson County Sheriff's Office
Dispatch Supervisor
TAC/LASO
DPS Associate Trainer
Email: smwilliams@johnsoncountytexas.org
Office Phone: 817-556-6099
Dispatch Number: 817-556-6060

DPS Resources and Information

Terminal Agency Coordinator (TAC)

Both the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigations require that all agencies with direct access to criminal history information through the PSRS appoint a TAC.

The TAC's primary responsibilities include ensuring the jurisdiction is compliant with TCIC and NCIC and CJIS policies, submitting User Request Forms to DPS for new user access, and notifying DPS of any updates to an agency's address or contact information.

The TAC will also have the ability to review all trainings completed by their jurisdiction/ORI to ensure all personnel complies with training, certifications, and testing requirements. Please complete the TAC Admin Form below and submit to DPS notifying of the TAC for your jurisdiction.

Forms and questions related to the TAC can be sent to DPS via email at: TLETS@dps.texas.gov



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 12/19/2024

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Nancy Brinker

2. Veronica Spodnick

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: TCIC Terminal Agency Coordinator

Hotel Name: Baymont by Wyndham Bryan College Station

Hotel Address: 1506 Nuches Ln

City: Bryan State: TX Zip: 77803

Hotel Phone# 866-944-5238

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website:

How many rooms needed: 1

Date of Check In: 1/27/25

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.