

Travel Approval Form

Department: Sheriff's Office

Event Name: Basic Criminal Investigation

Location: Texas City, TX

Event Dates: 08/25/25 - 08/29/25


Purpose: ☐ Required Continuing Education/Certification
☒ Job Training
☒ Other: Improve work performance

Name of Attendees:

Jocelyn Trejo

Abigal Arevalo

Sean Boggess

Court Decision: <small>This section to be completed by County Judge's Office</small>
 5-27-25

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: Detective A. Arevalo
Rank: detective Date: 5/8/25
Course Name: New Detective
Course Date: _____

Course Tuition: \$695.00 Hotel Cost: _____
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 xx Job training
xx Improve work performance _____ Required certification

Host Agency: Texas City Police Department
Host Address: 1004 9th ave.
Host City: Texas City
Host State: TX
Host Zip Code: 77539
Host Phone: 903-922-0057

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

Hotel Check In Date: _____

Hotel Check Out Date: _____

Approvals

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

Sergeant: Jay Kiffe _____ Approved _____
Disapproved Initials J.K. Date 5-8-25
Justification (Required): See Sean Boggess' Request

Lieutenant: _____ Approved _____
Disapproved Initials _____ Date _____

Comments: _____

— Captain: [Signature] _____ Approved _____
Disapproved Initials DR Date 5-8-25

Comments: _____

— Chief: [Signature] _____ Approved _____
Disapproved Initials [Signature] Date 5-9-25

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Detective J. Trejo
Rank: detective Date: 5/8/25
Course Name: New Detective
Course Date: _____

Course Tuition: \$695.00 Hotel Cost: _____

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 xx Job training
xx Improve work performance _____ Required certification

Host Agency: Texas City Police Department
Host Address: 1004 9th ave.
Host City: Texas City
Host State: TX
Host Zip Code: 77539
Host Phone: 903-922-0057

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

Hotel Check In Date: _____

Hotel Check Out Date: _____

Approvals

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

Sergeant: Jay Kniff _____ Approved
Disapproved Initials J.K. Date 5-8-25
Justification (Required): See SEAN Boggess' Request

Lieutenant: _____ Approved
Disapproved Initials _____ Date _____

Comments: _____

— Captain: DR Gonz _____ Approved
Disapproved Initials DR Date 5-8-25

Comments: _____

— Chief: [Signature] _____ Approved
Disapproved Initials M Date 5-9-25

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Detective S. Boggess
Rank: detective Date: 5/8/25
Course Name: New Detective
Course Date: August 25-29

Course Tuition: \$695.00 Hotel Cost: _____

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 xx Job training
xx Improve work performance _____ Required certification

Host Agency: Texas City Police Department
Host Address: 1004 9th ave.
Host City: Texas City
Host State: TX
Host Zip Code: 77539
Host Phone: 903-922-0057

2 rooms.

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

Hotel Check In Date: _____

Hotel Check Out Date: _____

Approvals

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

Sergeant: Jay Kiffin ✓ Approved _____
Disapproved Initials J.K. Date 5-8-25
Justification (Required): For new Detectives this course is needed to learn time and case management, new trends and techniques

Lieutenant: _____ Approved _____
Disapproved Initials _____ Date _____

Comments: _____

Captain: DR ✓ Approved _____
Disapproved Initials DR Date 5-8-25

Comments: _____

Chief: [Signature] ✓ Approved _____
Disapproved Initials JA Date 5-8-25

Comments: _____

REGISTRATION

Basic Criminal Investigation: Case Assignment to Courtroom

August 25 - 29, 2025

August, Texas

Fee \$695

**** \$795 after August 10, 2025 ****

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: Abigail Arevalo Texas PID#: 494530

Agency: Johnson County Sheriff's Office

Agency Address: 1102 E Kilpatrick Ave Cleburne, TX 76031

Student Phone: 817-879-5650 Student Email: aarevalo@johnsoncountytexas.org

Invoice Contact: Tara Rabby

Invoice Phone: 817-556-6058 Invoice Email: trabby@johnsoncountytexas.org
ext. 3503

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

Notetaking materials.

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

REGISTRATION

Basic Criminal Investigation: Case Assignment to Courtroom

August 25 - 29, 2025

August, Texas

Fee \$695

**** \$795 after August 10, 2025 ****

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: Jocelyn Trejo Texas PID#: 458349

Agency: Johnson County Sheriff's Office

Agency Address: 1102 E Kilpatrick Ave, Cleburne TX 76031

Student Phone: 817-243-16450 Student Email: Jtrejo@johnsoncountytexas.org

Invoice Contact: Tara Ruby

Invoice Phone: 817-556-6058 Invoice Email: truby@johnsoncountytexas.org
ext. 3503

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

Notetaking materials.

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

REGISTRATION

Basic Criminal Investigation: Case Assignment to Courtroom

August 25 - 29, 2025

August, Texas

Fee \$695

**** \$795 after August 10, 2025 ****

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: Sean Baggess Texas PID#: _____

Agency: Johnson County Sheriff's Office

Agency Address: 1102 E K. Patrick St. Cleburne TX 76031

Student Phone: 817-533-6442 Student Email: S.Baggess@johnson

Invoice Contact: Tara Ruby countytx.com

Invoice Phone: 817-556-6058 Invoice Email: truby@johnsoncountytx.com
ext. 3503

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

Notetaking materials.

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

Basic Criminal Investigation: Case Assignment to Courtroom

presented by

TxFACt

Hosted by: Texas City Police Department

August 25 - 29, 2025



LOCATION: 1004 - 9TH AVE N. TEXAS CITY, TEXAS

TIME: 8AM to 5PM

ABOUT THE COURSE

The "Basic Criminal Investigation: Case Assignment to Courtroom" program prepares the attendee for the transition from their current position to an investigative assignment such as Detective or Criminal Investigator. The Basic Criminal Investigation course prepares officers to manage a wide variety of common criminal investigations from the initial scene response to case preparation and presentation for prosecution. An emphasis is placed on the preparation of affidavits, preparation and execution of search and arrest warrants, interview and interrogation procedures, and the criminal investigator's role in the identification, collection and preservation of physical evidence.

YOU WILL LEARN

- The Crime Scene
- Injury & Death Investigations
- Sex Crimes
- Robbery Investigations
- Property Crime Investigations
- Crimes Involving Computers
- Case Management
- Interviews & Interrogations
- Subpoenas & Affidavits
- Search Warrants
- Crime Scene Search & Protection
- Crimes Against Persons
- Utilizing Informants

ABOUT THE INSTRUCTORS



Rudy Flores started his career in 1982, serving as a deputy sheriff, and municipal police officer before joining the Texas Department of Public Safety, where he served as a Trooper, Sergeant and Texas Ranger. He holds a Bachelor of Science degree from Excelsior College and is a graduate of the Leadership Command College at Sam Houston State University. Retiring in 2015, he continues to work as a professional trainer and consultant. Rudy is now the Sheriff of Anderson County, Texas.



Nick Webb retired in 2010 with over 20 years of service as a municipal police officer. His last position was as the Palestine (Texas) Police Department Patrol Division Commander (Lieutenant). He holds an Associates of Science degree from Trinity Valley Community College and is a graduate of the FBI National Academy. After retirement he served as an investigator at the Henderson County (Texas) Sheriff's Office (2010-2015) and as Chief Deputy of the Anderson County Sheriff's Office (2021-2024).

WWW.TXFACT.COM

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



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 05/08/2025

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

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. Jocelyn Trejo

2. Abigal Arevalo

3. Sean Boggess

4.

5.

6.

Function Attending: Basic Criminal Investigation School

Hotel Name: LaQuinta Inn		
Hotel Address: 45 Gulf Freeway		
City: Texas City	State: TX	Zip: 77591
Hotel Phone# 866-994-7622		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: http://www.txfact.com/		
How many rooms needed: 2		
Date of Check In: 8/24/25		Date of Check Out: 8/29/25

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.