

Travel Approval Form

Department: District Attorney

Event Name: Criminal Justice Systems Conference 2025

Location: 6505 N. Interstate 35, Austin, TX 78752

Event Dates: August 25th & 26th

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

Name of Attendees:

Teresa Heath _____

Connie Russek _____

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

Teresa Heath

Kallie Tribble

Subject: 2025 Criminal Justice Systems Conference: Austin, TX
Location: DoubleTree by Hilton Hotel Austin 6505 N Interstate Hwy 35, Austin, Texas, 78752, USA
Start: Mon 8/25/2025 8:00 AM
End: Thu 8/28/2025 5:00 PM
Recurrence: (none)
Meeting Status: Accepted
Organizer: Texas Department of Public Safety

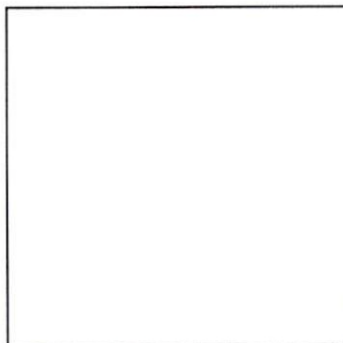
CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.

Connie and I will need rooms for August 25th & 26th. Let me know what you need from me. The link for the discounted rooms is in the email below.

-----Original Appointment-----

From: Texas Department of Public Safety <dps@iemshows.com>
Sent: Thursday, May 15, 2025 4:18 PM
To: Texas Department of Public Safety; Teresa Heath
Subject: 2025 Criminal Justice Systems Conference: Austin, TX
When: Monday, August 25, 2025 8:00 AM to Thursday, August 28, 2025 5:00 PM (UTC-06:00) Central Time (US & Canada).
Where: DoubleTree by Hilton Hotel Austin 6505 N Interstate Hwy 35, Austin, Texas, 78752, USA

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



Dear Teresa,

Your registration has been confirmed for the Criminal Justice Systems Conferences 2025: DoubleTree Austin, TX. Please save this email for future reference.

Please email dps@iemshows.com before Friday, August 15, 2025 if you need to cancel your registration. Substitutions may be requested at any time.

We do have a block of rooms set aside for this conference. If you would like to book a hotel room, book through our online booking link [HERE](#).

Please arrive 30 minutes early for the first class of the week to complete registration/check-in.

If you need to make any changes, use your confirmation number to [manage your registration](#).

Confirmation number: **S7NTBGVNC57**

*To ensure a smooth experience, please arrive no earlier than 30 minutes before your first scheduled class. Registration will open 30 minutes before the first class of the day and remain available throughout the day. **Early arrival is not necessary.** We appreciate your time and look forward to welcoming you!*

Registration Summary

Teresa Heath

Attendee Registration

Questions

Please select your agency type:

Non-Criminal Justice Agency

Would you like to receive Texas Commission on Law Enforcement (TCOLE) credit from this event? (Note: DPS is seeking TCOLE accreditation for courses, but it is **not** guaranteed.)

No

Originating Agency Identifier (ORI) Number (Must start with TX followed by seven alpha-numerical characters)

TX126015A

Sessions

August 26, 2025

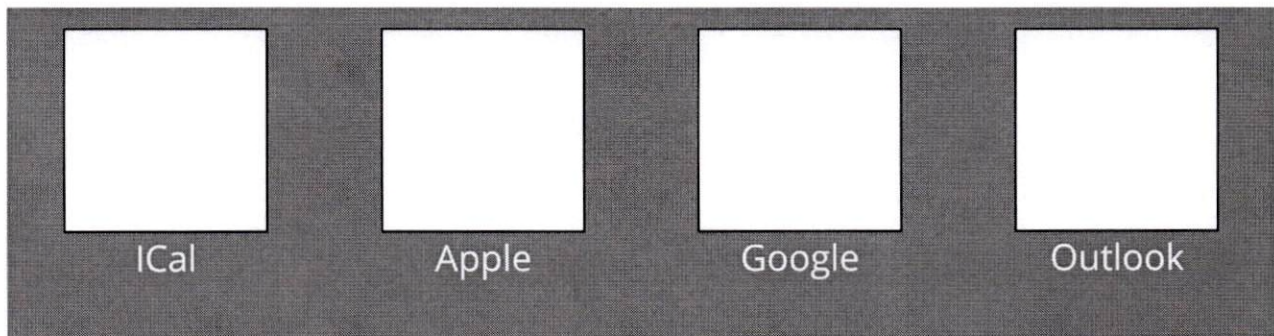
9:15 AM - 10:15 AM

3:30 PM - 4:30 PM

Adult Prosecutor & Court

Error Resolution: Criminal History Records

Add to Calendar

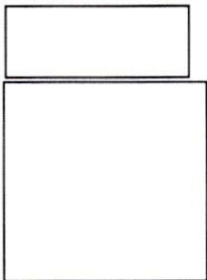


Sincerely,

Criminal Justice Systems Conferences Planning Team

dps@iemshows.com

(512) 358-1000



Kallie Tribble

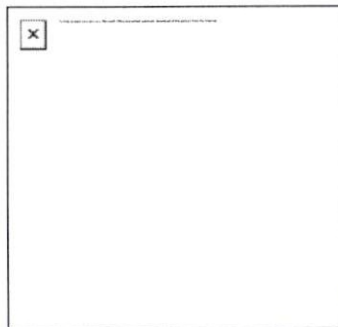
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Organizer: Texas Department of Public Safety

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If you need to make any changes, use your confirmation number to [manage your registration](#).

Confirmation number: **JNNYLSDFLWT**

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Connie Russek

Attendee Registration

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August 26, 2025

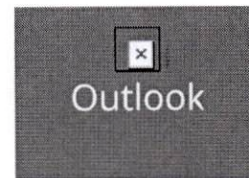
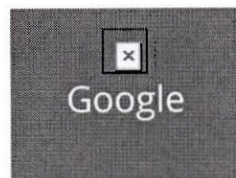
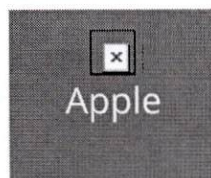
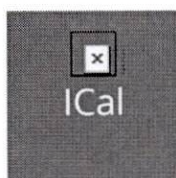
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Adult Prosecutor & Court

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Records**

Add to Calendar



Sincerely,

Criminal Justice Systems Conferences Planning Team

dps@iemshows.com

(512) 358-1000





2025 Crime Records Conference

August 25th-28th, 2025

Austin, TX

2025 Criminal Justice Systems Conference: Austin, TX

The Texas Department of Public Safety Crime Records Division (CRD) is excited to announce the 2025 Crime Records Conferences that will be hosted throughout the state this summer! The courses are designed for anyone who works with CRD and will provide a variety of topics to enhance your knowledge and skills.

Subjects include the following:

- CJIS Technical Audits & Assessments
- National Incident-Based Reporting System (NIBRS)
- Criminal History Reporting (CHR)
- Terrorist Offender Registry (TOR)
- Sex Offender Registry (SOR)
- Texas Crime Information Center (TCIC)
- TXGang
- Civil Criminal Records: Employment, Licensing, Volunteering
- Biometric Services

Visit this webpage periodically to view updates as they become available!

Registration:

Attendees can register for a single class or up to the full conference agenda.

Registration is free, but space is limited so plan ahead!!

Costs for meals, travel, and lodging are the responsibility of the attendee.

If you are planning to stay at the conference hotel, DPS has negotiated a reduced rate with select hotels for a block of rooms, which will be able to be booked with the link provided on the registration website.

Please register for the courses you wish to attend at the link provided below.

Please arrive 30 minutes early for the first class of the week to complete registration/check-in.

*****DPS is seeking TCOLE accreditation for courses, but cannot be guaranteed.**

*To ensure a smooth experience, please arrive no earlier than 30 minutes before your first scheduled class. Registration will open 30 minutes before the first class of the day and remain available throughout the day. **Early arrival is not necessary.** We appreciate your time and look forward to welcoming you!*

[Register Now](#)

[Already registered?](#)

Cancellations:

There are NO substitutions.

In the event you are unable to attend, you must cancel your reservation, so our team can maintain an accurate count of attendees.

Contact Information:

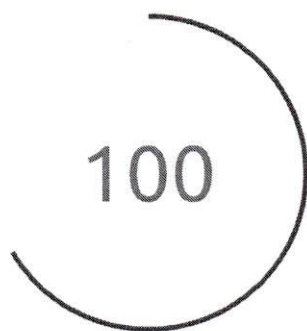
Email CRDC@dps.texas.gov, or contact your CRD field representative.

DPS is seeking TCOLE accreditation for courses but cannot be guaranteed.

Please Visit our conference website for more information and locations

[CONFERENCE WEBSITE](#)

Countdown to the Event



DAYS

23

HOURS

11

MINUTES

57

SECONDS

Contact Us

Register By
August 15,
2025

August 25,
2025 – August
28, 2025

Reserve Hotel
By:
July 25, 2025

DoubleTree by
Hilton Hotel
Austin
6505 N Interstate
Hwy 35
Austin, TX 78752

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| [Strategic Meetings Management](#) | [Event Registration Software](#) | [Onsite Solutions](#)
| [Webinar Platform](#)
[Privacy Policy](#)



2025 Crime Records Conference

August 25th-28th, 2025

Austin, TX

Agenda

Here's what's scheduled for the event.

*To ensure a smooth experience, please arrive no earlier than 30 minutes before your first scheduled class. Registration will open 30 minutes before the first class of the day and remain available throughout the day. **Early arrival is not necessary.** We appreciate your time and look forward to welcoming you!*

All Dates
8/25-8/28

Monday
8/25

Tuesday
8/26

Wednesday
8/27

Thursday
8/28

Filters

11 Sessions
0 Sessions
0 Sessions



Search

August 25, 2025

3:30 PM CT

Error Resolution: Criminal
History Records

3:30 PM-4:30 PM

Room 1

Livescan & Biometrics

3:30 PM-4:30 PM

Room 2

TCIC: Hit Confirmation

3:30 PM-4:30 PM

Room 3

August 26, 2025

8:00 AM CT

Adult & Juvenile Arrest

8:00 AM-9:00 AM

Room 2

NIBRS Overview: Including
Cargo Theft & Hate Crime

8:00 AM-11:30 AM

Room 3

TCIC/TLETS Updates

8:00 AM-9:00 AM

Room 1

9:15 AM CT

Adult Prosecutor & Court

9:15 AM-10:15 AM

Room 2

Missing Person & Conditions of
Bond

9:15 AM-10:15 AM

Room 1

10:30 AM CT

Juvenile Pre-Adjudication &
Court

10:30 AM-11:30 AM

Room 2

TCIC/NCIC Record Entries

10:30 AM-11:30 AM

Room 1

1:00 PM CT

Class C Family Violence Reporting

1:00 PM-2:00 PM

Room 2

Crime Against Society

1:00 PM-2:00 PM

Room 3

TXGang: Navigating TXGang Website

1:00 PM-2:00 PM

Room 1

2:15 PM CT

LEEP Overview & Agency Administrative Duties

2:15 PM-3:15 PM

Room 3

NICS Reporting

2:15 PM-3:15 PM

Room 2

TCIC/NCIC Record Entries

2:15 PM-3:15 PM

Room 1

3:30 PM CT

Error Resolution: Criminal History Records

3:30 PM-4:30 PM

Room 2

N-DEx Overview & Audit

3:30 PM-4:30 PM

Room 3

Navigating Nextest & Submitting TLETS User Reques...

3:30 PM-4:30 PM

Room 1

August 27, 2025

8:00 AM CT

NIBRS Errors and Warnings

8:00 AM-10:15 AM

Room 3

Sex Offender Registration: Duties of Registration

8:00 AM-10:15 AM

Room 2

9:30 AM CT

Precision in Print: Best Practices for Fingerprint Quality

9:30 AM-11:30 AM

Room 4

10:30 AM CT

Molly Jane's Law

10:30 AM-11:30 AM

Room 3

Sex Offender Registration: Program Management

10:30 AM-11:30 AM

Room 2

1:00 PM CT

CJIS ISO Tech Talk

1:00 PM-2:00 PM

Room 1

Crime Against Property

1:00 PM-4:30 PM

Room 3

Sex Offender Registration: Registration for Non-Texas...

1:00 PM-2:00 PM

Room 2

2:15 PM CT

Agency Software Solutions (SaaS/On-Premise) Assessment...

2:15 PM-3:15 PM

Room 1

Precision in Print: Best Practices for Fingerprint Quality

2:15 PM-4:15 PM

Room 4

Sex Offender Registration: Secure Website

2:15 PM-3:15 PM

Room 2

3:30 PM CT

CJIS Technical Audit Elements

3:30 PM-4:30 PM

Room 1

Sex Offender Registration: Removal from the Sex Offende...

3:30 PM-4:30 PM

Room 2

August 28, 2025

8:00 AM CT

Name-Base Training

8:00 AM-9:00 AM

Room 2

Terrorist Offender Registration
Program

8:00 AM-10:15 AM

Room 1

Texas Specific Reports

8:00 AM-9:00 AM

Room 3

9:15 AM CT

FACT Clearinghouse Training

9:15 AM-10:15 AM

Room 2

Texas Specific Errors "T" Errors

9:15 AM-10:15 AM

Room 3

10:30 AM CT

Molly Jane's Law

10:30 AM-11:30 AM

Room 3

Name-Base Training

10:30 AM-11:30 AM

Room 2

TOR – Duties of Registration

10:30 AM-11:30 AM

Room 1

1:00 PM CT

Crime Against Persons (Including
Human Trafficking)

1:00 PM-4:30 PM

Room 3

Sexual Assault Kit Initiative
(SAKI) - DNA Collection

1:00 PM-4:00 PM

Room 1

The FBI's National Crime
Information Center (NCIC)

1:00 PM-2:00 PM

Room 2

2:15 PM CT

The FBI's National Data Exchange (N-DEx) System

2:15 PM-3:15 PM

Room 2

3:30 PM CT

The FBI's National Instant Criminal Background Check System (NICS)

3:30 PM-4:30 PM

Room 2

Kallie Tribble

From: DoubleTree by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Friday, May 16, 2025 8:31 AM
To: Purchasing
Subject: Your Aug-25-2025 Confirmation #93265946

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



Join Hilton Honors
Get instant benefits by joining – for free.



See you soon, Teresa Heath

Your reservation for Aug-25-2025 has been confirmed.

Confirmation #93265946



DoubleTree by Hilton Hotel Austin

 6505 N Interstate 35
Austin TX 78752-4346 US
[Maps & Directions>>](#)

 +15124543737

25 MON
AUG

Check In: 4:00 PM


1 Night

26 TUE
AUG

Check Out: 12:00 PM



[Add to Calendar](#)

Your Room Information

Guest Name:	Teresa Heath
Guests:	1 Adult
Rooms:	1
Room Plan:	2 QUEEN BEDS

Your Rate Information	2025 Criminal Justic
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Rate per night	
25-Aug-2025 - 26-Aug-2025	173.00 USD
Total for Stay per Room Rate	173.00 USD
Taxes	29.41 USD

Total price for Stay	202.41 USD
----------------------	-------------------

 [Modify Your Reservation >>](#)

Elevate your stay for free

With exclusive member rates and perks like free Wi-Fi and Price Match Guarantee, Hilton Honors members get more value from stays. Plus, every stay earns you Points that you can put toward free nights or redeem with our partners.

[join now](#)



Rate Rules and Cancellation Policy

- There is a credit card required for this reservation.
- If you wish to cancel, please do by 11:59 p.m. on Aug-24-2025, to avoid cancellation penalty equal to the first night's room and tax.
- When you check in, a hold may be placed on your card for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out. Any such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.
- If the slider is used to select a Points and Money combination, that selection is final once your stay is booked.

Additional Information



We are a smoke-free hotel

Tax

17.0% Per Room Per Night

Self Parking: 23.00 USD Per Night

Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.

Welcome Bonus Terms & Conditions

Disclaimer: Room interior varies by hotel and the room booked may differ from room shown in this email.

[Click here](#) to see Hilton's policy regarding firearms on hotel premises.

*Standard Wi-Fi is free for Hilton Honors members. Premium, if available, has a fee (except for Diamond members). Wi-Fi access is not free in meeting spaces or at properties with a resort charge.

** Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival(TM) items are subject to availability.

† Visit [Hilton.com/guarantee](https://www.hilton.com/guarantee) to learn more about our Best Price Guarantee.

This offer is only valid for customers enrolling in Hilton Honors on or after Jan 1st, 2024 and prior to or on Dec 31st, 2024.

Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotional Period"), beginning the day the participant enrolls in Hilton Honors, at any hotel or resort in the Hilton Portfolio. All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors™ participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors™ Bonus Points. The first stay within the Promotional Period will earn 1,000 Bonus Points. The second stay within the Promotional Period will earn 2,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 1,000 Hilton Honors™ Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5 -7-business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A 'stay' is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other select offers. In-Room Internet Access, Fitness Center/Health Club Access and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit [HiltonHonors.com](https://www.HiltonHonors.com).

Hilton Honors(TM) membership, including the earning and redemption of Points, is subject to Hilton Honors [Terms and Conditions](#).

Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

Any change to your arrival or departure date or room type is subject to hotel availability and may result in a possible rate change or additional fee. Changes also may not be possible at a later date.

This message and any attachments may contain confidential information. If it has been sent to you in error or if you have questions regarding your reservation, please contact Hilton Reservations and Customer Care [by phone](#) or [chat with us](#). You can also visit our [support center](#) for additional questions.

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Kallie Tribble

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Sent: Friday, May 16, 2025 8:33 AM
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Subject: Your Aug-25-2025 Confirmation #93797178

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See you soon, Connie Russeck

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[Maps & Directions>>](#)

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