

Travel Approval Form

Department: 5500 - Constable Pct 1

Event Name: ALERRT LVL 1

Location: Milsap TX

Event Dates: 7/14/25 - 7/15/25

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

Name of Attendees:

Jimmy Johnson

Court Decision: This section to be completed by County Judge's Office
 6-23-25

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:



Approved in CC on 9/11/2023

WRITS 3101

This basic writ course provides a comprehensive overview of the roles and responsibilities of officers tasked with executing all types of civil writs, and the courts jurisdictions of those writs. It emphasizes the importance of adhering to the rules and codes that govern these processes to ensure legal and effective service. Additionally, the course highlights the potential liabilities officers may face when executing these orders, providing them with the necessary knowledge to perform their duties responsibly and within the bounds of the law. [CLICK HERE TO SIGN UP FOR WRITS](#)

Date: July 14-17, 2025

Location: Millsap Middle School

301 E Brazos Rd Millsap, Texas

ALERRT LVL 1

This dynamic course of instruction is designed to prepare the first responder to isolate, distract, and neutralize an active shooter. This course will cover shooting and moving, threshold evaluation, concepts and principles of team movement, setting up for and room entry techniques, approach and breaching the crisis site, secondary responder tactics, improvised explosive devices, and post engagement priorities of work. The course will culminate with dynamic force-on-force scenarios. [CLICK HERE FOR ALERRT REGISTRATION INSTRUCTIONS](#)



**ADMISSION
FREE**

ALERRT Course Application registered.

From noreply@alertrt.org <noreply@alertrt.org>

Date Wed 5/14/2025 11:17 AM

To Jimmy Johnson <jrjohnson@johnsoncountytexas.org>

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

This automated email serves to notify you that your application for Course 24730, Level I - Indirect, beginning on 07/14/2025, has been successfully received. This DOES NOT mean you have a confirmed seat in the course.

Your application is currently Pending. This means you are on a waitlist for the class, awaiting approval or denial by the designated Point of Contact (POC) for the class. Thank you for your patience while your application is reviewed.

You will receive an email if your application is Accepted or Denied for the class.

ALERRT strives to provide the safest and most effective training environment possible, which requires limiting class size. Thank you for your understanding.

This is an automated message; do not reply to this email. For questions, please contact the POC for your class, found in the class information on your student dashboard.

ALERRT Course Application accepted.

From noreply@alerrt.org <noreply@alerrt.org>

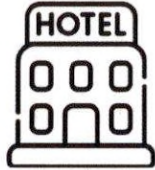
Date Fri 5/16/2025 9:00 AM

To Jimmy Johnson <jrjohnson@johnsoncountytexas.org>

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

This automated email has been sent to inform you that you have been selected as a student in Course 24730, Level I - Indirect, beginning 07/14/2025. Please check your student portal at ALERRT.org to confirm your registration details and complete your pre-test.

This is an automated message, please do not reply to this email. If you have any questions, please contact the POC for the course found in the course details on your student portal.



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 06/11/2025

DEPARTMENT: 5500 - Constable Pct 1

PERSON SENDING REQUEST: Julie Cordell EXT: 3751

Person (s) Name Attending:

1. Jimmy Johnson

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: ALERRT LVL 1

Hotel Name: Red Lion Inn		
Hotel Address: 6801 US HWY 180 E.		
City: Mineral Wells	State: TX	Zip: 76067
Hotel Phone# 949 361-2110		
Special Requirements: n/a		
Conference Hotel Block Code: n/a		
Conference/Training Website: www.alerrt.org		
How many rooms needed: 1		
Date of Check In: 7/13/25		Date of Check Out: 7/15/25

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.



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UPCOMING FREE TRAINING

*****WRITS 3101 & ALERRT LVL 1*****

JULY 14-17, 2025

MILSAP, TEXAS

HOTEL INFORMATION

We are pleased to announce hotel accommodations for this upcoming training event.

Hotel: Red Lion Inn

Location: 6801 US Hwy 180 E, Mineral Wells, Texas

Dates: Check-in on July 13th; Check-out on July 17th

Room Rate: \$80 per night (includes hot breakfast)

Room Availability: 20 rooms per night

Important Notes:

- Attendees are required to make their own reservations.
- Payment can be made to the hotel by credit card or county check.

- A tax exemption certificate from your county must be provided to secure the \$80 rate without taxes and additional fees.
- Attendees are responsible for their own meals for lunch and dinner.

Please ensure that you complete your reservations in advance to guarantee your stay.

***** **REGISTRATION FORM** *****

(The registration form contains active links for each class that will take you to the registration site for each.)

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