

Travel Approval Form

Department: Sheriff's Office

Event Name: ULW Training

Location: Austin, TX

Event Dates: Oct 7 - Oct 9, 2025

- Purpose:
- Required Continuing Education/Certification
 - Job Training
 - Other: _____

Name of Attendees:

Regina Alcantar _____

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



9-22-2025

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:



TEXAS DEPARTMENT OF PUBLIC SAFETY

5805 N LAMAR BLVD • BOX 4087 • AUSTIN, TEXAS 78773-0001

512-424-2000

www.dps.texas.gov



FREEMAN F. MARTIN
COLONEL
WALT GOODSON
JASON C. TAYLOR
LIEUTENANT COLONELS



STEVEN P. MACH, CHAIRMAN
NELDA L. BLAIR
DAN HORD III
LARRY B. LONG
STEVEN H. STODGHILL

Training Coordinator,

On Tuesday, October 7, 2025, the AFIS section of the Crime Laboratory at the Texas Department of Public Safety will be conducting a training, which will include instruction on the proper techniques and procedures for entering latent prints into the FBI's ULW Software.

There is no charge for the ULW training class and there will not be any meals provided during this training.

Please make the student is aware of the dates and have them report to the Crime Laboratory, AFIS Section, Building U, 5800 Guadalupe, Austin Texas 78752 at 8:30 a.m., Tuesday, October 7, 2025. When they arrive to the lobby, they should let the receptionist know they are here for AFIS Training.

The expectation is that this course will be a two and a half-day training session. The students will be given a comparison test when they arrive prior to training and there will be a 4-hour time limit to test. **The test must be completed within the allotted time frame with no errors, or they will be sent home without being trained.** If the trainee has not been comparing latent prints on a daily basis for the past year, they are likely to have difficulty passing this test. There will also be a knowledge test given at the conclusion of the training which they must also pass to be granted access to perform AFIS searches. If the trainee does not pass both tests, they will have to wait an additional 6 months, to come back and test again.

If the student is a Certified Latent Print Examiner, they will be exempt from taking the comparison test but will have to take a knowledge test at the end of the training and pass that to be granted access to search prints.

Please have the student bring approximately 20 Suitable latent prints (fingers and palms) this can also include any Cold Case prints you may have that could be re-entered while training, a fingerprint glass, and any additional tools necessary for comparisons. Please note, we cannot put external USB drives into our computers. You will need to bring actual prints to enter in the system while training.

If you have any questions concerning this class, please do not hesitate to contact me at 512-424-7605 or Jason Merlo at 512-424-7383.

Sincerely,

Jenny Hall, AFIS Supervisor
DPS Crime Laboratory, Austin

Johnson County Sheriff's Office
Training Request

Name: Regina Alcantar
Rank: Crime Scene Technician Date: 08/19/2025
Course Name: ULW training
Course Date: Oct 7-9, 2025

Course Tuition: Free Hotel Cost: \$ 426.00
Per Diem: \$ 220.50 Total Cost: \$ 646.50

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 Job training
 Improve work performance Required certification

Host Agency: DPS-Austin
Host Address: 5800 Guadalupe
Host City: Austin
Host State: Texas
Host Zip Code: 78752
Host Phone: _____

Hotel: _____ Hotel Check In Date: October 6, 2025
Hotel Address: _____ Hotel Check Out Date: October 9, 2025
Hotel City: Austin
Hotel State: Texas
Hotel Zip Code: _____
Hotel Phone: _____

Approvals

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

Supervisor: _____
Sergeant: [Signature] Approved
Disapproved Initials: [Signature] Date: Aug. 26, 25

Justification (Required): _____

Lieutenant: _____ Approved
Disapproved Initials _____ Date _____

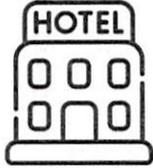
Comments: _____

Captain: [Signature] Approved
Disapproved Initials: DR Date: 8-26-25

Comments: _____

Chief: [Signature] Approved
Disapproved Initials: [Signature] Date: 8-26-25

Comments: _____



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 09/03/2025

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Regina Alcantar
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: ULW Training

Hotel Name: Holiday Inn Austin Midtown		
Hotel Address: 6000 Middle Fiskville Rd		
City: Austin	State: TX	Zip: 78752
Hotel Phone# 800-315-2621		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website: www.dps.texas.gov		
How many rooms needed: 1		
Date of Check In: 10/6/25		Date of Check Out: 10/9/25

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.