

Johnson County Sheriff's Office
Training Request

Name: Andrea Jones
Rank: Detective Date: 09/16/2025
Course Name: New Detective
Course Date: 12/01-12/05/2025

Course Tuition: \$695.00 Hotel Cost: \$192.00/night Approx.
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 Job training
 Improve work performance Required certification

Host Agency: Southlake Police Department
Host Address: 100 E. Dove Rd.
Host City: Southlake
Host State: TX
Host Zip Code: 76092
Host Phone: 817-743-4522

4-Nights - Hotel

Hotel: Homewood Suites by Hilton Trophy Club Southlake Hotel Check In Date: 12-1-25
Hotel Address: 2900 TX-114
Hotel City: Trophy Club Hotel Check Out Date: 12-5-25
Hotel State: Texas
Hotel Zip Code: 76262
Hotel Phone: 682-237-2300

Approvals

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

Sergeant: Jay Kniffen Approved
Disapproved Initials J.K. Date 9-16-25
Justification (Required): This course is directly related to Det Jones' duties as a detective for JCSD

Lieutenant: _____ Approved _____
Disapproved Initials _____ Date _____

Comments: _____

Captain: DG Boy Approved
Disapproved Initials DR Date 9-17-25

Comments: _____

Chief: [Signature] Approved
Disapproved Initials MR Date 9-17-25

Comments: _____

BASIC CRIMINAL INVESTIGATION: CASE ASSIGNMENT TO COURTROOM

Host: Southlake Police Department

Date: December 1 - 5, 2025

Time: 8A - 5P (40 hours)

Location: 100 E. Dove Road, Southlake, Texas

Fee: \$695 *** \$795 after December 1st, 2025 ****

No Refund on Early Registration. (substitutions are allowed)

Texas Forensic Associates



Veritas Abs Indico
"Truth Through Evidence"

REGISTRATION & PAYMENT (NEW ON-LINE PROCESS)

1. Access our website at www.txfact.com
2. Scroll to the event calendar on the main page
3. Locate the class you want to attend, click **REGISTER NOW!**

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. **PREREQUISITE:** None.

ABOUT THE INSTRUCTORS



Sheriff Rudy Flores started his career in 1982, serving as a deputy sheriff and 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 and is a graduate of the Leadership Command College at Sam Houston State University. He retired in 2015 and worked as a professional trainer and consultant. Rudy was elected Anderson County Sheriff in 2021.



Chief Nick Webb retired in 2010 with 20+ years of service in municipal law enforcement. He holds an Associates of Science degree and is a graduate of the FBI National Academy. After retirement, he served as a criminal investigator at the Henderson County (Texas) Sheriff's Office (2010-2015) and as Chief Deputy of the Anderson County Sheriff's Office from (2021-2024).

CLASS CONTENT

* 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 *

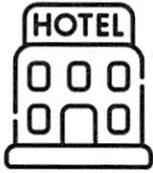
SUGGESTED EQUIPMENT & DRESS CODE

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



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 09/17/2025

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Andrea Jones
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: New Detective Training

Hotel Name: Homewood Suites by Hilton Trophy Club Southlake
Hotel Address: 2900 TX 114
City: Trophy Club State: TX Zip: 76262
Hotel Phone# 682-237-2300
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
Date of Check In: 11/29/25 Date of Check Out: 12/5/25

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.