

Travel Approval Form

Department: Juvenile Services

Event Name: Juvenile Probation Officer Basic Training

Location: Huntsville, TX

Event Dates: February 22-27, 2026

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

Name of Attendees:

Christine Kuehn _____

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



12-22-2025

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 *Not Available yet*
- 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:



Christine

Jail/Prison

Community
Corrections

Leadership

Support Staff

Other

Juvenile Probation Officer Basic Training

TOPICS COVERED:

- Role of the Probation Officer
- Texas Family Code and Related Laws
- Understanding Professional Liability
- TJJD Code of Ethics and Disciplinary Procedures
- Suicide Prevention and Intervention
- Trauma Informed Care
- Preventing, Identifying, and Reporting Abuse, Neglect, and Exploitation
- Officer Safety and Mechanical Restraints
- Adolescent Development and Behavior
- Cultural Competency: Cultural Equity
- Cultural Competency: Gender and Sexuality
- Customized Case Design
- Recognizing and Supervising Youth with Mental Health Issues
- Purpose and Goals of the Prison Rape Elimination Act
- Dispositional Recommendations and Courtroom Proceedings

WHO SHOULD ATTEND:

Limited to Texas Criminal Justice Professionals

- Community Corrections
- Newly hired Juvenile Probation Officers

TRAINING HOURS: 39.50

[CLICK TO REGISTER NOW](#)

PROGRAM AGENDA

DATE/TIME:

Feb 22 (04:00 pm) - 27, 2026 (02:00 pm)

PRICE:

\$200.00

LOCATION INFORMATION:

George J. Beto Criminal Justice Building
Dr. Del Carmen Room
Sam Houston State University
816 17th Street
Huntsville, Texas 77340

HOTEL INFORMATION: *

University Hotel
1610 Bobby K. Marks Dr.
Huntsville, Texas 77340
Phone: 936-496-2151

Ask for the Juvenile Probation room block. Hotel reservations are the responsibility of the participant.

This course is designed to cover the mandatory topics required for certification as a new Juvenile Probation Officer.

For more information, contact:

Callie Little, Project Coordinator
Correctional Management Institute of Texas
George J. Beto Criminal Justice Building
Sam Houston State University
Huntsville, TX 77341-2296
Fax: (936) 294-1671
Phone: (936) 294-1705

Cap022@shsu.edu

Cancellation Policy:

If paid, full refunds will be given to those who cancel in writing more than ten (10) working days prior to the training. A refund of 70% of the fees paid will be authorized when a written request for cancellation and refund of conference or program fees is submitted less than ten (10) working days prior to the scheduled start of the program. If unpaid, those who cancel in writing more than ten (10) working days prior to the training will have all fees waived. When a written request for

cancellation is submitted less than ten (10) working days prior to the scheduled start of the program, the participant will be responsible for 30% of the conference rate at the time they registered. The Correctional Management Institute of Texas reserves the right to retain or collect fees in full for those who fail to cancel in writing prior to the training or for those who fail to attend. Substitutions are permitted at anytime.

* Unless otherwise noted, hotel arrangements are the responsibility of the participant.



University Hotel
SAM HOUSTON STATE UNIVERSITY

University Hotel
1610 Bobby K Marks
Huntsville, TX 77340
Telephone: (936) 496-2151
Fax: (936) 294-1683
Email: shsuhotel@shsu.edu
www.shsuhotel.org

Thursday, December 04, 2025

Dear Christine Kuehn,

We are pleased to confirm your reservation at University Hotel. Please review the following information for accuracy and contact us at (936) 496-2151 to correct or change information found in this confirmation letter.

The room rate quoted is per night for the number of guests stated. Please be informed that should a change or cancellation become necessary, we must be informed by 4:00pm (Central Standard Time) 2 days prior to arrival in order to avoid a charge equivalent to one (1) night's accommodation.

If tax exemption is claimed, it is incumbent upon the guest to provide University Hotel with proper documentation as prescribed on the Texas Hotel Occupancy Tax Exemption Certificate at check in.

As rooms are not available for occupancy until after 3:00pm, we recommend afternoon arrival. Check-out time is 12:00 noon and departure after 12:00 noon may be subject to a full night's room charge. Please contact the hotel for special request. Although we do not guarantee special requests, every effort is made to accommodate our guests.

We look forward to welcoming you as our guest. Visit our website www.shsuhotel.org for additional information or call at (936) 496-2151.

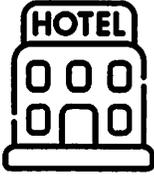
Thank You,
Reservations Office

Stay Information

Confirmation #:	590695613
Arrival Date:	Sunday, February 22, 2026
Departure Date:	Friday, February 27, 2026
Number of Guests:	1
Room Type:	Standard Double Room

Rate Details

Nightly Rate:	110.00 USD + Applicable Taxes
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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 12/04/2025

DEPARTMENT: Juvenile Services

PERSON SENDING REQUEST: Ellen Peveto EXT: 1460

Person (s) Name Attending:

1. Christine Kuehn
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: Juvenile Probation Officer Basic Training

Hotel Name: University Hotel
Hotel Address: 1610 Bobby K. Marks Dr.
City: Huntsville State: TX Zip: 77340
Hotel Phone# 936-496-2151
Special Requirements:
Conference Hotel Block Code: Ask for Juvenile Probation room block
Conference/Training Website: https://www.cmitonline.org/cal.php?mode=view&item=1556
How many rooms needed: 1
Date of Check In: <u>2/22/26</u> Date of Check Out: <u>2/27/26</u>

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.