AGENDA ITEM
CA14

TRAVEL APPROVAL FORM

Department: District Attorney

Event Name: Texas Victim Assistance Training Academy

Location: Austin, Texas

Event Dates: 7/21/26-7/24/26

Purpose:

- ☐ Required Continuing Education/Certification
- ☑ Job Training
- ☐ Other: _____

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



6.22.2026

Name of Attendees:

Melissa Garcia

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: Dessa Heath

Approved in CC on 9/11/2023

Cynthia Hamm

From: Texas Victim Assistance Training Academy <tvatacademy@tdcj.texas.gov>
Sent: Tuesday, March 31, 2026 10:50 AM
Subject: 2026 Texas Victim Assistance Training Academy

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

Congratulations!

You have been selected to attend the Texas Victim Assistance Training (TVAT) Academy hosted by the Texas Department of Criminal Justice (TDCJ) Victim Services Division (VSD) Texas Crime Victim Clearinghouse. The TVAT Academy will be held at the Capital Area Council of Governments (CAPCOG) in Austin, Texas.

CAPCOG Address: 6800 Burleson Rd 165 Building 310, Austin, TX 78744

The TVAT Academy will be held **July 21st – 24th**, from **8:00 am to 5:00 pm**. Sign-in will begin at 7:45 am each day.

Please confirm your attendance by **Monday, April 6th** by completing the Attendee Information Form. This form must be completed as soon as possible to confirm your acceptance.

To attend the TVAT Academy, the following prerequisites must be completed by 5:00 pm on Friday, May 22, 2026:

- Please complete the Pre-Assessment.
- Please register for and complete the full four-hour TVAT Online 2025 curriculum. We must be able to verify that you have completed all four modules of TVAT Online 2025. *Please note that the most recent 2025 TVAT Online edition current with the Regular 89th Legislative Session must be completed prior to attending the TVAT Academy*. You may visit the TVAT Online webpage to learn more about the curriculum.

In addition, you are also required to attend the virtual Crime Victim Compensation Overview Training hosted by TVAT Academy staff either **April 30, 2026,** or **June 30, 2026, at 9:30 am to 11:00 am**. We will verify your certificate of attendance through the session and will ask you to submit your CVC questions through a survey monkey. *Training and survey links will be provided at a later date*.

If you have any problems completing these requirements, please notify us as soon as possible.

We would like to thank you for your interest, and we look forward to seeing you at the TVAT Academy!

If you are no longer able to attend, please let us know as soon as you are able, so that we may offer the spot to the applicants on our waitlist. If you have any questions, please contact the TVAT Academy staff at 512-406-5931 or email us at tvatacademy@tdcj.texas.gov so we can offer the spot to applicants on our waitlist.

Respectfully,

TVAT Academy Staff
8712 Shoal Creek Boulevard, Suite 265
Austin, Texas 78757-6899

tvatacademy@tdcj.texas.gov
Office: 512-406-5931

The information contained in this electronic mail and attachments is intended for the exclusive use of the addressee(s) and may contain confidential, privileged, or proprietary information. Any other use of these materials is strictly prohibited. This email may not be forwarded outside the Texas Department of Criminal Justice without the permission of the original sender. If you have received this material in error, please notify us immediately by telephone and destroy all electronic, paper, or other versions.

TVAT Agenda	
Day 1 Immediate Aftermath of Crime **Tuesday, July 21, 2026**	
8:00 am – 8:30 am	**Introduction and Overview**
8:30 am – 9:00 am	**Ice Breaker Activity and Topics**
9:00 am – 10:00 am	**Module 1 Ethics in Victim Services**
10:00 am – 10:15 am	**Break**
10:15 am – 11:40 am	**Module 2 Impact of Violent Crime and Crime Victims' Rights**
11:40 am – 1:10 pm	**Lunch**
1:10 pm – 3:10 pm	**Module 3 Immediate Criminal Justice Response**
3:10 pm – 3:25 pm	**Break**
3:25 pm – 4:35 pm	**Module 4 Crisis Intervention: Immediate Needs, Rights, and Resources**
4:35 pm – 5:00 pm	**Closing and Grounding**

Day 2 Pre-Indictment **Wednesday, July 22, 2026**	
8:00 am – 8:25 am	**Recap and Discussion**
8:25 am – 9:00 am	**Module 5 Ethical Dilemmas**
9:00 am – 10:00 am	**Module 6 Outreach and Support – Investigation to Pre-Indictment**
10:00 am – 10:15 am	**Break**
10:15 am – 11:15 am	**Module 6 Outreach and Support – Investigation to Pre-Indictment**
11:15 am – 12:15 pm	**Module 7 Investigation Through Pre-Indictment**
12:15 pm – 1:45 pm	**Lunch**
1:45 pm – 3:00 pm	**Module 7 Investigation Through Pre-Indictment**
3:00 pm – 3:15 pm	**Break**
3:15 pm – 4:00 pm	**Module 8 Safety Planning**
4:00 pm – 4:40 pm	**Networking Q&A**
4:40 pm – 5:00 pm	**Closing and Grounding**

Day 3 Prosecution and Crime Victims' Services **Thursday, July 23, 2026**	
8:00 am – 8:25 am	**Recap and Discussion**
8:25 am – 9:15 am	**Module 9 Ethics**
9:15 am – 10:15 am	**Module 10 Crime Victims' Compensation (CVC)**
10:15 am – 10:25 am	**Break**
10:25 am – 11:15 am	**Continue Module 10 CVC**
11:15 am – 12:45 pm	**Lunch**
12:45 pm – 2:45 pm	**Module 11 Victim Support During Prosecution**
2:45 pm – 3:00 pm	**Break**
3:00 pm – 4:30 pm	**Continue Module 11 Victim Support During Prosecution**
4:30 pm – 5:00 pm	**Closing/Grounding**

Day 4 Post Conviction, Long-Term Impacts, & Resiliency **Friday, July 24, 2026**	
8:00 am – 8:25 am	**Recap and Discussion**
8:25 am – 9:25 am	**Module 12 Long-Term Impact of Violent Crime**
9:25 am – 10:53 am	**Module 13 Post Conviction Rights and Services**
10:53 am – 11:08 am	**Break**
11:08 am – 12:10 pm	**Continue Module 13 Post Conviction Rights and Services**
12:10 pm – 1:40 pm	**Lunch**
1:40 pm – 2:25 pm	**Module 14 Integrated Victim Services System (IVSS)**
2:25 pm – 3:10 pm	**Module 15 Victim/Survivor Resiliency**
3:10 pm – 3:25 pm	**Break**
3:25 pm – 4:35 pm	**Module 16 Victim Service Professional Resiliency**
4:35 pm – 5:00 pm	**Closing**

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytx.org)

DATE: 06/05/2026 DEPARTMENT: District Attorney

PERSON SENDING REQUEST: Kallie Tribble EXT: 1104

Person (s) Name Attending:

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

1. Melissa Garcia
2.
3.
4.
5.
6.

Function Attending: Texas Victim Assistance Training Academy 7/21/26-7/17/26

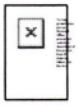
Hotel Name: Homewood Suites by Hilton Austin Airport		
Hotel Address: 3204 Caseybridge Ct		
City: Austin	State: Texas	Zip: 78744
Hotel Phone# 512-614-2488		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 1		
Date of Check In: 7/20/26	**Date of Check Out:** 7/24/26	

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.

Teresa Heath

From: Homewood Suites by Hilton Confirmed <noreply@h6.hilton.com>
Sent: Monday, June 8, 2026 2:44 PM
To: Purchasing
Subject: Your Jul-20-2026 Confirmation #81497487

CAUTION: This email originated from outside of the Johnson County email system.
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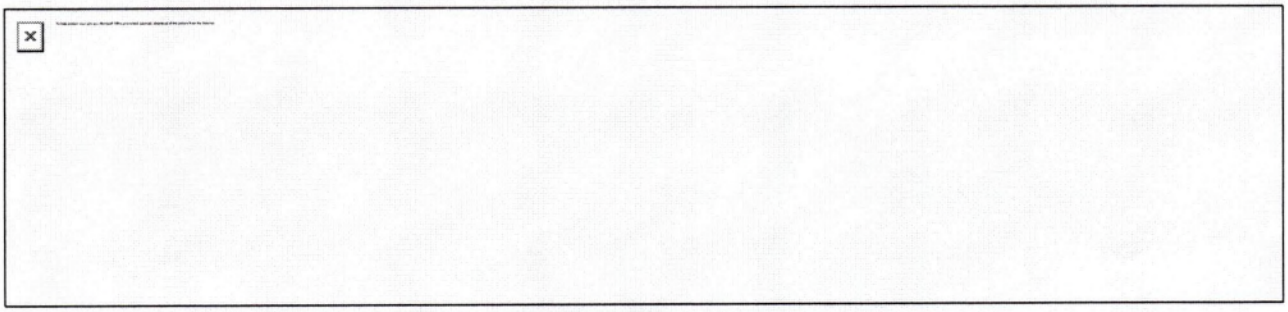
Hello Melissa,

Join now →

See you soon, Melissa Garcia

Your reservation for Jul-20-2026 has been confirmed.

Confirmation #81497487

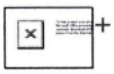




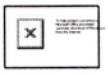
Homewood Suites by Hilton Austin Airport



3204 Caseybridge Court
Austin TX 78744 US
Maps & Directions>>



+15126142488



Monday
Jul 20
Check In: 3:00 PM

4
Nights

Friday
Jul 24
Check Out: 12:00 PM



Add to calendar (iOS/Outlook)



Add to calendar (Other)

Your Room Information

Guest Name:	Melissa Garcia
Guests:	1 Adult
Rooms:	1
Room Plan:	1 KING BED STUDIO SUITE
Your Rate Information	LV0 AVAILABLE RATE

Rate per night	
20-Jul-2026 - 24-Jul-2026	149.00 USD
Total for Stay per Room Rate	**596.00 USD**
Total taxes and government charges	101.85 USD
Mandatory Charge	3.13 USD
Total price for Stay	**700.98 USD**

Modify Your Reservation >>

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 Jul-19-2026, 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