AGENDA ITEM CA10

Travel Approval Form

Department: Sheriff's Office

Event Name: Public Information Officer (PIO)

Location: Conroe, TX

Event Dates: 7.20.26 - 7.22.26

Purpose:

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

Name of Attendees:

Keven George

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

Johnson County ★ APPROVED ★ Commissioners Court

7.13.2026

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

Bill Blackwood LEMIT
Law Enforcement Management Institute of Texas

INVOICE **PIO012026-1** **30 days** **Past due**

BILLED TO: **DATE:** 04/02/26

Kevin George
Johnson County Sheriff's Office
1102 E Kilpatrick St
Cleburne, TX 76031

PROGRAM	FEE	QTY	TOTAL
Public Information Officer Course	$395.00	1	$395.00

Course Details:

Date: June 29- Jul 01

Time: 8:00am – 5:00pm

Location: LEMIT- 1600 Bobby K. Marks Blvd, Huntsville, TX 77341

Credit Hours: 24 TCOLE Hours (6038)

Total	$395.00
Payment Received	
TOTAL DUE	**$395.00**

Payment Information:

Payment must be received by **Monday prior to the start of class** to secure your spot.

You may utilize any of the following payment methods:

1. Credit/Debit Card: Pay Online

2. Mail a Check:

Make it payable to **Sam Houston State University** and mail to:

LEMIT
Attn: Scott McCollum
Memo: PIO Course
Sam Houston State University- LEMIT
Box 2417
Huntsville, Texas 77341-2417

Cancellation Policy:

Participants who have paid the registration fee are eligible for a 50% refund if written notice of cancellation is received by the Program Coordinator no later than seven (7) days prior to the program start date. After this deadline, no refunds will be issued; however, substitutions of attendees are permitted.

No-Show Policy

If no written notice of cancellation is received and the participant does not attend the program, the participant or their agency will be responsible for 100% of the registration fee.

mailed check 4-2-26
check # 2704

Kayla Ramirez

From: Tara Raby
Sent: Monday, June 29, 2026 5:43 PM
To: CCAgenda
Subject: Travel Request Form - K George
Attachments: Travel Request Form - George.pdf

Good afternoon-

Please find attached request for Lt. Keven George to attend Public Information Office training in Conroe, TX on 7.20.26 – 7.22.26. This request was previously approved 2.9.26 for travel on 6.29.26 – 7.2.26. Due to unforeseen circumstances Lt. George had to reschedule.

The hotel was cancelled in time, so no fees were due, I was able to get the fees paid for the training applied to the rescheduled date. Therefore, there are no additional costs for this request only the days attending have been changed.

Thank you,

Tara Raby
Johnson County Sheriff's Office Manager
1102 E Kilpatrick Ste A
Cleburne TX 76031
817-556-6058 ext. 3503
traby@johnsoncountytx.org

Tara Raby

From: lemitpdp <lemitpdp@SHSU.EDU>
Sent: Monday, June 29, 2026 11:38 AM
To: Tara Raby
Subject: Re: Cancellation and New Registration

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

We emailed this morning. I have moved him to the July PIO course. If he misses that or cannot make this delivery, a reimbursement is not available since we moved him the day of the course to July.

Thank you,

Joseph Sanders, **Police Chief (ret.) | Professional Development Programs**
Bill Blackwood Law Enforcement Management Institute of Texas
LEMIT Building |1600 Bobby K. Marks Drive | Huntsville, Texas
SHSU-Criminal Justice Center | Box 2417 |Huntsville, Texas 77341-2417
Office: 936-294-4995 | jms321@shsu.edu

Bill Blackwood LEMIT
Law Enforcement Management Institute of Texas

From: Tara Raby <traby@johnsoncountytx.org>
Sent: Saturday, June 27, 2026 9:48 AM
To: lemitpdp <lemitpdp@SHSU.EDU>
Subject: Cancellation and New Registration

CAUTION: The sender of this email is not from SHSU.
Any links or attachments may be dangerous. To report this email as suspicious, forward it to abuse@shsu.edu.

Good morning-

I have a lieutenant that is registered to attend you PIO training on Monday. Due to a trial that he is under subpoena for and will need to testify next week, this was unfortunately not confirmed until Friday evening, therefore he is unable to attend. He has registered to attend the July 20th course. Is it possible to apply the fees paid for this training to new registration?

Thank you,

Tara Raby
Johnson County Sheriff's Office Manager
1102 E Kilpatrick Ste A
Cleburne TX 76031

Public Information Officer (PIO)

Click Here to Register

Topics Covered:

- Learn how to write a media release and manage interviews
- Participate in video conferences and on-camera briefings
- Identify public relations opportunities in your community
- Practice skills in real-life scenarios
- Evaluate success of public information campaigns

Who Should Attend:

- Potential, recently assigned, or existing PIO's
- Administrative Executives involved in public information duties
- All public safety personnel tasked with the collection, dissemination, and/or oversight of public information for their department and/or organization

Course Hours:

Participants will receive TCOLE credit.

Date/Time:

Jul 20 - 22, 2026

Course Cost:

$395 per person for Texas governmental agencies
$495 per person for out of state personnel

Payment is required by the Wednesday prior to the start of the class.

Location Information:

Hyatt Regency Conroe
1001 Grand Central Parkway
Conroe, TX 77304

Public Information Officer (PIO)

The Public Information Officer (PIO) course is designed for public safety personnel responsible for managing, disseminating, and overseeing information on behalf of their departments or organizations. Open to potential, newly assigned, and experienced PIOs—as well as administrative executives involved in public communication—the program equips participants with the essential skills and "tools of the trade" needed to handle both routine operations and community crises effectively. Through interactive, hands-on exercises, participants learn to write media releases, conduct interviews and on-camera briefings, and engage with social media and other communication platforms. The course emphasizes situational awareness, public relations strategies, and evaluation of public information campaigns, preparing attendees to serve as confident, credible, and effective voices for their agencies in any circumstance. (****Course mandated to meet requirements of HB33; the Uvalde Strong Act.)

Topics Covered / Course Objectives

- Learn how to write a media release and manage interviews
- Participate in video conferences and on-camera briefings
- Identify public relations opportunities in your community
- Practice skills in real-life scenarios
- Evaluate success of public information campaigns

Who Should Attend / Admission Requirements

- Potential, recently assigned, or existing PIO's
- Administrative Executives involved in public information duties
- All public safety personnel tasked with the collection, dissemination, and/or oversight of public information for their department and/or organization

Course Length

Public Information Officer (PIO) is a three-day course.



Johnson County Sheriff's Office
Training Request

Name: Keven George
Rank: Lieutenant Date: 1/15/2026
Course Name: Public Information Officer (PIO)
Course Date: 7.20.26 - 7.22.26

Course Tuition: $395.00 Hotel Cost: $296.06

Per Diem: $157.50 Total Cost: $848.56

Is Course TCOLE Accredited? Y N
Will training be reported by Host? Y N

This Training / Seminar is necessary for the following reasons:
X Required continuing education _____ Job training
_____ Improve work performance _____ Required certification

Host Agency: Bill Blackwood LEMIT
Host Address: 1600 Bobby K Marks Blvd
Host City: Huntsville
Host State: Texas
Host Zip Code: 77341
Host Phone: 800-477-9248

Hotel: Holiday Inn Express
Hotel Address: 148 S I-45
Hotel City: Huntsville
Hotel State: Texas
Hotel Zip Code: 77340
Hotel Phone: 936-295-4300

Hotel Check In Date: June 29, 2026
Hotel Check Out Date: July 1, 2026

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD

Budget Available: Y N
CC Agenda Submitted: Y N N/A

Sergeant: _____
_____ Approved
_____ Disapproved Initials _____ Date _____
Justification (Required): _____

Lieutenant: Keven George
✓ Approved
_____ Disapproved Initials KG Date 1/15/26
Comments: SB 33 Requirement for PIOs

Captain: BA
✓ Approved
_____ Disapproved Initials BA Date 01/15/2026
Comments: _____

Chief:
✓ Approved
_____ Disapproved Initials _____ Date 1-15-26
Comments: _____



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at travel@johnsoncountytx.org

DATE: 06/29/2026 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Keven George
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: Public Information Officers (PIO) Training

Hotel Name: Hyatt Regency Conroe
Hotel Address: 1001 Grand Central Parkway
City: Conroe State: TX Zip: 77304
Hotel Phone# 936-444-4454
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 1
Date of Check In: 7/19/26 **Date of Check Out:** 7/22/26

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.