AGENDA ITEM
CA 8

Travel Approval Form

Department: Sheriff's Office

Event Name: Cybercrime Investigation Certification Course

Location: Waco, TX

Event Dates: 9.21.26 - 9.25.26

Purpose:

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

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

Johnson County ★ APPROVED ★ Commissioners Court

8.24.2026

Name of Attendees:

Adam Richards

Travis Campbell

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

Johnson County Sheriff's Office
Training Request

Name: Adam Richards
Rank: Detective Date: 08/12/26
Course Name: Cybercrime Investigation Certification Course
Course Date: 09/21-09/25/26

Course Tuition: $200 Hotel Cost: _____

Per Diem: _____ Total Cost: _____

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

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

Host Agency: Waco Police Department
Host Address: 3115 Pine Avenue
Host City: Waco
Host State: Texas
Host Zip Code: 76708
Host Phone: _____

Hotel: Holiday Inn & Suites
Hotel Address: 1801 Development Boulevard
Hotel City: Waco
Hotel State: Texas
Hotel Zip Code: 76705
Hotel Phone: 833-311-8051

Hotel Check In Date: 09/20/26
Hotel Check Out Date: 09/25/26

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): _____
Upon completion of this course, you will receive a Certification license for Cybercrime Investigations. This will be important for court.

Lieutenant: _____ _____ Approved
_____ Disapproved Initials _____ Date _____
Comments: _____

Captain: _____ / Approved
_____ Disapproved Initials JC Date 8/7/26
Comments: _____

Chief: _____ _____ Approved
_____ Disapproved Initials _____ Date _____
Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Travis Campbell
Rank: Detective Date: 08/12/26
Course Name: Cybercrime Investigation Certification Course
Course Date: 09/21-09/25/26

Course Tuition: $200 Hotel Cost: _____

Per Diem: _____ Total Cost: _____

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

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

Host Agency: Waco Police Department
Host Address: 3115 Pine Avenue
Host City: Waco
Host State: Texas
Host Zip Code: 76708
Host Phone: _____

Hotel: Holiday Inn & Suites
Hotel Address: 1801 Development Boulevard
Hotel City: Waco
Hotel State: Texas
Hotel Zip Code: 76705
Hotel Phone: _____

Hotel Check In Date: 09/20/26
Hotel Check Out Date: 09/25/26

Approvals

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

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_____ Disapproved Initials _____ Date _____
Justification (Required): _____
Upon completion of this course, you will receive a Certification license for Cybercrime Investigations. This will be important for court.

Lieutenant: _____ _____ Approved
_____ Disapproved Initials _____ Date _____
Comments: _____

Captain: _____ ✓ Approved
_____ Disapproved Initials DR Date 8/12-26
Comments: _____

Chief: _____ _____ Approved
_____ Disapproved Initials _____ Date _____
Comments: _____

TEXAS POLICE TRAINERS LLC
In partnership with iSecure Ops

CYBERCRIME INVESTIGATION CERTIFICATION COURSE (#3210)



THE CRIME SCENE IS NO LONGER PHYSICAL. IT'S DIGITAL.

40-HOUR ADVANCED DIGITAL INVESTIGATIONS TRAINING FOR TEXAS LAW ENFORCEMENT PROFESSIONALS

COURSE OVERVIEW: This intensive 40-hour certification course prepares Texas law enforcement professionals to investigate cyber-enabled crimes, preserve digital evidence, conduct lawful online investigations, and respond to modern cyber threats.

WHY THIS TRAINING MATTERS

Cybercrime continues to impact Texas communities, schools, businesses, and government agencies at an unprecedented rate. From online fraud and financial crimes to child exploitation and digital evidence recovery, law enforcement professionals must be prepared to investigate technology-driven crimes effectively and lawfully.

PARTICIPANTS WILL LEARN HOW TO:

- Investigate cyber-enabled crimes
- Preserve and analyze digital evidence
- Conduct lawful online investigations
- Trace digital activity and online threats
- Identify hidden evidence on electronic devices
- Prepare cybercrime cases for prosecution
- Testify confidently in court regarding digital evidence

TOPICS COVERED

DIGITAL INVESTIGATIONS

- Overview of Cybercrime
- Computer Basics
- Internet Investigations
- Internet Applications
- Types of Evidence
- Interpreting Your Evidence
- Forensics Report Review
- Practical Exercise

LEGAL & INVESTIGATIVE PROCEDURES

- Where Your Case Begins & What You Do Next
- Legal Access to Evidence
- What We Can Ask For & How to Get It
- Liabilities Associated with Evidence

INTERVIEWING & CASE DEVELOPMENT

- Interviewing Complainants
- Interviewing Witnesses
- Interviewing Suspects
- Investigative Process Mechanics
- Community Service Programs (NetSmartz, PSAs)

EMERGING THREATS

- Get to Know Your Resources for Forensics Examinations
- Emerging Technical Trends

TRAINING HIGHLIGHTS

HANDS-ON PRACTICAL EXERCISES | LAW ENFORCEMENT FOCUSED | INSTRUCTOR-LED

COURSE INFORMATION

HOSTING AGENCY:
Waco Police Department

TRAINING LOCATION:
3115 Pine Avenue
Waco, Texas 76708

DATE:
September 21-25, 2026

TIME:
8:00 AM - 5:00 PM

LENGTH OF COURSE:
40 Hours
(TCOLE hours reported by CLEAT)

COST:
$200.00

STUDENT EQUIPMENT:
Laptop required

REGISTER TODAY!

ADVANCE REGISTRATION REQUIRED

CLICK HERE TO REGISTER:

https://texaspolicetrainers.com/?p=52972

HOTEL INFORMATION

Holiday Inn & Suites
Waco Northwest
1801 Development Boulevard
Waco, Texas 76705

Hotel details provided for participant planning.

512-766-0659 | texaspolicetrainers@yahoo.com | www.texaspolicetrainers.com

TEXAS POLICE TRAINERS LLC
In partnership with iSecure Ops



INSTRUCTOR BIO

CYBERCRIME INVESTIGATION CERTIFICATION (#3210)

THE CRIME SCENE IS NO LONGER PHYSICAL. **IT'S DIGITAL.**



SEAN FORD

Cybersecurity Consultant | TCOLE Instructor

- TCOLE INSTRUCTOR
- MASTER PEACE OFFICER
- BS IN COMPUTER INFORMATION SYSTEMS
- CYBERSECURITY CONSULTANT

Sean M. Ford is an experienced cybersecurity consultant with over 20 years of IT expertise and 8 years specializing in cybersecurity, cybercrime, IT infrastructure, and technical training. Currently, Sean leads cybersecurity initiatives at iSecure Ops, offering strategic solutions to safeguard organizations' digital assets and mitigate cybersecurity risks. His broad experience includes working with prominent organizations such as Chevron and Walmart, where he honed his skills in managing complex IT systems and responding to emerging cyber threats.

Sean is also a licensed peace officer with 9 years of experience employed with the Harris County Sheriff's Office. Sean is certified as a TCOLE Instructor and holds a Master Peace Officer Proficiency Certification. He also has a Bachelor of Science in Computer Information Systems and is pursuing a Master of Science in Criminal Justice with a concentration in Cybercrime Investigations and Cybersecurity. Sean is also a member of InfraGard and the Information Systems Security Association.

WHY TRAIN WITH SEAN FORD

- 20+ years of IT experience
- 8 years specializing in cybersecurity and cybercrime
- Leads cybersecurity initiatives at iSecure Ops
- Law enforcement perspective and real-world investigative insight
- Blends technical expertise with instructor-led practical training

TCOLE CYBERCRIME INVESTIGATION CERTIFICATION

INVEST IN YOUR FUTURE.
LEAD IN THE DIGITAL AGE.

Join a growing network of Texas law enforcement professionals equipped with the skills, knowledge, and certifications needed to investigate and combat cybercrime effectively.

512-766-0659 | texaspolicetrainers@yahoo.com | www.texaspolicetrainers.com

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 08/13/2026 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Adam Richards
2. Travis Campbell
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: Cybercrimes Investigation Certification Course

Hotel Name: Holiday Inn & Suites Waco Northwest by IHG
Hotel Address: 1801 Development Blvd
City: Waco State: TX Zip: 76705
Hotel Phone# 833-311-8051
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed: 2
Date of Check In: 09.20.26 **Date of Check Out:** 09.25.26

FOR AFTER HOURS ISSUES OR QUESTIONS PLEASE CONTACT ALISSA KROKUM @ (817) 648-8882 (TEXT OR CALL)

Revised 8.4.2026

Tara Raby

From: Holiday Inn Hotels & Resorts <HolidayInn@tx.ihg.com>
Sent: Thursday, August 13, 2026 3:23 PM
To: Purchasing Travel
Subject: Your reservation at Holiday Inn & Suites Waco Northwest is confirmed. #85056346 - 20 Sep 2026

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

Web Version

Holiday Inn | IHG ONE REWARDS

Join IHG One Rewards for free today. **SIGN UP ›**

Adam, your reservation is confirmed!

Confirmation #85056346



Holiday Inn & Suites Waco Northwest

Address:	**1801 Development Boulevard, Waco, TX 76705 United States**
Front Desk:	**12547999997**
Email:	**gm@holidayinnwaco.com**

Dates	20 Sep 2026 - 25 Sep 2026 Check in 3:00 pm / Check out 11:00 pm
Reservation	1 Room, 1 Adult Adam Richards, Primary
Room details	2 Queen Standard
Rate	Best Flexible Rate

Summary of charges

5 nights stay	465.00 USD
Taxes	69.75 USD
***Total charges**	**534.75 USD**

Modify or cancel reservation

Rate Description: Take advantage of our best and least restrictive publicly available rate. Changes to your reservation are usually acceptable, but always check the hotel's cancellation policy before booking for cancellation fees that may apply depending upon arrival date and hotel selected.

Description of taxes and additional charges: 15% per night not included in rate effective 20 September, 2026 through 25 September, 2026.

Cancellations & other policies: See Additional Hotel Information section below.

Tara Raby

From: Holiday Inn Hotels & Resorts <HolidayInn@tx.ihg.com>
Sent: Thursday, August 13, 2026 3:26 PM
To: Purchasing Travel
Subject: Your reservation at Holiday Inn & Suites Waco Northwest is confirmed. #48107108 - 20 Sep 2026

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

Web Version

Holiday Inn | IHG ONE REWARDS

Join IHG One Rewards for free today. **SIGN UP ›**

Travis, your reservation is confirmed!

Confirmation #48107108



Holiday Inn & Suites Waco Northwest

Address:	**1801 Development Boulevard, Waco, TX 76705 United States**
Front Desk:	**12547999997**
Email:	**gm@holidayinnwaco.com**

Dates	20 Sep 2026 - 25 Sep 2026 Check in 3:00 pm / Check out 11:00 pm
Reservation	1 Room, 1 Adult Travis Campbell, Primary
Room details	2 Queen Standard
Rate	Best Flexible Rate

Summary of charges

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Taxes	69.75 USD
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