AGENDA ITEM
A 6

Travel Approval Form

Department: Sheriff's Office

Event Name: UC Chat Fundamentals

Location: Jackson, MS

Event Dates: 01/12/27 - 01/15/27

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

9.28.2026

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

Out of State Summary:

Travis Cambpell and Adam Richards

UC Chat Fundamentals in Jackson, MS

Course: Free

No airfare: Driving

Hotel: $450.00 each

Per Diem: $283.50 each

Total for both $1,467.00

Johnson County Sheriff's Office
Training Request

Name: Adam Richards
Rank: Detective Date: 09/01/2026
Course Name: UC Chat Fundamentals
Course Date: Jan 12-15th 2027

Course Tuition: Free Hotel Cost: $440

Per Diem: _____ Total Cost: $440

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

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

Host Agency: Attorney General's Office
Host Address: 550 High St
Host City: Jackson
Host State: Mississippi
Host Zip Code: 39201
Host Phone: 877-798-7682

Hotel: Courtyard by Marriott Jackson Madison
Hotel Address: 601 Baptist Dr
Hotel City: Madison
Hotel State: Mississippi
Hotel Zip Code: 39110
Hotel Phone: 601-605-8810

Hotel Check In Date: January 11th 2027
Hotel Check Out Date: January 15th 2027

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD

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

Sergeant: _____ ✓ Approved
_____ Disapproved Initials _____ Date 9/1/26

Justification (Required): This class is part of the Dallas ICAC Taskforce standards for Cybercrime operations. This course will make us in compliance with said standards and will greatly help with courtroom testimony.

Lieutenant: _____ _____ Approved
_____ Disapproved Initials _____ Date _____

Comments: _____

Captain: _____ ✓ Approved
_____ Disapproved Initials _____ Date 9-3-26

Comments: _____

Chief: _____ ✓ Approved
_____ Disapproved Initials _____ Date 9-10-26

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Travis Campbell
Rank: Detective Date: 09/01/2026
Course Name: UC Chat Fundamentals
Course Date: Jan 12-15th 2027

Course Tuition: Free Hotel Cost: $440

Per Diem: _____ Total Cost: $440

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

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

Host Agency: Attorney General's Office
Host Address: 550 High St
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Hotel Check In Date: January 11th 2027
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Approvals

Training Coordinator: Dr. Anna Goodloe, PhD

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

Sergeant: Jay Kiffe ✓ Approved
_____ Disapproved Initials J.K. Date 9/1/26

Justification (Required): This class is part of the Dallas ICAC Taskforce standards for Cybercrime operations. This course will make us in compliance with said standards and will greatly help with courtroom testimony.

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

Captain: D R ✓ Approved
_____ Disapproved Initials D R Date 9-3-26
Comments: _____

Chief: _____ ✓ Approved
_____ Disapproved Initials _____ Date 9-9-26
Comments: _____

ON-SITE

UC Chat Fundamentals



Overview

Learn More

The UC Chat Fundamentals course is a four-day, hands-on training designed to equip state, local, and federal investigators, affiliated with the ICAC Program, with the foundational knowledge and practical skills required to conduct online undercover chat investigations targeting individuals who exploit technology to victimize children. Through this training, ICAC Task Force members develop the capability to proactively identify, investigate, and apprehend offenders before harm occurs.

Under Review

Start Date	January 12, 2027
End Date	January 15, 2027
Schedule	Tuesday | 8:00 AM - 4:30 PM Wednesday | 8:00 AM - 4:30 PM Thursday | 8:00 AM - 4:30 PM Friday | 8:00 AM - 4:30 PM

Time Zone	Central Standard Time (CST)
Location	Jackson, MS
Technical Level	**BEGINNER**
CEU Credits	0.75
Contact	Sarah Southworth sarah.southworth0170@fvtc.edu 920-560-1410

Training Provider

NCJTC

National Criminal Justice Training Center

CONTACTS

Task Force Contacts

OJJDP Contacts

Training Provider Contacts

POLICIES

Terms of Use

Policies

Federal Funding Disclaimer

877-798-7682

info@icactaskforce.org

ON-SITE

UC Chat Fundamentals



Overview

Learn More

About

Registration Fee: None

What's In It For You

- Introduction to the ICAC Standards and Guidelines to include recent revisions.
- Understand how to access ICAC law enforcement databases that allow for law enforcement to deconflict offender.
- Learning about software, tools, and methods to save digital evidence.
- Learning how to properly create an undercover persona to include use of undercover images.
- Differences between utilizing Android or iOS devices in undercover investigations.
- Learn of various websites and applications that offenders may

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be using to initiate contact with juvenile victims.
- Discussing the pros and cons of conducting small scale versus large scale undercover operations.
- Learning about open-source intelligence that can assist with identifying offenders.
- Discuss mental wellness considerations when investigating child exploitation investigations.

Time Zone	Central Standard Time (CST)
Location	Jackson, MS
Technical Level	BEGINNER
CEU Credits	0.75
Contact	Sarah Southworth sarah.southworth0170@fvtc.edu 920-560-1410

Training Provider

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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 09/10/26 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: UC Chat Fundamentals

Hotel Name: Hilton Garden Inn Jackson Downtown		
Hotel Address: 235 Capital Ave		
City: Jackson	State: MS	Zip: 39201
Hotel Phone# 866-246-5025		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 2		
Date of Check In: 01.11.27	**Date of Check Out:** 01.15.27	

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

Revised 8.4.2026

Outlook

RE: Travel Approval Form - UC Chat Fundamentals Richards & Campbell

From Tara Raby <traby@johnsoncountytx.org>
Date Wed 9/23/2026 2:47 PM
To Cynthia Hamm <chamm@johnsoncountytx.org>

Good afternoon-

The narrative is on the training request.

This class is part of the Dallas ICAC Taskforce standards for Cybercrime operations. This course will make us compliance with said standards and will greatly help with courtroom testimony.

Please let me know if you need anything additional.

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

From: Cynthia Hamm <chamm@johnsoncountytx.org>
Sent: Wednesday, September 23, 2026 1:33 PM
To: Tara Raby <traby@johnsoncountytx.org>; CCAgenda <ccagenda@johnsoncountytx.org>
Subject: Re: Travel Approval Form - UC Chat Fundamentals Richards & Campbell

Hello Tara,
Regarding the out-of-state travel requests for Adam Richards and Travis Campbell, we did not see a narrative explaining why the travel is necessary. We did receive the cost estimate breakdown. Do you have the narrative available? I will need it as supporting documentation for Commissioners Court.

Thank you,
Cynthia Hamm