AGENDA ITEM
CA 7

Travel Approval Form

Department: Sheriff's Office

Event Name: 33rd Annual TAHN Training Conference

Location: Waco, TX

Event Dates: 11.2.26 - 11.6.26

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

9.28.2026

Name of Attendees:

Nancy Brinker	Luke Lee
Jocelyn Trejo	Aaron Glenn
Aaron Pitts	Dustin Hatley

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~~ [T.A.H.N. is not releasing the agenda just 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:

Approved in CC on 9/11/2023

Johnson County Sheriff's Office
Training Request

Name: Nancy Brinker
Rank: Dispatch Supervisor Date: 09/08/2026
Course Name: 33rd Annual TAHN Training Conference
Course Date: November 2 - 6, 2026

Course Tuition: 500.00 Hotel Cost: 552.49 $25 deposit for incidentals not included

Per Diem: 283.50 Total Cost: 1335.99

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

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

No membership discounts located

Host Agency: Waco Police Department
Host Address: 100 Washington Ave
Host City: Waco
Host State: Texas
Host Zip Code: 76701
Host Phone: 844-367-8246

Hotel: La Quinta Inn and Suites by Wyndham Waco Downtown-Baylor Hotel Check In Date: 11/02/2026
Hotel Address: 911 S 10th Street
Hotel City: Waco Hotel Check Out Date: 11/06/2026
Hotel State: Texas
Hotel Zip Code: 76706
Hotel Phone: 254-756-2929

Approvals

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

Sergeant: Lecroy #2066 _____ Approved
_____ Disapproved Initials _____ Date _____

Justification (Required): _____

Lieutenant: _____ ✓ Approved
_____ Disapproved Initials KG Date 9/9/26

Comments: _____

Captain: _____ ✓ Approved
_____ Disapproved Initials BL Date 09/09/2026

Comments: _____

Chief: _____ _____ Approved
_____ Disapproved Initials _____ Date _____

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Jocelyn Trejo
Rank: Detective Date: 09/08/2026
Course Name: 33rd Annual TAHN training Conference 2026
Course Date: 11/2/2026-11/6/2026

Course Tuition: $500 Hotel Cost: $695 plus tax

Per Diem: $346.50 Total Cost: $1,541.50 plus hotel tax

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

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

Host Agency: TAHN
Host Address: 100 Washington Ave
Host City: Waco
Host State: Texas
Host Zip Code: 76701
Host Phone: ___

Hotel: Courtyard by Marriott
Hotel Address: 100 Washington Ave
Hotel City: Waco
Hotel State: Texas
Hotel Zip Code: 76701
Hotel Phone: ___

Hotel Check In Date: Sunday 11/1/2026
Hotel Check Out Date: Friday11/6/2026

Approvals

Training Coordinator: Dr. Anna Goodloe, PhD

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

Sergeant: Jay Kiffe ✓ Approved
___ Disapproved Initials JK Date 9/8/26
Justification (Required): Negotiation training will help with continue training with Communication, Interviewing and Negotiation skills. and improve my overall Job Performance.

Lieutenant: ___ ___ Approved
___ Disapproved Initials ___ Date ___
Comments: ___

Captain: ___ ___ Approved
___ Disapproved Initials ___ Date ___
Comments: ___

Chief: [signature] ___ Approved
___ Disapproved Initials TR Date 9-10-26
Comments: ___

Johnson County Sheriff's Office
Training Request

Name: Aaron Pitts
Rank: Corporal Date: 9/6/26
Course Name: TAHN Negotiations Conference
Course Date: November 2-6 2026

Course Tuition: $500.00 Hotel Cost: $445.00

Per Diem: $299.25 Total Cost: $1244.25

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

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

Host Agency: TAHN-Texas Association of Hostage Negotiators
Host Address: 100 Washington Ave
Host City: Waco
Host State: TX
Host Zip Code: 76701
Host Phone: ____

Hotel: La Quinta
Hotel Address: 911 S 10th St
Hotel City: Waco
Hotel State: TX
Hotel Zip Code: 76706
Hotel Phone: 254-756-2929

Hotel Check In Date: Sunday, Nov 1st
Hotel Check Out Date: Friday, Nov 6th

Approvals

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

Sergeant: COOK X Approved
____ Disapproved Initials MC Date 9/9/26
Justification (Required): REQ job performance training and updates

Lieutenant: Keven George ✓ Approved
____ Disapproved Initials KG Date 9/10/26
Comments: ____

Captain: JA ✓ Approved
____ Disapproved Initials BA Date 09/10/2026
Comments: ____

Chief: ____ ____ Approved
____ Disapproved Initials ____ Date ____
Comments: ____

Johnson County Sheriff's Office
Training Request

Name: Luke Lee
Rank: Deputy Date: 9/6/26
Course Name: TAHN Negotiations Conference
Course Date: November 2-6 2026

Course Tuition: $500.00 Hotel Cost: $445.00

Per Diem: $299.25 Total Cost: $1244.25

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

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

Host Agency: TAHN-Texas Association of Hostage Negotiators
Host Address: 100 Washington Ave
Host City: Waco
Host State: TX
Host Zip Code: 76701
Host Phone: ____

Hotel: LA QUINTA Hotel Check In Date: Sunday, Nov 1st
Hotel Address: 911 S 10th St
Hotel City: Waco Hotel Check Out Date: Friday, Nov 6th
Hotel State: TX
Hotel Zip Code: 76706
Hotel Phone: 254-756-2929

Approvals

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

Sergeant: COOK X Approved
____ Disapproved Initials MC Date 9/9/26
Justification (Required): REQ job performance training and updates

Lieutenant: Keven Sharp ✓ Approved
____ Disapproved Initials KS Date 9/10/26
Comments: ____

Captain: ✓ Approved
____ Disapproved Initials BA Date 09/10/2026
Comments: ____

Chief: ____ Approved
____ Disapproved Initials ____ Date ____
Comments: ____

Johnson County Sheriff's Office
Training Request

Name: Aaron Glenn
Rank: Detective Date: 9/8/2026
Course Name: 33rd Annual TAHN Training Conference
Course Date: 11/2-6/2026

Course Tuition: $500 Hotel Cost: $139.00 per night

Per Diem: _____ Total Cost: _____

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

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

Host Agency: Texas Association of Hostage Negotiators
Host Address: 100 Washington Ave
Host City: Waco
Host State: Texas
Host Zip Code: 76701
Host Phone: 844-367-8246

Hotel: Courtyard by Marriott Waco Hotel Check In Date: 11/1/2026
Hotel Address: 100 Washington Ave
Hotel City: Waco Hotel Check Out Date: 11/6/2026
Hotel State: Texas
Hotel Zip Code: 76701
Hotel Phone: 254-752-8686

Approvals

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

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

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

Captain: _____ _____ Approved
_____ Disapproved Initials _____ Date _____
Comments: _____

Chief: David Blankenship x Approved
_____ Disapproved Initials _____ Date _____
Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Dustin Hatley
Rank: Investigator Date: 09/10/2026
Course Name: TAHN Negotiations Conference
Course Date: November 2-6 2026

Course Tuition: $500.00 Hotel Cost: 824.30

Per Diem: 299.25 Total Cost: 1623.55

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 x Job training
x Improve work performance ___ Required certification

Host Agency: TAHN Texas Associate of Hostage Negotiators
Host Address: 100 Washington Avenue
Host City: Waco
Host State: Texas
Host Zip Code: 76701
Host Phone:

Hotel: Courtyard by Marriott Waco
Hotel Address: 101 Washington Avenue
Hotel City: Waco
Hotel State: Texas
Hotel Zip Code: 76701
Hotel Phone: 254-7528686

Hotel Check In Date: Sunday, November 1st
Hotel Check Out Date: Friday, November 6th

Approvals

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

Sergeant: Larry Sparks (STOP) X Approved
___ Disapproved Initials L.S. Date 9-10-26

Justification (Required):
Job performance training and updates.

Lieutenant: ___ Approved
___ Disapproved Initials ___ Date ___
Comments:

Captain: ___ Approved
___ Disapproved Initials ___ Date ___
Comments:

Chief: ___ Approved
___ Disapproved Initials ___ Date ___
Comments:

Outlook

RE: Travel Approval Request - 33rd Annual TAHN Training Conference

From Tara Raby <traby@johnsoncountytx.org>
Date Wed 9/16/2026 12:20 PM
To Cynthia Hamm <chamm@johnsoncountytx.org>; CCAgenda <ccagenda@johnsoncountytx.org>

Hi Cynthia-

I did hear back from T.A.H.N. and they are not releasing the agenda just yet. Once they do they will send it to me. Since I do not have that yet, do I need to pull this off the 9.28.26 agenda?

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: Monday, September 14, 2026 10:21 AM
To: Tara Raby <traby@johnsoncountytx.org>; CCAgenda <ccagenda@johnsoncountytx.org>
Subject: RE: Travel Approval Request - 33rd Annual TAHN Training Conference

Hello Tara,
I didn't see an Itinerary, Agenda, or Breakdown attached to this request; do you happen to have one? Otherwise,

This is complete and will be on the 9/28/2026 Agenda. Attached is what will be on court.

Very Important: Please remember that Commissioners Court Travel Approval is NOT Payment Approval.

Once the Travel is Approved in Court, you will need to start the Payment Approval Process.

33rd Annual TAHN Training Conference (2026)

November 2 @ 8:00 AM - November 6 @ 12:00 PM**$500.00**

WE ARE EXCITED TO ANNOUNCE THE 33RD ANNUAL TAHN TRAINING CONFERENCE WILL BE HELD IN WACO, TX



HOTEL RESERVATIONS

Hilton Waco – Click here for Hotel Reservation

113 South University Parks Drive

Waco, Texas 76701-2241

*Room rate for the Hilton Waco is **$149.00 per night plus taxes.***



Courtyard by Marriott Waco – Click her for Hotel Reservation

100 Washington Avenue

Waco, Texas 76701

*Room rate for the Courtyard by Marriott Waco is **$139.00 per night plus taxes.***

Tickets

33rd Annual TAHN Training Conference (2026)
$500.00
330 available

- 0 +

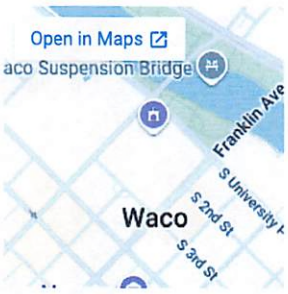
Get Tickets

DETAILS

Start:
November 2 @ 8:00 AM (2026-11-02)
End:
November 6 @ 12:00 PM (2026-11-06)
Cost:
$500.00
Event Category:
Region 4

ORGANIZER

Texas Association of Hostage Negotiators
Email
region4@tahn.org
View Organizer Website



VENUE

Waco Convention Center
100 Washington Avenue
Waco, TX (Texas) 76701 United States + Google Map

(844) 367-8246

info@tahn.org

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GODADDY DESIGN SERVICES

TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at) travel@johnsoncountytx.org

DATE: 09/10/2026 DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. Nancy Brinker
2. Jocelyn Trejo
3. Aaron Pitts
4. Dustin Hatley
5. Luke Lee
6. Aaron Glenn

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

☐ LEOSE FUNDS

Function Attending: 33rd Annual TAHN Training Conference

Hotel Name: Courtyard by Marriott Waco
Hotel Address: 100 Washington Ave
City: Waco State: TX Zip: 76701
Hotel Phone# 254-752-8686
Special Requirements:
Conference Hotel Block Code: There is a link on the conference page
Conference/Training Website: tahn.org/event/33rd-annual-tahn-training-conference-2026
How many rooms needed: 3
Date of Check In: 11.01.26 **Date of Check Out:** 11.06.26

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

Revised 8.4.2026