

# TRAVEL APPROVAL FORM

Department: CONSTABLE PCT 4

Event Name: TEMPLE POLICE TRAINERS LLC


Location: TEMPLE TEXAS

Event Dates: FEBRUARY 23- 27, 2026

Purpose:  Required Continuing Education/Certification  
 Job Training  
 Other: \_\_\_\_\_

Name of Attendees:  
BRANDON DUNIVAN  
\_\_\_\_\_  
\_\_\_\_\_

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



1/29/2026

**Required Documents Checklist:**

**\*\* Same-Day Travel - Commissioners Court Approval is not required \*\***

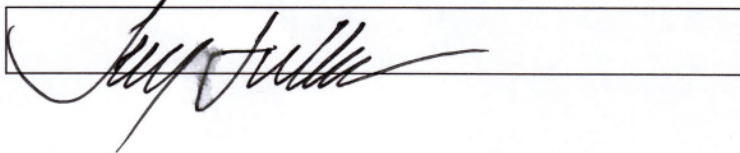
**Overnight Travel**

- 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:



1/6/26 - LMTCB



# Texas Police Trainers LLC

(In partnership with Police Training HQ)

## Basic Instructor Course (#1014)



This 40-hour Texas Commission on Law Enforcement (TCOLE) Basic Instructor Course (#1014) is designed to meet the legislative mandate established by TCOLE Rule 221.27, in accordance with Chapter 1701 of the Texas Occupations Code. It provides the foundational concepts of instruction essential for increasing the quality of professional law enforcement training across Texas.

Participants will be introduced to core principles of adult learning theory, effective communication strategies, and the various phases of the teaching-learning process. The course emphasizes practical application, guiding students through the development of comprehensive lesson plans, the creation and utilization of instructional media, and the fundamental techniques of designing testing and evaluation procedures. Through interactive discussions, hands-on activities, and practical teaching exercises, students will develop the knowledge and skills required to effectively deliver clear, object-driven, and engaging training sessions.

### Topics covered:

- Training Standards & Instructor Liability
- Adult Training Basics
- Classroom Management
- Lesson Plans

**Student Pre-Requisites:** Any individual seeking to enhance their instructional skillset may enroll in this course.

**Target Audience:** This course is intended for individuals desiring to qualify for a TCOLE Instructor Proficiency Certificate. It is highly beneficial for Texas peace officers, telecommunicators, and jailers, as well as agency



training coordinators and public safety trainers, who seek to enhance their instructional skillset and contribute to high-quality law enforcement education.

**Course Information:**

**Hosting Agency:** Temple Police Department

**Training Location:** 209 E. Avenue A, Temple, TX 76501 (Community Room)

**Date:** February 23-27, 2026

Time: 8:00 am – 5:00 pm

**Length of course:** 40 hours (Training hours will be reported by CLEAT)

**Cost:** \$170.00

**Hotel:** Holiday Inn Express & Suites Temple - Medical Center Area, 2609 South 39th Street, Temple, Texas 76504. **Make your reservation though Texas Police Trainers at 512-766-0659 to use our Corporate Discount.**

**Required class material:** Students are **STRONGLY ENCOURAGED** to bring a laptop to class. Your laptop must have a Microsoft Word-compatible word processor (or Mac) and presentation software (e.g., PowerPoint, Keynote, or Prezi, etc.). Access to a computer is required for successful completion of this course since the student will be creating lesson plans and performing research for student presentations.

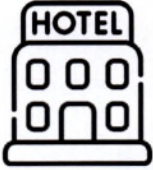
**Upon successful completion on the training, each student will also be awarded a complimentary Texas Police Trainers Basic Instructor Challenge Coin.**

To register, go to [click here](#) or go to <https://texaspolice trainers.com/?p=20989> . For additional information or to pay over the phone or by invoice, contact Texas Police Trainers at 512-766-0659.

**About the Instructor:** Michael Hughes

Michael Hughes is an exceptional Criminal Justice Leader and former Police Chief, with 26 years combined experience in civilian and military law enforcement, the past 10 years in command level positions. Currently serving as Police Academy Coordinator at the Hill College Police Academy in Hillsboro, Texas. With a reputation for excellence in leadership, his career has been dedicated to delivering strong customer service-based policing and cultivating the successful relationship between the department and the community. Michael possesses extensive experience in workforce management, training and development, performance measurement, emergency response, and wide-ranging planning. With a reputation as an accomplished administrator, he is highly skilled in managing departmental budgets, containing costs, and still providing a superior police service. Michael's career success is complemented with a Master of Science - Criminal Justice Management, and a Bachelor of Arts - Criminal Justice Administration. Michael is working toward a Ph.D. - Criminology degree (pending completion of remaining coursework, exams and dissertation). He is a graduate of the FBI National Academy, the Leadership Command College, and the Command Staff Leadership Series. Michael teaching experience includes Police Systems and Practices; Management of Criminal Justice Organizations; Cultural Diversity; Crime Scene Investigation/Photography; Criminal Investigation; Introduction to Criminal Justice; Legal Aspects of Law Enforcement as well as the Basic Peace Officer Course.





# TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at [pur@johnsoncountytexas.org](mailto:pur@johnsoncountytexas.org))

DATE: 01/07/2026

DEPARTMENT: CONSTABLE PCT 4

PERSON SENDING REQUEST: BRENDA TUCKER EXT: 1546

Person (s) Name Attending:

- |                    |
|--------------------|
| 1. BRANDON DUNIVAN |
| 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: BASIC INSTRUCTOR COURSE (#1014)

Hotel Name: HOLIDAY INN EXPRESS & SUITES TEMPLE MEDICAL CENTER AREA
Hotel Address: 2609 SOUTH 39TH STREET
City: TEMPLE State: TX Zip: 76504
Hotel Phone#
Special Requirements: CONTACT TEXAS POLICE TRAINERS @ 512-766-0659 FOR RESERVAT
Conference Hotel Block Code: TEXAS POLICE TRAINERS
Conference/Training Website: <a href="https://texaspolicetrainers.com/?p=20989">HTTPS://texaspolicetrainers.com/?p=20989</a>
How many rooms needed: 1
<b>Date of Check In:</b> <u>2/22/26</u> <b>Date of Check Out:</b> <u>2/27/26</u>

**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.

**Brenda Tucker**

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**From:** Janice Washington <texaspolicetrainers@yahoo.com>  
**Sent:** Wednesday, January 7, 2026 11:06 AM  
**To:** Kristin Slauson  
**Subject:** Your reservation at Holiday Inn Express & Suites Temple - Medical Center Area is confirmed. #21223113 - 22 Feb 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](#)



**Brandon, your reservation is confirmed!**  
Confirmation #21223113



**Holiday Inn Express & Suites Temple - Medical Center Area**

**Address:** 2609 South 39th Street,  
Temple, TX 76504 United States

**Front Desk:** 12547735500

**Email:** frontdesk.tplev@gmail.com

**Dates** 22 Feb 2026 - 27 Feb 2026  
Check in 3:00 pm / Check out 11:00 am

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**Reservation** 1 Room, 1 Adult  
Brandon, Dunivan Primary

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**Room details** 1 King Bed Standard

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Rate

State Government-us

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**Summary of charges**

5 nights stay 550.00 USD

Taxes 82.50 USD

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**\*Total charges 632.50 USD**

USD/night per extra adult starting with the adult. This charge is to be paid at the hotel during check-out.

[Modify or cancel reservation](#)

**Cancellation Policy:** Canceling your reservation before 6:00 PM (local hotel time) on Saturday, 21 February, 2026 will result in no charge. Canceling your reservation after 6:00 PM (local hotel time) on 21 February, 2026, or failing to show, will result in a charge equal to the first night's stay per room to your credit card or other guaranteed payment method. Taxes may apply. Failing to call or show before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.

## Complete your trip



### Manage stay preferences

Room on higher floor, extra pillows...

[Set preferences](#)



### Pet policy

Unfortunately we are unable to accept pets, however there are many excellent options for pet boarding in the Temple area. Contact our staff for recommendations on local boarding options.



### Weapon Policy

Open Carry weapons are not allowed on property.