

Travel Approval Form

Department: Sheriff's Office

Event Name: Public Information Officer (PIO)

Location: Huntsville, TX

Event Dates: 06/29/26 - 07/01/26

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



2-9-2026

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:



Johnson County Sheriff's Office
Training Request

Name: Keven George
Rank: Lieutenant Date: 1/15/2026
Course Name: Public Information Officer (PIO)
Course Date: Jun 29 - Jul 1 2026

Course Tuition: \$395.00 Hotel Cost: \$296.06

Per Diem: \$157.50 Total Cost: \$848.56

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

This Training / Seminar is necessary for the following reasons:

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

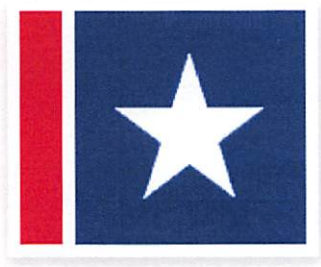
Captain: BA Approved _____
Disapproved Initials BA Date 01/15/2026

Comments: _____

Chief: [Signature] Approved _____
Disapproved Initials [Signature] Date 1-15-26

Comments: _____

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Bill Blackwood LEMIT

Law Enforcement Management Institute of Texas

Bill Blackwood LEMIT

Law Enforcement Management Institute of Texas



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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.

Program Links:

[[Program Page](#)]

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 SB33; the Uvalde Strong Act.)

For more information, contact:

Scott McCollum, LEMIT Associate Director
 Law Enforcement Management Institute of Texas
 George J. Beto Criminal Justice Building
 Sam Houston State University

Date/Time:

Jun 29 - Jul 01, 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:

Bill Blackwood
 Law Enforcement Management Institute of Texas
 Criminal Justice Center
 Sam Houston State University
 1600 Bobby K. Marks Blvd.
 Huntsville, Texas 77341-2417
 Phone: 800-477-9248
 Fax: 936-294-3926

Cancellation Policy:

If the participant has already paid, he/she will be refunded half the cost of the registration fee if written notice of cancellation is received by the Program Coordinator no later than fourteen (14) business days prior to the program. No

1/15/26, 3:53 PM

Huntsville, TX 77341-2417

Fax: (936) 294-3926

Phone: (936) 294-3193

Phone: 800-477-9248

scott.mccollum@shsu.edu

Bobby K. Marks Blvd

Huntsville, Texas 77341-2417

Map: [Campus](#) | [Google](#) | [Building](#)

Contact: 1-800-477-9248

LEMIT: Calendar

1600 refunds are available after this date, but substitutions of attendees are permitted.

If no written cancellation is received and the participant does not attend the program, the participant or their agency will be required to pay 100% of the registration fee if the registration fee was not previously paid.

Follow LEMIT on:



To continue, please correct the 5 errors below.

Jump to the first invalid field



Fully refundable before Wed, Jun 24, 2026, 6:00PM (property local time)
You can change or cancel this stay for a full refund if plans change. Because flexibility matters.



1/5

Holiday Inn Express Hotel & Suites Huntsville by IHG

148 S. I-45, Huntsville, TX 77340

8.0 **Very good**

Expedia 939 reviews

Check-in
Check-out

Monday, June 29, 2026
Wednesday, July 1, 2026

2 nights, 1 room

Property highlights

- Pool
- Gym

- Air conditioning
- Business services

Standard Room, 1 King Bed (Leisure)

- Free breakfast
- Free self parking

Free WiFi

Any special/accessibility requests? >



You have good taste! Book now before someone else grabs it.

Price details

2 nights x 1 room x \$131.00

\$262.00

Taxes

\$34.06

\$296.06

Total	
Pay today	\$0.00
Due at property	\$296.06



All taxes and fees included in total
What you see is what you pay

Rates are quoted in USD (\$).

This price may increase if you book later

Earn \$5.24 in OneKeyCash after this trip

[Sign in](#) [Create an account](#)

Who's checking in?

* Required

First name *	Keven	✓
Last name *	George	✓
Email address *	kgeorge@johnsoncountytexas.org	✓
Phone country/region *	USA +1	▼
Phone number *	817-240-6849	✓

Reservation card details



Safe, secure transactions. Your personal information is protected.

\$0 due now. Your card won't be charged—it's only needed to guarantee your booking.

Card details



Name on card *	Keven George	✓
Card number *	0000 0000 0000 0000	
<small>ⓘ Please enter a valid card number.</small>		
Expiration date *	MM/YY	
Security code *	CVV	ⓘ
<small>ⓘ Please enter a valid expiration date.</small>		<small>ⓘ Please enter a valid security code.</small>
Billing ZIP code *		
<small>ⓘ Please enter a valid billing ZIP code.</small>		

Protect your stay

Select an option to continue *

Please select an option to continue.

Recommended ○

Stay Protection Plan

\$17.02
per person

- Cancellation and interruption protection up to 100% of stay cost
- Emergency assistance and transportation up to \$100,000 per plan
- Material misrepresentation of advertised property up to \$500 per plan
- Expenses due to travel delay up to \$5,000 per plan
- Medical expenses up to \$100,000 per plan

[View benefit details](#)

No protection ○

I'm willing to risk my \$296.06 stay. I understand I may be personally responsible for certain change fees and delay expenses

73,000+ travelers protected their stay on Expedia last week. Here's one story:

"I have used this insurance couple of times. It is very easy to claim. We trust it."

Jian H., CA

The cost of this plan includes travel insurance and assistance services. [View plan details and disclosures](#)

Cancellation policy

Fully refundable before Wed, Jun 24, 2026

Cancellations or changes made after 6:00pm (property local time) on Jun 24, 2026 or no-shows are subject to a property fee equal to the first night's rate plus taxes and fees.

Special check-in instructions ▼

By clicking on the button below, I confirm I have read the [Privacy Statement](#) and [Government Travel Advice](#), and have read and accept the [Rules & Restrictions](#) and [Terms of Service](#).

Book for \$0 now

Our secure encryption protects your personal details at every step.

Payments are processed in the U.S. except where the travel provider (airline/hotel/car rental provider, etc.) processes your payment outside the U.S.

[Tell us what you think](#)



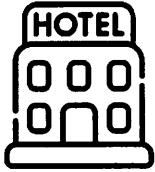
Company

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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 01/15/2026

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: Pulic Information Office (PIO)

Hotel Name: Holiday Inn Express
Hotel Address: 148 S I-45
City: Huntsville State: TX Zip: 77340
Hotel Phone# 936-295-4300
Special Requirements:
Conference Hotel Block Code:
Conference/Training Website:
How many rooms needed:
Date of Check In: <u>6/28/26</u> Date of Check Out: <u>7/1/26</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.