

TRAVEL APPROVAL FORM

Department: Sheriff's Office

Event Name: Crimes Against Children Conference

Location: Dallas, TX

Event Dates: 8.2.26 - 8.6.26

Purpose:

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

Name of Attendees:

James McClanahan _____

Adam Richards _____

Travis Campbell _____

Court Decision: <small>This section to be completed by County Judge's Office</small>

5.11.2026

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:





Dallas
Children's
Advocacy
Center

BUILD YOUR CASE TO ATTEND



CRIMES AGAINST
CHILDREN
CONFERENCE SM

JUSTIFICATION KIT

DALLAS, TX | AUGUST 2 - 6, 2026 | SHERATON HOTEL

PRICING

GENERAL REGISTRATION

\$895

Register for in-person before **July 8**

FINAL REGISTRATION

\$995

Register for in-person after **July 8**

WHAT'S INCLUDED?



FULL CONFERENCE ACCESS

Choose from over 500 live sessions and more than 50 on-demand sessions, all taught by the nation's leading experts



EXPLORE EXHIBITORS

Gain full access to two exhibit halls open from Monday through Wednesday, as well as live product demonstrations and exhibitor workshops.



CONTINUING EDUCATION

Receive up to 82 continuing education credits along with an official Crimes Against Children Conference Training Certificate



NETWORKING EVENTS

Network with fellow attendees at our networking events throughout the week, including Swag Swap and our annual Wednesday Night Celebration

Johnson County Sheriff's Office
Training Request

Name: James McClanahan
Rank: Detective Date: 4/10/2026
Course Name: Crimes Against Children Conference
Course Date: August 2-August 6

Course Tuition: \$895 before July 8 or \$995 after Hotel Cost: \$170
Per Diem: _____ Total Cost: _____

* *
LEOS

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 Job training
 Improve work performance Required certification

Host Agency: Dallas Children's Advocacy Center
Host Address: 5351 Samuell Blvd.
Host City: Dallas
Host State: Texas
Host Zip Code: 75228
Host Phone: (214) 818-2600

4 nights @ \$170/night
2 rooms

Hotel: Sheraton Hotel
Hotel Address: 400 N Olive Street
Hotel City: Dallas
Hotel State: Texas
Hotel Zip Code: 75201
Hotel Phone: (214) 922-8000

Hotel Check In Date: August 2, 2026

Hotel Check Out Date: August 6, 2026

Approvals

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

Sergeant: Alex Kuffer Approved
 Disapproved Initials GJK Date 4/10/26

Justification (Required): _____

~~This seminar is necessary to maintain up to date training in the field of child exploitation~~

Lieutenant: _____ Approved
 Disapproved Initials _____ Date _____

Comments: _____

Captain: D. J. Bay Approved
 Disapproved Initials DR Date 4-15-26

Comments: _____

* Chief: Mark Pender Approved
 Disapproved Initials MP Date 4-15-26

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Adam Richards
Rank: Detective Date: 4/10/2026
Course Name: Crimes Against Children Conference
Course Date: August 2-August 6

Course Tuition: \$895 before July 8 or \$995 after Hotel Cost: \$170
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 Job training
 Improve work performance Required certification

Host Agency: Dallas Children's Advocacy Center
Host Address: 5351 Samuell Blvd.
Host City: Dallas
Host State: Texas
Host Zip Code: 75228
Host Phone: (214) 818-2600

Hotel: Sheraton Hotel
Hotel Address: 400 N Olive Street
Hotel City: Dallas
Hotel State: Texas
Hotel Zip Code: 75201
Hotel Phone: (214) 922-8000

Hotel Check In Date: August 2, 2026
Hotel Check Out Date: August 6, 2026

Approvals

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

Sergeant: Jay Kruff Approved
 Disapproved Initials J.K. Date 4/10/26

Justification (Required): _____
~~This seminar is necessary to maintain up to date training in the field of child exploitation~~

Lieutenant: _____ Approved
 Disapproved Initials _____ Date _____

Comments: _____

Captain: [Signature] Approved
 Disapproved Initials D.R. Date 4-15-26

Comments: _____

* Chief: [Signature] Approved
 Disapproved Initials [Signature] Date 4-15-26

Comments: _____

Johnson County Sheriff's Office
Training Request

Name: Travis Campbell
Rank: Detective Date: 4/10/2026
Course Name: Crimes Against Children Conference
Course Date: August 2-August 6

Course Tuition: \$895 before July 8 or \$995 after Hotel Cost: \$170
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 Job training
 Improve work performance Required certification

Host Agency: Dallas Children's Advocacy Center
Host Address: 5351 Samuell Blvd.
Host City: Dallas
Host State: Texas
Host Zip Code: 75228
Host Phone: (214) 818-2600

Hotel: Sheraton Hotel
Hotel Address: 400 N Olive Street
Hotel City: Dallas
Hotel State: Texas
Hotel Zip Code: 75201
Hotel Phone: (214) 922-8000

Hotel Check In Date: August 2, 2026
Hotel Check Out Date: August 6, 2026

Approvals

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

Sergeant: *Jay Kuffer* Approved
 Disapproved Initials *J.K.* Date *2/10/26*

Justification (Required): _____
~~This seminar is necessary to maintain up to date training in the field of child exploitation~~

Lieutenant: _____ Approved
 Disapproved Initials _____ Date _____

Comments: _____

Captain: *DR* Approved
 Disapproved Initials *DR* Date *4-15-26*

Comments: _____

* Chief: *[Signature]* Approved
 Disapproved Initials *TR* Date *4-15-26*

Comments: _____

JOHNSON COUNTY SHERIFF'S OFFICE

ADAM KING
SHERIFF

JAMES SAULTER
CHIEF-UNIFORM DIVISION



MARK REINHARDT
CHIEF-INVESTIGATIONS/ADMIN

DAVID BLANKENSHIP
CHIEF-JAIL OPERATIONS

To: Sgt. Kniffen

From: Detective Richards

Subject: Request for Approval to Attend the 38th Annual Crimes Against Children Conference

Dear Sgt. Kniffen,

I hope this message finds you well. I am writing to request your approval to attend the 38th Annual Crimes Against Children Conference, which is scheduled to take place August 2nd – 8th, 2026. This premier event is internationally recognized for providing invaluable insights and practical strategies for professionals engaged in combating crimes against children.

Here are compelling reasons why my attendance at this conference is crucial for both my professional development and our organization:

Cutting-Edge Content: The conference boasts a diverse range of sessions, covering critical topics such as child protective services, physical abuse, therapy, computer forensics, missing children, trafficking, courtroom testimony, prosecution, vicarious trauma, forensic interviewing, sex offenders, victim advocacy, investigation, and sexual abuse. The content is designed to address the latest challenges and advancements in the field.

Expert Speakers: With over 300 speakers, the conference gathers experts from various disciplines, offering a wealth of knowledge and experience. Attending their sessions will provide me with valuable insights and perspectives that can be applied to our work.

Continuing Education Credits: The conference offers up to 85 hours of continuing education credit, ensuring that the knowledge gained is not only relevant but also contributes to my professional growth and certification requirements.

Networking Opportunities: Beyond the informative sessions, the conference provides an excellent platform to connect with professionals in the field. Building relationships

with peers and experts will allow me to exchange ideas, best practices, and stay up-to-date on the latest trends.

Cost-Effective Format: The inclusion of 50+ on-demand sessions as part of the registration fee is a cost-effective feature for participants in this year's conference. This format provides attendees with the flexibility to access valuable content beyond the physical event, allowing them to engage with the material at their own pace and convenience. This not only enhances the overall value proposition for attendees but also caters to different learning preferences and schedules. Participants can benefit from a diverse range of sessions, both in person and on-demand, without incurring additional costs for access to the latter.

Here's an approximate breakdown of the conference costs:

Hotel \$ 1,279

Registration Fee \$ 895.00

Total \$ 2,174

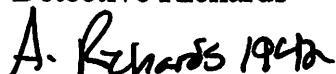
The hotel price listed does not include the discount if the hotel is booked with a registration for the conference.

I am confident that the knowledge gained will contribute significantly to our efforts in safeguarding children and addressing the unique challenges we face in our work.

I appreciate your consideration of this request and look forward to the opportunity to represent our organization at this essential conference. Thank you for your time and support.

Sincerely,

Detective Richards

A handwritten signature in black ink that reads "A. Richards 1947a". The signature is written in a cursive style.

JOHNSON COUNTY SHERIFF'S OFFICE

ADAM KING
SHERIFF

JAMES SAULTER
CHIEF-UNIFORM DIVISION



MARK REINHARDT
CHIEF-INVESTIGATIONS/ADMIN

DAVID BLANKENSHIP
CHIEF-JAIL OPERATIONS

To: Sgt. Jay Kniffen
From: Detective A. Richards

Subject: Request for Hotel for the Crimes Against Children Conference.

Sgt. Kniffen,

I am writing this letter to request a hotel for the Crimes Against Children Conference taking place at the Dallas Sheraton Hotel.

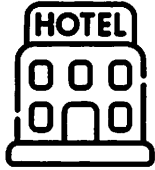
I would like to request a Hotel for the conference as the courses run from 8:30am up to 7:00pm. To transit back and forth to the conference from Cleburne would take over an hour with no traffic and 1 ½ hours or more during rush hour.

The hosting hotel (Dallas Sheraton) has a government and attendee discount making it \$170 a night. The total hotel cost after taxes would be \$804.85 and this is a shared room if the county wants to send a second person.

Respectfully,

A. Richards 1942

- Detective A. Richards



TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/17/2026

DEPARTMENT: Sheriff's Office

PERSON SENDING REQUEST: Tara Raby EXT: 3503

Person (s) Name Attending:

1. James McClanahan
2. Adam Richards
3. Travis Campbell
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: 2026 Crimes Against Children Conference

Hotel Name: Sheraton Hotel		
Hotel Address: 400 N Olive Street		
City: Dallas	State: TX	Zip: 75228
Hotel Phone# 214-818-2600		
Special Requirements: McClanahan 1 room Richards and Campbell to share a room		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 2		
Date of Check In: 8/1/26		Date of Check Out: 8/6/26

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.