

Travel Approval Form

Department: Sheriff's Office - Jail

Event Name: Background Investigations Course

Location: Huntsville, Texas

Event Dates: July 15-16, 2026

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

Name of Attendees:

Bryan Gordy _____

Joe Sullivan _____

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



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:



Kristen Lesley

From: Bryan Gordy
Sent: Tuesday, April 21, 2026 11:08 AM
To: Kristen Lesley
Subject: FW: TCOLE Background Investigations Course - Huntsville - Registration Confirmation
Attachments: LEMIT TCOLE Background Course.pdf

From: Robert Miljenovich <Robert.Miljenovich@tcole.texas.gov>
Sent: Tuesday, April 21, 2026 10:23 AM
To: Robert Miljenovich <Robert.Miljenovich@tcole.texas.gov>
Cc: Dan Mireles <dan.mireles@tcole.texas.gov>
Subject: TCOLE Background Investigations Course - Huntsville - Registration Confirmation

**CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.**

Good morning,

You have successfully been registered for:

Course: 60230

Title: TCOLE Presents: Background Investigations Course –
Hosted by Bill Blackwood Law Enforcement Management
Institute of Texas

Date: July 15-16, 2026

Time: 8:00 AM to 5:00 PM

Location: LEMIT Building
1600 Bobby K. Marks Dr.
Huntsville, TX 77340

Cost: Free

Below you will find important details regarding your registration and participation:

Equipment and Materials

Please bring the following items with you to the course:

- Laptop/Computer - **REQUIRED**
- Pen/Pencil
- Additional notetaking materials (as preferred)

Parking

Please utilize the parking lot adjacent to the building (*See attached flyer for additional details.*)

Cancellation Policy

Please notify us at least 7 days in advance if you need to cancel your registration, so we can offer your spot to someone else.

Contact

If you run into any issues or have any questions about the course, please contact:

- Captain Bob Miljenovich, robert.miljenovich@tcole.texas.gov, 512-936-7326
- Lieutenant Dan Mireles, dan.mireles@tcole.texas.gov, 512-936-8031

We look forward to seeing you at the course!

Bob Miljenovich

Captain | Enforcement
Compliance and Standards Division

Texas Commission on Law Enforcement
6330 East Hwy 290, Suite 200, Austin, Texas 78723
Phone: 512-936-7326 | Mobile: 737-367-6454

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Ensuring Texas is served by law enforcement professionals

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Kristen Lesley

From: Joe Sullivan
Sent: Tuesday, April 21, 2026 10:30 AM
To: Kristen Lesley
Subject: FW: TCOLE Background Investigations Course - Huntsville - Registration Confirmation
Attachments: LEMIT TCOLE Background Course.pdf

From: Robert Miljenovich <Robert.Miljenovich@tcole.texas.gov>
Sent: Tuesday, April 21, 2026 10:23 AM
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Texas Commission on Law Enforcement

In Partnership with TEEX
Presents:

JULY 15-16 BACKGROUND INVESTIGATIONS COURSE

Hosted by
Bill Blackwood Law Enforcement Management
Institute of Texas

Course Overview

This course is designed to provide the participants with the knowledge and skills necessary to conduct thorough and effective background investigations, including: impact of failures and legislation, identifying red flags, best practices, interviewing references, the final report, and ensuring compliance with rules and statute. By the end of this course, the participant will have a structured approach to conducting investigations that uphold your agency's mission, maintain public trust, and help their agency make informed hiring decisions.

TCOLE Training Credit: 16 hours

Location

LEMIT Building
1600 Bobby K. Marks Dr.
Huntsville, Texas 77340

Things to Know

Course Information

Dates: July 15 & July 16
Hours: 0800 - 1700
Cost: **Free** (lodging & meals not included)

Equipment and Materials

Please make sure to bring the following items with you to the course:

- Computer/laptop
- Pen/Pencil

Registration & Cancellation

REGISTER HERE
SPACE IS LIMITED.

Please notify us at least 7 days in advance if you need to cancel your registration.

FOR QUESTIONS ABOUT THE COURSE, PLEASE CONTACT:

Captain Bob Miljenovich	512-936-7326	robert.miljenovich@tcole.texas.gov
Lieutenant Dan Mireles	512-936-7326	dan.mireles@tcole.texas.gov

BILL BLACKWOOD LAW ENFORCEMENT MANAGEMENT INSTITUTE OF TEXAS INFORMATION



FACILITY AND PARKING

- Parking available in front of main building
- Overflow is across the street.
- Entrance to building will be accessible from the main parking lot





University Hotel
SAM HOUSTON STATE UNIVERSITY

University Hotel
1610 Bobby K Marks
Huntsville, TX 77340
Telephone: (936) 496-2151
Fax: (936) 294-1683
Email: shsuhotel@shsu.edu
hotel.shsu.edu

Tuesday, April 21, 2026

Dear Joe Sullivan,

We are pleased to confirm your reservation at University Hotel. Please review the following information for accuracy and contact us at (936) 496-2151 to correct or change information found in this confirmation letter.

The room rate quoted is per night for the number of guests stated. Please be informed that should a change or cancellation become necessary, we must be informed by 4:00pm (Central Standard Time) 2 days prior to arrival in order to avoid a charge equivalent to one (1) night's accommodation.

If tax exemption is claimed, it is incumbent upon the guest to provide University Hotel with proper documentation as prescribed on the Texas Hotel Occupancy Tax Exemption Certificate at check in.

As rooms are not available for occupancy until after 3:00pm, we recommend afternoon arrival. Check-out time is 12:00 noon and departure after 12:00 noon may be subject to a full night's room charge. Please contact the hotel for special requests. Although we do not guarantee special requests, every effort is made to accommodate our guests.

We look forward to welcoming you as our guest. Visit our website www.shsuhotel.org for additional information or call at (936) 496-2151.

Thank You,
Reservations Office

Stay Information

Confirmation #:	593050667
Arrival Date:	Tuesday, July 14, 2026
Departure Date:	Thursday, July 16, 2026
Room Type:	Standard King Room

Rate Details

Nightly Rate:	124.00 USD + Applicable Taxes
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University Hotel
SAM HOUSTON STATE UNIVERSITY

University Hotel
1610 Bobby K Marks
Huntsville, TX 77340
Telephone: (936) 496-2151
Fax: (936) 294-1683
Email: shsuhotel@shsu.edu
hotel.shsu.edu

Tuesday, April 21, 2026

Dear Bryan Gordy,

We are pleased to confirm your reservation at University Hotel. Please review the following information for accuracy and contact us at (936) 496-2151 to correct or change information found in this confirmation letter.

The room rate quoted is per night for the number of guests stated. Please be informed that should a change or cancellation become necessary, we must be informed by 4:00pm (Central Standard Time) 2 days prior to arrival in order to avoid a charge equivalent to one (1) night's accommodation.

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We look forward to welcoming you as our guest. Visit our website www.shsuhotel.org for additional information or call at (936) 496-2151.

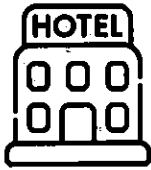
Thank You,
Reservations Office

Stay Information

Confirmation #:	593050550
Arrival Date:	Tuesday, July 14, 2026
Departure Date:	Thursday, July 16, 2026
Room Type:	Standard King Room

Rate Details

Nightly Rate:	124.00 USD + Applicable Taxes
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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 04/21/2026

DEPARTMENT: Jail

PERSON SENDING REQUEST: Kristen Lesley EXT: 3602

Person (s) Name Attending:

1. Bryan Gordy
2. Joe Sullivan
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: Background Investigations Course

Hotel Name: Sam Houston University Hotel		
Hotel Address: 1610 Bobby K Marks Drive		
City: Huntsville	State: TX	Zip: 77341
Hotel Phone# 936-496-2151		
Special Requirements:		
Conference Hotel Block Code:		
Conference/Training Website:		
How many rooms needed: 2		
Date of Check In: 7/14/26		Date of Check Out: 7/16/26

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.