

EL PASO COUNTY SHERIFF'S OFFICE

Leo Samaniego, Sheriff
Jimmy Apodaca, Chief Deputy
P.O. Box 125
El Paso, Texas 79941-0125
Email: epsheriff@epcounty.com



We Serve with Pride

Administration
800 East Overland, Ste 300
El Paso, Texas 79901
915/546-2217
915/546-2028 fax

Job Line 915/546-2286

Region VIII Training Academy
12501 Montana Avenue
El Paso, Texas 79938
915/856-4850
915/856-4883 fax

Criminal Investigations
800 E Overland, 4th floor
El Paso, Texas 79901
915/546-2291
915/577-0948 fax

Detention Division
Downtown Detention Facility
601 East Overland
El Paso, Texas 79901
915/546-2228
915/543-3810 fax

Jail Annex Facility
12501 Montana Avenue
El Paso, Texas 79938
915/856-4200
915/856-4849 fax

Patrol Division
Central Station
800 East Overland, 4th floor
El Paso, Texas 79901
915/546-2210
915/543-3812 fax

Montana Station
12501 Montana Avenue
El Paso, Texas 79938
915/856-4875
915/856-4896 fax

Vinton Station
436 East Vinton
Vinton, Texas 79838
915/886-2724
915/886-3109 fax

Special Operations
6825 Cielo Vista Drive, Box 4
El Paso, Texas 79925

Metro Narcotics Task Force
915/772-8865
915/775-0369 fax

HIDTA Enterprise Task Force
915/832-6011
915/832-6356 fax

Volunteer Program
800 E Overland, 4th floor
El Paso, Texas 79901
915/546-8117
915/546-2028 fax

Emergency 911
Non-Emergency 546-2280

August 27, 2007

Honorable Anthony Cobos, County Judge
and Members of Commissioners' Court
500 E. San Antonio, Suite 301
El Paso, Texas 79901

Subject: Training request

Dear County Judge and Commissioners:

Respectfully request approval of \$596.86 for Mr. Frank Woodall of TCLEOSE to teach "Professionalism", at El Paso County Sheriff's Region VIII Training Academy on September 13 & 14, 2007.

Funds for this request are available under index *SHERIFFACADT*, Sub-Object # 6761. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jimmy Apodaca".

Jimmy Apodaca, Chief Deputy

For Leo Samaniego, Sheriff
El Paso County, Texas

LS:VSP:rc

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El Paso County Sheriff's Office



First Internationally Accredited Sheriff's Office in Texas



**EL PASO COUNTY SHERIFF'S OFFICE
INTER-OFFICE MEMORANDUM**

DATE: 08/24/2007

TO: Chief Deputy Jimmy Apodaca

FROM: Vince Pokluda, Academy

REFERENCE: Funds for Travel, Lodging and Per Diem

The academy has tentatively scheduled Mr. Frank Woodall to come to the academy and present a class on professionalism. Mr. Woodall will conduct two sessions, the first session will be on September 13th at 1:00 PM and the second session will be on the morning of September 14th at 8:00 AM.

In accordance with state policy, there is no personal fee or tuition for this course because Mr. Woodall is an employee of the State of Texas. The only requirements are that the academy cover travel, lodging and per diem. I have listed the expenses below:

1. Travel, Southwest Airlines, "anytime ticket" which is refundable \$203.55 including tax – one way; total \$407.10 round trip.
2. One room at the Airport Hyatt for one night \$147.26 including tax
3. Per diem for one & one-half days \$42.50
4. Total expenses \$596.86

Funds for this are available through SHERIFFACADT, sub-object 6761.

El Paso County Travel Justification Form

Name: Vincent S Pokluda Signature: V. S. Pokluda Date: 08/24/2007
Dept: Sheriff's Office Academy Job Title: Training Director
Travel Funding Source: ☒ County ☐ Grant ☐ Other
Will any funds be reimbursed by another entity? No
Travel Account No.: SHERIFFACADT Balance Remaining for FY: \$700
sub-object 6761

Purpose: (check [x] one)

- ☐ **Statutorily Required Training to Hold Elective Office**
Statute Reference: _____
My elective office requires _____ number of training hours per _____ months.
I have already fulfilled _____ of these hours for this time period.
Estimated hours to be obtained from this course? _____
- ☐ **Professional or Technical Training to Maintain License/Certification**
(peace officers, attorneys, CPAs, technical certifications, etc.)
- ☒ **Additional Professional or Technical Training NOT Required to Maintain License/Certification**
- ☐ **Travel for Lobbying/Advocating Before Federal/State Legislature, Federal/State Agency, or Other Regulatory Body, Including Grant Application Advocacy**
Entity Name: _____
Purpose of Visit: _____
- ☐ **Travel for Program Revenue Enhancement/Sales Opportunity**
Explain: _____
- ☒ **Program Development Training**
Explain: Develop supervisors and managers for future positions
- ☐ **Travel to Professional, County, or Elected Officials' Organization Meeting/Convention**
(County Clerk's Association, TAC, Conference of Urban Counties, TBIC, etc.)
Organization Name: _____
- ☐ **Human Resources/Management/Personal Development Training**
("Dealing with Difficult People", stress management, "Be A Better Leader", etc.)
- ☐ **Other:** _____