



HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL

DATE OF REQUEST: 10/20/11
TOTAL NUMBER OF EMPLOYEES TRAVELING: 3

DEPARTMENT NAME: Health & Human Services
NAME & TITLE OF EMPLOYEE(S) TRAVELING: Felipe diaz, Fabian Luevano, John Lopez

EVENT INFORMATION

TITLE OF EVENT: Basic Animal Control Officer Training Course
EVENT DATE(S) FROM: 12/07/11 TO: 12/08/11
DEPARTURE DATE: 12/06/11 RETURN DATE: 12/08/11
LOCATION OF EVENT: CIT: Temple STATE: Texas

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
x To obtain statutorily required continuing professional education.
To obtain continuing education related to an employee's work or maintenance of a license or certification.
To testify before legislative bodies, regulatory agencies and commissions, and other forums that may make decisions affecting the County and its affiliated organizations and operations.
To participate in professional organizations related to the employee or official's job assignment.
To conduct essential research & information-gathering for improvement of County operations or compliance with law.
To monitor the development of state or federal legislation or implementation of legislation that might affect the County
To participate in forums, coalitions, & discussions relating to the policy, legislative & regulatory interests of the County
To pursue the County's interests in litigation or criminal justice.
To promote the economic development interests of the County.
To carry out other purposes determined by Commissioners' Court to be in the interest of the County.

JUSTIFICATION FOR THE NEED TO TRAVEL OUT-OF-STATE

Explain the benefits that this trip it will bring to Hidalgo County. Attach an itinerary, agenda, or schedule for the conference and/ or event. If applicable, justify the need for multiple persons traveling to the same event.

To obtain Basic Animal Control Certification

Table with 4 columns: SUMMARY OF ESTIMATED TRAVEL EXPENSES, ESTIMATED EXPENSES, (DBM USE ONLY) FUNDS AVAILABLE BALANCE, and MODE OF TRAVEL. Rows include Registration Fee, Airfare, Taxi, Bus, Rental Car, Gasoline, Mileage, Telephone, Lodging, Meals, and Other Expenses.

PAYMENT:

NOTE: If trip duration is extended to take advantage of lower airfare, a comparison of the savings to the additional estimated cost must be provided with supporting airfare rate documentation.

ELECTED OFFICIAL/DEPARTMENT HEAD CERTIFICATION (Place an "X" by each of the certifications)

I certify that:

- x Trip expenses are necessary and will be incurred for official county business.
x Reasonable efforts to minimize the use of county funds have been explored.
Sufficient funds are available within in my department's budget to pay for the related travel expenses without the need of a budget amendment.
x

If this trip is for out-of-state training, the training is not available in some other form that does not require out-of-state travel.

APPROVED BY ELECTED OFFICIAL/DEPARTMENT HEAD: DATE: DEPARTMENT CONTACT PERSON: PHONE NO.:

FOR DEPARTMENT OF BUDGET & MANAGEMENT (DBM) USE ONLY:

TRAVEL IS APPROVED for the individuals listed below:
TRAVEL IS NOT APPROVED for the individuals listed below:

REVIEWED BY (PRINT NAME): DATE: REVIEWER'S SIGNATURE: PHONE NO.:

DBM'S DEPARTMENT HEAD APPROVAL (PRINT NAME): DATE: SIGNATURE OF DBM DEPARTMENT HEAD:



TEXAS DEPARTMENT OF STATE HEALTH SERVICES

DAVID L. LACKEY, M.D.
COMMISSIONER, DSHS

2408 S. 37th Street • Temple, Texas 76504
1-254-778-6744 • <http://www.dshs.state.tx.us>

October 20, 2011

Mr. Felipe Diaz
Hidalgo County Health Department
5603 Gardenia
Edinburg, TX 78541

Dear Mr. Diaz,

Congratulations! You have been accepted to attend the Department of State Health Services Region 7's **Animal Control Officer (ACO) Basic Training Course** scheduled for **December 7 - 8, 2011**, from 8:00 to 5:00. The course will be held at DSHS, Temple, Texas (see enclosed map and course description). Officers are requested to wear their uniforms while attending the course.

A course fee of \$75.00 per student must be received when signing in the first class day. Please make your check or money order out to *DSHS* in the amount of \$75.00.

Prior to the course, students will need to study the information in all basic course chapters and the laws in the Department of State Health Services' *ACO Training Manual*, as the written tests contain general and legal multiple choice questions based on the content of the manual. **It is imperative that you study these sections of the manual before coming to the class and complete the enclosed pre-course assignment.** If you or your agency has not yet ordered a manual, we encourage you to do so immediately using the enclosed order form. Please bring the manual to class with you. Also, please study the enclosed 13 steps for rabies submissions. **Again, it is very important that you study these subjects prior to attending the class.** We reserve the right to fail any student who does not attend the complete 2-day course.

Call us as soon as possible at (254) 778-6744 if you are unable to attend so that another officer can be enrolled in your place. We look forward to seeing you.

Sincerely,

A handwritten signature in cursive script that reads "Beverlee E. Nix".

Beverlee E. Nix, DVM, MPH
Regional Zoonosis Control Veterinarian

Enclosures: Map
 Course Description
 Order Form for ACO Training Manual
 Rabies Specimen Submission - 13 Steps
 Pre-Course Assignment

Texas Department of State Health Services

Animal Control Officer Training

Basic Course Description

The Texas Department of State Health Services (DSHS) Zoonosis Control (ZC) offers a Basic Animal Control Officer (ACO) Training Course. The cost of attending a course is **\$75.00** per student. There is a revised (January 2008) training manual that supports the basic training. This manual can be ordered directly from a Regional ZC Office at a cost of **\$40.00**.

The ACO training course and manual are designed to assist the animal control profession and to advance the knowledge, techniques, ethics, and attitudes of its members.

Chapters covered in the revised 2008 manual include:

History and Philosophy

- Animal Identification
- Capture and Handling
- Animal Transportation
- Animal Impoundment
- Disposition of Animals
- Controlled Substances
- Shelter Safety
- Sanitation
- Animal Health
- Rabies
- Records
- Communication Skills
- Court Conduct
- Animal Cruelty Investigations
- Laws

BASIC TRAINING COURSE

The ACO Basic Training Course consists of lectures, presentations, and demonstrations of selected topics by ZC personnel and guest speakers. A video presentation on head removal and rabies specimen submission is a part of all basic courses. Basic course students are responsible for material covered in the presentations, demonstrations, and the manual's basic chapters and laws.

Basic Course Prerequisites - Enrollment will be based on space availability.

Basic course testing consists of two written multiple-choice tests containing general and legal questions. In order to satisfactorily complete the basic course, students must achieve a grade of 70 or greater on each of the written test, plus attend the entire course.

ACO TRAINING MANUAL

It is strongly recommended that students thoroughly study the *ACO Training Manual* **prior** to attending a basic course. A student will have difficulty passing the course test without studying the manual.

Cost of the manual is \$40.00. Order forms, plus information on obtaining a manual, are available through the ZC Regional Offices or at <http://www.dshs.state.tx.us/idcu/health/zoonosis/education/training/aco/manual/>.

APPLICATION FORM

Information pertaining to upcoming courses and an Application Form are available directly through the ZC Regional Offices. Please keep a form on file so that application to a course can be made at any time. **Cost of attending a course is \$75.00 per student.** Information on how to submit payment will be provided by the ZC Regional Office in the acceptance letter if you are approved to attend the course.

Do **not** submit payment with the Application Form.

A course schedule is available at <http://www.dshs.state.tx.us/idcu/health/zoonosis/education/training/aco/courses/>

By registering for a course, you are acknowledging that you are aware of the course attendance fee.

TCLEOSE CREDITS

The Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) has approved DSHS ACO Training Courses for 12 hours of accredited training.

**Department of State Health Services
Animal Control Officer Basic Training Course
Rabies Specimen Submission - 13 Steps**

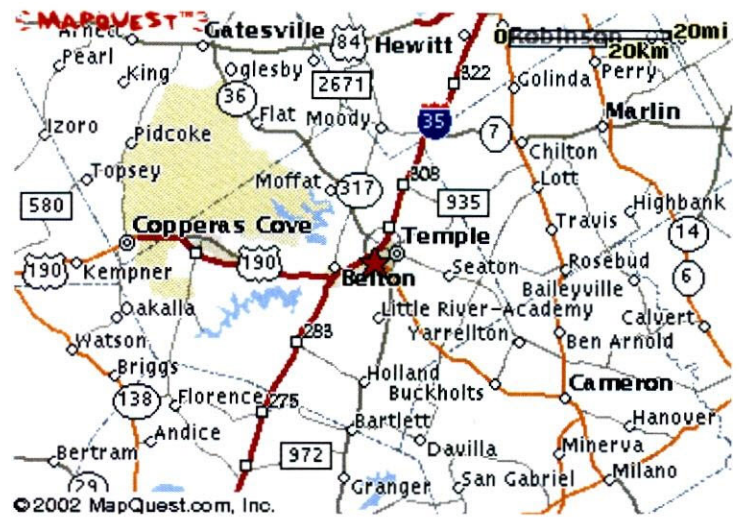
It is very important for every basic course student to know the following 13 steps of removing and shipping a head for rabies testing. Study and learn these steps prior to attending the course. A video or demonstration on these techniques will also be furnished during the basic training course.

1.	Should obtain rabies preexposure immunization.
2.	Fill out a Rabies Submission Form (G-9 Form) for each head being submitted. Each form must contain the same identification information that will be put on the specimen bag.
3.	Wear safety gear (gloves, glasses, mask, and apron).
4.	Immediately remove the animal's head, spray it for fleas and ticks, and place it inside double plastic bags. Attach a name or identification number to each bag.
5.	The specimen must be immediately chilled to between 32 – 45 ° F either in a refrigerator or by packing with sufficient amounts of refrigerants in the shipping container. The specimen should not be frozen. Do not use dry ice. Gel packs or similar refrigerants are recommended. Wet ice is not recommended.
6.	Put absorbent material (newspaper) in the bottom of the insulated shipping container, such as a Styrofoam container inside a cardboard box.
7.	Place the double bagged head(s) in the Styrofoam container and include sufficient refrigerant (preferably gel packs) around the specimen to keep the head chilled for at least 48 hours. Place more packing material around the head.
8.	Seal the Styrofoam container and place it inside its cardboard box.
9.	Place the completed G-9 Form(s) in a waterproof bag on top of the Styrofoam container inside the cardboard box.
10.	Attach an address label to the shipping box. Language in compliance with requirements in Code of Federal Regulation, Title 49 pertaining to shipment of infectious substances for diagnostic purposes must be included on shipping label.
11.	Write on the label: RABIES IDENTIFICATION TEAM, LABORATORY SERVICES SECTION – REFRIGERATE ON ARRIVAL
12.	Ship by reliable carrier (preferably by bus) and retain the shipping receipt.
13.	Telephone the lab and inform them of the shipment.

For more information see Chapter 169, Rabies Control and Eradication, Section 169.33, Submission of Specimens for Laboratory Examination.

Department of State Health Services
 Health Service Region 7
 Zoonosis Control Program
 2408 S. 37th Street
 Temple, TX 76504

Telephone: 254-778-6744
 Fax: 254-773-9358



LODGING

Phone Number and Address

Fairfield Inn * 254-771-3030
 1402 SH HK Dodgen Loop

Hampton Inn * 254-778-6700
 1414 SH HK Dodgen Loop

Hilton Garden Inn * 254-773-0200
 1749 Scott Boulevard

- Parking is available in **rear parking lot**
- area below the water tower. Vehicles parked behind Texas Workforce Commission (TWC) will be towed. **Attendees must enter through the front door.** There is a sidewalk located between the buildings for front access. **Please see enclosed detailed**



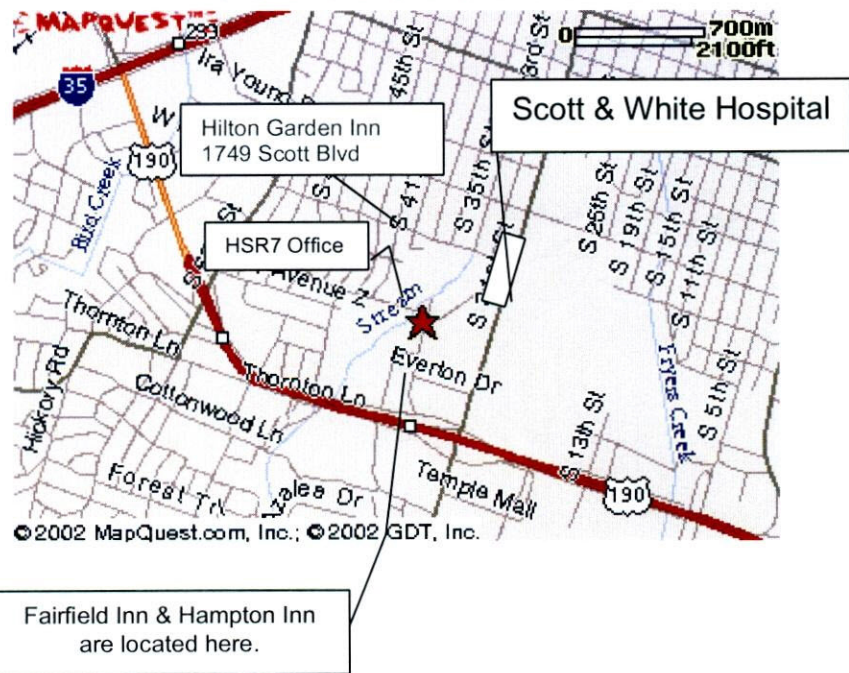
Directions to Temple:

From the South:

I-35 North to Temple. Take exit 299. Follow access road and turn right at light in front of Cingular Wireless. Take 31st Street exit. Turn left onto 31st Street. Go over the bridge. At Scott Boulevard (stop light in front of Scott & White Hospital), turn left. Turn left on the next street which is 37th Street. We are the second building on the right.

From the North:

I-35 South to Temple. Take exit 299. Follow the access road and turn left at light in front of I-HOP and Chili's. Go over the bridge. Take 31st Street exit and continue with above directions.



Fairfield Inn & Hampton Inn are located here.



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October 20, 2011

Mr. Fabian Leuvano
Hidalgo County Health Department
5603 Gardenia
Edinburg, TX 78541

Dear Mr. Leuvano,

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October 20, 2011

Mr. Juan Lopez
Hidalgo County Health Department
5603 Gardenia
Edinburg, TX 78541

Dear Mr. Lopez,

Congratulations! You have been accepted to attend the Department of State Health Services Region 7's **Animal Control Officer (ACO) Basic Training Course** scheduled for **December 7 - 8, 2011**, from 8:00 to 5:00. The course will be held at DSHS, Temple, Texas (see enclosed map and course description). Officers are requested to wear their uniforms while attending the course.

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