



**HIDALGO COUNTY, TEXAS
APPLICATION FOR OFFICIAL TRAVEL**

DATE OF REQUEST: 09/04/14
TOTAL NUMBER OF EMPLOYEES TRAVELING: 1

DEPARTMENT NAME: DISTRICT ATTORNEY
NAME & TITLE OF EMPLOYEE(S) TRAVELING: RENE A. GUERRA

EVENT INFORMATION

TITLE OF EVENT: CRIMINAL AND CIVIL LAW UPDATE
EVENT DATE(S) FROM: 09/17/14 TO: 09/19/14
DEPARTURE DATE: 09/16/14 RETURN DATE: 09/19/14
LOCATION OF EVENT: CITY: SOUTH PADRE ISLAND STATE: TX

PURPOSE OF TRAVEL

- Place an "X" by the applicable purpose of the trip.
- 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.

| SUMMARY OF ESTIMATED TRAVEL EXPENSES | ESTIMATED EXPENSES | (DBM USE ONLY) FUNDS AVAILABLE BALANCE | MODE OF TRAVEL | |
|---------------------------------------|--------------------|--|--|-------------------------------------|
| | | | (Place an "X" by applicable mode of travel) | |
| 1. REGISTRATION FEE(S) | \$ 350.00 | | AIRFARE* | <input type="checkbox"/> |
| Subtotal for Object Code 584 | \$ 350.00 | \$ | BUS** | <input type="checkbox"/> |
| 2. AIRFARE- ROUNDTRIP COACH FARE ONLY | | | Rental Car** | <input type="checkbox"/> |
| 3. TAXI FARE | \$ - | | County Vehicle** | <input type="checkbox"/> |
| 4. BUS FARE | | | Private Vehicle** | <input checked="" type="checkbox"/> |
| 5. RENTAL CAR | \$ - | | OTHER** (Specify) | <input type="checkbox"/> |
| 6. GASOLINE/DIESEL/FUEL | \$ - | | * If traveling by airplane, the traveler should consider purchasing a refundable fare if possibility of a cancellation exists. | |
| 7. MILEAGE REIMBURSEMENT | \$ 86.24 | | ** If mode of travel includes bus, rental car, county vehicle, private vehicle, or other form of transportation, a comparison of the savings that will be achieved by not choosing to travel by airplane must be provided with supporting documentation. | |
| 8. TELEPHONE CALLS | | | | |
| 9. PARKING | \$ - | | | |
| 10. LODGING | \$ 309.15 | | | |
| 11. MEALS | \$ 147.00 | | | |
| 12. OTHER EXPENSES | \$ - | | | |
| Subtotal for Object Code 583 | \$ 542.39 | | | |
| 13. TOTAL ESTIMATED TRAVEL EXPENSES | \$ 892.39 | \$ | | |

14. IF HIDALGO COUNTY IS NOT FUNDING ANY OR PART OF THIS TRIP, INDICATE BELOW THE EXPENSE TYPE & SOURCE OF 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:
- Trip expenses are necessary and will be incurred for official county business.
 - 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.

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 DISTRICT & COUNTY ATTORNEYS ASSOCIATION

T D C A A

Annual Criminal & Civil Law Update

South Padre Island Convention Centre

South Padre Island
September 17–19, 2014

Early registration is available Tuesday, Sept. 16, from Noon–5 p.m. at the Isla Grande Resort.

—Wednesday, September 17 at the South Padre Convention Centre

8:00 a.m. Registration begins.

9:00 a.m. Rural Prosecutors' Forum (2 hours MCLE)

Moderated by Michael Fouts, 39th Judicial District Attorney, and Michael Criswell, Swisher County Attorney

General Session

1:00 p.m. Welcome, Course Introduction, & Special Recognitions

1:30 p.m. Dazed and Confused: Prosecutor Challenges after the Legalization of Marijuana

Chris Halsor, Traffic Safety Resource Prosecutor, Colorado District Attorneys' Council

2:15 p.m. CCA & SCOTUS Update

David Newell, Asst. District Attorney, Harris County

4:00 p.m. The Seven Habits of Highly Successful Prosecutors

William J. Fitzpatrick, District Attorney, Onondaga County District Attorney's Office, New York

5:00 p.m. Adjourn

5:05 p.m. TDCAA Business Meeting & Board Elections

6:00 p.m. Opening reception (provided by TDCAA) at The Pearl South Padre

Go to www.tdcaa.com/training today to register!

Breakouts on Thursday, September 18 at the Convention Centre

Electronic Evidence

- 8:30 a.m. Online Hacking**
Rodolfo Ramirez, Asst. District Attorney, Fort Bend County
- 9:45 a.m. Social Media as Evidence**
Patrick Wilson, County & District Attorney, Ellis County
- 11:00 a.m. Electronic Information: Art. 18.21**
Cameron Calligan, Asst. District Attorney, Harris County

Civil Law

- 8:30 a.m. Legislative Update for Civil Attorneys**
Deece Eckstein, Coordinator of Inter-Governmental Relations, Travis County
- 9:45 a.m. Tips for PIA Requests**
Holly Lytle, Asst. County Attorney, El Paso County
- 11:00 a.m. Energy Issues Facing Counties**
David Kemp, First Asst. County Attorney, Potter County

Effective Leadership

- 8:30 a.m. What Does an Effective Prosecutor's Office Look Like?**
Bill Turner, former District Attorney, Brazos County, now with Brockett & McNeel, LLP
- 9:45 a.m. Employment Law for the Prosecutor Manager**
Jay Aklis, Partner, Bracewell & Giuliani
- 11:00 a.m. Communicating and Maintaining a Consistent Message Within the Prosecutor's Office**
Mark Warren, Training Coordinator, Texas Association of Counties, Austin

Special Victim Abuse

- 8:30 a.m. Human Trafficking**
Geoff Barr, Asst. Attorney General, Austin, and Kista Melton, Asst. Criminal District Attorney, Bexar County
- 9:45 a.m. Elder Fraud**
JoAnne Woodruff, Asst. Criminal District Attorney, Bexar County
- 11:00 a.m. Use of Experts in Child Sexual Assaults**

Investigators

- 8:30 a.m. Lottery Investigations**
Mario Valdez, Lottery Commission
- 9:45 a.m. Environmental Investigations**
Neil Kucera, Asst. County Attorney, Travis County
- 11:00 a.m. Show Me the Money: Investigating Social Security & PAF Cases**
Donna Hawkins, Asst. District Attorney, Harris County

Key Personnel & VACs

- 8:30 a.m. Life on Death Row**
Texas Department of Criminal Justice staff
- 9:45 a.m. Parole Eligibility**
Rissie Owens, Chair of the Texas Board of Pardons and Parole, Huntsville
- 11:00 a.m. A Judge's Responsibility to Victims**
Seana Willing, Executive Director, and Erik Nielsen, Commission Counsel, State Commission on Judicial Conduct, Austin

Noon Box lunch at the Convention Centre (provided by TDCAA)

Building A Case

- 1:30 p.m. Grand Jury as an Investigative Tool**
Kelly Blackburn, Asst. District Attorney, Montgomery County
- 2:45 p.m. Crime Scene Integrity**
Dusty Boyd, Criminal District Attorney, Coryell County
- 4:00 p.m. Emerging Trends in Forensic Evidence**
Richard Alpert, Asst. Criminal District Attorney, Tarrant County

Civil Law

- 1:30 p.m. Emergency & Disaster Relief**
Lela Nicholl, Asst. County Attorney, Harris County, and Stuart Hughes, Asst. County Attorney, Montgomery County
- 2:45 p.m. County Contracting**
Ray Rike, Asst. Criminal District Attorney, Tarrant County
- 4:00 p.m. Guns and the Law in Texas**
John Long, Asst. Criminal District Attorney, Kaufman County, and Manuel Romero, Asst. County Attorney, El Paso County

Issues du Jour

- 1:30 p.m. Mandatory Brady Training**
W. Clay Abbott, TDCAA
- 2:45 p.m. Michael Morton Act Panel Discussion**
Moderated by TDCAA staff
- 4:00 p.m. Media Do's and Don'ts**
K.C. Steckelberg, Director of Public Affairs, Prosecuting Attorneys Association of Michigan

Experts

- 1:30 p.m. Mitigation Squads**
Brian Baker, Asst. District Attorney, Brazos County, and Traci Bennett, Asst. District Attorney, Harris County
- 2:45 p.m. Cross Examination of the Expert**
Brian Baker, Asst. District Attorney, Brazos County, and Traci Bennett, Asst. District Attorney, Harris County
- 4:00 p.m. Mental Health: Nuances of Competency**
Bradford Crockard, Asst. District Attorney, Harris County

Investigators

- 1:30 p.m. Social Media: Finding It**
Patrick Wilson, County & District Attorney, Ellis County
- 2:45 p.m. Social Media: Getting It**
Melissa Hightower, Chief CA Investigator, Williamson County
- 4:00 p.m. Social Media: Using It**
Todd Smith, Chief CDA Investigator, Lubbock County

Key Personnel & VACs

- 1:15 p.m. VAC Regional Elections**
- 1:30 p.m. Domestic Violence Cases & Victims**
Lisa Porter and Jane Waters, Asst. District Attorneys, and Jennifer Varela, LCSW and Victim Assistance Coordinator, Harris County
- 2:45 p.m. Animal Cruelty**
David Alex, Asst. Criminal District Attorney, Dallas County
- 4:00 p.m. Grants & Other Money**
Jalayne Robinson, Victim Services Director, TDCAA

5:00 pm Adjourn 6:00 pm Buffet dinner (provided by TDCAA) at the Isla Grand Resort

Breakouts on Friday, September 19 at the Convention Centre

Trial Ethics

- 9:00 a.m. Social Media & Ethics**
Scott Durfee, Asst. District Attorney, Harris County
- 10:45 a.m. The Role of the Prosecutor: Hollywood & Main**
W. Clay Abbott, TDCAA, Austin
- 12:15 p.m. Adjourn**

Civil Law (Ethics)

- 9:00 a.m. The Brumley & Rike Ethical Practice of Civil Law, Part I**
Ray Rike, Asst. Criminal District Attorney, Tarrant County, and C. Scott Brumley, County Attorney, Potter County
- 10:45 a.m. The Brumley & Rike Ethical Practice of Civil Law, Part II**
- 12:15 p.m. Adjourn**

Investigator

- 9:00 a.m. Cell Phone Towers and Pings**
Det. Keith Martin, City of Denton Police Department
- 10:45 a.m. Avoiding Burn-Out**
Mark Yarbrough, former County & District Attorney, Lamb County
- 12:15 p.m. Adjourn**

Registration: Advance registration is recommended, and **all registration is online only at www.tdcaa.com/training**. Eligible prosecutors and prosecutor office employees are entitled to attend all training and receive applicable expense reimbursement for a \$175 registration fee, which will be deposited into the Court of Criminal Appeals' Texas Prosecutor Assistance Project (TPAP) account (our grant) and used to fund other TPAP training events. The reimbursement policy is below.

Association fee: A TDCAA fee of \$175 is each participant's share of costs over and above what the grant allows (for example, excess costs of on-site meals and association overhead). In addition, this fee enables TDCAA to lock in discounted hotel rates for participants and entitles them to attend all association functions, including receptions Wednesday and Thursday and lunch on Thursday. Conference attendees who pay only the \$175 registration fee can attend all training but are not entitled to attend association functions.

Reimbursement: TDCAA will reimburse only eligible prosecutors and prosecutor office employees up to \$45 per night for Wednesday and Thursday nights at a hotel and up to \$20 a day for meals not provided at the conference. TDCAA will not reimburse for travel, registration fees, hotel tax, parking, taxi costs, or other extraordinary expenses. All meals not provided by TDCAA and other expenses are your own. Associate members are not eligible for reimbursement.

CLE credit: TDCAA has received 12 hours of TCLEOSE and CLE credit, including 3 hours of ethics and 1 hour mandatory *Brady* training.

Cancellation: Registrants canceling after August 29 will not receive a refund but will be sent copies of the course materials on disk.

Hotel Information: Please make room reservations in an attendee's name, not a county or office administrator's name. If reserving more than one room, do not make all reservations in the same name. Please do not overbook hotel rooms! TDCAA is allotted a certain number of rooms at the state rate, which are surrendered by the hotel if you don't use them.

• **The Pearl South Padre:** Currently sold out. Check for any cancellations by calling 956/761-6551 by August 15, 2014. Rates are \$86-149 plus tax, depending on room size.

• **Isla Grand Resort:** Currently sold out. Check for any cancellations by calling 956/761-6511 by August 19, 2014. Rates are \$86 plus tax for cabanas to \$170 plus tax for two-bedroom condos.

• **Hilton Garden Inn (across from Convention Centre):** TDCAA's room block is sold out Wednesday and Thursday at the group rate, but there are Monday and Tuesday nights available. Call 956/761-8700 by August 15, 2014. Rates are \$86 plus tax per night.

• **La Quinta (across from Convention Centre):** Call 956/772-7000 by August 15, 2014. Rates are \$86 plus tax per night.

• **Schlitterbahn Beach Resort:** Call 956/761-1160 by August 29, 2014. Rates are \$86 plus tax per night.

• **The Inn at South Padre:** Call 956/761-5658 by September 7, 2014. Rates are \$86 plus tax per night.

• **Travel Lodge:** Call 866/601-6200 by September 2, 2014. Rates are \$69.99 plus tax per night.

The following hotels do NOT have a TDCAA contracted block, but they are nice properties that you are welcome to use at your own discretion:

• **Holiday Inn Express:** Book online or call 888/465-4329 or direct at 956/761-8844.

• **Palms Resort:** 956/761-1316.

• **La Copa Inn:** 956/761-6000.

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