



# OFFICE OF THE SHERIFF WALLER COUNTY

100 Sheriff R. Glenn Smith Dr. • Hempstead, Texas 77445-4699  
979 / 826-8282 • FAX 979 / 826-7781



## SHERIFF TROY GUIDRY

**Date:** October 29, 2025

**To:** R. Schields, Chief Deputy

**From:** A. Turner, Lieutenant  
Executive Command  
Internal Affairs Command

*AN FUNDS AVAIL \$1,553.50*

**Re:** **REVISION TO CC APPROVED TRAINING ON 10/29/25 AGENDA**  
Out of State Travel – Internal Affairs Training (2 Personnel)

The Waller County Sheriff's Office requests **two** investigators attend the "Internal Affairs Investigations" training course offered by LLRMI in Las Vegas, NV from December 1-5, 2025 with travel days from **November 30, 2025 to December 6, 2025**. The below funds are available from line item **125-516-533202 LEOSE Training**. This line item is a grant that requires ONLY law enforcement personnel use the funds for continuing education.

This revision to the prior approval is an update to item 52 from the 10/29/25 Commissioners Court Agenda adding one additional investigator.

| Quantity | Description               | Total Cost |
|----------|---------------------------|------------|
| 2        | Hotel Reservations        | \$2,436.86 |
| 2        | Per Diem                  | \$832.00   |
| 2        | Airfare                   | \$1,260.52 |
| 2        | Local travel (uber, etc.) | \$100.00   |
| 2        | Training Registration     | \$1,100.00 |
|          | Total Costs w/ taxes      | \$5,729.38 |

PO52323 LEOSE \$4,629.38

PO52248 LEOSE \$1,100.00





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## SHERIFF TROY GUIDRY

Date: October 08, 2025

To: Robert R. Schields Jr, Chief Deputy  
A. Turner, Admin Lieutenant

Thru: Nick Covarrubias, Captain

From: Phillip W. Lillibridge, Lieutenant

Re: Training Request -National Internal Affairs Training and Certification -LLRMS

I have recently been assigned to the position of **Bureau Level Internal Investigations**. While I possess detailed investigative experience, I recognize that Internal Affairs investigations involve specialized techniques, legal considerations, and administrative procedures that differ from standard criminal investigations. To ensure I perform this role with the highest level of professionalism and effectiveness, I respectfully request approval to attend the **Internal Affairs Investigations** training course hosted by the Legal & Liability Risk Management Institute (LLRMI). I have been unable to find any training on this specialized subject matter that is offered with in this LEOS training cycle.

The course will be held **December 1-5, 2025, in Las Vegas, Nevada**. A detailed course description is attached and can also be found at the following link:  
<https://www.llrmi.com/event-detail/?eventid=30052>

This training will provide advanced instruction on administrative investigative techniques, due process considerations, Garrity and Weingarten rights, and other legal issues relevant to law enforcement internal investigations. By acquiring these skills, I will enhance not only my own capabilities but also the effectiveness and credibility of the Waller County Sheriff's Office in conducting thorough and legally sound administrative investigations.

### Estimated Costs:

- Course Registration: \$550.00
  - Lodging (5 nights @ \$116.99): \$584.95
  - Airfare (estimated, to be reimbursed): \$753.00
  - Per Diem (Meals for 7 days, including travel): \$416.00
- Total Estimated Cost: \$2,135.90**  
**Line Item: 125-516-533202 (LEOS Training)**

OK MSJ 10-10-2025  
10/9/25  
APPROVED  
BY CE ON  
10/29/25  
FOR INVESTIG  
ALL 10/9/25  
FUNDS AVAILABLE



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SHERIFF TROY GUIDRY

| Quantity | Description          | Total Cost       |
|----------|----------------------|------------------|
| 1        | Registration Fees    | \$550.00         |
| 1        | Hotel                | \$584.95         |
| 1        | Travel / Meals       | \$1000.95        |
|          | Total Costs w/ taxes | <b>\$2135.90</b> |

method to obtain the highest standards and recognition in these specialized areas of Public Safety. Internal Affairs operations can measure the quality of an agency's functions and the public's vision of the agency. Internal Affairs Officers must provide a role of professionalism that is impartial and knowledgeable in the newest emerging trends and case law affecting administrative investigations. The manner in which the Internal Affairs operations conduct these functions create an impression to members of the agency and affect the social capital of the public.

#### **QUALIFICATIONS OR PREREQUISITES FOR PROFESSIONAL INTERNAL AFFAIRS CERTIFICATION**

There are NO prerequisites for attending the Internal Affairs Certification training or challenging the test for the Professional Internal Affairs Certification at the National Internal Affairs Conference.

#### **TESTING REQUIREMENT**

Each candidate must attend and successfully pass a 5 Day Certification Training Course.

- Each candidate must complete the 5 Day Certification Training Course.
- Each candidate must pass a multiple choice examination, which will include significant IA/OPS content covered during the Course.
- Each candidate must write a 500-word essay from a list of Internal Affairs subjects provided.

#### **RE-CERTIFICATION**

For graduates of the Public Safety Internal Affairs Institute Program (PSIAI) program who would like to maintain current status as a Certified Internal Affairs Investigator/Supervisor, you will have two options:

- Option 1: Complete the online Internal Affairs Recertification for an 18-month extension.  
Option 2: Attend a 5-Day Professional Internal Affairs Certification Course.

#### **INTERNAL AFFAIRS CERTIFICATION CREDENTIALS**

- Certificate of Completion for attending the 5 Day PSIAI Training Course.
- Certification credential card with your name and certification dates (following successfully completion of the PSIAI test and submission of the 500-word essay).
- Certificate with your special designation of Internal Affairs certified.
- Legal update electronic bulletins.

*sum*

### **Palace Station Hotel & Casino**

2411 West Sahara Avenue

Las Vegas, Nevada 89102

1-800-634-3101

\$89.00 Single or Double (plus tax)

(Sunday-Thursday)

**Note:** To receive special room rates, please identify yourself with **Group Code: PCILL25 or LLRMI Fall 2025**

*1512.41*

Phillip Lillibridge

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**From:** Law Enforcement Training <amanda.king@llrmi.ccsend.com>  
**Sent:** Tuesday, October 14, 2025 12:05 PM  
**To:** Phillip Lillibridge  
**Subject:** Las Vegas National Internal Affairs Training and Certification

**CAUTION:** This email originated from outside of the County. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

[View as Webpage](#)



## Law Enforcement Risk Management Group December Las Vegas Conference

# National Internal Affairs Training and Certification

*"MOST RECOGNIZED INTERNAL  
AFFAIRS CERTIFICATION"*

**This is the ONLY National Internal Affairs Certification that requires testing, research, and awards certification credentials. NOTE: It is NOT Required to Challenge the Certification Test to Attend this Training.**



## December 1, 2, 3, 4 & 5, 2025



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## Meet the Instructors:

**Lou Reiter**

Deputy Chief of Police (retired)  
Los Angeles Police Department

**Steve Campbell**

Major (retired)  
Providence RI Police Department

**Jeff Carter**

Deputy Director (Retired)  
Fayette County Detention Center

**Tony Romanucci, Attorney**

Romanucci & Blandin, LLC  
Chicago, Illinois

**Jack Ryan, Attorney**

Captain (retired)  
Providence Police Department

**Jerry Rodriguez**

Captain (retired)  
Los Angeles Police Department

**Jim Voge**

Undersheriff (retired)  
San Luis Obispo Sheriff's Office

**Brian Clouse, Attorney**

Clouse Safety Consulting  
Indianapolis, Indiana



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## Registration Fee:

*\$550.00 Includes National Internal Affairs Training and  
Certification, Printed Training Manual and  
Certificate of Completion.*

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This 5 day IA Conference is intended for persons who are involved in investigating, adjudicating, overseeing, and auditing Law Enforcement Internal Affairs and Administrative Investigations. Persons involved in law enforcement risk management and human resources will be given insight into these complex and critical investigations. Seasoned veterans, as well as, newly assigned personnel will be able to learn from these presentations.

### WHY GET AN IA CERTIFICATION?

The purpose of a Professional Internal Affairs Certification is to demonstrate and guarantee that a person who holds this credential has met the highest standards of Academics, Professional and Ethical standards training. Certification credentials also speak to a commitment to the Internal Affairs profession and a dedication to ongoing continuing education. A Professional Internal Affairs Certification is the recognition of individuals who have demonstrated through a standardized assessment that they meet defined qualifications within the Internal Affairs profession.

### THE INTERNAL AFFAIRS CERTIFICATION PROCESS

This process will provide public safety practitioners in Internal Affairs, Professional Standards operations, and Administrative Investigations with a

\$27.99 Hotel Service Fee-Per Room Per Night.  
Includes In Room Internet Service and Fitness Center.

## A Few of Our Upcoming Las Vegas Events | December



### DEC. 01

5 Day New Detective  
and New Criminal  
Investigator  
December 1 - 5, 2025

[Learn More!](#)



### DEC. 01

Court Security Officer  
Certification  
December 1 - 5, 2025

[Learn More!](#)



### DEC. 02

Jail/Correction  
Liability, Risk  
Management and  
Legal Issues  
Conference  
December 2 - 4, 2025

[Learn More!](#)

[See More Vegas Classes](#)

[See Our Full Calendar](#)

[Sign Up for Legal Articles](#)

Law Enforcement Risk Management Group | 700 N. Carr Rd. Box 595 | Plainfield, IN 46168 US

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# PALACE STATION®

CONFIRMATION - RESERVATION CONFIRMED

Nov 30, 2025 - Dec 06, 2025

Studio Suite King Non-Smoking

Confirmation Number: ZTFPK  
Offer Name: All In For Vegas  
Primary Guest: Mr Phillip Lillibridge  
Cancellation Due Date: 11/28/2025

## RATE BREAKDOWN

| Date       | Room Rate  |
|------------|------------|
| 11/30/2025 | \$123.94   |
| 12/01/2025 | \$137.94   |
| 12/02/2025 | \$151.94   |
| 12/03/2025 | \$200.94   |
| 12/04/2025 | \$235.94   |
| 12/05/2025 | \$223.94   |
| Total      | \$1,074.64 |



## PALACE STATION

2411 WEST SAHARA  
LAS VEGAS, NV 89102  
7023672411

### Deposit Policy:

1st night Room & Tax collected

### Cancellation Policy:

72-hour cancellation policy. 1st night Room & Tax penalty for late cancellation

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|                 |            |
|-----------------|------------|
| Room Total:     | \$1,074.64 |
| Room Total Tax: | \$143.79   |

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|  |            |
|--|------------|
| Total:                                   | \$1,218.43 |
| (*Inclusive of taxes)                    |            |
| Deposit Amount:                          | \$95.18    |
| Cancellation Amount:                     | \$95.18    |
| Charged when cancelled on/after due date |            |



# PALACE STATION.®

CONFIRMATION - RESERVATION CONFIRMED

Nov 30, 2025 - Dec 06, 2025

Studio Suite King Non-Smoking

Confirmation Number: 5BRDY  
Offer Name: All In For Vegas  
Primary Guest: Mrs Angela Turner  
Cancellation Due Date: 11/28/2025

## RATE BREAKDOWN

| Date       | Room Rate  |
|------------|------------|
| 11/30/2025 | \$123.94   |
| 12/01/2025 | \$137.94   |
| 12/02/2025 | \$151.94   |
| 12/03/2025 | \$200.94   |
| 12/04/2025 | \$235.94   |
| 12/05/2025 | \$223.94   |
| Total      | \$1,074.64 |



## PALACE STATION

2411 WEST SAHARA  
LAS VEGAS, NV 89102  
7023672411

### Deposit Policy:

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|                 |            |
|-----------------|------------|
| Room Total:     | \$1,074.64 |
| Room Total Tax: | \$143.79   |

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|  |            |
|--|------------|
| Total:                                   | \$1,218.43 |
| (*Inclusive of taxes)                    |            |
| Deposit Amount:                          | \$95.18    |
| Cancellation Amount:                     | \$95.18    |
| Charged when cancelled on/after due date |            |

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# Thanks Angela for choosing United!

Confirmation number: BPELJS

Manage my trip



## Upgrade to Premium Cabin

Spacious seats, free drinks, and Group 1 Boarding.

\$160 plus tax, per person (avg.)



## Upgrade to Economy Plus®

Extra legroom, in-seat power and seating closer to the front.

from \$90 plus tax, per person



## Preferred seat

Sit in the first rows of Economy

from \$27 plus tax, per person

< 1/3 >

United.com

## Flight details

Flight to Las Vegas

| DEPART            | ARRIVE            | FLIGHT INFO |                        |
|-------------------|-------------------|-------------|------------------------|
| Sun, Nov 30, 2025 | Sun, Nov 30, 2025 | Flight      | UA 1799                |
| 9:46 AM           | 11:17 AM          | Duration    | 3h 31m                 |
|                   |                   | Aircraft    | Boeing 737-900         |
|                   |                   | Emissions   | 326 kg CO <sub>2</sub> |
|                   |                   | Fare Class  | United Economy (Q)     |
|                   |                   | Seats       | <u>20D, 20C</u>        |
| <b>IAH</b>        | <b>LAS</b>        |             |                        |
| Houston, TX, US   | Las Vegas, NV, US |             |                        |

#### Flight to Houston

| DEPART            | ARRIVE           | FLIGHT INFO |                        |
|-------------------|------------------|-------------|------------------------|
| Sat, Dec 6, 2025  | Sat, Dec 6, 2025 | Flight      | UA 357                 |
| 1:02 PM           | 6:05 PM          | Duration    | 3h 3m                  |
|                   |                  | Aircraft    | Boeing 737-800         |
|                   |                  | Emissions   | 300 kg CO <sub>2</sub> |
|                   |                  | Fare Class  | United Economy (G)     |
|                   |                  | Seats       | <u>Choose seat</u>     |
| <b>LAS</b>        | <b>IAH</b>       |             |                        |
| Las Vegas, NV, US | Houston, TX, US  |             |                        |

## Calculate bag charges

Houston, TX → Las Vegas, NV  
November 30, 2025

FIRST BAG \$40

SECOND BAG \$50

WEIGHT PER BAG 50lbs (23kgs)

Las Vegas, NV → Houston, TX  
December 06, 2025

FIRST BAG \$40

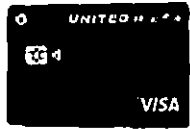
SECOND BAG \$50

WEIGHT PER BAG 50lbs (23kgs)

These are estimates of additional bag service charges that may apply to your itinerary. Service charges may vary by traveler, depending on status or memberships. First and second bag service charges do not apply to active duty-members of the U.S. military and their accompanying dependents. For additional information, visit [united.com/baggage](https://united.com/baggage).

Site Feedback

## NEW CARD BENEFITS



\$0 intro annual fee

Free checked bag (terms apply)

2 one-time Club<sup>®</sup> passes

Priority boarding

[Learn more](#)

## IT'S NOT TOO LATE TO SAVE!

**\$300** STATEMENT  
CREDIT  
after first purchase

+

**25,000** BONUS  
MILES  
after qualifying purchases

|                              |            |
|------------------------------|------------|
| You paid today               | \$1,260.52 |
| Card statement credit        | -\$300.00  |
| <b>Purchase Summary</b>      |            |
| Total after statement credit | \$960.52   |

|        |          |
|--------|----------|
| > Fare | \$935.66 |
|--------|----------|

|                   |          |
|-------------------|----------|
| > Premium Add-Ons | \$179.98 |
|-------------------|----------|

|                |          |
|----------------|----------|
| Taxes and Fees | \$144.88 |
|----------------|----------|

|               |         |
|---------------|---------|
| > Adult (18+) | \$72.44 |
|---------------|---------|

|               |         |
|---------------|---------|
| > Adult (18+) | \$72.44 |
|---------------|---------|

|              |             |
|--------------|-------------|
| <b>TOTAL</b> | <b>1.52</b> |
|--------------|-------------|

Credit card payment: \$1,260.52 (Mastercard \*\*5315)

## Travelers

Angela Turner

Email:

angelamoore66@hotmail.com

Date of Birth:

4/30/1966

Frequent flyer:

UA-\*\*\*\*\*305

Contact number:

+1 832 515 0334

PHIL & ANGELA 2 PEOPLE  
\* AIR COST

**eTicket number:**  
01623443650765

 **Phillip Lillibridge**

**Email:**  
p.lillibridge@wallercounty.us

**Date of Birth:**  
3/2/1969

**Contact number:**  
+1 281-415-4824

**eTicket number:**  
01623443650776

**Special seating accommodations**



**About carry-on and checked bags**



Site Feedback



## Legal and Liability Risk Management Institute

700 N Carr Rd # 595  
Plainfield, IN 46168  
(317) 386-8325  
www.LLRMI.com

# CONFIRMATION

Your confirmation # 255446

To: Waller County Sheriff's Office  
100 Sheriff R. Glenn Smith Drive  
Hempstead TX 77445  
Attn: Phillip Lillibridge

PO\_Number  
Phone: (979) 826-8282  
Fax:  
Email: p.lillibridge@wallercounty.us

### Attendees

Angela Turner

~~Dale Park~~

### Seminar Information

Thank you for registering for a Legal Liability Risk Management seminar!

The personnel listed in the left column were registered  
on 10/29/2025 for the course below:

**#16925 National Internal Affairs Training and Certification**  
**12/1/2025 through 12/5/2025 Las Vegas, NV**

### General Information

Registration is from 8:00 - 8:30 on 12/1/2025 - Coffee will be provided.

Lunch break is from 12:00 - 1:00 (On Own)

Attendees are encouraged to dress appropriately for classroom training unless otherwise instructed. Uniforms are not required.

### Location Information

This seminar will take place at: **Palace Station Hotel & Casino**  
**2411 West Sahara Avenue**

Walk-in registrations will be  
accepted only if space allows. **Las Vegas NV**

### Hotel Information

Discount room rates available: **Palace Station Hotel & Casino**  
**2411 West Sahara Avenue**

Identify with "GROUP CODE:  
PCILL25 or LLRMI Fall 2025  
" to receive discounted rates **Las Vegas NV**

*"Dedicated to Setting Training Standards"*

Visit us at [www.llrmi.com](http://www.llrmi.com)

Email us at [jalsup@llrmi.com](mailto:jalsup@llrmi.com)