



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

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

Am FUNDS AVAIL \$1,553.50

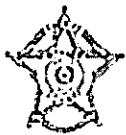
The Waller County Sheriff's Office requests **two** investigators attend the "Internal Affairs Investigations" training course offered by LLRMI in Las Vegas, NV from December 1-5, 2025 with travel days from **November 30, 2025 to December 6, 2025**. The below funds are available from line item **125-516-533202 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

OK (MS) 10-10-2025
10/9/25 APPROVED
BY CLEON
10/29/25
FOR 1 investigation

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 within 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)

10/9/25
ALL FUND'S PAID ✓



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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	\$2135.90

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.

5/12/24

1512.4

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**

Phillip Lillibridge

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



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



Registration Fee:

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

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!](#)

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[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 Lillbridge
Cancellation Due Date: 11/28/2025



RATE BREAKDOWN

Dale	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

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

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: SBRDY
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:

1st night Room & Tax collected

Cancellation Policy:

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

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

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 ⟩

Start Over

Flight details

Flight to Las Vegas

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

Flight to Houston

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

Calculate bag charges

Houston, TX → Las Vegas, NV

November 30, 2025

[Site Feedback](#)

FIRST BAG	\$40
SECOND BAG	\$50
WEIGHT PER BAG	50lbs (23kgs)

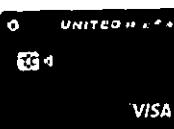
Las Vegas, NV → Houston, TX

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](#).

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2 one-time Club™ passes

Priority boarding

[Learn more](#)

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\$300 STATEMENT CREDIT

after first purchase

+ 25,000 BONUS MILES

after qualifying purchases

You paid today	\$1,260.52
Card statement credit	-\$300.00
Purchase Summary	
<small>Total after statement credit</small>	
> Fare	\$935.66
> Premium Add-Ons	\$179.98
Taxes and Fees	\$144.88
> Adult (18+)	\$72.44
> Adult (18+)	\$72.44
TOTAL	1.52
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:

+18325150334

PHL + ANGELA 2 PEOPLE
* AIR COST

eTicket number:
01623443650765

 **Phillip Lillibridge**

Email:
p.lillibridge@wallercounty.us
Date of Birth:
3/2/1969
Contact number:
+1281-415-4824
eTicket number:
01623443650776

Special seating accommodations 

About carry-on and checked bags 

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
Las Vegas NV

Walk-in registrations will be
accepted only if space allows.

Hotel Information

Discount room rates available:

Palace Station Hotel & Casino
2411 West Sahara Avenue
Las Vegas NV

Identify with "GROUP CODE:
PCILL25 or LLRMI Fall 2025
" to receive discounted rates

"Dedicated to Setting Training Standards"

Visit us at www.llrmi.com

Email us at jalsup@llrmi.com