



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 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
FUND RAISE



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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

WALLER COUNTY
TRAVEL EXPENSE FORM NUMBER 1
REIMBURSEMENT REQUEST

NAME OF EMPLOYEE SUBMITTING REIMBURSEMENT: Phillip W. Lillibridge
NAME OF DEPARTMENT: Waller County Sheriff's Office
PURPOSE OF TRAVEL: Training

DESTINATION: (City & State) Las Vegas, Nevada
DEPARTURE DATE: 11/30/2025 RETURN DATE: 12/6/2025

NON-OVERNIGHT MEALS:

Attach itemized receipts and include meal gratuities in the meal column			
	DATE	MEALS	TOTALS
	1		\$0.00
Non-overnight meals =	2		\$0.00
Maximum daily amount	3		\$0.00
TOTAL REIMBURSEMENT REQUEST FOR PAYROLL			\$0.00
Non-overnight out-of-county reimbursements shall be paid through payroll, subject to applicable taxes and retirement deductions in accordance with IRS and TCDRS regulations.			

OVERNIGHT MEALS AND LODGING:

Attach required verification of conference attendance				
PER DIEM RATES	DATE	MEALS	LODGING	TOTALS
First & last travel days =	1	\$48.00	\$116.99	\$164.99
75% of per diem amount	2	\$64.00	\$116.99	\$180.99
Overnight Meals =	3	\$64.00	\$116.99	\$180.99
Maximum per diem amount	4	\$64.00	\$116.99	\$180.99
	5	\$64.00	\$116.99	\$180.99
	6	\$64.00	\$116.99	\$180.99
	7	\$48.00	\$7.00	\$55.00
TOTAL MEALS AND LODGING				\$1,124.94

TRAVEL AND TRANSPORTATION:

Personal Auto _____ MILES AT \$0.700 PER MILE = \$0.00
(Approved by CC)
Other Transportation: (Attach receipts) \$ 753.00
TOTAL TRAVEL AND TRANSPORTATION \$753.00 *Estimated*

REGISTRATION FEES:

(Attach receipts) _____
TOTAL REGISTRATION \$0.00

INCIDENTAL EXPENSES:

Parking fees, toll charges, etc. (Attach receipts) _____
TOTAL INCIDENTAL EXPENSES \$0.00

TOTAL REIMBURSEMENT REQUEST FOR ACCOUNTS PAYABLE \$1,877.94

Overnight out-of-county reimbursements shall be paid through accounts payable.

CERTIFICATION BY EMPLOYEE

I certify that the expenses as shown on this travel expense form are true and correct statements of expenses incurred by me while traveling on official county business and that no other reimbursement has been or will be sought from other sources.

Signature of Person Submitting Request Date

CERTIFICATION BY OFFICIAL/DEPARTMENT HEAD

I certify that the above named employee received proper authorization for traveling on official county business. I have examined this request for travel reimbursement and approve the same for payment.

Signature of Official/Department Head Submitting Request Date

INSTRUCTOR BIOS

Lou Reiter is Co-Director of LLRMI. He has been a national police trainer for the past 39 years primarily instructing on IA/OPS operations, citizen complaints processes, police employee discipline, critical incident investigations and law enforcement civil liability. He has conducted agency audits for departments as small as 3 persons up to 39,000 officers. Lou has acted as a police practices expert in over 1,100 civil trials. His Law Enforcement Administrations Investigations manual was published in its Fourth Edition in 2019. Lou retired from the LAPD after 20 years with the rank of Deputy Chief.

Jack Ryan is an Attorney in Rhode Island, a graduate Juris Doctorate, Cum Laude Suffolk University Law School and has 20 years of law enforcement experience as a police officer with the Providence Police Department, Providence, RI. Jack's law degree and experience as a police officer gives him the unique perspective of public safety legal and liability issues. Jack is a former adjunct faculty member at Salve Regina University and lectures frequently throughout the United States. Jack has written policies and procedures that have been adopted by over 1,000 law enforcement and corrections agencies across the U.S.

Jerry Rodriguez is a retired Captain from the Los Angeles Police Department. He was also Deputy Police Commissioner for the Baltimore Police Department and most recently the Chief of Investigations for the San Francisco District Attorney's Office. He was instrumental in the creation of the LAPD Force Investigation Division in response to the 2001 DOJ Consent Decree. Jerry is currently working as an investigator with the San Luis Obispo County Sheriff's Office.

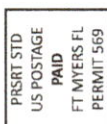
Stephen Campbell began his law enforcement career with the Providence Rhode Island Police Department which employs 500 sworn officers. He retired after 28 years at the rank of Major, Chief of Detectives. Steve has been a Law Enforcement Trainer and Consultant with the Legal and Liability Risk Management Institute for thirteen years. Steve is a graduate of the Senior Management Institute for Policing at the Police Executive Research Forum (PERF) at Boston University. He holds a Bachelor of Science Degree in Administration of Justice from Roger Williams University, Bristol RI and a Master of Science Degree in Administration of Justice from Salve Regina University.

Jim Voge is currently the Undersheriff for the San Luis Obispo County Sheriff's Office. He has 46 years of police experience with 28 years at the upper management level. Jim retired from the Los Angeles Police Department after 33 years during which he had a variety of assignments including Commanding Officer of the Internal Affairs Group, Force Investigation Division, and Special Operations Division. He has a Master's Degree in Criminal Justice and is a graduate of the FBI National Academy (181).

Jeff Carter retired December 2018 as the Deputy Director of the Fayette County Detention Center in Lexington, Kentucky. Over his 20-year career, he has worked all levels of custody inside a 1,300 bed correctional facility located in the horse racing capitol of the world. Jeff was an instructor for 5 years inside the academy where he trained over 700 recruits, molding them into successful leaders in the Corrections field. He presents jail training throughout the country and serves as an Expert Witness around the United States focusing on jail litigation.

Brian Clouse is a 43-veteran of law enforcement with 14 years of experience in school safety and security, leading two major school police departments as their Chief of Police. Brian now provides consultation services to schools, including the provision of school vulnerability assessments and training for school resource officers and school administrators. Brian has also provided expert witness services in police liability cases, and has been an attorney for 24 years. Brian is a member of the National Association of School Resource Officers.

Antonio M. Romanucci has lived his commitment to justice starting with his early work as a Cook County Public Defender to recently being named Leading Lawyers' Number One Civil Rights Lawyer and Chicago Lawyer Magazine's 2021 Person of the Year. The law firm he co-founded 25 years ago, the Chicago-based trial firm of Romanucci & Blandin, L.L.C., is a national impact litigation firm. He fights fiercely for victims of negligence, abuse and wrongful death, and is referred to as the "architect" of the historic civil lawsuit alongside Ben Crump against the City of Minneapolis and four police officers for the murder of George Floyd.



Legal and Liability
Risk Management Institute
700 N. Carr Rd., #595
Plainfield, IN 46168
Phone: 317-386-8325
FAX: 317-386-8228
www.llrmi.com

December 1, 2, 3, 4 & 5, 2025 • Las Vegas Nevada

TRAINING SEMINAR

National Internal Affairs Training and Certification

MOST RECOGNIZED INTERNAL AFFAIRS CERTIFICATION

December 1, 2, 3, 4 & 5, 2025
Las Vegas, Nevada

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.

★ **LLRMI Experienced Instructors** ★
Make the Difference

Instructors

Lou Reiter
Deputy Chief of Police (Retired)
Los Angeles Police Department, California

Jack Ryan, Attorney
Captain (Retired)
Providence Police Department, Rhode Island

Steve Campbell
Major (Retired)
Providence Police Department, Rhode Island

Jerry Rodriguez
Captain (Retired)
Los Angeles Police Department, California

Jeff Carter
Deputy Director (Retired)
Fayette County Detention Center, Kentucky

Jim Voge
Undersheriff (Retired)
San Luis Obispo Sheriff's Office, California

Tony Romanucci, Attorney
Romanucci & Blandin, L.L.C.
Chicago, IL

Brian Clouse, Attorney
Clouse Safety Consulting
Indianapolis, IN

Register On-Line at: www.llrmi.com

IAPRO PARTNER



Public Safety Internal Affairs Institute
A Division of
Legal & Liability Risk Management Institute
Lou Reiter, Director
www.llrmi.com

Seminar Agenda

Monday, December 1, 2025

8:00 – 8:30 a.m.	Registration
8:30 – 9:00 am	Lou Reiter – Opening and Certification Process
9:00 am – 12:00 pm	Steve Campbell – Value of Agency Audits
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 4:00 pm	Value of Agency Audits (continued)

Tuesday, December 2, 2025

8:00 am – 12:00 pm	Jack Ryan – Compelled Statements
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 4:00 pm	Jeff Carter – Internal Affairs in Corrections

Wednesday, December 3, 2025

8:00 – 10:00 am	Brian Clouse – Conducting Internal Affairs Investigations in a School Environment
10:00 am – 12:00 pm	Tony Romanucci – The Plaintiff Attorney's View
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 4:00 pm	Lou Reiter Giglio Implications Conduct Unbecoming

Thursday, December 4, 2025

8:00 am – 12:00 pm	Jim Voge – Adjudication of Investigations
12:00 – 1:00 pm	Lunch (On Your Own)
1:00 – 4:00 pm	Jerry Rodriguez – Use of Force Investigations

Friday, December 5, 2025

8:00 – 11:30 am	Jerry Rodriguez – Use of Force Investigations (cont.)
11:30 am	Certificate Presentation

National Internal Affairs Training and Certification

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 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

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 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 2 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 successful 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.

3 Ways to Register

Register Online at www.llrmi.com

Fax Form to: 317-386-8228

Mail Form to: Legal and Liability Risk Management
700 N. Carr Rd., #595
Plainfield, Indiana 46168

Federal ID: 81-0692135



If you have any questions please call: 317-386-8325

❖PREPAYMENT IS NOT REQUIRED TO REGISTER❖

Upon receiving your registration we will send an Invoice to your department or agency. Checks, claim forms, purchase orders should be made payable to LLRMI.

Seminar Title:	National Internal Affairs Training and Certification
Seminar ID:	#16925
Dates:	December 1, 2, 3, 4 & 5, 2025
Registration Time:	December 1, 2025, 8am
Instructors:	Lou Reiter, Jack Ryan, Jerry Rodriguez, Stephen Campbell, Jim Voge, Jeff Carter, Brian Clouse, and Antonio Romanucci

Seminar Location and Hotel Reservations:
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: \$27.99 Hotel Service Fee - per room, per night
Includes In-Room Internet Service and Fitness Center

Group Code: **PCILL25** or **LLRMI Fall 2025**
To receive special room rates please identify yourself with this group code.

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



Public Safety Internal Affairs Institute

A Division of

Legal & Liability Risk Management Institute

Lou Reiter, Director

www.llrmi.com

Registration Form – National Internal Affairs Training and Certification #16925

Names of Attendees

1. _____ 3. _____
2. _____ 4. _____

Agency _____

Invoice To Attention of: (Must be completed.) _____

Address _____

City _____ State _____ Zip _____

Email _____ Phone _____ Fax _____