

# Training Announcement 2024

## MANAGING ADMINISTRATIVE OPERATIONS

A 16 HOUR COURSE DESIGNED FOR SWORN AND NON-SWORN SUPERVISORS OF ADMINISTRATIVE OR SUPPORT FUNCTIONS AND EXECUTIVE/ADMINISTRATIVE ASSISTANTS. IT EXAMINES LEADERSHIP PRINCIPLES, ORGANIZATIONAL DYNAMICS, OPEN RECORDS OVERVIEW AND INFORMATION SECURITY REGARDING PERSONNEL ACTIONS.

**Hosted by the Pasadena Police Department**

Wed—Thurs, May 15-16, 2024, 8am - 5pm

### Location

Pasadena Police Academy  
6052 Genoa Red Bluff Road  
Pasadena, Tx 77507

**All Proceeds Benefit the**

**Texas Police Chiefs Association Foundation**

*Tuition: \$345 per student*

**REGISTER ON-LINE AT**

**[www.texaspolicechiefs.org](http://www.texaspolicechiefs.org)**

**Or contact the TPCA Office at 512-281-5400**

### Local Contact

**Sgt. M.E. Bruegger, Pasadena PD**  
**713-475-4824**

**Texas Police  
Chiefs  
Association  
Foundation**



**Develop Leadership  
Abilities**

**Improve Technical  
Skills**

**Craft the Organization**

### The Instructor

Chief Billy Tidwell retired as the Chief of Police in Tomball, Texas in 2020 after serving over 20 years as a Chief of Police. An experienced and well known instructor, Chief Tidwell has taught for various Departments and organizations including the Bill Blackwood Law Enforcement Management Institute of Texas. He holds a Bachelor's Degree from Texas Tech University. and a Master's Degree from the University of Houston.

**Texas Police Chiefs Assoc.**

**P.O. Box 819**

**108 Cedar Hills Drive**

**Elgin, Texas 78621**