

# 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 Texas Highway Patrol**

Wed—Thurs, March 13-14, 2024, 8am - 5pm

### Location

TAG Training Facility

4402 W. Piedras

San Antonio, Tx. 78223

**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**

**Lt. Trevor Phillips**

**979-204-3309; [t.j.phillips@dps.texas.gov](mailto:t.j.phillips@dps.texas.gov)**

**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**

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