

# Training Announcement

## 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 Police Chiefs Association**

Wed—Thurs, May 5-6, 2021, 8am - 5pm

### Location

Texas Police Chiefs Association Headquarters

108 Cedar Hills Drive, Elgin, Texas 78621

**All Proceeds Benefit the**

**Texas Police Chiefs Association Foundation**

*Tuition: \$295 per student*

**REGISTER ON-LINE AT**

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

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

***Local Contact***

**Chief Mike Gentry (ret.), TPCA Training Director**

**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 has taught FTO programs for many years and holds a Bachelor's Degree from Texas Tech Univ. and a Master's Degree from the Univ. of Houston.

**Texas Police Chiefs Assoc.**

**P.O. Box 819**

**108 Cedar Hills Drive**

**Elgin, Texas 78621**