

# Training Announcement 2022

## 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, March 16-17, 2022, 8am - 5pm

### Location

Pampa PD—Kenneth Hopson Police Trng. Facility  
12191 Landfill Road, Pampa, TX 79065

**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. Brian Massey, Pampa PD—806-669-5703**

**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**