

Training Announcement 2025

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 Kyle Police Department

Monday-Tuesday October 20-21, 2025, 8am - 5pm

Location

Kyle Public Safety Center

1700 Kohlers Crossing

Kyle, Tx 78640

All Proceeds Benefit the

Texas Police Chiefs Association Foundation

Tuition: \$370 per student

REGISTER ON-LINE AT

www.texaspolicechiefs.org

Or contact the TPCA Office at 512-281-5400

Local Contact

Local Contact—Commander Daniel Gooding

dgooding@cityofkyle.com

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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