

*REGISTRATION INFORMATION*

TO: ALL COUNTY SHERIFFS, TAX DEPUTIES AND Chief Law Enforcement Deputies  
FROM: Melissa Garretson, Executive Director  
DATE: July 9, 2009  
RE: 2009 Annual September IN-SERVICE TRAINING & PRESIDENT'S BANQUET

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The 2009 Annual In-Service Training Seminar for County Sheriffs, their Chief Law Enforcement Deputies and Tax Deputies will be **SUNDAY, SEPTEMBER 20<sup>TH</sup>** through **TUESDAY, SEPTEMBER 22<sup>ND</sup>** at Snowshoe Mountain Resort in Snowshoe, Pocahontas County. Registration will begin on Sunday afternoon at 3:00 p.m., September 20<sup>th</sup> and we will depart for home Tuesday afternoon around 3:00 p.m., September 22<sup>nd</sup>.

Please take the time to read and review the following information.

**Training Registration**

The WV Sheriffs' Association sponsors and coordinates the Sheriffs' and tax deputies' annual training for the State Auditor's Office. All training participants and their guests must complete the enclosed registration form and mail or fax it to the WV Sheriffs' Association. TAX DEPUTIES - Please coordinate your registration with your Sheriff and submit only one registration form per county.

A registration form is enclosed to pre-register all participants from your county and their guests. Please complete and return this form **BEFORE WEDNESDAY, AUGUST 12<sup>TH</sup>**, 2009. The registration fee for Sheriffs, tax deputies, and other county employees is \$155 per person.

All training participants must pay the full registration fee. In addition, no-shows and cancellations received after September 3<sup>rd</sup> will be charged the full registration amount. If a registrant from your county cannot attend, you may send a substitute representative. We thank you for your cooperation with the policy. Please be advised that we will be enforcing this policy this year. Our Association is not financially capable to pay for no-shows. The resort will charge us for no-shows.

Registration fees may be either: 1) Prepaid and submitted with the enclosed form; 2) Paid at the seminar check-in desk; or 3) Billed to your county. Please indicate on the enclosed form which method of payment you will be using. All checks should be made payable to: **WV Sheriffs' Association.**

Regardless of payment method, we must receive your registration form before AUGUST 12<sup>TH</sup>. The completed form may be mailed or faxed. Mail the completed registration form (and prepayment, if applicable) to the following address: WV Sheriffs' Association, P.O. Box 3031, Charleston, WV 25331. Or, if you are not paying in advance, you may fax the completed form to: (304) 345-2231.

All conference attendees will receive a commemorative lapel pin and a conference favor.

### **Spouses/Guests**

For spouses or guests, the registration fee is \$125 per person. Spouses and guests registration fees must be paid in advance. We cannot bill for spouse or guest registration fees. This fee will cover group meals during the conference, vendor hall and training access.

### **Sleeping Room Reservations**

All sleeping room reservations are to be made directly with Snowshoe Resort. Our room rate varies from \$94.00 per night for a standard room in Expedition Station to \$219.00 per night for a 2 bedroom condo located in Allegheny plus applicable taxes. All rates are based upon a minimum two night stay and are slightly higher if you only stay one night. I have enclosed a more detailed explanation of the room block. For sleeping room reservations, call the resort directly at **1-877-441-4386**.

Be sure to ask for the group code "50J5U1" room block when making your room reservation to receive our group rate. In addition, tell the reservation clerk that you are tax exempt. Also, please indicate to them if you have mobility issues. If you do have mobility issues, you may want to stay in Allegheny. It provides the closest access to the conference rooms which are located in Mountain Lodge. If you must cancel your room, please cancel with Snowshoe Resort before August 13, 2009.

You must make your **room reservation prior to AUGUST 13, 2009** to receive our group rate. Please call **1-877-441-4386** to secure your room reservation. You are encouraged to make your room reservation as soon as possible.

### **Training Check-In Time**

Our training conference check-in will be on Sunday, September 20<sup>th</sup> from 3:00 p.m. - 6:00 p.m. near Ballroom A of Mountain Lodge. WV Sheriffs' Association retail products will be available to purchase at the registration check-in area throughout the conference.

### **Sheriffs' Association Membership Business Meeting**

At the request of the membership, the business meeting has been moved to earlier in the conference. The Sheriffs' membership meeting will take place prior to the conference registration on Sunday, September 20<sup>th</sup> from 1:00 p.m. - 3:00 p.m. in the Raccoon/Bobcat room of the Mountain Lodge.

### **Training Schedule**

Please make it a priority to attend the conference in its' entirety.

**Sunday** - The Sheriffs membership business meeting will take place from 1:00 p.m. - 3:00 p.m. All Sheriffs are invited and encouraged to attend. We will hold the election of the 2010 WV Sheriffs' Association Board of Directors. Nomination forms will be faxed out prior to the meeting. Conference registration will take place in front of Ballroom A in Mountain Lodge from 3:00 - 6:00 p.m. The

exhibit hall will be open from 3:00 p.m. – 7:00 p.m. in Ballroom A and dinner will be served at 7:00 p.m. Dinner will take place in Ballroom B of Mountain Lodge. Our scholarship recipients will be honored during the meal. We'll have our 3<sup>rd</sup> annual BINGO game following dinner. We ask that each county donate a BINGO prize representing their local area. Dress for this evening is business casual.

Golf is available on this day for \$65. Please contact the resort to set up a tee time. The hospitality room will be open Sunday from 3:00 p.m. – 7:00 p.m. and from 9:00 p.m. – 12:00 a.m. in Allegheny.

Monday morning - We will begin in the Black Bear room of Mountain Lodge with a general session and then, following lunch, we will break into our breakout group classes. Lunch and dinner will be provided on Monday, plus an afternoon break. The Sheriffs will be in Raccoon/ Bobcat and the tax deputies will remain in the Black Bear room. Lunch will be served in Ballroom B.

Monday evening – We will have our President's Banquet at 7:00 p.m. Dinner will be served in Ballrooms A & B. Dress attire will be semi-formal. Sheriff Michael Y. Rutherford, our state Association President, will be welcoming and introducing you to a former National Sheriffs' Association President and chairman of the Pegasus Project, Sheriff Tommy Ferrell from Mississippi. From 8:30 p.m. – 10:00 p.m., we will have a DJ playing your favorite music. Please bring your dancing shoes and join me on the dance floor!

The hospitality room will be open from 8:30 p.m. – 12:00 a.m.

Tuesday offers a lunch and a full day of training. The training conference will end this afternoon. Everyone should be on their way home by 3:00 p.m.

### **Law Enforcement Agenda – subject to change; Pending 10 supervisory l.e.t. credits**

- Preventing Embezzlement and Model Policies for the Tax Office
- Managing the Incident: A Supervisor's Guide for All Hazards Events – This training is a National Sheriffs' Association training. I have enclosed an overview on a separate sheet.
- Domestic Violence Policy Planning

### **Tax Deputy Agenda Highlights**

- Delinquent Land
- DMV
- Credit Card Usage
- Records Management / Records Retention Schedule

### **Directions to Snowshoe Resort**

Snowshoe is located off of Rt. 219 in Pocahontas County. It is about 25 miles from Marlinton. For directions, go to [www.snowshoemtn.com](http://www.snowshoemtn.com). At the bottom of the screen, you will see a tab labeled "Getting Here". This gives detailed directions from various locations.

Don't forget the two deadlines: 1) Register for your room by calling the resort before August 13th, 2) Register for the conference with the enclosed form before August 12<sup>th</sup>.

ANNUAL IN-SERVICE TRAINING FOR SHERIFFS AND TAX DEPUTIES  
SNOWSHOE MOUNTAIN RESORT, SNOWSHOE  
September 20 - 22, 2009

Registration Check-In: Sunday, September 20<sup>th</sup> 3:00 to 6:00 p.m.

**FEE FOR SHERIFFS, DEPUTIES, AND OTHER COUNTY EMPLOYEES IS \$155.00 EACH**

County: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

(List additional registrants on reverse side of this form)

Total number of county registrations: \_\_\_\_\_ x \$155.00 = \_\_\_\_\_

Check form of payment:     \_\_\_ Registration Fees are Enclosed  
                                      \_\_\_ Will Pay at Conference Registration Check-In  
                                      \_\_\_ Please Bill My County

**FEE FOR SPOUSES OR GUESTS IS \$125.00 EACH**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Total number of guest registrations: \_\_\_\_\_ x \$125.00 = \_\_\_\_\_

Check form of payment:     \_\_\_ Guest Registration Fees Must be Enclosed

Complete and Return Form BEFORE **August 12<sup>th</sup>** to:

WV Sheriffs' Association  
P.O. Box 3031  
Charleston, WV 25331  
or Fax: (304) 345-2231

**Make Checks Payable to: WV Sheriffs' Association**