

REGISTRATION INFORMATION

TO: ALL COUNTY SHERIFFS, TAX DEPUTIES AND Chief Law Enforcement Deputies
FROM: Melissa Garretson Smith, Executive Director
DATE: June 9, 2010
RE: 2010 Annual September IN-SERVICE TRAINING

The 2010 Annual In-Service Training Seminar for County Sheriffs, their Chief Law Enforcement Deputies and Tax Deputies will be **SUNDAY, SEPTEMBER 12TH** through **TUESDAY, SEPTEMBER 14th** at Oglebay Resort in Wheeling, Ohio County. Registration will begin on Sunday afternoon at 3:00 p.m., September 12th and we will depart for home Tuesday afternoon around 4:00 p.m., September 14th.

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.

A registration form is enclosed to pre-register all participants from your county and their guests. Please complete and return this form **BEFORE THURSDAY, AUGUST 12TH**, 2010. The registration fee for Sheriffs, tax deputies, and other county employees is \$159 per person.

All training participants must pay the full registration fee. In addition, no-shows and cancellations received after September 3rd 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. We do not accept credit cards. All checks should be made payable to: **WV Sheriffs' Association.**

Regardless of payment method, we must receive your registration form before AUGUST 12TH. 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.

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 Oglebay Resort. Our room rate varies from \$99.00 per night for a traditional room, \$139.00 for an intermediate room, and \$169.00 per night for a premium bedroom plus applicable taxes. For sleeping room reservations, call the resort directly at **1-800-624-6988**.

Be sure to ask for the “**WV Sheriffs' Association**” room block when making your room reservation to receive our group rate. In addition, tell the reservation clerk that you are tax exempt. If you must cancel your room, please cancel with Oglebay Resort before August 12, 2010.

You must make your **room reservation prior to AUGUST 12, 2010** to receive our group rate. Please call **1-800-624-6988** 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 12th from 3:00 p.m. – 6:00 p.m. in front of Banquet Rooms 1, 2 & 3. WV Sheriffs' Association retail products will be available to purchase at the registration check-in area throughout the conference.

Sheriffs' Association Membership Business Meeting

The Association 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 12th from 1:00 p.m. – 3:00 p.m. in the Terrace room of the Wilson Lodge. This room is located directly above the hotel registration area.

Training Schedule

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 2011 WV Sheriffs' Association Board of Directors. Nomination forms will be faxed out prior to the meeting. Conference registration will take place in front of Banquet Rooms 1, 2 & 3 in Wilson Lodge from 3:00 – 6:00 p.m. The exhibit hall will be open from 3:00 p.m. – 7:00 p.m. in Fort Henry and dinner will be served at 7:00 p.m. Dinner will take place in Glessner Auditorium. Our scholarship recipients will be honored during the meal. We'll have our 4th 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. 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.

Monday morning - We will begin in the Banquet rooms of Wilson 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.

Monday evening - We will have our dinner at 7:00 p.m. Dinner will be served in Glessner Auditorium. Perfection Uniform will be there to present a national uniform award to our Sheriffs. Dress attire is business casual.

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 4:00 p.m.

Law Enforcement Agenda - subject to change; Pending 10 supervisory l.e.t. credits

- Leadership Re-Think - Stephen Gower
- What Do They See When They See You Coming?
- Financial Investigative Techniques - Sheriff Jeff Sandy, Wood County
- Best Practice: Multi-Disciplinary Investigative Teams - Cpl. Martin, Greenbrier Co.
- Update of Code - Stalking, Sexual Assault & Domestic Violence - John R. Teare, Jr.
- Domestic Violence Policy Update
- Concealed Weapons Permit Process - Sgt. Dayton Mayle, Taylor Co. Sheriff's Office

Tax Deputy Agenda Highlights

- Sheriff's Manual Update
- Policy and Procedure Writing - Chris Tatum, Cabell Co.
- New Delinquent Land Procedures
- Roundtable & Business Meeting

Directions to Oglebay Resort

Oglebay is located on Rt. 88 N in Ohio County, near Wheeling, WV. It is about 4 miles off of I-70 at exit 2-A. The conference will take place in Wilson Lodge. For directions, go to www.oglebay-resort.com.

Don't forget the deadline: 1) Register for your room by calling the resort before August 12th, 2) Register for the conference with the enclosed form before August 12th.

ANNUAL IN-SERVICE TRAINING FOR SHERIFFS AND TAX DEPUTIES
OGLEBAY RESORT, WHEELING
September 12 - 14, 2010

Registration Check-In: Sunday, September 12th 3:00 to 6:00 p.m.

FEE FOR SHERIFFS, DEPUTIES, AND OTHER COUNTY EMPLOYEES IS \$159.00 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 \$159.00 = _____

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 12th** to:

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

Make Checks Payable to: WV Sheriffs' Association