



NM Sheriffs' Association
Executive Secretary's
Training



REGISTRATION FORM

PLEASE TYPE OR PRINT CLEARLY

AGENCY/DEPARTMENT _____

ADDRESS _____

PHONE _____ EXTENTION _____ FAX _____

CONTACT PERSON _____ EMAIL _____

ATTENDEE INFORMATION

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

Hotel information

Best Western Plus The Four Corners Inn 4751 Cortez Way, Farmington, NM 87402
(505) 564-8100 is at \$81.00 a night. **Need to ask for the local government rate.**

or

TownePlace Suites by Marriott 4200 Sierra Vista Dr., Farmington, NM 87402
(505) 327-2442 is at \$94.00 a night

Email Completed Registration Forms to: nmsheriff17@gmail.com or Fax to 505-891-0058

Questions Call Steve Poswiatowski 505-328-0569 or Di Offerle 505-334-7028



**NM Sheriffs' Association
Executive Secretary's
Training**



AGENDA

Dates: April 9 & 10, 2019
Times: 0800 – 1700
Location: San Juan County Sheriff's Office
 211 S. Oliver Drive
 Aztec, NM 87410
 Training Rooms A & B

Tuesday April 9, 2019

<u>Time:</u>	<u>Course:</u>	<u>Instructor/Presenter:</u>
0800-0900	Welcome & Facility Tour	Sheriff R. Shane Ferrari
0900-0945	Executive Assistant Importance	Lt. Kevin Burns
0945-1000	Break – Refreshments	
1000-1100	Finance & Grants	Undersheriff Cory Tanner
1100-1200	Evidence	Michelle Constant
1200-1300	Lunch (Provided)	
1300-1400	Procurement Process	Diana Chapman
1400-1500	Record Keeping/UCR/IPRA	Jennifer C. and/or Mellanie C.
1500-1515	Break – Snacks	
1515-1615	DPS Requirements	TBD
1630-1700	Open Forum/Questions/Discussion	Di Offerle and Presenters
1830-2030	Social Gathering and Dinner	TBA

Wednesday April 10, 2019

<u>Time:</u>	<u>Course:</u>	<u>Instructor/Presenter:</u>
0800-0900	Social Media	Jayne Harcrow/Capt. Current
0900-1000	Civil Process/Extradition	Lt. Hamlin/Civil Records
1000-1015	Break – Refreshments	
1015-1100	Sex Offender Registration	Jessica Miller
1100-1200	Recruiting/Background/Hiring folders	Lt. Jamison/Sgt. McCall
1200-1300	Lunch (Provided)	
1300-1400	NCIC	Eli Lisko
1400-1445	Sheriff's Support Staff	SJCSO Foundation Board
1445-1500	Break – Snacks	
1500-1600	IA Procedures, Biased Based Profiling	Capt. Brice Current
1600-1630	Commissions/Special Deputies	Exec Office Asst Di Offerle
1630-1700	Open Forum/Questions/Discussion	Di Offerle and Presenters

***All schedule items, times, instructors, and presenters are subject to change.**