



MISSOURI SHERIFFS' ASSOCIATION

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ADMINISTRATIVE PROFESSIONALS WORKSHOP

April 11-13

**Margaritaville
Lake Resort
Lake of the Ozarks**



TRAINING TOPICS:

- Social Intelligence: Discovering You and Working with Others
- Sex Offender Registration with Q&A
- The ABCs of Sheriff's Office Fees and Accounts
- Recoupment of Jail Expenses
- Legal Updates
- Facebook for Law Enforcement
- The Best of The Best

WORKSHOP INCLUDES:

Quality Practical Training

Early Bird Session: Social Intelligence: Discovering You and Working with Others

Evening Event

Join us on Wednesday, April 12 at 6:00 p.m.
The evening will include a silent auction, wine, hors d'oeuvres and a dessert bar.

Networking and Round Table Discussions

WHO SHOULD ATTEND:

Administrative Assistants, Warrant Clerks, CCW Clerks, Office Personnel and Jail Personnel

Accepting donations for the silent auction.



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ADMINISTRATIVE PROFESSIONALS WORKSHOP

MONDAY, APRIL 10

3:00p - 5:00p EARLY CONFERENCE REGISTRATION *Outside Parasol I*

TUESDAY, APRIL 11

8:00a REGISTRATION *Outside Parasol I*

9:00a - 11:30a Social Intelligence: Discovering You and Working With Others (1.5 Hrs) *Jason Shackles, Johnson County Sheriff's Office* *Windgate*

1:00p - 2:00p **Opening Ceremony** *Sheriff Will Akin* *Parasol I*

2:10p - 3:00p Sex Offender Registration - Tier Classification (2.5 Hrs) *Victor Pitman, MSA and Tricia Ramage, Christian County Sheriff's Office* *Parasol I*

3:00p - 3:20p *Networking Break*

3:20p - 4:30p Sex Offender Registration Continuation with Q&A *Continued* *Victor Pitman, MSA and Tricia Ramage, Christian County Sheriff's Office* *Parasol I*

4:35p GROUP PHOTO *Main Lobby*

5:30p - 6:30p **Welcome Reception** *Chill Bar*

WEDNESDAY, APRIL 12

7:00a - 8:00a **Breakfast** *Parasol II*

8:00a - 9:50a The ABCs of Sheriff's Office Fees and Accounts (4 Hrs) *Kevin Merritt, Executive Director MSA* *Parasol I*

9:50a - 10:10a *Networking Break*

10:10a - 12:00p The ABCs of Sheriff's Office Fees and Accounts *Continued* *Kevin Merritt, Executive Director MSA* *Parasol I*

12:00p - 1:00p **Lunch** *Parasol II*

1:00p - 2:50p Recoupment of Jail Expenses (2 Hrs) *Jason Shackles, Johnson County Sheriff's Office* *Parasol I*

2:50p - 3:10p *Networking Break*

3:10p - 4:30p Recoupment of Jail Expenses *Continued* (1.5 Hrs) *Jason Shackles, Johnson County Sheriff's Office* *Parasol I*

7:00p **Evening Event** SILENT AUCTION - BINGO - CORNHOLE GAMES - SNACKS/CASH BAR

THURSDAY, APRIL 13

7:00a - 8:00a **Breakfast** *Parasol II*

8:00a - 9:50a Legal Updates (2 Hrs) *Kevin Merritt, Executive Director MSA* *Parasol I*

9:50a - 10:10a *Networking Break*

10:10a - 11:00a Facebook for Law Enforcement (1 Hr) *Melissa Dahms, Franklin County Sheriff's Office* *Parasol I*

11:10a - 12:00p The Best of The Best (1 Hr) *Piet Van Waard* *Parasol I*

12:00p *Closing Remarks*



2023

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REGISTER ONLINE: MOSHERIFFS.COM

County _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____

Phone _____

ATTENDEES:

Name _____

Title _____ Email _____

Name _____

Title _____ Email _____

Name _____

Title _____ Email _____

Bill my credit card. VISA _____ MC _____ Discover _____ Total Billed \$ _____

_____ - _____ - _____ Exp _____

3 Digit Security Code _____ (Located on back of card)

Name as it appears on credit card: _____

Complete Address as it appears on credit card billing: _____ Same as above

Enclosed is a check/money order in the amount of \$ _____ # _____

Please make payable to: Missouri Sheriffs' Association

Please invoice me.

Signature _____

Questions? Contact Jeanne at 573-529-6900 or jeanne@mosheriffs.com

DEADLINE:
MARCH 12

COST:

\$250 per person
*Includes 2 breakfasts,
1 lunch, breaks and an
evening event*

LODGING:

**Margaritaville
Lake Resort**
494 Tan Tar A Drive
State Rd KK
Osage Beach, MO
573-348-3131
\$129.00 Gov. Rate
Code: SHAP
Deadline: March 12

RETURN TO:

**Missouri Sheriffs'
Association**
Attn: Gina Kauffman
6605 Business 50 West
Jefferson City, MO 65109
Fax 573-635-2128
gina@mosheriffs.com