

# SHERIFFS' ASSOCIATION OF TEXAS



Steve M. Westbrook, Executive Director

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**Gary Maddox**  
President  
Sheriff, Lamb County  
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**Gerald Yezak**  
First Vice-President  
Sheriff, Robertson County  
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Pecos, Texas

**Larry G. Spence**  
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Raymondville, Texas

**Contact:**  
[info@txsheriffs.org](mailto:info@txsheriffs.org)

**Website:**  
[www.txsheriffs.org](http://www.txsheriffs.org)

**TO:** Texas Sheriffs' Administrative Assistants

**FROM:** Steve Westbrook, Executive Director

**DATE:** October 6, 2017

**RE:** 15<sup>th</sup> Annual Training Conference for the Sheriff's Administrative Assistant

This year, the 15<sup>th</sup> Annual Training Conference for the Sheriff's Administrative Assistant will be held at Grand Hyatt San Antonio, November 27-30, 2017!

Keeping your training needs, as well as your recreation and relaxation needs in mind, the conference is shaping up to be an educational and entertaining event with something for everyone, providing you with a healthy balance between!

Through networking and training, the Conference promises to provide a wealth of information to both veteran Sheriffs' Assistants and those who are new to their positions. There is no doubt that this exchange of ideas will be priceless to you, your Sheriff, and the county you serve.

Please join us and get to know your peers in this wonderful law enforcement family. We encourage attendees to participate in all training and networking activities to receive the maximum benefits from this event.

In the conference packet you will find registration and hotel information, as well as a tentative agenda.

We look forward to seeing you in San Antonio!

# Sheriffs' Association of Texas

15<sup>th</sup> Annual Training Conference  
for the Sheriff's Administrative Assistant  
November 27-30, 2017 \* San Antonio, Texas

*\*Please return this form no later than November 17th in order to be included in the directory.*

## REGISTRATION APPLICATION

 Please print information

Check for TCOLE hours submission

/ /

Name

PID# (required for credit) & D.O.B

Name to be printed on badge (if different from above)

SAT Member ID#

Title

Agency

Agency Address

City, ST, Zip

Contact Phone #

Email Address

Guest (not attending training)

Guest Name as to appear on badge. Name Badge must be worn and scanned during meals and social events.\*

## PAYMENT OPTIONS

Conference Registration Fee: \$125.00    Guest Registration Fee: \$75.00    Total Due: \$ \_\_\_\_\_

Cash       Check, made payable to *Sheriffs' Association of Texas*

Credit Card: Type: \_\_\_\_\_     -     -     -

Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Email, Mail or Fax Registration Form to:

Sheriffs' Association of Texas

Attn: Admin Conference Registration

1601 S. Interstate 35

Austin, TX 78741-2503

Phone: 512.445.5888    Fax: 512.445.0228

Email: edward@txsheriffs.org

X.

Signature

Billing Address, if different from above

*Classroom space is limited to Registered Attendees. Guests are invited to Meals and Social Events only.  
These events are intended for registered Adult guests.*

# Sheriffs' Association of Texas

## 15<sup>th</sup> Annual Training Conference

### for the Sheriff's Administrative Assistant

*All events to take place at Grand Hyatt San Antonio unless otherwise noted.*

***Tentative Training Schedule is subject to change.***

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**Mon, November 27, 2017**    **Tues, November 28, 2017**    **Wed, November 29, 2017**    **Thurs, November 30, 2017**

**2:00 pm - 5:30 pm**  
Conference Registration  
Check-In

**6:00 pm - 8:00 pm**  
Welcome Reception\*  
Meet & Greet

Breakfast  
*(on your own)*

**9:00 am**  
Welcome

**9:15 am - 10:30 am**  
Training

**10:30 am - 11:00 am**  
Break

**11:00 am - 12:00 am**  
Training

**12:00 noon**  
Lunch\*  
*(Provided by SAT)*

**1:30 pm - 2:30 pm**  
Training

**2:30 pm - 3:00 pm**  
Break

**3:00 pm - 4:00 pm**  
Training

*(Dinner on your own)*

Breakfast  
*(on your own)*

**9:00 am - 10:30 am**  
Training

**10:30 am - 10:45 am**  
Break

**10:45 am - 12:00 pm**  
Training

**12:00 pm**  
Lunch\*  
*(provided by SAT)*

**1:30 pm**  
Group Photo

**2:00 pm - 3:30 pm**  
Training

Open Afternoon

*(Dinner on your own)*

Breakfast  
*(on your own)*

**9:00 am - 12:00 pm**  
Training

**Conclusion of Conference**

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*\*Registered Guests are Welcome!*

#### **Topics:**

***Social Media / Effective Communication / Texas Attorney General's Office Programs & Services  
Organizational Skills / Sheriff's Administrative Assistant Duties and more...***

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# Sheriffs' Association of Texas

15<sup>th</sup> Annual Training Conference  
for the Sheriff's Administrative Assistant  
November 27-30, 2017 \* San Antonio, Texas

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## **HOUSING RESERVATION INFORMATION**

Grand Hyatt San Antonio  
600 East Market St  
San Antonio TX 78205

November 27-30, 2017

[Reserve your room Today!](#)

*Reservation Deadline is November 13, 2017*

**Room Rates: \$139.00 (Single/Double occupancy)  
Plus applicable taxes**

**Check in - 4:00 pm; Check out - 11:00 am**

Hotel amenities include:

Complimentary Wi-Fi

Discounted Self-Parking \$25 per day (overnight guests only)

Heated 5th Floor Rooftop Pool

24-Hour Stay-Fit Fitness Center

## HELPFUL INFORMATION AND REMINDERS

- Send Registration Form to SAT via email to **edward@txsheriffs.org** or FAX to **512-445-0228**.
- If more than one person is attending, please fill out a separate registration form for each person.
- Discounted Self Parking. \$25.00 (overnight guests only)
- Hotel reservations will only be accepted through the reservation link.
- **Reservation cut off date is November 13, 2017.**
- Conference Registration Check-in begins on **Monday, November 27, 2017 at 2:00 pm**.
- Name Badge must be worn and scanned for all events, replacement badges will be \$5.00.
- Dress is CASUAL throughout the Conference. Use your own good taste in interpreting CASUAL. The training classrooms have a tendency to be COLD! Bring a jacket.
- Call SAT at **512-445-5888** with any questions. Remember, there are NO silly questions. Well...
- Any hotel questions, call their main number at **210-224-1234**. This is NOT the reservation line.
- Spouses or travel guests are welcome to come to the meals and social events\*. ***You must register them and pay the guest fee.*** The training is *restricted* to participants.
- ***The conference is intended for the Sheriff's Secretary, Administrative Assistant or Executive Assistant or any other person who performs similar duties for the Sheriff. Therefore training topics reflect that interest genre.***

**\*Meals and Social Events are intended for registered Adult guests only.**

