PACKET
FOR
CRIMINAL INVESTIGATORS

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ANNUAL FALL CONFERENCE
Music Road Resort and Convention Center
303 Henderson Chapel Road
Pigeon Forge
October 12-14, 2016

REGISTRATION AND RESERVATIONS
Criminal Investigators

Registration Form and Fees: A completed Registration Form, **with payment**, must be received (not postmarked) at the TNDAGC, 226 Capitol Blvd., Suite 800, Nashville, TN 37243-0890, by close of business on September 6, 2016. Checks should be made payable to the TN District Attorneys General Conference.

The Registration Fee for Criminal Investigators is:

$125 ***if received by Sept 6*** **$175** ***if received after Sept 6***

Registration Forms will not be processed until payment is received. The registration fee for employees of District Attorney's Offices will not be considered a reimbursable expense through the state.

Cancellation Policy: Registration fees are non-refundable.

On-site registration: 3:00 p.m. - 5:30 p.m., Tuesday, October 11, 2016, in the Lobby of the Music Road Resort Convention Center, and each day Wednesday, Thursday, Friday.

Travel Claim Reimbursement Policy: If you are a state paid employee of the TNDAGC and you choose to have a private room (no roommate), you will be responsible for paying the room rate of $120.00, plus tax, per night, but you will be reimbursed $44.50, plus tax, per night, which is one-half of the state per diem rate for Sevier County, and you will be responsible for the remaining $75.50, plus tax, per night. If two State paid TNDAGC employees share a room at Music Road Resort or Holiday Inn Express Hotel or Springhill Suites by Marriott, each will be responsible for paying $60.00, plus tax, per night and will be fully reimbursed $60.00, plus tax, per night. If you are a County employee and room with a State paid TNDAGC employee, you will be responsible for paying $60.00, plus tax, per night. Upon return from the Annual Fall Conference, you will file a travel claim as you would with any other travel. Please put on your travel claim, the name of the employee you roomed with, if applicable.

HOTEL INFORMATION:

Music Road Resort – located at 303 Henderson Chapel Road, Pigeon Forge

- **Room Rate**: $120.00, plus tax, per night, based on double-occupancy
- **Reservations:** Call 1-855-790-4646 and ask for TN District Attorneys General Office block or go online to: https://book.b4checkin.com/musicroad/index.asp?checkInDate=10/10/2016&checkOutDate=10/14/2016&roomGroup=1&bookid=5665&adults=1&children=0&month=10&year=2016&ddlbindex=2&corp=&ddh=1 Red Tabs will show room types and options to choose from. If you need personal assistance, call 1-855-790-4646. You will be responsible for room, tax, and incidentals.
- **Cut-Off Date:** For the group rate is **September 10, 2016.**

  Cancellations: Cancellation should be no less than 72 hours prior to arrival to avoid a penalty. For last minute changes or cancellation, you will need to contact Heather Sims, On-Site Reservations Coordinator, at 865-286-1782 or by email at hsims@musicroadresort.com for written proof of request.
  Any NO SHOW will get charged for all nights of the stay. The Manager on duty will try and contact you to see if you are still coming to hold the room and will not release it without your direction. The TNDAGC will not be responsible for No-Shows.
- **Check-In** time is 4:00 p.m. and **Check-Out** time is 11:00 a.m.
- **Complimentary Self-Parking; Wi-Fi; and Hot Breakfast** 6 a.m. – 10 a.m.

Holiday Inn Express Hotel - (over-flow hotel) located at 308 Henderson Chapel Road, Pigeon Forge. (across the street from Music Road Resort and Convention Center)

- **Room rate**: $120.00, plus tax, per night, based on double-occupancy
- **Reservations:** Call 1-888-774-4366 or 1-866-272-7095, mention **Group Code TDA**.
- **Cut-Off Date:** For the group rate is **September 10, 2016.**
- **Cancellations:** Cancellation should be no less than 72 hours prior to arrival to avoid charge of one night's room & tax.
- **Check-In** time is **3:00** p.m. **Check-Out** time is **11:00** a.m.
- **Complimentary Self Parking; Wi-Fi; Hot & Cold Breakfast Bar** 6:30 a.m. – 10:00 a.m.

Springhill Suites by Marriott - (over-flow hotel) located at 120 Christmas Tree Lane, Pigeon Forge. (0.6 miles or 3 minutes from Music Road Resort)

- **Room rate:** $120.00, plus tax, per night, based on double-occupancy
- **Reservations:** Call on-site number 865-453-4514 or off-site 1-800-MARRIOTT. **Group Code is DAGC.**
- **Cut-Off Date:** for the group rate is **September 10, 2016.**
- **Check-In** time is **4:00** p.m. **Check-Out** time is **11:00** a.m.
- **Cancellations:** Cancellation should be no less than 72 hours prior to arrival to avoid charge of one night's room & tax.
- **Complimentary Self Parking; Wi-Fi and Hot Breakfast Buffet** 6:30 a.m. – 9:00 a.m.

If you are unable to obtain a room at the Music Road Resort, Holiday Inn Express Hotel or Springhill Suites by Marriott before the cut-off date of September 10, please contact Alice Ann Ferguson at TNDAGC at 615-532-1845, for assistance.

Criminal Investigators Agenda:

Oct. 11: Registration 3:00 – 5:30
Oct. 12: Registration 7:30; Opening Remarks 8:15; Classes 9:00-5:00
Oct. 13: Registration 8:00; Classes 8:30-5:00
Oct. 14: CLEAR Training 8:30-10:00

District #_____
(Office Use Only)

TNDAGC
ANNUAL FALL CONFERENCE
Music Road Resort and Convention Center
October 12-14, 2016

REGISTRATION FORM

ATTENDEE_____ **BD. PROF. RESP. #**_____
(CLE)

TITLE_____ **DISTRICT**_____

OFFICE ADDRESS_____

CITY_____**ZIP**_____**OFFICE PHONE #**_____

Registration Fee:	**Received by Sept. 6**	**Received after Sept. 6**
☐ **District Attorney General or Assistant District Attorney**	**$325**	**$475**
☐ **Criminal Investigators**	**$125**	**$175**

Amount Enclosed: $_____ **Check Number**_____

If Registration Fee is to be paid by Grant funds, please specify type: ☐**DUI** ☐**VOCA** ☐**STOP** ☐**CHILD SUPPORT**

TENNESSEE CRIMINAL INVESTIGATORS ANNUAL CONFERENCE
MUSIC ROAD RESORT – PIGEON FORGE
OCTOBER 12-14, 2016

AGENDA

TUESDAY, OCTOBER 11, 2016

3:00 P.M – 5:30 P.M. **EARLY REGISTRATION** ***(Convention Center Lobby)***

WEDNESDAY, OCTOBER 12, 2016

The Criminal Investigators will convene in the Convention Center for the morning General Session.

7:30 A.M. – 8:30 A.M. **REGISTRATION** ***(Convention Center Lobby)***

8:15 A.M. – 8:45 A.M. **OPENING REMARKS**
- Jerry Estes, TNDAGC Executive Director
- General Jimmy Dunn, 4th Judicial District, TNDAGC President
- Other Speakers t.b.a.

8:45 A.M. – 9:00 A.M. ***BREAK***

9:00 A.M. – 10:00 A.M. **WHAT EVERY PUBLIC SAFETY OFFICIAL SHOULD KNOW ABOUT VERBAL DE-ESCALATION (1.0 hr.)**
- Harry P. Dolan, Ret. Police Chief, Raleigh, NC
  Dolan Consulting Group LLC

10:00 A.M. – 10:10 A.M. ***BREAK***

10:10 A.M. – 11:10 A.M. **WHAT EVERY PUBLIC SAFETY OFFICIAL SHOULD KNOW ABOUT VERBAL DE-ESCALATION** ***(cont'd)*** **(1.0 hr.)**

11:10 A.M. – 11:20 A.M. ***BREAK (At this time CI's report to the Dulcimer Room)***

11:20 A.M. – 12:00 P.M. **BUSINESS MEETING**
- Election of Steering Committee

12:00 P.M. – 1:30 P.M. ***LUNCH (on your own)***

1:30 P.M. – 2:30 P.M. **THE ACTIVE SHOOTER (1.0 hr.)**
- Special Agent Scott Johnson, F.B.I., Knoxville

2:30 P.M. – 2:40 P.M. ***BREAK***

WEDNESDAY, OCTOBER 12, 2016 *(continued)*

2:40 P.M. – 3:40 P.M. **THE ACTIVE SHOOTER *(cont'd)* (1.0 hr.)**

3:40 P.M – 3:50 P.M. ***BREAK***

3:50 P.M. – 4:50 P.M. **THE ACTIVE SHOOTER *(cont'd)* (1.0 hr.)**

THURSDAY, OCTOBER 13, 2016

The Criminal Investigators will convene in the Dulcimer Room in the Convention Center.

8:00 A.M. – 12:00 P.M. **REGISTRATION *(Convention Center Lobby)***

8:30 A.M. – 9:30 A.M. **COURTROOM TESTIMONY (1.0 hr.)**
- Tom Henderson, Ret. ADA, 30th JD

9:30 A.M. – 9:40 A.M. ***BREAK***

9:40 A.M. – 10:40 A.M. **CASE PREPARATION FOR INVESTIGATORS (1.0 hr.)**
- Barry Staubus, DA, 2nd JD
- Reggie Henderson, ADA, 30th JD

10:40 A.M. – 10:50 A.M. ***BREAK***

10:50 A.M. – 12:15 P.M. **CHATTANOOGA COLD CASE UNIT (1.33 hrs.)**
- Mike Mathis, Supervisor

12:15 P.M. – 1:30 P.M. ***LUNCH (on your own)***

1:30 P.M. – 2:30 P.M. **CYBERCRIME INVESTIGATONS (1.0 hr.)**
- S.A. Richard Lara, Knoxville F.B.I.
- Officer Andrew Olson, Organized Crime Unit, KPD

2:30 P.M. – 2:40 P.M. ***BREAK***

2:40 P.M. – 3:40 P.M. **CYBERCRIME INVESTIGATIONS *(cont'd)* (1.0 hr.)**

3:40 P.M. – 3:50 P.M. ***BREAK***

3:50 P.M. – 5:00 P.M. **FBI TERRORISM UPDATE (1.16 hrs.)**
- *Speaker t.b.a.*

FRIDAY, OCTOBER 14, 2016

The Criminal Investigators will convene in the Dulcimer Room in the Convention Center.

8:30 A.M. – 10:00 A.M. **WESTLAWNEXT AND PEOPLEMAP TRAINING(1.5 hrs.)**

- Susan Reale, Esq., Government Account Manager at Thomson Reuters Westlaw

ADJOURNMENT

REVISED TRAVEL REIMBURSEMENT GUIDELINES
2016
(For DA, ADA, CI)

Please note that The Annual Fall Conference Travel Claim Form can be found on the TNDAGC Intranet at http://intranet.tndagc.org or http://www.tndagc.org/oc

Due to budgetary constraints and room availability, we expect attendees to share a room.

Below is a table showing the reimbursement policy.
*County employee must send travel claim through the county for reimbursement

	Billed	Reimbursed	Out-of-pocket
Private Room	**120.00 + tax**	**~~44.50~~ + applicable tax 45.50 as of Oct 1, 2016**	**~~75.50~~ + applicable tax 74.50 as of Oct 1, 2016**
Shared Room Approved roommates are two TNDAGC employees or 1 TNDAGC and 1 County*.	**60.00 + applicable tax**	**60.00 + applicable tax**	**0.00**

If you stay at Music Road Resort and share a room with another attendee, and will require a split invoice, you MUST provide both names when making your reservations. Do NOT wait until check-in to provide the hotel with the name of your roommate. UPON ARRIVAL, be sure to tell the Clerk that each credit card should be billed for half of the anticipated charges. At check-out, each of you will receive a folio showing both names with both credit cards being billed half of all charges. (These specific steps are required by Music Road Resort's billing system.)

If you cannot share a room because of a medical condition or you are the odd person out, you must get prior permission from your General to have a private room. A letter from your General stating either case must accompany your travel claim for you to have your room fully reimbursed.

PLEASE USE THE CORRECT COST CENTER FOR YOUR CONFERENCE TRAVEL (there is a pull down list on the travel claim form on the intranet so you can select the correct cost center).

Criminal Division: 10SEM
Criminal Investigators: 10SEM

DUI Grants: Use grant cost center
STOP Grants: Use grant cost center

<u>SCENARIO A</u>: If your departure and return occurs on the same day, you are only allowed to claim mileage and any "incurred" parking expenses.
(Please see items #1 and #4 below for details.)

<u>SCENARIO B</u>: If you stay over one or more evenings attending a seminar, you are allowed to claim lodging, meals, "incurred" parking expenses, and mileage. (Please see items #1, #2, #3, #4 below for details.)

1. Standard mileage rate $ .47 per mile
(*you may claim mileage only if driving personally-owned car; if carpooling, <u>only</u> the driver may claim mileage)*

2. Lodging
Please note that the following rate is the contracted rate for this conference. If you are charged a rate other than the one listed, please contact Alice Ann Ferguson before you leave the hotel.
$120.00 + tax (Music Road Resort, Holiday Inn Express Hotel, Springhill Suites by Marriott)

Upon return from the Annual Fall Conference, you will file a travel claim as you would with any other travel. Please put on your travel claim, the name of the employee you roomed with, if applicable.

3. <u>Maximum</u> meals & incidentals $51.00
Sevier County (Pigeon Forge) ($11/$12/$23/$5)
If you are provided more than a single full lunch meal during the Conference, you should deduct $12.00 for each lunch meal from the per diem for that day.

Day of departure and return, you shall claim 75% of maximum allowance
(75% of $51) $38.25 per day

NOTE: The CONUS rate is 75% of maximum meals & incidentals for day of departure and/or day of return. If you travel to and from a seminar in the same day, you are <u>not</u> eligible for reimbursement of meal expenses.

It is <u>not</u> necessary to keep meal receipts.

4. <u>Parking</u> - Music Road Resort, Holiday Inn Express Hotel, and Springhill Suites by Marriott offer complimentary self-parking. (If you incur parking costs elsewhere, please keep parking receipts over $8.00 for travel reimbursement purposes.)

Claim form must be completed in its entirety and signed by YOU and YOUR District Attorney General. All signatures must be original, no faxed copies are allowed. Please mail the claim form and all supporting documents <u>within 30 days</u> to: TNDAGC, 226 Capitol Blvd, Suite 800, Nashville TN 37243-0890.

If you have questions regarding your travel claim, please call Cindy Davis at 615-532-1863 or send an email to cwdavis@tndagc.org.

IMPORTANT NOTICE

In order to cut expenses, the TNDAGC will not provide handouts at the Annual Fall Conference. We have established a website to download the conference handouts and other important information regarding the conference.

Handouts will be available for downloading beginning October 1, 2016. You may download it to your laptop or print out the materials for your own convenience. Please be aware that some speakers may not have submitted their handout material by this deadline, so it will be necessary for you to check the website periodically for any updates.

Remember to bring a "charged" laptop to class. There are not enough outlets in the room to accommodate everyone. Attorneys will receive their CLE and Evaluation forms in their registration packets when they sign in at the registration desk. The CLE forms will not be available on the website.

The website is: www.tndagc.org/oc

The website will remain open until November 30, 2016.