

OffenderWatch SOR Symposium

SAMPLE LETTER TO SUPERVISOR

Dear [ENTER MANAGER'S NAME]

I would like approval to attend the OffenderWatch SOR Symposium in New Orleans, Louisiana from April 6-8, 2020. This event is dedicated to those who manage or investigate or prosecute registered sex offenders. I would like to attend to get additional hands-on training with the OffenderWatch registry software and to bring back strategies and lessons learned to [INSERT YOUR ORGANIZATION]. It would be a good professional development opportunity for me, and I can bring new ways to improve the quality and impact of our work.

These are the Hands-on training classes I will attend:

Managing Offenders and Notifying the Public

Child Abduction and Offender Investigations

Mastering OffenderWatch: Lesser Known & Underused Features

Effective Admin of Your Registry

Reducing Rejections & Validations with NCIC Sync

I have looked at the present bios and not that all of the hands-on training classes are presented by experienced law enforcement with expertise in sex offender registry, community notification, and investigations.

Below is a list of workshops and breakout sessions I'd like to attend and their key takeaways:

Working with the US Marshals on Compliance Operations and Absconder Investigations – coordinating investigations of noncompliant or absconded offenders

What you Need to Know about International Megan's Law – this is becoming more important to us

Preparing for the NCIC Audit – 5 most common rejections and how to avoid them. Save time by reducing rejections and monthly validations. Presented by the FBI.

Child Abduction and Offender Investigations with OffenderWatch – How the SOR unit can help speed investigations

Lightening Talks – these short sessions let me see some of the add-on solutions we don't have such as OffenderWatch Express Check-in, Mobile, and Booking Alerts.

One-on-one with the OW SWAT Team – I am compiling a list of questions that we have. I will be able to sit with the experts and address our agency's specific concerns.

This event is also a networking opportunity. I will be able to meet and exchange ideas with other law enforcement from SOR units from our state, other states and tribes. I also look forward to meeting the presenters are from the US Marshals and the FBI.

The cost to attend the conference will be the registration fee, travel expenses, and hotel.

\$550	Registration Fee
~ \$650	Hotel (\$199/night Conference Rate + tax)
~ \$[estimate]	Airfare
~ \$70	Travel to/from the Airport to the Hotel
~ \$150	Meals

This is an opportunity to network with law enforcement leaders from other states, tribes and the Dept of Justice and attend valuable educational sessions to gain sex offender registry knowledge and best practices. This conference has the potential to accelerate our current work, particularly in saving officer time while improving compliance. Lastly, the amount of networking time built in will likely result in improved public safety and opportunities for more visibility to the public our sex offender registry program.

Thank you for your consideration and I hope we can discuss more this week!

Sincerely,