



## MJPS SPRING CONFERENCE MAY 10 - 12, 2011

**RUTTGER'S SUGAR LAKE LODGE RESORT**  
(Grand Rapids, Minnesota)  
37584 OTIS LANE, COHASSET, MN 55721  
1-800-450-4555

### CONFERENCE ANNOUNCEMENT

Minnesota Jail Programs & Services announces their Spring Conference to be held at the Sugar Lake Lodge, Grand Rapids, Minnesota. This conference will provide quality training, information and networking opportunities, as well as management tools to lead your organization through the 21<sup>st</sup> century. The training is coordinated through the Minnesota Sheriffs' Association.

#### GENERAL INFORMATION

**Location:** Ruttger's Sugar Lake Lodge, Grand Rapids, Minnesota.

**Lodge Reservations:** Lodging arrangements should be made by filling out the enclosed form or calling: **1-800-450-4555** and asking for block name: Minnesota Jail Programs & Services. Reservations should be made by April 15, 2011.

**Agenda:** Registration will begin at 4:30pm on Tuesday, May 10<sup>th</sup>, with a training session beginning at 7:00 p.m. On Wednesday, May 11<sup>th</sup>, a full day of training and vendor displays is planned from 8:00am to 4:45pm. On Thursday morning we will have classes from 8:30am to 11:45am, followed by the Conference Awards Banquet from 12:00 pm – 1:00pm, after which the conference will officially close.

**Training Topics:** Please see the attached list of planned training presentations.

**Exhibitor Breakouts:** On Wednesday morning vendors will be on hand to show you the latest products and services available to assist you in your day-to-day responsibilities. Exhibits are highlighted during the vendor breakouts from 9:45 – 10:15am and again from 11:45am – 12:15pm.

**Conference Banquet:** The conference luncheon banquet will be held at the end of the conference on Thursday, May 12<sup>th</sup> from 12:00pm – 1:00pm. If you think there is a chance you will not be attending the conference banquet, **please** indicate this on your registration form so we can plan for the correct number of people.

**Meals:** Breakfast is included in your lodge registration and lunch on Wednesday & Thursday will be included in your conference registration. On Wednesday night there will be a complimentary meal (food and location to be determined).

**Sessions:** You will receive evaluation forms for each class, attendees are requested to complete forms for each of the sessions.

**Special Accommodations:** Please let us know ahead of time if there are any special accommodations you will need, including dietary needs.

**Payment and Cancellation Policy:** Checks or Vouchers should be made out to the “Minnesota Sheriffs’ Association”. Invoices will be sent upon request. Please fill out registration and submit it early to take advantage of the discount. In the event a cancellation needs to be made, please submit a written request before April 25, 2011. After that date a 50% of the conference fee will be refunded until May 9, 2011. NO REFUNDS will be made after May 10, 2011.

***For Questions Contact:***

**Maureen Fitzgerald**

Minnesota Sheriffs’ Association  
1951 Woodlane Drive, Suite 200  
Woodbury, MN 55125  
Phone: 651-451-7216 x14  
Fax: 651-451-8087  
Email: [info@mnsheriffs.org](mailto:info@mnsheriffs.org)



# MJPS SPRING CONFERENCE

Member Registration

MAY 10-12, 2011

RUTTGER'S SUGAR LAKE LODGE RESORT

(Grand Rapids, Minnesota)

37584 OTIS LANE, COHASSET, MN 55721

1-800-450-4555

Reservation Deadline: April 15, 2011

PLEASE TYPE OR PRINT CLEARLY

## Attendee Information:

First Name / Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Registration Fee

**Early Bird Registration Fee - \$75.00** (received by April 8, 2011) \_\_\_\_\_  
 \* *Will be eligible for a gift certificate for a stay at Sugar Lake Lodge.*

**Regular Registration Fee - \$75.00** (postmarked or faxed after April 8, 2011) \_\_\_\_\_  
 \* *Is not eligible for gift certificate.*

**Single Day Registration @ \$50.00 each** Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

*NOTE: Registration fee includes lunch for both days. Lodging arrangements can be made by calling the resort.  
 Room Rates: Golf Course Units & Lakefront Studios \$110.18 pp for double occupancy, \$190.34 pp for single occupancy.  
 Lakefront Suites & Cottages - \$134.60 pp double occupancy, \$239.18 pp for single occupancy.  
**Room rates are for the entire stay.**  
 Single day registration includes lunch for that day only (except Tuesday).*

## Planning Information

How many years have you been working in programs? \_\_\_\_\_ Years

Have you already received your recognition coin? Yes No

Do you plan to attend the Tuesday Night Training? Yes No

Do you plan to attend the Lunch Awards Banquet on the Thursday 5/12/11? Yes No

**Note:** If there is a chance that you think you will not be staying for the meal please answer "no" now.  
 Each year we pay hundreds of dollars for meals that are ordered but are not used.

Would your county send you if you could share a room with another county to save on costs? Yes No  
 If yes, please feel free to contact: Jeff Pollreis, Stearns County, 320-259-3759.

**VOUCHERS AND CHECKS PAYABLE TO: Minnesota Sheriffs Association** Total: \_\_\_\_\_

Enclosed is my voucher # \_\_\_\_\_ or check # \_\_\_\_\_  
 (Submit payment or vouchers for groups together - each person must complete a registration form)

\_\_\_\_\_ Please bill me. Submit the invoice to: \_\_\_\_\_

We understand that circumstances arise that may require you to cancel. However, no full refund will be made unless a written request is received on or before April 25, 2011; after that date 50% of the conference fee will be refunded up until May 9, 2011. NO refunds will be made after May 10, 2011.

RETURN THIS COMPLETED REGISTRATION FORM TO:

MINNESOTA SHERIFFS ASSOCIATION, 1951 WOODLANE DRIVE; WOODBURY, MN 55125 PHONE: 651-451-7216 FAX: 651-451-8087

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[www.sugarlakelodge.com](http://www.sugarlakelodge.com)

There are many different options when it comes to lodging at Sugar Lake Lodge. Here is some clarification so there will be no misunderstandings when it comes to booking your room.

You can view information and pictures of their rooms on the web at:  
<http://www.sugarlakelodge.com/accommodations/>

**Prices are as follows and include all taxes/fees and for the entire stay (2 nights):**

Golf Course Units & Lakefront Studios

\$110.18 per person for double occupancy – for your entire stay  
\$190.34 per person for single occupancy – for your entire stay

Lakefront Suites & Cottages

\$134.60 per person for double occupancy – for your entire stay  
\$239.18 per person for single occupancy – for your entire stay

**Also included in the room price; two free hot breakfasts, two lunches, one 18-hole round of golf (with cart), and a 2 hour pontoon cruise for the group.**

**PLEASE READ BEFORE BOOKING YOUR ROOM**

**When booking a room please keep in mind that the double occupancy is per bedroom, not the unit, and this does not necessarily mean that the room will have two beds.** For example: if you book a 3 bedroom golf course unit, you will need to have 6 people (2 in each bedroom) to get the double occupancy rate. This may mean sharing a bed in some of the units. Keep in mind that since there may be only one bed in a bedroom someone could pay for single occupancy, have their own room, and you could all share an awesome space.





# 2011 Spring Conference

## Tuesday, May 10<sup>th</sup>

4:30 p.m. – 7:00 p.m.	Early Registration
7:00 p.m. – 8:30 p.m.	<b>Personal Protection Mindset</b>

## Wednesday, May 11<sup>th</sup>

7:30 a.m. – 8:00 a.m.	Registration	
7:00 a.m. – 8:00 a.m.	Breakfast (provided by Sugar Lake Lodge)	
8:00 a.m. – 8:15 a.m.	Welcome	
8:15 a.m. – 9:45 a.m.	<b>Dan Hegstad – Taming the Stress Monster</b>	
9:45 a.m. – 10:15 a.m.	Vendor Break	
10:15 a.m. – 11:45 a.m.	<b>Addressing Fatherhood with Men Who Batter</b>	<b>De-escalation Techniques</b>
11:45 a.m. – 12:15 p.m.	Vendor Break	
12:00 p.m. – 1:00 p.m.	Lunch (provided)	
1:00 p.m. – 2:30 p.m.	<b>Programmer to Programmer</b>	
2:30 p.m. – 2:45 p.m.	Break	
2:45 p.m. – 3:15 p.m.	<b>MJPS Business Meeting</b>	
3:15 p.m. – 4:45 p.m.	<b>Dangerous Jails By Design</b>	<b>Data Privacy/Legal Issues</b>

## Thursday, May 12<sup>th</sup>

7:00 a.m. – 8:00 a.m.	Breakfast (provided by Sugar Lake Lodge)	
8:30 a.m. – 10:00 a.m.	<b>Mike Kutzke – Dealing with Change and Negativity</b>	
10:00 a.m. – 10:15 a.m.	Break	
10:15 a.m. – 11:45 a.m.	<b>Security Threat Groups</b>	TBD
11:45 a.m. – 12:00 p.m.	Break	
12:00 a.m. – 1:00 p.m.	<b>Awards Banquet</b>	



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TOPICS FOR PROGRAMMER TO PROGRAMMER

**WE NEED YOUR HELP:** In order to make the most of our time during our "Programmer to Programmer" class on Wednesday afternoon, please let us know topics you would be most interested participating in. You may also list a topic that you would really like to see in this discussion if it is not listed.

**Please circle your top three and return with your registration.**

1. Volunteer Recruiting: Retaining, Training, Problems, Recognition
2. Work Release, STS, Inmate Workers: Maintaining a good program, working with STS, Creative Ways to Use Inmate Workers
3. Recreation: issues arising, injuries, innovation, equipment
4. Educational Programming: sharing ideas, suggestions, what's working, what isn't, bring examples of curriculums to share before others buy
5. Religious Programming: new policies, who are allowing what, documentation, meals, books, etc.
6. Vocational Training: What to do in this troubled economy with more people coming to jail with no jobs.
7. Female Specific Programming: Why needs are different, what specific programming is out there?
8. Release Planning: When you think you can't...you can talk with other programmers. What jails are doing release programming? How did they get started? Maintaining a good program. Grants available.
9. Grants: Talking with other programmers/jails about grants they have received and what are out there. Sharing examples of grants that have been written.
10. Other: Please list here any other ideas you have that have not been mentioned: \_\_\_\_\_

Name: (Optional) \_\_\_\_\_



# Sugar Lake Lodge Welcomes Minnesota Jail Programs & Services

May 10 to May 12, 2011

Reservation Deadline – April 15, 2011    Deposit Amount \$100  
Each participant is required to fill out a registration form.



## Guest Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Arrival Date \_\_\_\_\_

Departure Date \_\_\_\_\_

Meals include 2 Breakfasts & 2 Lunches.

## Dietary Special Requests

\_\_\_\_\_  
\_\_\_\_\_

## Accommodation Special Requests

\_\_\_\_\_  
\_\_\_\_\_

If you wish to extend your stay, conference lodging rates are extended to 3 days prior to & 3 days after the conference.

## Lodging Information

### *Lakefront & Townhouse Studio Hotel Rooms*

One King Bed or 2 Twin Beds, small refrigerator, microwave & coffee maker.

- \$110.18 per Person Double Occupancy  
Sharing w/ \_\_\_\_\_
- \$190.34 per Person Single Occupancy

### *Two Bedroom Townhouse*

Living Room w/ Gas Fireplace, Kitchen, Dining Room, One King or 2 Twins in Each Bedroom, 1 ½ baths.

- \$110.18 per Person Double Occupancy  
4 Guests in 2 Bedrooms    Sharing w/  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

- \$190.34 per Person Single Occupancy  
2 Guests in 2 Bedrooms  
Sharing w/ \_\_\_\_\_

### *Lakefront Suites*

Living Room w/ Gas Fireplace, Kitchen, Dining Room, Master Bedroom w/ 1 Queen Bed & Double Jacuzzi Tub.

- \$134.60 per Person Double Occupancy  
Sharing w/ \_\_\_\_\_
- \$239.18 per Person Single Occupancy

**Check-in** after 4:00 PM. **Check-out** by 12:00 Noon.

## Payment Information

- Check (please enclose check with form)
- Credit Card (Will be charged upon Receipt)

Visa / MasterCard / Discover

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

## Deposit

*Total deposit enclosed/charged is:*

\$ \_\_\_\_\_ for \_\_\_\_\_ person/people

## Cancellation/Refund Policy

Deposits are refunded up to 14 days prior to your arrival for any changes or cancellations. For any cancellations made within 14 days, you will be responsible for the entire amount of the package. This applies to late arrivals & early departures.

## Acceptance Signature:

\_\_\_\_\_

## Mail or Fax your form to:

Sugar Lake Lodge  
PO Box 847, Grand Rapids, MN 55744  
Fax: 218-327-0454

Questions? Call us at 1-800-450-4555

[www.sugarlakelodge.com](http://www.sugarlakelodge.com)