



**January 3, 2024**

**Dear Sheriffs/Jail Administrators/Time keeping personnel,**

I would like to take this time to let you know that we will be hosting a Sentence Management Training in Henry County at the 911 Building on January 16, 2024, at 9:00 AM for the West Tennessee Counties. The address for the 911 Building is, 204 North Brewer Street, Paris, TN 38242.

I would encourage any person(s) at your county jail that deals with felony inmate time to attend this training as this will be beneficial to their job duties. Also, I would encourage any of you to please bring any questions, problems or concerns that your county has to the training, and we will do our best to address and answer those.

If you and anyone in your county would like to come, please let me know by Wednesday, January 10<sup>th</sup>, 2024.

A handwritten signature in blue ink that reads "Melinda Toney". The signature is fluid and cursive.

Melinda Toney  
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