

## BASIC JAIL ADMINISTRATION TRAINING

The Correctional Management Institute of Texas is offering a comprehensive week-long Basic Jail Administration Training for individuals responsible for County jail operations. The training will be held at the George J. Beto Criminal Justice Center in Huntsville, Texas. The program was developed in conjunction with the Sheriff's Association of Texas, the Texas Jail Association, and the Texas Association of Counties to provide critical information to individuals operating Texas county jails.

Selected participants in this 40-hour program will be provided information relating to jail administration including, risk management, jail standards, policies and procedures, jail staffing, budget management, and inmate supervision. In addition, topics such as leadership skills, management techniques, strategic planning, and influencing the organizational culture will also be part of the curriculum. The program is presented by state and nationally recognized instructors with experience in jail or county operations.

The Institute is now accepting nominations for the class to be held May 31 – June 5, 2009. The class will be limited to no more than 30 participants. The participant **must** be nominated by his/her Sheriff. **Please send in only one nomination form along with a letter giving a brief description of the nominee's job responsibilities, the benefit of this class to your agency, and why the nominee should be accepted.**

This program is provided at no cost to selected participants. Meals and lodging are included. The participant or sponsoring agency is responsible for travel to and from the training site.

### Agency Responsibility

- ▶ Nominate a person who is in the position of Jail Administrator or its equivalent;
- ▶ Consider diversity when making the nomination;
- ▶ Be prepared to allow the nominee to be in attendance from Sunday afternoon through the following Friday; and
- ▶ Provide transportation or reimburse the nominee for round trip mileage between duty site and Huntsville.

### **Participant Responsibility**

- ▶ Arrive at the Criminal Justice Center in Huntsville on Sunday by 4:00 PM for the opening session;
- ▶ Actively participate in training activities the entire week; and
- ▶ Prepare an action plan and put it into effect upon return to the agency.

### **Institute Responsibility**

- ▶ Consider a variety of diversity issues in selecting participants;
- ▶ Notify nominee of acceptance into the program;
- ▶ Provide 40 hours of relevant training in an atmosphere conducive to learning;
- ▶ Provide all training materials;
- ▶ Provide accommodations at the University Hotel; and
- ▶ Provide meals for participants.

If the nominee is accepted to the class, both the nominee and the nominator will receive a confirmation letter. For questions, please contact Jeana Cleaver at (936) 294-1668.