



CHAIRMAN'S MEMORANDUM

NO. 17-2005 DECEMBER 6, 2005

**TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION,
TRAINING COORDINATORS**

RE: JAIL ADMINISTRATION TRAINING PROGRAM

The Commission has received the following information from the National Institute of Corrections and is forwarding it so that you may make a determination as to the applicability of it to your agency, and whether you wish to participate in the training. Please contact Alan Richardson if you are interested in sending someone, and submit the required information as listed below.

Jail Administration

Who Should Attend

Administrators of jails in which the organizational structure includes at least one level of management between the jail administrator and shift supervisors. The jail administrator directs overall operations and delegates responsibility for many key functions to mid-level managers.

Description

This 32 hour program teaches administrators the basic skills and competencies needed to effectively manage and direct jail operations. It focuses on such topics as risk management, jail standards, policies and procedures, inmate behavior management, jail staffing, budget management, and operational assessments. During the program, participants also examine strategies for effectively delegating responsibility and their role external to the jail-with local government officials, other parts of the criminal justice system, and the community.

Applications Requirements

Applicants submit Form A ([http://www.nicic.org/Downloads/PDF/Training Forms/FormA.pdf](http://www.nicic.org/Downloads/PDF/Training%20Forms/FormA.pdf))
Applicants must also submit an organizational chart, highlighting their position in the agency.

Contact

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I encourage you and your staff to utilize the training available through the National Institute of Corrections.

Alan J. Croce, Chairman/Commissioner

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Alan J. Croce, Chairman/Commissioner

Frederick C. Lamy, Commissioner
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