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# CHAIRMAN'S MEMORANDUM

## NO. 11-2004      November 19, 2004

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**TO:** Sheriffs and Jail Administrators

**RE:** **NIC Training for Jail Administrators of Medium Sized Jails**

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I have received information from the National Institute of Corrections, offering training for jail administrators of medium sized facilities. For those administrators who are interested in this program, I encourage you to submit your application and other documents as required by the deadline of December 6, 2004. The National Institute of Corrections has provided this training on a regional basis in the past, and in March of 2005 will present it for the first time at their training center in Longmont, Colorado. Please review the information below and contact Alan Richardson of NIC if you have any questions.

*NIC Program on Jail Administration*

Dates: Mar. 7–11, 2005

Program: 05–J2601

Applications Due: Deceember 6, 2004

**Who Should Attend**

Administrators of jails with **150 to 600** beds. The jail's organizational structure should include at least one level of managerial staff between the jail administrator and shift supervisors.

**Description**

This 32-hour program teaches administrators the basic skills and competencies needed to effectively oversee and direct their jail operations. It focuses on such topics as risk management, jail standards, policies and procedures, inmate supervision and management, jail staffing, budget management, and operational assessments. During the program, the participants also examine their own leadership and motivation styles and their role external to the jail—with local government officials, other parts of the criminal justice system, and community residents.

**Application Requirements**

- 1) Applicants submit an individual application form (<http://www.nicic.org/Downloads/PDF/TrainingForms/FormA.pdf>)
- 2) Also submit a copy of your agency's organizational chart

**Contact**

Alan Richardson, Jails Division; toll-free telephone: 800–995–6429; ext. 143 or E-mail: [alrichardson@bop.gov](mailto:alrichardson@bop.gov)

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**Alan J. Croce, Chairman/Commissioner**

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**Alan J. Croce, Chairman/Commissioner**  
  
Frederick C. Lamy, Commissioner  
Frances T. Sullivan, Commissioner