National Institute of Corrections
Present training opportunity – Program #15J3504

Jail Administration

Date: May 18-22, 2015
Address: *Sussex County Sheriff*
39 High Street
Newton, New Jersey

▸ Audience:

Applicants must be the administrator of a full-service, small or medium-sized jail. The jail administrator is defined as the person who directs the day-to-day operations/management of the jail. If space allows, teams composed of both the jail administrator and the agency chief, i.e. sheriff or assistant administrator, or the jail administrator and assistant administrator will be considered for acceptance. NIC will provide the training and materials at no cost to the participant.

▸ Course Description:

Jail administrators have an important role in ensuring that jail operations are conducted in a safe, secure, humane, and legal manner. The goal of the Jail Administration program is to provide jail administrators with information and tools that can be used to fulfill this role. Jail administrators must have knowledge and skills in a wide variety of areas to oversee operations and manage specific functions. Each module of this program focuses on specific administrative responsibilities and tools including: action planning; using jail standards; managing risk; developing policy and procedure; determining staffing needs; managing the workforce; managing inmate behavior; developing a fire, safety and sanitation plan and; assessing jail operations.

▸ How to Apply:

Online registration is available at the NIC Learning Center located at http://NIC.Learn.Com. Registration is easy and instructions are provided to guide you through the process. Once you are registered, select this program, Jail ***Administration*, 15J3504** in the Training Catalog, click on the program name and press Enroll. **Application Deadline: MAY 4, 2015**

▸ Lodging, Food and Travel

Participants are responsible for their own lodging, meals and travel expenses. Lodging is available for $per day

For questions about the program contact:
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