



Jail Administration

A Partnership Training Program

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.

Criteria for Acceptance into This Training

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.

Training Date/Time and Location

22-26 June 2015 Time: 8:00 am to 5:00 pm

Eau Clair County Jail
710 Second Avenue
Eau Claire, WI 54703

Program # 15J3505

Lodging, Food, and Travel

Participants are responsible for their own lodging, meals and travel expenses.

Application Deadline

15 May 2015

How to Apply

Participants need to register with NIC to apply for this program.

NIC registration: 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 15J3505 in the Training Catalog, click on the program name and press Enroll to apply.

For More Information

Glenn A. Watson
Correctional Program Specialist
202-307-1070 or g2watson@bop.gov

