

# MID-MANAGEMENT: LEADERSHIP *for* CORRECTIONS PROFESSIONALS

## PROGRAM INFORMATION

In an effort to assist agencies in professional development and succession planning by preparing personnel serving in mid-management to senior level positions for greater responsibility, the Correctional Management Institute of Texas offers a five-day (36-hour) Mid-Management: Leadership for Corrections Professionals class for criminal justice professionals.

Mid-Management is designed to equip participants with leadership tools/topics that are required for effective leaders. The program has been sculpted to capture the most current leadership focuses and core competencies as identified by the National Institute of Corrections. Furthermore, great effort has been made in seeking the input and guidance from field practitioners and leadership in determining program relevancy and its ability to meet and measure up to its intended design and purpose.

## SCHEDULED TRAININGS

Located at the George J. Beto Criminal Justice Center at Sam Houston State University, the Correctional Management Institute of Texas will offer Mid-Management on the following dates:

PROGRAM DATES	LOCATION	PROGRAM DATES	LOCATION
February 8–12, 2021	Huntsville, Texas	February 7–11, 2022	Huntsville, Texas
August 9–13, 2021	Huntsville, Texas	May 2–6, 2022	Huntsville, Texas
December 6–10, 2021	Huntsville, Texas	August 1–5, 2022	Huntsville, Texas

## ELIGIBILITY

This training is designed for mid-level managers to senior level leaders from Texas juvenile and adult probation departments, adult and juvenile institutions, parole, and jail staff from Texas Sheriff's Offices.

Mid-Management: Leadership for Corrections Professionals is not a conference or seminar where by everyone and anyone that applies will attend. **This program is limited to 30 participants.** Staff must be nominated by their Director/Sheriff and nomination forms and letters of support must be submitted by the deadline.

Directors/Sheriffs must nominate a staff who is currently promotable or possesses the potential to be promoted into a supervisory position of greater authority/responsibility. **Agencies are limited to one nomination per class.**

**Please note, agency staff members that are two years from retiring from the agency are not eligible.**

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## HOW WILL NOMINEES BE SELECTED TO ATTEND?

CMIT will consider a variety of diversity issues in selecting participants. The Institute will review nominations and select qualified participants that represent a diverse selection of regions and agencies. Substitutions are not permitted once the selection has been made.

## GUIDELINES

### Step 1 – Nomination

By the deadline of the designated class, nominations must be signed by the nominee's Director/Sheriffs and submitted, along with a letter of support providing information on the nominee and how this class will benefit him/her as well as your agency or department. Agencies are limited to one nomination per class. If your nominee is not selected, the nomination is not transferable towards a future class (a new nomination is required).

### Step 2 – Registration

Accepted nominees will receive a letter of acceptance and will be provided a link to register. Nominators (Director/ Sheriff) of those staff who are not accepted, will be notified.

## AGENCY RESPONSIBILITIES

- Be prepared to allow the nominee to be present for the entirety of the program, beginning with the first session at 8:00AM Monday morning and last session concluding at 12:00PM on Friday.
- Provide transportation or make arrangements to reimburse the nominee for round trip mileage between duty site and Huntsville. **Agencies are responsible for travel.**

## PARTICIPANT RESPONSIBILITIES

- Respond to the letter of acceptance by registering online by the due date provided within the letter.
- Notify both CMIT and their Director/Sheriff/Chief if conflicts arise and are no longer able to attend.
- Be present for the entirety of the program.
- Actively participate in training activities.
- Prepare an action plan to put into effect upon return to their agency.

## INSTITUTE RESPONSIBILITIES

- The Correctional Management Institute of Texas is responsible for providing:
- Accepted participants a letter of acceptance (via email).
- Director's/Sheriff's/Chief's notification of decline (if nominee is not accepted).
- 36-hours of relevant training in an atmosphere conducive to learning.
- All training materials.
- Provide lunch and dinner for participants.
- Provide hotel room. Checking in on Sunday and departing on Friday.

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**Select Class Desired** (please select one)

✓	PROGRAM DATES	✓	PROGRAM DATES
	August 9–13, 2021		May 2–6, 2022
	December 6–10, 2021		August 1–5, 2022
	February 7–11, 2022		November 7–11, 2022

By the deadline of the designated class, nominations must be signed by the nominee’s Director/Sheriff and submitted, along with a letter of a support. The letter should include information on the nominee and how this class will benefit him/her as well as your agency or department. Agencies are limited to one nomination per class. If your nominee is not selected, the nomination is NOT transferable towards a future class (a new nomination is required).

## NOMINEE INFORMATION

Please Print Legibly & Accurately

Mr.  Ms. Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Years With Agency \_\_\_\_\_ Number Of Individuals Nominee Supervises \_\_\_\_\_

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## ACKNOWLEDGEMENT

The following statement must be signed by your organization's Director or Sheriff

I nominate \_\_\_\_\_ to attend Mid-Management: Leadership for Corrections Professionals at the George J. Beto Criminal Justice Center in Huntsville, Texas. If this nominee is accepted to attend the program, I understand he/she must be present for the entirety of the program beginning with the Opening Session at 8:00 AM on Monday and the last session concluding at 12:00 PM on Friday. Additionally, our agency/department is responsible for providing transportation or to make arrangements to reimburse the nominee for round trip mileage between duty site and Huntsville.

By signing this form, I acknowledge that I have read all details pertaining to this program and I understand the responsibility of our agency/department, the nominee, and the Correctional Management Institute of Texas.

DIRECTOR/SHERIFF \_\_\_\_\_

SIGNATURE \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

**Return finished form to:**

Elizabeth Klawinsky, Project Coordinator  
 Correctional Management Institute of Texas  
 George J. Beto Criminal Justice Center  
 Sam Houston State University  
 Huntsville, Texas 77341-2296  
 Fax (936) 294-1671  
[klawinsky@shsu.edu](mailto:klawinsky@shsu.edu)

ELECTRONIC NOMINATION FORM AVAILABLE AT [WWW.CMITONLINE.ORG](http://WWW.CMITONLINE.ORG)