



Leadership ?



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PROGRAM INFORMATION

In an effort to assist agencies in succession planning and to prepare personnel mid-management for greater responsibility, the Correctional Management Institute of Texas offers a five-day (36-hour) Leadership for Corrections Professionals class for criminal justice professionals.

The Mid-Management Leadership Program is designed to equip participants with leadership tools/topics that are required for effective . The program has been sculpted to capture the most current leadership focuses and core competencies as identified by the National Institute of Corrections, and the American Jail Association. Furthermore, great effort has been made in seeking the opinions and comments of field practitioners and leadership in determining the 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 on the following dates:

Program Dates	Location	Nomination Deadline
October 22 – 27, 2017	Huntsville, Texas	September 14, 2017
December 10 – 15, 2017	Huntsville, Texas	November 1, 2017
January 21 – 26, 2017	Huntsville, Texas	December 1, 2017

ELIGIBILITY

This training is designed for from Texas juvenile and adult probation departments, adult and juvenile institutions, parole, and jail staff from Texas Sheriff's Offices.

is not a conference or seminar where by everyone and anyone that applies will attend. This program is limited to 31 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 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.

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 Opening Session at 5:00 PM on Sunday and the last session concluding at 12:00 PM 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, hotel and parking expenses.

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 if conflicts arise and are no longer able to attend;
- Be present for the entirety of the program, beginning with the Opening Session at 5:00 PM on Sunday and the last session concluding at 12:00 PM on Friday;
- Actively participate in training activities; and
- 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);
- Directors/Sheriffs notification of decline (if nominee is not accepted);
- 36-hours of relevant training in an atmosphere conducive to learning;
- All training materials;
- Meals for participants.

CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS
Leadership for Corrections Professionals

NOMINATION FORM

Select Class Desired (please select one)

Selection	Program Dates	Nomination Deadline
<input type="checkbox"/>	October 22 – 27, 2017	August 22, 2017
<input type="checkbox"/>	December 10 – 15, 2017	November 1, 2017
<input type="checkbox"/>	January 21 – 26, 2018	December 1, 2017

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 _____

NOMINEE’S EMAIL _____ PHONE _____

AGENCY _____

STREET ADDRESS _____ CITY/STATE/ZIP _____

YEARS WITH AGENCY _____ NUMBER OF INDIVIDUALS NOMINEE SUPERVISES _____

ACKNOWLEDGEMENT

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

I nominate _____ to attend 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 5:00 PM on Sunday 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. Our agency is also responsible for hotel and parking expenses.

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 _____

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