



MICHIGAN SHERIFFS' COORDINATING AND TRAINING COUNCIL,  
MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY  
and the  
NATIONAL INSTITUTE for JAIL OPERATIONS  
PRESENT the FALL 2024

**MICHIGAN JAIL COMMAND STAFF ACADEMY**

This Tuition Free\* Command Staff level training is approved by the Michigan Sheriffs' Coordinating and Training Council (MSCTC) and the Michigan Municipal Risk Management Authority (MMRMA). The program is designed and presented by the National Institute of Jail Operations (NIJO), to engage jail command staff that operate Local Correctional Facilities within Michigan. Upon completion, successful graduates will receive an Academy Completion Certificate from the MSCTC and the MMRMA, along with approximately 72 credit hours that may be applied toward the NIJO National Certified Correctional Supervisor (NCCS) or National Certified Correctional Executive (NCCE) certification. **Attendance at all 3 Sessions of this course IS required for successful Academy completion.**

The 8- Core Management Areas of advanced training will consist of:

- Statistics and Data Driven Decision Making
- Leadership
- Report and Business Writing
- Proactive Liability Defense: Policy & Procedure, Audits & Inspections
- Budgets, Purchasing and RFP Management
- Personal Development
- Legal Issues
- Investigations and Preparing for Litigation

**Course Schedule:**

<b>REGISTRATION DEADLINE: AUGUST 16, 2024</b>	Please see page 2 for Registration Form. <b>Attendance at all 3 sessions required.</b>
Wednesday, Thursday, Friday September 11, 12, 13, 2024 8 a.m. till 5 p.m.	<u>Session 1:</u> Attendee required 3-days of classroom instruction at Treetops Resort, Gaylord, MI
Monday, Tuesday, Wednesday September 30/October 1, 2, 2024 8 a.m. till 5 p.m.	<u>Session 2:</u> Attendee required 3-days of classroom instruction at Treetops Resort, Gaylord, MI
Wednesday, Thursday, Friday October 16, 17, 18, 2024 8 a.m. till 5 p.m.	<u>Session 3 (Course Completion):</u> Attendee required 3-days of classroom instruction at Treetops Resort, Gaylord, MI

**Attendee Registration Requirements and Information:**

- Course is limited to first 24 participants. **Limited to 2 attendees per Sheriff's Office.**
- Limited to **Jail Command Staff** who operate a Local Correctional Facility in Michigan.
- TUITION FREE\* = When above registration requirements have been met, tuition is free for attendees. Lodging, breakfast, dinner, and travel expenses (including mileage) are the responsibility of the attendee or their Agency. (Lunch will be provided on training days to attendees.)
- Location: Treetops Resort, 3962 Wilkinson Rd., Gaylord, MI 49735.

# MICHIGAN JAIL COMMAND STAFF ACADEMY

## FALL 2024 REGISTRATION FORM

### Attendee Registration Requirements and Information:

- Course is limited to first 24 participants. **Limited to 2 attendees per Sheriff's Office.**
- Limited to Jail Command Staff who operate a Local Correctional Facility in Michigan.
- TUITION FREE\* = When above registration requirements have been met, tuition is free for attendees. Lodging, breakfast, lunch, dinner, and travel expenses (including mileage) are the responsibility of the attendee or their Agency.
- Location: Treetops Resort, 3962 Wilkinson Rd., Gaylord, MI 49735

\*Lodging suggestions will be included with your registration confirmation email.

Please print legibly OR type in responses:

#### ATTENDEE #1

FULL NAME:	LAST	FIRST	M.I.
DATE OF BIRTH:		PHONE/CELL #:	
EMAIL:		LCOTS #:	
AGENCY:		RANK:	
SUPERVISOR:		FOOD ALLERGIES:	

#### ATTENDEE #2

FULL NAME:	LAST	FIRST	M.I.
DATE OF BIRTH:		PHONE/CELL #:	
EMAIL:		LCOTS #:	
AGENCY:		RANK:	
SUPERVISOR:		FOOD ALLERGIES:	

**REGISTRATION DEADLINE IS AUGUST 16, 2024**

EMAIL REGISTRATION FORM(S) TO THE MSCTC

[training@msctc.org](mailto:training@msctc.org)

**REGISTRATION IS LIMITED TO 30, FIRST COME FIRST SERVE BASIS.**

**\*LODGING INFORMATION:** Lodging expenses are the responsibility of the attendee or their Agency. As a courtesy and convenience, *optional* lodging information will be included with your registration confirmation response.