

Travel Approval Form

Department: Juvenile Services

Event Name: Mid Management: Leadership for
Corrections Professionals

Location: Huntsville, TX

Event Dates: May 20-24, 2024

Purpose: Required Continuing Education/Certification
 Job Training
 Other: _____

Name of Attendees:

Brian Staples _____

Court Decision:
This section to be completed by County Judge's Office



April 22, 2024

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- Travel Approval Form
- Registration Information or Confirmation
- Itinerary, Agenda, or Breakdown
- Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



Jail/Prison

Community
Corrections

Leadership

Support Staff

Other

Mid-Management: Leadership for Corrections Professionals

WHO SHOULD ATTEND:

Limited to Texas Criminal Justice Professionals

- Juvenile and Adult Probation Departments
- Texas Department of Criminal Justice
- Texas Juvenile Justice Department
- Jail Staff from Texas Sheriff's Offices

TRAINING HOURS: 36

NOMINATION FORM

DATE/TIME:

May 20 (08:00 am) - 24, 2024 (01:00 pm)

PRICE:

FREE

LOCATION INFORMATION:

George J. Beto Criminal Justice Center
Sam Houston State University
Huntsville, TX 77340
Phone: 936-294-3073

HOTEL INFORMATION: *

University Hotel
1610 Bobby K Marks
Huntsville, TX 77341
Phone: (936) 291-2151

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.

CMIT will cover cost of training material, snack breaks, all meals, parking and hotel nights. Agencies are responsible for travel expenses.

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 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 must nominate a person who is in a mid-level supervisory position, one who is currently promotable or a person who possesses the potential to be promoted into a supervisory position of greater authority/responsibility.

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.

GUIDELINES:

Step 1 Nomination By the deadline of the designated class, nominations must be signed by the nominee's Director 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.

Step 2 Registration Nominators will receive either a letter of acceptance or decline for their nominee to attend this training. Those who are accepted into the program will be provided with a link to register

For more information, contact:

Rian Sikes, Project Coordinator
Correctional Management Institute of Texas
George J. Beto Criminal Justice Building
Sam Houston State University
Huntsville, TX 77341-2296
Fax: (936) 294-1671
Phone: (936) 294-1639
rep003@shsu.edu

Cancellation Policy:

If paid, full refunds will be given to those who cancel in writing more than ten (10) working days prior to the training. A refund of 70% of the fees paid will be authorized when a written request for cancellation and refund of conference or program fees is submitted less than ten (10) working days prior to the scheduled start of the program. If unpaid, those who cancel in writing more than ten (10) working days prior to the training will have all fees waived. When a written request for cancellation is submitted less than ten (10) working days prior to the scheduled start of the program, the participant will be responsible for 30% of the conference rate at the time they registered. The Correctional Management Institute of Texas reserves the right to retain or collect fees in full for those who fail to cancel in writing prior to the training or for those who fail to attend. Substitutions are permitted at anytime.

* Unless otherwise noted, hotel arrangements are the responsibility of the participant.

You are now Registered for this event!

Please print and keep this page for your records. Some characters (' , ") may not properly display.

Registration ID: 26699
Date Registered: 2024-04-02 18:21:11
Event: Mid-Management: Leadership for Corrections Professionals
Date Start: 2024-05-20 08:00:00
Date End: 2024-05-24 13:00:00
Cost: \$0.00
Name: Staples, Brian
Title: Deputy Director
Agency: Johnson County Juvenile Services
County: Johnson
Address: 1102 E Kilpatrick St. | Suite C | Cleburne , TX 76031
Phone: 817-556-6880
Email: bstaples@jocotx.org
TCOLE PID:

Cancellation Policy:

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Payment Information: CMIT accepts cash and check payments as well as Visa and MasterCard. To make a credit card payment, please contact CMIT by phone or click the Pay Online link above (if provided).

Please make checks payable to Sam Houston State University - CMIT.

Mail checks to CMIT, George J. Beto Criminal Justice Center, Sam Houston State University, Huntsville, TX 77341-2296.



SAM HOUSTON STATE UNIVERSITY
CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS
GEORGE J. BETO CRIMINAL JUSTICE CENTER

DOUG DRETKE
EXECUTIVE DIRECTOR

HUNTSVILLE, TEXAS 77341-2296
(936) 294-1676 • FAX (936) 294-1671

April 2, 2024

Mr. Brian Staples
Johnson County Juvenile Services
1102 E. Kilpatrick, Suite C
Cleburne, Texas 76031

Dear Mr. Staples

On behalf of the Correctional Management Institute of Texas, I would like to congratulate you on your acceptance to the Mid Management: Leadership for Corrections Professionals **May 20 - 24, 2024**. Class will begin Monday, May 20, 2024, at 8:00AM. Please report to the Rolando V. del Carmen Room (A119) located on the first floor of the George J. Beto Criminal Justice Center (CJC).

To confirm your attendance, you must register online by April 19, 2024.

<https://www.cmitonline.org/register.php?item=1369>

You are not successfully registered until you see a page that states, "You are now registered for this event!" This is the only confirmation you will receive. Once you have registered, you will receive an email with pre-session homework. **If your department has travel restrictions in place or other conflicts arise and you are no longer able to attend, please contact me immediately.**

The Correctional Management Institute of Texas will provide lodging, lunch, dinner, and training supplies. **Your agency is responsible for transportation to and from the training location.**

Dress code Monday - Thursday is business casual, **NO JEANS**. Because Friday, May 24th, is a travel day you will be allowed to wear jeans.

Participants will enjoy lunch and dinner with classmates and instructors. A key component of this program is networking. Participation in meals is not optional. If you have any medically necessary dietary needs, please specify during online registration.

If you select that you will be staying at the University Hotel during online registration, **I will be making your hotel reservation for you. Check-in at the hotel is as soon as 3pm on Sunday, May 20, 2024.** Your hotel reservation will also include parking. If you select you are **NOT** staying at the University Hotel, then I will get in contact with you to get your vehicle registered for parking.

Should you have any questions, please contact me. We look forward to seeing you on Monday, May 20, 2024.

Sincerely,

Rian Sikes
Project Coordinator
Office: (936) 294-1639
Email: rian@shsu.edu