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### AGENDA ITEM REQUEST FORM

#### Hays County Commissioners Court

Tuesdays at 9:00 AM

Request forms are due in Microsoft Word Format via email by 2:00 p.m. on Wednesday.

#### AGENDA ITEM

Approve out of state travel for Captain Mark Cumberland and Lon Shell for the National Institute of Corrections, (NIC) "Planning of New Institutions" course, Aug 19th through Aug 22nd in Aurora, Colorado.

ITEM TYPE	MEETING DATE	AMOUNT REQUIRED
CONSENT	July 16, 2013	0

LINE ITEM NUMBER

AUDITOR USE ONLY

AUDITOR COMMENTS:

PURCHASING GUIDELINES FOLLOWED: N/A                      AUDITOR REVIEW: N/A

REQUESTED BY	SPONSOR	CO-SPONSOR
	COBB	N/A

**SUMMARY**  
This travel is at no expense to Hays County. The course and expenses are covered by NIC. A course description is attached.

FILED: 07 16 13  
HAYS COUNTY COMMISSIONERS' COURT  
Resolution # 29148 VOL V PG 193



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Date(s)

- ▶ Aug. 19, 2013 - Aug. 22, 2013

Apply By

- ▶ Registration is Closed

Location

- ▶ 11900 E. Cornell Ave. Aurora, CO 80014

Format

- ▶ Classroom

Audience

- ▶ Jails

Contact

- ▶ Michael Jackson, Correctional Program Specialist

Event ID

- ▶ 13J2102

## Planning of New Institutions

*Aug. 19, 2013 - Aug. 22, 2013--This 32-hour training program teaches the importance of in-depth planning before starting facility design.*

### Overview

Although criminal justice planners and architectural firms have the technical expertise to plan and design a new jail, it is the jurisdiction that will operate the jail long after the planners and architects are gone. Therefore, it is important that a jail's design meet the operational and capacity needs of the jurisdiction and agency that will operate it. Owner involvement throughout the planning process is crucial to the success of the planning effort and, ultimately, the successful construction and operation of the new jail. Decisions made at the early stages of the planning process will affect the remainder of the project.

This 32-hour training program teaches the importance of in-depth planning before starting facility design; it does not teach participants how to design a correctional facility. The course teaches concepts through case studies, allowing participants to get "hands-on" experience in planning methods. The course focuses on the critical elements of planning a new facility, including collecting and using data, pre-architectural programming, site evaluation, project management, and determining staffing needs.

### Audience

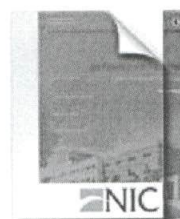
This training is designed for four person teams. Team members must have key policymaking and decisionmaking roles in the new jail project. The team must include the sheriff or director of corrections, the jail administrator, a county commissioner or county supervisor, and the county executive or administrator.

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*No additional program recommendations for this program. View programs with a similar delivery format.*

### Recommended Reading



Jail Planning and Expansion: Local Officials and Their Roles...



A Guide to Preparing for and Responding to Prison Emergencies...

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- Next
- Last

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**Administrative Offices**  
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 800.995.6423  
 202.307.3106

**Training Center**  
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 Aurora, CO 80014  
 800.995.6429  
 800.995.6420 (Fax #)

**Information Center**  
 11900 E. Cornell Ave, Unit C  
 Aurora, CO 80014  
 800.877.1461  
 support@nic.zendesk.com

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