

February 23, 2010

MEMORANDUM

TO: Program Directors, Senior Staff

FROM: Carol-Lee Raimo, Training Coordinator

RE: Basic Skills for Local Community Corrections Session,
March 22 -- 25 and continuing March 29 – 31, 2010

The Department of Criminal Justice Services is anticipating offering the Basic Skills for Local Community Corrections / Pretrial personnel session on March 22 -- 25 and continuing March 29 – 31, 2010 at the Roslyn Center, located at 8727 River Road, Richmond, VA. Satisfactory completion of this training is mandated in standards. All newly hired supervision officers or investigators (6 months or less on the job, who have not previously completed this training) must attend. In order to receive maximum training credit, the employee must attend the whole session and take the test.

To register your staff member:

Visit the DCJS webpage **by March 5, 2010** at: www.dcjs.virginia.gov. Click the “Corrections” under the DCJS Heading, click “Basic Skills” from column on right and find “DCJS Online Event Registration System” hyperlink at the bottom of the page. Find Basic Skills for Local Community Corrections on the list of available trainings and click “Register”. Follow the rest of the instructions at the appropriate prompts. Please note that VCIN training for this session is scheduled for the last day of the second week (March 31). Please keep that in mind as you schedule your participants for lodging. If your participant does not intend to take VCIN training with us, he/she will not need lodging for Tuesday night, March 30th. Do not sign your participant up for Sunday night lodging (March 21 or 28) unless you are sure he/she plans to travel down that day. Please print a copy of the registration confirmation at the end of the registration process for your records and make sure your participant is aware of when they are expected. **The cost of lodging which is not used and not cleared with me in advance, will be billed to the program.**

Please provide a copy of this information to your fiscal agent and to whomever is handling the registration to avoid the confusion we have experienced in the past. If, for some reason, your participant is unable to attend, you must notify me within 5 work days of the start of the class or your program may be subject to paying the session fee.

Directions will accompany confirmations and should be sent out by the week of March 15th .

For additional information, please call me at (804)786-9652, or e-mail me at Carol-Lee.Raimo@dcjs.virginia.gov .