

American Jail Association & Jail Manager Certification Commission

Certified Jail Manager Program

APPLICATION & EXPERIENTIAL BACKGROUND FORM (EBF)

Complete the attached *CJM Candidate Application & Experiential Background Form* to apply for eligibility to take the jail manager certification examination.

Do not scan or retype any portion of this application. If additional space is needed, you may copy those pages that apply. All copies and/or any supporting documentation should be placed behind the original.

EBF SECTIONS AND MAXIMUM POINT VALUES

Section 1 - Education and Training – 375 points

Section 2 - Jail Management Paid Experience – 200 points

Section 3 - Leadership Activities – 200 points

**DO NOT E-MAIL
CANDIDATE APPLICATION
AND EBF!**

Candidates must attain 500 points out of a possible 775 points on the EBF to be eligible to sit for the CJM examination. There is no requirement that activities you list had to occur within a certain period of time, with the exception of **Section 1** (Education and Training). In that section, you must list *at least* two separate training/education activities you engaged in **within the last THREE years** which, when combined, total **at least 40 points**. Points will not be awarded for any activities in Section 1 until this criterion has been met.

BE SURE TO READ THE CJM HANDBOOK FOR CANDIDATES!

DIRECTIONS:

Complete the attached *CJM Candidate Application & EBF* to apply for eligibility to take the CJM examination. ***Required Documentation*** will be clearly marked on the appropriate page of the EBF. There is no requirement to attach documentation or proof of attendance at education/training events however, in the event of an audit; documentation of all information may be requested.

The *CJM Candidate Application & EBF* must be submitted, with the nonrefundable application fee and required supporting documentation, by the EBF deadline listed for your desired examination date. Make checks payable to the American Jail Association. Incomplete EBFs and/or EBFs without the required documentation and payment will be sent back to the candidate and the evaluation process will not commence until all required materials and information have been received by the JMCC. Mail payment and all materials to:

CJM Program

American Jail Association

1135 Professional Court, Hagerstown, MD 21740

301-790-3930 (phone)

301-790-2941 (fax)

www.aja.org

certification@aja.org

American Jail Association

JAIL MANAGER CERTIFICATION COMMISSION

CERTIFIED JAIL MANAGER PROGRAM DEFINITIONS

For the purposes of the Certified Jail Manager Program:

DEFINITION OF A JAIL MANAGER

A person (sworn or civilian) who directs, administers, and/or is in charge of the operations of a jail facility, division, bureau, department, program, and/or shift; and/or a person (sworn or civilian) who supervises the work and performance of an employee or employees in a jail facility.

DEFINITION OF A JAIL

1. A county, municipal, tribal or regional facility that houses pretrial and sentenced inmates; and/or an institution that houses pretrial and sentenced inmates where the state is responsible for jail operations (Alaska, Hawaii, Rhode Island, Connecticut, Vermont, Delaware); and/or a private facility that houses pretrial and sentenced inmates and exists to serve the local jail needs of the community where it operates.

And/Or

2. A facility that houses ONLY pretrial detainees, regardless of what entity operates it. This includes, but is not limited to facilities that house persons for less than 72 hours (lock-ups), facilities that house federal or military custody inmates awaiting trial (e.g. ICE, Marshals, Armed Forces), institutions where the state is responsible for the operations of jails, and private facilities.

And/Or

3. A local government or private facility that houses convicted persons who, without this facility's existence, would serve their sentence in the local jurisdiction's jail. With regard to private facilities: the local government responsible for jail operations has contracted with a separate entity to replace that jurisdiction's jail operations.

Non-Discrimination Policy: The American Jail Association, Inc., through its administration of the Certified Jail Manager program, conforms in all respects to Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990; does not discriminate against any person on the basis of race, color, religion, national origin, sex, age, disability or sexual orientation in any of its policies, procedures, or practices.

American Jail Association

JAIL MANAGER CERTIFICATION COMMISSION



CERTIFIED JAIL MANAGER PROGRAM

CJM Candidate Application

Type or Print Clearly

Date: _____

1. Name _____ AJA Member ID# _____
(Print your name as you would want it to appear on a certificate.) AJA Membership not required.

2. Title of Present Position _____

3. Agency Name _____

4. Agency Address _____

City _____ State _____ Zip _____ - _____

5. Office Telephone Number: (____) _____ Fax: (____) _____

E-Mail _____

6. Rated Capacity of Your Facility: _____

7. Home Address _____

City _____ State _____ Zip _____ - _____

Home Phone: (____) _____ E-Mail: _____

8. If a current CJM mentored you through this process, please list the individual here:

All correspondence will be sent to your home address

Check if this is a resubmit EBF []

Do not scan or retype any portion of this application. If additional space is needed, you may copy those pages that apply. All copies and/or any supporting documentation should be placed behind the original.

EXPERIENTIAL BACKGROUND FORM (EBF)

SECTION 1

EDUCATION AND TRAINING

Point Calculation for Section 1:

Maximum allowable for item # 8 "Formal Education": 150 points

Maximum allowable for items #9 – #11 "Management Education/Training": 250 points

Maximum allowable for Section 1 in total, (items 8 through 11 combined): 375 points

8. **Higher Education** (beyond high school): This includes courses taken at *regionally accredited, degree-granting institutions* only. To receive points, the name of the college or university must be provided below and an official original transcript must be submitted. Copies of transcripts or diplomas will not be accepted. Points are awarded only for the highest level of education attained. Points are not cumulative.

Required Documentation:

**APPLICANTS MUST SUBMIT
AN OFFICIAL ORIGINAL TRANSCRIPT TO OBTAIN CREDIT**

Indicate highest degree attained:

_____ Associate's Degree = 50 pts _____ Masters Degree = 125 pts
_____ Bachelor's Degree = 100 pts _____ Doctorate Degree = 150 pts

Institution's Name: _____

Address/City/State: _____

Phone Number of Institution: _____

Major(s): _____

If work toward a Bachelor's degree resulted in the accumulation of credit hours equal to that of an Associate's Degree (64 credits), but no degree has been attained, state number of credit hours completed _____. Please provide an official, original, transcript. You will receive 50 points for Associate's Degree equivalent.

_____ **Total points Section 1, # 8**

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MANAGEMENT-BASED EDUCATION / TRAINING

Maximum allowable for Section 1 (items 9 through 11 combined): 250 points

9. ***Jail management, criminal justice management, and general management education /training:*** education, training programs, conferences, etc., attended on subject matter(s) related specifically to *jail management, criminal justice management, and general management*. To be awarded points, the subject matter must be management related. ***Completion of the National Jail Leadership Command Academy (NJLCA) is worth 80 Points.***

At least two separate activities in Section 1 must have occurred within the last THREE years and total at least 40 points.

Points will not be awarded for any activities in this Section until this criterion has been met.

DO NOT INCLUDE college courses where credits earned could be applied toward a degree; basic practical training such as CPR, firearms, computer training, defensive tactics, etc., or courses relating to basic correctional practice such as those written for front-line officers.

Organization conducting event: _____

Title of training event: _____

Subject matter addressed: _____

Dates: From: _____/_____/_____ To: _____/_____/_____

of full days attended _____ x 8 pts = _____ # of half days attended _____ x 4 pts = _____

_____ *Total points for this management-based education / training*

Organization conducting event: _____

Title of training event: _____

Subject matter addressed: _____

Dates: From: _____/_____/_____ To: _____/_____/_____

of full days attended _____ x 8 pts = _____ # of half days attended _____ x 4 pts = _____

_____ *Total points for this management-based education / training*

Provide complete dates. If only one date is provided, only one day of credit will be awarded.

Note: If the JMCC is unable to determine whether or not an education/training activity is management based, no points will be awarded for the entry. Supporting documentation such as a course description, agenda, etc., is recommended for circumstances where this may be unclear.

Section 1

MANAGEMENT-BASED EDUCATION / TRAINING
“CONTINUED”

Organization conducting event: _____

Title of training event: _____

Subject matter addressed: _____

Dates: From: _____ / _____ / _____ To: _____ / _____ / _____

of full days attended _____ x 8 pts = _____ # of half days attended _____ x 4 pts = _____

_____ *Total points for this management-based education / training*

Organization conducting event: _____

Title of training event: _____

Subject matter addressed: _____

Dates: From: _____ / _____ / _____ To: _____ / _____ / _____

of full days attended _____ x 8 pts = _____ # of half days attended _____ x 4 pts = _____

_____ *Total points for this management-based education / training*

Organization conducting event: _____

Title of training event: _____

Subject matter addressed: _____

Dates: From: _____ / _____ / _____ To: _____ / _____ / _____

of full days attended _____ x 8 pts = _____ # of half days attended _____ x 4 pts = _____

_____ *Total points for this management-based education / training*

Do not scan or retype any portion of this application. If additional space is needed, you may copy those pages that apply. All copies and/or any supporting documentation should be placed behind the original.

DISTANCE LEARNING

Maximum allowable for Distance Learning: 120 points

10. Management-based courses taken online or by correspondence where the subject matter is relevant to your position as a jail manager. One point per hour of instruction will be awarded for management-based courses offered by the **National Institute of Corrections (NIC)** and the **American Correctional Association (ACA)**. Other management-based distance coursework will be evaluated on a case-by-case basis.

DO NOT INCLUDE courses related to basic correctional practice such as those written for front-line officers.

One point will be awarded per hour of management-based training.

Required Documentation: To be awarded points, the following information must be included.

- 1. Course description outlining the learning objectives and course hours**
- 2. Documentation of successful completion of the course of study**

Title of course: _____

Type of course: Online Correspondence

Agency providing training: NIC ACA Other: _____

Date of completion: _____/_____/_____ Course hours: _____ x 1 = _____

_____ *Total points for this management-based online course*

Course description, number of training hours, and certificate of completion attached

Title of course: _____

Type of course: Online Correspondence

Agency providing training: NIC ACA Other: _____

Date of completion: _____/_____/_____ Course hours: _____ x 1 = _____

_____ *Total points for this management-based online course*

Course description, number of training hours, and certificate of completion attached

INDEPENDENT STUDY

AJA'S JAIL MANAGERS BULLETIN (JMB) VOLUME

11. **Jail Managers Bulletin** independent study: 10 points per volume will be awarded for the study of complete volumes of AJA's Jail Managers Bulletins. Candidate must complete the entire volume of study and provide verification of study from the training department or facility administrator.

10 points per completed volume of study (A volume consists of 12 bulletins)

Required Documentation:
The name, title, phone number, and signature of the individual verifying the JMB independent study **MUST** be provided.

Please indicate the volume number(s) of the Jail Managers Bulletins that you studied:

JMB Volume #: _____ Date of completion: _____/_____/_____

Name of agency representative verifying completion: _____

Title: _____ Phone Number: _____

Signature: _____

_____ *Total points for this independent study*

(Make extra copies of this form if necessary)

Section 1 - Point Talley:

_____ **Item # 8 Formal Education** (*Maximum allowable points: 150*)

_____ **Items # 9 - 11 Management-based Education/Training** (*Maximum points: 250*)

_____ **SECTION 1 TOTAL POINTS** (*Maximum allowable points combined: 375*)

SECTION 2

CURRENT JAIL MANAGEMENT PAID POSITION

Maximum allowable for Section 2: 200 points

12. **Current position as a Jail Manager:** Below, please provide detailed information regarding your current position as a jail manager. (Position must meet the requirements set forth in the definition of "Jail Manager.") List previous jail management positions on the following page. Points are accumulated per year of service. Points are awarded for completed years only.

*To be eligible for the CJM program,
Candidates must have a minimum of one year paid jail management experience.*

Candidate: _____

Current Employing Agency: _____

Agency Address: _____

Current position: _____

Rank (if applicable): _____ Dates: From: ____/____/____ To ____/____/____

of full years completed _____ x 40 pts = _____

Please indicate what facility, division, bureau, department, program, and/or shift you direct in your current position: _____

Please indicate how many jail staff you supervise: _____

Required Documentation:
*An Official Agency POSITION DESCRIPTION For All Positions Listed
 Must Accompany Your Application*
Organization charts are also requested but not required

“continued page 2”

CURRENT JAIL MANAGEMENT PAID POSITION

Please check the paragraph below that describes your current agency. (Agency must meet the CJM program’s definition of a jail.)

- A county, municipal, tribal or regional facility that houses pretrial and sentenced inmates; and/or an institution that houses pretrial and sentenced inmates where the state is responsible for jail operations (Alaska, Hawaii, Rhode Island, Connecticut, Vermont, Delaware); and/or a private facility that houses pretrial and sentenced inmates and exists to serve the local jail needs of the community where it operates.
- A facility that houses ONLY pretrial detainees, regardless of what entity operates it. This includes, but is not limited to facilities that house persons for less than 72 hours (lock-ups), facilities that house federal or military custody inmates awaiting trial (e.g. ICE, Marshals, Armed Forces), institutions where the state is responsible for the operations of jails, and private facilities.
- A local government or private facility that houses convicted persons who, without this facility’s existence, would serve their sentence in the local jurisdiction’s jail. With regard to private facilities: the local government responsible for jail operations has contracted with a separate entity to replace that jurisdiction’s jail operations.

Other: (Describe)_____

The following statement must be signed by the chief executive officer (sheriff, chief deputy, detention director, jail administrator, etc.) If the candidate/applicant is the chief executive officer, please sign your name below.

The information provided in the *Current Jail Management Paid Position* section of this CJM Application & Experiential Background Form (EBF) for candidate:

_____ regarding his/her current

position with _____ is, to the best of my knowledge, truthful and accurate.

Chief Executive Officer’s Signature

Title

Date

Chief Executive Officer’s Printed Name

_____ ***Total points for current employment position***

PREVIOUS JAIL MANAGEMENT PAID EXPERIENCE

13. **Previous Jail Management Paid Experience:** (Experience must meet the requirements set forth in the definition of "Jail Manager.") List any previous positions for which you wish to be awarded points. Points are accumulated per year of service. Points are awarded for completed years only.

Required Documentation: AN OFFICIAL AGENCY POSITION DESCRIPTION FOR ALL POSITIONS LISTED MUST ACCOMPANY THIS APPLICATION

Agency: _____

Address: _____

Position: _____

Rank (if applicable): _____ Dates: From: ____/____/____ To ____/____/____

of full years completed _____ x 40 pts = _____

Please indicate what facility, division, bureau, department, program, and/or shift you directed in this position: _____

How many jail staff you supervised: _____

_____ **Total points for this position** - Attach an OFFICIAL agency position description to this page.

Please check the paragraph below that describes your previous agency. (Agency must meet the CJM program's definition of a jail.)

- A county, municipal, tribal or regional facility that houses pretrial and sentenced inmates; and/or an institution that houses pretrial and sentenced inmates where the state is responsible for jail operations (Alaska, Hawaii, Rhode Island, Connecticut, Vermont, Delaware); and/or a private facility that houses pretrial and sentenced inmates and exists to serve the local jail needs of the community where it operates.
- A facility that houses ONLY pretrial detainees, regardless of what entity operates it. This includes, but is not limited to facilities that house persons for less than 72 hours (lock-ups), facilities that house federal or military custody inmates awaiting trial (e.g. ICE, Marshals, Armed Forces), institutions where the state is responsible for the operations of jails, and private facilities.
- A local government or private facility that houses convicted persons who, without this facility's existence, would serve their sentence in the local jurisdiction's jail. With regard to private facilities: the local government responsible for jail operations has contracted with a separate entity to replace that jurisdiction's jail operations.
- Other: (Describe) _____

_____ **TOTAL POINTS FOR SECTION 2** (Maximum allowable points #12 & #13: 200)

SECTION 3

LEADERSHIP ACTIVITIES

Maximum allowable for Section 3: 200 points

JAIL MANAGEMENT / CRIMINAL JUSTICE VOLUNTEER LEADERSHIP POSITIONS HELD OUTSIDE OF YOUR EMPLOYING AGENCY

14. **Volunteer LEADERSHIP positions** held on *jail management / criminal justice* oriented boards, committees, task forces, and commissions ***OUTSIDE*** of your employing agency. Points awarded for completed years only. If a committee or task force assignment has a duration of less than one year, but more than 3 months, it qualifies for one year of service.

Board/Commission: A Board or Commission is a policy setting body.
Committee / Task Force: A Committee or Task Force is assigned a task from another body.

Organization: _____

Office or position held: _____

Name of Board/Committee/Task Force/Commission: _____

Goals & Purposes of the Board/Commission/Committee/Task Force: _____

Dates of service: From: _____ / _____ / _____ To: _____ / _____ / _____

of years _____ Board/Commission Officer: x 25 points = _____

of years _____ Board/Commission Member: x 20 points = _____

of years _____ Committee Chair/Task Force Leader x 15 points = _____

of years _____ Committee Member/Task Force Member x 10 points = _____

_____ *Total points for this jail management/criminal justice related leadership activity*

Organization: _____

Office or position held: _____

Name of Board/Committee/Task Force/Commission: _____

Goals & Purposes of the Board/Commission/Committee/Task Force: _____

Dates of service: From: _____ / _____ / _____ To: _____ / _____ / _____

of years _____ Board/Commission Officer: x 25 points = _____

of years _____ Board/Commission Member: x 20 points = _____

of years _____ Committee Chair/Task Force Leader x 15 points = _____

of years _____ Committee Member/Task Force Member x 10 points = _____

_____ *Total points for this jail management/criminal justice related leadership activity*

SCHEDULED SPEAKER OR INSTRUCTOR

15. Scheduled Speaker or Instructor for the purpose of teaching subjects *specifically* related to *jail management* issues to corrections personnel, governmental officials, or criminal justice students.

A MAXIMUM of 72 points will be awarded for each course taught on jail/correctional management topics. DO NOT INCLUDE presentations made to the staff of your employing organization or practical training such as *CPR, firearms, defensive tactics*, etc., or courses relating to basic correctional practice, such as those written for front-line officers.

Organization conducting event: _____

Jail management related subject discussed: _____

Attended by: _____

Location of event: _____

Dates of service: From: _____ / _____ / _____ To: _____ / _____ / _____

of hours _____ x 3 points = _____

_____ *Total points for this jail management related speech/instruction (Maximum: 72 points)*

Organization conducting event: _____

Jail management related subject discussed: _____

Attended by: _____

Location of event: _____

Dates of service: From: _____ / _____ / _____ To: _____ / _____ / _____

of hours _____ x 3 points = _____

_____ *Total points for this jail management related speech/instruction (Maximum: 72 points)*

(Make extra copies of this form if necessary)

Do not scan or retype any portion of this application. If additional space is needed, you may copy those pages that apply. All copies and/or any supporting documentation should be placed behind the original.

TECHNICAL ASSISTANCE CONSULTANT

- 16. **Participation as a technical assistance consultant** in an advisory capacity on jail management/operational related issues, or as a jail auditor.

This activity must have occurred on-site, at a jail **other than your employing agency**.

Agency that contracted your services: _____

Agency address: _____

Agency phone: _____

Date(s) of service: From: _____/_____/_____ To: _____/_____/_____

Nature of service performed: _____

Contact Person: _____ Title: _____

of full days _____ x 8pts _____ # of half days _____ x 4pts = _____

_____ *Total points for this jail management related activity*

Agency that contracted your services: _____

Agency address: _____

Agency phone: _____

Date(s) of service: From: _____/_____/_____ To: _____/_____/_____

Nature of service performed: _____

Contact Person: _____ Title: _____

of full days _____ x 8pts _____ # of half days _____ x 4pts = _____

_____ *Total points for this jail management related activity*

(Make extra copies of this form if necessary)

WORK PUBLISHED OUTSIDE OF YOUR EMPLOYING AGENCY

17. **Articles, bulletins, books, chapters**, written and published on jail management /criminal justice related subjects (excluding your employing agency’s publications). Include articles published in AJA’s magazine, *AMERICAN JAILS*, and other similar publications. To be eligible for points, the article must be management-based and relevant to the role of the jail manager, and a copy must accompany your application.

Required Documentation:
A copy of the work written and published must accompany your application to be awarded points.

Title of the jail management / criminal justice related work written and published:

Name of the publication (journal, book, magazine, etc.) _____

Name of publisher (organization/agency): _____

Date of publication: ____/____/____

Check one:

- Book**, Jail Management or Criminal Justice based = 50 pts
- Chapter** in a Jail Management or Criminal Justice Book = 25 pts
- Magazine Article/Bulletin**, Jail Management or Criminal Justice based = 20 pts

_____ *Total points for this published work*

Required documentation is attached to this sheet

(Make extra copies of this form if necessary)

NATIONAL CERTIFICATIONS

18. National certifications obtained related to jail management, criminal justice management, and public management. Points will be allowed for certifications obtained where the emphasis of the certification relates specifically to jail management, criminal justice management, or public management.

Required Documentation:

A copy of the official notification of certification, on the sponsoring organization’s letterhead, MUST accompany the EBF.

Points for certifications will be allowed for:

- CCS** Certified Correctional Supervisor, ACA: 5 points
- CCM** Certified Correctional Manager, ACA: 10 points
- CCE** Certified Correctional Executive, ACA: 15 points
- CPM** Certified Public Manager, CPM: 20 points
- CCHP** Certified Correctional Health Professional, NCCHC: 10 points
- CFP** Certified Correctional Food Service Professional, ACFSA: 10 points
- CJO** Certified Jail Officer, AJA: 5 points
- CCT** Certified Correctional Trainer, AJA/IACTP: 5 points

Other *national* certifications obtained related to jail management, criminal justice management, and public management will be evaluated on a case-by-case basis. In order for the JMCC to evaluate other national certifications detailed information regarding the eligibility requirements for the certification must accompany this application. Certification should be provided by a national body. Do not include basic jail/corrections certifications.

Certification: _____

Organization sponsoring certification: _____

Address of sponsoring organization: _____

Phone number of sponsoring organization: _____

Date of Certification: ____/____/____ Date of Expiration: ____/____/____

_____ *Total points for this certification*

[] *Required Documentation Attached*

AWARDS

19. **Awards presented** to you by a national, state/regional, or community organization as a result of some action or activity performed by you during the course of your service as a paid jail manager.

DO NOT INCLUDE listings such as Who's Who, certificates of appreciation, letters of commendation, or awards from your employing agency.

Required Documentation:

To facilitate the evaluation of your award, enclose a copy of the letter/announcement sent to you acknowledging your accomplishment and the reason you were being awarded.

Name/type of award _____

Name of organization/agency presenting award: _____

Address of organization/agency: _____

Brief description of why you were presented this award: _____

Date award was presented: _____/_____/_____

This award was presented by: (check only one)

National Organization/Agency = 20 pts

State or Regional Organization/Agency = 15 pts

Community Organization/Agency = 10 pts

_____ Total points for this award

Required documentation is attached to this sheet

(Make extra copies of this form if necessary)

COMMUNITY -BASED VOLUNTEER LEADERSHIP SERVICE ROLES

Maximum allowable: 40 points

- 20. Community -Based Volunteer Leadership Service** roles performed in the community outside of your role as a paid jail manager. Eligible listings would include participation in a leadership capacity (non-paid) in business, professional, technical, community service organizations, management organizations, and other community-service oriented organizations including roles related to advisory or other service on government agencies, boards, commissions and involvement in the political process.

To be awarded points, a detailed description of the purpose of the organization and your specific leadership role in organization must be provided. *Do not duplicate information given elsewhere.* Points are awarded for *completed* years only.

Examples of community-based service organizations include: Community Action Council, Republic/Democratic National Committee, Lions Club, Red Cross, Junior Achievement, Fire & Rescue Service, Rotary Club, Boys & Girls Club, American Cancer Society, etc. **Do not include** participation in youth sports or religious affiliations.

Organization: _____

Mission (purpose) of the Organization: _____

Organization’s Address: _____

Contact person & phone number: _____

Leadership role performed: (i.e. spokesperson, chairperson etc.): _____

Describe in detail the nature of the leadership service you performed:

Dates of service: From: _____ / _____ / _____ To: _____ / _____ / _____

of years _____ x 10 points = _____ (Points will be awarded for completed years only.)

_____ Total points for this volunteer leadership service (maximum total for this item is 40 points)

MEMBERSHIPS

*Maximum allowable points for memberships: **40 points***

- 21. Membership in state, regional, or national jail/corrections associations** Such as the, American Jail Association, American Correctional Association, National Sheriffs' Association, Bay Area Jail Managers Association, South Carolina Jail Administrators' Association, etc.

Do not list law enforcement associations (such as FOP, NABCJ) or local county/agency labor oriented associations/organizations. Provide complete dates. You will be awarded **5 points per year** of membership. Points awarded for FULL years only.

Name of Association: _____

Address of Association: _____

Dates of Membership: From: _____ / _____ / _____ To: _____ / _____ / _____

Please indicate the type of **JAIL** or **CORRECTIONS** Association:

State Association Regional Association National Association

_____ years x 5 pt = _____ points

_____ *Total points for membership in this jail/corrections related association*

Name of Association: _____

Address of Association: _____

Dates of Membership: From: _____ / _____ / _____ To: _____ / _____ / _____

Please indicate the type of **JAIL** or **CORRECTIONS** Association:

State Association Regional Association National Association

_____ years x 5 pt = _____ points

_____ *Total points for membership in this jail/corrections related association*

_____ **TOTAL POINTS FOR SECTION 3** (*Maximum allowable points #14 - 23: 200*)

EBF SUMMARY OF POINTS

SECTION 1 - TOTAL POINTS:

Maximum allowable points for #8, *Formal Education*: **150** _____pts

Maximum allowable points for #9 – 11, *Management Training*: **250** _____pts

Maximum allowable points section 1: **375**

SECTION 2 - TOTAL POINTS:

Maximum allowable points section 2: **200**

SECTION 3 - TOTAL POINTS:

Maximum allowable points section 3: **200**

Applicants must attain 500 points out of a possible 775 points on the EBF to be eligible to sit for the CJM examination

TOTAL POINTS: _____

Before you put your EBF and supporting documents in the mail, be sure to make a copy of them for your files. You may need to refer to them should the commission contact you with any questions. EBFs will be evaluated throughout the year. You will be notified of the status of your candidacy within six weeks from the time we receive your completed EBF and all required supporting documentation. Incomplete EBFs and/or EBFs without the required documentation and payment will be sent back to the candidate and the evaluation process will not commence until all required materials and information have been received by the JMCC.

I do hereby certify that my biographical statement, as submitted to the JMCC in connection with my application to take the examination, is true and correct in all material respects. I authorize the JMCC to take whatever reasonable steps may be necessary to verify and confirm the accuracy of the information contained herein. If an audit is conducted, or my application is incomplete or is received without payment, or the JMCC determines that I do not have the required number of points or that I have not met other criteria required for eligibility:

I understand that the delay this would create in further processing my application could result in missing the application deadline for my desired examination date; and

I understand that the delay this would create may result in certain items on my application being no longer applicable (for example: At least 40 points in Section 1 had to have occurred within the past 3 years); and

I understand that if I choose to resubmit my application, it must be received at AJA headquarters **no later than eight (8) months** from the date that appears on the written notice from the JMCC that one or more of the above conditions exist. Applications received after the eight-month deadline will be assessed the full certification application fee.

I agree to be bound by the Code of Ethics of AJA and understand that any material misrepresentation of the information provided on the Experiential Background Form may result in denial or loss of the CJM designation. I acknowledge that I have read and understand the CJM Handbook for Candidates.

The undersigned hereby agrees to indemnify and hold harmless the American Jail Association, Inc., its officers, directors, employees and agents from any or all liability, loss or damage whatsoever that may result from a denial of my application for certification as a Certified Jail Manager, failure to successfully pass the required examination or to be awarded certification.

Signature

Date

SUBMISSION OF DOCUMENTS

DO NOT E-MAIL OR FAX DOCUMENTS

The CJM Candidate *Application and Experiential Background Form* (EBF) must be submitted with the nonrefundable application fee and all required supporting documentation by the deadline listed for your requested examination date. When the JMCC determines that you qualify to sit for the examination, you will receive an application for the Jail Manager Certification Exam from the JMCC.

CERTIFICATION FEES

1. There is a nonrefundable application fee of \$125.00 for AJA members (Individual membership category only) and \$185.00 for nonmembers.
The application fee *must* be submitted with your EBF.
2. For those who qualify to sit for the exam, there is a \$360.00 examination fee. This fee must be submitted with the *Application for Jail Manager Certification Examination* form. Following receipt of application and fee, a candidate who does not take the examination may receive a partial refund of \$145.00 if a request is received in writing no later than 30 days after the testing date. Requests for refunds will not be honored after the 30 days.

SUBMIT ONLY THE APPLICATION FEE AT THIS TIME. DO NOT SUBMIT THE EXAMINATION FEE UNTIL YOU HAVE BEEN NOTIFIED OF ELIGIBILITY.

METHOD OF PAYMENT

Candidate name: _____

Name of cardholder: _____

Signature of Cardholder: _____

VISA Card MasterCard American Express

Credit Card Number: _____

Expiration Date: _____

Billing Address Zip Code: _____

Security# _____

(Visa/MasterCard- three digit # found on the signature panel)

(American Express-four digit # found on front of card)

Amount: _____

Check #: _____

P.O. #: _____

Send Payment and all required materials to:
CJM Program, c/o American Jail Association
1135 Professional Court, Hagerstown, Maryland 21740
Phone: 301-790-3930 www.aja.org

AMERICAN JAIL ASSOCIATION

CODE OF ETHICS FOR JAIL OFFICERS

As an officer employed in a detention/correctional capacity, I swear (or affirm) to be a good citizen and a credit to my community, state, and nation at all times. I will abstain from questionable behavior which might bring disrepute to the agency for which I work, my family, my community, and my associates. My lifestyle will be above and beyond reproach and I will constantly strive to set an example of a professional who performs his/her duties according to the laws of our country, state, and community and the policies, procedures, written and verbal orders, and regulations of the agency for which I work.

On the job I promise to:

- | | |
|--------------------|---|
| KEEP | The institution secure so as to safeguard my community and the lives of the staff, inmates, and visitors on the premises. |
| WORK | With each individual firmly and fairly without regard to rank, status, or condition. |
| MAINTAIN | A positive demeanor when confronted with stressful situations of scorn, ridicule, danger, and/or chaos. |
| REPORT | Either in writing or by word of mouth to the proper authorities those things which should be reported, and keep silent about matters which are to remain confidential according to the laws and rules of the agency and government. |
| MANAGE | And supervise the inmates in an evenhanded and courteous manner. |
| REFRAIN | At all times from becoming personally involved in the lives of the inmates and their families. |
| TREAT | All visitors to the jail with politeness and respect and do my utmost to ensure that they observe the jail regulations. |
| TAKE | Advantage of all education and training opportunities designed to assist me to become a more competent officer. |
| COMMUNICATE | With people in or outside of the jail, whether by phone, written word, or word of mouth, in such a way so as not to reflect in a negative manner upon my agency. |
| CONTRIBUTE | To a jail environment which will keep the inmate involved in activities designed to improve his/her attitude and character. |
| SUPPORT | All activities of a professional nature through membership and participation that will continue to elevate the status of those who operate our nation's jails. Do my best through word and deed to present an image to the public at large of a jail professional, committed to progress for an improved and enlightened criminal justice system. |

The American Jail Association's Board of Directors has approved the AJA Code of Ethics as part of an integral program to achieve a high standard of professional conduct among those officers employed in our nation's jails.

Adopted by the American Jail Association Board of Directors on November 10, 1991. Revised 3/18/09.

CJM RESOURCE LIST

Although general knowledge of the experienced jail manager and familiarity with current practices are what is required to pass the certification examination, the following list of resources might be of some assistance in preparing for the examination. It is recommended that candidates review the certification examination content outline listed in the *Handbook for Candidates*. If there are areas where you wish to increase your knowledge, the following list of resources may be helpful. It should be noted that the list of resources is neither all-inclusive nor exhaustive.

PUBLICATIONS

American Jails magazine

American Jail Association.
Reprint articles by topics are available.
301-790-3930 www.aja.org

Constitutional Rights of Prisoners. 6th edition.
Palmer, John W., Cincinnati, Ohio: Anderson Publishing Co., 1999
800-582-7295
www.andersonpublishing.com

Correctional Law Reporter

Civic Research Institute
609-683-4011
609-683-4450 (ordering department)

Corrections Today magazine

American Correctional Association
301-918-1800
www.corrections.com/aca

Detention Reporter

CRS, Inc.
301-349-5701
www.corrections.com/crs

Food Code (1999)

U.S. Public Health Services
Food and Drug Administration
Available through National Technical Info. Services
800-553-6847 / 703-605-6000
www.ntis.gov

Jail Operation Bulletins and Video Series

Jail Managers Bulletins
American Jail Association
301-790-3930
www.aja.org

Exploring Jail Operations

By Kenneth E. Kerle, 2003
American Jail Association
301-790-3930
www.aja.org

Jail and Prison Legal Issues: An Administrator's Guide.

American Jail Association
301-790-3930
www.aja.org

Life Safety Code Handbook

National Fire Protection Association
800-344-3555
www.nfpa.org

Occupational Safety and Health Standards for General Industry

Occupational Safety and Health Administration,
202-693-1999
www.osha.gov

Sheriff magazine

National Sheriffs' Association
703-836-7827
www.sheriffs.org

OTHER GOVERNMENTAL AGENCIES

Center for Disease Control

Atlanta, GA, phone: 888-232-3228

Environmental Protection Agency

Washington, D.C., phone: 202-260-2010

National Criminal Justice Reference Service

Rockville, MD, phone: 800-851-3420

National Institute of Corrections, Jail Center

Longmont, CO, phone: 800-995-6429

LEGISLATION

Americans with Disabilities Act

Fair Labor Standards Act

Family Medical Leave Act

Prison Litigation Reform Act

Helpful Hints!

1. **Make a working copy of the application. Keep a copy for your records.**
2. **Read each section carefully before entering data.**

Each section will detail the exact type of information needed, all required documentation, and the appropriate point total for the item.

Section 1 is comprised of two separate parts: *Formal Education* (maximum allowable point total of 150) and *Management Education/Training* (maximum allowable point total of 250). Combined, these two separate parts have a maximum allowable point total of 375.

All formal education must be documented in item # 8 Formal Education, **DO NOT INCLUDE** college courses where credits earned can be applied toward a degree in any other section .

At least two separate training activities in Section 1 (# 9 – 11) must have occurred within the last **THREE** years and total at *least 40 points*.

Note: If the JMCC is unable to determine whether or not an education/training activity is management based, no points will be awarded for the entry. Supporting documentation such as a course description, agenda, etc., is recommended for circumstances where this may be unclear.

3. **Be complete!**

Do not leave blanks in areas that you are requesting points. Information such as the date, position held, subject matter addressed, and nature of service(s) performed, etc., is necessary to receive points. If only one date is provided, you will receive credit for only one day.

All information must be documented on the application. **Do not send agency training records** or reports. Points will be awarded for information listed on the application only.

4. **Enclose necessary documentation.**

Required documentation will be clearly marked on the appropriate page of the EBF.

If an *official position description* is not available, you may submit a detailed description of your position(s) on agency letterhead **signed** by the chief executive officer (sheriff, chief, etc.) or jail administrator. Also include a copy of your agency's organization chart if available.

5. **Be sure to calculate your point total correctly.**

Some items have a maximum number of allowable points and will be noted on the top of the page.

Section 1 maximum allowable points: 375

Section 2 maximum allowable points: 200

Section 3 maximum allowable points: 200

6. **Watch your deadlines.**

Refer to the *Handbook for Candidates* for the deadline dates for your desired examination date. Your completed EBF application must be received at AJA Headquarters *on or before* the EBF application deadline listed in the *CJM Handbook for Candidate*. Late submissions will be processed for the next examination date.

Applications submitted without the necessary documentation (incomplete applications) will not be considered on time until all documentation is received. Incomplete EBFs and EBFs received without payment, will be returned to the candidate.

7. **Sign, date, and enclose the appropriate payment before mailing.**