



## **CERTIFIED JAIL SUPERVISOR PROGRAM HANDBOOK**

### **CERTIFICATION**

The Jail Supervisor Certification Commission (JMCC) and the American Jail Association (AJA) promote the concept of voluntary certification for all jail supervisors. Certification is one part of a process called credentialing. It focuses specifically on the individual and is an indication of current competency in a specialized field. Jail supervisors who become Certified Jail Supervisors (CJS) will be distinguished as individuals who have reached one of the highest levels of achievement in their field.

### **PURPOSES OF CERTIFICATION**

1. To provide documented evidence to the public that the individual has been examined by an independent professional organization and found to possess current competency in the field of jail management. Certification also documents the mastery of a strong level of knowledge in the specialty.
2. To encourage continuing education and professional growth.
3. To indicate to one's peers that the individual has taken the time and effort, beyond job experience, to learn the body of knowledge, thus exhibiting a significant commitment to working in the profession of jail management.
4. To provide a form of recognition and achievement. CJSs will receive personal recognition at the national level for a high standard of achievement and competence.
5. To elevate professional standards of jail operations by providing better educated professionals in the field.

## **ADMINISTRATION**

Appointed by the Board of Directors of AJA, a five-member JMCC administers the CJS Program, sets policy, and ensures the program reflects the changing needs of the profession. The registration and examination for the Certified Jail Supervisor is available online at [www.aja.org](http://www.aja.org).

To ensure that the CJS Program continuously meets the changing needs of the profession, the JMCC reserves the right to make changes in the program that may become official at any time. The *CJS Handbook for Candidates* is an overview of the policies and guidelines of the CJS Program. The CJS Application & Experiential Background Form (EBF) and the CJS Recertification Application contain the most current requirements for certification and recertification. The JMCC will evaluate all EBFs and Recertification Applications using the most current guidelines. It is the responsibility of the candidate to obtain the most current copy of the *Handbook for Candidates* and submit the most current EBF or Recertification Application. The most current EBF and Recertification Application are available on AJA's website at [www.aja.org](http://www.aja.org).

## **DEFINITION OF A JAIL SUPERVISOR**

A person (sworn or civilian) in front line and/or mid-level management who supervises the work and performance of an employee or employees in a jail facility.

## **DEFINITION OF A JAIL**

(for purposes of the CJS Program)

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

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

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.

**CJS ELIGIBILITY REQUIREMENTS**

- 1. Must be employed full-time for a minimum of one year as a paid jail supervisor as defined in this Handbook, or have been previously employed full-time for a minimum of one year as a paid jail supervisor with no more than a two-year lapse since last such employment at the time the examination is taken. Candidates not currently employed as a jail Supervisor must state an intention to re-enter the field of jail management and provide documentation of employment when employment as a jail supervisor commences.
- 2. Agree to adhere to the AJA Code of Ethics.

**Application/Examination Fee:**

AJA Member \$299

AJA Nonmember \$399

Retake Fee \$200

Recertification by Exam \$200

\*Leadership Academy Graduates \$199

*\*all leadership academy graduates must submit proof of graduation with their application.*

**NOTE: AJA accepts payment from Navy COOL for military corrections personnel**

**THE EBF (APPLICATION AND EXPERIENTIAL BACKGROUND FORM)**

**The application and testing process is NOW ONLINE!**

Scan the application/EBF along with required supporting documentation into **ONE pdf for upload**. Candidates need **350** points out of a possible 775 points to qualify. Candidates with less than 350 points will receive a breakdown of points awarded by the JMCC.

**EBF SECTIONS AND POINT VALUES**

Education and Management Training.....	375
Jail Management Paid Experience.....	200
Leadership Activities.....	200

**The following documentation is required:**

a) **copy of an official agency position description for the candidate's:**

- 1.) current position, accompanied with the chief executive officer's (sheriff, chief deputy, detention director, jail administrator, etc.) signature on the **Current Jail Supervisor Paid Position** section of the EBF.

2.) previous jail supervisory paid positions listed on the EBF. If an **official position description** is not available, the candidate may submit a detailed description of his/her position on agency letterhead signed by the chief executive officer.

- b) **original official transcript** issued by a regionally accredited degree-granting institution for any college degrees or credits listed.
- c) **any other documentation requirement** outlined in the EBF, such as a copy of the training roster with the courses highlighted, OR certificates, OR agendas, for courses listed. The JMCC reserves the right to take whatever reasonable steps may be necessary to verify and confirm the accuracy of the information submitted.

Within **2-3 weeks** of receiving the application, the JMCC will notify the candidate as to whether or not he/she has met the requirements to take the examination.

If the JMCC determines that the candidate is not currently eligible to sit for the examination, the candidate has **eight** months from the date that appears on the written notice of ineligibility to resubmit his/her application without owing any additional application fees. Applications received after the **eight** month deadline will be assessed the full certification application fee.

## **THE EXAMINATION**

On the day of the examination, make sure you have at least 4 hours set aside to take the exam.

***IMPORTANT: You have ONE (1) month to take the CJS examination once approved. If you do not take the exam within one month of your application approval, you will be locked out of the examination and will need to re-apply and pay additional fees.***

A candidate who passes the examination will be certified for a period of **four** years, and will receive a certificate and a specially designed lapel pin. In addition, your name will be listed in the *American Jails* magazine and the Professional Listing of AJA's website ([www.aja.org](http://www.aja.org)).

Candidates who do not pass the examination may retake it for a reduced fee of \$200, provided it is retaken within **eighteen** months from the date the first examination was taken. After that period, candidates will need to submit a new EBF with all applicable fees. There is no limit to the number of times the candidate may take the examination.

## **REPORT OF RESULTS**

Candidates will be notified immediately whether they have passed or failed the examination.

## **CONFIDENTIALITY**

1. The agency liaison and the candidate may receive the individual test score.
2. Any questions concerning test results should be referred to the JMCC.

## **CONTENT OF EXAMINATION**

1. The online exam is composed of approximately 250 multiple-choice, objective questions with a total testing time of **four** hours.
2. The questions are obtained from individuals with expertise in jail management and are reviewed for construction, accuracy, and appropriateness by the JMCC.
3. The JMCC, with the advice and assistance of Assessment Systems, prepares the examination.
4. The content is described in the content outline in this Handbook.
5. Questions are based on the examination content outline derived from the *Jail Supervisor Role Delineation Study*.
6. The examination is weighted in approximately the following manner:

I. Management	22%
II. Legal/Safety/Security	22%
III. Professional Issues	8%
IV. Communications	15%
V. Environment/Equip./Tech.	11%
VI. Special Populations	11%
VII. Support Services	11%

## **CONTENT OUTLINE**

### **I. Management (22%)**

- A. Personnel Management
- B. Labor Relations
- C. Staffing
- D. Stress Management
- F. Standards
- G. Facility Sanitation
- H. Housing Unit Management

### **I. Sexual Harassment**

### **J. Other**

### **II. Legal/Safety/Security (22%)**

- A. Inmate Rights
- B. Staff Rights
- C. Confidentiality
- D. Inmate Discipline
- E. PREA
- F. Use of Force

- G. Laws, Standards, Codes
  - H. Critical Incident Management
  - I. Inmate Classifications
  - J. Crowding
  - K. Contraband Control
  - L. Intake/Release
  - M. Inmate Transport
  - N. Suicide/Suicide Prevention
  - O. Other
- III. Professional Issues (8%)
- A. Ethics
  - B. Education and Training
  - C. Voluntary Standards
  - D. Other
- IV. Communications (15%)
- A. Community Relations
  - B. Communication Barriers
  - C. Staff
  - D. Inmates
  - E. Other
- V. Environment/Equipment/Technology (11%)
- A. Restraints
  - B. Computers
  - C. ID, Tracking, Documentation
  - D. Architecture and Design
- E. Physical Plant
  - F. Safety Equipment
  - G. Other
- VI. Special Populations (11%)
- A. Gangs
  - B. Juveniles
  - C. Females
  - D. Substance Abusers
  - E. Mental Illness
  - F. Communicable Diseases and Other Health-Related Issues
  - G. Developmental Disabilities
  - H. Sensory/Physically Impaired
  - I. Foreign Nationals
  - J. Elderly
  - K. LGBTI
  - L. Other
- VII. Support Services (11%)
- A. Health and Hygiene Services
  - B. Food and Commissary
  - C. Transportation
  - D. Inmate Programs
  - E. Laundry
  - F. Waste Management
  - G. Other

### **PASS/FAIL STANDARD**

The passing standard is a pre-determined standard of knowledge set by a criterion-referenced methodology, using the judgments of the JMCC. Using this methodology, there is no curve, and candidates do not compete against each other. There is no limit on the number of candidates who may pass or fail the test. Candidates need at least an 80% to pass.

### **SAMPLE QUESTIONS**

1. To establish a direct supervision jail, which of the following is required?
- A. completely new staff
  - B. change in admission criteria

- C. change in architecture
  - D. change in jail policies, procedures, and management philosophy
2. Due to liability lawsuits, a critical incident response plan should include:
- A. establishing a command post.
  - B. timekeeping and documentation.
  - C. notifying employees' families.
  - D. identifying situations and assumptions.
3. When officers are being trained to make routine decisions, which of the following should be included?
- A. medical training
  - B. personality test
  - C. harsh punishment for mistakes
  - D. discussion of the jail's mission and goals
4. Inmate orientation is important in order to:
- A. make initial housing assignments.
  - B. inform inmates of what is expected of them.
  - C. provide inmates with the opportunity to voice grievances.
  - D. provide inmates the opportunity to meet the jail staff.
5. The primary purpose of frequent jail inspections is to assist the jail staff by:
- A. locating missing property.
  - B. assessing staffing needs.
  - C. developing budgetary needs.
  - D. maintaining sanitation and safety standards.
6. Which of the following best describes the high-risk suicide period for inmates?
- A. the first 72 hours of confinement
  - B. during periods of decreased staff supervision
  - C. after being incarcerated for six months
  - D. immediately after being assessed by a mental health clinician

**ANSWERS TO SAMPLE QUESTIONS**

1. D    2. B    3. D    4. B    5. D    6. A

# **RECERTIFICATION**

*You have two options to apply for recertification:*

1. Professional Points Accumulation
2. Re-Examination

## **Option 1: Professional Points Accumulation**

- Mark the appropriate box at the top of the *CJS Recertification Application Form*.
- **PLEASE NOTE:** Only **200** accumulated professional points are required between your initial examination (or recertification) date and the date you apply for recertification. Of the 200 points, under the Leadership activities (Section 3) of the application, **20 points** must have occurred within the last FOUR years to be eligible for recertification.
- Mail your completed CJS Recertification Application to AJA at least six (6) weeks **BEFORE** your certification anniversary date expires. If your application is postmarked after six (6) weeks, a \$75 late fee will be assessed. Fees are subject to change.

*Fees: AJA Member: \$150 (Individual)      Nonmember: \$210*

## **Option 2: Re-examination**

- Mark the appropriate box at the top of the *CJS Recertification Application Form*.
- Scan pages 1 through 5, and pages 22 through 25 of the *CJS Recertification Application Form* into **ONE pdf for upload**.
- Download the *AJA Certification Online Registration and Exam Instructions* guide from the [aja.org](http://aja.org) website to assist you in applying for and taking the examination.

*Fee: \$200*



## **RECERTIFICATION ELIGIBILITY REQUIREMENTS**

To be eligible for recertification:

1. The CJS must be employed full-time as a paid jail supervisor until the expiration date of his/her current certification, or, if at the time of application for recertification, the CJS is not currently working in the field, he/she must have no more than a two-year lapse of employment as a paid jail supervisor (counting back from the certification expiration date). If the CJS is not currently employed as a jail supervisor or will be leaving the field of jail supervision prior to his/her certification expiration date, a statement of intention to reenter the field of jail supervision (within the two-year period allotted) must accompany the application for recertification. The CJS must then notify AJA when employment as a paid jail supervisor commences.  
  
Alternatively, if at the time of application for recertification, the CJS no longer meets the definition of a jail supervisor, the designation may be maintained if the CJS has recertified at least once prior to the current application. The CJS must also maintain activity in the field of corrections as evidenced by completion of the recertification application requirements.
2. It is the responsibility of the candidate to obtain the latest and most current copy of the Recertification Application.
3. The CJS must agree to adhere to the AJA Code of Ethics.

## **LOSS OF CERTIFICATION WHEN RECERTIFICATION REQUIREMENTS ARE NOT MET**

CJSs who do not apply for recertification or who fail to meet the criteria required for recertification by their certification date (**four** years from previous certification date) will be suspended and lose the right to use the CJS designation and will no longer be listed as a CJS by the JMCC or in any AJA publication.

If certification is suspended, and at some point in the future, the former CJS decides to become certified again, he/she will be required to go through the entire certification process again, including taking the examination.

## **REVOCAION OF CERTIFICATION**

Certification may be revoked or denied for any of the following reasons:

1. falsification of an application and/or EBF,
2. misrepresentation of certification, or
3. breach of existing ethical standards of professional practice.

An appeals mechanism for challenging revocation or denial of certification is available.

All policies, guidelines, and fees pertaining to the CJS Program are subject to change by AJA and the JMCC. Such changes can be enacted immediately and without notice.

**To obtain a CJS *Handbook for Candidates*, and CJS Application & Experiential Background Form, please print from the AJA website at [www.aja.org](http://www.aja.org).**

Questions concerning the Jail Supervisor Certification Program should be directed to:

Certification Department  
American Jail Association  
1135 Professional Court  
Hagerstown, Maryland 21740  
Phone: 301-857-2323

Fax: 301-790-2941    Email: [certification@aja.org](mailto:certification@aja.org)    Website: [www.aja.org](http://www.aja.org)