

CJS RECERTIFICATION APPLICATION

Option 1: Professional Points

- Mark the Professional Point box at the top of the *CJS Recertification Application Form*.
- **PLEASE NOTE:** Only **250** accumulated professional points are required between your initial examination (or prior recertification) date and the date you apply for recertification. Of the 250 points, **20 points** must have occurred within the last FOUR years under the Leadership Activities (Section 3) of the application to be eligible for recertification.
- Submit a minimum of **three** original potential CJS examination questions along with supporting documentation.
- If paying via credit card, you may scan the entire application and supporting documentation into **one pdf** document and email to certification@aja.org **six weeks before** your certification anniversary date expires. If your application is received late, a \$75 late fee will be assessed. Fees are subject to change.
- If paying with check or PO, you must mail your completed CJS Recertification Application with payment to AJA Headquarters **six weeks before** your certification anniversary date expires. If your application is received late, 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 Re-Examination box at the top of the *CJS Recertification Application Form*.
- Fill out the designated pages and a minimum of **three** original potential CJS examination questions along with supporting documentation.
- If paying via credit card, you may scan the entire application and supporting documentation into **one pdf** document and email to certification@aja.org **six weeks before** your certification anniversary date expires. If your application is received late, a \$75 late fee will be assessed. Fees are subject to change.
- If paying with check or PO, you must mail your completed application with payment to AJA Headquarters **six weeks before** your certification anniversary date expires. If your application is received late, a \$75 late fee will be assessed. Fees are subject to change.
- Once the application is reviewed, you will be emailed the examination instructions.

Fee: \$200

PROMOTIONS

Section 1

List any promotions you have received since **your initial certification date, or your last recertification date**. Ten (10) points will be awarded for each promotion. Should a promotion of several ranks occur on one date, only 10 points will be awarded.

Required Documentation: Attach an official notice of promotion

Candidate: _____

Agency: _____

Promotion in rank: To: _____ From: _____

Date of Promotion: ____/____/____

_____ *Total Points*

Agency: _____

Promotion in rank: To: _____ From: _____

Date of Promotion: ____/____/____

_____ *Total Points*



If Recertifying by Exam---Stop here and turn to the **CJS Test Questions (Section 3)**

If Recertifying by Points---Please continue.

EDUCATION AND TRAINING

Higher education attained at **regionally accredited, degree-granting** institutions only. To receive points, the name of the college or university must be given below. Points are awarded only for the highest level of education attained **since your last certification date**. Points are not cumulative.

Required Documentation: Attach an official original transcript

How points are awarded: If an Applicant received points for higher education on his/her original application, or previous Recertification Application, and completed a higher degree since that time, the Applicant will be awarded the point difference between the degrees. For example: If an Applicant previously received points for an associate's degree and has since earned a bachelor's degree, the applicant will be awarded 50 points on the *Recertification Application*, the difference between an associate's degree (50 points) and a bachelor's degree (100 points.)

Degree Earned: (per the original application or your last recertification application)

___ Associate's Degree = 50 pts Date earned: _____
 ___ Bachelor's Degree = 100 pts Date earned: _____
 ___ Master's Degree = 125 pts Date earned: _____
 ___ Doctorate Degree = 150 pts Date earned: _____

Degree Earned **Since** Last Certification: (within the past 4 years)

___ Associate's Degree = 50 pts Date earned: _____
 ___ Bachelor's Degree = 100 pts Date earned: _____
 ___ Master's Degree = 125 pts Date earned: _____
 ___ Doctorate Degree = 150 pts Date earned: _____ **Points Earned:** _____

To calculate points, subtract the points previously awarded on your original application, or last recertification from points earned within the past 4 years. Indicate the point difference in Points Earned space.

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 _____. You will receive 50 points for associate's degree equivalent.

MANAGEMENT-BASED EDUCATION / TRAINING

DO NOT INCLUDE college courses where credits were applied toward a degree.

Jail management, criminal justice management, and general management education/training: (training programs, seminars, conferences, related specifically to management). **DO NOT INCLUDE** courses designed for front line officers.

National Jail Leadership Command Academy (NJLCA) completion = 80 Points.

Required Documentation: Attach a copy of your training roster from your agency with the course name, date and course points highlighted. You may also submit a certificate or the class agenda/roster with a description of the course if you do not have an agency training roster for verification.

Please list all activities in chronological order beginning with the most recent over the past four years since your last certification date.

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*

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*

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*

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*

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*

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*

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*

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*

(Make extra copies of any form if necessary)

ONLINE LEARNING

Maximum allowable for Online Learning: 120 points
One point will be awarded per hour of management-based training.

Management-based courses taken *online* or by *correspondence* where the subject matter is relevant to your position as a jail supervisor since last certification. One point per hour of instruction will be awarded for management-based courses offered by the **National Institute of Corrections (NIC)**, the **American Correctional Association (ACA)** and the **American Jail Association (AJA)**. Other management-based online 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.

Required Documentation: Attach a course description outlining the learning objectives and course hours along with documentation of completion.

Title of course: _____

Type of course: Online Correspondence

Agency providing training: NIC ACA AJA other: _____

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

_____ *Total points*

Title of course: _____

Type of course: Online Correspondence

Agency providing training: NIC ACA AJA Other: _____

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

_____ *Total points*

(Make extra copies of any form if necessary)

MENTORSHIP

Maximum allowable for Mentorship: 40 points

A Certified Jail supervisor may apply for recertification points by serving as a mentor for an individual interested in becoming a Certified Jail supervisor, Certified Jail Supervisor, or Certified Jail Officer.

To Qualify: A CJS must mentor an individual by making them aware of the AJA certification programs by educating them about the application process; assisting them with the completion of the Experiential Background Form; providing support in preparation for the certification exam; and providing advice in reference to activities that will further their career and aid in Recertification.

Available Points:

A mentored individual that makes application and takes an exam for: CJS = 20 points.
CJS = 15 points
CJO = 10 points

Applicant Mentored: _____

Agency: _____

CJS Application Date: _____ CJS Examination Date: _____

CJS Application Date: _____ CJS Examination Date: _____

CJO Application Date: _____ CJO Examination Date: _____

Applicant Mentored: _____

Agency: _____

CJS Application Date: _____ CJS Examination Date: _____

CJS Application Date: _____ CJS Examination Date: _____

CJO Application Date: _____ CJO Examination Date: _____

_____ Points Awarded for this Section.

Section 1 - Point Talley:

_____ Formal Education (Maximum allowable points: 150)

_____ Promotions, Management-based Education/Training, Online Learning/Mentorship

_____ **TOTAL POINTS**

LEADERSHIP ACTIVITIES

20 points are REQUIRED anywhere in Section 3 and achieved within the past four years from the date of your last certification.

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

Board / Commission: A Board/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/ Commission / Committee/ Task Force: _____

Goals and purposes of the Board/Commission/Committee/Task Force listed: _____

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

Organization: _____

Office or position held: _____

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

Goals and purposes of the Board/Commission/Committee/Task Force listed: _____

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

SCHEDULED SPEAKER OR INSTRUCTOR

Maximum allowable Speaker points: 200 points

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. College courses taught is 50 points per class. All other classes are 3 points per hour.

You may include regional or multi- jurisdictional training hosted by your organization.

DO NOT INCLUDE presentations made only to the staff of your employing organization or practical training or courses relating to basic correctional practice, such as those written for front-line officers.

Organization conducting event: _____

Jail management related subject discussed: _____

Audience in attendance: _____

Location of event: _____

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

of hours _____ x 3 points = _____

_____ Total *points*

Organization conducting event: _____

Jail management related subject discussed: _____

Audience in attendance: _____

Location of event: _____

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

of hours _____ x 3 points = _____

_____ Total *points*

TECHNICAL ASSISTANCE CONSULTANT

Participation as a **technical assistance** consultant in an advisory (paying or nonpaying) capacity on jail operations/management issues (other than your employing agency).

National Jail Leadership Command Academy (NJLCA) Mentors can claim 40 hours of credit in this section.

Agency that contracted your services: _____

Agency address: _____

Agency phone: _____

Date(s) of service: From: ____/____/____ to: ____/____/____

Nature of service performed: _____

Contact Person: _____ Phone: _____

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

_____ *Total points*

Agency that contracted your services: _____

Agency address: _____

Agency phone: _____

Date(s) of service: From: ____/____/____ to: ____/____/____

Nature of service performed: _____

Contact Person: _____ Phone: _____

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

_____ *Total points*

AUDITS

A MAXIMUM OF 16 points will be awarded per audit (No more than three audits accepted).

Agency that contracted your services: _____

Agency address: _____

Agency phone: _____

Date(s) of service: From: ____/____/____ to: ____/____/____

Nature of service performed: _____

Contact Person: _____ Phone: _____

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

_____ *Total points*

Agency that contracted your services: _____

Agency address: _____

Agency phone: _____

Date(s) of service: From: ____/____/____ to: ____/____/____

Nature of service performed: _____

Contact Person: _____ Phone: _____

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

_____ *Total points*

(Make extra copies of this form if necessary)

WORK PUBLISHED OUTSIDE OF YOUR EMPLOYING AGENCY

Articles, bulletins, chapters, books, written and published on jail management /criminal justice related subjects (**excluding your employing agency's publications**) **since last certification**. 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 supervisor, and a copy must accompany your application.

Required Documentation: Attach a copy of the work written and published.

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*

(Make extra copies of this form if necessary)

NATIONAL CERTIFICATIONS

Section 2

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 since last certification.*

Required Documentation: Attach a copy of the official notification of certification on the sponsoring organization's letterhead.

Points for certifications will be allowed for:

CCT	Certified Correctional Trainer, AJA/IACTP: 15 points
CJO	Certified Jail Officer, AJA: 5 points
CJS	Certified Jail Supervisor, AJA: 10 points PREA Auditor, AJA: 10 points
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 ACA Auditor, ACA: 20 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 sponsored by a ***national organization***. 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

AWARDS

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

Required Documentation: Attach a copy of the letter/announcement acknowledging your accomplishment and the reason you were 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*

COMMUNITY-BASED VOLUNTEER LEADERSHIP ROLES

Maximum allowable: 40 points

Community-based Volunteer Leadership Service roles performed in the community outside of your role as a paid jail supervisor. 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 **since last certification**.

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

MEMBERSHIPS

Maximum allowable for Memberships: 40 points

Membership in state, regional, or national jail/corrections associations - such as the, American

Jail Association, American Correctional Association, National Sheriffs' Association, Bay Area Jail supervisors Association, South Carolina Jail Administrators' Association, etc.

Do not list law enforcement associations (such as FOP, NABCJ, etc.) 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 **since last certification**.

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 2

Rules for CJS Questions Submission

Required Documentation: All recertifying applicants must include a minimum of three potential test questions for the Certified Jail supervisor examination.

A maximum of 20 points are allowed on the Recertification Application for potential test questions submitted.

Potential test questions must:

- be applicable to *adult* local corrections in general, and
- not be state or jurisdictional specific,
- be management-based,
- not use “all of the above” or “none of the above” as an answer,
- not be “not” questions (example: Which of the following is not)
- not be taken from the ACA Standards Manual,
- be submitted on the ***Item Submission Sheet*** enclosed in this application -(one question per form), please make additional copies of the form as necessary.
- **a copy of the reference must be submitted with the application.**

Major Content Areas for Questions on the CJS Examination

- I. Management/Professional Issues
- II. Inmate Management
- III. Communications
- IV. Environment/Equipment
- V. Special Populations
- VI. Support Services

PLEASE NOTE: We will NOT accept any questions coming from the JOB or JMB bulletins or from the ACA Standards Manual.

Submissions:

Date questions were submitted to the JMCC: _____/_____/_____

of questions _____ x 2 points = _____

_____ **TOTAL POINTS FOR SECTION 3** (*Maximum allowable points: 20*)

ITEM SUBMISSION SHEET

Please state your question in **multiple choice** format and provide ONE CORRECT answer and THREE plausible but INCORRECT options. Please do not use “all of the above” or “none of the above” options. You may also create a situation which has more than one question accompanying it.

If your question includes a diagram or illustration, please clip it to the reverse side. It must be camera-ready, not a “copy of a copy,” and it must not be copyright protected.

Please make additional copies of this form as necessary.

Attach a copy of reference and/or source for each question.

QUESTION:

1. CORRECT ANSWER

2. INCORRECT OPTION

3. INCORRECT OPTION

4. INCORRECT OPTION

For which test is the question submitted? JAIL SUPERVISOR CERTIFICATION EXAM

Reference your question (copy attached): _____

Major Content Area (see enclosed list): _____

Your Name: _____

(Make extra copies of any form if necessary)

RECERTIFICATION SUMMARY OF POINTS

250 points required

TOTAL POINTS: _____

Before you put your application 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.

The JMCC will accept Recertification Applications as early as six months prior to the Applicant's certification expiration date. Applicants are encouraged to submit applications early to avoid potential problems that may occur. You will be notified of the status of your application within six weeks from the time we receive it along with all required supporting documentation including fees. Incomplete applications will be sent back to the applicant and the evaluation process will not commence until all required materials and information have been received by the JMCC.

RECERTIFICATION DEADLINES- Professional Points (only) Applications must be **postmarked at least 6 weeks prior** to your certification expiration date. Recertification applications received after the six week due date will be assessed an additional \$75 late fee. If the application is postmarked after the CJS's expiration date, to become certified again, the individual will have to reapply for certification and take the CJS examination.

I do hereby certify that my biographical statement, as submitted to the JMCC in connection with my application for recertification, 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 recertification application deadline.

Non-Discrimination Policy: The American Jail Association, Inc., through its administration of the Certified Jail supervisor 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.

The JMCC reserves the right to enact changes in the recertification requirements at any time.

I agree to be bound by the Code of Ethics of AJA and understand that any material misrepresentation of the information provided on the CJS Recertification Application may result in denial or loss of the CJS designation. I acknowledge that I have read and understand the CJS 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 recertification as a Certified Jail supervisor.

Signature

Date

METHOD OF PAYMENT

NOTE: If paying by check or PO, please **MAIL** your application and payment. If paying with a credit card, you may scan your entire application into one pdf and email to the Certification Department: certification@aja.org

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

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 of Payment: Member Fee (\$150) Nonmember Fee (\$210)

Payment includes an additional late submission processing fee

Check Enclosed # _____

P.O. Form Enclosed # _____

Send payment and all required materials to:

CJS Program

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

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 AJA Board of Directors on November 10, 1991. Revised 10/17/2011.