



## Overview

The Jail Executive Institute (JEI) is a cooperative venture between the American Jail Association (AJA) and the University of Nebraska at Omaha's (UNO) School of Criminology and Criminal Justice. The classroom portion will be held September 15-20, 2024 in Omaha, Nebraska at UNO.

## Tuition

JEI tuition is \$2,995 and includes all class materials, lodging for five (5) nights, daily snacks, and three (3) evening meals.

**Please Note: Airfare, transportation to/from the airport in Omaha, Nebraska, and some meals are the responsibility of the participant.**

## Application/Review Process

Applications and required documentation will be sent to the JEI Advisory Committee for review. Once eligibility is determined, the candidate will be notified and sent acceptance materials. The geographic location of the participant and rated jail capacity will be taken into consideration to form a well-rounded class. Applications will be accepted electronically or by mail (see application for details).

## Deadlines

Applications will be accepted until the class is at capacity.

## Tentative Schedule

JEI will consist of three segments:

**Segment 1** will be held onsite and include five nights lodging. Candidates should plan to arrive in Omaha, Nebraska no later than 4 p.m. on Sunday, September 15, 2024, for introductions, networking, and dinner. Candidates are required to attend the Sunday night activities. The institute will end at approximately 12:30 p.m. on Friday, September 20, 2024.

**Segment 2** consists of one 90-minute virtual (Zoom) class per month from October 2024 to April 2025.

**Segment 3** requires your attendance at AJA's Conference & Jail Expo, May 17-21, 2025 in Fort Worth, Texas. JEI participants will deliver an oral presentation before a panel of jail experts.

**Please note: Airfare, transportation to/from the airport, Hotel Reservation, Registration Fee for AJA's Conference & Jail Expo and meals are the responsibility of the participant.**

## **Class Size**

Attendance at each session of JEI is limited to 25 participants. JEI recommends no more than two participants per agency per class.

## **Who is a jail executive?**

For the purposes of the JEI, a jail executive is defined as:

A person (sworn or civilian) who directs, administers, and/or is in charge of the operations of a local correctional agency. This person reports directly to the sheriff, and/or county/city governing body or board. The jail executive has the final decision-making authority in the facility with regard to policies and procedures, staff and inmate safety and security, maintenance, staffing, training, all programs, and preparation of annual budgets and expenditures.

or

A member of your executive command staff. Ideally, this person is involved with executive-level policy, operations, budget, and human resource/disciplinary decisions.

For the purposes of the JEI, a jail is defined as:

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, U.S. 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.

## **Application Requirements**

To apply to attend JEI, please complete the application along with the following documents:

- Official Agency Description
- Official Agency Organizational Chart
- CV, Resume or Vita
- A brief narrative written by the applicant that describes why he/she desires to attend JEI and how it will benefit him/her both individually and as an executive of his/her institution (no more than 500 words)

The application must be signed by the direct report administrator or a senior executive-level member who works in the criminal justice system.

Incomplete applications and/or applications received without the required documentation and signatures will be returned to the candidate and the evaluation process will not commence until all required materials and information have been received by the JEI Advisory Committee.

Inquiries and/or questions should be directed to Connie Lacy at [conniel@aja.org](mailto:conniel@aja.org) or Dr. Mark Foxall at [markfoxall@unomaha.edu](mailto:markfoxall@unomaha.edu). Information is also available at [www.americanjail.org/jei](http://www.americanjail.org/jei).



### Jail Executive Institute Candidate Application

**Type or print clearly**

Today's date: \_\_\_\_\_

Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Office Telephone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Work Email Address: \_\_\_\_\_

Rated Capacity of Facility: \_\_\_\_\_ Highest Level of Education Attained: \_\_\_\_\_

Current Title: \_\_\_\_\_

What is the best time of the day to reach you? \_\_\_\_\_

How do you prefer to be contacted? \_\_\_\_\_

**Please check the paragraph below that describes your current agency. (Agency must meet one of the following definitions 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, U.S. 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):

Please include the following documentation with your signed (see below) application:

- Official Agency Description
- Official Agency Organizational Chart
- CV, Resume or Vita
- A short narrative written by the applicant that describes why he/she desires to attend JEI and how it will benefit them him/her individually and as an executive of his/her institution (no more than 500 words)

The application must be signed by the candidate and the direct report administrator or a senior executive level member who works in the criminal justice system.

Signatures

**The following statement must be signed by your direct report administrator. If no direct report administrator is available, a letter provided by a senior executive-level member from the criminal justice community, with whom the participant interacts, will suffice.**

\_\_\_\_\_ regarding his/her current position with \_\_\_\_\_. It is,  
(First Name, Last Name) (Agency Name)

to the best of my knowledge, truthful and accurate. I support and recommend \_\_\_\_\_  
for candidacy to attend the Jail Executive Institute.

\_\_\_\_\_  
Administrator's signature

\_\_\_\_\_  
Administrator's printed name

\_\_\_\_\_  
Administrator's title

\_\_\_\_\_  
Date

**The following must be signed by the candidate**

I certify that my biographical statement, as submitted in connection with my application to attend the Jail Executive Institute, is true and correct in all material aspects. I authorize the American Jail Association and the Jail Executive Institute Advisory Committee to take reasonable steps to verify the accuracy of the information. If my application is incomplete:

**I understand that the delay this would create in further processing my application could result in missing the application deadline to attend my desired institution session.**

**I understand that if I am eligible, but not able to attend the class, I can reapply for the next session.**

**I understand that written cancellation submitted 60 days (or more) prior to the start of the class will be refunded 100%. Written cancellation of less than 60 days' notice will be refunded 70% of the program cost.**

**I agree to be bound by the Code of Ethics of AJA and understand that any material misrepresentation of the information provided on the JEI application may result in denial to participate in the program.**

**The undersigned agrees to indemnify and hold harmless the American Jail Association, Inc., the University of Nebraska at Omaha, and the Jail Executive Institute, their officers, directors, employees, and agents from any and all liability, loss or damage whatsoever that may result from a denial of my application for attendance at the Jail Executive Institute.**

\_\_\_\_\_  
Candidate's signature

\_\_\_\_\_  
Candidate's printed name

\_\_\_\_\_  
Candidate's title

\_\_\_\_\_  
Date

**Direct all materials to:**

Lori Bachtell, Training and Program Manager  
American Jail Association  
1135 Professional Court  
Hagerstown, MD 21740  
Email: [Lorib@aja.org](mailto:Lorib@aja.org)

