



# NATIONAL JAIL LEADERSHIP COMMAND ACADEMY APPLICATION

## Overview

The eighteenth class of the National Jail Leadership Command Academy will be held March 1-6, 2015, at the George J. Beto Criminal Justice Center on the campus of Sam Houston State University in Huntsville, Texas. The goals and qualifications are as follows:

**Mission:** The National Jail Leadership Command Academy (NJLCA) is designed to provide training for succession preparation, and to develop leadership skills for successful transitioning into senior leadership positions within jails.

**Definition:** For the purposes of the NJLCA, a mid-level manager is defined as a person (sworn or civilian) who supervises the work and performance of employees in a jail facility and is in line to succeed those persons that currently direct, administer, and/or are in charge of the operations of the jail facility, division, bureau, department, program, and/or shift.

**Tuition:** Academy tuition includes all class materials, lodging for five (5) nights, all meals/snacks, and transportation to/from George Bush Intercontinental Airport in Houston, Texas. Airfare is not included.

*Single Occupancy: \$1,760 Double Occupancy: \$1,560*

**Application/Review Process:** Applications and required documentation will be sent to the NJLCA Advisory Committee for review. Once eligibility is determined, the candidate will be notified and sent acceptance materials. The geographical location and rated jail capacity will be taken into consideration to form a well-rounded class. Applications will be accepted by fax, mail, online, or PDF file.

**Deadlines:** Applications will be accepted through December 15, 2014, or until the class is at capacity.

**Tentative Schedule:** Candidates should plan to arrive at the campus no later than 2:00pm on Sunday, March 1, 2015, for introductions, networking, and dinner. Transportation will be provided for those arriving before 2:00pm. **Candidates are required to attend the Sunday night activities.** The Academy will end at approximately 2:00pm on Friday, March 6, 2015. Airport transportation will be provided on Friday afternoon and Saturday morning.

**Class Size:** Attendance at each session of the NJLCA is limited to 36 participants. The NJLCA recommends no more than two participants per agency, per class. Those applicants not selected for the fifteenth class must reapply for the next desired session.

**Questions:** Inquiries should be directed to Sharese Hurst at 936-294-1687, via e-mail at [sharese@shsu.edu](mailto:sharese@shsu.edu), or visit [www.nationaljailacademy.org](http://www.nationaljailacademy.org).

*A joint initiative of the:*



American Jail Association



Correctional Management Institute of Texas,  
Sam Houston State University



National Association of Counties

**Non-Discrimination Policy:** AJA, CMIT, and NACo, through the administration of the NJLCA program, conform 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.



## NATIONAL JAIL LEADERSHIP COMMAND ACADEMY APPLICATION

***For the purposes of the NJLCA:***

### **DEFINITION OF A JAIL MID-LEVEL MANAGER**

For the purposes of the NJLCA, a mid-level manager is defined as a person (sworn or civilian) working in a jail facility who is above the first-line supervisor and reports to upper-level management. This individual is typically above supervisors in the chain of command. The mid-level manager is primarily responsible for the oversight and management of a section, unit, shift, program, or team, as well as the implementation of organizational policy.

### **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.

### **DIRECTIONS:**

To apply to attend the National Jail Leadership Command Academy, please complete the ***NJLCA Application Form*** and submit it along with the required agency position description, agency organizational chart, applicant's biographical sketch, a short paragraph written by the applicant explaining why he/she wants to attend and how it will benefit him/her (200 words or less), and the appropriate signatures. Eligibility will be determined by the Correctional Management Institute of Texas (CMIT), in consultation with and approval of the American Jail Association's NJLCA Advisory Committee.

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

Once your application has been received and processed, and your eligibility verified, you will be contacted to begin the registration process. There is no payment due at the time of application.

Direct all materials to:

**NJLCA/CMIT**  
**Sam Houston State University ■ Huntsville, Texas 77341-2296**  
**E-mail: [sharese@shsu.edu](mailto:sharese@shsu.edu) ■ FAX: 936-294-1671**



NATIONAL JAIL LEADERSHIP COMMAND ACADEMY APPLICATION (continued)

Program Requirement:

To be eligible to attend the NJLCA, candidates must submit an official agency position description, an agency organizational chart, a biographical sketch, a short paragraph written by the applicants explaining why they want to attend and how it will benefit them (200 words or less), and have their correctional administrator sign the application.

Type or Print Clearly

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Print your name as you would want it to appear on a certificate.)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

Office Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Cell Number: \_\_\_\_\_ Work E-mail Address: \_\_\_\_\_

Rated Capacity of Facility: \_\_\_\_\_

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

What is the best time of the day to reach you? \_\_\_\_\_ (AM /PM )

How do you prefer to be contacted: [ ] Phone [ ] E-mail [ ] Mail

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, 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): \_\_\_\_\_



**NATIONAL JAIL LEADERSHIP COMMAND ACADEMY  
APPLICATION (continued)**

**The following statement must be signed by your correctional administrator.**

The information attached is the **official agency description, agency organizational chart, applicant's biographical sketch, and a short paragraph written by the applicant explaining why he/she wants to attend and how it will benefit him/her (200 words or less)** provided with this NJLCA Application for:

\_\_\_\_\_ regarding his/her current position  
(Candidate Name)

with \_\_\_\_\_. It is, to the best of my knowledge, truthful and accurate. I support  
(Agency Name)

and recommend \_\_\_\_\_ for candidacy to attend the National Jail  
(Candidate Name)  
Leadership Command Academy.

\_\_\_\_\_  
Correctional Administrator's Signature

\_\_\_\_\_  
Correctional Administrator's Printed Name

\_\_\_\_\_  
Correctional Administrator's Title

\_\_\_\_\_  
Date

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

I do hereby certify that my biographical statement, as submitted in connection with my application to attend the National Jail Leadership Command Academy, is true and correct in all material respects. I authorize CMIT and the NJLCA Advisory Committee 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:

**I understand that the delay this would create in further processing my application could result in missing the application deadline to attend my desired academy session; and,**

**I understand that if I am eligible, but not able to attend the class, I must reapply for the next session; and,**

**I agree to be bound by the Code of Ethics of AJA and understand that any material misrepresentation of the information provided on the NJLCA Application may result in denial to the Academy.**

**The undersigned hereby agrees to indemnify and hold harmless the American Jail Association, Inc., the Correctional Management Institute of Texas and the National Association of Counties, their officers, directors, employees, and agents from any or all liability, loss, or damage whatsoever that may result from a denial of my application for attendance at the National Jail Leadership Command Academy.**

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date



## 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 May 19, 1993.