

CLASS APPLICATION — CLASS #52 • MARCH 23-28, 2025

PAGE 1 OF 5

The National Jail Leadership Command Academy will be held 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 mission of the National Jail Leadership Command Academy (NJLCA) is to develop leadership knowledge, skills, and abilities towards effective succession preparation, and successful transitioning into senior and executive leadership positions within jails.

VISION: The vision of NJLCA is to develop transformative jail leadership, leading positive change aligned with ethical conduct, advocacy for peers, use of evidence-based practices, and humane treatment in the furtherance of community safety.

VALUES

- Respect for each other, faculty and staff.
- Commitment to fully participate and share in all NJLCA activities.
- Treat information with care and confidentiality.
- Keep an open mind; consider that great ideas come from unexpected sources.
- Model professional conduct.

LOCATION:

Class will be held in the George J. Beto Criminal Justice Center on the campus of Sam Houston State University. 816 17th St, Huntsville, TX 77340 / www.cjcenter.org

Participants will be housed on campus at the University Hotel. 1610 Bobby K Marks Drive, Huntsville, TX 77341 / www.hotel.shsu.edu

TUITION: Academy tuition includes all class materials, lodging for five (5) nights and all meals/snacks. Airfare and transportation to/from the airport in Houston, Texas is not included.

Single Occupancy: \$2,395 Double Occupancy: \$2,195

INSTRUCTORS: The faculty includes subject matter experts, both practitioners and criminal justice academicians.

TOPICS: Essential Leadership Skills; Self-Awareness and Understanding Yourself - MBTI; Statistics and Managing with Data; Agency Internal Culture; Collaboration for Jail Leaders; Managing the Generations in the Workplace; Workforce Development; Organizational and Personal Leadership Development; Dealing with Criticism and Crucial Conversations; Agency Mission; Vision; and Values; The Jail Budget; Leading and Managing Change; and Group Problem-Solving and Presentations.

NJLCA DRESS CODE: The dress code for this program is business casual: No shorts, t-shirts, jeans, or flips-flops. Meeting rooms are often cold, so we recommend that you bring a jacket or sweater.

CLASS APPLICATION — CLASS #52 • MARCH 23-28, 2025

PAGE 2 OF 5

APPLICATION/REVIEW PROCESS: Applications and required documentation are sent to the NJLCA Advisory Committee for review. Once eligibility is confirmed, the candidate will be notified and sent acceptance materials. Those applicants not selected for the upcoming class must reapply for future classes.

DEADLINES: Applications will be accepted until the class is at capacity.

CLASS SCHEDULE: Candidates must arrive at the campus no later than 2:00pm (CST) on Sunday, for introductions, networking, and dinner. Candidates are required to attend the Sunday night activities. The Academy will end around or before 2:00pm (CST) on Friday.

CLASS SIZE: Each session of the NJLCA is limited to 37 participants. No more than two participants per agency are scheduled for each class.

QUESTIONS: Inquiries should be directed to Vinessa Mundorff at 936-294-3073 or via e-mail at vmundorff@shsu.edu.

A joint initiative of the



Non-Discrimination Policy: AJA and CMIT 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 514 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.

CLASS APPLICATION — CLASS #52 • MARCH 23-28, 2025

PAGE 3 OF 5

A. FACILITY ELIGIBILITY

For the purposes of NJLCA, eligible facilities include:

1. A facility housing a pre-trial and/or sentenced inmates operating under the legal authority of a county, municipal, tribal, regional organization, the Bureau of Indian Affairs, and Federal government and/or U. S. military entity.
2. A facility housing pretrial and sentenced inmates where the state government is responsible for jail operations (Alaska, Hawaii, Rhode Island, Connecticut, Vermont, Delaware, West Virginia).
3. A facility operated by a non-public entity (private corporation) which exists to serve local/state/federal communities, via a contract, housing pretrial and/or sentenced inmates.
4. A facility operated by a public entity designated to for short-term holding arrestees/inmates for short periods of time (e. g. police/law enforcement “lock-ups”, U. S. Marshal’s Service, U.S. military, US Dept. of Homeland Security).
5. The CMIT NJLCA Coordinator will have the final determination of eligibility.

B. PARTICIPANT ELIGIBILITY

NJLCA is targeted to mid-and-senior level jail leadership, defined for the purposes of the NJLCA, as a person serving in a certified or civilian position who supervises the work and performance of employees in a jail facility, and who is potentially in line to be promoted to direct, administer, and/or lead the operations of the jail facility, division, bureau, department, program, and/or shift. Eligible individuals serve in either “sworn” or “civilian” job positions to include, but are not limited to, provision of inmate medical and mental health care, inmate programming, community supervision, and discharge planning.

* The CMIT NJLCA Coordinator will have the final determination of participant eligibility.

TO APPLY:

Complete the NJLCA Application Form, including:

- Agency position description
- Agency organizational chart
- Applicant’s biographical sketch (200 words or less), resume or CV
- 200 word paragraph written by the applicant explaining why they want to attend and how it will benefit them
- All required signatures

Incomplete applications and/or applications received without the required documentation will be returned to the applicant and the evaluation process will be delayed until all required materials and information have been received by CMIT and the NJLCA Advisory Committee.

Direct all materials to:

NJLCA/CMIT • Attn:Vinessa Mundorff • Sam Houston State University • Huntsville, Texas 77341-2296

Or Email: vmundorff@shsu.edu

RECEIVED	/	ACCEPTED	/
----------	---	----------	---

CLASS APPLICATION — CLASS #52 • MARCH 23-28, 2025
PAGE 4 OF 5

PROGRAM REQUIREMENT
To be eligible to attend the NJLCA, applicants must submit an official agency position description, an agency organizational chart, a biographical sketch, resume or CV, 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 (Month/Day/Year) AM / PM
What is the best time of the day to reach you?

Full Name (Print your name as you would want it to appear on a certificate)

Current Title Agency Name

Agency Address / City / State / Zip

Agency Phone Number Cell Number

Work Email Address

Rated Capacity of Jail Highest Level of Education Attained

How may we contact you? Phone Email

Please check the paragraph below that describes your current agency.

(Agency must meet one of the following definitions of a jail.)

- A facility housing a pre-trial and/or sentenced inmates operating under the legal authority of a county, municipal, tribal, regional organization, the Bureau of Indian Affairs, and Federal government and/or U. S. military entity.
- A facility housing pretrial and sentenced inmates where the state government is responsible for jail operations (Alaska, Hawaii, Rhode Island, Connecticut, Vermont, Delaware, West Virginia).
- A facility operated by a non-public entity (private corporation) which exists to serve local/state/federal communities, via a contract, housing pretrial and/or sentenced inmates.
- A facility operated by a public entity designated to for short-term holding arrestees/inmates for short periods of time (e. g. police/law enforcement "lock-ups", U. S. Marshal's Service, U.S. military, US Dept. of Homeland Security).
- Other (Describe) _____

RECEIVED	/	ACCEPTED	/
----------	---	----------	---

CLASS APPLICATION — CLASS #52 • MARCH 23-28, 2025
PAGE 5 OF 5

THE FOLLOWING STATEMENT MUST BE SIGNED BY YOUR CORRECTIONAL ADMINISTRATOR.

Please submit the official agency position description, agency organizational chart, 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), along with this NJLCA Application for:

_____ regarding his/her current position with _____.
(Applicant Name) *(Agency Name)*

It is, to the best of my knowledge, truthful and accurate. I support and recommend _____
(Applicant Name)
 for candidacy to attend the National Jail Leadership Command Academy.

 Jail Administrator's Signature Jail Administrator's Printed Name

 Jail Administrator's Title Date (Month/Day/Year)

 Jail Administrator's Email Jail Administrator's Phone

THE FOLLOWING MUST BE SIGNED BY THE APPLICANT.

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 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 understand that written cancellation submitted 60 days (or more) prior to the start of class will be refunded 100%. Written cancellation of less than 60 days' notice will be refunded 30% of the program cost.

I agree to be bound by the Code of Ethics of AJA.

The undersigned hereby agrees to indemnify and hold harmless the American Jail Association, Inc., and the Correctional Management Institute of Texas, 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.

 Applicant Signature Date (Month/Day/Year)



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 March 8, 1991. Revised May 19, 1993.