

## Chapter 02: Professional Certificates

adopted - December 2003 ; rev - June 2004; August 2006

- 100 PURPOSE** This section establishes policies and procedures governing professional certificates.
- 101 POLICY** Vested by law with ownership of and full responsibility for detention officer's certificates, the Board's policy is to ensure that certificates are issued only to fully qualified detention officers and revoked when appropriate and that all certificates are accounted for at all times. The law specifies that any certificate for a detention officer issued as a result of the Jail Officer Training Program is the property of the Board. Although the certificate is issued in the name of the individual detention officer, the Board shall place the certificate in the stewardship of the employer and shall retain the right to require return of the certificate to the Board. The employer shall not transfer a certificate issued by the Board to any person or agency except through the Board Director.
- 102 PROCEDURES** All detention officer employers included under the Jail Officer Training Program as described in this Policy and Procedures Manual should follow these steps in safekeeping certificates issued to their employees by the Board.
- 102.01 The employer, upon receiving the certificate from the Board Director, should record the certificate number and the date issued in the employee's personnel file.
- 102.02 The certificate should remain in the physical custody of the employer at a site which houses agency operations. ~~The certificate may be publicly displayed, including near the assigned work area of the employee named on the certificate.~~ The employer may provide the employee with a photostatic copy of the certificate.
- 102.03 The certificate, if defaced, destroyed, misplaced, or stolen while in the stewardship of the employer, will normally be replaced with a photostatic copy. The production of duplicate certificates shall be minimized. The staff will evaluate each incident prior to the issuance of a duplicate certificate.
- 102.04 The employer should return the certificate to the Board Director, along with a complete Termination/Reassignment form, within ten working days after:
1. the employee no longer meets all of the qualifications for employment;
  2. the employee has been either convicted of or pleaded guilty or nolo contendere, probation, pre-trial diversion or payment of any fine to a felony or a crime involving moral turpitude (the employer shall provide official documentation of such conviction);
  3. receiving written notice from the Board of evidence that the certificate was obtained through misrepresentation or fraud;

4. the employee dies, resigns, laterally transfers or is terminated;
  5. the employee takes leave or is assigned leave from actual performance of detention officer duties from the employer for any reason for an indefinite period or for a period planned to last more than twelve months; and
  6. receiving written notice from the Board that the certificate shall be returned for other due cause as determined by the Board.
- 102.05 The staff shall decide the disposition of a certificate within a reasonable time after receiving notice that a certificate has been returned. The Board may decide to:
1. delay consideration of the return of the certificate;
  2. inactivate the certificate;
  3. assign stewardship of the certificate to a new detention officer employer or;
  4. annul/revoke a certificate, if issued in error or through misrepresentation or fraud.
- 102.06 In the case of lateral transfer, the staff shall forward the certificate to the appropriate employer.
- 102.07 The staff shall maintain the certificate and all other file information of detention officers who have died or whose certificates have been inactivated in the Board files.
- 102.08 When the staff has inactivated a certificate because a detention officer:
1. is no longer in detention officer employment as described in this Policy and Procedures Manual,
  2. is on indefinite leave or leave for more than one year, or
  3. for other reasons,
- 102.09 The Board Director may reactivate the certificate when the certified detention officer resumes employment for the employer who returned the certificate or under a new detention officer employer included under the Jail Officer Training Program. In either case, the employer may initiate the reactivation process by forwarding a new Application for Certification (Parts I, II and III) to the Board Director. The Board Director shall forward a reactivated certificate to the employer.
- 102.10 When the certificate of a detention officer certified by statute remains inactivated for more than two years, the certificate shall lapse. Upon receiving a request to reactivate the certificate, the Board Director shall notify the employer by letter that

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the certificate has lapsed and that the employee must requalify for certification by the Board in order to be employed as a detention officer for more than two years.

- 102.11 The Board hereby relegates to the staff the authority to certify all detention officers upon satisfactory completion and verification of all requisite training.
- 102.12 The Board further authorizes the staff to issue Professional Certificates on the first day of each month and furnish a list at the Board meetings for official recognition of certification.