

Chapter 01: Applicant Evaluation, Employment and Certification Procedures

adopted - 05/2001; rev - 06/2004, 07/2006 and 07/2007

- 100** **PURPOSE** This section establishes policy and procedure for certification of detention officers.
- 101** **POLICY** The Board shall certify as detention professionals those persons who meet the employment guidelines established in accordance with Mississippi Code as Annotated § 45-4-9.
- 101.1 Certification under the Jail Officers Training Program is limited by law to detention officers only. A detention officer is defined as any person who is:
1. Appointed or employed full-time, part-time, reserve, or auxiliary by the county or municipal political subdivision,
 2. And whose primary responsibility is the custody, care and control of inmates in a county or municipal juvenile or adult detention facility.
- 101.2 Detention facility shall mean any juvenile or adult lock-up or holding facility where a person or persons are placed after being arrested or detained for the purposes of awaiting court action or are serving time as administered by the court.
- 101.3 Detention officers already serving under permanent appointment on 1 January 2000 are not required to meet any of the provisions of the detention officer program.
1. This exclusion from the requirements of the detention officer program is valid so long as the eligible officer does not have a break in detention employment of more than two years. If an officer who is grand-fathered under the program leaves employment as a detention officer and does not become a detention officer within two years, the officer will be required to meet all the requirements of the Act.
- 101.4 All detention applicants with the noted exception in paragraph 101.03 above **must meet the following guidelines to be employed as a detention officer:**
1. Be at least eighteen (18) years of age,
 2. Be a high school graduate or obtain a GED. High School graduate is defined as graduating from a secondary school in an accredited school district having earned the required Carnegie units and successfully completed any and all subject area testing as specified by the Mississippi Department of Education in the year the diploma was awarded.

- a. Accredited schools include those accredited by the Mississippi Department of Education, the Southern Association of Colleges and Schools (SACS) or one of the six regional bodies of the Association of Colleges and Schools.
 - b. If an applicant has not obtained a high school diploma from an accredited school, the applicant must obtain a GED through the Mississippi Department of Education or obtain an equivalent score on a GED test administered by the American Council on Education.
 - c. Applicants may provide a standardized test score on the ACT of 18 or higher with component scores of 16 or higher in Math, Reading and English in lieu of a GED score.
3. Be a United States citizen,
 4. Be of good physical and mental condition, capable of performing the duties, under conditions inherent to the profession, as verified by a licensed practitioner,
 5. Be of good moral character as evidenced among other things by having neither a conviction nor a plea of guilty or nolo contendere, probation, pre-trial diversion or payment of any fine for a felony or a misdemeanor involving moral turpitude. Individuals discharged from the Armed Forces must have served under honorable conditions and not been removed from the service under a dishonorable or bad conduct discharge. Fitness for service as it relates to moral character must be verified by an appropriate background investigation. (SEE BACKGROUND INVESTIGATIONS)

101.5 Individuals who meet both the definition for a detention officer in 101.01 above and who meet the minimum employment guidelines are eligible to be employed as a detention officer.

1. Such officers must successfully complete prescribed training and obtain certification within two years from their date of hire.
 - a. **Officers assigned to work in an adult detention facility are required to complete the adult detention training program.**
 - b. **Officers assigned to work in a juvenile detention facility are required to complete the juvenile detention training program.**
 - c. **Officers working in both adult and juvenile detention facilities must complete training in both training programs.**

Note: Although the statute provides up to two years from the date of hire and under certain limited conditions individuals may lawfully serve

beyond the two-year period, agencies should adopt policies to provide training as soon as possible, preferably prior to the assignment of any detention duties. Detention administrators are responsible for providing adequate and appropriate training to reduce the potential risks of conduct which could result in a violation of someone's civil rights, injury or death. Failure to do so has been construed by the courts as being deliberately indifferent.

2. The two-year or probationary period begins upon the initial date of hire as a detention officer. Individuals who begin employment with an agency in a non-detention position such as a dispatcher must report the effective date of their transfer to a detention position as their initial date of hire.
3. The two-year period is cumulative in nature and cannot be enlarged by additional or multiple employments. If an officer transfers from one department to another department prior to obtaining certification, the total time served will count toward the two-year period. For example, if an officer began employment and quit after three months, the officer would have twenty-one months remaining upon subsequent employment. The full two-year period may only be reinstated upon a break in service of two years or more.

101.6 The program makes no provision to waive, enlarge or extend the two-year period nor does the Act authorize the Board on Jail Officer Standards and Training (BJOST) to waive, enlarge or extend the two-year period. However the Act does provide that **any person, who, due to illness or other events beyond his/her control, could not attend the required school/training as scheduled, may serve with full pay and benefits in such a capacity until he/she can attend the required school/training.**

1. To qualify as being eligible to continue receiving pay beyond the two-year period, individuals generally must have met all selection criteria upon employment and in particular must have been able to meet the physical fitness guidelines as determined by a licensed practitioner.
2. Applicants must have been scheduled to attend a specific basic course by name and accepted for enrollment in a course which would have satisfied the two-year requirement. Once it is determined that an officer cannot complete the course as scheduled, the hiring agency must provide written documentation that fully describes the event which prevents the student from successfully completing the course. The written documentation must include adequate documentation that the event was indeed beyond the student's control. A student's dismissal from the training program due to misconduct or failure to meet the academic/training standards would not constitute an event beyond that student's control. Illnesses, injuries or other events which could be reasonably avoided would not excuse a student's failure to achieve the training standards. Events, which are precipitated by a

student's negligence, misconduct or illegal activity, will not be considered as "beyond the student's control". For example, a vehicular accident in which the student operator was found to be operating the vehicle in a willfully reckless fashion or under the influence of intoxicating substances would not be beyond that student's control as such events can be readily avoided.

3. Any such event which prevents a student from completing the course as scheduled must be temporary in nature. Applicants must have reasonable potential to recover from the illness, injury or other event and make a reasonable effort to successfully complete the training course. In any case, applicants must complete the training within two years from the date of their illness or injury or be reevaluated as to their ability to meet the physical fitness employment guidelines. Such evaluations will be conducted in accordance with the Board's policy on recall or cancellation of certificates. In addition to those procedures, applicants must submit a Board-approved medical examination dated within six months of the review hearing.
4. Events precipitated by natural disaster, civil disturbance, war or acts of God which would reasonably interfere with the normal conduct of detention activities within a political subdivision or disrupt the detention training programs of the state would enable an applicant to continue to serve and receive salary as a detention officer.
5. Agencies must make every reasonable effort to provide training to their officers and adopt policies which ensure that their officers complete the prescribed training requirements within the two-year period. Agencies which fail to provide adequate funding or other appropriate resources to ensure compliance with the program will not be eligible to continue the service of officers who have not completed the training requirements within the two-year period.
6. Should the State fail to provide adequate resources or funding to enable each officer to complete the required detention training within the two-year time limit, agencies may continue to employ such officers until they have the opportunity to complete the next available training program.
7. The Board staff shall review the facts and circumstances for each instance where an applicant's department requests to continue service beyond the two-year period. The staff shall determine whether the applicant was eligible to be employed as a detention officer, whether the applicant was scheduled to attend a basic course within the two-year period, whether the injury, illness or other event was beyond the control of the applicant and whether the situation will be temporary or permanent in nature.

101.7 The detention officer program makes provision to penalize agencies who employ officers without obtaining certification beyond the two-year period. These penalties include a loss of powers and authorization to receive a salary. To avoid

these penalties, agencies should consider all contingencies in the planning of the evaluation, employment and training of their personnel.

102 PROCEDURES All detention employers shall follow these steps in the evaluation, employment and certification of detention officers.

102.1 The employing agency must evaluate each detention applicant to ensure each applicant meets the minimum employment criteria prior to employment. This evaluation must include the following:

1. A complete background investigation (**See Background Investigations**). This investigation is a critical factor in determining whether detention applicants meet the requirements established under this program. The primary purpose of the investigation is to provide the detention employer with enough factual information to determine if a particular candidate would ensure the continued public trust in the competence and reliability of the department.
2. The submission of the applicant's fingerprints to the Criminal Information Center of the Mississippi Department of Public Safety (DPS/CIC) as a part of the background investigation.

Criminal Information Center/MJIC
Department of Public Safety
"Fingerprints"
3891 Highway 468 West
Pearl, Mississippi 39208
Telephone # - (601) 933-2600; Fax # - (601) 933-2676

Do not send fingerprints to the Board or to any of the academies. None of these agencies will forward your applicant's prints.

3. A review of the official Certificate of Release or Discharge From Active Duty, DD Form 214 for all applicants who have military service.
4. A review of appropriate official documents to certify successful completion of high school or of the General Educational Development (GED) Testing Program.
5. A review of appropriate official documents to certify age and citizenship.
6. A medical and psychological review completed by a licensed practitioner. Please note that the medical evaluation is valid for six months.
7. A review of appropriate documents to verify current certification status for those applicants transferring from another detention agency or jurisdiction.
8. **Officers who transfer from another Mississippi detention agency with a valid**

certificate (with a break in-service of less than two years) must continue to meet all the minimum employment standards. Therefore, agencies must conduct a background investigation and medical/psychological exam of all applicants to include those officers who may already hold certification.

- 102.2 Once the employer has verified all the minimum employment standards and has employed the candidate, the employing agency shall create and maintain an individual personnel file containing a release of information form signed by the applicant, documentation of the aforementioned minimum employment specifics, documentation of the background investigation and the medical exam (i.e. official diplomas, birth certificate, DD Form 214, naturalization forms, FBI fingerprint report, etc.). The individual personnel file shall be maintained by the agency as long as the named officer is employed as a detention officer within the agency. The agency head shall readily make the contents of the file available to the BJOST upon receipt of a written request.
- 102.3 **Detention agencies must notify the Board on Jail Officer Standards and Training (BJOST) within thirty days of the date of hire of any full-time, part-time, reserve, or auxiliary detention officer.** This notification shall be via a **"Detention Application for Certification and Background Investigation Review"** form, Parts I, II and III. The Board will use this form to determine if the applicant meets the minimum employment and training standards required for certification.

Warning: MCA § 97-7-10 "Fraudulent Statements and Representations" provides for severe penalties for misrepresentations or fraudulent statements to a Board. This statute authorizes a fine of up to ten thousand dollars (\$10,000.00) and a jail sentence of up to five (5) years. Further, the JOTP authorizes the Board in MCA § 45-4-9 (5)(b) to cancel and recall any certificate obtained through misrepresentation or fraud.

1. The agency head is responsible for conducting a background investigation. The investigation should reveal whether the applicant is a "grand-fathered" officer, a certified officer or an officer who has not obtained certification in Mississippi.
 - a. The **"Detention Application for Certification and Background Investigation Review"** form, Parts I, II and III shall be submitted for either officers who have not obtained certification in this state or officers who have had a break in service of two years or more. Part II of this form must be signed and dated by the applicant. Part III of this form must be signed and dated by the agency head or an authorized designee. Both Parts II and III must be signed and dated before a notary public.
 - b. Agency heads must designate persons to sign BJOST forms in writing. Such authorizations shall be submitted to the Board.
 - c. If the applicant for certification is the agency head, (i.e., Sheriff, Chief or

director) forms must be signed by the next individual in the chain of command such as a county supervisor or mayor.

2. To obtain credit for completion of basic training, agencies must submit appropriate documentation with the **“Detention Application for Certification and Background Investigation Review”** form. Appropriate documentation shall consist of a copy of a training certificate, a score sheet or a letter authenticated by an academy official. Credit may also be granted for completion of an advanced training course such as the National Institute of Corrections or American Academy of Corrections.
3. In all cases, the employing agency must submit Parts I, II and III of the **“Detention Application for Certification and Background Investigation Review”** form within thirty days whenever any individual is employed as a detention officer. Part II lists questions with a choice of a “yes” or “no” answer, and contains a statement to be signed and dated by the applicant. Part III lists procedures to be initialed, to signify completion, by the head of the agency/department or his/her authorized signee, and contains a statement to be signed and dated by the agency head or the authorized signee. Both Parts II and III must be signed and dated before a notary public.
 - a. Any of the questions in Part II, items one (1) through ten (10), that are answered “yes” must be explained in writing to the Board. The explanation must be typed or printed in ink on separate 8.5 x 11 sheets of paper, signed and dated by the applicant and include all related court documents. All crimes (regarding questions 4 and 5) must be reported. The only exceptions to this requirement are traffic offenses where the fine is less than one hundred dollars (\$100.00) and where the applicant has had fewer than four (4) traffic offenses within the preceding twenty-four (24) months (excluding drug or alcohol related offenses).
 - b. Traffic offenses where the fine was more than one hundred dollars (\$100.00) or offenses that involve drugs or alcohol must be reported and explained. If the applicant has had four (4) or more traffic offenses within the previous twenty-four (24) month period, the date and disposition of each offense must be listed.
 - c. All other types of offenses are crimes and must be reported, regardless of the fine, pleas entered, or the adjudication status. This would include but is not limited to cases that are non adjudicated, nolle prosequi, dismissed or acquitted.
 - d. Explanation of crimes or related matters should include the date of the offense and the status of the case.
4. Agencies must submit a **“Detention Application for Certification and Background Investigation Review”** form, Parts I, II and III and an explanation

for any answers of "yes" in Part II. Agencies should also submit documentation of basic training if applicable. No other forms or documents should be sent to the Board unless requested by the staff in writing. Other diplomas, in-service training certificates, birth records, fingerprint cards etc. should be retained in the agency personnel file.

102.4 The Board Certification Section shall review each set of forms submitted to the Board. The Certification Section:

1. Shall determine that all appropriate forms are included.
2. Shall analyze each document to verify certification specifics which the Board must consider in accordance with established policy and procedure.
3. Shall determine the Certification Status of each applicant;
 - a. Eligible for exclusion ("grand-fathered") under § 45-4-9,
 - b. Eligible for transfer of current certification to another detention agency (break in service of less than two years),
 - c. Eligible for certification after successful completion of Board-approved basic training course or a recognized equivalent.
 - d. Or not eligible for certification.
4. Shall communicate with the employing agency in writing to clarify information as needed and to inform the agency of the applicant's certification status.
5. Shall track progress toward completion of assigned training of all applicants.

102.5 After the staff has notified the agency head of the applicant's certification status, the agency head must then ensure that all arrangements are made to enroll the officer in an appropriate training program. Once the applicant has successfully completed the prescribed training and the Board has approved the individual or group of applicants, the staff will distribute certificates and provide reimbursement of authorized expenses.

102.6 Individuals aggrieved by the actions of the BJOST staff may request to present their request before the Board at a regularly scheduled meeting. Such requests must be presented to the staff in writing not later than 10 working days prior to the next regularly scheduled Board meeting.

Adult Detention Training Program

DAY 1.	Welcome and Registration.	08:00
	An Overview of the Jails. Its Origins and Development.	08:30
	The Jail/corrections System Laws and Environment, Legal Rights and Responsibilities.	09:30
	Lunch Break.	12:00
	Communications. Written Communications, Role Concepts, Attitudes, Racial Profiling and Interpersonal Communication.	13:00
	Dealing with Stress.	15:00
	Evaluations.	16:00
	End of Class.	17:00
DAY 2.	House Keeping and Role Call.	08:00
	Principles of Basic Jail Security. Booking and Admissions, Classification of Inmates.	08:15
	Disciplinary Procedures, Contraband and its Control.	10:00
	Lunch Break.	12:00
	Inventory of Tools, Keys and Equipment.	13:00
	Jail Patrol Procedures.	14:00
	Visit, Observe and Participate in the Procedures Dealing with Booking, Classification of Inmates.	15:00
	End of Class.	17:00
DAY 3.	House Keeping and Role Call.	08:00
	The Proper Use of Booking Forms, I. D. Camera, and the Proper Procedure for Taking Finger Prints.	08:15
	Proper Escort of Inmates.	10:30

Adult Detention Training Program

	Incidents Involving Hostages.	11:30
	Lunch Break.	12:00
	Proper Release Procedures.	13:00
	Evaluation.	14:00
	Special Conditions of Inmate's. Sick Call, Drug and Alcohol Withdrawals, Psychological Disorders, and Medical Problems.	15:30
	End of Class.	17:00
DAY 4.	House Keeping and Role Call.	08:00
	Special Conditions Continued.	08:15
	Inmates Recreation and Visiting.	10:00
	Medical Problems Confronting Women Inmates.	11:00
	Lunch Break.	12:00
	Homosexual Behavior.	13:00
	Suicide Prevention and Watch.	14:00
	Evaluation.	16:30
	End of Class.	17:00
DAY 5.	House Keeping and Role Call.	08:00
	Inmate Supervision, Principles, Procedures and Skills.	08:15
	Personal Supervision Problems in Housing and General Areas.	09:30
	Special Supervision Problems in the Jail.	10:30
	Supervision of Inmates in Dining Areas and Supervision of Minimum Security Inmates.	11:00
	Lunch Break.	12:00
	Evaluation.	13:00

Adult Detention Training Program		
	Review and Problem Solving.	14:00
	Final Examination for First Week.	15:00
	End of Class.	17:00
DAY 6.	House Keeping and Role Call.	08:00
	Basic First Aid.	08:15
	Evaluation.	11:30
	Lunch Break.	12:00
	Basic First Aid CPR.	13:00
	Evaluation.	16:30
	End of Class.	17:00
DAY 7.	House Keeping and Role Call.	08:00
	Jail Officer Safety, Local Policy and Procedures Manual, Security, Hostage, Planning and Fire.	08:15
	Lunch Break.	12:00
	Rules of the Jail Dealing with Inmates.	13:00
	Local Adult Detention Center and Complex Officers Policy and Procedures Manual.	14:00
	End of Class.	17:00
DAY 8.	House Keeping and Role Call.	08:00
	Local Policy and Procedures Manuel Continued. How to Prepare Booking and Admission Forms Following Booking Procedures for Males and Females.	08:15
	Procedures for Strip Searching Inmates.	10:00
	Receiving/Screening: Guidelines for Disposition.	11:00
	Lunch Break.	12:00

Adult Detention Training Program

	Fire and Severe Weather Safety for Inmates, and Security if an Evacuation is Necessary.	13:00
	Transportation of Inmates out of the Jail. Follow General Orders.	15:00
	Escort of Inmates.	16:00
	End of Class.	17:00
DAY 9.	House Keeping and Role Call.	08:00
	Special Conditions of Inmate's Bail and Bonds.	08:15
	Special Conditions Continued.	08:30
	Access to Attorney, Law Library, Mail, Religion.	
	How to Conduct a Search the Body, Cell and Building.	09:30
	Prohibited Acts and Actions.	11:00
	Lunch Break.	12:00
	Inmate Grievance Procedures.	13:00
	Suicide Prevention and Watch Log.	14:00
	Medication Administered to Inmates.	14:30
	Riots and Disturbances, Inmate Weapons, and Inmate Assault's.	15:00
	End of Class.	17:00
DAY 10.	House Keeping and Role Call.	08:00
	Juvenile Detention Center Policy and Procedures Manual.	08:15
	Lunch Break.	12:00
	Visit with Juvenile Detention Center Staff.	13:00
	Evaluation.	15:00
	Graduation.	16:00

Juvenile Detention Officer Training Program

Detention training (w/Federal Guidelines included)	
Module Title	Length
Anger Management	4
Behavior Management	2
Behavior Observation & Recording	3
Conflict Resolution	4
Critical Issues	2
Cultural Sensitivity	3
Effective Communication	4
Health Care and Admission Screening	4
Juvenile Rights	4
Leadership	4
Managing Mentally Ill Youth	4
Reentry	4
Safety & Security (Exposure control, Restraint techniques, Subject control, Cell search)	6
Suicide Prevention	4
Ethics & Professional Boundaries	4
Report writing	6
CPR/First Aid	8
Body search	4
Classification	4
Transportation and escort	2
Total Hours	80