

## Chapter 08: Official BJOST Forms

adopted - 01/2001; rev - 06/2004, 02/2011

**100 PURPOSE** This chapter provides examples of forms and instructions for completion and submission of forms.

**101 POLICY** The agency head is responsible for insuring timely compliance with the Board on Jail Officer Standards and Training requests for information. Out of date, incomplete or illegible forms will be returned. The Board director relies on the information contained on Board forms as the basis for recommendations for certification and implementation of the requirements of the Jail Officers Training Program.

**Warning: MCA § 97-7-10 “Fraudulent Statements and Representations” provides for severe penalties for misrepresentations or fraudulent statements made 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 Jail Officers Training Program authorizes the Board in MCA § 45-4-9 (5)(b) to cancel and recall any certificate obtained through misrepresentation or fraud.**

**102 PROCEDURES** All employing agencies included under the JOTP as described in this manual shall follow these steps in submitting required forms:

102.01 **“Detention Officer Application for Certification and Background Investigation Review”** - This form is required to be completed and submitted to Standards and Training within thirty days from the date of hire for all jail/detention officers or upon the request of the Board. Complete Parts I, II and III of the **“Detention Officer Application for Certification and Background Investigation Review”** form for each newly hired full-time, part-time, reserve, or auxiliary jail/detention officer who has yet to be BJOST certified or who has transferred from an out-of-state agency.

**1. Part I is to be completed as follows:**

- a. Items 1, 2 and 4 through 8 are for departmental and applicant identification information. Item 3 should reflect the applicant’s most recent date of hire as either a full-time, part-time, reserve, or auxiliary jail/detention officer as applicable.
- b. Item 9 should reflect the applicant’s certification status and if applicable the officer’s certification number should be entered in the space provided for item 10.
- c. Item 11, Education - should be completed and verified as to the number of years of formal education, diplomas and degrees held by the applicant.

- d. Item 12, Employment Record - List all past employment that has been held by the applicant, beginning with the applicant's most previous employment and working back. Include the name of the employer, the position held, the city and state where employed, and the dates of said employment. This information must be verified by the employing agency as a part of the background investigation. The Board staff will also verify employment data by cross checking agency rosters.
- e. Item 13, Training Record - List all jail/detention training consisting of eighty (80) hours or more that has been successfully completed by the applicant. Copies of the certificates of completion and any other documentation available, such as a course curriculum, must accompany the "**Detention Officer Application for Certification and Background Investigation Review**" form.

**2. Part II is to be completed as follows:**

- a. This portion of the form must be completed by the applicant. Part II attests to the satisfaction of the employment guidelines for a jail/detention officer. Any of the questions, items 1 through 10, that are answered "yes" must be explained to the Board. The explanation must be typed or printed in ink, signed and dated by the applicant and include all related court documents. All crimes must be reported, to include alcohol and drug related offenses. The only exceptions to this requirement are traffic offenses, excluding alcohol and drug related 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. **All traffic offenses involving drugs or alcohol are to be reported regardless of the fine.** The Board reserves the right to require explanations of other items as appropriate.
- b. The applicant must sign and date the "**Detention Officer Application for Certification and Background Investigation Review**" form, Part II, before a notary public.

**3. Part III is to be completed as follows:**

- a. This part of the application must be completed by the head of the agency/department or someone with authority to sign in his or her name.
- b. If the agency head delegates this authority to a designee, then there must be a letter on file, at this office, stating the name and rank or position of the designee. This letter will have to be authorized by the head of the agency.

- c. Each procedure must be initialed by the agency head to indicate the completion of said procedure. **All the procedures are required to be completed with the possible exception of procedure number 4.** If procedure number 4 (i.e., reviewing military discharge forms on an applicant that has not served in the military) is not applicable to the officer in question enter N/A in the space provided.
  - d. The “**Detention Officer Application for Certification and Background Investigation Review**” form, Part III, must be signed and dated by the agency head, or someone with authority to sign in his or her name, before a notary public. Where the applicant is also the agency head or designated alternate, Part III of the form must be signed by the applicant's supervisor.
- 102.02 “**Detention Officer Roster**” - This form is simply a roster of all jail/detention officers employed by an agency. The form will be sent to all agencies a minimum of once a year. It is to be completed and returned to the Board within thirty days. The names, social security number, position, date of employment and certification number of all jail/detention officers as defined in this manual are to be listed. The form must be signed by the agency head or authorized designee. A negative report is required. Therefore if an agency no longer employs jail/detention officers, simply indicate by printing "none" on the form, then sign and return the form.
- 102.03 “**Termination/Reassignment Report**” - This form shall be used when a full-time, part-time, reserve, or auxiliary jail/detention officer ends a period of employment.
- 1. The form shall be used to document the date of departure from a jail/detention position for all individuals, regardless of their certification status. The form has spaces for the date of termination and certification status. The form also provides several choices for a description of the type of termination. An explanation of the circumstances surrounding any officer that is discharged or resigns pending investigation of disciplinary action should accompany this form. Further action such as a revocation of the officer's certificate may be required. It is the responsibility of the agency head to inform the Board when an officer no longer meets state standards.
  - 2. A “**Termination/Reassignment Report**” for certified officers must be accompanied by the original certificate. The form must be signed and dated by the agency head or authorized designee and returned within ten (10) working days.
- 102.04 “**Request for Information & Training Notification**” This form shall be used by the BJOST staff to solicit information on the officer(s) named within the form, and to give notification, if applicable, to the employing agency of training which will be required in order to certify the named officer(s).

- 102.05 **Detention Officer Course Certification Request** - This form is used to request approval from BJOST to conduct in-service training courses. The **Course Certification Request** form is to be completed and submitted by the course coordinator to BJOST at least ten working days prior to the course being conducted.
- 102.06 **Detention Officer Course Evaluation Instrument** - This form must be completed by all course attendees and returned to BJOST. This questionnaire is a primary means used by BJOST to gather information to assist in maintaining high quality courses.
- 102.07 **Detention Officer Course Roster** - The **Course Roster** form is to be completed and submitted by the course coordinator to BJOST **within** ten working days following completion of the course.
- 102.08 **Detention Agency's Affidavit** - This section must be signed by the head of the agency/department or someone with authority to sign in his/her name. There must be a letter on file, at this office, stating specifically who has the authority to sign in the department head's name. This letter will have to be authorized by the head of the said agency/department. Print in ink or type the designee's name, have the designee sign and date the affidavit in the appropriate spaces.
- 102.09 **Applicant's Affidavit & Injury Liability Waiver** - This section must be read and signed by the applicant trainee. The applicant must sign and date the affidavit and liability waiver in the appropriate spaces.
- 102.10 **Training and Personal Information Summary** - This section must be completed to supply general information required for identification and other purposes. Again, every block must be completed or marked N/A (not applicable).

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- c. Item 11, Education - should be completed and verified as to the number of years of formal education, diplomas and degrees held by the applicant.

- d. Item 12, Employment Record - List all past employment that has been held by the applicant, beginning with the applicant's most previous employment and working back. Include the name of the employer, the position held, the city and state where employed, and the dates of said employment. This information must be verified by the employing agency as a part of the background investigation. The Board staff will also verify employment data by cross checking agency rosters.
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