



# Texas Jail Association

## CERTIFIED JAIL MANAGER REIMBURSEMENT POLICY

### I. Purpose

The purpose of the Certified Jail Manager Reimbursement Policy is to encourage professional development and credentialing among Association members. The Texas Jail Association recognizes that one of the many challenges to becoming a Certified Jail Manager (CJM) is cost. Many organizations do not reimburse costs for professional development. By reducing the cost of certification, the Association will encourage members to become Certified Jail Managers.

### II. Effective Date: March 7, 2005

### III. Eligibility Requirements

Any Texas Jail Association member in good standing for at least one year that currently holds the title of Jail Administrator, Chief Jailer, Chief Deputy, or rank that signifies that the individual is highest ranking supervisor of jail operations, or;

Any Texas Jail Association member in good standing for at least one year that currently holds the title of Jail Administrator, Chief Jailer, or rank that signifies that the individual is second highest ranking supervisor of jail operations.

The applicant must have applied for examination and paid the examination fee after January 1, 2005.

### IV. Procedure

Upon receiving the designation of Certified Jail Manager, an eligible applicant must submit a letter requesting reimbursement along with the following documentation:

- A. Copy of letter from the Jail Manager Certification Commission announcing the designation of CJM
- B. Statement from Sheriff or Agency Head stating that applicant is currently employed in position that meets eligibility requirements in Section III.
- C. Copy of check or other proof of personal payment for the CJM examination fee

### IV. Exclusions

- A. The Texas Jail Association will not reimburse the application fee paid with the submission of the Experiential Background Form (EBF).
- B. In the event that the applicant fails the examination and pays a fee to retake the exam, The Texas Jail Association will only reimburse the applicant for one examination fee.
- C. The Texas Jail Association will not reimburse the cost of application or examination for CJM recertification.

The Executive Committee of the Texas Jail Association will review the required documents and consider the request for reimbursement. Upon approval by the Executive Committee, the Executive Director of the Texas Jail Association will process a reimbursement payable to the applicant not to exceed the cost of the Certified Jail Manager examination fee.