

GET PREPARED



Frustrated with outdated, inaccurate model policy that doesn't include procedures?

The National Institute for Jail Operations (NIJO) is the nation's foremost expert in corrections. We are focused on jails. All we do is corrections, and writing policy and procedure naturally fits within our realm of expertise. We're not talking about "model policy" based on "best practices", but customized, legal-based policy tailored to fit the needs of each individual facility.

NIJO writes policy and procedure specific to each jail's individual operations and their applicable laws and statutes. Each policy includes rationale statements to help staff and administrations understand the "what" and "why" behind policy. Recognizing procedure can be the most complicated part of policy writing, our policies include procedures outlining exactly "how" to execute related procedures for each legal-based policy.

Policy manuals are organized by volumes and chapters. Each chapter contains a Table of Contents and standardized framework for consistency, including:



- **Policies** (some chapters may have multiple policies)
- **Rationale** (specific to Policies)
- **Procedure** (as applicable)
- **Reference/Annotation** (as applicable)

POLICY & PROCEDURE

www.jailtraining.org

POLICY & PROCEDURE

FEATURES & BENEFITS:

- Tailored Policy and Procedure based on each jail's own legal requirements.
- Hosted on NIJO's proprietary software platform, built exclusively for corrections.
- Option to integrate with NIJO's Audit, Inspection and Accreditation Modules for PREA, NIC, ICE or other external audits.
- Allows administrators to edit, manage and track policy workflow and revisions with the ability to attach associated forms.
- Records staff member receipt of policy by collecting signature verification for administrative records & documentation.
- Saves agencies thousands of dollars in cost-savings and efficiency.

Many policy consultants and firms write policies based on boiler templates without understanding the considerable difference between street law and corrections.

NIJO has developed and promulgated the only COMPREHENSIVE set of Legal-Based Guidelines™, online training, certification and accreditation programs, with tens of thousands of participating users from agencies across the United States.

With the vast knowledge and emphasis NIJO has in the corrections arena, agencies can trust NIJO Policies and Procedures are truly legal-based--written to protect jails, with practical application for implementation, operational common sense, to assist agencies in defending litigation.



Sandy Horton
Executive Director
Kansas Sheriffs' Association

"In my 17 years as a sheriff, I had to answer to 12 inmate lawsuits, all of which started with an inmate grievance. If I would have had the

NIJO Legal Based Guidelines™ available to me at that time, I can assure you that I would have avoided most of them."



www.jailtraining.org