



National Institute of Corrections

***Office of Juvenile Justice and
Delinquency Prevention***

TRAINING PROGRAMS FOR **Juvenile Corrections** Professionals



***Juvenile Corrections
Juvenile Detention***

Service Plan

June 1, 2002—May 31, 2003



National Institute of Corrections

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Training Programs for Juvenile Corrections Professionals

Service Plan

June 1, 2002—May 31, 2003

J u n e 2 0 0 2

www.nicic.org/services/training/programs/juvenile

The document is available on
NIC's Web site at *www.nicic.org*.
NIC will announce updates on its
Web site throughout the year. It is
also available on CD-ROM; send
an e-mail to *asknicic@nicic.org*.

Prepared under Interagency Agreement 2002-JI-R-060 from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

NOTICE

The National Institute of Corrections (NIC) is fully committed to equal employment opportunity and to ensuring full representation of minorities, women, and disabled persons in the workforce. NIC recognizes the responsibility of every employer to have a workforce that is representative of this nation's diverse population. To this end, NIC urges agencies to provide the maximum opportunity feasible to employees to enhance their skills through on-the-job training, work-study programs, and other training measures so they can perform at their highest potential and advance in accordance with their abilities.

Foreword

We are pleased to provide this issue of *Training Programs for Juvenile Corrections Professionals*. It describes the training programs and technical assistance available from the National Institute of Corrections (NIC) Academy through an interagency agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP).

This is the 12th year OJJDP has entered into an agreement with NIC to provide services. Both agencies strongly believe that juvenile correctional, detention, and probation and parole professionals should have opportunities for high-quality training and training-related services. We hope that the offerings, based on input from the NIC/OJJDP Training Committee and the Juvenile Justice Training Academy Workgroup, meet your needs.

We have designed our activities to help you meet the continuing juvenile justice challenges you encounter in your career and your organization as well as with your staff and the juvenile offenders you manage.

This service plan is available at NIC's Web site at www.nicic.org/services/training/programs/juvenile. NIC will announce updates to this plan on its Web site throughout the year.

We look forward to your and your agency's participation in the training activities planned for this year.

Morris L. Thigpen

Director

National Institute of Corrections

J. Robert Flores

Administrator

Office of Juvenile Justice and Delinquency Prevention

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Introduction

General Information

Through an interagency agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the National Institute of Corrections (NIC) is offering training and related services for practitioners in juvenile corrections, detention, and probation and parole for the 12th year. The activities will be coordinated by the NIC Academy in Longmont, Colorado.

The current NIC/OJJDP agreement provides for services through May 2003. Funding for the agreement is through the Juvenile Accountability Incentive Block Grant program. The NIC Academy and OJJDP have worked closely with an appointed Training Committee of juvenile correctional and detention leaders from throughout the nation to identify the training priorities of the field. The training programs and services described in this document were chosen based on continuous training needs assessments, including national forums, focus groups, participant evaluations, and Training Committee recommendations. A national needs assessment forum was held in March 2002 to obtain input from practitioners on juvenile justice training priorities for the future.

These training programs were developed or adapted specifically for juvenile justice practitioners. Each program provides several days of intensive training, including small- and large-group discussions, group exercises, and shared experiences. In most cases, participants develop individual action plans or initiate projects they can implement when they return home.

By providing leadership and assistance to the field of corrections, NIC serves as a catalyst for interaction among correctional agencies, other components of the criminal justice system, public policymakers, and concerned public and private organizations. Through training and related activities, the Academy Division promotes constructive organizational change and full use of resources.

OJJDP is committed to working in partnership with government agencies, professional organizations, community groups, and private citizens to create opportunities and conditions that enable young people to mature into healthy, self-sufficient adults while protecting society from juvenile crime and violence.

Programs undertaken by OJJDP share a common purpose: to have a positive and practical impact on the serious problems affecting youths today. This goal underlies OJJDP's efforts to prevent delinquency; improve the effectiveness of juvenile and family courts, detention, corrections, and reentry/aftercare;

INTRODUCTION

provide alternatives for youths at risk of becoming delinquents; reduce the number of school dropouts; prevent child abduction, abuse, and exploitation; and provide appropriate sanctions for serious, violent, and chronic juvenile offenders.

Continuing Education Units

Continuing Education Units (CEUs) are available through Indiana University at South Bend following completion of most NIC training programs. One CEU is awarded for every 10 hours of training. Interested participants receive applications for CEUs at the end of the program and mail them, along with a fee, to the university. Although CEUs cannot be applied toward academic degrees, they are recognized as evidence of training and a commitment to increasing professional skills.

Training Programs



Training Programs

Leadership and Management

OJJDP/Correctional Leadership Development

Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies

Updated!

Executive Training for Newly Appointed Juvenile Facility Directors

Helping Agencies Build Capacity for Training

Training Design and Development

Regionalization: A National Network of Training Volunteers

Juvenile Offender Management

Critical Elements of Reentry/Aftercare Services

Updated!

Meeting the Needs of Juvenile Female Offenders

Facility Management

Planning of New Institutions for Juvenile Facilities

Juvenile Transition and Activation Process



Leadership and Management

OJJDP/Correctional Leadership Development

Who Should Attend

Juvenile justice professionals with senior-level leadership and management responsibility for a state or local juvenile correctional agency, facility, detention center, community corrections/diversion program, or district or regional office who have been identified as leaders of the future by their home agencies. Deputies of these administrators will be considered if recommended by their chief executive officers.

Description

In this 70-hour individual leadership development training program, participants focus on their current leadership practices as a means to develop and enhance leadership skills needed in juvenile justice. The program, which uses an interactive, experiential format, is designed as an intensive process to enhance participants' ability to manage current and emerging challenges effectively. Key elements include—

- The Leadership Challenge Model, which focuses on five key leadership practices.
- Assessment of current individual leadership practices and action planning for personal skills development and applications after the program.
- Application of individual leadership practices with individuals and groups.
- Use of instruments related to leadership practices, including the Myers-Briggs Type Indicator and other assessment tools.
- A “miniversity” to explore in greater depth selected issues related to personal leadership development needs.
- Exposure to and involvement in a training environment that models a learning organization.
- Exploration of the connection between personal wellness, self-assessment and insight, and leadership.

Participants complete assignments prior to the training program, including working with their agencies' chief executive officers to identify trends and issues that challenge the agencies' leadership, as well as completing a 360° assessment tool.

**NIC TRAINING CENTER,
LONGMONT, CO**

Dates: Apr. 1–11, 2003

Program: 03-D101

Applications Due: Jan. 2, 2003

Application Requirements

Part I: Applicants must attach the following to Form A (following page 55): a statement of their responsibilities, including how long they have held their current or other management position; an organization chart that clearly indicates their role in the agency; and a statement of their need for this program. Part II: After notification of acceptance, participants will be assigned several preprogram activities. Note that some materials must be completed and returned to the NIC Academy prior to the applicant's arrival at the training site.

See "NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado" (page 43) for logistical information.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

LOCATION: TO BE DETERMINED.*

Dates: To be determined.

Program: 03-D401

*When a site and dates are selected, they will be posted at www.nicic.org under the link to "NIC/OJJDP Training."

Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies

Who Should Attend

Chief executive officers of juvenile justice agencies who were appointed within the past year.

Description

This 24-hour training program focuses on critical issues facing new juvenile justice agency chief executive officers (CEOs). The peer training format uses a series of presentations by experienced CEOs in juvenile justice, followed by discussions with participants. Key focus areas may include—

- Adopting effective leadership strategies.
- Analyzing the agency through its mission, goals, and objectives.
- Determining management priorities.
- Planning for contingencies.
- Developing and managing fiscal and human resources.
- Leading a changing juvenile correctional organization.

Application Requirements

Individuals interested in attending this program should contact Leslie LeMaster (see “Contact”). See “NIC/OJJDP-Paid Training Beyond Longmont, Colorado” (page 47) for more information.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

Executive Training for Newly Appointed Juvenile Facility Directors

Who Should Attend

Recently appointed directors or superintendents of state or local juvenile corrections or detention facilities.

Description

This 36-hour intensive training program is newly revised, based on current profiles of juvenile corrections and detention facility directors. Developed by veteran juvenile facility directors, this program helps new facility directors develop the basic skills they need to lead and manage a juvenile facility effectively. Key focus areas include—

- Outlining the roles and responsibilities of facility directors.
- Assessing the participant’s own management style.
- Practicing communication skills.
- Problem solving and decisionmaking.
- Developing conflict resolution skills for dealing effectively with external and internal environments.
- Designing and reconfiguring a facility.
- Assessing the operations of a facility.

Using a highly interactive peer training model, participants work with trainers who have successfully managed juvenile corrections and detention facilities. For the final project, each participant develops a plan to address a facility or agency issue identified prior to the training program and presents it to agency leaders after returning to work.

PARTNERSHIP SITE*

Date: May 5–9, 2003

Program: 03–D301

Agency Applications

Due: Feb. 5, 2003

*When a site is selected, it will be posted at www.nicic.org under the link to “NIC/OJJDP Training.”

Application Requirements

Agencies (state and local juvenile corrections and detention) interested in hosting this program must submit Form B (following page 55). See “NIC/OJJDP Partnership Programs” (page 51) for more information.

Individuals interested in participating in this program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions. Note that NIC does not pay any expenses related to attendance at this program.

Contact

Leslie LeMaster, Academy Division; toll-free telephone 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

Helping Agencies Build Capacity for Training

Training Design and Development

**NIC TRAINING CENTER,
LONGMONT, CO**

Dates: Dec. 8–13, 2002

Program: 03-D901

Applications Due: Sept. 9, 2002

Who Should Attend

Juvenile justice trainers in all disciplines who have completed a basic training-for-trainers course of at least 40 hours and have subsequent experience training juvenile justice staff members.

Description

During this 36-hour training program, participants explore and practically apply the Instructional Theory Into Practice (ITIP) model of designing and delivering learner-centered training programs in juvenile justice. Using the ITIP model, participants learn to systematically design a training program and incorporate the needs of adult learners, learning style differences, and various instructional strategies. Focus areas include—

- Exploring learner-centered instruction and the resulting training strategies.
- Applying adult learning theory to juvenile justice training.
- Using needs assessments to target training programs.
- Creating and writing performance objectives.

- Practicing and developing various learner-centered instructional strategies.
- Designing effective training aids.
- Using various evaluation methods.
- Developing and delivering a module of learner-centered instruction.

Application Requirements

Applicants must attach to Form A (following page 55) a copy of a certificate or other documentation showing they completed a 40-hour basic training-for-trainers course.

See “NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado” (page 43) for logistical information.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800–995–6429, ext. 121; e-mail: llemaster@bop.gov.

Regionalization: A National Network of Training Volunteers

Who Should Apply to Become a Regional Field Coordinator

Juvenile and adult agency training directors, administrators, coordinators, and senior trainers with experience in developing, delivering, and/or coordinating training in their home agencies.

Description

The Regionalization program’s national network of training volunteers—known as regional field coordinators (RFCs)—brings together correctional trainers and training managers from around the nation. The program expands NIC’s capacity to deliver high-quality correctional training at local, state, and federal levels. The 40 RFCs—10 from each of the 4 regions—share training programs and resources and exchange ideas with their counterparts around the country. The various corrections disciplines—community corrections, jails, juvenile justice, prisons, and the Federal Bureau of Prisons (BOP)—are equally represented.

Each fall, the NIC Academy sponsors a meeting of the RFCs to design regional workshops and other activities funded, in part, by NIC, based on input from correctional training personnel in their regions.

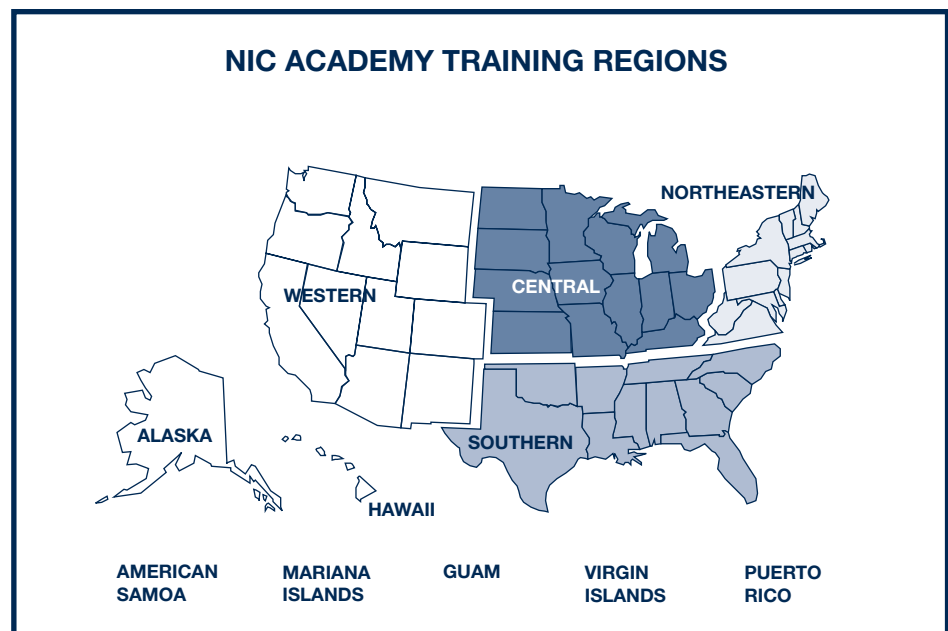
TRAINING PROGRAMS

RFCs meet at least once each year to plan annual activities to meet the training needs of their region.

Goals. The goals of the Regionalization program are to—

- Provide opportunities for more juvenile and adult correctional staff to participate in training programs and access training resources.
- Provide relevant training based on regional needs and interests.
- Promote the sharing of information, training, and other resources among juvenile and adult disciplines in local, state, and federal correctional agencies.
- Increase the dissemination and use of juvenile and adult correctional curriculum packages and training technologies developed by agencies throughout the country.
- Maximize the use of federal funding available for correctional training for local, state, and federal prisons, jails, community corrections, and juvenile justice agencies.

Selection. RFCs are selected through an annual application process that includes endorsement by their chief executive officers to ensure they will have agency support in carrying out their RFC duties. The NIC Academy accepts applications for RFCs on a year-round basis.



A list of current juvenile justice volunteers follows; a complete list of all the RFCs can be obtained at NIC's Web site (www.nicic.org/services/training/regional).

Central Region: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin

Mr. Terry Herbstreith, Training Instructor Coordinator II
Department of Juvenile Justice/Staff Development
10510 LaGrange Road, Building 102
Louisville, KY 40223
502-244-3622; fax: 502-244-3679
e-mail: tlherbst@mail.state.ky.us

Ms. Debbie Weaver, Training Specialist
St. Louis City Family Court
920 North Vandeventer
St. Louis, MO 63108
314-552-2000, ext. 2118; fax: 314-552-2260
e-mail: Debbie_Weaver@osca.state.mo.us

Northeastern Region: Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia

Ms. Launa M. Kowalczyk, Trainer/Supervisor
Central Counties Youth Center
148 Paradise Road
Bellefonte, PA 16823
814-355-2463, ext. 1; fax: 814-357-8373
e-mail: launatk@aol.com

Ms. Patricia C. Murray, Associate Training Technician
New York State Office of Children and Family Services
Tryon Training Center
881 County Highway 107
Johnstown, NY 12095
518-762-4681; fax: 518-762-2119
e-mail: KK6997@dfa.state.ny.us

Southern Region: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands

Ms. Kim G. Davis-Gore, Staff Development Specialist III
North Carolina Department of Juvenile Justice & Delinquency Prevention
1801 Mail Service Center
Raleigh, NC 27699-1801
919-733-3388, ext. 229, or 919-575-3066; fax: 919-733-1045
e-mail: kim.davis-gore@ncmail.net

TRAINING PROGRAMS

Ms. Marilyn Reaves, Director, Office of Training
Georgia Department of Juvenile Justice
2 Peachtree Street, NW, Fourth Floor
Atlanta, GA 30303
404-657-6547; fax: 404-463-7473
e-mail: marilynreaves@djj.state.ga.us

Western Region: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Northern Mariana Islands, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming

Mr. Edward A. Anderson, Chief, Training Services Division
Department of Youth Authority
7650 Newcastle Road
Stockton, CA 95213-9015
209-944-1311; fax: 209-943-6033
e-mail: eanderson@cya.ca.gov

Mr. Joe Van Meter, Training Director
Oregon Youth Authority
2630 North Pacific Avenue
Woodburn, OR 97071
503-982-4498; fax: 503-982-4463
e-mail: joe.vanmeter@oya.state.or.us

Application Requirements

Individuals interested in becoming part of the national network of training volunteers must submit Form E (following page 55), which also is available on the NIC Web site.

Information about the Regionalization program's volunteer training activities will be posted on the NIC Web site. Training events also will be announced through fliers and other channels. Agencies are responsible for the travel and per diem costs of their trainers who attend these events. For a list of RFCs, visit the NIC Web site (www.nicic.org/services/training/regional) or contact the Academy Division.

Contact

Lillie Hopkins, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 124; e-mail: ljhopkins@bop.gov

Juvenile Offender Management

Critical Elements of Reentry/Aftercare Services

Who Should Attend

Three- to five-person teams that should include a juvenile correctional administrator, a juvenile detention and/or community corrections manager or administrator with responsibility for reentry/aftercare services, an education services administrator or manager, a representative of an organization that provides community-based reentry/aftercare services, and other members depending on the organization of the jurisdiction. All team members must have the authority to direct resources, effect change, and manage the implementation of reentry/aftercare services.

Description

In this 36-hour program, participants use an interactive, experiential format to explore the principles, elements, and strategies for implementing successful reentry/aftercare services for juveniles. Using a six-stage process of reentry/aftercare, participant teams plan ways to help juvenile offenders successfully transition from institutional settings back into the community. Key focus areas include—

- Application of the six-stage process to a juvenile offender case study as a way to assess current jurisdictional reentry/aftercare practice.
- A site visit to a juvenile residential facility and assessment of the six stages in practice.
- Assessment of the impact of systems-of-care issues in reentry/aftercare services development, including the following:
 - Developing community partnerships.
 - Creating opportunities for community services to exist within institutions/facilities.
 - Incorporating broad-based culturally specific services.
 - Supporting the primary role of family/significant others.
 - Proposing strategies to recruit, train, and retain a diverse, representative workforce.

**NIC TRAINING CENTER,
LONGMONT, CO**

Dates: Nov. 18–22, 2002

Program: 03–D1501

Applications Due: Aug. 19, 2002

Dates: Mar. 16–21, 2003

Program: 03–D1502

Applications Due: Dec. 16, 2002

- Effective evaluation of reentry/aftercare services.
- Creation of a jurisdictional team action plan to implement and improve the reentry/aftercare process, including evaluation techniques.

Application Requirements

Each team member must complete Form A (following page 55). Only one supplementary statement for the team is required. This statement must describe each team member's current position and primary reentry/aftercare responsibilities, the scope of reentry/aftercare services currently in place, how this program will benefit the team member and the member's agency, and the anticipated role of each team member in implementing or improving reentry/aftercare services.

See "NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado" (page 43) for logistical information.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

NIC TRAINING CENTER, LONGMONT, CO

Dates: Feb. 23–28, 2003

Program: 03–D1001

Applications Due: Nov. 22, 2002

Dates: May 18–23, 2003

Program: 03–D1002

Applications Due: Feb. 18, 2003



Meeting the Needs of Juvenile Female Offenders

Who Should Attend

Individual juvenile correctional, detention, and community corrections managers who develop or operate programs for girls or who train and supervise others who work directly with girls. Others may be considered, depending on the organization of the jurisdiction. (Past participants in NIC/OJJDP's Services and Programs for Juvenile Female Offenders are **not** eligible.)

Description

This program seeks innovative, creative, and nontraditional approaches to working effectively with young women in the juvenile justice system. The program, formerly known as Services and Programs for Juvenile Female Offenders, has been completely revised, based on the latest research on

working with this special-needs population. Using experiential learning methods, participants clarify their own values and attitudes on women and girls while exploring the development and implementation of services, programs, and strategies that meet the individual needs of girls in the juvenile justice system. During the program, participants engage in a range of activities and processes that are effective for working with girls in all facets of the juvenile justice arena. Key focus areas include—

- Research and theory about gender differences on thinking, learning, interacting, and behaving.
- Impact of gender bias in the juvenile justice system.
- Unique needs of girls in the juvenile justice system.
- Impact of cultural sexism on girls' development and behavior.
- Gender equity in educational environments.
- Holistic approaches to working with girls in the juvenile justice system.
- Analysis of their agency's current practices.
- Development of an individual action plan to address areas of agency and personal development.

Application Requirements

Applicants must attach to Form A (following page 55) a statement describing their current position and responsibilities, including the number of staff they supervise, how this program relates to their position, their agency's concerns about programs and services for girls, and how this program will benefit them and their agency. Note: Multiple applicants from the same agency must submit separate supplemental statements.

See "NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado" (page 43) for logistical information.

Contact

Leslie LeMaster, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 121; e-mail: llemaster@bop.gov.

Facility Management

Planning of New Institutions for Juvenile Facilities

NIC TRAINING CENTER, LONGMONT, CO

Dates: Aug. 5–9, 2002

Program: 02–S4403

Applications Due: Call for availability.

Dates: Oct. 21–25, 2002

Program: 03–D4401

Applications Due: July 22, 2002

Dates: Apr. 28–May 2, 2003

Program: 03–D4402

Applications Due: Jan. 28, 2003

Who Should Attend

Six-person teams representing the facility management; public works (or an equivalent agency); the body funding the facility's design, construction and operation; and officials with the authority to set juvenile criminal justice policy. Officials with statutory responsibility for the funding, operation, and administration of the juvenile facility must be on the planning team. Teams also may include judges, program administrators, actively involved citizens, financial officers, and architects and planners under contract to the jurisdiction.

Description

This 32-hour program helps juvenile justice officials charged with overseeing the planning, design, and construction of juvenile confinement facilities understand the facility development process. Jurisdictions throughout the country are continually faced with the challenge of responding to delinquent behavior. Although most communities use a variety of programs and alternatives for youthful offenders, in some cases, a confinement facility becomes a part of the appropriate response. Because of the level of funding required, the number of stakeholders involved, and the permanency of the facility, careful planning and design is critical.

The program familiarizes participants with all aspects of the planning, design, and construction process and helps them develop a team approach to their projects. Using information delivery, large-group discussions, exercises, and team planning time, participants work as a project team and develop strategies and project implementation plans. Focus areas include—

- Development of the juvenile offender profile and an assessment of its impact on facility design.
- Overall facility development process.
- Collection and application of data.
- Staffing issues.
- Operational and architectural programming, site evaluation, and project management.
- Transition and facility activation process.

Teams visit a recently constructed facility and complete a series of exercises that will enable them to evaluate the success of several design elements in the facility and later apply the process to their own plans.

Application Requirements

Potential teams must identify a contact person who submits a team application. Applications may be obtained from NIC or OJJDP coordinators (see “Contacts”).

See “NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado” (page 43) for logistical information.

Contacts

Dee Halley, Special Projects Division, NIC; toll-free telephone: 800–995–6423, ext. 40374; e-mail: dhalley@bop.gov.

Dennis Barron, OJJDP; telephone: 202–616–2942; e-mail: barrond@ojp.usdoj.gov.



Juvenile Transition and Activation Process

Who Should Attend

Minimally, the team will consist of the assigned transition coordinator and the facility director. The process of transition and activation usually involves a wide variety of individuals. Some have a direct role in the operation of the facility, and others will be significant stakeholders and users. As the training program develops, the size and composition of the team will be refined.

Description

This new program is currently being developed. It will be 32–36 hours in length and will help juvenile justice officials prepare to open new or renovated facilities.

In recent years the number of juvenile justice agencies constructing secure facilities to house juvenile offenders has increased. These complex structures require equally complex processes and procedures to operate. Once designed and built, practitioners must ensure that the new facility functions as designed and meets its mandates and mission. Hundreds of policy and administrative decisions must be made that affect programs, services, and operations. These decisions drive thousands of detailed procedures, schedules, inspections, activities, moving and training plans, and the resulting documentation. This training

**NIC TRAINING CENTER,
LONGMONT, CO**

Dates: Aug. 26–30, 2002

Program: 02–S4404

Applications Due: June 26, 2002

presents options for offender programs and management that are supported by experience and research, as well as various approaches to organizing the transition and activation process. Focus areas include—

- Current juvenile programming models.
- Juvenile offender management strategies.
- Staffing plans.
- Program and operational scenarios and procedures.
- Move logistics.
- Transition organization and action planning.

Application Requirements

Contact Dee Halley for team size and composition before submitting an application. Potential teams must identify a contact person who submits a team application. Applications may be obtained from NIC and OJJDP coordinators (see “Contacts”).

See “NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado” (page 43) for logistical information.

Contacts

Dee Halley, Special Projects Division, NIC; toll-free telephone: 800-995-6423, ext. 40374; e-mail: dhalley@bop.gov.

Dennis Barron, OJJDP; telephone: 202-616-2942; e-mail: barrond@ojp.usdoj.gov.

Information Services





Information Services

NIC Information Center

How to Request Information

NIC Online

NIC Information Center

Anyone with an interest in juvenile or adult corrections may request information or materials from the NIC Information Center. The Information Center maintains a collection of the most current materials available in corrections and related fields, including unpublished materials developed by federal, state, and local agencies.

The Information Center provides information on the full spectrum of issues in correctional management and operations in jails, prisons, and community settings. Materials include—

- Descriptions and evaluations of correctional programs.
- Agency policies and procedures.
- Research and statistical findings.
- Information on offender job training and placement activities.
- Correctional staff training materials produced by NIC and other federal, state, and local agencies.
- NIC publications on current correctional topics.

Staff with professional experience in correctional settings are available to discuss the specific information needs of practitioners, researchers, and others. A selection of resources is assembled and shipped to each client at no charge.

Materials are shipped within 1 week or delivered via an overnight service at the client's expense. Immediate assistance also is provided by telephone or fax, depending on the type and volume of material needed.

Share Your Information

The NIC Information Center is always expanding and updating its collection and encourages agencies and others to provide copies of their newly developed materials. When sending staff training materials, please submit two complete copies of the curriculum package, including all overheads, videotapes, exercises, and other relevant materials. If the curriculums or other materials are copyrighted, a statement of copyright release must be included that authorizes duplication and dissemination of the material.

How to Request Information

Contact the NIC Information Center directly or visit the Web site at www.nicic.org to request reports, publications, and other resources. The NIC Web site describes Information Center services, lists downloadable publications, and features a searchable database of more than 1,600 NIC publications. The Web site also provides access to a variety of corrections links and to the NIC Corrections Exchange, an e-mail discussion group on corrections issues.

An automated fax-on-demand service is accessible 24 hours a day to send selected publications to the requester's fax machine.

NIC Information Center

1860 Industrial Circle, Suite A

Longmont, CO 80501

Telephone: 303-682-0213

Toll-free: 800-877-1461

Fax: 303-682-0558

Web address: www.nicic.org

E-mail address: asknicic@nicic.org

Fax-on-demand: 303-678-9049

The **Office of Juvenile Justice and Delinquency Prevention** has its own training and technical assistance center for your use. Contact the **OJJDP National Training and Technical Assistance Center** via its Web site, www.nttac.org, or toll-free telephone: 800-830-4031.

NIC Online

For up-to-the-minute information about NIC opportunities and resources, visit the NIC Web site at www.nicic.org. The NIC Web site is a source of current information year-round on training programs, videoconferences, cooperative agreements, and targeted assistance opportunities. Updates are posted each day.

Program-related information includes—

- Dates and locations for scheduled and added program offerings.
- An updated events calendar.
- Online forms for applying for programs.

Web pages support each NIC videoconference and distance learning program. These pages provide resources for participants and technical information for satellite downlink host sites. Links enable visitors to view both live broadcasts and previously broadcast NIC videoconferences through video streaming.

Visitors to NIC's Web site can find information on special NIC initiatives and assistance opportunities. The Web site is used to—

- Highlight NIC's work in several "special focus" topic areas.
- Announce cooperative agreements.
- Invite agencies to apply for targeted technical assistance.

Resources

NIC's Web site provides access to a wide range of resources for corrections policymakers and practitioners. They include—

- NIC publications, including the newest releases.
- Selected NIC training materials.
- Materials posted on the Web by other agencies and organizations and accessible through NIC's "Publications Plus" database.

Practitioner networking is also supported via NIC online. NIC hosts the Corrections Exchange, or Correx, a public e-mail discussion list (known as a listserv) that links individuals interested in corrections issues. List postings are moderated to ensure quality content. In addition to sharing information on topics raised by participants, Correx announces new NIC initiatives, opportunities, and publications.

The NIC home page presents key announcements and links to major sections of the NIC Web site. On the top of each Web page, a menu bar provides dropdown access to the most used sections of the site. A site map is also available.

www.nicic.org

Technical Assistance





Technical Assistance

Who Should Apply

Description

NIC Review

Application Requirements

Where to Apply

Who Should Apply

Technical assistance is available without cost to all juvenile justice agencies in the United States and its commonwealths and territories. The following agencies and organizations working with juvenile offenders are eligible for NIC technical assistance:

- Local juvenile detention and detention-related agencies.
- State departments of juvenile justice and their facilities.
- State and local juvenile probation and parole agencies.
- Residential juvenile correctional programs.
- Public and private juvenile community correctional agencies and programs.
- Organizations, associations, and oversight or advisory groups with a mission to assist juvenile justice agencies.

Private agencies that provide juvenile correctional services under contract to government agencies are eligible for assistance only when their applications are made or endorsed by the chief executive officer of the government agency receiving the services.

Description

Through the interagency agreement with OJJDP, the NIC Academy responds directly to improve the design, delivery, operation, and evaluation of staff training programs. This technical assistance provides onsite guidance, support, consultation, or training by an experienced technical resource provider or NIC staff member. This resource provider serves in an advisory capacity and works with agency staff to—

- Identify training needs.
- Develop curriculums.
- Create strategies for training development and delivery.
- Evaluate training programs.
- Manage training needs.
- Help agencies build their internal capacity to respond to needs and priorities through their training programs.

Technical assistance is generally provided for a period of 3–5 days. For projects that are more complex and require technical assistance for a longer period of time, agencies should contact the NIC/OJJDP Technical Assistance Manager, 1960 Industrial Circle, Longmont, CO 80501, to discuss possible strategies before sending a request.

The person who delivers the onsite technical assistance submits a written report to the recipient agency and NIC with detailed recommendations for addressing the problems for which assistance was provided.

NIC Review

When NIC receives the written request, a staff member will review it and telephone the requesting agency's contact person to discuss the need. Because NIC/OJJDP resources are limited, each request for technical assistance will be evaluated carefully to determine the best method of meeting the agency's needs.

Agencies may request technical assistance at any time; there are no deadlines. However, they should apply as soon as a need is identified because technical assistance funds are generally depleted before the end of the fiscal year.

Application Requirements

The chief executive officer of the agency, as defined below, must sign a letter of request prepared on official stationery that—

- Briefly describes the problem for which assistance is requested.
- Identifies the agency contact person by name, address (if different from that of the agency head), telephone number, and e-mail address (if available).
- References any supporting documentation or background materials that have an impact on the problems and identifies the NIC program staff who assisted the agency if the request was preceded by a telephone call.
- Specifies a timeframe for service delivery.

The chief executive officer is defined as follows:

- For **detention centers**: The administrator of the detention center or director of the department of juvenile corrections, depending on the agency's organizational structure.
- For **secure facilities/training schools**: The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**: The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency's organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides service. The endorsement letter **must verify that the private organization is contractually or statutorily required to deliver services to the correctional agency making the endorsement.**

Where to Apply

Applications should be addressed to Nancy Shomaker, Academy Division, National Institute of Corrections, 1960 Industrial Circle, Longmont, CO 80501.

Videoconferences



Videoconferences

Description

Costs and Logistics

Application Requirements



Please check the NIC Web site at www.nicic.org for dates and titles of FY 2003 videoconferences.

Description

Local classroom programs that use satellite and Internet technology make it convenient and less costly for thousands of corrections professionals to be trained at hundreds of sites across the country. These videoconferences are interactive and allow practitioners to learn from experts from around the world.

During 2002–2003, NIC will produce several live satellite/Internet videoconferences that can be viewed at hundreds of sites throughout the United States. These 3-hour broadcasts deal with current topics in correctional policy and practices through presentations by content experts, vignettes, and interviews with criminal justice practitioners.



Please check the NIC Web site at www.nicic.org for dates and titles of FY 2003 videoconferences.

Although videoconferences have an adult orientation, juvenile perspectives may be addressed.

Costs and Logistics

No registration, tuition, or materials fees are associated with any NIC training.

An NIC Web page for each program provides access to supporting information and resources, including a list of registered downlink sites, satellite coordinates, viewing instructions, the program agenda, handouts, evaluations, and recommended reading materials, if applicable (visit the NIC Web site at www.nicic.org).

Application Requirements

Individuals interested in participating in a videoconference should check the NIC Web site (www.nicic.org) periodically for a list of sites and application instructions.

Distance Learning Training



Distance Learning Training

Description

Costs and Logistics

Application Requirements



Please check the NIC Web site at www.nicic.org for dates and titles of FY 2003 distance learning training programs.

Description

“Distance learning training,” like videoconferencing, uses local classroom programs and satellite and Internet technology—and then adds another feature: onsite training managed by NIC-trained facilitators. To ensure the quality of off-air time, NIC first trains agency trainers to coordinate and facilitate the videoconference and local training. This training for trainers occurs 2–3 months before the participant training, is 8 hours in length, and is conducted via videoconference. The local participants of the training program later take part in a 12- to 16-hour interactive videoconference and an additional 12–16 hours of training facilitated by the agency trainers.

NIC will conduct several distance learning training programs and site coordinator trainings during 2002–2003.



Please check the NIC Web site at www.nicic.org for dates and titles of FY 2003 distance learning training programs.

Although distance learning training programs have an adult orientation, juvenile perspectives may be addressed.

Costs and Logistics

No registration, tuition, or materials fees are associated with any NIC training.

An NIC Web page for each program provides access to supporting information and resources, including a list of registered downlink sites, satellite coordinates, viewing instructions, the program agenda, handouts, evaluations, and recommended reading materials, if applicable (visit the NIC Web site at www.nicic.org).

Application Requirements

Individuals interested in participating in a distance learning training should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

e-Learning Training



e-Learning Training

Description

Application Requirements



Please check the NIC Web site at www.nicic.org under e-Learning for information on how to access e-Learning programs.

Description

During fiscal year 2003, NIC will expand the opportunity for correctional professionals to access NIC training by providing high-quality interactive, learner-driven training experiences using the Internet.

Using this Web-based instruction, participants can receive the same high-quality NIC training experience from the comfort of their computer workstations or even from their homes. No travel expenses or release time from the job is required. Access to high-quality staff development experiences has never been more convenient.

Training program topics will be posted on the NIC Web site. New programs will be added and made available throughout the year.

Application Requirements

Visit the NIC Web site at www.nicic.org for the specific details of what, when, and how to access NIC's e-Learning programs. Complete information will be provided regarding equipment requirements (modem speed, bandwidth, and memory) as well as registration, program content and length, certification, and additional resources.



Please check the NIC Web site at www.nicic.org under e-Learning for information on how to access e-Learning programs.

NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado





NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado

Description

Calendar

Costs and Logistics

Application Requirements

Cancellations

Description

Through the interagency agreement with the Office of Juvenile Justice and Delinquency Prevention, the training noted in this publication is available to juvenile practitioners in the 50 states, the District of Columbia, and the U.S. commonwealths and territories. In most training programs, participants develop individual action plans or initiate projects to implement in their agencies. After the training, they may be asked to provide information about implementation to help NIC and OJJDP assess the impact of this training. In some cases, technical assistance is available to help implement their action plans.

Because interaction among individuals representing diverse types, sizes, and locations of juvenile justice agencies can greatly enhance the training experience, many programs are conducted at the NIC Training Center in Longmont, Colorado. To further facilitate this interaction, participants must reside at the Radisson Hotel and Conference Center–Longmont for the duration of the program, regardless of the proximity of their homes to the training site.

NIC/OJJDP TRAINING AT THE NIC TRAINING CENTER IN LONGMONT, COLORADO, CALENDAR													
		2002							2003				
Page	Training Program	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May
LEADERSHIP AND MANAGEMENT													
5	OJJDP/Correctional Leadership Development											1–11	
HELPING AGENCIES BUILD CAPACITY FOR TRAINING													
8	Training Design and Development							8–13					
JUVENILE OFFENDER MANAGEMENT													
13	Critical Elements of Reentry/Aftercare Services						18–22				16–21		
14	Meeting the Needs of Juvenile Female Offenders									23–28			18–23
FACILITY MANAGEMENT													
16	Planning of New Institutions for Juvenile Facilities			5–9		21–25						Apr. 28–May 2	
17	Juvenile Transition and Activation Process			26–30									

Individuals interested in participating in a program at the NIC Training Center in Longmont, Colorado, must submit Form A (following page 55) and the supplemental information requested in the course description.

Costs and Logistics

No registration, tuition, or materials fees are associated with any NIC training.

NIC pays the costs of **state and local participants'** air travel, lodging (in double rooms), and meals. Those traveling by means other than air are reimbursed up to an amount that would have been incurred for airfare at government rates. Participants are responsible for the costs of ground transportation to and from airports and the training location. Participants also are responsible for the cost of upgrading to a single room, if they choose to do so.

NIC provides detailed information concerning air travel, ground transportation, and lodging arrangements for each program when notifying applicants of their acceptance.

Federal agencies must arrange and pay for the travel and per diem costs associated with their employees attending a training program. Corrections practitioners from **other countries** may attend a program if space is available. However, they must pay travel, per diem, and incidental expenses associated with attending the training.

Application Requirements

The application for individuals (Form A) can be found following page 55. Applications must be endorsed as described on the back of Form A. If a training program is designed for participation by more than one person from an agency or jurisdiction, each prospective team member must complete an application; only one supplementary statement for the team is required unless otherwise requested. The team applications and statement must be sent together to NIC. Applicants will be notified 60 days before the program date if they are selected to attend. All applications will be acknowledged.

NOTE: Applications that do not include the supplementary materials, are not properly endorsed, or are incomplete will be returned.

Cancellations

NIC and OJJDP reserve the right to cancel training programs with reasonable notice to participants.

If an applicant cannot attend after being accepted to a training program for which NIC/OJJDP pays participants' travel and per diem expenses, the Academy must be notified as soon as possible.

NIC/OJJDP-Paid Training Beyond Longmont, Colorado



NIC/OJJDP-Paid Training Beyond Longmont, Colorado

Description

Calendar

Costs and Logistics

Application Requirements

Cancellations

Description

As with all NIC/OJJDP training, programs held in locations other than Longmont, Colorado, are available to practitioners working in juvenile justice agencies in the 50 states, the District of Columbia, and the U.S. commonwealths and territories. In most training programs, participants develop individual action plans or initiate projects to implement in their agencies. After the training, they may be asked to provide information about implementation to help NIC and OJJDP assess the impact of the training. In some cases, technical assistance is available to help them implement their action plans.

NIC/OJJDP-PAID TRAINING BEYOND LONGMONT, COLORADO, CALENDAR													
		2002							2003				
Page	Training Program	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May
LEADERSHIP AND MANAGEMENT													
6	Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies	Site and date to be determined.											

Costs and Logistics

Some NIC training programs contain a special feature, such as a critical tour of a juvenile facility, that cannot be conducted at the NIC Training Center in Longmont, Colorado. Because NIC and OJJDP consider these special features so important to the success of these programs, NIC and OJJDP pay travel and per diem expenses for **state and local participants** to other sites. In addition, as with all NIC training, there are no registration, tuition, or materials fees.

Those traveling by means other than air are reimbursed up to an amount that would have been incurred for airfare at government rates. Participants are responsible for the costs of ground transportation to and from airports and the training location.

NIC provides detailed information concerning location of training, air travel, ground transportation, and lodging arrangements for each program when notifying applicants of their acceptance.

Federal agencies must arrange and pay for the travel and per diem costs associated with their employees attending a training program. Corrections practitioners from **other countries** may attend a program if space is available. However, they must pay travel, per diem, and incidental expenses associated with attending the training.

Individuals interested in participating in an NIC-paid program beyond Longmont, Colorado, must submit Form A (following page 55) and the supplemental information requested in the course description.

Application Requirements

The application for individuals (Form A) can be found following page 55. Applications must be endorsed as described on the back of Form A. If a training program is designed for participation by more than one person from an agency or jurisdiction, each prospective team member must complete an application, but only one supplementary statement for the team is required unless otherwise requested. The team applications and statement must be sent together to NIC. Applicants will be notified 60 days before the program date if they are selected to attend. All applications will be acknowledged.

NOTE: Applications that do not include the supplementary materials, are not properly endorsed, or are incomplete will be returned.

Cancellations

NIC and OJJDP reserve the right to cancel training programs with reasonable notice to participants.

If an applicant is unable to attend after being accepted to a training program for which NIC/OJJDP pays participants' travel and per diem expenses, the Academy must be notified as soon as possible.

NIC/OJJDP Partnership Programs





NIC/OJJDP Partnership Programs

Description

Calendar

Costs and Logistics

Site Coordinator's/Facilitator's Role

Application Requirements

Cancellations

Description

As with all NIC/OJJDP training, partnership programs are available to practitioners working in juvenile justice agencies in the 50 states, the District of Columbia, and the U.S. commonwealths and territories. In most training programs, participants develop individual action plans or initiate projects to implement in their agencies. After the training, they may be asked to provide information about implementation to help NIC and OJJDP assess the impact of its training. In some cases, technical assistance is available to help them implement their action plans.

NIC/OJJDP PARTNERSHIP PROGRAM CALENDAR													
		2002							2003				
Page	Training Program	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May
TRAINING FOR ALL CORRECTIONS DISCIPLINES													
7	Executive Training for Newly Appointed Juvenile Facility Directors												5–9

Partnership programs bring NIC/OJJDP training to local communities across the nation. State and local agencies apply and are selected to host partnership programs, which are conducted in the agency's facility or a facility for which the agency contracts. Depending on the program, participants may be from the host agency only or from the host agency and other corrections agencies in the geographical area.

Costs and Logistics

NIC provides the trainers, curriculums, and training materials for these programs. No registration, tuition, or materials fees are associated with any NIC/OJJDP training. However, **please note that individuals who attend or their employing agencies are responsible for travel, lodging, and meal expenses associated with attending partnership programs.**

Site Coordinator's/Facilitator's Role

Host agencies are selected through a competitive process. At minimum, applicant agencies must be able to—

- Designate a site coordinator who will facilitate the program locally and be present throughout the program.
- Provide an appropriate training facility and equipment. The training facility must have a large main training room (1,200 square feet minimum) and two or three adjacent or nearby breakout rooms (400 square feet minimum each).

- Attract at least 24 participants to fill the program.
- Help participants obtain low-cost housing and meals.

Application Requirements

Applications to host partnership programs **must** be made by the agency, **not** individuals.

Agencies interested in hosting a partnership program must submit the Statement of Interest to Host Partnership Programs (Form B, following page 55). NIC staff will explore with the agency contact person the appropriateness of the training to meet the agency's needs and the agency's ability to provide the required logistical support for the program.

Individuals interested in participating in an NIC/OJJDP partnership program should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

Cancellations

NIC and OJJDP reserve the right to cancel training programs with reasonable notice to participants.

Forms





Forms

Application for Individuals for NIC/OJJDP Training (Form A)

Statement of Interest to Host Partnership Programs (Form B)

(Forms C and D intentionally omitted.)

Application for Regional Field Coordinator (Form E)

Application for Individuals for NIC/OJJDP Training

To apply, complete (type or print legibly) and sign this form, attach any supplementary statements required in the training program description, obtain the necessary endorsement, and mail or fax it to the National Institute of Corrections, 1960 Industrial Circle, Longmont, CO 80501; fax 303-682-0469. **To receive full consideration, each item on both sides of this application must be completed and it must be received by the specified due date. Incomplete applications will be returned.** All applications will be acknowledged. Applicants accepted for participation will receive confirmation and additional information about the program.

Training program title _____

Training program number 03- _____

For multiple program offerings, **I cannot** attend on the following date(s):

Name _____

Mr. _____ Ms. _____ Mrs. _____

Social Security No. _____

NOTE: Disclosure of your Social Security number is voluntary. NIC collects Social Security numbers as identifiers for records of training participants. Executive Order No. 9397.

Title _____

Years in position _____

Is your primary job responsibility staff training?

Yes _____ No _____

Agency _____

Mailing address _____

City _____ County _____

State _____ ZIP Code _____

Telephone (____) _____ Fax (____) _____

E-mail _____

Primary area of juvenile justice (check one):

- _____ Juvenile detention
_____ Juvenile community corrections
_____ Secure juvenile facility or training school
_____ Other (explain): _____

Signature _____

Type of agency (check one):

- _____ Federal—Bureau of Prisons
_____ Federal—Other
_____ State
_____ Indian Country—Bureau of Indian Affairs
_____ Indian Country—Tribal
_____ Regional
_____ County
_____ Municipal
_____ U.S. Commonwealth or Territory
_____ Foreign
_____ Private

Agency/institution information:

Institution/facility population _____
or

Agency population _____

Total number of agency staff _____

Number of staff you supervise _____

If training program is for **team participation**:

- _____ Each team member must complete an application.
_____ Each team member's individual supplementary information is attached.
_____ Team members must be listed below.
_____ All applications must be sent together.

Only one team supplement is required for all team members. List team members below:

If training program is for **individual participation**:

- _____ Attach the supplementary information required in the training program description.

I agree to

- _____ Fully participate in this program and will complete all pretraining and posttraining assignments.
_____ Reside at the training site (for Longmont programs) for the duration of the program.

Date _____

Endorsement of Application by Agency Chief Executive Officer

NIC will return as “incomplete” application forms that do not have the endorsement of the chief executive officer of the agency, as defined below.

- For **detention centers**: The administrator of the detention center or director of the department of juvenile corrections, depending on the agency’s organizational structure.
- For **secure facilities/training schools**: The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**: The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency’s organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides service. The endorsement letter must verify that the private organization is contractually or statutorily required to deliver services to the correctional agency making the endorsement.

Nomination/Endorsement

Nomination or endorsement must be made by the chief executive officer as defined above.

I recommend _____ for participation in the National Institute of Corrections training program for which this application is being submitted. This nomination is made on the basis that the candidate (individually or as a member of a team) will be in a position to effect improvement in our organization. The information provided is accurate and complete. I agree that if the participant in this training program develops an action plan for our agency, outcomes of the implementation will be provided on request to NIC/OJJDP to determine the impact of the training on our organization.

Signature of chief executive officer

Date

Type or print name

Title of chief executive officer

()

Telephone

Statement of Interest to Host Partnership Programs(To be completed by **agencies** applying to host a partnership program)

Agencies interested in hosting an NIC partnership program must complete (type or print legibly) and sign this form, obtain the necessary endorsement, and mail or fax it (by the due date) to the National Institute of Corrections, 1960 Industrial Circle, Longmont, CO 80501; fax 303-682-0469. All Statements of Interest will be acknowledged.

Partnership program title _____

Partnership program number 03-_____

Agency name _____

Agency address _____

City/State _____ ZIP Code _____

Agency contact person _____

Title _____

Telephone (____) _____ Fax (____) _____

Title of partnership program requested _____

Training date(s) in order of priority _____

Facilities available to accommodate the training (a large main room—1,200 square feet minimum—and at least two adjacent or nearby breakout rooms—400 square feet minimum each—are required)

Nomination/Endorsement

Nomination/endorsement must be made by the chief executive officer as defined on the back of this application.

Our agency is interested in hosting the above-named partnership program. If accepted to host this training program, we acknowledge that all expenses except those of the trainers and training materials are our responsibility as the requesting agency. Furthermore, we agree to publicize this program and solicit the appropriate number of participants (24-30).

Signature of chief executive officer_____
Date_____
Type or print name_____
Title of chief executive officer(____) _____
Telephone

Endorsement of Application by Agency Chief Executive Officer

NIC will return as “incomplete” application forms that do not have the endorsement of the chief executive officer of the agency, as defined below.

- For **detention centers**: The administrator of the detention center or director of the department of juvenile corrections, depending on the agency’s organizational structure.
- For **secure facilities/training schools**: The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**: The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency’s organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides service. The endorsement letter must verify that the private organization is contractually or statutorily required to deliver services to the correctional agency making the endorsement.

Application for Regional Field Coordinator

To apply, complete (type or print legibly) and sign this form, obtain the necessary endorsement, and mail or fax it to the NIC Academy, 1960 Industrial Circle, Longmont, CO 80501; fax 303-682-0469. Each item of this application must be completed to be given consideration.

Mr. _____ Ms. _____ Mrs. _____

Name _____

Title _____

Is your primary job responsibility staff training?

Yes _____ No _____

Number of offenders/clients _____

Number of staff _____

Agency _____

Mailing address _____

City _____ County _____

State _____ ZIP Code _____

Telephone (____) _____

Fax (____) _____

E-mail _____

Type of agency (check one)

_____ Federal—Bureau of Prisons

_____ Federal—Other

_____ State

_____ Indian Country—Bureau of Indian Affairs

_____ Indian Country—Tribal

_____ Regional

_____ County

_____ Municipal

_____ U.S. Commonwealth or Territory

_____ Foreign

_____ Private

Primary area of corrections (check one)

_____ Juvenile detention

_____ Juvenile community corrections

_____ Secure juvenile facility or training school

_____ Other _____

Signature _____

Date _____

Nomination/Endorsement

Nomination or endorsement must be made by the chief executive officer as defined on the back of this application.

I recommend _____ to serve as a regional field coordinator (RFC) for the National Institute of Corrections Academy. This nomination is made on the basis that the candidate will be in a position to effect improvement in our organization and will serve as an RFC for _____ year(s) (maximum 3). The information provided is accurate and complete.

Signature of chief executive officer

Date

Type or print name

Title of chief executive officer

(____) _____
Telephone

Endorsement of Application by Agency Chief Executive Officer

NIC will return as “incomplete” application forms that do not have the endorsement of the chief executive officer of the agency, as defined below.

- For **detention centers**: The administrator of the detention center or director of the department of juvenile corrections, depending on the agency’s organizational structure.
- For **secure facilities/training schools**: The director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion programs**: The chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community corrections/diversion program, or director of the state department of juvenile corrections, depending on the agency’s organizational structure.

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides service. The endorsement letter must verify that the private organization is contractually or statutorily required to deliver services to the correctional agency making the endorsement.

For a map and list of the regions and contacts, see pages 10–12.

