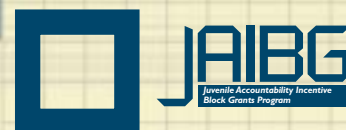
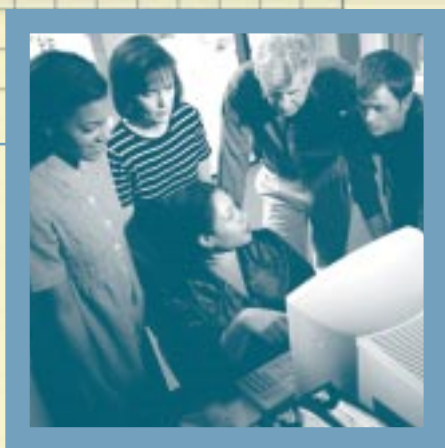




*National Institute of Corrections*

*Office of Juvenile Justice and  
Delinquency Prevention*

# Training Programs for Juvenile Corrections Professionals



*Juvenile Corrections  
Juvenile Detention*

Service Plan  
June 1, 2001—May 31, 2002

**[www.nicic.org/services/training/programs/juvenile](http://www.nicic.org/services/training/programs/juvenile)**

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# **Training Programs for Juvenile Corrections Professionals**

Service Plan

June 1, 2001—May 31, 2002

**A u g u s t   2 0 0 1**

Prepared under Interagency Agreement 2001–JI–R–081 from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

### **NOTICE**

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 11th 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](http://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

**John J. Wilson**

Acting Administrator

Office of Juvenile Justice and Delinquency Prevention





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Application for Regional Field Coordinator (Form E)





# 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 11th year. The activities will be coordinated by the NIC Academy in Longmont, Colorado.

The current NIC/OJJDP agreement provides for services through May 2002. 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 October 1998 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 NIC Academy 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



aftercare; provide alternatives to 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.

The background features a light gray grid pattern. Overlaid on this grid are several squares of varying sizes and shades of gray. Some squares are solid, while others are outlined. The squares are arranged in a way that suggests a geometric or architectural design. The title 'Training Programs' is centered over the grid.

# **Training Programs**

## **Training Programs**

### **Leadership and Management**

Correctional Leadership Development

Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies

### **Helping Agencies Build Capacity for Training**

Training Design and Development

Training for Juvenile Agency Training Coordinators and Directors

Regionalization: A National Network of Training Volunteers

### **Juvenile Offender Management**

Critical Elements of Successful Aftercare Services

Services and Programs for Juvenile Female Offenders

#### *Distance Learning Training*

Restorative Justice: Principles, Practices, and Implementation

Thinking for a Change: An Integrated Approach to Changing Offender Behavior

### **Facility Management**

Planning of New Institutions for Juvenile Facilities



# Leadership and Management

## *Correctional Leadership Development*

### **Who Should Attend**

Juvenile justice professionals with middle and upper 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 a leader of the future in their home agency. Deputies of these administrators will be considered if recommended by their chief executive officers.

**NIC TRAINING CENTER,  
LONGMONT, CO**

**Dates:** Apr. 2–12, 2002

**Program:** 02–D101

**Applications Due:** Jan. 2, 2002

### **Description**

In this 70-hour 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 experience to enhance participants' ability to effectively manage current and emerging challenges.

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 the Leader Behavior Analysis II.
- A “miniversity” to explore more in 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 officer to identify trends and issues that challenge the agencies' leadership.

### **Application Requirements**

Part I: Applicants must attach to Form A (page 55): a brief 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 arriving at the training site. See “NIC/OJJDP Training at the NIC Training Center in 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](mailto:llemaster@bop.gov).

## *Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies*

### **WASHINGTON, D.C.**

**Dates:** Sept. 23–26, 2001

**Program:** 02-D401

### **Who Should Attend**

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

### **Description**

This 20-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 51) for more information.

### **Contact**

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





# Helping Agencies Build Capacity for Training

## *Training Design and Development*

### **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 higher level 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 (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 47) for more information.

### **Contact**

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

**NIC TRAINING CENTER,  
LONGMONT, CO**

**Dates:** Mar. 17–22, 2002

**Program:** 02–D901

**Applications Due:** Dec. 17, 2001



## *Training for Juvenile Agency Training Coordinators and Directors*

---

**NIC TRAINING CENTER,  
LONGMONT, CO**

**Dates:** May 19–24, 2002

**Program:** 02–D902

**Applications Due:** Feb. 19, 2002

### **Who Should Attend**

Training directors or coordinators from juvenile correctional, detention, and probation and parole agencies and facilities who serve in that capacity on a full- or part-time basis. Priority consideration will be given to applicants relatively new to their position.

### **Description**

Using experiential processes, participants in this 36-hour training program explore the knowledge and skills needed to effectively serve as their agency's or facility's training coordinator or director.

Key focus areas may include:

- Outlining the roles and responsibilities of the training director and/or coordinator.
- Creating training policy and procedures customized to the agency or facility.
- Developing and implementing the agency's or facility's annual training plan.
- Developing and delivering effective learner-centered training programs based on the performance needs of juvenile justice employees.
- Finding alternatives to classroom training.
- Assessing the impact of training on the agency or facility.
- Learning how training can support the agency's or facility's mission and vision.

### **Application Requirements**

Applicants must attach to Form A (page 55) a supplemental statement indicating they are currently serving as the agency or facility training coordinator or director or will soon assume that role and a current agency or facility organization chart clearly showing their current position.

See "NIC/OJJDP Training at the NIC Training Center in 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](mailto:llemaster@bop.gov).



## *Regionalization: A National Network of Training Volunteers*

---

### **Who Should Apply**

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

### **Description**

In an era of rapidly increasing numbers of juvenile and adult correctional employees and trainers who must be trained quickly, the National Institute of Corrections' Regionalization program enables both juvenile and adult correctional agencies to bring more correctional training online without concomitant budget increases. Regionalization is a cost-effective means of increasing training resources, training capacity, and information dissemination among training professionals from jails, prisons, community corrections, juvenile justice agencies, and the Federal Bureau of Prisons.

Regionalization, supported by the NIC Academy Division, relies on volunteer juvenile and adult correctional trainers to provide professional development, resource sharing, and networking opportunities to their peers in local, state, and federal correctional agencies throughout the nation.

**Purpose.** The purpose of the Regionalization program is to build networks among juvenile and adult correctional agencies to share training resources and information and participate in joint training efforts.

**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.

**Organization.** The program organizes states and territories into four regions: Northeastern, Central, Southern, and Western. Each region has



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

10 regional field coordinators (RFCs), 2 each from prisons, jails, community corrections, juvenile justice agencies, and the Federal Bureau of Prisons. Each year, with NIC support, RFCs meet to plan and organize correctional training and capacity-building initiatives within their respective regions.

RFCs and Academy staff coordinate communication within each region, among regions, and among all regions and the NIC Academy to carry out projects, training programs, and resource sharing throughout an activity year.

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



**Academy support.** The NIC Academy provides financial and staff support for the activities initiated by the RFCs. Correctional program specialists in the Academy work closely with the RFCs to facilitate the planning and organization of regional training and capacity-building initiatives. In addition, the Academy provides support for eight volunteer RFCs from each region to attend an annual meeting. Bureau of Prisons RFCs attend at BOP expense.

Below is a list of current juvenile justice volunteers; a complete list of all the RFCs can be obtained at NIC's Web site ([www.nicic.org/services/training/regional](http://www.nicic.org/services/training/regional)).



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

Patricia C. Murray, Associate Training Technician  
New York State Office of Children & Family Services  
Tryon Training Center  
881 County Highway 107  
Johnstown, NY 12095  
518-762-4681; fax: 518-762-2119

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](mailto:launatk@aol.com)

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

Michele C. Foley, Training Branch Manager  
Department of Juvenile Justice  
1025 Capital Center Drive  
Frankfort, KY 40601-2638  
502-573-2738, ext. 292; fax: 502-573-0836  
e-mail: [mcfoley@mail.state.ky.us](mailto:mcfoley@mail.state.ky.us)

Tim Tausend, Senior Personnel Officer  
North Dakota Youth Correctional Center  
701 16th Avenue, S.W.  
Mandan, ND 58554  
701-667-1465; fax: 701-667-1414  
e-mail: [ttausend@pioneer.state.nd.us](mailto:ttausend@pioneer.state.nd.us)

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

Bill O'Connell, Senior Management Analyst II  
Florida Department of Juvenile Justice  
5310 Clay Drive  
Lakeland, FL 33813  
941-534-0231; fax: 941-534-0239  
e-mail: [bill.o'connell@djj.state.fl.us](mailto:bill.o'connell@djj.state.fl.us)



## Training Programs

Jules Franklin, Director of Staff Development  
Texas Youth Commission  
8004 Cameron Road, Suite C  
Austin, TX 78754  
512-340-2740; fax: 512-340-2702  
e-mail: [jules.franklin@tyc.state.tx.us](mailto:jules.franklin@tyc.state.tx.us)

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

Gary G. Gilmore, Treatment Services Manager  
Wyoming Boys' School  
1550 Highway 20 South  
Worland, WY 82401  
307-347-4969, ext. 290; fax: 307-347-4869  
e-mail: [ggilmo@dfsml.state.wy.us](mailto:ggilmo@dfsml.state.wy.us)

Beverly Wilder, Unit Manager  
Idaho Department of Juvenile Corrections  
P.O. Box 40  
St. Anthony, ID 83445  
208-624-3462; fax: 208-624-3462  
e-mail: [bwilder@djcs.state.id.us](mailto:bwilder@djcs.state.id.us)

### **Application Requirements**

Juvenile justice practitioners with questions about training opportunities and services in their region should contact the appropriate volunteer. Those interested in serving as volunteers should complete the Application for Regional Field Coordinator (Form E) found on page 55.

### **Contact**

Mike Dooley, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 132; e-mail: [mdooley@bop.gov](mailto:mdooley@bop.gov).



# Juvenile Offender Management

## *Critical Elements of Successful 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 aftercare services, an education services administrator or manager, a representative of an organization that provides community-based 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 aftercare services.

### **Description**

In this 36-hour program, participants use an interactive, experiential format to explore the principles, elements, and strategies for implementing successful aftercare services for juveniles. Using a six-stage model of aftercare as an example, participants learn how to assist juvenile offenders in successfully transitioning from institutional settings back into the community.

Key focus areas include:

- Application of the six-stage model to a juvenile offender case study as a way to assess current jurisdictional aftercare practice.
- 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 aftercare services development, including:
  - 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:** Feb. 10–15, 2002

**Program:** 02–D1501

**Applications Due:** Nov. 10, 2001

**Dates:** Apr. 28–May 3, 2002

**Program:** 02–D1502

**Applications Due:** Jan. 28, 2002



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

### Application Requirements

Each team member must complete Form A (page 55); only one supplementary statement for the team is required. This statement must describe each team member's current position and primary aftercare responsibilities, the scope of aftercare services currently in place, how this program will benefit them and their agency, and the anticipated role of each team member in implementing or improving aftercare services. See "NIC/OJJDP Training at the NIC Training Center in 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](mailto:llemaster@bop.gov).

## *Services and Programs for Juvenile Female Offenders*

### **NIC TRAINING CENTER, LONGMONT, CO**

**Dates:** Mar. 3–8, 2002

**Program:** 02-D1001

**Applications Due:** Dec. 8, 2001

### Who Should Attend

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 and other members dependent on the organization of the jurisdiction.

### Description

With the growing number of girls in the juvenile justice system and the increased concern about violent acts committed by girls, new and creative approaches to working effectively with juvenile females are necessary. Using experiential learning processes, participants first clarify their own values and attitudes on women and girls before exploring the development and implementation of services and programs that meet the unique needs of girls in the juvenile justice system. Participants engage in activities and processes that are effective for working with girls in the juvenile justice system.

Key focus areas include:

- Current 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 (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 47) for more information.

### Contact

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

## DISTANCE LEARNING TRAINING

### *Restorative Justice: Principles, Practices, and Implementation*

#### Who Should Attend

Individuals or teams from state and local jurisdictions who will implement restorative justice initiatives and practices.

#### Description

This 32-hour program explores the principles, values, and practices of restorative justice. Participants learn to develop systems, structures, and protocols to implement a restorative justice model. Creating active partnerships with communities and opportunities for victim participation is addressed. Participant teams prepare a strategic action plan to design, develop, and implement restorative justice practices locally.

The 8-hour site coordinator/facilitator training session is held before the course and deals with the off-air activities and facilitator skills and knowledge needed to coordinate the training at the site.

#### Facilitator Training Dates:

Nov. 7–8, 2001

**Applications Due:** Oct. 5, 2001

#### Training Program Dates:

Jan. 28–Feb. 1, 2002

**Applications Due:** Sept. 19, 2001

**Program:** 02-S9001



### Application Requirements

Agencies interested in hosting this distance learning training must submit Form D (page 55). See “Distance Learning Training” (page 37) for additional information.

Individuals interested in participating in this program should periodically check the NIC Web site ([www.nicic.org](http://www.nicic.org)) for a list of sites and application instructions.

### Contacts

Program content: Mike Dooley, Academy Division, NIC; toll-free telephone: 800–995–6429, ext. 132; e-mail: [mdooley@bop.gov](mailto:mdooley@bop.gov).

Distance learning technology: Ed Wolahan, Academy Division, NIC; toll-free telephone: 800–995–6429, ext. 131; e-mail: [ewolahan@bop.gov](mailto:ewolahan@bop.gov).

## *Thinking for a Change: An Integrated Approach to Changing Offender Behavior*

### **Facilitator Training Dates:**

May 15–16, 2002

### **Applications Due:** Apr. 15, 2002

### **Training Program Dates:**

Sept. 16–20, 2002

### **Applications Due:** May 6, 2002

### **Program:** 02–S9004

### Who Should Attend

Jail, prison, community corrections, and juvenile justice staff who, as part of their agency’s approach to recidivism reduction, facilitate or plan to facilitate offender groups using the NIC cognitive behavior change program, Thinking for a Change.

Positions may include group treatment providers, correctional officers, case managers, probation officers, educators, psychological staff, or others whose job includes delivering programs for offenders.

### Description

This training prepares facilitators to deliver the Thinking for a Change program with offender groups. The program integrates cognitive approaches for changing behavior by restructuring offenders’ thinking (e.g., antisocial attitudes, values, or beliefs) and teaching prosocial cognitive skills (e.g., effective problem solving and the ability to consider consequences). Participants in the facilitator’s program practice delivering a lesson from each of the core elements of the curriculum.

The 8-hour site coordinator/facilitator training session is held before the course and deals with the off-air activities and facilitator skills and knowledge needed to coordinate the training at the site.

### Application Requirements

**Agencies** interested in hosting this distance learning training must submit Form D (page 55). See “Distance Learning Training” (page 37) for additional information.



**Individuals** interested in participating in this program should periodically check the NIC Web site ([www.nicic.org](http://www.nicic.org)) for a list of sites and application instructions.

### Contacts

Program content: Steven Swisher, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 126; e-mail: [sswisher@bop.gov](mailto:sswisher@bop.gov).

Distance learning technology: Ed Wolahan, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 131; e-mail: [ewolahan@bop.gov](mailto:ewolahan@bop.gov).

## Facility Management

### *Planning of New Institutions for Juvenile Facilities*

#### Who Should Attend

Six-person teams representing the facility, 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 assists juvenile justice officials charged with construction of juvenile confinement facilities in understanding the planning, design, and construction 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.

#### **NIC TRAINING CENTER, LONGMONT, CO**

**Dates:** Oct. 29–Nov. 2, 2001

**Program:** 02–S4401

**Applications Due:** July 29, 2001

**Dates:** May 20–24, 2002

**Program:** 02–S4402

**Applications Due:** Feb. 20, 2002



- 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 47) for more information.

### **Contacts**

Dee Halley, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 116; e-mail: [dhalley@bop.gov](mailto:dhalley@bop.gov).

Dennis Barron, OJJDP; telephone: 202-616-2942; e-mail: [barrond@ojp.usdoj.gov](mailto:barrond@ojp.usdoj.gov).

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# **Information Services**



## **Information Services**

**NIC Information Center**

**How to Request Information**



# NIC Information Center

Anyone with an interest in juvenile or adult corrections may request information or materials from the National Institute of Corrections (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 can be 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. If 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](http://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](http://www.nicic.org)

E-mail address: [asknicic@nicic.org](mailto: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](http://www.nttac.org), or toll-free telephone: 800-830-4031.



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# ***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 facilities.
- State and local juvenile probation and parole agencies.
- Residential juvenile correctional programs.
- Public and private juvenile community corrections agencies and programs.
- Organizations, associations, and oversight or advisory groups with a mission to assist juvenile justice agencies.

Private agencies providing juvenile correctional services under contract to government agencies are eligible for assistance only when their application is either 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 provided by an experienced technical resource provider or NIC staff member, who 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 to 5 days. For projects that are more complex and require more days, 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 delivering 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 carefully evaluated to determine the best method of meeting the agency's needs.

## 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 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 them if the request was preceded by a telephone call.
- Specifies a timeframe for service delivery.

The chief executive officer is defined as follows:

- In **detention centers**, it is the administrator of the detention center or director of the department of juvenile corrections, depending on the organizational structure of the agency.
- In **secure facilities/training schools**, it is the director or commissioner of the state department of juvenile corrections.
- In **community corrections/diversion programs**, it is 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 organizational structure of the agency.

**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.*

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.



## Where to Apply

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



# **Videoconferences**

## **Videoconferences**

**Videoconference Calendar**

**Costs and Logistics**

**Site Coordinators'/Facilitators' Role**

**Application Requirements**

**Videoconference Program Descriptions for 2001–2002**





Local classroom programs that use satellite and Internet technology make it convenient and less costly for thousands of correctional 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 2001–2002, NIC will produce five 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 (see Videoconference Calendar).

Satellite downlink is the preferred method for participating in live programs. Internet viewing is also possible on computers with suitable software, but NIC recommends that viewers take part in a group downlink setting if possible.

VIDEOCONFERENCE CALENDAR													
Page	Training Program	2001			2002								
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
TRAINING FOR ALL CORRECTIONS DISCIPLINES													
33	Addressing Staff Sexual Misconduct			12									
TRAINING FOR JAILS													
34	Mentally Ill Inmates in Jails: Meeting the Challenge							17					
TRAINING FOR PRISONS													
34	Recruitment and Retention of the Prison's Workforce									19			
35	Best Practices for Offenders With Mental Health Needs											28	
TRAINING FOR COMMUNITY CORRECTIONS													
36	Managing the Mentally Ill Offender in the Community During an Era of Managed Health Care										17		

## Costs and Logistics

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

The local agency that hosts a videoconference covers the costs related to duplicating participant materials and securing a satellite downlink; training room; and telephone, fax, or e-mail equipment to communicate questions to the presenters. During 2001–2002, KU-band transponders will be used.



Even though these issues have an adult-oriented focus, juvenile practitioners are represented on the panels, and juvenile perspectives may be addressed.

Agencies that do not have their own downlink can often use a downlink-equipped meeting room at a local community college, hotel, or government agency. You can also contact Ed Wolahan at toll-free 800-995-6429, ext. 131, or e-mail [ewolahan@bop.gov](mailto:ewolahan@bop.gov) to locate a satellite dish in your area.

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

## Site Coordinators'/Facilitators' Role

- **Register your site.** Submit Form C (page 55), visit the NIC Web site and register online ([www.nicic.org](http://www.nicic.org)), or fax the form to Mary Ann Karre at NIC (303-682-0469). By registering as a site, you are agreeing to coordinate all matters related to this videoconference.
- **Secure a KU-band satellite downlink and meeting room for transmission.** The room must be large enough to accommodate participants, trainers, and an adequate number of television sets or monitors for the number of viewers present.
- **Invite various disciplines.** If, for example, you work at a jail, invite probation and parole, prison (state and federal), juvenile justice agencies, and other criminal justice practitioners in your area. Send a flier promoting this videoconference to prospective participants. Your goal is to have a minimum of 24 participants.
- **Duplicate program materials.** Photocopy the program agenda, presenters' information, Continuing Education Units (CEUs) information and forms, evaluation forms, and related handouts. Encourage your participants to download the related reading materials to learn more about the topic.
- **Convene your group.** Provide a map and good directions to your training site to invited participants. Test your system's reception 30 minutes before the broadcast begins. The satellite coordinates will be provided through a link on the program's Web page at [www.nicic.org](http://www.nicic.org). Ask participants to introduce themselves.
- **View the broadcast and conduct local activities.** Pass out the materials for participants and review the agenda. Encourage participants to ask the presenters questions via telephone, fax, or e-mail. Lead a discussion after the broadcast about the information presented.
- **Complete the CEU roster and evaluation form.** Ask participants to fill out the roster for CEU credits and mail it to the accredited sponsor. Ask participants to complete the evaluation form.



# Application Requirements

**Agencies** interested in hosting a videoconference must submit Form C (page 55). Registration can also be completed online at NIC's Web site ([www.nicic.org](http://www.nicic.org)).

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

## Videoconference Program Descriptions for 2001–2002

### *Addressing Staff Sexual Misconduct*

#### **Who Should Attend**

Administrators, management, or staff of any jail, prison, or community corrections facility.

#### **Description**

This 3-hour videoconference explains how to develop sound agency practices to address sexual misconduct between staff and offenders. It focuses on the scope of the problem, policy development, training strategies, legal liabilities, investigative procedures, responses to the media, and state and federal legislation.

#### **Application Requirements**

**Agencies** interested in hosting this videoconference must submit Form C (page 55). Registration can also be completed online at NIC's Web site ([www.nicic.org](http://www.nicic.org)).

**Individuals** interested in participating in this program should periodically check the NIC Web site ([www.nicic.org](http://www.nicic.org)) for a list of sites and application instructions.

#### **Contacts**

Program content: Andie Moss, Prisons Division, NIC; toll-free telephone: 800-995-6423, ext. 30485; e-mail: [amoss@bop.gov](mailto:amoss@bop.gov).

Videoconference technology: Ed Wolahan, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 131; e-mail: [ewolahan@bop.gov](mailto:ewolahan@bop.gov).

#### **VIDEOCONFERENCE\***

**Date:** Dec. 12, 2001

**Program:** 02-S9002

**Applications Due:** Dec. 5, 2001

\* Visit [www.nicic.org](http://www.nicic.org) for sites.



## *Mentally Ill Inmates in Jails: Meeting the Challenge*

### **VIDEOCONFERENCE \***

**Date:** Apr. 17, 2002

**Program:** 02-S9003

**Applications Due:** Apr. 10, 2002

\* Visit [www.nicic.org](http://www.nicic.org) for sites.

### **Who Should Attend**

Jail administrators, county commissioners, judges, sheriffs, law enforcement officers, prosecutors, defense attorneys, probations officers, and correctional officers.

### **Description**

This 3-hour videoconference addresses many of the issues faced by jails that must deal with the increasing proportion of inmates with mental illness. Topics include identifying and stabilizing mentally ill inmates, classification and housing, stretching limited financial resources, diversionary programs, building community relationships, cooperation within the criminal justice system, mental health courts, and continuity of care.

### **Application Requirements**

**Agencies** interested in hosting this videoconference must submit Form C (page 55). Registration can also be completed online at NIC's Web site ([www.nicic.org](http://www.nicic.org)).

**Individuals** interested in participating in this program should periodically check the NIC Web site ([www.nicic.org](http://www.nicic.org)) for a list of sites and application instructions.

### **Contacts**

Program content: Fran Zandi, Jails Division, NIC; toll-free telephone: 800-995-6429, ext. 155; e-mail: [fzandi@bop.gov](mailto:fzandi@bop.gov).

Videoconference technology: Ed Wolahan, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 131; e-mail: [ewolahan@bop.gov](mailto:ewolahan@bop.gov).

## *Recruitment and Retention of the Prison's Workforce*

### **VIDEOCONFERENCE \***

**Date:** June 19, 2002

**Program:** 02-S9005

**Applications Due:** June 12, 2002

\* Visit [www.nicic.org](http://www.nicic.org) for sites.

### **Who Should Attend**

Individuals who have an interest or are responsible for recruiting and retaining correctional staff.

### **Description**

This videoconference emphasizes innovative programs for attracting people into correctional professions and maintaining experienced staff. The videoconference follows up the document developed as a result of focus groups held the preceding year regarding strategies for addressing human



resources challenges faced by corrections. Discussions are applicable to prisons, jails, and community corrections agencies.

### **Application Requirements**

**Agencies** wishing to host this videoconference must submit Form C (page 55). Registration can also be completed online at NIC's Web site ([www.nicic.org](http://www.nicic.org)).

**Individuals** interested in participating in this program should periodically check the NIC Web site ([www.nicic.org](http://www.nicic.org)) for a list of sites and application instructions.

### **Contact**

Videoconference technology: Ed Wolahan, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 131; e-mail: [ewolahan@bop.gov](mailto:ewolahan@bop.gov).

## *Best Practices for Offenders With Mental Health Needs*

### **Who Should Attend**

Correctional administrators and managers at the state level, as well as mental health administrators, managers, and practitioners at state and local levels.

### **Description**

This videoconference will share information regarding how state and local correctional agencies and mental health authorities in their jurisdictions are working together to ensure continuity of care and adequate mental health treatment for offenders who are mentally ill or have mental health problems.

### **Application Requirements**

**Agencies** wishing to host a videoconference must submit Form C (page 55). Registration also can be completed online at NIC's Web site ([www.nicic.org](http://www.nicic.org)).

**Individuals** interested in participating in this program should periodically check the NIC Web site ([www.nicic.org](http://www.nicic.org)) for a list of sites and application instructions.

### **Contact**

Videoconference technology: Ed Wolahan, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 131; e-mail: [ewolahan@bop.gov](mailto:ewolahan@bop.gov).

#### **VIDEOCONFERENCE \***

**Date:** Aug. 28, 2002

**Program:** 02-S9008

**Applications Due:** Aug. 21, 2002

\* Visit [www.nicic.org](http://www.nicic.org) for sites.



## *Managing the Mentally Ill Offender in the Community During an Era of Managed Health Care*

### **VIDEOCONFERENCE \***

**Date:** July 17, 2002

**Program:** 02-S9007

**Applications Due:** July 10, 2002

\* Visit [www.nicic.org](http://www.nicic.org) for sites.

### **Who Should Attend**

Community corrections administrators, including agency directors, deputies, and supervisors of specialized mental health units; probation and parole field supervisors; residential and structured living program supervisors; day reporting center administrators; and jail staff supervising offenders in the community.

The program is especially suited to mid- to large-sized communities with a complex process, more treatment providers, and more competition for limited services to indigent populations.

### **Description**

This 3-hour videoconference equips community corrections administrators with a general understanding of managed behavioral health care, a planning process to ensure services for the mentally ill, and recommendations on how community corrections administrators can become active participants in securing behavioral health care services for offenders under their supervision.

### **Application Requirements**

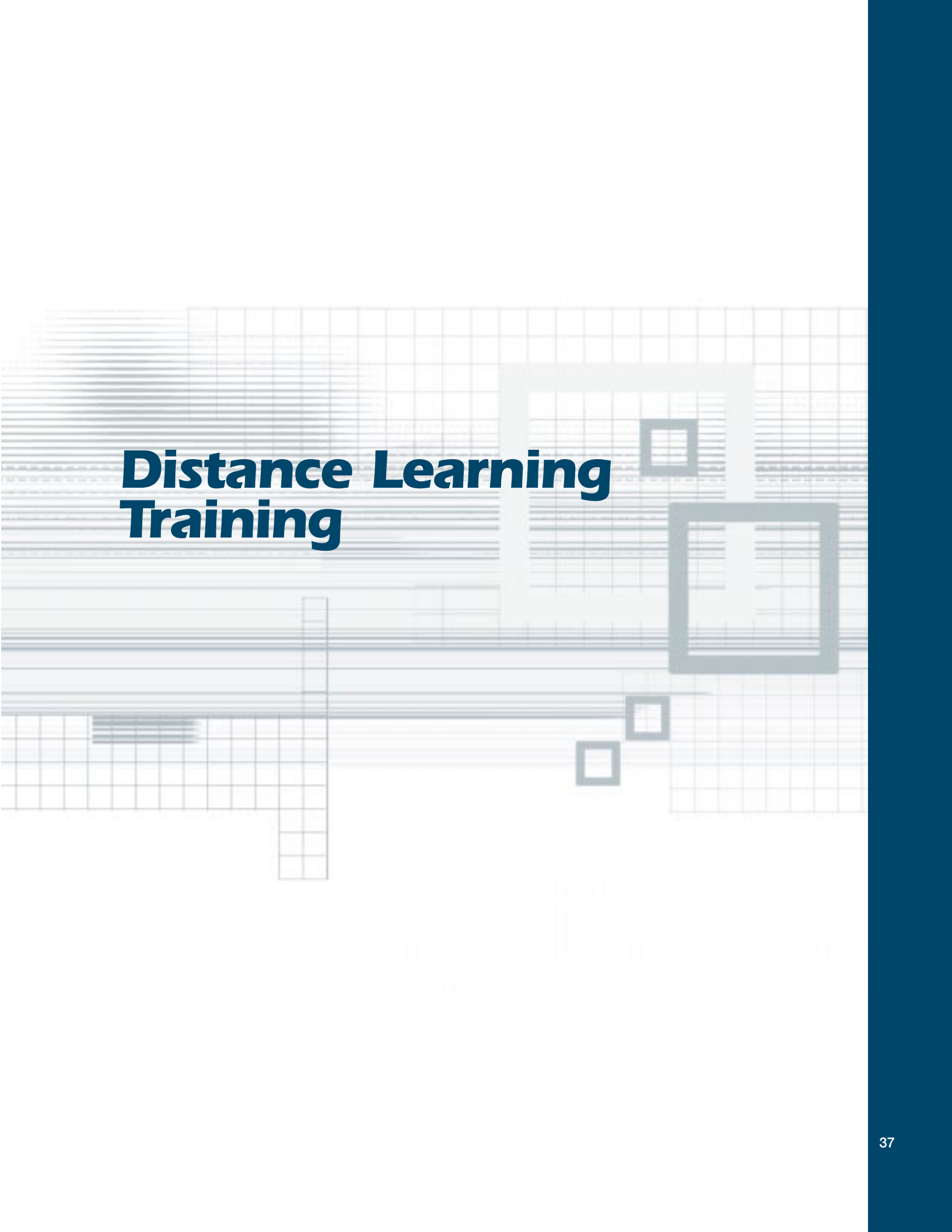
**Agencies** wishing to host this videoconference must submit Form C (page 55). Registration can also be completed online at NIC's Web site ([www.nicic.org](http://www.nicic.org)).

**Individuals** interested in participating in this program should periodically check the NIC Web site ([www.nicic.org](http://www.nicic.org)) for a list of sites and application instructions.

### **Contacts**

Program content: Maureen Buell, Community Corrections Division, NIC; toll-free telephone: 800-995-6423, ext. 40121; e-mail: [mbuell@bop.gov](mailto:mbuell@bop.gov) (scheduled to be on staff October 2001).

Videoconference technology: Ed Wolahan, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 131; e-mail: [ewolahan@bop.gov](mailto:ewolahan@bop.gov).

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# **Distance Learning Training**

## **Distance Learning Training**

**Distance Learning Training Calendar**

**Costs and Logistics**

**Site Coordinators'/Facilitators' Role**

**Application Requirements**

**Distance Learning Training Program 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 to 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 to 16 hours of training.

NIC will conduct two distance learning training programs and three site coordinator trainings during 2001–2002. One site coordinator training will be for a program that will be conducted in October 2002.

Satellite downlink is the preferred method for participating in live programs. Internet viewing is also possible on computers with suitable software, but NIC recommends that viewers take part in a group downlink setting if possible.

Distance Learning Training Calendar													
Page	Training Program	2001			2002								
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Training for All Corrections Disciplines													
15	Restorative Justice: Principles, Practices, and Implementation		7–8*		Jan. 28–Feb. 1**								
16	Thinking for a Change: An Integrated Approach to Changing Offender Behavior								15–16*				16–20**
41	Offender Job Retention									5–6*			

\*Site coordinator/facilitator training

\*\*Training program

## Costs and Logistics

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

The local agency that hosts a distance learning training covers the costs related to duplicating participant materials and securing a satellite downlink; training room; and telephone, fax, or e-mail equipment to communicate questions to the presenters. During 2001–2002, KU-band transponders will be used. Agencies that do not have their own downlink can often use or rent a downlink-equipped meeting room at a local community college, hotel, or government agency. Agencies can also contact Ed Wolahan at toll-free 800–995–6429, ext. 131, or e-mail [ewolahan@bop.gov](mailto:ewolahan@bop.gov) to locate a satellite dish in their area.



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: [www.nicic.org](http://www.nicic.org)).

## Site Coordinators'/Facilitators' Role

- **Register your site.** Mail or fax Form D (page 55), signed by your chief executive officer, to Mary Ann Karre at NIC (303-682-0469). Download and print the form from the NIC Web site ([www.nicic.org](http://www.nicic.org)). By registering as a site, you are agreeing to coordinate all matters related to this distance learning training.
- **Secure a KU-band satellite downlink and meeting room for both transmissions.** For the 8-hour trainer's training, the room must accommodate three to four trainers. For the 12- to 16-hour training program broadcast and associated local training, the space must accommodate all local site participants and trainers. Both sessions must have an adequate number of television sets or monitors for the number of viewers present.
- **Participate in site coordinator training.** Training for trainers is conducted via satellite and Internet broadcast several weeks before the distance learning training date. NIC recommends a three-person team to serve as site coordinators: a content expert with knowledge of the topic, a facilitator, and a person who has skills in this technology. This training will teach each site coordinator how to facilitate the off-air activities during the main program. The taped program is usually available via the Internet within a few days of the broadcast, and videotapes also can be obtained from the NIC Information Center.
- **Invite various disciplines.** If, for example, you work at a jail, invite probation and parole, prison (state and federal), juvenile justice agencies, and other criminal justice practitioners in your area. Send a flier promoting the training to prospective participants. Your goal is to have a minimum of 24 participants.
- **Duplicate program materials.** NIC will send each site coordinator a camera-ready copy of the participants' manual, facilitators' manual, and related materials for this training. It will be your responsibility to duplicate all necessary materials for each participant.
- **Convene your group.** Provide a map and good directions to your training site to invited participants. Test your system's reception 30 minutes before the broadcast begins. The satellite coordinates will be provided through a link on the program's Web page at [www.nicic.org](http://www.nicic.org). Ask participants to introduce themselves. Pass out manuals and related material.



- **View the broadcast and conduct local activities.** NIC presenters will teach the content of each distance learning training and you will be responsible to facilitate the activities that complement the content. Arrange with participants to ask questions either as individuals or as a group.
- **Complete the CEU roster and evaluation forms.** Ask participants to fill out the roster daily to receive Continuing Education Unit (CEU) credits and mail it to the accredited sponsor. Ask participants to complete the evaluation form.

Even though these issues have an adult-oriented focus, juvenile practitioners are represented on the panels, and juvenile perspectives may be addressed.

## Application Requirements

**Agencies** interested in hosting a distance learning training must submit Form D (page 55).

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

## Distance Learning Training Program Description

### *Offender Job Retention*

#### **Who Should Attend**

A three-person team from each site consisting of a person knowledgeable about offender employment, a facilitator/trainer, and a person with the technical knowledge and skills to use the satellite or Internet format. Team members could come from jails, prisons, or community corrections and colleges, private/nonprofit organizations, departments of labor (one-stop shops), departments of vocational rehabilitation, or related agencies.

#### **Description**

This 8-hour site coordinator/facilitator training session deals with the off-air activities and facilitator skills and knowledge needed to coordinate the 32-hour advanced-level course offering offender employment specialists the skills, strategies, and resources to address significant job retention issues and increase offenders' employment success.

#### **Application Requirements**

**Agencies** interested in hosting this distance learning training must submit Form D (page 55).

#### **DISTANCE LEARNING\***

**Site Coordinator/Facilitator**

**Training Dates:** June 5–6, 2002

**Training Program Dates:**

October 7–12, 2002

**Program:** 02–S9006

**Applications Due:** May 6, 2002

\* When sites are selected, they will be posted at [www.nicic.org](http://www.nicic.org).



**Individuals** interested in participating in this program should periodically check the NIC Web site ([www.nicic.org](http://www.nicic.org)) for a list of sites and application instructions.

### **Contacts**

Program content: Melissa Houston; telephone: 512-453-2020; e-mail: [mhouston@concentric.net](mailto:mhouston@concentric.net); and John Moore, Office of Correctional Job Training and Placement, NIC; toll-free telephone: 800-995-6423, ext. 44278; e-mail: [jmoore@bop.gov](mailto:jmoore@bop.gov).

Distance learning technology: Ed Wolahan, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 131; e-mail: [ewolahan@bop.gov](mailto:ewolahan@bop.gov).

The background features a light gray grid pattern. Overlaid on this grid are several squares of varying sizes and shades of gray, some of which are slightly offset from the grid lines, creating a layered, architectural effect.

# **e-Learning Training**





During 2001–2002, NIC will expand the opportunity correctional professionals will have to access NIC training by providing high-quality, interactive, and learner-driven training experiences via the Internet. Four yet-to-be-determined training topics will be available for access and delivery on the Internet.

What does this Web-based instruction mean for participants? They can receive the same 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 are required. The opportunity to access quality staff development experiences has never been more convenient.

Visit the NIC Web site at [www.nicic.org](http://www.nicic.org) for the specific details of what, when, and how you can access NIC's e-learning programs. Information will be provided regarding the technological requirements (modem speed, bandwidth, memory) as well as the materials needed for each e-learning program.





The background of the slide features a light gray grid pattern. Overlaid on this grid are several squares of varying sizes and shades of gray, some of which are slightly offset from the grid lines, creating a layered, architectural effect.

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

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

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

Costs and Logistics

Application Requirements

Cancellations



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 requested 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 Raintree Plaza Hotel 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, LONGMONT, COLORADO, CALENDAR													
		2001							2002				
Page	Training Program	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May
LEADERSHIP AND MANAGEMENT													
5	Correctional Leadership Development											2-12	
HELPING AGENCIES BUILD CAPACITY FOR TRAINING													
7	Training Design and Development										17-22		
8	Training for Juvenile Agency Training Coordinators and Directors												19-24
JUVENILE OFFENDER MANAGEMENT													
13	Critical Elements of Successful Aftercare Services									10-15		Apr. 28-May 3	
14	Services and Programs for Juvenile Female Offenders										3-8		
FACILITY MANAGEMENT													
17	Planning of New Institutions for Juvenile Facilities					Oct. 29-Nov. 2							20-24

## Costs and Logistics

There are no registration, tuition, or materials fees 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



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

transportation to and from airports and the training location. Participants are also 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 for and pay the travel and per diem costs associated with their employees attending a training program. Correctional 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

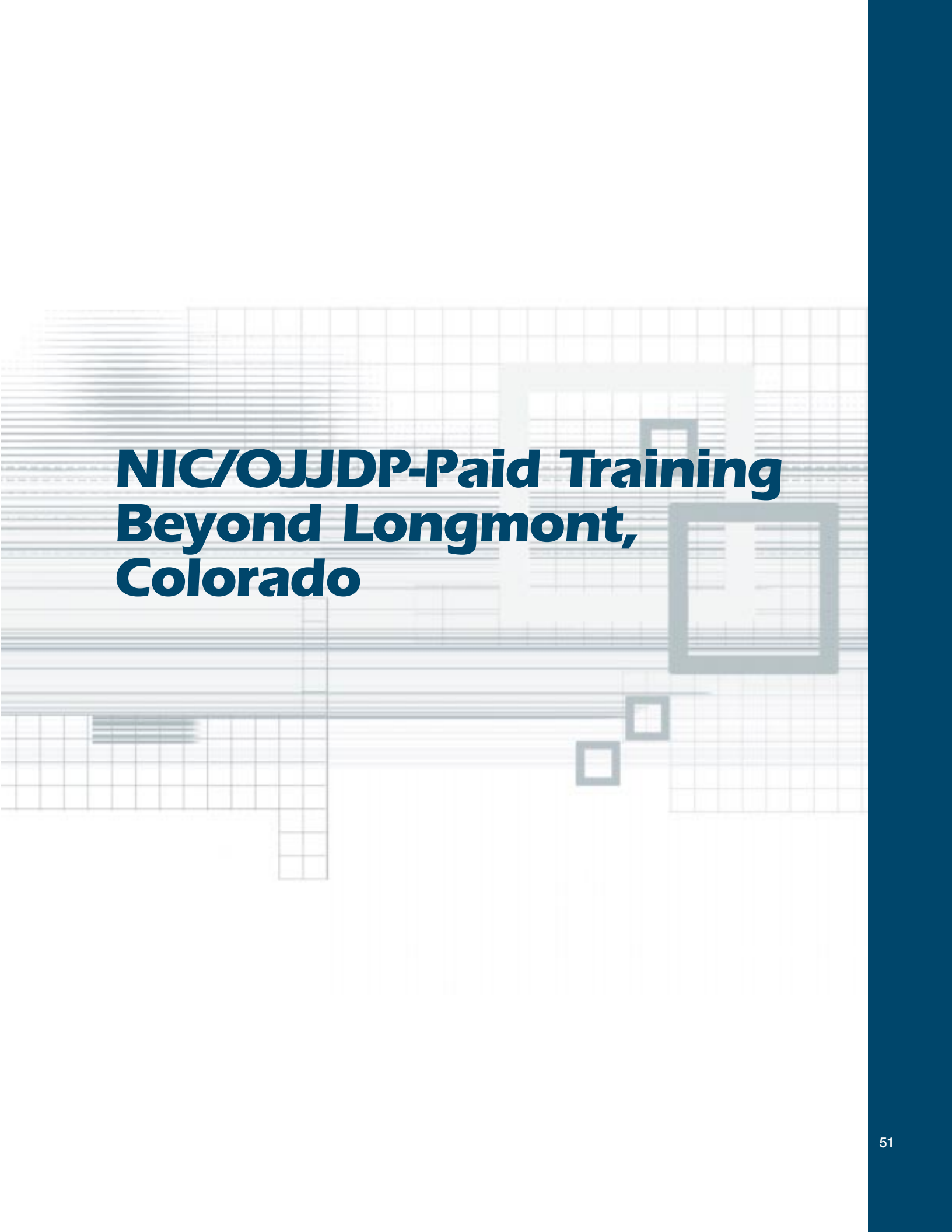
The application for individuals (Form A) can be found on page 55. Applications must be endorsed as described on the back of Form A. If a training program is designed for participation by more than one person from an agency or jurisdiction, each prospective team member must complete an application; only one supplementary statement for the team is required. 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

The National Institute of Corrections and the Office of Juvenile Justice and Delinquency Prevention 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-Paid Training Beyond Longmont, Colorado**

## **NIC/OJJDP-Paid Training Beyond Longmont, Colorado**

**NIC/OJJDP-Paid Training Beyond Longmont, Colorado, Calendar  
Costs and Logistics**

**Application Requirements**

**Cancellations**



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 requested 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													
		2001								2002			
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				23–26								

## 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 for and pay the travel and per diem costs associated with their employees attending a training program. Correctional 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 a program at the NIC Training Center in Longmont, Colorado, or an NIC-paid program beyond Longmont, Colorado, must submit Form A (page 55) and supplemental information requested in the course description.

## **Application Requirements**

The application for individuals (Form A) can be found on 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. 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**

The National Institute of Corrections and the Office of Juvenile Justice and Delinquency Prevention 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.



# Forms

An abstract geometric composition featuring a light gray grid background. Overlaid on the grid are several squares and rectangles of varying sizes and shades of gray. Some shapes are solid, while others are outlined. The arrangement is asymmetrical, with a large square in the upper right and a smaller one below it. A horizontal band of lighter gray crosses the middle of the image. In the lower left, there's a small grid-like structure. The overall aesthetic is minimalist and architectural.

## **Forms**

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

**Site Coordinator's Registration for 3-Hour  
Videoconference (Form C)**

**Site Coordinator's Registration, Distance Learning 32-Hour  
Training Program (Form D)**

**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 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 \_\_\_\_\_

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 pre- 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 organizational structure of the agency.
- 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 organizational structure of the agency.

**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.*

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## 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

## Site Coordinator's Registration for 3-Hour Videoconference

Program title \_\_\_\_\_

Program date \_\_\_\_\_

**Registration is free.** Site coordinators are needed! If you are interested in facilitating a downlink site in your community, register online or complete this form and mail or fax it to: Mary Ann Karre, NIC Academy, 1960 Industrial Circle, Longmont, CO 80501; fax: 303-682-0469; NIC Web site: [www.nicic.org](http://www.nicic.org). Registration forms must be received 1 week before broadcast date. Information packets will be available on the NIC Web site.

Please type or print legibly the information requested.

Application date \_\_\_\_\_

Site coordinator/contact person \_\_\_\_\_

Title \_\_\_\_\_

Agency name \_\_\_\_\_

Mailing address \_\_\_\_\_

City/state \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact numbers:

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

We will be viewing by (check one or both):

Satellite \_\_\_\_\_

Internet \_\_\_\_\_



## Site Coordinator's Registration Distance Learning 32-Hour Training Program

Program title \_\_\_\_\_

Date of Site Coordinator's Training \_\_\_\_\_

Date of Distance Learning Program \_\_\_\_\_

To apply, complete **(type or print legibly)** and sign this form, obtain the necessary endorsement, and mail or fax it to Mary Ann Karre, NIC Academy, 1960 Industrial Circle, Longmont, CO 80501; fax 303-682-0469. **Each item of this application must be completed.** Application due date is 1 month before the Site Coordinator's Training.

Please type or print the information requested.

Applicant site coordinator \_\_\_\_\_ Title \_\_\_\_\_

Agency name \_\_\_\_\_

Type of agency (check one) \_\_\_\_\_ Federal \_\_\_\_\_ State \_\_\_\_\_ Local \_\_\_\_\_ Other

Mailing address \_\_\_\_\_

City/state \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone (include area code) (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

---

### Nomination/Endorsement

Nomination/endorsement must be made by or under the name and authority of the chief executive officer. It is recommended that a three-person team be site coordinators/facilitators. The team should consist of a content person, a facilitator, and a technology person.

I recommend \_\_\_\_\_ for participation in the NIC Site Coordinator's Training. This nomination is made on the basis that the candidate (individually or as a member of a team) will be in a position to facilitate our participation in this training program. I understand that we will need to provide:

- A satellite or Internet hookup for the Site Coordinator's Training.
- A satellite or Internet hookup utilizing a projector to enlarge the signal from the computer for the Training Program.
- A training site large enough to accommodate at least 24 participants for the Training Program.

The information provided above is accurate and complete. We will be using (check one or both):

\_\_\_\_ Satellite or \_\_\_\_ Internet for reception

\_\_\_\_\_  
Signature of chief executive officer\_\_\_\_\_  
Date\_\_\_\_\_  
Type or print name\_\_\_\_\_  
Title of chief executive officer(\_\_\_\_)  
\_\_\_\_\_  
Telephone





## Application for Regional Field Coordinator

To apply, complete this form, obtain the necessary endorsement, and mail or fax it to the NIC Academy, 1960 Industrial Circle, Longmont, Colorado 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 \_\_\_\_\_

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## 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 organizational structure of the agency.
- 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 organizational structure of the agency.

**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.

# Please fill out this form to help us evaluate this document.

1. Was it easy to find the information you wanted? ☐ Yes ☐ No
2. Were the application instructions clear and easy to follow? ☐ Yes ☐ No
3. What could be done to the presentation of this information to make it more useful to you?

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4. Name \_\_\_\_\_
- Position \_\_\_\_\_
- Agency \_\_\_\_\_
- Address \_\_\_\_\_
- City/State/ZIP \_\_\_\_\_
- Telephone \_\_\_\_\_
- E-mail \_\_\_\_\_

U.S. Department of Justice  
National Institute of Corrections

*Washington, DC 20534*

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