



National Institute of Corrections

Office of Juvenile Justice
and Delinquency Prevention

*Training Services
for Juvenile Corrections
and Detention Practitioners*

_____ *Juvenile Residential Facilities*

_____ *Juvenile Detention Centers*

_____ *Juvenile Probation and Parole*



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NOTICE

The National Institute of Corrections (NIC) is fully committed to Equal Employment Opportunity and to ensuring representation and full utilization 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 feasible opportunity to employees to enhance their skills through on-the-job training, work-study programs, and other training measures so they may perform at their highest potential and advance in accordance with their abilities.

FOREWORD

*We are pleased to provide this issue of **Training Services for Juvenile Corrections and Detention Practitioners**. 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 tenth year that OJJDP has entered into an agreement with NIC to provide services. Both agencies strongly believe that juvenile corrections and detention practitioners 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, meet your needs.

We look forward to your participation in the training activities planned for this year.

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This document may be downloaded from the NIC Information Center website—www.nicic.org—or may be requested through the Information Center’s fax-on-demand service (303-678-9049).

GENERAL INFORMATION AND APPLICATION PROCEDURES

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 and detention for the tenth year. The activities will be coordinated by the NIC Academy in Longmont, Colorado.

The current NIC/OJJDP agreement provides for services through May 2001. Funding for the agreement is through the Juvenile Accountability Incentive Block Grant Program (JAIBG). The NIC Academy and OJJDP have worked closely with an appointed Training Committee of juvenile corrections 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.

The 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 corrections 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 youth today. This goal underlies OJJDP's efforts to prevent delinquency; improve the effectiveness of juvenile and family courts, detention, corrections, and after-care; provide alternatives to youth at risk of delinquency; reduce the number of school dropouts; prevent child abduction, abuse, and exploitation; and provide appropriate sanctions for serious, violent, and chronic juvenile offenders.

Logistics and Costs

There are no registration, tuition, or materials fees associated with NIC Academy training. Additionally, for programs conducted in Longmont, Colorado, or Ft. Lauderdale, Florida, the costs of participants' air travel, lodging, and meals are paid by NIC through the interagency agreement with OJJDP.

Those traveling by means other than air will be 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 their point of departure and to and from the training site. For programs conducted in Longmont, Colorado, participants are required to reside at the training site for the duration of the program, regardless of the proximity of their homes to the site.

The Academy provides detailed information concerning air travel, ground transportation, and lodging arrangements for each program upon notification to the applicant of his/her acceptance for participation. Participants are requested to indicate any dietary restrictions, physical limitations that require special arrangements, and smoking preference.

Note: The *Executive Training for New Chief Executive Officers of Juvenile Agencies*, *Correctional Leadership Development*, and *Executive Training for Newly Appointed Juvenile Facility Directors* programs will be conducted at regional locations, and participants will be responsible for all travel expenses. The Academy will cover costs of lodging and meals for participants in the *Correctional Leadership Development* program.

Eligibility and Application Procedures

The programs described in this document are open to juvenile corrections and detention personnel from the 50 states, the District of Columbia, and the U.S. commonwealths and territories. Individuals who meet the eligibility requirements and are interested in participating in a program should complete the application (Form A) at the end of this document, attach the supplementary materials required in the course description, obtain the necessary endorsement as described next, and mail or fax the application to the NIC Academy. Multiple applicants from the same agency must submit separate supplemental statements. **All applications must be received at the Academy by the due date**, but early submission of applications is strongly encouraged.

Endorsement of Applications for Training

The Academy 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 center practitioners**—the administrator of the detention center or director of the department of juvenile corrections, depending on the organizational structure of the agency.
- For **secure facility/training school practitioners**—the director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion program practitioners**—the chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community/diversion program, or director of the state department of juvenile corrections, depending on the organizational structure of the agency.

Applicants from **private** organizations must submit with their applications an endorsement letter from the chief executive officer of the public agency to which the private organization provides services. The endorsement letter must verify that the private organization is contractually or statutorily required to deliver services to the juvenile justice agency making the endorsement.

Selection of Applicants

Applicants should note that to maximize the learning experience, enrollment in each training program is limited. Applicants are selected for training on the basis of: 1) their meeting the individual (or team) eligibility criteria, and 2) submitting ALL required supplemental materials. In addition, for applicable programs, NIC attempts to maintain a balance among participants from residential facilities, detention centers, and probation and parole agencies.

The National Institute of Corrections has a policy to ensure that no individual is discriminated against on the basis of race, color, national origin, gender, or disability in programs or activities it funds or conducts.

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. While CEUs cannot be applied toward academic degrees, they are recognized as evidence of training and commitment to increasing professional skills.

Cancellations

The National Institute of Corrections reserves the right to cancel training programs with reasonable notice to participants. If, after acceptance to a program, a participant is unable to attend, the NIC Academy **must** be notified as soon as possible. **No substitutions** may be made by the state or local agency, and all airline or other transportation tickets provided by the Academy must be returned.

NIC Information Center

Anyone with an interest in 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 corrections management and operations in jail, prison, and community settings. Other 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 corrections topics.

Staff with professional experience in corrections 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 they can be delivered via an overnight service at the client's expense. Immediate assistance may also be provided by telephone or fax, depending on the type and volume of material needed.

How to Request Information

Contact the Information Center directly or visit its website at www.nicic.org to request reports, publications, and other resources.

The NIC Information Center website describes the Information Center services, lists downloadable publications, and features a searchable database of more than 1,600 NIC publications.

The website also provides access to NIC's public listserv on corrections issues and to a variety of corrections links.

An automated fax-on-demand service is accessible 24 hours a day and allows some publications to be sent 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

Internet: www.nicic.org

E-mail: asknicic@nicic.org

Fax-on-demand: 303-678-9049

Share Your Information

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

TRAINING PROGRAMS

Executive Training for New Chief Executive Officers of Juvenile Agencies

Who Should Attend

Chief executive officers of juvenile corrections agencies who were appointed to their position during the past year.

Location: Site to be determined

Program #01-D401

Date: Oct 10-13, 2000

Application Due: Aug 9, 2000

This 20-hour training program focuses on critical issues facing new chief executive officers of juvenile corrections agencies. Participants have the opportunity through this forum to discuss and explore many of the critical issues related to their new positions. The peer training format entails a series of presentations by experienced CEOs in juvenile corrections, followed by discussions with participants.

Key focus areas may include:

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

Application Requirements

Complete Form A.

Correctional Leadership Development

Who Should Attend

Juvenile justice practitioners with management responsibility for a state or local juvenile corrections facility, detention center, or community correction/diversion program district or regional office, or administrators with similar levels of responsibility for agency support functions 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.

Location: A training site has not yet been identified. The Academy is seeking a site in the western part of the country. Agencies interested in hosting the program should contact Leslie LeMaster at the NIC Academy, 800-995-6429 x121.

Program #01-D101

Date: Apr 3-13, 2001

Application Due: Jan 3, 2001

This 70-hour regional training program provides the opportunity for participants to develop leadership skills needed to deal with the many complex issues in juvenile justice.

Key elements include:

- Practical application of the research-based Leadership Challenge Model, which focuses on five key leadership practices;
- Assessment of current individual leadership practices and planning for personal skills development;
- Experiential activities designed to examine, develop, and apply individual leadership practices and team-building skills;
- Design of a leadership development action plan to guide participants' application of learning and personal development after the training;

- Instruments related to leadership practices, such as the Myers-Briggs Type Indicator, Leader Behavior Analysis and the Leadership Practices Inventory;
- A “miniversity” in which participants select from a variety of modules based on leadership development needs;
- Exposure to and involvement in a training environment that models a learning organization;
- Personal wellness, self-assessment, and action planning.

Participants will complete several assignments before the program, including working with their agency’s chief executive officer to identify issues and trends that challenge the leadership of the agency. They may address these issues and trends during the program and in creating their leadership development plans.

Participants are expected to present their plans to their agency’s chief executive officer after the program. Participants and agency chief executive officers must agree to provide NIC access to impact evaluation information related to the plan.

The NIC Academy will cover the costs of participants’ lodging and meals during the training. **Participants or their agencies are responsible for travel expenses.**

Application Requirements

The application process for this program will be conducted in two phases:

Phase I: Applicants must complete Form A and attach: 1) a current organization chart that clearly indicates their role in the agency, and 2) a statement that describes their duties and responsibilities and how the program will meet their leadership development needs.

Phase II: Selected applicants must complete assignments before the training, which include meeting with their agency’s chief executive officer, distributing Leadership Practice Inventory instruments to observers within their agency, and completing other pre-program tasks.

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.

Location: Partnership Site to be determined

Program #01-D301

Date: May 20-25, 2001

Application Due: Sep 15, 2000

This 36-hour partnership program is designed to develop effective management and leadership skills for directors of juvenile corrections and detention facilities who play a critical role in carrying out the juvenile justice system’s operations and responsibilities. Facility directors must manage and lead staff effectively to establish and maintain a safe and secure facility that provides juveniles with necessary services, programs, custody, and care.

Focus areas include:

- Roles and responsibilities of facility directors,
- Assessing your management style,
- Communication skills,
- Problem solving and decision making,
- Conflict resolution skills for dealing effectively with external and internal environments,
- Designing and reconfiguring a facility,
- Tour of a juvenile facility

The program uses a highly interactive peer training model with trainers who are recognized leaders in the juvenile justice field and who have successfully managed and led juvenile corrections and detention facilities. Participants develop a plan to address an agency issue identified before the training and are expected to present the plan to their agency leadership after the program.

The NIC Academy will provide the trainers, curriculum, visual aids, and participant manuals, and an NIC staff member will coordinate the program onsite at one state or local location. Participants in the partnership program or their employing agencies are responsible for travel, lodging, and meals expenses associated with attending the training.

Application Requirements

State and local juvenile corrections and detention agencies are invited to **apply to host** this program for staff in their regions. One host agency will be selected through a competitive process. At a 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 training equipment. The training facility must have a large main training room (1,200 ft² minimum) and at least two adjacent or nearby breakout rooms (400 ft² minimum each). The site must be near a juvenile residential facility in order to include a facility tour as part of the training.
- Invite and ensure participation of directors and superintendents of other juvenile corrections and detention facilities in their region and ensure attendance of 24 participants.
- Offer low-cost housing and meals for participants.

To be considered as a host site, agencies must submit the Partnership Site Application (Form B) at the end of this document by September 15, 2000.

When notified of acceptance as a host site, the site coordinator must:

- Ensure that each proposed participant completes an Individual Application (Form A) and attaches a current facility organization chart and a description of his/her juvenile corrections or detention facility, including bed capacity, juvenile offender population, programs provided, and facility staffing.

- Forward the package of applications and attachments to the NIC Academy.
- Assist with other program logistics as needed.

Participants must complete assignments before the program, including development of a project proposal to address a management issue at their facility or an issue that affects all facility operations in their agency. They must meet with their supervisor and their agency chief executive officer prior to the program to gain support and approval of the proposed project.

For more information, contact Leslie LeMaster at the NIC Academy, 800-995-6429 x121.

Agencies applying to host a partnership program must submit Form B, the statement of interest in partnership training on page 19.

Individuals applying for a program in Longmont, at another specific site, or at a site to be determined must submit Form A, the individual application on page 17.

Services and Programs for Juvenile Female Offenders

Who Should Attend

Juvenile corrections, detention, or community corrections managers who develop and operate programs for girls or who train and supervise others who work directly with girls.

Location: Longmont, CO

Program #01-D1001

Date: Mar 4-9, 2001

Application Due: Dec 4, 2000

In this 36-hour program participants explore the need to develop and implement services and programs that meet the unique needs of girls in the juvenile justice system.

The ability of the juvenile justice system to deal effectively and appropriately with juvenile female offenders has long been a topic of debate among practitioners. With the growing number of girls in the system and the increased concern about violent acts committed by girls, new approaches are necessary.

Key focus areas include:

- Current research and theory about gender differences in thinking, learning, interacting, and behaving;
- Impact of gender bias 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 current practices in participants' agencies.

Participants design an individual action plan to develop or improve agency programs and services for juvenile female offenders.

Application Requirements

Applicants must attach to Form A a statement describing: 1) their current position and responsibilities, including the number of staff they supervise; 2) how this program relates to their position; 3) their agency's concerns about programs and services for juvenile female offenders; and 4) how this program will benefit them and their agency. *Multiple applicants from the same agency must submit separate supplemental statements.*

Restorative Justice: Principles, Practices, and Implementation

Who Should Attend

Three-person teams from juvenile corrections, detention, and/or community corrections agencies and jurisdictions that will implement restorative justice practices. Teams must include individuals—at least one from the state agency administering juvenile corrections—with authority to direct resources, effect change, and manage implementation.

Ideally, team members will have a basic level of competency in restorative justice principles.

Location: Longmont, Colorado

Program #01-D1601

Date: Jan 28-Feb 2, 2001

Application Due: Oct 28, 2000

This 36-hour program explores the principles, values, and practices of restorative justice. Restorative justice shows promise for being more responsive to victims and communities and holding offenders accountable for understanding the effects of their behavior and repairing the harm done. Implementation requires new skills and competencies and a different set of expectations for juvenile corrections and detention professionals.

During this program, participant teams explore the principles, values, and practices of restorative justice and how to develop and implement related systems, structures, and protocols. Key focus areas include:

- Concepts and practical applications of a balanced restorative justice framework;

- Juvenile offender competency development;
- Impact of crime on victims and communities;
- Creating active partnerships with communities and opportunities for victim and community participation.

Participant teams develop a strategic action plan to design, develop, and implement restorative justice practices in their jurisdictions.

Application Requirements

Each team member must complete Form A, but only one supplemental statement for the team is required. The statement must describe: 1) how restorative justice practices will positively affect work with victims, communities, and offenders; 2) their commitment and intent to implement restorative practices in their system; and 3) the role of each team member in implementing restorative practices.

Restorative Justice Training for Trainers

Who Should Attend

Juvenile justice practitioners with hands-on experience in one or more restorative justice efforts (e.g., changing policy, modifying practices, or developing/implementing programs) who wish to improve their skills to train others. Training experience is advantageous but not required. Applicants must have the support of their employing agency, organization, or institution that will permit time away from the job to train others.

Location: Site to be determined

Program #01-D901

Date: May 11-19, 2001

Application Due: Feb 11, 2001

This 66-hour program prepares participants to design and deliver customized restorative justice training using two nationally recognized curriculum packages developed by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the National Institute of Corrections (NIC). Using an interactive, experiential format, participants learn to deliver these packages as well as design a customized training using

these packages as a resource. Through skills practices, participants gain fundamental facilitation techniques, teaching strategies and practice use of basic training media included in the curricula.

Key focus areas include:

- Foundations of adult education;
- Restorative justice principles and values;
- Restorative justice practices, including reparative boards, conferencing, and sentencing circles;
- Facilitation skills and lesson planning;
- Assessment of personal training skills, content knowledge, and expertise in restorative justice.

Application Requirements

Applicants must attach to Form A a statement describing: 1) their current position and responsibilities, 2) their experience and/or current work in a specific restorative justice effort, and 3) how they anticipate they will apply restorative justice training skills.

Building Management Training Capacity in Juvenile Justice Agencies

Who Should Attend

Experienced trainers responsible for developing or brokering management development systems within juvenile detention and corrections agencies.

Location: Longmont, Colorado

Program #01-D801

Date: May 7-11, 2001

Application Due: Feb 7, 2001

This 32-hour program is designed to provide multiple development and delivery methods and strategies to construct a management development system within juvenile justice agencies. The 1998 Juvenile Justice Training Needs Assessment identified three themes: 1) the need for *leadership and supervision training* with an emphasis on developing proactive, skilled leaders who have the capacity to actualize the agency's vision and mission; 2) the need for organization development skills with a focus on managing change, developing and maintaining organizational culture, and strategic planning; and 3) the need to develop skills for working with the community and the media with a focus on restorative justice, community collaboration, cultural competence and positive "marketing" of juvenile justice. Looking beyond the needs of staff currently in management and leadership roles, there is a need for thoughtful succession planning and leadership development in these agencies.

Those who develop and deliver training programs for these leaders and managers, the juvenile corrections and detention trainers, are expected to help identify the knowledge, skills and attitudes necessary to complete a set of tasks, design training experiences that positively impact the on-job practices and behavior of managers, evaluate their own efforts, and continuously improve their methods.

Participants will engage in learning experiences that will help them develop:

- Commitment from agency administration to set goals, determine outcomes, and plan evaluation methods;

- Systems to select and evaluate candidates, manage resources, track and document development activities, and evaluate training efforts;
- Multiple development strategies that address unique agency needs, such as coaching and mentoring, using technology, and individual development planning;
- Guidelines and resources for identifying content to address core management competencies determined by their agency.

Participants will work on a plan to create a management development system at their agency. Pre-work assignments, work outside of the sessions, and follow-up tasks will be required.

Application Requirements

Applicants must attach to Form A: 1) a statement describing their current position and responsibilities, and their agency's annual training plan for the past two years; 2) a letter from their CEO, describing how a management development system will enhance the fulfillment of the agency's vision and mission; and 3) verification of the completion of a Training for Trainers program and related trainer experience with management development.

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. Other team members might include judges, program administrators, actively involved citizens, financial officers, and/or architects and planners under contract to the jurisdiction.

Location: Longmont, Colorado

Program #01-S4401

Date: Oct 23-27, 2000

Application Due: Jul 28, 2000

Program #01-S4402

Date: Dec 4-8, 2000

Application Due: Sep 4, 2000

This 32-hour program assists juvenile justice officials charged with construction of detention facilities understand the planning, design, and construction process. Jurisdictions throughout the country are continually faced with the challenge of responding to delinquent behavior. While most communities look to a variety of programs and alternatives for youthful offenders, in some cases a detention 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 the participant with all aspects of the planning, design and construction process, helping them develop a team approach to their projects. Using information delivery, large group discussions, exercises and team planning time, the program allows the participants to work as a project team and develop strategies and project implementation plans.

Focus areas include:

- Identifying the juvenile offender profile and 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. These exercises 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 CPO coordinators. Please contact: Dee Halley at the NIC Academy, (800)995-6429 x 116 or Kim Dolise Kelberg at the Corrections Program Office (CPO) at (202)305-2903.

Additional offerings of this training program may be announced at a later date.

Please check the NIC website, www.nicic.org, periodically for updates.

Critical Elements of Successful Aftercare Services

Who Should Attend

Three- to five-person teams that include juvenile corrections, detention, and/or community corrections managers or administrators with responsibility for aftercare services; a program coordinator; and/or a representative of an organization that provides community-based aftercare services. All team members must have the authority to direct resources, effect change, and manage the implementation of aftercare services.

Location: Longmont, Colorado

Program #01-D1501

Date: Feb 4-9, 2001

Application Due: Nov 4, 2000

Program #01-D1502

Date: Apr 22-27, 2001

Application Due: Jan 22, 2001

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 stages model to a juvenile offender case study;
- Site visit to a juvenile residential facility and assessment of the six stages in practice;
- Assessing the impact of systems of care issues to address 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

- 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, but only one supplementary statement for the team is required. The statement must describe: 1) each team member's current position and primary aftercare responsibilities, 2) the scope of aftercare services currently in place, 3) how this program will benefit them and their agency, and 4) the anticipated role of each team member in implementing or improving aftercare services.

Videoconferences and Distance Learning Training

Videoconferences

NIC will conduct three 3-hour videoconferences and two multi-part distance learning programs. They will be transmitted live via satellite/Internet and will require downlink equipment (a satellite dish) or Internet access.

NIC will cover all costs for uplinking to the satellite, telephone time for questions, and provide a master copy of participant materials. Participating agencies must provide the downlink-equipped meeting room to receive the videoconference, a telephone to communicate questions, and duplication of participant materials. (Agencies that do not have their own downlink can usually use a downlink-equipped meeting room at a local community college, hotel, or government agency.) All teleconferencing will also be transmitted via the Internet, but participants are encouraged to view via satellite for better reception.

Information on videoconferences will be available via flyers and the NIC website (www.nicic.org).

Application Requirements

To register as a host site, agencies must submit Form C.

Distance Learning Training

Distance-learning training via satellite downlink offers hundreds of practitioners the opportunity to participate in training. These programs include three parts:

- 1) an 8-hour training-for-trainers videoconference for agency trainers who will coordinate and facilitate the videoconference and local training.
- 2) a 12- to 16-hour interactive videoconference.
- 3) an additional 12 to 16 hours of local training conducted by agency trainers.

Part 1. Trainers throughout the United States will attend 8 hours of teleconference training to learn how to coordinate the videoconference, develop and implement interactive responses from their site, and facilitate and lead the 12 to 16 hours of off-camera local training.

Part 2. The 12- to 16-hour live interactive videoconference will be presented in four 4-hour segments on 3 days (Tuesday through Thursday) or 4 days (Monday through Thursday).

Part 3. Preceding and/or following the live videoconference each day (depending on the time zone), the agency trainers will assist participants in activities that will reinforce the learning presented during the videoconference.

Dates listed for videoconferences and distance learning training are target dates. Actual dates, which may change due to available satellite time, will be announced.

Sex Offender Treatment Skills for Institutional Staff

Who Should Attend

Jail or prison staff who work with sex offenders, including treatment providers, institutional clinicians, and clinicians who have general knowledge of sex offender treatment.

Program #01-S9001

Date: Dec 6-7, 2000

Registrations Due: Nov 6, 2000

(Part 1: Training for Trainers)

Program #01-S9001

Date: Mar 12-15, 2001

Registrations Due: Nov 6, 2000

(Part 2: 12- to 16-hour videoconference)

Probably no offender causes greater concern than the perpetrator of a sex crime. An increase in the incidence and reporting of sex offenses has led to many more sex offenders entering the criminal justice system and a need for adequately trained clinicians to treat those sentenced to jail or prison. This training covers such topics as risk assessment, victim empathy, etiology, and family reunification.

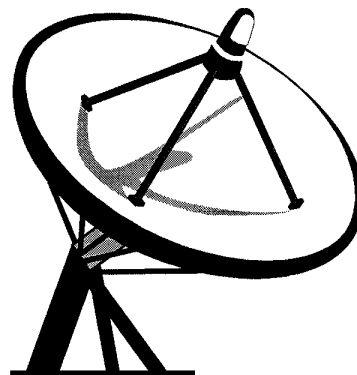
Application Requirements

For this distance learning training agencies must submit two forms together:

- 1) an Individual Application (Form A) for a trainer **and**
- 2) the Distance Learning Training/ Videoconference Site Registration (Form C) for the agency.

Materials sent to participants will include an application form for Part 2.

Agencies must commit to securing either a C-band or KU-band satellite downlink and a meeting room for both satellite transmissions. For the 8-hour trainers' training, the room must accommodate three or four trainers. For the 12- to 16-hour *Sex Offender Treatment Skills for Institutional Staff* telecast and subsequent local training, the training space must accommodate all local site participants and trainers.



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

REGIONALIZATION

Regionalization is an NIC-supported program that relies on correctional trainers to provide professional development, resource sharing, and networking opportunities to their peers in their region on a volunteer, collateral basis. To enable NIC to address juvenile corrections and detention trainers' needs, the Academy expanded its Regionalization program to include trainers from juvenile justice.

Goals

The goals of the expanded Regionalization effort are to:

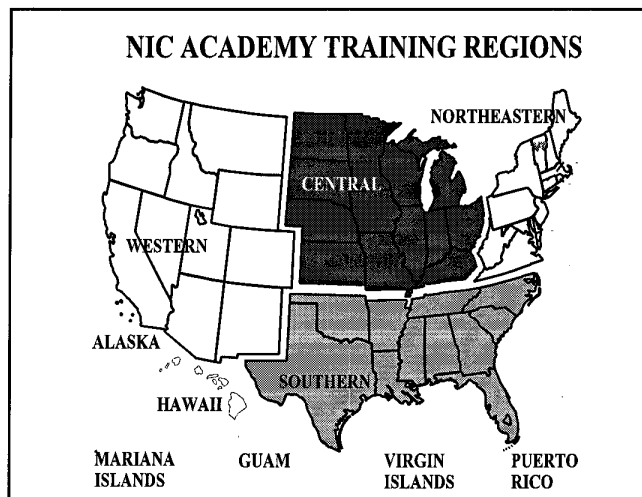
- Increase training opportunities and services in adult corrections and juvenile justice;
- Strengthen training-for-trainers programs in adult corrections and juvenile justice;
- Maintain a coordinated regional communications network among NIC Academy staff and trainers in state, local, and federal adult corrections and juvenile justice agencies;
- Expand the dissemination and use of Academy-designed curriculum packages and training technologies;
- Maximize the use of federal funding available for training through cooperative programs with state and local prisons, jails, community corrections, juvenile justice agencies, and the Federal Bureau of Prisons.

Organization

Each of the four regions of the United States designated by the Academy (Northeast, South, Central, West) approximates two of the regions designated by the International Association of Correctional Training Personnel. Each region has eight volunteer Regional Field Coordinators (RFCs)—two each from juvenile corrections or detention, adult prisons, adult jails, and adult community corrections—to plan regional meetings and coordinate the training networks. Two Federal Bureau of Prisons trainers participate in each region as well.

RFCs are selected through an application process that includes endorsement by their chief administrators to assure they will have agency support in carrying out their collateral duties as an RFC. Corrections specialists at the NIC Academy work closely with the RFCs to facilitate the planning and organization of regional training and communication activities. In addition, the Academy provides:

- Support for the eight state and local RFCs from each region to attend an annual planning meeting. This year's meeting will be held in Longmont, Colorado.
- Support for each region to offer training programs and other activities to build training capacity within the region. These activities include curriculum fairs to share training curriculums, train-the-trainer workshops, and training materials development.



Juvenile Justice Volunteer Regional Field Coordinators

Juvenile justice practitioners with questions regarding training opportunities and services in their region should contact the appropriate RFC identified below. Those interested in serving as a Regional Field Coordinator should request an application from the Regionalization Manager at the NIC Academy.

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
e-mail: PatsyMurr@aol.com

Roxanne G. Parson, Director
Office of Professional Development
Maryland Department of Juvenile Justice
2323 Eastern Boulevard
Baltimore, MD 21220
410-780-7964 Fax: 410-780-7888
e-mail: parsonr@djj.state.md.us

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
502-573-3747 Fax: 502-573-0836
e-mail: mcfoley@mail.state.ky.us

Tim Tausend, Senior Personnel Officer
North Dakota Youth Correctional Center
701 16th Avenue, SW
Mandan, ND 58554
701-667-1400 Fax: 701-667-1414
e-mail: ttausend@pioneer.state.nd

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

Bill O'Connell, Senior Management Analyst II
Florida Department of Juvenile Justice
1295 Brice Boulevard
Bartow, FL 33830
941-534-0231 Fax: 941-534-0239
e-mail: william.oconnell@djj.state.fl.us

(Mr.) Jules Franklin, Director of Staff Development
Texas Youth Commission
4900 N. Lamer Boulevard
Austin, TX 78756
512-424-6416 Fax: 512-424-6236
e-mail: jules.franklin@tyc.state.tx.us

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

Gary G. Gilmore, Treatment Services Manager
Wyoming Boys' School
1550 Highway 20 South
Worland, WY 82401
307-347-6173 Fax: 307-347-4869
e-mail: ggg33@yahoo.com

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@djc.state.id.us

TECHNICAL ASSISTANCE

The NIC Academy will provide direct technical assistance to juvenile corrections and detention agencies to improve the design, delivery, operation, and evaluation of their staff training programs. Private agencies providing services under contract to government agencies are eligible for assistance from NIC only if their request is endorsed by the chief executive officer of the government agency to which they provide those services.

Assistance is provided by an experienced individual, who is sent to the requesting state or local agency to work onsite with agency staff on one or more specific problems or needs. The assistance responds directly to the needs identified by the requesting agency.

Requests for technical assistance should reflect a significant agency training problem or need. Special consideration will be given to requests where the assistance would have regional impact or build intra-/interagency capacity to deliver training. Areas that could be addressed by technical assistance include, but are not limited to:

Identification of Training Needs

- Designing and/or conducting a needs assessment,
- Responding to training mandates,
- Developing the agency's capability to conduct a job or task analysis.

Curriculum Development

- Developing a new curriculum,
- Modifying an existing curriculum.

Strategies for Training Development and Delivery

- Developing competency-based training programs,
- Acquiring or maximizing the use of training technologies,
- Designing alternatives to formal classroom training.

Evaluation of Training Programs

- Evaluating a training program or series,
- Evaluating individual curriculum modules,

- Assessing the impact of training on the target population,
- Evaluating instructional strategies.

Management of Training Systems

- Evaluating the role of training within the organization;
- Assessing the use of training staff, resources, and materials;
- Developing methods to manage the training budget;
- Designing a management information system for training;
- Evaluating the current capacity to train.

Training for Trainers: Capacity Building

- Building systems capacity through train-the-trainer programs,
- Delivering Academy programs through NIC trainers collaborating with agency trainers.

Application Procedures

To request technical assistance, submit a letter on official stationery that:

- Briefly describes the problem for which assistance is requested,
- Identifies an agency contact person for the request.

Letters requesting technical assistance must be signed by the agency's chief executive officer and sent to the NIC/ OJJDP Technical Assistance Manager, National Institute of Corrections Academy, 1960 Industrial Circle, Longmont, Colorado 80501. There is no deadline for submitting technical assistance requests.

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.

NATIONAL INSTITUTE OF CORRECTIONS

Individual Application 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.

1. Training program title: _____

2. Training program number 01-D _____

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

4. Name: Mr. _____ Ms. _____ Mrs. _____

5. Social Security No. _____

Note: Disclosure of your Social Security Number is voluntary. NIC collects Social Security Numbers as an identifier for records of training participants. Executive Order No. 9397.

6. Title _____ Yrs. in position _____

Primary job responsibility is staff training?

Yes _____ No _____

7. Agency _____

8. Mailing address _____

9. City _____ 10. County _____

11. State _____ 12. Zip code _____

13. Telephone () _____ Fax () _____

14. E-mail _____

15. Primary area of juvenile justice (check one): (Note: Numbers 1-5 are omitted intentionally)

- 6. Juvenile detention
7. Juvenile community corrections
8. Secure juvenile facility, training school
9. Other (explain): _____

16. Type of agency (check one): (Note: Numbers 1-3 are omitted intentionally)

- 4. State
5. Local
6. Regional
7. U.S. commonwealth or territory
8. Foreign
9. Private

17. Agency/institution information:

Institution/facility population _____
or
Agency population _____
Total number of agency staff _____
Number of staff you supervise _____

18. Training program for team participation? If yes:

- a) each team member must complete an application,
b) each team member's individual supplementary information attached,
c) list team members below, and
d) send all applications together.

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

I have attached the

- supplementary statement required in the training program description.
applications of all team members.

I agree to

- fully participate in this program and will complete all pre- and post-training assignments.
reside at the training site (for Longmont programs) for the duration of the program.

Signature

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 center practitioners**—the administrator of the detention center or director of the department of juvenile corrections, depending on the organizational structure of the agency.
- For **secure facility/training school practitioners**—the director or commissioner of the state department of juvenile corrections.
- For **community corrections/diversion program practitioners**—the chief juvenile probation officer, chairperson of the juvenile parole board, director of the juvenile community/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 corrections agency making the endorsement.*

NOMINATION/ENDORSEMENT

Nomination/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 for impact evaluation purposes.

Signature of Chief Executive Officer

Date

(Type or Print Name)

Title of Chief Executive Officer

() _____
Telephone

NATIONAL INSTITUTE OF CORRECTIONS
Statement of Interest in NIC/OJJDP Partnership Training
(to be completed by agencies applying to host a partnership program)

Agencies interested in hosting this NIC/OJJDP Partnership Training Program must complete (type or print legibly) and sign this form, obtain the necessary endorsement, and mail or fax by September 15, 2000 to the National Institute of Corrections, 1960 Industrial Circle, Longmont, CO 80501; FAX 303-682-0469. All Statements of Interest will be acknowledged.

Agency Name: _____

Agency Address: _____

Agency Contact Person: _____ Title: _____

Telephone: () _____ Fax: () _____

Partnership Training Program: 00-D301

EXECUTIVE TRAINING FOR NEWLY APPOINTED JUVENILE FACILITY DIRECTORS

Program Dates: May 20-25, 2001

Name and telephone number of the agency site coordinator who will assist in delivering this program and be present throughout the program:

Name: _____ Telephone: () _____

Briefly describe how participation in this program will benefit your agency (attach a separate sheet if necessary):

Describe the juvenile residential facility that the training participants will tour:

Name of juvenile residential facility: _____

Location: _____

Distance from training facility: _____

Program description: _____

Number of Beds: _____ Male: _____ Female: _____ Coed: _____

Number of Staff: _____

Security Level: _____

Means of transportation to and from the juvenile residential facility for the tour:

Describe the training facility, rooms, and equipment that will be available and set up prior to the arrival of NIC staff. A large main room (1,200 ft² minimum) and at least two adjacent or nearby breakout rooms (400 ft² minimum each) are required. If available, attach scale diagrams of the rooms.

Training Facility Location: _____

Size of Training Rooms: Main training room: _____

Breakout room #1: _____

Breakout room #2: _____ (over)

Can tables and chairs be arranged as needed? Yes _____ No _____

Can persons with disabilities be accommodated? Yes _____ No _____

Circle equipment available: Flip charts, overhead projectors, screens, VCRs with monitors, video cameras.

Describe housing and other arrangements for participants. If available, attach relevant documentation such as a rate sheet. **Note:** Participants from other agencies must be invited and must be able to afford to reside at the training site. Housing and meals must be inexpensive, preferably at a training academy or dormitory.

Type and location of housing for participants:

Distance from training facility (if not adjacent): _____

Means of transportation available (if necessary to transport participants to training facility): _____

Cost per night for housing. Single: _____ Double: _____

Arrangements and cost of meals for participants: _____

Other agencies you intend to invite to send participants: _____

Number of participants anticipated: From your agency: _____ From other agencies: _____

TOTAL NUMBER that will be assured: _____

Other information NIC should know regarding logistics, juvenile residential facility, training facility, or accommodations:

ENDORSEMENT OF APPLICATION BY AGENCY CHIEF EXECUTIVE OFFICER

I request that our agency be considered to host *Executive Training for Newly Appointed Juvenile Facility Directors* as a Partnership Training Program. If accepted to host this training program, we acknowledge that all expenses except those of the trainer(s) and training materials are our responsibility as the requesting agency. Further, 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

NATIONAL INSTITUTE OF CORRECTIONS
 Site Registration for Distance Learning Training or Videoconference

To register, complete **(type or print legibly)** this form and mail or fax it to: National Institute of Corrections Academy, 1960 Industrial Circle, Longmont, CO 80501; FAX: 303-682-0469. All registration forms must be received **30 days before the event** to be assured of receiving a packet of information and materials for duplication. Later registrations will be accepted with the understanding that only the satellite coordinates, Internet access information, and an agenda will be faxed.

Distance Learning or Videoconference Title: _____

Application Date: _____

Site Coordinator/Contact Person: _____

Title: _____

Agency Name: _____

Mailing Address: _____

Contact Numbers:

Telephone: () _____

Fax: () _____

E-Mail Address: _____

Number of participants anticipated:

From your agency: _____

From other agencies: _____

We will be viewing by (check one or both)

Satellite: _____ C _____ KU _____

Internet: _____

Note: All sites registering are accepted. You will receive additional information and materials if you register 30 days before the program. **Site coordinators will be required to duplicate materials for local participants.**

**NIC/OJJDP TRAINING PROGRAMS
FOR JUVENILE CORRECTIONS AND DETENTION PRACTITIONERS**

Executive Training for New Chief Executive Officers of Juvenile Agencies

October 10-13, 2000
A site is to be selected.

Planning of New Institutions for Juvenile Facilities

October 23-27, 2000
December 4-8, 2000
Longmont, Colorado

Restorative Justice: Principles, Practices, and Implementation

January 28 - February 2, 2001
Longmont, Colorado

Critical Elements of Successful Aftercare Services

February 4-9, 2001
April 22-27, 2001
Longmont, Colorado

Services and Programs for Juvenile Female Offenders

March 4-9, 2001
Longmont, Colorado

Sex Offender Treatment Skills (Distance Learning Training)

March 12-15, 2001

Correctional Leadership Development

April 3-13, 2001
A site is to be selected.

Building Management Training Capacity in Juvenile Justice Agencies

May 7-11, 2001
Longmont, Colorado

Restorative Justice Training for Trainers

May 11-19, 2001
Ft. Lauderdale, Florida

Executive Training for Newly Appointed Facility Directors

May 20-25, 2001
Partnership Program
Agencies are invited to apply to host this program.