



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, 2006–May 31, 2007***

National Institute of Corrections

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National Institute of Corrections
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Training Programs for Juvenile Corrections Professionals

Service Plan
June 1, 2006–May 31, 2007

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

Prepared under Interagency Agreement 2006-JF-R-107 from the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

Notice

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

NIC responds directly to the needs identified by practitioners working in state and local adult and juvenile corrections and provides direct service rather than financial assistance as the primary means of carrying out its mission. NIC's technical assistance and training programs are designed for adult and juvenile correctional practitioners working in all corrections disciplines in federal, state, and local corrections agencies.

Cooperative agreements are formally announced in the *Federal Register*. NIC is committed to complying with all federal statutes relating to nondiscrimination and to ensuring equal protection under the laws so that all organizations are eligible to apply for applicable services and assistance on equal footing with other organizations. These include but are not limited to federal, state, and local corrections agencies, small businesses, minority-owned businesses, profit and nonprofit organizations, and community-based organizations, including faith-based organizations.

Foreword

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

This is the 16th year OJJDP has entered into an agreement with NIC to provide services. Both organizations strongly believe that juvenile corrections, detention, and probation and parole professionals should have opportunities for high-quality training and training-related services. We hope that the offerings 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. 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 and training-related activities planned for this year.

Morris L. Thigpen

Director

National Institute of Corrections

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Office of Juvenile Justice and Delinquency Prevention

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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, training-related services, and technical assistance for professionals in juvenile corrections, detention, and probation and parole for the 16th year. The activities will be coordinated by the NIC Academy Division in Longmont, Colorado.

The current NIC/OJJDP agreement provides for services through May 2007. The NIC Academy Division and OJJDP have worked closely with an appointed Training Committee of juvenile correctional and detention leaders from throughout the nation to identify the training and development priorities of the field. The training programs and services described in this document were chosen based on continuous training needs assessments, including national assessment processes, focus groups, participant evaluations, and Training Committee recommendations. National needs assessment processes were held April to May 2005 to obtain input from practitioners on juvenile justice training and development priorities for the future.

These training programs and training-related services were developed or adapted specifically for juvenile justice practitioners. Each program uses blended-delivery strategies, including Web- and e-mail-based preprogram work, several days of intensive face-to-face training, and evaluation and impact strategies. During face-to-face sessions, participants take part in small and large group discussions for several days of intensive training, group exercises, and shared experiences. In most cases, participants develop individual action plans or initiate projects they can implement when they return home.

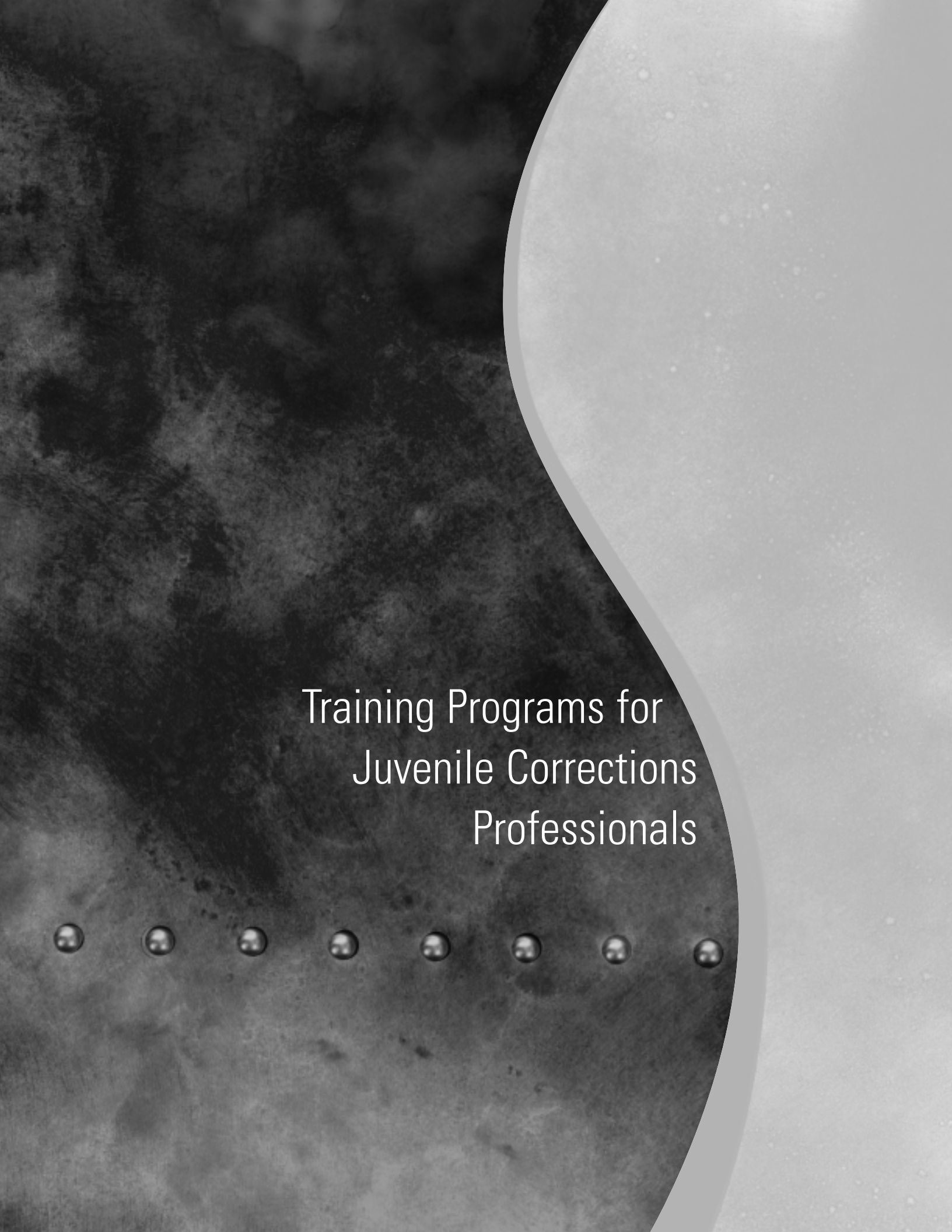
By providing leadership and assistance to the field of adult and juvenile corrections, NIC serves as a catalyst for interaction among correctional agencies, other components of the criminal justice system, public policymakers, and concerned public and private organizations. Through training and related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

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

Programs undertaken by OJJDP share a common purpose: to have a positive and practical impact on the serious problems affecting youths today. This goal underlies OJJDP's efforts to prevent delinquency; improve the effectiveness of juvenile and family courts, detention, corrections, and reentry/aftercare; provide alternatives for youths at risk of becoming delinquents; reduce the number of school dropouts; prevent child abduction, abuse, and exploitation; and provide appropriate sanctions for serious, violent, and chronic juvenile offenders.

CONTINUING EDUCATION UNITS

Continuing education units (CEUs) are available through several accredited sponsors at the completion of most NIC training. 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 accredited sponsor. Although CEUs cannot be applied toward academic degrees, they are recognized as evidence of additional training and development, and as an individual's commitment to increasing professional skills.



Training Programs for
Juvenile Corrections
Professionals

Training Programs for Juvenile Corrections Professionals

Leadership and Management

Training Programs

OJJDP/Correctional Leadership Development

Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies

Helping Agencies Build Capacity for Training and Development

Training Programs

OJJDP/Juvenile Agency Training Coordinators and Directors Training

Becoming a Cycle Master: Making the Learner's Journey Worthwhile!

Regional Training Initiative

Juvenile Offender Management

Training Program

Meeting the Needs of Juvenile Female Offenders

Addressing Sexual Misconduct in Correctional Settings

Training Program

Addressing Staff Sexual Misconduct With Youth in Custody

The Prison Rape Elimination Act (PREA)

Leadership and Management

TRAINING PROGRAMS

OJJDP/Correctional Leadership Development

Who Should Attend

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

Description

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

- The Leadership Challenge Model, which focuses on five key leadership practices.
- Assessment of current individual leadership practices and action planning for personal skills development and applications after the program.
- Application of individual leadership practices with individuals and groups.
- Use of online instruments related to leadership practices, including the Myers-Briggs Type Indicator, the Leadership Practices Inventory, and other assessment tools.
- 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 Web- and e-mail-based assignments before the training program, including working with their agencies' chief executive officers to identify trends and issues that challenge the agencies' leadership, as well as completing several online assessments.

**NIC TRAINING CENTER
LONGMONT, CO**

Dates: May 15–25, 2007

Program: 07–D101

Applications Due: Jan. 15, 2007

Application Requirements

Part I: **Applicants** must attach the following to Form A (page 63): a current résumé that clearly describes their responsibilities, including how long they have held their current or other management position and their past professional experience; an organization chart that clearly indicates their role in the agency; and a statement of their need for this program. Applicants may also complete an application form online at www.nicic.org. Whether applying online or by Form A, the supplemental information *must* be provided.

Part II: After notification of acceptance, participants will be assigned several Web- and e-mail-based preprogram activities. Preprogram activities require a working e-mail account and Internet access for online assignments. Note that all preprogram assignments must be completed 2 weeks before the applicant's arrival at the training site.

See "NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado" (page 47) for logistical information.

Contact

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

Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies

Location: TBD*

Dates: TBD*

Program: 07–D401

*When dates and location are selected, they will be posted at www.nicic.org.

Who Should Attend

Chief executive officers (CEOs) of state and large local juvenile justice agencies who were appointed within the past year.

Description

This 24-hour training program focuses on critical issues facing new juvenile justice agency CEOs. The peer training format uses a series of presentations by and interactions with 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 leadership 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,” below). See “NIC/OJJDP-Paid Training Beyond Longmont, Colorado” (page 53) for more information.

Contact

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

Helping Agencies Build Capacity for Training and Development

TRAINING PROGRAMS

**NIC TRAINING CENTER
LONGMONT, CO**

Dates: Mar. 11–16, 2007

Program: 07–D801

Applications Due: Dec. 1, 2006

OJJDP/Juvenile Agency Training Coordinators and Directors Training

Who Should Attend

Training directors or coordinators from juvenile corrections, detention, or 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 who are relatively new to their positions.

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 include—

- The role of the training manager, coordinator, or director.
- Planning and organizing a training and development system to strategically support the agency's or facility's mission and vision.
- Managing a training and development budget.
- Creating training policy and procedures customized to the agency.
- Implementing the agency's training system.
- Marketing the agency's training system.
- Developing and implementing the agency's annual training plan.
- Developing and delivering effective learner-centered training programs based on the performance needs of juvenile justice employees.
- Alternatives to classroom training.
- Assessing the impact of training on the agency or facility.
- Developing training staff members.
- Developing and assessing curriculums.
- Training documentation systems.

- Evaluation of training.
- Developing an individual action plan project.

Web- and e-mail-based prework assignments, work outside of the sessions, and followup tasks will be required.

Application Requirements

Applicants must attach the following to Form A (page 63): a 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. Applicants may also complete an application form online at www.nicic.org. Whether applying online or by Form A, the supplemental information *must* be provided.

See “NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado” (page 47) for logistical information.

Contact

Launa Kowalcyk, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 168; e-mail: lkowalcyk@bop.gov.

SEE ALSO . . .

NIC Learning Center at www.nicic.org
for application forms and instructions.

**NIC TRAINING CENTER
LONGMONT, CO**

Date: Apr. 3–6, 2007

Program: 07–D501

Applications Due: Nov. 1, 2006

Becoming a Cycle Master: Making The Learner's Journey Worthwhile!



Who Should Attend

Seasoned juvenile justice trainers, who have successfully completed a Basic Presentation or Trainer Skills Development program (for example, NIC's *Foundation Skills for Trainers*) and a Curriculum Design and Development program (for example, NIC's *Training Design and Development*)

Description

Are you interested in gaining a broader and deeper understanding of training and development and how it can impact your organization? Of discovering the thinking and processes behind learning theories and models used in the design and delivery of training? In this blended delivery program, participants will explore learner diversity, intricacies of the learning cycle, and thematic coherence and its relationship to training design and delivery. Specifically, this learning experience will provide participants an opportunity to—

- Deepen their appreciation of learner diversity.
- Experience the power of the learning cycle.
- Integrate topical material into coherent themes that enrich the learning experience.
- Develop strategies to assess training as they travel around the learning cycle with their learners.
- Select and develop a project that will enable them to incorporate key learnings from this experience into their everyday training practice.

Application Requirements

Applicants must attach the following to Form A (page 63): documentation of past attendance at a Basic Presentation and/or Trainer skills development program, and documentation of past attendance of a Curriculum Design and Development program. See “NIC/OJJDP Training at the NIC Training Center in Longmont, Colorado” (page 47) for logistical information.

Contact

Launa Kowalcyk, Academy Division, NIC; toll-free telephone: 800–995–6429, ext. 168; e-mail: lkowalcyk@bop.gov.

REGIONAL TRAINING INITIATIVE

NIC's Regional Training Initiative (formerly known as Regionalization) functions as a national network, coordinated through four regions, that enables NIC to support correctional training nationwide. Through its regional focus, NIC supports the delivery of corrections-related training and the development of training resources at minimal cost to local and state governments. It is made possible by volunteer trainers in each region and the generous support of the volunteers' agencies and other participating groups. The Regional Training Initiative is coordinated by the NIC Academy Division.

For applications and information on the Regional Training Initiative, visit the NIC Web site: www.nicic.org. Follow the link from Training Services to the Regional Training Initiative.

Who Should Apply To Be a Regional Field Coordinator

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

Description

Volunteer trainers, or regional field coordinators (RFCs), expand NIC's capacity to deliver quality correctional training and assist in the development of training-related products at the local, state, and federal levels. The Regional Training Initiative is nontraditional in that it brings together RFCs from state, local, and federal agencies and from the disciplines of community corrections, jails, prisons, and juvenile justice.

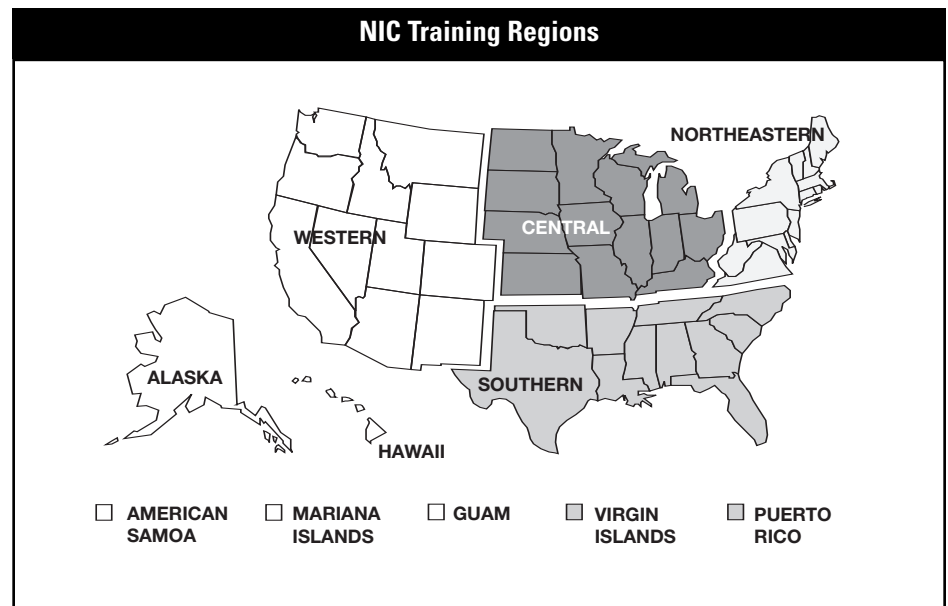
With NIC support, RFC teams in each of four regions develop and implement a yearly strategic plan to address the region's specific, unique correctional training needs. The 40 RFCs—10 from each region—share training programs, resources, and ideas within their region and with their RFC counterparts around the country. RFCs typically serve in this capacity for up to 3 years.

The goals of the Regional Training Initiative are to—

- Provide opportunities for more correctional staff to participate in quality training programs and access customized 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 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.

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

A list of the states represented by each regional team appears on the following pages.



The purpose of the Regional Training Initiative is to build networks among correctional agencies to share training resources and information and participate in joint training efforts. For additional information please refer to the NIC Service Plan or Web site: www.nicic.org

Central Region

The Central Region of the NIC Academy Division Regional Training Initiative serves local, state, and federal adult and juvenile correctional agencies. Contact the Central Region NIC Staff Coordinator, Launa Kowalcyk: toll-free telephone 800-995-6429, ext. 168; e-mail: lkowalcyk@bop.gov for up-to-date contact information for RFCs in the following jurisdictions:

- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Michigan
- Minnesota
- Missouri
- Nebraska
- North Dakota
- Ohio
- South Dakota
- Wisconsin

Northeast Region

The Northeast Region of the NIC Academy Division Regional Training Initiative serves local, state, and federal adult and juvenile correctional agencies. Contact the Northeast Region NIC Staff Coordinator, Mike Dooley: toll-free telephone 800-995-6429, ext. 132; e-mail: mdooley@bop.gov for up-to-date contact information for RFCs in the following jurisdictions:

- Connecticut
- Delaware
- Maine
- Maryland
- Massachusetts
- New Hampshire
- New Jersey

- New York
- Pennsylvania
- Rhode Island
- Vermont
- Virginia
- West Virginia

Southern Region

The Southern Region of the NIC Academy Division Regional Training Initiative serves local, state, and federal adult and juvenile correctional agencies. Contact the Southern Region NIC Staff Coordinator, Leslie LeMaster: toll-free telephone 800-995-6429, ext. 121; e-mail: llemaster@bop.gov for up-to-date contact information for RFCs in the following jurisdictions:

- Alabama
- Arkansas
- Florida
- Georgia
- Louisiana
- Mississippi
- North Carolina
- Oklahoma
- Puerto Rico
- South Carolina
- Tennessee
- Texas
- Virgin Islands

Western Region

The Western Region of NIC Academy Division Regionalization serves local, state, and federal adult and juvenile correctional agencies. Contact the Western Region NIC Staff Coordinator, John Eggers: toll-free telephone 800-995-6429, ext. 152; e-mail: jeggers@bop.gov for up-to-date contact information for RFCs in the following jurisdictions:

- Alaska
- American Samoa
- Arizona
- California
- Colorado
- Guam
- Hawaii
- Idaho
- Mariana Islands
- Montana
- Nevada
- New Mexico
- Oregon
- Utah
- Washington
- Wyoming

For applications and information on the Regional Training Initiative, visit the NIC Web site: www.nicic.org. Follow the link from Training Services to the Regional Training Initiative.

Application Requirements

Individuals interested in becoming part of the national network of RFCs must submit Form E, Application for Regional Field Coordinator (page 71), which is also available on the NIC Web site (www.nicic.org).

Information about Regional Training Initiative activities and resources are posted to NIC's Web site. Events will also be announced through fliers, listserv postings, and other means.

Agencies are responsible for travel and per diem costs associated with their trainers attending Regional Training Initiative events. A list of current RFCs can be obtained from the Web site at the Regional Training link or by contacting the Academy Division.

Contact

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

Juvenile Offender Management

TRAINING PROGRAM

Meeting the Needs of Juvenile Female Offenders

Who Should Attend

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

Description

The juvenile justice arena recognizes that juvenile female offenders have unique needs and require programs and services that are differentiated from those offered to male juvenile offenders in the same system. Designed to help juvenile justice agencies evaluate and respond to the needs of juvenile female offenders in their specific service delivery areas, this training program outlines a framework for translating expressed needs and profiles into appropriate programs and services.

This intensive skills development training program includes Web- and e-mail-based preprogram reading and assignments. Practical application experience during the training will build on the preprogram work. Participants are requested to bring current statistical profiles of girls in their service delivery area, programming components, and policies and procedures for guided analysis during the program.

During the training, participants will acquire skills to—

- Analyze the evolution of the juvenile justice system’s response to meet the needs of juvenile female offenders through a female-responsive lens.
- Analyze their own juvenile justice system and service delivery area through a female-responsive lens to effect systemic change.
- Integrate female-responsive concepts and practices into existing programs and operations to develop or improve programs or services that are appropriate for juvenile female offenders.
- Analyze and create a systemic female-responsive project plan customized to their service delivery area.

PARTNERSHIP SITES*

Dates: Mar. 19–23, 2007

Program: 07–D1001

Agency Applications Due: Dec. 1, 2006

Dates: Apr. 30–May 4, 2007

Program: 07–D1002

Agency Applications Due: Jan. 1, 2007

*When sites are selected, information will be posted at www.nicic.org.

- Develop and implement a systemic project plan that is responsive to the needs of juvenile female offenders in their service delivery area.

Specific content areas include using a female-responsive lens for assessing needs in specific service delivery areas, creating a female-responsive environment, addressing juvenile female risk factors in various settings, addressing staffing issues, finding and evaluating resources, and providing a framework for addressing major risk factors through programming.

Please note: Web- and e-mail-based preprogram work is required.

Application Requirements

Agencies (state and local juvenile corrections and detention) interested in hosting this program must submit Form B (page 65). See “NIC/OJJDP Partnership Programs” (page 57) for more information.

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

Contact

Launa Kowalcyk, Academy Division, NIC; toll-free telephone: 800-995-6429, ext. 168; e-mail: lkowalcyk@bop.gov.

Addressing Sexual Misconduct in Correctional Settings

TRAINING PROGRAM

Addressing Staff Sexual Misconduct With Youth in Custody

Who Should Attend

This program is only appropriate for three-person, senior-level management teams from departments of juvenile justice that have the ability to design and implement departmental policy changes. Teams must include staff from the central office and facility managers. Other team members might include the person responsible for drafting policy and/or developing and implementing staff training in this area and/or human resource managers.

Description

This 36-hour program helps participants develop sound practices to address sexual abuse of youth in custody. 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

Each team member must complete Form A (page 63); only one supplementary statement for the team is required. The statement must describe the agency's current policy or practices for responding to sexual misconduct, the status and stipulations of state law, and the agency's investigative procedures related to staff sexual misconduct. Each team member may also complete an application form online at www.nicic.org. Whether applying online or by Form A, the supplemental information must be provided. See "NIC-Paid Training Beyond Longmont, Colorado" (page 53) for more information.

Contacts

Program Manager: Dee Halley, Administration Division: Special Projects; toll-free telephone: 800-995-6423, ext. 40374, or 202-514-0374; e-mail: dhalley@bop.gov.

Project Director: Brenda V. Smith, Washington College of Law; telephone: 202-274-4261; e-mail: bvsmith@wcl.american.edu.

Program Coordinator: Jaime Yarussi, Washington College of Law; telephone: 202-274-4385; e-mail: jyarussi@wcl.american.edu.

**AMERICAN UNIVERSITY
WASHINGTON COLLEGE OF LAW
WASHINGTON, DC**

Dates: July 8–13, 2007

Program: 07-H3401

Applications Due: Apr. 9, 2007

THE PRISON RAPE ELIMINATION ACT (PREA)

PREA broadly defines prison as “any confinement facility of federal, state, or local government whether administered by such government or by a private organization on behalf of such government, and includes any local jail or police lockup and any juvenile facility used for the custody or care of juvenile inmates.”

On September 4, 2003, President Bush signed the Prison Rape Elimination Act (PREA) of 2003 into law. Under Section 5 of PREA (Public Law 108–79), NIC was mandated to provide a national clearinghouse, training and education, and an annual report to Congress and the Secretary of Health and Human Services summarizing the activities of the U.S. Department of Justice. NIC has undertaken a systematic approach to these mandates based on its success with, and using a similar approach to, its Staff Sexual Misconduct Initiative.

Technical assistance, training, and information regarding the elements that drove the passage of PREA are integral parts of NIC’s systematic approach to addressing the issues of sexual contacts in correctional settings. These settings include institutions (prisons and jails) and community corrections programs. The effect that sexual contact between offenders, and between offenders and correctional staff, may have on community safety is also considered.

Available Resources and Publications

The following resources and publications to address sexual misconduct in correctional settings are available on the NIC Web site (www.nicic.org) or by calling the NIC Information Center toll-free at telephone 800–877–1461.

Resource Packages

- Part 1: Facing Prison Rape, 2004.
- Part 2: Responding to Prisoner Rape, 2005.

Publications and Training Resources

- *Bibliography on Staff Sexual Misconduct With Offenders.*
- *Prison Rape Elimination Act and Local Jails: The Facts.*
- *Sexual Misconduct in Prisons: Law, Remedies, and Incidence.*
- *Staff Perspectives: Sexual Violence in Adult Prisons and Jails—Trends From Focus Group Interviews.*
- NIC’s Annual Report to Congress on the Prison Rape Elimination Act, September 2004.
- “Investigating Allegations of Staff Sexual Misconduct With Inmates” (training resource).
- “Preventing and Addressing Staff Sexual Conduct in Community Corrections: A Training Program for Agency Administrators” (training resource).
- “Staff Sexual Misconduct With Inmates: Policy Development Guide for Sheriffs and Jail Administrators” (training resource).

Satellite/Internet Broadcasts

- “The Prison Rape Eliminating Act of 2003: Preventing Sexual Abuse of Youth in Custody,” 3-hour satellite/Internet broadcast held on June 28, 2006.
- “Assessing Your Agency’s Response to Prison Sexual Assault,” 6-hour satellite/Internet broadcast held on January 26–27, 2005 (DVD).
- “A Town Hall Meeting To Address the Prison Rape Elimination Act,” 3-hour satellite/Internet broadcast held in January 2005 during the Winter Conference of the American Correctional Association (DVD).
- “How the PREA Affects You,” 3-hour satellite/Internet broadcast held on July 21, 2004 (DVD).
- “Addressing Staff Sexual Misconduct,” satellite/Internet broadcast held on December 12, 2001 (VHS or DVD).

Web Page

NIC maintains a Web page on the implementation of the Prison Rape Elimination Act (PREA) of 2003 and related NIC assistance (*www.nicic.org/WebGateway_54.htm*). This Web page includes information about the following:

- NIC assistance and contacts related to PREA, including focus groups and summaries of regional workshops, broadcasts, information resources, and technical assistance including staff training and policy review.
- PREA grants to state and local governments through the Bureau of Justice Assistance to address inmate sexual assault.
- Research conducted and sponsored by the Bureau of Justice Statistics and the National Institute of Justice on the incidence and effects of prison rape and on the impact of sexual victimization in prisons and sexual violence in the context of other prison violence.
- The National Prison Rape Elimination Commission, including hearings and other events hosted by the Commission, and a link to the Commission’s Web site (*www.nprec.us*).

Additional Resources From the Bureau of Justice Statistics

- *Sexual Violence Reported by Correctional Authorities, 2005* (*http://www.ojp.usdoj.gov/bjs/abstract/svrca05.htm*).
- *Status Report: Data Collections for the Prison Rape Elimination Act of 2003* (*http://www.ojp.usdoj.gov/bjs/abstract/dcprea03.htm*).

Resources Available From the American University, Washington College of Law, Washington, DC

- NIC/WCL Project on Addressing Prison Rape. Since 1998, The American University, Washington College of Law (WCL) has worked under a cooperative agreement with the National Institute of Corrections (NIC) to provide training to high-level corrections decisionmakers on key issues in addressing staff sexual misconduct. In 2003, with the enactment of the PREA, the focus of WCL's work shifted to addressing prison rape—both staff sexual misconduct with offenders and offender-on-offender rape.
- The NIC/WCL Web page, “An End to Silence” (www.wcl.american.edu/nic), offers comprehensive information for correctional employees and offenders as well as information on state laws, legal responses to prison rape, available articles and publications, and links to related organizations.
- Smith, Brenda V. (2002). *An End to Silence: Prisoner's Handbook on Identifying and Addressing Sexual Misconduct*. 2d ed.

Information Services



Information Services

NIC Information Center

How To Request Information

NIC Online

NIC Information Center

Anyone with an interest in corrections may request information or materials from the National Institute of Corrections (NIC) Information Center. The NIC 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 NIC Information Center provides information on the full spectrum of issues in corrections management and operations in jails, prisons, and community settings. Materials include the following—

- 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 (hardcopy and/or electronic) is assembled and sent to each client.

Resources are sent free of charge within 1 week or delivered via an overnight service at the client's expense. Immediate assistance also can be provided by telephone, fax, or e-mail, 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 you are sending staff training materials, please include all overheads, videotapes, exercises, and other relevant materials. Electronic formats are strongly preferred.

If the curriculums or other materials are copyrighted, a statement of copyright release that authorizes duplication and dissemination of the material must be included.

HOW TO REQUEST INFORMATION

Contact the NIC Information Center directly or visit the Web site at www.nicic.org to request personal resource assistance or to obtain copies of specific NIC publications and other resources.

The NIC Web site highlights downloadable publications, features a database of more than 3,500 Web-accessible resources, and describes Information Center services. The Web site also provides access to corrections links, compiled resources on key research topics in corrections, and the NIC Corrections Exchange, an e-mail discussion group on corrections issues.

NIC Information Center

1860 Industrial Circle, Suite A

Longmont, CO 80501

Telephone: 303-682-0213

Toll-free: 800-877-1461

Fax: 303-682-0558

Web address: www.nicic.org

E-mail address: asknicic@nicic.org

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

OJJDP's NTTAC also collects information, curriculums, and other resources to share with agencies, organizations, and individuals in the juvenile justice arena. If your agency or organization is interested in submitting materials, go to the following link at the NTTAC Web site and download information on how to submit materials: www.nttac.org/main/index.cfm?event=callForMaterials.

NIC Online

For the latest information about NIC program opportunities, technical assistance, and resources, visit the NIC Web site at www.nicic.org. The NIC Web site is updated daily with content on NIC training programs, satellite/Internet broadcasts, publications, cooperative agreement projects, and technical assistance opportunities.

Program-related information includes—

- Dates, locations, and descriptions of annually scheduled and added program offerings.
- Online forms to apply for programs.
- Instructions for registering to attend programs.
- NIC's online learning center, providing a variety of free, self-paced, correctional staff training programs.

NIC's satellite/Internet broadcasts are supported by Web pages that share resources for participants and technical information for satellite downlink host sites. Video streaming links on the site enable visitors to view both live and previously broadcast NIC programs.

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

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

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

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

NIC Online also supports practitioner networking, which includes the Corrections Exchange, or Correx, a public e-mail discussion list (known as a listserv) that links individuals interested in corrections issues. In addition to facilitating a practitioner exchange on topics raised by participants, Correx is used to announce new NIC initiatives, opportunities, and resources.

The NIC home page presents key NIC announcements and links to major sections of the Web site. Please check the NIC Web site frequently for changes, updates, and new information.

www.nicic.org

Technical Assistance



Technical Assistance

Who Should Apply

Description

NIC Review

Application Requirements

Where To Apply

Technical Assistance

WHO SHOULD APPLY

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

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

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

DESCRIPTION

As an organization dedicated to advancing and shaping correctional practice and public policy, NIC invests heavily in responsive technical assistance to federal, state, and local jurisdictions through activities initiated by requesting jurisdictions. Technical assistance is part of a total assistance portfolio that NIC provides in addition to its training programs and initiatives announced in the *Federal Register* and funded through cooperative agreements.

Throughout the years, NIC has made a conscious effort to remain as nonbureaucratic as possible when responding to assistance requests, and it intends to keep that focus. The NIC Technical Assistance Program is designed to respond directly to the needs, problems, and individual requirements of federal, state, and local correctional agencies, as identified by the requesting agency.

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

NIC staff member. This resource provider serves in an advisory capacity and works with agency staff to—

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

Technical assistance is generally provided for a period of 3 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 who delivers the onsite technical assistance submits a written report to the recipient agency and NIC with detailed recommendations for addressing the problems for which assistance was provided.

NIC REVIEW

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

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

APPLICATION REQUIREMENTS

The chief executive officer of the agency seeking assistance, 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 (if different from the agency head), address, 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 desired timeframe for service delivery.

The chief executive officer is defined as follows:

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

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

WHERE TO APPLY

Applications should be addressed to:

Acting NIC Contact for Technical Assistance
 Academy Division
 National Institute of Corrections
 1960 Industrial Circle
 Longmont, CO 80501
 Phone: 800-995-6429, ext. 121
 Fax: 303-682-0469
 E-mail: llemaster@bop.gov

The image features a dark, textured background on the left and a light, curved shape on the right. The text is centered in the dark area. At the bottom of the dark area, there is a horizontal row of eight small, metallic-looking spheres.

NIC Satellite/
Internet Broadcasts

NIC Satellite/Internet Broadcasts

www.nicic.org/WebGateway_286.htm

Costs and Logistics

Site Coordinator's/Facilitator's Role

Application Requirements

www.nicic.org/WebGateway_286.htm

NIC satellite/Internet broadcast topics, dates, and times are posted to the NIC Web site at www.nicic.org/WebGateway_286.htm. Please visit NIC's Web site regularly for up-to-date information on its satellite/Internet broadcasts and other training programs.

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 broadcasts are interactive and allow practitioners to learn from experts around the world.

NIC offers two categories of satellite/Internet broadcasts:

- **Several live satellite/Internet 3-hour broadcasts.** These 3-hour broadcasts deal with current topics in correctional policy and practices via presentations by content experts, vignettes, and interviews with criminal justice practitioners.
- **24- to 32-hour broadcasts.** The 24- to 32-hour training broadcasts use local classroom programs and satellite/Internet technology—and then add another feature: onsite training managed by NIC-trained facilitators.
 - Twenty-four-hour broadcasts consist of 12 hours of broadcast time and 12 hours of onsite classroom activities spread over 3 days.
 - Thirty-two-hour broadcasts consist of 16 hours of broadcast time and 16 hours of onsite classroom activities spread over 4 days.

Approximately 2 to 3 months before the program, NIC provides an 8-hour training for trainers (called site coordinator training) via satellite. This training prepares site coordinators to coordinate and facilitate the main training program, which includes both broadcast and classroom activities.

Satellite downlink is the preferred method for participating in all broadcast programs. Although Internet viewing is possible on computers with suitable software, NIC recommends that viewers participate in a group downlink setting if possible. **Broadcasts will be CLOSED CAPTIONED for the hearing impaired.**

Topics, dates, and times for satellite/Internet broadcasts are posted throughout the year on the NIC Web site (www.nicic.org).

An NIC Web page for each program provides access to 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.

COSTS AND LOGISTICS

There are no registration, tuition, or materials fees associated with any NIC training. The local agency that hosts a satellite/Internet broadcast 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 fiscal year 2007, analog C-Band and digital KU-band transponders will be used. 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. Agencies may also contact Ed Wolahan toll-free at 800-995-6429, ext. 131, or e-mail him at ewolahan@bop.gov to locate a satellite dish in their area.

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

SITE COORDINATOR'S/FACILITATOR'S ROLE

Register Your Site

- For 3-hour satellite/Internet broadcasts, submit Form C (page 67) by mail or fax. By registering as a site, you are agreeing to coordinate all matters related to the 3-hour broadcast. (See Form C for mailing address and fax number.)
- For 24- to 32-hour satellite/Internet training broadcasts, submit Form D (page 69) by mail or fax. Completed forms must be signed by your chief executive officer. By registering as a site, you are agreeing to coordinate all matters related to the 24- to 32-hour satellite/Internet broadcast. (See Form D for mailing address and fax number.)
- Complete a registration form online at the NIC Web site, www.nicic.org.

Secure an Analog C-Band or Digital KU-Band Satellite Downlink and Meeting Room for Transmission

- The room for the 24- to 32-hour program must be large enough to accommodate participants, trainers, and an adequate number of television sets or monitors for the number of viewers present.
- The room for the 8-hour training-for-trainers session, which is held 2 to 3 months before each 24- to 32-hour training program, must accommodate three to four trainers.

Participate in Site Coordinator Training

- There is no training for trainers associated with the 3-hour broadcasts.
- Approximately 2 to 3 months before each 24- to 32-hour training program, an 8-hour training-for-trainers session is conducted via satellite and Internet broadcast. 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 using distance learning technology. This training for trainers will teach each site coordinator how to facilitate the broadcast and off-air activities during the main program. Each site *must* have one or more coordinators attend this training or view a videotape of the training session.
- Videotapes of the session will be available and can be viewed via the Internet or obtained from the NIC Information Center.

SEE ALSO . . .

NIC Learning Center at www.nicic.org for application forms and instructions.

Invite Various Disciplines

- If, for example, you work at a jail, invite probation and parole, prison (state and federal), and other criminal justice practitioners in your area. Send a flier promoting the satellite/Internet broadcast to prospective participants.
- The goal is to have a minimum of 24 participants.

Duplicate Program Materials

- Photocopy the program agenda, presenters' information, continuing education unit (CEU) information and forms, evaluation forms, and related handouts.
- Encourage participants to download the related reading materials to learn more about the topic. All materials for a 3-hour broadcast are available on the NIC Web site at www.nicic.org.
- For the 24- to 32-hour training program broadcasts, NIC will send each site coordinator a camera-ready copy of the participant's manual, facilitator's manual, and related material for each participant.

Convene Your Group

- Provide invited participants with a map and good directions to your training site.
- 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.
- Ask participants to introduce themselves.

View the Broadcast and Conduct Local Activities

- Pass out the material 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. For the 24- to 32-hour training broadcasts, NIC presenters will teach the content of the program and you will be responsible for facilitating activities that complement the content. Arrange with participants to ask questions either as individuals or as a group.

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

3-Hour Broadcasts

- **Agencies** interested in hosting a 3-hour broadcast must submit Form C (page 67).
- A registration form also may be completed online at NIC's Web site (www.nicic.org).

24- to 32-Hour Training Broadcasts

- For 24- to 32-hour satellite/Internet training broadcasts, register online at www.nicic.org or submit Form D (page 69) by mail or fax. Completed forms must be signed by your chief executive officer. By registering as a site, you are agreeing to coordinate all matters related to the 24- to 32-hour satellite/Internet broadcast. (See Form D for mailing address and fax number.)

Individuals

- **Individuals** interested in participating in a satellite/Internet broadcast should periodically check the NIC Web site (www.nicic.org) for a list of sites and application instructions.

NIC Learning Center



NIC Learning Center

<http://nic/learn.com>

NIC's Custom e-Learning Courses

Enrollment Eligibility

Additional Information

http://nic.learn.com

NIC's Learning Center was designed for correctional professionals to be able to have access to critical—*just in time*—information when they need it. It expands the opportunity for correctional professionals to access NIC training by providing high-quality, interactive, learner-driven training using the Internet. The Learning Center also contains up-to-date training and application information for NIC's training programs, satellite/Internet broadcasts, and e-Learning courses.

The NIC Learning Center is located at *http://nic.learn.com* and offers a professional skills library of approximately 140 Web-based courses and NIC's custom e-Learning courses. Courses in the professional skills library are available through the Internet only; however, NIC's custom e-Learning courses are available through the Internet or on CD-ROM. All courses in the NIC Learning Center are available free of charge.

The intent of the professional skills library is to provide consistent quality resources that are effective and meaningful for overall staff development. The courses are separated into four categories of staff development—supervisor, manager, senior, and executive—and are designed to assist people throughout the organization.

NIC'S CUSTOM E-LEARNING COURSES

NIC's custom-developed Web-based training (WBT) or e-Learning courses can be completed anywhere and anytime a participant has access to the Internet or to a computer with a CD-ROM drive. They are self-paced, easily accessible, and cost-effective, and they provide professional development opportunities for corrections professionals working in jails, prisons, and community corrections environments to improve or refine their skills in specific areas of corrections.

NIC's custom-developed e-Learning courses may be completed online through the NIC Learning Center or independently using a PC-based computer with CD-ROM capability. To request one of NIC's custom-developed courses on CD-ROM, contact the NIC Information Center toll-free at 800-877-1461. NIC's custom-developed courses include the following—

- **Career Development Theory and Its Application:** This course is designed for professionals who directly or indirectly assist offenders with job skills

NIC officially launched its Learning Center on November 1, 2004. Since then, more than 4,300 corrections professionals have enrolled in Web-based courses using the NIC Learning Center.

To date, participants in NIC's e-Learning courses have maintained a completion rate of just over 30 percent, which aligns favorably with national completion averages.

training or job/career counseling, placement, advancement, or retention. The course discusses four major career development theories and how these theories apply to counseling offenders.

- **Emergency Preparedness and Counterterrorism Strategies for Correctional Institutions:** This course is designed for first-line supervisors, managers, and administrators in state, county, and municipal correctional institutions. The course will provide methods, concepts, and procedures to evaluate a department, facility, or institution's readiness and preparation for a large-scale crisis or emergency. The course will provide an additional focus on a closely related but separate area: counterterrorism strategies for prisons and jails.
- **Evidence-Based Practices for Supervisors:** This course will be available in 2007 and is being designed for first-line supervisors who are responsible for line staff or for line officers whose daily responsibilities require direct interaction with offenders. The course will incorporate evidence-based practices, organizational development, and collaborative strategies for supervising offenders in the institution and the community.
- **How To Develop Effective Performance Objectives:** This course is designed for correctional trainers whose responsibilities include the design and development of lesson plans and curriculum. The course takes the trainer on a journey through the challenging process of developing performance objectives that extend learning from the classroom to the workplace.
- **Introduction to Developing Effective e-Learning Courses:** This course is designed for training administrators, coordinators, and trainers from all types of correctional agencies who are responsible for managing the development and delivery of their agencies' training. The course introduces participants to delivering training via the Internet using WBT or e-Learning.
- **Leadership in Times of Critical Incidents:** This course is designed for senior-level leaders and executives from juvenile corrections, detention, community corrections, and reentry/continuing care organizations who are charged with leading in times of critical incidents. Participants will explore the Full Range Leadership strategy and its applications to planning, responding, and learning from critical incidents, as well the challenges presented by transformational change.
- **NIC Staffing Analysis for Jails:** This course is designed to teach jail administrators how to determine their staffing needs systematically and in a way that is easily understood. Participants will find the program helpful in creating a staffing plan for a new jail, analyzing staffing in an operating jail, and revising an existing staffing plan in response to changes in jail policies or the physical plant.

- **Program Planning and Design:** This course is designed for directors, planners, and key program management staff from state and local agencies whose responsibilities include offender supervision and treatment in the community, staff responsible for management information and research on community corrections programs, and state and local officials who oversee community corrections. The course builds on the concept that deliberate planning is essential for reducing recidivism and meeting program goals and focuses on translating the principles of evidence-based practice into an effective program design.
- **The Role of the Correctional Leader/Manager:** This course is designed for middle managers working in all corrections disciplines who manage the functions and operations of a particular work unit within their agency. The course analyzes the distinction between the concepts of management and leadership, with particular focus on political, economic, social, and technological changes. Participants will brainstorm and come to consensus on the leader/manager roles needed today and in the future.
- **Transformational Change—Theory and Practice:** This course is designed for correctional administrators and managers from all corrections disciplines who lead and manage the functions and operations of a particular corrections agency. The course focuses on the theory of organizational change and suggestions practical tools for leading and managing change in the organization.
- **Workforce Development and Women Offenders:** This course is designed for individuals working or volunteering in prisons, jails, community corrections, community and faith-based organizations, U.S. Department of Labor One-Stops, and other government organizations such as the U.S. Department of Health and Human Services who are interested in workforce development issues specific to women offenders.

ENROLLMENT ELIGIBILITY

Except as noted in the course descriptions, enrollment in NIC's e-Learning courses is limited to corrections professionals from jails, prisons, and community corrections agencies whose jobs are categorized as executive management, middle management, first-line supervision, offender programming, or training/staff development.

ADDITIONAL INFORMATION

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

Specific enrollment information and answers to frequently asked questions are also available on the NIC Learning Center's Web site at <http://nic.learn.com>. For additional information about NIC's Learning Center, e-Learning course system requirements, course offerings, and enrollment eligibility, please visit the NIC Web site (www.nicic.org).

The image features a dark, textured background on the left and a light, curved shape on the right. A horizontal row of eight small, metallic-looking spheres is positioned near the bottom of the dark area. The text is centered in the dark area.

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

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

Description

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

Costs and Logistics

Application Requirements

Cancellations

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

DESCRIPTION

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

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

NIC/OJJDP TRAINING AT THE NIC TRAINING CENTER IN LONGMONT, COLORADO, CALENDAR													
Page	Training Program	2006			2007								
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
LEADERSHIP AND MANAGEMENT													
5	OJJDP/Correctional Leadership Development								15–25				
HELPING AGENCIES BUILD CAPACITY FOR TRAINING AND DEVELOPMENT													
8	OJJDP/Juvenile Agency Training Coordinators and Directors Training						11–16						
10	Becoming a Cycle Master: Making The Learner's Journey Worthwhile!							3–6					

COSTS AND LOGISTICS

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

NIC pays the costs of state and local participants' air travel, lodging (in double rooms), and meals. Those traveling by means other than air are reimbursed up to an amount that would have been incurred for airfare at government rates.

Participants are responsible for the costs of ground transportation to and from airports and the training location. Participants also are responsible for the cost of upgrading to a single room, if they choose to do so.

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

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

APPLICATION REQUIREMENTS

Applicants may complete the application form for individuals (Form A, page 63), or they may complete an application form online at www.nicic.org. All applications (whether hardcopy or electronic) must be endorsed as described on the back of Form A. Most programs require that supplemental information be submitted with the application (see course descriptions for specifics); applications submitted without that supplemental information will be returned.

If a training program is designed for participation by more than one person from an agency or jurisdiction, each prospective team member must complete an application, but only one supplementary statement for the team is required unless otherwise requested. The team applications and statement must be sent together to NIC. Applicants will be notified 60 days before the program date if they are selected to attend. All applications will be acknowledged. Applications that do not include the supplementary materials, are not properly endorsed, or are incomplete will be returned.

Individuals interested in participating in a program at the NIC Training Center in Longmont, Colorado, must submit Form A (page 63) and the supplemental information requested in the course description. Individuals may also complete an application form online at www.nicic.org.

Whether applying online or by Form A, the supplemental information *must* be provided.

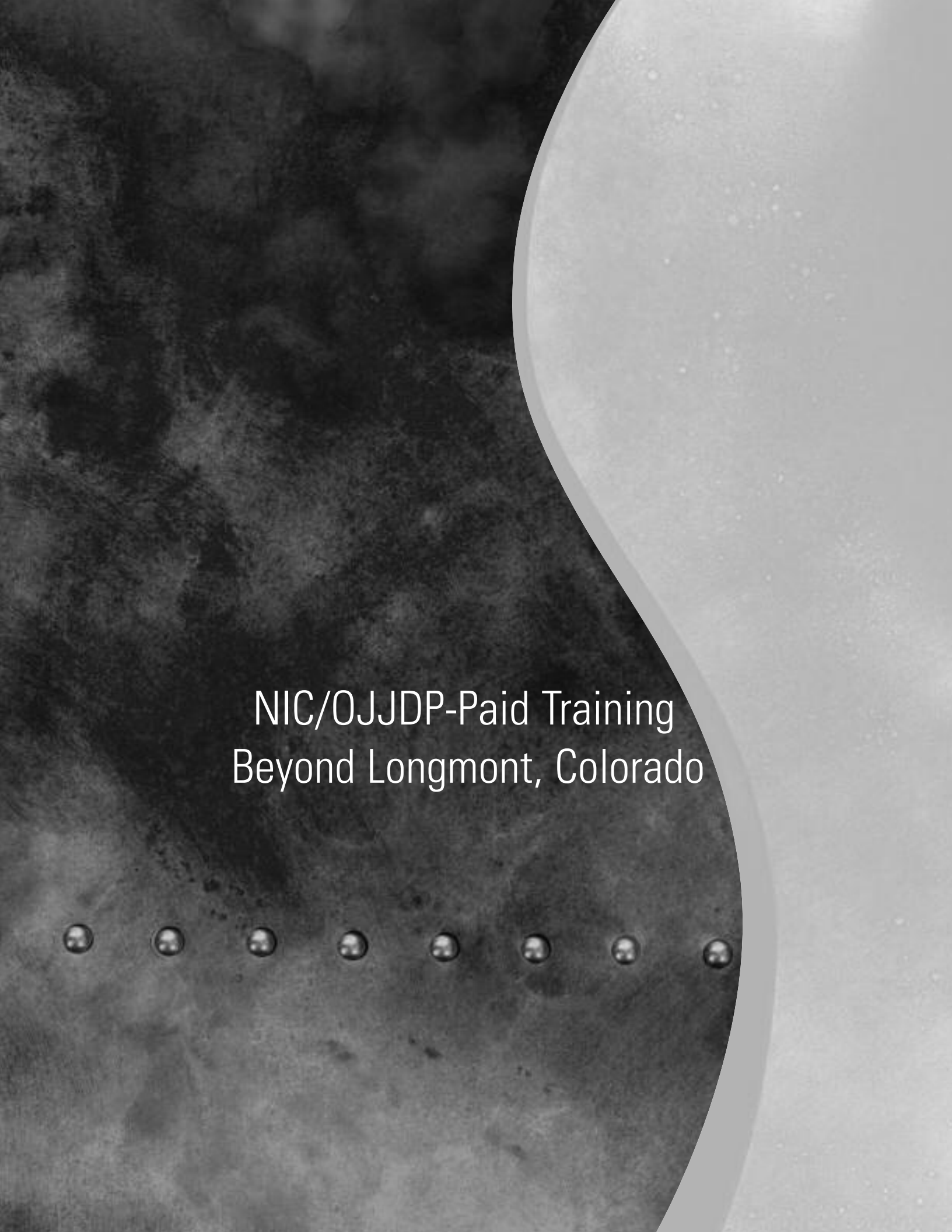
CANCELLATIONS

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

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

SEE ALSO . . .

NIC Learning Center at www.nicic.org
for application forms and instructions.



NIC/OJJDP-Paid Training
Beyond Longmont, Colorado

NIC/OJJDP-Paid Training Beyond Longmont, Colorado

Description

NIC/OJJDP-Paid Training Beyond Longmont, Colorado, Calendar

Costs and Logistics

Application Requirements

Cancellations

NIC/OJJDP-Paid Training Beyond Longmont, Colorado

DESCRIPTION

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

NIC/OJJDP-PAID TRAINING BEYOND LONGMONT, COLORADO, CALENDAR													
Page	Training Program	2006			2007								
		Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
LEADERSHIP AND MANAGEMENT													
7	Executive Training for Newly Appointed Chief Executive Officers of Juvenile Agencies				Location and program dates to be determined.*								
19	Addressing Staff Sexual Misconduct With Youth in Custody										8-13		

* When dates and location are selected, they will be posted on the NIC web site (www.nicic.org).

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 very important to the success of these programs, NIC and OJJDP pay travel and per diem expenses for state and local participants to visit other sites. In addition, as with all NIC/OJJDP training, no registration, tuition, or materials fees are assessed.

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

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

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

APPLICATION REQUIREMENTS

Individuals interested in participating in an NIC/OJJDP-paid program beyond Longmont, Colorado, must submit Form A (page 63) and the supplemental information requested in the course description. Individuals may also complete an application form online at www.nicic.org.

Whether applying online or by Form A, the supplemental information *must* be provided.

SEE ALSO . . .

NIC Learning Center at www.nicic.org for application forms and instructions.

Applicants may complete the application form for individuals (Form A, page 63), or they may complete an application form online at www.nicic.org. All applications (whether hardcopy or electronic) must be endorsed as described on the back of Form A. Most programs require that supplemental information be submitted with the application (see course descriptions for specifics). Applications submitted without that supplemental information will be returned.

If a training program is designed for participation by more than one person from an agency or jurisdiction, each prospective team member must complete an application, but only one supplementary statement for the team is required unless otherwise requested. The team applications and statement must be sent together to NIC. Applicants will be notified 60 days before the program date if they are selected to attend. All applications will be acknowledged. Applications that do not include the supplementary materials, are not properly endorsed, or are incomplete will be returned.

CANCELLATIONS

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

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



NIC/OJJDP Partnership Programs

NIC/OJJDP Partnership Programs

Description

NIC/OJJDP Partnership Program Calendar

Costs and Logistics

Site Coordinator's/Facilitator's Role

Application Requirements

Cancellations

DESCRIPTION

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

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

Applications for partnership programs will be accepted from agencies only. NIC/OJJDP will not accept applications from individuals wishing to participate.

NIC/OJJDP PARTNERSHIP PROGRAM CALENDAR													
Page	Training Program	2006			2007								
		Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July
JUVENILE OFFENDER MANAGEMENT													
17	Meeting the Needs of Juvenile Female Offenders									19–23	Apr. 30–May 4		

COSTS AND LOGISTICS

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

SITE COORDINATOR'S/FACILITATOR'S ROLE

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

- Designate a site coordinator, who will facilitate the program locally and be present throughout the program.
- Provide an appropriate training facility and equipment. The training facility must have a large main training room (1,200-square foot minimum) and two or three adjacent or nearby breakout rooms (400-square foot minimum each).
- Attract at least 24 participants to fill the program.
- Help participants obtain low-cost housing and meals.

APPLICATION REQUIREMENTS

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

Agencies interested in hosting a partnership program must submit the Statement of Interest To Host Partnership Programs (Form B, page 65). NIC staff will explore with the agency contact person the appropriateness of the training to meet the agency's needs and the agency's ability to provide the required logistical support for the program.

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

CANCELLATIONS

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



Forms

Forms

- Form A: Application for Individuals for NIC/OJJDP Training**
- Form B: Statement of Interest To Host Partnership Programs**
- Form C: Site Coordinator's Registration for 3-Hour Satellite/Internet Broadcasts**
- Form D: Site Coordinator's Registration for 32-Hour Satellite/Internet Broadcasts**
- Form E: Application for Regional Field Coordinator**

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 07- _____

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

Name _____

Mr. Ms. Mrs.

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 address _____

Primary area of corrections (check one):

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

I agree to—

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

Signature _____ Date _____

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.

Endorsement of Application by Agency Chief Executive Officer

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

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

Individuals from private organizations must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides services. 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 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 to determine the impact of the training on our organization.

Signature of chief executive officer _____ Date _____

Type or print name _____

Title of chief executive officer _____ Telephone (_____) _____

Statement of Interest To Host Partnership Programs

(to be completed by agencies applying to host a partnership program)

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

Partnership program title _____

Partnership program number 07- _____

Agency name _____

Agency address _____

City/State _____ ZIP Code _____

Agency contact person _____

Title _____

Telephone (_____) _____ Fax (_____) _____

E-mail address _____

Training date(s) in order of priority _____

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

Endorsement of Application by Agency Chief Executive Officer

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

Our agency is interested in hosting the above-named partnership program. If accepted to host this training program, we acknowledge that all expenses except those of the trainers and training materials are our responsibility as the requesting agency. 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 (_____) _____

Endorsement of Application by Agency Chief Executive Officer

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

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

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

Site Coordinator's Registration for 3-Hour Satellite/Internet Broadcasts

Program title _____

Program number 07-_____

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: NIC Academy Division, 1960 Industrial Circle, Longmont, CO 80501; fax: 303-682-0469; NIC Web site: www.nicic.org. Registration forms must be received 1 week before broadcast date. Information packets will be available on the NIC Web site.

Participant viewers: If you would like to take part in the satellite/Internet broadcast, visit the NIC Web site (www.nicic.org) for viewing sites in your area.

Please type or print legibly the information requested.

Registration date _____

Site coordinator/contact person _____

Title _____

Agency name _____

Mailing address _____

Contact numbers:

Telephone (_____) _____

Fax (_____) _____

E-mail address _____

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

Satellite _____

Internet _____

Site Coordinator's Registration for 32-Hour Satellite/Internet Broadcasts

Program title _____

Program number 07- _____

Date of site coordinator's training _____

Date of satellite/Internet broadcast _____

To apply, complete **(type or print legibly)** and sign this form, obtain the necessary endorsement, and mail or fax it to: NIC Academy Division, 1960 Industrial Circle, Longmont, CO 80501; fax: 303-682-0469. **Each item of this form must be completed.** Registration due date is 1 month before the site coordinator's training:

Site coordinator _____ Title _____

Agency name _____

Type of agency (check one): Federal State Local Other

Agency address _____

City/State _____ ZIP Code _____

Telephone (_____) _____ Fax (_____) _____

E-mail address _____

Signature of site coordinator _____ Date _____

Nomination/Endorsement

Nomination/endorsement must be made by the chief executive officer as defined on the back. 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 (_____) _____

Who Should Endorse Registrations

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

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

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

Application for Regional Field Coordinator

To apply, complete this form, obtain the necessary endorsement, and mail or fax it to: NIC Academy Division, 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 address _____

Type of agency (check one):

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

Primary area of corrections (check one):

- Juvenile detention
- Juvenile community corrections
- Secure juvenile facility or training school
- Other _____

Signature _____ Date _____

Nomination/Endorsement

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

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

Signature of chief executive officer _____ Date _____

Type or print name _____

Title of chief executive officer _____ Telephone (_____) _____

Endorsement of Application by Agency Chief Executive Officer

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

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

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

For a map and list of the regions and contacts, see pages 11–16.

**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?

4. Name _____

Position _____

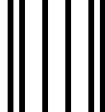
Agency _____

Address _____

City/State/ZIP _____

Telephone _____

E-mail _____



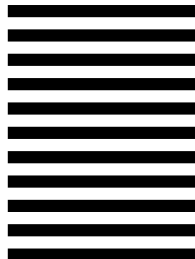
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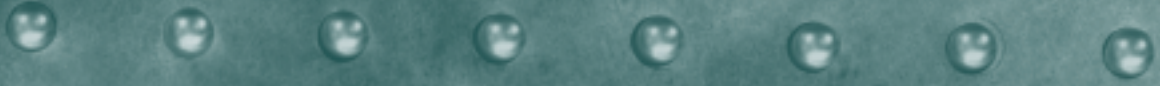
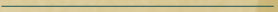
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B. Diane Williams

President
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Chicago, IL



www.nicic.org

