

U.S. Department of Justice
Washington, D.C.



National Institute of Corrections

Office of Juvenile Justice
and Delinquency Prevention

Schedule of Training and Services for Juvenile Justice Practitioners

162017

July 1995

National Institute of Corrections

Morris L. Thigpen, Director

Ida M. Halasz, Ph.D., Acting Chief
NIC Academy

Steven L. Swisher and Judith L. Blair, NIC Program Managers

1960 Industrial Circle, Suite A
Longmont, Colorado 80501

Telephone: (303) 682-0382
Toll Free: (800) 995-6429
FAX: (303) 682-0469

Office of Juvenile Justice and Delinquency Prevention

Shay Bilchik, Administrator

Emily C. Martin, Director
Training and Technical Assistance

F.M. Porpotage II, Assistant Director
Training and Technical Assistance

633 Indiana Avenue, NW
Washington, DC 20531

Telephone: (202) 307-5940
FAX: (202) 307-0091

Prepared under Interagency Agreement #94-JN-R-033 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 representation and full utilization of minorities, women, and disabled persons in the workforce. NIC recognizes the responsibility of every employer to have a workforce that is representative of this nation's diverse population. To this end, NIC urges agencies to provide the maximum feasible opportunity to employees to enhance their skills through on-the-job training, work-study programs, and other training measures so they may perform at their highest potential and advance in accordance with their abilities. NIC will look favorably upon applications for seminars where nominees for training include fair representation of women, minorities, and persons with disabilities.

162017

Dear Juvenile Justice Practitioner:

*We are pleased to provide this issue of the **Schedule of Training and Services for Juvenile Justice Practitioners**. It describes the seminars, technical assistance, and other training services available from the National Institute of Corrections (NIC) Academy through an interagency agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP).*

This is the fifth year that OJJDP has entered into an agreement with NIC to provide services. Both agencies strongly believe that juvenile justice practitioners should have opportunities for high-quality training and training-related services. We hope that the offerings, based on input from the OJJDP Training Committee, meet your needs.

Please note that the seminars are limited to 24 participants. We therefore encourage you to apply as soon as possible. All of the requested information and materials must be submitted, and the appropriate chief executive officer must sign your application.

We look forward to your participation in the seminars, teleconferences, workshops, and other activities.

*Morris L. Thigpen
Director
National Institute of Corrections*

*Shay Bilchik
Administrator
Office of Juvenile Justice and
Delinquency Prevention*

NIC/OJJDP Training Committee

NIC and OJJDP would like to acknowledge the work of the following individuals who served on the Training Committee in recommending the programs described in this document.

Betty Adams
Consultant
Children's Comprehensive Services
Murfreesboro, TN

Gwen Chunn
Director
North Carolina Division of Youth Services
Raleigh, NC

Earl Dunlap
Executive Director
National Juvenile Detention Association
Richmond, KY

Fred Jordan
Chief Probation Officer
Juvenile Probation Department
San Francisco, CA

Charles Kehoe
Consultant
Richmond, VA

Orlando L. Martinez
Consultant
Englewood, CO

Lloyd Mixdorf
Senior Vice President
Youth Services International
Owings Mills, MD

Dennis Shumate
Superintendent
Youth Center at Beloit
Beloit, KS

Rose Washington
Director
Berkshire Farm Center
and Services for Youth
Canaan, NY

Jesse Williams
Deputy Commissioner
Juvenile Justice Services
Philadelphia, PA

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GENERAL INFORMATION AND APPLICATION PROCEDURES

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

The current OJJDP/NIC agreement provides for services through April 1996. The NIC Academy and OJJDP have worked closely with an appointed Training Committee of juvenile detention and corrections leaders from throughout the nation to identify the training priorities of the field. The seminars and services described in this document were chosen based on the training needs identified at the National Juvenile Justice Training Needs Assessment Forum in November 1994.

The seminars were developed or adapted specifically for juvenile justice practitioners. Each seminar provides several days of intensive training, including small and large group discussions, group exercises, and shared experiences. In most cases, participants develop individual action plans or initiate projects they can implement when they return home. Upon full participation in an NIC Academy seminar, participants receive a Certificate of Attendance that documents their professional training.

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

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

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

Logistics and Costs

Most of the seminars offered by the NIC Academy are conducted at the Raintree Plaza Hotel and Conference Center in Longmont, Colorado. All participants are required to reside at the training site for the duration of the program, regardless of the proximity of their homes to the training site.

There are no registration, tuition, or materials fees associated with Academy training. Additionally, for seminars conducted in Longmont, Colorado, the costs of participants' air travel, lodging, and meals are paid by NIC through the interagency agreement with OJJDP. Those traveling to Longmont by means other than air will be reimbursed up to an amount that would have been incurred for airfare at government rates.

Longmont is served by the Denver International Airport. Regularly scheduled ground transportation is available for the approximate 1½-hour Denver/Longmont trip. *Participants are responsible for the costs of ground transportation to and from their point of departure and to and from Denver.*

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

Note: The Correctional Leadership Development and Executive Training for New Facility Directors seminars will be conducted at regional locations, and participants will be responsible for all travel expenses. The Academy will cover costs of lodging and meals.

Eligibility and Application Procedures

The seminars described in this document are open to juvenile detention and corrections personnel from the 50 states, the District of Columbia, and U.S. territories and commonwealths. Individuals who meet the eligibility requirements and are interested in participating in a seminar should complete the application (Form A) at the end of this document, attach the supplementary materials required in the course description, obtain the necessary endorsement as described below, and mail or fax the application to the National Institute of Corrections Academy. **All applications must be**

received at the Academy by the due date, but early submission of applications is strongly encouraged.

Endorsement of Applications for Training

The Academy will reject as "incomplete" application forms that do not bear the endorsement of the chief executive officer or the administrator of the agency, as defined below.

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

Selection of Applicants

Applicants should note that in order to maximize the learning experience, enrollment in each seminar is limited to 24

participants. Applicants are selected and assigned to seminars on the basis of: 1) their meeting the individual eligibility criteria, and 2) the NIC Academy's desire to maintain a broad cross-representation of men and women, racial and ethnic minorities, and geographical locations. In addition, the Academy attempts to maintain a balance between state and local practitioners and among applicants from the different juvenile justice work settings.

The National Institute of Corrections has a policy to ensure that no individual is discriminated against on the basis of race, color, national origin, gender, or disability in programs or activities funded or conducted by the Institute. Administrators are therefore encouraged to consider nominating qualified minorities, women, and employees with disabilities for participation in these seminars.

Cancellations

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

This Document Available on Computer Diskette and Internet

This *NIC/OJJDP Training Schedule* is available to agencies on computer diskette. To obtain a copy on disk, mail either a 5¼" or 3½" blank diskette to the Academy, marked Attn: OJJDP Schedule on Disk, and specify the format (WordPerfect 5.1 or WordPerfect 6.0). The disk can be used for producing additional hard copies of the document or transmitting it to staff electronically.

The document is also available on Internet. Connect to the Department of Justice gopher server, *gopher.usdoj.gov*. From the menu, select the National Institute of Corrections, then Training Information.

SEMINARS

Correctional Leadership Development

--a 72-hour regional seminar to develop leadership skills needed in juvenile justice

To deal with the many complex issues in juvenile justice, juvenile detention and corrections administrators must be leaders as well as skilled managers. This seminar is designed to enhance their leadership skills and ability to effectively manage the many converging challenges they face.

Elements of the program include:

- The research-based Leadership Challenge model, which develops five key areas of leadership practice;
- Assessment of individual leadership practices, including analysis of observations of others in the agency, and planning for personal leadership skills development;
- Elective skill-building workshops that address each of the five leadership areas;
- Interaction with consultants who are recognized leaders in the juvenile justice field and who model effective leadership practices;
- Design of a leadership development plan to guide participants' application of learning and personal development after the seminar.

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

Participants are expected to present their plans to their CEO after the seminar. Participants and agency CEOs must agree to provide NIC access to impact evaluation information related to the plan.

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

Participants are eligible to receive 3 graduate or undergraduate credits from Eastern Kentucky University. More information about this is provided to successful applicants.

WHO SHOULD ATTEND

Individuals with management responsibility for a state or local juvenile corrections facility, detention center, or community corrections/diversion program district or regional office, or administrators with similar levels of responsibility for agency support functions. Deputies of these administrators will also be considered if their applications are supported by a recommendation from the chief executive officer of the state or local agency indicating that the deputy is in line for additional management responsibility.

APPLICATION REQUIREMENTS

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

Phase I: Applicants must complete the Academy application form, supplementing it with a description of their duties and responsibilities and a current organization chart that clearly indicates their role in the agency.

Phase II: Selected applicants must complete pre-seminar assignments, including meeting with the CEO, distributing Leadership Practice Inventory instruments to observers within their agency, preparing a short verbal presentation, and completing a "personal best leadership experience" questionnaire.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
96-D101	Dec 3-13, 1995	Sep 5, 1995
96-D102	Mar 5-15, 1996	Dec 5, 1995

NOTE: Specific sites for the seminar have not yet been identified. The Academy is seeking sites in the midwest, west, or southwest parts of the country since regional seminars were offered earlier for the northeast and southeast states. Agencies interested in hosting one of the seminars should contact Steve Swisher or Judith Blair at the NIC Academy, (800) 995-6429.

Executive Training for New Facility Directors

New

--a 36-hour regional seminar to develop effective management and leadership skills

Directors of juvenile corrections/detention facilities play a critical role in carrying out the juvenile justice system's operations and responsibilities. Facility directors must manage and lead staff effectively in order to establish and maintain a safe and secure facility that provides juvenile inmates with necessary services, programs, custody, and care.

This seminar develops the skills needed to effectively manage a juvenile corrections/detention facility. It covers:

- The role of the director/superintendent as leader and decisionmaker,
- Individual leadership and management practices,
- Managing today's workforce,
- Critical issues and trends in juvenile justice,
- Applying learnings to guide personal development.

The seminar uses a highly interactive peer training model with consultants who are recognized leaders in the juvenile justice field and who have successfully managed and led juvenile corrections/detention facilities. Participants are required to complete several assignments before the seminar, including identifying a current agency problem. They develop a plan to address the problem during the seminar and are expected to present the plan to their agency managers after the seminar.

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

WHO SHOULD ATTEND

Directors or superintendents of state or local juvenile corrections or detention facilities who were appointed during the past year.

APPLICATION REQUIREMENTS

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

Phase I: Applicants must complete the Academy application form, supplementing it with a current facility organization chart and a description of their juvenile corrections or detention facility, including bed capacity, inmate population, programs provided, and facility staffing.

Phase II: Selected applicants must complete pre-seminar assignments, including development of a project proposal to address a management issue at their facility, or an issue that affects all facility operations in their agency. They must meet with their supervisor and the CEO prior to the seminar to gain support and approval of the proposed project.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
96-D301	Apr 14-19, 1996	Jan 12, 1996

NOTE: A site for the seminar has not yet been identified. The Academy is seeking a site near a juvenile residential facility in order to include a facility tour as part of the training. Agencies interested in hosting the seminar should contact Steve Swisher or Judith Blair at the NIC Academy, (800) 995-6429.

Executive Training for New CEOs of Juvenile Agencies

--a 20-hour seminar on critical issues for new chief executive officers of juvenile corrections agencies

Chief executive officers of juvenile corrections agencies occupy key positions of leadership. They are responsible for the administration of difficult, complex, and changing organizations. They are expected to integrate and represent the mission, vision, and values of the organization as well as administer all of its functions.

This seminar provides a forum in which new CEOs have the opportunity to discuss many of the critical issues related to their new positions. The peer training format entails a series of presentations by experienced CEOs in juvenile corrections, followed by discussions with the participants.

Topics may include:

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

WHO SHOULD ATTEND

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

APPLICATION REQUIREMENTS

Those interested in attending should contact the NIC Academy for application instructions.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
96-D401	Nov 29-Dec 1, 1995	Aug 28, 1995
96-D402	Feb 25-28, 1996	Nov 24, 1995

Public and Media Relations

--a 36-hour seminar to develop and refine skills for communicating with the public and the media

Many juvenile justice managers feel that the external forces that push and pull them are beyond their control. They must work with the media, policymakers, community groups, local and state legislators, and representatives of the public at large to support the mission of their organizations.

Leadership, good management, and effective communication skills are needed to interact positively with the public and the media and work cooperatively and constructively with those who may not understand the demands of juvenile corrections and detention. This seminar helps participants develop the skills and abilities needed to deal effectively with the media and the general public. Videotaping is used extensively to help participants refine their presentation skills.

WHO SHOULD ATTEND

Juvenile corrections/detention administrators, managers, and public information officers who are required to interact with individuals and groups outside of juvenile justice, such as the legislature, the media, and public interest groups.

APPLICATION REQUIREMENTS

Applicants must attach to their applications a statement describing: 1) their current position and responsibilities, 2) how this seminar will benefit them and their agency, 3) frequency of contact with the media and public, 4) any issues that have attracted significant public attention to their agency, and 5) a specific goal or expectation of the seminar.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
96-D201	Dec 3-8, 1995	Sep 5, 1995

Managing Violent and Disruptive Juvenile Offenders

--a 36-hour seminar on managing juvenile offenders in a detention or commitment facility

Violent and disruptive offenders not only threaten security and the safety of staff and residents, but they consume a disproportionate amount of staff time and institutional resources. Individualized programming has been shown to be effective in managing such offenders.

This seminar covers the common characteristics of violent and disruptive juvenile offenders, different programming approaches, and the impact of various management strategies on the conduct of aggression-prone youth. Issues related to the transition of these offenders to an open population are discussed, and the needs of staff working in a secure juvenile facility are considered.

Participants learn to:

- Use a systematic approach to plan and develop programs,
- Articulate the values and beliefs upon which they will build a philosophical foundation and mission to manage violent and disruptive juvenile offenders,
- Assess a variety of recognized programming models for compatibility with their expressed philosophical base and agency mission,
- Develop specific tactics within the context of a management plan to implement chosen models and strategies,
- Employ a classification model that enables individualized programming to succeed.

WHO SHOULD ATTEND

Two-person teams of juvenile detention and corrections managers who are responsible for housing violent and disruptive offenders and wish to establish a system of programming in their operations. Teams should include an administrator responsible for operations and a program manager or clinician responsible for the development and implementation of programming at the facility.

APPLICATION REQUIREMENTS

Each team member must complete an application form, but only one supplementary statement for the team is required. The statement must describe: 1) each team member's position and responsibilities, specifically as related to the management and care of violent and disruptive juvenile offenders; 2) the number of staff they supervise; and 3) how this seminar will benefit them and their agency.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
96-D701	Sep 24-29, 1995	Jul 24, 1995

Services and Programs for Juvenile Female Offenders

--a 36-hour seminar on services and programs for adolescent female offenders

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

This seminar examines the programs and services offered to girls detained or committed to state and local facilities within the context of current research and theory about girls' development and gender differences in thinking, learning, interacting, and behaving. It uses experiential learning processes, including group discussion and interactive small group and team projects. Participants analyze current practice, synthesize that knowledge and experience into specific program concepts, and generate recommendations to improve existing operations.

Topics include:

- Gender bias in the juvenile justice system,
- Impact of cultural sexism in girls' development,
- Gender differences in child and adolescent development,
- Gender equity in educational environments.

WHO SHOULD ATTEND

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

APPLICATION REQUIREMENTS

Applicants must attach to their applications a statement describing: 1) their current position and responsibilities, including the number of staff they supervise; 2) how this seminar relates to their position; 3) their agency's concerns about programs and services for juvenile female offenders; and 4) how this seminar will benefit them and their agency.

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
96-D1001	Dec 10-15, 1995	Sep 8, 1995

Evaluation and Accountability Strategies for Juvenile Correctional Programs

--a 36-hour seminar on developing evaluation strategies to measure program effectiveness

As juvenile corrections and detention agencies continue to grow and consume more resources, they are held to a higher standard of accountability. Simultaneously, the rising number of juvenile offenders with special problems has led to the development of a variety of programs, including substance abuse, mental health, and sex offender programs. A sound evaluation, preferably built into the original program design, is essential to measure and improve program quality and sustain support.

In this seminar, participant teams analyze their program design, develop evaluation and accountability strategies, and design evaluation plans for implementation. Key topics include:

- The role and responsibilities of the program administrator and/or program evaluator;
- Basic evaluation models and methodologies;

- Various evaluation processes, their components, and uses;
- Resources needed to conduct evaluations.

Several months after the seminar, participants share their progress in implementing their evaluation plans by submitting a brief written report.

WHO SHOULD ATTEND

Two- or three-person teams composed of the program director and/or other designated administrative staff responsible for design, implementation, and/or oversight of program evaluation and other accountability functions in a juvenile corrections, detention, or community-based setting.

APPLICATION REQUIREMENTS

Each team member must complete an application form, but only one supplementary statement for the team is required. The statement must describe: 1) their program, its design elements, and current evaluation practices; 2) each team member's position and responsibilities related to the program; and 3) how this seminar will benefit them and their agency. *Applicants must agree to provide results of implementing the evaluation plan developed during the seminar.*

SEMINAR NUMBER	SEMINAR DATE	APPLICATION DUE DATE
96-D4501	Apr 21-26, 1996	Jan 19, 1996

REGIONALIZATION

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

- Expand the dissemination and use of Academy-designed curriculum packages and training technologies;
- Maximize the use of federal funding available for training trainers through cooperative programming in state and local prisons, jails, community corrections, juvenile justice agencies, and the Federal Bureau of Prisons.

Goals

The goals of the expanded Regionalization effort are to:

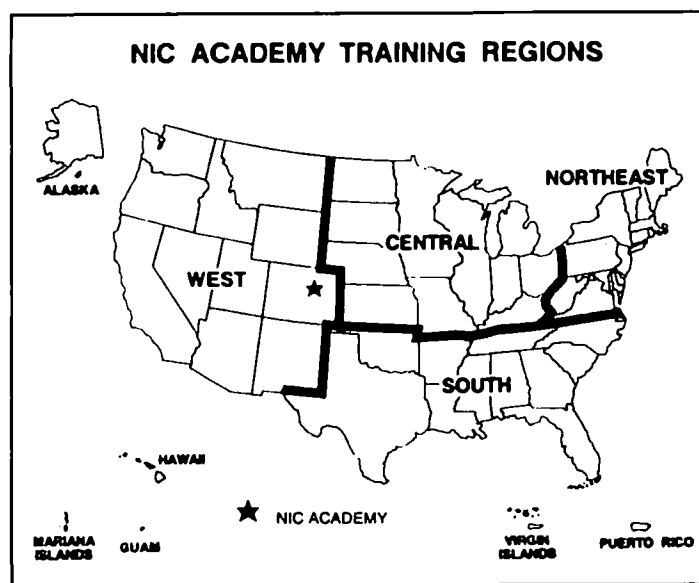
- Increase training opportunities and services in adult corrections and juvenile justice;
- Strengthen training-for-trainers programs in adult corrections and juvenile justice;
- Maintain a coordinated regional communications network among the Academy staff and trainers in state, local, and federal adult corrections and juvenile justice agencies;

Organization

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

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

- Support for the eight state and local RFCs from each region to attend an annual planning meeting in Longmont, Colorado;
- Financial resources for each region to offer seminars and other activities to build training capacity within the region. These activities include curriculum fairs to share training curriculums, train-the-trainer workshops, and training materials development.



Juvenile Justice Volunteer Regional Field Coordinators

Juvenile justice practitioners with questions regarding training opportunities and services in their region should contact the appropriate RFC identified below. Those interested in serving as a Regional Field Coordinator should request an application from the Regionalization Coordinator at the Academy by August 1, 1995.

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

Melvin C. Hathorn, Staff Development Coordinator
Long Lane School
Box 882
Middletown, CT 06457
(203) 344-2886 Fax: (203) 344-2346

Terry Keith Smith, Senior Training Technician
New York State Division for Youth
470 East 161 Street
New York, NY 10451
(718) 993-5350 No fax.

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

Tim O'Dea, Superintendent
Youth and Development Center
2802 30th Avenue
Kearney, NE 68847
(308) 865-5313 Fax: (308) 865-5323

Leslie Fowler, Youth Services Coordinator
Division of Juvenile Justice
200 E. Main Street
Lexington, KY 40507
(606) 258-3804 Fax: (606) 258-3406

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

Parkes Casselbury, Director of Quality Management
Tennessee Department of Youth Development
9th Floor Gateway Plaza
710 James Robertson Parkway
Nashville, TN 37243
(615) 741-9206 No fax.

John Mullins, Director
Professional Development Centre
University of South Florida
Florida Mental Health Institute
13301 Bruce B. Downs Boulevard
Tampa, FL 33612
(813) 974-4606 Fax: (813) 974-4696

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

Winnie Ore, Program Coordinator/
Staff Development Specialist
Department of Family Services
Juvenile Corrections Division
P.O. Box 8005
Helena, MT 59604-8005
(406) 444-7795 Fax: (406) 444-5956

Stephen L. Pozsg, Probation Program Manager
Department of Family Services
324 Hathaway
Cheyenne, WY 82002
(307) 777-5994 No fax.

TELECONFERENCES

The NIC Academy will offer audio and video teleconferences on current, high-interest topics for practitioners in both adult and juvenile corrections. All teleconferences require site coordinators to submit an application, coordinate the live teleconference onsite, duplicate camera-ready materials for the participants, and submit participants' evaluations to the Academy.

Audioconferences

The Academy will conduct four 2-hour audioconferences on a current topic that will have a significant effect on corrections. **The topic, dates, and application requirements will be announced through flyers and newsletter articles.**

The Academy will cover all costs for telephone time and electronic bridging among participants and will provide a camera-ready copy of participant materials. Participating agencies must provide speakerphones or other appropriate receiving equipment and duplication of participant materials. Agency site coordinators will receive detailed information and checklists for coordinating an audioconference.

Videoconferences

The Academy will conduct two 2-hour videoconferences--one on the Americans with Disabilities Act and the other on violent offenders. Videoconferences (one-way video, two-way audio) are transmitted live via satellite and require downlink equipment (satellite dish). Typically an unlimited number of sites from anywhere in the continental United States may participate. Although there are opportunities for participants to telephone questions to the presenters, emphasis is on conveying timely information to a broad audience.

The Academy will cover all costs for uplinking to the satellite and telephone time for questions and will provide a camera-ready copy of participant materials. Participating agencies must provide the downlink-equipped meeting room to receive the videoconference, a telephone to communicate questions, and duplication of participant materials. (Agencies that do not have their own downlink can usually use a downlink-equipped meeting room at a local community college, hotel, or government agency.) Agency site coordinators will receive detailed information on all aspects of coordinating a live videoconference.

Americans with Disabilities Act (ADA)

This 2-hour interactive videoconference focuses on the key aspects of the ADA relevant to correctional agencies. It is a continuation of the videoconference on this subject presented on April 21, 1994. Using video excerpts, presenters provide strategies to implement Title I (employee hiring and retention) and Title II (inmate program issues).

WHO SHOULD PARTICIPATE

Correctional managers and staff responsible for understanding and implementing the ADA legislation within adult and juvenile corrections agencies.

APPLICATION REQUIREMENTS

Agencies must submit the Teleconference Site Application (Form B) at the end of this document.

NUMBER	DATE	APPLICATION
		DUE DATE
96-S9001	Aug 29, 1996	Jun 28, 1996

What Works with Violent Offenders

This 2-hour videoconference bridges the gap between research on violent offenders and its application in corrections. It provides information on the principles of design, implementation, and evaluation of programs and interventions for violent offenders.

WHO SHOULD PARTICIPATE

Chief administrators of adult and juvenile corrections agencies, directors of programs for violent offenders, and correctional trainers.

APPLICATION REQUIREMENTS

Agencies must submit the Teleconference Site Application (Form B) at the end of this document.

NUMBER	DATE	APPLICATION
		DUE DATE
96-S9002	May 8, 1996	Mar 8, 1996

OJJDP Teleconferences

OJJDP will also conduct teleconferences that are not a part of the NIC/OJJDP program. For additional information on those teleconferences, contact Michael Jones at Eastern Kentucky University, an OJJDP grantee, (606) 622-6270.

OTHER ACTIVITIES

Technical Assistance

The NIC Academy will provide direct technical assistance to juvenile detention and corrections agencies to improve the design, delivery, operation, and evaluation of their training programs.

The total cost of any one technical assistance event may not exceed \$6,000. Assistance is usually provided by an experienced consultant, who is sent to the requesting state or local agency to work onsite with agency staff on one or more specific problems or needs. The assistance responds directly to the needs identified by the requesting agency. Assistance is usually provided during a period of 1 to 5 days.

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

Identification of Training Needs

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

Curriculum Development

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

Strategies for Training Development and Delivery

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

Evaluation of Training Programs

- Evaluating a training program or series;
- Evaluating individual curriculum modules;
- Assessing the impact of training on the target population;
- Evaluating instructional strategies.

Management of Training Systems

- Evaluating the role of training within the organization;
- Assessing the use of training staff;
- Developing methods to manage the training budget;

- Designing a management information system;
- Assessing the use of resources and materials;
- Evaluating the current capacity to train.

Training for Trainers: Capacity Building

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

Application Procedures

To request technical assistance, the chief executive officer of the agency must submit a letter on official stationery that:

- Identifies the problem(s) for which assistance is sought;
- Suggests a plan or specific action(s) to meet the problem(s);
- Explains why assistance must be obtained at the federal level;
- States the anticipated number of days that assistance would be needed.

Letters requesting technical assistance must be signed by the agency's chief executive officer and sent to the NIC/OJJDP Technical Assistance Manager, National Institute of Corrections Academy, 1960 Industrial Circle, Suite A, Longmont, Colorado 80501.

Conference Workshops

One of the Academy's most cost-efficient means of providing training is to host workshops in conjunction with national conferences. These workshops, typically one day in length and limited to 24 participants, are conducted at the conference site before or after the conference. Participants are responsible for their own travel and per diem expenses. Topics are determined based on the needs of the special interest groups attending the conferences.

Through the NIC/OJJDP agreement, the Academy will conduct two workshops at national conferences for juvenile detention and corrections practitioners. More information about these workshops, including the dates, locations, and application requirements, will be announced separately through letters, brochures, or newsletter articles.

National Institute of Corrections

Application for NIC/OJJDP Training

To apply, complete and sign this form, attach supplementary statements required in the seminar description, obtain the necessary endorsement, and mail or fax to the NIC Academy, 1960 Industrial Circle, Suite A, Longmont, Colorado 80501; FAX 303-682-0469. Each item on both sides of this application must be completed to receive consideration. All applications must be received by the due date. Early applications are strongly encouraged. All applications will be acknowledged. Applicants accepted will receive confirmation and additional information.

Date of Application _____

1. Name _____ 2. Social Security No. _____

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

3. Title _____ 4. Agency _____

5. Mailing Address _____ 6. City _____

7. County _____ 8. State _____ 9. Zip Code _____

10. Telephone _____

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

- ☐ 4. State ☐ 7. Special (e.g., territory, commonwealth)
☐ 5. Local ☐ 8. Foreign
☐ 6. Regional

12. Primary Area of Corrections (check one): (Note: Numbers 1-4 are omitted intentionally.)

- ☐ 5. Other ☐ 8. Secure juvenile facility, training school
☐ 6. Juvenile detention ☐ 9. Staff training
☐ 7. Juvenile community programs

13. Size of Agency or Institution: Number of Inmates or Clients _____ Number of Staff _____

It is the policy of the National Institute of Corrections to ensure that no individual is discriminated against on the basis of race, color, national origin, gender, or disability in programs or activities funded or conducted by the Institute. To help ensure that the aforementioned protected classes of people are fairly represented in Institute training programs, we are asking the following optional questions numbered 14-16.

14. (Optional) Gender: ☐ M ☐ F

15. (Optional) Race:

- ☐ 1. American Indian ☐ 4. Hispanic
☐ 2. Asian ☐ 5. White
☐ 3. Black ☐ 6. Other (specify) _____

16. (Optional) Disability:

- ☐ 1. Visually Impaired
☐ 2. Hearing Impaired
☐ 3. Physically Impaired

17. Seminar Title _____ 18. Seminar Number _____

19. Cannot attend seminar on following dates _____

20. Is the desired seminar designed for team participation? ☐ Yes ☐ No If yes, please list team members below and send applications for all team members together.

I have attached the supplementary statement required in the seminar description. Also, I understand that I will be required to reside at the training site for the duration of the seminar and that lodging and meals will be provided.

Signature of Applicant _____

Date _____

ENDORSEMENT OF APPLICATION FOR TRAINING

The Academy will reject as "incomplete" application forms that do not bear the endorsement of the Chief Executive Officer or Administrator of the agency, as defined below.

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

Notice to Administrators Making Endorsements: NIC will look favorably upon nominations of individuals and teams that reflect a fair representation of women, minorities, and persons with disabilities.

NOMINATION/ENDORSEMENT

Nomination/Endorsement must be made by, or under the name and authority of, the Chief Executive Officer or Administrator as defined above.

I recommend _____ for participation in the NIC/OJJDP training program for which this application is being submitted. This nomination is made on the basis that the nominee will be in a position to effect improvement in our organization. The information provided is accurate and complete.

Signature of Nominator

(Type or Print Name)

Title of Nominator

Telephone (include area code)

Date

National Institute of Corrections

Application for NIC/OJJDP Training

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5. Mailing Address _____ 6. City _____

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10. Telephone _____

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☐ 5. Local ☐ 8. Foreign
☐ 6. Regional

12. Primary Area of Corrections (check one): (Note: Numbers 1-4 are omitted intentionally.)

- ☐ 5. Other ☐ 8. Secure juvenile facility, training school
☐ 6. Juvenile detention ☐ 9. Staff training
☐ 7. Juvenile community programs

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19. Cannot attend seminar on following dates _____

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 - For **secure facility/training school practitioners**--the director or commissioner of the state department of juvenile corrections.
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-

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I recommend _____ for participation in the NIC/OJJDP training program for which this application is being submitted. This nomination is made on the basis that the nominee will be in a position to effect improvement in our organization. The information provided is accurate and complete.

Signature of Nominator

(Type or Print Name)

Title of Nominator

Telephone (include area code)

Date

**National Institute of Corrections
Academy**

Teleconference Site Application

To apply, complete this form and mail or fax to the NIC Academy. All applications must be received by the due date. All applications will be acknowledged. Sites selected for participation will receive confirmation and additional information.

Audioconference/Videoconference Title: _____

Number: 96-_____ Date Scheduled: _____

Agency/Site Name: _____

Site Address for Teleconference: _____

Site Coordinator/Contact Person: _____

Title: _____

Telephone: () _____ FAX: () _____

Mailing Address: _____

Other agencies you intend to invite or have invited to attend: _____

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

Describe local activities you may conduct before or after this teleconference: _____

Audioconference: Do you have a speakerphone? _____

Videoconference: Do you have access to a downlink? _____
(If not, NIC will assist in identifying local downlink sites.)

Note: If your agency is accepted as a site, you will be required to duplicate materials for your site participants and submit participants' evaluations to NIC.

Return application to: National Institute of Corrections Academy
1960 Industrial Circle, Suite A
Longmont, CO 80501
FAX: (303) 682-0469

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National Institute of Corrections**

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