I. Objectives

These guidelines ensure the prudent and reasonable use of Interstate Commission for Juveniles (ICJ) funds for the conduct of official business. They also ensure fair and equitable treatment of states by defining procedures for authorized training and technical assistance.

A. Provide training, technical assistance and support to member states and other criminal justice professionals involved in interstate compact business.

B. Ensure effective training opportunities are available to interstate professionals, which will increase their knowledge of the Commission's rules, practices, technology and compliance.

C. Assist member states in defining operational or programmatic problems specific to the Interstate Compact for Juveniles and provide recommendations regarding solutions to these challenging issues.

II. Training and Technical Assistance Available

ICJ supports a variety of projects to strengthen the compact process and public safety efforts.

A. Training for Compact Offices, Commissioners, Staff, Legal and Judicial Individuals and Groups, State Councils, etc.

B. Technical Assistance to include operations, compliance and dispute resolution, information technology, etc.

III. Eligibility

Any member state of the Interstate Commission for Juveniles is eligible to receive assistance. While ICJ may not have funding available for a specific purpose, it may assist states in identifying other resources to meet a need. ICJ will review all requests related to the Interstate Compact for Juveniles and will make every effort to identify avenues of assistance.

IV. Administering Training and Technical Assistance

Assistance is provided within the confines of the budget set forth and approved by the Executive Committee.

A. Request for training or technical assistance must originate from the State Compact Commissioner written to the Executive Director. Each request must include the following information:

    1. Contact information should include the name of the organization, the name of the individual making the request and his/her address, phone number, fax number and email
    2. A narrative description of the need
    3. Objectives and desired outcomes
    4. Proposed time frame
    5. Additional pertinent information or special circumstances

B. After receiving a request for assistance, the Executive Director or his/her designee will review the request and forward any recommendations to the Chair of the Training Committee for consideration.

C. The Chair of the Training Committee, in consultation with the other committee members, will review the request along with any recommendations by the Executive Director. After the committee's review, the Chair of the Training Committee will provide the results of the review to the Executive Director, and/or his/her designee, along with a recommendation to include the following:

    1. A review that will include consideration of the:
        a. Significance of need
        b. Number of recipients receiving assistance
        c. Prior technical assistance (applied for and/or received)
        d. Availability of funding
        e. Availability of expertise
    2. If the recommendation is to deny the request, the reason for the denial will be forwarded in writing to the Executive Director by the Chair of the Training Committee.
    3. If the recommendation is to approve the request, the review will include information on the following:
        a. The appropriate method of delivery, i.e., remote, onsite, etc.
        b. Identification of an individual best suited for the engagement
        c. Recommended days needed to deliver assistance
        d. Any other conditions which the Training Committee deems appropriate
    4. When identifying consultants, consideration will be given to retired Commissioners, individuals with prior experience as a commissioner and individuals with subject matter expertise.

D. If the final decision is to deny the request, the Executive Director will notify the requestor and provide reasons for denial.

E. If the final decision is to approve the request, the Executive Director or his/her designee will notify the requestor in writing and make the appropriate arrangements to fulfill the engagement.

   1. Individuals (consultants) selected to fulfill an engagement will receive a copy of the request along with any special recommendations and a letter of authorization.
   2. While the consultant is responsible for preparing all the materials to be used in the course of the engagement, the National Office will provide assistance in obtaining, duplicating and shipping the necessary materials and equipment.
   3. The National Office will also assist with travel arrangements if needed; otherwise, the consultant is responsible for making his/her own travel arrangements.

F. Consultants working on behalf of the Commission will be given a stipend of $400.00 per delivery day as defined in the authorization letter.

   1. This policy does not exclude Commissioners who desire to assist the Commission in a technical or training capacity without compensation.

G. Consultants authorized to travel to fulfill an engagement will be reimbursed for travel expenses in accordance with the ICJ travel policy.

H. Within 10 days of completing the engagement the consultant will provide the Executive Director or his/her designee with a report detailing at minimum the following information:

   1. Location of the engagement
   2. Number of delivery days
   3. General description of the participants, i.e., field officers, county judges, etc.
   4. Number of participants
   5. Narrative summary of the service provided
   6. Outcomes
   7. Participant evaluations
   8. Suggested follow up

J. After receiving the consultant’s report, the Executive Director or his/her designee will contact the requestor to discuss the success of the engagement and any needed follow up action.