



INTERSTATE COMMISSION FOR JUVENILES

Serving Juveniles While Protecting Communities

Best Practice

Topic: States in Transition

The purpose of this Best Practice is to assist member states in making advance preparations should they experience a transition in staff that could risk their effectiveness and ability to comply with the statutory requirements to effectuate the Compact due to insufficient staffing. The following are recommendations for states to follow when a change or vacancy in staff occurs in the ICJ Compact Office.

When possible, the Commissioner, Designee, Compact Administrator, or Deputy Compact Administrator is responsible for the following notifications:

1. Notify and provide regular updates to the ICJ National Office of the impending change or vacancy as soon as possible.
2. Notify his/her State Council of the impending change or vacancy.

To ensure business continuity and uninterrupted Compact services, the Commissioner, Designee, Compact Administrator, or Deputy Compact Administrator is responsible for the following:

1. Working with Agency Directors or senior administrative staff to ensure the ICJ Compact Office is adequately covered and not left vacant when the change occurs.
2. Establishing a checklist of ICJ procedures that includes:
 - a. Developing policies and procedures for handling ICJ matters.
 - b. Training an alternate person in JIDS.
 - c. Following the ICJ approved Best Practice for managing JIDS' user accounts.

To support new ICJ Compact Office staff during the transition, the Commissioner, Designee, Compact Administrator, or Deputy Compact Administrator is responsible for the following:

1. Directing new staff to the resources and training opportunities available through the Commission, i.e. Commission's website, online training, manuals, technical and training assistance, etc.
2. To the extent possible, bifurcated states should make every effort to assist in training ICJ Compact Offices within their own state when vacancies occur in Probation and/or Parole.
3. To see that the suggested time frame for full implementation and training of the ICJ Compact Office in transition is 90 days.

National Office support available to a state in transition includes the following:

1. The ICJ National Office will send a letter to the Governor's Office from the Commission Chair, if the transition involves a change in the Commissioner, urging a new appointment.
2. The ICJ National Office will work with the appropriate regional representative to assign a mentor within the region.
3. The Commission will provide technical and training assistance upon a state's request.

If a state fails to abide by these recommended best practices resulting in an allegation of non-compliance, then the matter will be referred to the Compliance and Executive Committees for further action.

To assist compact offices in preparing for staff transitions, states may utilize the ICJ Transition/Succession Plan Template to record state-specific information. To view a sample plan or for additional information, please contact your regional representative. After filling in your state's information, please submit the plan to your regional representative for retention.

ADDENDUM: ICJ Transition/Succession Plan Template

{STATE NAME} ICJ Transition/Succession Plan

STATE COMPACT OFFICE INFORMATION

	Response	Email, Phone Number, link, etc.
What agency houses the ICJ Compact office?		
State Statute		
ICJ State Council		
Does the ICJ Office in your state have funding available for juvenile returns?		
Who is responsible in your state ICJ office to pay for ICJ Annual dues?		
Funding for Treatment		
Is there any special grant funding available in your state for ICJ juveniles?		
ICJ Compact Office Budget		
Does your state have separate ICJ offices for probation and parole?		
Who is the ICJ Commissioner?		
Who is the ICJ Designee?		
DCA / Staff		
Who in your state covers the daily operations of the Interstate Commission for Juveniles?		
Who is the Supervisor over the ICJ Staff?		
ICJ - Help Desk Contact Information (JIDS log-in) for the national data system		
How are cases routed to local workers within your state?		
Who is contacted in your state in regards to sex offender questions?		
Who is contacted in your state in regards to human sex trafficking?		
Who is contacted in your state in regards to ICPC cases?		
Who is contacted in your state in regards to Immigration issues? <i>(An "A" number is the term used as an immigration identification number.)</i>		

TRAINING INFORMATION

	Response	Email, Phone Number, link, etc.
Where do your staff and local workers obtain ICJ forms and information?		
If there was an emergency and the ICJ Administrator and Deputy Compact Administrator were unavailable, who should the Local Workers contact for emergency assistance/notification?		
What does a typical day look like in your state's ICJ Office?		
Resources: For Example: Associations / Affiliation Contacts Escort Services		
Location of Juvenile Corrections Institutions {link}		
Location of Secure Detention Facilities {link}		
Dependency Facilities		
Law Enforcement		
	Completed by:	Date Completed: