

	<b>Interstate Commission for Juveniles</b>	<b>Policy Number:</b> <b>01-2019</b>	<b>Page Number:</b> <b>1</b>
<p style="text-align: center;"><b>ICJ Administrative Policy</b></p> <p style="text-align: center;">Mentoring Policy</p>		<p><b>Dated:</b> June 27, 2019</p> <p><b>Revised:</b> September 9, 2019</p>	

**I. Authorization**

Article I of the Interstate Compact for Juveniles (ICJ), outlines the purposes of the Compact, including: “(L) coordinate training and education regarding the regulation of interstate movement of juveniles for officials involved in such activity . . .” This policy provides guidelines for the ICJ Mentoring Program, which was designed to promote Article I (L) of the Compact.

**II. Policy**

To support states in transition, ICJ Mentors will provide guidance, technical assistance and structured learning as required with new state commissioners, compact administrators, deputy compact administrators, and other ICJ office staff acclimatization efforts into new compact roles and continuity of state performance under ICJ rules. Nothing in this policy prohibits informal resource sharing with other state compact office personnel.

**III. Responsibility**

**A. Role of the Mentor:**

1. Advise and/or train mentee;
2. Ask questions to determine mentee’s understanding of ICJ Rules and processes, as well as areas needing clarity or improvement;
3. Assist mentee in learning about the Commission’s policies and procedures, including those related to travel, interpretation of rules, and dispute resolution;
4. Act as a resource for information and resources that can aid ICJ work;
5. Provide insight through mentor’s ICJ experience and aid in problem solving;
6. Encourage and provide support during the transition period for mentee;

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7. Maintain trust and confidentiality of state information per ICJ Rules; and
8. Develop with mentee determined times to meet and discuss issues of concern.

**B. Role of the Mentee:**

1. Have a desire to learn, grow and succeed in the work of ICJ;
2. Develop skills through Commission approved training opportunities;
3. Reach out in a timely fashion to seek guidance when a need develops; and
4. Determine your expectations from your assigned mentor.

**IV. Procedures**

**A. Eligibility**

1. Mentees:

Any Commissioner, compact administrator, deputy compact administrator, or other ICJ office staff who has taken on his or her current role within the last year is eligible to participate as a mentee.

2. Mentors:

- a. Any Commissioner, compact administrator, deputy compact administrator, or other ICJ office staff who:
  - i. Has at least two (2) years of experience working for a state Compact office, and
  - ii. Is employed by a state considered to be in good standing, as indicated by previous performance measurement assessments and/or compliance-related actions.

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- b. If it is unclear whether the state is considered to be in good standing, the Executive Committee will make a determination.

## B. Establishing Mentoring Relationships

1. The National Office shall provide information regarding the ICJ Mentoring Program to each new Commissioner and full-time designee, who may share that information with compact administrators, deputy compact administrators and other ICJ office staff.
2. Any commissioner, compact administrator, deputy compact administrator, or other ICJ office staff interested in participating in the Mentoring Program shall submit a written request to the National Office. The Training Committee Chair shall review all requests submitted and assign appropriate mentors.
3. Each mentor and mentee may enter into a Mentoring Agreement, specifying confidentiality parameters, agreed times to meet, professional behavior and topics/agenda goals. If an agreement is made, the mentor shall ensure that a copy of the agreement is provided to the Commission's Executive Director.
4. Either party may terminate the mentoring agreement at any time. Unless otherwise specified in the agreement or extended by a subsequent agreement, the mentoring relationship will terminate six (6) months after the date of the Mentoring Agreement.

## C. Dispute Resolution

When a dispute or controversy arises between member states, refer to ICJ Rules and Policies for requesting the Commission's assistance with dispute resolution, interpretation of the ICJ Rules, or filing an allegation of default. The mentor shall not intervene to attempt to resolve the dispute or take any action on behalf of the mentee or other member state.