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<p style="text-align: center;">ICJ Administrative Policy</p> <p style="text-align: center;">Training and Technical Assistance</p>		<p>Dated: January 28, 2010</p> <p>Revised: March 22, 2022</p>	

I. Authorization

Article IV(18) of the Compact statute provides in relevant part that, “The commission shall have the following powers and duties...to coordinate education, training and public awareness regarding the interstate movement of juveniles for officials involved in such activity.”

Article XI(B)(1)(a) of the Compact statute provides in relevant part that, “...the Interstate Commission may impose...remedial training and technical assistance...”

II. Policy

To support states in effecting the Compact and its rules, the Commission provides universal, targeted, and tailored training and technical assistance to define operational or programmatic problems; identify best practices; coordinate education programs; promote public awareness; and support sustainable compliance. Training and technical assistance is available to states and criminal justice professionals and organizations involved in interstate compact business and is provided within the confines of the budget set forth and approved by the Executive Committee.


III. Responsibility

The Training, Education, and Public Relations Committee develops and approves resources used for training and technical assistance.

The National Office reviews requests for training and technical assistance and determines if committee review or approval is necessary or if the National Office can address the request.

The National Office provides universal training and technical assistance to assist states and the general public.

Commissioners/designees request targeted or tailored technical assistance for state or local personnel within their states, and/or determine whether requests submitted by other ICJ personnel are authorized.

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The Training, Education and Public Relations Committee reviews and approves requests for targeted and tailored training and technical assistance referred to the Committee, including mandatory training and technical assistance approved by the Executive Committee.

The Compliance Committee recommends mandatory training and technical assistance to the Executive Committee in accordance with the policies of the Commission.


The Training, Education and Public Relations Committee may collaborate with other ICJ Committees or other partners to develop resources to meet training and technical assistance needs.

IV. Procedures

- A. Training and technical assistance is categorized as universal, targeted, or tailored, as defined below:
 1. Universal
The dissemination of information or resources that are widely available to the general public.
 2. Targeted
The dissemination of information or resources for a specific purpose and audience that may require committee review or resource development.
 3. Tailored
The customized dissemination of information or resources for a specific purpose and audience that requires committee approval and resource development.
- B. Any member of the general public may request universal training and technical assistance in accordance with this policy and the public resources of the Commission.
- C. Requests for targeted or tailored training and technical assistance must be submitted to the National Office and include the following information:

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1. Contact information, including the name of the agency/organization, the name of the individual making the request, and the requestor's phone number and email address;
 2. Description of the need, including the topic, problem, or issue to be addressed;
 3. Objectives and desired outcomes;
 4. Stakeholders and target audience;
 5. Proposed timeframe or date of delivery; and
 6. Additional pertinent information or special circumstances
- D. After receiving a request, the Executive Director and/or their designee will review the request.
1. If the request is submitted by state or local personnel other than the Commissioner/designee, the National Office will refer the request to the relevant state ICJ Office and/or consult with the Commissioner/designee regarding the request.
 2. If necessary, the Executive Director and/or their designee will forward any recommendations to the Chair of the Training, Education and Public Relations Committee for consideration.
- E. The Chair of the Training, Education and Public Relations Committee, will review the request along with any recommendations from the National Office.
- F. After the committee's review, the Chair of the Training, Education, and Public Relations Committee will provide the Executive Director, and/or their designee, a recommendation to approve or deny the request.
1. If the final decision is to deny the request, the Executive Director and/or their designee will notify the requestor and provide reasons for denial.
 2. If the final decision is to approve the request, the Executive Director and/or their designee will notify the requestor in writing and make the appropriate arrangements to fulfill the request, including the development of a Training and Technical Assistance Plan.

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G. When training and technical assistance is mandatory, the Training Committee will oversee the training and technical assistance, including the development of a Training and Technical Assistance Plan.

V. Training and Technical Assistance Plan

A. A Training and Technical Assistance Plan is required for tailored training and technical assistance approved or mandated by the Commission and is optional for targeted training and technical assistance requests.

B. The National Office will work with the requestor and Chair of the Training, Education and Public Relations Committee, if necessary, to create a Training and Technical Assistance Plan to include the following information:


1. Objectives and desired outcomes;
2. Stakeholders and target audience;
3. Timeline and date(s) of delivery;
4. Method of delivery;
5. Trainer, presenter, or consultant information;
6. Resources or training curricula needed;
7. Method to assess objectives and desired outcomes; and
8. Budget, if applicable.

C. The requestor will review and approve the plan prior to the implementation of training and technical assistance.

D. When training and technical assistance is mandatory, the state’s Compact Commissioner or their designee will be involved in preparation of the plan which will receive final approval from the Training, Education and Public Relations Committee.

VI. Consultants

A. In the event that a consultant is needed to deliver the training and technical assistance, consideration will be given to retired Commissioners, individuals with prior experience as a Commissioner, and individuals with subject matter expertise. This policy does not exclude Commissioners who desire to assist the Commission without compensation.

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- B. Consultants selected to deliver training and technical assistance will receive a copy of the approved Training and Technical Assistance Plan, along with any special recommendations, and a letter of authorization from the Commission.
- C. The National Office will act as the liaison between the requestor and the consultant(s) to ensure all objectives are communicated and any needed resources, curricula, or equipment are provided.
- D. The National Office will assist the consultant(s) with travel arrangements, if requested.
- E. Consultants working on behalf of the Commission will be given a stipend of \$400.00 per delivery day as defined in the authorization letter.
- F. Consultants authorized to travel to deliver training and technical assistance will be reimbursed for travel expenses in accordance with the ICJ Travel Reimbursement Policy.
- G. Within ten (10) business days of delivering training and technical assistance, the consultant(s) will provide the Executive Director and/or their designee with a report detailing the following information:
 - 1. Number of participants;
 - 2. Narrative summary of the training and technical assistance provided, including how objectives and desired outcomes were fulfilled;
 - 3. Participant evaluations, if applicable; and
 - 4. Suggested follow up for the requestor.
- H. After receiving the consultant’s report, the Executive Director and/or their designee will contact the requestor to discuss the success of the training and technical assistance provided and any needed follow up action. When the training and technical assistance is mandatory, the Compliance Committee will review the report and provide recommendations to the Executive Committee.