

## Application for Regional Field Coordinator

To apply, complete this form, obtain the necessary endorsement, and mail or fax it to the NIC Academy, 1960 Industrial Circle, Longmont, Colorado 80501; fax 303-682-0469. Each item of this application must be completed to be given consideration.

Mr. \_\_\_\_\_ Ms. \_\_\_\_\_ Mrs. \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Is your primary job responsibility staff training?

Yes \_\_\_\_\_ No \_\_\_\_\_

Number of offenders/clients \_\_\_\_\_

Number of staff \_\_\_\_\_

Agency \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_

State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Type of agency (check one)

- Federal—Bureau of Prisons
- Federal—Other
- State
- Indian country—Bureau of Indian Affairs
- Indian country—Tribal
- Regional
- County
- Municipal
- U.S. commonwealth or territory
- Foreign
- Private

Primary area of corrections (check one)

- Adult jail
- Adult community corrections
- Adult prison
- Other \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Nomination/Endorsement

Nomination or endorsement must be made by the chief executive officer as defined on the back of this application.

I recommend \_\_\_\_\_ to serve as a regional field coordinator (RFC) for the National Institute of Corrections Academy. This nomination is made on the basis that the candidate will be in a position to effect improvement in our organization and will serve as an RFC for \_\_\_\_\_ year(s) (maximum 3). The information provided is accurate and complete.

\_\_\_\_\_  
Signature of chief executive officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or print name

\_\_\_\_\_  
Title of chief executive officer

(\_\_\_\_) \_\_\_\_\_  
Telephone

## **Endorsement of Application by Agency Chief Executive Officer**

NIC will return as “incomplete” application forms that do not have the endorsement of the chief executive officer of the agency, as defined below.

- For **jails**. If the jail is under the sheriff, the sheriff must endorse the application. If not, the application must be endorsed by the chief executive officer of the local department of corrections.
- For **prisons**. The director or commissioner of the state department of corrections.
- For **community corrections**. The head of the agency, such as the chief probation officer, chairperson of the parole board, executive director of the agency, or director of the department of corrections, depending on the organizational structure of the agency.
- For **employees of the federal Bureau of Prisons**. Both the warden and the assistant director of human resource management at the central office.

**Individuals from private organizations** must submit with their application an endorsement letter from the chief executive officer (as defined above) of the public agency to which the private organization provides service. The endorsement letter *must verify that the private organization is contractually or statutorily required to deliver services to the corrections agency making the endorsement.*