

A DIRECTORY OF LOW COST TECHNICAL ASSISTANCE,  
TRAINING, AND INFORMATION SOURCES IN CRIMINAL  
JUSTICE AND RELATED FIELDS

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With the Special Assistance of  
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DIVISION OF JUSTICE AND CRIME PREVENTION

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## INTRODUCTION

## ACQUISITIONS

The function of this manual is to provide a directory of technical assistance, training, and information services which are available to local criminal justice agencies and concerned citizen groups. Its underlying purpose is to increase the use of expert assistance, training, and quality information that will enhance the effectiveness of the criminal justice system in Virginia.

This list of assisting agencies is by no means comprehensive. However, it does represent a wide range of high quality services available to various components of the criminal justice system.

The primary requirements for the inclusion of the agencies in this manual were the provision of inexpensive, high calibre services. Agencies and associations that limit their assistance to members only and agencies felt to be inaccessible to the general user have not been included in this manual. The appended, brief resource list of documents will assist users in locating further assistance.

Some of the assistance-providing agencies have been included in response to the special needs and climate of the criminal justice system today. Future revisions of this manual will attempt to maintain a similar currency.

While all of the services included are criminal justice related, some are aimed at assisting community groups increase and upgrade their valuable contributions to the criminal justice system. It is also hoped that criminal justice personnel and agencies will become involved with, and make greater use of, the services available from the variety of agencies mentioned in this manual.

I would like to express my appreciation for the assistance given by Laura Wohlford, Ben Wood, Joe Marshall and Bill Wood, all of DJCP.

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ORGANIZATION: American Medical Association  
535 North Dearborn Street  
Chicago, Illinois 60610  
312/751-6000

DIRECTOR: Joe Rowan, Director of Correctional Programs

CONTACT PERSON(S): Joe Rowan

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The AMA has been sponsoring the Pilot Program to Improve Medical Care and Health Services In Jails. The goal of this project is the development of tested and replicable models for health care delivery. While Virginia is not one of the states participating in this program, materials that have been developed for the project may be of assistance to jails that wish to upgrade their medical services. The following publications are a product of the program and free single copies are available from the AMA:

- 1) Standards for the Accreditation of Medical Care and Health Services in Jails.
- 2) Eleven monographs designed to assist the jail to meet standards.
- 3) A Practical Guide, including sample medical records, contracts, guidelines, procedures, protocols, receiving screening and health history formats and other models for self-help consultation, greatly reducing the need for outside, on-site technical assistance.

Cont'd.

- 4) A profile of pre and post epidemiologic screenings conducted on inmate patients which showed a four-fold increase in the early identification of illnesses, including communicable diseases.
- 5) A profile of pre and post health care systems in the pilot jails which showed improvement in every category of health care.

Standards are now being developed for:

- 1) Mental Health - Jails and Prisons
- 2) Chemical Dependency - Jails and Prisons
- 3) Juvenile Facilities - Short and Long Term
- 4) Medical and Health Services in Prisons

Additional assistance in health services in jails may be available from local medical societies and health departments.

ORGANIZATION: Child Welfare Resource Information Exchange  
Suite 501, 2011 Eye Street, N. W.  
Washington, D. C. 20006  
202/331-0028

DIRECTOR: Paul E. Mott, PhD.

CONTACT  
PERSON(S): Paul E. Mott, PhD.

LIMITATIONS: None

FEES: None

SERVICES  
PROVIDED: The Child Welfare Resource Information Exchange is charged with accelerating the use of innovative programs and technologies by identifying those which can be transferred to other settings and making them known to the child welfare community. Programs and technologies selected for dissemination must reflect good child welfare practice, be comprehensive, and be sufficiently detailed for use by other agencies in expanding or developing programs and copies of the documentation must be available at a reasonable cost. Abstracts are prepared for all materials meeting these criteria and include prices and addresses for ordering the materials.

Other materials identified by the exchange include manuals, handbooks, reports and documentation on the operation of programs, means of delivering services and/or planning and management tools in the following areas relating to criminal justice:

Cont'd.

Alcohol and Drug Abuse  
Child Abuse and Neglect  
Counseling  
Crisis Intervention  
Delinquency  
Diversion  
Foster Care  
Group Homes

Information and Referral  
Legal Services  
Parenthood Education  
Prevention Services  
Probation and Parole Services  
Residential Institutions  
Status Offenders  
Volunteer Services

Abstracts are also provided for training materials, including teaching manuals, curriculum course outlines, student workbooks and audio-visual material.

Abstracts of many of the new additions to the resource collection are published free in the bi-monthly bulletin, Exchange. The materials in Exchange are indexed for retrieval. Abstracts of all pertinent materials in the resource collection are mailed to requesters seeking information on resources on specific topics.

ORGANIZATION: Department of Mental Health and Mental Retardation  
Division of Substance Abuse  
700 East Main Street, 10th Floor  
Post Office Box 1797  
Richmond, Virginia 23214  
804/786-1529

DIRECTOR: Dr. A. Mort Casson, Assistant Commissioner  
for Substance Abuse

CONTACT PERSON(S): Frank Patterson  
Criminal Justice Coordinator

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The mission of the Division of Substance Abuse is to establish and coordinate substance abuse treatment, rehabilitation, education, and prevention services in Virginia. The Division provides technical assistance to Community Mental Health and Mental Retardation Services Boards to aid in operating local programs which include, but are not limited to, the following:

1. community residences for the mentally ill and retarded
2. drug abuse and alcoholism treatment programs
3. inpatient or outpatient diagnostic and treatment services
4. rehabilitative services for patients suffering from mental or emotional disorders and other psychiatric conditions, mental retardation, or alcohol or drug abuse
5. therapeutic communities, group homes, and so on
6. public information and education
7. cooperative services with public health and other groups in preventing and treating alcohol and drug abuse, mental retardation and illness, and other psychiatric disorders

Also on the State level, the Division of Substance Abuse offers the following services:



1. Assistance in the development of standards for alcohol and drug counselors
2. Assistance in the development of standards for community substance abuse programs
3. Provide assistance in developing and conducting evaluations
4. Development of new and/or expanded resources
5. Providing training
6. Assistance in employee program development and in prevention program development
7. Title XX certification
8. Program licensure
9. Program quality assurance

Another function of the Division is the Criminal Justice Interface Component, created to ensure that substance abuse services are made available to clients at appropriate points within the criminal justice system and to establish liaisons with all elements of the criminal justice system. The Interface program includes the following objectives:

1. To aid in developing programs on substance abuse for the criminal justice client
2. To assist in securing funding sources for program support services
3. To provide technical assistance at all levels of program development (grant writing, design, implementation, and evaluation).
4. To assist in obtaining information from and coordination between various levels of government
5. To review and comment on applications as they relate to the substance abuse component of the criminal justice system
6. To provide training programs for criminal justice and community treatment personnel who are involved in treating substance abuse.

ORGANIZATION: Division of Justice and Crime Prevention  
8501 Mayland Drive  
Richmond, Virginia 23229  
804/281-9276

DIRECTOR: Richard N. Harris

CONTACT  
PERSON(S): Mrs. Lou L. Hanks

LIMITATIONS: None

FEES: None

SERVICES  
PROVIDED: The Division of Justice and Crime Prevention is the state agency responsible for planning and coordinating efforts to improve law enforcement and the administration of justice in Virginia.

Under the supervision of the Council on Criminal Justice, the Division administers a program of financial assistance to local and state criminal justice agencies, using federal funds provided to Virginia by the Law Enforcement Assistance Administration. These funds are used in accordance with a statewide Criminal Justice Plan developed by the Division and the Council.

In addition to financial assistance, the Division offers other agencies and groups technical assistance, whether they are seeking grant funds or not. With its own staff specialists in courts, prosecution, defense, law enforcement, substance abuse, juvenile justice, adult corrections, communications, information systems, research, planning, analysis and evaluation, the Division can provide agencies and groups a wide range of technical assistance and program development expertise. The Division can also draw from technical assistance resources elsewhere in Virginia and from across the nation, and through its library has access to criminal justice and related publications of all kinds.

For further information about the assistance available from DJCP, contact Mrs. Lou L. Hanks at DJCP, or contact the criminal justice planner employed by the planning district commission in your area.

**ORGANIZATION:** Division of Justice and Crime Prevention  
Library  
8501 Mayland Drive  
Richmond, Virginia 23229  
804/281-9276

**CONTACT PERSON(S):** Stephen E. Squire

**LIMITATIONS:** Library visitors by appointment, please.

**FEES:** None

**SERVICES PROVIDED:** The Division of Justice and Crime Prevention (DJCP) Library is a collection of approximately 3,000 volumes and over 150 current journals and periodicals, that is primarily concerned with recent developments in criminal justice, juvenile justice, crime prevention, and program planning and evaluation. Its basic purpose is to serve the research needs of the Division, the criminal justice planning agency for Virginia, but is open to the public by appointment. Books circulate on an interlibrary loan basis only, and while journals do not circulate, Xerox service is available for articles. Phone reference requests are accepted and a contact network can assist users in locating resources. A vertical file of subject material is maintained.

A list of periodicals and journals held by the Library is available free by contacting: Division of Justice and Crime Prevention, Library, 8501 Mayland Drive, Richmond, Virginia 23229, Librarian-Stephen E. Squire, 804/281-9276.

ORGANIZATION: Division of Justice and Crime Prevention  
Statistical Analysis Center(SAC)  
8501 Mayland Drive  
Richmond, Virginia 23229  
804/281-9276

CONTACT PERSON(S): Raymond M. Hogue

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The role of the Statistical Analysis Center, the criminal justice analysis center within Virginia's Division of Justice and Crime Prevention, is defined by its two principal goals:

- The provision of interpretive analyses of criminal justice data and the coordination of criminal justice information and statistical systems development.
- The providing of assistance to improve and strengthen the administration of justice in Virginia.

The SAC's goal of analysis and coordination encompasses four specific objectives. The first of these is the provision of analyses of crime, correlated socio-economic variables, and projections of prospective crime trends. To meet this objective, the SAC has developed and maintains a data base consisting of demographic and socio-economic variables, as well as correlative variables and crime statistics. A computer terminal system is used to access the data base and manipulate specific data using interactive software services. Reports on crime and its relationship to other factors have been prepared for local and State governmental agencies. The SAC encourages the utilization of its data base by other agencies, for either particular data needs or as a data base model.

Continued.

Its data base is also integral to the SAC's objective of providing analyses and reports of resource expenditures, workloads, and performance of criminal justice systems. The data base is constantly updated and analyzed for operational effectiveness. Data is collected from both State and Federal agencies. Reports on criminal justice resources have been prepared for governmental agencies and commissions. Future SAC projects will produce reports analyzing sentencing, trial delay, recidivism, arrest quality, and other factors which affect the criminal justice system.

Another objective is to respond to requests for statistical information. The SAC's primary service in this area is the provision of consultation. Projects undertaken have resulted in planning input and task force participation.

The objective of enhancing law enforcement service delivery effectiveness includes four components: careful delineation of policy and procedures, use and coordination of information and administration systems, consolidation of information and records functions among contiguous agencies, and promotion of effective use of agency data. The SAC's Police Systems Specialist has worked with local law enforcement agencies to address the need for realistic delineation of policy and procedures. Technical assistance, including on site review and evaluation, has been provided to criminal justice agencies attempting to install appropriate levels of records-keeping, information, and administrative systems. The SAC also promotes the consolidation of information systems among agencies, and assists agencies in using available data for crime analysis and patrol design.

Technical assistance provision and innovative program development are the component objectives of the SAC's goal of making a significant contribution to the improvement of criminal justice administration. Jail population projections, inmate profiles, and historical censuses have been prepared for local agencies and planning commissions. Other projects undertaken in response to requests for technical assistance have involved the development, upgrading, and consolidation of information systems.

Its promotion of prototype urban analysis techniques exemplifies the SAC's commitment to innovative program development. Sophisticated approaches to the collection and analysis of data, and the application of new information to local program planning are necessary if Virginia's cities are to seriously address their social problems. Urban analysis techniques can provide cities the technical capabilities necessary to successfully examine and attack crime and other social ills. As a result of examining social service agencies and client neighborhoods, the SAC will be able to make specific recommendations to local agencies regarding residents' service expectations and governmental delivery realities.

ORGANIZATION: National Center for State Courts  
300 Newport Avenue  
Williamsburg, Virginia 23185  
804/253-2000

DIRECTOR: Edward B. McConnell

CONTACT  
PERSON(S): Winifred L. Hepperle

LIMITATIONS: None

FEES: None

SERVICES  
PROVIDED: The National Center for State Courts is a nonprofit organization dedicated to the improvement of justice at the state and local levels, and the modernization of court operations. The Center provides information and/or technical assistance in a wide variety of matters, including: court delay reduction, court management and planning, court improvement through applied technology, use of lay judges, records management and court reporting, caseloads, judicial information systems, jury and witness management, and court equipment analysis. A Research and Information Service acts as a clearinghouse for information on courts and court systems operations and the Center's library contains a unique collection of judicial material.

ORGANIZATION: National Clearinghouse for Drug Abuse Information (NCDAI)  
Post Office Box 1635  
Rockville, Maryland 20850  
301/443-6500

DIRECTOR: Leona D. Ferguson

CONTACT PERSON(S): Leona D. Ferguson

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The National Clearinghouse for Drug Abuse Information was established to separate the facts from the myths and inaccuracies that had permeated drug abuse information, and translate these facts into clear, unbiased, scientifically based materials for the public.

Materials targeted for various segments of the population are used to answer most of the public inquiries received at the Clearinghouse. Fact sheets and short reference lists are distributed for more specific drug information. To meet the needs of drug abuse researchers, treatment personnel, and training and prevention professionals, the Clearinghouse distributes manuals, reports, scientific reviews, and bibliographies developed by the National Institute on Drug Abuse (NIDA). A comprehensive list of all current Clearinghouse publications is available upon request. Request for general drug abuse information and publications should be sent to NCDAI, P.O. Box 1635, Rockville, Maryland 20850.

NIDA also operates the Clearinghouse Program File, which provides directory information on current drug abuse treatment programs in all modalities throughout the U.S. Search requests specifying relevant key words or concepts should be sent to: NCDAI, Room 110, 11400 Rockville Pike, Rockville, Maryland 20852.



**ORGANIZATION:** National Criminal Justice Reference Service  
Post Office Box 6000  
Rockville, Maryland 20850  
202/862-2900

**DIRECTOR:** Georgette Semick

**CONTACT PERSON(S):** Callers will be referred to various staff specialists

**LIMITATIONS:** None

**FEES:** None

**SERVICES PROVIDED:** The National Criminal Justice Reference Service (NCJRS) is an information clearinghouse and reference service. NCJRS serves both the professional criminal justice and law enforcement community and the general public. A professional staff of reference specialists knowledgeable in specific subject areas (e.g., courts, police, corrections), use a 30,000 document computerized data base to respond to inquiries. NCJRS maintains a reading room and reference library in Washington, D. C. that provides access to the NCJRS collection and many basic sources of criminal justice information.

Through its Selective Notification of Information service, NCJRS mails bi-weekly announcements of publications and meetings to users who register with NCJRS and indicate their specific areas of interest. Free microfiche copies of many documents in the NCJRS collection are available upon request, as are paper copies of selected documents. NCJRS also makes its entire collection available to other libraries through its Document Loan Program.

The NCJRS reference library and reading room is open on weekdays from 9 A.M. to 5 P.M. and is located at 1015 Twentieth Street, N. W., Suite 400, Washington, D. C. The telephone number is 202/862-2900.

ORGANIZATION: National Information Center on Volunteerism  
Post Office Box 4179  
Boulder, Colorado 80302  
303/447-0492

DIRECTOR: Dorothy V. Denny

CONTACT PERSON(S): Stephen Hansen, Library Coordinator

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The National Information Center on Volunteerism (NICOV) is a resource center for volunteer programs which promote the exchange of ideas and information among volunteer programs. NICOV's intention is to answer any request for information from individuals or agencies involved in corrections programs which are using NICOV or plan to use volunteers. The resources at NICOV's disposal include: (1) A library on volunteerism, containing 20,000 published and unpublished documents. In answering requests, the staff will search the library and, where feasible, copy and mail the appropriate items. (2) Quick reference sheets covering general principles in volunteerism and citing available published references.

In addition, NICOV will develop information portfolios which include the best library material and bibliographical data for volunteer programs in jails, probation and parole, institutions and community-based facilities. These packages will be compilations of the best material available in planning, training, managing, and evaluating volunteer programs.

ORGANIZATION: The National Institute Host Program  
c/o PTI Criminal Justice Program  
Public Technology, Inc.  
1140 Connecticut Avenue, N. W.  
Washington, D. C. 20036  
202/452-7700

DIRECTOR: Jack Herzig

CONTACT PERSON(S): Bruce Brennan, Professional Development Coordinator  
Division of Justice and Crime Prevention  
8501 Mayland Drive  
Richmond, Virginia 23229 804/281-9276

LIMITATIONS: Senior criminal justice officials who are considering, have decided to, or have begun the adaption or replication of an Exemplary Project.

FEES: None

SERVICES PROVIDED: The Host Program gives state and local criminal justice officials the opportunity to observe and participate in the operations of outstanding criminal justice programs that have been Exemplary Projects. The benefits of this program have included the reduction of start up time and costs, elimination of the need to repeat work done elsewhere, and assistance in the adaptation of already proven concepts to local needs. These on-site visits, which may range from a few days to several weeks, are made at no expense to the participant or his agency.

**ORGANIZATION:** National Institute on Alcohol Abuse and Alcoholism  
National Clearinghouse for Alcohol Information  
Box 2345  
Rockville, Maryland 20852  
301/468-2600

**DIRECTOR:** Terry Bellicha

**CONTACT PERSON(S):** Terry Bellicha

**LIMITATIONS:** None

**FEES:** None

**SERVICES PROVIDED:** The National Institute on Alcohol Abuse and Alcoholism (NIAAA) was established to search worldwide information on alcoholism prevention, treatment, and research, and then share this knowledge with both the professional community and the general public.

NIAAA publications range from basic question and answer pamphlets to reports to Congress. Directories and bibliographies are available through the Clearinghouse, as well as computer and manual information searches on specific topics and referrals to other information service agencies.

The National Clearinghouse for Alcohol Information provides: The NIAA Information and Feature Service which reports on trends, opinion and programs across the nation; Alcohol Health and Research World, which features surveys of successful treatment programs; book reviews; interviews with leaders in the alcohol field; and Current Awareness Services, which alerts the public to new publications on topics selected.

ORGANIZATION: The NIC Jail Center  
P. O. Box 9130  
Boulder, Colorado 80301  
303/443-7050

DIRECTOR: Gregory Dobson.

CONTACT  
PERSON(S): Gregory Dobson

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The National Institute of Corrections has opened a national jail center to serve as the focal point for improving management, operations, and services in jails throughout the country. The purpose of the center is to apply resources and energy to support sheriffs, jail administrators, and private organizations to improve jail operations and programs.

The NIC Jail Center will provide training, technical assistance, and information for the jail community on:

- Jail organization and management
- Legal/constitutional issues for jail management
- Jail programs and services
- Alternatives to jail
- Volunteer training and programs
- Development and utilization of community resources
- Jail standards and inspection systems
- Intake diagnostic services

The Jail Center will conduct training programs in a variety of areas for persons in jail-related professions. Training held at the Center will focus on sheriffs, jail administrators, jail trainers, jail inspectors, and elected officials. Specialized high-quality services and programs operating in jails across the nation may also be established

as training models. Program participants will be selected by review of applications submitted and travel and per diem expenses will be paid by NIC.

The NIC Jail Center will provide on-site technical assistance to jails, persons who have completed NIC training, and elected officials, courts, and professional groups. In addition, the Center will sponsor the exchange of information, by either providing information on innovative programs at other jails or sponsoring an individual's short internship at another agency with a particular program.

The NIC staff will utilize all existing information and clearinghouse services to serve jail leaders. The Center will also maintain a library of soft-cover, jail-related materials and will accumulate information on progressive and innovative programs operating in jails across the nation.

ORGANIZATION: National Retired Teachers Association -  
American Association of Retired Persons  
1909 K Street, N. W.  
Washington, D. C. 20049  
202/872-4700

DIRECTOR: Cyril F. Brickfield

CONTACT PERSON(S): George Sunderland, Senior Coordinator, Crime Prevention Program

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The National Retired Teachers Association and the American Association of Retired Persons have a fundamental commitment to the alleviation of problems of older Americans and to improvement of the quality of their lives. The Association's Crime Prevention Section implements a number of programs and activities designed to help older persons, elected officials, community leaders, law enforcement agencies, service organizations, and others, to understand and cope with the crime problems of the elderly. These programs and activities look at realistic ways to take action to avoid victimization, to reduce criminal opportunities, and to alert the elderly to real dangers, at the same time dispelling imagined fears.

The Associations have also developed the Law Enforcement and Older Persons: A Training Manual, which has been used by police academies. The manual deals with five principal areas upon which law enforcement activities must focus with respect to the elderly: the older person as a crime victim, as a witness, or as an offender; the non-criminal problems of older persons requiring police response; and the value of older persons as community resources to law enforcement.

The Associations also publish a guide to crime prevention films and slide presentations and provide some films and slides on loan.

ORGANIZATION: Pretrial Services Resource Center  
1010 Vermont Avenue, N. W., Suite 200  
Washington, D. C. 20005  
202/638-3080

DIRECTOR: Madeline Crohn

CONTACT PERSON(S): Madeline Crohn

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The Pretrial Services Resource Center serves as an information, technical assistance, and training center for court agencies and other organizations involved in pretrial services. The Center's services include:

A newsletter and special news bulletin.

A library of resources and materials of interest to practitioners in the pretrial services field.

Establishing and updating a directory of pretrial services agencies throughout the country.

Gathering and disseminating information from LEAA and other funding agencies concerning grants related to the pretrial services field.

Establishing a "bank" of individuals and agencies with special expertise in the pretrial service field.

Identifying programs and projects having practices which can provide role models for other programs seeking information and advice.



Responding to requests for information or assistance through dissemination of existing materials (if adequate materials are not available, the Resource Center may then begin to provide free, selected on-site assistance).

Refining and further documenting standards and goals for release and diversion; starting work on similar standards and goals for other pretrial alternatives.

Gathering research and evaluation materials which have been generated in or out of the field, and disseminating relevant findings or models.

Reviewing and disseminating information on case law, court rules, or legislation (proposed or passed) pertaining to the pretrial field.

ORGANIZATION: Technical Assistance Resource Center  
University of Wisconsin at Milwaukee  
Enderis Hall, Room 1141  
Milwaukee, Wisconsin 53010  
414/963-6209

DIRECTOR: Dennis Hatch

CONTACT PERSON(S): Dennis Hatch

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The primary objective of the Center is the delivery of quality, practical and responsive training programs and technical assistance for the development of planning, evaluative, and analytical skills within operational criminal justice agencies.

Among the training programs currently available are introductory courses in criminal justice planning, crime analysis, and program evaluation and monitoring. All courses are taught by highly qualified teams of instructors which include both academicians and practitioners. Tuition and travel and per diem expenses are funded through LEAA. Those interested in attending any of these courses should contact: Ronald S. Jones, Local/Regional Planning Coordinator, Division of Justice and Crime Prevention, 8501 Mayland Drive, Richmond, Virginia 23229, 804/281-9276.

The Center has established a technical assistance resource program as an adjunct to its broader training activity. The technical assistance available will be offered in such a way as to not only solve the evaluation, analysis, or planning problem at hand, but also build capability in the recipients so they can deal with future problems more effectively. The technical assistance is provided by telephone consultations, provision of documents, review of documents, on-site visits, or workshops at no expense to users.

Continued.

The Center may be contacted for further information; however, all requests for technical assistance must be made through: Frank A. Sansone, Evaluation Coordinator, Division of Justice and Crime Prevention, 8501 Mayland Drive, Richmond, Virginia, 23229, 804/281-9276.

ORGANIZATION: Virginia Division for Children  
Eighth Street Office Building, 7th Floor  
Richmond, Virginia 23219  
804/786-5507

DIRECTOR: Valerie S. Emerson

CONTACT PERSON(S): Beth Diggles

LIMITATIONS: None

FEES: None

SERVICES PROVIDED: The Virginia Division for Children has the responsibility of planning and coordinating all of the State services to children so that Virginia's children may develop to their full physical, mental, and social capabilities. The Division is divided into the following sections:

The information clearinghouse section publishes Aware, a monthly newsletter analyzing issues relating to child advocacy, and maintains a central clearinghouse library and information exchange.

The planning and coordination section researches major issues, reviews proposed programs, and develops recommendations for legislators and other officials concerning child advocacy. They also track proposed state and federal legislation and policy changes concerning children.

The training and technical assistance section provides services for the training and technical assistance needs of child serving organizations, and collects and disseminates information on technical assistance resources. Workshops concerning the child and the family are sponsored through this section.

The monitoring and evaluation section studies the effectiveness and efficiency of state programs and services for children.

In addition to the above services, the Division for Children has also recently published the following documents:

1. Inventory and Analysis of State Data Sources for Children and Youth
2. An Inventory of Virginia Legislation Directly Affecting Children and Youth
3. Innovative Programming for Children and Youth
4. Alternative Needs Assessment Techniques for Virginia
5. Needs Assessment by Planning District - December, 1978
6. Inventory of Resources Available for Children and Youth, September, 1978
7. Statewide Needs Assessment Report - September, 1978

## B I B L I O G R A P H Y

This bibliography is intended to provide further material which will be helpful in locating additional assistance resources in criminal justice.

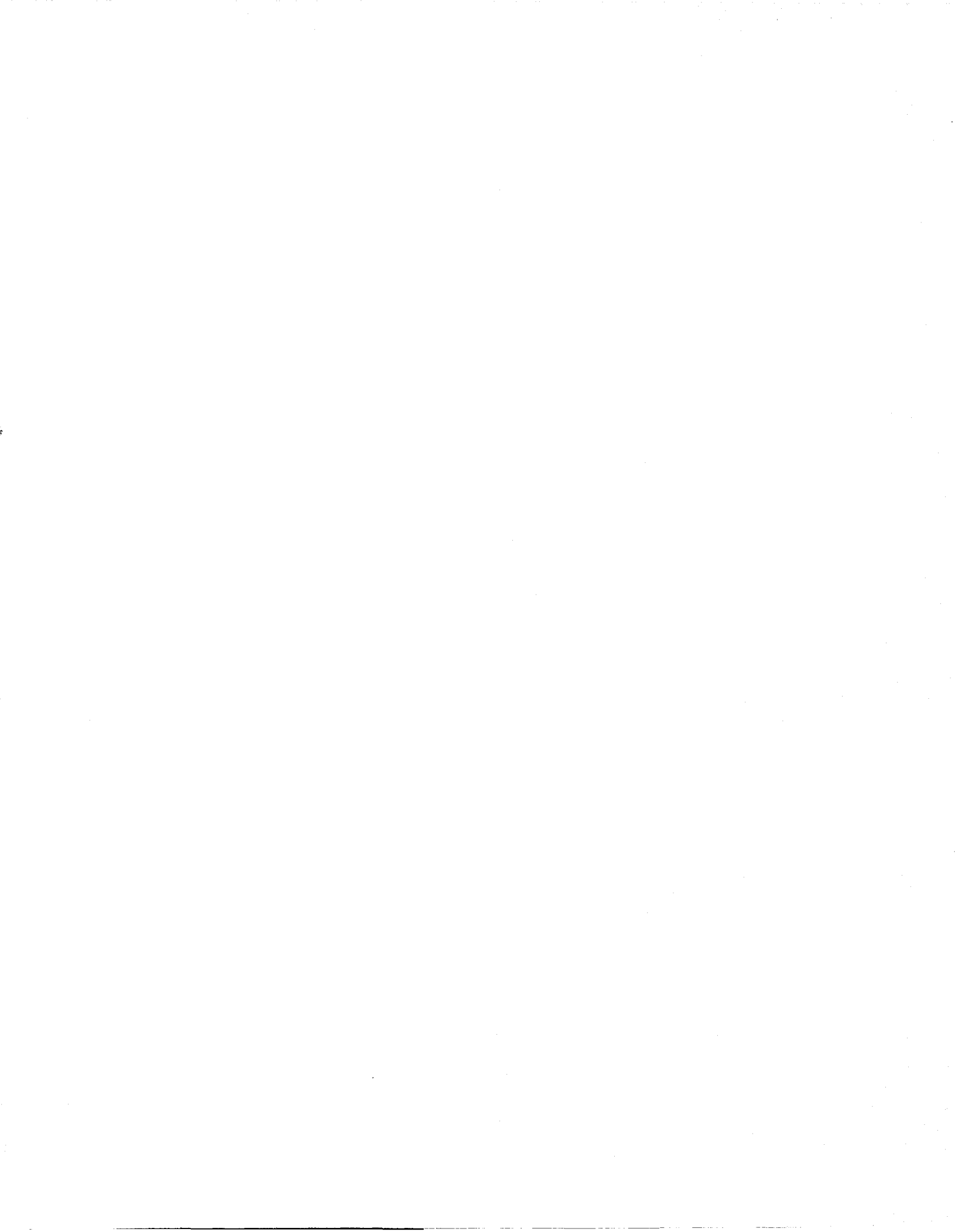
Basic Sources in Criminal Justice: A Selected Bibliography,  
compiled by Emily Johnson and Marjorie Kravitz, LEAA, 1978.

The Criminal Justice System in Virginia, An Introduction for Planners,  
DJCP, 1979.

Guide for Discretionary Grant Programs: Guideline Manual,  
U.S. Dept. of Justice, LEAA, Washington, D. C., 1978.

A Selected, Annotated Guide to Criminal Justice Programs and Reports:  
Exemplary Projects, Prescriptive Packages, and Discretionary Grants,  
compiled by George Smith, DJCP, 1978.

The State Agency Resource Compendium, DJCP, 1979



**END**