 <p>CD-120800</p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 01/12/01	REVIEW/REVISED: 03/17/15
	EFFECTIVE DATE: 01/12/01	
TITLE: Vocational Education Programming		

AUTHORITY:

Policy CD-010100

REFERENCES:

- A. ACA Standard 2-CO-5B-01, *Standards for the Administration of Correctional Agencies*, 2nd Edition
- B. ACA Standards 4-4465, 4-4467, 4-4468, 4-4470 through 4-4472, 4-4474, and 4-4475, *Standards for Adult Correctional Institutions*, 4th Edition.
- C. CEA Standards 36-39, 41, 50-52, 56-61 and 62-68.

PURPOSE:

To establish guidelines for vocational education programs which are appropriate to the needs of the inmate population. **[2-CO-5B-01]**

APPLICABILITY:

Education staff, classification, security and Central Office administration; NMCD inmates.

DEFINITIONS:

- A. CASAS: Comprehensive Adult Student Assessment System.
- B. NCCER: National Center for Construction Education and Research.
- C. NMDWS: New Mexico Department of Workforce Solutions.
- D. SCANS: The U.S. Department of Labor, Secretary's Commission on Achieving Necessary Skills.

- E. Act Work Keys: A job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce. This series of tests measures foundational and soft skills of employment candidates.

POLICY:

- A. New Mexico Corrections Department, Recidivism Reduction Division (RRD) shall provide career oriented educational and vocational programming to qualified inmates. These programs shall:
1. Provide the knowledge and skills necessary for a released offender to obtain viable employment in career fields that are in demand in the State of New Mexico.
 2. Yield livable entry level wages.
 3. Be consistent with the needs of the inmate population. [4-4465] [4-4468]
 4. Be current with industry standards.
 5. Be integrated with academic, re-entry, vocational assessment and vocational counseling services.
 6. Have instructional personnel who are certified by the New Mexico Public Education Department and/or trade specific professional licensure or certification agency.
 7. Be evaluated by NMCD, Recidivism Reduction Division (RRD) at least annually for compliance with this and all other applicable policies and procedures and with trade specific certification standards and requirements as well as local, regional and national employment trends.
 8. Include provisions to meet the vocational needs of qualified inmates who require special placement needs due to physical, mental, emotional or learning disabilities. [4-4475]
 9. Use curricula that correlate to the U.S. Department of Labor, Secretary's Commission on Achieving Necessary Skills (SCANS).
- B. Personnel policies and practices for vocational instructors shall be the same as for other state educators.


- C. NMCD, Recidivism Reduction Division, **does not** discriminate on the basis of race, color, national origin, gender, or handicap in its programs, activities, or inmate employment. In situations where staff or students determine a scheduled class, activity, or facility is not accessible to them because of a disability, they should immediately contact the facility Supervisor of Education.
- D. NMCD Central Office Administration, Classification and Education Department, and facility Education Departments and Wardens shall make every effort to avoid transfer of inmates participating in vocational programming for other than safety, security or disciplinary purposes. Reduction in security classification and bed availability **is not a valid justification** for transferring those inmates participating in vocational programming.
- E. Academic and vocational programs are to be recognized, certified, and/or licensed by the state department of education or other recognized agency having jurisdiction. Programs up to the completion of high school and/or the GED are available at no cost to inmates. [4-4470]
- F. Vocational training programs should be integrated with academic programs and should be relevant to the vocational needs of inmates and to employment opportunities in the community. [4-4467]
- G. The Department shall provide for a system whereby the academic and vocational training programs are assessed against stated objectives by qualified individuals, professional groups, and trade associations; this assessment is done at least every three years. [4-4471]
- H. All academic and vocational education personnel are certified by a state department of education or other comparable authority. [4-4472]
- I. The Department shall provide for a system of academic and vocational counseling as well as initial screening, assessment, and evaluation to determine each inmate's educational needs. [4-4474]



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

03/17/15

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PROCEDURES: [2-CO-5B-01]

A. Program Description:

New Mexico Department of Corrections, Education Department provides vocational programming in a variety of career-technical fields to qualified inmates in all level I-IV facilities. This programming is intended to meet the needs of the inmate population and to provide the knowledge and skills necessary to acquire viable, meaningful, and career oriented employment upon release. To accomplish this, each vocational offering must comply with the standards stated below. Development or continuance of any vocational program that does not comply with all of these standards requires a formal approval by the Recidivism Reduction Division (RRD). **[4-4468]**

1. Program must be aligned with and prepare students for nationally recognized credential, license or certificate.
2. Program offering is based on the current average NM job market forecast growth or more.
3. Program must be technically current according to industry standards.
4. Equipment must be adequate to support training on current standards.
5. Classroom and lab spaces must be adequate for program and must meet safety and fire standards.
6. Instructional and vocational instructional staff must be provided the resources to take advantage of professional development opportunities at least annually to maintain credentials and knowledge of current standards and trends within their vocational specialties.
7. Program must meet all other appropriate NMCD standards for programming.

B. Program Organization:

The NMCD RRD provides administration, guidance and oversight of all NMCD vocational education programs.

The RRD Operations Manager or designee will provide general program oversight and administration of new and piloted vocational education programs at all adult prison facilities. The Supervisor of Education at each adult prison facility provides local oversight and management of programs under his or her authority. The program instructor is responsible for proper curriculum presentation, classroom activities, class administration, test security, tool security, and the enforcement of safety and security policies.

C. Program Evaluation:

Each Vocational Education Program at each adult prison facility will be evaluated by NMCD RRD at least annually for compliance with this and all other applicable policies and procedures, as well as trade specific certification standards and requirements. Additionally, each program is auditable by American Correctional Association (ACA), and specific programs may be audited by the credentialing or accrediting agency at a periodicity required by that agency. Each instructor will be observed at least quarterly by their Supervisor of Education to evaluate teaching techniques and effectiveness, classroom/lab management, student participation, appropriate content and classroom/lab safety and security.

D. Program Development and Monitoring:1. Program Monitoring:

Under the direction of the Operations Manager, the NMCD RRD periodically reviews new and piloted vocational program for compliance with stated vocational program standards, industry standards, credentialing requirements, state employment needs and inmate needs. Once the new vocational programs have been established and removed from the pilot stage, supervision, monitoring, and oversight of said programs will revert to the Education Administrator. The Education Administrator provides supervision and oversight of existing and established vocational programs.

- a. At least annually, review all NMCD vocational education programs for compliance with this policy, industry standards, credentialing requirements, accreditation standards, state employment needs and inmate needs. Report the findings and recommendations to the RRD Director.

- b. Review all requests and recommendations for new vocational educational program development and report recommendations to the RRD Director.
- c. In partnership with ad-hoc members, discuss trends and new developments within the New Mexico job market and consider new program development, modification or termination of current programs relevant to inmate needs and employment opportunities. Report findings and recommendations to the Operations Manager/Education Administrator.

2. Program Development:

Facility Supervisor of Educations, Vocational Instructors or NMCD/facility administrative staff requesting or recommending new program development or modification of existing programs must submit recommendation to the RRD Director for review. The recommendation must include but is not limited to the following:

- a. Justification for program addition or modification.
- b. Proposed curriculum.
- c. Proposed Syllabus with recommended contact hours of program.
- d. Instructional methodology.
- e. Explanation of how the proposed program complies with NM job market and minimum wage standards.
- f. Required modifications to educational facilities and impact on current operations.
- g. Program startup and delivery costs.

E. Operating Procedures:

1. Student Qualification Requirements:

Each inmate requesting admission into any NMCD Vocational Education Program must meet the following minimum requirements:

- a. Enroll in General Education Develop (GED) Exam or possess a High School Diploma (HSD).

- b. Have demonstrated appropriate reading and math levels via any approved academic or career readiness assessment in accordance with individual program standards.
- c. Demonstrate aptitude and interest for program career field via career exploration assessments and evaluations such as Choices prior to program start.
- d. Each vocational candidate should consider and is strongly encouraged to participate in any of the following prior to program start:
 - 1. Phase I of project SOAR;
 - 2. Career Pathways;
 - 3. WorkKeys;
 - 4. Industry specific career preparation course components which must, at a minimum, contain the following:
 - i. Industry specific soft skills;
 - ii. Industry familiarity;
 - iii. Job search methods and techniques; and
 - iv. Portfolio Development.
- e. Have enough time left on their sentence to complete the program and subsequent good time awards. Vocational Education candidates interested and qualified in a specific program may request a “Time” waiver to the Education Supervisor if they do not have enough time to projected release date to take advantage of subsequent good time awards but are qualified in all other respects.
- f. Must sign appropriate safety and classroom rules agreements.
- g. Must sign debit memo for curriculum materials and per student cost, if applicable.
- h. Enrollment in vocational programs must also be approved by the ITAP/TAP or Classification committee.
- i. The use or possession of illicit drugs seriously compromises the safety and security of all involved in vocational training programs and lab operations. For this reason, all prospective and enrolled students must comply with NMCD Policy *CD-090500*, Urinalysis Testing of Inmates/Testing for Unknown Substances. Failure to comply with this policy or receipt of a positive drug test is grounds for denial of enrollment or removal from vocational programming.
- j. Applicants wishing to appeal an admission, termination or grading decisions shall do so in accordance with NMCD Policy, *CD-150500*.

2. Administration and Management:

- a. Student Soft File: The program instructor will maintain a student file (soft file) for each student enrolled. These files will be maintained in a secure manner and will not be accessible to other students. If approved by the Supervisor of Education, inmate tutors may access these files when directed by the instructor providing no offense information is recorded in them. At a minimum, the student file will contain:
 1. WorkKeys Assessment Results.
 2. Copies of all exams, exam answer sheets, and written, observed and computerized skills assessments.
 3. Copy of program specific student safety agreement and acknowledgement of classroom rules and procedures.
 4. Copy of career exploration assessment results.
 5. Other documents necessary to validate student progress and success.
- b. Student attendance and management of student education files are governed by separate NMCD Education Department and facility policies and procedures.
- c. NMCD RRD is firmly committed to operating all of its vocational training facilities and lab areas in a safe and efficient manner. For this reason, all lab and classroom facilities will be operated in accordance with all applicable safety, health, environmental and OSHA regulations. As a result of the nature of vocational programming, fire safety and the proper operation of power tools is of particular concern.
- d. All safety precautions will be strictly enforced at all times; this includes, but is not limited to the use of hearing, eye and respiratory protection. Each vocational classroom and lab will have program and equipment specific safety requirements posted in clear view. Fire procedures and exit routes will also be posted in clear view. Failure to comply with NMCD, state, and federal safety policies and procedures is cause for disciplinary action and or removal from vocational programming. Specific guidance on fire protection and safety is governed by separate NMCD Education Department, and facility policies, procedures and state and federal regulations.

3. NCCER Craft Training Programs:

The NMCD Education Department is National Center for Construction Education and Research (NCCER) Accredited Training Sponsor. To maintain this status, strict compliance with **NCCER's Accreditation Guidelines for Standardized Training Process** shall be maintained by all applicable Craft Instructors, Master Instructors, Sponsor Representative, Facility Managers and the Education Department Administration



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