

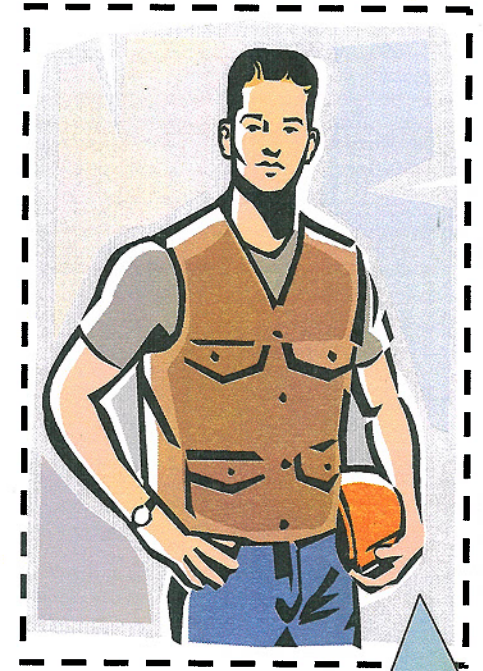
Crime



Education



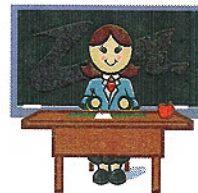
Industries



Orientation
Assessment



Re-Entry Skills
Training



Transition-Job Placement



Prison



DOCR Industry/Education Mission Statement

Reduce recidivism by providing education and work programs utilizing pre-employment training, on-the-job experiences, and post-release planning that will enable inmates to transition into society as productive citizens.



Orientation/Assessment

GOAL: The DOCR Education department will assess all new inmate arrivals to identify individual strengths, gaps, aptitudes and interests. The result of these assessments will be used to recommend programs that will enhance the inmates' ability to successfully reintegrate into society upon release.

- A. Strategy - Determine the inmate's educational background and work history. Document the results and use as a baseline for comparison results of pre-release assessments.

Tactics:

1. Inmates will self-report educational background.
2. Inmates will self-report work history.
3. Identify inmates returning to prison (recidivists & revocations) and determine reasons for returning.

- B. Strategy - Collaborate with ND Job Service to implement the Key Train assessment system. This will ensure the continuity of our methods of assessment with that of Job Service when the inmate is released. (Should Job Service change assessment models, so too will DOCR to ensure continuity between agencies).

Tactics:

1. Draft a Memorandum of Agreement between ND Job Service and ND DOCR to identify and agree to the role of each agency.
2. Hire an Assessor:
 - a. DOCR and Job Service will work together to develop a PIQ.
 - b. Rough Rider Industries will transfer one of its FTE positions to the education department.
 - c. The DOCR Director of Adult Services will approve and authorize the salary level to be paid from the Inmate Betterment Fund through June 30, 2009.
 - d. The Deputy Director of Industries and Education will seek permanent FTE status for this position through the legislative process to be effective July 1, 2009.
 - e. The Deputy Director of Industries and Education will advertise for the position.

- f. A representative from ND Job Service and the Deputy Director of Industries and Education will interview and select an assessor.
- g. The successful candidate will train with ND Job Service as outlined in the Memorandum of Agreement.

3. Address the physical layout of the Key Train System.

- a. Utilize the North Unit Computer Room for assessments.
- b. Identify office space for the assessor.
- c. Purchase computers. (done)
- d. Develop and implement IT security.
 - i. Install data cabling and power for up to 10 workstations
 - ii. Purchase switch
 - iii. Obtain sign-off from ITD, DOCR IT and Job Service IT
- e. RRI will identify and provide furniture and workstation components for the assessment center and office.

4. Gather and report assessment findings to incorporate into sentencing report.

C. Strategy – Enhance Industry/Education Inmate Orientation

Tactics:

- 1. Provide industry/education orientation class to new arrivals to explain work and education programs and encourage inmates to take advantage of available education and industry opportunities.



Education

GOAL: To provide education best suited for the inmate that will improve their chance of successful re-entry upon release from prison, and to ensure the education department has the necessary tools and resources to work in concert with industries in bringing more vocational education opportunities to the ND DOCR.

A. Strategy - Provide a wide variety of academic opportunities that will best meet the needs of the inmate population in preparing them to enter the job market and meet their career goals upon release.

Tactics:

1. Mandate GED to any inmate without a high school diploma.
2. Provide individualized education opportunities (tutoring) to those inmates identified as having learning disabilities or those who would benefit with individualized instruction.
3. Utilize existing resources to post-secondary vocational education opportunities.
 - a. ACT Testing
 - b. Career Counseling
 - c. Interest Inventory
 - d. Choices computer-based research tool
 - e. Temperament Sorter
 - f. Ability Profiler assessment testing
 - g. Electrical apprenticeship program (JRCC)
 - h. Keyboarding classes
4. Provide post-secondary academic education opportunities.
 - a. ACT Testing, Compass or Accuplacer Testing as required by colleges.
 - b. General Academic Classes in cooperation with local colleges as determined by inmate interest and class availability.
 - c. Intro to Computer Classes.
 - d. Microsoft Office Specialist training and Certification.
 - e. Automotive Technology Classes in cooperation with Bismarck State College.
 - f. Work collaboratively with local colleges and apprenticeship programs to determine required classes for vocational training.
 - g. Provide career counseling to tie results of assessments with interests for inmates to pursue career exploration.

- h. Attempt to expand the delivery of educational instruction to include online and IVN classes; this would greatly increase the variety of programs available.
- i. Inmates are now able to take a variety of correspondence classes (by mail).

B. Strategy - Provide pre-employment training as a prerequisite to Industries Employment.

Tactics:

1. Industry will provide a list of skills required to enter industries employment, including but not limited to the following:
 - a. Applied math
 - b. Keyboarding
 - c. Completing job applications
 - d. Sexual harassment policy review
 - e. Safety training
 - f. Interviewing skills
 - g. Personal appearance and hygiene
 - h. Communications skills (verbal and non-verbal)
 - i. Setup computer labs within education units to accommodate KeyTrain training programs.
2. Determine best time of day for classes and who will do the instruction.
 - a. Consider skills of existing instructors.
 - b. Consider daily schedules of inmates.
3. Analyze assessment data for further items of instruction.

C. Strategy - DOCR to collaborate with Higher Education, Dept of Commerce/Workforce Development, Job service ND, and Career and Technical Education to deliver an effective educational and vocational training program plan to the legislature, defining existing and additional resources.

Tactics:

1. Define use of existing educational and vocational resources within DOCR.
2. Identify areas of collaboration between partnering agencies for resources.
3. Determine resource inadequacies to meet the program plan.



Industries

GOAL: Introduce gradual changes into the Rough Rider Industries program to enable it to offer more vocational education and become less reliant on operating as a self-supporting enterprise fund.

- A. Strategy – Maintain and utilize existing traditional industry programs to provide opportunities that enhance work skills and work ethics preferably in areas of needed employment throughout the state.

Tactics:

1. Focus resources to enhance current traditional industry strengths i.e. furniture, metal/tag.
 - a. Enhance and replace manufacturing equipment to stay current with emerging technologies in today's manufacturing environment.
 - b. Develop and implement strategies to overcome security obstacles that will allow inmates to play a greater role in the design and manufacturing environments. (use of computers and other cutting edge technologies)
 - c. Create a training process that will enhance the knowledge and skills of equipment usage for staff and inmates (vendor – staff – inmate).
 - d. Creation of a Research and Development department that will research and design new products to meet today's market demand, along with refining the engineering of the products and the manufacturing processes used to build them.
 - e. Develop and empower skilled inmates to attain a defined level of leadership allowing them to provide mentorship and skills transfer to other inmates and in certain cases staff.
 - f. Grow current market share and identify new markets either through product differentiation or customer base that will profitably utilize our resources and capabilities.

- B. Strategy - Collaborate with ND Workforce Training System and Higher Education to develop and implement vocational education opportunities. Develop a method to measure skills acquired either through apprenticeship or certification.

Tactics:

1. Solicit and secure assistance from Higher Education primarily Bismarck State College and Wahpeton State College of Science to determine vocational

education opportunities available with current facilities and transferable to the prison environment.

a. Opportunities to look at include but are not limited to:

- i. Diesel mechanics
- ii. Welding
- iii. Cabinetry
- iv. Truck driving
- v. Asbestos abatement
- vi. Computerized Auto Design (CAD)
- vii. Boilermaker
- viii. Painting
- ix. Roofing
- x. Carpentry
- xi. Oil field work
- xii. Plumbing
- xiii. Electrical
- xiv. Small Engine Repair

2. Seek input from BSC, NDSCS and others in providing curriculum and resources to identified vocational education programs.

3. Collaborate with Higher Education, federal and state labor unions and others to develop staff to be trainers who can provide prescribed curriculum and certify trainees in apprenticeship and/or certification of acquired skills.

C. Strategy -Help address State labor shortages by subcontracting work to prison facilities.

Tactics:

1. Work with ND Job Service, ND Workforce Development and business leaders in the state to identify labor needs.

2. Identify and approach businesses that have labor shortages to develop a partnership to provide services that can be completed by RRI in RRI shops, as well as businesses that can employ inmates eligible for work release.

D. Strategy - Regularly and rigorously evaluate programs, operations and product offerings to ensure continued viability and benefit to industries/education, DOCR and ultimately to the inmates for the greatest chance of success upon release.

Tactics:

1. Evaluate all programs for continued viability, profitability and benefit to inmates as training usable in securing employment upon their release.
2. Assess use of facilities to ensure that they are being utilized in the most productive manner conducive to production, training and vocational education needs.
3. Conduct market evaluations utilizing customer feedback, industry trends and sales evaluations of all products to maintain a competitive edge with products in the markets we serve.

- E. Strategy - Develop a plan to present to the 2009 Legislature that will allow RRI to change its major focus from being an enterprise fund to being more focused on vocational education.

Tactics:

1. Identify the cost of security that RRI absorbs and transfer those costs to NDSP, JRCC and MRCC respectfully.
2. Solicit support and recommendations from RRI Advisory Board.
3. Evaluate existing markets and propose recommended changes.



Re-Entry Skills Training

GOAL: To educate inmates with basic living skills needed to successfully function in society.

A. Strategy - Based on needs identified through orientation assessment, develop a broad curriculum of basic living skills.

Tactics:

1. Analyze assessment results to identify and prioritize living skill needs.
2. Review current re-entry skills training and structure.
3. Consider lengths of inmate incarcerations and review changes in technology for today's lifestyles.
4. Pursue mandating the re-entry skills training classes.

B. Strategy - Post-testing on Key Training

Tactics:

1. Measure skill levels acquired.

C. Strategy - Job Fairs

Tactics:

1. Establish and organize job fairs (real or mock) at institutions as determined to be suitable for inmate population needs and employer availability.
2. Coordinate with local college staff and employment offices to use existing job fairs.



Transition-Job Placement

GOAL: Assist inmates to obtain meaningful employment prior to their release from prison.

- A. Strategy - Collaborate with ND Job Service, ND Workforce Development, private-sector business to determine available jobs throughout the State.

Tactic:

1. Market and promote the advantages of hiring ex-offenders through established channels such as chamber groups, manufacturing roundtables, business development groups etc.
2. Make ND Job Service aware of transitional inmates' skill sets and their release plans.
3. Ensure prospective employers are aware of the Federal Work Opportunity Tax Credit (WOTC) and the free fidelity federal bonding program, available for hiring ex-offenders.
4. Work with federal agencies such as U.S. Probation and Pretrial Services and others to coordinate employment efforts.

- B. Strategy - All Deputy Directors of the DOCR Adult Services will coordinate pre-release data to ensure all transitional needs are addressed.

Tactic:

1. Coordinate steps involved with release with case workers to ensure all transitional needs have been addressed.
 - a. Housing
 - b. Employment
 - c. Registration if required
 - d. Medical needs
 - e. Identification
 - f. Transportation
 - g. Other

C. Strategy -Ensure Parole and Probation oversight for ex-offender in job placement.

Tactic:

1. A parole officer will make random visits to the worksite and meet with the employer as required.
2. A parole officer will conduct drug testing.
3. A parole officer will ensure compliance with conditions set by the parole board and court.

Tax Paying Productive Citizen



When we reach our goal:

Ex- Offenders become tax payers instead of tax burdens

Saves North Dakota tax payers over \$25,000 /inmate per year

Helps fill workforce employment needs throughout the state

Ex-offenders have a means to provide child support

Reduces state aid to families with incarcerated parent