

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**EDUCATION BUREAU**

**1.0 MISSION STATEMENT**

The Education Bureau is committed to **Courageously** and **Responsibly** providing quality educational\vocational programs and library services to incarcerated individuals. We are committed to the **Ethical** pursuit of educational excellence as we assist incarcerated individuals to become responsible members of the family, workforce, and community upon release. This will be accomplished through teamwork, **Dedication**, and collaboration with other departments, agencies, and the community at large.

**2.0 VISION STATEMENT**

- We are a **Courageous** diverse, skilled, forward-looking work force that recognizes safety and security as essential business practices.
- The New Mexico Corrections Department Education Bureau takes a **Responsible** and proactive stance in the development, implementation, and support of programs showing the most promise of successful transition back to the community, family, and workplace.
- We require **Ethical** and sound fiscal management of public resources by using data driven decisions and evidence-based practices.
- We are **Dedicated** to creating partnerships with other state agencies that can provide released inmates with those resources necessary to leading a productive, crime-free life.

**3.0 STRATEGIC PLAN FOR OFFENDER PROGRAMMING**

- *Strategic Objective:* Provide quality educational services to assist incarcerated individuals to become responsible members of the community upon release.
- *Managing Strategy:* Use data to monitor program quality and target services to maximize efficiency and effectiveness.
- *Implementing Initiative:* Analyze recidivism rates by class to determine return on investment.

**Activities for 2012-2013**

- Define CMIS report requirements.

- Develop “Recidivism by Class” report and publish in Reportal.
- Train education staff in data analysis to improve program quality.
- Analyze report data and audit findings.
- Implement priority one recommendations.

## 5.0 SCOPE OF SERVICES

The Education Bureau offers academic, vocational, cognitive, parenting, employability, and pre-release programming and library services to incarcerated men and women in all adult penal institutions in New Mexico, both publicly and privately run. The Education Bureau provides program oversight of all prison education programs.

### Assessments Administered through the Education Bureau:

#### At RDC:

- RDC Interview – instrument used to gather demographics, history, and interest in education.
- Washington Pre Screening for Special Learning Needs – administered to all offenders in a private interview to determine any learning differences.
- COMPAS – dynamic risk and needs assessment
- TABE – Test of Adult Basic Education – Reading, math and language tests administered to determine placement levels.
- PowerPath – Comprehensive screening tool to determine learning differences and other educational barriers.
- TCU Drug Screening – Texas Christian University Drug Screening to determine substance dependency.

#### At Receiving Facility:

- TABE – Test of Adult Basic Education – Reading, math and language assessments given to determine placement level and progress in Adult Basic Education programs.
- CASAS-Employability Competency System Full Battery – Reading and Math assessments given to determine eligibility for vocational and post-secondary programs.
- ACT WorkKeys – employability skills assessment that tests Reading for Information, Applied Mathematics and Locating Information. Based on the assessment, an individual can earn a national Career Readiness Certificate which will be the standard for job placement in New Mexico.
- BEST Plus- Oral language assessment given to determine placement level and progress in English as a Second Language program.

- Choices – Assessment that measures vocational interests and aptitudes and assists in developing a career map.
- SOBRE – Survey of Offender Barriers to Employment
- KeyTrain – Assessment that determines the individual basic skill level for placement in jobs available in New Mexico.
- CLEP-College Level Examination Program- college credits are awarded upon successful completion of specific subject examinations on courses offered the first two years of college.
- ACCUPLACER: College Level Reading and Math Placement Examination for prospective college students
- GED-General Educational Development - testing for students who have not earned a high school diploma.
- Weschler Adult Intelligence Scale – Intelligence test used to determine special education needs in those offenders who are eligible.
- Woodcock-Johnson III Test of Achievement – Achievement tests used to determine special education needs in those offenders who are eligible.

**The following educational and vocational programs are planned offerings:**

Facility	Academic	Vocational/ Transition	College A complete list of classes follows the facility list	Cognitive Programming	Educational Resource Centers	Support Programs
<b>Central New Mexico Correctional Facility</b>  <b>Educational services are provided at the Mental Health Treatment Center, Long Term Care Unit, Alternative Placement Area (APA), &amp; Reception &amp; Diagnostic Center</b>	Adult Basic Education  GED preparation & testing  Special Education  English as a Second Language  Family Literacy  Educational Television  Academic Advisement	Success for Offenders After Release (SOAR)  Pre Release/ Employability Skills  C-Tech Telecommunication Cabling Certification  Firefighting (Forestry)  Mental Health Treatment Facility Programming  GST Automotive Program  Food Service Management  NCCER Carpentry	Associate degrees through a distance education program in partnership with ENMU-Roswell.	Moral Reconciliation Therapy (MRT)  MRT-Domestic Violence  Inside Out Dad  Breaking Barriers  Corrective Thinking	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.  Delivery is available to secure units.	Industrial Safety  COMPAS Risk & Needs Assessment Administration  Career Readiness Certificate

Facility	Academic	Vocational/ Transition	College A complete list of classes follows the facility list	Cognitive Programming	Educational Resource Centers	Support Programs
<b>Penitentiary of New Mexico</b>	Adult Basic Education  Family Literacy  GED preparation & testing  Special Education  English as a Second Language  Educational Television  Academic Advisement	Success for Offenders After Release (SOAR)  Pre Release/ Employability Skills  Food Service Management  C-Tech Telecommunication Cabling Certification	Associate degrees through correspondence and distance education programs in partnership with ENMU-Roswell and Mesalands Community College.	Moral Reconation Therapy (MRT) MRT Domestic Violence Project ACT Charting a New Course Breaking Barriers Inside Out Dad	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.  Delivery is available to secure units.	Pen Project in partnership with Arizona State University.  Career Readiness Certificate
<b>Southern New Mexico Correctional Facility</b>	Adult Basic Education  GED preparation & Testing  Special Education  English as a Second Language  Inmate Tutoring Family Literacy  ETV  Financial Literacy	Success for Offenders After Release (SOAR)  Pre Release/ Employability Skills  Career Pathways  A+ Hardware A+ Software  ASE Automotive Program  C-Tech Telecommunication Cabling Certification  Food Service	Associate degrees through correspondence and distance education programs in partnership with ENMU-Roswell.	Moral Reconation Therapy (MRT) MRT Domestic Violence  Breaking Barriers  Life Skills for Administrative Segregation  Inside Out Dad  Charting A New Course  Commitment to Change	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.  Delivery is available to secure units.	Career Readiness Certificate

	Entrepreneur- ship	Management				
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Facility	Academic	Vocational/ Transition	College A complete list of classes follows the facility list	Cognitive Programming	Education 1 Resource Centers	Support Programs
<b>Western New Mexico Correctional Facility</b>	Adult Basic Education	Success for Offenders After Release (SOAR)	Associate degrees through distance education programs in partnership with ENMU-Roswell.	Moral Reconation Therapy (MRT)	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.  Delivery is available to secure units.	Career Readiness Certificate
	Literacy	Pre Release/ Employability Skills		Breaking Barriers		
	GED preparation	Career Pathways		Inside Out Dad		
	GED testing	Intro to Computers		Charting A New Course		
	Special Education	Food Service Management		MRT- Domestic Violence		
	English as a Second Language					
	Inmate Tutoring					
Family Literacy						
<b>Roswell Correctional Center</b>	Adult Basic Education	Success for Offenders After Release (SOAR)	Associate degrees through distance education programs in partnership with ENMU-Roswell.	Moral Reconation Therapy (MRT)	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.	Career Readiness Certificate
	Literacy	Pre Release/ Employability Skills		MRT- Domestic Violence		
	GED preparation	Career Pathways		Inside Out Dad		
	GED testing	A+ Software		Breaking Barriers		
	Special Education	A+ Hardware		Charting A New Course		
	English as a Second Language	Intro to Computers				
	Inmate Tutoring	Welding				
Family Literacy	Intro to AutoCAD Inventor AutoCAD Inventor Advanced					

Facility	Academic	Vocational/ Transition	College A complete list of classes follows the facility list	Cognitive Programming	Educational Resource Centers	Support Programs
<b>GCCF- Guadalupe County Correctional Facility</b>  <i>Privately operated under contract by the Geo Group.</i>	Adult Basic Education  Literacy  GED preparation  GED testing  Special Education  English as a Second Language  Inmate Tutoring  Family Literacy	Success for Offenders After Release (SOAR)  Pre Release/ Employability Skills  Career Pathways  Intro to Computer Applications and Software  Publishing Specialist  Barber Program provided by Luna Community College	Post-Secondary classes provided by Mesalands Community College  Weaving	Moral Reconciliation Therapy (MRT)  Charting A New Course  Inside Out Dad  MRT- Domestic Violence  Breaking Barriers	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.  Delivery is available to secure units.	Career Readiness Certificate
<b>LCCF- Lea County Correctional Facility</b>  <i>Privately operated under contract by the Geo Group.</i>	Adult Basic Education  Literacy  GED preparation  GED testing  Special Education  English as a Second Language  Inmate Tutoring	Success for Offenders After Release (SOAR)  Pre Release/ Employability Skills  Career Pathways  Intro to Computers	Post-Secondary classes provided by New Mexico Junior College.  Barber School	Moral Reconciliation Therapy (MRT)  MRT Domestic Violence  Charting A New Course  Inside Out Dad	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.  Delivery is available to secure units.	Career Readiness Certificate
<b>Facility</b>	<b>Academic</b>	<b>Vocational/ Transition</b>	<b>College A complete list</b>	<b>Cognitive Programming</b>	<b>Educational Resource Centers</b>	<b>Support Programs</b>

			of classes follows the facility list		Centers	Programs
<b>NMWCF New Mexico Women's Correctional Facility</b>  <b>Privately operated under contract by Corrections Corporation of America.</b>	Adult Basic Education	Success for Offenders After Release (SOAR)	Associate degrees distance education programs in partnership with ENMU-Roswell and Mesalands Community College. Additional on-site courses provided by New Mexico State University-Grants Branch.	Moral Reconation Therapy (MRT)	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.  Delivery is available to secure units.	Family visitation
	GED preparation & testing	Pre Release/ Employability Skills		MRT- Domestic Violence		Career Readiness Certificate
	Special Education	Introduction to Computers		Breaking Barriers		Recidivism Reduction Program
	English as a Second Language	Veterinary Assistant Program		Parenting Skills		
	Family Literacy					
	Academic Advisement					
<b>Springer Correctional Facility</b>	Adult Basic Education	Success for Offenders After Release	Associate degrees through Web-CT a distance education program in partnership with ENMU-Roswell.	Moral Reconation Therapy (MRT) with DUI	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.	Career Readiness Certificate
	Special Education	Pre Release/Employability Skills		Breaking Barriers		
	English as a Second Language	C-Tech Telecommunication Cabling Certification		Charting A New Course		
	GED preparation & testing	NCCER Electrical		Inside Out Dad		
	Academic Advisement	Food Service Management				

Facility	Academic	Vocational/ Transition	College A complete list of classes follows the facility list	Cognitive Programming	Educationa l Resource Centers	Support Programs
<b>Northeastern New Mexico Detention Facility</b>  <i>Privately operated under contract by the Geo Group.</i>	Adult Basic Education  Special Education  English as a Second Language  Family Literacy  GED preparation & testing  Academic Advisement	Success for Offenders After Release  Building Trades- Cabinetry  MOS-Microsoft Office Specialist  PC Maintenance  ASE Automotive Technology	Post-Secondary classes provided by Mesalands Community College	Moral Reconation Therapy (MRT)  Inside Out Dad	Educational Resource Centers support educational programs, offer library services, Legal Access, & Reentry Resource Center.  Delivery is available to secure units.	Career Readiness Certificate

## 6.0 ORGANIZATION OF THE EDUCATION BUREAU

The Education Bureau is a division of the New Mexico Corrections Department. The Education Bureau Chief oversees all program administration. Education Bureau activities are integrated with other Corrections bureaus through membership on the Multi-Disciplinary Treatment Team Meeting (MDTT), the Initial Classification Committee (ICC), and Offender Reclassification Committee (IRC), which are standing committees at each facility. Administrative functions for the Bureau are coordinated with the Business Manager and the Personnel and Payroll Administrator. Activities are also integrated through department directors' and wardens' meetings.

The Education department at each facility is managed by an Education Director who reports to the facility Warden. The Education Deputy Bureau Chief and the Program Coordinators report directly to the Education Bureau Chief.

## **7.0 EMPLOYEES OF THE BUREAU**

### **The classified positions within the Education Bureau are:**

- Business Manager/Staff Manager
- Purchasing Agents
- Financial Specialist
- Office and Administrative Support
- Library Techs
- Office Clerk
- Legal Support Workers

### **The contract positions within the Education Bureau are:**

- Education Bureau Chief
- Education Deputy Bureau Chief and Vocational Program Manager
- SOAR Program Manager
- ABE Programs Manager
- GED Chief Examiner/Verification Records Manager
- Family Reunification and College Coordinator
- AmeriCorps Grant Manager
- Cognitive Programs Manager
- Special Education Programs Manager
- Data Manager
- Legal Access Monitor
- Paralegals
- Education Directors at each facility
- ETV Coordinators
- Librarians
- Instructional Staff
- Special Educators/Evaluators
- Registrars

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NMCD Education Bureau  
Written Plan of Service 2012--2013

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