 <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	REVIEWED: 08/30/17
	EFFECTIVE DATE: 01/12/01	REVISED: 08/30/17
TITLE: CTE 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 CTE education (CTE) 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.

POLICY:

- A. New Mexico Corrections Department, Recidivism Reduction Division (RRD) shall provide industry specific CTE programming to qualified inmates. These programs shall:
 - 1. Provide the academic knowledge and technical skills attainment 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. Lead to industry-recognized credential or certificate.
 6. Have instructional personnel who are certified by the New Mexico Public Education Department and/or industry specific professional licensure or certification agency.
 7. Be evaluated by NMCD, Recidivism Reduction Division (RRD) annually for compliance with and all other applicable policies and procedures as well as having trade specific certification standards and requirements specific to local, regional and national employment trends.
 8. Include accessibility standards to meet the CTE needs of qualified inmates who require special placement needs due to 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 CTE 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 disability 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 CTE 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 CTE programming.
- E. Academic and CTE programs are to be recognized, certified, and/or licensed by the Higher Learning Commission 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. CTE training programs should be integrated with academic programs and should be rigorous, robust and specific to the CTE and employment needs of inmates in the community. [4-4467]
- G. The Department shall provide for a system whereby the academic and CTE training programs are assessed against stated objectives by qualified individuals, professional groups, and industry-specific associations. The assessment shall be completed every three years. [4-4471]

- H. All academic and CTE education personnel are certified by a state department of education or other recognized agency having jurisdiction. [4-4472]
- I. The Department shall provide for a system of academic and CTE career guidance and counseling as well as initial screening, assessment, and evaluation to determine each inmate's CTE needs. [4-4474]



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

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

A. Program Description:

New Mexico Department of Corrections, Recidivism Reduction Division (RRD) provides 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 academic knowledge and technical skills necessary to acquire viable employment upon release. To accomplish this, each CTE offering must comply with the industry specific standards stated below. Development and/or continuance of any CTE program that does not comply with all these standards requires a formal approval by the Recidivism Reduction Division (RRD) Director or designee. **[4-4468]**

1. To help students program must be aligned with nationally recognize credentials, license and/or certificates.
2. Program offering is based on the current average NM job market forecast growth or more.
3. Program must be technically current in accordance with industry specific standards.
4. Equipment must be adequate to support training and accommodate those with learning disabilities.
5. Classroom and lab spaces must meet safety and fire standards.
6. CTE instructional staff must be provided the resources to take advantage of professional development opportunities annually to maintain credentials and knowledge of current industry-specific standards and trends within their CTE program of study.
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 CTE education programs.

The RRD Operations Manager or designee will provide general program oversight and administration of new CTE education programs at all adult prison facilities. The CTE Program Administrator provides oversight and management of programs under their authority. The program instructor is responsible for proper curriculum presentation, classroom activities, class administration, test security, inventory control, data collection, tool security, and the enforcement of safety and security policies.

C. Program Evaluation:

Each CTE Education Program at each adult prison facility will be evaluated by NMCD RRD annually for compliance with this and all other applicable policies and procedures, as well as industry specific certification standards and requirements. Additionally, each program is audited by American Correctional Association (ACA)/ Specific programs may be audited by the credentialing or accrediting agency at a schedule time required by that agency. Each instructor will be observed at least quarterly by the CTE Program Administrator to evaluate teaching techniques and effectiveness, classroom/lab management, student participation, appropriate content and classroom/lab safety and security. An action plan shall be provided to the CTE Program Administrator to assess and evaluate technical skills and attainment of industry specific credentials and certificates.

D. Program Development and Monitoring:

1. Program Monitoring:

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

- a. At least annually, review all NMCD CTE 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 CTE educational program development and report recommendations to the RRD Director.
- c. In partnership with CTE Advisory Council 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. Share findings and recommendations to the Operations Manager and Deputy Superintendent.

2. Program Development:

Facility Supervisor's of Education, CTE Instructors or NMCD/facility administrative staff requesting or recommending new program development or modification of existing programs must submit recommendation to the RRD Operations Manager and CTE Program Administrator 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 CTE 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. Must have a minimum of one (1) year remaining on their sentence to complete the program.
- e. Must sign appropriate safety and classroom rules agreements.

- f. Must sign debit memo for curriculum materials and per student cost, if applicable.
- g. Enrollment in CTE programs must also be approved by the ITAP/TAP or Classification committee.
- h. The use or possession of illicit drugs seriously compromises the safety and security of all involved in CTE 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 CTE programming.
- i. 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 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. Copies of all exams, exam answer sheets, and written, observed and computerized skills assessments.
 - 2. Copy of program specific student safety agreement and acknowledgement of classroom rules and procedures.
 - 3. Copy of career exploration assessment results.
 - 4. 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 CTE 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 CTE 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 CTE 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 CTE 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 Programs:

The NMCD Recidivism Reduction Division is recognized as a 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 certified NCCER Instructors, Master Instructors, Sponsor Representative, Facility Managers and the Education Program Administration.



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