

 <p>CD-121400</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <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>	
	<p>ISSUE DATE: 01/12/01</p> <p>EFFECTIVE DATE: 01/12/01</p>	<p>REVIEW/REVISED: 10/02/13</p>
	<p>TITLE: Success for Offenders After Release Programming</p>	

AUTHORITY:

Policy *CD-010100*

REFERENCES:

ACA Standards 4-4442, 4-4464, 4-4469, 4-4471, 4-4476 and 4-4478, *Standards for Adult Correctional Institutions*, 4th Edition.

PURPOSE:

To establish guidelines for the Success for Offenders after Release (SOAR) program.

APPLICABILITY:

Education staff, Addiction Services, Mental Health Bureau, Probation and Parole Division, Offender Management Services, Security Staff, and Central Office Administration.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

A. *Life and Career Map*: The SOAR Curriculum Framework.

POLICY:

Project SOAR provides programs that are structured to reduce recidivism and unemployment of ex-offenders through coordination between the New Mexico Corrections Department and the New Mexico Department of Workforce Solutions.

For the in-prison component of the program, project SOAR is administratively organized within the Education Bureau of the New Mexico Corrections Department.

- A. The Department shall provide for a comprehensive educational program, available to all inmates who are eligible that includes the following: [4-4464]
- Educational philosophy and goals;
 - Communication skills;
 - General education;
 - Basic academic skills;
 - GED preparation;
 - Special education;
 - Vocational education;
 - Postsecondary education; and
 - Other education programs as dictated by the needs of the institutional population.
- B. Institutions shall use business, industry, and community resources in developing academic and/or vocational education programs for selected inmates. [4-4469]
- C. Academic and vocational training programs shall be assessed against stated objectives by qualified individuals, professional groups, and trade associations; this assessment shall be done at least every three years. [4-4471]
- D. Educational programming shall allow for flexible scheduling that permits inmates to enter at any time and to proceed at their learning pace. [4-4476]
- E. The education program shall coordinate with other institutional services to provide instruction in functional social skills. [4-4478]
- F. All inmates shall have access to a program of release preparation prior to their release to the community. [4-4442]



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

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PROCEDURES:

A. Program Description:

The SOAR program is under the daily management of the Education Bureau via the SOAR Program Manager. .

The NMCD Education Bureau provides a link between education, training, addictions services, parole and employment during incarceration with the objective of maximizing the potential for SOAR program offender employment upon release. It is the objective of SOAR to best match the Corrections Department Education Program to the needs of the business community; to maximize the potential for placement of offenders in career jobs.

Project SOAR has pre-release and post-release components of the program. Both are administratively organized within the Education Bureau and coordinate with other programs such as parole and addictions services. Institutional SOAR Coordinators are under the direct supervision of the facility Supervisor of Education. The SOAR Program Manager is responsible for data collection and reporting, for coordinating services with the New Mexico Department of Workforce Solutions (NMDWS) and for assuring that the multi-disciplinary features of SOAR are implemented, including coordination with parole, addictions services and other agency and community transition and support programs.

In the pre-release component, SOAR Coordinators are responsible for case managing participants to include advisement, assessment and information gathering for individualized programming and participation in educational and other job preparation and reentry activities, such as post-secondary/vocational education and work programs, and addictions and family reunification programs.

In the post-release component, the SOAR Program Manager is responsible for facilitating the provision of job development services such as recruiting and identifying employers willing to hire ex-offenders, identifying apprenticeship opportunities providing education and training programs, and linking SOAR participants through NMDWS to those workforce development opportunities.

Other agencies who wish to participate in Project SOAR may do so through a Memorandum of Understanding. In order to implement a multi-disciplinary case management approach to Project SOAR, the SOAR Program Manager will work to strongly encourage participation by the Department of Workforce Solutions, Department of Health, Human Services Department, Department of Vocational Rehabilitation, housing and transportation agencies, community corrections and Children Youth and Family Department in the formulation of programs and policies. Project SOAR will work closely with parole officials.

The primary focus of SOAR is:

1. To provide SOAR services to eligible offenders by generating a multi-disciplinary Life and Career MAP, by providing case management, and by securing documentation necessary for future employment. The MAP will address various areas where the offender has employment and/or reentry barrier needs, such as addictions issues.
2. To provide access to educational, vocational and addictions programming in order to ensure transition barriers are addressed prior to release.
3. To provide access to intensive cognitive skills programming to address employment and reentry barriers.
4. To provide employability skills education and training to best prepare the SOAR offender for seeking and retaining employment.
5. To work to provide appropriate job assignments to eligible offenders who have relevant vocational training.
6. To provide assessment which determines the offender's education and job training received during the period of incarceration and helps lead to job placement upon release.
7. To provide labor market, job search and placement services to SOAR participants identified as ready to enter the workforce and enable them to promptly become employed.

B. Application and Eligibility for Participation:

1. Inmates must be recommended to or make application to the institutional SOAR Coordinator in order to participate in SOAR. This SOAR Coordinator shall review the education files and master file.
2. The SOAR Coordinator shall review the education files and master file of the inmate. To be accepted, candidates must not have any guilty disciplinary action or positive urinalysis for at least six months and must have 12 months or more remaining before their Projected Release Date.
3. Inmates accepted into SOAR are sent a congratulatory letter and must sign the Project SOAR Participant Contract. Inmates not accepted are sent an explanatory letter with recommendations for corrective action.
4. Accepted inmates may be placed on the waiting list for participation if the active caseload of the institutional SOAR Coordinator exceeds pre-established limits. Those students will fill the first available openings in the active caseload.
5. Inmates who do not agree to abide by mandatory conditions of Project SOAR Participant Contract are removed from the application process.

C. Instructional Design:

1. The institutional SOAR Coordinator will provide case management through the components of the SOAR Life and Career MAP, and participants will be reviewed at a minimum of once a month, to be documented on the Participant Progress Record and OMP.
2. Compliance with all mandatory programming specified in the MAP is required to remain in Project SOAR. Each MAP Participant Progress Record shall require that the offender remain discipline and drug free in order to remain in the program. Inmates removed from the program for non-compliance to these requirements will have the opportunity to reapply in six months, following the completion of individualized Corrective Action Plans.

3. A battery of assessments to include vocational aptitude, educational and career exploration testing is administered based on individual needs. Academic testing may be done if the inmate has not been tested within one year or if the scores fall below the 8th grade. Inmates with TABE scores below 8th grade level must have Adult Basic Education or literacy programming to the extent available as part of their MAP Action and Progress Plan.
4. Inmates with histories of substance abuse must have addictions programming as part of their MAP Action and Progress Plan.
5. Intensive Cognitive Education and Employability Skills are required components of the MAP Action and Progress Plan.
6. Prison job experiences through Corrections Industries are provided to the extent possible.
7. Participants will enroll in vocational and educational programming that supports business community needs and prison job requirements, to the extent justified and feasible.
8. Students will be given consideration for work/school release if the inmate is eligible.
9. The SOAR staff will coordinate with local schools to identify appropriate education and training opportunities that can be made available to SOAR offenders while incarcerated and upon release.
10. The SOAR Program Manager and SOAR Coordinators will assure a close working relationship with the New Mexico Department of Workforce Solutions designed to maximize the potential for securing employment prior to or soon after release from prison.
11. The SOAR Program Manager and SOAR Coordinators will also work with other Corrections Department staff, including Probation and Parole Division, and other state agencies to maximize the potential for important linkages to serve the offender upon release.

D. Program Evaluation:

An annual program evaluation will be conducted by the Education Bureau to address the program success and opportunities for improvement, including, but not limited to the following:

1. Number of inmates applying to SOAR and accepted/not accepted.
2. Number inmates enrolled into the program each year.
3. Literacy and Pre-literacy score improvement.
4. Referrals made to appropriate school and work programs.
5. Enrollment in and completion of education and vocational courses.
6. Intensive Cognitive Education enrollment and completion rate.
7. Employability Skills completion rate.
8. Employment documents and portfolios developed to maximize potential for job attainment upon release.
9. Number of inmates referred to NMDWS.
10. Number and rate of secured employments after release.
11. SOAR recidivism rates as calculated at 12-, 24-, and 36-month intervals.



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