



Office of Correctional Job Training and Placement

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O CJTP

Annual Report to Congress

Fiscal Years 2001 and 2002

Office of Correctional Job Training and Placement

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*This report covers activities undertaken by the Office of Correctional
Job Training and Placement during fiscal years 2001 and 2002.*

The Office of Correctional Job Training and Placement is a component of the National Institute of Corrections, Federal Bureau of Prisons.

Foreword

Compelling evidence supports the position that unemployment contributes to recidivism. An offender's successful reintegration into the community often depends on his or her successful integration into the labor market. This can be a confusing and sometimes overwhelming experience as global competition, changing technology and business practices, and shifting demands for goods and services continue to reshape the U.S. job market. According to many job search experts, an individual may change jobs up to seven times during his or her lifetime. These factors, and the difficulties associated with accessing labor market information that have resulted from advances in computer technology, often contribute to offenders' critical need for professional assistance in matching their abilities, aptitudes, and interests to potential job and career paths. Skilled practitioners are well aware that offenders struggle with complicated life circumstances and encounter many challenges related to job acquisition, retention, and advancement.

To achieve its mission of enhancing offenders' ability to enter and remain in the labor market, the Office of Correctional Job Training and Placement (OCJTP) has focused its limited resources on

developing and providing competency-based training programs to offender employment service providers. OCJTP's Annual Report to Congress for fiscal years 2001 and 2002 highlights the accomplishments of this Office and the status of correctional job training and placement across the nation. The training developed by OCJTP addresses the complex challenges related to keeping offenders in the labor market by broadening the expertise and skill levels of offender employment service providers. The transfer of knowledge and skills from service providers to offenders contributes to offenders' successful transition into the U.S. workforce as productive, law-abiding citizens by broadening their horizons, developing their strengths and talents, and teaching them how to make informed decisions about jobs, licensing and bonding requirements, working conditions, educational and training requirements, employment opportunities, and career paths. This ultimately benefits both communities and offenders by helping to ensure safer streets and to prevent future costly incarcerations and the waste of human potential.

Morris L. Thigpen
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National Institute of Corrections

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Introduction

As mandated in its enabling legislation, the National Institute of Corrections (NIC), Office of Correctional Job Training and Placement (OCJTP), hereby submits a report to Congress on its activities during fiscal years 2001 (October 1, 2000, through September 30, 2001) and 2002 (October 1, 2001, through September 30, 2002).

Background

The Violent Crime Control and Law Enforcement Act of 1994 directed the Attorney General to establish an Office of Correctional Job Training and Placement within the U.S. Department of Justice (DOJ). OCJTP was established within NIC in March 1995 as a vehicle to encourage, support, and advance job training and placement programs that provide services to offenders and ex-offenders.

NIC's primary purpose is to provide state and local corrections agencies with technical assistance, training, and information services. NIC's service delivery

system provides the necessary organizational support and field contacts to carry out the functions of OCJTP.

As defined by its enabling legislation (Public Law 103-322), OCJTP's functions include the following:

- Coordinating efforts of the U.S. Department of Labor, DOJ, and other federal agencies in the areas of correctional job training and placement.
- Providing training to develop staff competencies needed by state and local agencies to assist offenders and ex-offenders in gaining marketable occupational skills and job placement.
- Providing technical assistance related to the development of offender employability to state and local training and employment agencies.
- Collecting and disseminating information about offender job training and placement programs, accomplishments, and employment outcomes.

Activities and Accomplishments

Activities and accomplishments include offender workforce development specialist (OWDS) training and other training-related activities, cooperative agreements, information exchange activities, technical assistance, Office coordination, and interagency coordination.

Offender Workforce Development Specialist Training

A major function of OCJTP is to provide training to offender and ex-offender workforce practitioners in the areas of job training, placement, and retention. To achieve this objective, OCJTP created the OWDS Training Program and piloted it in Silver Spring, Maryland, during fiscal year (FY) 2001.

The OWDS Training Program consists of three 4½-day blocks (108 hours of classroom instruction) plus approximately 52 hours of homework or “practicum” assignments, for a total of 160 hours of in-class instruction and practicum assignments. The three training sessions occur approximately 30 days apart to allow participants to return home and attend to critical job responsibilities. Participants also use the time between training sessions to complete practicum assignments.

The OWDS Training Program is designed for five-person teams. Each participant receives training in 12 different offender workforce competencies, including career theory, retention, assessment, and job seeking and employability. Participants also learn skills to be used in training other offender workforce practitioners. After completing the OWDS Training Program, participants are expected to provide training that will increase the basic skill levels of individuals who work in offender employment. Each team has two major responsibilities: to

develop plans and strategies that will improve the offender workforce system in their own jurisdiction and to develop a thorough plan for training other service providers on their completion of the OWDS training. It is expected that training of other offender employment service providers will commence within 2 to 4 months after the team completes training.

The OWDS course is a certified curriculum that provides an opportunity for trainees to meet all course requirements for career development facilitator (CDF) certification through the Center for Credentialing in Education (see “OWDS Competencies as of October 2002”). The CDF certification is nationally recognized and sought by professionals working in a variety of fields. In addition, teams that receive training directly from NIC may apply for college credits at the bachelor’s or master’s degree level.

OWDS pilot and training sessions conducted in FY 2001 and FY 2002 are described below.

OWDS Pilot Training (FY 2001). Three teams from Iowa, Maryland, and Washington State, with an average of five members per team, participated in pilot training in Silver Spring, Maryland. At the end of the pilot training, participants were asked to provide feedback on how to enhance or improve the program. This feedback proved to be instrumental to future program success.

OWDS Training (FY 2001 and 2002). During FY 2001 and 2002, three OWDS training sessions were conducted in St. Louis, Missouri; Tulsa, Oklahoma; and San Diego, California. Approximately 62 participants from federal probation, state correctional institutions, nonprofit organizations, and other corrections-based agencies and organizations completed the training. A member of the North Carolina team offered the following comment:

OWDS Competencies as of October 2002

Career Development Theory and Application

Participants gain thorough knowledge of four career theories that may be used to assist offenders with job choice, career planning, and transition to the job market.

Understanding and Using Facilitation Skills

Participants learn a set of communication skills, including attending, listening, reflecting, encouraging, and questioning. These skills can be used to create an environment in which an offender workforce development specialist can efficiently and effectively assist offenders with job placement and career planning.

Role of Assessment in Career Planning and Job Placement

Participants receive training in a variety of assessment tools and techniques that can be used with offenders. They also learn skills needed to administer and interpret level A instruments.

Instruction and Group Facilitation

Participants learn skills for providing group instruction and facilitating activities and interactive exercises.

Designing and Implementing Training and Work Development Services

Participants learn the basic principles of program planning and implementation—including evaluation, promotion, and public relations—and the skills needed to apply this knowledge to the development and delivery of broad-based programs for offenders and the career facilitation training of professionals.

Barriers to Employment

Participants receive training in identifying the barriers an offender may face during transition to the

community and are taught to identify ways to remove and/or minimize these barriers.

Ethics and the Career Development Facilitator

Participants will know and commit to/abide by the Global Career Development Facilitator Code of Ethics, including the appropriate role of boundaries related to training and scope of practice.

Transition Interventions for the Offender Population

Participants learn about interventions that can be used with offenders during their transition to full- or part-time employment, including the development of goals and action plans.

Job Seeking and Employability Skills

Participants learn how to access labor market information and how to obtain knowledge about preemployment preparation, job search, and job retention, and they learn how to teach these skills to offenders.

Job Retention

Participants learn about the importance of job retention as a primary factor in reducing recidivism and how to identify interventions with the potential to improve offender job retention. These skills can then be transferred to offenders.

The Role of Information and Computers in Career Planning

Participants learn how to identify and locate the sources of occupational and educational information available in print and on the Internet and how to use this information to assist offenders with job placement and career planning.

Prior to the OWDS training, efforts were pressed in the area of reentry for offenders. Since the OWDS training last fall of 2001, the North Carolina team came away from St. Louis with a new vision to implement a program to afford all offenders an opportunity to receive assistance prior to release and after their return to the community. For this, I am grateful.

Other Training-Related Activities

OCJTP conducted offender employment training workshops at national conferences for the following associations:

National Association of Workforce Development Professionals (Philadelphia, Pennsylvania, May 20, 2001). Two workshops (Job Strategies for Offender Job Placement and Job Retention) were provided for approximately 98 participants. Topics included job placement, employer fears, appropriate job match, risk factors regarding job retention, and strategies to improve offender job retention.

American Probation and Parole Association (St. Paul, Minnesota, August 26–27, 2001). Two workshops (Job Strategies for Offender Job Placement and Job Retention) were provided to approximately 45 participants. Topics included job placement, employer fears, appropriate job match, risk factors regarding job retention, and strategies to improve offender job retention.

Cooperative Agreements

Cooperative agreements included the following:

Offender Workforce Development and Job Retention Project (December 2000 and December 2001). Studies have shown that unemployment is a predictor of criminality and a major contributor to recidivism. NIC extended a multiyear cooperative agreement with a technical resource provider to

direct the activities of an Offender Workforce Development and Job Retention Project. The goal was to support alternatives to incarceration nationally by increasing offender service providers' ability to develop plans and strategies for initiatives designed to increase offenders' job retention and their capacity to assist offenders in obtaining gainful employment and attaining job stability. Project activities included conducting studies; developing curriculums; and providing training opportunities, information services, and technical assistance.

From October 1, 2000, to September 31, 2002, the Offender Workforce Development and Job Retention Project achieved the following results:

- Provided a total of 320 hours of intensive, small-group training on offender employment and retention issues to 40 offender workforce development specialists from across the country, including groups from Iowa, Maryland, North Carolina, Ohio, Tennessee, and Washington State.
- Wrote and updated OWDS curriculum modules on job retention.
- Wrote a major article on job retention research and recommendations to be used as resource material for the OWDS curriculum.
- Published an article in the national *Offender Employment Report* (vol. 2, no. 5, June/July 2001) on offender job retention issues, research, relapse signs, and strategies to improve retention. (For more information, see page 14 of this report.)
- Presented a 4-hour workshop to 50 professionals at the Trade and Economic Development Conference in Washington State (a total of 200 training hours).
- Published an article on job retention in the Economic Opportunity Institute newsletter *Career Connections*. (For more information, see page 14 of this report.)

- Presented a 4-hour workshop on job retention to 50 members of the National Association of Workforce Development Professionals (a total of 200 training hours).
- Presented two separate workshops on offender employment and retention to 120 professionals at the American Probation and Parole Association conference (a total of 720 training hours).
- Tabulated and interpreted data from a survey administered to 2,000 practitioners on job preparation, job loss, and job retention.
- Disseminated and presented results from the job retention survey to 20 administrators and 70 practitioners in meetings and training sessions.
- Initiated creation of the Offender Job Retention Distance Learning Curriculum by conducting planning sessions and writers' meetings, determining module content, creating module elements, supervising writing, reviewing content, writing job retention vignettes, creating practice exercises, and drafting a brochure to market the curriculum.
- Delivered site coordinator training to prepare facilitators for the Offender Job Retention Distance Learning Program.
- Created a 500-page manual to accompany the Offender Job Retention Distance Learning Program, including on-air and off-air activities to enhance learning.

Offender Workforce Development Specialist Training (November 2000). NIC entered into a cooperative agreement with the National Career Development Association (NCDA) to coordinate the delivery of a training program using a curriculum developed through a cooperative agreement with the Career Development Leadership Alliance. A supplemental award was made in January 2002 for NCDA to coordinate the delivery of additional OWDS training.

Training Performance Evaluation (September and October 2001). In September 2001, NIC entered into a cooperative agreement with Best Personnel Fit, Inc. A supplemental agreement was awarded in October 2001. This gave NIC an opportunity to review, revise, and design instruments and processes for evaluating the effectiveness of the OWDS Training Program. Under this agreement, Best Personnel Fit submitted a 177-page report in June 2002. The report contained information on how to evaluate OWDS training by using a multilevel model and applying the results of Best Personnel Fit's pilot evaluation of the training program, during which they followed teams of OWDS participants from North Carolina and Iowa for 1 year. A supplemental 156-page report submitted in October 2002 measured the "expansion effects" of the Iowa and North Carolina OWDS teams. The North Carolina team trained 80 individuals in its jurisdiction on the OWDS concept and 378 individuals, including parole and probation officers, on specific modules. The state of Iowa conducted its own 2-week OWDS training in July 2002.

Curriculum for Career Center Clerks (August 2002). NIC entered into a cooperative agreement with the Career Development Leadership Alliance, Inc., to develop a self-paced and/or group-facilitated curriculum that would train offenders for career center clerk positions in career resource centers in correctional facilities. This curriculum teaches offenders to provide career planning and job search assistance to other offenders and qualifies them to assist professionals who are working to meet offenders' needs during their transition back into the labor market. This training is an important resource because it not only teaches offenders how to help other offenders reenter the labor market but also enables them to begin a career path that may lead toward employment as a certified career coach or career counselor.

Information Exchange Activities

The following information exchange activities were conducted:

Montgomery County Department of Correction and Rehabilitation (March 2001). The OCJTP Administrator met with the director and staff of the Montgomery County Department of Correction and Rehabilitation to participate in an exploratory group that included the OCJTP Administrator, a staff member from Lockheed Martin/IMS, Corrections to Work Office, and others. The purpose of the meeting was to identify emerging issues in offender employment and reentry, availability of funding for reintegration programs, and opportunities for collaboration. The OCJTP Administrator provided information on OCJTP activities and available support services.

Center for Community Corrections (April 2001). The OCJTP Administrator and Director of the Offender Job Retention Project provided information at a meeting entitled “Offender Employment in the Community,” sponsored by the Center for Community Corrections. They presented a synopsis of a literature review, results of a national survey and focus groups, and information on a proposed distance learning training on offender job retention. Those present included Congressional Representatives and staff, federal agency representatives, researchers, and others in the Washington, D.C., area with knowledge of and interest in offender employment issues.

Niagara University, Niagara, New York (April 2001). The OCJTP Administrator met with an associate professor and the chair of Niagara University’s Department of Criminal Justice. The Administrator shared information about NIC’s internship program, which offers graduate students opportunities to work at the national level in providing technical assistance to state and local corrections. This internship allows students to work on initiatives that support offender job training, placement, retention, and career development. During FY 2001 and FY 2002, two students

from Niagara University’s master of science program in criminal justice administration served consecutively in this internship position.

Federal Bureau of Prisons, Inmate Placement Program Branch National Conference (April 2001). The OCJTP Administrator and the Director of the Offender Job Retention Project provided information on OCJTP activities and an offender job retention workshop at a national conference, “From Prison to Payroll,” sponsored by the Federal Bureau of Prisons, Inmate Placement Program Branch (IPPB). Since October 1996, IPPB has provided support services primarily to the Federal Bureau of Prisons and Bureau-funded community corrections centers in addition to services on request to state prisons, regional jails, and federal probation services.

U.S. Department of Labor, Division of Welfare-to-Work (May 2001). The OCJTP Administrator met with the Director and a manpower development specialist from the U.S. Department of Labor, Division of Welfare-to-Work, to provide current information on OCJTP activities and their relevance to the needs of welfare-to-work service providers. Of particular interest to the Administrator of the Division of Welfare-to-Work was the offender employment specialist training currently available through NIC’s Information Center as a self-study program. Since many welfare-to-work clients have criminal histories, specific training tailored to the needs of those who provide services to offenders was considered to be of value to providers of welfare-to-work services.

Manhattan Institute for Policy Research (June 2001). This New York-based organization, in partnership with America Works, convened a meeting in New York that included the OCJTP Administrator and a cross section of ministers, criminal justice officials, and America Works representatives. The purpose of the meeting was to explore how employment services can be provided to reduce recidivism and to define the roles that private companies, churches,

and other faith-based institutions may play. The Administrator provided information on OCJTP and the support services available to the field, especially those related to increasing the knowledge and skill levels of offender employment service providers through national training initiatives.

National Career Development Association, 10th Global Conference (June 2001). The OCJTP Administrator and the correctional program specialist for OCJTP provided information at the NCDA board meeting and the NIC/NCDA Cooperative Agreement: Offender Workforce Development Specialist Training Workshop on the joint effort between NIC and NCDA to provide career development facilitator training for five-person teams from jurisdictions nationwide. The purpose of this training is to increase the career development expertise of staff who work in programs that serve the offender population.

U.S. Department of Labor, America's JOBS Network (July 2001). The OCJTP Administrator met with the Administrator of America's JOBS Network to discuss the services currently being provided by each agency, future plans, and the ways in which the agencies may support one another. Information was presented on OCJTP training initiatives. In addition, America's JOBS Network provided each trainee who participated in NIC's OWDS initiative with discs that included pertinent information for offender employment service providers.

Abt Associates, Inc. (August 2001). The OCJTP Administrator participated in a workgroup facilitated by Abt Associates, Inc., under contract with NIC's Community Corrections Division, to develop NIC's Transition From Prison Initiative. This initiative was created to integrate and coordinate offenders' transition from prison to communities and to improve public safety, reduce recidivism and new victimization, and more effectively allocate resources needed in communities. The NIC Transition From Prison

Initiative will be developed as a model, tested, refined, implemented in multiple jurisdictions, and monitored to measure changes in transition performance indicators over time.

Iowa Department of Corrections, Sixth Judicial District (December 2001). The OCJTP Administrator participated in a "Living Lab Advisory Board" conference call with the director and other administrators from the Sixth Judicial District to share information on a joint initiative between OCJTP and the district. This initiative proposed to evaluate the impact on services provided to offenders by the district after a five-person team completed OCJTP's OWDS Training Program. Best Personnel Fit, under contract with NIC to perform the evaluations, participated in the conference call.

International Community Corrections Association (May 2002). The OCJTP Administrator participated in a preconference briefing presented by NIC staff at the International Community Corrections Association's D.C. Forum, "Resettlement, Reintegration, and Re-entry—Transitions in the 21st Century." Information on current and proposed OCJTP initiatives on offender workforce development were shared with those in attendance.

Technical Assistance

NIC's Community Corrections Division provided the following onsite technical assistance and offsite training during FY 2001:

Onsite technical assistance. A 2-day onsite consultation and evaluation was held for administrators and staff at the Responsible Transition Program, Miami-Dade County Department of Corrections and Rehabilitation, to enhance the program, add structure, and improve the quality of transition services. The Responsible Transition Program serves approximately 300 county-sentenced adult male inmates with an average stay of 4 to 6 months. A technical

assistance report that detailed evaluation findings and recommendations for program enhancements was provided.

A 2-day training session, “Offender Employment and Re-entry,” was held in conjunction with the International Community Corrections Association Regional Conference, “Offender Re-entry: Public/Private Partnerships at Work,” held in Plymouth, Massachusetts. The Offender Employment and Re-entry Training Program included the following training modules from the Offender Employment Specialist Model: Assessment, Re-entry Preparation, Community and Employer Fears, Job Development and Community Resource Development, and Job Placement.

Offsite training. The Community Corrections Division funded a 3-day training opportunity for a team of four from the Iowa Department of Corrections, Sixth Judicial District, to attend training in Nevada to become certified instructors of career development facilitator training. This training offers the team an opportunity to facilitate training for other employment service providers, which can lead to individual CDF certification. This technical assistance fulfills OCJTP’s plans to develop jurisdictions’ capacity to use the Offender Workforce Development Specialist Training Curriculum developed by NIC for training and certifying other employment service providers within the jurisdiction.

NIC’s Community Corrections Division provided the following onsite technical assistance in 2002:

Onsite technical assistance. Two 1-day training sessions funded by the Community Corrections Division, entitled “Training for Offender Employment Specialists,” were presented approximately 30 days apart to 37 participants at the New Jersey Administrative Office of the Courts in Trenton, New Jersey. The request for technical assistance was granted because the New Jersey judiciary adopted

outcome-based standards, a new results-focused model for probation services, and one of the desired results was to increase offender employment. The Administrative Director of the Courts and the Judicial Counsel believed that an NIC technical assistance grant would help them improve employment statistics for probationers and child support clients. The participants received a condensed version of the offender employment specialist curriculum and then functioned as offender employment specialists in each of the 21 probation divisions.

Office Coordination

Since OCJTP’s inception, federal, state, and local agencies have come to depend on OCJTP for leadership, support, and coordination of government and private efforts to provide job training, placement, and retention for offenders and ex-offenders. NIC continues to explore options to increase the resources available to meet the need for such services.

From October 2000 through September 2002, a full-time student trainee from Niagara University’s graduate program in Criminal Justice Administration and Management assisted OCJTP. This student trainee position provided to NIC by the Federal Bureau of Prisons offers graduate students experience in working at the national level on initiatives that support offender job training, placement, advancement, and retention programs.

From October 2000 through September 2002, a full-time employee on assignment from the Washington State Department of Corrections under the Intergovernmental Personnel Act (IPA) also assisted OCJTP. IPA provides for temporary assignment of personnel between the federal government and state, local, and Indian tribal governments, institutions of higher education, and certain other organizations for work of mutual concern and benefit.

Interagency Coordination

Examples of interagency coordination include the following:

UNICOR (Federal Prison Industries, Inc.)

Computer Recycling Program. In December 2000, the OCJTP Administrator met with the general manager of the UNICOR Computer Recycling Program. UNICOR and OCJTP entered into an agreement to provide computers that have been refurbished by inmates employed by UNICOR at no cost to agencies that sponsored trainees for NIC's Offender Workforce Development Specialist Training Program. These computers are made available as needed to support offender workforce development initiatives. During FY 2001 and FY 2002, 17 computers were shipped to agencies for use in offender employment services.

Department of Veterans Affairs, Veterans Health Administration, Mental Health Group, Program for Psychosocial Rehabilitation. During FY 2001 and FY 2002, OCJTP continued its collaboration with the Veterans Health Administration, Mental Health Group, Program for Psychosocial Rehabilitation. This collaboration was undertaken to assist in identifying incarcerated veterans and those under community supervision who could be eligible for program-supported services that offer work-based, individualized rehabilitation to strengthen veterans' vocational identity and maximize their potential based on their skills, abilities, and rehabilitation needs.

Clearinghouse Services

OCJTP clearinghouse services are housed in the NIC Information Center, which is operated by a contractor and located in Longmont, Colorado. The NIC Information Center provides services that respond to the congressional mandate for OCJTP to collect and disseminate information on offender job training and placement programs, training accomplishments, and employment outcomes. At the end of FY 2001, NIC Information Center holdings pertaining to these subjects included 785 items, 43 of which were added during the year. During FY 2002, the number of holdings increased to 804 items, 33 of which were added to the collection during the fiscal year.

These materials cover a range of subjects, including offender job counseling, training in job readiness skills, job placement, job retention, career development, vocational education, inmate industries, workforce development, and related services for offenders. Formats include training curriculums, program descriptions and evaluations, and offender self-help materials. Prominent in the collection are unpublished materials developed by practitioners.

Resources added to the NIC Information Center holdings during FY 2001 included a collection of generic references that may be useful to the offender employment specialist. These references are on display during OCJTP training programs and are available on loan to participants who wish to continue using them after they complete the program.

OCJTP on the Web

Under OCJTP's direction, the NIC Information Center manages the Office's presence on the NIC Web site. More than 8,500 visitors accessed online information and materials related to offender job

training and employment during FY 2002. Relevant details include the following:

- The Web page describes OCJTP, its initiatives, and its accomplishments.
- The Web site provides essential support and information for NIC's 2002 distance learning program, "Building Futures: Offender Job Retention for Corrections Professionals."
- An NIC special focus page on offender employment highlights available resources and assistance. NIC's new OWDS Training Program is prominently featured, in addition to the Offender Employment Specialist Training Self-Study Curriculum (downloadable in full text, with the accompanying 2000 distance learning broadcast available for viewing on the Web via streaming video); the Building Futures: Offender Job Retention for Corrections Professionals Curriculum (also downloadable); and other full-text documents.

The NIC Information Center also administers a private e-mail listserv for discussion of issues among offender employment specialists. The listserv had 52 members at the close of FY 2001 and 37 at the close of FY 2002.

Dissemination of Distance Learning Resources

In addition to their accessibility via the Web, print copies of curriculum materials and videotapes of OCJTP broadcasts are disseminated through the NIC Information Center. The sets include facilitators' and participants' manuals and broadcast videotapes from the 2000 Offender Employment Specialist Program

and the 2002 Building Futures: Offender Job Retention for Corrections Professionals Program.

Dissemination of Annotated Bibliography

The NIC Information Center continued to disseminate its 1999 annotated bibliography, which lists nearly 400 OCJTP-relevant titles available from the Information Center or via the Internet. Documents are cited in five major categories: vocational education, inmate industries, offender/ex-offender employment, multidisciplinary materials, and videotape resources. Groups within these categories steer readers to particular types of materials, such as curriculum materials and outcome studies/evaluations.

Information Requests

During FY 2001, the NIC Information Center received contacts from 221 persons seeking materials on correctional job training, placement, and related topics. During FY 2002, 235 requests were received. The Offender Employment Specialist Training Program package in hard copy/video was requested 61 times during FY 2001 and 51 times during FY 2002. The site coordinators' training for the forthcoming Building Futures: Offender Job Retention for Corrections Professionals distance learning event was requested 35 times during FY 2002.

News Articles

OCJTP has published several news and research articles, including the following, to disseminate information to the corrections field.

Corrections.Com, “Preparing Offenders for the Workplace.” Posted September 2001 on the Web page for *The Corrections Connection*, this article provided information on the Offender Employment Specialist Training Program and OWDS Training Program offered by OCJTP. It described the movement toward using job advancement and retention as measures of the success of job placement services. The article stressed the importance of developing the knowledge, skills, and abilities of the employment service provider as a primary way to assist offenders in their successful reintegration back into the community as contributing members of the workforce. In addition, the article stressed the importance of conducting strengths-based assessments for use by offenders and the employment service provider in developing employment plans.

Corrections Today, “Improving Offender Work Force Development and Job Retention.” Published in the July 2001 issue of the American Correctional Association’s magazine *Corrections Today*, this article cited the current lack of information on offender job retention and OCJTP’s efforts to add to current knowledge by focusing national attention on an area generally neglected by researchers. A national survey and focus groups were conducted to tap practitioners’ and offenders’ experience related to job retention. Of interest, the survey found that 48 percent of practitioners do not follow up with employers after making job placements. This is surprising because employer followup appears to be one of the more important keys to successful job retention. The keys to improved job retention appear to be one-on-one support; job placements based on offender needs,

skill levels, and interests; and the realization that factors affecting job retention reach far beyond actual employment. The data analysis includes additional indepth information regarding case management, job loss, and employment barriers. The project will result in a skills-based training curriculum focused on improving offender job retention, which then will be provided to the field as a distance learning opportunity.

Monday Morning Highlights, “NIC Providing Offender Employment and Workforce Development Training.” The July 30, 2001, edition of the Federal Bureau of Prisons interagency newsletter *Monday Morning Highlights* carried this article that announced the availability of training programs designed to develop and improve the competencies and skills of those who work with offenders and ex-offenders in such areas as job training, placement, retention, advancement, and career development. The Offender Employment Specialist Training Program is a 36-hour basic program offered through self-study only. The curriculum and accompanying distance learning program, broadcast in September 2000, are available on tape from the NIC Information Center and can be viewed online through the NIC Web site. The OWDS Training Program consists of three 36-hour instruction sessions scheduled approximately 30 days apart for a total of 108 classroom hours. In addition, the course offers 48 hours of practicum experience and outside reading assignments. Participants are trained in 12 competency areas that meet all course requirements for CDF certification through the Center for Credentialing in Education. In addition, Oakland University in Rochester, Michigan, offers qualified applicants undergraduate and graduate credits for successful completion of the coursework.

Offender Employment Report, “Offender Job Retention Strategies.” This article appeared in the *Offender Employment Report* (volume 2, number 5, June/July 2001), published by Civic Research Institute, Inc. It cited the work conducted by OCJTP relative to job retention and its application to the offender population. An ongoing literature review is being conducted, with updates to the review posted on the OCJTP Web page. This review includes the results of a national survey administered to approximately 512 practitioners who participated in NIC’s September 2000 distance learning program via the satellite broadcast of NIC’s Offender Employment Specialist Training Program. The results include the factors that practitioners believe to be the most critical for retention, important retention obstacles, and

common job loss indicators. In addition, this article announces the availability of offender job retention training scheduled for broadcast in October 2002.

Career Connections, “Improving Job Retention.” This article appeared in the August 2001 edition of *Career Connections*, published by the Economic Opportunity Institute, which works with the Washington State Office of Trade and Economic Development to advance and foster innovation in the Community Jobs Program. The article provided information on current knowledge regarding offender job retention from a study commissioned by OCJTP.

Status of Correctional Job Training and Placement Programs in the United States

In each report to Congress, OCJTP will feature a special ex-offender population or program related to correctional job training and placement in the United States. This year's report will focus on ex-offenders with veteran status.

The Bureau of Justice Statistics (BJS), in a January 2000 Special Report entitled *Veterans in Prison or Jail*, reported the following:

In 1998, an estimated 25,065,400 veterans were in the U.S. population, including 225,700 veterans held in the nation's prisons and jails. Veterans accounted for 13 percent of state prisoners in 1997 and 12 percent of jail inmates in 1996. Between 1985 and 1998, the number of prison and jail inmates grew by more than 1 million. As a result, the number of incarcerated veterans also rose, from 154,600 in 1985 to 225,700 in 1998. In state prisons, veterans had less extensive criminal histories than other inmates; however, a majority (55 percent) of veterans in state prisons were sentenced for violent offenses compared with 46 percent of nonveterans. Among state prisoners, veterans (18 percent) were more than twice as likely as nonveterans (7 percent) to be sentenced for sexual assault, including rape. On average, veterans were serving longer prison sentences than other inmates. Among state prisoners, veterans' mean maximum sentence length was 3 years longer than that of nonveterans. Among state and federal prisoners and local jail inmates, the percentage of veterans who reported prior drug use was equal to or less than the percentage of nonveterans. Veterans, however, were more likely than other prison and jail inmates to report a variety of alcohol abuse indicators. In response to survey questions, a higher percentage of veterans reported a mental illness than did nonveteran inmates. Veterans were no more likely to be homeless at the time of their arrest than other inmates. The percentage of veterans in prison (12

percent of state and 6 percent of federal) who reported being homeless at some time during the year before arrest was similar to that of nonveterans (10 percent of state and 4 percent of federal).

Veteran inmates were more likely than nonveterans to be employed before arrest. Veterans in both state prisons (78 percent) and local jails (72 percent) reported higher levels of employment in the month before their arrest than nonveterans (67 percent and 63 percent, respectively). The personal income of veterans in the month before their arrest was also higher than that of other inmates.

The full BJS January 2000 Special Report, *Veterans in Prison or Jail*, is available through the Internet (<http://www.ojp.usdoj.gov/bjs/abstract/vpj.htm>).

Veterans Health Administration (VHA) Services

Incarcerated veterans constitute a large population with significant psychosocial needs. Treatment services in correctional facilities are limited, and most clinicians practicing in these settings lack the training and experience necessary to provide treatment for posttraumatic stress disorder (PTSD). When they are released back into the community, most of these veterans receive no release planning services and lack a social support network. This lack of support for their difficult reentry into the community and labor market results in homelessness for some. Although some of these veterans may find their way to VHA services, this may not be until after psychiatric decompensation has occurred, a medical condition has deteriorated, or the veteran has returned to criminal or destructive behavior. Veterans programs throughout the nation are recognizing the need for earlier intervention and developing programs for incarcerated veterans.

VHA established a workgroup to review its current policy and activities related to the provision of services to incarcerated veterans. The workgroup reviewed all relevant legislative and regulatory publications, reviewed the literature for relevant publications, and surveyed Veterans Incarcerated Services Networks (VISNs) and Vet Centers to determine the range of services currently offered to incarcerated veterans.

Services for Incarcerated Veterans

Services currently being developed and/or provided to incarcerated veterans include the following:

- Therapeutic programming and/or services provided by VHA or Vet Center staffs; these most commonly involve treatment services for veterans with PTSD or substance abuse problems.
- Prerelease services provided by VHA or Vet Center staffs to help veterans make a successful transition back into the community following their discharge from correctional settings. These programs are usually limited to outreach and basic case management while veterans are incarcerated and are often operated under the aegis of the Health Care for Homeless Veterans Programs.
- Medical services provided for incarcerated veterans who are escorted by correctional staffs to the VHA facility for primary care or inpatient medical/surgical services. These services are often provided in states that have passed legislation to charge inmates for medical services received for preexisting conditions.
- Postrelease links to residential programs to assist veterans who seek housing, employment, and mental health treatment for transition back into the community following discharge from forensic

settings. These programs may or may not be specialized for incarcerated veterans.

- Compensation and pension examinations, which may be provided within the correctional setting, at the medical center, or in one instance via telemedicine as arranged by VHA.
- Provision of services to veteran and nonveteran inmates as part of formal sharing agreements. These services include laboratory services, medications, diagnostics, and some of the types of services mentioned above. A recent innovation is the use of telehealth to provide these services to inmates in facilities operated by the Federal Bureau of Prisons.

Programs for incarcerated veterans nationwide vary in structure, staffing, and degree of collaboration with the criminal justice system. New York State and California have implemented successful programs, as described below.

New York State Department of Correctional Services. The two VISNs in New York State work collaboratively with the New York State Department of Correctional Services (NYS DOCS) to provide outreach, education, and prerelease planning to incarcerated veterans. NYS DOCS has developed veterans' hubs (V-hubs) in several correctional facilities where veterans reside in dormitory-type settings. VHA staff meet with the incarcerated veterans community to educate them about VHA services and benefits and to develop discharge plans in conjunction with NYS DOCS' prerelease counselors and parole officers. Veterans who participate in the V-Hub Residential Program exhibit considerably reduced recidivism, as evidenced in the 1998 veteran's program followup study by the New York State Department of Correctional Services. The return rate 48 months after release was 8.9 percent for veterans who spent at least 6 months in the V-Hub Residential Program compared with 47.69 percent

for nonveterans who had been released for the same time period.

California: San Quentin State Prison. San Quentin State Prison established the Northbay Vet Center Program in June 2000. Access to the San Quentin veterans community was gained by coordinating outreach through the Vietnam Veterans Group at San Quentin (VVGSO). VVGSO, which San Quentin recognizes as an approved organization, allows membership to veterans of all eras who have been honorably discharged or received a general discharge under honorable conditions. The majority of participating veterans have been convicted of capital offenses and are serving life sentences. In addition to providing skills to better cope with incarceration, emphasis has been placed on improving prerelease skills to enable veterans who are being paroled to deal with the rigors of freedom and to reduce recidivism. The Northbay Vet Center counselor is credentialed as a contract provider by the California Department of Corrections and, as a result, has virtually unlimited access to the institution.

Client-therapist confidentiality has been assured by the institution and has remained unchallenged. The

institution trained the counselor on issues of concern, including institution policies and safety. Vet center activities include the following:

- Weekly psychoeducational groups that address topics suggested by the inmates, such as anger management, anxiety reduction, coping with depression, social skills, and chemical dependency.
- Process-oriented sessions to deal with incidents within the institution.
- Prerelease case management to connect veterans who are being paroled with appropriate community resources, including Vet Centers, VA community-based outpatient clinics, VA medical centers, VA domiciliaries, county veteran service officers, and the California Employment Development Department.
- Individual counseling on a time-limited basis at the veteran's request.
- Postrelease counseling to veterans who have been paroled to the local geographical catchment area and to significant others and families of incarcerated and/or paroled veterans.

Activities of the Federal Bureau of Prisons, Inmate Placement Program Branch

The Inmate Placement Program Branch continued its mission to develop and implement programs designed to enhance the postrelease employment of federal prisoners. During FY 2001 and FY 2002, federal prisons conducted 133 mock job fairs in which approximately 4,500 inmates and 2,200 company and community representatives participated. In April 2001, the Federal Bureau of Prisons adopted two policy measures to strengthen inmate employment programs: Institutions were strongly encouraged to conduct at least one mock job fair annually, and inmates to be released into the community were required to have employment folders to support their postrelease job-seeking efforts. These folders were to include Social Security cards, academic and occupational education certificates earned while incarcerated, résumés, certified copies of birth certificates, and other documents required by employers. The provision of identification cards continues to be explored.

Two new videos, prepared in cooperation with the Bureau's Management and Specialty Training Center, were distributed to all federal prisons: "Transitioning Inmates Back Into Society: The Information Job Fair Model" and "The Employment

Resource Center: A Tool for Post Release Success." Both videos are also available to local and state corrections staff and others with related prerelease responsibilities. During FY 2002, 21 new employment resource centers were established; only 6 were in place during the preceding year. A new publication, *The Employment Information Handbook*, was also distributed widely to federal, state, and local corrections staff.

The Federal Bureau of Prisons and the Administrative Office of the U.S. Courts cooperated in a 3-year followup study to determine the postrelease employment experiences of released federal prisoners who participated in mock job fairs. A 2-year report, issued May 1, 2002, may be obtained from the Federal Bureau of Prisons, Inmate Placement Program Branch, by contacting Sylvia McCollum, Administrator, at smccollum@bop.gov.

On November 13, 2002, the John F. Kennedy School of Government, Harvard University, announced that the inmate placement program was 1 of 17 semifinalists out of 1,300 nominations selected for the Innovations in American Government Award.