This second edition of an annotated bibliography on offender job training and placement lists nearly 400 items from the collection of the National Institute of Corrections (NIC) Information Center in Longmont, Colorado, including 85 items added since the first edition in 1997. Items new to this edition are marked with an asterisk. Citations have been grouped into five major categories: vocational education, inmate industries, offender/ex-offender employment, multidisciplinary materials, and videotapes. Subgroupings within these categories steer the reader to particular topics, including some or all of the following: general, training issues and curricula, self-help materials, outcome studies/evaluation, management issues, program descriptions, and private sector involvement. For each title, the citation lists the author(s), source, sponsoring agency if applicable, date, pagination, and a unique accession number. An annotation summarizes the content of each item. Where applicable a URL (Uniform Resource Locator) is provided for resources available in electronic format on the World Wide Web. Items listed in the bibliography are available from the NIC Information Center. (YLB)
Annotated Bibliography on Offender
Job Training and Placement

—Second Edition—
Annotated Bibliography on Offender Job Training and Placement

—Second Edition—
September 1999

Constance Clem,
Editor

This material was prepared by LIS, Inc., under contract J100C0017DQ9 with the National Institute of Corrections, U.S. Department of Justice.
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This bibliography was developed for the Office of Correctional Job Training and Placement (OCJTP), which was created within the U.S. Department of Justice, National Institute of Corrections (NIC) in March 1995. The U.S. Congress directed the Department of Justice to establish OCJTP as a requirement of the Violent Crime Control and Law Enforcement Act of 1994.

OCJTP requested the NIC Information Center to prepare this bibliography in response to its legislative mandate for “collecting and disseminating information on offender job training and placement programs, accomplishments, and employment outcomes.” The first edition of the bibliography was completed in 1997. This, the second edition, lists nearly 400 items from the collection of the NIC Information Center in Longmont, Colorado, including 85 items added since 1997. Items new to this edition are marked with an asterisk (*).

Citations have been grouped into five major categories: vocational education, inmate industries, offender/ex--offender employment, multidisciplinary materials, and videotapes. Subgroupings within these categories steer the reader to particular topics, such as curriculum materials and outcome studies/evaluations. For each title, the citation lists the author(s), source, sponsoring agency if applicable, date, pagination, and a unique accession number. An annotation summarizes the content of each item. Where applicable, a URL is provided for resources available in electronic format on the World Wide Web.

Items listed in this bibliography are available from the NIC Information Center and can be obtained by calling (800) 877--1461. Readers are asked to limit their requests to five titles at a time. Some of these items are available only on a loan basis, and requestors’ eligibility for loan materials may be limited. The listed titles and other materials in the area of offender job training and placement can be discussed with an NIC Information Center corrections specialist by calling the same number.

NIC encourages readers to share with OCJTP materials on programs that show promise in working with offenders and ex--offenders. Such items could include program descriptions and evaluations, training materials, and other literature.

For more information about OCJTP, contact John Moore at:

Office of Correctional Job Training and Placement
National Institute of Corrections
320 First Street, N.W.
Washington, DC 20534
Telephone (800) 995--6423, ext. 147
Section 1. Vocational Education

1.1 General


Discusses the PAL program operated by the District of Columbia Department of Corrections. Inmates participating in this 26-week program care for an animal while learning basic laboratory veterinary techniques. Examines participant outcomes and briefly reviews pet-facilitated therapy in the correctional setting and animal care programs in correctional facilities in the U.S. and abroad. Includes bibliography. Accession no. 007487


Examines delivery systems for vocational training and education, provides a historical perspective on correctional education in America, and observes the implications of that history for reform in correctional education in the future. Presents a case study of the New York State Vocational Institution, examining the obstacles and difficulties faced by this program. Accession no. 011417


Describes a program primarily intended to develop inmates' work skills and work ethic that also generates revenue through contracts with agencies such as the Colorado Division of Wildlife and the U.S. Forest Service. Participants learn to operate heavy equipment, including motor graders, bulldozers, front end loaders, and dump trucks. The program is available to minimum-custody inmates who have a high school diploma or equivalent, have not tested positive for an illegal substance within 12 months, are not active gang members, and can obtain a security clearance. Accession no. 014845


Discusses Pell Grants, which are widely used by inmates for post-secondary education, most commonly in vocational and career-related areas. Legislation limiting or prohibiting inmate access to such grants could severely curtail or eliminate post-secondary programs. Provides a table of summary data on Pell Grant use in corrections nationwide. Accession no. 009672

Developed as part of a project to identify successful elements in vocational programs and specific programs resulting from cooperative and interagency arrangements for vocational education. Describes more than 40 correctional programs judged highly effective for men, women, or both. Reviews ideas and recommendations for program development and administration applicable to adult and youth institutions, halfway houses, and community settings. Lists possible funding sources and includes a bibliography and list of resources. Accession no. 004268


Defining handicapped offenders as offenders who exhibit learning disabilities in employable skills and noting that the handicapped offender is overrepresented within the populations of both juvenile and adult correctional facilities, the author advocates particular attention to addressing pre-employment skill deficits and the specific skills needed to obtain and keep a job. Accession no. 004152


Reviews the history and achievements of an Oregon apprenticeship program, which was the second in the nation to use the state registered Apprenticeship and Training Program as a vehicle for training the incarcerated. Examines how well the program has met its established objectives. Accession no. 001138


Assists teachers, counselors, and administrators in fulfilling state and federal requirements for serving special needs students in vocational education programs. Offers comprehensive information about student identification, vocational assessment, placement procedures, and the provision of special services. Accession no. 009484


This paper, presented to the 45th International Correctional Education Association Conference, 1990, discusses the rationale for training in machine repair, the background of the machine repair program at Waupun Correctional Institution, and the structure and format of the machine repair curriculum. Accession no. 008860


Describes a project undertaken in 1974 by the Center for Vocational Education to assess the current status of correctional vocational education. Identifies needs and goals and outlines a plan of action. Includes presentations given at the 1975 workshop. Accession no. 008852

The approach consists of documenting the need for vocational program improvement, establishing a case for the comprehensive approach to vocational education programs, planning a course of action, and discussing factors related to vocational program improvement. Accession no. 006868


Discusses the Inmate Answering Service, developed by the Los Angeles County Sheriff’s Department to improve public access to unrestricted information regarding facilities and persons in custody. Using inmate labor, the system has markedly improved response to citizen calls, while providing the inmates with training in telecommunications and office reception skills. Accession no. period70. View online at http://www.nicic.org/pubs/1990/period70.pdf.


Presented at a National Center for Research in Vocational Education seminar, this paper gives a business perspective on public/private development of educational and vocational programs and outlines a plan for building successful partnerships. Includes questions and answers following the presentation. Accession no. 004064


Final report of an office automation training program developed to augment existing educational programs by providing competency--based instruction in typing, office procedures, computer basics, data processing, micro--computer applications, office automation, word processing, career planning, and job--search training. Includes the 1986/1987 course content for the program. Accession no. 005499


Presents an overall picture of crime and criminal justice in Ohio, as well as numbers and characteristics of incarcerated juveniles and adults. Discusses a rationale for providing vocational skill training, a current profile of vocational programs in correctional institutions, and teachers' perceptions of the vocational education delivery system. Accession no. 008855


Examines Operation Outward Reach (OOR), a program that teaches prisoners carpentry and masonry. Participants learn the proper use of trade tools, work assembly, and job discipline during daily on--the--job training in house repair and construction for rural elderly and poor persons and nonprofit organizations. Three 2--hour evening classes per month are required on topics related to the daily work experience. Provides a brief history of OOR and numerous newspaper articles. Accession no. 009081

Oregon Women's Correctional Center and the Oregon Department of Corrections. Oregon Women's Correctional Center (Salem, OR); Oregon Dept. of Corrections (Salem, OR). 1990. 51 p.

Provides historical information on the Oregon Women’s Correctional Center (OWCC) and a description of the OWCC facility and security. Discusses various programs offered at OWCC, such as vocational training, beauty school, inmate work programs, ABE/GED program, a college program,
and correctional treatment. Includes organizational flow charts of the center's personnel and the "Department of Corrections Chartbook," containing various statistical facts. Accession no. 009238

Reviews data collected in a previous study on female vocational preferences to determine whether the data warrant the implementation of nontraditional vocational programs for female offenders. Examines the cost allocations for male and female inmate vocational programs and reviews correctional legal responsibilities, agency data, and the results of a vocational survey. Accession no. 012476

**A Plan to Contract Academic and Vocational Educational Services.** Florida Dept. of Corrections, Health and Education Services Program Office (Tallahassee, FL). 1985. 86 p.
Responds to proviso language in Florida's 1984--85 appropriations act that required the DOC, in conjunction with the state Department of Education, to develop a plan to contract for all academic and vocational education for inmates beginning July 1, 1986. Describes the DOC's role in education, the planning process followed, existing educational activities in the DOC, activities which would be contracted or retained in the DOC, structure and staffing issues when contracting is under way, strategic contractual issues, budgetary and personnel issues, and steps for implementation. Accession no. 005632

Details the rationale, goals and objectives, design, results, and accomplishments of a pilot program to screen, place, and provide vocational training to adult inmates with limited English language skills. Presents conclusions and recommendations for expanding the bilingual vocational training program systemwide. Appendices include language and vocational assessment tests, a program self-assessment, a safety information sheet and test in Spanish, and a list of educational program offerings. Accession no. 002827

Operation Outward Reach has a 25-year history of providing pre-release vocational training in carpentry and masonry to Pennsylvania inmates, combined with community service to benefit low-income senior citizens, other economically disadvantaged people, and nonprofit organizations. This final report of a federal demonstration project discusses goals and accomplishments and presents the report of an outside evaluator. Includes a manual for developing and managing programs, job descriptions for program staff, a list of textbooks used in the program, and a section on job search skills. Accession no. 013214

Presents materials on the Home Builders Institute and Project TRADE, which provides craft skills training and job placement to adult offenders. Vocational education classes are combined with hands-on training to give participants valuable experience for future employment. Includes a brochure describing the Home Builders Institute and the project, a course outline, a description of Pre-Apprenticeship Certificate Training, and numerous articles on the Institute and its programs. Accession no. 012551
Describes a collaborative effort between Houston Community College and the Harris County Sheriff's Department to provide educational programming to inmates. Summarizes the courses offered at the Harris County Jail through the college, including commercial art, English as a second language, GED, graphic art, custodial maintenance, upholstery, office skills, and construction basics. Accession no. 012608

Nearly 50% of jail inmates in Shelby County, Tennessee, are involved in some type of work, training/vocational, or education program. This article discusses modifications the county made to keep pace with changes in the local labor market. Training/vocational programs include culinary arts, landscape/horticulture, and upholstery, each designed to help inmates gain locally marketable skills. Accession no. period7. View online at http://www.nicic.org/pubs/1992/period7.pdf.

Identifies the responsibilities of Corrections Department staff in helping Department of Vocational Rehabilitation counselors identify potential candidates for vocational training, job development, and counseling. Special needs offenders are defined as either physically or mentally disabled. Accession no. 006108

Lists general characteristics of learning—disabled, disadvantaged, and limited English proficient (LEP) students. Identifies specific characteristics of academically disadvantaged and economically disadvantaged students. Discussions include LEP students, reading skills, critical thinking/problem—solving skills, the disadvantaged student, and learning styles and modification of instruction. Accession no. 009485

STEP WON (Support, Training, Employment Program—Women Offender Network) is a full—range transition program for women during and after incarceration, based on a partnership of county and state corrections departments, the Private Industry Council, Clark College, and the YMCA. Program summaries provide data and brief descriptions of offender participation and community involvement. Accession no. 013198

Presents findings on the administration of correctional education, types of correctional education programs offered at adult and juvenile facilities in each state, the number of inmates who participated in these programs, and the staffing and financial resources used to provide educational services. Includes tabulated statewide data on programs in adult and juvenile correctional facilities, with breakdowns by types of vocational programs offered. Accession no. 013212
Focusing on vocational education in state prisons, this essay presents an overview of the offender population and the history, philosophy, funding, and administration of corrections education. Discusses employability, life skills, entrepreneurship programs, and TIE programs. Examines research in vocational education and explores instructional techniques. Accession no. 008854

Findings from hearings held in 1979 suggest that quality, comprehensive vocational education typically is not provided by correctional systems. Identifies opportunities for improvement in funding, administration, standards for and relevancy of programs, and federal leadership. Accession no. 003203

Summarizes data collected in a national survey of vocational education programs in 384 correctional facilities, including Federal Bureau of Prisons facilities, city and county jails, and military correctional facilities. Appendix includes the survey methodology. Accession no. 002262

Vocational Education in Corrections. Imel, Susan. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Vocational and Adult Education (Washington, DC). 1990. 2 p.
Lists print resources and organizations that can provide information on vocational education programs in correctional institutions. Accession no. 008679

Describes the history of vocational education in corrections; options for institutional and community-based programming; innovative programs for female, juvenile, and mentally handicapped offenders; and findings on program effectiveness. Identifies three factors as critical for future development of effective programs: increased and improved research and evaluation, increased community and interagency involvement, and leadership by government entities and professional organizations. Includes references. Accession no. 004398

Reviews the barriers to coordination between vocational education and Job Training Partnership Act programs, strategies for overcoming them, the overall status of joint planning and coordination, and examples of successful joint programs. Accession no. 008669

Y–STOP’s mission is to interrupt the criminal careers of high–risk young offenders through a focused multi–agency effort. It focuses on three major areas: cognitive restructuring, alcohol and drug counseling, and vocational skill development. Accession no. 012743

1.2 Training Issues and Curricula


Final report of a project to develop competency–based curricula in 12 vocational training programs and appropriate staff in–service training. Accession no. 005694


Final report of a project to assess, develop, revise, and implement curriculum; provide training; and maintain systems necessary to upgrade female inmates’ knowledge and skills in computer–aided drafting and automated office skills to meet current industry standards of employability. Accession no. 006511

Computer–Assisted Instruction in Vocational Education. Imel, Susan. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1992. 2 p.

Reviews literature related to computer–assisted instruction and presents guidelines for effective use of such instruction and a list of references. Accession no. 000243


Contains course listings and a description of the curriculum for a program to prepare female inmates for work in an industry in which available jobs exceed the number of qualified applicants. Participants must be able to function at the 10th grade level in both reading comprehension and mathematics. Includes detailed student competency checklists for each course. Accession no. 004923

Effective Teaching in Vocational Education. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1989. 2 p.

Classifies factors contributing to secondary education effectiveness into four categories—occupational, educational, ancillary, and societal—and describes factors that relate positively to increased learning. Accession no. 008683

Presents lesson objectives and detailed instruction in energy auditing and conservation practices, active and passive solar system design, residential carpentry, site preparation, concrete pouring and finishing, rammed earth forms and walls, framing and insulating, interior and exterior finishing, plumbing, and wiring. Accession no. 003863

ERIC Resources on Vocational Education Curriculum Development [Annotated Bibliography]. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1989. 2 p.

Contains 16 citations from the ERIC database on instructional materials for vocational and technical education, developing occupational programs, technology education, working with business and industry, and related topics. Publication dates of these materials range from 1984 to 1988. Accession no. 008682


The last in a series of reports developed by the Comprehensive Offender Employment Resource System (COERS) and the Massachusetts Department of Manpower Development, this volume compiles teaching modules used for pre-employment and vocational training at MCI-Framingham. Modules cover values clarification/self-esteem building, lifestyle/societal skills, career exploration, looking for a job, job interviews, and retention/graduation. Includes a bibliography, list of resources, and list of audiovisual aids. Accession no. 001865


Includes the text of two papers presented at a seminar series sponsored by the National Center for Research in Vocational Education. One discusses opportunities for research, information exchange, and alliances between vocational and correctional educators, academics, and organizations. The other outlines characteristics common among good correctional education programs. Includes the narrative of a question-and-answer session and statistical, policy, and resource appendices. Accession no. 005018


A pre-vocational and advanced skills vocational training program was developed for the prison industry operation at Norfolk. This document includes the curriculum for drafting, woodworking, sheet metal, welding, plumbing, electrical wiring, graphic arts, and sewing. Accession no. 006858

Interactive Video in Vocational Education. Kerka, Sandra. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); National Center for Research in Vocational Education (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1989. 2 p.

Provides an overview of individualized instruction, types of video technology, five phases of interactive video design, production of interactive video materials, and use of interactive video in instruction. Accession no. 008667
Interactive Videodisc in Vocational Education. Kerka, Sandra. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.

Discusses potential uses of interactive video, its effectiveness as a learning tool, instructional issues, and costs. Identifies four examples of applications in vocational education. Includes references. Accession no. 009292

Job—Related Basic Skills. Kerka, Sandra. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.

Defines and reviews job—related basic skills or levels of job literacy, which include learning to learn, reading, writing and computation, oral communication and listening, creative thinking, and personal management. Gives examples of programs and discusses making skill development programs work. Accession no. 008675

Locating Vocational Education Curricula. Wagner, Judith O. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.

Discusses various ways to locate vocational education curriculum materials. These include contacting a state liaison representative, the National Network for Curriculum Coordination in Vocational and Technical Education, a regional curriculum coordination center, or a state vocational education resource center. Accession no. 008678


Final report of a project to enhance computer—assisted instruction capability at the Minnesota Correctional Facility—Stillwater for inmates housed in protective custody and minimum security, for the non—English speaking population, and for vocational education students. Accession no. 005802


Compiles program information, curriculum materials, and texts on technology education. Presents information in three major clusters: industry and technology communication; material processes technology; and energy, power, and transportation. A fourth cluster, a technology practicum, focuses on the history and interrelationship of each system of technology and how they function in society. Accession no. 008660

Using Multimedia for Distance Learning in Adult, Career, and Vocational Education. Stammen, Ronald M. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1995. 75 p.

Explores how educators are using multimedia for distance learning. Three types of telecommunications technologies are described: multimedia with broadcast television, multimedia with interactive video (television), and computer—mediated communication networks. Discusses the difficulties and challenges of the new systems. Accession no. 012820
Using the Internet in Vocational Education. Wagner, Judith O. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1995. 2 p.

Briefly describes the uses of the Internet in vocational education and gives examples of current applications and potential problems. Identifies potentially useful Internet sites and provides addresses for accessing them. Accession no. 013144


Includes basic competencies and instructional subskills for the areas of carpentry, masonry, welding, plumbing, electrical wiring, and electrical motor controls. Accession no. 006488


Contains staff regulations that encompass educational requirements, policies/procedures, forms, safety, instructional testing, short course policies and information, counseling, and co-op training class information. Accession no. 009486


A resource for vocational teachers presents suggestions for using the Internet in the classroom, gives examples of current use, and lists 15 relevant websites. Accession no. 014416

1.3 Outcome Studies/Evaluations


Uses three measures of success (post-release employment, recidivism, and in-program success) to gauge the effectiveness of nine exemplary corrections-based vocational education and training programs. Describes each program in detail using standard categories—such as staffing patterns, instructional methods, and participant characteristics—and discusses variables that contributed to program success. Includes information on seven additional programs that did not meet all criteria for the study. Accession no. 009985


Based on data from the Florida Department of Corrections female inmate population on June 30, 1994, this study evaluates vocational training for female inmates and measures its effectiveness in light of economic and labor market trends. Results describe the sample population demographics,
vocational assessment data, labor market trends, and vocational programs. Includes recommendations for improving vocational training. Accession no. 012420


Designed for corrections educators with little experience in evaluation procedures. Defines evaluation, differentiates vocational education from both pre-vocational training and work in prison industries, and describes the evaluation process. Includes checklists, worksheets, examples of evaluation materials, a list of recommended resources, and a hypothetical case study to guide the user through the evaluation process. Accession no. 004400


Discusses program participation and completion, the effect of program participation on employment, and recommendations for increasing employment opportunities for participants through work release and other means. Accession no. 005251


Examines the role of evaluation in vocational education program redesign, especially for secondary students. Assesses previous evaluation efforts and describes evaluation strategies for program redesign. Accession no. 008674


Responds to concerns about the failure of many U.S. Bureau of Prisons (BOP) inmates to complete basic prison education programs and about the usefulness of these programs in providing inmates with marketable skills. The project team surveyed BOP staff and accessed other sources to evaluate BOP data on inmate vocational program participation, and it surveyed inmates and staff regarding program effectiveness. Recommends broadening the incentives used to promote inmate participation in and completion of educational and vocational training programs. Such incentives could include preferred housing assignments, custody level reductions, or an allowance to attend school during the work day. Accession no. 010915


A study tracked prison releasees' employment, education, and recommitment outcomes in three 1-year cohorts. Further analysis for men released in 1989-1990 demonstrates higher employment for those who participated in prison vocational programs. The 1989-1990 data are also examined by race and age of releasees. Accession no. 000071


Uses a thorough statistical analysis of the work status of 340 inmates to illustrate the success of vocational education programs in a correctional setting. Compares release, employment, wage, and recidivism rates in 12 vocational programs, concluding that inmates with vocational training are
more likely to be released from prison, become employed, and remain unincarcerated. Accession no. 013667

**Follow-Up Study of a Sample of Offenders Who Participated in Food Services Program.** Macdonald, Donald G.; Bala, Gerald. New York State Dept. of Correctional Services, Division of Program Planning, Research and Evaluation (Albany, NY). 1987. 8 p.

This study examined the return rate of offenders who participated in a food services program while incarcerated. Inmates who acquired significant occupational skills by earning the job title of short-order cook had a return-to-prison rate of 26.6%, compared to 34.8% for those who developed only entry-level job skills, e.g., waiter or kitchen helper job titles. Accession no. 006392


Tracks the employment status, job placement factors, and parole outcomes of 589 1979 graduates of vocational education programs in seven institutions operated by the Ohio Dept. of Rehabilitation and Correction. Seventy-five percent of graduates successfully completed their parole, and 73% were employed during the parole period. Includes recommendations for examining and expanding vocational course offerings and for further study. Accession no. 002809


Describes the Functional Literacy Project, which provides educational and vocational programs to inmates. Presents an evaluation of results in terms of process and outcomes. Accession no. 013148


Helps administrators of local adult and vocational education programs improve their approach to evaluation. Provides a framework to help agencies document their programs' effectiveness as resources become more scarce. Accession no. 012979


Describes results of outcome studies that show the Stayin' Straight program was effective in lowering probation failure rates and rates of rearrest for program graduates. Emphasizing substance abuse treatment, vocational rehabilitation services, and extensive case management, the program moderately affected offender behavior and extended the time between arrests for program graduates who were rearrested. Accession no. 012992

**Offender Employment (Following Transfer to a Community Residential Program or Parole): A Research Brief Using Existing Data.** Michigan Dept. of Corrections, Facilities Research and Evaluation Unit (Lansing, MI). 1990. 8 p.

Tracks employment outcomes for 453 DOC inmates who participated in trade-related training and were released to a community residential program or parole between January 1979 and December 1980. Findings address the number of releasees employed, types and skill levels of jobs obtained, relationship between training received and jobs obtained, length of time in the jobs, wages received, and reasons why releasees left the jobs they obtained. Accession no. 013208
Review of Various Outcome Studies Relating Prison Education to Reduced Recidivism. (Revised.)
Reviews and summarizes the results of studies related to prison education. The document is divided into four sections: basic education and GED preparation, secondary level vocational training, post-secondary level programming, and social and cognitive skills development. Each section cites and summarizes related studies. Includes a bibliography. Accession no. 012506

Presents the results of a follow-up study of 185 youth and adult offenders who were released from six Ohio correctional facilities after receiving vocational training. Findings indicated that although the students rated the quality of training as favorable, few were employed in fields related to their training and the unemployment rate for both youth and adults was high. Accession no. 000364

Vocational Education Performance Standards. Imel, Susan. ERIC Clearinghouse on Adult, Career, and Vocational Education (Columbus, OH); Ohio State University, Center on Education and Training for Employment (Columbus, OH). Sponsored by U.S. Dept. of Education, Office of Educational Research and Improvement (Washington, DC). 1990. 2 p.
Examines some vocational education experiences with outcome measures, describes proposed approaches, and enumerates potential issues and challenges in establishing performance standards for vocational education. Accession no. 008677

Discusses whether there is a correlation between the rate of participation of offenders in vocational education programs and the incidence of recidivism after release. Accession no. 004646

Presents the results of a study that showed that inmates who earned six or more vocational job titles had lower return-to-prison rates than those who earned fewer. Inmates who earned a GED or high school diploma returned at a consistently lower rate than those who did not have a diploma, regardless of the number of job titles earned. Accession no. 014111

Explores the impact of the five vocational--technical (vo-tech) centers operating within the Oklahoma Department of Corrections on the recidivism rate of inmates who completed specific skill-related training programs from 1980 through 1984. Among the program completers who had been released by the time of the 1986 study, 76% had not been returned to DOC custody. Twenty-four percent had been returned to DOC custody, in comparison with a recidivism rate of 45% to 77% for the general population. Accession no. 007711

Examines a national sample of employment data as a first step in analyzing the overall employment of released federal offenders. Accompanying tables show overall unemployment rates among federal parolees, types of employment secured, average money earned, and employment by race and age. Accession no. 001752
The Wallkill Optical Program employs approximately 45 inmates in the production of eyeglasses for state and New York City correctional populations, with plans under way to expand the program to 90 inmate workers and provide eyewear for all upstate New York Medicaid recipients. Because extensive training is required, participation criteria include a high school diploma or GED and a minimum of 1 year remaining on the inmate's sentence before release. The follow-up study tracked release outcomes for 118 program participants against a control group of nonparticipants, demonstrating substantially lower recidivism among participants. At 12 months, about 3% of program participants had been returned to DOC custody vs. 11% of the control group. At 84 months, 34% of participants had been returned to the DOC vs. 54% of the control group. Material includes methodology, sample groups, statistics, and anecdotal information. Accession no. 011746

Section 2. Inmate Industries

2.1 General


Presents results of a 1989 survey of prison industry programs in the United States and Canada, including summaries of activities by state, and an update on court decisions and new legislation. Accession no. 010557


Outlines the purpose of the 1991 CI—Net Correctional Industries survey and summarizes its results. Comprehensive tables summarize responses on topics related to inmate employment, product marketing, legal issues, pricing factors, automated information management systems, and organizational management. Provides specific information for a range of correctional industries and lists survey contacts by state. Accession no. 010323


The Federal Prison Industries (FPI) Summit was designed to assist FPI in finding a way to increase inmate employment while minimizing the impact on private industry and labor. This report summarizes the issues debated and the resulting growth strategy proposals. Discussions include service alternatives, subcontracting, and offshore labor. Accession no. 002769


Memorandum written by Deputy Assistant Attorney General Samuel Alito in response to a request by Norman A. Carlson, Director of the Federal Bureau of Prisons, for an opinion on several legal
issues relating to the authority of federal agencies to contract with state prison industries to purchase goods produced by inmates. Accession no. 007474


Provides the results of a survey of 749 jail and detention facilities. Discusses general data on all survey respondents, and general data and summaries of specific information on jail industries. Lists jurisdictions not operating jail industries and some reasons why. Identifies jurisdictions that are considering start up of jail industries. Provides a directory of jurisdictions operating jail industries, along with specific data on each operation, including industry types, standards and regulations, inmate training, inmate and civilian employment, inmate wages, and private sector involvement. Accession no. 009477


Analyzes a survey of female offenders employed in state correctional industries and identifies the number of employees by type of industry for each state. Includes the survey instrument. Accession no. 010154


Provides information on the Correctional Industries Association, Inc.; profiles state, federal, and Canadian prisons industries; and includes grant and technical assistance information and prison industries contact numbers. Provides general information and a listing of products and services. Accession no. 006435

**Correctional Industries.** Delaware Bureau of Adult Correction (Smyrna, DE). 1991. 5 p.

Summarizes the range of work and services performed by prison inmates and focuses on inmates’ involvement with data entry and telemarketing industries. Describes costs, number of inmates employed, and logistics for programs being operated in several states. Accession no. 009731


Provides information on the Correctional Industries Association, Inc. (CIA); prison industries and advertisers in the 50 states, the Federal Prison System, and the Correctional Service of Canada; and jail industries. Tables provide information on products and services, inmate worker statistics and programs, markets and sales restrictions, and CIA Board policy and appropriations. Accession no. 006435


Written primarily for human services administrators and specialists, presents a general process for developing or expanding correctional industry programs for mentally handicapped inmates. Major sections include a discussion of legal and legislative issues, descriptions of the major components of model service programs geared for mentally handicapped inmates, overviews of five programs serving this population, and an outline for planning and development. Accession no. 011245. *View online at* http://www.nicic.org/pubs/1992/011245.pdf.
Facilitates coordination of Targeted Jobs Tax Credit outreach activities between correctional agencies and state job service offices. Accession no. 005191

Reports discuss the structure and logistics of prison industries, effective job training programs, prison industries as a discipline and lifestyle, business and labor cooperation in job placement, and constraints on production and marketing of prison industry products. Accession no. 002040

Discusses the myths, successes, and challenges of the federal prison industry program, acknowledging former Chief Justice Warren Burger’s quest for improving America’s correctional system. Presents a history of prison industries, detailing work, education, and public safety aspects. Accession no. 013217

Briefly describes the Sumners—Ashurst Act and the Walsh—Healey Act. Accession no. 007475

A final report of a project to foster improvements in corrections through the study and development of prison industry programs and related activities. Accession no. 000841

Based on onsite visits and structured interviews with DOC commissioners, statewide industry coordinators, and state governors’ offices, examines the applicability of franchising and related concepts to prison industries in five states. Focuses on the status of industries in each state, including problem areas and existing and planned relationships with the private sector, and discusses interest in private sector franchise opportunities and franchise concepts generally for prison industries operations. Includes interview forms used in conducting the research. Accession no. 000005

Advocates reorganizing the prison experience around work (the “industrial prison”) and outlines issues such as admission and release criteria, security levels, and wages that are critical to the development of this concept. The second section summarizes discussion of these issues by the Industrial Prison Policy Group, convened by the National Institute of Corrections on July 27 and 28, 1982. Accession no. 002522
Reviews industries programs, marketing strategies, and relevant legislation in six states, with the aim of developing a joint, cooperative marketing plan for selected products and determining the products with the greatest potential for interstate commerce. Recommends modular office furniture as an ideal product for interstate manufacture and marketing by correctional industries in the region. Accession no. 002206

Based on a survey of correctional industry programs, summarizes responses to questions concerning the nature of industries, markets for goods and services, inmate employment statistics, private sector involvement, skills and training, job placement, post-release employment, and recidivism. Reviews the role of industries and other programs in improving ex-offender employability. Includes the survey instrument and verbatim comments from respondents. Presented at the American Correctional Association’s 121st Congress of Correction, held August 4–8, 1991. Accession no. 010257

Explains Oregon’s three-phase implementation plan for the state’s Prison Reform and Inmate Work Act of 1994. The first phase plans to expand existing work programs wherever possible; the second phase will require developing a business plan with projected costs; and the third phase will replace old programs with new, more cost-effective programs. Accession no. 012177

A report of a survey of large jails that includes statistical data and information on what types (if any) of recycling programs they have, where money from recycling goes, and whether they have jail industries. Accession no. period12. View online at http://www.nicic.org/pubs/1992/period12.pdf

Calls for a change in the use of prisons nationwide from “warehouses” to “factories with fences,” where inmates can learn skills to support themselves after release. Promotes the view that persons who produce useful goods for the marketplace are more likely to develop the self-esteem essential to a normal, integrated personality and be better able to cope with life on their return to freedom. Accession no. 001047

Summarizes a 1988 study done by the U.S. International Trade Commission (ITC) on the use and economic impact of items 806.30 and 807.00 of the Tariff Schedule of the United States, which provide duty relief on imported goods fabricated in whole or in part from U.S.-made components. Discusses related tariff provisions and labor and manufacturing issues in Mexico, the Caribbean, and
Asia. Suggests that correctional industries can find a productive place in manufacturing of U.S. components for offshore assembly. Accession no. 008160

Text of the Percy Legislation Amendment, which exempts certain prison industry projects from restrictions on the interstate transportation of prison-made goods. Supplied title. Accession no. 004703

Presents the results of surveys on the following topics: source of funding for inmate wages; correctional industries employing female inmates; data contained in industries' automated information system; status of, difficulties with, and suggestions for industry autobody shops; status of industry woodworking plants; and states with prison industry operations located off grounds. Accession no. 007722

Discusses difficulties affecting prison industries and issues related to federal assistance to states for developing prison industries under the Free Venture Program and the Prison Industry Enhancement program. Prepared for the National Governors' Association. Accession no. 001031

Programs for Female Inmates. LIS, Inc. (Boulder, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Boulder, CO). 1987. 22 p.
Identifies and briefly describes programs available for female inmates at state correctional institutions throughout the United States, including parenting programs, counseling for victims of incest or violence, chemical dependency programs, industries programs, life skills, academic education, work release, and mental health programs. Accession no. 011462

Solicits bids to establish representation of Corcraft Products through the use of office furniture dealerships in an effort to expand marketing and distribution efforts through the private sector. Required qualifications of bidders and specifications for performance are included. Accession no. 010254

Discusses the creation, mission, and goals of PRIDE, Inc., Florida's adaptation of the free venture industry model and the first industry of its type in the United States. The free venture program model emphasizes the operating principles, employment patterns, and profitability motives of private industry. The Florida program is characterized by a voluntary inmate workforce that is paid wages based on productivity; an emphasis on modern physical plants, equipment, technology, and productivity standards; a full work week; the ability of supervisors to hire and fire inmate workers; a self-supporting and profit-oriented approach to operations; and attention to post-release job placement. Accession no. 003187

Lists a number of states and other jurisdictions that have drug, alcohol, and/or industry programs specifically designed for women inmates. Accession no. period31. View online at http://www.nicic.org/pubs/1990/period31.pdf.


Reviews the legislative history that enabled the private sector to become involved in prison industries and provides an introduction to certification requirements under the current law. Briefly describes activity within the states, including prevailing wage requirements. Accession no. 010281


A study mandated by the California Legislature finds potential for job creation within institutions but no job market for persons with training in recycling and salvaging operations. Supports review of waste management department-wide and the potential to develop cooperative ventures at local landfills, but recommends against large-scale operations for salvaging materials from correctional institutions and their communities or recycling waste material as a source of energy. Accession no. 006131


National and regional survey results agree that the primary goal of prison industries is to create attitudinal change and develop skills. Based on these results, a review of organizational attitudes within the state of Iowa, and an analysis of industries in nearby states, a model is presented for development and expansion of industries. Reviews presentations at a December 1970 conference at the University of Iowa, participants' comments on the proposed model, recommendations, and observations. Accession no. 001004


Analyzes the merits, limitations, and problems of various approaches to prison industry; examines federal and state legislation; and recommends measures and programs to improve industries. Accession no. 001037


Discusses the use of jail inmates to produce goods. Some new, more advanced activities include drafting, printing, computer programming, and travel-related semotel and airline reservations. Accession no. period77. View online at http://www.nicic.org/pubs/1990/period77.pdf.
- Lists each state that has imposed restrictions on prison–made goods produced within the state or imported for sale in the open market, and presents a brief summary of each state’s provisions. Accession no. 008163

- Reviews successful prison industry programs in five states and suggests actions to improve industries in Nevada prisons. Includes an independent review of the state’s correctional industries, detailed plans for action within the DOC and at each DOC facility, and suggested text for modifications to relevant state law. Accession no. 005929

- Examines the evolution, goals, components, and organizational approaches of prison industries. Using data from a mail survey of 39 federal, state, and Canadian jurisdictions, traces the history of prison industries from 14th century England to the present. Makes recommendations to increase the effectiveness of prison industries and discusses innovative state programs. Accession no. 004194

- Provides results of surveys on topics related to correctional industries, including chemicals/janitorial products, industries employing female inmates, license plate manufacturing, states’ purchasing preferences for products manufactured by handicapped/blind persons, commercial shipping, and states that offer incentive pay for sales staff. Accession no. 008106

- Excerpts from remarks by speakers at the conference and a review of the work of the South Carolina Governor’s Task Force on Prison Industries. Accession no. 005614

- Recommends establishing with a private corporation a commercial enterprise to employ inmates in meaningful jobs for wages; examining the feasibility of instituting a self–motivation course in the state prison system; allowing counties to require prisoners confined in local facilities to work on public streets, public highways, or public works; and establishing a plan for increasing the use of inmate labor in prison construction and maintenance projects. Appendices include relevant portions of North Carolina statutes and legislation. Accession no. 010633

- Summarizes the Board’s activities and accomplishments since the 1996 Washington state legislative session. Includes copies of the Board’s by–laws and its first newsletter. Accession no. 013752

- Based on survey responses from jails that collectively hold 26% of the total U.S. jail population, summarizes data in areas such as the amount of time jail inmates spend working, types of work performed, monetary and other compensation, and beneficiaries of inmate labor. Accession no. 011819
2.2 Training Issues and Curricula


Materials include general policies, required training for new supervisors, guidelines for on-the-job training, the preparation and training program for the Production Manager III position, and descriptions of several courses. Accession no. 005053


Profiles an approach to preparing inmates for reentry into the community that assumes they need certain skills and knowledge for survival. An assessment identifies specific employability deficiencies in adult inmates, and a competency-based curriculum provides an opportunity to address these deficiencies. Accession no. 006490


Outlines participant selection, program orientation, and training content and objectives for a program to prepare inmates for prison industry work. The program provides 17 weeks of training in basic, intermediate, and advanced furniture construction, totalling 510 hours. Accession no. 005179


Describes a plan for linking inmate work and vocational training that requires cooperative effort by Arizona correctional institutions, community colleges, and employers of inmates, such as Arizona Correctional Industries. The plan specifies the involvement of the classification committee, adult education coordinators, education providers, and institution administrators and provides internal policy/procedures for providing appropriate training to inmates. A chart shows 1987–1988 education and training programs available in Arizona's adult correctional institutions, most of which are provided by community colleges. Appendices contain forms for assessing inmates' employability, interpersonal problem-solving skills, and work ethic and for requesting training and referring inmate workers. Accession no. 006489


Aids in designing or developing training programs for industry personnel. Includes the final project report for the correctional industries training program. Accession no. 004689


Materials to conduct training for correctional industries managers include the training agenda, participant pre-and post-tests, and evaluative data and critiques of the program. Accession no. 001046

Describes the duties of the Superintendent of Industries, who represents UNICOR's corporate management at the institutional level and has the overall accountability for production, quality, local financial management, and personnel management. These duties include overseeing quality assurance and factory operations; monitoring sales and earnings; and recruiting, selecting, and training staff. Accession no. 007971

2.3 Outcome Studies/Evaluations


Provides an overview of EPIC, a program developed by Pierce College and the Washington DOC to teach work habits and interpersonal skills to prepare inmate workers for employment in correctional industries. Offers recommendations based on an assessment of the program's pilot phase. Appendices include program forms, course materials lists, brief topic/module outlines, and sample student evaluations. Accession no. 009546


Text and tables present data on direct, internal cost savings provided by Arizona Correctional Industries to the corrections department and on indirect benefits to the state economy. Accession no. 010758


Discusses the positive impact that Corcraft Correctional Industries has had on the New York State economy. Job displacement in the private sector is more than offset by civilian employment in correctional industry, and taxpayer savings are substantial. Accession no. 006986


Describes Colorado's correctional industries program and examines its effects on the state's economy. The analysis includes sales in terms of state consumption, positive and negative economic effects, direct impact, secondary effects, net economic impact, costs of alternatives, and a comparison of business operations between correctional industries and private sector enterprises. Includes economic impact formulas. Accession no. 011037


Describes the positive effect that prison industries in Illinois, Wisconsin, New York, and Louisiana have had on each state's economy by helping to create new civilian jobs and business for the private sector. Accession no. 006985

Final report of a research project that found that participation in prison industry had an important effect on inmate conduct within the prison environment but was largely unrelated to recidivism. Discusses the mechanisms through which industry participation encourages better institutional adjustment and the reasons for the lack of a relationship between industry participation and post-release adjustment. Offers suggestions for additional research on the effectiveness of prison industry programs. Accession no. 008138


Examines participants in the free venture industries program, the work they performed, and the effects of the program on participants as well as the facilities involved. Although minimal positive impacts were identified, the data did not conclusively demonstrate that inmates gained significantly better work habits or were more likely to succeed on parole, or that institutions were easier to manage. Includes a bibliography. Accession no. 001019


Reports the results of a study of 744 inmates released from the Ohio prison system in FY 1992, which showed that work in Ohio Penal Industries (OPI) reduced recidivism by nearly 20%. OPI work experience is linked to reductions in the disparity in recidivism between blacks and whites, with the greatest impact on black males aged 26 to 40 who were sentenced for the most serious offenses. Accession no. 013375


Follow-up study of inmates who participated in the Corcraft Industrial Training Program (ITP) from April 1988 to August 1993. The ITP is operated out of the Mt. McGregor Correctional Facility, which is about 40 miles north of the Corcraft warehouse and office location in Menards, New York. Inmates are transported back and forth daily. Corcraft, a division of the DOC, is an industry that manufactures and distributes office equipment, road signs, clothing, and maintenance products to New York State government agencies. Inmates participate in the ITP program in several capacities: warehouse, merchandise installation and repair, maintenance, drafting, and business-related and general office tasks. ITP is open to male inmates who have at least 6 months remaining on their prison sentences, have a high school diploma or GED, can speak and read English, and are approved for “temporary release” program participation. This study assessed the recidivism rate—defined as a return to DOC custody—for 302 successful ITP participants, 79 unsuccessful participants who were removed from the program, and a control group of first-time releasees from DOC custody who did not participate in the ITP. Recidivism data were tracked at 12-month intervals following release. Findings show that the probability of return to DOC custody was significantly lower for successful ITP participants than for both unsuccessful participants and the control group. Discusses study methodology and presents detailed statistics. Accession no. 011757

Presents a strategy for evaluating a jail industry through six steps: 1) articulating objectives, 2) using objectives to identify outcomes, 3) determining what to measure, 4) determining how to measure, 5) preparing a report, and 6) communicating results to others. Accession no. 014016


A study involving structured interviews and review of institutional records at 12 prisons with free venture prison industries identifies problems encountered and the programs' overall favorable impacts on inmate behavior and attitudes and the institutional climate. Includes extensive data on the perceptions and opinions of inmate workers, non-workers, and correctional and civilian staff. Recommends specific areas for further research and technical assistance. Accession no. 000992


Discusses the contributions of private sector business to the effectiveness of prison industries—through advisory councils, consultation, and staff training opportunities—and incentives for private sector involvement. Accession no. 003186


Reviews Federal Bureau of Prisons institutional work programs and finds they are often of a make-work nature and do little to enhance inmate work skills. While more inmates than necessary are typically assigned to institutional work programs, the review finds that industrial work programs, which generally provide relevant work experience and help reduce prison costs, were sometimes short of workers. Discusses contributing factors and makes recommendations for improvement, to which the Bureau responds. Accession no. 001139


Reviews procedures in the Federal Prison Industries central office, six division offices, and eight institutions and identifies deficiencies in pricing products, determining manufacturing costs, purchasing materials, maintaining inventories, collecting accounts receivable, authorizing and reimbursing travel, and internal reporting of financial information. Recommendations to improve efficiency and increase net profits emphasize clarifying and adhering to established policies and procedures and developing a training program for factory financial management personnel. Accession no. 002150


Compares prison industries operations to American Correctional Association criteria and to statutory requirements, concluding that controls are in place and no further auditing is necessary. Provides information and assessment findings on the Montana State Prison Ranch and its vocational training program. Accession no. 013003


Details the policies and purposes of the Nebraska prison industry system. Discusses the resources, funding, physical plant, civilian staff, and administrative systems involved; examines the cost--
effectiveness of eight specific industries; and provides recommendations for change. Accession no. 000911

Findings suggest that work experience in Ohio Prison Industries (OPI) helps offenders obtain employment after release; that by reducing recidivism, OPI participation saves the state $900,000 in recommitment costs alone; that OPI's pricing is competitive; and that its operation provides a $15.9 million advantage to the state economy. Accession no. 013184

Reports on an audit that evaluated the effectiveness of the correctional industries programs operated at 11 of Georgia's 37 state prisons in fulfilling the goals of providing on-the-job training for inmates, producing quality products and services, and operating as financially self-sufficient entities. The study evaluated management, production, cost management and pricing, and sales and marketing. Accession number 012860

**Prison Industry Authority: Statutory and Cost Control Problems Adversely Affect the State.** California State Auditor, Bureau of State Audits (Sacramento, CA); Ernest & Young LLP (Sacramento, CA); NewPoint Group, Inc. (Sacramento, CA). 1996. 189 p.
Based on comparisons with private sector business and with other selected correctional industries, identifies and discusses shortcomings in the management, operations, and profitability of prison industries in California. Presents recommendations for legislative action, reorganization and management of correctional industries, costing and purchasing methods, and other areas. Includes the response of the Prison Industry Authority and Board. Accession no. 013209

Reviews the performance of the Prison Industry Authority (PIA), which was established in 1983 to improve enterprises employing prison inmates. Concludes that the state of California is receiving a poor return on its $91 million contribution in buildings and equipment for the program. Recommends the PIA refocus on job training aimed at reducing recidivism. Accession no. 013066

Reviews the South Carolina DOC's decision to cease manufacturing inmate janitorial products and instead purchase these products from an outside vendor. The main objectives of the audit were to determine the reasons for discontinuing the manufacturing program, determine if bid specifications favored a particular vendor, figure the comparative costs of purchasing supplies, and examine the procurement processes of other states. Accession no. 012593

Reviews published works relating to topics emphasized in a prison industry study: job markets; inmate manpower and training; prison industry products, services, and related statutory actions; rehabilitative programs; economics of prison industries; statistics on crime, recidivism, and post-release employment; and victimization. Includes discussion of a plan for prison industry in South Carolina. Accession no. 000995

Contains two bibliographies of materials published before 1977. The first presents, by author, a broad range of criminal justice- and corrections-related titles. The second presents, by topic category, titles that were particularly useful to researchers who worked on the study of prison industry. Accession no. 000994


Based on a review of research and field visits to prison industries in five states, summarizes the history, legal issues, and status of correctional industry; discusses the "typical" prison industry; and outlines future directions for industry as undertaken by the states and as prescribed by the Free Venture Model, developed by Econ, Inc., on the basis of its site visits. Accession no. 000993


Reviews pricing practices for the Oregon Department of Corrections inmate work program, which by policy must be self-sufficient, and finds that raising prices to cover security for work crews would likely reduce demand for the crews. Accession no. 014717


Discusses whether UNICOR is providing satisfactory goods and services to its customers. Specific areas include fair prices, customer grievances, and clearances granted for agencies to buy elsewhere. Report to the Honorable William Proxmire, United States Senate. Accession no. 004665

2.4 Management Issues


Reports the results of an audit of the control systems of Texas Correctional Industries (TCI) for managing policies, information, resources, and performance. Findings suggest that TCI has operated independently with little oversight and without sound management controls. Includes several recommendations and TCI's response to them. Accession no. 014315


An excerpt from the California DOC business administration manual covers inmate wage rates, position requirements, performance evaluation, and timekeeping procedures. Includes tables on inmate work--hour quotas by institution and function. Accession no. 003392

Provides guidelines for writing a business plan for a jail industry program. Worksheets lead the reader through each element of a business plan. Includes samples of elements, such as a profit and loss statement and a cash flow chart. Accession no. 011488


Provides several types of organizational charts and pay scales for correctional industry operations around the United States and 1989 salary ranges for correctional industry directors. Accession no. 010284


Lists factors considered by state and federal correctional industries when pricing their products. Accession no. 010260


Presents nationwide information on compensation and wage deductions for inmates working in Private Sector/Prison Industry Enhancement Certification Program (PS/PIECP) industries and in non-PS/PIECP industries. Data include wages paid to non-PS/PIECP inmate workers, types of deductions withheld from inmate wages (e.g., room and board, restitution, and taxes), and provision of worker’s compensation coverage. Also includes the following documents: “CI--Net Targeted Survey Analysis Factors Considered by Correctional Industries in Cost Pricing of their Products, November 30, 1990,” and “CI--Net Targeted Survey Analysis Self-Sustaining Correctional Industry Programs, 11-30-90.” Accession no. 008418


Focusing on the development of successful prison industries, identifies four key factors that promote the growth and long-term viability of business: management, people, money, and market. Accession no. 010258


Assists correctional industries line supervisors in successfully handling the job by providing a day-to-day, hands-on guide to the basic business principles of running industrial shops, including financial management, procurement, quality control, production management, and safety and sanitation. Accession no. 008370
Emphasizes the necessity of accurately representing the value of a prison industries program and of marketing efforts that acknowledge both problem areas and accomplishments. Covers various aspects of correctional industries marketing, including the role of work, training, economic impact, and competition with the private sector. Discusses prospective audiences for marketing efforts, such as the public, media, legislators, and competitors. Accession no. 010262

Discusses Santa Clara County's correctional industries program, which uses a holistic rehabilitative approach that incorporates both academic preparation and skill development of inmates to promote employment and self-sufficiency, ultimately leading to reductions in recidivism and correctional costs. Describes the program's mission; purpose; goals; strategies; and implementation, organizational, marketing, and financial plans. Accession no. 011820

Discusses key principles and components of the process to develop a jail industry. Provides a step-by-step guide to development activities and describes sample programs from Kennebec County, Maine; Ventura County, California; and Strafford County, New Hampshire. Accession no. 008398

Presents data from a survey of 74 sites throughout the United States, identifying the number of jails operating an industry, the types of programs, and the potential for future development of correctional industries at the local level. Results indicate an interest in industry development but a lack of knowledge about existing programs and the possibilities for further development. Includes a list of participating sites and the survey instrument. Accession no. 002853

Final report of a project to establish a recycling program as a jail industry in York County, Maine. Includes recommendations regarding establishment of this industry program, plan manpower and equipment. Accession no. 010605. View online at http://www.nicic.org/pubs/1992/010605.pdf.

Presents a working model to aid correctional industries in producing business plans for their operations. Accession no. 005976

Final report of a project to develop and implement a formal system of interactive cooperation—including purchasing, marketing, and manufacturing—among the Western Correctional Industries Association member states' industries programs. Accession no. 005395

Reports the results of a study of delivery performance by Federal Prison Industries (FPI) during 8 months in fiscal year 1997. Findings indicated that, although on--time delivery improved over the same months in fiscal year 1996, FPI failed to meet its goal of 90% on--time delivery in fiscal year 1997. Examines the reasons for variations in performance by customer agency and product category and recommends improvements. Accession no. 014625


Analyzes adherence to policies and procedures on product pricing for 20 selected FPI products and compares prices with those of private vendors. Federal agencies are required by law to purchase FPI products if they are available, meet the agency's requirements, and do not exceed market prices. The study showed that, for 13 of the 20 products reviewed, FPI's pricing was within current market price ranges. Accession no. 014699


Focuses on FPI's failure to collect and use customer satisfaction data to provide competitive timeliness, price, and quality of its products and services. Without this information, FPI cannot demonstrate whether it is achieving customer satisfaction or use customer satisfaction as a key performance measure. Accession no. 014446


Presents strategies for sales and marketing, customer relations, operations, engineering, and finance initiatives. Accession no. 012656


Provides a compendium of state prison industries programs throughout the United States, based on a 1983 nationwide survey. Gives examples of state legislation to create prison industry programs, sets of institutional policies and procedures for these programs, and analyzes legal actions and professional standards that affect prison industry programs. Accession no. 001411


Presents a comprehensive discussion of markets, sales strategies, production factors, cost analysis, and cash flow for start--up and continuing operation of a planned jail--based industry program. Accession no. 004099


Reports on a study mandated by Congress to determine the impact on the private sector of the growth of Federal Prison Industries, Inc., (FPI) and identify potential areas for FPI that will have minimal impact on private sector businesses and labor. Accession no. 009488

Addresses the various obligations involved in managing a successful business, taking production and security into equal account while building a professional corporate image for Corcraft prison industries. Accession no. 010178


Contains the authority and procedures for reporting accidents and injuries sustained by inmate workers. Details the preparation of claims and payment of compensation to inmates who have sustained an impairment as a result of a work assignment in Federal Prison Industries, Inc., or on institutional work assignments. Accession no. 001052

**Inmate Injury Fund.** Oregon Dept. of Justice (Salem, OR). 1990. 10 p.

Summarizes procedures for and features of Oregon's inmate injury fund and presents statutory requirements. Accession no. 009993


Reviews compensation for inmate labor from the perspective of the inmate as a productive worker, with labor viewed as neither punishment nor training, but simply a means for producing goods and services for institutional consumption or sale to outside buyers. Examines the background of prison industries, recent changes in inmate labor practices, policy perspectives, incentive scheme implementation, and policy options. Accession no. 001051


Summarizes progress toward implementing jail industries in Strafford County (NH) and profiles the overall county and facility context. Includes site plans, jail annual reports, market studies, meeting notes, and a request for proposals for jail inmate work projects. Accession no. 003536


Final report of a survey to provide information to the West Virginia Department of Corrections and West Virginia Prison Industries on the potential market in the state from all private, nonprofit, and public agencies. Discusses the necessity of developing new markets and expanding existing markets. Accession no. 007897


Reports on a study performed for Maryland State Use Industries (SUI) to assist in expanding its industries program. Methodology included a marketing survey of SUI customers to determine potential product interests and a peer survey of other states' industry programs to gather production and cost information. Topics include shop operations, marketing and sales issues, new products for existing shops, new industries, and recommended locations for and job training potentials of new industries. An appendix outlines steps for replicating the marketing study. Accession no. 004031

Provides information about an interfaced, automated accounting system; its structure and operation; and how it differs from a manual system. Accession no. 005800


Provides guiding principles and models for prison industries, based on proceedings of the conference. The models offer recommendations on internal processes—such as staff training, inmate pay, and marketing—and external processes, including procurement and media and public relations. Accession no. 004554


A final report of a project to design and implement a 5-year plan for the New Mexico DOC that includes long-term business objectives, strategies to enhance the coordination and monitoring of the three major branches of corrections industries, budget and sales forecasting, and expansion of enterprises to provide employment for the ever-increasing inmate population. Accession no. 009273


Assists program operators in improving operations and solving problems. Provides comprehensive information, checklists, and resource suggestions for operating a jail industries program. Addresses legislative, legal, and professional issues; management of the inmate workforce; industrial operations; and evaluating the jail industry. Accession no. 008399


Reports on an audit of a program that encourages private companies to establish manufacturing facilities within the state prison system. Recommends several improvements to enhance inmate employability and give inmates marketable skills, including closer matching between inmates and job opportunities and more marketing of goods and services. Accession no. 014223


Reports on a follow-up audit that found the Prison Industry Authority was slow to implement improvements recommended in a 1996 audit. Notes particularly that the Authority failed to address critical cost control and operations improvements and that its focus on prompt delivery emphasis contributed to the doubling of excess inventory levels. Accession no. 014161


Based on a survey of federal and state prison systems across the United States, examines inmate labor wages and the potential impact of paying inmates minimum wage. Presents the views of organized labor and other organizations on the subject. Accession no. 011051
**Prisoner Labor: Perspectives on Paying the Federal Minimum Wage/Statement of Lynn H. Gibson, Associate General Counsel.** Gibson, Lynn H. U.S. General Accounting Office (Washington, DC). 1993. 10 p. Examines the potential effects on prison work programs and potential fiscal impacts if prisons were required to pay minimum wage for prisoner work. Compares rates of inmates' pay to minimum wage and summarizes the views of federal and state prison officials, organized labor, and other organizations on paying minimum wage to prisoners. Accession no. 011231

**Santa Clara County Correctional Industries: Space Program.** Henningson, Durham and Richardson (N.P.); Santa Clara County Dept. of Correction (San Jose, CA). 1994. 45 p. Describes the space planning program for the prison industries facility at the Santa Clara County Jail in Elmwood, California. Estimates space requirements based on a series of interviews with staff and equipment inventory lists compiled by shop supervisors, and discusses three types of space: current industries, proposed industries, and supporting space. Covers cost estimates, site planning, security planning, construction materials, and utility services. Presents various space designs. Accession no. 011821


2.5 Program Descriptions

**Asbestos Issues.** New York State Dept. of Correctional Services, Division of Industries (Albany, NY); Corcraft (Menands, NY). 1992? 3 p. Describes Corcraft's asbestos abatement program, established as a prison industry in 1991. Cites benefits to inmates, who are trained and licensed in asbestos abatement, and facilities, which have potentially dangerous asbestos removed. Accession no. 010220

* Boulder County Jail's Productive Day Program (Inmate Industry) [Packet of Information]. Boulder County Sheriff's Dept., Jail Division (Boulder, CO). 1997. 34 p. Describes a voluntary program available to all inmates confined at the Boulder County Jail. The Productive Day program is predicated on having a positive attitude and being productive with one's time. Participating inmates must work in a jail industry and may attend educational or other programs. They earn privileges, such as access to TV, commissary, telephones, and visitation. Wages are applied to restitution, child support, and costs of incarceration. Includes forms, schedules, and resolutions regarding the program. Accession no. 014257

* Boulder County Program Promotes "Productive Day." Pringle, Charles. LIS, Inc. (Longmont, CO); U.S. Dept. of Justice, National Institute of Corrections Information Center (Longmont, CO). 1998. 3 p. Describes the Productive Day program, which reduces jail inmates' idle time through its goal of 8 hours of productive activity—including work, education, or treatment—for every inmate, every day. Accession no. period144. View online at http://www.nicic.org/pubs/1998/period144.pdf.
   Presents the industries program's enabling legislation, mission statement, standard operating procedures, orientation materials, and various forms. Accession no. 013529

Deathrow Work Capable Program. Texas Dept. of Corrections (Huntsville, TX); Ellis I Unit (Huntsville, TX). 1990? 93 p.
   Describes the Work Capable Program, which provides institutional jobs to qualifying inmates on death row. Contains the death row classification plan, which includes stipulations regarding death row conditions and a social summary used in selecting work capable inmates. The death row activity plan provides for the minimum in-cell and out-of-cell opportunities for both work capable and segregation inmates on death row, covering such issues as psychological examination, recreation, feeding, legal materials, and religious services. Other sections cover program rules, a subsequent review process, death row screening report, and death row daily breakdown record. Accession no. 001432

   Delineates procedures that cover recycling of paper, cardboard, plastics, aluminum cans, bimetal (steel) cans, and glass, as well as composting of organic materials. Accession no. 010396

* Governor's Affordable Senior Housing Program. South Dakota Housing Development Authority (Pierre, SD). 1997. 6 p.
   Describes a program that puts inmates to work to build affordable homes for senior citizens and handicapped individuals in their home towns. Inmates learn valuable skills and provide reduced labor costs. Includes a list of house features and a home buyer worksheet. Accession no. 014253.

Inmate Worker Programs. Marion County Dept. of Corrections (Salem, OR); Marion County Corrections Facility (Salem, OR). 1992. 18 p.
   Gives general information on work programs for inmates, including job descriptions for commissary, kitchen, laundry, library, maintenance, and pod worker positions. Provides relevant forms. Accession no. 010400

   Gives a brief overview of the hydroponics food operation program at the John E. Polk Correctional Facility in Seminole County. The program results in a significant annual savings on the jail's food bill, teaches inmates a skill, and reduces food waste and shipping costs. Accession no. 013015

   Describes the benefits and funding of a successful low-cost home building pilot project that used nonviolent inmate work crews. Accession no. 014397

Orange County Community Distribution Center. Orange County Corrections Division (Orlando, FL). 1996. 12 p.
   A consortium of private and public sector organizations created a community distribution center where building materials that would otherwise be dumped in a landfill are donated to nonprofit organizations. The center provides training for inmates in forklift operation, inventory control, and distribution of materials. The cost/benefit ratio for the community is favorable. Accession no. 013182
Describes the telemarketing office, which serves as a sales tool for the State Use Industries of Maryland, a service industry to other state agencies, an inmate training unit, and an inmate employment facility. Accession no. 005120

Describes recycling activities of the Texas Department of Criminal Justice. Lists a number of active or potential recycling initiatives in areas such as purchasing, waste reduction, and energy efficiency and their dates of establishment, where applicable. Accession no. 014007

Presents documentation on the history of the FPC--Duluth recycling program, recycling guidelines, equipment purchased, and requirements for recycling buildings. Provides addresses of companies involved in the recycling process and information regarding cost savings. Accession no. 010397

2.6 Private Sector Involvement

Intended to encourage and assist those who want to develop a private sector prison industry (PSPI), describes the complicated development process. Presents a comprehensive discussion of PSPI, from designing and developing a PSPI program to finding private sector partners and program implementation. Appendices include results of a PSPI survey by state. Accession no. 010884

Emergency Adoption of Regulations Governing the Joint Venture Program Created with the Passage of the Prison Inmate Labor Initiative of 1990: Notice of Change to Director's Rules. California Dept. of Corrections, Regulation and Policy Management Unit (Sacramento, CA). 1990. 17 p.
Provides "Proposition 139: Text of Proposed Law," the "Prison Inmate Labor Initiative of 1990," along with temporary rules to authorize the law's implementation. Regulations governing the joint venture program address such issues as selection criteria, inmate compensation and use of wages, program contracts, and inmate program participation. Accession no. 009093

Analyzes private employment of prisoners and concludes that the advantages far outweigh the disadvantages. Suggests that restrictive state and federal laws be repealed to make prisons more productive and that private prison operators be allowed to profit from the gainful employment of inmates. Accession no. 013442

Discusses the nature of private sector prison industries, their relationship with the correctional agency, and factors in determining what model of private sector involvement may be appropriate to a specific agency. Outlines a process for identifying potential industries and private sector partners and for initiating exploratory discussions. Includes case studies and a discussion of potential barriers to private sector industries. Accession no. 007227


Presents 1995 data on the nation's largest private sector jail industries program, ACF Industries in Hennepin County, Minnesota. Includes overall figures on operations and costs, specific data on industrial production in several areas of operation, and an income and expense statement. Accession no. 012988


Provides a national list of active, certified Prison Industry Enhancement (PIE) programs; a list of products available from York Street Industries in Ludlow, Massachusetts; data on each state's PIE programs; a technical assistance report from Stafford County, New Hampshire; and a workshop outline titled "Finding Resources for Your Jail Work and Industry Programs." Accession no. 014028


Offers seven recommendations for developing good relations between prison industries and the private sector, addressing such areas as composition of the governing board, private sector advisory committees, and the involvement of legislators in presentations. Accession no. 010261


Based on an examination of statutes, analysis of survey results, and site visits, summarizes the status of private sector involvement in prison industries and explores public sector interest in expanding that involvement. Identifies six models for private sector involvement in prison industries and the statutory, organizational, and procedural strengths and weaknesses of each. Presents conclusions and recommendations for both corrections officials and the private sector. Accession no. 004238


Briefly reviews literature on private-sector involvement in prison industries. Limitations have been experienced in such areas as firm recruitment and profitability. Legal prohibitions further limit involvement at the federal level. Accession no. 009664


Describes the private sector prison industries programs in nine states that have relatively large or successful programs: Arizona, California, Kansas, Minnesota, Nebraska, Nevada, Oregon, South Carolina, and Washington. Lists the companies, products, and number of inmates employed in each state. Accession no. 012942

Presents background information on private sector prison industries, plus discussions and recommendations from a July 1988 workshop involving business, corrections agencies, the federal government, and professional organizations. Recommends that the U.S. Department of Justice support amendments to legislation on private sector prison industries; develop a mechanism to help promote prison-based joint ventures and provide information necessary for their effective implementation; and sponsor research to further explore the issues surrounding the development and operation of these enterprises and document their impacts on the prison, the inmate worker, and the community. Accession no. 007041


Presents the final version of the guideline, which outlines requirements for approval of prison-made goods for interstate commerce. Includes public comments concerning the draft version and the government's response to those comments. Accession no. 003144


Reports on a joint venture between three counties and the U.S. Department of Education to implement a jail demonstration program that integrates vocational education, literacy and basic skills training, academic content, and in-jail work experience. Describes the overall approach and the status of the efforts in each of the three demonstration sites. Accession no. 011485


Tracing the history of convict labor in Florida from its post-Civil War origins to the present, focuses on the decade since the 1981 legislature decided to contract state prison industrial operations to private sector management. While the current arrangement is generally satisfactory, several structural, marketing, and capital changes are recommended. Includes enabling legislation for correctional work programs generally and leased or managed programs. Accession no. 010240


Highlights three companies that have developed successful and mutually beneficial partnerships with prisons in South Carolina and briefly describes other joint ventures in California and Connecticut. Provides information on starting a joint venture and discusses the controversy surrounding these industries. Accession no. serial524


Describes historical and current developments in private-sector prison industries, analyzes costs and benefits for both the public and the private sectors, and suggests strategies for future growth. Also presents a model for private-sector prison industries and includes a bibliography. Accession no. 006940
Section 3. Offender/Ex--Offender Employment

3.1 General


Eleven papers address the employment problems of offenders and ex--offenders and suggest solutions in the community, schools, prisons, the armed forces, and the public at large. Topics include crime as employment, sociocultural causes of youth unemployment and crime, problems and prospects of vocational training in a prison setting, and the potential of prison industries. Includes a bibliography. Accession no. 000727


The federal government and the National Alliance of Business jointly created the Community Alliance Program for Ex--Offenders (CAPE) to address ex--offenders' employment and training needs. Based on findings from a pilot program at three sites, this guide for leaders in the public and private sectors promotes a community advocacy approach for developing programs aimed at increasing ex--offender employment while also providing a viable alternative to incarceration. Outlines overall program planning, start--up, and coordination and describes specific offender--focused components. Includes text of the CAPE interagency agreement, forms, names of field contacts, and a bibliography. Accession no. 001422


A series of community consultation meetings in three cities was used to develop a strategy for involving citizens, community organizations, and government agencies in the provision of jobs, job training, and support services for women offenders and ex--offenders. Details the actions taken to plan and present the meetings and the findings and outcomes. A guide for replicating the program is accompanied by sample forms and press releases, meeting agendas and evaluation forms, and a directory of resources. Accession no. 006307


Provides crime and recidivism statistics on New York City offenders. Discusses problems faced by offenders in gaining employment from the perspective that crime results from socio--economic disadvantage and that realistic employment opportunity is needed to reduce recidivism. Provides specific guidelines for employers willing to hire ex--offenders and lists resources. Prepared at the request of the Honorable Jacob K. Javitz, U.S. Senator from New York. Accession no. 005998
Summarizes the results of a study that evaluated the impact of three programs and “special” (extended) employment services. The three programs were the Comprehensive Offender Employment Resource System in Boston, the Safer Foundation in Chicago, and Project JOVE in San Diego. Results indicate that, although recidivism rates of clients receiving special services did not differ significantly from those of clients receiving normal services, clients who were placed by the employment services appeared to have lower recidivism rates than clients who were not placed, suggesting that the acquisition of employment in and of itself decreases the rate of recidivism. Accession no. 004330

Identifies promising ex--offender employment service strategies and techniques, based on a survey of more than 75 employment service programs and visits to 9 of them. Finds that programs appear to have a positive impact on initial post--release adjustment and labor market entry for ex--offenders, but are generally not designed to have a maximum effect on ex--offender unemployment, under--employment, and recidivism rates. Accession no. 002623

Details the rationale and selection criteria for a field test to evaluate programs that assist jail and prison releasees in getting and keeping a job. Three sites selected for the test received grant funds to implement it in five phases during a 24--month period. Includes a bibliography and a list of resources on employment services. Accession no. 001446

Reports results of a survey to explore the use of ex--offenders as volunteers or employees by organizations involved with abuse issues. Finds that organizations not employing ex--offenders are willing to consider such a program. The “how--to manual,” a companion to the summary report, gives information on how ex--offenders are used in domestic violence programs. Includes a list of programs that hire ex--offenders. Accession no. 001760

Presents results of a survey on federal and state prison inmate employment in fiscal year 1972. Addresses the percentage of inmates engaged in paid labor, wages paid, types of work performed, and work products. Includes the survey instrument and extensive survey data. Accession no. 001054

Details efforts of the Federal Bureau of Prisons' (BOP's) Inmate Placement Branch to encourage BOP prison wardens and their staffs to develop collaborative efforts to enhance post--release employment of federal prisoners. Profiles four projects: 1) a pilot demonstration job fair, 2) contracts with other state and private agencies already offering placement services, 3) identification of available job markets, and 4) joint efforts with other groups to publicize the importance of inmate employment programs. Accession no. 013710

Reports the results of a survey of inmate placement programs separate from or linked with community corrections, focusing on adult offenders in 52 jurisdictions. Results suggest that jurisdictions are tending to move toward inmate placement programs that are not administratively within community corrections agencies. Accession no. 014391


Outlines a searchable Internet database of Ohio inmates who have completed a vocational training program, explains the work opportunity tax credit program, discusses offender job fairs at Ohio prisons, and provides a form for online requests for information. Accession no. 014329. View online at http://www.drc.ohio.gov/web/joboffen.htm.


Structured interviews with 145 offenders released from California Youth Authority facilities were used to identify the factors that undermined job retention. Based on findings, project staff developed a 44-hour curriculum on motivation, identification of work interests and abilities, and strategies for seeking, winning, and keeping a job. Discusses the results of follow-up interviews with participants and other evaluative findings. Includes interview forms, a checklist for assessing instructional resources, training modules, and tests used in training. Accession no. 002843


Presents background information and operational guidelines for job placement and training programs for offenders and ex-offenders. Discusses proven techniques and procedures that can be adopted by program directors and staff, as well as obstacles that may arise in designing good programs. Encompasses both institutional and community-based programs, from pre-trial intervention to residential post-custody programs. Appendices include samples of orientation materials, sample planning charts, a guide to the employment interview, a process for determining staffing requirements for an offender training and placement program, and criteria and a rating scale for hiring ex-offenders. Accession no. 000702


Defines labor market information and describes various methods of acquiring it. Lists resources, including Internet sites; the New York State Department of Labor, Community Services Division; and print publications. Accession no. 014347


Describes the New York State electronic Bulletin Board System (BBS), consisting of 10 regional file libraries that provide employment-related information, economic and demographic data, publications, computer utilities, job listings, and free BBS software. Accession no. 014346

Projects the fastest growing occupations in New York State through 2005 as being in the computer and health fields. In particular, three occupations—computer systems analyst, personal home care aide, and home health aide—offer the greatest number of projected job openings. Accession no. 014344


Presents data from surveys completed by parole agents that indicate full-time employment is more likely for parolees who successfully completed the Community Residential Program (CRP) prior to release than for those paroled directly from secure facilities, but this effect is less significant in locations with high unemployment. Offenders who were employed while in the CRP were usually employed full-time on parole, and parolees with full-time jobs were much more likely to have a high school diploma or GED than unemployed parolees. Accession no. 013207


The text of Public Law 97-300, which establishes programs to prepare youth and unskilled adults for entry into the labor force and provide job training to economically disadvantaged individuals and others facing serious barriers to employment who are in special need of such training. Accession no. 010975


Describes employment assistance offered by the New York State Department of Labor and Community Service Centers to offenders after release from prison, including counseling, assessment and testing, and skills workshops. Describes the Federal Bonding Program, which offers fidelity bonding coverage to employers for qualified job applicants who cannot otherwise obtain it. Accession no. 014361


Discusses the job-matching process and specific options, strengths/weaknesses, and assessment criteria. The process includes: 1) registering job seekers, 2) developing and maintaining lists of job orders, 3) browsing of job orders by job seekers, 4) searching of registrant pools and job orders by staff, 5) notifying job seekers that they have been matched to a job order, and 6) obtaining feedback on labor exchange operations. Accession no. 013694


Assesses the challenges in keeping a new job that are present for those transitioning from welfare to work. Suggests ways that future programs can assist employees with such issues as affordable day care and transportation. Emphasizes providing quick response to clients' needs, personal attention by case managers, awareness of transitional benefits, and access to services. Accession no. 014545

**Tax Benefits for Businesses: Hiring Ex-Offenders.** Iowa Dept. of Revenue and Finance (Des Moines, IA). 1996. 2 p.

Describes benefits for employers in Iowa who hire ex-offenders. These include a targeted jobs tax credit and an income tax deduction of 65% of the first 12 months' wages, with a ceiling of a $20,000 deduction per employee. Lists resources and contacts for more information. Accession no. 014321
3.2 Training Issues and Curricula


Presents the curriculum for a 5-day program that prepares inmates on work release to apply and interview for employment. Segments cover self-assessment, job search planning, résumé preparation, completing job applications, interview techniques, the hiring process, and keys to starting and keeping a job. Includes presentation notes, exercises, and case studies. Accession no. 009404


Provides four modules of approximately 30 hours each, which contain learning objectives, short lectures, and learning activities. Modules address career development overview, theory, and information; helping and assessment skills; career information, resources, and program design; and reality checks, goal setting, and action steps. Accession no. 013192


Presents training materials used to improve the quality of the inmate workforce in Maryland State Use Industries and prepare inmates for employment upon release. Provides instructional plans, handouts, worksheets, and tests for the 20-hour Pre-Service Training Series, which covers shop safety, measurement review, shop tools, quality control, shop and factory operations, and good work habits. Instructional plans and handouts for the 20-hour Employment Readiness Training Series cover career planning, skill and interest assessment, job applications and interviews, and keeping a job. Accession no. 008929


Presents strategies, activities, and resources to use with adults in career transition, in individual or group workshop settings. Covers client assessment, career exploration, and career decisionmaking

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Reports that state labor market information directors do not consider labor exchange data, in its current form, a good source of information and that data on the skills and knowledge sought by employers are being supplied by new job-matching methods. Discusses the significant potential of using labor exchange data to provide locally specific labor market information. Accession no. 013695


Outlines the information available on the New York State Department of Labor website for employers, job seekers, and employees. Accession no. 014357

Provides training and resources for practitioners who assist employed and unemployed adults in career transition. Addresses issues in adult career development, the career development process, implementing employee career development programs, career counseling and coaching techniques, program evaluation, referrals and support services, and marketing career development. Includes extensive graphics adaptable as visual aids. Accession no. 013190


Instructs workshop leaders on preparing for and conducting the 5-day program, which is designed to increase the job application and interviewing skills of drug treatment clients so they can seek and obtain employment on their own. Program uses videotaped simulated interviews. Includes an evaluation of the program based on two studies with methadone maintenance clients. Accession no. 004976


Presents a curriculum that offers life skills education coupled with individualized reintegration planning for women offenders. Includes chapters on self-awareness, communication, problem solving, stress management, anger management, employability skills, time and money management, and family and community living. A section on community reintegration planning emphasizes the steps that must be taken to return to society and offers resources, guides, and forms. Accession no. 014191.


Targeted to personnel whose job responsibilities include or are related to finding jobs for correctional clients, this 36-hour seminar covers offender assessment and programming, pre-employment and job readiness skills, job development, marketing, community resources and coordination, job placement, and job retention strategies. Contains lesson plans, text for overheads and handouts, a participant's manual, and supplemental readings and additional resources for preparing offenders for the job market. Accession no. 014125


Includes the curriculum guide and student workbook for a 20-hour program that teaches inmates to find, get, and keep a satisfying job. Emphasizes resumés, job applications, job interviews, and communication skills and discusses options for disclosing information about a criminal record. The program includes pre- and post-tests, group activities, mini-lectures, hands-on practice, and viewing of videotapes (citations included). Accession no. 013136

Assists practitioners working to improve the employability of disadvantaged persons. Covers role playing, how to recognize and reward appropriate behavior, and characteristics of good role models. Accession no. 001915


The Standardized Pre--Release Orientation Program provides 80 hours of transition programming to offenders who are about to be released from the Indiana Department of Correction. Section II of the training curriculum focuses on economic issues. A 20--hour segment addresses the job search and includes exercises, handouts, and sample resumés. Two 1-- to 3--hour segments cover issues in budgeting, consumerism, and banking, and information on educational opportunities. Accession no. 012562


Outlines an approach to preparing instructors to deliver effective employability training. Discusses desired characteristics of the educator, training objectives and content, employment--related training needs of the offender/student, the classroom curriculum, delivery methods, and community resources. Accession no. 013213

Waukesha County Jail Employment Education Project. Marciniak, Cynthia; Schnabl, Meg. Waukesha County Sheriff's Dept. (Waukesha, WI); Waukesha County Technical College (Waukesha, WI). Sponsored by U.S. Dept. of Justice (Washington, DC). 1996. 16 p.

Presents materials describing the objectives, educational components, and participant response for a program to reduce recidivism of jail inmates through education and mentoring. Includes outlines for the life skills/work planning and employability skills components and the curriculum for a 6--day corrective thinking module. Accession no. 013237


Presents materials and exercises for career development personnel on counseling, training, placement, and program development skills; action planning for adult career development; job search methods and interview skills; and keeping and progressing in a job. Accession no. 013191

3.3 Self--Help Materials


Describes BASICS, a community--based offender rehabilitation project designed to assist inmates in making a successful transition from prison to the free world. The program stresses motivation, business education, and personal development. One of its goals is to assist offenders in achieving a positive attitude toward work so as to eliminate future criminal behavior. Accession no. 008154
A workbook based on a 12--step readjustment process, designed by a group of women serving life sentences at the Delaware Women's Correctional Institution, to help female inmates plan their return home. Discusses individual commitment; family, employment, and personal issues; financial management; education; community transition; and substance abuse problems. Accession no. 009552

Recommends that an unemployed person use checklists, networking, and budgeting to improve his/her life situation. Lists the skills that employers expect in a worker and describes how to use networking to find help. Accession no. 014345

Refers specifically to services available in New York City. The Job Search, appended to the main document, is a guide for ex--inmates to the various steps involved in hunting for work. Covers job interviewing, resumé writing, what an inmate can do before leaving prison, how to read a classified ad, and how to handle disclosure about convictions. Accession no. 002530

Discusses the difficulties faced by ex--inmates in the first few weeks after release from incarceration and presents a selected list of resources available to inmates about to be released, focusing primarily on finding a job, education, and housing. Includes relevant Internet resources and profiles the New York City public library system as a source of access to the Internet. A section on the job search process discusses job interviewing and resumé writing, as well as possible job discrimination against ex--offenders. Accession no. 014678

Lists commonly used acronyms to help decipher the "alphabet soup" of employment--related agencies and legislative references in New York State. Accession no. 014355.

Offers background information for ex--offenders on collecting thoughts and understanding goals before looking for a job, filling out an application, interviewing for a job, and performing well once in the job. Accession no. 005997

Guides probationers and parolees in addressing criminal history, preparing job hunting tools and documents, and getting and keeping a job. Resource lists identify job opportunities, support agencies and organizations, and legal services. A companion manual for trainers is available under the title, Job Hunter's Journal. Accession no. 013205
Written for the inmate serious about staying out of prison when paroled, includes self-assessment instruments and exercises in areas such as setting realistic goals; managing food, clothing, shelter, and money; and finding and keeping a job. Accession no. 003124

Explains to offenders preparing to look for a job upon release from prison how to obtain necessary paperwork for work and provides advice on public services that assist in job hunting. A section on labor market information describes various occupations and types of employers. Provides résumé and letter samples and suggests interviewing techniques. Accession no. 010832

Outlines the steps necessary to obtain and keep a job. Suggests that job seekers take stock of themselves, consider a job's requirements, prepare for employment interviews, and have a plan for job hunting. Lists publications and general information available on retaining a job. Accession no. 014317

Describes an inmate employment system that duplicates as closely as possible the job procurement system of American society and places the responsibility for job and training selection, educational attainment, and self-improvement with the inmate. Accession no. 004427

Provides profiles of 177 occupations, including a job description, its employment outlook, where the job is found, educational and training requirements, and weekly pay. Accession no. 014360

Provides a lesson plan and resource materials for trainers, agents, and job developers working with offenders on probation or parole. The lesson plan involves several methods of teaching, including illustrations, exercises, and role playing. Content covers how to address criminal history, prepare job hunting tools and documents, and get and keep a job. Handouts for offenders identify job opportunities, support agencies and organizations, and legal services. A companion manual for offender use is available under the title, From Jitters to Jubilation with the Job Hunt. Accession no. 013204

Provides job search information, including specific steps that job seekers can follow to identify employment opportunities. Helps a job seeker develop job hunting strategies, learn skills and techniques for successfully completing the applicant screening process (e.g., filling out applications, answering interview questions, and completing employment tests), and identify other resources that can be helpful in locating employment. Accession no. 011058

Provides strategies to help job seekers look for a job and insights into how to approach an employer and apply for a job. Topics include organizing a job search; finding job openings; the application,
resume, and cover letter; personal appearance and attitude; and the job interview. Accession no. 014318

Provides exercises and supplemental information that expose a job seeker to job preparation skills, career choices, resume preparation, interviewing, and strategies for being a good employee. Accession no. 014359

Nebraska Project Worklink: Work Attitudes and Behavior. Vannice, Sally; Stover, Pat. Nebraska Dept. of Correctional Services (Lincoln, NE); Metropolitan Community College (Omaha, NE); Central Community College (Nebraska); Southeast Community College (Lincoln, NE); Nebraska Project Worklink (Omaha, NE). Sponsored by U.S. Dept. of Education (Washington, DC). 1996? 201 p.
Guides inmates seeking to acquire skills in job search and employment retention. Training sessions address interviewing techniques, developing a resume, completing an employment application, networking, interacting with co-workers and supervisors, and problem-solving. Inmates are encouraged to use positive prison experiences, educational training, and life skills to their advantage in seeking employment. Includes checklists, sample letters, and application forms. Accession no. 013165

Provides self-appraisal forms that help an offender determine personal strengths and qualities. Answers questions about “School to Work” and “Vision 2020” programs. Includes job search plan forms. Accession no. 014323.

Reports on a project that provided individualized transitional programming for student-inmates at Hawaii Youth Correctional Facility. The program facilitated and supported offenders' reentry into the community by identifying prospective job sites, increasing offenders' confidence in their abilities to attain realistic vocational goals, and teaching basic life skills needed for independent living. Accession no. 006701

Contains information on preparing resumes, applications, credit reports, and rap sheets. Discusses programs available to ex-offenders and what they should do when they get or lose a job. Accession no. 013794

Discusses how to start a job search, where the jobs are, common job search methods, apprenticeship, completing an employment application, resumes, interviews, sources of assistance, and the bulletin board system. Intended particularly for job-seekers in New York State. Accession no. 014348

Produced by inmates, provides resource information and planning exercises on family, education, employment, substance abuse treatment, and other issues relevant to release planning. Originally used in a pre-release class. Accession no. 009509
Provides general information to assist persons searching for jobs. Topics include time management, job skill examination, job information sources, cover letter and résumé preparation, interviewing skills, and test preparation. Includes a bibliography of related materials. Accession no. 011057

Outlines what a job seeker needs to know to effectively market his or her talents and find the right job. Topics include evaluating interests and skills, finding job information, writing résumés and application letters, preparing for job interviews, planning the use of one’s time, and taking tests. Accession no. 014319

Helps persons who have lost a job identify and evaluate factors such as stress, current finances, job skills, and/or the need for retraining. Discusses job search strategies and résumé styles. Accession no. 014356

Takes a job applicant through self-assessment and identification of career goals, résumé and cover letter preparation, the job search, and preparing for and participating in a job interview. Provides special information for young, older, and dislocated workers. Accession no. 014349

3.4 Outcome Studies/Evaluations

Examines a broad range of variables to identify predictors of recidivism and employment for offenders who participated in academic and/or vocational programs while in prison and were transferred to a community residential program or parole. Variables were tracked in the areas of academic and vocational program involvement, educational achievement, the community environment, transition assistance, and community adjustment. Includes methodology, data tables, and a detailed discussion of findings. Accession no. 004677

Describes a program that uses extended case management services and temporary financial support to promote job retention among newly employed welfare recipients to help them meet the challenges of moving from welfare to employment. Preliminary evaluative findings indicate that the program achieved small to modest success in increasing employment and earnings and reducing welfare dependency among the group. Accession no. 014543

Evaluates Texas's Employment Services for Probationers program. Includes a description of the program, its operation, employment outcomes and rates, a preliminary recidivism evaluation, and recommendations for future programs. Accession no. 012776


Examines theoretical and research shortcomings in an experiment to provide financial aid in the form of unemployment insurance to newly released inmates. The program appeared to be more successful when operated by researchers in Baltimore than when it was operated by correctional staff in Georgia and Texas. Concludes that the approach can be effective in reducing recidivism for very disadvantaged workers. Accession no. 000801


Presents the design guidelines and evaluation plan for a demonstration program created to better understand welfare recipients' barriers to job retention and the effects of providing extended support services. Describes the program's operation at four sites: Riverside, California; Chicago, Illinois; Portland, Oregon; and San Antonio, Texas. Discusses service delivery and benefits of the program and identifies methods and schedules used for data collection and management. Accession no. 014542.


Project RIO (Re-Integration for Offenders) offers pre- and post-release employment services to parolees to improve their employability. This study examines the impact of Project RIO on employment and recidivism and includes a cost-benefit analysis of the project. Finds that Project RIO is successful in increasing employment, reducing recidivism, and providing cost savings. The appendices contain information on statistical methodology and general program information. Accession no. 011890

Evaluation of the Pre-- and Post--Incarceration Services of Virginia Community Action Reentry System, Inc. Virginia Dept. of Criminal Justice Services, Division of State and Local Services (Richmond, VA); Virginia Dept. of Corrections (Richmond, VA). 1985. 92 p.

Describes the pre- and post-release programs provided by Virginia Community Action Reentry System, Inc., (Virginia CARES) including their history, program design, number and types of clients, and the nature of services provided. Also discusses the programs' impact on recidivism, measured as recommitment to a DOC institution. Accession no. 006322


Describes a program to expand group job search training offered at community service centers (CSCs) in Philadelphia to other regions of Pennsylvania. Through the program, trained CSC staff deliver training to offenders residing at CSCs after prison and provide information on employment
and training resources available throughout the state. Contains an instructor's guide and participant's manual for offender self-directed job search training. Accession no. 007401

**Findings and Recommendations from the National Supported Work Demonstration.** Manpower Demonstration Research Corp. (New York, NY). 1980. 20 p.
Concentrating on four hard-to-employ groups, this project had mixed results in helping people join the labor force, do productive work, cease socially destructive behavior, and become self-supporting. Target groups included ex-offenders, ex-addicts, young school dropouts, and women who received Aid to Families with Dependent Children for several years. The program had a marginal impact on ex-offenders. Accession no. 000620

Evaluates the effectiveness of job retention services by examining five key program components of the Postemployment Services Demonstration project: counseling and support, job search assistance, help in resolving problems, referrals, and support service payments. Identifies the most valuable of these services and suggests ways similar programs may be improved. Accession no. 014544

Reviews results of various federally funded employability programs for individuals previously involved in crime and drug use, with special emphasis on the impact of the Supported Work program. The data suggest that employment-enhancing programs are only selectively effective and that participants over 35 years of age appear to be particularly responsive to these programs. Accession no. 002278

Based on an analysis of the needs of parole employment program clients, services provided, and employment outcomes, recommends increased statewide coordination of program goals, data collection, and planning and evaluation. Suggests a citizen and industry advisory board be formed to promote parolee employment. Accession no. 003939

Examines the increased use of programs that prepare ex-offenders to find work immediately after release and reviews the programs' effectiveness. Profiles three projects: the Safer Foundation in Chicago, the Center for Employment Opportunities in New York City, and Project RIO (Re-Integration for Offenders) in Texas. Findings suggest that replication of these programs is warranted. Accession no. 014851

Addresses what makes job retention hard for welfare recipients, what can be done to promote job retention, and the key factors that state and local agencies must consider as they set up job retention programs. Based on lessons learned through the Postemployment Services Demonstration project. Suggests that client needs can be best understood and services best developed by answering three questions: 1) who to serve, 2) what types of services to provide, and 3) who will run the program. Lists selected programs being implemented by state and local agencies. Accession no. 014579.

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Investigates the determinants of employment for a sample of adult parolees to form a framework for policy formulation. Tracks the effects of demographic variables, personal and family characteristics, criminal history, work and training experience, and locational characteristics and finds prison work experience to be the most positive factor in parolee employment. Accession no. 000366


Discusses the links between the education of inmates while in prison to successful employment after release and between employment and rates of reintegration and recidivism. Accession no. 004362


Reports on the POWER Program, a vocational education and training program at the Hennepin County Adult Corrections Facility. Services include skills and aptitude assessment, life skills training, optional education classes, transition support services, pre--arranged job interviews, housing assistance, and mentor support. Describes the program's key elements and participant characteristics, employment after release, and recidivism rates. Accession no. 011699


Reviews findings from a study of offenders who spent 6 months or more in a CORCAN employment program while incarcerated. Those who were employed during the first 6 months after release had fewer convictions than those who were unemployed, and those on statutory release had a higher percentage of new violent convictions than those released on day or full parole. Accession no. 014846. View online at http://198.103.98.138/crd/reports/r69/r69e.html.


Discusses the prevention of job loss among newly employed welfare recipients as an important component in helping them attain economic self--sufficiency and reduce public assistance rolls. Identifies six principles in four Postemployment Services Demonstration programs that could benefit future programs: 1) Programs should establish rapid contact with clients and maintain communication. 2) Personal attention from case managers is the most valued intervention. 3) Child care funding must be accessible. 4) Case managers must gain clients' trust. 5) Effective communication within the bureaucracy is important. 6) Promoting reemployment requires balancing persuasion and pressure. Accession no. 014550


Reports on a study of recidivism among 1,167 adult male inmates released from Iowa prisons between 1970 and 1984, which found the lowest recidivism rates among those who participated in vocational programs, educational programs, prison industries, or farm work. Accession no. 004077


Reviews the literature on assisting ex--offenders' reentry into the community, identifying no single factor as a "cure--all" for reducing recidivism and improving employment opportunities. Discusses program shortcomings; evaluative findings; and directions for improved, objective measurement of program results. Accession no. 005995
Report of the Department of Criminal Justice Services to Study and Evaluate Pre- and Post-Incarceration Services and Service Delivery in Virginia to the Governor and the General Assembly of Virginia. Virginia Dept. of Criminal Justice Services (Richmond, VA); Virginia General Assembly (Richmond, VA). 1995. 26 p.

Describes transition services offered to inmates in the Virginia corrections system, including pre-release workshops, employment skills training, employment placement services, financial assistance, mentoring, transportation to prospective job sites, and individual and family counseling. Evaluates Virginia's programs, reviews those in other states, and presents recommendations. Accession no. 012746

Special Release and Supervision Programs: Two Year Outcome Study, Project RIO. Eisenberg, Michael. Texas Board of Pardons and Paroles, Division of Budget and Planning (Austin, TX). 1989. 12 p.

Examines a 2-year outcome for a random sample of releasees and a sample of Project RIO participants. Project RIO (Re-Integration for Offenders) is an employment project that provides orientation, intake, a job search workshop, and job placement assistance to inmates released from the Texas DOC to parole supervision. Accession no. 007294


Examines the results of the 3-year experimental “Out for Life” project, designed to increase inmates' life skills and result in reduced recidivism. The main goals of the project were: 1) strengthen the assessment/classification process in the South Carolina Department of Corrections, 2) develop a life skills curriculum, and 3) develop an advocacy center. Accession no. 013586


Reviews two studies of the Washington State work release program. In contrast to the national decline of work release as a means of preparing imprisoned offenders for reintegration into the community, Washington State has allocated more than a third of its community corrections budget to work release. The first study analyzed a cohort of 2,452 males released in 1990, and the second compared the recidivism of 218 offenders who either participated in work release or completed their sentences in prison. Findings indicated that nearly 25% of all prisoners released in Washington made a successful transition to the community through work release. Explores characteristics of successful offenders and outlines program costs. Accession no. serial572.

Section 3.5 Program Descriptions


The Center for Employment Opportunities (CEO) provides employment, job training, and job development services to men and women returning from jail or prison. This document provides one-page descriptions of the two CEO projects: the Neighborhood Work Project (NWP) and the Vocational Development Program (VDP). NWP offers immediate, short-term work opportunities; VDP provides pre--employment training and placement in permanent, unsubsidized jobs. Includes a pro-

Describes the Safer Foundation, which helps ex-offenders find and hold jobs and provides basic education, life skills training, support for solving social problems, and follow-up services after job placement. Its Programmed Activities for Correctional Education (PACE) Institute provides inmates in Chicago's Cook County Jail with basic education and life skills courses and some one-on-one tutoring. Its Crossroads Community Correctional Center, the largest work release center in Illinois, provides extensive educational and employment readiness programming. Describes program features, effectiveness, and keys to success. Accession no. serial644. View online at http://www.nicic.org/pubs/1998/serial644.pdf.


Materials relate to a multi-county career fair jointly sponsored by several educational, vocational, employment, and correctional agencies. Includes materials used to plan the event, notes on preparing job seekers to attend, and an assessment form completed after the fair by potential employers. Also includes a proposal for funding to aid ex-offenders in their job search by providing photo identification. Accession no. 013206


Describes the assistance provided by the Community Service Center, a United Way program that provides holistic services to adult ex-offenders in an effort to reduce recidivism. Services include emergency assistance, such as temporary lodging, clothing, transportation, and medical help, as well as counseling, training opportunities, GED preparation classes, and employment facilitation. Support groups focus on substance abuse, socialization, and family reunification. Accession no. 014053.


Describes work programs available within the Department of Corrections and focuses on the community service element. Includes participant materials, forms, work statistics, and a brochure to solicit local involvement. Accession no. 003343

Correctional Rehabilitation Education Pre-Employment Program. Facio, Pedro I. Los Angeles Sheriff's Department, Men's Central Jail, Correctional Education Division (Los Angeles, CA). 1990. 7 p.

Describes the Los Angeles Central Jail Pre-Employment Program, which serves as a transition from educational curricula to the work environment and emphasizes social education life skills for inmates. Includes an outline of program criteria and recruitment activities. Accession no. 008804

Description of Program Alternatives. Utah Dept. of Corrections, Women's Community Correctional Center (Salt Lake City, UT). 1995. 2 p.

Summarizes program alternatives offered by the Utah Women's Community Correctional Center for three groups: general population offenders, mentally ill offenders, and female sex offenders. Discusses classes on drugs and alcohol, parenting, and positive solutions; clinical services; job training; and education. A table outlines the program structure. Accession no. 007824.
Summarizes the social services provided by Dismas Charities to individuals and communities, including community corrections facilities, job training programs, alcohol and drug treatment programs, residential facilities for HIV/AIDS clients, and early childhood development centers. Accession no. 012670

Describes an intensive, non-residential human-service program that helps clients gain employment. In Phase I of the program, clients complete a personal development curriculum, receive alcohol/drug education, participate in an assessment, and set goals. Phase II addresses clients' educational needs. Phase III involves employment-enhancement programming and job search assistance. Phase IV involves evening programs for support. Accession no. 014054

Describes a federal program to help secure the job placement of ex-offenders and others at risk. The Federal Bonding Program gives the employer, free of charge for up to 12 months, a special fidelity bond providing insurance that protects the employer against employee dishonesty. It serves as an incentive for employers to hire persons with a questionable background. Includes a directory of state and regional bonding coordinators. Accession no. 011060

Compiles materials for mailing to prospective employers that describe the procedures for and benefits of hiring work release inmates, answers potential questions about the Inmate Job Development program, and explains the federal bonding program. Includes sample job application forms. Accession no. 013835

Describes a New Mexico program that uses sound educational practices to better prepare inmates for a successful workplace transition. This program is offered to inmates who express an interest in succeeding in a job. Components include producing professional-looking employment portfolios, building interview skills, attending job fairs and interviews, developing individual success plans, and providing a transition mentor after program completion. Includes testimonials from participating inmates. Accession no. 014716

Reports on a jail alternative sentencing program provided by IUE/The Work Connection, which offers qualified individuals an opportunity to interview for jobs at "host" companies, and, if hired, to receive an 8-week training/trial period. The program provides ongoing supervision of the newly hired individuals and offers support after the 8-week period if requested. Accession no. 005958

**J.O.B.S. Program (Job Opportunities and Basic Skills): Final Report, July 1, 1992 to May 31, 1993.**
The Frank X. Gordon, Jr. Education and Learning Center (Mesa, AZ); Maricopa County Adult Probation Dept. (Phoenix, AZ). 1993. 103 p.
A final report of the Job Opportunities and Basic Skills (JOBS) program, which provides educational and job training opportunities to welfare recipients. The curriculum covers the academic subjects needed to pass the GED and a life skills component. Includes students' comments about the
JOBS program, the curriculum, information about student orientation and student files, and documentation of the self-esteem workshop and the nutrition class. Accession no. 011115


**“Life After Prison”: Successful Community Reintegration Programs Reduce Recidivism in Illinois.** Black, Hartzel L.; Turner, Pam G.; Williams, James A. Southeastern Illinois College, Central Administrative Office for Correctional Education (Vienna, IL). 1993. 16 p. Briefly describes the interactive programs that comprise a holistic transitional program. Participants are required to have completed vocational and employability skills training before entering the Life Skills Employment Awareness Program and accessing the resources of Community Networking for Offender Reintegration. The program includes components such as conference calls between inmates and outside resources, mentoring, a comprehensive employment portfolio, post-release support services, and a statewide community reintegration network. Accession no. 013199

**McNeil Island Work Ethic Camp: Inmate Handbook.** Campbell, Jacqueline. McNeil Island Corrections Center (Steilacoom, WA). 1993. 35 p. Presents a program overview, general rules of behavior, family/friend policies, and the basics of camp operation. Topics include case management, work assignments, educational programs, substance abuse, recreation, transition planning, searches, meals, libraries, health services, and inmate evaluations. The appendix contains an illustration of the living standards expectations. Accession no. 011724

**Mock Job Fair Handbook.** U.S. Dept. of Justice, Federal Bureau of Prisons, Inmate Placement Program Branch (Washington, DC). 1997. 24 p. Explains the concept of the mock job fair, which gathers employers together to provide realistic job application and interview experiences to inmates who will be released in the near future. Details how mock job fairs are organized and the important steps in the process. Includes sample letters, evaluation forms, and timeline charts. Accession no. 014145

**The Nova Ancora: Vocational Training and Employment Program: An Innovative and Effective Jobs Program Within the New York City Department of Probation.** Gelormino, Louis M.; Weiss, Eden J. New York City Dept. of Probation (New York, NY). 1998. 10 p. Describes the Nova Ancora (New Anchor) program, which uses a collaborative teamwork approach to finding employment for probationers and offers employers pre-screened, drug-free, motivated prospective employees and a support system to deal with problems. Outlines the program’s accomplishments. Accession no. 014470

**Offender Employment and Compensation, Inmate Program Assignments, and Community Services Crew: Field Instructions from the Washington Corrections Center for Women.** Washington Corrections Center for Women (Gig Harbor, WA); Washington State Dept. of Corrections, Division of Prisons (Olympia, WA). 1996. 35 p. Contains procedural directives and related forms for three types of inmate employment. Outlines requirements for selection, termination, supervision, and compensation of institutional support workers and includes job descriptions. Directives for program assignment cover criteria for participation in and termination from educational and vocational programs and positions in free venture, tax reduction, support, and community work industries. Materials on community service describe crew
and site selection, pay, and supervision, as well as rules and expectations of inmate participants. Accession no. 013210


Describes the program mission and goals of the POWER Program, which includes both programming during incarceration and transitional services geared toward positive establishment in the community. Accession no. 010404


Profiles Project Re—Enterprise (PRE), a Texas program administered by the Crime Prevention Institute. Local business leaders participate in an educational initiative to hone the job—seeking skills of inmates, who interview at mock job fairs. The program provides interviewing practice for the inmates and has caused some employers to voluntarily alter their policies regarding hiring ex—offenders. Describes PRE's process, funding, and measures of success and outlines the U.S. Department of Labor’s Federal Bonding Program. Accession no. serial553. View online at http://www.nicic.org/pubs/1996/serial553.pdf.


Describes the Ventura County Work Release Program, which offers an alternative to incarceration for offenders convicted of minor offenses and violations of probation. The program requires rigorous and strenuous manual labor, and a day of labor constitutes a day of sentence served. Two recycling programs are among the work programs available. Accession no. 010478


Describes a New York City program that facilitates the reintegration of newly released offenders, primarily boot camp releasees. Discusses offenders’ transition from work crew participation to job interview, to permanent employment, and through follow—up services. Outlines the responsibilities of program staff, discusses the organization's relationship with the community, and presents information on its success rate and testimonials from participants. Accession no. serial636. View online at http://www.nicic.org/pubs/198/serial636.pdf.


Describes a demonstration research program that provides intensive services for drug—addicted offenders who have received significant drug treatment in jail or prison and are returning to the community on probation or parole. The program sites, located in five inner—city neighborhoods in four states, are designed to provide a package of aftercare services including substance abuse treatment, employment and training, housing, family intervention and parenting training, and health and mental health services. Accession no. 011704

Describes a Texas project that provides job preparation services to state prison inmates and job placement services to parolees in every Texas county. A 1992 evaluation indicated that a large percentage of RIO participants found employment and only 23% of high-risk participants returned to prison, compared with 38% of non-RIO parolees. Accession no. serial643. View online at http://www.nicic.org/pubs/1998/serial643.pdf.

Turning Point of Central California: Substance Abuse Treatment Unit [SATU]. Turning Point of Central California, Substance Abuse Treatment Unit (Fresno, CA). 1989. 6 p.

SATU provides an alternative to prison for parole violators who are substance abusers. It provides intensive substance abuse counseling, drug and alcohol treatment, and instruction in job search techniques. Accession no. 007956


Information sheets describe a project that teaches incarcerated individuals life skills for succeeding after release and provides post-release career counseling. Counseling services cover life skills, employment readiness, on-the-job skills, substance abuse, and computer literacy. A flow chart demonstrates the progression of program components. Accession no. 013203


Describes the history, operation, financing, and impact of the Wildcat Service Corporation, a New York City not-for-profit organization providing structured jobs for the chronically unemployed, such as former heroin addicts and criminal offenders. Accession no. 001759


Outlines a comprehensive program developed by the Windham (Texas) School District for offender education. The program focuses on guidance and career development, program options, and institutional and community transitional services, with emphasis on employment and/or further education for ex-offenders. Accession no. 012729


Describes the services of the Women in Transition program, which acts as a bridge between the correctional system and the community by helping women who are in conflict with the law make the transition to a positive lifestyle. Also describes the Mentoring Program, which provides help to women leaving prison who can and want to work. Accession no. 013811.


Reviews two studies of the Washington State work release program. In contrast to the national decline of work release as a means of preparing imprisoned offenders for reintegration into the community, Washington State has allocated more than a third of its community corrections budget to work release. The first study analyzed a cohort of 2,452 males released in 1990, and the second compared the recidivism of 218 offenders who either participated in work release or completed their sentences in prison. Findings indicated that nearly 25% of all prisoners released in Washington made a successful transition to the community through work release. Explores characteristics of successful offenders and outlines program costs. Accession no. serial572

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Section 4. Multidisciplinary Materials

4.1 General

Profiles female offenders, identifies the current and anticipated needs of this growing population, and summarizes current services provided. The 5-year plan focuses on five areas: administration of programs, housing options, education and training, correctional industries, and programming. It reflects the DOC's commitment to provide meaningful solutions to the special needs of female inmates. Accession no. 012750

Six brochures summarize findings from roundtable discussions with business and labor and from a survey of 1,200 businesses and 26 labor organizations. The three brochures for students and job seekers present nine essential skills for work success. The three brochures for educators suggest actions for improving education; maximizing partnerships among education, business, and labor; and preparing a globally competitive workforce. Accession no. 013196

CASES consolidates the Court Employment Project (CEP) and the Community Service Sentencing Project (CSSP). CEP administers two 6-month programs that provide counseling, education, treatment, employment, and vocational activities. CSSP is a program for nonviolent misdemeanor offenders that requires 70 hours of unpaid community service. Two new programs offered by CASES are a parental support unit and a drug relapse prevention unit. Accession no. 009088

CASES runs two intermediate sanctions programs: the Court Employment Project, which provides services and supervision primarily for young felony offenders, and the Community Service Sentencing Project, which works with chronic misdemeanor offenders. Describes CASES' service to clients and work in shaping criminal justice system policies. Accession no. 011173

Communities Talk: A Focus on the Positive Impact of Corrections Within Florida Communities. [Videorecording.] Florida Dept. of Corrections (Tallahassee, FL). Sponsored by U.S. Dept. of Justice, National Institute of Corrections (Washington, DC). 1994. 1 videocassette (22 min.); VHS.
Highlights various agencies and groups, such as the Florida Park Service, Habitat for Humanity, food share organizations, the Florida Division of Forestry, and construction companies, that have formed partnerships with correctional institutions to use inmate labor. These partnerships help reduce costs, increase efficiency, keep inmates busy, provide meaningful work, and train inmates for future employment. Cites one prison that formed a partnership with a local university to experiment
with a vineyard. The prison provided the land and inmate labor, while the university provided the expertise. Accession no. 012957


Discusses Wisconsin's community service corps, which assists probationers in obtaining training, education, and employment experience. Accession no. 004644

**Correctional Training, Industries and Education: TIE.** Littlefield, John F.; West, Sharon Crook. Correctional Education Association (Washington, DC); Correctional Industries Association (N.P.); Eastern Kentucky University, Dept. of Correctional Services, Training Resource Center (Richmond, KY). 1990. 32 p.

Includes seven articles presented at the Second Training, Industries and Education Conference, held in Cincinnati, Ohio, in November 1988. Discussions focus on the importance of and benefits that can be derived from cooperative efforts among correctional education, industries, and training programs. Accession no. 008282


Profiles a 4-month Delaware program for incarcerated men and women that includes academics, violence reduction, and applied life skills and incorporates a Moral Reconation Therapy approach. Addresses staffing and program development issues, describes program costs, and provides vignettes of participants' experiences during and after the program. Accession no. serial660. View online at http://www.nicic.org/pubs/1998/serial660.pdf

**The Delaware Mentor Program, Inc.** The Delaware Mentor Program, Inc. (Wilmington, DE). 1995. 8 p.

Describes a transition program to reintegrate female offenders into the community that develops self-awareness and provides a support system to facilitate their transition and prevent recidivism. Discusses program objectives, components, performance measures, accomplishments, successes, and future objectives and presents the results of a recidivism study. Accession no. 012696

**Five-Year Plan for Female Inmates: Fiscal Year 1991 Update.** Illinois Dept. of Corrections (Springfield, IL); Illinois Bureau of Administration and Planning, Planning and Budget (Springfield, IL). 1991. 9 p.

Because most incarcerated women in the Illinois DOC are nonviolent offenders and are mothers, the 5-year plan recommends that many be placed in community sanctions programs, such as probation coupled with work release or treatment. The report covers population trends, departmental background, administration, and housing and capital needs; educational, vocational, and other programs; and correctional industries. Updates the recommendations made in the original plan. Accession no. 010895


Describes the Offender Reintegration Project, which provided an integrated continuum of education, training, job readiness, and work experience over a 3-year period. The project was designed to enable offenders to reenter society equipped with a variety of life skills, adaptable job skills, communication skills, and coping skills. Describes the project's background, organization, design, curriculum, implementation, participant selection, and outcomes. Accession no. 011662

The Milwaukee County House of Corrections offers a variety of inmate work programs and services ranging from the traditional—such as laundry and food services—to more unconventional programs—such as a fish hatchery, a nursery, and a print shop. Several educational and vocational programs are provided through partnerships with a private, nonprofit social service agency and the adult vocational system. Accession no. period102. View online at http://www.nicic.org/pubs/1993/period102.pdf.


Discusses vocational education provided to inmate workers in the Federal Bureau of Prisons’ UNICOR industries program, featuring a new focus on literacy improvement, computer-assisted instruction, and training in technologies such as computerized drafting and computer programming. Accession no. 003209


Describes an Ohio plan that combines basic components of work, training, and education into a systematic approach that benefits both inmates and institutions. It uses the training, industries, and education (TIE) concept. Accession no. 006102


Describes five voluntary programs tailored to short jail stays: basic education, vocational training, life skills development, women’s psychoeducational support groups, and substance abuse education based on the Moral Reconation Therapy model. Discusses job assistance provided and the incentives offered to inmates for program participation. Accession no. serial628


Examines inmate pre–release/transition programs in Minnesota and other states and presents recommendations for implementing such programs at Minnesota Correctional Facility–Moose Lake. Reviews program components, such as life skills training, vocational education, and job training, and discusses evaluation, implementation, and institutional coordination of such programs. Accession no. 012532


A 4-week pre–release program designed by and for inmates is based on the philosophy that inmates can help themselves and others stay out of prison via support systems that aid their transition from institutional life. The program manual, for use before or after release from prison, includes discussions, worksheets, exercises, and referral information for federal, state, and local agencies and or...
ganizations. Topics addressed include getting a job, money management, self-esteem, stress management, anger management, relationships, problem solving, victim empathy, and values clarification. Referral information emphasizes service agencies in areas such as employment, job training, housing, and educational resources throughout Minnesota and in the Minneapolis–St. Paul area. Accession no. 013105


Describes the Life Skills Center program, which supports correctional, educational, and welfare agencies in Harrisburg, Illinois, and surrounding areas. The program’s holistic treatment covers cognitive life skills training; community and social transitional services; employment transitional services; education and job training; marketing services; and specialized programs for substance abuse, sex offense, DUI, and legal needs. Includes a brochure, concept statement, survey instrument for capturing the client’s correctional experience, template for personal profiles, basic skills checklist, and program statistics from 1989 through 1994. Accession no. 013200

### 4.2 Training Issues and Curricula


A 32-hour training package that prepares corrections staff to develop effective cognitive programming. Presents material in four modules that agencies can use completely or in part. Module One provides an overview of cognitive programs, principles, restructuring, and what works with offenders. Module Two covers cognitive restructuring and the four steps of cognitive self-change. Module Three includes an introduction to cognitive skills; a description of the process by which skills are taught; and discussions of social skills for offenders, problem solving, and cognitive skills in perspective. Module Four covers applications and implementation. Includes a facilitator’s and a participant’s manual and 6.5 hours of videotape. Accession no. 014794


Discusses a project to develop an integrated education and vocational education pre-employment training program to prepare inmates for placement in the furniture manufacturing industry at the Santa Fe State Penitentiary. Accession no. 006426


A curriculum package that explores the TIE (Training, Industry, and Education) concept by examining the philosophy behind it and strategies for implementation. Accession no. 007974


Provides program outlines, instructional materials, and reporting forms to aid in replicating the RECAP model. RECAP is designed to reduce recidivism by providing support in the community and
the county jail through literacy and vocational education programs, addiction counseling, and work experiences. Accession no. 013266

A curriculum package designed for use with offender populations that represents the synthesis of three cognitive--based approaches—cognitive self--change, social skills, and problem solving. Topics include active listening skills, giving feedback, how thinking controls actions, finding new thinking, knowing your feelings, preparing for a stressful conversation, responding to anger, problem solving, and choices and consequences. Participants will learn to evaluate themselves using a skills checklist to develop their own cognitive skills curriculum. Contains lesson plans, text for overhead transparencies, and handouts. Accession no. 014380.

4.3 Outcome Studies/Evaluations

Describes a study to determine whether there was a correlation between inmates' participation in an academic program and their academic achievement, recidivism rate, and employment success. The study found a general relationship between academic program completion and lower recidivism. Accession no. 005490

Designed to provide individualized, non--residential services at one centrally located, community--based center, the Community Assistance Program helps adult misdemeanant offenders adjust to the community and avoid further involvement in criminal activity. This study describes the participants; reviews client interview follow--up results, educational enrollment and employment records, court records, and probation officer follow--ups; and compares outcomes to program goals. Accession no. 006685

With the intention of expanding academic and vocational education training programs, the District of Columbia's Criminal Justice Initiative (CJI) was developed as a model education program for the nation's corrections community. The report reviews program planning challenges, use of operating funds, and the impact of CJI training in obtaining jobs for inmates. Accession no. 008800

Analyzing data from the Post Release Employment Project, outlines the effect of prison work experience and vocational training on offenders' behavior following release into the community. Covers a period of 10 years and compares the outcomes to a preliminary report in 1991. Accession no. 012745

Describes an extensive database generated by the Facilities Program Evaluation Unit to study the relationships between prisoner involvement in DOC education programs, educational achievement, and outcomes in the community following transfer to community residential programs or parole. Accession no. 004676


Describes and reviews a computerized statistical tool called Repeat Incarceration Supervision Cycle, which tracks the number of offenders who recidivate. Also examines other systems for measuring the effectiveness of DOC programs, including educational/vocational programs, state use industries, social work programs, and case management. Accession no. 007440


Summarizes findings from the Bureau of Prisons' Post Release Employment Project, contrasting federal inmates who received training and work experience with a comparison group. Results include institutional adjustment, halfway house outcomes, and post-release outcome data (e.g., disposition, employment, wages). Accession no. 009872


Outlines procedures for evaluating the Post Release Employment Project and provides relevant forms and data. The evaluation was designed to track employment and recidivism outcomes at 3, 6, and 12 months for persons released from a community treatment center or paroled and to generate data on those who participated in UNICOR industries, vocational programs, and/or apprenticeship programs. Accession no. 002681


A collection of materials on the PREP project includes an interim report and project abstract from October 1, 1985, summarizing findings about which offenders are most likely to participate in work and vocational programs and about employment outcomes. The April 1986 update discusses the status of the research at the project's 10th quarter of operation. Also includes a report describing PREP research, with appendices that contain program instructions and forms. Accession no. 000365


Presented at the 39th annual meeting of the American Society of Criminology, Montreal, Canada, examines the impact of Federal Prison Industries (UNICOR) employment and other vocational training programs on post-release employability. Explores the relationships between involvement in job training programs, employability, rearrest, and recommitment. Accession no. 007860

Discusses the Post Release Employment Project (PREP), which examines the effect of prison vocational training and work experience on offenders' behavior after release to the community. Summarizes some of the initial findings of PREP, including the effect of vocational training and work experience on inmates' institutional adjustment, halfway house outcomes, recidivism rates, post-release employment, and wages earned. Finds that vocational training and prison work programs are successful in reducing recidivism rates and increasing inmate adjustment in the community. Accession no. 011823


Describes the methodology used to structure the Federal Bureau of Prisons' study of the impact of involvement in UNICOR or other job training programs on post—release employability. Accession no. 009653
Section 5. Videotape Resources

  Profiles Strive, a 3-week intensive job training program based in Harlem and funded entirely from corporate and charitable donations. Part boot camp and part group therapy, Strive takes a tough, no-slack approach that inflicts pain and allows no excuses. Based on the premise that attitude prevents people from getting or keeping a job, the program attempts to break down bad attitudes and instill good ones. Follows a class from the first day to graduation. Accession no. 014566

  Tells the story of geese and why they fly in a “V” formation, how they support each other, and how they care for a wounded or sick comrade. Draws a correlation with humans and suggests people can learn from the behavior of geese. Accession no. 014715

  Profiles Project Re--Enterprise, a program for inmates who are in therapeutic communities for their drug addictions that involves public and private employers in helping inmates to develop job application, job interviewing, and networking skills through mock job fairs. Includes short segments discussing Project Re--Enterprise from three news programs: NBC Nightly News, Fox TV’s City Under Siege, and KXXV--TV (Waco, Texas) Evening News. Accession no. 014503
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