


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM:	EDUCATION AND OCCUPATIONAL SERVICES	
	DCD #:	135-6	
	TITLE:	Occupational Education Programs and Services	
	ISSUED:	May 1, 2004	
	AUTHORITY:	<i>Dorinda Allen</i>	ASSISTANT COMMISSIONER
	APPROVED:	<i>J.C. Sign Jr</i>	COMMISSIONER

I. References:

- A. Education Article, §22-101 et. seq., Annotated Code of Maryland
- B. DCD 135 Series; DCD 110-20
- C. ACA Standards 4-4467 – 4-4474 and 4-4479

II. Applicable to: Headquarters and All Institutions

III. Purpose: To establish policy and procedures for the operation of Maryland State Department of Education occupational education programs and services in the Division of Correction.

IV. Definitions:

- A. MSDE – Maryland State Department of Education
- B. Authorized community provider – a community college or the county board of education

V. Policy:

- A. Occupational education programs and services are provided to Division inmates by MSDE staff, authorized community providers and private vendors approved by MSDE. Occupational programs are designed to prepare inmates to enter the civilian work force upon release.
- B. All occupational training programs shall be integrated with academic programs and are available to inmates at no cost, regardless of service provider.
- C. Special placements, including modified curriculums and physical training, shall be available for inmates who have documented physical, mental, emotional or learning disabilities.
- D. Occupational counseling shall be provided to inmates to assist in the selection of training appropriate to inmate interest, aptitude and abilities.
- E. All occupational training programs provided inmates shall be approved, licensed or recognized by MSDE or authorized community provider.

- F. Occupational programs are developed and placed throughout the Division, based on inmate needs, institutional demographics (particularly sentence structure) and space availability.
- G. All educational records shall be maintained in compliance with applicable state and federal law.
- H. All student learning shall be certified through community-based trade/industry organizations. Examples of these organizations are: Automotive Service Excellence (ASE), National Center for Construction Education and Research (NCCER) and Microsoft Office Users Specialist (MOUS).

VI. Procedures:

- A. Occupational training programs shall be consistent with the needs of the inmate population as determined by inmate surveys, labor market projections and employer input.
- B. Business, industry and community resources shall be utilized in the development and operation of occupational education programs as evidenced by employer and trade advisory groups, mock job fairs and mentoring participants.
- C. Occupational training graduates shall be included in all graduation ceremonies. Family members shall be invited to attend the recognition ceremonies within security visitation directives. Completion certificates shall be awarded by MSDE, authorized community provider or private institution.
- D. Occupational training programs shall be assessed against stated objectives by qualified individuals and professional and trade organizations at least every three years. These assessments shall be coordinated with each institution school improvement plan.
- E. All occupational training programs shall be certified by MSDE and follow that agency's personnel policies and practices or, in the case of staff provided by other authorized community providers, shall meet the standards of the sponsoring organization.
- F. Special placements shall be developed in coordination with the correctional education special education coordinator.
- G. Occupational programs shall be offered on an open entry, open exit basis unless particular course content or administrative constraints preclude this flexible scheduling.
- H. Occupational program development, implementation and assessment shall be the responsibility of the occupational coordinator in cooperation with the principals.

- I. The occupational coordinator shall provide technical assistance to individual occupational instructors and principals.
- J. The occupational coordinator reports to, and is supervised by, the Director of Correctional Education.
- K. Occupational teachers report to, and are supervised by, institutional principals.
- L. Inmates shall be selected for occupational training by institutional case management staff according to inmate training needs, employment/training history, academic performance, interests, sentence structure and institutional behavior.
- M. Occupational students shall be assigned by case management action to occupational training and receive a daily stipend and diminution of sentence credits.
- N. All occupational instruction shall be competency-based, providing a written record of specific trade or occupational skills the inmate has demonstrated to a qualified instructor.
- O. All occupational tools and equipment shall be inventoried and maintained in accordance with approved institutional security, fire safety standards, and applicable policy and procedures.
- P. All flammable, toxic and caustic materials shall be stored and used in accordance with approved policy and procedures, to include labeling and storage cabinets.
- Q. All programs shall be inspected weekly by qualified departmental staff and monthly by an institutional safety officer.
- R. No institutional directive is required.

VII. Attachment: None

VIII. Rescission: DCD 135-6, dated April 15, 2002

Distribution: A
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