

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 03/01/2021	NUMBER 03.02.140
	SUBJECT VOCATIONAL VILLAGE	
SUPERSEDES DOM 2021-14		AUTHORITY MCL 791.203
PAGE 1 OF 4		

POLICY STATEMENT:

The Vocational Village is designed to give offenders intensive, hands-on job training experience in high-demand trades, and assist them in securing employment. The Vocational Village shall be operated as set forth in this policy.

POLICY:

GENERAL INFORMATION

- A. Offenders in a Vocational Village will have a full day of work and classroom instruction. The specialized trades are identified in Attachment A of this policy and may be subject to change.
- B. Offenders shall be screened prior to acceptance into a Vocational Village. The following criteria shall be used to determine eligibility:
 - 1. The offender must have a recommendation for Career and Technical Education (CTE) programming.
 - 2. The offender’s academic programming must be complete.
 - 3. Vocational Counseling must indicate the offender has an interest and aptitude for the particular trade and the offender agrees to participate in the specific trade.
 - 4. Jobs related to the vocational trade must be available in the offender’s county of parole.
 - 5. The offender must not have more than 24 months to their PBJ date.
 - 6. The offender must be six months Class I misconduct free. This requirement may be waived by the Vocational Village Review Committee.
 - 7. The offender must have completed all core programming, or the core program(s) needed must be available during times that do not conflict with the vocational instruction schedule.
 - 8. The offender must be classified to general population.
 - 9. The offender must not have pending felony charges or an active detainer.
 - 10. The offender must not be serving a determinate sentence.
 - 11. The offender must not have STG I status.
 - 12. The offender must not be enrolled in a federally funded Post-Secondary program without Offender Success Administration approval.

ADMISSION PROCESS

- C. In addition to the screening criteria, an application and agreement to participate in the Vocational Village shall be completed by the offender, noting educational and employment goals. A letter of commitment signed by the offender shall detail post release employment obligations. This application shall be reviewed by a representative from the Offender Success Administration. The representative determines whether the

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 03/01/2021	NUMBER 03.02.140	PAGE 2 OF 4
-----------------------------------	------------------------------	---------------------	-------------

offender meets the initial criteria and approves or denies the written application. Upon approval of the written application the offender shall be interviewed by members of the Vocational Village Review Committee for final acceptance into the Vocational Village. All offenders who are accepted into the program shall be housed in the dedicated units reserved for participants and shall attend meals, yard, and programming together.

- D. Offenders shall attend vocational trade classes Monday through Friday, with hours of classroom instruction set to model an average workday that they will experience upon release. Offenders attending a vocational trade during the day shall complete Core programming based on their programming recommendations at times that do not conflict with the offender's vocational training, including evening hours when available.
- E. The Employment Readiness Program and Resume Workshop shall be offered to offenders in a Vocational Village. These programs shall ensure the offender has the soft skills that are important to the success of the offender upon release. The programs shall focus on resume writing, interviewing skills, and mock interviews.
- F. All staff members who have a role in the success of the Vocational Village shall be required to complete Collaborative Case Management (CCM) training. Parole Board members shall be educated regarding the vocational and core programming aspects of the unit and shall be informed regarding each offender's participation in the program. Offenders participating in the Vocational Village shall receive a P-70 In-Reach parole if granted positive parole action by the Parole Board.

OFFENDER EXPECTATIONS AND INCENTIVES

- G. Offenders housed in the Vocational Village are expected to maintain acceptable behavior, attendance, and academic standards at all times. Offenders may be removed from the Vocational Village for unacceptable behavior or lack of progress in the program via a majority vote from the Vocational Village Review Committee. The committee may consist of the Offender Success Administrator, Education Manager, Assistant Education Manager, Vocational Village School Principal, and Warden (or designee) from the facility.
- H. For offenders housed in the Vocational Village, incentives may be offered as determined by the Warden or designee (e.g., late night telephone and JPay use).

COORDINATION WITH OTHER DEPARTMENTS AND EMPLOYERS

- I. Designated Offender Success Administration staff shall work to coordinate career fairs and employer tours to bring in prospective employers and trade associations to see the vocational programs offered and meet with offenders who have completed or are nearing completion of a vocational trade. After completing the vocational trade, the offender shall remain at the Vocational Village site to allow the Job Developer to work with the offender to obtain employment prior to parole. Employers shall have the opportunity to recruit and interview potential employees prior to parole.

TRACKING OUTCOMES

- J. The Vocational Village designated education staff shall be responsible for tracking graduates of the Vocational Village. The Vocational Village education staff shall also track and record the following data:
 - 1. The number of offenders who receive an offer of employment prior to release.
 - 2. The number of offenders who successfully complete their trade and Employment Readiness classes.
 - 3. The number of offenders who were unsuccessful and the reason for removal.
- K. The records in Paragraph J shall be sent to the Offender Employment and Opportunities Unit on a monthly basis. The Offender Employment and Opportunities Unit shall review and analyze the data and provide reports on the following:

1. Job Placement;
 2. Current employment rate;
 3. Job retention;
 4. Return to prison rate.
- L. The Vocational Village field agents shall track and record the following data at least monthly:
1. The current employment status of the offender, including employment start date.
 2. The name of the employer for each offender and the field of work.
 3. The current wage of the offender.
 4. Any violations of parole by the offender.
 5. If the offender successfully completes parole.
 6. If the offender is returned to prison as a result of a technical violation of parole and the date they were returned.
 7. If the offender is returned to prisoner as a result of a new prisoner commitment and the date they were returned.

VOCATIONAL VILLAGE PAY SCALE

- M. Offenders who participate in the Vocational Village may be allowed to have a job on a case by case basis while in Vocational Village only with the approval of the School Principal and the Warden or designee. Offenders in Vocational Village will be paid as follows:

CTE	Daily Rate
Tier I	0.94
Tier II	1.08
Tier III	1.14
Tier IV	1.31

Once an offender demonstrates proficiency in a tier, they shall move to the next tier of the pay scale as determined by the assignment supervisor.

OFFENDER SCHEDULES

- N. Offenders shall be informed during the application process that the daily schedule of the Vocational Village programs may prevent them from participating in some activities. Daily schedules may also prevent them from having visits during the routine Monday through Friday work week as the visits may conflict with the trade or core programming. Typical visiting hours for offenders in the program shall be on Saturday and Sunday. Additional visits on the weekends may be allowed if approved by the Director.

PAROLE SUPERVISION FOR VOCATIONAL VILLAGERS

- O. The Field Operations Administration (FOA) Supervisors shall designate agents within each office to supervise parolees who have completed programming within a Vocational Village. These agents shall be knowledgeable of the Vocational Village Program and put an emphasis on maintaining positive relationships with employers through efforts including, but not limited to, regular contact with employers, scheduling appointments with parolees to minimize work disruptions, and ensuring that parolees are receiving appropriate assistance in addressing potential barriers to employment. The agents shall visit at least one Vocational Village annually.

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 03/01/2021	NUMBER 03.02.140	PAGE 4 OF 4
-----------------------------------	------------------------------	---------------------	-------------

OPERATING PROCEDURES

- P. If necessary, to implement requirements set forth in this policy directive, Wardens shall ensure that procedures are developed or updated.

AUDIT ELEMENTS

- Q. A Primary Audit Elements List has been developed and is available on the Department's Document Access System (DAS) to assist with self-audit of this policy pursuant to PD 01.05.100 "Self-Audits and Performance Audits."

ATTACHMENTS

Attachment A - Vocational Village Trades

APPROVED: HEW 01/15/2021

DOCUMENT TYPE PD ATTACHMENT	EFFECTIVE DATE 03/01/2021	NUMBER 03.02.140A	PAGE 1 OF 1
--------------------------------	------------------------------	----------------------	-------------

ATTACHMENT A
VOCATIONAL VILLAGE TRADES

Richard Handlon Correctional Facility (MTU)

Carpentry
Plumbing
Electrical
Automotive Technology
Machine Tool/CNC Machining/Robotics
Welding
Food Service and Hospitality Management
Forklift Operations/Warehousing

Parnall Correctional Facility (SMT)

Machine Tool/CNC Machining/Robotics
Carpentry
Concrete/Masonry
Automotive Technology
Commercial Drivers License
Computer Coding
Line Clearance/Tree Trimming
Forklift Operations/Warehousing

Womens Huron Valley Correctional Facility (WHV)

Carpentry
Commercial Drivers License
Cosmetology
3D Printing/Robotics
Horticulture
Food Service and Hospitality Management
Forklift Operations/Warehousing