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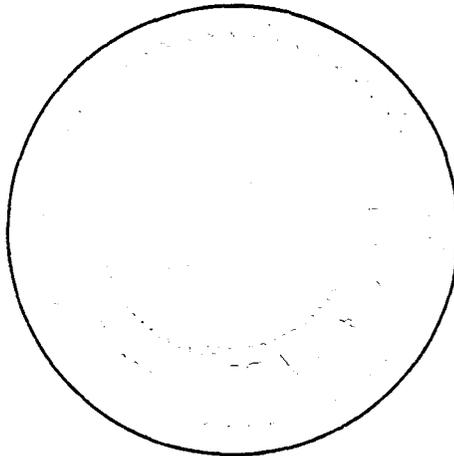
PC-MI-002-001

A Remedial Plan as Required by the 1989 Court Order Issued in

Glover, et al v Johnson, et al

(USDC 77-CV-71229-DT)

December 6, 1991



Michigan Department of Corrections

Kenneth L. McGinnis, Director

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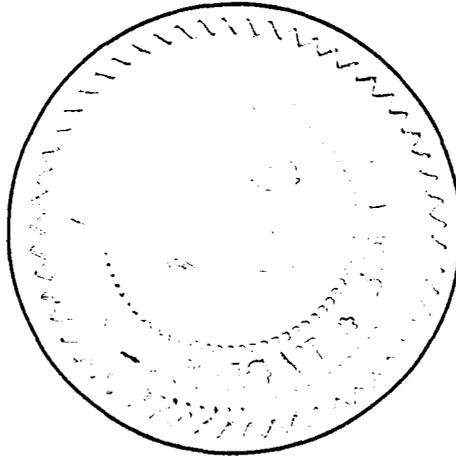
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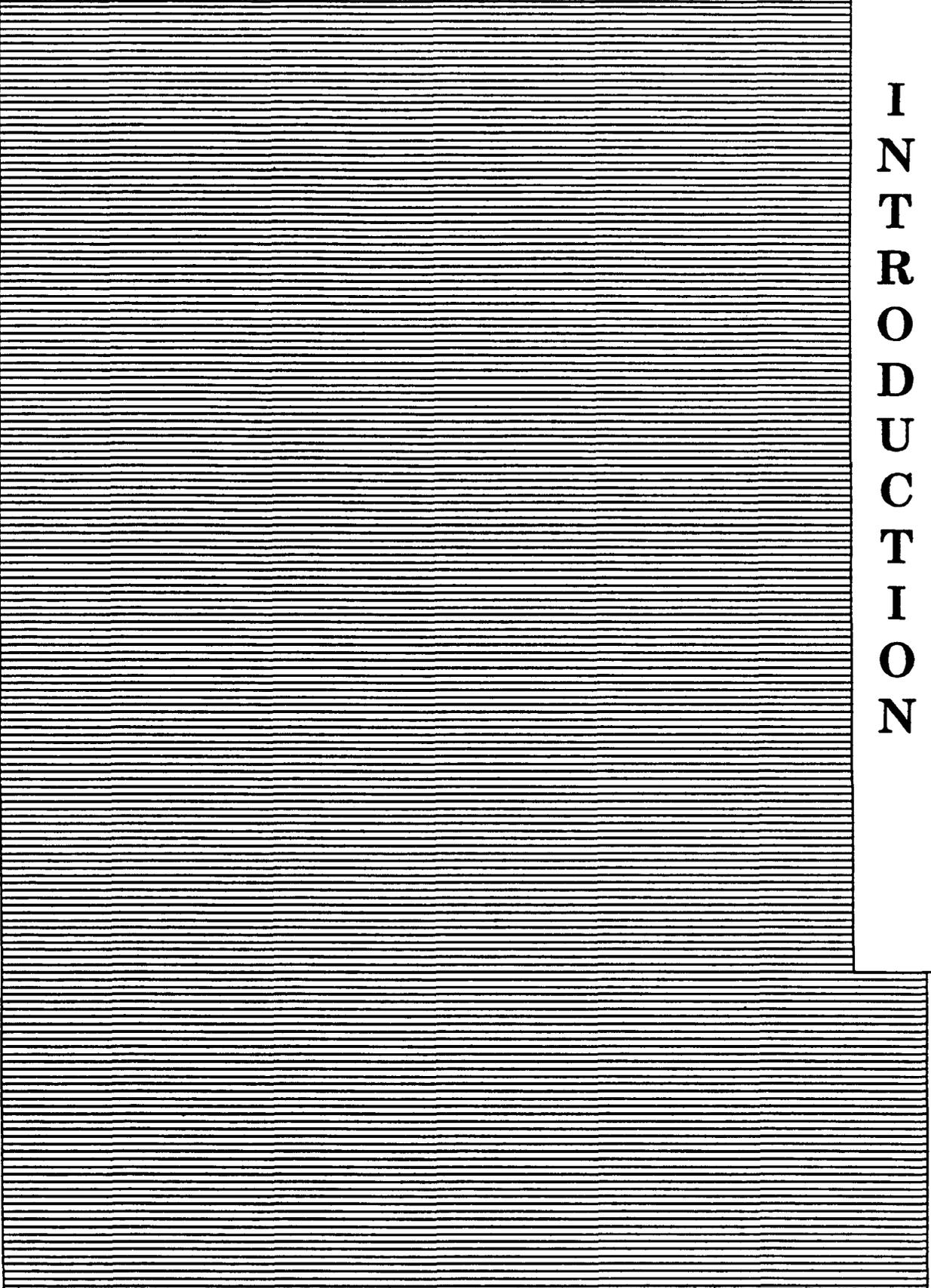
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INTRODUCTION

This document is the remedial plan developed and submitted by the Michigan Department of Corrections based on the 1989 order of the Court issued in Glover, et al v Johnson, et al, USDC 77-CV-71229-DT.

The purpose of this plan is to remedy Constitutional violations found by the Court in its 1989 order. The provisions of the remedial plan are intended to assure the constitutionality of the programs provided to female offenders at Crane Correctional Facility, Huron Valley Women's Correctional Facility, Scott Correctional Facility, and Camp Gilman.

This plan is divided into specific sections, each of which provides a summary of the Court's order, an overview which summarizes actions and activities completed, and actions proposed. Each section also contains a project tracking system to facilitate an ongoing review and evaluation. Defendants intend to be bound by the actions proposed and the project tracking systems.

This plan has been prepared by Nancy L. Zang, Special Administrator of Female Offender Programs, Michigan Department of Corrections.

ABBREVIATIONS

To assist the reader with interpretation of and understanding of the abbreviations used in this plan, the following summary of abbreviations is provided:

- Michigan Department of Corrections MDOC

- Female Correctional Facilities
 - Crane Women's Facility ACF
 - Camp Gilman CGL
 - Huron Valley Women's Facility HVW
 - Reception & Guidance Center RGC
 - the intake point for females entering the MDOC.
 - Scott Correctional Facility SCF

- American Correctional Association ACA

- U.S. Department of Labor, Bureau of Apprenticeship and Training BAT
 - the registering agency for apprenticeship standards

- Individualized Program Plan IPP
 - a written document which outlines programs and a plan of action for each offender.

- Local Joint Apprenticeship and Training Committee JAC
 - the administering body of the local apprenticeship program

- Jobs Education and Training Council JETS
 - an offender advisory council

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**PARALEGAL TRAINEE PAY
LAW LIBRARIES
PARALEGAL TRAINING**

ACCESS TO THE COURTS

Paralegal Trainee Pay

Summary of the Order:

Paralegal trainees shall be paid \$1.50 per day.

Overview:

During June 1986, a daily rate of \$1.50 for each day of class attended by full time paralegal students was implemented by order of the Court. This rate of pay has been ongoing since that time.

During June 1986, a review was also conducted to identify former paralegal students enrolled in programs offered at HVW. As a result of this review and identification, back payments were issued to all former students.

Actions proposed:

A separate wage classification for full-time paralegal trainees will be established. The rate of \$1.50 per day for each day of instruction will be continued.

Refer to Chart A for actions and timelines.

ACCESS TO THE COURTS

Law Libraries

Summary of the Order:

Law Libraries at all female offender facilities shall be developed and maintained as per the constitutional standard established in Bounds v Smith, 430U.S.817(1977).

Overview:

ACF, HVW, SCF:

Law libraries were established and in operation prior to the appointment of the Special Administrator in August, 1991.

A collection consistent with requirements of Bounds, id. and the MDOC policy directive PD-BCF-61.01 is maintained.

A full-time librarian at each facility oversees the operation of this specialized collection contained within the confines of each facility's library.

SCF: A recent change in procedure at SCF occurred in October, 1991. As such, female offenders housed outside the main complex in the minimum security Franklin Unit are now permitted regular access to the law library in the main complex. With this change, all female offenders housed at SCF have access to the law library consistent with PD-BCF-61.01.

CGL: A complete law library consistent with Bounds, id. was established at CGL as of October, 1991. A full-time librarian began employment 10/28/91.

Actions proposed:

To ensure the consistent update and maintenance of collections in law libraries at female facilities, librarians will submit biannual status reports to the Special Administrator.

Refer to Chart A which follows for actions and timelines.

ACCESS TO THE COURTS

Paralegal Training

Summary of the Order:

Paralegal training shall be provided "to interested and qualified inmates until such time as a sufficient pool of trained legal assistants is developed." Specific topics were indicated to be included in the curriculum.

Overview:

Coursework in paralegal studies was offered to offenders at HVW through a variety of providers in 1982 and 1983. Beginning in 1987, MDOC contracted with Jackson Community College (JCC) to deliver paralegal training, which continues today.

An assessment of the JCC paralegal studies program was conducted by the Special Administrator. Findings indicate that fourteen (14) paralegal classes are available. These classes, however, do not fulfill the topics mandated by the court nor is the program accredited by the American Bar Association.

Eligibility criteria for admission into the JCC paralegal training has not been implemented consistent with the Court's order.

Discussion:

The Special Administrator has explored a variety of options with respect to implementing paralegal training at all female facilities. It has been determined that the standards established by the American Bar Association (ABA) which accredit paralegal/legal assistant training programs are a measure which can be used to judge quality in paralegal training. Any program which receives accreditation from the ABA is held to high standards in curriculum, instruction, and faculty.

Kellogg Community College (KCC) and the University of Detroit-Mercy (UDM) offer paralegal/legal assistant training programs which have received ABA accreditation. Both KCC and UDM have agreed to adapt

their curriculum and design courses which will include all topics mandated by the Court (Appendix A). KCC would offer programming at ACF and UDM would offer programming at SCF. Completion of this specially designed paralegal program will require three semesters of study as a full time student.

Offenders who complete the KCC program will be awarded a Certificate of Completion in Paralegal Studies. Additionally, all credits earned in this program will be applicable towards a two-year Associate Degree in Paralegal Studies.

Offenders who complete the UDM program will be awarded a Certificate of Continuing Education in Paralegal Studies. Additionally, professional proficiency credits may be awarded if advanced study continues.

UDM was the first college in Michigan to offer a four year degree program in Legal Administration. Discussions are ongoing at this time to enable the matriculation of students completing the paralegal training program into degree programs which are offered at UDM.

Female offenders at CGL who meet the established criteria will be offered an opportunity to participate in the paralegal training program at ACF. If they accept, they will be transferred to ACF.

Actions proposed:

- Continue the paralegal training program at HVW through May, 1992, when the semester ends. This will insure that no disruption occurs in the current course of study for the women at HVW.
- Contract with UDM to provide one paralegal training program for up to 25 students at SCF beginning with the January 1992 semester.
- Contract with KCC to provide one paralegal training program for up to 25 students at ACF beginning with the January 1992 semester.
- Insure the curriculum mandated by the Court is the basis for the paralegal training provided (Appendix A).
- Implement eligibility criteria for selection of paralegal trainees (Appendix B).

- Establish a method to determine if a sufficient pool of inmate writ writers exists.
- Develop an individual program plan (IPP) for each woman currently enrolled in the HVW/JCC paralegal program. The IPP will be used to direct future programming.

Refer to Chart A for actions and timelines.

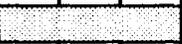
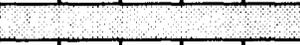
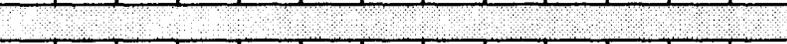
Access to the Courts	In Process	12/91	1/92	2/92	3/92	4/92	5/92	6/92	7/92	8/92	9/92	10/92	11/92	12/92	1/93	2/93	3/93	4/93	5/93	6/93	7/93	8/93	9/93
<ul style="list-style-type: none"> • Establish paralegal trainee pay scale. • Law Library status reports due. • Continue HVW/JCC paralegal program. • Contract and deliver training through KCC. • Contract and deliver training through UDM. • Implement eligibility criteria. • Establish a method to determine if a sufficient pool of writ writers exists. 																							
																							
																							
																							
																							
																							
																							

Chart A

The following topical areas are required via Federal Court order pursuant to Glover v Johnson.

PARALEGAL CURRICULUM

Introduction to Law:

1. Michigan and Federal Judicial Systems
2. Professional Responsibility and the Role of the Paralegal
3. Overview of the Legal System
 - a. separation of powers
 - b. judicial review
 - c. common law theory
4. Jurisdiction and Venue

Research and Writing:

1. Legal Research and Analysis
2. Legal Writing
3. Client Interviewing
4. Investigation
5. Evidence

Criminal and Post-Conviction Law:

1. Law of arrest
2. Search and seizure
3. Police interrogation
4. Eyewitness identification procedures
5. Exclusionary rule
6. Preliminary proceedings in district court
7. Pretrial proceedings in circuit court
8. The criminal trial
9. Sentencing
 - a. procedure
 - b. presentence investigation reports
 - c. probation and restitution
 - d. sentencing guidelines
 - e. time calculations
10. Michigan appellate procedure
11. Issue-spotting and development
12. Post-conviction review
 - a. state courts
 - b. federal courts

PARALEGAL CURRICULUM, continued

Civil and Prisoners Rights Law:

1. Civil Actions
 - a. commencement (complaint, parties, fees and process)
 - b. answers
 - c. motion practice
 - d. discovery
 - e. the civil trial
 - f. judgement, post-trial motions, and enforcement of judgements
 - g. civil appeals and the extraordinary writs
 - h. defense of Prisoner Reimbursement Act actions
2. Prisoner's rights
 - a. First Amendment rights
 - b. Fourth Amendment rights
 - c. Eighth Amendment rights
 - d. due process rights in prison
 - e. MDOC administrative procedures
 - f. petitions for judicial review and appeals
 - g. Section 1983 actions
 - h. statutory rights
 - i. parole
3. Parental rights of prisoners
4. Probate court proceedings
 - a. abuse and neglect proceedings
 - b. delinquency proceedings
 - c. appeals
 - d. statutory wills and probate proceedings
5. Domestic Relations
 - a. divorces
 - b. child custody
 - c. visitation
 - d. support
 - e. post-judgment proceedings, appeal and enforcement
6. Special Proceedings
 - a. attachment
 - b. garnishment
 - c. claim and delivery
 - d. summary proceedings for possession of premises
7. Entitlement Programs
 - a. Social Security Act benefits
 - b. unemployment benefits
 - c. Aid to Dependent Children benefits
 - d. worker's compensation
 - e. Michigan Rehabilitation Services
 - f. veterans benefits
8. Income Tax Preparation (state and federal)

MICHIGAN DEPARTMENT OF CORRECTIONS

Paralegal Trainee Criteria
November, 1991

Educational Background:

- Completion of a G.E.D. or H. S. Diploma is recommended.
- Individuals not possessing a G.E.D. or H.S. Diploma may apply, and will be evaluated solely on test scores.

Selection Criteria:

The ASSET test will be given to all prospective students. Language Usage scores equal to or above 45 are required for admission.

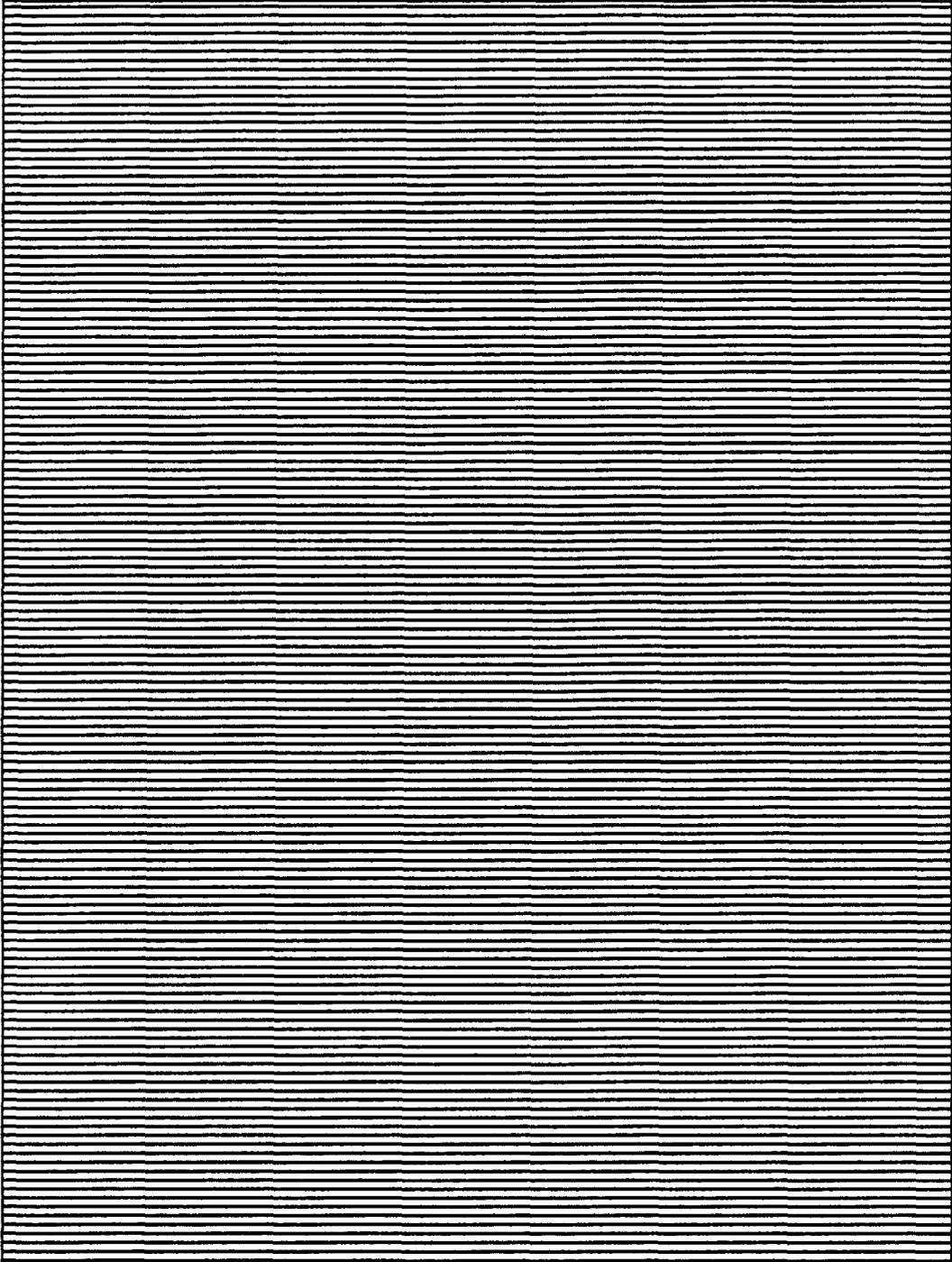
From the available pool of eligible offenders, the college provider will select students.

Factors to be considered will include:

- ASSET test scores
- Past coursework
- Past achievement

Eligibility Criteria: Students accepted into the paralegal studies training program should have:

- a minimum of two years prior to eligibility for community programs or parole eligibility, and
- a lack of nonbondable major misconduct for a minimum of six (6) months prior to acceptance into the program.



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**ASSOCIATE DEGREE PROGRAMMING
BACCALAUREATE DEGREE PROGRAMMING
OFF-GROUNDS PRIVILEGES**

EDUCATIONAL PROGRAMMING

Discussion:

During the process of review and assessment which has occurred in the past ninety days, a variety of problems have been identified. These problems must be addressed and corrected since a solid foundation is essential to support educational programming.

Overview:

Assessment: Continuity in vocational and academic assessment within all female offender facilities does not currently exist. As such, a standardized assessment process will be developed and implemented at all female offender facilities. Refer to Chart B for actions and timelines.

Planning: A formalized review process to establish and evaluate individualized program goals and accomplishments for all female offenders does not currently exist. As such, an Individualized Program Plan (IPP) for each female offender enrolled in educational programming will be initiated. Refer to Chart B for actions and timelines.

Education Files: Current education files maintained for female offenders need to be upgraded and refined. Complete information profiling a woman's program involvement and achievements is essential to a coordinated planning process. Standards governing education files will be developed and implemented. Refer to Chart B for actions and timelines.

Actions proposed:

Assessment:

- Develop guidelines to standardize testing.
- Train staff in use of assessment instruments.

Planning:

- Develop guidelines regarding Individualized Program Plans (IPP).
- Design an IPP format.
- Train staff in the IPP completion.
- Develop IPP's:
 - for women enrolling in associate degree programs
 - for women enrolling in baccalaureate programs

Education Files:

- Develop standards for educational files.
-

Summary of Order(s):

Associate Degree Programming

“A systematic and coherent course package which, when successfully completed, culminates in the receipt of an Associate Degree” shall be provided.

Baccalaureate Degree Programming

The MDOC shall assist and cooperate in the establishment of 4-year programs that any educational institution chooses to offer. The MDOC is not obligated to provide baccalaureate degree programs although such assistance will not be less than offered to male prisoners.

Overview:

Contracts executed with Kellogg Community College, Jackson Community College, and Schoolcraft Community College enabled associate degree programming for Fiscal Year '92 as noted below:

<u>Facility</u>	<u>College</u>	<u>Degree(s) Offered:</u>
ACF	Kellogg C.C.	Associate in Applied Science: <ul style="list-style-type: none">• Business Management
HVW	Jackson C.C.	Associate in Applied Science: <ul style="list-style-type: none">• Agriculture/Horticulture• Legal Assistant
SCF	Schoolcraft	Associate in Applied Science: <ul style="list-style-type: none">• General Business• Marketing & Applied Management• Small Business Management

Contracts executed with Western Michigan University and Spring Arbor College for Fiscal Year '92 enabled junior and senior level programming as noted below:

<u>Facility</u>	<u>College</u>	<u>Degree(s) Offered</u>
ACF	Western Michigan University	Baccalaureate of Arts: • Liberal Arts Studies
HVW	Spring Arbor College	Baccalaureate of Arts: • Liberal Arts

Discussion:

~~As of the fall 1991 semester, all female offenders meeting the college/university eligibility requirements had an opportunity to participate in postsecondary programming.~~

All colleges and universities provided assessment and counseling for women prior to enrollment and the actual start of classes. Planning documents specific to each woman's program were prepared during the registration process.

Experience with the enrollment for the fall semester has highlighted the need for a coordinated effort between colleges and universities providing post-secondary programming. Specific issues needing refinement and coordination are summarized and included in the section, actions proposed, which follows.

Future development of educational options must include input from the female offender population. To support a regular exchange of information, a Jobs, Education and Training (JETS) Council will be established at each female offender facility. The purpose of the JETS Council will be to provide information, opinions, and suggestions which can assist the MDOC in developing and refining programming opportunities.

With the closing of HVW scheduled for June 1992, attention will be given to future program planning for offenders enrolled in college programs.

Actions proposed:

- Eligibility criteria for enrollment and to enable participation in postsecondary programming will be developed.
- A process will be developed which will provide offenders with updated and regular information related to course and degree offerings and the enrollment process.
- Standards governing course and degree selection offered by post secondary providers will be developed.
- Standards to interface college information with educational files will be developed.
- Continue postsecondary programming at ACF.
- Continue associate degree programming at SCF.
- Identify and contract with a baccalaureate degree provider for SCF to enable start of classes in June, 1992.
- Establish JETS Councils at all facilities.
- Consistent with parity, Defendants may discontinue associate and baccalaureate degree programs where the programs are discontinued for the male offender population. The semester and/or term in session shall be completed before discontinuation of the college program.

Refer to Chart B for actions and timelines.

EDUCATIONAL PROGRAMMING

Off-Grounds Privileges

Summary of Order:

The court has ordered MDOC "to provide off grounds programming for eligible inmates unable to complete their course work at the correctional facility."

Discussion:

With the expansion of postsecondary programs, eligible female offenders are now able to enroll in programming at a correctional facility which leads to associate and baccalaureate degrees.

In addition, off-grounds programs are no longer granted to any offender due to security concerns.

Actions proposed:

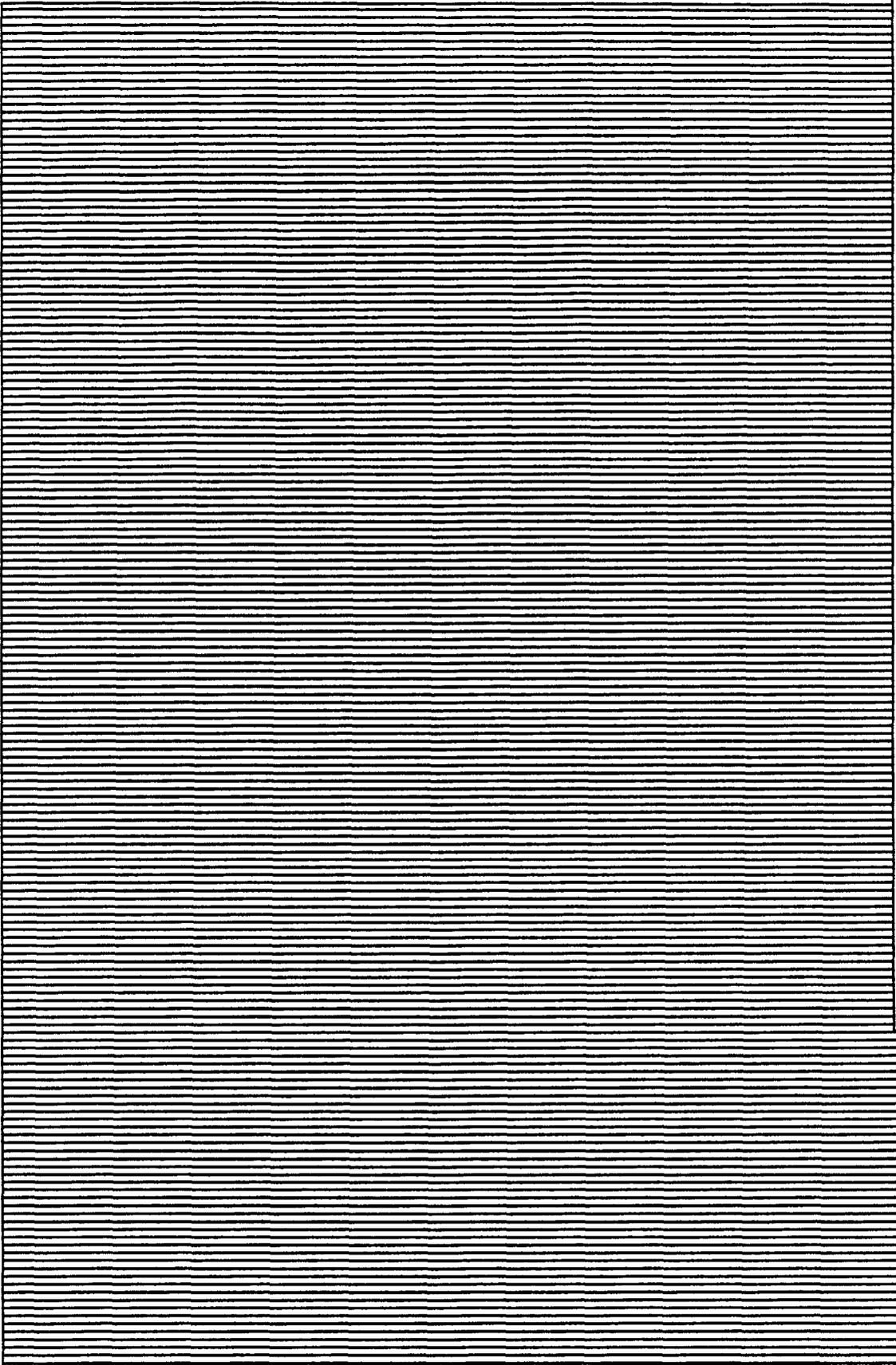
Given the current availability and future plans for postsecondary programs, as addressed earlier in this section, completion of coursework which leads to an associate or a baccalaureate degree within the confines of a correctional facility is now possible thus not requiring off grounds privileges.

Educational Programming	In																								
	Process	12/91	1/92	2/92	3/92	4/92	5/92	6/92	7/92	8/92	9/92	10/92	11/92	12/92	1/93	2/93	3/93	4/93	5/93	6/93	7/93	8/93	9/93		
<p><u>Actions proposed:</u></p> <ul style="list-style-type: none"> • Assessment <ul style="list-style-type: none"> - Develop guidelines - Train staff • Planning <ul style="list-style-type: none"> - Develop IPP guidelines - Design IPP - Train staff • Develop IPP's for women <ul style="list-style-type: none"> - in associate degree programs - in baccalaureate degree programs • Education Files <ul style="list-style-type: none"> - Develop standards 																									

Chart B (1 of 2)

Educational Programming	In Process	12/91	1/92	2/92	3/92	4/92	5/92	6/92	7/92	8/92	9/92	10/92	11/92	12/92	1/93	2/93	3/93	4/93	5/93	6/93	7/93	8/93	9/93		
	<ul style="list-style-type: none"> • Develop postsecondary criteria for enrollment/participation • Develop information process • Develop procedures for course/degree selection • Continue associate and baccalaureate programs at ACF • Continue associate program at SCF • Begin Baccalaureate programming at SCF • Establish JETS Council 				█																				
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Chart B (2 of 2)



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APPRENTICESHIPS

Summary of the Order:

Meaningful Apprenticeship Programs:

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Apprenticeships shall be instituted at HVW "in five areas: Medical Records, Building Maintenance, Dental Assistants, Painting and Carpentry". "The result that (the Court) sought to accomplish through those orders (was) the establishment of meaningful apprenticeships." Moreover, it was clear from my (the Court's) 1981 Order that the Department was to add new apprenticeships."

"Various steps necessary to implement the apprenticeship, particularly the construction of an apprenticeship building at HVW", appropriate journeyworker supervision, and appropriate delivery of the related instruction shall be implemented.

Informational Apprenticeship Campaign:

"An informational campaign in conjunction with the Committee to inform the prisoners of the availability of apprenticeships and their nature shall be mounted."

Background:

An Apprentice is employed to learn a craft through a systematic program of on-the-job training (minimum of 90% of the program's hours to learn the work processes) and related instruction. An Apprenticeship term ranges between 2,000 to 8,000 hours, about one to four years.

To learn the craft while on-the-job, an apprentice is matched with a crafts person, called the craftwork supervisor, who has the skills and primary job functions that encompass all phases of the trade.

For the related instruction component, a person with the trade knowledge and expertise is identified, so the apprentice can receive instruction related to the work processes and to ask trade related questions.

An apprenticeship program is administered by a Local Joint Apprenticeship and Training Committee (JAC). It is composed of committed local and regional representatives from labor, management, and placement that come from both inside and outside the facility. Interested

agency or organization representatives may be requested to serve as consultants to the JAC.

The Apprenticeship Standards are developed by the JAC and submitted to the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT) for approval and registration.

A Supervisor of Apprentices maintains the general operation and coordination of the apprenticeship program for the facility.

Overview:

Steps have been taken to ensure functioning of apprenticeship programs at both ACF and HVW.

- A JAC was established at both ACF and HVW with the general purpose of developing the facility's Apprenticeship Standards and submitting them to BAT for approval and registration. Additionally, they have a general purpose of administering the successful operation of the facility's BAT approved apprenticeship standards.
- A Supervisor of Apprentices was appointed by Wardens at both ACF and HVW to perform the appropriate related duties to implement the facility's Standards.
- A building was erected at HVW for a Building Maintenance vocational education laboratory program and apprenticeship related instruction.
- Apprenticeship Standards were registered with BAT for apprenticeship programs for both HVW and ACF.
- HVW is currently operating five programs as follows:

<u>Occupational title</u>	<u>Time to Complete</u>	<u>Current Number of Apprentices</u>
Carpenter	4 years	0
Landscape Gardener	4 years	4
Maintenance Repairer, Building	2 years	5
Offset Print Operator	4 years	6
Painter, Construction	4 years	5

- Crane is currently operating two programs as follows:

<u>Occupational Title</u>	<u>Time to Complete</u>	<u>Current Number of Apprentices</u>
Computer Peripheral Equipment Operator	1 year, 2 mo.	7
Maintenance Repairer, Building	4 years	1

Discussion:

From the original court order, three of the five apprenticeship programs are registered with BAT: Carpenter; Building Maintenance, and Painter. Dental Assistant and Medical Secretary have not been registered with BAT, because of conflicts which existed with policies of both the American Correctional Association (ACA) and MDOC.

Dental Assistant: Review of current ACA standards, MDOC policy, and present staffing indicates that starting a Dental Assistant apprenticeship, at this time, may be viable. To implement this apprenticeship, all standards can be proposed except one, that being access to dental records. JAC must approve of this modification and submit to BAT, which holds final approval. If these approvals are obtained, the Dental Assistant apprenticeship could be started.

Medical Records: Current review of ACA standards and MDOC policy indicates it is not acceptable to institute a Medical Records apprenticeship program of any type in the correctional setting, because the program's main purpose is to access and handle medical records. This situation is even more complex due to the confidentiality issues regarding the HIV virus which involves detailed state statutes carrying criminal penalties.

Additionally, it is not appropriate to use fictional files for a Medical Records apprenticeship program, because the very nature of the apprenticeship experience is to spend a minimum of 90% of the experience with a person actually performing his or her craft.

To ensure meaningful apprenticeship programs, which meet BAT

standards, it is necessary to conduct a formalized review.

Apprenticeship program viability needs to be determined at ACF and SCF. At ACF, the current apprentice programs need to be assessed. At SCF, it needs to be decided which apprenticeships are appropriate to institute.

HVW apprentices will continue at HVW until it closes. Plans and paperwork for apprenticeship transfer to SCF will be developed prior to the closing of HVW.

Actions proposed:

ACF and SCF:

- **Determine Apprenticeship Program Viability for the Facility and Select Programs Accordingly by:**
 - Identifying staff qualified to supervise the work processes, e.g., certificates, licenses, work experience, having primary job functions that encompass all phases of an occupation being explored for registration.
 - Identifying type of related instruction delivery, qualified staff, and space for related instruction study.
- **MDOC will choose apprenticeships and then seek court approval to implement.**
- **Modify (ACF) and Establish (SCF) a JAC Accordingly Based on Approved Apprenticeships.**
- **Modify (ACF) and Prepare (SCF) Standards Accordingly Based on Approved Apprenticeships.**
- **Recruit and Select Prisoners for Apprenticeships. Implement Apprenticeships by:**
 - Matching craftwork supervisors to apprentices.
 - Identifying related instruction contact for apprentice.
 - Developing schedules for work processes and related instruction.
- **Develop Monitoring Plan.**

HVW:

- Determine viability for HVW apprenticeship transfer to SCF.
- Develop plans/paperwork relative to HVW closing.

Refer to Chart C for actions and timelines.

Apprenticeships	In Process	12/91	1/92	2/92	3/92	4/92	5/92	6/92	7/92	8/92	9/92	10/92	11/92	12/92	1/93	2/93	3/93	4/93	5/93	6/93	7/93	8/93	9/93	
	<ul style="list-style-type: none"> • Determine program viability: <ul style="list-style-type: none"> - ACF - SCF • Seek court approval for apprenticeships: <ul style="list-style-type: none"> - ACF - SCF - HVW • Modify JAC at ACF if necessary. • Establish JAC at SCF. • Modify/Prepare standards: <ul style="list-style-type: none"> - ACF - SCF 					ACF					SCF													

Chart C (1 of 2)

IMPLEMENTATION, MODIFICATION, CONTRACT RIGHTS, COMPLIANCE, AND TERMINATION

Implementation

Defendants shall implement this remedial plan in accordance with its terms on or before two (2) years from the date of its approval by the Court.

Modification

Defendants may modify the plan in accordance with applicable case law.

Contract Rights

Defendants reserve the right to contract with providers of their choice, including, but not limited to, circumstances which require additional providers, or a change in providers named in the plan.

Compliance Monitor

Defendants shall monitor the binding provisions of the Remedial Plan. Defendants shall file with the Court and serve upon the Court Monitor and Plaintiffs' counsel quarterly monitor reports until the filing of the final monitor report described herein. The monitor reports shall include the compliance status and the progress of each binding provision set forth in this remedial plan.

Within one hundred and twenty (120) days of the expiration of the two (2) year implementation period, Defendants shall file with the Court and serve upon the Court Monitor and Plaintiffs' counsel a final monitor report describing the compliance status of each binding provision set forth in this remedial plan. After filing of the final report, monitoring of the remedial plan shall terminate.

Termination

Defendants shall be in substantial compliance where 75% or more of the binding provisions in each program area set forth in this remedial plan are found in compliance in the final monitor report. Where the final monitor report reflects substantial compliance with the binding provisions in one or more program areas, the jurisdiction of the Court shall be terminated for each of the compliant areas thirty (30) days from the filing of the final monitor report, unless Plaintiffs file a Motion requesting extension of the Court's jurisdiction due to existence of constitutional violations with the program areas set forth in this remedial plan.

**A Plan for
Vocational Programs
and
Work Pass**

December 6, 1991

The Michigan Department of Corrections (MDOC) is aware of the Court's interest in two areas of programming for female offenders for which there are no final orders.

These two areas encompass:

- Vocational Programming
- Work Pass

MDOC is committed to developing service delivery systems and programs for female offenders which are guided by parity. In support of this commitment, actions and activities affecting vocational programming and the work pass program have been identified and are addressed in this report.

Defendants intend to be bound by the actions proposed in the project tracking system.

VOCATIONAL PROGRAMMING

Currently, vocational programming for the female offender is provided in two ways, either through programs developed and operated by the Michigan Department of Corrections (MDOC) or through contracts with Community Colleges. The chart below provides a summary of current vocational programming:

Crane Correctional Facility:

- MDOC operates two vocational training programs:
 - Horticulture
 - Office Occupations
- Kellogg Community College provides training leading to vocational certificates in the areas of:
 - Computer Information Systems
 - Application Software

Huron Valley Women's Facility:

- MDOC operates vocational programs in the following areas:
 - Institutional Maintenance
 - Office Occupations
 - Graphic Arts
 - Food Service
- Jackson Community College provides vocational training that leads to vocational certificates in the areas of:
 - Business Marketing
 - Paralegal Studies

Scott Correctional Facility:

- MDOC operates a vocational training program in Office Occupations

With the planned closing of the Huron Valley Women's Facility scheduled for June, 1992, the vocational training programs in institutional maintenance, graphic arts, and food services will be moved to and operated at the Scott Correctional Facility.

Vocational programming for the female offender population must be relevant, adaptable, and lead to potential employment upon release. The reality of the work world of the 1990's is that it is ever changing. Individuals who are successful employees must demonstrate positive work behaviors and attitudes as well as a willingness to adapt to the ever changing demands of the workplace. Successful vocational programs must combine instruction to enhance interpersonal skills and positive work behaviors as well as vocational skill development.

In developing vocational programs for the current female offender population, MDOC proposes a three phase approach. This type of approach responds to the concerns of the Court regarding quality of current training programs, and allows for the review and study essential to the overall improvement of vocational programming alternatives. It should be noted that each phase operates independently. Actions and activities, however, will be concurrent.

Actions proposed.

Phase One

Improve current vocational program operation:

A review and update of all vocational curriculums will be completed. This will ensure consistency between vocational training programs provided at all female offender facilities.

Written guidelines summarizing the pre-requisite skills necessary to enroll in each vocational program will be developed. These guidelines will identify and assist in the development of skills necessary for successful completion of vocational programming.

Individual Program Plans (IPP) will be developed for all vocational students. The IPP will establish and evaluate individualized program goals and accomplishments of the vocational student.

Phase Two

Offender Profile:

An updated profile utilizing current information which is available regarding the female offender population will be developed.

This will allow review of data which describes the female offender population, defines factors necessary to consider in future program design, and identifies areas in which additional information may be needed.

Phase Three

Vocational Interest Survey:

A study to examine the interests of the current incarcerated female offender population must be designed and conducted. Although assessments have been conducted in the past, information available from these studies is dated and does not provide the relevant information needed for current planning and development.

Evaluation and review necessary to identify viable vocational programs will occur as a component of the study. Consideration will be given to offender preference, potential institutional assignments which will allow for reinforcement and practice of skills, and potential for employment upon release.

Suitability of programs to a prison environment is a necessary factor in the selection process. Program selection cannot be identical at each facility due to the characteristic differences of the inmate population.

Where possible, programming will be developed in conjunction with community colleges. This approach will allow for flexibility and variety while also providing programming which responds to current trends in employment.

Refer to Chart 1 for proposed timelines for actions relative to each phase.

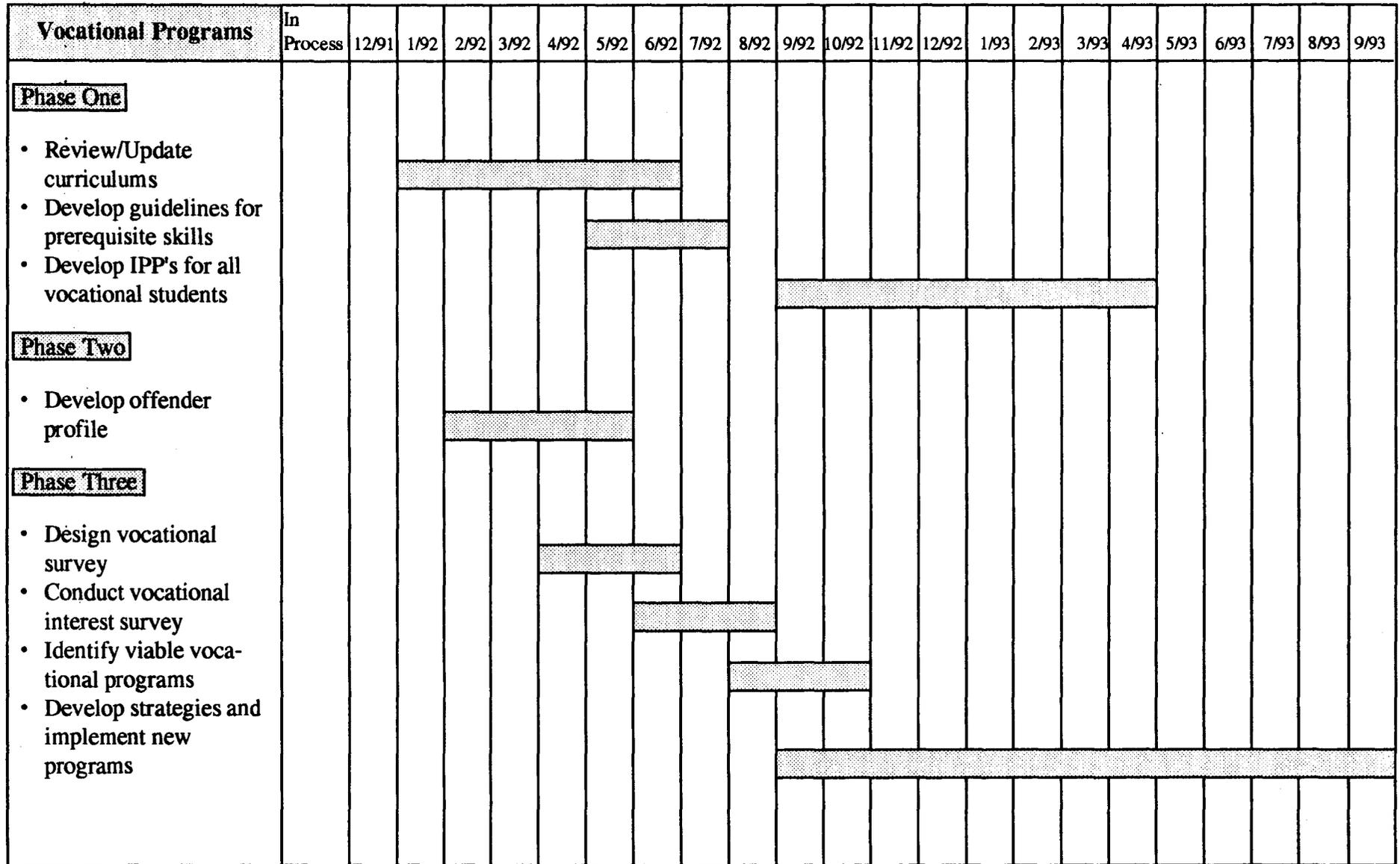


Chart 1

OFF GROUNDS PROGRAMS:

PUBLIC WORKS WORK PASS

Two types of off-grounds work programs are currently operational and available to female offenders meeting the eligibility criteria.

- *Public Works:* These assignments enable prisoners, having a Level 1 or Level II security classification, to leave the institution daily on work crews comprised of other female offenders. All public works assignments are supervised by an MDOC employee or an employee from a contracting public agency trained by MDOC as a public work's supervisor.

Public Works assignments exist at Crane, Camp Gilman, and Scott. Female offenders who participate in a Public Works assignment are paid at the rate of \$2.50 per day. Following is a summary which illustrates the participation in the Public Works Program:

<u>Facility</u>	<u>Number of offenders who participate, daily</u>
ACF	230
CGL	35
SCF	12

- The *Work Pass* program for female offenders operates from Camp Gilman consistent with MDOC policy directive, PD-DWA-41.01. This program enables prisoners to work, unsupervised, in the community for a private employer.

Statistics compiled as of December 2, 1991, show that 29% of the eligible female offender population in the Corrections Camp Program participate in work pass as contrasted with 12.3% participation by male offenders in the camp program.

Actions proposed:

- **The Work Pass Program will continue to be offered for eligible women consistent with MDOC policy and procedure and constitutional standards.**

IMPLEMENTATION, MODIFICATION, CONTRACT RIGHTS, COMPLIANCE, AND TERMINATION

Implementation

Defendants shall implement the Vocational and Work Pass Plan in accordance with its terms on or before two (2) years from the date of its approval by the Court.

Modification

Defendants may modify the plan in accordance with applicable case law.

Contract Rights

Defendants reserve the right to contract with providers of their choice, including, but not limited to, circumstances which require additional providers, or a change in providers named in the plan.

Compliance Monitor

Defendants shall monitor the Vocational and Work Pass Plan. Defendants shall file with the Court and serve upon the Court Monitor and Plaintiffs' counsel quarterly monitor reports until the filing of the final monitor report described herein. The monitor reports shall include the compliance status and the progress of the Vocational and Work Pass Plan.

Within one hundred and twenty (120) days of the expiration of the two (2) year implementation period, Defendants shall file with the Court and serve upon the Court Monitor and Plaintiffs' counsel a final monitor report describing the compliance status of each program area in the plan. After filing of the final report, monitoring of the Vocational and Work Pass Plan shall terminate.

Termination

Defendants shall be in substantial compliance where 75% or more of in each program area set forth in the Vocational and Work Pass Plan are found in compliance in the final monitor report. Where the final monitor report reflects substantial compliance with one of more program areas, the jurisdiction of the Court shall be terminated for each of the compliant areas thirty (30) days from the filing of the final monitor report, unless Plaintiffs file a Motion requesting extension of the Court's jurisdiction due to existence of constitutional violations with the program areas set forth in this plan.