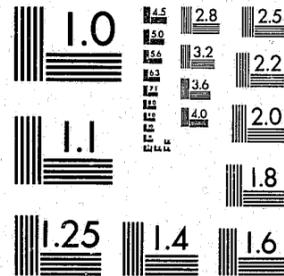


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice  
United States Department of Justice  
Washington, D. C. 20531

Date Filmed  
3/18/81

# FINAL REPORT

for the

## CORRECTIONS APPRENTICESHIP & TRAINING COORDINATION PROJECT

OREGON LAW ENFORCEMENT COUNCIL  
GRANTS  
75-E-4, 76-E-4, 77-E-1

72924

MAY 1979

**FINAL REPORT**  
for the  
**CORRECTIONS APPRENTICESHIP &  
TRAINING COORDINATION PROJECT**

**OREGON LAW ENFORCEMENT COUNCIL  
GRANTS  
75-E-4, 76-E-4, 77-E-1**

**Administered by  
OREGON STATE CORRECTIONS DIVISION**

**Prepared and Submitted by  
A. Kent Ward, Project Coordinator**

**Grants Management Section Coordinator  
William F. Kennedy**

**MAY 1979**

**C O N T E N T S**

	<u>Page</u>
I. Introduction . . . . .	1
II. Goal of the Project . . . . .	2
III. History . . . . .	3
IV. Achievement of the Project . . . . .	9
V. Appendix . . . . .	23
News Releases . . . . .	24, 25
Letter from U. S. Department of Labor Bureau of Apprenticeship and Training . . . . .	26
Minority Participation Data . . . . .	27
List of Approved Trades . . . . .	28
Monthly Participation Graph . . . . .	29
Over-all Program Statistics . . . . .	30
Graphic Over-all Program Statistics . . . . .	31
Oregon Law Enforcement Council Monitoring Summary	

OREGON CORRECTIONS DIVISION  
APPRENTICESHIP AND TRAINING COORDINATION PROJECT

Final Report

I. Introduction

This report will cover three grants funded through the Oregon Law Enforcement Council (OLEC) with Law Enforcement Assistance Administration (LEAA) Funds. The projects are as listed below:

CETA Supplement-Apprenticeship Coordination,  
75-E-4, 3/1/75 to 1/31/76

CETA Supplement-Apprenticeship Coordination,  
76-E-4, 2/1/76 to 6/31/77

Apprenticeship Training Coordination,  
77-E-1, 7/1/77 to 6/31/79

## II. Goal of the Project

To "provide recognized Apprenticeship instruction for approved trades at Oregon State Penitentiary, Oregon State Correctional Institution, and Oregon Women's Correctional Center comparable to training conducted in local communities. Insure Joint Apprenticeship and Training Committee (JATC) commitment to continue apprenticeship training in the community following release of trainees from institutions".

The primary function of the project staff (the Oregon Corrections Division Apprenticeship Coordinator and Secretary) was to act as a liaison between the training, manufacturing, and maintenance programs within the institutions, the community based apprenticeship and training committees, and the various agencies associated with Oregon's Apprenticeship and Training Program.

## III. History

Oregon's Corrections Division's development of an apprenticeship program that is recognized by the appropriate state and federal agencies and various labor and management organizations, was considered an innovative step for a state corrections system training program. Prior to Oregon's program, the Federal Penitentiary at McNeil Island, Washington, was the only corrections system in the nation to use the state registered Apprenticeship and Training Program as a vehicle for training the incarcerated.

The initial ground work for Oregon's Corrections Apprenticeship Program was laid when the division's administrators requested an audit in 1972 by the U.S. Department of Labor, Bureau of Apprenticeship and Training in conjunction with Oregon's Bureau of Labor, Apprenticeship and Training Division, to determine the relevance of Corrections Industries Training, Vocational Training, and their equipment, instructors, and technical materials used in the private sector's development of skilled craft workers.

With the completion of the audit, several joint State Corrections, Apprenticeship, and Federal Apprenticeship meetings were held to determine what training

would be best for the State Corrections system to pursue.

In January 1973, an Apprenticeship and Training Advisory Committee to Oregon Corrections Division, composed of management, labor and public members, was established with the charge of providing short and long range attainable goals for inmates via apprenticeship and training programs. A visitation to the McNeil Island Penitentiary was made in April, 1973, where their apprenticeship operations were examined. The tour resulted in the gathering of a great deal of information which helped lead to the implementation of the Apprenticeship Program in Oregon.

As a result of the Corrections Apprenticeship Advisory Committee's recommendations and suggestions, an Apprenticeship Coordinator was employed through state funds, for the purpose of initiating an apprenticeship program for the Oregon State Penitentiary in January 1974. The efforts of the coordinator were concentrated within four departments of the penitentiary; Vocational Training, Industries, Physical Plant Maintenance, and the Annex. The results of these efforts were a co-operation between the different departments and their understanding of the Apprenticeship Training Program. Much of the coordinator's time was utilized in gaining

recognition of the value of apprenticeship training within the unit teams, counselors, security staff, and instructors of the institution. Along with gaining the recognition by the inside staff, work was done with community based Apprenticeship and Training Committees to gain their recognition of the possibility of apprenticeship training within the institutions. Each of these committees were invited to come into the institutions to inspect and review the work locations before they were asked to approve them for apprentice training. This transition and promotional period was the most difficult, laborious, and time consuming.

The following news release was received by the Eugene BAT office November 11, 1975. The article was written by Mike Shimizu of the U.S. Department of Labor, Office of Information, Seattle, Washington.

"PRISON INMATES AT SALEM, OREGON, RECEIVE APPRENTICESHIP TRAINING."

The U.S. Department of Labor today reported that 15 inmates of the Oregon State Penitentiary at Salem, Oregon, are receiving Apprenticeship Training to become skilled craft workers.

Fred V. Koehler, the department's area representative for the Bureau of Apprenticeship and Training (BAT) at Eugene, said the inmates are participating in apprenticeship in various trades such as auto mechanics, body and fender, mill and cabinetmaking, industrial welding, manufacturing plant electrician, upholstery, painting and decorating, baker,

and industrial pipefitter.

Wages and apprentice/craft worker ratios are the only exceptions granted to the inmates; otherwise, they must measure up and learn the skills of the vocations just as others do in the private sector, Koehler pointed out.

The private joint apprenticeship committees, the Oregon State Bureau of Labor, and the Oregon State Apprenticeship and Training Council work together in the registration of inmate apprentices and approval of all training programs at the prison based on the apprenticeship standards of the industry, he added.

'The key to future success for the inmates leaving the prison is the opportunity to benefit from the training received by obtaining a job in the highly competitive society in which we live,' Koehler said."

With the realization that one individual was unable to handle the workload, assistance was sought from OLEC in establishing a division-wide apprenticeship coordinator whose purpose was to act as a liaison between Oregon's three adult correctional institutions, the community based apprenticeship and training committees, and the various agencies associated with Oregon's Apprenticeship and Training Program. In February 1975, the first Corrections Division Apprenticeship Coordinator was employed. Since then, Oregon State Correctional Institution (January 1976), and Oregon Women's Correctional Center (November, 1978), have designated employees to assume the responsibility of the apprenticeship program within their respective

institutions.

Since the involvement of the above mentioned four Apprenticeship Coordinators, the thirteen (13) Apprenticeship and Training Committees, representing twenty-two (22) apprenticeable trades, have granted apprenticeship and training opportunities to incarcerated inmates whose qualifications meet the requirements of the training standards of the Committee. The requirements of the incarcerated apprentice applicants are the same as for the apprenticeship applicants in the private sector.

The Apprenticeship and Training Advisory Committee to Oregon Corrections Division meets three times a year. They continuously evaluate and guide the progress of apprenticeship training within the institution by reviewing and revising established goals and time tables so that the standards of the program are maintained.

There are inmates over and above the registered apprenticeship program, who are not yet registered, but are in a training situation. In the pre-registration pool they are learning and preparing for the day when they can become registered apprentices or trainees. This pool is part of the apprenticeship screening system and its trainees are generally

greater in number than the registered apprentices. However, it is the key to registering the best candidates as skilled craft workers in occupations which employers always seek to employ in the private sector. Any training received and skill developed by these inmates is beneficial in gaining employment upon release.

A major milestone was achieved when Oregon State Penitentiary had its first apprentice attain journeyman status. The Oregon Statesman printed the news items and photographs which appear in the Appendix. Also included are news items concerning the Apprenticeship Program which were printed by the Statesman in 1974.

#### IV. Achievement of the Project

To measure the effectiveness of the project, a closer look at the objectives of the individual grants will be needed. In reviewing each set of objectives, it will be found that objectives A, B, and C of each grant deal with the same subject or area of concern respectively; i.e., objective "A" in all three grants deals with the approval of new trade offerings. In grant 77-E-1, two additional areas of concern were added to the list of objectives. These two additional areas will be dealt with separately, whereas the objectives that are common throughout all grant periods will be handled as one instead of three separate objectives in the evaluation.

Listed below are the objectives of each grant:

##### Grant 75-E-4

- A. Gain JATC's approval of at least five (5) additional apprenticeship training programs at OSP, and ten (10) programs at OSCI during the first project year.
- B. Register fifteen (15) additional inmate apprentices in formal apprenticeship programs in the adult correctional institutions during the first project year.

- C. Insure JATC commitment that apprenticeship training will be continued in the community following release of trainees from institutions.

Grant 76-E-4

- A. Gain JATC's approval of at least three (3) additional apprenticeship training programs at OSP, five (5) programs at OSCI, and one (1) at OWCC during the second project year.
- B. Register fifteen (15) additional inmate apprentices in formal apprenticeship programs in the adult correctional institutions during the second project year.
- C. Insure JATC commitment that apprenticeship training will be continued in the community following release of trainees from institutions.

Grant 77-E-1

- A. Assist the Oregon State Bureau of Labor in developing apprenticeship trade standards for one (1) JATC for one (1) additional trade offering in the institutions during the third grant year.
- B. Assist in gaining approval from the JATC committees for five (5) new apprentice

training locations and registration of twenty-five (25) additional apprentices within the three (3) institutions during the third grant period.

- C. Maintain continuity of registration with outside local JATC's or employment as a journeyman for a minimum of 50% of the apprentices who leave the institutions.
- D. Maintain liaison and coordination between the three (3) institutions and the nine (9) JATC's that have approved the institutions as apprentice training locations for the fifteen (15) trades at OSP and the nine (9) trades at OSCI.
- E. In conjunction with the JATC's, determine what curricula will be offered and contract the instructors to teach the Related Training classes at the 3 institutions for fifteen (15) trade areas.

Evaluation of objective "A" 75-E-4, 76-E-4, 77-E-1

Objective "A" in all three grant periods deals with the area of concern of gaining approval of the community based Apprenticeship and Training Committees for the correctional institutions to be authorized

to train apprentices that are registered by the Oregon State Apprenticeship and Training Council. These three objectives are the backbone or foundation upon which the total project was built. Without success in this area of concern, this project would have totally failed.

The most critical period of time for the project was in the early stages of grant 75-E-4. At that time, ten (10) Apprenticeship and Training Committees had given their approval for Oregon State Penitentiary (OSP) to train apprentices. But the approving committees were coming under fire for waiving part of their trade standards to allow OSP access to the training program. The part of the standard that each committee had to waive for the Corrections Division's Program was the wage to be received by an apprentice in comparison to a journey worker. Before any additional trades were approved, the State Apprenticeship and Training Council had to develop a policy concerning the incarcerated. The council acted during their September 19, 1975 meeting by generating the following policy:

"Programs for Incarcerated People

....., the Policy Subcommittee minutes are as follows: We had discussion on the position of the Council relative to Apprenticeship and Training Programs for

incarcerated persons. Considerable effort has gone into review of training capabilities of the penal systems throughout the nation. Here in Oregon, this effort has established good communications between the institutions and private industry generally. There is an active Advisory Committee of interested industry people who meet frequently with officials of Corrections Division to relate current conditions and needs. Corrections Division has established a position of Apprenticeship Coordinator to articulate more closely with industry apprenticeship committees. At this time, Oregon State Penitentiary has been approved as a training agent by approximately 10 committees and has 14 apprentices registered. The committees concerned have waived parts of their standards related to wage schedule as well as the concept that an employer-employee relationship exists. Other committees are somewhat reluctant to become involved without some indication of Council approval of their involvement.

It therefore seems appropriate that if the Council in fact endorses these efforts to extend this rehabilitation opportunity to incarcerated persons, they should publicly declare their position. They should also provide guidance for those committees who may be able and wish to get involved. The following statement is suggested: 'The Oregon State Apprenticeship and Training Council supports the concept of extending apprenticeship and training to institutionalized persons, parolees, and work releasees, and encourages all apprenticeship and training committees to cooperate whenever possible. Recognizing the limitations on paying wages to inmates and the extent of normal supervision, the Council authorizes committees to waive the wage schedule and ratio when registering apprentices who are incarcerated. The waiver of wages and ratio does not apply to registration of parolees or work releasees'.

It was MOVED, SECONDED and unanimously CARRIED to accept the recommendation of the Policy Subcommittee

regarding programs for incarcerated people and that statement be adopted by the Council".

This council policy effectively gave the right of existence to the Corrections Apprenticeship and Training Program.

Objective "A" of grants 75-E-4 and 76-E-4 dealt with each institution (Oregon State Penitentiary, Oregon State Correctional Institution, and Oregon Women's Correctional Center) separately, whereas 77-E-1 dealt with the program as a whole. To achieve the objective as stated:

1. OSP would have to be approved to train apprentices in eight (8) additional trades that were not previously approved, OSCI fifteen (15), and OWCC one (1).
2. One (1) additional trade would have to be developed by working with the State Apprenticeship and Training Division in developing new trade standards.

At the time of this writing, (May 11, 1979), OSP has been approved for an additional seven (7) trades since the beginning of the project, OSCI sixteen (16), and OWCC one (1). These results have OSP one (1) trade approval short of meeting the objective, OSCI has surpassed the objective by one (1), and OWCC's

goal has been successfully met. It is projected that OSP will successfully meet its stated objective in September of 1979, three months after the completion of the federally funded project. Presently one (1) additional trade offering has been requested from the Marion-Polk Trades and Apprenticeship Training Committee (TATC). It is the Small Engine Repair Mechanic. The Committee has submitted standards to the Oregon State Apprenticeship and Training Council for its approval. Provisional approval has been obtained and when the Council gives final approval of the new apprenticeship program, objective "A" will be successfully achieved.

A complete list of the trades that have been approved for the Corrections Program is included in the Appendix.

Evaluation of objective "B" 75-E-4, 76-E-4, 77-E-1

Objective "B" in all three grant periods deal with registering of inmates as apprentices with the Oregon State Apprenticeship and Training Council through the community based Apprenticeship and Training Committees. Grant 77-E-1 objective "B" addresses one additional concern. It is, "Assist in gaining approval from the JATC's for five (5) new apprenticeship training locations". This portion

of the 77-E-1 "B" objective does not address the subject of additional trade offering as in objective "A", but is the expansion of the ratio of trainees (apprentices) to journeymen, which allows the institutions to train more inmates as apprentices than initially allowed by the Apprenticeship and Training Committee when they first approved the institutions to train apprentices in their trade.

To achieve objective "B" as stated, fifteen (15) inmates would have to be registered during the first 2 grant periods and twenty-five (25) registered during the third period, for a grand total of 55 individuals being registered. Also, to totally meet the grant 77-E-1 objective "B", five (5) additional training locations would have to be approved. At the time of this writing, the number of inmates registered as apprentices is:

Grant 75-E-4, 14; grant 76-E-4, 22; and grant 77-E-1, 72. This exceeds the total expectations of the project by 53, thus almost doubling the numbers required to successfully achieve the projects goals. (To maintain confidentiality for the inmates, a listing of the registered apprentices will not be published. For audit purposes, the listing of the projects apprentices will be maintained in the project file).

To complete objective "B", five (5) new training locations were to be approved during the 77-E-1 grant period. This portion of the objective was reached with a total of eight (8) new training locations being approved. (See Appendix)

Evaluation of objective "C" 75-E-4, 76-E-4, 77-E-1

Objective "C" in all three grant periods deal with the area of concern that the Joint Apprenticeship and Training Committees will maintain their commitment to train inmate apprentices after the individual's release from incarceration. In grant 75-E-4 and 76-E-4, objective "C" is written in general terms and is not measurable. In grant 77-E-1, the wording was changed so that the achievement of the goal could be measured. The wording is: "Maintain continuity of registration with outside JATC's or employment as a journeyman for a minimum of 50% of the apprentices who leave the institutions". Therefore, to measure the performance of the project in this objective, the criteria in the wording of objective "C" 77-E-1 will be used for all inmate apprentices released from incarceration.

At the time of this writing, (May 11, 1979), 54 apprentices have been released from the institutions, with the first being released March, 1976, and the last in March, 1979. 26 of the 54, (48.14%) released

apprentices have been employed as journeymen or apprentices in their trade. Another 13 individuals have been employed in their trade of training as trainees, thus giving a total placement rate of 72 percent.

Evaluation of objective "D" of grant 77-E-1

Objective "D" is found only in the grant 77-E-1. It deals with the problem of maintaining liaison between the community based apprenticeship and training committees and Oregon's adult correctional institutions. The wording of the objective is as follows: "Maintain liaison and coordination between the three (3) institutions and the nine (9) JATC's that have approved the institutions as apprenticeship training locations for the fifteen (15) trades at OSCI". The wording of the objective does not give quantitative terms which can be measured, but the intent of the objective is to keep the level of good cooperation between the community based apprenticeship program and the Corrections Division.

At the beginning of the 77-E-1 grant period, the Corrections Division was working with nine (9) Apprenticeship and Training Committees which represented fifteen (15) various trades or crafts. At this writing, the number of Apprenticeship and Training Committees in which the Corrections Program is involved has expanded

to thirteen (13), representing twenty-two (22) trades or crafts. The geographical locations of these committees extend from Portland south to Albany.

Corrections Apprenticeship Coordinators have met with each one of the thirteen (13) Apprenticeship and Training Committees a minimum of once during each quarter. Some committees have been met with on a monthly basis.

Through the involvement of the Coordinators, fifteen (15) of the corrections journeymen have become members of the committee that represents their trade or craft. The participation of these journeymen has given the Corrections Division direct input into nine (9) of the thirteen (13) Apprenticeship and Training Committees which have approved the Corrections Division as an employer and trainee of individuals as apprentices. These journeymen have been very helpful in maintaining the needed liaison with the apprenticeship committees and in giving guidance to the Corrections Apprenticeship Program.

Along with working with the 13 above-mentioned committees, the Corrections Division Coordinators have met and worked with other individuals and staff of agencies involved with the state and federal apprenticeship systems.

The Corrections Division Apprenticeship Advisory Committee has been most helpful in giving support and guidance to the program. Without their efforts in behalf of the programs, the development and growth of the Corrections Apprenticeship Program would not have reached the levels of performance achieved in this project. This committee will continue to be an on-going function of the program.

Evaluation of objective "E" of grant 77-E-1

Objective "E" deals with the issue of Related Training instruction to be received by each apprentice registered by the State Apprenticeship and Training Council. Again, as in objective "D" of 77-E-1, the wording of objective "E" is not in quantitative terms which allow measurability. The intent of the writers was that the corrections apprentices receive the Related Training instruction required by the Apprenticeship and Training Law of Oregon (ORS 660.157 and 660.125[3]). These two sections of the law state that each Apprenticeship and Training Committee will prescribe a course of study in Related Training and the number of hours required. Most Apprenticeship and Training Committees have prescribed and identified in their training standards, a course of study which entails 144 hours per year of classroom instruction for the apprentice.

For purposes of meeting these requirements, monies were budgeted to contract Related Training instruction through Salem's local community college, Chemeketa. The money was used to contract instructors through the college to provide instruction in one of two methods each college term. Some of the courses pertained only to a single trade, i.e., plumbing. Other courses, common core, were offered that were required by several of the trades in which the Corrections Division has been approved to train apprentices. Therefore, it was possible to enroll many of the registered apprentices in the same class. The courses where it was possible to enroll many apprentices at the same time ended in saving monies and still enabled the Corrections Division to meet the requirements of the Apprenticeship and Training Committees.

Between these two methods of instruction, the Corrections Division apprentices have received the total required related training.

The Common Core Course concept is presently being explored in greater depth. Lane Community College has made available for the Corrections Program, a curriculum that was developed for Lane's low enrollment apprenticeship trades. Hopefully, it will be instituted by the fall term of 1979. Another

innovative practice used by Lane Community College is the conference telephone system to provide instruction for apprentices who are scattered too far apart to come together for classroom instruction. This method of instruction is being considered as a method of bringing instruction to all three correctional institutions at the same time and enabling one instructor to service a single trade, i.e., cooking, at more reasonable cost.

#### V. Summary

The objectives of this project have been met, and the methodology used to achieve the goals of the project is becoming a pattern used by other state and federal agencies to develop the apprenticeship program within their corrections system.

Oregon's Apprenticeship Community can be proud to hold forth the Oregon Corrections Division Program as an example of their leadership in providing Apprenticeship Training opportunities to a class of people not previously involved.

This project has successfully demonstrated that a corrections agency can use the state approved apprenticeship program to provide realistic and viable training for the incarcerated, and that their trainees will be accepted into private sector employment as productive workers.

## Job Programs For Prisoners Are Under Way

By The Associated Press

Six inmates of Oregon prisons in Salem are participating in a new apprenticeship program that will lead to jobs in private industry when they are released.

Progress tests reflect "diligent application on the part of the prisoners through the first six months of the program," said James T. Hughes, regional director.

If the program continues to be successful, he said, the program may be expanded to additional trades. There are at least 50 inmates on a waiting list for the program.

Two of the first six are baker apprentices, two are industrial electrician apprentices and two are mill-cabinet maker and painter apprentices, said Hughes.

Inmates are enrolled in apprenticeship programs identical to those outside prison walls, he said. They must take tests at regular intervals to determine their progress toward journeyman status.

Enrollees are inmates at the Oregon State Penitentiary and Oregon Correctional Institution. Their certification for jobs is timed to coincide with the dates they can be released for good behavior.

The Oregon State Apprenticeship Council, which represents both labor and management, is essential in providing jobs for ex-convicts who are graduated from the program, said Labor Department officials.

Statesman, Salem, Ore., Sun., Apr. 21, '74 (Sec. B)—1

## Apprentice Electrician Pioneers Prison Program

Ronald Eugene Johnson is a pioneer.

An Oregon State Penitentiary inmate, Johnson, 29, is the first registered apprentice to embark on an apprenticeship program inside the walls.

He began on Jan. 1 a four-year program leading to a journeyman rating as a manufacturing plant electrician.

Johnson works in the prison industries building under direction of a journeyman electrician.

His specialty is one of seven trades in which OSP recently gained apprenticeship committee approval as a training agency. Among others, says Jean Reed, apprenticeship program director, are baking and auto repair.

Reed and C. V. Byrd, OSP industries production manager, hope the apprenticeship opportunity "will create more interest in training" among the prison population. Only nine apprentices currently can be accommodated in the seven trades areas because of required journeyman-to-apprentice ratios, Reed says. However, the prison has 30 inmates working in "pre-apprenticeship" which does not involve registration with the

state, and also offers documented job training outside the apprenticeship program.

Reed says the training documentation can help a released inmate find work "because it proves he has received the training he claims to have."

Prison inmates also have participated in apprenticeship outside the institution on work release or parole.

Johnson, carefully selected by OSP apprenticeship officials for his likelihood of success, came into the program from eight months of vocational training in electronics at the prison.

He is eligible for work release in August and says he hopes to complete the apprenticeship.

Johnson is among more than 4,800 apprentices and trainees (those in programs taking no more than two years) in Oregon at this time. Their work areas cover virtually the entire spectrum of skilled trades, says James Armstrong, assistant director of the Apprenticeship & Training Division, Oregon Bureau of Labor.

Training standards in each trade are set by a local apprenticeship committee made up of employers in the trade. The state agency provides general supervision for the program.



NEW JOURNEYMAN — Douglas Wright, 37, Friday became the first Oregon State Penitentiary inmate to complete the state's apprenticeship training program. Wright spent more than three years learning furniture upholstery, but must wait until 1985 for parole.

## Prison apprentice elated as journeyman status won

16A, The Oregon Statesman, Salem, Ore., Wednesday, Decen

## OSP inmate gets journeyman status

The first apprentice to complete a training program while in prison has received his journeyman status from the Oregon Bureau of Labor.

Douglas Franklin Wright, 37, an Oregon State Penitentiary inmate, was awarded a certificate of completion for the upholstery trade by Labor Commissioner Bill Stevenson and J. C. Kenney, assistant superintendent at the prison.

About 29 training positions are available in 18 trades at the penitentiary and 17 positions in 14 trades at Oregon State Correctional Institution, Stevenson said.

Inmates are required to meet the same standards and training requirements as any of the other 4,500 ap-

prentices and trainees in Oregon, he said.

Kent Ward, apprentice coordinator for the Corrections Division, works directly with the regular local trades committees to develop standards and evaluate each participant through a rating process every six months, Stevenson said.

Ward said the most difficult aspect of the program for the division occurs when apprentices are released from custody and need new employers to complete the training.

Outside support for the program has been developing slowly but steadily, he said. Of the 24 persons who have been released with some apprenticeship training, 15 have been placed in jobs.

U.S. DEPARTMENT OF LABOR  
BUREAU OF APPRENTICESHIP AND TRAINING  
ROOM 231 FEDERAL BUILDING  
211 EAST 7TH AVENUE  
EUGENE, OREGON 97401  
TELEPHONE: 687-6452

May 21, 1979

Mr. Kent Ward  
Apprenticeship Coordinator  
Oregon Corrections Division  
2575 Center Street, N. E.  
Salem, Oregon 97310

Dear Mr. Ward:

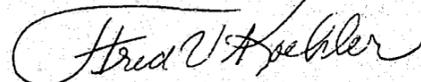
It is a delight to acknowledge the Oregon Corrections Division and their accomplishments in the formalized and bonafide apprenticeship programs at the three correctional institutions today - coming from nothing to established, on-going and successfully operating on-the-job training (OJT) in a short period of time.

The key of this program is that the training for apprentices at the three institutions is relevant to the private sector apprenticeship programs. This includes registration with the State of Oregon, the quality of OJT, the equipment, the instructors and trainers, and the technical related book learning. Only wages and ratio have been diluted, not effecting the fine quality of training the recipients are receiving. The immediate apprenticeship staff of Oregon Corrections and the support given by the administrators is blended to a smooth operating system of OJT programs, reflecting outstanding cooperation and support from Private Sector management, labor, and the public.

Continued staff funding is a must, with plans to have State of Oregon fund present positions a minimum needed requirement.

The Oregon Corrections Division Apprenticeship Advisory Committee has continually set goals objectives and evaluated results. The findings are positive and programs are meeting industry needs. We claim continued success!

Very truly yours,



FRED V. KOEHLER  
Chairman, Apprenticeship Advisory  
Committee to Oregon Corrections Division

APPRENTICESHIP TRAINING - MINORITY PARTICIPATION  
As of May 1, 1979

TRADE	TOTAL PART.	CAUCASIAN	AMERICAN INDIAN	BLACK	ORIENTAL	SPANISH AMERICAN	HCPD	FEMALE
Automotive Body & Fender	6	5	1					
Automotive Mechanic	12	12						
Automotive Painter	7	5	1			1		
Baker	13	9		4				
Cook	12	7	1	1			1	2
Electronics	1	1						
Furniture Finisher	1	1						
Industrial Carpenter	-							
Industrial Millwright	2	2						
Industrial Pipefitter	2	1		1				
Industrial Welder	12	12						
Landscaper	8	7	1					
Machinist	2	2						
Mfg. Plant Electrician	7	6		1				
Meatcutter	8	7			1			
Millman/Cabinetmaker	8	7		1				
Offset Pressman	1	1						
Painter	7	4		3				
Photographer-Lithographic	2	2						
Plumber	5	5						
Sheet Metal	-							
Upholsterer	5	4		1				
TOTAL	121	100	4	12	1	1	1	2
PERCENTAGE	16.528							

TRADE AND TRAINING APPROVAL LOG

OREGON STATE PENITENTIARY

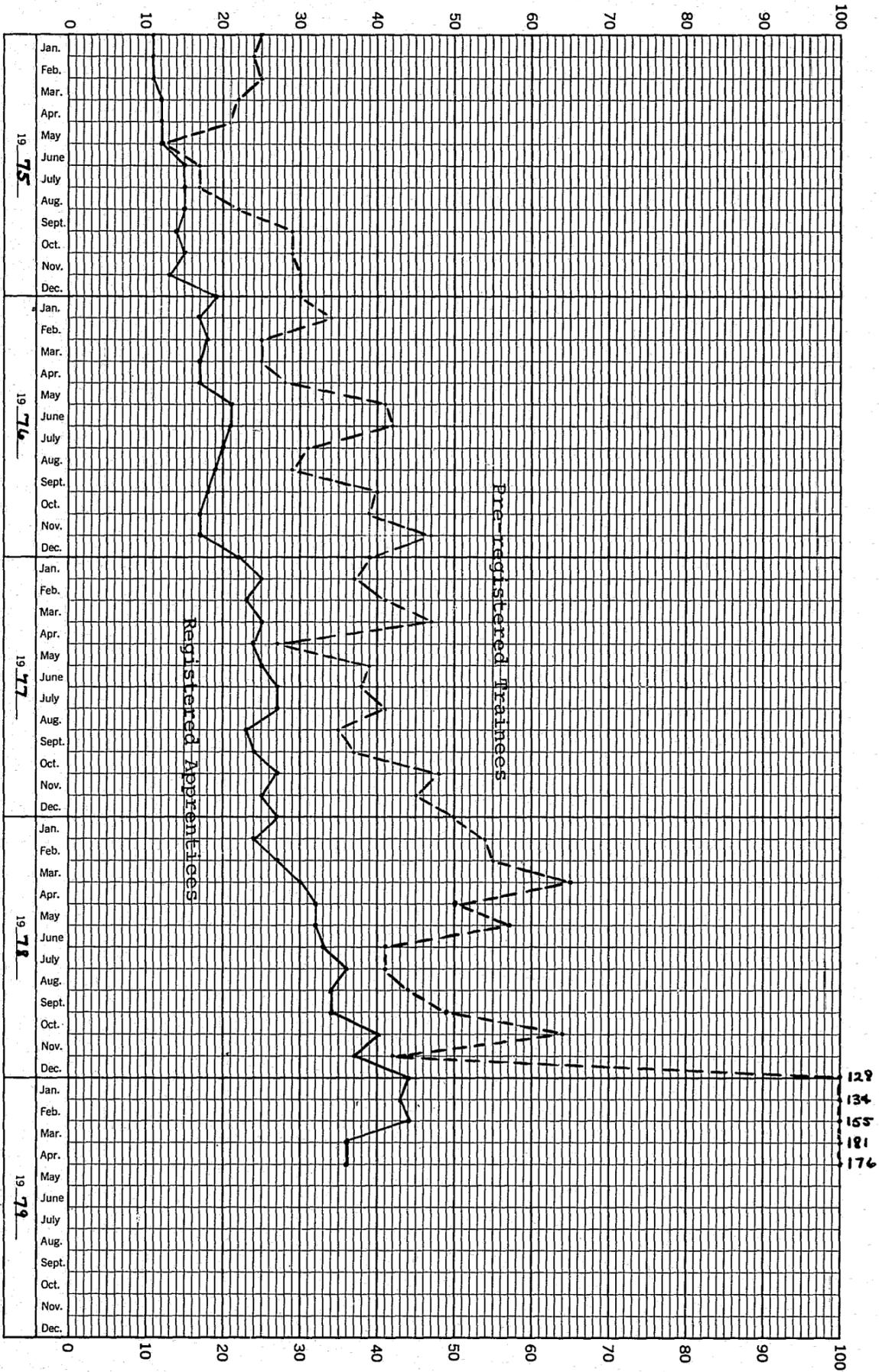
<u>Apprenticeship Trades</u>	<u>Approval Date</u>	<u>Grant</u>	<u>Training Location</u>	<u>Additional Locations</u>
Automotive Body & Fender	12-11-74	B.P.*	2	
Automotive Mechanic	12-11-74	B.P.	2	
Automotive Painter	12-16-75	75E4	2	
Baker	2-25-74	B.P.	2	
Cook	12-19-77	77E1	3	
Furniture Finisher	6-28-77	76E4	1	
Industrial Carpenter	4-13-77	76E4	1	
Industrial Millwright	10-08-75	75E4	2	(Added 1 2-08-78) 77E1
Industrial Pipefitter	11-13-74	B.P.	1	
Industrial Welder	9-11-74	B.P.	2	
Landscaper	11-07-77	77E1	1	
Machinist	6-25-74	B.P.	1	
Mfg. Plant Electrician	3-05-74	B.P.	2	
Meatcutter	9-26-74	B.P.	1	
Millman/Cabinetmaker	3-14-74	B.P.	5	(Added 2 9-21-77) 77E1
Painter & Decorator	3-19-74	B.P.	1	
Plumber	8-27-74	B.P.	1	
Sheetmetal	9-15-77	77E1	1	
Upholsterer	12-19-74	B.P.	2	
New Trades pending approval:	Small Engine Repair			

OREGON STATE CORRECTIONAL INSTITUTION

<u>Apprenticeship Trades</u>	<u>Approval Date</u>	<u>Grant</u>	<u>Training Location</u>	<u>Additional Locations</u>
Automotive Body & Fender	12-16-75	75E4	1	
Automotive Mechanic	12-16-75	75E4	1	
Automotive Painter	12-16-75	75E4	1	
Baker	11-04-75	75E4	2	
Cook	12-19-77	77E1	2	
Electronics Technician	6-15-77	76E4	1	
Industrial Carpenter	6-08-77	76E4	1	
Industrial Welder	6-09-76	76E4	2	
Landscaper	7-11-77	77E1	5	(Added 4 2-13-78) 77E1
Meatcutter	12-04-75	75E4	2	(Added 1 4-06-78) 77E1
Millman/Cabinetmaker	12-18-75	75E4	1	
Offset Pressman	5-24-76	76E4	1	
Painter & Decorator	10-23-75	75E4	2	
Photographer-Lithographic	12-14-77	77E1	1	
Plumber	5-17-77	76E4	1	
Mfg. Plant Electrician	9-06-77	77E1	1	
New Trades pending approval:	Small Engine Repair			

OREGON WOMEN'S CORRECTIONAL CENTER

<u>Apprenticeship Trades</u>	<u>Approval Date</u>	<u>Grant</u>	<u>Training Location</u>	<u>Additional Locations</u>
Cook	12-19-77	77E1	1	
New Trades pending approval:	Building Maintenance			
*B.P. denotes trades approved prior to OLEC funding				



OREGON CORRECTIONS DIVISION APPRENTICESHIP PROGRAMS

OREGON STATE CORRECTIONS DIVISION  
Apprenticeship Program  
6-1-79

TOTAL NUMBER OF INMATES INDENTURED	123
Presently in Training	41
Dropped from Training	22
Completed Training - Still Incarcerated	6
Released from Institutions	54

TOTAL NUMBER OF INMATES PENDING REGISTRATION AS APPRENTICES	15
--	----

PRE-REGISTERED TRAINEES PRESENTLY IN TRAINING	180
---	-----

PLACEMENT DATA OF THE 54 RELEASED APPRENTICES:

16 Employed in Trade as a Journeyman	30.00%
10 Employed in Trade as an Apprentice	18.00%
14 Employed in Trade as a Trainee	26.00%
11 Employed Outside of Trade	20.00%
3 No Information Available	5.00%
5 Reincarcerated on New Conviction	9.25%

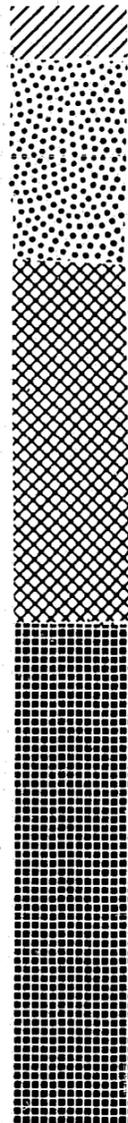
5% Completed Training  
Pending Release

18% Dropped from  
Training

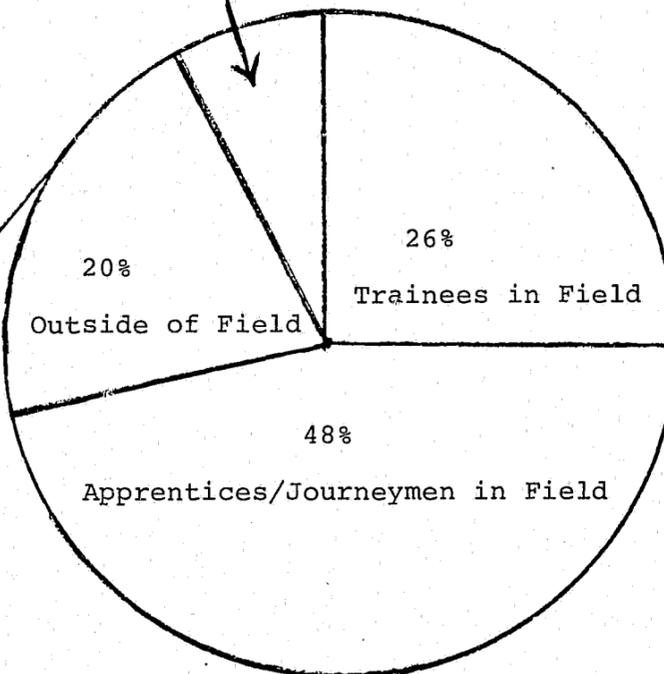
33% Presently in  
Training

44% Released from  
Institutions

123 Individuals Indentured



5% No Information



PLACEMENT OF RELEASED APPRENTICES

OREGON CORRECTIONS DIVISION APPRENTICESHIP PROGRAM  
February 1974 to June 1979

OREGON LAW ENFORCEMENT COUNCIL  
Monitoring Summary

Monitoring Date 5/31/79 Time \_\_\_\_\_ Project # 77 E 1  
 Project Title: Apprenticeship Training Coordination Project # \_\_\_\_\_  
 Project Director: W.F. Kennedy  
 Project Address: 2575 Center Street, N.E.  
 City: Salem, OR 97310 Phone: 378-2448  
 Personnel Contacted: Kent Ward, Apprenticeship Rep.  
 Monitored By: Bob Lockridge R  
 Date of Award: 6/20/77 Grant Period 7/1/77 to 6/30/79  
 Date of Award: \_\_\_\_\_ Grant Period \_\_\_\_\_ to \_\_\_\_\_  
 Current Funding: Federal 66,440 Total 106,702

Type of Monitoring:  
 (1st six months \_\_\_ 2nd six months \_\_\_ Finalx \_\_\_)

Distribution of Monitoring Report (Original to SPA project file)  
 Copies of Report to:

\_\_\_ Subgrantee  
 \_\_\_ SPA Program Analyst  
 Project Director  
 \_\_\_ SPA Monitoring File  
 \_\_\_ Grants Administration  
 \_\_\_ SPA Monitoring Coordinator

Additional Copies to:

ITEMS REQUIRING FOLLOWUP:	Due Date
1. <u>Fiscal Report Period Ending April 1979</u>	<u>5/25</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

GENERAL COMMENTS, OBSERVATIONS, SUMMARY OF PROGRESS AND RECOMMENDATIONS

On May 31 at 9:00 a.m., staff met with Bill Kennedy, Project Director, and Kent Ward, the apprenticeship representative, in the Dome Building at Salem.

The first item on the agenda was a review of the fiscal aspects of the project. We discussed the cash transaction report and the need for submitting the report for the period ending in April at the earliest possible date. Mr. Kennedy indicated that there have been some changes in the cash transaction report which will reflect the budget modification which was approved January 29, 1979. Due to some oversight, the Division did not receive a copy of Grant Adjustment #3 authorizing the budget modification until May 15, 1979. The grant is now about to terminate and the Final Cash Transaction Report and refund check will be sent in as soon as possible following the closure of the project. Mr. Ward indicated that he will insure that all closing documents are prepared and that a cover letter will be submitted with the closing documents requesting that the grant be closed. He anticipated this will be done within 30 days of the termination of the project.

The Cash Transaction Report reflects that \$11,545 has been allocated for contractual services. The file reflects that letters of agreement between Chemeketa Community College and Corrections Division have been negotiated and approved by the respective agencies in two separate agreements; one for \$8,640 and the other for \$2,700. Inter agency agreements do not require SPA approval

Project 77 E 1

prior to their execution. Mr. Ward advised staff that the cost factors projected in each agreement was based upon an estimate of projected hours to be worked by Chemeketa Community College instructors. Documentation has been maintained in the project file which clearly indicates the date the training was offered, the instructor, the course, the hours of training provided, and the amount of fee paid to each instructor (pay was reimbursed at \$10.00 per hour) and charged to contractual services.

Additionally, staff did make an onsite inspection of the equipment purchased in this years grant. Only one item has been acquired. A rearer view screen for slide projection was purchased through the business office, a state purchase, at a cost of \$99. The equipment is appropriately marked with state inventory identification marking and has been inventoried and clearly identified as equipment purchased for this project.

We briefly reviewed the goals and objectives of this grant during its funding cycle. The original 1975 grant only had three measurable objectives which were elaborated on and expanded in subsequent years. The current 1977 program grant has done an admirable job in trying to measure all objectives and activities and this will be reflected in the final progress report. The preliminary review of the accomplishments to date reflect that the project has exceeded all expectations. It was originally anticipated that 14 trades were to be initiated within the institutions. To date, 22 separate training programs have been approved and one is pending. Currently, Oregon State Penitentiary has 19, OSCI has 16 and OWCC has 1, a total of 36 programs. Some are duplicated in each institution. Currently, there are 59 approved apprenticeship training positions approved by the Bureau of Labor. As of May 31, 41 clients are in training, 15 have pending applications to the Bureau of Labor who are actually being trained but not registered, and three slots are open.

The project originally began with the first client being placed in the program on March 1, 1976. At the end of four years, 54 clients have completed their training and left the institution. Twenty-six were employed as journeymen or apprentices in the trades in which they were trained. Thirteen are working but not involved in any apprenticeship program but employed in the field in which they were trained. Fifteen are employed outside of their trained area or no information is available.

Additionally, over the last four years, the project director has documented a 10 percent recidivism rate for the program. A significant factor which should be indicated is that of the 5,000 apprentices in training throughout the state, 1 percent of them are trained in state correctional institutions.

Staff was advised that on June 4, the Division will try again to reinstate Mr. Ward's position into the Department budget. It appears that there is a great likelihood that it will be incorporated into the administrative budget and that Mr. Ward will be placed under the supervision of the Education Services Coordinator, Gary Esgate.

In summary, staff would like to take this opportunity to commend Mr. Kennedy and Mr. Ward for an excellent job of documentation and the gradual improvements that have been made in the project from its inception to completion. Following the monitoring visit staff had an opportunity to review a rough draft of the final progress report which describes the success of the program over the entire four-year grant.

OREGON LAW ENFORCEMENT COUNCIL  
Monitoring Questionnaire

OLEC-44  
1/15/75

Project Title: Apprenticeship Training Coordination Project # 77 E 1

GENERAL INFORMATION

	YES	NO	N/A
A. Is the project fully operational as of the above monitoring date?	<u>X</u>	___	___
B. Have all special conditions been retired? Standard ongoing nonretirable	___	___	___
C. Did project implementation coincide with that indicated in the approved grant?	<u>X</u>	___	___
D. Are the current activities of the project consistent and on schedule with the goals of the approved grant?	<u>X</u>	___	___
E. Are the specific objectives of the project being accomplished according to the timetables set forth in the grant? As revised & approved by SPA	___	___	___
F. Has grantee submitted required progress and fiscal reports accurately and on time? Fiscal in error, see narrative	<u>X</u>	___	___
G. Does the project involve personnel positions?	<u>X</u>	___	___
1. Do the total number of personnel coincide with those approved in the grant application?	<u>X</u>	___	___
2. Do personnel employed meet standards set forth in the approved grant application?	<u>X</u>	___	___
3. Are staff salaries consistent with approved budget?	<u>X as revised 2/27/79</u>	___	___
4. Do actual staff functions coincide with those described in the approved grant?	<u>X exceed projections</u>	___	___
5. Does the operating agency have an EEO Plan?	<u>X</u>	___	___
6. Are hiring practices for this project consistent with EEO Plan? 16% minority, handicapped, women, Corr. Div. 17% X	<u>X</u>	___	___
H. Have any program or budget changes been made in the project that are not officially documented and approved?	___	<u>X</u>	___
I. Does the project involve any third party contracts?	<u>X</u>	___	___
1. Have all such contracts been approved by the SPA?	___	<u>X</u>	___
2. Have all such contracts been executed?	<u>X</u>	___	___
3. Were all proposed contracts advertised for bid in accord with minimum procurement standards?	___	<u>X</u>	___
4. Are contractors providing the quantity and quality of services and/or products on a timely basis as per signed agreements?	___	___	<u>Refer to file documentat</u>
J. Does the project provide for travel and per diem expenses?	<u>X</u>	___	___
1. Are all expenses so incurred consistent with the approved grant?	<u>X at revised rate</u>	___	___
2. Are all such charges and expenses documented?	<u>X</u>	___	___
3. Are all such charges and expenses consistent with related local/state agencies?	<u>X</u>	___	___
K. Does the project require the purchase of equipment?	<u>X</u>	___	___
1. Is all such equipment clearly marked and easily identifiable as to the project for which it was purchased?	<u>X</u>	___	___
2. Does an accurate inventory of all equipment exist?	<u>X</u>	___	___
3. Is all equipment being used as per approved budget?	<u>X</u>	___	___
4. Are records of use maintained for all major items of equipment to insure that use is consistent with grant?	<u>X</u>	___	___
L. Does the project contain an ongoing evaluation component?	___	<u>X</u>	___
1. Is data being collected and maintained as per plan?	<u>X</u>	___	___
2. Is the data collected being used for guidance in program management?	<u>X</u>	___	___
M. Is the operation of the project consistent with federal guidelines relating to relocation?	___	___	<u>X</u>
N. Has the grantee completed necessary documentation to satisfy environmental requirements?	___	___	<u>X</u>

OREGON CORRECTIONS DIVISION  
APPRENTICESHIP ADVISORY COMMITTEE

NAME	TRADE	REPRESENT
Harold Anderson	Service	Employees
William Beaty	Automotive	Employees
Bernard Byers	Industrial	Employees
Lucie Cox		Public
George Edwards	Construction	Employees
Marvin Greenlee	Automotive	Employers
Gerald Greer	Automotive	Employees
John Helzer	Metal	Employers
Fred Hering	Industrial	Employees
Warren Jaquenod	Service	Employers
Melvin S. Johnson	Construction	Employers
James Manley		Public
John Petroff	Metal	Employees
John Peyton	Service	Employees
Jean Reed		Public
William Shuck		Public
Don Staudenmier	Construction	Employees
Lester Sterling	Industrial	Employers

CONSULTANTS TO THE COMMITTEE

James Armstrong	Oregon State Apprenticeship & Training Division
Charles Ganter	Oregon State Apprenticeship & Training Division
Larry Hill	Oregon State Apprenticeship & Training Division
Fred Koehler	U. S. D. L. - Bureau of Apprenticeship & Training
Walt Large	Oregon State Apprenticeship & Training Division
Roberta Michel	Oregon State Apprenticeship & Training Division
Ed Morlan	U. S. D. L. - Bureau of Apprenticeship & Training
Glenn Randall	Oregon AFL - CIO
Carl Sorensen	U. S. D. L. - Bureau of Apprenticeship & Training
Gene Thaxton	Carpenter's Training Trust
Tom Wagner	Oregon State Apprenticeship & Training Division

CORRECTIONS DIVISION EMPLOYEES

Jack Blum	Charles Keaton
William Byers	Eugene Kelly
Charles Byrd	W. F. Kennedy
Tony Crowley	Russell Langford
Diana Denhem	Charles Moiseve
Richard Eastman	R. O. Quarry
Gary Esgate	Jean Reed
Joe Fabis	S. R. Sevey
Steve Gassner	Glen Smetana
Eugene Hilfiker	Pat Tuthill
Chalmer Jones	Kent Ward

**END**