

transformation

A dramatic change in form or appearance.



2013 annual report

Reducing Indiana's Recidivism through Career Development



Statute

Acts 1917, Chapter 83, Sec. 1, Page 237, authorizes prisons in the State of Indiana to manufacture “articles and products as may be found practical” for use by the state, its institutions and political divisions and to sell the surplus upon the market. Indiana Department of Correction was established in Acts 1961, Chapter 343, Sec. 3, Page 1051. Under this Act, the Division of Industries and Farms was created to administer the operation of offenders who produce goods and services for sale to state agencies and residents of Indiana.

Indiana Code 1991, 11-10-6-2 Sec. 2. (a) The Department shall establish, maintain, and operate industry and farm programs for offenders assigned to equip the participant with a marketable skill which will provide to participant a means of earning a livelihood upon the participant's return to the community...

The Division of Industries and Farms changed its name to PEN Products in November of 1993.

Indiana Code 1998, 5-22-11, mandates that all state agencies and political subdivisions of the state shall purchase from the Department goods produced or manufactured by the Department as listed in the department's printed catalogue, providing those goods meet the specifications and needs of the purchasing governmental body and can be purchased at a fair market price.

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Indiana Department of Correction



VISION

As the model of public safety, the Indiana Department of Correction returns productive citizens to our communities and supports a culture of inspiration, collaboration, and achievement.

MISSION

The Indiana Department of Correction advances public safety and successful re-entry through dynamic supervision, programming, and partnerships.



Greetings:

Having a good job is important to all of us, but it takes on special importance in the life of a recently released offender. Employment can be the key to turning over a new leaf for someone just leaving prison. Without a steady job, the old lifestyle can sometimes be too much temptation for this vulnerable population. With a felony record, however, many find it hard to find honest work.

To help overcome these obstacles, PEN Products offers offenders several opportunities to develop job skills and prepare for work after release. The US Department of Labor apprenticeship program is one such program. Participants learn a valuable skill, receiving both classroom and hands-on training in skills with real-world application. Graduates receive certification that shows employers they are skilled, educated, and experienced workers. This certification allows employers to hire in confidence, knowing they are adding employees with proven abilities. We are proud to have the largest US DOL apprenticeship program in the country.

With every former offender who is able to return home and begin again, working to create a new life abiding by the law, we are able to create safer communities for all Hoosiers. I could not be prouder of this important work, faithfully fulfilled each day by PEN employees.

Sincerely,

Bruce Lemmon
Commissioner



Greetings:

Over 95% of Indiana’s incarcerated population returns to our communities. Unfortunately, more than 35% of those releases re-offend and return to incarceration. PEN is committed to reducing recidivism and dedicated to providing offenders work opportunities, teaching job skills and developing a work ethic and a sense of self-worth.

PEN prepares offenders for successful reentry by enrolling and graduating offenders in the U.S. Department of Labor Apprenticeship program. PEN also provides offenders training opportunities in its Career Resource Centers and Job Clubs. PEN continued its partnership with the National Institute of Corrections (NIC) expanding the Offender Workforce Development Specialist (OWDS) training statewide and increasing the participation of the Indiana Department of Workforce Development. The collaboration between the Indiana Department of Workforce Development and the Indiana Department of Correction is important in reducing recidivism in Indiana.

PEN continued its efforts in maintaining financial responsibility and lowering the recidivism rate in 2013. Through partnership with private sector businesses, PEN created additional work opportunities for offenders and USDOL apprenticeships. New initiatives in career training and job preparation allowed PEN to expand OWDS training and establish collaboration with other local and state government entities to address the importance of preparing offenders for release. Looking ahead, future growth at PEN translates to more operations, more offender work opportunities and improving the probability of successful reentry.

I extend a special thank you to our loyal customers whose continued support makes all we do possible. PEN values your business and we look forward to serving you in the future.

I commend the PEN staff members who every day work to prepare offenders for a successful reentry.

Sincerely,

Michael Herron

Michael Herron
Director

PEN
CAREER FOCUSED REENTRY

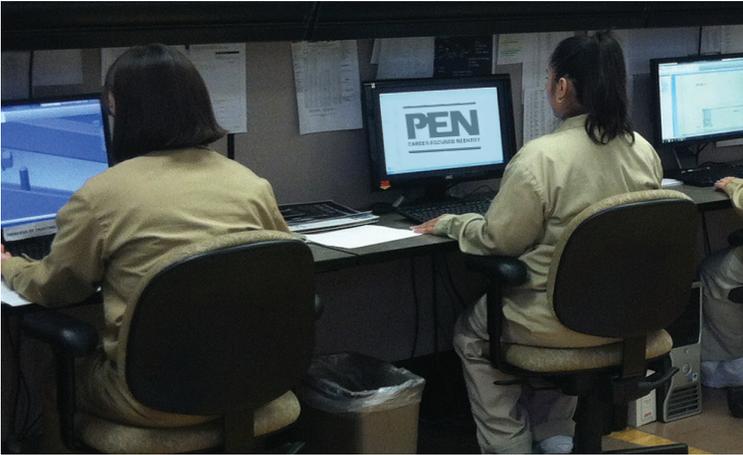
VISION

PEN workers positively impact the recidivism rate.

MISSION

PEN equips offenders for successful reentry through meaningful work and career development while operating in a self-sustaining manner.

Industry Locations



Products & Services

Branchville Correctional Facility

Administrative Support
Call Center (JV)
Pallet Repair (JV)
Plastic Recycling (JV)
Career Development Training
Center (PEN & Facility)

Correctional Industrial Facility

Administrative Support
Automotive Part Refurbishing (JV)
Laundry
Career Development Training
Center (Facility)

Indiana State Prison

Administrative Support
Digital License Plates
Metal Fabrication

Indiana Women's Prison

Administrative Support
CAD Engineering
Hand Sewing (JV)

Indianapolis Reentry

Educational Facility

Administrative Support
Career Development Training
Center (PEN)

Miami Correctional Facility

Administrative Support
Braille Transcription
Chemical Shop
• Hygiene Products
• Janitorial Products
• Laundry Products
• Warewash Products
Garments
• Offender Clothing
• Embroidered Products
• Silk Screen Products
Industrial Filters (PIECP)
Packaging (JV)
Career Resource Center (PEN)

Pendleton Correctional Facility

Administrative Support
Furniture
• Assemblies
• Chairs
• Lounge
T-shirts

Plainfield Correctional Facility

Administrative Support
Commercial Laundry
Commissary
Distribution Center
Fulfillment - State Forms
GIS Mapping
Career Development Training
Center (PEN)

Putnamville Correctional Facility

Administrative Support
Pallet Repair (JV)
Park Furniture/Shelter Houses
Career Development Training
Center (PEN & Facility)

Rockville Correctional Facility

Administrative Support
Mattresses
Offender Clothing
Specialty Garments (JV)
Toilet Tissue

Wabash Valley Correctional Facility

Administrative Support
Plastic Recycling (JV)
Printing Services
Sewing (PIECP)
Wire Harness (PIECP)

Westville Correctional Facility

Administrative Support
Highway Signs
Pallet Repair (JV)
Plastic Recycling (JV)
Work Crews (INDOT)
Career Resource Center (PEN)

Please note the following:

PIECP = Prison Industries Enhancement Certification Program

JV = Joint Venture

Offender Employment

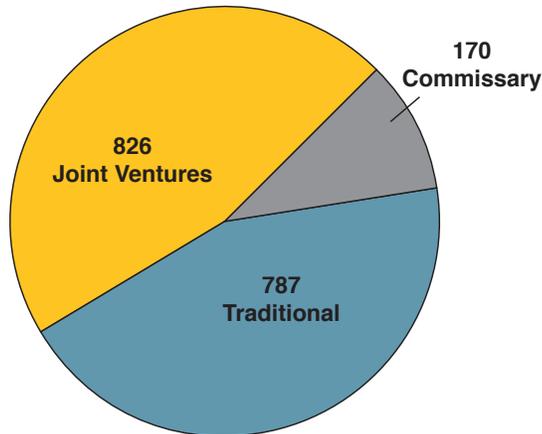
By Location



CORRECTIONAL FACILITY	NUMBER OF OFFENDER JOBS*
Branchville	141
Correctional Industrial Facility	183
Indiana State Prison	83
Indiana Women's Prison	7
Miami	521
Pendleton	52
Plainfield	243
Indianapolis Reentry Educational Facility	11
Putnamville	95
Rockville	47
Wabash Valley	212
Westville	188
Grand Total	1,783

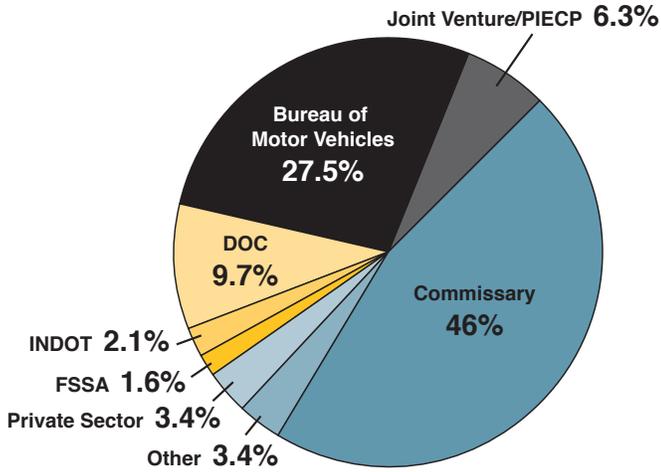
* Offender Information System (OIS)

By Business Group

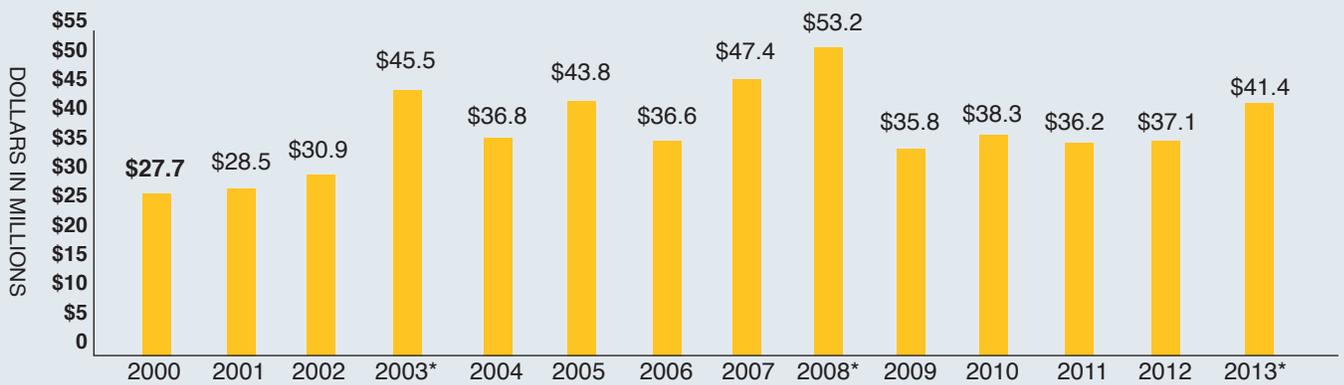
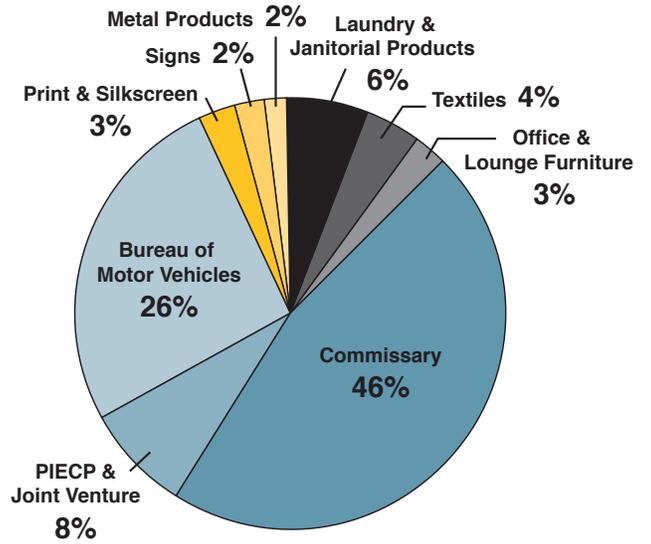


Fiscal Year 2013 Sales

By Customer



By Product Line



(For the 12 months ending June 30th)

* General issue license plate renewal year.

Accomplishments



Commissary

The PEN Commissary operation, at the Plainfield Correctional Facility, have achieved many milestones since its opening over a decade ago. PEN celebrates its service to the Indiana Department of Correction and opportunities it provides to the over 180 PEN offender workers to prepare for a successful reentry.

Milestones over the last decade include:

- Building completed and moved into December 2001
- Opening day, January 1, 2003
- All facilities online with ordering April 1, 2003
- Building lease was paid in full June 2013 by Commissary Sales to Offenders
- Over 6.6 million orders filled and delivered since beginning
- Manages over 1,230 sku's
- Commissions to Recreation Fund over \$1.7 million last year
- Commissions to Recreation Fund since inception \$14.5 million

Special Projects at the Commissary include:

- Packaging of Indigent Kits
- Repacking and labeling of Batteries
- INTouch Program for offenders to send products to family and loved ones
- Implemented the first kiosk scanning program in January 2014

Reentry Career Development Programs at Commissary include:

- 6 - USDOL Apprenticeship Programs
- Career Development Training Center, 2014
- Career Path Planning Workshops
- HIRE Program

The PEN Commissary has accomplished great things in the last decade. We continue to look to the Commissary for great things to come in the next decade!!



Operation Expansion

PEN opened its first Call Center at the Branchville Correctional Facility. The operation is a partnership with a private sector company where offenders learn valuable job skills that will lead to employment. Over 70 offenders are calling businesses qualifying sales leads for an outside sales force.

Offender Workforce Development Specialist (OWDS) Training

PEN added second training class per year for the Offender Workforce Development Specialist. The 180-hour class was offered twice and 70 participants were involved including an IDOC Parole Team, community service providers and Department of Workforce Development HIRE/WorkOne Coordinators. These efforts continue building partnerships across Indiana to provide positive post-release, reentry opportunities for Hoosiers.

Career Development Training Centers

PEN grew Career Development by rolling out to six Career Development Training Centers at IDOC adult facilities. The Career Centers provide the offenders careers path assessment, preparation for job searches, resume writing, and post-release modules with information on successful reentry. Each offender develops an individualized career plan in preparation for their release.



Commissary & Distribution



Offender Workers	170
Orders Processed Daily	2,400
Orders Processed Annually	590,000

The PEN Commissary provides products available for sale to IDOC offenders statewide including snacks, hygiene product items, stationary and approved IDOC clothing. Commissary also provides service to county jails within Indiana. The PEN Distribution operation warehouses and distributes products manufactured in PEN operations in IDOC facilities across the state.

The PEN Distribution Center assembles and packs iCare packages, for ARAMARK, that the offenders' families order and purchase.

Since August, 2009, PEN Products has been labeling AA and AAA batteries with a UPC code label for a distributor. Our offender labor averages 1,000 packages per month.

The PEN INTouch program allows for offenders to send items to family and friends. The INTouch program provides a catalog to the offender population of items ranging from: teddy bears, flower gifts, candies, cookies, photo frames, mug sets, blankets, throws, bath and body sets, candles, jewelry, and children toys.

Since fiscal year 2008, the Commissary and Distribution recycling program remanufactures approximately 32 tons of card board a month.

PEN Commissary warehouse picks, packs, and distributes all state forms for the Indiana state agencies.

Joint Ventures

PIECP Programs

Administered by the Bureau of Justice Assistance within the U.S. Department of Justice, PIECP enables correctional facility administrators to establish joint ventures with private sector companies for the production of offender-made goods involved in interstate commerce. PEN has three active PIECP operations employing over 150 offender workers.

PIECP participation is an effective way to curb idleness among an ever-increasing prison population and a cost-effective means of providing offenders with marketable job skills. Additionally, taxpayers and the general public benefit from PIECP through reductions in incarceration costs, contributions to the Victims of Violent Crime Compensation Fund and deductions for federal, state, and local taxes.

The PIECP program was assessed by the Bureau of Justice Assistance and was found to be in full compliance with the PIECP guidelines.

Services

Work performed by offender workers on products for private sector companies that remain within the state are considered services.

Work performed as remanufacturing or repair work is also considered services. Offender employment in service industries reached over 500 offender workers.

Operations

PEN Joint Ventures include the following operations;

- (2) Pallet Repair
- (3) Plastic Recycling
- Contract Sewing (PIECP)
- Wire Harness (PIECP)
- Digitized Mapping
- Air Filters (PIECP)
- Packaging
- Automotive Parts Refurbishing
- Call Center (NEW)



Reentry Initiatives



PEN: Provides Real Work Experience.

- Offenders learn marketable skills through on-the-job training.
- Offenders learn work ethic, responsibility and teamwork as they manufacture products and provide services.
- Offenders are held accountable for attendance, safety, quality and production standards.
- Offenders prepare for their release through U.S. Department of Labor Apprenticeships, Career Resource Centers, and Job Clubs.

PEN Career Focused Reentry includes:

- USDOL Apprenticeship program participation is mandatory for most PEN Products offender workers. As PEN workers prepare for their return to the community, USDOL Apprenticeship Certification provides valuable documentation for their post release employment search.
- Career Development Training centers provide a career focused approach to reentry. Offenders go through a structured computer program utilizing assessment tools to assist in identifying types of occupations that best fit the their skills and interests. Career Development assists offenders in moving beyond the “get a job” approach to developing a long term career focused mindset.
- Job Clubs are a series of modules that deal with specific areas of reentry. Offenders hear directly from business owners, human resource personnel, and post-release service providers.



PEN has a state partnership with the National Institute of Corrections to deliver the Offender Workforce Development Specialists (OWDS) curriculum.

The Offender Workforce Development Specialists (OWDS) training is a 180-hour comprehensive reentry curriculum which...

- Promotes collaboration between criminal justice agencies, governmental agencies and community organizations;
- Provides multidisciplinary teams of trainees with skills to become facilitators;
- Requires trainees to build a team plan to implement in their communities or jurisdictions.
- Has trained more than thirty OWDS Reentry specialists annually and will train an additional sixty specialists in 2014.

Building a Bridge

A growing network of service providers is being developed so that offenders releasing in any of our 92 counties might find a bridge to the resources needed for long term success. Corrections professionals and community service providers are making connections so that releasing offenders will know where resources are for clothing, transportation, mentoring, housing and employment.

PEN's Job Placement division makes referrals in assisting both the ex-offender and the potential employer. Some of the agencies who are now working together include: The Indiana Department of Correction, Work One, Pace OAR, Federal Bureau of Prisons, Community Corrections, Department of Workforce Development, Churches Embracing Offenders, as well as a number of small business owners.

PEN Career Focused Reentry

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Follow us on facebook at:
PEN Career Focused Reentry



A division of the Indiana Department of Correction