

INTRODUCTION

The purpose of this handbook is to provide general information to you and others interested in the Western New Mexico Correctional Facility (WNMCF). When policies are changed you will be given notice of the change(s), and the most current policy will become effective, regardless of what information is in this handbook.

The handbook is not a guide to the detailed policies of the WNMCF (which are subject to change) or all procedures in effect at the facility. Within the first week of your arrival, you will be required to attend an orientation program, at which time you will be given an opportunity to raise specific questions regarding the policies, operations, programs, and activities at WNMCF. You are encouraged to take this opportunity to learn about this facility and its operation. The material in this handbook will help you understand what you will encounter while residing at WNMCF, and help you in your adjustment to facility life.

You are to keep this handbook from the time it is given to you until you are released. You are expected to conduct yourself in an orderly and mature manner as well as respect the rights of others. Some of the programs and services available to you are mentioned in this handbook. You may get more information about available programs or services by sending a request slip to the appropriate staff member in charge of the program or service. If you should read any part of this handbook and not understand it, contact your Unit officer, Unit Sergeant, Unit Manager, or any Program or Security staff member making regular rounds through the unit.

You are encouraged to discuss your needs, goals, and interest with staff. Your conduct and attitude will be observed and will be reviewed by staff when they consider you for programs and other privileges. You should try to make good use of the time you are at WNMCF by using programs and services to better yourself.

You are responsible for knowing and following all of the rules and regulations at WNMCF that directly affect you. Doing so will prove beneficial in receiving good time, possibly a choice work assignment, and a number of privileges that will make the period of confinement both rewarding and less rigid.

There are many beneficial programs offered to inmates, and it is anticipated that each inmate fully take advantage of all programs which best serve their individual needs. Here at Western New Mexico Correctional Facility, you are personally responsible for your own progress and actions to help better yourself and overcome obstacles. It is ultimately up to you on how you would like your stay at WNMCF to be.

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1. Rules/Regulations

General Conduct and Behavior:

All inmates will abide by the rules and regulations as set forth in the policy statement on Inmate Discipline CD-090100 and CD-090101. All inmates will abide by rules set forth in Western New Mexico Correctional Facility policy and procedures.

Inmates will show respect and courtesy to facility personnel, citizens, visitors or other inmates.

Inmates are required to follow orders of the staff in a prompt and efficient manner. In the event of conflicting orders, the inmate is to follow the last order given.

Contraband is defined as anything not allowed to be received through the mail, not sold at the canteen or issued by the state, articles in excess of established limits, or used for unauthorized purposes are also considered contraband.

Inmates are prohibited from committing, soliciting, forcing or enticing other inmates to perform any sex act.

Inmates are prohibited from creating unnecessary noise, which includes indecent or vulgar language; verbally threatening or intimidating inmates or officers or general agitation

Inmates will not interfere with staff members in the performance of their assignment.

Inmates are prohibited from possessing any tobacco products or paraphernalia.

Inmates are not allowed to leave their place of assignment without permission of the staff member in charge; enter an unauthorized area; engage in unauthorized activity or access unauthorized doors (i.e., fire exit doors etc.). This includes inmates who are on work release or any approved activity outside the perimeter of Western New Mexico Correctional Facility Grounds.

All inmates will wear their I.D. Tags where the tag can be clearly seen, at all times. Inmates will present their I.D. Tags in Canteen and the Medication Line. At work the I.D. Tag will be given to the work supervisor. The supervisor will return the I.D. Tag at the end of the workday. Inmates will not return to their unit without their I.D. Tag. Noncompliance with this regulation will result in a misconduct report or loss of privileges or both. Tampering with or stealing an I.D. Tag will result in a misconduct report or loss of privileges, or both.

Inmates who lose their I.D. tag will sign a debt memo for \$5.00 to cover the replacement cost of an I.D. Tag. Inmates who lose their debit cards for cokes will sign a debit memo for \$10.00 in order to have it replaced.

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Inmates are subject to search and inspection of their person, personal property and housing/work assignment at anytime, and will be pat searched before entering or leaving their place of work.

Inmates will be subject to a test for either alcohol abuse detection or drug abuse detection, either random or Systematic.

Inmates will not use any institutional telephones unless under the direct supervision of the shift Supervisor or their respective caseworker

Inmates will not be permitted to sell, trade, give, exchange, or lend any item to other inmates, inmate families, staff members, or family without written authorization of the Deputy Warden.

- a. If an inmate leaves the institution, he may request to transfer an item of personal property to another inmate if the inmate is a member of his immediate family.
- b. Inmates are not permitted to transfer funds (money) to another inmate
- c. Inmate accounts are subject and open to audit by the auditor who may be assigned to examine the accounts

Eating or drinking will not be allowed while inmates are being escorted to and from their units.

Level II inmates may have access to the recreation yards from noon (12:00 pm) through evening quarters call each day with the exception of inmates assigned to afternoon or evening programming. Inmates assigned to work details or education classes, are restricted from yard use during the actual hours of assigned programming.

Inmates will not be allowed to use unit showers between the hours of 10:00 p.m. to 5:00 a.m. (Exception will be those inmates leaving the unit for work during this time.

Housing Unit Rules:

All inmates are required to maintain their cell or personal and common areas in a clean, sanitary and orderly condition.

- 1) All property must be stored within the assigned furniture or footlocker. Property found stacked outside of furniture or in boxes/bags will be considered contraband.
- 2) All inmates in Level II custody will be required to keep the common areas clean at all times.
- 3) Inmates will not change their assigned cell without authorization.

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Level II inmates are prohibited from entering the medium security yards or living areas unless authorized and supervised by appropriate staff.

Inmate beds will be neatly made by 7:00 a.m. Monday – Friday and by 8:00 a.m. on weekends or holidays. Inmates working early morning shifts will make beds prior to leaving their unit and make sure lights and all electronic devices are turned off. These inmates must have their beds made when they get up prior to leaving the unit. After beds are made, inmates may lie on top of the blankets and must be fully dressed until called out for work or programming assignment.

Inmates will be in their full uniform from 7:00 a.m. thru 12:00 p.m. Monday – Friday and any time they leave their assigned unit.

Housing Unit 8 beds will be made with pillows toward the wall and inmates must sleep with their heads towards the wall. Inmates in assigned cells will sleep with feet towards the door, and beds will be made with pillow away from the door.

Inmates are prohibited from altering fixtures, blocking vents, or exchanging unit furnishings. Lighting fixtures will not be altered, covered or damaged in any way.

MP-3 players, cassettes players, etc., are to be used only with headphones while in the unit. Personal televisions are permitted in our Level II facility with a limit of two televisions per cell, which must be equipped with earphones. Personal televisions are not permitted in housing unit 8 due to the open dormitory housing.

Inmates are prohibited from placing anything in the doors or door locking mechanisms, which obstructs the opening or closing of the doors. (This includes all cell, food port, and pod unit doors.)

In decorating of individual living areas or cells, the following procedures will be followed:

- 1) Pictures will be permitted with the exception of nude pictures.
- 2) Nothing will be hung on or cover the cell door, window or common area.
- 3) Inmates are responsible for insuring that their cell is clean and clear of contraband.
- 4) **SHOWERS** - Only one person will be allowed in the shower at a time.
- 5) Inmates will not be nude in any area except the showers and while they are dressing in the assigned area or cell.

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Tools will not be taken into the unit without approval from proper authority.

Windows – Unit windows will not be covered with any type of material with the exception of the blinds already installed. Inmates assigned to cells will not cover their windows with any type of material.

- a) Inmates will not obstruct, bind, wedge, or tamper with unit windows or render inoperative any part of the window mechanism (including screens).
- b) Inmates will not throw trash, drinks, etc., in the unit yards or housing units
- c) Housing unit 8 inmates must ensure that their windows are closed anytime that they are not in the unit

In order to maintain better control of fire hazards and provide better safety standards, Accumulation of flammable materials such as magazines, news paper and boxes is prohibited. Flammable decorations, materials, and wall hangings are prohibited and similar items are prohibited

Inmates will be allowed to have in their possession, hot pots (water warmers) that were purchased through the canteen and are on the inmate's property list

Recreational activity will be limited to tabletop games and approved hobby/crafts, etc., in the housing units. (Inmates are prohibited from performing any type of exercises in the pod common area).

When counts are conducted in the units, inmates will be at their assigned bunk until count is secured. At no time will inmates be allowed outside of their designated housing area while institutional count is being conducted.

Unit chairs will not be placed in walkways so as to obstruct passage by other inmates or staff; nor wills chairs be placed so as to obstruct doors or to prop open exterior doors

Inmates will adhere to security calls for medication, recreation, religious activities, etc. First calls will be announced, followed in approximately five minutes for last call for each scheduled activity.

Inmates are prohibited from possessing unsafe electrical items consisting of hidden extension cords, spliced cords, damaged wire or wiring devices. Items of this nature will be considered contraband because they are not in the original condition, as purchased or issued.

Phones are provided and may be used every day from 8:00 AM to 10:00 PM except during facility counts. Inmates may not leave the area and have the telephone on hold with someone on the line. Inmates must hang up the telephone when they leave the area. Telephone time must not be abused. When inmates are

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using the telephone for excessive periods of time, the officer may invoke a 15-minute time limit so as to allow time for other inmates to use the telephone.

Housing 8 inmates assigned to outside work details (example), Forest Service Blue water crew, N.M. Highway crew, will be in full uniform and ready to depart the institution at the time designated by their immediate supervisor. All Level II inmates assigned to outside work details or other activities outside the Housing 8 perimeter fence will be dressed in orange coveralls.

- a) Inmates will be pat searched prior to departure to and stripped searched upon return from outside work activities.

Inmates are prohibited from entering another inmate's cell.

Inmates are prohibited from going to a tier that they are not assigned to.

Inmates must be ready for escort within 15minutes, once the unit rover and/or control center officer has announced that the inmate and/or inmates are on the call out list. Inmates are required to report to work on time as schedule.

2. Grievance System

To establish an administrative means for the expression and/or the efficient and fair resolution of legitimate inmate grievances and provide for an appeal process; to provide a regularly available channel for hearing and resolving concerns of inmates; to provide a mechanism to help keep managers informed and better able to carry out the Department's mission; and to meet national standards.

Under no circumstances will an inmate be denied the right to file a grievance.

Grievances are legal/privileged correspondence and shall be handled in accordance with CD 151201.

Upon arriving at WNMCF, inmates will be presented with written notification of the inmate grievance procedure. Notification will be provided in both English and Spanish; special provisions shall be made for sight-impaired or mentally disabled inmates. Written notification will include the following information:

- a. A list of matters those are grievable and non-grievable;
- b. Description of grievance forms and location where the forms can be obtained;
- c. Description of grievance process, including time limits at each level;

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- d. Description of steps taken to assure confidentiality;
- e. Description of what constitutes abuse/misuse of the grievance procedure; and
- f. Location of policies and procedures concerning inmate grievances

1. The following matters are **grievable** by inmates:

- a. The substance, interpretation and application of policies, rules and procedures of the institution or Department including, but not limited to, decisions regarding mail, visitation, staff treatment, lost property or medical/mental health care excluding security issues.
- b. Individual employee actions.
- c. Perceived reprisal for use of, or participation in, the grievance process.
- d. Any other matter relating to conditions of care or supervision within the authority of the New Mexico Corrections Department or its contractors, except as noted herein.
- e. Department personnel sexual misconduct.

2. The following matters are **not grievable** by inmates:

- a. Any matter over which the Corrections Department has no control, for example: parole decisions, sentences, tort claims and claims regarding inmate compensation which is regulated by statute.
- b. Matters involving the loss or delay of mail by the U.S. Postal Service or other carriers, e.g. UPS, Federal Express, etc.
- c. Any matter involving disciplinary procedure and findings. A separate appeal process is provided by Department policy for disciplinary actions.
- d. Any matter involving a classification decision. A separate appeal process is provided by Department policy for classification actions or placement in Level 6.
- e. Complaints on behalf of other inmates.
- f. The subject of any prior grievance on which a final determination has been made or which is currently under review.

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g. Other matters beyond the control of the Department.

3. If a grievance is ruled non-grievable at any level, that decision may not be appealed through the remaining levels of the grievance procedure.

Time Constraints:

1. Grievances shall be processed in a timely manner. No more than 90 working days will pass from the filing of a grievance by an inmate to the final decision.

Before using the formal grievance procedure, an inmate is expected to attempt to resolve the grievance or particular area of concern informally through discussion with the person or persons responsible for the incident, giving rise to the complaint. The inmate shall first file an informal complaint using the **Inmate Informal Complaint Form (CD-150501.3)** within five calendar days from the date of the incident-giving rise to the complaint. The inmate shall explain in detail his/her complaint and address their complaint to the Unit Manager or designee in units with a Unit Manager and to the Chief of Security or designee in units without a Unit Manager. If this informal effort fails to resolve the complaint within five working days of receipt of the complaint, the inmate may file an **Inmate Grievance Form (CD-150501.1)**. The inmate must file the formal grievance within 20 calendar days of the date of the incident-giving rise to the complaint.

Every effort to resolve the complaint at an informal level within five working days from receipt of the complaint will be made.

3. Educational Services/ Vocational Programs & Legal Access

Library Services – The library houses a variety of reading materials, including newspapers and magazines. Inmates will be allowed to check out four (4) books for a maximum of two (2) weeks. When library material is past due, inmates will not be allowed to check out any material until it is returned. Library staff is available to assist with Career Resource material. Stop by the library for additional information. Segregation will receive Library services with the designated staff circulating a variety of books each week to their unit. Inmates in Segregation are allowed to check out Three (3) books with the exception of inmates on PHD Status or (72)-hour adjustment control.

Legal Access – Available in the library are Legal Texts and Resource Material. Included are hand-copied forms such as Power of Attorney, Motion for Reconsideration of Sentence, Motion to Amend Judgment and Sentence, and other forms. The Corrections Department Policies and WNMCF Policies are also provided. A designated staff member is available to assist inmates with locating information during legal access hours. Segregation inmates will be provided legal access upon request.

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Library rules Level II and III:

- 1) There is a limit of 12 inmates in the ERC (Library) at anyone time.
- 2) No food drinks, or personal headphones/ players are allowed.
- 3) Inmates must sign in and out.
- 4) No horseplay, no sitting on tables, no card playing, and all legs of the chair must remain on floor and no touching another person.
- 5) The ERC (Library) is NOT a meeting place, unless the meeting is for an approved activity.
- 6) A total of four books in the general collection can be checked-out for two weeks with some exceptions.
- 7) If you check out a library book, you are solely responsible.
- 8) Reference and reserve books cannot be checked-out unless approved by the Librarian.
- 9) Overdue notices will be sent for overdue books once a month.
- 10) No books will be checked-out to an inmate until all his overdue books are returned.
- 11) If an inmate damages a magazine or books, they will be charged for its replacement plus a \$5.00 processing fee.
- 12) No inmate shall be allowed to provide legal services/ assistance.
- 13) While in the ERC, you MUST either be reading a book, a magazine or a newspaper.
- 14) Violations of these rules can/may result in loss of ERC privileges and/or disciplinary sanctions
- 15) Inmates will show respect to Library material and to each other**

Within this facility, there is a General Library. The hours of operation are as follows:

MONDAY

12:30 pm – 3:30 pm Levels II
6:00 pm – 8:00 pm Levels II

TUESDAY

7:30 am – 10:30 am Levels III
10:30 am – 11:30 am Female Inmates
12:30. – 3:30 pm Level II

WEDNESDAY

12:30 pm – 3:30 pm. Levels II
6:00 pm – 8:00 pm. Levels II

THURSDAY

7:30 am – 10:30 am Levels III
10:30 am – 11:30 am Female Inmates
12:30 pm – 3:30 pm. Level II

FRIDAY

7:30 am – 10:30 am Levels III
10:30 am – 11:30 am Female Inmates
12:30 pm – 3:30 pm Level II

SATURDAY & SUNDAY

Closed

Segregation inmates receive books upon request.

Limited rotations of books are available in the gym and in segregation seven (7) days a week.

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*Hours will vary and/or changes will be made accordingly.

Education rules Level II and III:

- 1) No electronics are allowed in the library or classrooms.
- 2) No food or drink is permitted in the library or classrooms.
- 3) No headgear of any kind or sunglasses (except prescription type) will be worn in the library or classrooms.
- 4) No type of open shoe will be allowed in the library or classrooms
- 5) Inmates must be dressed in complete institutional uniform in order to enter the library and classrooms. Shirts will be tucked in and buttoned. Shirts will remain tucked in while in the Education Building. Shoes and socks are required. No shower shoes.

Educational services provide a variety of programs. To sign up or learn more about educational services, Level II inmates may go to the Education Department during the afternoon and speak with Mr. Ben Cabrera, Education Counselor.

Level III inmates may come to see the education registrar when coming to the Library.

Educational Requirements – Course Descriptions:

The Education Department's responsibilities encompass the following areas: Adult Basic Education (ABE), Vocational training, Post-Secondary, Special Education, Literacy Training, Family Literacy, and English as a Second Language. In addition two cognitive classes are offered: Moral Recognition Therapy (MRT) and charting a New Course (CNC). All programming is without cost and is available to all inmates regardless of race, color, creed, or national origin(open entry/open exit).

Adult Basic Education (ABE): is available to all inmates who do not have a GED and wish to attain one while at WNMCF. The TABE test is given upon an inmate's arrival in the institution or at RDC. The purpose of ABE classes is to A) prepare an inmate to pass the GED; and B) provide learning opportunities in those areas with which he may have difficulty.

Classes meet Monday through Friday, 7:30 a.m. to 10:30 a.m. and 12:30 p.m. to 3:30 p.m. And 6:00 pm to 8:00 pm. Homework is required for some educational classes. To apply for education, inmates need to

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register with the Education Registrar. If the class is full (12+), the inmate will be placed on a waiting list for that class. If you can be placed a memo will be sent to the inmates Unit Manager for committee action. Education staff is available 7:30 am to 3:30 pm Monday thru Friday.

Vocational Programming: Classes are offered in both the AM and PM. Entry into the vocational programs requires a high school diploma or a GED and reading level at the eighth grade (open entry/open exit).

Computer Classes –Introduction to Computers uses Microsoft to provide the student with a comprehensive understanding of computer software. Topics covered are word, Excel Access, Publisher, and Office 2007.

MRT- Classes are available to all inmates.

Academic College Programming- Eastern New Mexico University-Roswell offers courses that are scheduled in our Computer Lab. The requirements are a Tenth grade reading level, a GED or High school diploma. The classes are scheduled Monday through Friday 7:30 am to 8:00 pm and can result in an A.A degree. College registration will be held in July and December.

Career Pathways– available to any student who is not in SOAR may participate in this program. This course teaches employability skills, resume writing, cover letter, and job search.

SOAR - Success for Offenders After Release – designed to enhance reentry and reduce recidivism.

Attendance- upon choosing to enroll in educational programming, the inmate has made a commitment. Students are expected to attend all classes. Any inmate dropped for attendance problems will be required to wait one month before being allowed to re-enroll in educational programs.

Participation and Conduct – Students are expected to attend class. Students will not be allowed to return to their units to obtain materials needed for class. No food or beverages will be permitted in the hallways or in the classrooms within the Education Department. Any student not attending or participating in programming will receive a misconduct report.

Inmate Literacy Act Programming – All inmates who committed their crimes on or after May 16, 1988 may be required to participate in this mandatory program. Eligibility is determined by absence of a verified GED, custody level III, and sentence length. (More than 18 months, but less than 10 years)

Inmates will also be eligible to earn good time and lump sum awards according to the policies on good time.

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4. Inmate Employment

All new inmates will be assigned to the Utility Crew/Labor pool at \$.20 cents per hour, and/or other programming as needed. The unit officer on a daily basis will direct this Assignment. Specific jobs will be posted and if interested in the job you may submit a job application through your Inmate employment coordinator.

All eligible inmates can be required to work unless assigned to an approved education or training program. Inmates have the option of refusing to participate in any rehabilitation or treatment program except adult basic education and programs required by statute or ordered by the sentencing court or paroling authority [44449] However, any inmate who is assigned to a program by the classification committee and refuses to participate is subject to disciplinary action as well as termination from earning good-time.

Inmate positions in Industries shall be defined by published job descriptions.

The facility shall attempt to approximate the normal workday in the community.

The inmates will obtain a blank Inmate Job Application Form (CD-100701.1) from their assigned Classification Officer or from the Inmate Employment Coordinator.

The inmate will complete the inmate job application form and submit the completed form to the Inmate Employment Coordinator.

Termination:

The Supervisory Review based on the following may terminate an inmate from his job assignment:

An inmate may be terminated from a job assignment based on a recommendation from the inmates work supervisor. The work supervisor will submit the Request for Termination of an Inmate from Job Form (CD-100701.2) to the inmate employment coordinator explaining the reasons for termination. This may or may not include a misconduct report received by the inmate. The inmate employment coordinator will forward the form to the Unit Manager.

An inmate may be terminated from a job assignment based on a misconduct report for refusing to work at his assigned job. In such cases, the inmate may be reviewed by the Classification Committee for termination of Good Time.

5. Case Management/Classification and Appeals NMCD CD 080100, Classification Risk Assessment

You will have an assigned Case Manager who will conduct open office hours for a period of two hours per day, Monday through Friday during posted hours. Hours will be posted in units/dining halls. You can also make an appointment to see your Case Manager. An appointment would be necessary if the Case Manager needs to have your file to address your issues. Lines outside the Case Manager's offices will be kept to a minimum of two inmates to avoid noise and maintain order in the walkway.

If you disagree with an institutional classification decision you have the right to appeal the action within 15 days of the decision. Appeal forms are available through your Case Manager. If the inmate is not satisfied with the decisions, he may challenge them by filing an appeal. See Policy CD 080100, Classification Appeals.

The classification process for inmates begins the day the inmate arrives at RDC and ends only when the inmate is finally discharged from custody. Classification encompasses custody, classification, housing assignments, programming assignments, education, treatment and good time. The Committee makes all classification decisions with input from the inmate and final approval of the unit manager or designee.

A review for custody level and programming assignments is held every six (6) months. Inmates who have been reclassified are reassigned to the proper custody-housing unit and the inmate is assigned to that unit's Case Manager. Any changes in programming, or for custody levels II, III, and IV, require Committee action by the Institutional Reclassification Committee (IRC) and review or approval by the Warden.

Also, your Case Manager will process forfeitures of good time, restorations of good time, and lump sum awards.

The inmate has the right to appear before any Committee, but may waive that right if he feels he does not need to be present. Inmates are given 48 hour written notice of any hearing in order to give them time to prepare. This time limit may be waived if the inmate wishes. All Committee actions are recorded on "chronos" and require the inmate's signature. Signature on the chrono does not indicate agreement with decisions, but merely indicates that the inmate received a written copy of the Committee's decisions. Inmates not satisfied with the decisions made by the Committee may file an appeal in accordance with Policy CD 080102.10, Classification Appeals.

The following are general descriptions of the custody designations used at WNMCF:

Level I – An inmate is eligible for assignment to a Level I status if the criminal background and record of institutional behavior indicate the ability to function appropriately and productively among staff and other

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inmates without the need for continuous staff supervision or a security perimeter (to include double fences with razor wire, armed towers and armed vehicle patrol).

Level II – An inmate is eligible for assignment to a Level II status if the criminal background and record of institutional behavior indicate that the inmate can function among staff and other inmates in a dormitory setting without presenting a significant risk to the safe, secure, and orderly operation of the institution. There must be no history of recent violent incidents or recent escapes. A significant threat does not exist to the safety of staff, other inmates, or the community. The inmate has the ability to work outside the confines of the facility with staff supervision without posing a risk of escape.

Level III – The inmate is eligible for assignment to a Level III status if the criminal background and record of institutional behavior indicates that the inmate requires placement

Within the confines of the security fences and armed vehicle patrols. The inmate has the ability to function among other inmates in general population under staff supervision without posing a threat to the safety of other inmates, staff, or the security of the institution.

Level VI – The inmate is eligible for assignment to a Level VI status if the institutional behavior threatens the security of the institution requiring separation from the general population. This behavior includes, but is not limited to, assault, escape, murder, inciting riots, and planning or participating in security threat group activities. This behavior poses a high risk and inmates are not allowed to congregate with other inmates.

GOOD TIME

There are several types of good time. Inmates are eligible to earn good time deductions based on recommendation by the Classification Committee and approval of designated staff. There are exceptions to earning good time identified in CD policies 080201 and 080601. The exceptions include, but are not limited to, failure to program, parole violators before their parole is formally revoked, or serving in-house parole, AND failing to pursue an acceptable parole plan in good faith.

MGT- Meritorious Good Time is awarded at the rate of 0-12 days per month for crimes committed prior to June 19, 1981, based on 90 days clear conduct, satisfactory work or program record, 30 days in present work assignment and recommendations of the supervisor.

MGT- Meritorious Good Time is awarded at the rate of 0-10 days per month for crimes committed after June 19, 1981, and based on not refusing a work assignment.

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MD- Meritorious Deductions - All inmates committed to the New Mexico Corrections Department (NMCD or Department) whose crimes were committed on or after May 18, 1988, but before July 1, 1999, with the exception of inmates serving life sentences for capital offenses.

Any inmate confined in an institution designated by the New Mexico Corrections Department for the confinement of criminal offenders may be awarded a Meritorious Deduction ("MD") of up to 30 days per calendar month if engaged in programs recommended for the inmate by the Classification Supervisory Review Process and approved by the Warden or Deputy Warden.

EMD- Earned Meritorious Deductions - Any inmate serving a sentence for a crime which was committed on or after July 1, 1999 except for an inmate serving a sentence of life imprisonment or a sentence of death.

Meritorious Deductions awarded for active and satisfactory participation in full time programming. These deductions can be prorated based on date of eligibility, performance evaluations, and time spent in segregation. EMD is awarded at 30, 8, & 4 days per month based on inmate's charges and dates the crime was committed.

7. Lump Sum Awards

To provide to provide Lump Sum Awards for inmates who engage in a heroic act of saving life or property or engage in extraordinary conduct far in excess of normal program assignments that demonstrates the inmate's commitment to rehabilitate himself/herself and for participation in approved programs designed to meet the inmate's needs for re-entry into the community.

All inmates may be eligible for a Lump Sum Award with the exception of inmates serving life sentences or a sentence for a capital offense.

Lump Sum Awards for Approved Programs are retroactive to the current Judgment and Sentence.

In addition to an inmate's eligibility for quarterly good time, the inmate may also be eligible for Lump Sum Awards. An inmate may be eligible for a Lump Sum Good Time Award, not to exceed one (1) year per award and not to exceed a total of one (1) year for all LSA's awarded in any consecutive twelve (12) month period.

Each program must consist of a minimum of 100 hours of supervised activity on the part of inmate participants with exception to the General Education Diploma (GED).

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Faithful observance of the rules of the institution is demonstrated by six (6) months (or since arrival at RDC, whichever is shorter) clear conduct and exemplary work/program participation from the incident date of the last misconduct report to the date of the specific act or of the completion of the program qualifying the inmate for the lump sum award.

For all inmates whose good time falls under either policy *CD-080600* (MD) or policy *CD-080200* (MGT), approved programs must be in addition to normal work or programs that are assigned by the classification committee for which inmates are earning monthly good time. For example, an inmate who is recommended for an LSA for having completed a substance abuse program must also be participating in a normal program assignment such as a job, education, etc., to be eligible for the LSA. As another example, an inmate whose only program assignment is to participate in a Therapeutic Community (TC) may not receive a lump sum award for completing the TC program.

For all inmates whose good time falls under policy *CD-080400* (EMD), approved programs do not have to be in addition to normal work or programs that are assigned by the classification committee for which inmates are earning monthly good time.

An inmate is eligible for only one (1) Lump Sum Award per program listed in the **Programs Approved as Eligible for LSA Consideration** table.

A Lump Sum Award recommendation that has been denied by the Classification Committee, Warden, Director or Deputy Director of Adult Prisons due to the inmate's failure to meet the eligibility criteria may not be reconsidered for the same Lump Sum Award at a later date (even if the inmate completes the program again) unless the basis for the original denial resulted from a misconduct report that was later dismissed and the inmate otherwise qualified for the Lump Sum award. However, the inmate may be considered for another LSA at a later date based on the inmate's completion of a different program or project.

If an Inmate is released on parole or discharged and is returned to prison as a parole violator or new commitment, the inmate shall not be eligible for a Lump Sum Award based on actions or programs participated in or completed prior to the inmate's original release.

8. Visitation

Visiting hours for Level II are from 8:30 a.m. – 3:30 p.m. (Saturday and Sunday). Every facility processes visiting different. The visiting department will audit each inmate's file that arrives at WNMCF. During this audit all visiting forms will be screened for original signatures, dates, social security numbers and date of

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birth, etc. If any of the information is missing they will automatically need to resubmit another application for visiting privileges.

Also, if you have paroled and came back into the system all your applications will be considered invalid and all our visitors will need to re-apply.

All inmates will receive a notice in the mail of the visitors names highlighted needed to resubmit applications within 2 weeks from arrival at WNMCF.

Level II Saturday and Sunday _ 8:30 am - -3:30 pm

Level III- Saturday and Sunday – 8:30 am – 3:30 pm

Rules for visitation

Inmates will be subject to a mandatory strip-search upon entering and leaving the visiting room.

- 1) Inmates will not be allowed to transfer any type of item in the Visiting Room with the exception of photographs and letters after inspection and approval of the Visiting Room Officer.
- 2) Vending Machines
 - a) No food is allowed in the visiting room except for those items available in the vending machines.
 - b) Inmates will not be allowed to take soft drinks, candy, chips, etc., from the visiting room.
 - c) Visitors will not be allowed to take soft drinks, candy, chips, etc., from the visiting room.
 - d) Inmates are not allowed to handle money for vending machines while in the visiting room.
 - e) All items purchased from vending machine will be given to officer for inspection.
- 3) Inmates will be allowed to possess only the following items of personal property in the visiting room:
 - a) Wedding Band
 - b) Comb
 - c) Religious Necklace
 - d) Sunglasses or hats are prohibited
- 4) A kiss and embrace at the beginning and end of each visit will be permitted. Prolonged kissing and embracing is prohibited. Physical displays of affection, which are disruptive to the visiting environment, will not be permitted. Inmates will be permitted to hold infant children during visits and may assist with

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feeding.

Disorderly conduct, which disrupts the orderly operation of the Visiting Room or would offend others, is not permitted.

- 5) Inmates may only visit with their approved visitors.
- 6) All inmates are required to wear a complete institutional uniform with the shirt buttoned and tucked in. No civilian clothes are allowed.
- 7) Seating and furniture arrangement:
 - (1) Chairs will not be moved.
- 8) Chairs must not be used as footstools.
- 9) Only one inmate at a time may utilize the inmate restroom.
- 10) Only one visitor at a time may utilize the visitor's restroom.
- 11) An inmate may be limited to three visitors (six years of age and older) and limited to three children (five years of age or younger) at any one time if space permits. The length of the visit may be limited only by the individual institutions schedule and space availability. Exceptions may be made on a case-by-case basis.

Dress Code for Visitors

General:

All visitors must be appropriately attired in accordance with this policy before entering any New Mexico Correctional Facility or Privately Operated Facility.

Visitors may not be allowed into the institution if their clothing would make it difficult to distinguish the visitor from an inmate.

Visitors are subject to denial of visiting privilege for that day if their attire is not in accordance with this policy.

Male Visitors:

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- a. Trousers and a shirt with sleeves must be worn at all times. Plain white undershirts or muscle, "A" shirts are not allowed when used as an outer garment.
- b. Restricted clothing colors will depend on the facility inmate uniform code.
- c. Shorts, beach-type shorts or cut-offs will not be worn.
- d. Tank tops are not allowed.
- e. Undergarments shall be worn, but not visible through outer clothing.
- f. Footwear must be worn at all times. Beach-type thongs, flip-flops, slippers, and steel-toed boots or shoes are not permitted. Open-toed shoes are allowed.
- g. No hats, scarves, bandanas, or other types of headbands will be brought into the institution or worn in the Visiting Room.
- h. Sweat clothes or athletic (warm-up) clothes may be worn, with the exception of shorts.
- i. Skintight clothing or spandex is not permitted.

Female Visitors:

- a. Dresses, skirts or pants must be worn.
- b. Skirts or dresses with a slit higher than mid-thigh are not acceptable.
- c. Skirts or dresses that are more than three inches above the knee are not acceptable.
- d. Shorts, cut-offs, or beach-type shorts are not acceptable.
- e. Sweat clothes or athletic (warm-up) clothes may be worn, with the exception of shorts.
- f. Skintight clothing or spandex is not permitted.
- g. Undergarments must be worn, including brassieres, but must not be visible through outer clothing.
- h. Tank top blouses, spaghetti straps, tube tops, halter-tops, or spandex or spandex-like pants are not acceptable, nor is any type of see-through clothing.
- i. Clothing must not expose cleavage, the midriff, shoulders or any part of the breast or upper thigh.

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- j. No hats, scarves, bandanas or other types of headbands will be brought into the institution or permitted in the visiting room.
- k. No bathing suits will be worn as an outer garment.
- l. Footwear must be worn at all times. Beach-type thongs, flip-flops, slippers, or steel-toed boots or shoes are not permitted. Open-toed shoes are allowed.

Children:

All children the age of 8 or above will be required to adhere to the adult dress code, according to gender.

Children that are 7 and younger will be required to adhere to the adult dress code according to gender with the following exceptions:

- a. They may wear short pants that are not shorter than three inches above the knee.
- b. All children, including infants, will be fully clothed at all times. Infants may wear a diaper but will not be permitted to wear only a diaper.

Miscellaneous: *(Regardless of Age)*

- a. Clothing expressing profanity, derogatory statements or remarks is not allowed.
 - b. Clothing which promotes drugs, alcohol or sex is not allowed.
 - c. Clothing that, in the opinion of facility staff, is promoting gangs or that has gang symbols, is not allowed.
 - d. Clothing worn in a baggy or sagging fashion, normally identified with gang dress, is not allowed.
 - e. Headwear of any sort (including head bands) is not allowed.
 - f. No sunglasses unless they are prescription.
1. Children must be kept under control at all times while in the visiting room and waiting area. Nuisance created by children and/or adults will be sufficient reason to suspend a visit.

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2. All special visits (e. g., visitors traveling a long distance, prospective employers, law enforcement officers, etc.) may be requested using the Special Visit Request form (CD-100201.3). Visitors must have prior initial approval by the Unit Manager and final approval from the Deputy Warden.
3. No visitor under the age of 18 will be allowed to visit without first having been properly indentified and accompanied by a responsible adult relative, a parent or legal guardian, or has been verified as the inmate's legal spouse.
4. Visitors under the age of (18) eighteen will also be required to submit to drug detection device testing procedures. However, at no time will a minor be subject to a strip search. A positive result on a minor will result in Face-to-Face Non-Contact visiting or denial of visitation for that day if Face-to-Face Non-Contact visiting is not available.

FAMILY VISIT ELIGIBILITY CRITERIA

Family Visits consist of immediate family only: husband, wife, mother, father, sister, brother, child, grandmother, and grandfather.

1) All inmates must meet the following criteria:

- a) Only inmates who are classified as Custody Level I, II, or III are eligible for family visits. Inmates in disciplinary segregation or pre-hearing detention are not eligible for family visits.
- b) Only relationships that were legally established prior to incarceration on an inmate's current sentence shall be considered for a family visit. (Immediate Family)
- c) Any inmate who has been convicted of a crime involving (including attempt or conspiracy to commit) murder, criminal sexual penetration, criminal sexual contact or any other crime resulting in serious bodily injury toward a family member or an individual with whom the inmate has had a significant relationship will not be eligible for a family visit with the victim of that crime.
- d) Any inmate convicted of crimes having two or more victims that were members of the inmate's family or that had a significant relationship to the inmate, shall not be eligible for family visits.
- e) Inmates classified as a Level III must have been committed to and incarcerated for a period of 12 months for consideration.
- f) Inmates classified to Level I or Level II must have been committed to and incarcerated for a period of six months for consideration.
- g) Inmates must have had no findings of guilt for major misconduct reports within the last 12 months and for no minor reports within the last six months.

General Guidelines

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- 1) Only those immediate family members on the inmate's approved visiting list will be eligible for family visits.
- 2) Family visitation shall be limited to a total of five approved immediate family visitors, with no more than three adults being allowed.
- 3) Family visitation must be accompanied by a written request from the family member(s) for such a visit.
- 4) Family visitation with visitors under the age of 18 will not be allowed unless properly identified and accompanied by the responsible parent or other approved immediate family member.
- 5) Family visitation will be progressive in nature as set out below. Fees to help cover costs of administering family visitation will be charged.
 - i) **Phase I:** Inmates that qualify in this phase are eligible to apply for one (6) six-hour family visit. Must successfully complete two Phase I visits to be eligible for Phase II. Fee to be paid is \$10 for each Phase I visit. **Phase I Visit – 6 hours from 9am to 3pm**
 - ii) **Phase II:** Inmates that qualify in this phase are eligible to apply for a (12) twelve- hour family visit. Successful completion of four Phase II visits will allow inmates to apply under criteria of Phase III. Fee to be paid is \$20 for each Phase II visit. **Phase II Visit – 12 hours from 9am to 9pm**
 - iii) **Phase III:** Inmates who have successfully completed Phases I and Phase II and are within one year of a projected release or discharge date may apply for a (24) twenty-four-hour family visit. Fee to be paid is \$30 for each Phase III visit. **Phase III Visit – 24 hours from 9am to 9am**
- 6) Inmates who receive a major or minor misconduct report and are found guilty of said report by the Disciplinary Officer or Institutional Hearing Officer will revert back to Phase I when all other criteria are met.
- 7) A family visit shall not occur unless the inmate has participated in a family visitation counseling session with Medical staff within the six-month period preceding the scheduled visit.

Application Procedures

1. Inmates must submit a Family Visit Request Form. The request for a family visit must include:
 - a. Names, age and relationships of prospective visitors.
 - b. Inmates may request the dates and times of their choice, but the institution will decide the actual date and time.
2. All food and personal items remaining after completion of visits will be removed by the visitor(s).
3. No item that cannot be easily inspected for contraband may be brought in.
4. Visitors must provide their own food and beverages for the duration of the visit.
5. All food items must be factory pre-packaged and unopened.

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6. Only those items on the approved list, in reasonable quantities will be allowed.

Suspension of Visits

- 1) Family visits are subject to suspension for violation of any departmental or institutional policy rules or regulation and/ or State Statutes, not herein covered.
- 2) Inmates shall be required to submit to a urinalysis test before and following a family visit. Positive result will result in a misconduct report and suspension or termination of family visitation privileges.

9. Mail Services

The Corrections Department encourages correspondence on a wholesome and constructive level between inmates and members of their families, as well as other friends or associates.

When the inmate bears the mailing cost, there is no limit on the volume of letters the inmate can send or receive or on the length, language, content, or source of mail or publications except when reasonable belief that limitation is necessary to protect public safety or institutional order and security. However, correspondence may be rejected by prison officials pursuant to the other rules as stated in this procedure. [4-4488]

All incoming mail is opened and examined for contraband. When any mail is rejected, inmates will be notified of the rejection. When any mail is rejected, it will be stamped "Rejected" on the envelope. Inmates will be notified of the rejection by mailroom officer. Inmates will be notified of the reason for the rejection and then a decision will be made by the inmate whether he wants to send the item back, destroy the item or appeal the rejection. Books, newspaper and magazines must be received from a bookstore or publisher. Any items depicting nudity will be rejected.

All inmates in Level II, III, IV, V and VI security facilities will receive postage for two (2) first class letters and (3) sheets of paper per week. The inmate will pay the cost of any other postage.

Stamps, stickers, blank/personal stationery or writing paper, self-addressed stamped envelopes, pre-stamped or self-stamped blank envelopes are not permitted.

Inmates will only receive money from, or send money to, persons listed on their approved visitor's list. Money orders must be signed by the sender and must be legible.

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Non-indigent inmates must submit only one Debit Memo for all mail being sent out at once along with the outgoing mail (to the Mailroom), unless it is in a pre-stamped envelope. The amount of postage will be deducted from the inmates' account.

Mail collection is completed daily, at 10:30 a.m., with the exception of Saturdays, Sundays, and postal holidays. All outgoing mail must have the inmate's name, DOC # and return address. Mail will be delivered to the U.S. Post Office before 4:00 p.m. weekdays.

All temporary visiting lists expire when inmates leave RDC. Before leaving RDC, inmates are required to send visiting forms to those they wish to have on their permanent visiting list.

All outgoing mail from inmates, except legal mail and privileged correspondence will be routinely inspected for contraband.

All inmates will be held responsible for the contents of their outgoing letters and deliberate violations may result in a misconduct report. Violations of Postal Laws may result in referral for prosecution to federal authorities.

Legal Mail and Privileged Correspondence:

Inmates are permitted to send sealed legal mail and/ or privileged correspondence. Staff, in the presence of the inmate, may inspect out-going legal mail and privileged correspondence for contraband before it is sealed. Incoming legal mail and privileged correspondence to inmates may be opened in the presence of the inmate only to inspect and read to the limited extent necessary to look for contraband, determine its legitimacy or when there is an indication of contamination.

The Warden or a designee will do this in an appropriate, secure area of the facility. Inmates are required to pay postage for all legal mail.

For further issues regarding incoming and outgoing mail, legal mail, or privileged correspondence, please refer to Policy (CD-151200)

10. Telephone Monitoring

All calls are subject to monitoring with the exception of Attorney Calls. Attorney phone calls will be arranged through your assigned Case Manger.

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Telephones are available in each day room area for placing personal phone calls. All calls are prepaid for and are subject to monitoring and recording. Incoming calls placed to the facility's phones shall not be accepted on behalf of the inmate nor will messages be taken, unless in the case of an emergency. The Shift Commanders will deliver the emergency message.

Telephones will be turned off at lockdown and during counts and emergencies.

Inmates cannot use other inmate's pre paid cards and no 3-way calls are allowed.

The use of unmonitored phone calls is based strictly for privileged/attorney phone calls. Attorney phone calls must be requested in writing using the Privileged/Attorney Phone Call Request (CD-150302.1) from your Case Manager. Privileged phone calls will be made collect and long-distance charges are applicable. In instances when a collect call is not possible, the inmate will sign an Inmate Purchase Order Form for \$0.20 a minute and will be processed by inmate accounts. Attorney phone calls requests will be given to the Case Manager and will be handled within a reasonable amount of time. Emergency calls may be authorized by the Unit Manager or Shift Supervisor and will be a Bona Fide-verifiable emergency. An emergency is defined as a serious situation or occurrence that happens unexpectedly and demands immediate action.

Attorney telephone calls will be made collect if long-distance charges are applicable to the extent possible. In instances when a collect telephone call is not possible, the inmate will be informed in writing, prior to the telephone call being placed, that the cost of the telephone call will be \$.20 a minute deducted from the inmate's account and the inmate will sign a debit memo. After termination of the call, the staff member will post the time the telephone call started and ended and the cost of the telephone call to the debit memo and forward to inmate accounts for processing. The debit will be carried on the inmate's account until such time as there are funds to cover it.

11. Religious Services

The facility employs a full-time Chaplain who facilitates the care for each inmate's spiritual needs through the provision of weekly services. Pastoral counseling, religious study, and spiritual leadership are available upon request.

Any inmate may submit a request form to set up counseling with the Chaplain and/or their personal Pastor. Communication between an inmate and the Chaplain is confidential, except for an inmate's statement that he/she plans to harm themselves or others, or whose actions would jeopardize the security of the institution.

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Religious services are offered and scheduled weekly and monthly. Special services are posted when scheduled and posted throughout the facility.

Religious literature, publications, devotional guides, and pamphlets are available upon request through the Chaplain's office. Inmate must have prior approval by the Chaplain before any religious items are purchased from the facility vendor. Inmates may request approval by submitting an inmate request form to the Chaplain

Do any of you claim Native American heritage? (If an inmate claims Native American affiliation and states that he is interested in participating in Sweat Lodge, obtain his Census number and Tribal affiliation. Turn this information to Chaplain) Pursuant to CD101100 sweat lodge for levels I through IV will normally be available for participation on a regular weekly basis for at least six (6) consecutive hours for these Native American with a tribal census or enrollment number.

12. Disciplinary Procedures

All alleged violations of facility rules and regulations are to be dealt with through established policies to ensure that all due process rights are afforded to the inmate. Inmates violating a specific prohibited act will be resolved with a reprimand, warning, counseling, or issuance of a Misconduct Report. The following points are some of the procedures of and rights available to the inmates regarding disciplinary procedures. The entire procedure regarding disciplinary action is found in NMCD Policy #090100, Disciplinary Procedures.

When an inmate allegedly commits an act covered by criminal law, the case shall be referred to the appropriate court or law enforcement officials for consideration for prosecution.

An inmate charged with a rule violation shall receive a copy of the disciplinary report, which includes the written statement of the charge(s), a description of the incident and specific rules violated. The inmate shall be given the copy of the report prior to the report being forwarded to the Hearing Officer and no less than twenty-four (24) hours prior to the disciplinary hearing. The hearing may be held within the twenty-four (24) hours with the inmate's written consent.

An inmate may waive his/her right to a hearing provided that the waiver is documented and reviewed by a Deputy Warden.

An inmate charged with rule violations shall be scheduled for a hearing as soon as practicable but no later than seven days, excluding weekends and holidays, after the alleged violation. Inmates are notified of the time and place of the hearing at least twenty-four (24) hours in advance of the hearing.

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An inmate shall have an opportunity to make a statement and present documentary evidence at the hearing and can request witnesses on their behalf; the reasons for denying such a request shall be stated in writing.

An impartial person shall conduct disciplinary hearings on rule violations. A written record of the proceedings shall be made and maintained in accordance with state archive rules; a taped record of all major level proceedings shall be made and maintained for at least one year.

The Warden or shift supervisor can order immediate segregation when it is necessary to protect the inmate or others. The action shall be reviewed within seventy-two (72) hours by the appropriate authority.

A written record shall be made of the decision and the supporting reasons and a copy shall be given to the inmate. The hearing record and supporting documents shall be kept in the inmate's file and in the disciplinary archive file.

If an inmate is found not guilty of an alleged rule violation, the disciplinary report shall be removed from the inmate's file.

The hearing officer's decision shall be based solely on information obtained in the hearing process, including staff reports, the statements of the inmate charged, and evidence derived from witnesses and documents.

Inmates have the right to appeal any decision of the hearing officer to the Warden. Inmates shall have up to fifteen (15) days of receipt of the decision to submit an appeal. The appeal shall be decided within thirty (30) days of its receipt by the Warden's office and the inmate shall be promptly notified in writing of the results.

Category "A" Offenses

A(1) Murder: Intentionally causing the death of another person. The Hearing Officer shall have the discretion to modify the charge and convict the inmate of the offense of **Manslaughter** or an **Assault** charge if the hearing officer finds that the inmate did not intentionally cause the death, but instead the inmate's conduct met the elements of a manslaughter charge or an assault charge.

A(2) Manslaughter: Recklessly causing the death of another person, with or without premeditation; or causing the death of another person upon a sudden heat of passion caused by a serious and highly provoking act, affecting the inmate sufficiently to excite an irresistible passion in a reasonable person. The Hearing officer shall have the discretion to modify the charge to convict the inmate of the offense of an

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Assault charge if the Hearing Officer finds that the inmate's conduct did not meet the elements of manslaughter, but met the elements of an assault charge.

A(3) Taking of Hostages or Kidnapping: The inmate commits this by carrying any person from one place to another or by holding a person without their consent with the intent to force the victim or any other person to make any concession(s) or give up anything of value in order to secure the release of the person under the inmate's actual or apparent control.

A(4) Arson: Without authorization, setting fire to burn, cause to be burned, or by the use of any explosive or combustible device, damages or destroys or causes to be damaged or destroyed, any structure or property.

A(5) Battery: Intentionally or through or recklessness causing injury to another person or applying any physical force, offensive substance (such as feces, urine, mucous, blood, saliva, etc.) or any other item or hazardous substance against any person regardless of whether or not injury occurs.

A(6) Assault or Battery with a Weapon on Another Person: Use of any type or object or instrument to threaten, strike or attempt to strike another person.

A(7) Assault or Battery without a weapon on a Staff Member or Visitor: Without a weapon, striking or by actions, posture, stance, or other means, threatening to strike another person (who is a staff member or visitor, but not an inmate), and under circumstances where that other person could reasonably believe that he/she was about to be struck by the Inmate.

A(8) Assault or Battery without a Weapon on an Inmate: The inmate commits this when they threaten to strike, strikes or by their actions, posture, stance, or other means implied to another inmate that they are about to be struck.

A(9) Engaging in Riot: Two or more persons, participating in conduct that creates serious danger or damage or injury to property or persons and obstructs the performance of facility functions.

A(10) Inciting to Riot: Urging or organizing two or more inmates to imminently engage in a riot, and such incitement is likely to produce a riot, or once a riot begins, the inmate assumes a position of command or instruction in furtherance of the riot.

A(11) Escape with Force: By force or threat of force, removing oneself from the confines of the institution or from official custody while beyond the confines of the institution. The Hearing Officer shall have the discretion to modify the charge and convict the inmate of **Escape without Force** if the hearing officer finds that the inmate did not use force or threat of force.

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A(12) Escape without Force: Without proper authority, removing oneself from the confines of the institution, failing to report to work, school or other assignment, leaving a work, school or other assignment, or fails to return to official custody following temporary leave granted for a specified period of limited duration, work release, school release, or Furlough.

A(13) Possession of Escape Paraphernalia: Having in possession or receiving from or giving to another inmate, or fashioning or manufacturing, or introducing or arranging to introduce into the facility any escape paraphernalia including, but not limited to:

- a) Lock, lock pick, trip wires, locking devices, chain, rope, ladder, tool(s) or other items which could be used to affect an escape; and/or,
- b) Mask, wig or disguise or any means of altering normal physical appearance which would make identification of an inmate difficult; and/or, Mannequin, dummy, replica of a human body, or part of a human body, or any item or device which could reasonably cause a staff member to believe an inmate was present at a designated time and place or which could in any way aid or abet the escape or walk-away of an inmate; and/or,
- c) Form of securities, bonds, coins, currency, legal tender, official papers or documents (other than authentic and authorized papers or documents relative to judicial or administrative proceedings) unless expressly and specifically authorized by the Warden of the correctional facility concerned; and/or,
- d) Item of an Officer's uniform, civilian clothing, or staff clothing, including badges, buttons, nametags or items of personal identification unless expressly and specifically authorized by the Warden of the facility concerned.

A(14) Threats: Communicating a determination or intent (either verbally, physically or in writing) to injure another person or to commit a crime of violence or an unlawful act presently or in the future and the probable consequence of such threat or threats (whether or not such consequences, in fact, occurs) is:

- a) To place another person in fear of bodily harm, or
- b) To cause damage to property, or
- c) To jeopardize the security of the facility.

A(15) Abuse of Medication: In any way, storing, saving, giving away or removing any prescription without authorization.

A(16) Possession of Syringe or Drug Paraphernalia: Possession of a syringe or other implement capable of injecting a substance under the skin of any individual, including him/herself and/or possessing an article, equipment or apparatus capable of administering or injecting a dangerous drug or volatile substance.

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A(17) Refusal to Submit to a Drug Test: Failing or refusing to submit to any test for the unauthorized use of dangerous drugs requested by any employee of or under contract to the DOC. This includes removing or tampering with any drug detection patches or devices or apparatus used for drug testing.

A(18) Possession or Use of Dangerous Drugs: Possessing, using or having under control or in custody any item defined as dangerous drugs.

A(19) Dealing in Dangerous Drugs: Selling, trading, giving away, introducing, attempting to introduce, or conspiring to introduce any quantity of any item defined as dangerous drugs.

A(20) Possession of Dangerous Contraband: Possessing, using or having under control or in custody any item defined as dangerous contraband.

A(21) Sexual Misconduct: The inmate commits this when they are:

- a) Touching or having active or passive sexual contact with or fondling of the genitals, mouth, anus, breast or buttocks of another person, and the person consents to such conduct, regardless of whether the touching or contact is to clothed or unclothed parts of the body;
- b) Displaying one's anus, genitals, buttocks or female breast(s) to another person, regardless of the other person's expressed or implied consent to the accused inmate's conduct; or,
- c) Masturbating in the presence or direct vision of another person regardless of the other party's expressed or implied consent to the conduct.

A(22) Rape: Having sexual intercourse, penetration of or contact with the genitals, hand(s), mouth, vagina or anus of another person,

- a) Having impaired the power of the other person to apprise or control their conduct by administering or employing drugs, intoxicants or similar means; or,
- b) Coercing, compelling or inducing the other person to submit by any force, misrepresentation, violence or threat of violence; or,
- c) The other person suffers from mental disease, defects or inadequacy that is reasonably apparent or known to the accused inmate, which in fact renders the other person incapable of understanding the nature of their conduct or being aware of the nature of the act committed; or,
- d) The other person is unconscious or otherwise physically incapable of resisting and has not consented to the act.
- e) The Hearing Officer shall have the discretion to modify the charge and convict the inmate of the charge of **Sexual Harassment or Sexual Misconduct**.

A(23) Robbery or Extortion: Using or threatening to use physical force, coercion, or improper pressure upon another person for the purpose of :

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- a) Preventing or overcoming resistance to the taking of property or to the retention thereof immediately after the taking; or,
- b) Compelling the owner of such property or another person to deliver or give up possession of the property.
- c) The Hearing Officer shall have the discretion to modify the charge and convict the inmate of the charge of **Theft or Bartering**.

A(24) Bribery: Offering to confer, conferring or agreeing to confer anything of value upon any staff member or other inmate(s) with the intent to influence that person's or inmate's exercise of discretion or other action in any capacity.

A(25) Forgery: Creating or altering a document with intent to deceive.

A(26) Fraud:

- a) Obtaining anything of value through deception, trickery or false claim.
- b) Altering, destroying, concealing or removing anything with intent to impair its authenticity or availability.
- c) Presenting or using anything which one knows to be false with intent to deceive.

A(27) Participating in, Contributing to, or Impeding Control of a Disturbance in any Area either Physically or Verbally: Any action or statement made by an inmate which impedes staff or administration from the ability to control a disturbance.

A(28) Tampering with Locks or Security Items: Without authorization, locking, unlocking or altering in any way, any lock, locking system or security device or system or using any unauthorized lock or security item.

A(29) Possession of Key or Key Pattern: Possessing a key or key pattern to any lock. A key pattern is any substance upon which the impression of a key is made, or any substance or device designed to make or reproduce a key.

A(30) Tattooing and/or Possession of Tattoo Paraphernalia: Receiving a tattoo, giving a tattoo or having in possession any tattooing paraphernalia to include but not limited to patterns, ink, needles or altered electrical appliances.

A(31) Attempt or Complicity: The charge of complicity or attempt must be used in conjunction with any appropriate Category A offense(s) and the Hearing Officer may impose the same penalty prescribed for the substantive offense(s)(See "Definitions" sections A and B).

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A(32) Refusal to Move or to be Restrained: Refusing to be moved from an area or structure such as a recreation pen, search cell, shower, program area, etc., or refusing to be restrained or un-restrained. Pulling away or attempting to pull away from an officer while under escort.

A(33) Possession of Gang Paraphernalia: Displaying or possessing Security Threat Group/Street Gang paraphernalia, e.g., colors, symbols, signs, insignias or gang-related documents.

A(34) Engaging in Security Threat Group/Street Gang Activity: Recruiting, assaulting, theft(s), extorting and drug trafficking or conspiring to commit the above-mentioned acts.

A(35) Acts Constituting a Felony: Any act not listed above that would be a felony under the Criminal Code of the State of New Mexico or the laws of the United States of America.

A(36) Attempt to Engage in or Engaging in any Unauthorized or Inappropriate Relationship: An inmate commits this when he/she attempts to engage in or engages in any personal or romantic relationship with a staff member, contract employee, volunteer, etc. whether it be verbally, physically, or in writing.

Category "B" Offenses

He offenses in Category "B" may be considered to be major if one or more of the following elevating factors is found to be present by the disciplinary or hearing officer during the course of an investigation and must be substantiated on the **Disciplinary Officer's Findings and Recommendations** Form (CD-090101.3):

- a) A life-threatening incident is involved;
- b) A threat to the security of the institution;
- c) The specific behavior is repeated and inmate has previously been found guilty of similar disciplinary actions within the previous twelve months;
- d) Substantial property damage or loss has occurred in excess of \$50.00;
- e) Any injury received was not of a minor nature and required medical attention and;
- f) The offense was committed by more than one person, excluding offenses in that more than one person is required to commit the offense.

These principles apply to the following offenses:

B (1) Perjury: Knowingly making a false statement under oath or affirmation or swearing or affirming the truth of a statement previously made knowing the statement to be false.

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B (2) Knowingly Making a False Statement to any Staff Member: Knowingly providing untrue statements or information, either verbally or in writing, in any attempt or effort to mislead staff.

B (3) Count interference: Causing or participating in any interference, delay, disruption or deception with regard to the process of counting part or all of the inmate population, including, but not limited to, hanging, fastening, or attaching any sheet blanket, curtain, drapery or other material whether transparent or not on any part of the front of the door or cell or around a dormitory bed or other immediate sleeping area without the permission of an authorized staff member.

B (4) Interference with Search: Refusing to allow, obstructing or hindering in any way, any authorized person in their search of any person, housing unit, or cell.

B (5) Failure to Program:

- a) Failing to perform programs and program work as assigned and/or;
- b) Failing to report to any work assigned and/or;
- c) Departing from their appointed place of duty or assignment without authorization.

B (6) Willful refusal without a statutory or regulated exemption to participate in the Inmate Literacy Program. (ILP). Statutory requirement.

B (7) Unauthorized Absence without Proper Authority:

- a) Departing from any place where they were directed to remain by any staff or facility regulations.
- b) Being away from an assigned area.

B (8) Violating a Condition of Furlough, School or Work release or other Community Activities.

B (9) Presence in Unauthorized or Restricted Areas: Entering or remaining in any area without permission or after being ordered in any manner, not to enter or remain in an area.

B (10) Gambling: Playing for money or other thing of value at any game including, but not limited to, those played with cards or dice, or bets on the side or hand of those playing or betting anything of value on the outcome of any observable event or ascertainable happening or organizing or being in possession of any game of chance, lottery, betting pool, betting slips or records, or being in possession of other similar devices.

B (11) Violation of Visiting Regulations: Engaging in any conduct with visitor(s) or engaging in any other conduct in violation of facility visiting regulations.

B (12) Alteration of any food or drink.

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B(13) Sexual Harassment: Subjecting another person to sexual conduct, through physical action, and/or verbal or written statements, and the other person does not express or imply consent to the accused inmate's conduct.

B (14) Verbal Abuse or Gestures: Subjecting another person to abusive, offensive or defamatory language or gestures.

B (15) Possession of Unauthorized Legal Documents: Possessing legal documents of another inmate outside the immediate presence of the inmate to whom the documents belong.

B (16) Disobeying a Lawful Order: Refusing to obey a verbal or written lawful order or instruction given by any staff member, acting within the scope of their authority.

B (17) Association: While assigned to an off-grounds or outside detail or work crew, associating or communicating with another person without first receiving authorization.

B(18) Fighting or Horse Play: The inmate commits this when he/she engages in any physical altercation including, but not limited to exchange of blows, shoves, kicks, or any offensive physical contact which disrupts or threatens to disrupt the orderly running of the institution.

B(19) Contempt of Committee: The inmate commits this when he/she acts in any manner that is considered disruptive while in, or in the immediate area of, any committee or hearing that is being conducted or in session, such as, but not limited to, Parole Board, Probation, Classification and Disciplinary.

B (20) Entering into Contract: The inmate commits this when he/she enters into any contract or engages in any business without the express permission of the Warden.

B (21) Any unauthorized use of any Institutional Equipment: e.g., Telephones, computers, fax machines, copy machines, tools, etc. Failure to abide by facility telephone rules or regulations.

B (22) Violation of any Correspondence Regulation(s). Failure to abide by facility correspondence rules or regulations.

B (23) Possession of tokens, tickets or script beyond the amount specified by policy. Failure to abide by facility rules and regulations pertaining to inmate tokens, tickets or script.

B (24) Bartering, Selling Goods and Commodities or Services: Bartering, loaning, selling, giving, receiving, borrowing or buying any item without the prior knowledge and permission of the appropriate

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staff member including, but not limited to, those items sold in canteen, clothing, housing furnishings, art and hobby craft services or transfers or attempts to transfer funds from the trust or banking account of one inmate to that of another inmate.

B(25) Possession of Contraband Items: Possessing anything not allowed to be received through the mail, not sold at canteen or issued by the State, out of its original condition, not permitted by the Warden or otherwise not permitted to be retained or belonging to another inmate and out of their immediate possession.

B (26) Damage to Property: Intentionally or through recklessness, damaging or causing to be damaged or altered any property, such as, but not limited to, that of the State or that of a person.

B (27) Theft: Knowingly obtaining or exercise control over property or services belonging to another.

B (28) Possession of Stolen Property: Being in possession of property of another.

B (29) Alteration of a Cell, Living Area, Housing Unit or Facility: In any way altering any electrical, plumbing fixtures, blocking of vents, exchanging cell furnishings, placing furniture or TV from activity areas into cells; writing, painting, hanging or displaying anything on any walls, on ceiling, on or over doors and doorways, over or on windows or on cell fixtures except where provided by institutional rules and regulations.

B (30) Sanitary Violation:

- a) Willfully urinating or defecating in other than the facilities provided for such functions; or,
- b) Willfully failing or refusing to shower at least once a week; or,
- c) Willfully failing to keep their body, hair and clothes in as clean, sanitary, neat and odor-free condition as possible under the circumstances of their particular custody; or,
- d) Willfully failing to keep their cell or immediate sleeping area clean, odor-free, sanitary, free of trash and debris and available to the visual observation of a staff member; or,
- e) Intentionally committing acts that could be hazardous to the health of any person within the facility; or,
- f) Disposing of any form of trash or waste in any place other than those specifically designated for waste disposal.

B(31) Failure to Display Identification, Name, Number and/or Card: Failing to display one's identification, name, number and/or card in the manner as prescribed by the Warden's directives and policy.

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B (32) Failure to Obtain Permit: Failure to obtain a permit for any item or activity as prescribed by policy or the Warden; or failure to obtain a permit to engage in any business activity or enter into any contract.

B (33) Failure to follow Published Rules or Regulations: Violating any posted facility or State rule or regulation of which they have, or through the exercise of reasonable diligence, should have, knowledge.

B (34) Self-Mutilation: Purposeful self-injurious behavior; actions or activities designed to secure secondary gain through manipulative self-injury, which is not directly related to a mental disorder.

B (35) Using Off-Hours Calls: (medical, mental health, Duty Officer)for unrelated, non-emergency issues.

B (36) Attempt or Complicity: Charges of complicity and attempt may be used in conjunction with any appropriate offense and the Hearing Officer/Disciplinary officer may impose the same penalty for the substantiated offense.

B(37) Acts Constituting Misdemeanor: Any act not listed above that would be a misdemeanor under the Criminal Code of the State of New Mexico or the laws of the United States of America.

B (38) Improper Legal Assistance: An inmate providing legal assistance to another inmate related to a qualified legal claim

13. Psychological, Medical and Dental Services

All inmates have access to Behavioral Health, Medical and Dental care.

Sick call is held daily, Monday through Friday. Sick call and dental request forms may be picked up during med lines or from the unit control officer. Turn in your sick call request forms during the med line.

Emergency care is available twenty-four hours a day.

Sick call and medication call will be conducted during posted hours.

Infirmity visits will be by appointment only unless it is an emergency.

Health Services

Sick Call

Monday thru Friday - 6:00 a.m. to 4:00 pm

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Physician Schedule (Days subject to change)

Monday thru Thursday (5:30 a.m. to 4:30 pm)

NAMES OF INMATES WILL APPEAR ON MEDICAL CALL OUT POSTED IN UNITS.

Nurse Practitioner Schedule (Days subject to change)

Monday thru Friday- 8:00 a.m. to 4:30 p.m.

NAMES OF INMATES WILL APPEAR ON MEDICAL CALL OUT POSTED IN UNITS.

Nursing Follow-Ups

Monday thru Sunday

NAMES OF INMATES WILL APPEAR ON MEDICAL CALL OUT POSTED IN UNITS.

Tele Psych (Days subject to change)

Monday and Tuesday 7:00am to 4:30pm

NAMES OF INMATES WILL APPEAR ON MEDICAL CALL OUT POSTED IN UNITS.

Dentist Schedule (Days subject to change)

Wednesday 6:00a.m. to 4:30p.m.

NAMES OF INMATES WILL APPEAR ON MEDICAL CALL OUT POSTED IN UNITS.

Dental Hygienist Schedule

None available.

Medical Laboratory Schedule

Monday thru Friday

Seg Unit-4:30 a.m.

All other Units - 5:30 a.m. to 7:30 a.m.

NAMES OF INMATES WILL APPEAR ON MEDICAL CALL OUT POSTED IN UNITS.

Radiology Schedule (Days subject to change)

Every 2nd Thursday -7:30 a.m. to 3:30 p.m.

Optometry Schedule

Twice a Month

NAMES OF INMATES WILL APPEAR ON MEDICAL CALL OUT POSTED IN UNITS.

Medication Lines Monday thru Sunday

Morning: 4:30 a.m. Seg including blood draws

4:30 a.m. to 5:00 a.m. Diabetics

6:00 a.m. to 7:30 a.m. -All units

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Evening: 4:15 p.m. to 7:00 p.m. All units.
7:00p.m. to 7:30 p.m. Seg and unit 5

Medical Emergencies

There is a Nurse on duty all week including weekends and holidays 24hrs a day to attend all medical emergencies. There is also a Physician on call after hrs.

Addictions Services

Addictions services will provide addictions assistance. Submit an Inmate Request form to the Addictions counselor or supervisor for information or to speak with someone from Addictions Services.

Addictions Program (Levels II and III)

Inmate must have a substance abuse diagnosis

There are parts to this program:

1. Basic Substance Abuse Group: 13 weeks; 1 ½ hours per week
2. Relapse Prevention I Group: 13 weeks, 1 ½ hours per week
3. Relapse Prevention II Group: 13 weeks, 1 ½ hours per week

The outpatient addictions program is lump sum eligible. One must complete all three (3) groups and attend enough AA/NA Meetings so the total time in Outpatient Addictions program equals at least 100 hours.

Each group offers the possibility of accruing 32.5 hours. 32.5 hours would represent that an inmate has attended every group and submitted homework.

Apart from the groups, there are AA and NA Meetings available to participants. Time spent participating in these meeting adds towards the 100 hours.

For additional information about the programs, send an Inmate Request Form to:
Behavioral Health Services.

14. Canteen Services/ Inmate Accounts

A list of items available in the Canteen, including prices, is to be made readily available to all inmates at the institution and whenever the list is subsequently revised.

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Absolutely no credit shall be extended for the purchase of any items.

Inmates will only be allowed to maintain items that fit in their designated storage areas.

The Inmate Accounts Department will send you an inmate account statement through the mail after payday, which is the 10th of each month, and weekly receipts will be given to you with your canteen orders.

Debit Cards will be issued for coke machines and Snack Shop purchases. The card will also be used as an ID with the inmate's picture. Purchases per week are limited to \$40.00 for Level II and \$35.00 for Level III.

Canteen Hours:

A Canteen Order Form will be available for the inmates in their units. It is to be completed by the inmate. The unit rover then picks up the lists by 10:00 pm the day prior to Canteen Day.

General Operations

Clothing articles, debit cards, stamped envelopes and activity coupons are not included in the \$35.00 limit.

DAY: Tuesday HU – 2, HU – 3 and HU – 4
DAY: Wednesday HU – 1, and HU – 8
DAY: Thursday HU – 5, HU – 6 and HU – 7
TIME: 8:00 am – 4:00 pm or until completion

Segregation: The inmates housed in Segregation will have the opportunity to purchase from Canteen during the scheduled hours on Thursday.

NOTE: No debit cards will be sold to inmates in Segregation.

Segregation inmates being held for disciplinary reasons will be allowed to purchase hygiene supplies only.

15. Laundry Services

Upon transfer to the Western New Mexico Correctional Facility, the Laundry will issue each inmate the following state issue that will be logged on a Receipt for State Property form and retained in the property file

1. Bedding and Linen (Laundry):

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Bedding and linen should be clean and suitable when issued.

One (1) mattress	Two (2) sheets
One (1) pillow	One (1) pillowcase
Two (2) blankets	Two (2) towels
One (1) mesh bag	

2. Clothing

(a) Clothing should be properly fitted, climatically suitable, durable, and presentable when issued

- Seven (7) pairs of socks
- Seven (7) pairs of underwear
- Three (3) complete sets of clothing (shirt and pants)
- One (1) coat or jacket (in cold weather)
- One (1) pair of shoes

Inmates in Level III/IV are provided sufficient clothing to be able to change underwear and socks daily and other clothes three (3) times per week. [Excluding coats, jackets, and shoes] Level II inmates will not be provided with socks and underwear unless they prove to be indigent. Inmates will be required to sign a receipt for all bedding, linen, and clothing issued. Upon receiving these items, their upkeep and condition is the responsibility of the inmate.

Inmates that arrive at WNMCF with a complete or partial issue of proper clothing will only receive those items required for a complete issue. Unusable items of clothing i.e. torn or badly soiled may be exchanged on an item for item basis.

The laundry will provide Bi-Weekly clothing and exchange services (clothing a linen) to all units that are not provided with washers and dryers, that is Units 1,2,3,4,5,6,7,and 8. The following schedule will be observed.

Laundry Schedule

MONDAY:	H.U – 1, 2, 3, and 4	WEDNESDAY:	H.U – 1, 2, 3, and 4
TUESDAY:	H.U. – 5, 6, and 7	THURSDAY:	H.U – 5, 6, and 7
FRIDAY:	Mind Institute Linen and sweat Lodge blankets and institute mop heads		
SUNDAY	Kitchen whites and also everyday		

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At 7:00 a.m. on the scheduled housing unit's laundry day, the unit rover and assigned inmate will collect and take the inmate's mesh bags and other clothing items to the laundry. That same day, when notified by the laundry officer, the unit rover and one inmate will pick up the washed mesh items and inmate clothing and return them to their inmate owners. In Segregation, the Pod Officer is responsible returning the laundry bags to the inmates.

Bedding/Mattresses:

1. All Level II, III and Segregation
2. All mattresses are inspected and sanitized every 3 months.
3. Mattresses deemed too damaged on inspection by the Laundry Officer for use/reuse will be exchanged for a new mattress.
4. The FSSO and the Laundry Supervisor will ensure that all mattresses are sanitized that extra mattresses are available at all times
5. Blankets and pillows will be washed and sanitized on an "as needed" basis.

16. Food Service

Inmates will be served three meals per day at appropriate intervals. There will be no more than 14 hours between the evening meal and breakfast.

Meals are served according to the following schedule (these are approximate.) Be ready for chow after the 5:00 a.m. stand up count:

Monday-Sunday

Breakfast	5:30 a.m. to Completion
Lunch	11:15 a.m. to Completion
Dinner	4:15 p.m. to Completion

Level II inmates are required to take their trays and glasses to the tray deposit window before leaving the dining room.

- 1) Staff will announce the meal call out. You are not permitted to take any food out of the dining hall. You will be pat searched upon exiting the dining hall. You are also not allowed to bring condiments, hot sauce, or empty containers into the dining hall. If you need a special diet due to religious or medical reasons, you must present the medical or religious diet card issued by either the Medical Department or the Chaplain.

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- 2) You are required to wear your uniforms and ID tag to all meals. No shower shoes or thongs are allowed and no headgear is to be worn in the dining hall.
- 3) No headgear or sunglasses (except prescription type) will be worn in dining room.
- 4) Inmates will not be allowed to take food from the kitchen to their unit other than fresh fruit. One piece of fruit per person may be taken to the unit when fruit is served (banana, orange, apple, etc.). Inmates may not accumulate more than one piece of fruit. All fruit must be eaten within 24 hours.
- 5) Eating utensils, cups or glasses will not be removed from the dining room.
- 6) Inmates are not to throw food, napkins or other items on the floor or corridors.
- 7) Inmates may not eat more than one meal during each meal period unless authorized.
- 8) Inmates will be expected to consume their meals in a reasonable amount of time not to exceed 20 minutes.
- 9) In the event of any disturbance in the dining room, inmates are to take no part and remain in their seat or position in line until directed to do otherwise by staff member. If an inmate is in the immediate area of the disturbance, the inmate may, of course, move away from it.
- 10) Inmates must produce a diet card (medical or religious) to the food service staff in order to receive special diets.
- 11) No loud or disorderly conduct will be tolerated in the dining area.
- 12) Inmates are not permitted to enter the dining area except during times scheduled for meals and/or work. Inmates are not permitted to congregate at any of the entrances to the dining area or kitchen.
- 13) Commissary items and canteen food items are not allowed in the dining halls.
- 14) Level III, will served all meals in common area of their pod unless on lockdown. Then they will be served in their cell.
- 15) Level III inmates will clear their eating area and place their trays, cups in the designated counter area. Accumulation of food items in their cells is NOT permitted. Only Canteen or snack items in original container may be kept in an inmate's cell.

17. Recreational/Leisure Activity

The schedule for recreational activities is posted in the dining halls.

Weather permitting; inmates may participate in outside activities such as weightlifting, horseshoes, volleyball, etc...

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The Recreation Director plans and supervises programs and activities in intramural sports, field events, and arts and crafts. Special events are planned around holidays. As activities are approved, information will be posted on bulletin boards throughout the facility.

Inmates who receive a major misconduct report will be suspended from the arts and crafts area for six (6) months and three (3) months for a minor misconduct report and if subsequent misconduct reports are received during suspension it will result in hobby craft contract being revoked. Inmates with minor level reports will be suspended for 45 days. Suspended inmates **cannot** participate in organized tournament events

In-cell Hobby crafts – Completed handmade arts and crafts will not be kept in inmate cells/pods or unit at any time. All completed items must be sent home through visiting or mail, with the recreation Director approval (i.e. Property Disposition Form).

Per policy, inmates are not allowed to sell, barter, trade, give, exchange, or lend hobby/crafts items or tools to other inmates.

18. Personal Hygiene

Inmates are allowed freedom in personal grooming so long as their appearance does not conflict with requirements set forth in this policy.

All inmates are permitted and encouraged to shower daily. .

Inmates are issued items needed to maintain personal cleanliness including soap, toothbrush, toothpaste, cloth towels, toilet paper and razors.

Inmates are permitted to purchase such items as soap, shaving cream, deodorant, etc., in the canteen.

Barber services are provided during posted hours.

There is no standard hair length or style required.

- 1) Inmates may have sideburns, moustaches, beards, as long as grooming standards are maintained (neat and clean).
- 2) Inmates with long hair will be required to wear a head covering and/or cap or hairnet when working in Food Service or around machine.
- 3) Inmates may not wear artificial hairpieces.

Inmates will be required to wear a complete institutional uniform of shirt and pants in the visiting room, dining

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room, infirmary, classrooms, library, for religious activities and organizational meeting. Inmates are not allowed to move about the security area in under shorts or without wearing some acceptable form of dress. Inmates on work details or work assignment will be required to wear a complete institutional uniform of shirt and pants. This includes housing unit porters, shower porters, etc. At no time will inmates be allowed to sunbathe in the recreation yard.

Sweat suits are to be worn only in the recreation yard, in the gym and in the unit. Sweat suits will not be worn in the dining room, classrooms, library, warehouse, chapel, visiting room or other areas. Sweat suits will not be altered in any way.

Colored t-shirts, tank tops and undershirts, other than authorized colors or free from any printed designs by policy will not be permitted.

All inmates in route to and from work details will be required to wear a complete institutional uniform.

Coveralls will be worn only in designated work areas. Only inmates assigned to those work details will wear white uniforms in the kitchen and dining room. This uniform will be worn only while on the job.

Inmates will be allowed to wear authorized hats, and prescription sunglasses in the housing units, work areas and recreation yards only.

20. Security/Inmate Accountability

There will be six counts during each twenty-four hour period. There will also be unofficial counts conducted during mandatory security checks. All official counts will be stand up counts.

INSTITUTIONAL COUNTS

1:00 a.m.	All Units	Census Count
2:00 a.m.	All Units	Census Count
3:00 a.m.	All Units	Formal Count
4:00 a.m.	All Units	Census Count
5:00 a.m.	All Units	Standing Count (Formal)
11:00 a.m.	All Units	Standing Count (Formal)
4:00 p.m.	All Units	Standing Count (Formal)
8:15 p.m.	All Units	Standing Count (Formal)

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10:30 p.m.

All Units

Standing Count (Formal)

Frequent unannounced searches of inmates, cells, and other areas of the facility are conducted as often as necessary to ensure the safety and security of the facility.

Escape Penalties

Escapes or attempts to escape may result in disciplinary action and criminal charges may be filed against you, which could result in additional prison time. It could also result in loss of good time and the ability for you to earn good time.

21. Inmate Leave (Furloughs)

Emergency bedside visits or funeral furloughs for immediate family members are allowed if all criteria are met per policy and by the approval of the Warden. Expect to be in full restraints and in an orange jump suit during the escorted leave.

An inmate shall be informed in a timely manner of the verified death or critical illness of an immediate relative. In case of a critical illness of an immediate relative, the inmate is allowed, whenever statutes and circumstances allow, going to the bedside under escort or alone.

1. Emergency leave determined to be of an emergency nature (i.e., funerals for the death of an immediate relative or bedside visit at a hospital with an immediate relative who has a verified terminal illness) may be granted by the Warden to inmates.
1. Prior to approval, the inmate must decide whether to attend the bedside visit or the funeral service, not both. Inmates will not be allowed to attend the burial services.
4. The Classification Officer of an inmate who has requested emergency leave shall verify information with the attending physician and shall ascertain if, in the opinion of the physician, the illness is terminal and if the patient can receive visits.
 - a. A careful study is made by the caseworker or classification officer of the central file prior to departure to determine any special or significant factors involving possible security hazards including the following;
 - 1) Escape History
 - 2) Misconduct History

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- 3) Enemy Listing
- 4) Gang Affiliation
- 5) Any behavior that may influence additional security precautions
- 6) Verify inmate's classification level
- 7) Time left to serve
- 8) Severity of Offense
- 9) Inmates classified Level V, Level VI and Interim Level VI shall not be considered

1. Time limits shall be established on a case-by-case basis.

1. An **Escorted Leave Application** Form (*CD-130202.1*) must be completed by an inmate requesting this type of leave. Security recommendation regarding the number of escorting officers and restraints shall be made by the Deputy Warden with final approval by the Warden regardless of the inmate's custody level.

1. The inmate is required to pay all of the cost of the escorted leave (including, but not limited to, cost of staff, transportation and other NMCD expenses associated with the leave) based on normal security requirements.

22. Personal Property CD- Policy 150200

Newly arrived inmates will receive a copy of the property policy that includes a list of personal items allowed by Custody Level.

Inmates may obtain personal property through packages. All packages must come directly from the approved vendor and all gang related clothing is prohibited. As these packages are considered a privilege, and can be suspended or terminated. Packages will be processed as soon as possible upon receipt and are not allowed to be sent from home. All vendor packages must comply with custody levels in the inmate property policy. All property must be property stored and may not exceed property limits.

Vendor Orders

Inmates will be permitted to place an order from the approved vendors through Property. Walkenhorst's and Union Supply are examples of approved vendors, which have been approved to provide clothing items, shoes, and cassettes while incarcerated at this facility. Books must come from a vendor, which comply with policy requirements.

Clothing for Release

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Thirty (30) days prior to an inmate's release from the facility, he may request to have civilian clothing brought in with the visitor that will be picking him up. Articles to be worn on the day of release: top, pants, shoes, belts, and underclothes. Make sure to request the correct sizes to insure the clothes will fit correctly.

For Inmates Incarcerated at a **Level II** Facility:

- A.** Property that would be allowable upon admission as specified in *B.1.b.*
- B.** White T-shirts with sleeves and without emblems, hoods or collars – Five per inmate.
- C.** Solid gray sweatpants/sweatshirts with no emblems, pockets, hoods or collars – Two per inmate.
As of 08/01/06 inmates will no longer be allowed to purchase sweats with pockets; however, inmates that have possessed sweats with pockets prior to this date will be allowed to keep them.
- D.** Solid gray gym shorts with no emblems or pockets – Two per inmate.
- E.** One orange baseball cap without emblems – Must be purchased through the institution's canteen.
- F.** Shoes, not to exceed the following:
 - 1) 1 pair of State-issued shoes.
 - 2) Shoes specified in *B.1.b.*
- G.** State-issued hygiene items and any new or used toiletry/hygiene items purchased through canteen – not to exceed two of each item.
- H.** Books – Four per inmate, excluding library books.
- I.** Magazines – (nudity, pornography, gang-related articles are prohibited) – Five per inmate.
- J.** One television with 13" maximum screen size and one remote control device per inmate.
Televisions shall be limited to one television per inmate; must have earphone jack installed and in clear case only.
- K.** Two sets of earphones – one for T.V. and one for radio.
- L.** Cassette tapes - maximum of ten per inmate.
- m.** Letters/postcards – Limit of seven.
- N.** Batteries (non-rechargeable) – Limit four per inmate.
- O.** Personally owned and paid for arts and crafts/hobby supplies (total value not to exceed \$50.00 at any time), which will be stored in the hobby shop.
- P.** Inmates will not be allowed to purchase any form of sports/recreational equipment.
- Q.** Portable stereo system shall be no larger than a Walkman AM/FM radio/cassette player with power adapter in clear case with non-detachable speakers. Earphone jacks and headphones are required. No CD players are allowed.

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For Inmates Incarcerated at a **Level III** Facility:

- A. Property that would be allowable on admission as specified in *B.1.b*.
- B. White T-shirts with sleeves, without emblems or hoods – Five per inmate.
- C. Solid gray sweatpants/sweatshirts with no emblems, pockets, hoods or collars – One set per inmate.
- D. Shoes not to exceed the following:
 - 1) One pair of State-issued shoes.
 - 2) Shoes as specified in *B.1.b*.
- E. State-issued hygiene items and any new or used toiletry/hygiene items purchased through canteen and/or inmate store – not to exceed two of each item.
- F. Books – Three per inmate.
- G. Magazines – Two per inmate (nudity, pornography and gang-related materials are prohibited).
- H. One television with 13” maximum screen size and one remote control device. Televisions shall be limited to one television per room/cubicle area; must have earphone jack installed and in clear case only.
- I Portable stereo system shall be no larger than a Walkman AM/FM radio/cassette player with power adapter in clear case with non-detachable speakers. Earphone jacks and headphones are required. No CD players are allowed.
- J. Ten Cassettes
- K. Solid Gray gym shorts with no emblems or pockets – one pair per inmate
- L Letters/postcards – Limit five

Inmates will not be allowed to purchase sports or recreational equipment. Recreational/sports equipment will be ordered by the facility using funds from the inmate store.

County Jail inmates will not be allowed to purchase canteen. They will be provided with basic institution-issued hygiene supplies, linens, stationery and clothing.

For Pre-Hearing Detention/Disciplinary Segregation Inmates:

Inmates classified under this custody level/status will be allowed to retain the following personal and State property:

- a. Institutional uniforms – Three sets per inmate
- b. One pair of Institutional shoes
- c. One pair of shower shoes
- d. Hygiene products, not to exceed one of each
- e. Library books (only) – Limit of two
- f. Legal material that fits in designated area.

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Inmates will not be allowed to purchase canteen or personal property while classified under the above-status.

23. Corrections Industries (Prison Industries)

For Level III Inmates only. Must be interviewed by the Corrections Industries Supervisor. Must be screened by the Unit Manager and Warden prior to hire.