

# Springer Correctional Center

P. O. Box 10  
201 Highway 468  
Springer, New Mexico 87747

John Sanchez, Warden

## Inmate Handbook

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**SPRINGER CORRECTIONAL CENTER  
QUICK REFERENCE GUIDE**

<b><u>ISSUES</u></b>	<b><u>CONTACT PERSON</u></b>
1. CLASSIFICATION ISSUES	CLASSIFICATION OFFICER
2. EMPLOYMENT ISSUES	EMPLOYMENT COORDINATOR
2. COMPLAINTS or GRIEVANCES	GRIEVANCE OFFICER
3. DISCIPLINARY INFRACTION	DISCIPLINARY OFFICER
4. FILE INFORMATION	FACILITY RECORDS MANAGER
5. EMERGENCY or CRISES	SHIFT SUPERVISOR/CLASSIFICATION OFFICER
6. MAIL and PACKAGES	MAIL ROOM OFFICER/CLASSIFICATION OFFICER
7. MONEY ISSUES	INMATE ACCOUNTS
8. RELIGIOUS or VOLUNTEER ISSUES	CHAPLAIN
9. VISITATION	VISITING OFFICER/CLASSIFICATION OFFICER
10. LEGAL ISSUES	LAW LIBRARY
11. PAROLE/RELEASE/GOOD TIME ISSUES	CLASSIFICATION OFFICER
12. PROPERTY	PROPERTY OFFICER
13. LEGAL/EMERGENCY PHONE CALLS	CLASSIFICATION OFFICER
14. CLASSIFICATION APPEALS	CLASSIFICATION OFFICER
15. JUDGMENT AND SENTENCE INTERPRETATIONS	FACILITY RECORDS MANAGER
16. FORMS (e.g. DEBIT MEMO, REQUEST TO SEE STAFF etc.)	UNIT OFFICER or CLASSIFICATION OFFICER

Requests can be made through the mail by addressing your concerns/questions to the appropriate personal/department.

**I. INMATE RULES AND REGULATIONS**

- All inmates will abide by the rules and regulations as set forth in the policy statement on inmate discipline.
- Inmates will show respect and courtesy to facility personnel, citizens, visitors, and other inmates.
- Inmates are required to follow orders of the staff in a proper 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 and is not sold at the Canteen or issued by the state. Articles in excess of established limits or use for unauthorized purposes are also considered contraband.
- Inmates are prohibited from committing, soliciting, forcing, or enticing other inmates to perform any sex acts.
- Inmates are prohibited from creating any unnecessary noise, which includes indecent or vulgar language, whistling or catcalls, verbally threatening or intimidating inmates, officers, staff, or general agitation.
- Inmates will not interfere with staff members in the performance of their assignment.
- Inmates are prohibited from possessing cigarettes and/or any materials used for smoking, to include snuff, chewing tobacco etc.
- Inmates are not allowed to leave their place of assignment without the permission of the staff member in charge: enter an unauthorized area or engage in unauthorized activity.
- Inmates are subject to search and inspection of their person, personal property and housing/work assignment at any time.
- Inmates are subject to a test for either alcohol abuse detection or drug abuse detection at any time.
- Inmates will not use any institutional telephones unless under the direct supervision of the Shift Supervisor or their respective caseworker.
- Inmates are not allowed to exchange personal property among them, i.e. give, borrow, loan, trade, etc.
- Inmates will be permitted to wear leisure attire while participating in recreational activities in the housing units.
- Inmates are required to wear the prison issued orange uniform when attending any program or activity; except recreation. Inmates are required to wear shirts all times, **but may be shirtless while in their assigned housing unit or in the gym participating in recreational activities.**
- Issued ball caps will **NOT** be worn indoors.
- Lockers will remain closed and locked during the day or anytime you are not in the Housing Unit.
- Inmates are required to wear their assigned Springer Correctional Center I.D. at all times, which includes the following areas: work-site, kitchen, education, canteen, classification department, mental health, etc. Inmates **do not** have to wear their I.D. while in their assigned housing unit, but I.D.'s must be available during count or upon request by staff.
- Inmates will not be allowed to request any type of designs/insignias and the barber will not be permitted to accommodate these requests.

## II. OFF LIMIT AREAS

The employee housing area is **STRICTLY OFF LIMITS** to all inmates at the Springer Correctional Center. No Inmates are allowed in this area, unless authorized by the Warden. (Authorized details, etc.)

The area between the housing units and the perimeter fence is **RESTRICTED** to assigned inmate workers.

Areas **PROHIBITED** to inmates:

- ❖ Control Centers including Officer Stations
- ❖ Inter Housing Unit Visits
- ❖ Administration Building

Areas **RESTRICTED** to authorized Inmates only:

- ❖ Maintenance / Welding shop
  - ❖ Boiler Rooms
  - ❖ Power Plant
  - ❖ Warehouse
  - ❖ Laundry
  - ❖ Native American Sweat Lodge
  - ❖ Water Treatment Plant
  - ❖ Classification Area
  - ❖ Swimming Pool Area
  - ❖ All Vocational Buildings
  - ❖ Training Portable
  - ❖ Disciplinary Portable
  - ❖ Kitchen / Dining Room
  - ❖ Visiting Room
  - ❖ Canteen--Restricted Area
  - ❖ Weight Pile / Horse Shoe Pits
  - ❖ Chapel
- Only Inmates called for no exceptions  
 Only Authorized inmates will be allowed in the dinning room or kitchen after meals  
 Open to inmates participating in scheduled activities or programs during approved scheduled times. Only inmates receiving visits are authorized to be in the visiting room, during regular visiting hours.  
 Only inmates picking up Canteen purchase are allowed in the Canteen area.  
 Off-Limits when restricted movement is announced and when Quarters call is in effect.  
 Only when scheduled activities are in progress, (Must be approved through Deputy Warden or Designee)

Inmates are not allowed to go to the Administration Building to talk to staff. If an inmate has a concern or problem with anything, they will be directed to submit a request through his caseworker to get it resolved.

### III. HOUSING UNIT RULES

The Chief of Security shall assign the inmate's room and housing unit upon arrival. **Changing bunks is prohibited except as authorized by the Chief of Security.** All inmates will be held accountable for their actions, to include but not limited to the following:

- NO willful destruction, sabotage, or altering of State Property
- NO assaults against staff / inmates
- SHOWERS will be completed and inmates will be by their assigned bunk by **10:30 pm** Sunday thru Thursday.
- NO showers are allowed after 12:00 midnight Friday and Saturday.
- NO participating in, contributing to or impending control of a disturbance.
- NO verbal screaming, shouting or coercing others to engage in-group activity.
- NO use of abusive words or gestures towards staff, inmates or visitors.
- NO covering of any windows to reduce visibility.
- NO pictures or posters on the walls.
- NO tampering with unit doors in a manner which obstructs the opening or closing of doors.
- NO altering of units to include electrical, cable, plumbing fixtures and blocking vents.
- NO obscene pictures, literature, graffiti or gang symbols. (Inmates will be held responsible for any graffiti found in their assigned housing area)
- NO wrestling, scuffling or horseplay.
- NO gambling allowed.
- Selling or bartering of personal articles or favors is not allowed.
- Inmates are **PROHIBITED** from inter-housing unit visiting.
- NO altering or making of clothing, to include nicknames, monikers, gang symbols or other markings not allowed.

### IV. CONTROLLED MOVEMENT

Work call will be announced by the assigned Foot Patrol and Unit Officer. When work assignments are announced, inmates will report immediately to the Work Gate in an orderly fashion. There will be no straggling. Inmates will not be allowed to return to their housing unit unless authorized by their immediate supervisor.

### V. DAILY SCHEDULE

At all formal standing counts, when the Counting Officer enters the housing unit and announces count all inmates will stand quietly at their assigned bunk and will remain so until the Counting Officer advises he/she has completed counting the entire housing unit. **There will be no inmate movement during institutional counts formal or census. All inmates will remain at their assigned bunk until count is secured.**

Inmates are then restricted from leaving the Housing Unit, but may move within the bunk area until count is cleared by Control and announced by the Counting Officer. Counts are conducted numerous times throughout the twenty-four (24) hour period. Interfering with a count is not tolerated and will result in Disciplinary Action (Misconduct Report). Your cooperation is asked to ensure that the count, at any given time, is accomplished with efficiency and accuracy in as little time as possible. Formal Counts are conducted at least four (4) times daily.

When Quarters Call is announced, all inmates must immediately report to their housing unit and remain there until count is cleared by the Main Control Center. To move from that area, prior to count being cleared is just cause for Disciplinary Action. **When Officers announce Count, inmates will report to their bunks immediately**

**Daily Schedule**

Time	Event
1:00 a.m.	Census Count
2:00 a.m.	Census Count
3:00 a.m.	Formal Count
4:00 a.m.	Census Count
5:15 a.m.	Formal Count
5:45 a.m.	Wake Up Call
6:15 a.m.	Morning Meal
8:00 a.m.	Work Call
7:45 a.m.	Education Call
8:00 a.m.	Recreation Call
8:30 a.m.	Inmate Visitation <i>(Saturdays and Sundays Only)</i>
10:45 a.m.	Quarters Call <i>(All inmates <u>except</u> outside details, food service and visitation, must return to assigned housing unit)</i>
11:00 a.m.	Official Formal Count
11:25 a.m.	Noon Meal
12:30 p.m.	Work Call/Trash Run
1:00 p.m.	Education/Recreation Call
2:30 p.m.	Inmates turn in all tools. <i>(Daily Tool Inventory for all programs)</i>
3:45 p.m.	Recreation Ends
4:00 p.m.	Quarters Call <i>(All inmates <u>except</u> Food Service Workers must return to assigned housing units)</i>
4:15 p.m.	Official Formal Count
4:45 p.m.	Evening Meal
5:30 p.m.	Recreation Call <i>Note: Restricted movement will be announced whenever the Shift Supervisor determines there is insufficient lighting to allow outside recreation.</i>
Summer Only	
8:00 p.m.	Recreation Ends <i>(Inmates return to Housing Units, escorted movement after dark)</i>
8:00 p.m.	Quarters Call <i>(All inmates in Units)</i>
8:10 p.m.	Census Count
9:00 p.m.	Formal Count
10:30 p.m.	Showers Secured – Sunday thru Thursday 10:30; Friday & Saturday 12:00 Midnight
10:30 p.m.	Formal Count
10:30 p.m.	Lights out , inmates off of phones <i>(Inmates be in bunks)</i>
12:00 a.m.	Official Formal Count - Lights out on Weekends

Schedule is the same on weekends, except the morning meal is scheduled for 7:15 a.m. Inmates may sleep until 9:00 a.m. on weekends.

**VI. FOOD SERVICE**

1. Inmates must wear a Springer Correctional Center I.D. on the left side of his shirt, at all times. Inmates must wear an institutional uniform in the dining room at all times. The uniform will be worn properly with shirt tucked into pants at all times. Shower shoes, hats/walkman and sunglasses are **NOT ALLOWED.**
2. Inmates will not take kitchen utensils, such as plastic ware, glasses, salt/pepper shakers and food from the kitchen.
3. The size of portions served, i.e. meat, potatoes, vegetables and desserts are approved by a Dietician and the N.M.C.D. All inmates, except those on special medical/religious diets shall be served the same meal as scheduled on the food menu.
4. Menus prepared by the Food Service Director are approved by the Warden.

**FOOD SERVICE SCHEDULE**

	<b>SCHEDULED TIME</b>	<b>SCHEDULED DAY</b>
<b>Breakfast</b>	6:15 a.m.	Monday thru Friday
	7:15 a.m. – 8:30 a.m.	Weekends / Holidays
<b>Lunch</b>	11:25 a.m. – 12:15 p.m.	7 Days a Week
<b>Dinner</b>	4:45 p.m. – 5:15 p.m.	7 Days a Week

**VII. SPECIAL DIETS - THERAPEUTIC/RELIGIOUS**

1. No inmate is given a special diet related to health care unless ordered by the Physician/Nurse. A diet list is completed by the Physician/Nurse and delivered to the Food Service Manager. Medical diet requests should be specific, complete and submitted in writing to the Food Service Manager. (4-4318)
2. It is the responsibility of the Physician/Nurse to point out any special or hazardous food requirements to the inmate and the Food Service Department, in writing.
3. Religious diet requirements are met by the Food Service Department for inmates whose religious beliefs require the adherence to religious dietary, with the Wardens approval. (4-4319). Consultation with appropriate religious authorities outside the institution is encouraged, although a full-time Chaplain is available onsite. (4-4319) 4.
4. Approved religious diet requests shall be specific, complete and furnished in writing to the Food Service Manager. (4-4319)
5. Only approved inmates on a specific diet list will be served. Inmate’s names not appearing a specific diet list shall be denied and served off the regular menu.
6. Special diets are kept as simple as possible and should conform as closely as possible to the foods served to the other inmates. (4-4319)

**VIII. LAUNDRY/CLOTHING PROCEDURES**

Inmates are issued sanitary clothing and bedding upon arrival to the facility.

Clothing is laundered twice weekly according to the schedule posted by the Unit Officers Station. All clothing shall be marked with the inmate’s NMCD #, with a laundry marker, which is made available by the Unit Officer. The number of state issued items along with the laundry schedule, allows inmates to have clean clothing on a daily basis.

Inmates will be charged with Destruction of Property if state clothing or bedding is marked with nicknames, graffiti or any other marking other than NMCD #.

Inmates ill not be allowed to take their personal clothing to the laundry. Laundry must be brought to the door of each living unit before 7:00 a.m., and all clothing must be in a laundry bag. Laundry Staff will be responsible for picking up the dirty laundry and returning the clean laundry back to the inmates housing unit.

Bed linen, towels and recreation laundry are laundered weekly; blankets may also be laundered on the scheduled laundry day.

Inmate personal/recreation clothing is thoroughly laundered and when necessary, is disinfected prior to storage or before allowing the inmate to keep and wear personal clothing. Personal clothing may be placed in the laundry bag; however, the Laundry Department will not be responsible for personal clothing.

Inmates are prohibited from hanging their institutional and personal clothing out to dry. They are encouraged to keep all personal clothing secured in their assigned lockers. Wet towels may be hung on the outside of lockers or on the end of the bunk as long as doing so does not obstruct the officer’s sight.

Only the inmates assigned to the laundry are allowed to operate the machinery. Due to the process necessary to operate the controls, the risk to the equipment and safety factors, any inmates who operate the machinery without proper authorization are subject to a Misconduct Report.

Only Level I inmates are allowed to wash their own clothing due to we provide them with a washer and a dryer in the units.

**LAUNDRY SCHEDULE**

<b>DAY OF THE WEEK</b>	<b>MORNING</b>	<b>AFTERNOON</b>
MONDAY	HOUSING UNITS 1 & 4	HOUSING UNITS 5 & 7
TUESDAY	HOUSING UNITS 3 & 8	HOUSING UNITS 2 & 6
WEDNESDAY	SUPPLY & DISPENSARY	
THURSDAY	HOUSING UNITS 1 & 4	HOUSING UNITS 5 & 7
FRIDAY	HOUSING UNITS 3 & 8	HOUSING UNITS 2 & 6

**IX. INMATE EMPLOYMENT**

- Upon arrival all inmates will be assigned to the Labor Pool. Inmates will **NOT** receive any pay while assigned to Labor Pool, but will be awarded Good Time as per policy. All inmates will be assigned a job assignment within a week of their arrival, through the Classification/Supervisory Review Process.
- Work Call will be announced at **7:45 a.m.**, inmates will be instructed at that time where to report. **Failure to report to Work Call will result in disciplinary action.** Work hours are from 8:00 a.m. to 10:00 a.m. and immediately after the noon meal 12:30 p.m. to 2:30 p.m. The work schedule is subject to change as more living units are opened.
- Inmate participation in a work/education assignment program is 20-40 hours per week. Inmates are not allowed to work more than **120** hours per month, unless prior written approval has been obtained from the Warden.
- Work-crew members must report to work prepared for the day’s assignment. Returning to the housing units for personal items, such as coffee, radios, etc., will not be permitted.
- Inmates who wish to report to sick call must submit a request; the Nurse will then call for you at the appropriate time. Inmates must first report to their Supervisor and he/she will verify approval for you to report to the Nurse. After you have seen the Nurse, you must report directly back to your Supervisor. If the Nurse gives you a lay-in, you must let your Supervisor know.
- The tools that are needed to perform the day’s assignment will be checked out to you each day. You will be held responsible for the tools and must check these tools back in at the end of each day.
- Work may be called off due to inclement weather; however, other duties may be assigned as needed.
- While at work inmates are not allowed to have in their possession a radio, MP3 player, cassette player or cups.
- Transfers from one work assignment to another work assignment will not be permitted without approval from the Supervisory Committee.
- All inmates will stay in their new job assignment for at least **60 days** before applying or requesting another job assignment.
- Supervisors will evaluate each inmate at the end of the month. Pay Incentives and Good Time will be awarded based on the evaluation of the inmate’s job performance.
- Work Crews will remain in the proper institutional uniform at all times; the institutional shirt or t-shirt will be tucked into the pants and the inmate photo I.D. will be clipped on the left side of the shirt.
- Inmates are prohibited from leaving their work assignment without the approval of their work supervisor. Failure to comply will result in disciplinary action.
- Job vacancies are posted in the Housing Units and inmates may obtain job applications from the Inmate Employment Coordinator or the Classification Officer.
- Warden determines the pay range and approves all pay increases as per policy. All pay increases are based on the supervisor’s evaluations, completion of 90 day work assignment and recommendations as per policy.

**X. INMATE TRUST ACCOUNTS**

An Inmate Trust Account is maintained for the purpose of accounting for all monies received and expended by the Springer Correctional Center, on behalf of the inmates.



MONIES RECEIVED

- MAIL:** All money orders received through the mail will be receipted within one (1) working day of receipt.
- INCENTIVE PAY-** Incentive Pay is posted monthly to each inmate’s account. The Springer Correctional Center administers an incentive pay plan that considers skills, abilities and performances of all inmates. This plan provides an incentive for inmates to work and receive pay.

MONIES EXPENDED:

- CANTEEN** Canteen purchases are deducted from the inmate’s account the following day.
- OUTSIDE PURCHASES** Items ordered through the mail are deducted from the inmate’s account and will require an approved debit memo.
- SUPPORT MONEY** Inmates are allowed to send money home to families for support. An approved debit memo is required. (Must be on approved visitor’s list and stamped address envelope to send money out).
- TRANSFERRED FROM S.C.C.** All monies are transferred unless the inmate chooses to have property sent home, and then a minimum amount is retained to pay for this expense.
- DISCHARGED or PAROLED** Inmate receives the balance of account at time of departure from S.C.C.
- RESTITUTION** Fifteen percent (15%) of all income from Institutional Work Programs earned by inmates.

**XI. CANTEEN**

The Canteen is a privilege and in order for it to operate, inmates must follow rules and regulations.

- Inmates may **only** go through Canteen one (1) time per week, and shall present their I.D. cards before being allowed to pick up the purchase.
- Inmates must be properly dressed, shirts tucked in, pants and footwear are required. A picture I.D. is required to be worn on the left side of the shirt.
- **Only** one (1) inmate at a time will be allowed to enter the door at Canteen.
- Headsets are **not** allowed in or around Canteen, during hours of operation.
- Issues involving an inmate’s account may be addressed through the Business Office by submitting a request form to the inmate Accounts Staff. No discussion concerning the condition of accounts shall be allowed during Canteen hours.
- In order to exchange purchases, the inmate shall bring a receipt of purchase and the purchased item. The Canteen Supervisor shall make an exchange during regular Canteen hours.
- **NO REFUNDS ARE PERMITTED.**

**Commissary Procedures**

Commissary order forms will be given out every week on Friday. The order form must be completed and submitted in to the box labeled Canteen, located in the Cafeteria by 7:30 am on Monday of the current week distribution week. Once the order is placed no changes will be allowed.

There is a weekly limit of \$40.00 to spend on general commissary items. You are also able to buy a limit of two phone cards, \$30.00 in activity tickets, a combination lock and picture tickets which are in addition to the \$40.00 limit. Please note some general canteen items also have weekly purchase limits.

All order forms must be completely filled out with your name, inmate number, and housing unit. If any this information is missing or can not be read the order will not be filled.

Inmates are responsible to know and keep up with their account balance. If you do not have sufficient funds your canteen order will not be filled. If you do not have a receipt or statement for money received it is not available for your use.

The normal canteen distribution schedule is:

Tuesday	Wednesday	Thursday	Friday
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5&6	7,8,& 9	10,1 & 2	3&4
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This schedule is subject to change dependent upon circumstances.

**XII. INMATE PERSONAL PROPERTY**

Inmates will be allowed only the amount of clothing listed in the **INMATE PERSONAL PROPERTY POLICY** of the Springer Correctional Center, as well as the property issued by the institution. Recreational clothing will only be allowed to be worn during off-duty and recreational hours.

All personal property is to be recorded on the inmate's individual property record. Correctional Staff will check the inmate's housing unit area for excessive clothing and contraband. Excessive clothing will be sent out of the facility at the inmate's expense and other contraband will be either confiscated or sent out of the institution at the inmate's expense.

All articles sent in to the inmate from outside the facility, will require prior approval by the Warden or it will be considered contraband.

Any unclaimed property left at the facility for more than forty-five (45) days, will be turned over to a charitable organization or destroyed. The Property Officer may grant an extension.

Any property found to be in an inmate's housing unit area or in his possession, which is not listed on his Property Record, will be considered contraband and will be confiscated and a Misconduct Report issued.

All non-state issued clothing will be governed by the Springer Correctional Center Property Officer and the Inmate Dress Code Policies.

**Inmates are prohibited from wearing hairnets, head bands, earrings, tongue-rings or any other type of body piercing paraphernalia. Sagging or altering of the institutional uniform is strictly prohibited and will be grounds for disciplinary action.**

Contraband is defined as follows:

- A. Items which are not allowed by SCC / Department Property Policy.
- B. Items not documented on Inmate Property Card.
- C. Items not sold in the Inmate Store / Canteen.

**XIII. PERSONAL LIVING AREA**

All beds will be made by 6:15 a.m. Monday thru Friday and by 9:00 a.m. Saturday, Sunday and Holidays; beds will conform to uniformity. Items of personal property will be properly stored in the lockers by the time count is sounded on regular workdays. Property will not be allowed on top of lockers. The only items allowed to remain out include walkman, bible and/or Koran, 1 clean cup and bowl, 1 towel and 1 set of work clothes or recreation clothes. Clothes must be kept neatly folded on the assigned chair and not hanging on the bed, rails or chairs. **All other property must be kept in the storage box and all other items left unsecured will be confiscated and disposed of according to policy.**

All inmates will be fully dressed and ready to go to work without returning to living units when work call is announced at 7:45 a.m. and after the afternoon meal.

**XIV. PERSONAL HYGIENE ITEMS**

Only indigent inmates are eligible to receive certain personal items from the Canteen, free of charge. These inmates will be required to submit in writing to the assigned Warehouse Officer their request for personal hygiene items. Indigent inmates are new arrivals who have not received money from home, or another institution, and have not yet received any incentive pay; and inmates who are on lay-in status, or are completely unable to work and receive no money from an outside source.

The hygiene kit will be composed of the following items and will **only** be issued one (1) time.

- |                        |                               |                               |
|------------------------|-------------------------------|-------------------------------|
| 1 – <b>5” Comb</b>     | 1 – <b>Disposable Razor</b>   | 1 – <b>Bottle of Shampoo</b>  |
| 1 – <b>Toothbrush</b>  | 1 – <b>Stick of Deodorant</b> | 1 – <b>Tube of Toothpaste</b> |
| 1 – <b>Bar of Soap</b> | 1 – <b>Shaving Cream</b>      |                               |

Inmates who earn incentive pay, or have other income (such as money from home) are expected to purchase necessities with their money. Inmate purchases will be closely monitored when purchases of candy bars and cokes cause an inmate to become “broke” as he will not be eligible for assistance.

Inmates who deplete their accounts by **(a)** sending all their money out; **(b)** making catalog order(s); and **(c)** heavy canteen purchases are not considered indigent and will not be eligible for assistance. It is up to the individual inmate to keep enough money in his account to purchase necessities.

#### **XV. SAFETY & SANITATION/HOUSEKEEPING**

Inmates are responsible for ensuring that his living area is maintained in a sanitary manner. Staff will ensure that all inmates and Staff adhere to the following criteria in the living units. All cleaning supplies shall be provided by S.C.C., and will be returned to the Janitor Room by 10:00 p.m.

Inmates will not be allowed to fabricate electrical cords, stockpile any items that would create unsafe conditions for themselves or others. Items that may create a health hazard or present a risk of personal injury will be confiscated. Individual housing areas will be inspected by the Day Shift Supervisor/assigned Housing Unit Officer, who will note deficiencies in the log, and will advise the inmate of the needed corrections. It is important that the inmates respond to these warnings by the Shift Supervisor or assigned Housing Unit Officer, in order to avoid Disciplinary Action.

All inmates are responsible for maintaining their assigned areas in a clean and sanitary manner.

- Hazardous and combustible materials such as boxes, papers and magazines will not be allowed to accumulate
- Cardboard boxes will not be allowed for storage or used as trash receptacles
- Windows will remain free of material, No trash will be allowed to accumulate
- All personal belongings will be stored in a neat and orderly fashion
- All inmates will have their areas in order, dressed and beds made by 7:30 a.m. on weekdays and 9:00 a.m. on weekends, before the inmate leaves the unit, prior to breakfast or any other activity.
- On Saturday, Sunday and Holidays, all inmates will have their areas in order and beds made by 9:00 a.m. or before going to breakfast.
- Inmates assigned to morning detail in Food Services will be required to have their areas in order with beds made prior to being released for work.
- Nothing is allowed on the walls, outside of lockers or under the bunk beds (except foot locker).
- No smoking is allowed on state grounds or any transport vehicle. This act is strictly prohibited to include snuff, chewing tobacco etc.
- Inmates are prohibited from tampering with any security devices i.e. locks, smoke alarms, fire alarms, lights, fixtures, cameras, door alarms etc.
- Inmates are prohibited from touching, leaning/or sitting against any of the fences.

#### **XVI. SEXUAL ABUSE/ASSAULT**

Inmates who are committed to the Corrections Department shall be protected from personal abuse, corporal or unusual punishment, humiliation, personal injury, disease, property damage, harassment or punitive interference with the daily functions of living, such as eating or sleeping. Anyone who witnesses or is the subject of abuse should report it immediately to the shift supervisor or a corrections employee. You have the options of reporting sexual abuse incidents to a designated staff member other than the immediate point of contact line officer. Sexual abuse claims may be reported anonymously through the PREA (Prison Rape Elimination Act) hotline at **505-555-2378**. This number in no way will be recorded through the inmate phone system due to the confidentiality nature of reported assaults.

#### **XVII. MAIL AND CORRESPONDENCE PRIVILEGES**

All inmates are allowed open correspondence at the Springer Correctional Center. The following guidelines are requirements that govern the operations of the Mail Room Officer. Mail sent to you at the other facilities will be forwarded to the Springer Correctional Center within a short period of time of your arrival. All visiting forms will be mailed by store bought envelopes. Inmates are not allowed to share mailing privileges with another inmate.

All inmates' in-coming and out-going mail addressed to privileged correspondents will be allowed to go out un-opened. A Staff member may open Legal Mail if he/she suspects the letter to contain contraband, but may do so only in the presence of the inmate. Any inmate found violating mail and correspondence regulations will be subjected to Disciplinary Action.

All mail sent out by an inmate requires the name of the inmate, NMCD# and address in the upper left hand corner of the letter or package; as well as the name and address of the receiving party. Any mail that does not have this information will not be processed.

SCC will provide postage for two (2) standard First Class (current cost of stamps) letters per week for Level II inmates only, as per CD Policy. All excess postage mail will require postage paid envelopes available through canteen. Any mail that requires more than a First Class Stamp will be accompanied by a signed Debit Memo from the inmate.

**DRAWINGS, GRAFITTI, STICKERS OR WRITING (other than required information) PLACED ON OUT-GOING MAIL WILL NOT BE ALLOWED, TO DO SO WILL RESULT IN CONFISCATION OF MAIL, AND MAY RESULT IN DISCIPLINARY ACTION.**

#### **XVIII. TELEPHONE ACCESS**

There will be only one (1) inmate per telephone. There will be no loitering around the institutional telephones.

Inmates are not permitted to use a PIN Number or a Calling Card not assigned to them. Any inmate using other inmates PIN Number and/or Calling Card to make telephone calls will be in violation of S.C.C. published rules and will be subject to disciplinary action.

Telephone calls may be made from 8:00 a.m. to 10:00 p.m. daily. Telephones will be turned off during all institutional counts. All phone calls will either be collect or with a phone card. All telephone calls are subject to monitoring.

Emergency Calls will be authorized by the Shift Commander/Classification Officer, once the emergency has been verified.

#### **XIX. ATTORNEY VISITS AND PHONE CALLS**

Attorney visits are scheduled through the Wardens Office. The Attorney will call the Wardens Office and arrange the date and time for such visit.

Attorney phone calls are made at the request of the inmate by filling out the Attorney Phone Call Request Form and submitting it to their Classification Officer. This phone call will be arranged within 2 working days of the inmate's request. Inmate will be responsible for payment of such phone call as per policy CD-150300, unless the attorney will accept a collect phone call.

#### **XX. VISITATION**

Visiting Hours are Saturday and Sunday, 8:30 a.m. to 3:30 p.m.

To request a change to the current visiting list an application will be sent to the applicant (inmate will pay postage). Upon return of application, a background check will be conducted on the applicant and based on the results will be approved/disapproved by the Classification Supervisor.

An inmate may be limited to three (3) visitors (six years of age and older) and limited to three (3) children (five years of age or younger) at any one time if space permits.

Special Visit requests will be handled on a case-by-case basis in accordance with established program requirements.

1. **A brief hug and kiss will be permitted at the beginning and at the end of the visit. Abuse of this privilege will not be tolerated. Inmates will be seated across a table from all adult visitors and will be permitted to hold hands across the table.**
2. **Inmates will be permitted to hold an infant child during the visit. You will not assist in feeding, changing or taking the child to the restroom.**
3. **You are only permitted to have a combined total of \$20.00 in quarters. No other currency is allowed..**
4. **The visitor is the only one permitted to use the microwave.**
5. **Visiting tables will be kept free of trash.**
6. **The inmate and the visitor are prohibited from passing or exchanging any items in the visiting room.**
7. **Any disorderly conduct, which includes using hostile, vulgar or profane language, unruly behavior, engaging in activities that disrupt or disturb others, creating loud noises, which disrupts the orderly operation of the visiting room, is prohibited.**
8. **The inmate will remain in his immediate visiting area and will not leave the area without the permission of the visiting room officer.**
9. **Only one adult person will enter the restroom at any one time. The visiting parent may assist children that need assistance or for the purposes of changing a diaper.**
10. **Children must be kept under control and will not be allowed to run around the visiting room.**

#### **XXI. MEDICAL SERVICES**

##### **SICK CALL – Sick call slips are triaged 7 days a week**

Inmate will request an **N.M.D.C. HEALTH SERVICES REQUEST FORM** from the Officer on Duty. Inmate will complete the top half and report all symptoms. Inmate will place the request in the **WHITE** Sick Call Box located in the Cafeteria at breakfast. Request forms that are placed in the box after breakfast time, will be seen on the next day.

The Nurse will call for inmates after breakfast but prior to work, education, and recreational calls are done. At no time will an inmate go to the Infirmary without being scheduled.

No inmate will be allowed to be on lay-in or medical idle without the health services pass/lay-in, completed by the medical staff.

Inmates will not hoard any medications.

If an inmate finds his medication missing, he will report it immediately to security staff. In the event of an emergency, the inmate will contact Security Staff, who will then advise Medical Staff.

Medical Emergency Personnel are on call 24-hours during non-duty hours.

## **XXII. CLASSIFICATION DEPARTMENT**

The Classification Department consists of four (4) Classification Officers and the Director of Classification.

Classification Committee is conducted weekly. All requests for a hearing before the Classification Committee must be turned in to your Classification Officer by 8:00 a.m. each Friday, for the following week's Committee Agenda.

Inmates who are unable to visit their Classification Officer during the regular working hours may fill out a request slip (Request Slips are available at the Officer Stations) and deposit the request in the mailbox. Your Classification Officer will respond to your appointment within two (2) working days. Requests must have Name, NMCD#, and assigned Bunk # on all requests slips.

Classification Officers will be available in the Housing Unit Office, 2 hours per day, Monday through Friday. This will enhance communication between Classification, Security and inmates.

Classification Officers will be responsible for awarding Good Time based on performance evaluations submitted from work supervisors. Classification Officers will process Lump Sum Awards (LSA's) based on the recommendation from a qualified LSA Program. Finding of guilt on either a Minor or Major Misconduct Report may result in forfeiture of good time earned.

Inmates have the right to appeal classification decisions if the inmate does not agree with the outcome. All appeals must be submitted on form CD-080102.10, which are available through the Classification Officer. Appeals must be sent to the appropriate Classification Appeals Officer. All classification appeals must be submitted within 15 calendar days of the committee's decision. You're Unit Manager or Classification Officer will advise you of the appropriate staff member you need to submit your appeal to.

## **XXIII. INMATE GRIEVANCES**

The facility encourages resolution of complaints at the lowest possible level since grievances should be, whenever possible, resolved through direct contact with Staff responsible for the particular problem area. All inmates have access to the formal grievance procedure anytime the informal process has not provided successful resolution of the complaint.

Grievance forms (CD-150501.1a) are available from the Library, the Shift Commander's Office or from the inmate's caseworker. The grievance form is to be completed by the inmate, marked "GRIEVANCE" and addressed to the Grievance Officer. They are to be dropped into the Grievance Box, which will be located in the Cafeteria Dining Hall, Program Building or they can be mailed through the institutional mail. The Warden or designee shall review the grievance and the Grievance Officer's Report and makes a decision regarding the grievance. The inmate shall be informed, in writing, of the Warden's decision, the reason for the decision and right to appeal this decision.

## **XXIV. EDUCATION/LIBRARY**

Inmates will have their educational needs assessed by the Education Registrar and the Classification Committee will make appropriate assignments. Further information regarding educational programs can be obtained through the Education Department.

Library access is available to all inmates based on the Institutional Schedule.

## **XXV. MENTAL HEALTH SERVICES**

Mental Health Services are available 24 hours per day; inmates will notify the Shift Commander or Unit Supervisor when needing to see Mental Health Staff.

## **XXVI. RELIGIOUS SERVICES**

Religious Services are available to all inmates. The Chapel Schedule is posted in the Chapel as well as in all housing units.

## **XXVII. RECREATION**

Recreation will be offered to all inmates based on the Institutional Schedule.

## **XXVIII. ARTS AND HOBBY CRAFT PROGRAM**

The Arts and Hobby Craft Program is available to all inmates. Applications can be obtained from Classification Officer and upon completion of the application will be submitted to the Classification Supervisor for approval.

**XXX. NARCOTICS AND/OR ALCOHOL**

The use of any narcotic or alcohol is not tolerated. Any inmate who uses any of these substances is subject to severe disciplinary action as outlined in the policy governing Inmate Discipline.

Only drugs prescribed through the Medical Services will be allowed, all medicines are subject for approval by the Medical Administrator of the Springer Correctional Center, regardless of the origin.

No drugs prescribed or over-the-counter is allowed to be brought into the facility by the inmate's family or friends. This includes any type of medication or vitamin. Signed approval by the Warden or the Medical Administrator must be presented or the items will be confiscated.

Inmates are subject to an authorized drug test at any time. A positive reading will be grounds for Disciplinary Action and a possible transfer to a higher custody facility. Inmates are responsible for their own actions.

**XXXI. TYPING SERVICES (4-4276)**

All inmates are permitted to send out legal materials, at their expense, to be typed by family members or typing services.

**XXXII. HOUSING UNITS 9 AND 10**

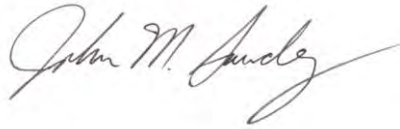
Housing Units 9 and 10 are for Level I inmates. When an opening occurs inmates are moved in based on when they were classified Level I. These housing units are single cell and afford you more privacy by having your own room. The units have tv and movie rooms with a large common area and a large yard for recreational purposes. The units also have washers, dyers and refrigerators. These units have special privileges that the dormitories do not provide. Your behavior will determine if you remain in one of these units. Acting out, receiving misconduct reports or any disruptive behavior will not be tolerated and you may be moved back in to one of the dormitories, based on the Warden's discretion.

**CLOSING STATEMENT**

It is your responsibility to know the rules, regulations and the procedures of this institution. It is also your responsibility to abide by these rules, regulations and procedures as well as attachments to this handbook, or be held accountable for your non-compliance. You are to read this handbook as well as all other directives, policies and information published and disseminated to the inmate. By following the chain of command and knowing the rules / regulations, you can ensure that your incarceration is positive, and benefit from the programs, services and activities available to you.

**YOU WILL BE HELD RESPONSIBLE AND ACCOUNTABLE FOR YOUR ACTIONS. THERE WILL BE NO EXCUSES FOR DEVIANT BEHAVIOR.**

03/05/13  
**DATE**

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**JOHN SANCHEZ, WARDEN**  
**SPRINGER CORRECTIONAL CENTER**

## **DISCIPLINARY HEARING PROCEDURES:** (Both Major and Minor Levels)

A Disciplinary Hearing shall be conducted by an impartial person designated as a Disciplinary/Hearing Officer by the Warden. Inmates shall be notified of the time and place of the hearing at least 24 hours prior to the hearing, unless the inmate waives his/her notification in the presence of two additional staff witnesses.

The Disciplinary/Hearing Officer shall conduct a hearing within seven working days from the date of discovery unless prevented by exceptional circumstances that shall be documented as an institutional continuance. An institutional continuance must be served to the inmate no later than the scheduled hearing date unless the inmate is not available due to transfer, court, medical transport, escape, etc.

A continuance may be granted for good cause to the inmate or the institution by the Disciplinary/Hearing Officer for a reasonable period of time not to exceed 7 working days per continuance that shall be documented and attached to the Disciplinary Packet. A continuance of more than 7 days may be granted if an inmate is transferred to another facility prior to the hearing.

The inmate should receive a hearing within 30 working days of his/her return to the facility, if absent from the facility prior to or on the day of the scheduled hearing.

## **MINOR LEVEL HEARINGS AND RECOMMENDED DECISION**

Hearings on minor level reports will be conducted as follows: The Disciplinary Officer will conduct an informal hearing, which need not be tape recorded. The inmate is not entitled to a representative. The inmate may request that witnesses be examined and statements taken, but witnesses other than the inmate charged shall not appear at the hearing. The inmate charged may present his/her own statement and any relevant evidence.

The Disciplinary Officer shall submit a written recommended decision to a Warden as soon as practicable, but no later than ten working days, unless prevented by exceptional circumstances. Reasons for the delay should be documented. The Disciplinary Officer may recommend either dismissal of the charges or impose minor sanction(s) allowed for the offense for which the inmate was cited.

## **MAJOR LEVEL HEARINGS and RECOMMENDED DECISION**

Inmates charged with rule violations will be present at their hearings unless they waive that right in writing, refuse to attend the hearing, engage in disruptive behavior, or pose a threat to the security of the institution. Inmates may be excluded during any testimony given in confidence and the reasons for the absence or exclusion will be documented. When an inmate escapes from custody, the Hearing Officer may conduct a hearing in the inmate's absence.

An inmate will be permitted to make his/her own statement, to call reasonably available witness and to present documents on his/her behalf, providing the calling of such witnesses and/or the disclosure of documentary evidence does not jeopardize the physical safety of staff, inmates or others.

If the witness is not reasonably available, the charged inmate will be advised that he/she may prepare written questions for the proposed inmate witnesses, such questions to be prepared prior to the hearing.

Once the disciplinary hearing has convened, such written questions will be submitted by the inmate or the inmate's representative to the Hearing Officer. The written questions will be made a part of the record. The Hearing Officer will determine: the relevancy of the questions submitted; whether the inmate is reasonably available; and/or whether the witness's safety would be jeopardized (e.g., victim, etc.).

If the Hearing Officer determines the question(s) are irrelevant, or the inmate is not reasonably available, or questioning the inmate would jeopardize his/her safety, etc., the Hearing Officer will document on the record the rationale for such determination.

If the Hearing Officer determines that the questions will be asked, for example; the questions are deemed relevant, and the inmate is reasonably available, and questioning the inmate will not jeopardize safety, the Hearing Officer will either pause the hearing or grant a continuance in order to obtain the witness response to the written questions.

Inmate witnesses classified as Level I, II, III, or IV and housed at a Level I, II, III, or IV facility who are reasonably available whose presence would not jeopardize their safety or the safety of the institution, and who are to respond to relevant questions shall ordinarily appear in person before the Hearing Officer to respond to the written questions.

The Hearing Officer will tape record the reading of the question(s) and the inmate witness response. The tape-recorded testimony will be made a part of the Hearing Record and be maintained.

The Hearing Officer will allow the inmate to submit logical follow up questions and will make reasonable efforts to identify logical follow up questions, based upon the response of the inmate witness, and not limit the questioning to those submitted in advance by the charged inmate and factor such testimony into the Hearing Officer's decision.

Staff witnesses shall not be interrogated or cross-examined by the inmate. The inmate or the inmate's representative will submit written questions for the staff member to the Hearing Officer that will have been prepared prior to the hearing.

The Hearing Officer will determine the relevancy of the questions submitted and may grant a continuance.

The Hearing Officer may refer the Misconduct Report and the questions to the Disciplinary Officer for further investigation and/or interview the staff member themselves. Staff must cooperate with all Hearing Officer requests to testify.

The inmate may request the assistance of another inmate or staff member in the preparation and/or presentation of the case. Inmates are not entitled to be represented by legal counsel at hearings before the Hearing Officer. If the inmate being charged cannot read and write in English adequately to comprehend the charge and present a defense, assistance will be provided by a person capable of communicating with the inmate and the Hearing Officer.

If an employee declines a request to represent an inmate, the inmate may select alternates. Employee representation may not include a Hearing Officer. The employee or inmate representative will be given a reasonable amount of time to consult with the inmate prior to proceeding with the hearing. All representatives must be reasonably available and at the same institution. For inmates in Level V, Level VI, or segregation, a representative must be housed within the same housing unit (e.g., an inmate housed at PNM-Level VI Housing Unit 1A may have a representative from either Housing Unit 1A or 1B).

Physical evidence or replicas thereof (e.g., photos of the physical evidence), may be presented at the hearing upon the hearing officer's determination of necessity. All photos should have a date, time, brief description and the name of the staff member who took the photo, printed on the photo if possible. If a photo cannot be written on, a Chain of Custody should then accompany that photo. The Hearing Officer shall determine the integrity of any photos submitted on a case-by-case basis and based on relevancy (i.e., a photo submitted of a tattoo may not contain the requested information but the hearing officer can simply order the inmate to reveal the tattoo at the hearing).

Where information obtained from a confidential informant is used, the Hearing Officer will evaluate the reliability of the informant and state on the record the grounds for finding the informant reliable. The reliability of the informant shall be based on the informant having provided reliable information in the past, the information being offered is based on first hand observations, or there is corroboration either from another source or through physical or other evidence showing the reliability of the informant's data.

A summary of the confidential information will be prepared by the Hearing Officer prior to the hearing including reasons for a finding of reliability and be attached to the final disciplinary decision packet. The Hearing Officer will use due caution in preparing the summary as not to divulge any information which would identify the source(s) of the information. Inmates are not permitted to ask specific questions about the information summarized in an attempt to identify the source(s) of the Confidential Information. No inmate shall be found to have committed the offense solely on the testimony of a single confidential informant.

The Hearing Officer will produce a written summary of the proceedings including a summary of the evidence, excluding identifying information on confidential sources, on the Disciplinary Hearing Summary of Evidence and Proceeding Form. The summary shall include what occurred during the course of the hearing with special attention to witnesses, evidence, and confidential information, and inmate testimony, motions for dismissal, considerations requested by the inmate and mental health considerations. Denial of any witness must be substantiated and documented. The Hearing Officer will also provide a written recommended decision as soon as practicable, but no later than ten working days following the conclusion of the hearing, unless prevented by exceptional circumstances. Reasons for delay shall be documented.

The decision will be based on a preponderance of the evidence and only the evidence presented at the hearing. The Hearing Officer will identify what he/she relied upon for the finding on the Disciplinary Decision Form.

The Hearing Officer may recommend any one or a combination of the following actions:

- **Dismiss Charge(s). (Ensure report is removed from all of the inmate's files).**
- **Impose sanctions allowed for the offense for which the inmate was found guilty.**
- **Recommend that an inmate be placed in disciplinary segregation for a specified period up to the allowable maximum period, refer to the Category "A" Sanction Chart Attachment and Category "B" Sanction Chart Attachment for maximum limits and that an inmate be referred to the Institutional Reclassification Committee (IRC) for a custody review.**
- **Recommend to the IRC that a specified amount of Good Time be forfeited. Refer to the Category "A" Sanction Chart and the Category "B" Sanction Chart for maximum limits.**
- **Recommend suspension of the allowable punishments for a specified period of time and for specified conditions. Although the sanctions of a report may be suspended, the finding of guilt on the report itself cannot be suspended.**

All disciplinary recommendations including dismissals require a Warden's review.



**CATEGORY "A" SANCTION CHART**

<b>CATEGORY A OFFENSES</b>	<b>LOSS OF PRIVILEGES (MAX DAYS)</b>	<b>PUNITIVE SEGREGATION (MAX DAYS)</b>	<b>LOSS OF GOOD TIME (MAX DAYS)</b>
MURDER	365 DAYS	365 DAYS	ALL GOOD TIME
MANSLAUGHTER	365 DAYS	365 DAYS	ALL GOOD TIME
TAKING OF HOSTAGES OR KIDNAPPING	365 DAYS	365 DAYS	ALL GOOD TIME
ARSON	180 DAYS	180 DAYS	ALL GOOD TIME
BATTERY	180 DAYS	120 DAYS	ALL GOOD TIME
ASSAULT OR BATTERY WITH A WEAPON	180 DAYS	120 DAYS	ALL GOOD TIME
ASSAULT OR BATTERY WITHOUT A WEAPON	180 DAYS	120 DAYS	ALL GOOD TIME
ASSAULT OR BATTERY WITHOUT A WEAPON ON AN INMATE	180 DAYS	120 DAYS	ALL GOOD TIME
ENGAGING IN RIOT	365 DAYS	365 DAYS	ALL GOOD TIME
INCITING TO RIOT	365 DAYS	365 DAYS	ALL GOOD TIME
ESCAPE WITH FORCE	365 DAYS	365 DAYS	ALL GOOD TIME
ESCAPE WITHOUT FORCE	365 DAYS	365 DAYS	ALL GOOD TIME
POSSESSION OF ESCAPE PARAPHERNALIA	365 DAYS	365 DAYS	ALL GOOD TIME
THREATS	90 DAYS	90 DAYS	ALL GOOD TIME
ABUSE OF MEDICATION	90 DAYS	90 DAYS	ALL GOOD TIME
POSSESSION OF SYRINGE OR DRUG PARAPHERNALIA	90 DAYS	90 DAYS	ALL GOOD TIME
REFUSAL TO SUBMIT TO A DRUG TEST	90 DAYS	90 DAYS	ALL GOOD TIME
POSSESSION OR USE OF DANGEROUS DRUGS	90 DAYS	90 DAYS	ALL GOOD TIME
DEALING IN DANGEROUS DRUGS	120 DAYS	120 DAYS	ALL GOOD TIME
POSSESSION OF DANGEROUS CONTRABAND	120 DAYS	120 DAYS	ALL GOOD TIME
SEXUAL MISCONDUCT	120 DAYS	120 DAYS	ALL GOOD TIME
RAPE	365 DAYS	365 DAYS	ALL GOOD TIME
ROBBERY OR EXTORTION	180 DAYS	180 DAYS	ALL GOOD TIME
BRIBERY	120 DAYS	120 DAYS	ALL GOOD TIME
FORGERY	120 DAYS	120 DAYS	ALL GOOD TIME
FRAUD	90 DAYS	90 DAYS	ALL GOOD TIME
PARTICIPATING IN, CONTRIBUTING TO, OR IMPEDING CONTROL OF A DISTURBANCE IN ANY AREA EITHER PHYSICALLY OR VERBALLY	180 DAYS	180 DAYS	ALL GOOD TIME
TAMPERING WITH LOCKS OR SECURITY ITEMS	90 DAYS	90 DAYS	ALL GOOD TIME
POSSESSION OF KEY OR KEY PATTERN	120 DAYS	120 DAYS	ALL GOOD TIME
TATTOOING AND/OR POSSESSION OF TATTOO PARAPHERNALIA	90 DAYS	90 DAYS	ALL GOOD TIME
ATTEMPT OR COMPLICITY	Same penalty prescribed for the substantive offense		
REFUSAL TO MOVE OR TO BE RESTRAINED	90 DAYS	90 DAYS	ALL GOOD TIME
POSSESSION OF GANG PARAPHERNALIA	90 DAYS	90 DAYS	ALL GOOD TIME
ENGAGING IN SECURITY THREAT GROUP/STREET GANG ACTIVITY	90 DAYS	90 DAYS	ALL GOOD TIME
ANY ACT NOT LISTED ABOVE THAT CONSTITUTES A FELONY	365 DAYS	365 DAYS	ALL GOOD TIME
ATTEMPT OR ENGAGING IN A PERSONAL RELATIONSHIP WITH A STAFF MEMBER, etc.	90 DAYS	180 DAYS	ALL GOOD TIME

**CATEGORY “B” SANCTION CHART**

<b>CATEGORY B OFFENSES</b>	<b>LOSS OF PRIVILEGES (MAX DAYS)</b>	<b>PUNITIVE SEGREGATION (MAX DAYS)</b>	<b>LOSS OF GOOD TIME (MAX DAYS)</b>
PERJURY	60 DAYS	30 DAYS	30 DAYS
KNOWINGLY MAKING A FALSE STATEMENT TO ANY STAFF MEMBER	60 DAYS	30 DAYS	30 DAYS
COUNT INTERFERENCE	60 DAYS	30 DAYS	60 DAYS
INTERFERENCE WITH SEARCH	60 DAYS	60 DAYS	60 DAYS
FAILURE TO PROGRAM	45 DAYS	180 DAYS	45 DAYS
WILLFUL REFUSAL, WITHOUT A STATUTORY OR REGULATED EXEMPTION, TO PARTICIPATE IN THE INMATE LITERACY PROGRAM	45 DAYS	30 DAYS	45 DAYS
UNAUTHORIZED ABSENCE	45 DAYS	30 DAYS	45 DAYS
VIOLATING A CONDITION OF FURLOUGH, SCHOOL OR WORK RELEASE OR OTHER <i>etc.</i>	60 DAYS	30 DAYS	60 DAYS
PRESENCE IN UNAUTHORIZED OR RESTROOM AREAS	30 DAYS	60 DAYS	30 DAYS
GAMBLING	30 DAYS	30 DAYS	30 DAYS
CONDUCT WITH VISITOR(S) IN VIOLATION OF FACILITY VISITING REGULATIONS	60 DAYS	30 DAYS	120 DAYS
ALTERATION OF ANY FOOD OR DRINK	90 DAYS	90 DAYS	120 DAYS
SEXUAL HARASSMENT	45 DAYS	45 DAYS	90 DAYS
VERBAL ABUSE OR GESTURES	45 DAYS	30 DAYS	60 DAYS
POSSESSION OF UNAUTHORIZED LEGAL DOCUMENTS OR IMPROPER LEGAL ASSISTANCE	30 DAYS	30 DAYS	30 DAYS
DISOBEYING A LAWFUL ORDER	120 DAYS	120 DAYS	120 DAYS
ASSOCIATION	90 DAYS	90 DAYS	90 DAYS
FIGHTING OR HORSEPLAY	120 DAYS	60 DAYS	120 DAYS
CONTEMPT OF COMMITTEE	60 DAYS	45 DAYS	45 DAYS
ENTERING INTO CONTRACT	30 DAYS	30 DAYS	45 DAYS
UNAUTHORIZED USE OF EQUIPMENT	90 DAYS	90 DAYS	120 DAYS
VIOLATION OF ANY CORRESPONDENCE REGULATION(S)	60 DAYS	45 DAYS	90 DAYS
BARTERING, SELLING GOODS AND COMMODITIES OR SERVICES	60 DAYS	60 DAYS	90 DAYS
POSSESSION OF CONTRABAND ITEMS	120 DAYS	120 DAYS	180 DAYS
DAMAGE TO PROPERTY	120 DAYS	120 DAYS	180 DAYS
THEFT	120 DAYS	120 DAYS	180 DAYS
RECEIVING STOLEN PROPERTY	120 DAYS	120 DAYS	180 DAYS
ALTERATION OF A CELL, LIVING AREA, HOUSING UNIT OR FACILITY	120 DAYS	120 DAYS	180 DAYS
SANITARY VIOLATION	20 DAYS	10 DAYS	30 DAYS
FAILURE DISPLAY IDENTIFICATION: NAME, NUMBER AND/OR CARD	45 DAYS	30 DAYS	60 DAYS
FAILURE TO OBTAIN PERMIT	20 DAYS	10 DAYS	30 DAYS
FAILURE TO FOLLOW PUBLISHED RULES OR REGULATIONS	60 DAYS	45 DAYS	60 DAYS
SELF MUTILATION PER B(34)	180 DAYS	180 DAYS	180 DAYS
USING OFF-HOUR CALLS INAPPROPRIATELY PER B(35)	90 DAYS	90 DAYS	90 DAYS
ATTEMPT OR COMPLICITY	Same penalty prescribed for the substantive offense		
ANY ACT CONSTITUTING A MISDEMEANOR	365 DAYS	365 DAYS	ALL GOOD TIME
IMPROPER LEGAL ASSISTANCE	60 DAYS	30 DAYS	60 DAYS

### ORIENTATION/INTAKE VERIFICATION

The following topics were explained during Orientation by the Springer Correctional Center Staff. I also received an Orientation/Intake Packet, which briefly describes the following topics:

1. \_\_\_\_\_ Inmate Rules and Regulations
2. \_\_\_\_\_ Off-Limit Areas
3. \_\_\_\_\_ Housing Unit Rules
4. \_\_\_\_\_ Controlled Movement
5. \_\_\_\_\_ Daily Schedule
6. \_\_\_\_\_ Food Service
7. \_\_\_\_\_ Special Diets – Therapeutic/Religious
8. \_\_\_\_\_ Laundry & Clothing Procedures
9. \_\_\_\_\_ Inmate Employment
10. \_\_\_\_\_ Inmate Trust Accounts
11. \_\_\_\_\_ Canteen
12. \_\_\_\_\_ Inmate Personal Property
13. \_\_\_\_\_ Personal Living Area
14. \_\_\_\_\_ Personal Hygiene Items
15. \_\_\_\_\_ Safety & Sanitation/Housekeeping
16. \_\_\_\_\_ Sexual Abuse/Assault
17. \_\_\_\_\_ Mail and Correspondence Privileges
18. \_\_\_\_\_ Telephone Access
19. \_\_\_\_\_ Attorney Visits and Phone Calls
20. \_\_\_\_\_ Visitation
21. \_\_\_\_\_ Medical Services
22. \_\_\_\_\_ Classification Department
23. \_\_\_\_\_ Inmate Grievances
24. \_\_\_\_\_ Education/Library
25. \_\_\_\_\_ Mental Health Services
26. \_\_\_\_\_ Religious Services
27. \_\_\_\_\_ Recreation
28. \_\_\_\_\_ Arts and Hobby Craft Program
29. \_\_\_\_\_ Inmate Self-Help Groups
30. \_\_\_\_\_ Narcotics and/or Alcohol
31. \_\_\_\_\_ Typing Services
32. \_\_\_\_\_ Disciplinary Procedures
33. \_\_\_\_\_ Visitation Packet

\_\_\_\_\_  
Inmate Name (Print)    NMCD #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inmate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Orientation Officer

\_\_\_\_\_  
Date

The above inmate speaks only Spanish or indicated a problem understanding the English Language and was assisted by:

\_\_\_\_\_  
Interpreter (Print)

\_\_\_\_\_  
Interpreter

\_\_\_\_\_  
(Signature)

**INTAKE INMATE  
VISITATION INFORMATION**

**SPRINGER CORRECTIONAL CENTER**

**READ CAREFULLY AND KEEP FOR YOUR INFORMATION**

Visiting hours are Saturday, Sunday and approved State holidays from 8:30 a.m. to 3:30 p.m.

Because of space limitations, no more than three (3) persons may visit an inmate at one time. When more than three approved visitors wish to visit during the same period, they may alternate so that no more than three (3) visitors are present at one time during the regular visiting period. The number of visitors per inmate may be reduced without prior notice if over-crowding or other situations exist which may pose a threat to the security of the institution.

All visitors over the age of 16 will be required to produce government issued picture identification, such as a driver's license or other identification with a recognizable picture. Children less than sixteen (16) years of age will not be charged against the number of adult visitors (3) allowed to visit at one time. They must, however, be kept under reasonable control in both the visiting room and waiting area. Nuisance created by children and/or adults will be sufficient reason to terminate a visit.

The visiting room will be designed to permit informal communication and are permitted a brief hug and/or kiss at the beginning and upon completion of the visit. Inmates may be seated next to all visitors, are permitted to hold hands and may hold his children.

Written messages and photographs may be exchanged during a visit after inspection and approval by the visiting officer. Visitors will not be permitted to take the following items into the visiting room: Cigarettes, Lighters, Matches, Purses, Gum, Candy, Food, and all other items (wallets, diaper bags, prescription medications, etc.) must be stored in the visitor's vehicle before entry into the visitation building.

It is the policy of SCC that, in accordance with State law, it is a violation for any person to introduce into the institution any article of contraband including explosive materials, currency, weapons, ammunition, intoxicants, controlled substances or any article expressly prohibited by the institution.

The visiting officer will not accept inmate funds. All inmate funds must be mailed into the institution by way of Cashier's check or money order.

All visitors and inmates are required to comply with the visiting rules that are posted in the visiting room.

Smoking is not permitted in the visiting room.

Any attempt to circumvent the regulations outlined in this policy statement may result in loss of visiting privileges and possible further action against the inmate and/or visitors pursuant to the laws of the State of New Mexico and the Inmate Disciplinary Code.

**Special Visits**

All special visits not covered in this policy statement, e.g., visitors coming long distances, (over 100-miles) prospective employers, law enforcement officers, etc., must be approved by the Warden, in advance, and in writing.

Immediate family members who reside out-of-state and who seldom visit do not necessarily have to be placed on the regular visiting list. They may visit under this regulation.

The following procedure will be followed for obtaining special visits, including visits with members of the clergy, hospital visits, family members, friends, etc.

A Special Visit Request Form will be completed and submitted to the caseworker at least two (2) days prior to the requested visit date (Special Visit Request Forms may be obtained from their caseworker).

The caseworker will submit the request form to the Warden for final approval.

The inmate will be advised whether the request is approved or denied.

Because of space limitations, no more than three (3) persons may visit an inmate at one time. When more than three (3) approved visitors wish to visit during the same period, they may alternate so that no more than three visitors are present at one time during the regular visiting period. The number of visitors per inmate may be reduced without prior notice if over-crowding or other situations exist which may pose a threat to the security of the institution.

Children less than sixteen (16) years of age will not be charged against the number of adult visitors (3) allowed to visit at one time. They must, however, be kept under reasonable control in both the visiting room and waiting area. Nuisance created by children and/or adults will be sufficient reason to terminate a visit.

Each inmate may have up to a maximum of fifteen (15) approved visitors regardless of their relationship, providing the Warden has cleared them. The Warden may authorize an increase in the list under special circumstances, such as in cases where the inmate's immediate family exceeds fifteen (15).

### **Visitors (Under Age)**

Brothers, sisters, children and grandchildren over the age of sixteen (16) may be approved for visiting privileges and must visit accompanied by an approved adult.

No other visitors under the age of eighteen (18) years of age will be permitted to enter the institution for visiting purposes unless accompanied at all times by an adult approved for visiting the same inmate.

All visitors over the age of sixteen (16) will be required to produce picture identification, such as a driver's license or other identification with a recognizable picture.

All visitors are strictly prohibited from wearing any type of hat gear and sunglasses within the visiting room.

### **Conduct During Visits**

The visiting room will be designed to permit information communication and are permitted a brief hug and/or kiss at the beginning and upon completion of the visit. Inmates may be seated next to all visitors, are permitted to hold hands and may hold his children.

Disorderly conduct, which disrupts the operations of the visiting room or would offend others, is not permitted.

All visitors and inmates are required to comply with the visiting rules that are posted in the visiting room:

### **Dress Code for Visitors**

#### **Male Visitors**

A shirt must be worn at all times while in the institution. White or colored undershirts when used as an outer garment are not acceptable.

Cut-offs and beach-type shorts are not acceptable. Boys, eight (8) years of age and younger may wear shorts if pants are no shorter than three (3) inches above the knee.

Some type of footwear must be worn at all times. Beach-type thongs, etc., do not constitute footwear.

No hats (including headbands) will be worn in the visiting room.

Spiked belts and spiked wristbands are prohibited.

Chain belts are not allowed.

Gang or gang type clothing is not allowed.

Sleeveless shirts are not allowed.

#### **Female Visitors**

Undergarments, including brassieres, must be worn.

Cut-offs and beach-type shorts are not acceptable. Girls, eight (8) years of age and younger may wear shorts if pants are no shorter than three (3) inches above the knee.

See-through blouses, dresses, pants or open knitted garments, such as slips, bras and camisoles are not acceptable.

Sleeveless blouses or dresses are not allowed.

Sheer dresses, shirts or blouses without proper undergarments, such as slips, bras and camisoles are not acceptable.

Dresses and skirts with slits are not allowed if the slit is more than three (3) inches above the upper knee.

Clothing, such as halter-tops and tube tops, exposing the midriff are not acceptable.

Spiked belts and spiked wristbands are prohibited.

Chain belts are not allowed.

Some type of footwear must be worn at all times. Beach-type thongs, etc., do not constitute footwear.

Backless tops, dresses or shirts are not acceptable.

Low-cut blouses (shirts), v-necks, are **not** acceptable should the cleavage show.

Sundresses are not acceptable.

Any clothing which is skin tight (skin tight slacks, shirts or blouses) will not be allowed.

Sweat clothing may be worn, with exception of shorts.

Gang or gang type clothing is not allowed.

### **General**

When attire not covered in this policy statement is deemed inappropriate, the Visiting Room Officer will bring the matter to the attention of the Shift Supervisor. Clothing that might present problems in identification between visitors and inmates must be carefully scrutinized. Visitors are subject to denial of visiting privileges if attire is deemed inappropriate.

**No cellular phones, pagers, or recorders allowed in the institution.**

FACILITY ADDRESS IS AS INDICATED BELOW

**SPRINGER CORRECTIONAL CENTER  
P. O. BOX 10  
SPRINGER, NEW MEXICO 87747  
(575) 483-3100**

- SPRINGER CORRECTIONAL CENTER IS LOCATED ON 201 HIGHWAY 468
- AIR TRANSPORTATION IS NOT AVAILABLE IN OR OUT OF SPRINGER
- GROUND TRANSPORTATION IS NOT AVAILABLE IN OR OUT OF SPRINGER
- TRANSPORTATION via CAB IS NOT AVAILABLE IN OR OUT OF SPRINGER
- RENTAL CARS ARE NOT AVAILABLE IN OR OUT OF SPRINGER
- VISITATION IS CONDUCTED ON WEEKENDS AND ON RECOGNIZED STATE HOLIDAYS FROM 8:30 A.M. TO 3:30 P.M

**INTAKE INMATE VISITATION  
INFORMATION ACKNOWLEDGEMENT**

I, \_\_\_\_\_ NMCD # \_\_\_\_\_ received a copy of the Inmate Visitation Information Packet on \_\_\_\_\_  
Inmates Name (Print) Date

\_\_\_\_\_  
INMATE SIGNATURE NMCD #

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ISSUING STAFF SIGNATURE and TITLE

\_\_\_\_\_  
DATE

