

INMATE HANDBOOK



SOUTHERN NEW MEXICO
CORRECTIONAL FACILITY

Levels II-III-IV-& VI

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NEW MEXICO CORRECTIONS DEPARTMENT

MISSION STATEMENT (Oath)

We commit to the safety and well-being of the people of New Mexico by doing the right thing, always.

VISION

The NMCD shall set the ethical standards and correctional best practices for the statewide corrections community.

CORE VALUES

Courage
Responsibility
Ethics
Dedication

Southern New Mexico Corrections Department Mission Statement

- Needs Updated

INTRODUCTION

Inmate Handbook:

The Inmate Handbook provides information about the Corrections Department and the operations of the Southern New Mexico Correctional Facility. The handbook will help you know what services are available and what your obligations are. You are responsible for being familiar with the contents of this handbook. The information in this handbook is general. If specific policies or procedures, or if a copy of this handbook is needed you will find them located in both facilities libraries. Your case manager is to be addressed for more specific information and will assist you by acting as a liaison between you and others.

All inmates incarcerated at SNMCF are expected to act in accordance with all facility rules and regulations and abide by all schedules set forth by the facility. Failure to abide by all rules and regulations stipulated in this manual and within the New Mexico Corrections Department Policies and Procedures will result in disciplinary measures as stated in NMCD Policy #090100 Inmate Discipline.

The Southern New Mexico Correctional Facility address is:

1983 Joe R. Silva Blvd
P.O. Box 639
Las Cruces, NM 88004
Level III, IV, VI-Phone # 575-523-3200
Level II Phone#575-523-3400

Facility Description and Organization:

The Southern New Mexico Correctional Facility is comprised of two separate facilities; the Joe R. Silva Unit which houses Level III, IV, and Interim Level VI inmates and the Paul Oliver Unit which houses Level II inmates. Both facilities offer a variety of programming to meet the educational and religious needs of all inmates. The Level II facility offers a variety of work assignments with an opportunity to work in outside work details that help develop essential skills needed when transitioning into the community. Both facilities offer work assignments where you will be placed accordingly during your classification committee.

This SNMCF Complex utilizes the Unit Management concept for operations and programs. The Level II facility is situated in a dormitory style setting with two different living units. The A side Housing Unit consists of dormitories one (1), two (2), and three (3). The B side Housing Unit consists of dormitories four (4), five (5), and six (6). The Level II facility has a Deputy Warden, Captain and Programs Manager assigned to the Programs and Operations of the facility. Case Managers and Mental Health staff are also located in both the A and B dormitories.

The Level's III, IV, and VI facility is situated in a housing unit style setting with ten different housing units consisting of three pods each and are identified as 1-A, 1-B, 2-A, 2-B, 3-A, 3-B, 4-A, 4-B, 5-A, 5-B. These units generally have a Unit Manager assigned to two sister units each and have Case Managers and Mental Health staff available at each unit.

SECTION ONE: FACILITY ORIENTATION

All inmates will receive written orientation materials and /or translations in their own language. When a literacy problem exists, a staff member will assist you in understanding the written material. Completion of orientation is documented by a statement that is signed and dated by each individual on a Committee

Chrono with members from Mental Health, Security, Medical, Education, Classification and Unit Management.

SECTION TWO: RULES AND REGULATIONS

All inmates are expected to abide by the rules and regulations concerning general conduct and behavior. Failure to follow established facility rules and regulations could result in disciplinary action.

1. Inmates will show respect and courtesy to facility personnel, citizens, visitors, contract personnel, and other inmates. All uniformed staff shall be addressed by title; "Officer (name)," "Sergeant (name)," "Lieutenant (name)," "Captain (name)," "Major (name)". Non-Uniform staff shall be addressed either by title or by "Mister or Ms. (name)". If you do not know the name or title, use "Sir" or "Ms."
2. 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.
3. Inmates are prohibited from possessing contraband items. 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, used for unauthorized purposes, or altered items are also considered contraband.
4. Inmates are prohibited from committing, soliciting, forcing, or enticing other inmates to perform any sex act.
5. Inmates are prohibited from creating unnecessary noise, which includes indecent or vulgar language and verbally threatening or intimidating inmates, staff, or general agitation.
6. Inmates will not interfere with staff members in the performance of their assignment.
7. Inmates are not allowed to enter an unauthorized area, engage in unauthorized activity, or leave places of assignment without permission of the staff member in charge.
8. Inmates are subject to search and inspection of their person, personal property, and housing/work assignment area at any time.
9. Inmates are subject to tests for drug and alcohol abuse.
10. Inmates will not use institutional telephones unless a Correctional Supervisor or their respective Classification Officer authorizes it.
11. Inmates will not be permitted to sell, trade, give, exchange, borrow, or lend any item to other inmates, inmate family members, staff members, or staff family members without the written authorization of the Deputy Warden.
12. Inmates are prohibited from congregating or loitering in the Psychologist/Classification Officer area between Housing Units or Dormitories.
13. Inmates may not loiter, congregate, or visit in the main compound area/Level II-Main corridor area.
14. Inmates are required to carry their picture identification card and present it upon the request of any staff member. Inmates are required to verbally identify themselves upon request.
15. Inmates are responsible for notifying their work/school supervisor of their intended absence due to appointments, visits, or Committee hearings.

Housing Unit Rules:

1. Inmates will not change their assigned cell without prior authorization from the Housing/Shift Supervisor.

2. All inmates are required to maintain their cell/cubicle and common area in a clean, sanitary, and orderly condition.

Level – II

- a. All property must be stored within the assigned footlockers. Property stacked outside of furniture will be considered contraband.
 - b. No more than two inmates may visit in another cubicle and only then provided that the assigned inmate(s) is present.
 - c. Inmates that are on detail out counts during meals may not return to dormitories unless authorized. Inmates returning from outside details for lunch may use restroom facilities but may not enter dormitories unless authorized.
3. Inmates are prohibited from entering or visiting at the door of another inmate's cell. Inmates are not allowed to visit between Housing Units or Dormitories.
 4. Inmates are prohibited from placing anything on the door of their cell, which obstructs the opening, or closing of the cell door. Cell doors will be closed at all times.
 5. Inmates are responsible for ensuring their cell door is locked when leaving the Unit.
 6. Before leaving the cell/dormitory the inmate's bed should be neatly made. Beds will be made by 8:00 a.m. on weekdays and 10:00 a.m. on weekends and holidays. During weekdays at 8:30 a.m. inmates will be required to vacate their assigned dormitories and program in either education, library or utilize the recreation areas. Failure to do this will result in a misconduct report.
 7. ALL INMATES must tuck their blankets under their mattress, each day. Inmates working early morning shifts will be required to make their beds prior to leaving their dormitory. Exception will be those inmates working during night-time hours and sleeping during the day. These inmates must have their beds made when they get up prior to leaving the cell/dormitory.
 8. Beds will be made with pillows toward the wall and inmates must sleep with their heads towards the wall and their feet towards the aisle/door in Level II and their feet toward the entryway in Level's III, IV, and VI. Sleeping on the floor is not permitted.
 9. Inmates are prohibited from altering fixtures, blocking vents, exchanging cell furnishings, or placing furniture from the activity area in their cells/cubical.
 10. Level III, IV, VI-Headphones must be used on all personal listening devices at all times. Volume on personal TV's, walkman (headphones only), etc., will be such that it does not disturb other inmates or staff.

Level II - Headphones must be used on all personal listening devices at all times.

11. Inmates will not hang anything on the cell door itself, inside or outside.
12. Inmates are responsible for ensuring that their cell/cubical is clear of contraband. Inmates are responsible for all items in their cell/cubical and in their area of control.
13. Tools or equipment will not be taken into Housing Units/Dormitories without the approval of the Deputy Warden.
14. Only one (1) inmate will be allowed in the shower at a time. Level II – One per shower head.
15. Inmates will not be nude in any area outside of the shower and will be required to wear an article of clothing over their underwear.

16. Lighting fixtures will not be covered or altered with any type of material at any time to prevent fire hazards.
17. Cell windows will not be covered or altered, whole or in part, with any type of material.
18. In order to maintain better control of fire hazards and provide better safety standards, accumulation of flammable materials such as magazines, newspapers, and boxes is prohibited. Level II - Coverings from the top bunk to the bottom bunk or over the desk or wardrobe are not permitted.
19. Recreational activity in the Housing Units/dormitories will be limited to tabletop games.
Level II – Approved Hobby Crafts
20. When counts are conducted in units, inmates will be in their respective cells/cubical with doors closed until count is completed.
21. Accumulation of containers of any type, such as peanut butter jars, soda cans, potato chip cans, cracker boxes, etc., is prohibited. Items that are routinely issued from the Canteen or during Christmas should be discarded after use.
22. Chairs will not be placed in walkways so as to obstruct passage, nor will chairs be placed so as to obstruct doors or to prop open exterior doors.
23. Inmates are prohibited from possessing unsafe wire consisting of hidden extension cords, flexible cords, spliced cords, damaged wire or wiring devices. Items of this nature will be considered contraband because they are not in the original condition.
24. Telephones are provided and may be used daily from 6:00 a.m. until lights out except during counts. Inmates must hang up the telephone when they leave the area. Telephone time must not be abused. When inmates are using the telephone for excessive periods of time, the officer may invoke a limit so as to allow time for other inmates to use the telephone.
25. Level II - In decorating individual cubicles, the following procedures will be followed:

Authorized family pictures, certificates, paintings, hobby shop crafts, may be stored inside desks. No crafts, pictures, etc., are allowed to be hung in any way on the cement walls, partitions, furniture, or cardboard. Completed hobby crafts are to be sent home or placed in the appropriate display case to be sold.
26. Inmates will turn off the desk light and any TV, radio, cassette, etc., when they leave their cells/cubicle.
27. Level II - There is no movement within the dormitory after lights out (10:30 p.m. on weekdays and 12:00 a.m. (mid-night) on Fridays, Saturdays, and Holidays.)

Personal Appearance and Grooming:

1. You are allowed freedom in personal grooming so long as your appearance does not conflict with requirements set forth in policy.
2. You are permitted and encouraged to shower daily and you must maintain a satisfactory level of personal hygiene. Poor hygiene contributes to the spread of disease. Body odor can be offensive to others.
3. You are issued items needed to maintain personal cleanliness including soap, toothbrush, toothpaste, cloth towels and razors.

4. You are permitted to purchase such items as soap, shaving cream, deodorant, etc., in the Canteen.
5. Barber services are provided for all levels and a schedule will be made available through your case manager.
6. There is no standard hair length or style required for inmates in Level's II, III, and IV. Inmates in Level VI will adhere to NMCD policy 143000 for a more strict grooming requirement specified for each inmates particular step level.

Inmates in Level's II, III, and IV will adhere to the following grooming guidelines.

- a. Inmates may have sideburns, moustaches, beards, as long as grooming standard are maintained (neat and clean), and you do not work in food service.
 - b. If you have long hair, you will be required to wear a cap or hair net when working in Food Service or around machinery. Beards are not permitted in Food Service.
 - c. You may not wear artificial hairpieces.
 - d. **Level II** inmates may not grow or wear any type of tail or any other elaborate hairstyle.
 - e. Required to display issued ID card/Shirts shall be tucked in/no sagging/bagging allowed.
7. You will be required to wear a complete institutional uniform (tucked in) when you leave the pod. You are not allowed to move about the security area in under shorts or without wearing some acceptable form of dress. If you work on outside details you will be required to wear a complete institutional uniform.
 8. Sweat suits are to be worn only in the recreation yard, in the gym and in the dormitory. Sweat suits will not be worn in the dining room, classrooms, library, warehouse, visiting room or other areas.
 9. T-shirts, (other than those with the brand name or insignia on them) with writing or pictures will not be permitted in the institution. Apparel with lewd or degrading slogans, writing or pictures will not be permitted.
 10. You will be required to wear a complete institutional uniform to all work assignments.
 11. All inmates' enroute to and from work details will be required to wear a complete institutional uniform such as orange, whites or special detail clothing.

SECTION THREE: SECURITY - INMATE ACCOUNTABILITY

A threat to the security of the institution is defined as any behavior or situation which involves causes or is reasonably likely to cause acts of violence, a substantial risk of death or serious injury to any person, substantial destruction of property, escape or risk of escape. Includes introduction of contraband or conspiracy to attempt to introduce contraband. Any type of threat to the security of the institution will result in Level VI placement.

The facility follows a strict inmate accountability policy at all times and in every area of the facility. The facility counts are held during the following times seven days a week and daily:

2:30 A.M., 5:00 A.M., 11:00 A.M., 4:00 P.M., 8:00 P.M., 10:30 P.M.

For all formal counts except the 2:30 a.m. formal count, inmates will be required to stand up at the cell door window or next to their assigned bunk. Failure to do so will result in disciplinary action.

SECTION FOUR: DISCIPLINARY PROCEDURES

1. If you are found to be in violation of institutional rules or regulations you will be subject to disciplinary review.
2. Repeated violations of minor infractions may result in an elevated review of this report and resolution as a major infraction.
3. In accordance with Corrections Department policy, any violation of the institution's Inmate Rules and Regulations may result in confinement in disciplinary segregation, loss of good time, loss of visits, loss of phone time and loss of Canteen as specified and custody reclassification. Misconduct that could be considered criminal activity will be referred for possible prosecution.

SECTION FIVE: SEXUAL ABUSE/ASSAULT

The Corrections Department has a “**zero tolerance**” policy regarding abuse and sexual misconduct directed against offenders or NMCD Staff.

No person under the jurisdiction of the Corrections Department shall be arbitrarily exposed to physical or mental abuse, including disease or medical experimentation.

Inmates shall be protected from personal abuse, corporal or unusual punishment, humiliation, mental abuse, personal injury, disease, property damage, harassment or punitive interference with the daily functions of living, such as eating and sleeping. Any employee, inmate or other person who in good faith reports abuse or sexual misconduct will not be subject to retaliation.

In the event that physical force is necessary, the limitations of the Department's policy on Use of Force, (*Policy CD-130600*), will be strictly observed.

Any offender who witnesses or is the subject of abuse or sexual misconduct should immediately report such conduct to one or more of the following persons. The Secretary of Corrections, the Office of Special Investigation and Internal Affairs (SIIA), the Warden, the Shift Supervisor, the Institutional Investigator, District Supervisor, or any other employee of the Corrections Department.

All case records associated with claims of sexual abuse, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment and/or counseling shall be retained in a confidential manner and are retained in accordance with an established schedule.

SECTION SIX: CASE MANAGEMENT, CLASSIFICATION, AND APPEALS

This overview is not meant to describe every element of the classification process, but rather, to generally summarize this process from the standpoint of inmates in different security levels. For a more detailed understanding of these issues please refer to the Classification Manual which is located in the library.

Your Classification Officer (CLO or more commonly known as case manager will schedule an orientation period for you during which the rules, regulations, and available programs and services will be discussed. Following this orientation you will be taken before the Initial Classification Committee where your work and/or programming assignment will be made.

You will be allowed to participate in this classification committee which will include a Transitional Accountability Plan (TAP) Committee as well; and your preferences will be taken into consideration. You will be provided a copy of the "chrono" at the end of the proceeding. You may appeal the decision of the committee to the Classification Appeals Officer within 15 days.

Your CLO (Case Worker) will review your custody level every 6 months. You may also request a review of your classification and programming; during this TAP Committee, all key staff members will be in attendance. You may appeal any of these Classification Committee decisions, which will be made by the Institutional Classification Appeals Officer within 15 days of committee date. You may **not** waive your appearance at you TAP hearing; your attendance is mandatory. You will be provided copies of the Custody Scoring form, Program Reviews and Assessment form following these reviews upon request.

A classification decision made by the Classification Supervisor, Unit Manager (or Programs Director) through the Supervisory Review process, or Classification Committee is subject to appeal. Classification issues which may be appealed to the Warden include, but are not limited to: decisions involving custody classification; work or education program assignments; inter/intra-state facility transfers; family visits and good time decisions (except forfeiture and lump sum award of good time which are not subject to appeal); **NOTE:** Forfeiture of Good Time is subject to appeal under the disciplinary policy. Classification decisions may be implemented during the appeal process.

Inmate Records:

Any issue having to do with information collected in your file or the status of good time posting should be addressed to your case manager or the records manager.

Inmate Employment:

All inmates will be afforded the opportunity to be placed in a work program and will be evaluated during their classification/supervisory committee. **Inmates are encouraged to submit a completed application to the supervisor of a work area where he has an interest in being employed. The supervisor will review the application and forward the application to the respective classification officer who will schedule a supervisory review for assignment.** The facility offers a variety of employment opportunities from food services, porters, gymnasium, laundry, maintenance, landscaping, tutoring, and therapeutic community.

Good Time Deductions and Incentive Pay:

You have the opportunity to earn Good Time provided that you demonstrate a continuing effort toward self-improvement. This includes work assignments and other programming as indicated by the Classification Committee. Your work supervisor will maintain a record of your attendance and will also rate your work attitude and quality of work. All inmates must receive a satisfactory performance recommendation by their supervisor in a work assignment approved and placed by the classification committee. Any work performed without prior approval and assignment from the classification committee will be considered voluntary and does not meet the policy requirement for a reduction of sentencing, (i.e. good time).

Lump Sum Awards:

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

Inmates are discouraged from soliciting Lump Sum Awards. This behavior will not be tolerated.

Approved Programs for which inmates are eligible for LSA's must be administered and delivered from within the following departments at the facility level: Behavioral Health, Addictions Services, and Education Services. For additional information pertaining to lump sum awards you can review NMCD Policy 082800 Lump Sum Awards.

Inmate Leave Furloughs:

Emergency leaves if determined to be of an emergency nature, i.e., funerals for the death of an immediate family member or an immediate family member hospitalized with a bona fide serious illness, may be granted by the Warden to inmates.

If granted an escorted furlough, you will be financially responsible for all costs associated with the furlough to include cost of staff, transportation and other NMCD expenses associated with the leave.

SECTION SEVEN: PSYCHOLOGICAL, MEDICAL, AND DENTAL SERVICES

Sick Call:

If you are ill, you must submit a sick call request by 4:00 p.m. and report the next morning to sick call during posted hours. For Level II - 6:30 a.m. to 7:15 a.m., Level III – 6:30 a.m. to 8:00 a.m., and for Level's IV and VI sick call will be conducted during the course of the day. You will sign in and wait at the dispensary waiting area. Sick Call slips are available in the control centers or from the med-line nurse. Sick call slips can then be turned in to the sick call boxes located outside the infirmary entrance or the boxes in Housing Units 1, 2, and 5.

If an appointment is needed to see a physician or physician's assistant, one will be made for you at this time. You will be scheduled for an appointment to see the physician's assistant prior to your being seen by the physician.

You will be required to be in full uniform with shirts tucked in and headgear removed. Shirts will be buttoned from the second neck button down. Pants will not be worn lower than the waist [No "sagging or bagging"].

No eating, drinking, or listening to radios is permitted in the dispensary, to include walkman-type radios.

Emergency Care:

If you are ill during periods when medical staff is not at the unit, please contact your work or unit supervisor. Conditions, which can be handled through the sick call schedule, will not be dealt with as an emergency.

Dental Care:

Emergency dental care such as severe pain, control of bleeding, treatment of acute infection or injuries to the teeth or supporting structures will be treated in the same manner as emergency care.

Dental problems, which are emergencies, will be handled on an appointment basis following the placement of your name on an appointment list. At that time you must indicate what your problem is. You will be seen at the earliest possible time for examination and evaluation. There is no dental cleaning at SNMCF Level II.

Optometric Services:

Optometric needs will be evaluated through a visit on sick call. If indicated, you will be referred to an optometrist. Glasses will be provided at the state's expense, one time only, unless your vision changes. Tints or photo grays will be provided only if there is a documented need. Frame selections will be made from available state contract models only. Replacement of broken or lost glasses is the sole responsibility of the inmate.

Medical Specialists:

Referrals to off-site medical specialists will be done only when the institution physician feels it is necessary. These decisions are made on an individual case basis.

Medications:

Medication will be dispensed during the designated medication line at 6:30 A.M. and 7:00 P.M. for Level II. Inmates in Level III will receive their medication at the facility infirmary at 6:30 A.M. and 5:00 P.M. Diabetic Line for Level III Inmates is at 6:15 A.M. and 3:15 P.M. Inmates assigned to Level IV and Level VI will have their medication distributed to them from medical staff in their designated living area at 4:30 A.M. and after 4:30 P.M. Most prescriptions and other medications will be given in 30-day amounts; unless it is a non-issue medication. This privilege may be suspended at the discretion of medical staff if abuse occurs.

Special Medical Diets:

You will be served meals, which are "heart healthy". You may be counseled by medical staff in the selection of food from the regular menu. If another diet is prescribed, it will be based on your documented medical condition.

No food prepared on the regular menu contains pork or pork derivatives. Occasionally, special holiday meals such as the Fourth of July or Christmas may have pork hot dogs or ham on Christmas and this will be indicated.

Mental Health/Behavioral Health Services:**Behavioral Health Services (Mental Health/Substance Use Disorder):**

Individual and group therapy will be provided in accordance with NMCD Behavioral Health policies.

You are encouraged to participate in any available therapy; however, this is on a voluntary basis. A list of groups is provided to you at orientation and upon request from Behavioral Health.

If you are having difficulties related to your incarceration, problems related to your release or you want help with behaviors which led to your incarceration, you are urged to contact a Behavioral Health staff member by sending a request slip. You may also speak with your Unit Manager or Case Manager who will contact Behavioral Health staff.

Behavioral Health records are kept separate from other inmate records. Information regarding your therapy will be kept confidential.

You must sign a release of Information form before any information is released.

Behavioral Health staff operate within the ethical standards set forth by the American Psychological Association [APA], the American Counseling Association [ACA], the National Association of Social Workers [NASW], and the American Correctional Association [ACA].

During your orientation to this unit you will be given information as to services available, the limits of confidentiality, an assessment of treatment needs and recommendations and a brief evaluation to determine if any current problems require immediate attention. If you need to contact Behavioral Health staff for immediate assistance, you may relay your request through a Correctional Officer, Unit Manager, Case Manager or other staff member.

Substance Use Disorder Outpatient Treatment:

A specialty area of treatment within Behavioral Health provides educational and therapeutic groups that cover a wide array of topics pertaining to the use and abuse of substances such as alcohol, licit, and illicit drugs. Groups are offered throughout the year based on requests and staff availability. The following programs are offered: SA I Initial, SA II Intermediate, DWI Program and Intensive Outpatient Program. SA I and II are 6 week, once a week, one hour a week psychoeducational groups. Individuals attending these classes and successfully complete them will receive a certificate acknowledging their accomplishment. The DWI Program is a forty hour, three month intervention program primarily for individuals who are currently incarcerated for substance-related driving offenses. This group will be conducted twice weekly with the goal of addressing the problem(s) that led to their incarceration. The Intensive Outpatient Program (IOP) is a four month program involving nine hours of treatment (individual, group, 12-step support group) weekly. Individuals who successfully complete the Intensive Outpatient Program are recommended for 100 hr. LSA. Outpatient Services are offered to Level II and Level III inmates who would like to learn more about substance addictions and do not have enough time to enter the therapeutic community. Inmates closest to release will be given priority to participate in the DWI Program and the IOP in order to provide them the opportunity to complete the program prior to release.

12 Step Self-Help Groups:

With the assistance of Community Volunteers Alcoholics Anonymous (AA) and/or Narcotics Anonymous (NA) for Level II residents is currently available.

RDAP:

RDAP is offered to individuals seeking recovery from alcohol and other drug addictions. TC members meet daily for approximately 2.5 – 5 hours. Meeting times range from 8:00 a.m. – 10:45 a.m. in the mornings and from 1:00 p.m. – 3:30 p.m. in the afternoons. Program completion requires a minimum of 12 months, which is divided into three program phases. A lump sum application (LSA) can be submitted after the successful completion of each program phase.

Programs 1 and 3 each require approximately three months to completion. Completion of Program 2 takes at least six months. An optional fourth program is the mentor phase. It is available to those who have successfully completed all three previous programs AND who request to become a TC community mentor. The TC graduate who wants to go on to become a mentor can make the request to the TC staff, who will decide on each application individually.

Entry into the TC program can be gained through submission of a *Letter of Interest*. These forms are available from the TC Senior Coordinator, Orientation Speaker, or directly from the staff in the TC group room. An individual who is selected to enter into the TC program will be submitted to classification committee for official entry into the TC program.

The therapeutic community program works best for individuals who have 9 mos. – 2 yrs. time left before they are due to parole. It is intended to help individuals with drug and alcohol addictions prior to their being released and to help them with re-entry into their respective communities. TC residents live in the assigned TC community unit with other members of the TC community. The Therapeutic Community program includes the 12 Steps and 12 Traditions. It is designed for individuals to be able to give and receive support throughout their recovery. Remaining DRUG FREE is encouraged and EXPECTED. Therapeutic Community residents sign a contract that says they are subject to random and/or monthly urinalysis (UAs) testing.

An individual's program records are kept confidential within the community and clinical records. Participation in various program areas is documented and kept in these program and clinical files. The TC staff operates within the ethical standards set forth by the American Psychological Association (APA), American Counseling Association (ACA), and the American Correctional Association (ACA).

Addictions Services Outpatient:

Addictions Services provides substance abuse educational groups that cover a wide array of topics pertaining to the disease of addiction. Groups are offered throughout the year based on requests and staff availability. They are usually set up in three phases: Initial, Intermediate, and Advanced. Individuals attending these classes can work towards a 100 hr. LSA application. Outpatient Services are offered to Level II and Level III inmates who would like to learn more about substance addictions and do not have enough time to enter the therapeutic community.

Addictions Services 12 Step Groups:

A weekly group meeting for Alcoholics Anonymous (AA) and for Narcotics Anonymous (NA) for Level II residents is currently available. When possible, these meetings are also provided for the Level III Therapeutic Community members.

Addictions Services Hep C Screening:

Addiction Services provides screening and follow-up treatment services for those inmates referred for the Hep-C medical program.

SECTION EIGHT: GRIEVANCE SYSTEM CD Policy 150500

The Inmate Grievance Procedure's purpose is to establish an administrative means of expression and an honest attempt to resolve inmate complaints. You have the right to file a formal grievance if the complaint originates with an action or decision made by the Corrections Department and is believed to adversely affect your welfare.

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 complaint. It is the policy of the Department to resolve grievances at the lowest possible level. Informal resolution is encouraged. 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 twenty (20) calendar days of the date of the incident-giving rise to the complaint.

Items that are Greivable include:

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.

Individual employee actions.

Perceived reprisal for use of, or participation in, the grievance process.

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.

Department personnel sexual misconduct.

The following matters are **not grievable** through institutional or departmental grievance policy and procedure.

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.

Matters involving the loss or delay of mail by the U.S. Postal Service or other carriers, e.g. UPS, Federal Express, etc.

Any matter involving disciplinary procedure and findings. A separate appeal process is provided by Department policy for disciplinary actions.

Any matter involving a classification decision. A separate appeal process is provided by Department policy for classification actions or placement in Level 6.

Complaints on behalf of other inmates.

The subject of any prior grievance on which a final determination has been made or which is currently under review.

Other matters beyond the control of the Department.

Classification decisions such as work or education assignments, institutional transfer, loss of parole eligibility, good time issues, custody or school release, may be appealed as outlined in the Classification Appeal Procedure.

If an inmate is not satisfied with the decision of the Warden, the inmate may appeal that decision to the Office of the Secretary of Corrections within seven (7) calendar days of receiving the decision from the Warden

Petitions and Mass Meetings:

Inmates are not permitted to initiate or sign petitions within the unit or elicit the viewpoints of other inmates for the purpose of attempting to resolve any real or imagined grievance. You are authorized, however, to write individual letters or interview requests to the Deputy Warden or any other staff member of the unit. You may also file individual grievances, which will be responded to. Mass meetings or demonstrations are not permitted and may be dealt with through disciplinary measures.

SECTION NINE: PERSONAL PROPERTY

You will be allowed to have some personal property; however, the amount, size, value and kind of articles must be limited to conform to the safety, sanitation, security concerns, and segregation status. A list of approved property will be given to you during your orientation. Any property, which is not permitted, will

be retained at the unit for 14 days to allow you to make arrangements to have it taken out or sent out. If arrangements have not been made within this time, the property will be disposed of by donating it to the state for distribution or it may be destroyed.

SECTION TEN: CONTRABAND

Contraband is defined as 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.

Dangerous Contraband:

Dangerous contraband is a firearm, knife, bludgeon or other weapon, device or instrument, material or substance, whether animate or inanimate, which is readily capable of causing, or inducing fear of death or physical injury.

Dangerous Drugs:

Dangerous drugs are defined as any intoxicant, including alcohol, inhalants, and any substance listed as a controlled substance in New Mexico State Statutes. Dangerous drugs also include ingredients or substances combined for the purpose of producing an intoxicant and any counterfeit controlled substance.

SECTION ELEVEN: FOOD SERVICE

The food service department's objective is to provide meals, which are nutritionally balanced and served in an appetizing manner. A five-week cycle menu established for the Corrections Department is served at all facilities. For inmates who dine in groups, please respect other persons by not jumping ahead in line, not littering the floor with paper or food, and finish your meal within 20 minutes. Loud or disorderly conduct will not be tolerated. Do not congregate around entrance or exit doors.

No pork or pork derivatives are used, with the exception of the Fourth of July when hot dogs, may be prepared which have pork in them, and Christmas when ham may be served. There will also be non-pork hot dogs if this is the case and turkey for Christmas. You are to eat with your unit, which will be called in rotation. Meals are served cafeteria style. You are expected to be properly dressed. Headgear will be removed. Religious headgear can be worn at the beginning of the meal for prayer and removed immediately once the prayer is complete. Shirts will be buttoned from the second neck button down and will be tucked in. Pants will be worn in a proper manner, not lower than waist level. No "sagging" or "bagging" will be allowed. Shower shoes of any kind are not allowed.

Level II inmates will be allowed to eat in the dining room. Food carts will be delivered to levels III, IV and VI.

The menu is designed to be "heart healthy". If you are prescribed any other diet by the physician, this will be worked out by the food service staff. The physician may counsel you on "eating around" certain items, which may be a problem for you.

You are not permitted to enter the food service area except during scheduled meal times as your unit is called or you are assigned to work in this area.

In the event of a disturbance, take no part and move away from the disturbance if you are in the immediate area.

SECTION TWELVE: CANTEEN SERVICES/INMATE ACCOUNTS

During your orientation you will be given a list of items that are available in the Canteen and the cost of these items. You will be allowed to purchase items as stipulated in policy pertaining to your individual security level.

Only one purchase from the Canteen may be made per week. Each dormitory or housing unit will have a posted Canteen list on a bulletin board. No purchases will be made unless you have money posted on your account.

You must check your purchases at the time you receive them. Once you have left the Canteen, no exchanges or questions as to shortages will be addressed.

The Canteen schedule will be posted on the dormitory or housing unit bulletin board. Order forms will be distributed in each housing unit two days prior to the scheduled Canteen day. These order forms will have your account balance at the upper right hand corner.

When placing an order, please enter your living unit, bunk or cell number, and sign the order form on the line indicated.

When you have completed your order, please hand it to the unit officer.

You will be required to present your ID card to the Canteen Officer when you pick up your order. Level IV and Level VI inmates will have their Canteen delivered to them if they are eligible to receive Canteen. Incentive pay will be posted on the 15th of the month following the month worked.

Inmate Trust Accounts:

You may only receive money from family and friends on your approved visitor's list. THE ADDRESS MUST MATCH THE VISITOR APPLICATION. All money must be in the form of a cashier's check or a money order. Any cash or personal checks will be returned to the sender.

All money received from outside sources will be receipted by mailroom staff. You will receive a copy of the receipt when your mail is delivered. Money orders, certified checks and payroll checks will be submitted to the accounting department along with a copy of the receipt for posting.

Money being sent from your account must be approved by your case manager on a debit memo form. No check will be sent unless there is sufficient money in your account to cover the total amount requested.

Your account may be frozen if you are found guilty through the disciplinary process of damaging or destroying state or private property. It will remain frozen until the damage or destruction has been paid in full.

SECTION THIRTEEN: EDUCATIONAL SERVICES

Normal operational hours for Educational classes are 8:00 a.m. to 3:30 p.m., Monday through Friday. Evening hours for instructional classes or library use are 5:30 p.m. to 7:30 p.m.

Education for Levels IV & VI will take place in the housing unit with the assigned instructor giving group and individual sessions.

Adult Basic Education, College and Vocational Classes are offered. Lump Sums are awarded for successful completion of eligible programs. Classes are offered morning, afternoon and evening. Part-time programming is offered so inmates may also be assigned a work assignment. Full-time programming consists of two part-time educational classes. Information regarding classes, descriptions and time will be disseminated during inmate orientation. For further information, you may contact the Education Director or any Instructor at this facility.

Project SOAR is collaboration among the New Mexico Corrections Department, the Department of Labor and other agencies willing and able to help ex-offenders re-enter their communities as job-holding, free and productive citizens. You must have at least one year to release and six months clear conduct before applying. Obtain a SOAR application packet from the Project SOAR Coordinator in Education. You must enroll in the class, complete the five steps that include an action plan and portfolio.

The Project SOAR participant has the advantage of having Department of Labor personnel specifically trained to work with him and his unique circumstances. The Department Of Labor SOAR field representative will screen prospective employers before sending the SOAR ex-offender on job interviews.

Moral Reconciliation Therapy (MRT) Cognitive Programming is an education program used to help you develop decision-making strategies. It is composed of 13 steps. LSA's are offered for successful completion

Educational Television is designed to keep inmates informed of important information that needs to be disseminated to all the population and is geared towards assisting the inmates with continuing their education by broadcasting educational programs directly to the inmates assigned cell or housing unit television.

Education Building (including Library) Rules and Dress Code:

1. All inmates must have their ID's to enter the Education Building.
2. All inmates will be frisk searched upon entering/exiting the Education Building.
3. Eating or drinking, is prohibited in the Education Building. During breaks, inmates will go to the designated area or the Housing Unit/cubical. The institution is a smoke free facility.
4. Walkman radios with headphones, etc., are prohibited in the Education Building.
5. Headgear will not be worn in the Education Building. Headgear must remain off until the inmate has exited the building.
6. Inmates are required to wear complete institutional uniforms in the Education Building with shirts tucked in and buttoned. Shoes with socks are required. No shower shoes. Shirts must remain tucked in and buttoned until the inmate has exited the building.
7. No table top games allowed in library or classrooms.
8. There is no standard hair length or style required:
 - a. Inmates may have sideburns, moustaches and beards, as long as neat and clean grooming standards are maintained.
 - b. Inmates may not wear artificial hairpieces.

Library Services:

Both Level II and Level III facilities provide a full line of library services.

There are magazines and newspapers available to read in the library only, as well as reference materials and overnight checkout books.

Inter-Library loans (ILL's) are available for non-fiction books that we do not presently carry. These requests go out to public libraries all over the U.S., and they loan the book to us. For fiction books we don't have, you may submit an intra-facility library loan request. These requests go out to the other prison libraries in New Mexico. You may request 2 ILL's or 2 Intras per month.

Reference services are also provided. You may request information regarding education, work, prison-release, and general information. The Librarian will look up your information in reference materials or the Internet. There are many restrictions on what you can request, so check with the Librarian.

You may check out two books at one time for a maximum of two weeks. You may also check out a book catalog, which lists all the books available at our facility.

The following forms are available in the library:

Informal Complaints

Grievances

Classification Appeal Forms

Disciplinary Appeal Forms

Inmate Job Applications

Hobby Shop Contracts

Housing Exchange Forms (To exchange state-issued clothing and items)

Medical Request Forms (Sick Call Slips)

Request to Send Articles Out of Facility

Inmate Request Forms

ILL Requests

OFL Requests

Legal Access Requests

Legal Copies Request

Debit Memos

Soar Applications*

Pre-Release Packets*

Inmate Handbook (English and Spanish)

*Available only in the JSU Library – POU patrons will find these in the Education Dept.

Legal Access:

This program is for you to have direct access to the court in allowable legal actions as per CD Policy 121000. All requests must be filled out on an Inmate Request for Legal Access Form and a Request/Authorization for Copying Qualified Legal Materials. These are the only two forms to be utilized for Legal Access and they are available in the Library.

Pre-Release:

Prior to your release into the community you may want to participate in the pre-release program that is designed to help you address problems that you will face when you are released. There may be lectures

and classes presented by volunteers in the community. Pre-Release information is available from the Project SOAR Coordinator or Pre-Release Instructor in Education. There is an annual Re-entry Expo where personnel from the Department of Labor, Probation & Parole, Social Security Administration, Dona Ana Branch Community College, Department of Vocational Rehabilitation and employers meet with soon-to-be released inmates.

SECTION FOURTEEN: LAUNDRY SERVICES

The purpose of the facility laundry is to establish guidelines for storage, accountability, issue, and cleaning of clothing, linens, and bedding. Inmates will receive the following items from the laundry based on their individual security level.

Laundry (Personal Items):

1. The institution accepts no responsibility in regard to the laundering of personal items. Inmate personal property may be laundered in accordance with laundry rules and regulations. Any laundering of these items is done with the inmate's approval and at his own risk. Any damage or loss incurred will not be the responsibility of the institution.
2. All inmates will place their personal clothing in their mesh bags, properly secured and turn it over to the Sergeant/designee. The Sergeant/designee will take the mesh bags from the unit to the Laundry.
3. The designated sergeant/designee, upon arrival at the Laundry, will report to the officer in charge in the Laundry. The Sergeant/Designee will remain at the Laundry until the mesh bags are counted to ensure the correct amount is returned.
4. The Sergeant/Designee will see that all mesh bags taken to the Laundry are returned immediately after they have been washed and dried.
5. Time schedule for collecting laundry from the Housing Units/dormitories:
 - a. Monday thru Friday 8:00 a.m.
 - b. Laundry will not be accepted after 9:30 a.m.

Laundry (State Issue):

1. All inmates will put mesh bags and towels outside their cell/cubical prior to reporting to their work or program assignment.
2. The mesh bags and towels will then be picked up by the Porter and sent to the Laundry at 8:00 a.m. Any clothing received after 8:00 a.m. will be returned to the Housing Unit/Dormitory.
3. The clean laundry will be picked up that same day and returned to respective areas. Sergeant/designee will be paged to Laundry for pick up.
4. At no time are Porters to go into any cell/cubical, except their own to retrieve laundry.
5. Mesh bags will consist of: (Depending on Level)
 - Greens, yellow and orange
 - T-shirts.
 - Socks.
 - Shorts.

- Face cloths (wash cloths).
- Handkerchiefs.

LEVEL II ISSUE:

3 - orange uniform sets	7 - pairs of under shorts
1 - jacket	1 - pair of shoes
7 - pairs of socks	1 - Bennie

LEVEL III /IV ISSUE:

3 - green uniform sets	7 - pairs of under shorts
7 - pairs of socks	1 - pair of shoes
1 - jacket	1 - Bennie

LEVEL VI ISSUE:

2 - Yellow uniform sets	7 - pairs of under shorts
7 - pairs of socks	1 - jacket
1 - pair of shoes	

The Laundry schedule is as follows:

LEVEL II

<u>Monday</u>	North Side	Oranges only – <u>No Bags.</u>
<u>Tuesday</u>	South Side	Oranges only – <u>No Bags.</u>
<u>Wednesday</u>	North/South	Sheets, Towels, Pillowcases – <u>No Bags, Oranges, or Blankets</u>
12:00 – 2:00	North/South	Kitchen Whites Only
3:00 – 5:00		Oranges – Details Only
<u>Thursday</u>	South Side	Kitchen Whites and Laundry bags
<u>Friday</u>	North Side	Kitchen Whites and Laundry bags
3:00 – 5:00	North/South	Oranges – Details Only

Blankets will be washed the last Saturday of the month

LEVEL III, IV, & VI

<u>Monday</u>	Housing Units: <u>1-A, 2-A, 3-A, 4-A, 5-A</u> Sheets, Pillow Cases, Towels, Laundry Bags, Prison Uniforms
<u>Tuesday</u>	Housing Units: <u>1-B, 2-B, 3-B, 4-B, 5-B</u> Sheets, Pillow Cases, Towels, Laundry Bags, Prison Uniforms
<u>Wednesday</u>	ALL HOUSING UNITS; Prison Uniforms, Jackets
<u>Thursday</u>	ALL HOUSING UNITS: Kitchen Whites Only
<u>Friday</u>	ALL HOUSING UNITS

Blankets: All Units

SECTION FIFTEEN: USE OF TELEPHONES**Telephone Monitoring:**

Within two days of arrival at the facility the STIU Telephone Monitor will issue you a Personal Identification number (PIN) in order for you to place calls. You are able to place collect calls and debit calls using this PIN Number. Do not give your PIN Number to other inmates for their use and do not use other inmates PIN Numbers. Doing so will result in disciplinary action.

When placing a collect or debit call, your called party cannot make three-way telephone calls. Doing so will also result in disciplinary action.

If your called parties have problems with the telephone system, they can notify Securus Customer Service at 1-800-844-6591. Do not have your called party call the facility if their telephone number has been blocked or restricted. Have them contact Securus Customer Service.

Notification will be provided to inmates upon receipt at RDC and during orientation at all institutions that unprivileged phone calls will be randomly monitored and taped. The notice will also inform inmates that unmonitored phones may be requested for attorney or other privileged calls and the steps necessary to request such phone calls.

Regular Phone Calls:

You may place collect phone calls from telephones located inside your dormitory or housing unit pod phone. These calls may be monitored by the institution. A 20-minute time limitation may be imposed to allow opportunity for everyone to use the telephone. The use of state phones is not allowed except in an emergency. If you have an emergency, which may require the use of a state telephone, you may request such through the shift supervisor or case manager. An emergency is defined as a family death or illness.

Access for Hearing Disabled:

If you have hearing and/or speech disabilities you shall have access to a telecommunication device for the deaf (TDD), or comparable equipment. Public telephones with volume control are also made available to those with a hearing impairment.

Privileged/Attorney Phone Calls:

Attorney phone calls must be requested in writing using the Privileged/Attorney Phone Call Request Form (*CD-150302.1*) and tracked by completing a Privileged/Attorney Phone Call Log Attachment (*CD-150301.A*).

Every effort should be made to allow access as soon as practicable, especially in the event of an emergency or urgent need. However, the institution will provide access to unmonitored telephones for privileged and/or attorney phone calls within two working days of receipt of an approved written request.

Phone calls will be placed by an institutional staff member who will verify the identity of the receiving party. The phone call between you and the privileged communicant will take place in a location that assures the confidentiality of the conversation. This provision does not preclude visual observation during a telephone call.

To the extent possible, privileged or attorney calls will be made collect if long-distance charges are applicable. In instances when a collect call is not possible, you will be informed in writing, prior to the telephone call being placed, that the cost of the telephone call will be \$0.20 a minute deducted from your account and you will sign a debit memo. After termination of the call, the staff member will post the amount to the debit memo and forward for processing. The debit will be carried on your account until such time as there are funds to cover it.

SECTION SIXTEEN: CORRESPONDENCE

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, with no restrictions except those necessary to ensure the safety and security of the facilities and other persons.

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

A reasonable amount of postage for the following categories of mail will be supplied by the facilities for indigent inmates:

Attorneys, recognized agencies that provide legal assistance, the courts, and disciplinary appeals addressed to the disciplinary appeals officer, classification appeals addressed to the Classification Bureau Chief, Parole Board members, the Secretary of Corrections, Department staff located at Central Office, federal and state legislators, and the Governor of New Mexico.

All mail and packages shall be inspected in order to intercept cash, checks, money orders and any contraband. Mail is read, censored, or rejected based on legitimate institutional interests of order and security. Inmates are notified when incoming or outgoing letters are withheld in part or in full.

Inmates are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts; counsel; officials of the confining authority; state and local chief executive officers; administrators of grievance systems; and members of the paroling authority. Staff, may be allowed to inspect outgoing privileged mail for contraband before it is sealed. Mail to inmates from this specified class of persons and organizations may be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing or in circumstances which may indicate contamination.

If an item has been rejected, you will receive a rejection notice. Once you sign acknowledgment of the rejection, you have fourteen (14) days in which to send the mailroom a Debit Memo to have the item returned to the sender or sent to a family member. If you refuse to sign, a notation of the date will be made and the fourteen (14) days will begin from the date of the refusal. If a Debit Memo is not received the item will be disposed of. You will not receive addition notification prior to the item disposed of.

Mail boxes are located in the following areas for outgoing mail:

Level II - Mail box is located in the center corridor.

Level III & IV – Mail box is located on the main compound.

Level VI – Outgoing mail is distributed through the Security Department.

All incoming mail is distributed during the course of the Evening Watch Shift.

For further information on correspondence regulations, please contact your case manager.

SECTION SEVENTEEN: VISITING SERVICES

Family ties and personal relationships are important to all inmates and the rules governing conduct while visiting will be enforced in order to allow all inmates and visitors to have wholesome visits with their families and friends. Your conduct not only reflects on yourself, but also on the institution and other inmates. All visitors must complete a visitor questionnaire. The visitor must return the questionnaire to the proper case manager. Questions regarding visits should be addressed to your case manager.

Each institution will send a **Visitor Application for Visiting Privileges** Form (*CD-100201.1*) to each person who has been identified by the inmate and is being requested as a visitor, regardless of relationship or age along with written information regarding procedures governing visitation. This information shall include the facility address, phone number, directions to the facility, information about local public transportation, public transit terminals, days and hours of visitation, dress code, identification requirements for visitor entry, authorized items, rules concerning children visiting the facility, and special visits.

The number of visitors an inmate may receive and the length of visits may be limited only by the institution's schedule, space, and personnel constraints, or when there are substantial reasons to justify such limitations. You will not be denied access to visitation with persons of your choice except when the Deputy Warden or designee can present clear and convincing evidence that such visitation jeopardizes the safety and security of the institution or visitors.

Visiting Schedules:

Inmates classified, as Disciplinary Segregation, Pre-Hearing Detention, Custody Level IV, Custody Level V, and Custody Level VI, Alternative Placement Area (APA) included, are limited to face-to-face non-contact visiting where visiting is permitted. The facility Warden may restrict any inmate classified as Custody Level V and/or Custody Level VI to video visiting if security needs dictate and in accordance with *CD-143000*. Inmates sentenced to capital punishment shall ordinarily be limited to face-to-face non-contact visits and/or video visits, but may be approved for contact visits in exceptional circumstances as specified by the facility Warden.

Inmates classified as Custody Level III and housed in a Security Level III facility, are eligible for contact visiting. Inmates are permitted a brief hug and/or kiss at the beginning and upon completion of the visit. Inmates will be seated across a table from all adult visitors without physically touching their adult visitors, but may hold their own children.

Inmates classified as Custody Level II and housed in a Security Level II facility are eligible for contact visiting. Inmates are permitted a brief hug and/or kiss at the beginning and upon completion of the visit. Inmates will be seated across a table from all adult visitors, are permitted to hold hands with adult visitors across the table and may hold their own children.

Visitation for level II is Saturday and Sunday from 8:30 a.m. to 3:00 p.m. and operates on a first come first serve basis.

Visitation for levels III is Thursday thru Sunday from 8:00 a.m. to 3:00 p.m. All visits for these levels are based on a first come first serve basis and visits can be terminated early to ensure that all visitors are afforded the opportunity to visit.

Level IV inmates are allowed three (3) contact visits a month with immediate facility members. Prior approval will still be needed utilizing the special visit form. The following schedule will apply for the visits:

Wednesdays: HU1A visits (the 1st three Wednesdays of the month)
Thursdays – Morning HU5B (1st three Thursdays of the month)
Thursdays – Afternoon HU3B F-pod (1st three Thursdays of the month)
Fridays – HU4A and HU4B (1st three Fridays of the month)

A maximum of four (4) visits are allowed at one time in the visiting room. Saturday and Sundays visits are reserved for Level III inmates.

Visiting Rules:

1. You will be subject to strip-searches upon entering the visiting room. All inmates will be strip-searched upon leaving the visiting room. Inmates will be strip-searched in the designated area of the visiting room.
2. You will not be allowed to transfer any type of item in the visiting room without prior approval from the Chief of Security or Unit Manager if applicable.
3. No food is allowed in the visiting room except for those items available in the vending machines.
4. Inmates will not be allowed to take soft drinks, candy, chips, etc., from the visiting room.
5. Visitors will not be allowed to take soft drinks, candy, chips, etc., from the visiting room.
6. You will be allowed to possess only the following items of personal property in the visiting room:
 - a. Wedding Band
 - b. Religious Necklace
7. Disorderly conduct, which disrupts the orderly operation of the Visiting Room or would offend others, is not permitted.
8. Inmates may only visit with their approved visitors.
9. All inmates are required to wear a complete institutional uniform with the shirt buttoned and tucked in. No civilian clothes are allowed.
10. Seating and furniture arrangements:
 - a. Furniture must not be rearranged; chairs will remain centered with the table.
 - b. Chairs must not be used as footstools.
11. Only one inmate and/or visitor at a time may utilize the restrooms.
12. Visitation is permitted only in the visiting room. Upon termination of a visit, there will be no further contact with your visitor(s) and/or other inmate's visitors.
13. Embracing and kissing is allowed only once at the beginning and/or the end of the visit. Any sexual contact, transfer of unauthorized articles, or violent behavior will be cause for immediate termination of the visit and possible disciplinary action. Violation of visiting rules by visitors may be cause for denying visiting privileges.

Dress Code for Visitors:

1. General:

- a. All visitors must be appropriately attired in accordance with this policy before entering any New Mexico Correctional Facility or Privately Operated Facility.
- b. When attire is deemed not in accordance with this policy by the Front Reception Officer, the matter shall be brought to the attention of the Shift Supervisor.
- c. Visitors may not be allowed into the institution if their clothing would make it difficult to distinguish the visitor from an inmate.
- d. Visitors are subject to denial of visiting privilege for that day if their attire is not in accordance with this policy.

2. Male Visitors:

- 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 and slippers 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.

3. 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 and 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, and 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 be see-through, expose cleavage, the midriff, shoulders or any part of the breast or upper thigh.
- 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 and steel-toed boots or shoes are not permitted. Open toed shoes are allowed.

4. 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 no 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.
5. 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.
6. Any attire not covered by this procedure, that is deemed inappropriate by the front reception officer, will be brought to the attention of the Shift Supervisor. The Shift Supervisor may deny visiting privileges based on inappropriate attire and shall document any such denial to the Deputy Warden.

Special Visits:

All special visits (e.g., visitors traveling a long distance, prospective employers, law enforcement officers, etc.) must have prior approval in writing by the Deputy Warden. Immediate family members who reside out-of-state and who seldom visit are not required to be listed on the inmate's approved visiting card and may visit as a special visit with prior written approval.

Family Visits:

If you meet the requirements for family visits, you may apply through your case manager. You must be in the system for one year and at the facility from which you are requesting the visit for six months. You must have six months clear conduct on minor reports and twelve months clear conduct on major reports and six months of all your good time. These visits are strictly limited to members of your immediate family. These visits will take place in the visitation trailers at the main unit.

The length of visiting times is as follows:

Phase I	6 hours
Phase II	12 hours
Phase III	24 hours

You will be required to pay a fee for the visit, which will vary with the amount of time you will be visiting. You and your family will be required to clean the unit prior to the completion of your visit. Any costs for damage done to the unit during your visit will be your responsibility. Failure to do so will result in suspension or termination of your family visiting privileges and may also be handled through the disciplinary process. For further information, please contact your case manager.

SECTION EIGHTEEN: RELIGIOUS SERVICES

Coordination of religious activities is the responsibility of the facility Chaplain. The Chaplain tours the units on a regular basis. If you have questions concerning religious services they can be addressed to the Chaplain on his tours, or you can send him a request.

A variety of religious programs are available for your spiritual growth and development. It is the intent of this institution to ensure that you are able to exercise your constitutional rights to practice your religious beliefs. Religious services are scheduled and are limited only by availability of space, community resources, and inmate needs. A Calendar of activities is posted in the chapel window in both the JSU and POU. For specific schedules, regulations and procedures you may contact the facility chaplain in person or in writing and also the respective Unit Manager for further information or request.

SECTION NINETEEN: RECREATIONAL-LEISURE ACTIVITIES

Gymnasium Rules:

1. No types of food or drinks open or closed are permitted in the gym. Upon making your purchase at the concession stand, you must exit the gym.
2. Radios, of any kind, are not permitted in the gym whether they are on or off.
3. There is NO gambling allowed in the gym. Card playing is prohibited in the Gym.
4. No inmates are permitted in the staff office or equipment issue room without staff present.
5. The only type of balls used in the gymnasium will be the (2) basketballs that are for indoor use and the volleyballs during volleyball season.

6. **Only** tennis shoes or soft-soled shoes will be allowed on the basketball court. Black-soled shoes are prohibited.
7. Kitchen whites may not be worn in the recreation yard or gymnasium.
8. Entry and exit from the Gym will be through the designated door only.
9. Equipment issued in the Gym is for use in the Gym **only**. Recreation Yard equipment will be issued separately.
10. Food and drink are prohibited in the Gym.

Equipment Check Out/In Procedures:

You must have your own I.D. Card to check out equipment, and you are responsible for the equipment until it is turned in, in the condition it was issued.

If it is found that the equipment has been abused, you will be charged for the value of that equipment. Your I.D. will not be given back until you pay for the equipment or sign a debit memo.

If you do not have your own I.D., you will not be allowed to check-out equipment. If another inmate checks out a piece of equipment and lets you use it, and you're turning the equipment in, you will not receive his I.D. The I.D. will only be given to its owner.

You may only get one piece of equipment with your I.D. If you need more than that, you need to find a partner to work out with. **NO I.D., NO EQUIPMENT!**

All equipment that has been checked out must be returned to the gym.

Sports:

Major Holiday tournaments are scheduled with various competitions being offered. Cash awards are presented to winners, which will be placed on the individual's trust account.

Intramural sports events will be scheduled year-round (softball, volleyball, basketball). From observation and tryout, team members will be selected occasionally to represent the SNMCF Level II in sports events with teams from the surrounding area.

Hobby Shop:

If you are interested in participating in arts and crafts, please contact the recreation staff. All supplies will be purchased via debit memo from your account to vendors. Projects, which do not present a space, noise or cleanliness problem, may be allowed in your living area. Others will be restricted to the hobby shop area.

The items you make may be sold to the general public through display in the lobby of the main unit or they may be **sent** (not picked up during visit) to family or friends at your expense. When finished, these projects must be disposed of prior to beginning a new project.

If you have questions about the hobby shop program, please talk to the recreation staff, Programs Manager, or Unit Manager.

SECTION TWENTY: FIRE CONTROL PROGRAM/FIRE PREVENTION

All correctional facilities, including SNMCF, are required to adhere to standards published by the National Fire Protection Association, which has established criteria in all areas of fire prevention and control. The institution is inspected by the State Fire Marshal annually. An accumulation of combustible materials in living areas beyond amounts approved will be confiscated.

Evacuation Plan:

1. In the event of a fire or fire drill, evacuation will be made through the exit door least affected by the fire.
2. There will be specific areas designated for all dormitory or housing unit occupants to stand outside the building. You will immediately go to that area and stand by for a count to ensure that all occupants are out of the unit.
3. In the event of bad weather conditions or prolonged fire fighting efforts inmates may be moved to a more sheltered area such as the gym at the main unit. A count will again be taken after this movement.
4. Fire evacuation routes are posted in each area of the facility, including living units. Please familiarize yourself of these routes as a part of your orientation.

SECTION TWENTY-ONE: INSTITUTIONAL SCHEDULE

**Southern New Mexico Correctional Facility
Institutional Schedule
Level III, IV, and VI**

12:00 AM	Census Count
01:00 AM	Census Count
02:00 AM	Census Count
02:30 AM	Formal Institutional Count
03:00 AM	Census Count
	Food Service Open
03:30 AM	Food Service Work Call (Cooks)
04:00 AM	Census Count
05:00 AM	Standing Formal Institutional Count
06:00 AM	Shift Change
06:15 AM	Food Service Work Call (Line Servers)
06:20 AM	Medication Delivery to Level IV and VI - Level III Medical Appointments
06:45 AM	Food Delivery to Level III, IV and Level VI
07:00 AM	Medication Line Level III
08:30 AM	Work Call, Education Call
	Visitation Commences
08:45 AM	Level III Recreation Call
10:30 AM	Recreation Concludes
10:45 AM	Quarters Call Level III
11:00 AM	Standing Formal Institutional Count
	Recreation Call Level IV
12:00 PM	Food Delivery to Level III, IV and Level VI
	Food Service Work Call
12:45 PM	Recreation Concludes Level IV
01:15 PM	Library Level III Commences (Saturday, Sunday)
	Work Call
01:45 PM	Recreation Call Level III
02:00 PM	Shift Change

03:30 PM	Recreation Level III Concludes Visitation Concludes
03:45 PM	Quarters Call Level III Recreation Call Level IV
04:00 PM	Standing Formal Institutional Count
04:45 PM	Recreation Concludes Level IV
05:00 PM	Food Delivery to Level III, IV and Level VI Medication Line Level III
05:30 PM	Medication Delivery to Level IV and VI
06:15 PM	Recreation Call Level III Chapel Service
07:30 PM	All Programming Concludes
07:45 PM	Quarters Call Special Medication Line Level III
08:00 PM	Standing Formal Institutional Count
08:45 PM	Tier Time Level III Level IV and VI Remain Lockdown
09:45 PM	Secure All Movement
10:00 PM	Shift Change-Evening Watch Off, Morning Watch On
10:30 PM	Standing Formal Institutional Count

**Southern New Mexico Correctional Facility
Institutional Schedule
Level II**

12:00 AM	Census Count
01:00 AM	Census Count
02:00 AM	Census Count
02:30 AM	Formal Institutional Count
03:00 AM	Census Count Morning Kitchen Workers Call
04:00 AM	Census Count
05:00 AM	Standing Formal Institutional Count
06:00 AM	Breakfast, Sick Call
06:30 AM	10hr. Work Detail Call (Details, D, F, I, J, L)
07:00 AM	Breakfast Secured
07:00 AM	Work Call-Outside Details
07:30 AM	Work Call-All other Areas
08:30 AM	Education Call
08:00 AM	Recreation Yard Opens
08:00 AM	Gym Opens
08:30 AM	Housing Units Cleared
08:50 AM	Open Movement
09:00 AM	Movement Secures
09:50 AM	Open Movement
10:00 AM	Movement Secured
10:30 AM	Quarters Call
11:00 AM	Standing Formal Institutional Count
11:50 AM	Count Secures
11:55 AM	Kitchen Workers Call
12:00 PM	Lunch
01:00 PM	Dinning Hall Secures
01:00 PM	Work Call, All areas
01:00 PM	Yard Opens

01:00 PM GYM Opens
01:50 PM Open Movement
02:00 PM Movement Secured
02:50 PM Open Movement
03:00 PM Close Movement
03:00 PM Work Details Return
03:30 PM Quarters Call
04:00 PM **Standing Formal Institutional Count**
04:50 PM Count Secured
05:00 PM Dinner
06:00 PM Dining Hall Secured
06:00 PM Yard/Gym Opens
07:30 PM Quarters Call
08:00 PM **Standing Formal Institutional Count**
08:50 PM Count Clears
09:00 PM Dorm Activities
10:30 PM **Standing Formal Count/Lights Out**
Friday, Saturday, and Holidays, Lights out at 12:00 a.m. at the discretion of Shift Supervisor.