

INMATE HANDBOOK



Orientation Packet Level VI

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New Mexico Corrections Department Mission Statement

The New Mexico Corrections Department mission is to provide a balanced system approach to corrections from incarceration to community-based supervision with training, education, programs, and services that provide opportunities for offenders to transition into communities.

New Mexico Department of Corrections Complex Mission Statement

The mission of the New Mexico Department of Corrections is to cost effectively protect the public safely by:

- Assuring NMCD staff and incarcerated individuals are in secure, safe, and sound institutions.
- Identifying that portion of the incarcerated population that is conducive to rehabilitation and matching them with programs that have the best chance of reducing recidivism.
- Operating probation and parole functions that appropriately provide an alternative to incarceration, while protecting the public and continue effective recidivism reduction programs.

New Mexico Corrections Department Vision Statement

The New Mexico Corrections Department vision statement is to commit to public safety by operating a professional corrections system that provides programs for habilitation and rehabilitation whereby offenders have opportunities to return as productive members of society.

New Mexico Corrections Department Correctional Complex Motto

“Discharge Planning Begins With Reception”

INTRODUCTION

Inmate Handbook:

The Inmate Handbook provides information about the Department of Corrections and the operations of the Penitentiary of New Mexico Correctional Complex (PNM). The orientation packet will help you know what services are available and what your obligations are. You are responsible for being familiar with the contents of this booklet. The information in this booklet is general. If specific policies, procedures, or a copy of this handbook is needed you will find them ~~located in the Level VI Library. 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 PNM 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.

Mailing Address:

The Penitentiary of New Mexico
PO Box 1059
Santa Fe, New Mexico 87504
(505) 827-8200

Physical Address:

Penitentiary of New Mexico
4311 State Rd14
Santa Fe, NM 87504

Located 14 Miles South of Santa Fe off highway 14. Highway 14 may be accessed from either South Bound or North Bound Interstate 25, taking the Madrid exit.

Transit Numbers #

Capital City Taxi 505-438-0000

Avis Car Rental 505-471-5892 or 1-800-331-1212

Facility Description and Organization:

The Penitentiary of New Mexico Correctional Complex is comprised of three separate units, which house VI/ Disciplinary/ PTH inmates.

The Level VI Unit includes 12 Units, 48 inmates per unit identified as 1A & 1B, 2A & 2B, 3A & 3B.

All three units offer a variety of programming to meet the educational, recreational, and religious needs of all inmates. The Level V/VI facilities offer a variety of work assignments..

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.

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 will be subject to tests for drug and alcohol abuse.
10. Inmates will not use any institutional telephones unless under the direct supervision of a Correctional Supervisor or their respective Classification Officer.
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.

Housing Unit Rules:

1. All inmates are required to maintain their cell/cubicle and common area in a clean, sanitary, and orderly condition.
2. All property must be stored within the assigned furniture or footlocker. Property stacked outside of furniture will be considered contraband.
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. Before leaving the cell 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.
6. 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 cell/dormitory. Exception will be those inmates working during nighttime hours and sleeping during the day. These inmates must have their beds made when they get up, prior to leaving the cell.
7. Inmates are prohibited from altering fixtures, blocking vents, exchanging cell furnishing
8. Volume on TV's, walkman (headphones only), etc., will be such that it does not disturb other inmates or staff.
9. Inmates will not hang anything on the cell door itself (inside or outside).
10. Inmates are responsible for ensuring that their cell is clear of contraband. Inmates are responsible for all items in their cell and in their area of control.
11. Only one (1) inmate will be allowed in the shower at a time; Top Shower/ Bottom Shower
12. Lighting fixtures will not be covered or altered with any type of material at any time to prevent fire hazards.
13. Cell windows will not be covered or altered, whole or in part, with any type of material.
14. 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.

15. When counts are conducted in units, inmates will be in their respective cells standing for stand up counts inmate will state name and number.

16. Accumulation of containers of any type, such as peanut butter jars, soda cans, potato chip cans, cracker boxes, etc., is prohibited. Items which are routinely issued from the Canteen or during Christmas should be discarded after use.

17. 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.

18. Designated telephones are provided and may be used daily from 6:00 a.m. until 9:00 pm, except during counts. Inmates must hang up the telephone when they leave the area. Designated 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. Phone run from 6:00 am-11:20 am; 12:10 pm-4:20 pm; 5:10 pm-5:45pm; 6:15 pm- 9:00 pm.

19. 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 cell or furniture. Completed hobby crafts are to be sent home.

Personal Appearance and Grooming:

1. 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 and body odor can be offensive to others.
2. There is a standard hair length or style required for inmates in Level VI Inmates will adhere to NMCD policy 143000 for a stricter grooming requirement specified for each inmates particular step level.
3. You will be required to wear a complete institutional uniform (tucked in) in the visiting room, dining room, infirmary, classrooms, library, for religious activities and organizational meetings, when meeting with case managers, and at Parole Board Hearings. You are not allowed to move about the security area in under shorts or without wearing acceptable clothing. If you work on outside details, you will be required to wear a complete institutional uniform
4. Sweat suits are to be worn only in the recreation yard, in the gym, and in the dormitory/cell.
5. You will be required to wear a complete institutional uniform to all work assignments.
6. All inmates in route to and from work details will be required to wear a complete institutional uniform such as yellow.

7. Articles necessary for maintaining proper personal hygiene are available to all offenders and provided to those who are indigent. **(4-4342)**
 - a.. Indigent Hygiene Packets will be distributed by FSSO staff once every two weeks as scheduled.
 - b. Clear Indigent Hygiene Packets will be distributed by FSSO staff to Special Management Units Segregation once every two weeks as scheduled.
 - c. Partial Hygiene Packets will be distributed by FSSO staff to all Level VI inmates weekly as scheduled
 - d. All Level VI inmates are required to participate in work programs, and will only be issued toilet paper once a week. Personal hygiene items will be available for purchase through the canteen/warehouse, recreation store
8. Barber services are provided for all levels and a schedule will be made available through your Housing Unit Sergeant at Level VI, inmates schedule directly with the Sergeant/barber

SECTION THREE: SECURITY - INMATE ACCOUNTABILITY

A threat to the security of the institution is defined as any behavior or situation which 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, and escape or risk of escape and 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. Inmates will be required to stand up state inmate name and number to show proof of living, breathing flesh with the exception of the 12:00(mid-night) & 2:30 a.m. count; failure to do so will result in disciplinary action.

LEVEL VI Counts as 12:00 am, 2:30 am, 5:30 am, 11:30 am, 4:30 pm, 9:00 pm; 10:30 pm

SECTION FOUR: DISCIPLINARY PROCEDURES (CD-090100/001)(ACA 4-4228)

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, and loss of canteen as specified and custody reclassification. Misconduct which could be considered criminal activity will be referred for possible prosecution.

SECTION FIVE: PREA - SEXUAL ABUSE/ASSAULT (4-4281-1)

No inmate is immune from sexual abuse/assault.

Sexual Misconduct is sexual abuse or sexual assault. It includes inmate-on-inmate sexual activity or staff-on-inmate sexual activity.

Inmate-on-inmate sexual abuse/assault: This is one or more inmate(s) engaging in or attempting to engage in a sexual act with another inmate, or the use of threats, intimidating, inappropriate touching, or other actions or communications by one or more inmates aims at coercing and/or pressuring another inmate to engage in a sexual act.

Staff-on-inmate sexual abuse/assault: This includes seeking or attempting to engage in a sexual act with any inmate or the intentional touching of the inmate's private parts with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual advances; invasion of privacy beyond that necessary for safety and security, including disrespectful, unduly familiar or threatening sexual comments made to inmates; any solicitation of sexual activity through promises of favors; and threatening an inmate for refusing sexual advances.

Sexual acts or sexual contacts between any inmates or between an inmate and staff member, even if the inmate consents, initiates or pursues, are always prohibited and always **illegal**.

This includes over-familiarity. Over-familiarity is the engaging in or attempting to engage in conduct likely to result in intimacy or a close personal relationship between inmates or inmate(s) and a staff member. Behavior that is prohibited includes, but is not limited to:

- Flirting with each other,
- Exchanging personal letters or gifts,
- Requests or granting of special favors, and
- Discussing personal matters unless it is an expectation of the staff member's job responsibilities.

HOW CAN I AVOID SEXUAL VICTIMIZATION?

To avoid sexual victimization:

- Carry yourself in a confident manner.
- Be direct and firm if others ask you to do something you don't want to do.
- Trust your instincts; if you sense danger, it's probably real.
- Be alert! Contraband substances such as drugs and alcohol will weaken your ability to make good judgments.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached.

- Do not accept an offer from another inmate(s) to be a "protector".
- Avoid borrowing and becoming indebted to anyone.

WHAT IF I NEED HELP?

If you have been assaulted, the person(s) who assaulted you can only be disciplined and/or prosecuted if the sexual misconduct is reported. You should immediately report it to a staff member (Correctional Officer, Supervisor, Warden, Unit Manager, Mental Health, or Medical). They will refer you for medical and mental health exam and treatment. You do not have to name the assailant in order to receive medical treatment.

Even though you may want to clean up after the assault, it is important that you see the medical staff before you shower, wash, drink, change clothing, or use the bathroom. Medical staff will examine you for injuries, which may or may not be obvious to you.

If you have not been assaulted but believe you are being threatened or coerced sexually, it is just as important to report the situation. Again report it to any Corrections Department staff member (Correctional Officer, Supervisor, Warden, Unit Manager, Mental Health, or Medical).

REMEMBER:

Sexual misconduct is a crime. The Corrections Department will investigate all reports of sexual misconduct. If you are the victim of sexual misconduct, **REPORT IT IMMEDIATELY.**

Anyone found to have made a false allegation will be disciplined and/or prosecuted.

SECTION SIX: CASE MANAGEMENT, CLASSIFICATION, AND APPEALS **(CD-050200, CD-080100)**

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 case manager will schedule an orientation period for you during which the rules, regulations, and available programs and services will be discussed. 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 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 Deputy Warden of the unit within 15 days.

Your case manager will review your custody level every 6 months unless you have more than 5 years left to serve. You may also request a review of your classification and programming assignments at any time. You may appeal any of the decisions, which will be made by the Institutional Classification/Supervisory Committee within 15 days of committee date. If you wish

to waive your personal appearance at these hearings, you may do so. You will be provided copies of the Custody Scoring form and Program Reviews and Assessment form following these reviews.

A classification decision made by the Classification Supervisor or Unit Manager 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.

Good Time Deductions and Incentive Pay: (CD-080200)

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 (CD-082800):

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/herself, 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 (LSA). 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: Mental 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 (CD-101500):

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 approved and granted only by the Warden.

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.

Diplomatic Representative (4-4275, 4-4280):

Staff assistance will be provided to enable foreign nationals to contact their diplomatic representative.

SECTION SEVEN: PSYCHOLOGICAL, MEDICAL, AND DENTAL SERVICES (4-4344)

Sick Call:

All requests for medical care must be submitted on a Health Service Request Form and must be placed in the sick call box. You can give your sick call requests to medical and nursing staff, but you should not give them to correctional staff. Also, placing sick call requests in the facility's mail system will only delay medical care.

All sick call requests are triaged each evening and you will be seen the following day. You are to report to the medical unit the next morning during posted hours or when you are called out. You will be notified when sick call will be conducted during the course of the day. You must complete the sign-in log and wait in the designated medical waiting area.

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").

You are not allowed to eat, drink or listen to any type of electronic device (portable radios, iPod, etc.) in the medical areas.

Sick Call Hours: Upon medical pass- out in units

Emergency Care:

If you become ill or are injured, please notify your work/ unit officer or unit supervisor immediately. Conditions, which are routinely handled through the sick call process, will not be

dealt with as an emergency.

Dental Care:

Emergency dental care such as severe pain, control of bleeding and 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 not emergencies, will be handled on an appointment basis following the placement of your name on an appointment list. You will be evaluated by the nursing staff and treated according to instructions from a medical provider or dentist. Depending on the severity of your dental problem, you will be scheduled to see the dental staff at the earliest possible time for examination and evaluation.

Medications:

Medications are dispensed at the following times:

Unit	Morning	Evening	Diabetic Medline	KOP/OTCMedications
LEVEL VI	8-11 am	8-11 pm	3-5 pm	Daily KOP/OTC

All medications dispensed through the medical units MUST remain in the original packaging and properly labeled. Any medication removed from its original packaging or if the packing is altered, in any way, will be considered contraband and will be confiscated.

Ophthalmology and Optometric Services:

Ophthalmology and optometric needs are evaluated during the intake medical screening process. If a problem or condition arises after the intake evaluation, you will need to complete and submit

a Request for Health Services (Sick Call Request). You will be assessed by a Registered Nurse and if indicated, you will be referred to an ophthalmologist for a complete examination. Glasses are provided at State expense, annually for diabetics and every 24 months for non-diabetics, if prescribed. If there is documented medical/optometric need, eyeglasses with tints, sunglasses and photo-gray lenses will be provided. 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 Not Available On Site:

~~Medical services not available on site are provided through contracts with The University of New Mexico Hospital, Lovelace Medical Center, Presbyterian Hospital, and the Heart Hospital of New Mexico. Based on individual medical needs, referrals to off-site medical specialists are recommended by the attending medical provider, reviewed by the Site Medical Director and must be approved by the Regional Medical Director. You will not be informed of scheduled appointment dates in advance of the appointment.~~

Medical and Religious Diets:

If a medical or religious diet is prescribed, and approved, it will be based on your documented medical condition or religious beliefs. You may be counseled by medical staff in the selection of food from the regular menu; it is up to you to take the advice. You are required to advise food service staff that you are on a special diet, present your picture identification and sign for your prescribed diet. (CD-170101)

Mental Health Services:

Individual and group therapy will be provided at the clinical discretion of the Facility Mental Health Manager. Psychological assessments and evaluations are also provided to the Parole Board for consideration as requested or indicated.

You are encouraged to participate in any available therapy; however, this is on a voluntary basis and may be limited by space or other considerations as established by Mental Health staff.

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

Mental Health records are kept separate from other inmate records. Information regarding your therapy will be kept confidential except in the following instances:

1. If you constitute a danger to yourself, others, or the institution, a report will be made to the proper authority.
2. Brief information about mental health participation will be provided to the Parole Board on all inmates and recommendations for treatment services following your release of parole.

3. A mental health evaluation, if requested by the Parole Board, will be conducted and provided to them.

In all other instances, a Release of Information form must be signed by you before information is released.

Mental Health staff operates 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 Mental Health staff for immediate assistance, you may relay your request through a Correctional Officer, Unit Manager, Case Manager, or other staff member.

Addictions Services - Therapeutic Community:

The Therapeutic Community (TC) Program is offered to individuals seeking recovery from alcohol and other drug addictions. TC members meet daily for approximately 2.5 – 5 hours Monday through Friday. 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 complete. 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 TC program works best for individuals who have 9 mos. to 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 TC 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. TC residents sign a contract, which says they are subject to random and/or monthly urinalysis (UA) 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 I, 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:

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

Screening Services for Hepatitis C:

Every inmate has a choice to be tested for Hepatitis C virus. The inmate is not required to take the test. The Corrections Department is required to offer the test to every inmate. If you test positive for Hepatitis C, you will be counseled on the process and procedures that will be used to determine the extent of services and treatments that are provided. The medical provider at Penitentiary of New Mexico Correctional Facility collaborates with the University of New Mexico Hospital's Project Echo in the evaluation and analysis of treatments, monitoring, efficacy, and medical outcomes of inmates being monitored and treated for Hepatitis C.

What do alcohol and drugs have to do with AIDS?

Alcohol and drugs do not cause AIDS. But they are one of the most common reasons today why people become infected with the AIDS virus.

HERE ARE THE FACTS:

Many people who get AIDS are heroin, cocaine, or speed users who use needles to shoot (inject) drugs. Sharing needles passes the AIDS virus directly from the bloodstream of one person to another. There is no more direct way to spread the AIDS virus.

When people are high on alcohol and drugs they sometimes do things that can be very dangerous, things that they would not do if they were not high. People are killed in car accidents because they are too high to be driving. The same thing happens with sex and AIDS. People know that having sex without condoms is how AIDS is spread sexually. But research shows that when people are on drugs and alcohol they are much less likely to use condoms.

Drugs and alcohol are not healthy. They hurt your body and damage your immune system. The more alcohol and drugs you use, the worse it is. Everybody needs his or her immune system to fight off disease. If you are infected with the AIDS virus you need your immune system to be as strong as you can get it.

We're not saying that because you use drugs or drink alcohol that you get AIDS. But, alcohol and drugs can lead to unsafe sex and sharing needles. Don't let alcohol and drugs lead you to AIDS.

SECTION EIGHT: AMERICANS WITH DISABILITIES ACT (4-4497)

The State of New Mexico, Department of Corrections complies with the Americans with Disabilities Act of 1990 (ADA), and will provide reasonable accommodations upon request. Requests for reasonable accommodation must be made in writing and addressed to the PNM Fire, Safety, and Sanitation Director. The Department of Corrections reserves the right to review all requests for reasonable accommodation, and may require medical documentation or testing to approve the request. In the request, the inmate must describe his/her specific disability, the specific activity for which accommodation is needed, and the specific action the inmate wants the Department to take to accommodate his/her disability and allow him/her to perform the activity.

SECTION NINE: GRIEVANCE SYSTEM (CD-150500/501) (ACA 4-4344)

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. Items such as matters of housing, mail, visiting, staff treatment, lost property, or medical care are included.

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. Other matters such as: decisions or actions of the Parole Board, disciplinary procedure, and the courts are not grievable through institutional or departmental grievance policy and procedure.

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.

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 TEN: PERSONAL PROPERTY (CD-150200/201)

You will be allowed to have some personal property; however, the amount, size, value, and kind of articles must be limited to conform with the safety, sanitation, and security concerns. 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 20 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 ELEVEN: 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 TWELVE: 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. The menu is designed to be "heart healthy." No food prepared on the regular menu contains pork or pork derivatives. Occasionally, special holiday meals such as the Forth of July or Christmas may have pork hot dogs or ham and this will be indicated.

You are to eat with your unit, which will be called in rotation. Meals are served cafeteria style. Finish your meal within 20 minutes. Loud or disorderly conduct will not be tolerated. Do not congregate around entrance or exit doors.

One drinking cup allowed. You may take one piece of fresh fruit to your dormitory or cell unit when served with the meal. It must be eaten within 24 hours.

Food will be delivered to Levels V/VI units.

If you are prescribed a medical diet by the physician, it will be available in food service 24-hours after the prescription is written. You must tell food service staff you are on a medical diet and did not receive your meal.

SECTION THIRTEEN: CANTEEN SERVICES/INMATE ACCOUNTS (4-4292)

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.

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 canteen officer.

You will be required to present your form to the canteen officer when pick up your order. 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. 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. Along with your signature, your debit memo should have the signatures of

your case manager and the authorizing officer. Ensure that you send the required stamped envelope with your debit memo; failure to do so will result in your mail not going out.

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 FOURTEEN: EDUCATIONAL SERVICES

Normal operational hours for Educational Classes are 8:00 a.m. to 3:30 p.m., Monday through Friday.

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, which 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.

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.

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 (CD-121001.1) 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. Requests for PNM/CD Policy are also made on Form 121001.1. Policies are the property of the institution and must be returned to the Library. An envelope addressed to the Library will be included with each policy. When done with the policy, place it in the envelope and drop it in the mailbox. Failure to do so will result in your account being debited.

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.

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.

SECTION FIFTEEN: LAUNDRY SERVICES

The purpose of the facility laundry is to establish guidelines for storage, accountability, issue, and cleaning of clothing, linens, and bedding.

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 designee. The designee will take the mesh bags from the unit to the Laundry.
3. The designated 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 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 7:00 a.m.
- b. Laundry will not be accepted after 8:30 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 7:00 a.m. Any clothing received after 8:30 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. 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:
 - Yellow
 - Undershirt
 - Clothing
 - Socks
 - Shorts

LEVEL VI ISSUE:

- | | |
|-----------------------------------|---------------------------|
| 3 - Yellow uniform sets | 7 - pairs of under shorts |
| 7 - pairs of socks | |
| 1 - pair of shoes (indigent only) | |

The Laundry schedule is posted in the housing units.

SECTION SIXTEEN: USE OF TELEPHONES (4-4497)

Telephone Monitoring:

Within (14) days of arrival at the facility, the STIU Telephone Monitor will issue you a pin number 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 inmate 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.

Inmates, with the exception of **PHD/DISCIPLINARY**, are **NOT** allowed to purchase phone cards from the canteen.

If your called parties have problems with the telephone system, they can notify Public Communications Services (PCS) 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 PCS 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 phone calls from telephones located inside your housing unit. These calls are monitored by the institution. A 20-minute time limitation is per phone call. 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.

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.

Telephone Interpretation Service

Inmates who speak foreign languages are provided with telephone interpretation services, through contract. The Language Line Services telephone number is dialed (1-866-874-3972), and a language assistant agent will provide interpretation for the limited English speaking inmate. Facility staff will assist with the process.

SECTION SEVENTEEN: CORRESPONDENCE

The Corrections Department encourages correspondence on a wholesome and constructive level between 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 VI will receive postage for two first class letters per week. The inmate will pay the cost of any other postage.

In the Level VI Facility, indigent inmates will receive postage for two first class letters per week. All other inmates will pay for their own 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. Inmates are not allowed to receive stamps, stickers, personal stationary, or self-addressed envelopes through the mail. Mail is read, censored, or rejected based on legitimate institutional interests of order and security.

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, in the presence of the inmate, 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 might be opened only to inspect for contraband and only in the presence of the inmate, unless waived in writing or in circumstances that may indicate contamination.

Inmates are not allowed to let other inmates use their name and NMCD number to mail out more than two (2) letters per week.

Mailboxes are located in the housing units for outgoing mail.

SECTION EIGHTEEN: VISITING SERVICES

Written information governing visitation will be made available to all inmates 24 hours after arrival at PNM VI.

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.

Each institution will provide to inmate to 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.

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.

Visiting Schedules:

Level VI

Visiting hours are Wednesday through Sunday 8:00 a.m. through 3:30 p.m. only, with no visiting permitted on Mondays or Tuesdays, except when they are designated State Holidays.

Visiting on Holidays will be counted as a regular visiting day. When a legal State Holiday falls on a Monday or Tuesday, the visiting week will be Monday or Tuesday through Sunday.

Two (2) non-contact visits per week; maximum of 2 hours per visit. Times and schedule to be determined by the facility warden.

Inmates classified as RDC, Disciplinary Segregation, Pre-Hearing Detention, and Custody Level VI, Alternative Placement Area (APA) included, are limited to face-to-face non-contact visiting. The facility Warden may restrict any inmate classified as 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 will be seated behind a glass window across from adult visitors without physically touching their adult visitors.

Visiting Rules:

1. You will be subject to random 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 with the exception of items approved for transfer by the Deputy Warden and Property Recreation Officer.
3. No food is allowed in the visiting room.
4. You will be allowed to possess only the following items of personal property in the visiting room:
 - a. Wedding Band
 - b. Religious Necklace
5. Disorderly conduct, which disrupts the orderly operation of the Visiting Room or would offend others, is not permitted.
6. Inmates may only visit with their approved visitors.
7. All inmates are required to wear a complete institutional uniform with the shirt buttoned and tucked in.
8. Seating and furniture arrangements:
 - a. Furniture must not be rearranged. Chairs must not be used as footstools.
9. Visitation is permitted only in the visiting room. Upon termination of a visit, there will be **NO** contact with your visitor and or other inmate's visitors.
10. Embracing and kissing is **NOT** allowed.
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: (CD-100200)

1. All visitors must be appropriately attired in accordance with CD Policy 100200 before entering any New Mexico Correctional Facility or Privately Operated Facility.

2. Visitors may not be allowed into the facility if their clothing makes it difficult to distinguish them from an inmate.
3. Visitors are subject to denial of visiting privileges for that day if their attire is not in accordance with CD Policy 100200.

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.~~

SECTION NINETEEN: RELIGIOUS SERVICES

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 Levels I and III and in the library in Level II. For further information or requests, you may contact the facility Chaplain, the respective Unit Manager, or Programs Director in writing or during their rounds.

SECTION TWENTY: RECREATIONAL-LEISURE ACTIVITIES

Recreation Rules:

1. Walkman radios with headphones are Not permitted in the recreation yard.
2. Gambling is not allowed in the recreation yard or any other area assigned to recreation.
3. Personal cups are Not permitted in the recreation yard.

Hobby Shop:

If you are interested in participating in arts and crafts, please contact the caseworker. 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 inmate eligible 6/3 or above with 6 months clear conduct.

Hobby Craft Application need to be approved by Unit Manager and a copy of Application should be kept on person at all times to show you were approved. Application has to be renewed if you came from another facility. If you have questions about the hobby shop program, please talk to the Classification Officer, or Unit Manager.

SECTION TWENTY-ONE: INTERNET USAGE

Offenders in the custody or supervision of the Department are **not** permitted access to the Internet, nor are they permitted to obtain access to the Internet through third parties.

SECTION TWENTY-TWO: FIRE CONTROL PROGRAM/FIRE PREVENTION

All correctional facilities, including PNM, 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 all cases when fire or smoke exists in any living area, that housing unit will be evacuated.
 - a. The living area where the fire started and/or is heaviest will be evacuated first. The smoke ejector units will be turned on.
 - b. The living area next closest to the fire will be evacuated next.
 - c. The living area farthest from the fire will be evacuated last.
2. Evacuation shall be made through the living area door least affected by the fire or smoke.
3. All inmates will exit their housing through the door that leads into the recreation yard.
4. A count will be taken as soon as possible to determine if all inmates have left the unit.
5. Entrance to the housing unit will be cleared as soon as possible so no interference to firefighting personnel will occur.
6. In case of bad weather conditions or prolonged firefighting efforts, inmates will be moved from the recreation yard to more secured areas (gym and chapel), and another inmate count will be taken.

Emergency Evacuation Procedure for the Segregation Unit

In case of Fire or Major Emergency in your respective Housing Unit Cell, Visiting Area or Operations Area, you will be evacuated to a safe area of the facility, in a safe manner.

When you are notified that an evacuation is occurring, you the Inmate will prepare by coming to the door with your hands behind your back. When the Food Port is opened, you will put your hands through the food port to be restrained. You will be escorted through a Fire Exit in an orderly manner and follow instructions of the Escorting Officer. Due to the nature of this life-threatening incident, you must comply with this directive.

All inmates are encouraged to be aware of the Emergency Evacuation Diagrams that are posted in all housing unit next to the door. These diagrams should be reviewed by all inmates as many times as necessary to ensure that they are familiar with all exits and procedures to ensure safe and speedy evacuation should the occasion arise.

If you have any questions regarding life safety procedures, please contact the Fire, Safety, and Sanitation Office.

Deliberate disobedience or interference with an emergency evacuation could not only place your life in danger, but the life of staff and other inmates as well, and will result in disciplinary action.

Emergency Evacuation Procedure for Handicap Accessible Offenders:

In the event of a fire here at PNM, all personnel shall report to the area most affected by the fire.

1. First priority is the evacuation of the patients.
2. Evacuation should be made through the area least affected by the fire.
3. Patients that do not have to remain in beds will be evacuated by other appropriate methods (i.e. wheelchair, walking).

Order of Evacuation:

1. Patients nearest the fire will be removed first.
2. Wheelchair patients will be removed.
3. Finally, all ambulatory patients will be removed.
4. The Office will conduct a room check to ensure that all patients have been evacuated.
5. A staff member will be assigned to assist those patients that have been evacuated.
6. All exits and corridors must be kept clear for firefighting and rescue operations.

Until such time that alternative measures are determined by the Emergency Operations Commander, the Chapel and/or Gym buildings may provide temporary shelter for evacuated patients.

There shall be no unnecessary activities or movements of any kind during evacuations. When security staff orders you to evacuate, you will do so immediately in a timely and orderly manner without hesitation.

APPENDIXES

- | | | |
|--|----------------------|------------------|
| A. CD Policy 150200 / 150201
LEVEL IV INMATE
PROPERTY INSERT | INMATE PROPERTY | (4-4292, 4-4293) |
| B. CD Policy 150500 / 150501 | INMATE GRIEVANCES | (4-4344) |
| C. CD Policy 090100 / 090101 | INMATE DISCIPLINE | (4-4228) |
| D. CNMCF 024500 / 024501 | INMATE TRUST ACCOUNT | (4-4292) |

NOTES

1. The first part of the notes discusses the general principles of the subject. It covers the basic concepts and the main results of the theory. The second part of the notes deals with the applications of the theory to various fields of science and engineering. It includes a detailed discussion of the methods used in the analysis and design of structures and machines. The third part of the notes is devoted to the study of the behavior of materials under different conditions of stress and strain. It includes a discussion of the mechanical properties of materials and the factors that influence their behavior. The fourth part of the notes is a summary of the main points discussed in the previous sections. It also includes some references to further reading material.

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12:00AM	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count
02:30AM	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count
05:30AM	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count
06:15AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
07:00AM	Sick Call-All Units Rec Call HU-123-A&B	Sick Call-All Units Rec Call HU 123 A&B	Sick Call-All Units Rec Call HU123 A&B	Sick Call-All Units Rec Call 123 A&B	Sick Call -All Units Rec Call 123 A&B	Sick Call-All Units Rec Call 123 A&B	Sick Call-All Units Rec Call Step 5&6
07:30AM	Med Delivery	Med Delivery MHS -Crisis Intervention	Med Delivery MHS-Crisis Intervention	Med Delivery MHS-Crisis Intervention	Med Delivery MHS-Crisis Intervention	Med Delivery MHS-Crisis Intervention	Med Delivery
08:00AM		Health/Medical Ch.6 GED Prep. Ch.9 Corrective Thinking-Ch. 10	Health/Medical Ch.6 GED Prep Ch.9 Corrective Thinking-Ch.10	Health/Medical Ch.6 GED Prep Ch.9 Corrective Thinking-Ch.10	Health/Medical Ch.6 GED Prep Ch.9 Corrective Thinking-Ch.10	Health/Medical Ch.6 GED Prep Ch.9 Corrective Thinking-Ch.10	Basic Education Gym
08:30AM	Native Amer. Counseling Islamic counseling cell to cell Visiting Room Opens	Laundry Call Scheduled Med Appts. Disciplinary as needed Education/lib Cubicals	Laundry Call Scheduled Med Appts. Disciplinary as needed	Laundry Call Scheduled Med Appts. Disciplinary as needed	Laundry Call Scheduled Med Appts. Disciplinary as needed Education/ Lib Cubicals	Laundry Call Scheduled Med Appts. Disciplinary as needed Visiting Room Opens	Visiting room opens
09:00AM			HU-1 Gen/Law Lib. Del	HU-2 Gen/Law Lib. Del MHS-Life Skills Grp.	HU-3 Gen/Law Lib Del. MHS-Life Skills Grp		
09:30AM		Addiction Services Ch 6 GED Prep Ch.9 Corrective Thinking Ch10	Addiction Services Ch.6 GED Prep Ch.9 Corrective Thinking Ch10	Addiction Services Ch.6 GED Prep Ch.9 Corrective Thinking Ch10	Addiction Services Ch.6 GED Prep Ch.9 Corrective Thinking Ch10	Addiction Services Ch 6 GED Prep Ch.9 Corrective Thinking Ch10	
10:00AM	Religious volunteers cell to cell	Mental Health Ch.6 Essential Wk Skills Ch.11	Mental Health Ch.6 Essential Wk. Skills Ch.11	Mental health Ch.6 Essential Wk. Skills Ch.11	Mental Health Ch.6 Essential Wk. Skills Ch.11	Mental Health Ch.6 Essential Wk. Skills Ch.11	Religious volunteer cell 2 cell
11:00AM	Noon Meal	Noon Meal	Noon Meal	Noon Meal	Noon Meal	Noon Meal	Noon Meal
11:30AM	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count
12:00PM	Med Delivery	Med Delivery	Med Delivery	Med Delivery	Med Delivery	Med Delivery	Med Delivery Religious Volunteers
12:30PM	Religious volunteers cell to cell	Spiritual/Rel Services Ch.6 ABE 1/Literacy Ch.9 Corrective Thinking Ch10 Fund Voc Skills Ch11	Spiritual/Rel Services Ch.6 ABE 1/Literacy Ch.9 Corrective Thinking Ch10 Fund Voc Skills Ch11	Spiritual/Rel. Serv. Ch.6 ABE 1/Literacy Ch.9 Corrective Thinking Ch10 Fund Voc Skills Ch11	Spiritual/Rel. Serv. Ch.6 ABE 1/Literacy Ch.9 Corrective Thinking Ch10 Fund Voc Skills Ch11	Spiritual/ Rel. Serv. Ch.6 ABE 1/Literacy Ch.9 Corrective Thinking Ch10 Fund Voc Skills Ch11	
1:00PM		Education/Lib Cubicals	Education/Lib Cubicals		Recidivism HU-1 # 2		
1:30PM		Building Maint. Ch.11	Building Maint. Ch. 11	Building Maint. Ch.11	Building Maint. Ch.11	Building Maint. Ch.11	
2:00PM		Phys Fitness/Rec Ch6 Eng. Second Lang Ch.9	Phys Fitness/Rec Ch6 Eng. Second Lang Ch.9	Phys Fitness/Rec Ch6 Eng. Second Lang. Ch9	Phys Fitness/Rec Ch6 Eng. Second Lang. Ch9	Phys Fitness/Rec Ch6 Eng. Second Lang. Ch9	
3:30PM		Health/Med Ch6 GED Prep Ch9 Pre-Release Issues Ch11	Health / Med Ch6 GED Prep Ch9 Pre-Release Issues Ch11	Health/Med Ch6 GED Prep Ch9 Pre-Release Issues Ch11	Health/Med Ch6 GED Prep Ch9 Pre-Release Issues Ch11	Health/Med Ch6 Ged Prep Ch9 Pre-Release Issues Ch11	
4:30PM	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	Formal Count
4:50PM	Evening Meal	Evening Meal	Evening Meal	Evening Meal	Evening Meal Meditation Class - Gym	Evening Meal	Evening Meal
5:00PM		Addiction Serv. Ch6 GED Prep Ch9 Corrective Thinking Ch10	Addiction Serv. Ch6 GED Prep Ch9 Corrective Thinking Ch10	Addiction Serv. Ch6 GED Prep Ch9 Corrective Thinking Ch10	Addiction Serv. Ch6 GED Prep Ch9 Corrective Thinking Ch10	Addiction Serv. Ch6 GED Prep Ch9 Corrective Thinking Ch10	
5:30PM		Essential Wk Skills Ch11	Essential Wk Skills Ch11 Religious volunteer cell2cell	Essential Wk Skills Ch11	Essential Wk Skills Ch11 Religious volunteer cell 2 cell Apostolic Tabernacle Group Prison Fellowship	Essential Wk Skills Ch11	
6:00PM		Mental Health Ch.6 Legal Meetings	Mental Health Ch.6 Legal Meetings	Mental Health Ch.6 Legal Meetings	Mental health Ch.6 Legal Meetings	Mental Health Ch.6 Legal Meetings	
6:30PM	Haircuts Unit Rotation	Haircuts Unit Rotation	Haircuts Unit Rotation	Haircuts Unit Rotation	Haircuts Unit Rotation	Haircuts Unit Rotation	Haircuts Unit Rotation
7:00PM		Spiritual/Rel Serv Ch6 ABE 1/Literacy Ch 9 Corrective Thinking Ch10 Fund Voc Skills Ch11	Spiritual/Rel Serv Ch6 ABE 1/Literacy Ch 9 Corrective Thinking Ch10 Fund Voc Skills Ch11	Spiritual/Rel Serv Ch6 ABE 1/Literacy Ch 9 Corrective Thinking Ch10 Fund Voc Skills Ch11	Spiritual/Rel Serv Ch6 ABE 1/Literacy Ch 9 Corrective Thinking Ch10 Fund Voc Skills Ch11	Spiritual/Rel Serv Ch6 ABE 1-Literacy Ch9 Corrective Thinking Ch10 Fund Voc Skills Ch11	
7:30PM	Med Delivery	Med Delivery Building Maint. Ch.11	Med Delivery Building Maint. Ch.11	Med Delivery Building Maint. Ch.11	Med Delivery Building Maint. Ch.11	Med Delivery Building Maint. Ch.11	
8:00PM		Phys Fitness/Rec Ch6 Eng. Second Lang. Ch.9	Phys Fitness/Rec Ch6 Eng. Second Lang. Ch.9	Phys Fitness/Rec Ch6 Eng. Second Lang. Ch.9	Phys Fitness/Rec Ch6 Eng. Second Lang. Ch.9	Phys Fitness/Rec Ch6 Eng. Second Lang. Ch.9	
9:00PM		Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	
10:30PM		Formal Count	Formal Count	Formal Count	Formal Count	Formal Count	

**NEW MEXICO CORRECTIONS DEPARTMENT
 LEVEL VI TABLE OF SERVICES**

	AREA	LEVEL VI			LEVEL VI		LEVEL VI
		STEP 1/ORIENTATION Minimum of 7 days	STEP 2 Minimum of 90 days	STEP 3 Minimum of 90 days	STEP 4 Privileges Minimum of 120 days	STEP 5 Privileges Minimum of 60 days	ADJUSTMENT CONTROLS/BCP'S***
LIBRARY CORRESPOND	Personal Reading Materials	1 book.	2 books	3 books	5 books and 6 magazines	5 books and 6 magazines	None
	General Library	3-books	3-books	3-books	3-books	3-books	None
	Writing Material replenishable up to a maximum of 10 sheets (unless misused)	10 sheets writing paper, 1 security pen, and 5 envelopes (state issue)	10 sheets writing paper, 1 security pen, and 5 envelopes(state issue) One writing tablet from canteen	10 sheets writing paper, 1 security pen, and 5 envelopes(state issue) One writing tablet from canteen	10 sheets writing paper, 1 security pen, and 5 envelopes(state issue) One writing tablet from canteen	10 sheets writing paper, 1 security pen, and 5 envelopes	None
MEALS	Meals	Delivered to the cell.	Delivered to the cell.	Delivered to the cell.	Delivered to Cell	Delivered to Cell	Delivered to the cell.

Year	Company Name	Industry	Market Cap	Revenue	Profit	EPS	P/E Ratio	Dividend Yield
2018	Apple Inc.	Technology	\$245.5B	\$227.8B	\$10.2B	\$2.93	17.4	0.72%
2019	Microsoft	Technology	\$169.6B	\$168.0B	\$10.0B	\$3.10	15.3	0.84%
2020	Amazon	Technology	\$309.3B	\$386.1B	\$10.0B	\$1.95	18.9	0.34%
2021	Google	Technology	\$280.2B	\$252.1B	\$10.0B	\$2.85	16.8	0.41%
2022	Facebook	Technology	\$251.7B	\$237.0B	\$10.0B	\$2.85	16.8	0.41%
2023	Alphabet	Technology	\$280.2B	\$252.1B	\$10.0B	\$2.85	16.8	0.41%
2024	Meta	Technology	\$251.7B	\$237.0B	\$10.0B	\$2.85	16.8	0.41%
2025	Netflix	Entertainment	\$100.0B	\$100.0B	\$10.0B	\$1.00	10.0	0.00%
2026	Disney	Entertainment	\$100.0B	\$100.0B	\$10.0B	\$1.00	10.0	0.00%
2027	Walt Disney	Entertainment	\$100.0B	\$100.0B	\$10.0B	\$1.00	10.0	0.00%
2028	Warner Bros	Entertainment	\$100.0B	\$100.0B	\$10.0B	\$1.00	10.0	0.00%
2029	Paramount	Entertainment	\$100.0B	\$100.0B	\$10.0B	\$1.00	10.0	0.00%
2030	Netflix	Entertainment	\$100.0B	\$100.0B	\$10.0B	\$1.00	10.0	0.00%

Table 1: Financial Data for Selected Companies (2018-2030)

**NEW MEXICO CORRECTIONS DEPARTMENT
LEVEL VI TABLE OF SERVICES**

	AREA	LEVEL VI			LEVEL VI		LEVEL VI
		STEP 1/ORIENTATION Minimum of 7 days	STEP 2 Minimum of 90 days	STEP 3 Minimum of 90 days	STEP 4 Privileges Minimum of 120 days	STEP 5 Privileges Minimum of 60 days	ADJUSTMENT CONTROLS/BCP'S***
TV	Television	During orientation	1 12" or 13" set for program delivery and recreational interests	1 12" or 13" set for program delivery and recreational interests	1 12" or 13" set for program delivery and recreational interests	1 12" or 13" set for program delivery and recreational interests	None
PROGRAMS	Education	None	Yes	Yes	Yes	Yes	None
	Group Programs	None	None	None	APA Only(SNMCF)	APA Only(SNMCF)	None
	Work	None	None	None	Yes, at discretion of Deputy Warden	Yes, at discretion of Deputy Warden	None
	Religious Access	Volunteer religious advisor approved by Warden. Chaplain visits, TV programs.	Volunteer religious advisor approved by Warden. Chaplain visits, TV programs.	Volunteer religious advisor approved by Warden. Chaplain visits, TV programs.	Volunteer religious advisor approved by Warden. Chaplain visits, TV programs.	Volunteer religious advisor approved by Warden. Chaplain visits, TV programs.	None
	Pipe and Smudge Stick	None	1 x every 60 days	1 x every 45 days	1 x every 30 days	1 x every 30 days	None
	Sweat Lodge	None	None	1 x every 90 days for 6 hours (individual only; no congregate)	1 x every 60 days for up to 6 hours (may be congregate as approved by the Warden)	1 x every 60 days for up to 6 hours (may be congregate as approved by the Warden)	None
LEGAL ACCESS	Legal Access	Per CD-121000	Per CD-121000	Per CD-121000	Per CD-121000	Per CD-121000	As approved by warden.
	Attorney Phone Calls	Per CD-150300	Per CD-150300	Per CD-150300	Per CD-150300	Per CD-150300	As approved by warden.
	Attorney Visiting	Yes.	Yes.	Yes.	Yes.	Yes.	As approved by warden.
	Legal Materials	Current pending + cases inmate is planning to file	Current pending + cases inmate is planning to file	Current pending + cases inmate is planning to file	Current pending + cases inmate is planning to file	Current pending + cases inmate is planning to file	As approved by warden.

Year	Project Name	Location	Start Date	End Date	Duration	Project Description	Key Findings	Recommendations
2018	Water Treatment Plant Upgrade	City of Los Angeles	Jan 2018	Dec 2018	12 months	Upgrade of water treatment plant to improve water quality and reduce operational costs.	Improved water quality, reduced energy consumption, and increased capacity.	Regular maintenance, continued monitoring, and future expansion planning.
2019	Infrastructure Modernization	San Francisco	Mar 2019	Feb 2020	11 months	Modernization of city infrastructure including roads, bridges, and public transit systems.	Enhanced safety, improved efficiency, and better integration of services.	Regular safety audits, performance reviews, and stakeholder engagement.
2020	Green Building Initiative	Seattle	Apr 2020	Mar 2021	12 months	Initiative to promote green building practices and sustainable construction.	Increased energy efficiency, reduced carbon footprint, and improved indoor air quality.	Encourage green building certification, provide incentives, and promote sustainable materials.
2021	Smart City Implementation	London	May 2021	Apr 2022	12 months	Implementation of smart city technologies for traffic management, waste management, and public services.	Optimized traffic flow, reduced waste, and improved public service delivery.	Continuous technology updates, data security measures, and user training.
2022	Renewable Energy Project	Portland	Jun 2022	May 2023	12 months	Installation of renewable energy systems (solar and wind) for public buildings.	Reduced energy costs, increased sustainability, and positive environmental impact.	Regular system maintenance, energy audits, and exploration of new renewable technologies.

Project Name: [Redacted] | Location: [Redacted] | Start Date: [Redacted] | End Date: [Redacted]

**NEW MEXICO CORRECTIONS DEPARTMENT
LEVEL VI TABLE OF SERVICES**

	AREA	LEVEL VI			LEVEL VI		LEVEL VI
		STEP 1/ORIENTATION Minimum of 7 days	STEP 2 Minimum of 90 days	STEP 3 Minimum of 90 days	STEP 4 Privileges Minimum of 120 days	STEP 5 Privileges Minimum of 90 days	ADJUSTMENT CONTROLS/BCP'S***
CANTEEN	Canteen	hygiene only	\$15.00/week total for all items Any from List A and B; maximum of 11 food items per week.	\$20.00/week total for all items Any from List A and B; maximum of 15 food items per week.	\$30.00/week total for all items Any from List A and B; maximum of 20 food items per week.	\$35.00/week total for all items Any from List A and B; maximum of 25 food items per week.	None for an initial period of 72 hours. After 72 hours, at discretion of UMT.
RELIGIOUS ITEMS	Religious Items	1 item to be worn around the neck (necklace or medicine bag) 2 small religious item (e.g., rosary, feather, etc.) 2 religious book (e.g., Bible, Koran, etc.) 1 head covering (e.g. kufi, yarmulke, Native American headband) 1 religious cards (e.g. oracle, rune, tarot, etc.)	1 item to be worn around the neck (necklace or medicine bag) 2 small religious item (e.g., rosary, feather, etc.) 2 religious book (e.g., Bible, Koran, etc.) 1 head covering (e.g. kufi, yarmulke, Native American headband) 1 religious cards (e.g. oracle, rune, tarot, etc.)	1 item to be worn around the neck (necklace or medicine bag) 2 small religious item (e.g., rosary, feather, etc.) 2 religious book (e.g., Bible, Koran, etc.) 1 head covering (e.g. kufi, yarmulke, Native American headband) 1 religious cards (e.g. oracle, rune, tarot, etc.)	1 item to be worn around the neck (necklace or medicine bag) 2 small religious item (e.g., rosary, feather, etc.) 2 religious book (e.g., Bible, Koran, etc.) 1 head covering (e.g. kufi, yarmulke, Native American headband) 1 religious cards (e.g. oracle, rune, tarot, etc.)	1 item to be worn around the neck (necklace or medicine bag) 2 small religious item (e.g., rosary, feather, etc.) 2 religious book (e.g., Bible, Koran, etc.) 1 head covering (e.g. kufi, yarmulke, Native American headband) 1 religious cards (e.g. oracle, rune, tarot, etc.)	None
RECREATION/LEISURE	Recreation (may wear gray sweats)	5 x per week in an outdoor recreation area weather permitting	5x per week in an outdoor recreation area weather permitting	5x per week in an outdoor recreation area weather permitting	6 days per week in adjacent recreation areas. Outside recreation(No group rec for inmate protection and Death Sentence unless approved by Warden; to receive recreation per Step 3)	6 days per week in adjacent recreation areas. Outside recreation(No group rec for inmate protection and Death Sentence unless approved by Warden; to receive recreation per Step 3)	None for first 72 hours. After 72 hours, at discretion of UMT but only in the recreation cell.
	In-House Hobby (must be approved per application, see CD 143000)	None.	None.	None.	Yes 1 roll cellophane 12 pastels	Yes 1 roll cellophane 12 pastels	None.
VISITING TELEPHONE	Visiting (sched to be determined by facility)	None	Two 2-hour visits per month	Four 2-hour visits per month.	Six 2-hour visits per month.	Two 2-hour visits per week.	None
	Telephone Scheduled per policy	None	Two 20-minute telephone calls per month.	Four 20-minute telephone calls per month	Nine 20- minute telephone calls per month	Ten 20- minute telephone calls per month	None

Activity	Program	Project	Phase	Start	End	Notes
1. Initial Assessment	Project A	Phase 1	Start	2023-01-01	2023-01-15	Initial meeting with stakeholders.
2. Requirements Gathering	Project A	Phase 1	Requirements	2023-01-15	2023-02-15	Conducting interviews and workshops.
3. System Design	Project A	Phase 2	Design	2023-02-15	2023-03-15	Creating architectural diagrams.
4. Development	Project A	Phase 3	Development	2023-03-15	2023-04-15	Writing code and implementing features.
5. Testing	Project A	Phase 4	Testing	2023-04-15	2023-05-15	Performing unit and integration tests.
6. Deployment	Project A	Phase 5	Deployment	2023-05-15	2023-05-31	Releasing the system to production.
7. Post-Deployment	Project A	Phase 6	Post-Deployment	2023-05-31	2023-06-30	Monitoring system performance.
8. Project Review	Project A	Phase 7	Review	2023-06-30	2023-07-15	Final meeting and report.
9. Project A Summary	Project A	Phase 7	Summary	2023-07-15	2023-07-31	Final report and lessons learned.
10. Project B Start	Project B	Phase 1	Start	2023-08-01	2023-08-15	Initial meeting for Project B.
11. Project B Requirements	Project B	Phase 1	Requirements	2023-08-15	2023-09-15	Gathering requirements for Project B.
12. Project B Design	Project B	Phase 2	Design	2023-09-15	2023-10-15	Designing Project B system.
13. Project B Development	Project B	Phase 3	Development	2023-10-15	2023-11-15	Developing Project B code.
14. Project B Testing	Project B	Phase 4	Testing	2023-11-15	2023-12-15	Testing Project B system.
15. Project B Deployment	Project B	Phase 5	Deployment	2023-12-15	2023-12-31	Deploying Project B system.
16. Project B Post-Deployment	Project B	Phase 6	Post-Deployment	2023-12-31	2024-01-31	Monitoring Project B performance.
17. Project B Review	Project B	Phase 7	Review	2024-01-31	2024-02-15	Final review for Project B.
18. Project B Summary	Project B	Phase 7	Summary	2024-02-15	2024-02-31	Final summary for Project B.

Project A Summary: The project was completed successfully, meeting all requirements and staying within budget. Key lessons learned include the importance of clear communication and regular updates.

Project B Summary: The project is currently in progress, with significant progress made in the design and development phases. Challenges include resource allocation and tight deadlines.

Year	Month	Day	Time	Location	Activity	Remarks
1952	Jan	1	8:00 AM	St. Paul's Church	Worship	First service of the year
1952	Jan	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Jan	30	8:00 AM	St. Paul's Church	Worship	Special service for the New Year
1952	Feb	1	8:00 AM	St. Paul's Church	Worship	Regular Sunday service
1952	Feb	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Feb	28	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Mar	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Mar	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Mar	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Apr	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Apr	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Apr	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	May	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	May	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	May	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Jun	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Jun	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Jun	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Jul	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Jul	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Jul	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Aug	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Aug	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Aug	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Sep	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Sep	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Sep	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Oct	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Oct	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Oct	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Nov	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Nov	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Nov	30	8:00 AM	St. Paul's Church	Worship	Final service of the month
1952	Dec	1	8:00 AM	St. Paul's Church	Worship	First service of the month
1952	Dec	15	7:00 AM	St. Paul's Church	Worship	Midweek service
1952	Dec	30	8:00 AM	St. Paul's Church	Worship	Final service of the month

St. Paul's Church
 1952

1952

NEW MEXICO CORRECTIONS DEPARTMENT
Interim Level VI Housing/PTH Table of Services

	AREA	Level VI Interim Placements
RELIGIOUS ITEMS	Religious Items	1 item to be worn around the neck (necklace or medicine bag) 1 small religious item (e.g., rosary, feather, etc.) 1 religious book (e.g., Bible, Koran, etc.)
RECREATION	Recreation (may wear gray sweats)	5x per week, outdoors, weather permitting
VISITING TELEPHONE	Visiting	4 visits per month; maximum of 2 ½ hours per visit. Schedule to be determined by Warden [Visits will be non-contact if facility has accommodations]
	Telephone	4 fifteen minute telephone calls per month
TV	Television	1 12" or 13" set for program delivery and recreational interests (allowed but not provided)
PROGRAMS	Education	Special education for eligible inmates ILA Mandated After 30 days in Status. For eligible inmates enrolled in education, visit by educator two times a week
	Group Programs	None
	Work	None
	Religious Access	<ul style="list-style-type: none"> • Volunteer religious advisor approved by Warden. • Chaplain visits 1 X week, TV programs. • For Native American Inmates (see CD-143005) <ul style="list-style-type: none"> -- access to pipe and smudge stick once every 45 days (in approved/appropriate area, such as the sweat lodge area) -- sweat lodge one time every thirty (30) days; individual use only (no congregate access)
LEGAL ACCESS	Legal Access	Per CD-121000
	Attorney Phone Calls	Per CD-150300
	Attorney Visiting	Yes.
	Legal Materials	Current Pending legal work only
LIBRARY CORRESPOND	Personal Reading Materials	5 books and 6 magazines
	General Library	3-books and 1-magazine
	Writing Material	10 sheets writing paper, 1 security pen, and 5 envelopes
MEALS	Meals	Delivered to the cell.

STATE OF TEXAS
COUNTY OF []

Name of the Party	Address	City
[]	[]	[]
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[]	[]	[]
[]	[]	[]

PENITENTIARY OF NEW MEXICO
INITIAL ORIENTATION/INTAKE INTERVIEW FORM

Facility (Circle One) Level VI Level V Level II Sending Unit: _____

Inmate's Name: _____ NMCD#: _____ Arrival Date: _____ Time: _____

Date of Birth: _____ Age: _____ Ethnicity: _____

Crime Committed: _____

Sentence: _____ Sentencing County: _____

Alias Names: 1. _____ 2. _____ 3. _____

Gangs/Gang Activities: _____

Family Members Incarcerated: Yes No

Family names: 1. _____ 2. _____ 3. _____

Enemies: 1. _____ 2. _____ 3. _____

Pending Misconduct Reports: _____

Type of Placement: Population Pre-Hearing Detention Disciplinary Interim VI Placement
 Involuntary Placement Voluntary Placement
 Level V Placement Level VI Placement 72 hr. Special Controls
 County Jail Hold (Agency): _____

Reason for Placement: _____

Special Security Watch: Type: _____ Reason: _____

Medical staff was notified by the receiving unit Shift Supervisor of Segregation Placement:

Date of Notification Time Unit Shift Supervisor Medical Staff Member Notified

Segregation Inmate(s) were seen by medical: Examined By: _____ Time: _____

Special Needs: (Medical, Medication, Mental Health, Foods Service, etc.,) _____

Custody Level _____ Scoring Points: _____ Probation/Parole Violation: Yes No

Identifying Mark(s) confirm: (Tattoos, scars, injuries, etc.) _____

Rule Packet Received: Yes No Visiting Rules Intake Packet Received: Yes No

Assigned to: HU/Dorm: _____ Pod: _____ Cell/Bunk #: _____

Interviewed By: _____ Title: _____

Date: _____ Time: _____

Please forward to your facility records manager for filing



THE UNIVERSITY OF THE SOUTH PACIFIC
SCHOOL OF DISTANCE EDUCATION

Page No. _____

NAME: _____
MATHS 101
DATE: _____

1. The function $f(x) = 2x^2 - 5x + 3$ is defined for $x \in \mathbb{R}$.
Find $f(1)$ and $f(2)$.

- (a) $f(1) = 0$ and $f(2) = 0$
- (b) $f(1) = 0$ and $f(2) = 1$
- (c) $f(1) = 1$ and $f(2) = 0$
- (d) $f(1) = 1$ and $f(2) = 1$

2. The function $f(x) = 2x^2 - 5x + 3$ is defined for $x \in \mathbb{R}$.
Find the range of $f(x)$.

3. The function $f(x) = 2x^2 - 5x + 3$ is defined for $x \in \mathbb{R}$.
Find the domain of $f(x)$.

4. The function $f(x) = 2x^2 - 5x + 3$ is defined for $x \in \mathbb{R}$.
Find the inverse function $f^{-1}(x)$.

5. The function $f(x) = 2x^2 - 5x + 3$ is defined for $x \in \mathbb{R}$.
Find the composition $f \circ f(x)$.

NEW MEXICO CORRECTIONS DEPARTMENT
Orientation Verification

The following topics were explained during Orientation by the New Mexico correctional facility staff. I also received an Inmate Handbook, which briefly describes the following topics:

- | | |
|---|---|
| 1. ___ Rules, Regulations, Disciplinary Procedures | 13. ___ Mail and Visiting Services |
| 2. ___ Security and Inmate accountability | 14. ___ Recreational/Leisure Activities |
| 3. ___ Case management, Classification, and Appeals | 15. ___ Escape Penalties |
| 4. ___ Psychological, Medical, and Dental Services | 16. ___ Inmate Leave (Furloughs) |
| 5. ___ Food Services | 17. ___ Telephone calls/Attorney Calls |
| 6. ___ Inmate Record and Good Time Deductions | 18. ___ Laundry Services |
| 7. ___ Lump Sum Awards | 19. ___ Facility Orientation |
| 8. ___ Religious Services | 20. ___ Educational Services |
| 9. ___ Inmate Employment Accounts | 21. ___ Canteen Services/Inmate |
| 10. ___ Sexual Abuse and /or Assault | 22. ___ Health Services |
| 11. ___ Personal Property and contraband policies | 23. ___ Grievance System |
| 12. ___ Telephone Monitoring | 24. ___ Corrections Industries |

Inmate Printed Name

NMCD #

Inmate Signature

Date

Orientation Officer

Date

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

Printed Name

Signature

NEW MEXICO CORRECTIONS DEPARTMENT
Quick Reference Guide
(Example)

<u>Issues:</u>	<u>Contact Person:</u>
1. Classification Issues	Case manager
2. Complaint or Grievance	Unit Manager or Grievance Officer
3. Disciplinary Infraction	Unit Manager or Disciplinary Officer
4. File Information	Facility Records Manager
5. Emergency or Crisis	Unit Manager or shift Supervisor
6. Mail and Packages	Mail Room Officer
7. Money Issues	Inmate Accounts
8. Religious or Volunteer Issues	Chaplain
9. Visitation	Visiting Officer
10. Legal Issues	Law Library
11. Parole, Release, Good Time Issues	Case Manager
12. Property and contraband policies	Property Officer
13. Legal or Emergency Phone calls	Case Manager
14. Classification Appeals	Unit Manager
15. Judgment and Sentence Interpretations	Facility Records Manager
16. Forms (e.g. debit memo, request to see staff, etc)	Unit Officer or Case Manager
17. Etc.	

Inventory List

Item ID	Description	Quantity	Unit
001	Item 1	10	kg
002	Item 2	5	kg
003	Item 3	20	kg
004	Item 4	15	kg
005	Item 5	8	kg
006	Item 6	12	kg
007	Item 7	3	kg
008	Item 8	7	kg
009	Item 9	18	kg
010	Item 10	4	kg
011	Item 11	9	kg
012	Item 12	14	kg
013	Item 13	6	kg
014	Item 14	11	kg
015	Item 15	16	kg
016	Item 16	2	kg
017	Item 17	13	kg
018	Item 18	17	kg
019	Item 19	1	kg
020	Item 20	19	kg

STATE OF NEW MEXICO

Corrections Department

Susana Martinez, *Governor*

Gregg Marcantel, *Secretary of Corrections*

German Franco, *Warden*



**PENITENTIARY
OF NEW MEXICO**
*Post Office Box 1059
Santa Fe, New Mexico 87504
Phone: (505) 827-8200
Fax Number: (505) 827-8283*

INITIAL INMATE INTERVIEW LEVEL VI

I am Derek Williams, Deputy Warden of PNM Level VI facility. I would like to welcome you, to the Level VI Unit. You have been provided with the Orientation Packet and Inmate Rules and Regulations. If you should encounter any problems after your initial interview, you should first attempt to resolve the issue with the Housing Unit Officers. If the Housing Unit Officer is unable to resolve the issue, you may address your concerns with the Housing Unit Lieutenant and the Housing Unit Manager.

If you conduct yourself in accordance with what is outlined in the Orientation Packet and the Inmate Rules and Regulations, you should be able to progress through the Level VI system.

I am affording you the opportunity to address any questions or concerns that you may have. Use the following comments area for any questions or comments that you have for me.

Comments: _____

Inmate's Signature/ NMCD #

Date

Deputy Warden's Signature

Date

STATE OF NEW YORK

LEGISLATIVE BUREAU

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LEGISLATIVE BUREAU

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NEW MEXICO CORRECTIONS DEPARTMENT
Television Set Agreement

Inmate Name: _____ NMCD#: _____

This agreement is for: State issued television

Inmate owned television

If I refuse to sign this form I will not be issued a state-owned television or will not be allowed to retain my personally-owned television.

Prior to receiving a state-issued television or retaining my personally owned television, as indicated above, I agree to the following conditions:

IF STATE-ISSUED, THE FOLLOWING APPLY:

1. For state-issued televisions (if indicated above), I agree to sign a debit memo for the price of the television set.
2. Prior to receiving another television set, I must pay replacement costs in full.

FOR BOTH STATE-ISSUED AND INMATE-OWNED, THE FOLLOWING APPLY:

1. I understand that if I tamper with, alter, and/or damage the television set I will lose the privilege of possessing that television.
2. I may temporarily lose possession of my television if my behavior is inappropriate. Examples of inappropriate behavior include, but are not limited to, the following:
 - a. Refusal to return eating utensils or food tray
 - b. Failure to clean or maintain cell in an orderly fashion
 - c. Personal hygiene is poor and will not take a shower
 - d. Pounding or kicking on cell door, shower wall or door, or exercise area
 - e. Failure to comply with escort procedures
 - f. Failure to turn in bedding and clothing for regular washing
3. Time frames for loss of television privilege: first offense, **three days**

I acknowledge that I have read and understood this agreement.

Inmate Signature

Date

Staff Signature

Date

STATE OF TEXAS COUNTY OF []

Know all men by these presents, that [] of the County of [] State of Texas, for and in consideration of the sum of \$[] to [] in hand paid by [] the receipt of which is hereby acknowledged, have granted, sold and conveyed, and by these presents do grant, sell and convey unto the said []

the following described land, to have and to hold unto the said [] his heirs and assigns forever:

1. []

2. []

3. []

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