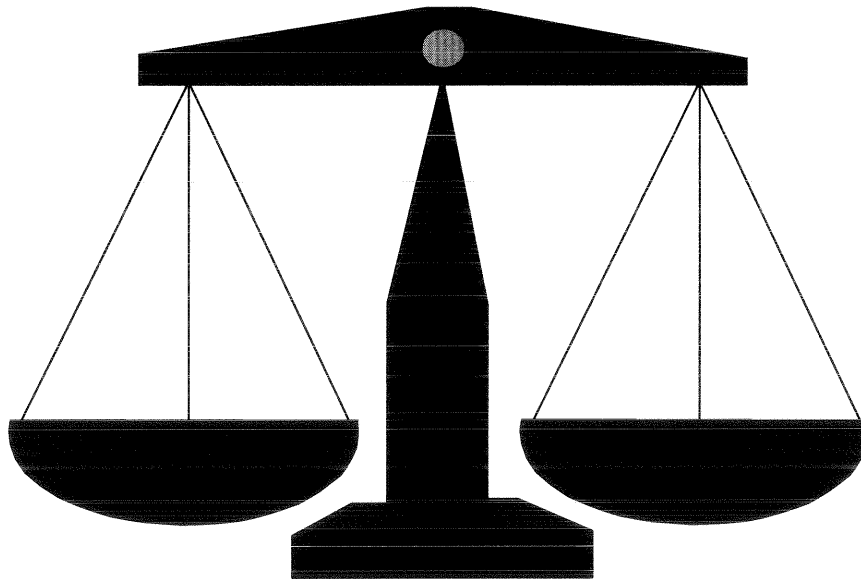


Corrections & Detention ®

**GUADALUPE COUNTY CORRECTIONAL
FACILITY**



INMATE HANDBOOK

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INTRODUCTION

Welcome to the Guadalupe County Correctional Facility. This facility is managed by The GEO Group Inc. and is required to follow several, but not all, of the New Mexico Corrections Department (NMCD) policies.

The GEO Group Inc. manages facilities in numerous states as well as in foreign nations such as Australia and England. The GEO Group Inc. is proud of the institutions that we manage. We are noted for our programs and professionalism. We trust that you will take advantage of the program and work activities that will be offered.

You will be treated as an adult; self-discipline is essential. Please contact your Case Manager or other appropriate staff if you have any questions.

The information in the handbook is general. It will provide guidelines on what is expected from you. All policies, procedures, and expectations for you are contained in the policy book located in the Education Resource Center. You are responsible for reviewing these items in their entirety; as you will be held accountable for these standards. Policies are also available to the public upon request.

The following are privileges that you will be allowed if your behavior is positive:

PRIVILEGES

1. Participation in work and programs.
2. Access to the day room in your cellblock and to watch television and play table games until 10:30 PM on weekdays and 12:00 AM on weekends and holidays.
3. Tobacco and related tobacco products are prohibited in the Guadalupe County Correctional Facility.
4. Visitation (contact or non-contact) with your family and a choice of friends, up to a total of (15) fifteen individuals may be on your visiting list.
5. Participation in religious activities of your choice within the prison is allowed unless the activity poses a threat to the security of the facility. Be advised that administration has the final determination on all religious activities.
6. Participation in recreational activities.
7. Participation in certain art and crafts activities in your cell. Participation in this program will be based on your behavior.
8. Inmates are allowed to place pictures of family, friends, etc. in a 2 ½' x 2 1/2' space in cells. No nudity allowed. Pictures hung outside the designated space will be considered

contraband and confiscated.

9. Allowed to keep personal belongings, newspapers, books, letters, etc. in your cell as long as it all fits in your under bunk storage area.
10. If you have money in your account, you will be allowed to purchase up to \$50.00 in goods each week from the canteen.

RESPONSIBILITIES

1. To obey the rules and regulations of GCCF.
2. Speak with respect to staff and others.
3. Treat your fellow inmates with respect.
4. Keep all your personal belongings properly stored.
5. Maintain personal hygiene.
6. Move in a single file to your assigned work and/or program area between the yellow lines painted on the floor and the wall with your hands behind your back. Inmates are not allowed to loiter or converse (talk) in the hallways. You are to use the hallways only as a route to your destination.
7. Not to use or promote the use of drugs. **There will be random drug screenings performed on all inmates.**
8. Maintain your clothing and other issued property in good condition.
9. Keep noise at an acceptable level so as not to disturb your neighbors.
10. Participate in assigned work and programs.

INMATE RULES AND REGULATIONS

A. Authority for Disciplinary Sanction

Any inmate found to be in violation of an inmate rule or regulation will be subject to disciplinary and/or criminal action depending on the type of violation. Repeated violation of a minor infraction may be handled as a major infraction.

1. General Conduct and Behavior

- a. All inmates will abide by the rules and regulations as set forth in the policy statement on inmate discipline.

- b. Inmates will show respect and courtesy to facility personnel, citizens, visitors and other inmates. You will address staff by calling them sir/ma'am or by their title and last name.
- c. 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.
- d. Inside the building when going to class, work, meals, etc. you will not drink, eat, or smoke and will enter and exit in single file for all internal movement and walk between the yellow line on the floor and the wall with your hands behind your back.
- e. Contraband is defined as anything not allowed to be received through the mail, not sold in the Commissary or issued by the state or the facility. Articles in excess of established limits or used for unauthorized purposes are also considered contraband. Articles which have been altered from their original state will also be considered contraband.
- f. Inmates are prohibited from committing, soliciting, forcing, or enticing other inmates to perform any sex act.
- g. Inmates are explicitly prohibited from creating unnecessary noise. This includes the use of indecent or vulgar language and verbally threatening or attempting to intimidate inmates and officers.
- h. Inmates will not interfere with staff members in the performance of their duties.
- i. Inmates are not allowed to leave their place of assignment, enter an unauthorized area or engage in unauthorized activity without the permission of the staff member in charge. This includes inmates who are on work release or any approved activity outside the perimeter of the grounds.
- j. All inmates will display their identification card on their shirt pocket when out of their cell. Inmates who lose or damage their ID card will be required to sign a debit memo for \$5.00 to cover replacement costs. Inmates who significantly alter their appearance shall be required to obtain a replacement card at a cost of \$5.00. Inmate whose physical appearance does not match the photo on their card will not be allowed commissary privileges.
- k. Inmates will present their ID card for verification of their identity when accepting a tray during meal times or when receiving mail.

- l. Inmates are subject to pat and/or strip search at any time. Personal property and housing/work areas may be searched at any time.
- m. Inmates will not be permitted to sell, trade, give, exchange, or lend any item to other inmates, inmate families, staff members, or family without written authorization of the Chief of Security or above.
- n. Inmates will not be allowed to congregate in hallways. Inmates are expected to walk in single file and to always be moving toward your destination.
- o. Inmates may congregate and visit in recreation areas.
- p. Gang symbols either verbally, physically, or symbolic are strictly forbidden.
- q. Inmates will be allowed to take only vital or necessary items to their work assignments. **No food, drink, or other related items will be permitted.** Utensils utilized throughout the day will be provided at your work assignment. (e.g. Styrofoam cups, trays)

2. **Housing Unit Rules**

- a. Inmates will not change their cell or bunk assignment without prior written authorization from the Chief of Security or Director of Classification.
- b. All inmates are required to maintain their cells and common area in a clean, sanitary, and orderly condition.
- c. Inmates are prohibited from entering and/or visiting at the door of another inmate's cell. Inmates are not allowed to enter a cellblock to which they are not assigned. Inmates are prohibited from communicating through any window or emergency exit.
- d. Inmates are prohibited from placing items in the doors or any locking mechanism.
- e. Before leaving the cell, each inmate's bed shall be neatly made.
- f. Inmates will sleep with their feet towards door. Inmates cannot place their mattresses on the floor.
- g. Inmates are prohibited from altering fixtures, blocking vents, or exchanging cell furnishings.

- h. Volume of personal radios and televisions will be kept low so as not to disturb other inmates or staff. Personal radios will not have external speakers. They must be headphone jack accommodated. Failure to follow this guideline will result in the confiscation of the radio and/or disciplinary action.
- i. Nothing will be hung on the cell door.
- j. Inmates are responsible for ensuring that their cell is clear of contraband.
- k. Only (8) eight inmates will be allowed in the shower at a time.
- l. Undershorts will required going to and from the showers. Gym shorts, t-shirts, or sweats may be worn in place of the full institutional uniform when going to and from the gym and recreation yards. Shirts will be worn for both indoor and outdoor recreation.
- m. Lighting fixtures will not be covered with any type of material.
- n. Cell windows will not be covered with any type of material.
- o. In order to maintain control of fire hazards and provide meaningful safety standards, all personal property is to be stored in your assigned locker. Excess property will be sent home at your expense or destroyed. Excess property will not be stored for you.
- p. Recreational activity in the housing units will be limited to tabletop games and approved in-cell hobby crafts.
- q. When counts are conducted in the units, inmates will be in their respective cell with the door closed until count is completed. **Inmates will be required to stand for all stand-up counts conducted.**
- r. Nude pictures and/or photographs will not be allowed.
- s. Inmates must be ready for escort or release to an activity within (15) fifteen minutes of the time an officer has given a get ready call. Failure to be ready will result in your missing that activity. Disciplinary action may be taken for missed activities.
- t. From 5:30 AM until 6:00 PM, blue pants must be worn and a white t-shirt or blue uniform shirt. From 6:00 PM until rack time on weekends and recognized holidays, the blue uniform pants may be substituted with sweatpants. Socks must be worn at all times while in the day rooms.

- u. During gym or yard recreation, t-shirts, sweats or shorts are permissible. Inmates will only be allowed to dress out for recreation **15 minutes prior to their scheduled recreation turn out time**. If an inmate is dressed out in their t-shirt and shorts/sweats before the allowed time, he will face disciplinary action.
- v. No alteration of clothing is allowed. Head wear and non-prescription sunglasses will not be worn in the day room or hallways.
- w. Inmates will not congregate on the runs.
- x. Trash bags are only allowed in trash containers.

3. **Food Service**

- a. Headgear issued for Food Service workers is not permitted to be worn outside the Food Service areas. Inmates will also be provided with boots and two extra sets of uniforms. The boots will be used for work only. The boots are the responsibility of the inmate.
- b. Inmates will not be allowed in the kitchen unless a staff member is present.
- c. Inmates will not be allowed to take food or any item from the kitchen.
- d. Inmates are not to throw food, napkins, or other items on the housing unit floors.
- e. All daily meals will be served in the inmate's assigned housing unit.
- f. Once finished eating, inmates will clear their table and place their trays, cups, and silverware in the designated area.
- g. There will be no second servings.
- h. Inmates are not to move ahead (take cuts) in the serving line.
- i. Inmates will be allowed (20) twenty minutes from the time that they are seated to finish eating. Staff will keep the time.
- j. In the event of any disturbance in the housing unit day room, all inmates exposed to the incident are to take no part and report to their assigned cell. If the cell door is secure, the inmate is to stand next to his cell door until directed otherwise by a staff member. The inmate will move away from the area and wait for staff direction.

- k. If a special diet is required, Medical will notify Food Service and a diet tray will be provided at the designated mealtime.
- l. If the special diet tray is refused or not taken (3) three times, the diet will be discontinued until further notice.
- m. Officers serving the food in the housing units will wear hairnets or caps and utilize plastic gloves when handling food.
- n. No personal radios will be allowed in the main kitchen.

4. **Laundry**

- a. This institution accepts no responsibility in regard to the laundering of personal items. Inmate personal clothing 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.
- b. Inmate laundry will be conducted Monday through Friday. Laundry schedules will be posted in each day room. Inmates will place their dirty clothes in their laundry bag, tie the bag closed, and place the bag in the laundry buggy located in the day room for pick-up. Laundry will be returned the same day for re-issue. Inmates must use the laundry bag issued to them. If you are moved, take the laundry bag with you.
- c. See the Laundry Schedule on page 48.

5. **Visitation**

- a. Inmates will be required to submit to an unclothed search upon entering and leaving the Visitation Room.
- b. Hours for social visiting are from 8:00 AM – 3:30 PM from Wednesday through Sunday.
- c. Segregation inmates may have four (4) visits per month; each two hours and thirty minutes (2 ½ hours) duration.
- d. Visits for general population will be unlimited during regular visiting hours. The exception to this will be space availability or any situation that presents a possible threat to the safety and security of the institution.
- e. Visitation privileges will be altered from the result of a positive urinalysis, failure to provide a urinalysis or possession of drugs/drug paraphernalia. The 1st offense within a 12 month period will result in a maximum of 90

days of non-contact visitation. The 2nd offense within a 12 month period will result in a maximum of 180 days of non-contact visitation. The 3rd offense within a 12 month period will result in a maximum 365 days of non-contact visitation.

- f. Visits will be limited to no more than three (3) persons over the age of six and three visitors under the age of 6. When instances of more than three (3) visitors (over the age of six) arrive, they may alternate time so that no more than three (3) visitors (over the age of six) are visiting at one time. Once a visitor exits, they may not return. The number of visitors may be reduced at any time without prior knowledge if there is an instance of overcrowding or any situation that presents a possible threat to the safety and security of the institution. No visitor under the age of eighteen will be allowed to visit without having been properly identified and accompanied by a legal parent or legal guardian or has been verified as the inmate's legal spouse. Any nuisance created by children and/or adults will be sufficient reason to terminate any given visit.
- g. For an addition or removal of a visitor, you will need to complete a Visitor Request Form and give it to your assigned Case Manager for correct action to be taken. If you are adding a person to your visiting list, you must also have the proposed visitor complete a visitor application form and return it to the facility for approval before they can be placed on the visiting list. These forms are available through your assigned Case Manager.
- h. Visits will generally consist of natural contact, but non-contact visiting will be utilized when you are on Administrative Segregation, PHD, over 60 days Disciplinary status, or have a positive urinalysis or failure to provide a urinalysis within the last year (depending on the repetitiveness) through the duration of your visit.
- i. Inmates will not be allowed to receive any item during the visit. Inmates will be allowed to transfer items to the visitor with prior approval.
- j. Inmates will be allowed to possess only the following items of personal property in the Visiting Room:
 - 1. Wedding Band
 - 2. Non-Metal Comb
 - 3. Religious Necklace
- k. Inmates will be allowed to a **brief** embrace and kiss with their assigned visitor at the beginning and at the conclusion of the visit only. The inmate is to be seated across the table from adult visitors. Staff will assign seating.

- l. Inmates may not engage in sexual contact, vulgar language, or any other behavior which disrupts the orderly operation of the Visiting Room or would offend others.
- m. Inmate family members may purchase sodas and food items from the vending machines provided in the Visiting Room. This includes non-contact visits. Visitors may only bring in twenty dollars (\$20.00) in coin currency only for use in the vending machines. No change will be available. The inmate will not be allowed to go to the vending machines. Visitors will open and place all food items into Styrofoam containers provided in the presence of the correctional staff.
- n. If you leave your seat without the approval of Security Staff, your visit will be terminated and a disciplinary report will be written.
- o. Visitors who violate visitation rules will be removed from your list.
- p. In the event of an overcrowded Visiting Room, the Shift Supervisor or Duty Officer may alleviate crowded conditions in the Visiting Room by abbreviating (2) two-hour visits to (1) one-hour visits, being careful to credit the concerned inmate with the time not used.
- q. Visitors that take medication will not be allowed to possess the medication in the Visiting Room. The medicine will be left in their vehicle until the visit is complete.

6. **Recreation**

- a. Walkman radios are allowed in the gymnasium. Headsets must be utilized.
- b. Entry and exit from the gymnasium will be through the assigned door only.
- c. Equipment issued in the gym is for use in the gym **ONLY**. Recreation yard and day room equipment will be issued separately.
- d. **ONLY** tennis shoes or gym shoes will be allowed in the gymnasium.
- e. No food or drink can be taken into the gymnasium.
- f. Sunglasses, except prescription type, will not be worn in the gymnasium.
- g. Shirts will be worn at all times during recreation or recreation will be terminated.

h. **Jackets will not be worn during indoor recreation.**

7. **Education Building (including Library)**

- a. All inmates will be pat searched or strip-searched upon entering and leaving the Education area.
- b. No personal radios are allowed in the Education areas.
- c. No headgear or sunglasses (except prescription type) will be worn in the Education areas.
- d. Inmates are required to wear complete uniforms in Education programming.
- e. No loud or disorderly conduct will be allowed within the Education program.
- f. Sleeping during class will not be tolerated.
- g. Only assigned coursework is allowed to be worked on during class time.

B. Personal Appearance and Grooming

- 1. Inmates are allowed freedom in personal grooming so long as their appearance does not conflict with requirements set forth.
- 2. Inmates are permitted and expected to shower daily.
- 3. Inmates are issued items needed to maintain personal hygiene including soap, toothbrush, toothpaste, toilet paper, razors, etc.
- 4. Inmates are permitted to purchase other hygiene items from the Canteen.
- 5. Barber shop services will be provided during posted hours.
- 6. There is no standard hair length required:
 - a. Male inmates may have sideburns, mustaches, beards, as long as grooming standards are maintained (neat and clean).
 - b. Inmates may not wear artificial hairpieces or changes their hair color.
 - c. Inmates will be required to wear caps and/or a hairnet when working in Food Service or around machinery.

7. All inmates at the Guadalupe County Correctional Facility will wear the blue issued uniform. The pants will be worn at the normal hip level. The pant legs will not be pegged. Shirts are a pull over style and will not be tucked in. Inmates will not roll up their shirt sleeves. Socks will be worn while in uniform. Shoes with laces will be tied. No hats or sunglasses (other than prescription) will be worn indoors. "Do" rags or hairnets can only be worn in the cells. All religious medals and chains will be worn underneath the shirt. Wearing of the uniform inappropriately may constitute a disciplinary violation.
8. Inmates will be allowed to wear prescribed sunglasses while at outside recreation.
9. Inmates will be allowed to wear hats and prescribed sunglasses during specified work details.

FAMILY VISITS

Dress Code for Visitors

1. General:
 - a. All visitors must be appropriately attired in accordance with policy before entering any New Mexico Corrections Department facility or privately operated facility.
 - b. When attire is deemed not in accordance with policy by the Front Reception Officer, the matter shall be brought to the attention of the Shift Supervisor.
 - c. Visitors may not be allowed into the institution if their clothing would make it difficult to distinguish the visitor from an inmate.
 - d. Visitors are subject to denial of visiting privileges for that day if their attire is not in accordance with policy.
2. Male Visitors:
 - a. Trousers and a shirt with sleeves must be worn at all times. Plain white undershirts or muscle "A" shirts are not allowed when used as an outer garment.
 - b. Restricted clothing colors will depend on the facility inmate uniform color.
 - c. Shorts, beach-type shorts, or cut-offs will not be worn.
 - d. Tank-tops are not allowed.
 - e. Undergarments shall be worn, but not visible through outer clothing.

- f. Footwear must be worn at all times. Beach-type thongs, flip-flops, slippers, and steel-toed boots or shoes are not permitted. Open toed shoes are allowed.
- g. No hats, scarves, bandanas, or other types of headbands will be brought into the institution or worn in the Visiting Room.
- h. Sweat clothes or athletic (warm-up) clothes may be worn with the exception of shorts.
- i. Skintight clothing or spandex is not permitted.

3. Female Visitors:

- a. Dresses, skirts, or pants must be worn.
- b. Skirts or dresses with a slit higher than mid-thigh are not acceptable.
- c. Skirts or dresses that are more than three inches above the knee are not acceptable.
- d. Shorts, cut-offs, and beach-type shorts are not acceptable.
- e. Sweat clothing or athletic (warm-up) clothes may be worn with the exception of shorts.
- f. Skintight clothing or spandex is not permitted.
- g. Undergarments must be worn, including brassieres, but must not be visible through outer clothing.
- h. Tank top blouses, spaghetti straps, tube tops, halter-tops, or spandex or spandex-like pants are not acceptable nor is any type of see-through clothing.
- i. Clothing must not be see-through, expose cleavage, the midriff, shoulders or any part of the breast or upper thigh.
- j. No hats, scarves, bandanas, or other types of headbands will be brought into the institution or permitted in the Visiting Room.
- k. No bathing suits will be worn as an outer garment.
- l. Footwear must be worn at all times. Beach-type thongs, flip-flops, slippers, and steel-toed boots or shoes are not permitted. Open toed shoes are allowed.

4. Children:

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

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

- a. Children may wear short pants that are no shorter than three inches above the knee.
- b. All children, including infants, will be fully clothed at all times. Infants may wear a diaper but will not be permitted to wear only a diaper.

5. Miscellaneous (Regardless of Age):

- a. Clothing expressing profanity, derogatory statements, or remarks is not allowed.
- b. Clothing which promotes drugs, alcohol, or sex is not allowed.
- c. Clothing that, in the opinion of facility staff, is promoting gangs or that has gang symbols is not allowed.
- d. Clothing worn in a baggy or sagging fashion, normally identified with gang dress, is not allowed.
- e. Headwear of any sort (including head bands) is not allowed.
- f. No sunglasses unless they are prescription.

6. Any attire not covered by this procedure that is deemed inappropriate by the Front Reception Officer will be brought to the attention of the Shift Supervisor. The Shift Supervisor may deny visiting privileges based on inappropriate attire and shall document any such denial to the Deputy Warden.

Inmates – Dress Code

1. The uniform, blue shirt and trousers must be worn.
2. No sweatshirts or “A” shirts shall be worn.
3. Street or facility-issued shoes must be worn (no thongs will be permitted).
4. Work clothes are not acceptable.
5. No hats will be worn.
6. No sunglasses will be worn unless prescribed by the Unit Medical Department.

Inmates or visitors who fail to abide by the Dress Code will not visit.

SPECIAL VISITS

Special visits such as attorney visits or family emergencies may be requested utilizing an inmate written special visitation form approved through your assigned Case Manager. For information on family trailer visits at this facility, you must see your assigned Case Manager.

INFORMATION FOR VISITORS

The following information is provided so that inmates may inform their family and friends of visitation procedures that will ease the visitation process:

Pre-Approval: Visitors must be on an approved visitor's list. All regulations concerning this requirement are in NMCD policy CD-100200 Inmate Visitation.

Required Identification of Visitors: A valid picture driver's license or picture ID for all visitors ages 16 and over.

Facility Address: Post Office Box 520 South Highway 54
Santa Rosa NM 88435

Facility Phone Number: (575) 472-1001

Facility Fax Number: (575) 472-1006

Location and Local Transportation: Santa Rosa is located 120 miles east of Albuquerque and 160 miles west of Amarillo Texas. For visitors traveling by vehicle via Interstate 40, take exit #273 into Santa Rosa. Once in Santa Rosa, take Highway 54 South approximately 1 mile. The facility is located on the left side of the highway. If traveling by air, the Santa Rosa Airport is available for private planes, but arrangements must be made in advance. Train service is available to Las Vegas New Mexico located approximately 50 miles northwest of Santa Rosa.

MEDICAL SERVICES

Upon arrival, inmates will have access to Medical staff through the sick call request. Inmates are seen by the Medical Department within (24) twenty-four hours of arrival. They are given written directions on how to access medical care. In an emergency, a verbal request should be directed to staff members, so that they may notify Medical for the appropriate action to be taken.

Sick Call

Sick call for all patients will be held in the Medical Department, Monday through Friday, excluding holidays. Patients will fill out the Sick Call Request Slips, which are available from Security or Medical Personnel. These request forms will be filled out completely with name, number, unit, and a brief description of the medical/dental problem. The completed Sick Call Slip will then be placed in the Sick Call box. Sick Call Slips are picked up every morning and appointments are made within 48 hours depending on weekends and the medical need.

- a. No food or drink will be permitted in Medical.

- b. All medication dispensed with the exception of “Keep on Person” prescriptions will be taken immediately in the presence of a Correctional Officer or Medical Personnel.
NOTE: Inmates will be required to drink water after taking medication and are required to open their mouth for inspection.

Inmates in Segregation: Sick Call Slips will be turned into the nurse when daily medical Segregation rounds are made.

Emergency Care

Medical Personnel are available on-site twenty-four (24) hours a day to handle emergencies. However, conditions which can be handled through the above Sick Call schedule will not be dealt with as an emergency.

Dental Care

Dental services of a non-emergency nature are available through the Sick Call process. Those inmates seeking dental care of a non-emergency nature should submit a Sick Call Slip to sign up for an appointment, stating what the nature of the dental need is. Inmates will be seen at the earliest possible time for examination and evaluation. For severe pain, control of bleeding, treatment of acute infection or injuries to the teeth or supporting structures, notify Security and request that you be allowed to go to the Medical Department.

Optometry Services

Persons needing optometry services are evaluated through Sick Call and then referred to an optometrist if indicated. Basic glasses will be provided at the facility expense once every two years unless the patient’s vision changes. Tinted lenses will be provided only if there is a medically documented need. Replacement of broken or lost glasses is the sole responsibility of the inmate.

Medical Specialists

The facility physician will make referrals to an off-site medical specialist when deemed appropriate.

Medications

Pill lines will be held two (2) times each day. Failure to pick up prescribed medication for two (2) consecutive doses may result in discontinuation of that medication.

Medication not picked up at the prescribed medication line will not be available at the next line. At pill line, an inmate will be required to show the supervising Correctional Officer the front and back sides of his hands, the inside of the mouth, and rotation of his tongue to ensure the medication is taken as directed.

The Medical Department may dispense and allow inmates to have in their possession up to a thirty (30) day supply of both prescription and non-prescription medications. This is a privilege that may be suspended at the discretion of the Medical or Security staff. Narcotics and psychotropic medications will not be dispensed in this manner.

Special Diets

Inmates may require special diets for the treatment of a documented medical condition. Requests for special diets due to religious reasons must be routed through your Case Manager or the Chaplain. Medical staff will determine the need for any special medical diets.

MENTAL HEALTH SERVICES

All inmates have access to mental health services. The frequency, intensity, and modality are based upon each individual needs and medical necessity. Inmate mental health files are maintained in a triple locked and secured room and are not housed with records from any other department. All mental health services are confidential with three exceptions:

- When the inmate in question verbalizes or gestures possible self harm or suicidal intention.
- When the inmate in question verbalizes or gestures possible homicidal intention or any other harm to others.
- When the inmate in question verbalizes or gestures any activity or behavior that may suggest that there is a possible threat to the security or efficient functioning of the facility to include felonies.

These limitations to confidentiality are reviewed with every inmate upon arrival at GCCF, along with how to access mental health services and information about various services in the Mental Health Intake/Orientation.

Inmates need to fill out a request to see a Mental Health Provider. Inmates can also tell Security Staff if an emergency exists so that they may notify Mental Health.

The services commonly provided by Mental Health are:

- Individual counseling; which is usually reserved to the more serious or severe issues
- Group counseling; the most common form of psychotherapy is appropriate for most issues and with most inmates
- Family counseling; which is specifically for inmates and their spouses or families and focus on maintaining healthy family relations while the inmate remains at GCCF; if deemed necessary by a provider
- Psycho-education classes; which cover a variety of topics aimed at improving an inmate's quality of life in the correctional facility and outside of the facility
- Medication related services; which are provided through a psychiatrist. The GCCF Mental Health Department refers inmates who may need medication to the psychiatrist. The Medical Department schedules inmates for psychiatric clinic.

- Assessment and testing occurs at the request of the psychiatrist, Mental Health Director, or MDT
- Addictions psychotherapy focuses on insight and interventions into compulsive and addictive patterns of behavior
- Community referral and discharge planning are services which assist inmates in transitioning from the facility to the community mental health provider. These services are usually initiated about 120 days before the inmate's scheduled departure from GCCF.

All Mental Health Clinicians are licensed to practice mental health services by the State of New Mexico and they adhere to the ethical standards of counselors, psychologists, and social workers, state and federal laws, ethics, American Correctional Association Standards, and American Psychological Associate Standards.

THERAPEUTIC COMMUNITY

The Therapeutic Community is a volunteered program for individuals interested in working on skills for accountability, responsibility, acceptance, and discipline to maintain a life of freedom and sobriety. It is a full-time job and you are paid according to the phase level achieved. Other benefits, such as expanded commissary purchases, telephone privileges, and food nights are allowed as you progress in the program. If interested, you need to send a letter of interest to the Therapeutic Community (TC) Program Director.

PERSONAL PROPERTY

It is the policy of GCCF to help preserve individual identities of inmates and normalize the institutional setting whenever possible; therefore, approved personal property items which do not constitute a threat to the security of the institution or to the safety of inmates or staff will be allowed. Personal property not authorized or allowed will be retained for 14 days. If the inmate does not send the items out of the institution within this time, they will be destroyed.

DIPLOMATIC REPRESENTATIVES

Foreign national inmates have access to the diplomatic representatives of their country of citizenship. Staff assistance may be requested to enable inmates to contact their diplomatic representatives.

COMMISSARY

A list of items available in the Commissary, including prices, is available to all inmates through the Commissary. Over-the-counter medications approved through the Unit Medical Provider will be available for purchase. Inmates in general population shall be allowed to purchase up to \$50.00 worth of consumable commissary items per week. Inmates housed in the Honor Unit or Crossings Unit may purchase up to \$70.00 worth of consumable commissary items per week. No inmate may have over \$75.00 worth of consumable commissary items in their possession.

No purchases will be allowed without money posted on the inmate's account. All purchases must be verified against the amount charged by the inmate prior to leaving the Commissary. All exchanges or questions regarding shortages must be questioned at the time of receipt of the items. If your appearance does not resemble the picture on your ID card, you will not be allowed commissary privileges. If you have misplaced your card, you will be required to purchase a new one.

For purchasing commissary, an order form must be filled out and placed in the box corresponding to your housing unit. The boxes are located in the hallway directly adjacent to the crash gate when entering the housing units. Your items will be placed in a bag and delivered to you in your housing unit.

INMATE TRUST ACCOUNTS

Family and friends who are approved on the inmate visiting list may send money to the inmate. However, all money must be in the form of a cashier's check or a money order. No personal checks or cash will be accepted and will be returned. The envelope should be addressed to the facility; Attn: Inmate Trust Fund. Receipts will be delivered to inmates via Mailroom staff, receiving money as soon as possible. Copies of the receipts will be submitted to the Inmate Accounts Clerk for posting. A ledger will be sent to each inmate on a monthly basis on all account activity.

INMATE PRE-RELEASE/EMPLOYABILITY SKILLS

The Pre-Release Program is designed to enhance the chances for successful reintegration into society. Community interaction is encouraged by staff to facilitate inmate transition from prison to community. Pre-release planning encompasses a variety of techniques that address the needs of the inmates with different backgrounds and problems.

Programs to prepare inmates for release include:

1. Planned lectures and discussions that address the concerns of inmates returning to the community.
2. Individual counseling that focuses on particular needs.
3. Participation in the SOAR program requires this class.

An education handbook is available with complete listings of classes. Please ask for one at the Education Department.

EDUCATION RESOURCE CENTER (ERC)

GCCF will provide legal reference materials and "qualified legal" packets and forms approved by NMCD for inmates' initial access to the courts. A "Designated Staff" member is available to procedurally assist inmates with their legal matters. **Legal advice will not be given by the**

“Designated Staff” member. Legally, only a lawyer can give legal advice. A legal, general, and reference library is available where you may do research, read, or check out general library books during your housing unit’s scheduled time.

For access to the legal materials, you may visit the ERC in person or fill out a “Legal Request” form and place it in the “Legal Request” box located in each housing unit’s open area. The boxes will be checked on (M-W-F) after 11:00 AM. To meet with the “Designated Staff” member regarding a legal matter, you must first have an appointment by submitting the proper “Legal Request” and specifically state what type of assistance you need and the kind of case involved. For example: Indicate Habeas, Divorce, Tort Claim, etc. and check the applicable question(s) asked on the form. This is important for “Designated Staff” to estimate how much time to schedule for your appointment and what type of services are needed.

Inmates visiting the ERC will be allowed to check out 2 books for a 2 week period. No inmate is allowed to check out more than 2 books at any one time. Inmates are also not allowed to check out newspapers or magazines belonging to the ERC, but may read these materials while visiting the ERC. Each pod has a designated Pod Librarian who is there to supply them with the necessary forms. Each pod also has a schedule of the ERC hours posted on their bulletin board. Inmates will visit the ERC on their housing unit schedule only.

Inmates in Segregation here at GCCF are allowed to check out 2 books for a 2 week period by putting in a book request which will be picked up by the Librarian on a weekly basis. No Segregation inmate will be allowed to check out newspapers or magazines from the ERC. Hardback books will not be checked out to Segregation inmates. The Librarian will go door to door to pick up return books and requests on a weekly basis. No late requests will be accepted. If an inmate destroys a book, they will be charged the book price and it will be taken out of their account. They will be suspended from checking out books for a period to be determined by the Librarian.

Inmates in Segregation here at GCCF will be provided with legal library services. Inmates needing legal services are given a legal request form to fill out in which the Librarian will review, gather, and copy the information requested. Legal books may be checked out to inmates in Segregation. If they request a legal book from the ERC, the Librarian will deliver the book to the inmate at the end of the work day and pick it up the following morning so that the legal books are available to other inmates. Copies are also made of policies, texts, or statutes that are requested at \$0.50 per copy. Segregation inmates may only request 2 policies at a time for review.

The ERC here at GCCF also allows inmates to participate in an Inter-Library Loan Program. Inmates are allowed to put in 2 ILL requests per month. They will be required to sign a debit memo upon checking out their ILL book(s). The check out period for each ILL book will vary based upon the lending library’s time limitations. The Librarian has the right to reject any book(s) that he/she deems inappropriate for the institutional settings.

INMATE CORRESPONDENCE

Constructive correspondence is encouraged between inmates, their families, and friends. The only restrictions shall be those necessary to ensure the safety of the institution or other persons.

Inmates are provided access to the Guadalupe County Correctional Facility policies and the NMCD policies in the Education Resource Center. Policies and procedures govern the institution's mail, telephone, and visiting services for inmates including mail inspection, public phone use, and routine and special visits.

All inmates will be issued two sheets of writing paper per week and paid postage for two letters per week. Legal postage and envelopes will be provided for **indigent** inmates upon request.

Incoming and outgoing letters are not held for more than 48 hours and packages (if allowed) are not held for more than 72 hours; excluding weekends and holidays. When receiving mail or packages, you will be required to present your facility issued ID. If your appearance does not resemble the picture on your ID card, you will not be issued your mail. If you have misplaced your card, you will be required to purchase a new one.

Stamps, stickers, oil, lipstick, crayon or marker, perfumed paper, blank/personal stationary or writing paper, self-addressed stamped envelopes, pre-stamped or self-stamped blank envelopes are not permitted.

GOOD TIME

It is the policy of the New Mexico Corrections Department to allow all inmates the opportunity to earn good time on the condition that they observe departmental and institutional rules, regulations, and policies; demonstrate a continuing effort towards self-improvement; and meet the criteria based upon the applicable statutes at the time of commitment.

INMATE EMPLOYMENT SYSTEM (I.E.S.)

The Guadalupe County Correctional Facility provides inmates with full-time programming, including school and/or work which will be of mutual benefit to the state, society, and particularly to the inmate. Inmates will be given incentives and rewards in the form of monetary and good time compensation for acceptable work performed and regular attendance.

RELIGIOUS PROGRAMS

The Guadalupe County Correctional Facility provides religious programs for all religious groups registered in the Chaplain's Office. These programs offer guidance to inmates for spiritual growth and development. It is the intent of institutional personnel to ensure that all inmates are allowed to exercise their constitutional rights regarding their religious beliefs. Religious services are scheduled on daily, weekly, semi-monthly, and/or monthly basis, depending on the

availability of space, community resources, and inmate needs. The calendar of activities is posted in the chapel and in each housing unit.

A Crossings Community House is open by application and interview to all inmates having a faith-based life. This community is open to all faiths and requires participation in courses and religious services. This is a zero-tolerance housing unit with no exceptions as of June 1, 2000.

The Chaplain Office supervises all religious and spiritual development programs and services.

EDUCATIONAL PROGRAMS

It is the policy of this institution to establish and make available a continuous educational program of basic education, academic, vocational instruction for all eligible inmates. These various programs are designed to meet the specific needs of functional literacy, continuing education, personal growth, and occupational usefulness. Inmates who do not have a verified high school diploma or GED may be required to attend school under New Mexico's Literacy Act.

Educational programming shall be made available to qualified inmates without regard for race, color, creed, age, or impairment. At least one college course is offered each semester for those inmates that qualify. If an inmate fails a course, they will be responsible for the total cost of the course. Qualified instructors shall teach all academic and vocational programs. An education handbook is available to all inmates who wish further information on the educational offerings in the Education Office.

VOCATIONAL PROGRAMS

For all courses, a GED or high school diploma is preferred. If the student does not have either, then the student will (in most cases) need to demonstrate proficiency at the 8th grade level as measured by the CASAS. Most classes are open entry/exit. Certificates will be provided to inmates for completion of each program. Even though some programs are comparable from institution to institution, inmates cannot necessarily transfer easily between programs when in the midst of a course of study.

All questions regarding eligibility and class availability should be routed to the Registrar or the Education Director. An education handbook is available to all inmates who are interested in a more complete listing of course offerings in the Education Office.

OVERVIEW OF CLASSIFICATION PROCESS

This summary of the classification process is intended to provide all inmates with an overview of the entire classification process. Every element of that process is described in detail in the NMCD and GCCF classification policies located in the Library.

After the RDC classification recommendations are finalized, the inmate is transferred to an appropriate facility. Upon arrival, the inmate is housed in the Unit Orientation Pod up to seven

(7) days, during which time he receives orientation on institutional rules and regulations and available programs and services. Additionally, he is interviewed by the Orientation Case Manager to determine whether the programming recommendations made by the RDC Classification Committee and approved by the Classification Bureau Chief reflect the inmate's needs. The inmate is given the opportunity to request changes after being informed of the programs and services that are available at the institution.

The inmate will appear before the Program Review Committee to discuss the inmate's initial housing, work, program and treatment assignments at the institution.

To the extent possible, these assignments will be made in a manner that reflects the inmate's preferences. The inmate is allowed to participate in the committee's proceedings and to provide the committee with relevant information.

At the conclusion of the meeting, the Program Review Committee makes the specified assignments for the inmate. The inmate is provided a copy of these assignments.

An inmate who is not satisfied with the classification decision made by the Program Review or Classification Committee, may file an appeal in accordance with the New Mexico Corrections Department classification appeals procedure (NMCD Policy CD-080102).

During program review, the inmate is assigned a Case Manager who is responsible for ensuring that the inmate's classification is regularly reviewed in accordance with established schedules. Inmates may request a classification review in writing for evaluation of any programming placement. The Classification Committee review is established to make changes in general program review such as basic classification assignments, including good time recommendations and job assignments. The Classification Committee shall provide the inmate with a copy of any changes made. If the inmate is not satisfied with these decisions, he may file an appeal as outlined above. The Classification Committee will review job placements outside the facility, any custody changes, and transfer requests.

As the foregoing description should make it clear, the classification system in New Mexico is designed to provide inmates the fullest possible opportunity to participate in the classification process and, if necessary, to appeal classification decisions to a higher authority. At each step of the process, the inmate's active participation is encouraged. By assuring full inmate participation in the process, the New Mexico Corrections Department attempts to maintain a classification system that is rational, fair, and objective.

Classification Reviews

Inmates will be provided the opportunity for a classification review every 6 months. Inmates classified as Level I, Level II, or serving a life sentence will receive a classification review every 12 months.

The inmate's Case Manager is responsible for ensuring the inmate's classification is reviewed regularly in accordance with the established review schedules. The Case Manager will conduct

these reviews, unless the inmate indicated in writing that he wishes to waive the scheduled review. During the review, the Case Manager completes a **Custody Classification Scoring Form** and the **Program Review and Assessment Form** and provides the inmate with copies.

The Case Manager will interview the inmate to determine whether the inmate desires a change in classification related assignments.

In addition to regularly scheduled classification reviews, inmates may request a classification review in writing, at any time, for evaluative or programming placement purposes.

INMATE DISCIPLINE

It is the policy of this institution to provide a safe environment for both inmates and staff and to offer programs for all inmates who wish to develop their potential for establishing and maintaining a successful community adjustment following their release. In order to implement this policy, it is essential that reasonable standards of discipline and control be established and maintained through written guidelines in accordance with the following objectives:

1. Require individual inmate compliance with reasonable behavior standards and limitations.
2. Ensure the general welfare and safety of all persons living and working within the institution.
3. Establish and maintain fair disciplinary procedures and practices based on due process.

PENALTIES FOR VIOLATIONS

Facts establishing that an inmate committed an offense while acting under duress may be raised by the inmate and shall be considered where appropriate as a defense to, or in mitigation of any sanctions for, any offense set forth in this Exhibit I.

If an inmate commits more than one offense resulting from a single incident, separate sanctions may be imposed consecutively. Any Disciplinary Segregation of more than 30 days for a single incident requires approval of the Warden.

CATEGORY 'A' OFFENSES:

- A(1) Murder:** Intentionally causing death of another person. The Hearing Officer shall have the discretion to modify the charge and convict the inmate of the offense of **Manslaughter** or an **Assault** charge if the Hearing Officer finds that the inmate did not intentionally cause the death, but instead the inmate's conduct met the elements of a manslaughter charge or an assault charge.
- A(2) Manslaughter:** Recklessly causing the death of another person, with or without premeditation; or causing the death of another person upon a sudden heat of passion

caused by a serious and highly provoking act, affecting the inmate sufficiently to excite an irresistible passion in a reasonable person. The Hearing Officer shall have the discretion to modify the charge to convict the inmate of the offense of an **Assault** charge if the Hearing Officer finds that the inmate's conduct did not meet the elements of manslaughter, but met the elements of an assault charge.

- A(3) **Taking of Hostages or Kidnapping:** The inmate commits this by carrying any person from one place to another or by holding a person without their consent with the intent to force the victim or any other person to make any concession(s) or give up anything of value in order to secure the release of the person under the inmate's actual or apparent control.
- A(4) **Arson:** Without authorization, setting fire to burn, cause to be burned, or by the use of any explosive or combustible device, damages or destroys or causes to be damaged or destroyed, any structure or property.
- A(5) **Battery:** Intentionally or through negligence or recklessness causing injury to another person or applying any physical force, offensive substance (such as feces, urine, mucous, blood, saliva, etc.) or any other item or hazardous substance against any person regardless of whether or not injury occurs.
- A(6) **Assault or Battery with a Weapon on Another Person:** Use of any type of object or instrument to threaten, strike, or attempt to strike another person.
- A(7) **Assault or Battery without a Weapon on Staff Member or Visitor:** Without a weapon, striking or by actions, posture, stance or other means, threatening to strike another person (who is a staff member or visitor, not an inmate), and under circumstances where that other person could reasonably believe that he/she was about to be struck by the inmate.
- A(8) **Assault or Battery without a Weapon on an Inmate:** The inmate commits this when they threaten to strike, strikes or by their actions, posture, stance, or other means implied to another inmate that they are about to be struck.
- A(9) **Engaging in Riot:** Two (2) or more persons participating in conduct that creates serious danger or damage or injury to property or persons and obstructs the performance of facility functions.
- A(10) **Inciting to Riot:** Urging or organizing two (2) or more inmates to imminently engage in a riot and such incitement is likely to produce a riot or once a riot begins, the inmate assumes a position of command or instruction in furtherance of the riot.
- A(11) **Escape with Force:** By force or threat of force, removing oneself from the confines of the institution or from official custody while beyond the confines of the institution. The Hearing Officer shall have the discretion to modify the charge and convict the inmate of **Escape without Force** if the Hearing Officer finds the inmate did not use force or the

threat of force.

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

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

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

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

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

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

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

injecting a dangerous drug or volatile substance.

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

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

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

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

A(21) Sexual Misconduct: The inmates commit this when they are:

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

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

- a.) Having impaired the power of the other person to apprise or control their conduct by administering or employing drugs, intoxicants, or similar means; or
- b.) Coercing, compelling, or inducing the other person to submit by any force, misrepresentation, violence, or threat of violence; or
- c.) The other person suffers from mental disease, defects, or inadequacy that is reasonably apparent or known to the accused inmate, which in fact, renders the other person incapable of understanding the nature of their conduct or being aware of the nature of the act committed; or
- d.) The other person is unconscious or otherwise physically incapable of resisting and

has not consented to the act.

- e.) The Hearing Officer shall have the discretion to modify the charge and convict the inmate of the charge of **Sexual Harassment or Sexual Misconduct**.

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

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

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

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

A(26) Fraud:

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

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

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

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

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

- A(31) Attempt or Complicity:** The charge of complicity or attempt must be used in conjunction with any appropriate Category A offense(s) and the Hearing Officer may impose the same penalty prescribed for the substantive offense(s).
- A(32) Refusal to Move or to be Restrained:** Refusing to be moved from an area or structure such as a recreation pen, search cell, shower, program area, etc. or refusing to be restrained or unrestrained. Pulling away or attempting to pull away from an officer while under escort.
- A(33) Possession of Gang Paraphernalia:** Displaying or possessing Security Threat Group/Street Gang paraphernalia, e.g. colors, symbols, signs, insignias, or gang-related documents.
- A(34) Engaging in Security Threat Group/Street Gang Activity:** Recruiting, assaulting, theft(s), extorting, and drug trafficking or conspiring to commit the above mentioned acts.
- A(35) Acts Constituting a Felony:** Any act not listed above that would be a felony under the Criminal Code of the State of New Mexico or the laws of the United States of America.
- A(36) Attempt to Engage in or Engaging in any Unauthorized or Inappropriate Relationship:** An inmate commits this when he/she attempts to engage in or engages in any personal or romantic relationship with a staff member, contract employee, volunteer, etc. whether it be verbally, physically, or in writing.

CATEGORY 'B' OFFENSES:

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

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

These principles apply to the following offenses:

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

- B(2) Knowingly Making a False Statement to any Staff Member:** Knowingly providing untrue statements or information, either verbally or in writing, in any attempt or effort to mislead staff.
- B(3) Count Interference:** Causing or participating in any interference, delay, disruption, or deception with regard to the process of counting part or all of the inmate population including, but not limited to, handing, fastening, or attaching any sheet, blanket, curtain, drapery, or other material whether transparent or not on any part of the front of the door or cell or around a dormitory bed or other immediate sleeping area without the permission of an authorized staff member.
- B(4) Interference with Search:** Refusing to allow, obstructing or hindering in any way, any authorized person in their search of any person, housing unit, or cell.
- B(5) Failure to Program:**
- a.) Failing to perform programs and program work as assigned; and/or
 - b.) Failing to report to any work assigned; and/or
 - c.) Departing from their appointed place of duty or assignment without authorization
- B(6) Willful Refusal Without a Statutory or Regulated Exemption to Participate in the Inmate Literacy Program (ILP):** Statutory requirement.
- B(7) Unauthorized Absence without Proper Authority:**
- a.) Departing from any place where they were directed to remain by any staff or facility regulations.
 - b.) Being away from an assigned area
- B(8) Violating a Condition of Furlough, School or Work Release, or Other Community Activities**
- B(9) Presence in Unauthorized or Restricted Areas:** Entering or remaining in any area without permission or after being ordered in any manner, not to enter or remain in an area.
- B(10) Gambling:** Playing for money or other thing of value at any game including, but not limited to, those played with cards or dice or bets on the side or hand of those playing or betting anything of value on the outcome of any observable event or ascertainable happening or organizing or being in possession of any game of chance, lottery, betting pool, betting slips or records, or being in possession of other similar devices.
- B(11) Violation of Visiting Regulations:** Engaging in any conduct with visitor(s) or engaging in any other conduct in violation of facility visiting regulations.
- B(12) Alteration of Any Food or Drink**

- B(13) Sexual Harassment:** Subjecting another person to sexual conduct, through physical action, and/or verbal or written statements, and the other person does not express or imply consent to the accused inmate's conduct.
- B(14) Verbal Abuse or Gestures:** Subjecting another person to abusive, offensive, or defamatory language or gestures.
- B(15) Possession of Unauthorized Legal Documents:** Possessing legal documents of another inmate outside the immediate presence of the inmate to whom the documents belong.
- B(16) Disobeying a Lawful Order:** Refusing to obey a verbal or written lawful order or instruction given by any staff member acting within the scope of their authority.
- B(17) Association:** While assigned to an off-ground or outside detail or work crew, associating or communicating with another person without first receiving authorization.
- B(18) Fighting or Horse Play:** The inmates commit this when they engage in any physical altercation including, but not limited to, exchange of blows, shoves, kicks, or any offensive physical contact which disrupts or threatens to disrupt the orderly running of the institution.
- B(19) Contempt of Committee:** The inmates commit this when they act in any manner that is considered disruptive while in, or in the immediate area of, any committee or hearing that is being conducted or in session, such as, but not limited to, Parole Board, Probation, Classification, and Disciplinary.
- B(20) Entering into Contract:** The inmates commit this when they enter into any contract or engages in any business without the express permission of the Warden.
- B(21) Any Unauthorized Use of Any Institutional Equipment:** E.g. telephones, computers, fax machines, copy machines, tools, etc. Failure to abide by facility correspondence rules or regulations.
- B(22) Violation of Any Correspondence Regulation(s):** Failure to abide by facility correspondence rules or regulations.
- B(23) Possession of Tokens, Tickets, or Script Beyond the Amount Specified by Policy:** Failure to abide by facility rules and regulations pertaining to inmate tokens, tickets, or script.
- B(24) Bartering, Selling Goods, and Commodities or Services:** Bartering, loaning, selling, giving, receiving, borrowing, or buying any item without the prior knowledge and permission of the appropriate staff member including, but not limited to, those items sold in canteen, clothing, housing furnishings, art and hobby craft services or transfers or attempts to transfer funds from the trust or banking account of one inmate to that of

another inmate.

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

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

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

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

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

B(30) Sanitary Violation:

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

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

- B(32) Failure to Obtain Permit:** Failure to obtain a permit for any item or activity as prescribed by policy or by the Warden; or failure to obtain a permit to engage in any business activity or enter into any contract.
- B(33) Failure to Follow Published Rules or Regulations:** Violating any posted facility or state rule or regulation of which they have, or through the exercise of reasonable diligence should have knowledge.
- B(34) Self Mutilation:** Purposeful self-injurious behavior; actions or activities designed to secure secondary gain through manipulative self-injury, which is not directly related to a mental disorder.
- B(35) Using Off-Hours Calls:** (Medical, Mental Health, and Duty Officer) for unrelated, non-emergency issues.
- B(36) Attempt or Complicity:** Charges of complicity and attempt may be used in conjunction with any appropriate offense and the Hearing Officer/Disciplinary Officer may impose the same penalty for the substantiated offense.
- B(37) Acts Constituting Misdemeanor:** Any act not listed above that would be a misdemeanor under the Criminal Code of the State of New Mexico or the laws of the United States of America.
- B(38) Improper Legal Assistance:** An inmate providing legal assistance to another inmate related to a qualified legal claim.

CATEGORY A OFFENSE SANCTIONS

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

CATEGORY B OFFENSE SANCTIONS

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

MISDEMEANOR			
USING OFF-HOUR CALLS INAPPROPRIATELY PER B (35)	90 DAYS	90 DAYS	90 DAYS
IMPROPER LEGAL ASSISTANCE	60 DAYS	30 DAYS	60 DAYS

DISCIPLINARY PROCESS

1. Informal resolution of minor incidents is encouraged. However, when any employee witnesses any act which would constitute a major or minor offense, or has reasonable belief that a serious violation has occurred, the employee has a responsibility to prepare a misconduct report.
2. The initial misconduct report should contain the date and time of the violation, (or if unknown, the date of discovery), the date and time the report was written and the date and time the report was submitted to the Shift Supervisor for review. The report should include the specific rule(s) violated; a formal statement of the charge; any unusual inmate behavior; any staff witnesses; disposition of any physical evidence; any immediate action taken, including the use of force; and the reporting employee's signature.
3. The reporting employee must complete the Inmate Misconduct Report and submit it to a Security Supervisor for review within one (1) working day of the date of discovery. An extension of this time limit may be granted by the Warden for extenuating circumstances.
4. Upon receipt of the report, the supervisor will complete a preliminary investigative report. The investigation will be completed within 24 hours of the time the violation is reported and will be completed without delay, unless there are exceptional circumstances for delaying the investigation. During this investigation, the inmate will be asked to make a statement regarding the incident.
5. During the review if the supervisor determines that the information is not accurate, is incomplete, or that the body of the report does not support the charge(s) listed, he/she may return the Inmate Misconduct Report to the reporting staff member for correction or to clarify discrepancies. Clerical errors may be corrected in the event the reporting staff member is not available. Provided, however, the reviewing supervisor has no authority to change the substance of the reporting staff member's specific statement of facts as to what the staff member is reporting.
6. Within one (1) working day of receipt of the report, the Disciplinary Officer will begin an investigation. The investigation will include, but not limited to, providing the inmate a copy of the misconduct report, conducting interviews, and gathering evidence and statements. The investigation will be completed promptly unless exceptional circumstances cause a delay. An employee shall not serve as Disciplinary Offer in any case in which that employee was the reporting staff member.
7. If any amendment of the charges or other information on the report is made, the inmate should be informed in writing of the amendment at least twenty-four (24) hours prior to the hearing unless waived by the inmate. However, correction of clerical errors does not

require 24 hour prior notice and can occur at anytime; but should be part of the record. The Inmate Misconduct Report will be reviewed for the following:

- a. That all dates, times, and charges are properly indicated;
 - b. That the report narrative is clearly written and supports the charges cited;
 - c. That any unusual inmate behavior, witnesses, disposition of physical evidence, immediate action or use of force are stated in the report; and
 - d. That the reporting staff member has signed the report
8. During the investigation, if the Disciplinary Officer determines that information is not accurate, is incomplete or that the body of the report does not support the charge(s) listed, he/she may return the Inmate Misconduct Report to the reporting employee for correction or to clarify discrepancies. Clerical errors may be corrected in the event the reporting employee is not available. Additional charges not listed by the reporting employee which are justified in the body of the report may be added in the absence of the reporting employee, when the reporting employee is not available. Other than clerical errors, the Disciplinary Officer has no authority to change the reporting staff member's specific statement of facts as to what the staff member is reporting.
 9. The Disciplinary Officer will fill out the Disciplinary Investigation Report.
 10. At least 24 hours prior to the hearing, the Disciplinary/Hearing Officer will provide the inmate with a copy of all documentation to be presented at the hearing, with the exception of confidential information.
 11. Whenever an inmate poses a threat to others, the security of the institution or the public, the Shift Supervisor must be notified immediately so that prompt, appropriate steps may be taken to control the situation.
 12. When the above circumstances exist and PHD is required, the Shift Supervisor will place the inmate in restraints and the inmate will be escorted/transported to the appropriate PHD location. The inmate's PHD status will be reviewed by the Chief of Security within seventy-two (72) hours. (Excluding weekends and holidays)
 13. Hearings on minor level reports will be conducted as follows: The Disciplinary Officer will conduct an informal hearing, which need not be tape-recorded. The inmate is not entitled to a representative. The inmate may request that witnesses be examined and statements be taken, but witnesses other than the inmate charged shall not appear at the hearing. The inmate charged may present his/her own statement and any relevant evidence.
 14. The Disciplinary Officer shall submit a written recommended decision to the Deputy Warden as soon as practicable, but no later than 7 working days, unless prevented by

exceptional circumstances. Reasons for the delay should be documented. The Disciplinary Officer may recommend either dismissal of the charges or impose minor sanction(s) allowed for the offense for which the inmate was cited.

15. Major level hearings are formal hearings and will ordinarily be tape-recorded.
16. The inmate may request the assistance of another inmate or staff member in the preparation and/or presentation of the case. Inmates are not entitled to be represented by read and write English adequately to comprehend the charge and present a defense, assistance will be provided by a person capable of communicating with the inmate and the Hearing Officer.
17. The Hearing Officer will produce a written summary of the proceedings including a summary of the evidence, excluding identifying information on confidential sources. The Hearing Officer will also provide a written recommended decision as soon as practicable, but no later than 7 working days following the conclusion of the hearing, unless prevented by exceptional circumstances. Reasons for delay shall be documented.
18. All recommended dispositions by the Disciplinary/Hearing Officer shall be forwarded to the Deputy Warden for review. If an institution is not staffed with a Deputy Warden, an Associate Warden will conduct the review. This review should ensure that the hearing was conducted in accordance with procedures and that the action taken conforms to established policy.
19. A copy of the final disposition will be given to the inmate along with the Misconduct Report Appeal Form within five (5) working days of the Deputy Warden's review, unless prevented by exceptional circumstances.

INMATE DISCIPLINARY APPEALS

1. Any inmate may appeal the Hearing Officer's decision as approved by the Deputy Warden or the Warden for final adjudication of the matter. The decision of the Warden may be subject to review by the Secretary of Corrections.
2. The inmate shall have 15 calendar days after the date the inmate receives the written report of the decision of the Deputy Warden to file a Misconduct Report Appeal on the appropriate form. These forms shall be available to all inmates, including those housed in Disciplinary Segregation. The notice of appeal shall state the basis for the appeal and the names of any witnesses required to substantiate the appeal. The inmate shall attach to the appeal form any relevant documents that are not already part of the record of the hearing. The department shall ensure that any inmate who requests assistance in completing appeal forms is provided such assistance. If a notice of appeal is not filed as required by this section, the decision and recommendation of the Deputy Warden shall be final.
3. An inmate shall file the completed appeal form and any attachments with the Disciplinary Officer, either by personal delivery or by placing the materials in an envelope addressed

to the Disciplinary Officer and placing that envelope in the mailbox designated for legal mail. Inmates in segregated housing may file appeal forms by submitting them to a Classification Officer or Security Supervisor assigned to that housing unit. The staff member receiving the appeal shall deliver the forms to the Disciplinary Officer or in the case of Administrative Segregation inmates, deliver to the Classification Officer or Security Supervisor.

- a. Upon receipt of the appeal materials forwarded by the Disciplinary Officer, the Warden shall consider the appeal on-the-record. The Warden may order a new hearing if it appears from the appeal materials that the inmate was not given the opportunity to present then existing or newly discovered relevant evidence at the hearing. Appeals based on frivolous contentions shall be dismissed.
 - b. The burden of proof is on the inmate to prove the contentions stated in the notice of appeal.
4. The Warden shall provide the inmate with a copy of the final decision within five (5) working days.
 5. There is no absolute right of appeal to the Secretary. However, the Secretary or designee shall have final authority in reviewing the Warden's summary, findings and conclusions. The Secretary may order any remedy. In ordering a new hearing, the Secretary may limit the new hearing to the purpose of permitting the presentation of new evidence. After the Secretary has rendered a final decision on the appeal, the Warden shall notify the appellant in writing of the Secretary's decision within five (5) working days after the decision and shall forward the inmate a copy of the written summary, the findings of fact and conclusions. That disposition is final.

INMATE GRIEVANCE PROCEDURE

The purpose of the inmate grievance procedure is to establish an administrative means of expression and honest resolution of inmate complaints, prescribes an available channel for hearing, and resolving concerns of inmates, and may be used by any inmate under the supervision of the New Mexico Corrections Department.

Any inmate has the right to file a formal grievance if the complaint originates with an action or decision made by the Guadalupe County Correctional Facility and is believed to adversely affect the aggrieved inmate's welfare. This may include, but is not limited to, matters of housing, mail, visiting, staff treatment, lost property, or medical care.

Q: WHAT KINDS OF THINGS CAN AN INMATE FILE A GRIEVANCE ABOUT?

A: An inmate can file a grievance about:

1. Institutional or departmental policies. If the inmate has a valid complaint about the substance, interpretation, or application of these policies, he/she may file a

grievance.

2. Individual or employee actions
3. Any kind of harassment or discipline for participating in the grievance process
4. Any other matter relating to inmate living conditions, care, or supervision except those noted below
5. Medical care which, if not handled as an emergency, could result in serious physical harm to the inmate

Q: WHAT KINDS OF THINGS CAN AN INMATE **NOT** FILE A GRIEVANCE ABOUT?

A: An inmate cannot file a grievance about:

1. Any matter over which the Corrections Department has no control. Example include: loss of mail by the U.S. Postal Service, Parole Board decisions, sentences, tort claims, inmate compensation or any other matters regulated by statute
2. Disciplinary actions
3. Classification decisions
4. Complaints on behalf of other inmates
5. The subject of any prior grievance on which a final decision has already been made or which is currently under review

Q: WHEN SHOULD AN INMATE FILE A GRIEVANCE?

A: Before using the formal grievance procedure, an inmate is expected to attempt to resolve the grievance or particular area of concern informally through discussion with the person or persons responsible for the incident, giving rise to the complaint. The inmate shall first file an informal complaint using the **Inmate Informal Complaint** Form (CD-150501.3) within five (5) calendar days from the date of the complaint. The inmate shall explain in detail his/her complaint and address their complaint to the Unit Manager or designee in units with a Unit Manager and to the Chief of Security or designee in units without a Unit Manager. If this informal effort fails to resolve the complaint within five (5) days of receipt of the complaint, the inmate may file an **Inmate Grievance** Form (CD-150501.1). The inmate must file the formal grievance within 20 calendar days of the date of the complaint.

The Unit Manager, Chief of Security, or designee shall review the inmate complaint and make every effort to resolve the complaint at an informal level within five (5) calendar

days from receipt of the complaint. A copy of all resolved complaints shall be maintained and a copy given to the inmate. All non-resolved complaints shall be returned to the inmate to be attached to the formal grievance.

Q: HOW DOES AN INMATE FILE A GRIEVANCE?

A: A written formal grievance shall be filed using the **Inmate Grievance** Form (CD-150501.1). The non-resolved inmate Informal Complaint shall be attached to the formal grievance and be submitted to the Grievance Officer by depositing the form(s) in an institutional mailbox, a designated grievance box, or by delivering it in person to the Grievance Officer. **Inmate Grievance** Forms will be readily available to inmates in accessible locations within the institution. All grievances must be signed by the grievant. Copies of grievances sent to persons other than the institutional Grievance Officer will be considered informational copies only, not requiring a response. The Grievance Officer shall notify the grievant of receipt of a grievance on an **Inmate 2-Day Notice of Receipt of Formal Grievance** Form (CD-150501.2).

If the Grievance Officer does not acknowledge the receipt of the grievance in writing within five (5) working days after receipt of the grievance, the Grievance Officer will notify the grievant in writing as to the date the grievance was received and the status of the grievance.

Inmates requiring aid in completing the grievance form may be assisted by another inmate. The form will be used to briefly summarize the complaint; additional information should be attached and mailed to the Grievance Officer. Appropriate language will be used; obscenities will not be allowed unless determined relevant to the grievance.

The inmate must complete a separate grievance form for each issue grieved. The inmate must file an individual grievance even though the problem may be shared with other inmates. A group grievance will be returned to the first name on the list for compliance with this requirement.

The inmate must state what reasonable relief is being requested as a solution to any grievance. Failure to do so will result in the grievance being returned to the inmate for completion.

If the grievance relates directly to actions of the Grievance Officer, the inmate will send the completed **Inmate Grievance** Form directly to the Warden. The Warden will appoint a person who is not involved with the matter of the grievance to serve as Grievance Officer for that particular grievance.

Grievances are considered confidential communications. Sealed letters will not be opened for inspection by Mailroom Personnel if the letter is labeled "Grievance" and addressed to the Grievance Officer, Deputy Warden, or Warden.

Q: WHAT HAPPENS AFTER THE GRIEVANCE IS FILED?

A: The Grievance Officer will review the grievance and conduct an investigation of the problem. Within twenty (20) calendar days from the date he/she receives the grievance, he/she will deliver a report to the Warden. A copy of that report will be provided to the inmate.

The Warden will either approve or disapprove of the Grievance Officer's recommendations. Within fifteen (15) calendar days of receiving the grievance, the Warden will inform the inmate in writing of his/her decision, including a brief explanation of the reasons for his decision. If the inmate is awarded any relief, the Warden will assign a staff member to carry out the relief within a reasonable period of time.

Q: HOW DOES AN INMATE APPEAL THE DECISION?

A: If an inmate is not granted any relief or if he is not satisfied with the Warden's decision, he may appeal to the Secretary of Corrections for final review.

In order to appeal a decision, the inmate must complete the appeal portion of the Inmate Grievance Form and deliver it to the Grievance Officer within five (5) calendar days of receiving the Warden's decision.

The Grievance Officer will deliver the appeal and all relevant materials to the Grievance Coordinator within five (5) calendar days of receiving the appeal.

The Grievance Coordinator will conduct any further necessary investigations and make a recommendation to the Secretary of Corrections within twenty-five (25) calendar days of receiving the appeal.

The Secretary of Corrections or designee will make a final decision on the grievance within ten (10) calendar days of receiving the appeal.

The inmate will be informed in writing of the final decision, including a brief explanation of the reasons for the decision. Copies of this notification will be sent to both the Warden and the Grievance Officer at the institution.

If an inmate is awarded any relief, the Secretary of Corrections will assign a staff member to carry out the relief within a reasonable period of time.

Q: WHAT IF THE GRIEVANCE IS AN EMERGENCY?

A: An emergency grievance will be given priority. It is the inmate's responsibility to indicate on the grievance form and demonstrate that the grievance is urgent and will cause a risk of serious harm if not processed quickly. The Warden will decide whether or not the grievance is to be treated as an emergency.

Emergency grievances will be processed quickly at all levels of response. A response to an emergency grievance will come no later than 72 hours after the Grievance Officer receives the grievance. If the inmate is not satisfied with the way his emergency grievance has been handled; he may appeal immediately to the Secretary of Corrections through the Grievance Coordinator.

An emergency medical grievance will be given first priority. The Grievance Officer or other administrative staff member who receives an emergency medical grievance shall immediately notify the facility Health Administrator, the Warden, the Director of the Contract Medical Provider and the Corrections Department Medical Director.

The Medical Director of the Contract Medical Provider or other physician must immediately investigate the emergency medical grievance, immediately take all appropriate action and provide a written response to the Grievance Officer and the Corrections Department Medical Director by the next working day.

Q: WHAT ELSE SHOULD I KNOW ABOUT GRIEVANCES?

A: The grievance procedure is allotted 90 days from beginning to end. If a grievance is not disposed of within 90 days, the inmate will be deemed to have officially exhausted the grievance procedure. The grievance is **not** automatically granted.

Inmates are prohibited from misusing or abusing the grievance system. The grievance procedure is not to be used as a form of harassment against staff. Such grievances will be denied, but should not be used as the basis for any disciplinary action against the inmate.

If any inmate needs a copy of the grievance policy or emergency medical grievance policy there are copies of all grievance policies and procedures available for inmate review at the Education Resource Center.

FIRE SAFETY PROGRAM

This institution will adhere to the standards established by the National Fire Protection Association.

Housing Unit Evacuation Plan

1. In case of fire, the pod specifically affected will be immediately evacuated.
 - a. The living area where the fire started and/or smoke is heaviest will be evacuated first.
 - b. The living area next closest to the fire/smoke will be evacuated second (if required).
 - c. The living area furthest from the fire/smoke will evacuate last (if required).

2. Evacuation shall be made through the living area exit door least affected by the fire/smoke.
3. A count will be taken as soon as possible after the evacuation to determine if all the inmates were removed from the unit.

FIRE EVACUATION ROUTES ARE POSTED IN EACH HOUSING UNIT

RECREATION

The philosophy of the Recreation Department is to provide the inmate with a constructive learning experience through participation in sports, intramural and leisure activities. Recreation is widely recognized as a positive outlet for tension, a confidence builder, and a way to better self-esteem. Through recreation, an inmate can build valuable skills and constructive interests. The dress code for recreation is enforced; proper dress in full uniform with shoes. The exceptions to full uniform is that inmates are allowed to wear unaltered facility approved shorts, t-shirts, and tennis shoes.

Available Recreation

The indoor gymnasium will provide the inmate with the following:

- Handball
- Weight Machines
- Full or Half Court Basketball
- Volleyball

Outdoor recreation includes:

- Full or Half Court Basketball
- Softball
- Handball Courts
- Washer Pits
- Weight Machines
- Card Tables
- Canopy Areas for Leisure Time

Included in recreational programs are holiday tournaments that include different in-season competitions available for participation. In case of construction, recreation will only be conducted in the gym.

BAND ROOM

The Band Room is a privilege offered by GCCF not a requirement that must be offered by this facility, which means you must not abuse this privilege and cause the total loss of this

opportunity to learn an honorable art form. You must consider the Band Room as a neutral zone where acts of violence and drug use are strictly prohibited. This means obey all bylaws, rules, guidelines, and regulations.

IN POD CRAFTS

Inmates interested in participating in the In Pod Crafts Program must obtain an application from their Case Manager, complete the form, and return it to the Recreation Director. Inmates must have at least twelve months clear conduct from their last major disciplinary report and six months for the last minor disciplinary report. The inmate will supply all supplies utilized in the In Pod Crafts Program. The Recreation Director must approve all supply orders prior to them being placed.

In pod crafts supplies and finished products will remain in the inmate's cell unless approved by the Chief of Security.

Inmates who receive a disciplinary will lose their hobby craft privileges. All hobby craft items will be sent home at the inmate's cost. The items are subject to the same procedures as in the property policy (14 day storage and then destroyed if not sent home). No items sent home will be allowed to be sent back into the facility. The inmate will then be required to reapply for a hobby craft permit.

GUADALUPE COUNTY CORRECTIONAL FACILITY **INMATE PROPERTY – ALLOWED ITEMS**

- A. Allowable Items upon Admission to GCCF and Thereafter
1. Two small religious items or other religious article not to exceed \$50.00 in value. One chain and one medallion combined shall constitute one of the items.
 2. One set of religious beads (i.e. Rosary, Dikr)
 3. One feather; One medicine pouch (Native Americans)
 4. One prayer rug (Muslim)
 5. One watch not to exceed \$50.00 in value
 6. One pair of shower shoes
 7. Two religious books in addition to regular book allowance (Bible, Koran, Talmud, etc.)
 8. Pencils/non-felt tip pens; not to exceed a total of five
 9. One pair of corrective glasses. No sunglasses will be allowed unless authorized by

GCCF Medical Personnel.

10. Athletic shoes (2 pair), white/gray in color, not to exceed \$75.00 each pair in value.
11. One pair of facility issued shoes
12. One wedding band (no stones) not to exceed \$50.00 in value. Inmate must produce evidence of legal marriage. No other form of jewelry will be allowed.
13. Legal documents that must fit in a designated area in accordance with policy
14. Dentures: Inmates will be allowed to retain dentures that have been made specifically for that inmate.
15. One photo album no larger than 12" x 12"
16. Letters/postcards, no limit, as long as storage is neat and in accordance with policy.
17. White t-shirts with sleeves, without emblems or hoods – Five per inmate
18. Sweatpants and sweatshirts – solid gray without emblems, pockets, hoods, or collars – Two (2) pair per inmate
19. Facility issued hygiene items and any new or used toiletry/hygiene items purchased through canteen – not to exceed two of each item
20. Books – three per inmate (Therapeutic Community, Honor Unit, Crossings Pod will be allowed a total of seven books.) Hardback books will not be allowed.
21. Magazines – three per inmate (nudity, pornography, and gang-related materials are prohibited)
22. One television with 13" maximum screen size and one remote control device – Televisions shall be limited to one television per room/cubicle area; must have earphone jack installed and in clear case only.
23. One walkman AM/FM cassette player with headphones in a clear case with approved electrical adapter. One MP3 player in a clear case with ear buds. Inmates may possess either a walkman or a MP3 player. NOT BOTH. If a MP3 player is purchased, then the inmate will be responsible for sending out or destroying the walkman and any cassettes on inventory.
24. Ten cassettes (allowed only with walkman)

25. Earphones: Two (2); one for TV and one for radio
26. Solid gray gym shorts with no emblems or pockets – Two pair per inmate
27. Thermal tops and/or bottoms – two pair
28. One small clear case battery operated alarm clock
29. One hot pot
30. Two property boxes purchase through the Commissary
31. One inch stack of legal pad, drawing paper, or loose leaf paper
32. Eight batteries; AA and AAA only
33. Five decks of playing cards (poker and pinochle cards only)
34. One plastic padlock
35. Honor Units will be allowed two sets of personal bed sheets.
36. Segregation inmates will receive limited property.

B. Institutional Issued Property

1. One (1) sanitized mattress
2. Two (2) blankets
3. Two (2) sheets
4. One (1) pillow
5. One (1) pillow case
6. Two (2) sheets
7. Two (2) face cloths
8. Three (3) sets each of pants and shirts
9. One (1) jacket (issued during winter months)
10. Two (2) mesh laundry bags; assigned to each inmate

11. Three (3) pairs of boxers

12. Three (3) pairs of socks

(Inmates will be allowed to purchase boxer shorts and socks but may not possess more than seven (7) pairs of each in their property.)

13. One (1) pair of blue canvas shoes

14. One (1) spork

LAUNDRY SCHEDULE

The laundry schedule is as follows:

Monday: Housing Unit One: A Pod and B Pod
Housing Unit Two: A Pod, B Pod, and C Pod
Uniforms: Blue Shirts and Blue Pants
Laundry Bags: Whites Only
Towels

Tuesday: Housing Unit One: C Pod, D Pod, and E Pod
Housing Unit Two: D Pod and E Pod
Uniforms: Blue Shirts and Blue Pants
Laundry Bags: Whites Only
Towels

Wednesday: Housing Unit One: All Pods; Sheets and Pillowcases
Housing Unit Two: All Pods; Sheets and Pillowcases

Thursday: Housing Unit One: A Pod and B Pod
Housing Unit Two: A Pod, B Pod, and C Pod
Uniforms: Blue Shirts and Blue Pants
Laundry Bags: Whites Only
Towels

Friday: Housing Unit One: C Pod, D Pod, and E Pod
Housing Unit Two: D Pod and E Pod
Uniforms: Blue Shirts and Blue Pants
Laundry Bags: Whites Only
Towels

CLOTHING EXCHANGE

All clothing to be exchanged or replaced will be done in accordance with the posted clothing exchange schedules. These schedules are available in all housing unit dayrooms or a copy can be

requested from a staff member. A completed Inmate Request Form must be submitted and be signed by the appropriate staff member in order for any clothing to be re-issued from the Laundry. The Laundry Porter will pick up exchange slips. Orders will be filled and returned to the inmate by the Warehouse.

TAILORING OF CLOTHING

Tailoring of clothing will also be done in the Warehouse in accordance with the posted schedules. This service will be made available at least once a week. If the alteration takes more than one day to be completed, arrangements will be made accordingly.

PETITIONS AND MASS MEETINGS

Inmates are not permitted to initiate petitions within the institution or elicit the viewpoints of other inmates for the purpose of completing a petition or any type of mass-signed document. Inmates are authorized to write individual letters or interview requests to any staff member. Inmates may assist a fellow inmate in completing the request forms. Inmates may also request staff for assistance in filling out the forms.

RECORDS

The Records Department collects information regarding individual inmate status. This department is also responsible for posting good time and advising inmates of any changes affecting their release. The Case Manager is available to assist with any concerns regarding sentencing information or good time deductions/credits.

FOOD SERVICE

The primary objective of the Food Service Department is to prepare a nutritionally balanced meal served in an appetizing manner. Please keep in mind that food is not to be wasted. Your diet will provide 3,000 calories per day.

It will be the responsibility of the inmate to line up in single file when their assigned unit is called for chow. Each inmate is to receive only one tray per meal. Upon receiving your tray, you will report to a table in the dayroom to consume your meal. When you have completed your meal, your tray is to be placed in a stack against the wall next to the doorway.

Special diets are available to those with religious or medical requirements. Requests for religious diets must be initiated through your Case Manager or Chaplain. The Unit Physician will prescribe medical diets. No pork or pork products are served.

USE OF TELEPHONES

Inmates may place collect telephone calls from telephones located in their housing units. An inmate must first request a Personal Identification Number (PIN) by completing the Call List Request Form and submitting it to his Case Manager. THESE CALLS MAY BE MONITORED

AND RECORDED BY THE INSTITUTION. All inmates are expected to adhere to the time limits imposed to ensure adequate opportunity for everyone to use the telephone. Three-way calling or use of another inmate's PIN is not allowed. Specific information related to these subjects can be found in GCCF 21.002. Violation of this will result in termination of that phone number.

Inmates will be allowed to request the purchase of debit calling along with other weekly Commissary purchases:

- Debit calling can be purchased in \$5.00 increments on the regular Commissary day; up to \$20.00 a week. It will be item #9853 on your Commissary Order Form. (Example: 1 = \$5.00; 2 = \$10.00; 3 = \$15.00; and 4 = \$20.00)
- Commissary Order Forms will be picked up each Monday for processing on Tuesday.
- Debit calling orders will be processed and made available for use within 24 – 48 hours from the day the funds were deducted from your account.
- Once the funds have been deducted from your account and are processed, the debit funds will be available for use through the inmate telephone system.
- **Please note: Debit purchases are final and are non-refundable.**

In the event of a personal emergency, requests for the use of a facility telephone may be made to the inmate's Case Manager or after hours, the Shift Supervisor. An emergency is defined as:

1. Emergency hospitalization of immediate family such as the inmate's parents, wife, children, brother(s), sister(s), grandparent(s), or guardian as a result of an accident, catastrophic illness, or serious injury.
2. Death in the immediate family

Privileged telephone calls (i.e. attorney calls, calls to victim advocates, etc.) will be placed by the Case Manager, who will verify the identity of the receiving party. The telephone calls between the inmate 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 the telephone call. Every effort should be made to allow access as soon as practicable, especially in the event of an emergency or urgent need. However, the facility will provide access to unmonitored telephones for attorney telephone calls within two (2) working days of receipt of an approved written request.

All phone calls made, other than collect, to victim advocates, or with a PIN, will incur a charge of \$0.20 per minute.

INMATE 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.

ESCORTED FURLOUGHS

Inmates may be considered for an escorted furlough within the state of New Mexico to obtain medical care not available in the institution or within the New Mexico Corrections Department. Escorted visits may also be considered or to participate in approved community activities that can have a positive influence on the inmate. Any request for an escorted furlough must be channeled through the inmate's respective Case Manager. The NMCD and the Guadalupe County Correctional Facility Warden have final authority on these requests. The inmate is required to pay all of the cost of the escorted leave (bed side visits or funerals) (including, but not limited to, cost of staff, transportation and other facility expenses associated with the leave) based on normal security requirements (two-man escort).

OFFENDER PROTECTION AGAINST ABUSE AND SEXUAL MISCONDUCT (PREA – PRISON RAPE ELIMINATION ACT)

The Corrections Department and GCCF establishes a “**zero tolerance**” policy regarding abuse and sexual misconduct directed towards inmates. The facility's PREA Coordinators are **A. Campos, ACA Compliance Administrator** and **B. Velasquez, Executive Secretary**.

ABUSE RELATED DEFINITIONS:

Sexual abuse includes –

1. Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
2. Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse by another inmate, detainee, or resident includes –

Any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
2. Contact between the mouth and the penis, vulva, or anus;
3. Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
4. Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person, excluding contact incidental to a physical altercation.

Sexual abuse by a staff member, contractor, or volunteer includes –

1. Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

2. Contact between the mouth and the penis, vulva, or anus;
3. Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
4. Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
5. Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
6. Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs 1 – 5 of this section;
7. Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident; and
8. Voyeurism by a staff member, contractor, or volunteer

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

Sexual harassment includes –

1. Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
2. Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Inmates shall be protected from sexual misconduct, personal abuse, corporal or unusual punishment, humiliation, mental abuse, personal injury, disease, property damage, harassment or punitive interference with the daily functions of living, such as eating and sleeping.

Any employee, inmate, or other person who in good faith reports abuse or sexual misconduct will not be subject to retaliation. Information will be kept confidential.

It is mandatory that staff, vendors, contractors, or any offenders who witness or are the subject of abuse or sexual misconduct must immediately report such conduct to one or more of the following persons: The Secretary of Corrections, the Office of Special Investigation and Internal Affairs (SIIA), the Warden, the Shift Supervisor, the Institutional Investigator, District Supervisor, or any other employee of the Corrections Department.

All case records associated with claims of sexual abuse, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings and

recommendations for post-release treatment and/or counseling shall be retained in a confidential manner and are retained in accordance with an established schedule.

The information should have been provided to you upon arrival at GCCF by the Mental Health Department:

1. Prevention/intervention;
2. Self-protection;
3. Reporting sexual abuse/assault; and
4. Treatment/counseling

This information should have been communicated orally and in writing in a language clearly understood by the inmate.

An investigation shall be conducted and documented whenever a sexual assault or threat is reported.

Sexual conduct between staff and inmates, volunteers, or contract personnel and inmates, regardless of consensual status, is prohibited and subject to administrative and criminal disciplinary sanctions.

Inmates that are victims of sexual abuse shall have an option to report the incident to a designated staff member other than an immediate point-of-contact line officer.

STAFF REPORTING PROCEDURES

Any employee who witnesses or receives information regarding the physical abuse, mental abuse, or any sexual misconduct directed towards an offender shall immediately report the abuse to his or her immediate supervisor who shall forward the report to the applicable disciplinary authority (e.g. Warden, Region Manager, Bureau Chief, or Division Director) and the Office of Special Investigation and Internal Affairs (SIIA).

Failure to report or knowingly submitting a false report may result in disciplinary action.

Employees are encouraged to report misconduct to a higher authority if their direct supervisor may be involved or if the report has not been given the appropriate attention at the reported level. Multiple channels will be made available for reporting including, but not limited to, other disciplinary authorities (e.g. Warden, Region Managers, Corporate hotline, etc.)

Where abuse is found to have occurred, appropriate administrative action against the offending party will be initiated.

INMATE REPORTING PROCEDURES

Inmate(s) who are a witness to or the victim of abuse or sexual misconduct, humiliation, personal injury, disease, property damage, harassment or punitive interference with the daily functions are encouraged to immediately report the incident by:

1. Reporting the incident to any staff member or employee, correctional officer, contract staff, or volunteer
2. Filing a grievance
3. Placing a note or memo in any drop box located throughout the facility for Classification, Medical, or Mental Health Staff and/or even mail boxes (Please be as specific as possible when submitting information in writing.)
4. Providing the information either verbally or in writing by any means and to any person that would be comfortable to the reporting inmate
5. Sending the information directly to the Secretary, the Office of Special Investigations, Wardens, Shift Commanders, or District Supervisors and/or Region Managers in the case of Probation and Parole.
6. Calling the Sexual Abuse Hotline at (505) 555-2378.
7. Calling the Rape Crisis Center of Central New Mexico 24-Hour Hotline at 1-888-811-8282. (Also available for victim advocacy and counseling services)
8. Writing to the Rape Crisis Center of Central New Mexico at the below address:

9741 Candelaria NE
Albuquerque NM 87112

All such reports shall be handled in a confidential manner and can be made anonymously.

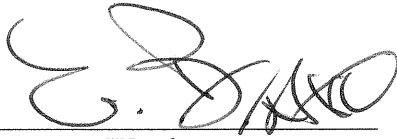
DEFINITION:

Perjury: Making a false statement under oath or affirmation, material to the issue or matter involved in the course of any judicial, administrative, legislative or other official proceeding, knowing such statement to be untrue.

Any inmate making an allegation against a member of the staff or against another inmate may be requested to be sworn by a notary public and advised in writing that the inmate is furnishing a sworn statement having full knowledge that the information the inmate is furnishing is material to the issue or matter involved in the course of, or will initiate an official administrative proceeding and that if the information is knowingly false, the penalty of perjury under 30-25-1 NMSA 1978 attaches.

If the information furnished by the inmate is proven by investigation to be knowingly false, the inmate may be charged with a major offense before the Disciplinary/Hearing Officer under the general principles of inmate discipline which impart that any act, although not specifically listed that would be a felony under the Criminal Code of the State of New Mexico, will constitute a major violation.

Rule violations that require a formal resolution shall be submitted in a written disciplinary report and forwarded to the designated supervisor.



Warden

2/10/14

Date