

# LEA COUNTY CORRECTIONAL FACILITY



## **Inmate Handbook**

## TABLE OF CONTENTS

Subject	Page
Quick Reference Guide	3
Introduction	4
Programs/Activities	5
Rules and Regulations: <ul style="list-style-type: none"> <li>• Authority for Disciplinary Sanctions</li> <li>• General Conduct</li> <li>• Housing Unit Rules</li> <li>• Personal Appearance and Grooming</li> </ul>	5-9
Petitions and Mass Meetings	9
Use of Telephones	9
Inmate Discipline/Offenses and Sanctions	10
Disciplinary Appeals	13
Inmate Complaints/Grievances	13
Food Service	13
Laundry/Necessities	14
Medical Services	15
Classification Overview <ul style="list-style-type: none"> <li>• Classification Reviews</li> <li>• Good Time</li> </ul>	16
Inmate Employment	17
Religious Programs	17
Crossings Program	18
Education programs	18
Vocational Programs	19
Cognitive Programs, SOAR and Breaking Barriers	19
Education Resource Center	19
Correspondence	20
Personal Property	21
Commissary	21
Inmate Trust Accounts	22
Mental Health	22
Therapeutic Community	23
Recreation	23
In-Cell Hobby Craft Program	24
Band Room	24
Visitation	24
Special Visits	27
Family Visits	28
Honor Unit	28
Fire Safety Plan	28
Inmate Records	28
Escorted Leaves	29

LEA COUNTY CORRECTIONAL FACILITY  
Quick Reference Guide

<u>Issues:</u>	<u>Contact Person:</u>
<u>Classification</u>	<u>Case Manager</u>
<u>Complaint or Grievance</u>	<u>Grievance Officer</u>
<u>Disciplinary Infraction</u>	<u>Disciplinary Officer</u>
<u>File Information</u>	<u>Records Manager</u>
<u>Emergency or Crisis</u>	<u>Case Manager, Chaplain or Shift Supervisor</u>
<u>Mail and Packages</u>	<u>Mail Room</u>
<u>Money Issues</u>	<u>Inmate Accounts</u>
<u>Religious or volunteer Issues</u>	<u>Chaplain</u>
<u>Visitation</u>	<u>Case Manager or Executive Secretary</u>
<u>Legal Issues</u>	<u>Education Resource Center</u>
<u>Parole/Release/Good Time Issues</u>	<u>Case Manager</u>
<u>Property/Contraband Policies</u>	<u>Property Officer or Education Resource Center</u>
<u>Legal Telephone Calls</u>	<u>Case Manager</u>
<u>Emergency Telephone Calls</u>	<u>Case Manager, Chaplain or Shift Supervisor</u>
<u>Classification Appeals</u>	<u>Inmate Services Warden</u>
<u>Judgment and Sentence Interpretations</u>	<u>Records Manager</u>
<u>Forms (debit memo, inmate requests, etc.)</u>	<u>Housing Unit Officer, Case Manager</u>
<u>Housing Assignment Issues/Safety</u>	<u>Shift Supervisor or Chief of Security</u>
<u>ID Cards</u>	<u>STIU/K9 Officer or Shift Supervisor</u>
<u>Inmate Telephones/PIN</u>	<u>STIU/K9 Officer or Shift Supervisor</u>
<u>Sexual Abuse/Assault</u>	<u>Training Director or NMCD Contract Monitor</u>
<u>Employment</u>	<u>Employment Coordinator</u>
<u>Programming</u>	<u>Programs Warden or Employment Coordinator</u>

## INTRODUCTION

The Lea County Correctional Facility welcomes you.

The Geo Group Inc. manages facilities in numerous states as well as foreign nations. 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 Casemanager or other appropriate staff if you have any questions. The information in the handbook is general. It will provide the guidelines on what is expected from you. Refer to the Educational Resource Center, which is located in the Education Department, for specific policies.

An NMCD Contract Monitor is on site and available to you through the Inmate Request procedure. These monitors are here to ensure that continuity of programs, quality of care and contractual obligations are being met by the Lea County Correctional Facility.

Additionally, you have several processes to appeal actions made by committees, disciplinary hearings, employment assignments, Grievance Officer actions, etc. These processes are outlined by the information in this handbook but more specific information is available from your Casemanager, the librarian and the policies which are available in the Educational Resource Center.

## INMATE PROGRAMS/ACTIVITIES

- A. Work programs;
- B. Access to the dayroom in your cellblock and to watch television and play games until 10:15 p.m. on weekdays and 1:00 a.m. on weekends and holidays;
- C. Visitation (contact or non-contact) with approved family and friends (up to a total of fifteen (15) individuals may be on your visiting list.);
- D. Religious activities of your choice within the facility;
- E. Recreational activities;
- F. Hobby Craft activities in your cell. (This requires prior approval through the Programs Warden.)
- G. Educational and Vocational Programming;
- H. Mental Health Services
- I. Substance Abuse Counseling/Group
- J. Therapeutic Community
- K. Commissary (Up to \$75 in purchases allowed each week)  
If you have money in your account, you will be allowed to purchase up to \$75.00 in goods each week from the commissary.
- L. Allowed to have 1 plastic chair in your cell.

## INMATE RULES AND REGULATIONS

### **A. Authority for Disciplinary Sanction:**

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

The institution's Inmate Rules and Regulations will be considered under Category B of Offenses and Sanctions, "willfully refusing to obey a lawful order of any staff member", unless there is a charge which specifically addresses the offense; confinement in Disciplinary Segregation for up to fifteen (15) days, loss of good time not to exceed 90 days.

### **B. General Conduct:**

1. All inmates will abide by the rules and regulations as set forth in the policy statement on inmate discipline.
2. Inmates will show respect and courtesy to facility personnel, citizens, visitors, and other inmates. Inmates are required to address staff by their title or Mr./Ms. and then their last name. Inmates are not to address staff by their first names.
3. 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.

4. Inside the building when going to class, work, etc., food and/or beverages will not be allowed unless there is a prior arrangement to do so that has been approved by the Warden. Inmates are to enter and exit in a single file for all internal movement.
5. Contraband is defined as anything not allowed to be received through the mail, not sold in commissary or issued by the State or LCCF. Articles in excess of established limits or used for unauthorized purposes are also considered contraband. Items, which have been altered from their original state, will also be considered contraband.
6. Inmates are prohibited from committing, soliciting, forcing, or enticing other inmates to perform any sex act.
7. Inmates are prohibited from creating unnecessary noise. This includes the use of indecent or vulgar language, racial or gender slurs, verbal threats, or attempting to intimidate inmates, staff or visitors.
8. Inmates will not interfere with staff members in the performance of their duties.
9. Inmates are not allowed to leave their place of assignment or enter an unauthorized area without the permission of the staff member in charge. This includes inmates who are assigned to any approved activity outside the perimeter of the grounds.
10. All inmates will display their Identification Card on their shirt pocket, with the picture facing out, when out of their cell. Inmates who lose their identification 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. Inmates who's physical appearance does not match the photo on their card will not be allowed commissary privileges. Any inmate that does not possess an Inmate ID card will not be allowed commissary or recreation privileges. Inmates will surrender their ID card to any staff member upon request. After the staff member has obtained information from the ID card, it will be returned to the inmate.
11. Inmates are subject to pat and/or strip searches at any time. Personal property and housing/work areas may be searched at any time.
12. Inmates will not be permitted to sell, trade, give, exchange, or lend any item to other inmates, inmate families, or staff members without written authorization of the Associate Warden or higher authority.
13. Inmates will not be allowed to congregate in hallways. All inmates are expected to walk single file, to the right of the yellow line and always be moving toward their destination. Inmates are not allowed to walk in the center of the hallway.
14. Inmates may not congregate and visit in recreation areas
15. Gang symbols (verbal, physical, or symbolic) are strictly forbidden.

16. Inmates are not allowed to have body piercing of any kind. If an inmate has any piercing upon arrival to the facility, the jewelry will be removed and confiscated and disposed of in accordance with policy.

**C. Housing Unit Rules:**

1. There will be no smoking or tobacco use anywhere in or outside of the facility. Any deviation from this will result in disciplinary action. Additionally, matches and lighters are not allowed in the facility.
2. Inmates will not change their cell, bunk, or housing assignment without the permission of the Chief of Security.
3. All inmates are required to maintain their cells and common areas in a clean, sanitary, and orderly condition.
4. Inmates are prohibited from entering, and/or visiting at the door or window of another inmate's cell, pod or housing unit. Inmates are not allowed to enter a cellblock, or Housing Unit to which they are not assigned.
5. Inmates are prohibited from placing items under or in the doors or any locking mechanism.
6. Before leaving the cell, the inmate's bed shall be neatly made.
7. Inmates will sleep with feet towards the door. Inmates will sleep in their assigned bunk and will not place their mattress on the floor.
8. Inmates are responsible for ensuring that their cell is clear of contraband.
9. Personal radios, MP3 players and tape players will be used with headphones only so as not to disturb other inmates or staff. Failure to follow this guideline will result in the confiscation of the radio/tape player and/or disciplinary action. Personal radios/tape players/MP3 players will not be worn while out of the cellblocks except for in the gym or recreation yard.
10. Nothing will be hung on the cell door windows, except for inmate ID cards, medical lay-ins from work or education, and/or night crew lay-ins. (10:00pm - 6:00am)
11. Inmates are prohibited from altering light fixtures, blocking vents, exchanging cell furnishings, or placing furniture from the dayroom in their cells.
12. No more than eight (8) inmates will be allowed in the shower at one time.
13. Inmates going to and from the shower, gym, or recreation yards will not be required to wear the full institutional uniform. Gym shorts, T-shirts, or sweats may be worn to and from the gym and recreation yards. Inmates will not be shirtless when leaving their cellblock for any reason. Under shorts will be required going to and from the shower.

14. Lighting fixtures will not be covered with any type of material.
15. Cell windows and doors will not be covered with any type of material.
16. In order to maintain control of fire hazards and provide meaningful safety standards, all personal property is to be stored in your assigned under-bunk storage or in an approved clear plastic container. Excess property will not be stored for you.
17. Recreational activity in the cellblocks will be limited to tabletop games and approved in-cell hobby crafts.
18. When counts are conducted in the units, inmates will be in their assigned cell with the door closed and locked until count is cleared. Standing counts will be conducted at 6:15 a.m. 12:15 p.m., 6:15 p.m. and 10:30 p.m. The inmate will stand on the floor, in an upright position within sight of the staff member conducting count until the staff member has counted the inmate and passed the cell.
19. No nude pictures/photographs or pornographic materials will be allowed in your cell or elsewhere in the facility.
20. Inmates must be ready for escort or release to an activity within 15 minutes of the time the Officer has given a "get ready" call. Failure to be ready may result in **disciplinary action. Inmates MAY NOT miss scheduled work or education programs without a lay-in.** Disciplinary action may result for missed activities that are required or assigned.
21. No alteration of issued clothing is allowed.
22. Head gear, stocking caps, "doo-rags", hairnets, caps, and hats and non-prescription sunglasses will not be worn. Religious headgear will be allowed **in the pod and while in route to religious activities** but must be approved in writing by the Chaplain. Inmates who wear prescription sunglasses must have a Medical slip from the LCCF Medical Department on their person at all times to verify prescription sunglasses.
23. Headphones, MP3 players and Walkmans will not be allowed in the hallways or on work details. Headphones, MP3 players and Walkmans may be carried to the gym and recreation yards and worn there, but will not be worn on the head or around the neck while in route.

**D. Personal Appearance and Grooming:**

1. Inmates are allowed freedom in personal grooming as 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 according to the LCCF Hygiene issue schedule.
4. Inmates are permitted to purchase other hygiene items



from the Commissary.

5. Haircut services will be provided during posted hours.
  - a. Inmates may have sideburns, mustaches, and/or beards as long as grooming standards are maintained (neat and clean).
  - b. Inmates may not wear artificial hairpieces or change their hair color.
  - c. Inmates will be required to wear hairnets and/or beard nets when working in food service or around machinery.
  - d. Inmates may not operate certain power tools or machinery if the Physical Plant Manager determines that hair or beard length is a safety hazard.
6. All inmates will wear the uniform issued to them. Pants will be worn at the normal hip level. Pant legs will not be tapered, pegged, or tucked into shoes or socks. T-shirts will be tucked into the pants. Shirts are a pullover style and will not be tucked in. Inmates will not roll up uniform shirtsleeves. Socks will be worn while in uniform. Shoes with laces will be tied. All religious medals with chains will be worn inside the shirt. Wearing of the uniform inappropriately may result in a disciplinary violation.
7. Inmates will be allowed to wear hats as determined by the Warden or his/her designee.

## 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 requests to speak with any staff member. Inmates may assist a fellow inmate in completing the request forms.

## USE OF TELEPHONES

Inmates may place collect telephone calls from telephones located in their housing units. **THESE CALLS MAY BE MONITORED AND RECORDED.** All inmates are expected to adhere to the time limits imposed to ensure adequate opportunity for everyone to use the telephone.

General Population and GP-1: 7am to 10pm weekdays

7am-1am weekends

Interim Level VI 4 fifteen minute calls per month according to the unit schedule

Any inmate found to have damaged or defaced telephone equipment shall be subject to disciplinary action and/or criminal charges if property damage is substantial.

Any inmate who uses telephone equipment for the purpose of committing any unlawful act or violation of departmental or institutional policies shall be subject to disciplinary and/or criminal action.

In the event of a personal emergency, requests for emergency phone calls may be made to your Case Manager or the Chaplain. **SECURITY STAFF WILL NOT PROVIDE PHONE CALLS WITH THE EXCEPTION OF THE CAPTAIN ON DUTY!**

An emergency is defined as:

- A. VERIFIED *emergency hospitalization* of immediate family, parents, wife, children, brother(s), sister(s), grandparents or guardian, as the result of an accident, *catastrophic* illness, or *serious* injury.
- B. VERIFIED *death* in the *immediate* family, as defined above.

Privileged phone calls to an attorney may be scheduled **ONLY** by completing the Privileged Phone Call Request form (CD 150301.1) and submitting it to your Casemanager. Attorney phone calls will be made collect, if an attorney does not accept collect calls you will need to complete a debit memo in order to place the call. These will not be monitored or recorded.

**INMATE DISCIPLINE:**

It is the policy of LCCF to provide a safe environment for 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:

- A. Require individual inmate compliance with reasonable behavior standards and limitations.
- B. Ensure the general welfare and safety of all persons living and working within the institution.
- C. Establish and maintain fair disciplinary procedures and practices based on due process.
- D. NMCD policy CD-090100, Inmate Discipline regulates inmate discipline.

Chargeable offenses and ranges of penalties are as follows:

<i>Category "A" Offenses</i>			
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 W/O A WEAPON	180 days	120 days	All good time
ASSAULT OR BATTERY W/O 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 IMPEDING THE 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 or 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
<b>Category "B" Offenses</b>			
PERFURY	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 WORK RELEASE OR OTHER	60 days	30 days	60 days
PRESENCE IN UNAUTHORIZED OR RESTRICTED 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 A 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
FAILURE TO OBTAIN A PERMIT	20 days	10 days	30 days
FAILURE TO FOLLOW ESTABLISHED RULES OR REGULATIONS	60 days	45 days	60 days
SELF-MUTILATION PER B(34)	180 days	180 days	180 days
USING OFF-HOUR CALLS INAPPROPRIATELY PER B(35)	90 days	90 days	90 days
ATTEMPT OR COMPLICITY	Same penalty prescribed for the substantive offense		
ANY ACT CONSTITUTING A MISDEMEANOR	365 days	365 days	All good time
IMPROPER LEGAL ASSISTANCE	60 days	30 days	60 days

## INMATE DISCIPLINARY APPEALS

It is the policy of LCCF to provide for the appeal and review of institutional disciplinary decisions.

At the conclusion of a Major Disciplinary Hearing, the Hearing Officer will inform the inmate of his right to appeal. Appeal forms will be given to the inmate upon his request.

An inmate may not submit an appeal on behalf of another inmate. However, another inmate or staff member may assist an inmate in completing the appeal form.

An inmate must direct the Disciplinary Appeal to one or more of the following concerns:

- A. A claim that substantial procedures were not followed, causing the inmate to be denied a fair hearing.
- B. The evidence used for a finding of guilt was not substantial.
- C. The sanctions imposed by the Hearing Officer were stricter than called for by the circumstances.

## INMATE GRIEVANCE PROCESS:

The purpose of the Inmate Grievance procedure is to establish an administrative means of expression and the efficient and fair resolution of inmate complaints, and provide an available channel for hearing inmate complaints. Any inmate under the supervision of the NMCD may use the Grievance Procedure.

If a grievable matter arises, you **MUST** attempt to resolve the matter at an informal level between the staff member and yourself. Informal Complaint forms are available from any staff member and in the Grievance Office. If you are unable to accomplish this informally within 5 calendar days, you may submit a completed grievance form to the Grievance Officer. Completed forms will be dropped into the Grievance boxes located in the hallways.

The following matters are not grievable by inmates:

- Matters over which the NMCD/GEO have no control such as parole decisions, tort claims regarding inmate compensation which is regulated by statute.
- Matters involving the loss or delay of mail by the U.S. Postal Service or other carriers such as UPS, Federal Express, etc.
- Any matter involving disciplinary procedure and findings. A separate appeal process is provided for disciplinary appeals.
- Any matter involving a classification decision. A separate appeal process is provided for classification actions or placement in Level VI.
- Complaints on behalf of other inmates.
- The subject of any prior grievance on which a final determination has been made or which is currently under review.
- Other matters beyond the control of the NMCD/GEO.

Grievance forms are available through your Casemanager, the Grievance Officer or in the Housing Units. The inmate must write the grievance within twenty (20) calendar days of the incident.

For additional information on specific Grievance Procedures, review NMCD Grievance Policy CD-150500, located in the ERC.

## FOOD SERVICE

The primary objective of the LCCF 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 and contain no pork or pork products.

- A. No Food Service issued headgear will be worn outside the Food Service area except during food tray delivery and retrieval.
- B. Inmates will not be allowed to take any item, food, utensils, condiments, etc., from the Food Service area.
- C. All meals will be served in the cellblocks. Once finished eating, inmates will clear their table and place their trays in the designated area.
- D. Second servings will not be served.
- E. Inmates will be allowed twenty minutes, from the time that they are served their trays, to finish eating. Staff will keep track of time.
- F. In the event of a disturbance, inmates are to take no part and remain in their seat or in their place in line until directed to do otherwise by staff. If an inmate is in the immediate area of the disturbance, he may, of course, move away from the area.
- G. Medical diets will be provided only to those inmates possessing a valid dietary card issued by the Medical Department. *It is required* that all inmates will sign the Dietary logbook upon receipt of the diet tray.
- H. No loud talking or disorderly conduct will be tolerated.
- I. Inmate Food Service workers will wear hair nets and/or beard nets and utilize plastic gloves when handling food.
- J. Religious diets must be initiated through your Casemanager and the Chaplain.

## LAUNDRY AND NECESSITIES

- A. LCCF 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. Laundry exchange and issue will be conducted according to the posted laundry schedule.
- C. 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 next to the pod entrance door for pick-up by 8:00am. Laundry will be laundered and returned according to the posted laundry schedule. Inmates must utilize the laundry bag issued to them, no loose clothing or linens will be laundered. If an inmate is moved, he is to take all of his issued clothing, including the laundry bag with him.
- D. Hygiene items, shampoo, soap, razors, toothpaste, etc. will be issued according to the LCCF Hygiene Issue Schedule.

## MEDICAL

- A. Pill call will be conducted twice (2) each day. Failure to pick up prescribed medication for three (3) consecutive doses may result in discontinuation of that medication.
- B. Medical staff may issue 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 Department or a Security Supervisor. Narcotics and psychotropic medications will not be issued in this manner.
- C. Sick call will be held as scheduled, except on holidays and weekends. In order to be seen inmates must submit a Medical Request form and place it in the Medical Request boxes located in the hallways.
- D. Appointments to see the physician are scheduled only after the nurse has seen the inmate, unless an emergency exists.
- E. Head coverings, sunglasses, except prescription, and Walkmans/MP3 Players will not be worn in the Medical Department.
- F. No food or drinks will be permitted in the Medical Department unless the inmate is present during meal times.
- G. All medication dispensed, with the exception of "keep on person" medication, will be taken immediately in the presence of a Correctional Officer and/or medical personnel. NOTE: Inmates will be required to drink water and open their mouths for inspection after taking medications. All inmates that go to pill call will be in full uniform and will wait in line in an orderly fashion. Inmates coming from or going to programs, recreation or work will not be allowed to join a pill line that is in progress.
- H. Medical personnel are available on-site, 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.
- I. Dental services of a non-emergency nature are available by appointment only. Those inmates seeking dental care of a non-emergency nature must submit a Medical Request form to obtain an appointment. For severe pain, control of bleeding, treatment of acute infection or injuries to the teeth or mouth, notify security staff and advise them of your emergency.
- J. Inmates needing optometry services are evaluated through Sick Call, and then referred to an Optometrist if indicated. Basic glasses will be provided at the facility's expense, one (1) time only, unless the patient's vision changes. Tinted lenses will be provided only if there is a documented medical need. Inmates must select their frame style from those available. Replacement of broken or lost glasses is the sole responsibility of the inmate.
- K. The Facility Physician will make referral to an off-site medical specialist when deemed appropriate.

- L. Inmates may require special diets for the treatment of a documented medical condition. Requests for special diets, due to religious beliefs, must be routed through your Casemanager or the Chaplain. The Medical Department does not prescribe/approve special diets for religious reasons. This facility provides a “pork free” and “Heart Healthy” diet to all inmates.

## OVERVIEW OF THE 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 Classification Policies located in the Educational Resource Center (ERC). After the RDC Classification recommendations are finalized, the inmate is transferred to an appropriate facility. Upon arrival, inmates will be housed in the Orientation pod from three to seven days or until an appropriate bed is available. During the three to seven day orientation period, the inmate will receive orientation on institutional rules and regulations and available programs and services. Additionally, he is interviewed by an assigned Casemanager to determine whether the programming recommendations made by the RDC Classification Committee, and approved by the Classification Bureau, reflect the inmate’s needs and are available at LCCF. The inmate is given the opportunity to request changes after being informed of the programs and services that are available at LCCF.

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 Casemanager’s review and to provide him/her with relevant information.

At the conclusion of the meeting, the Casemanager 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 Casemanager, may file an appeal in accordance with the Departmental Classification Appeals Procedure.

During orientation, the inmate is assigned a Casemanager who is responsible for ensuring that the inmate’s classification is regularly reviewed in accordance with established schedules. If the inmate is not satisfied with these decisions, he may file an appeal as outlined above. The Inmate Employment Coordinator (IEC) will review job placements within the facility. The Case Manager oversees any custody changes, and transfer requests.

The Warden or designee will hear appeals made by inmates regarding decisions made by the Casemanager or the Classification Committee, Supervisory Review decisions, as well as classification decisions beyond the jurisdiction of either of those committees. The Warden’s decision is final. Any decisions regarding good time is approved by the NMCD Contract Monitor and his/her decision is final.

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 Department of Corrections attempts to maintain a classification system that is rational, fair and objective.

**Classification Reviews:** Inmates who are classified to Custody Levels II, III and IV will be provided the opportunity for a classification review every 180 days. Inmates classified to a Custody Level I or Status Levels V or VI will be reviewed annually.



The inmate's Casemanager is responsible for ensuring the inmate's classification is reviewed in accordance with the established review schedules. The Casemanager will conduct these reviews unless the inmate indicates in writing that he wishes to waive the scheduled review.

During the review, the Casemanager will complete a Custody Reclassification Scoring Form and the Program Review and Assessment and provide the inmate with copies. The Casemanager 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 evaluation of programming placement purposes.

### Good Time

It is the policy of LCCF to allow all inmates the opportunity to earn good time on the condition that they observe departmental and facility rules, regulations and policies; demonstrate a continuing effort towards self-improvement; and meet the criteria of this policy, based upon the applicable statutes at the time of commitment. Good time is subject to review and final approval by the NMCD Contract Monitor.

## INMATE EMPLOYMENT SYSTEM (IES)

LCCF provides inmates with full-time programming including school and/or work that 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.

Inmate employment is handled by the Inmate Employment Coordinator who makes all scheduled assignments of inmates within the facility. Jobs are usually posted and open to all inmates who meet the qualification for that particular job. Inmates may obtain an employment application from their Casemanager, the ERC (Educational Resource Center) or the IEC's office.

Work assignments are considered mandatory unless the inmate has an excused lay-in from work or school. Excused absences from work must be initiated by the Medical Department, Mental Health Department, Classification Department or one of the Wardens. Inmates who are absent from work without a validated excuse will receive a written misconduct report and, if found guilty, will possibly not receive good time for that time period.

**NOTE:** Inmates must follow department safety rules and utilize appropriate safety equipment (i.e. goggles, gloves, rubber boots, etc.) while performing assigned tasks that require such equipment.

## RELIGIOUS PROGRAMS

LCCF provides Religious Programs that offer guidance to inmates for spiritual growth and development. It is the intent of facility personnel to ensure that all inmates are allowed to exercise their constitutional rights regarding their religious beliefs. Religious services are scheduled on a 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.

## Crossings Program

The purpose of this program is to help the inmate develop life direction as well as personal growth and accountability, with the outcome being positive personal, family, institutional and community relationships.

The Crossings program is designed for the spiritual growth of inmates who desire to experience a community of faith, which may include programming in substance abuse, life issues, life skills, spiritual issues and family values, and which is connected to a faith community outside of prison. Inmates assigned to this program may be assigned to particular housing units.

Please refer to NMCD policy CD-100900, in the ERC, or your Case Manager for complete information.

## EDUCATIONAL PROGRAMS

It is the policy of this institution to establish and make available a continuous educational program of basic education, academic and 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.

Educational Programming shall be made available to qualified inmates without regard for race, color, creed, age, or impairment. Qualified instructors will teach all academic and vocational programs.

- A. All inmates will be pat searched upon entering and exiting the education area.
- B. No food or drink is allowed in the education areas without specific permission from the Education Director.
- C. Personal radios are not allowed in the education area.
- D. No head coverings or sunglasses, except prescription, will be worn in the education area.
- E. Inmates are required to wear full uniforms in the education area.
- F. No loud or disorderly conduct will be allowed in education. Such conduct will be cause for a misconduct report.
- G. No loitering in the halls or restrooms. Breaks for inmates are scheduled. Inmates are not allowed to leave the education area during scheduled class time except at the discretion of the Education Officer.
- H. Sleeping during class will not be tolerated.
- I. Inmates who fail to attend class without an excused absence will be subject to disciplinary action. Any inmate who refuses to participate in required programs, such as an inmate who is under the Inmate Literacy Act (ILP), may not receive any good

time for that month. If an ILP waiver is signed and good time has been stopped by the Classification Committee, inmate pay will be stopped the date of committee approval.

## VOCATIONAL PROGRAMS

All classes are Open Entry/Open Exit with the exception of the Barber Class. Certificates will be provided to inmates for completion of each module, and each program. Even though some programs are comparable from institution to institution, inmates cannot necessarily transfer easily between programs when in the midst of study.

Vocational classes are offered in the fields of Cosmetology/Barbering, Vocational Building Trades and Computers.

All questions regarding eligibility and class availability should be routed to your Casemanager or the Education Department.

## INMATE COGNITIVE PROGRAMS / S.O.A.R and Inside-Out DADS:

The Pre-Release Program is designed to enhance the chances for successful reintegration in 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 inmates with different backgrounds and problems.

Programs to prepare inmates for release include:

- A. Planned lectures and discussions that address the concerns of inmates returning to the community.
- B. Individual counseling that focuses on particular needs.
- C. SOAR provides release preparation in the form of Job Availability and Job Search skills.
- D. Inside-out Dads is a program to assist inmates in parenting skills with the purpose of providing communication skills with their own children and other family members. This program also introduces opportunity for Video Visitation with the children along with assistance from the Peanut Butter and Jelly program in Northern New Mexico.
- E. Inmates are required to participate in the Cognitive Program before they can be considered for SOAR.
- F. Moral Recognition Therapy and Charting a New Course (Corrective Thinking) are offered to inmates who do not have the time left or cannot be accepted into SOAR or cognitive programs.

## EDUCATIONAL RESOURCE CENTER (ERC)

The ERC will maintain an inventory of reference materials, research information, material that supports education programs, periodicals, newspapers, and recreational reading material that is available to all LCCF inmates according to the posted schedule.

This institution will provide limited law books and court forms for use in preparing legal cases. Civilian personnel and para-legal services are available to assist the inmates in preparation of direct Criminal Appeals, State Tort Claim Complaints, Conditions of Confinement Complaints, 1983 Civil Rights Complaints and/or Petition for Writ of Habeas Corpus.

- Office equipment and supplies will not be provided to inmates. Inmates will not have access to computers, typewriters, word processors or other electronic devices.
- Inmates are not allowed to assist or have in their possession other inmates legal cases/papers.

For further information on ERC access and materials refer to LCCF policy 12.003, located in the ERC.

## INMATE CORRESPONDENCE

Constructive correspondence is encouraged between inmates, their families and friends. The only restrictions shall be those that are necessary to ensure the safety of the facility and/or other persons, to improve the processing of correspondence and to speed up incoming and outgoing mail and speed up the accounting process for deposits made to inmate accounts.

- A. Inmates who wish to send out Legal correspondence mail must seal letters and label them "Legal Mail". Letters addressed to families and other inmates are not considered legal mail and cannot be sealed by inmates. Only letters going to attorneys, recognized agencies that provide legal services will be considered Legal Mail. Mail sent to government officials and the media will be considered privileged correspondence. Clergy are not considered privileged corresponders.
- B. Inmates who have regular mail to send out will deposit it, unsealed in the regular mail box and postage will be applied by Mailroom Staff as outlined in NMCD Correspondence Regulation CD 151201. Postage will not exceed two (2) first class letters per week. Inmates who mail more than two (2) letters per week will be responsible for applying the required postage. Large envelopes that require more than one stamp need to state, in the right hand corner, to add more stamps or only one will be placed on the envelope. Failure to do so will result in the item of correspondence being held for the following week to be counted against the allotted number of free stamps allowed.
- C. Processing the mail requires the Mailroom Staff to have the correct address information. When incorrect or insufficient information is contained in the address, mail has to be returned to the mailroom for processing. Therefore, inmates who want their mail delivered in the shortest amount of time possible should inform the people they wish to correspond with to make certain they use the complete, correct address **and that the inmates correct name AND NMCD # are included.**
- D. Inmates who wish to have their outgoing mail processed in the shortest amount of time must make certain to properly address the envelope and include all the required information in the return address section. Failure to do so will cause the item of correspondence to be returned for correction prior to being mailed. If there is no return address on the outside of the envelope, complete name, ID and Housing assignment, the letter will be placed in the dead letter mailbox. If the letter is not claimed in fourteen (14) days it will be destroyed.

- E. In order to speed up the forwarding of transferred or released inmate's mail, they are encouraged to write the facility mailroom and provide a current address for the mail to be forwarded to.
- F. Photographs will be rejected following the same standards and procedures for publications. Photos must be sent without frames so they can be properly inspected without damage. Polaroid photos will be rejected.
- G. All packages and letters inspected by the Mailroom Staff and then rejected, will be returned to the sender at the inmate's expense or destroyed after fourteen (14) days.
- H. Incoming correspondence such as handmade cards, stamps, personal stationary, cards larger than 8" X 10", double matted cards, stickers of any variety, music, post cards and any publication that was not received from a vendor are not permitted.
- I. LCCF is not responsible for any delays, damages or loss incurred by the United States Postal Service.
- J. Only money orders or cashier checks will be accepted through the mailroom. Anyone sending money to an inmate must be on the "approved visitor" list for that inmate. Inmates may send money only to persons on their approved visitor list.

Refer to the Education Resource Center for a complete Correspondence Policy.

## INMATE PERSONAL PROPERTY

A property list will be provided to inmates during orientation. Personal property not authorized or allowed will be retained for 20 days. Should an inmate choose to send the property out he must provide the LCCF Property Officer with a valid address and postage. Insurance costs will be the responsibility of the inmate. If the inmate does not send the item(s) out of the institution within this time, the item(s) will be disposed of by donating them to the state for distribution or destroyed.

Segregation placement, PHD, or otherwise, may result in personal property not allowed in the segregation housing units being confiscated. This personal property will be maintained in the inmate property room until the inmate is released from segregation or a determination is made that there will be no release. Upon release back into the general population, allowed personal property will be returned to the inmate. If a determination has been made that the inmate will remain segregated for an undetermined amount of time, or if the inmate's custody level changes, personal property not allowed may be processed as described above.

All personal property that has been confiscated by Security Staff will be inventoried and a copy of the inventory/confiscation form, signed by the inmate and the Security Staff member, will be supplied to the inmate. At the time of the confiscation, the inmate will be given the opportunity to designate a method of disposal for this property. Under no circumstances will the inmate have longer than 20 days to supply this designation and all appropriate information to the Property Officer. After 20 days the property will be destroyed or donated to institution programs if appropriate.

Please refer to the Education Resource Center for the complete LCCF Policy-Inmate Personal Property.

## COMMISSARY

A list of items available in the commissary, including prices, will be given to all inmates as they arrive at the institution. A list will be provided to inmates weekly approximately twenty-four (24) hours in advance of their shopping day. It is the responsibility of the general population inmates to place their commissary list in the commissary box in the hallway before 8:30am on the day they shop. All orders received after 8:30am will not be processed.

General population inmates shall be allowed to purchase up to \$75.00 worth of commissary items. Segregation inmates shall be allowed to purchase \$20.00 worth of commissary from the Segregation commissary Order form per week; segregation inmates may purchase only 10 food items per week. Inmates placed on commissary restriction shall be allowed to purchase \$20.00 worth of hygiene items only per week. Inmates that have their accounts frozen for any reason will not be allowed to shop until the "frozen" status has been lifted.

Clothing articles shall not be included in the \$75.00 worth of commissary items per week. No inmate may have over \$100.00 worth of consumable commissary items in their possession.

An inmate ID is required to purchase and receive commissary items. If your appearance does not resemble the picture on your ID card, you may not be allowed commissary privileges. If you have misplaced your ID card you will be required to purchase a new one. The cost for a new ID is \$5 at the inmate's expense.

No purchases will be allowed with money posted on your account without the inmate's signature. The inmate must verify all purchases before leaving the delivery site (i.e. the pod entrance door). No exchanges or questions regarding shortages will be allowed after leaving the delivery sites.

## INMATE TRUST ACCOUNTS

Family and friends who are approved on the inmate's visiting list may send money to an 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 to sender.

The envelope should be addressed to:

Lea County Correctional Facility, ATTN: Inmate Accounts  
6900 W. Millen Dr.  
Hobbs, New Mexico 88244,

Money orders and cashier's check will be filled out with the inmate's name and NMCD number.

The money will be posted to the inmate's account within one (1) working day of the receipt date. A receipt from the Inmate Accounts Department will be sent to the inmate when the money has been posted to the account. It is the responsibility of the inmate to contact the Inmate Accounts Department and/or the sender for status information of accounts or posting status.

When an inmate is transferred to or from another facility, the monies in the inmate's account will automatically be transferred thru the inmate trust system. The inmate may submit a request for his account status at any time.

The Account Clerk CANNOT, and will not, give out any information, to any person, over the telephone concerning inmate payroll or accounts.

## MENTAL HEALTH SERVICES

Mental Health staff operate within the ethical standards set forth by the American Psychological Association (APA) and the American Correctional Association (ACA).

Mental Health records are kept separate from other inmate records and are only available to Mental Health staff.

The Mental Health Department will participate in the intake process for newly arrived inmates and will provide orientation services that include:

- An overview of services available
- The process for accessing Mental Health services
- A brief evaluation to determine if any problems require immediate attention.

Mental Health services are available to all inmates both in group and individual settings. Services include, but are not limited to:

- Intake Orientation
- Segregation Monitoring
- Crisis Intervention
- Counseling
- Referrals to psychiatrist for medication assessment
- Clinical Assessment
- Psycho-educational groups in Anger Management and Outpatient Substance Abuse

Inmates requesting Mental Health services or desiring to discuss their treatment needs will be provided an appointment with a Mental Health Provider in a timely manner. Inmates can request services during intake or at any time by submitting a request form stating their mental health needs in general terms. Inmates will be seen as soon as possible. Should an inmate need immediate assistance, he should notify a Correctional Officer, Casemanager, or other staff member, who will notify the Mental Health Department.

Mental Health professionals are available at all hours in the event of an emergency. The Shift Supervisor will make a determination as to when it will be necessary to call for a Mental Health Provider after normal business hours.

## THERAPEUTIC COMMUNITY

The Therapeutic Community is a positive environment where inmates who have similar problems (drug and/or alcohol abuse), live and work together to change their lives. The Therapeutic Structure is set up like a large family, with staff representing the "Parent" or authority figures; it is a hierarchy with all inmates striving to earn better jobs, privileges and status in the community. There is a chain of command that one must follow. Inmates move up the structure by complying with the rules and regulations, participating in all group activities, and exhibiting high levels of motivation.

For more information on the Therapeutic Community, contact your Case Manager or a TC Staff Member.

## RECREATION

- A. Walkmans, radios, MP3 players and headphones are allowed in the gym. Headphones must be used at all times.
- B. Entry and exit from the gym will be through the assigned door only.
- C. Equipment issued in the gym is for use in the gym only. Outdoor recreation equipment is issued on the yard and is for yard use only. Equipment will not be removed from the area that it is issued from.
- D. Only tennis shoes will be allowed in the gym. No boots or hard-soled shoes will be allowed in the gym.
- E. No food or drinks may be brought to the gym.
- F. Sunglasses, except prescription, will not be worn in the gym. Inmates must have a medical slip from the LCCF Medical Department on their person to validate the use of prescription sunglasses.
- G. Inmates are required to have an ID to enter the gym. Inmates will be pat searched or scanned prior to leaving the recreation area.

## IN-CELL HOBBY CRAFT PROGRAM

The Recreation Department provides an Arts and Crafts Program, which allows qualified inmates to construct craft projects as a leisure time activity.

Inmates interested in participating in the In-Cell Program must obtain an application from the Hobby Craft Manager, complete the form and return it to the Hobby Craft Manager. Inmates must have at least six (6) months clear conduct from their last minor disciplinary report, one year of clear conduct from their last major disciplinary report, and have been at LCCF for at least 30 days before they can apply for this program. The inmate will provide all supplies to use in the program. The Hobby Craft Manager, prior to an order being placed, must approve all supply orders.

For more information on the In-Cell Hobby Craft Program, contact your Casemanager.

## BAND ROOM

The Recreation Department provides a Band Room Program, which allows qualified inmates to participate in band activities.

Inmates interested in participation in the Band Room Program should contact their Case Manager for information and qualifying factors.

Band Room activities will be according to the schedule provided by the Recreation Director. Band Room access will be according to this schedule.



## VISITATION

It is the policy of the Lea County Correctional Facility to provide an effective Visiting Program that will enhance rehabilitative efforts, establish a reasonable normalization of social relationships and satisfy institutional security requirements. Family ties and personal relationships are important factors in individual and group morale. Visits are meant to assist in maintaining family ties and wholesome personal relationships with relatives and friends.

The supervision of visits will be handled in a manner to ensure contribution to good public relations, develop the public's understanding of institutional programs and assist in the positive development of individual treatment programs and planning.

The facility may be contacted at:

Lea County Correctional Facility  
6900 West Millen Drive  
Hobbs, NM 88244  
(575) 392-4055

To reach the facility:

From Carlsbad-Hwy 62/180 East. Turn left on West county Road then left on Hwy 18, then left on West Millen Drive to facility.

From Artesia/Santa Fe/Albuquerque/Northern New Mexico-Hwy 82 East to 529. Turn left (East) on Hwy 62/180 then left (North) on West county road, left on Hwy. 18, left on West Millen Drive to facility.

From Eunice- Hwy 18 North to West Millen Drive, left (West) on West Millen Drive to facility.

From Seminole, Tx.-62/180 West. Right on Navajo Drive, right on Hwy. 18, left on West Millen Drive to facility.

If further directions are needed please contact the facility at (575) 392-4055.

Transportation from Hobbs is provided by the Hobbs Express. The Express runs Monday through Saturday. Form information including fees, stops and times please call (575) 397-9240.

All approved visitors that are 16 years of age and older, must surrender a current and valid picture ID upon entering the facility for visiting. The following are recognized picture IDs:

- Drivers license from any state
- State identification from any state
- Passport
- Military ID
- Immigration card picture ID
- Senior Citizen ID
- Honor Citizen ID

- High School ID

Visitors under the age of eighteen (18) must be accompanied by a responsible adult over the age of eighteen (18).

A. Dress Code for Visitors:

1. Trousers, a shirt/blouse with sleeves, dresses, skirts or pants must be worn at all times.
2. Shorts, beach-type shorts or cut-offs will not be worn.
3. Sweat clothes or athletic (warm-up) clothes may be worn with the exception of shorts.
4. Capri pants are allowed but must be no higher than mid-calf.
5. Plain white undershirts, or muscle shirts are not allowed when used as an outer garment.
6. Tank tops, tank top blouses, spaghetti straps, tube tops, halter tops, or spandex/spandex like pants are not allowed.
7. Skirts or dresses with a slit higher than mid-thigh and a hem are more than three inches above the knee are not allowed.
8. Clothing can not be see-through or expose cleavage, the midriff, shoulders, or any part of the upper breast or upper thigh.
9. No bathing suits will be worn as an outer garment.
10. Skintight clothing is not permitted
11. Undergarments shall not be visible through outer clothing.
12. No hats, scarves, bandanas, or other types of head gear will be worn in the visitation room.
13. Footwear must be worn at all times. Open-toed shoes are allowed but beach-type thongs, slippers and steel-toed boots are not allowed.
14. Solid dark green, blue or black hospital type scrubs are not allowed due to the inmate uniform code at the facility.
15. Jewelry will be limited to two rings, one watch, one pair of earrings and one necklace.

Children:

- All children eight (8) or above will be required to adhere to the adult dress code.
  - Children seven (7) and younger shall be limited to the following exceptions:
    - a. Anything listed in the adult code above.
    - b. Shorts are allowed provided they are no shorter than three inches above the knee.
    - c. All children, including infants, will be fully clothed at all times. Infants will not be permitted to wear only a diaper.
- B. Inmates will be strip searched prior to entering and exiting the visitation area. The only items allowed in visitation will be your ID card, one wedding band, one comb, and one religious necklace. You must have an ID card to visit.
- C. Visitation will occur between the hours of 8:30 am and 3:30 pm, Sunday, Monday and Tuesday for GP1 (protective custody) inmates and between the hours of 8:30am and 3:30pm Wednesday through Saturday for GP (General Population) and Segregation inmates. Visits on weekends and holidays may be limited if allowing for the usual would result in some inmates not being allowed to visit due to overcrowding. The Shift Supervisor will determine this.
- D. Visits for GP and GP-1 will generally be contact visits. Segregation inmates are Level VI inmates in visitation status and visits will be non-contact and for no more than 2 hours.

- E. Inmates will not be allowed to transfer or receive any item during the visit.
- F. Tobacco products and ignition devices (lighters, matches, etc.) are not allowed anywhere in the facility.
- G. Inmates will be allowed to embrace and kiss at the beginning and at the conclusion of the visit only. The inmate is to be seated across the table from adult visitors. The Visitation Officer will assign seating.
- H. Inmates will not engage in sexual contact, vulgar language, or any other behavior that disrupts the orderly operation of the visiting room or would offend others.
- I. Inmate family members may purchase sodas and food items from the vending machines in the visiting room. Visitors may bring a total of \$20.00 in change. The change may be a combination of quarters, nickels and dimes. Paper currency is not allowed for use in the vending machines. The \$20.00 shall be a combined total of all visitors for one inmate, and not \$20.00 per visitor. The facility will not be responsible for money lost in the vending machines. Inmates will not be allowed to go to the vending machines.
- J. Inmates will be allowed one (1) restroom break per visit. Inmates may utilize only the inmate restroom and must have the Visitation Officer's permission to leave their seats. Inmates will not accompany children to the restroom.
- K. Visitors who violate the visitation rules will be removed from your visitor list.
- L. Visitors with infant children will be permitted to enter with 2 plastic bottles or one sip-cup, 3 diapers, one blanket, baby wipes, factory sealed baby food, one plastic baby spoon, one pacifier and one baby carrier. Other items not listed may be approved on a case-by-case basis by the Shift Supervisor.
- M. The following items will not be allowed into the visitation area:
  - Sunglasses without valid prescription
  - Cell-phones, or any electronic devices no associated with an immediate medical health condition.
  - Magazines, books, publications, paperwork of any type including legal, letters, photographs, cards, games or playing cards.
  - Tobacco products or ignition devices (lighters, matches, etc.)
  - Illegal or controlled substances, even if prescribed to the visitor
  - Keys
  - Currency beyond what is stated above
  - Gifts or packages of any kind
  - Purses, handbags, or backpacks
  - Jewelry in excess of what is listed above
  - Any personal item not specifically listed on the approved items list.

For more information and complete rules and requirements for visitation contact your Casemanager or you may review the NMCD Policy CD-100200, located in the ERC.

## SPECIAL VISITS

A special visits (e.g., family emergencies, visitors traveling a long distance, prospective employers, law enforcement officers, etc.) may be requested using the Special Visit Form (CD-100201.3). Visitors must have prior approval by the Deputy Warden. Immediate family members who reside out-of-state and who seldom visit are not required to be listed on the inmate's approved visitor list and may visit as a special visit with prior written approval.

## FAMILY VISITS

It is the policy of the Lea County Correctional Facility to allow eligible and their families the privilege of participating in Family Visits in order to promote family stability, encourage participation in programming, and enhance the reintegration/rehabilitation process, providing that the Family visits are conducted in accordance with New Mexico Statute 33-2-21.1 and LCCF Policy 21.004.

Inmates and their families must meet certain criteria to be eligible for family visits.

Family visits will be progressive in nature. The progression and fees will be as follows:

Phase 1, two (2) six (6) hour visits - \$10.00

Phase 2, four (4) twelve (12) hour visits-\$20.00

Phase 3, twenty-four (24) hour visit - \$30.00s, must successfully complete Phases I and Phase II and must be within one year of a projected release or discharge date to apply for Phase III visit.

Fees to help cover the costs of administering Family Visitation will be charged to the inmate. Fees must be paid prior to the Family Visit.

For further information and general guidelines and forms on Family Visits please contact your Case Manager or you may review NMCD Policy CD-100200.

## HONOR UNIT

The Honor Unit will be afforded certain privileges. Inmates must be approved of the Security Warden or Chief of Security. Honor Unit placement is a privilege and any misconduct report will result in removal.

For information on the Honor Unit privileges and to request placement there, submit a written request to the Security Warden or the Chief of Security.

## FIRE SAFETY PROGRAM

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

In case of fire, Correctional Officers/Staff, under the direction of the Shift Supervisor, will evacuate the pod/area specifically affected.

Fire evacuation routes are posted in every area of the facility to include inmate living areas. It is your responsibility to be familiar with evacuation routes specific to your assigned areas, living, work and programs.

## INMATE RECORDS

The LCCF 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 dates. Your Casemanager is available to assist you with any concerns regarding sentencing information or Good Time Deductions/Credits. Inmates may request to review/release information contained in their official records only by submitting the appropriate forms to the Records Department.


## ESCORTED LEAVE

Inmates may be considered for an escorted leave to attend the funeral of an immediate family member (as defined in the Telephone Use section above) or to conduct a bedside visit for an immediate family member. Such leave is subject to the Warden's approval after a complete review of the inmate's file. The inmate will be financially responsible for all expenses to include the Officer salaries, meals and vehicle mileage charges. This cost must be paid prior to the leave.

### **NOTE:**

*The information in this handbook is general in nature. Inmates who wish to view the more detailed information may do so by examining policy and procedure in the Educational Resource Center. It is also recommended that inmates communicate with their casemanagers or specific staff for clarification of any policy.*

**This handbook will be reviewed annually and updated as necessary.**

  
\_\_\_\_\_  
**James Janecka,**  
**Warden**

**08/16/13**  
**Date**

# 2013

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## January

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
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27	28	29	30	31		

## February

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## March

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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## May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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## September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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