

RCC Rules and Regulations

- All inmates will abide by the rules and regulations as set forth in the policy statement on inmate discipline.
- Inmates will show respect and courtesy to facility personnel, citizens, visitors, and other inmates.
- Inmates are required to follow orders of the staff in a proper and efficient manner. In the event of conflicting orders, the inmate is to follow that last order given.
- Inmates are prohibited from committing, soliciting, forcing, or enticing other inmates to perform any sex act.
- Inmates are prohibited from creating any unnecessary noise, which includes indecent or vulgar language, whistling or catcalls, verbally threatening or intimidating inmates or officers or staff, or general agitation.
- Inmates will not interfere with staff members in the performance of their assignment.
- Inmates are prohibited from possessing cigarettes and / or any materials used for smoking.
- Inmates are not allowed to leave their place of assignment without permission of the staff member in charge, enter an unauthorized area or engage in unauthorized activity.
- Inmates are subject to search and inspection of their person, personal property and housing/work assignment at any time.
- Inmates are subject to a testing for alcohol, drug or cigarette use at any time.
- Inmates will not use any institutional telephones unless under the direct supervision of the Shift Supervisor or their respective caseworker.
- Inmates are not allowed to exchange personal property among themselves.
- Inmates will be in state issued orange uniform if conducting business of any kind, at no time will the inmate be in his leisure attire to conduct business.
- At no time will an inmate wear his leisure attire if he is not participating in exercising or within his housing unit.

- inmates while dressed in their orange uniform will be expected to wear it in an appropriate manner. This means the pants will be worn on the hip area, not sagging or pulled below waist. Pants legs will be worn in a regular fashion and not rolled up or with too much length to them. The orange shirt will be worn in an appropriate manner, with the bottom tucked in and the identification worn on the left side. Shoes will also be worn with the uniform, shower shoes maybe worn if in the housing unit.
- Obscene pictures, literature, graffiti, or gang symbols are not allowed. Nothing is allowed on the walls, outside of lockers or under the bunk beds. Exception will be made in honor dorm.
- Wrestling, scuffling or horseplay will not be tolerated.
- Gambling is NOT ALLOWED.
- Selling or bartering of personal articles or favors is NOT ALLOWED.
- All inmates are required to be in their respective living units by 8:00 p.m.
- Inmates are prohibited from inter-dorm visitation
- Lights will be TURNED OFF at 10:30 p.m. in all dorm areas.
- The weight area will be open from 8:00 a.m. to 7:45 p.m. The weight area/gym will be used only by those inmates on their day off. It may be used after work hours during leisure times.
- Lights are on at 05:30 a.m. and inmates are required to be out of bed by 06:15 a.m., Monday through Friday, with the exception of inmates who have a Medical Lay-in.
- All beds will be made and will conform to uniformity. The foot of the bed will face the center corridor. On regular workdays beds will be made uniformly before count is announced. Items of personal property will be properly stored in the lockers by the time count is sounded on regular workdays. Property will not be allowed on the locker tops. The only items allowed to remain out on the center desk are a television, walkman and bible. Items left unsecured will be confiscated.
- All inmates will be fully dressed and ready to go to work without returning to the living units when work call is announced at 08:00 am and after the afternoon meal.
- Lockers will remain closed and locked during the day.
- Items left on bunks will be confiscated and disposed of according to policy.

- Inmates are prohibited from tampering with any SECURITY DEVICES (Locks, Smoke Alarms, Fire Alarms, Lights /Fixtures.) All inmates in the cubicle are responsible for ensuring that lighting is not tampered with and may be held accountable for any such action.
- Inmates are prohibited from touching, leaning, or sitting against any of the fences.
- The Chief of Security shall assign the inmate's living unit and bunk upon arrival. Individual living areas will be inspected by the Day Shift Supervisor/Assigned Housing Unit Officer, who will note deficiencies in the log, and will advise the inmate of the needed corrections. It is important that the inmate correct those deficiencies noted by the Shift Supervisor in order to avoid any Disciplinary Action. Changing beds is prohibited except as authorized by the Chief of Security.
- Inmates will be held responsible for any graffiti, gang or otherwise, found in their assigned living area.

Narcotics and/or Alcohol

- The use of any narcotic or alcohol is not tolerated. Any inmate who does use any of these substances is subject to Severe Disciplinary Action; as outlined in the policy governing Inmate Discipline.
- Only drugs prescribed through the Medical Services will be allowed, unless treatment has been received on an emergency basis. All medicines are subject for approval by the Health Services Administrator at Roswell Correctional Center regardless of the origin.
- No drugs, prescribed or over-the-counter are allowed to be brought into the facility by the inmate's family or friends. This includes any type of medication or vitamins. Signed approval by the Deputy Warden or the Health Services Administrator must be presented or the items will be confiscated.
- Inmates are subject to an authorized drug test at any time. A positive reading will be grounds for Disciplinary action and a possible transfer to a higher custody facility.
- Inmates are responsible for their own actions.

Grievances, Emergency Grievances and Appeals CD-150500

- This facility encourages resolution of complaints at the lowest possible level, since grievances should be, whenever possible, resolved through direct contact with Staff responsible for the particular problem area. All inmates have access to the formal grievance procedure anytime the informal process has not provided successful resolution of the complaint. Grievance forms are available from the Library, the Shift Commander's Office or from the Inmate's Caseworker. The grievance form is to be completed by the inmate, marked "GRIEVANCE" and addressed to the Grievance Officer. They are to be dropped into the "Grievance Mailbox". The Warden or designee shall review the grievance and the Grievance Officer's Report and make a decision regarding the grievance. The inmate shall be informed, in writing, of the Warden's decision, the reason for the decision and right to appeal this decision.
- No inmate or employee who is named in the grievance shall participate in any capacity in the investigation or resolution of the grievance, except as may be required and only to the extent required as the grievant, the subject of a grievance or a witness. Neither the Institutional Grievance Officer nor Administrator shall act in such a capacity when they are the subject of a grievance or a witness to an incident resulting in a grievance.

Grievability:

1. Except as provided in D.2 (CD Policy 150500), The substance, interpretation and application of policies, rules and procedures of the institution or Department including, but not limited to, decisions regarding mail, visitation, staff treatment, lost property or medical/mental health care excluding security issues.
2. Individual employee actions.
3. Perceived reprisal for use of, or participation in, the grievance process.
4. Any other matter relating to conditions of care or supervision within the authority of the New Mexico Corrections Department or its contractors, except as noted herein.
5. Department personnel sexual misconduct.

The following matters are not grievable by inmates:

1. Any matter over which the Corrections Department has no control, for example: parole decisions, sentences, tort claims and claims regarding inmate compensation which is regulated by statute.

- b. Matters involving the loss or delay of mail by the U.S. Postal Service or other carriers, e.g. UPS, Federal Express, etc.
- c. Any matter involving disciplinary procedure and findings. A separate appeal process is provided by Department policy for disciplinary actions.
- d. Any matter involving a classification decision. A separate appeal process is provided by Department policy for classification actions or placement in Level 6.
- e. Complaints on behalf of other inmates.
- f. The subject of any prior grievance on which a final determination has been made or which is currently under review.
- g. Other matters beyond the control of the Department.

If a grievance is ruled non-grievable at any level, that decision may not be appealed through the remaining levels of the grievance procedure.

Emergency Procedures:

1. An emergency grievance shall be given priority. It is the responsibility of the inmate to designate the grievance as an emergency on the **Inmate Grievance Form (CD-150501.1)** and to demonstrate the factors creating a risk that serious harm may result if the emergency grievance is processed according to standard time limits.
2. It is the responsibility of the Grievance Officer to determine, through investigation, if the inmate's grievance is, in fact, an emergency grievance.
3. Once it is determined that such factors exist, the grievance will be deemed an emergency grievance and it shall be forwarded without substantive review immediately to the Warden or to an official at a level capable of correcting the situation. **Emergency grievances may be immediately appealed to the Administrator.**
4. Emergency grievances shall receive an expedited response at every level as appropriate to the needs of the emergency situation, but in no event will the time for response exceed 72 hours from the time the grievance is received by the Grievance Officer.
5. Inmates filing grievances for Department personnel sexual misconduct must mark the grievance form as "Emergency". All grievances for Department personnel sexual misconduct will be completed in an expedited manner with fairness and consistency.

Appeal Process:

- 1. If an inmate is not satisfied with the decision of the Warden, the inmate may appeal that decision to the Office of the Secretary of Corrections within seven calendar days of receiving the decision from the Warden. The inmate may appeal by completing the appeal portion of the Inmate Grievance Form and mailing or placing the form in an institutional mailbox, a designated Grievance Box or by delivering it in person to the Grievance Officer for processing to Central Office.**
- 2. The inmate will be informed in writing of the final decision on the grievance. A brief and clear description of the reasons for the final decision should accompany the inmate notification. Copies of this notification will be forwarded to the Warden and Grievance Officer at the institution.**
- 3. If the grievant is awarded any relief, the Secretary or designee shall assign one or more specific personnel the duty to implement the relief granted within a reasonable period of time.**

Inmates are prohibited from the misuse/abuse of the grievance system. Inmates are not to use this procedure as a form of harassment against staff. Such grievances will be denied.

Education/ Vocational Programs and Legal Access

The following programs are available through the RCC Education Department:

Academic Classes

**GED preparation and testing (available in English and Spanish)
English as a Second Language
Some College courses *Note: Tuition and book fees may apply.**

Cognitive Classes

**MRT (Moral Reconciliation Therapy)
Charting a New Course (aka Corrective Thinking)
Breaking Barriers**

Family Reunification Classes

**Fathers as Readers
InsideOut Dads**

Vocational Classes

Introduction to Computers

A+ Software

A+ Hardware

Welding Levels 1,3, & 3, plus AWS Certification

Reentry Programs

SOAR (Success for Offenders After Release)

Pre-release

Participation Requirements

With the exception of college courses, the academic, cognitive, and family reunification classes require quarterly TABE testing to track academic progress with no minimum score needed. College participation requires a minimum 10th grade level on both reading and math tests.

An additional requirement for participation in family reunification classes is 6 months clear conduct and there are a few felony charges that can prevent participation in these classes.

The grade level equivalency that is required for participation in Introduction to Computers is 8th grade, and the level required for the remaining vocational classes is 10th grade. In addition, to enter the Welding program, one must have at least one year remaining to the projected release date and accept a Classification Level 1 override until he has completed at least the first level of welding.

The reentry programs have no academic requirements for entry, but SOAR participants are required to maintain clear conduct.

***NOTE: There are wait lists for all classes that have a lump sum attached, and the average time on the wait list is approximately 6 months.**

Legal Access CD-121000

This program provided access to NMCD policies, New Mexico statutes, United States codes, and the following form packets and motions:

**Divorce
Drivers License Restoration
Federal Civil Rights
Federal Habeas Corpus
Guardianship
Last Will and Testament
Motion for Reconsideration of Sentence
Motion to Amend Judgment and Sentence
New Mexico Civil Appeal
New Mexico Criminal Appeal
New Mexico Habeas Corpus
New Mexico Tort
New Mexico Writ of Certiorari
New Mexico Writ of Mandamus
Power of Attorney**

Authorized legal photocopying is also provided through the legal access program for 20 cents per copied side.

Copies of NMCD policies can be purchased for 50 cents per copied side.

The legal access program provides access to courts and needed information only: it does not provide legal assistance or extensive legal research.

***Note: Although we try to fill legal access requests the same day, policy does allow five working days to fill requests.**

Inmate Employment CD-100700

- 1. Upon arrival you will be assigned to the Labor Pool. You must report to your Supervisor at the 8:00 a.m. work call. Work call will be announced and you will be instructed where to report. Failure to report will result in disciplinary action. Work hours are from 8:00 a.m. to 10:30 a.m. and immediately after the meal-12:45 p.m. until 3:15 p.m.**
- 2. Work-crew members must report to work prepared for the day's assignment. Returning to the dorms for personal items, such as coffee, radios, etc., will not be permitted.**

3. Crew members who wish to report to sick call must submit a request, the appointment time will be announced during count and a signature will be requested for proof of notification. First report to your Supervisor and he/she will verify approval for you to report to sick call. After you have seen the Nurse you must report directly back to your Supervisor. If the Staff Nurse gives you a lay-in or has scheduled you to go into town for an appointment, you must let your Supervisor know. All sick calls require an appointment unless an Emergency / Urgent Health Care problem occurs.
4. The tools that are needed to perform the day's assignments will be checked out to you each day. You will be responsible for the tools and must check back in the tools that were checked out to you at the end of the day.
5. Work may be called off due to bad weather conditions. However, you will be assigned inside duties such as the dorms or to whatever work assignment is needed.
6. Transfers from one work assignment to other work assignments will not be permitted without approval from the Classification Committee.
7. The Department Supervisors will evaluate each crew member at the end of the month. Pay and good time will be based on the Supervisor's evaluation of the inmate's job performance.
8. Work Crews will remain in the proper institutional uniform at all times: Institutional Shirt or T-shirt will be tucked into the pants. I.D. will be clipped on the left side of the shirt.
9. Inmates are prohibited from leaving their work assignment without the approval of their work supervisor. Failure to comply will result in disciplinary action.

Classification and Custody Levels CD-080101

The Classification Department consists of five (5) Caseworkers and a Classification Supervisor.

1. Classification Committee is conducted weekly on Wednesday at approximately 9:00 am in the G-Dorm Conference room. All requests for a Hearing before the Classification Committee must be turned in to your Caseworker by 8:00 a.m. on Thursday for the following week's Committee Agenda. All job applications submitted to the Classification Committee must have the job supervisor's signature on the application indicating their approval for that job position.

2. Inmates who are unable to visit their Caseworker during the regular working hours may fill out a request slip (Request Slips are available at the OFFICER STATIONS) and deposit the request in the mailbox (located by Property Room). Your Caseworker will respond to your appointment within two (2) working days. Requests must have Name, NMCD #, and bunk on all Requests slips.
3. Building 1 is OFF LIMITS. Unless escorted by security.
4. Classification Officers' office hours:
 - (G Dorm) To be determined.
 - (A/E Officer's Station) To be determined
 - (B/E Officer's Station) To be determined.
5. Re-Entry Committee is conducted at least once a month on Thursday's at approximately 9:00 am in the G-Dorm Conference room.
7. Records Personnel will be in Education building every Tuesday between 1:00 pm and 3:00 pm for records questions.

Good Time Criteria for Earning/Forfeiture CD-080200

Eligibility for Earned Meritorious Deductions (EMD): CD-080400

General Eligibility Criteria:

- In order to be eligible for EMD or lump sum earned Meritorious Deductions, an inmate must be sentenced to the Corrections Department, confined in a correctional facility designated by the Corrections Department and must be an active participant in programs recommended for the inmate by the Classification Supervisory Review Process and approved by the Warden or Deputy Warden.
- An inmate who has just completed the 60 day waiting period set out in paragraph II (A)(2)(c) below who begins active participation during that month, may be eligible for an award of EMD on a pro rata basis for that month.
- An RDC inmate who is a new commitment and who meets the conditions of this policy statement, a probation violator who meets the conditions of this policy statement or a Reception and Diagnostic Center Parole Violator who has been formally revoked by the Parole Board is eligible for EMD provided that the inmate has been assigned and participates in a work or program assignment.

- Except as specifically provided in subparagraph (2. Ineligibility:) below, for those inmates who are actively participating in an approved program during that month, but who are unable to participate in the program for one or more days during that month the inmate may be eligible for an award of EMD on a pro rata basis; however, the inmate is not eligible for an award of EMD for the day(s) the inmate was not an active participant in approved programs.
- If at any time during an inmate's current term of imprisonment, it is determined that an error was made in the amount of EMD received by the inmate, the error may be corrected by the classification committee in accordance with paragraph J., Correction of EMD Errors, herein.

Ineligibility for EMD would fall under same criteria as Forfeiture Procedure below.

Good Time Deductions:

Meritorious Good Time (MGT):

- MGT – twelve (12) days per month - Inmates who committed crimes prior to June 19, 1981, can be awarded MGT at a rate of twelve (12) days per month based on the following criteria:
 - Ninety days (90) of clear conduct from the incident date of the last misconduct report;
 - A satisfactory record in work or program assignment and a continuing effort towards self-improvement; and
 - Thirty (30) days in present program or work assignment.
- MGT – Zero to ten (0-10) days per month - Inmates who committed crimes on or after June 19, 1981, but prior to May 18, 1988, can be awarded MGT at a rate of zero to ten (0-10) days per month based on ninety (90) days of clear conduct from the incident date of the last misconduct report
- Any inmate who committed a crime before June 19, 1981, and does not meet the twelve (12) day eligibility criteria, but does meet the zero to ten (0-10) day eligibility criteria, will be awarded zero to ten days until he/she becomes eligible for twelve (12) days MGT.
- MGT will be prorated for any month in which the inmate has not been eligible for the entire month, based on the MGT Prorating Scales (*Attachment-H*).

Support Service Good Time (SSGT):

- An inmate will be eligible to receive SSGT (zero to five (0-5) days per month) by being engaged in an approved work or program assignment. This good time is based on attendance and can be prorated based on the SSGT section of the MGT Prorating Scales (*Attachment-G*).

Lump Sums:

- **Monthly Lump Sum Awards:** Inmates assigned to educational, vocational or institutional work assignments, not to include Corrections Industries, will be eligible to receive a zero to fifteen (0 to 15) day Monthly Lump Sum Award based on exceptional conduct, performance and responsibility. This Monthly Lump Sum Award may be prorated based on the Monthly Lump Sum Award Prorating Scale for Good Time Recommendations. Monthly Lump Sum Awards awarded under this section will count against the one-year total award.
- **Lump Sum Awards:** In accordance with Policy *CD-082800 (Lump Sum Awards)* inmates shall be allowed the opportunity to earn Lump Sum Awards for engaging in a heroic act of saving life or property, engaging in extraordinary conduct far in excess of normal program assignments that demonstrate the inmate's commitment to habilitate himself/herself as well as the opportunity to earn Lump Sum Awards for participating in approved programs designed to meet the inmates need for re-entry into the community.

General Guidelines:

- Meritorious Good Time (MGT) may be awarded in combination with either Support Service Good Time (SSGT), Industrial Good Time (IGT and XIGT) or Lump Sum Awards (LSA).
- Inmates must earn the maximum amount eligible of MGT and SSGT or IGT and XIGT before being eligible for any LSA.
- SSGT, IGT and XIGT may be awarded regardless of whether the inmate is eligible for and awarded MGT.
- Records for inmates who are within six (6) months of a parole or discharge date will be flagged by their Classification Officers and good time should be processed on a monthly basis.
- Inmates refusing work assignments without justification are not eligible to receive good time deductions. The Classification Committee should document that inmates have been given the opportunity for a work assignment, but have refused that assignment, and the supervisor of the assignment being refused shall submit a misconduct report.
- Inmates are eligible to receive MGT at 0-10 days per month if they do not work because of medical or mental disabilities, the unavailability of work assignments, or as a result of the Classification Committee's decision delaying such work assignment. The Classification Officer should verify and document that the inmate has met all other criteria for receiving MGT.
- Good time awards for institutional and Industries assignments are based on recommendations by the work/program supervisors.

- Inmates are responsible for notifying their Classification Officer of any problems regarding good time.
- At any time MGT is terminated, a Reinstatement of MGT must be processed and approved by the Classification Committee before the Inmate can again be awarded MGT.
- If an inmate's performance is rated by more than one supervisor due to having multiple job assignments, the lowest evaluation will be used to prorate the monthly LSA recommendation.

Meritorious Good Time will be terminated for the following reasons:

1. An inmate is found guilty of a major level misconduct report.
2. An inmate fails to maintain a satisfactory record in a work or program assignment and/or a continuing effort toward self-improvement (for inmates earning MGT at twelve (12) days per month only).
3. An inmate is removed from a work or program assignment based on refusal to actively participate.
4. An inmate has completed his/her basic sentence and is serving parole time within the institution and has failed to pursue an acceptable parole plan in good faith or has refused to accept parole conditions.

Forfeiture Procedure:

- Forfeitures of good time are initiated by the Institutional Hearing Officer as a result of an inmate being found guilty of a major level misconduct report.
- The Disciplinary Hearing Officer, upon a finding of guilt of a major level misconduct report, will evaluate the offense and the sanctions allowed and shall recommend the amount of good time, if any, to be forfeited. The recommended forfeiture cannot exceed the maximum amount allowed by the Inmate Discipline Policy statement.
- The inmate shall be provided with a copy of the Good Time Figuring Sheet showing any adjustments to the inmate's release date.
- Forfeiture is effective the date of the disciplinary offense.

General Guidelines:

1. Forfeited good time may be restored in whole or in part to any inmate who is exemplary in conduct and work/program performance. Inmates may be eligible for restoration of forfeited good time after six (6) months of clear

conduct (e.g., lack of any major or minor reports and exemplary program participation) from the incident date of last misconduct report.

2. If an inmate, who has maintained clear conduct for six (6) months and has otherwise met the eligibility requirements for restoration, subsequently receives a Misconduct Report, the Classification Committee shall still consider the inmate for restoration and the subsequent Misconduct Report may be considered as a factor in the restoration decision.

3. *The following offenses are excluded from eligibility for restoration of Meritorious Good Time restored:*

- a. Murder or Manslaughter;
- b. Taking of hostages or kidnapping;
- c. Arson;
- d. Battery;
- e. Assault or battery with a weapon on another person;
- f. Assault or battery without a weapon on a staff member or visitor;
- g. Assault or battery without a weapon on an inmate;
- h. Engaging in or inciting to Riot;
- i. Escape with or without force;
- j. Possession of Escape Paraphernalia;
- k. Threats;
- l. Possession of Dangerous contraband;
- m. Sexual misconduct or Rape;
- n. Robbery or Extortion;
- o. Tampering with locks or security items;
- p. Possession of key or key pattern; or, Any offense, although not listed above, that has been referred for criminal prosecution;.

Lump Sum Awards CD-082800

- All inmates shall be allowed the opportunity to earn Lump Sum Awards for engaging in a heroic act of saving life or property, engaging in extraordinary conduct far in excess of normal program assignments that demonstrates the inmate's commitment to habilitate himself/herself.
- All inmates, that meet the eligibility requirements, shall be allowed the opportunity to earn Lump Sum Awards for participating in approved programs that are designed to meet the inmate's needs for re-entry into the community.
- Lump Sums for Approved Programs are retroactive to the Current Term of Incarceration.
- Approved Programs for which inmates are eligible for LSA's must be administered and delivered from within the following departments at the facility level: Mental Health, Addictions Services, and Education Services.
- It is important to note that the actual delivery of programming is solely based upon the resources available at each facility, as well as the needs of the inmate population at each facility.
- The Department shall provide incentives for educational participation and formal recognition of specific educational accomplishments.
- Inmates shall be compensated for work performed. Incentives such as monetary compensation, special housing, extra privileges, and good time credits shall be distributed according to written guidelines.

Visitation CD-100200

- Visitors shall wear appropriate attire at all times as set out in the Dress Code for Visitors Attachment (CD-100201.B).
- A responsible parent or legal guardian who is at least 18 years of age must accompany underage visitors.
- Any inmate who has been convicted of a crime whereby the victim of the crime is a minor shall not be allowed to visit with the victim of that crime until the victim has reached the age of 18.
- All approved visitors must surrender a valid picture ID upon entering a facility to visit.

- **The Shift Commander may refuse to allow any particular visit or suspend any visit for good cause or reason. The Shift Supervisor shall document in writing the reason for denying or suspending a visit on the Denial/Suspension of Visiting Privileges Form (CD-100201.2).**
- **Inmates classified as Custody Level II and housed in a Security Level II facility are eligible for contact visiting. Inmates are permitted a brief hug and/or kiss at the beginning and upon completion of the visit. Inmates will be seated across a table from all adult visitors, are permitted to hold hands with adult visitors across the table and they may hold their own children.**
- **After the RDC initial 30-day period, the temporary visiting card will be replaced with a permanent visiting card that will only reflect the names of visitors that have an approved application in the inmate's file.**
- **Special Visit requests will be handled on a case-by-case basis in accordance with established program requirements.**
- **An Inmate may be limited to three visitors (six years of age and older) and limited to three children (five years of age or younger) at any one time if space permits. The length of the visit may be limited only by the individual institutions schedule and space availability. Exceptions may be made on a case-by-case basis.**
- **Visiting hours may be limited and may be altered due to holidays, overcrowding, adverse weather security risks, construction, health hazards, etc. Visitors will be notified upon arrival if a limitation exists.**
- **Visitors who must travel a long distance and may only be able to visit once a month or longer, may request an extended visit which shall be reviewed by the Deputy Warden and may be approved on a case-by-case basis.**
- **Each inmate may have up to 15 approved visitors on their visiting list, regardless of relationship, provided that they have been cleared by the Deputy Warden's office. The Warden or designee may authorize an increase in the size of the list due to extenuating circumstances (e.g., the inmate's family is larger than 15 people).**

Correspondence CD- 151200

All inmates are allowed open correspondence at the Roswell Correctional Center. The following guidelines are requirements that govern the operations of the Mail Room Officer.

- **Mail sent to you at the other facilities will be forwarded to the Roswell Correctional Center within a short period of time upon your arrival.**

- All inmates in-coming and out-going mail to privileged correspondents will be allowed to go out un-opened.
- A Staff member may open Legal Mail if he/she suspects the letter to contain contraband, but may do so only in the presence of the inmate.
- All mail sent out by the inmate requires the Inmate's Name, NMCD# and Bunk Number in the upper left hand corner of the letter or package. Any mail that does not have this information shall be rejected and returned to the inmate for correction. FCC will provide postage for two (2) standard postage letters per week. All excess postage mail will require postage paid envelopes available through canteen. A signed Debit Memo will accompany any mail that requires more than standard postage from the inmate. Drawing or graffiti on out going mail is not allowed. To do so will result in confiscation of mail and may result in disciplinary action.
- A Legal/Privileged Correspondence Box is located in the hallway adjacent to the Shift Supervisors Office.
- All visiting forms will be furnished at Officer's Stations and Education.

Use of Telephones, Telephone Monitoring and Attorney Phone Calls

CD- 150300

- Inmates shall have access to reasonably priced telephone services. The NMCD shall ensure:
- Contracts involving telephone services for inmates shall comply with all applicable state and federal regulations.
- Contracts shall be based on rates and surcharges that are commensurate with those charged to the general public for like services. Any deviation from ordinary consumer rates reflects actual costs associated with the provision of services in a correctional setting.
- Contracts for inmate telephone services provide the broadest range of calling options determined by the agency administrator to be consistent with the requirements of sound correctional management.
- Inmates at a Level I, Level II, Level III and Level IV facility shall have access to public telephones.
- Each facility shall make provisions for inmates to have access to telephones that are not subject to monitoring for the purpose of making attorney telephone calls to ensure and facilitate inmate access to counsel and assist inmates in making confidential contact with attorneys and their authorized representatives. The time allotted for attorney telephone calls shall not arbitrarily or unreasonably be limited to 15 minutes.

- Inmates with hearing and/or speech disabilities shall have access to a telecommunication device for the deaf or comparable equipment. Public telephones with volume control are also made available to inmates with hearing impairment.
- Notification will be provided to inmates upon receipt at Orientation at this facility that non-attorney telephone calls will be randomly monitored and taped. The notice will also inform inmates that unmonitored telephones may be requested for attorney calls and the steps necessary to request such telephone calls.
- A notice that all telephone calls from telephones that are subject to monitoring and recording at any time without further notice will be conspicuously posted in Spanish and English so as to be visible by persons using any telephone capable of being monitored.

Inmate Responsibilities:

Any inmate found to have damaged or defaced telephone equipment shall be subject to disciplinary action and/or referred to the appropriate authority for criminal prosecution.

Any inmate who uses telephone equipment for the purpose of committing any unlawful act or violation of NMCD and facility policies shall be subject to disciplinary action and/or referred to the appropriate authority for criminal prosecution.

Inmates who request and are granted an unmonitored telephone call through an appropriate staff member will be charged \$.20 a minute. Inmates will complete an inmate debit memorandum for payment of these telephone calls.

Attorney Phone Calls:

Facilities will provide access to unmonitored telephones for attorney telephone calls.

Attorney telephone calls must be requested in writing using the Attorney Telephone Call Request Form (CD-150302.1).

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 working days of receipt of an approved written request.

Telephone calls will be placed by a facility staff member who will verify the identity of the receiving party. The telephone call between the inmate and the attorney or attorney's representative will take place in a location that assures the confidentiality of the conversation. This provision does not preclude NMCD staff from carrying out a visual observation of the inmate during a telephone call.

Attorney telephone calls will be made collect if long-distance charges are applicable to the extent possible. In instances when a collect telephone call is not possible, the inmate will be informed in writing, prior to the telephone call being placed, that the cost of the telephone call will be \$.20 a minute deducted from the inmate's account and the inmate will sign a debit memo.

After termination of the call, the staff member will post the time the telephone call started and ended and the cost of the telephone call to the debit memo and forward to inmate accounts for processing. The debit will be carried on the inmate's account until such time as there are funds to cover it.

Religious Services CD- 101300

RCC has mostly Christian organizations, non-denominational, although the Catholic Church is represented, as is the Jehovah Witnesses, the Baptist Church, and also on occasion, the Islamic Center sends a representative on Friday's from Las Cruces.

The hours are on the calendar for each group that participates.

Inmates can request to have items/books sent in that are specific to an organization that they are affiliated with that is not represented at RCC.

Every group meets in the Chapel with the exception of the Jehovah Witness, and they meet in the TC trailer on Saturday's and the Sweat Lodge (Native Americans), which meet at the Sweat Lodge on Sunday's.

There is the Crossings program that is/are a faith-based living unit(s), it is a 3-phase program, and they meet with the inmates Monday thru Thursday evenings at various locations per phase. On Thursday night all three phases meet together in one location. To join, or become a part of Crossings, there is an application process, and then an interview conducted by the Crossings Coordinator, who keeps a list of eligible inmates, and when there is a bed he advises the Captain, and they are moved in upon approval.

RCC will provide a monthly calendar of volunteers as they are scheduled at the Chapel.

Below is a list of the approved list of volunteer groups allowed to conduct services at the Roswell Correctional Center:

- Native American Sweat Lodge (weekly) – Tex Joey (quarterly visits)

- **Chaplain Phil Grassie – First Christian Church**
- **Jehovah Witness Bible Study**
- **Church On The Move – Christian**
- **Crossings, Gene Moore – Faith Based Living Units**
- **Hope House – Santa Fe, NM – Christian**
- **Islamic Center – Las Cruces, NM - Muslim**
- **First Baptist Church – Larry Tarvin**
- **Assumption Catholic Parish – Father Bill McCann, or Father Brian Guerrini**
- **Gateway Church – Christian**
- **Victory Life Fellowship – Christian**
- **Crumb, Paul & Trudy (Unfailing Love Ministries) – Christian – (quarterly visits)**
- **Church Triumphant – Christian, from Las Cruces, NM**
- **New Destiny Fellowship – Christian from Roswell, NM**

Disciplinary Chargeable Offenses and Sanctions CD-090101

Disciplinary Hearing Procedures: (Both Major and Minor Levels)

1. **A Disciplinary Hearing shall be conducted by an impartial person designated as a Disciplinary/Hearing Officer by the Warden. Inmates shall be notified of the time and place of the hearing at least 24 hours prior to the hearing unless the inmate waives his/her notification in the presence of two additional staff witnesses.**
2. **The Disciplinary/Hearing Officer shall conduct a hearing within seven working days from the date of discovery unless prevented by exceptional circumstances that shall be documented as an institutional continuance. An institutional continuance must be served to the inmate no later than the scheduled hearing date unless the inmate is not available due to transfer, court, medical transport, escape, etc.**

3. A continuance may be granted for good cause to the inmate or the institution by the Disciplinary/Hearing Officer for a reasonable period of time not to exceed 7 working days per continuance that shall be documented and attached to the Disciplinary Packet. A continuance of more than 7 days may be granted if an inmate is transferred to another facility prior to the hearing.
4. The inmate should receive a hearing within 30 working days of his/her return to the facility, if absent from the facility prior to or on the day of the scheduled hearing.

Minor Level Hearings and Recommended Decision:

1. Hearings on minor level reports will be conducted as follows: The Disciplinary Officer will conduct an informal hearing which need not be tape recorded. The inmate is not entitled to a representative. The inmate may request that witnesses be examined and statements taken, but witnesses other than the inmate charged shall not appear at the hearing. The inmate charged may present his/her own statement and any relevant evidence.
2. The Disciplinary Officer shall submit a written recommended decision to a Deputy Warden as soon as practicable, but no later than ten working days, unless prevented by exceptional circumstances. Reasons for the delay should be documented. The Disciplinary Officer may recommend either dismissal of the charges or impose minor sanction(s) allowed for the offense for which the inmate was cited.

Major Level Hearings and Recommended Decision:

1. Inmates charged with rule violations will be present at their hearings unless they waive that right in writing, refuse to attend the hearing, engage in disruptive behavior, or pose a threat to the security of the institution. Inmates may be excluded during any testimony given in confidence and the reasons for the absence or exclusion will be documented. When an inmate escapes from custody, the Hearing Officer may conduct a hearing in the inmate's absence.
2. An inmate will be permitted to make his/her own statement, to call reasonably available witnesses and to present documents on his/her behalf, providing the calling of such witnesses and/or the disclosure of documentary evidence does not jeopardize the physical safety of staff, inmates or others.
3. If the witness is not reasonably available, the charged inmate will be advised that he/she may prepare written questions for the proposed inmate witnesses, such questions to be prepared prior to the hearing.

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

4. If the Hearing Officer determines the question(s) are irrelevant, or the inmate is not reasonably available, or questioning the inmate would jeopardize his/her safety, etc., the Hearing Officer will document on the record the rationale for such determination.
5. If the Hearing Officer determines that the questions will be asked, for example; the questions are deemed relevant, and the inmate is reasonably available, and questioning the inmate will not jeopardize safety, the Hearing Officer will either pause the hearing or grant a continuance in order to obtain the witness response to the written questions.
6. Inmate witnesses classified as Level I, II, III, or IV and housed at a Level I, II, III, or IV facility who are reasonably available, whose presence would not jeopardize their safety or the safety of the institution, and who are to respond to relevant questions shall ordinarily appear in person before the Hearing Officer to respond to the written questions.
7. The Hearing Officer will tape record the reading of the question(s) and the inmate witness response. The tape-recorded testimony will be made a part of the Hearing Record and be maintained.
8. The Hearing Officer will allow the inmate to submit logical follow up questions and will make reasonable efforts to identify logical follow up questions, based upon the response of the inmate witness, and not limit the questioning to those submitted in advance by the charged inmate and factor such testimony into the Hearing Officer's decision.
9. Staff witnesses shall not be interrogated or cross-examined by the inmate. The inmate or the inmate's representative will submit written questions for the staff member to the Hearing Officer that will have been prepared prior to the hearing.
10. The Hearing Officer will determine the relevancy of the questions submitted and may grant a continuance.
11. The Hearing Officer may refer the Misconduct Report and the questions to the Disciplinary Officer for further investigation and/or interview the staff member them-selves. Staff must cooperate with all Hearing Officer requests to testify.

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

The employee or inmate representative will be given a reasonable amount of time to consult with the inmate prior to proceeding with the hearing. All representatives must be reasonably available and at the same institution. For inmates in Level V, Level VI, or segregation, a representative must be housed within the same housing unit (e.g., an inmate housed at PNM-Level VI Housing Unit 1A may have a representative from either Housing Unit 1A or 1B).

14. Physical evidence or replicas thereof (e.g., photos of the physical evidence), may be presented at the hearing upon the hearing officer's determination of necessity. All photos should have a date, time, brief description and the name of the staff member who took the photo, printed on the photo if possible. If a photo cannot be written on, a Chain of Custody should then accompany that photo. The Hearing Officer shall determine the integrity of any photos submitted on a case-by-case basis and based on relevancy (i.e., a photo submitted of a tattoo may not contain the requested information but the hearing officer can simply order the inmate to reveal the tattoo at the hearing).
15. Where information obtained from a confidential informant is used, the Hearing Officer will evaluate the reliability of the informant and state on the record the grounds for finding the informant reliable. The reliability of the informant shall be based on the informant having provided reliable information in the past, the information being offered is based on first hand observations, or there is corroboration either from another source or through physical or other evidence showing the reliability of the informant's data.
16. A summary of the confidential information will be prepared by the Hearing Officer prior to the hearing including reasons for a finding of reliability and be attached to the final disciplinary decision packet.

The Hearing Officer will use due caution in preparing the summary as not to divulge any information which would identify the source(s) of the information. Inmates are not permitted to ask specific questions about the information summarized in an attempt to identify the source(s) of the Confidential Information. No inmate shall be found to have committed the offense solely on the testimony of a single confidential informant.

- 17. The Hearing Officer will produce a written summary of the proceedings including a summary of the evidence, excluding identifying information on confidential sources, on the Disciplinary Hearing Summary of Evidence and Proceeding Form. The summary shall include what occurred during the course of the hearing with special attention to witnesses, evidence, and confidential information, and inmate testimony, motions for dismissal, considerations requested by the inmate and mental health considerations. Denial of any witness must be substantiated and documented. The Hearing Officer will also provide a written recommended decision as soon as practicable, but no later than ten working days following the conclusion of the hearing, unless prevented by exceptional circumstances. Reasons for delay shall be documented.**
- 18. The decision will be based on a preponderance of the evidence and only the evidence presented at the hearing. The Hearing Officer will identify what he/she relied upon for the finding on the Disciplinary Decision Form**
- 19. The Hearing Officer may recommend any one or a combination of the following actions:**

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

OFFENSES CATEGORY A OFFENSES	LOSS OF PRIVILEGES (MAX DAYS)	PUNITIVE SEGREGATIO N (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 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 CONSTITUTE A FELONY	365 days	365 days	All good time
ATTEMPT OR ENGAGING IN A PERSONAL RELATIONSHIP WITH A MEMBER OF STAFF ETC.	90 days	180 days	All good time

Attachment CD-090101.D

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 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
FAILURE TO OBTAIN PERMIT	20 days	10 days	30 days
FAILURE TO FOLLOW PUBLISHED RULES OR REGULATIONS	60 days	45 days	60 days
SELF-MUTILATION PER B(34)	180 days	180 days	180 days
USING OFF-HOUR CALLS INAPPROPRIATELY PER B(35)	90 days	90 days	90 days
ATTEMPT OR COMPLICITY	Same penalty prescribed for the substantive offense		
ANY ACT CONSTITUTING A MISDEMEANOR	365 days	365 days	All good time
IMPROPER LEGAL ASSISTANCE	60 days	30 days	60 days

Medical Services CD-170000

**MEDICAL CLINIC HOURS: 0700 – 1530 Monday thru Friday.
On-call staff is available after hours for Emergencies only.**

A Sick Call slip must be received by Medical Services Department before Sick Call, M.D. and Dental appointments will be scheduled.

Inmates will be scheduled beginning at 0700. Reporting times will be announced at the 06:15 Count by the Officers and a signature will be requested for proof of notification. Inmates are responsible for reporting to the Medical Gate at their scheduled time. Failure to report to the Medical Gate at the time announced will be considered a Refusal; the inmate must sign the Refusal form. Following a Refusal; the sick call, M.D. and Dental Appointment request procedure must start over by submitting a new sick call slip.

Emergency situations requiring medical care must be reported to the Inmate's Dorm Officer or other Security Staff immediately, The Security Staff will then make notification to the Medical Department personnel.

MEDICATION PICK UP & RE-ORDERS (TUESDAY, WEDNESDAY & THURSDAY)

Inmates will report to the Medical gate for Officer escort as follows:

**1430 Hours - A & C Dorms
1445 Hours - B Dorm
1500 Hours - E & D Dorms
1515 Hours - F & K Dorms
1530 Hours - G Dorm**

After 1600 Count on Wednesday: Crews that work outside the compound confines

Highway, Parks, Welding, Maintenance and Fire Crews will report to the Medical Gate to pick up their medication on Wednesday after the 1600 Count is confirmed. After these inmates get their medication they may go to the dining facility.

Proper Uniform and ID are required during appointments and medication pick-up.

Mental Health Services CD-180000

The Addictions staff provides Mental Health services at Roswell Correctional Center. If you need to see a counselor, either fill out the Request to See a Mental Health Provider form given to you at the Mental Health Intake or go to G dorm and ask for a counselor.

Addiction Services CD- 185000

Addictions Services provides a Therapeutic Community, which is a 9-month to 1 year long program to address addiction issues within a community setting.

Those in the program meet Monday thru Friday from 8:00 – 10:30 a.m. or 1:00 – 3:30 p.m.

If interested complete the application given to you at intake with the Mental Health Provider or ask a counselor in G dorm for one.

Canteen / Inmate Store and Inmate Accounts CD- 151300

1. Authority and Responsibility

The operation of the Canteen is a Deputy Warden's Office function. The Deputy Warden is assigned the responsibility for this activity. The Canteen / Inmate Store Supervisor shall manage the daily operation of the Canteen.

2. Procurement

The Canteen / Inmate Store Supervisor shall do all Procurement with approval of the Deputy Warden. All new items must have the approval of the Deputy Warden.

3. Storage

All Canteen and store stock will be stored in the Canteen storeroom.

4. Inventory

The Canteen / Inmate Store Supervisor shall conduct a physical count on the last working day of the month and a Canteen Report shall be submitted to the Business Office.

5. Sales

No cash is used in the Canteen / Inmate Store. All purchases are made by an Account Debit. A deduction is made from the Inmate account for the amount of purchase.

6. Income

A monthly income statement shall be submitted for each month's activity immediately after prior month pay is posted.

7. Profits:

Inmate Store profits will be used for purchases for inmates, by way of recreational items and store stock replenishment.

8. Audits

Annual audits are performed on Canteen funds and inventory by an independent audit firm.

- **Application:**

1. Introduction

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

2. Days and Hours

CANTEEN / INMATE STORE HOURS

DAY	TIME	
• MONDAY	NO STORE - NO CANTEEN	(Canteen slips distributed)
• TUESDAY	1000 - 1800	
• WEDNESDAY	1000 - 1800	
• THURSDAY	0800 - 1600	
• FRIDAY	0800 - 1600	
• SATURDAY	0800 - 1600	
• SUNDAY	NO STORE - NO CANTEEN	

3. Prices

The price list is posted in the Kiosk and at the Store window.

4. Usage:

Inmates may go through the Canteen only one (1) time per week and shall present their I.D. cards before being allowed to pick up the purchase.

Store to be open to general population Tues – Sat. with total purchase amount not to exceed \$50.00 a week.

5. Dress:

Inmates must be properly dressed. Shirts will be on and tucked in, a form of identification will be worn on the left side of the shirt (should have a picture I.D) footwear and pants will be appropriate. Weekend / Holiday dress may be casual.

6. Population:

A maximum of one (1) inmate at the Canteen / Inmate Store window will be allowed at a time.

7. Conversation:

Inmates shall keep casual conversation to a minimum. This will ensure that orders can be picked up quickly and efficiently. Headsets are not allowed in or around the canteen during hours of operations.

8. Questions About Accounts:

No discussion concerning the condition of accounts shall be allowed during the Canteen / Inmate Store hours. A request form shall be sent to Inmate Accounts, and an appointment will be scheduled if necessary.

9. New Items:

Any new item suggestions shall be submitted to the Store Supervisor through Control Center in writing. All requests will be given consideration, but will require the Warden's final approval.

10. Exchanges:

In order to exchange purchases, the inmate shall bring a receipt of purchase, and the item purchased. The Canteen Supervisor will make an exchange at the regular Canteen / Inmate Store opening.

11. Refunds:

Refunds will be at the discretion of the Canteen / Inmate Store Supervisor.

12. Canteen Orders:

Inmates shall complete their canteen slips and submitted it in the canteen box no later than Tuesday at 8:00 am. Once your Dorm has been called you will report to the store window to pick up your canteen order. If you work on outside detail your order will be filled and picked up on Saturday.

- Any questions regarding Canteen / Inmate Store procedures or Inmate Accounts should be directed to Inmate Accounts Personnel.**
- Canteen orders shall not exceed \$95 a week. Consisting of \$75.00 of general purchase items and \$20.00 in phone cards.**

Inmate Trust Accounts

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

Monies Received

- 1. Mail – All money orders received through the mail will be receipted and posted the day received.**
- 2. Incentive Pay – Incentive Pay is posted monthly to each inmate's account. The Roswell Correctional Center administers an incentive pay plan that considers skills, abilities and performances of all inmates. This plan provides an incentive for inmates to work and receive pay.**

Pay scales are as follows:

Labor Pool - Good time only, no-pay

Range 1 - Thirty Cents (.30) to Fifty Cents (.50)

The Warden determines the Pay Range. Pay increases are per policy and are based on the supervisor's evaluations, and recommendations.

Monies Expended

- 1. Canteen – Canteen purchases are deducted from the inmate's account the following day.**
- 2. Outside Purchases – Items ordered through the mail are deducted from the inmate's account and will require an approved debit memo.**
- 3. Support Money – Inmates are allowed to send money home to families for support. An approved debit memo is required. (Must be on approved visitor's list and stamped address envelope to send money out).**

4. **Transferred From R.C.C. – All monies are transferred unless the inmate chooses to have property sent home, then a minimum amount is retained to pay for this expense.**
5. **Discharged or Paroled – Inmate receives the balance of account at time of departure from R.C.C.**
6. **Restitution – Fifteen percent (15%) of all income from Institutional Work Programs earned by inmates.**
7. **Inmate's restricted account will be limited to three hundred dollars (\$300.00) maximum withholdings. Inmates working on center will have a five percent (5%) deduction for this savings.**

Laundry Services CD-150200

- **Inmates are issued sanitary clothing and bedding upon arrival to the facility.**
- **Bed linens will be laundered every Wednesday. Inmates will strip their beds of linens so that the mattress may be sanitized. After sanitation of the mattress is completed, inmates may make their beds again.**
- **Clothing is laundered twice weekly according to the schedule posted by the Unit Officer station. All clothing is marked with the inmate's NMCD # with a laundry marker which is made available by the Unit Officer. The number of State issue items and the laundry services scheduled allow inmates to have clean clothing on a daily basis.**
- **Recreation clothing is laundered weekly according to the schedule.**
- **Inmate personal/recreation clothing is thoroughly laundered and when necessary, disinfected prior to storage or before allowing the inmate to keep and wear personal clothing.**
- **Towels are laundered weekly according to the schedule.**
- **Only the inmates assigned to the laundry are allowed to operate the machinery. Because of the exactness necessary to operate the controls, the risk to the equipment, and the safety factors, those inmates who operate the machinery without proper authorization are subject to a Misconduct Report.**

INMATE LAUNDRY SCHEDULE

MONDAY

DAY- C DORM, D DORM, F DORM, G DORM- PERSONALS AND KITCHEN WHITES

EVENING- A DORM, B DORM, E DORM, K DORM- PERSONALS AND KITCHEN WHITES

TUESDAY

DAY- C DORM, D DORM, F DORM, G DORM- ORANGES ONLY

EVENING- A DORM, B DORM, E DORM, K DORM- ORANGES ONLY

WEDNESDAY

DAY- C DORM, D DORM, F DORM, G DORM- LINENS ONLY- SHEETS, PILLOW CASES, TOWELS AND BLANKETS

EVENING- A DORM, B DORM, E DORM, K DORM- LINENS ONLY- SHEETS, PILLOW CASES, TOWELS AND BLANKETS

THURSDAY

DAY- C DORM, D DORM, F DORM, G DORM- PERSONALS AND KITCHEN WHITES

EVENING- A DORM, B DORM, E DORM, K DORM- PERSONALS AND KITCHEN WHITES

FRIDAY

DAY- C DORM, D DORM, F DORM, G DORM- ORANGES ONLY

EVENING- A DORM, B DORM, E DORM, K DORM- ORANGES ONLY

Morning laundry will be turned in before 700am.

Afternoon laundry will be turned in between 100pm and 200pm.

Note: Any laundry submitted that is not in compliance with this schedule will be returned unwashed and the submitting inmate and laundry worker may be subject to disciplinary action.

Food Service CD-150900

SERVING HOURS:

Breakfast: 05:30 am - 05:45 am -- Monday thru Friday (Highway Crew)
07:00 am - 08:00 am -- Seven Days a Week

Lunch: 11:45 am - 12:45 pm -- Seven days a week

Dinner: 04:45 pm - 5:30 pm -- Seven days a week.

- **Inmates must have a Roswell Correctional Center I.D. at all times, worn on the left side of the shirt. ID cards with bar codes will be utilized.**
- **Inmates must wear an institutional uniform in the Dining Room at all times. The uniform will be worn properly: Shirt tucked into the pants, at all times. Shower shoes, hats, Walkman/radio/mp3, and sunglasses are NOT ALLOWED.**
- **Inmates will not take kitchen utensils, such as plastic ware, glasses, salt / pepper shakers and food from the Kitchen.**
- **Only Assigned Personnel are allowed in the Kitchen and Dining Room after meals are served.**
- **Help control costs by not wasting food.**
- **Special diets will be provided, ONLY with a written diet order by the physician.**
- **Inmates that cannot eat pork for religious reasons will be furnished a meat substitute with confirmation of their religious preference.**
- **The Dietician for the State of New Mexico directs the size of the portions served at the facility, such as meat, potatoes, vegetables and deserts.**

Therapeutic Diets

1. **No inmate is given a special diet related to health care unless ordered by the Institutional Physician. A diet order is completed by the Health Services Staff and delivered to the Kitchen Supervisor. Medical Diet Prescriptions should be specific and complete and submitted in writing to the Food Service Manager.**
2. **It is the responsibility of Health Services to point out any special or hazardous food requirements to the inmate and the Food Service Department in writing.**

Religious Diets

1. Religious diet requirements are met by the Food Service Department for inmates whose religious beliefs require the adherence to religious dietary with the Deputy Warden approval. Consultation with appropriate religious authorities outside the institution is encouraged due to the Chaplain being a part time volunteer.
2. Religious diet prescriptions should be specific and complete and furnished in writing to the Food Service Manager.

Service of Special Diets:

1. Only persons on specific diet lists will be served. A person not on a specific diet list may be denied a special diet, and served the regular menu.
2. Special diets are kept as simple as possible and should conform as closely as possible to the foods served to the other inmates.

Roswell Correctional Center Inmate Meal Rotation Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
K-DORM	K-DORM	K-DORM	K-DORM	K-DORM	K-DORM	K-DORM
A-DORM	B-DORM	C&D DORMS	E-DORM	FDORM	G-DORM	G-DORM
B-DORM	C&D DORMS	E-DORM	F-DORM	GDORM	A-DORM	A-DORM
C&D DORMS	E-DORM	F-DORM	G-DORM	A-DORM	B-DORM	B-DORM
E-DORM	F-DORM	G-DORM	A-DORM	B-DORM	C&D DORMS	C&D DORMS
F-DORM	G-DORM	A-DORM	B-DORM	C&D DORMS	E-DORM	E-DORM
G-DORM	A-DORM	B-DORM	C&D DORMS	E-DORM	F-DORM	F-DORM

Recreation, Library and Hobby Shop

Recreation: CD-100500

Each institution may select, train and utilize inmates as recreation program assistants and will provide activities that are initiated by inmates under staff supervision.

Both outdoor and covered/enclosed exercise areas for general population inmates shall be provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/enclosed areas must be available for use in inclement weather. Covered/enclosed areas can be designed for multiple uses, including physical therapy, as long as the design and furnishings do not interfere with scheduled exercise activities.

The minimum spaces to be provided for exercise areas are as follows:

- **Outdoor exercise areas in facilities where 100 or more inmates utilize one recreation area-15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500 square feet of unencumbered space.**
- **Covered/enclosed exercise areas in facilities where 100 or more inmates utilize one recreation area-15 square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of eighteen (18) feet, but not less than 1,000 square feet of unencumbered space.**
- **Free weights shall not be permitted at any correctional facility without approval of the Secretary.**
- **As appropriate for each custody level, facilities may provide interaction with the community through recreational activities.**
- **Vitamins and other health supplements that have been approved by the Adult Prisons Division in conjunction with the Health Authority may be provided through the facility recreation department by an approved vendor. All proceeds shall be deposited into the facility recreational fund.**

Library:

All materials are Check-out Only.

Operating Hours are as follows (pending regular work day) :

- **8:45 am - 1045 am**
- **1145 am – 3:45 pm**
- **4:30 pm – 745 pm**
- **Hours are subject to change based on Testing and unforeseen circumstances. If changed Postings will be visible.**

Inter-Library Loan – available on non-fictional materials only (with Debit Memo)

Hobby Shop

Inmates must fill out an application for Hobby Shop supplies with a returned approval and signature from Property Officer and Warden.

Inmates must maintain clear conduct to be able to continue to order and retain Hobby Shop materials.

Inmates must have an inventory of supplies completed every month.

Hobby Shop supplies may be purchased by inmates through the Property Officer. The value of the supplies shall not exceed \$50.00.

Hobby Shop supplies that are inherently dangerous or toxic in nature may not be retained as personal property in the general population living units.

Completed Hobby Shop projects cannot be retained as personal property by inmates. These items will not be considered transferable property.

Hobby Shop items will be mailed out at the inmate's expense or sold in the lobby areas via the Property Officer. Approved visitors may pick up Hobby Shop items to take home, but the transaction must be coordinated by the Property Officer and the Deputy Warden.

Personal Hygiene Requirements CD-151100

- **Inmates are responsible for ensuring that living area is maintained in a sanitary manner. The Staff will ensure that all inmates and Staff adhere to the following criteria in the living units. NO-showers will be allowed after 10:00 p.m.**
- **All beds will be made and will conform to uniformity. The foot of the bed will face the center corridor.**
- **Only indigent inmates are eligible to receive certain personal items from the Canteen free of charge. These inmates will be required to submit in writing to the assigned Warehouse Officer their request for personal hygiene items. Indigent inmates are new arrivals who have not received money from home, or another institution, and have not yet received any incentive pay; and inmates who are on lay-in status, or are completely unable to work and receive no money from an outside source.**
- **Upon arrival at the facility the Inmate will receive a hygiene packet.**
- **The hygiene kit will be composed of the following items:**
 - 1 – 5" Comb**
 - 1 – Disposable Razor**
 - 1 – Stick of Deodorant**
 - 1 – Tube of Toothpaste**
 - 1 – Bar of Soap**
 - 1 – Shaving Cream**
 - 1 – Bottle of Shampoo**

HYGIENE KIT WILL BE ISSUED ONE TIME ONLY

- **Inmates who earn incentive pay, or have other income (such as money from home) are expected to purchase necessities with their money. Inmate purchases will be closely monitored when purchases of Store/Canteen cause an inmate to become "broke", he will not be eligible for assistance.**

Inmates who deplete their accounts by,

- **Sending all their money out; or**
- **Catalog Order(s); or**
- **Multiple Canteen Purchases,**

are not considered indigent and will not be eligible for assistance. It is up to the individual inmate to keep enough money in his account to purchase necessities.

Legal Services CD-121000

The following services are available:

- **Notary Services – available through the Caseworkers**
- **Legal Access**

This program provided access to NMCD policies, New Mexico statutes, United States codes, and the following form packets and motions:

**Divorce
Drivers License Restoration
Federal Civil Rights
Federal Habeas Corpus
Guardianship
Last Will and Testament
Motion for Reconsideration of Sentence
Motion to Amend Judgment and Sentence
New Mexico Civil Appeal
New Mexico Criminal Appeal
New Mexico Habeas Corpus
New Mexico Tort
New Mexico Writ of Certiorari
New Mexico Writ of Mandamus
Power of Attorney**

- Authorized Legal Photocopying – Available at .20 cents a page (1 side)
- NMCD Policy – Copied at .50 cents a page (1 side)
- Attorney Phone calls / Visits – set-up through caseworker

Security, Searches, Inmate Accountability and Escapes

The RCC Security Force is responsible for the safety and security of the Inmate population at RCC. These functions include monitoring of the housing units, searches of the areas of the compound both inside and outside of the confines of the fence-line to include that property of the inmates, Inmate accountability through the use of the counting procedures and in the case of an escape to help in location of that/those inmate(s).

In the case of an escape, the Inmate population will be directed what to do by the Security Force.

Inmates should follow the directives of the Staff, if there is a conflict of directives, the inmate should follow the last directive given. If there is a conflict of directives given between Security Staff and other Administrative Staff, the inmate is to follow that directive given by the Security Staff.

RCC has areas that are restricted to inmates; these areas require an inmate to have prior approval to gain access; also OFF LIMITS areas that require Staff Supervision.

OFF LIMITS areas are as follows:

A. Employee's Residence

This area is **STRICTLY OFF LIMITS** to all inmates at the Roswell Correctional Center facility. No inmates are allowed in this area unless authorized by the Warden (authorized details, etc.). In the event of inmates working in the housing area, the inmate must be approved through/by the institutional reclassification committee as a trustee.

B. Taylor Ranch

The Taylor Ranch is located around the Roswell Correctional Center's perimeter. This area is **STRICTLY OFF LIMITS** to all inmates.

C. Chickasaw Road

OFF LIMITS, unless designated as a trustee and/or supervised.

Restricted Areas Are As Follows:

1. K-DORM (Only Residents of K-Dorm Allowed)
2. Maintenance/welding Shop - Restricted to authorized inmates only.

3. Firehouse - Restricted to authorized inmates only.
4. Boiler Rooms - Restricted to authorized inmates only.
5. Power Plant - Restricted to authorized inmates only.
6. Laundry - Restricted to authorized inmates only.
7. Control Center - Restricted to authorized inmates only.
8. Kitchen/Dining Room - Only authorized inmates will be allowed in the dining room after meals.
9. Visiting Room - Open to inmates participating in scheduled activities or programs during approved scheduled times. Only inmates receiving visits are authorized to be in the Visiting Room during regular visitation times.
10. Canteen - Restricted area. Only inmates picking up Canteen purchases are allowed in the Canteen area.
11. Weight pile and horseshoe pit - is off limits when restricted movement is announced and when Quarters Call is in effect.
12. Chapel- Only when scheduled activities are in progress. (Must be approved through the Deputy Warden or Designee, and/or according to the monthly calendar for religious volunteer services)
13. Warehouse- Restricted to authorized inmates only.
14. Native American Sweat Lodge- Restricted to authorized inmates only.
15. Waste Water Treatment Plant- Restricted to authorized inmates only.
16. Classification Building- Restricted to authorized inmates only.
17. Administration Building- Restricted to authorized inmates only.
18. **INTER-DORM VISITS ARE PROHIBITED.** Inmates are not allowed to pass through a dorm going to another dorm / place.

Daily Schedule to Include Weekends and Holidays

- 3:00 a.m. **Census Count:** Inmates will be restricted to their Dorms, Bunks and Cubicles.
- 5:30 a.m. Morning Meal / Highway Crew
- 6:00 a.m. Quarters Call
- 6:15 a.m. Formal Count No Movement

7:00 a.m. Chow Call

8:00 a.m. Work Call / Trash Run

NOTE: Work Call will be announced: Inmates will have their assigned room and cubicles cleaned and beds made prior to count and work call. (All inmates are expected to report to the Work Gate when announced.)

8:00 a.m. Recreation Turn Out

8:00 a.m. Education Turn Out

10:30 a.m. Recreation Turn In

10:30 a.m. Education-Work Turn In

10:45 a.m. Quarters Call

11:00 a.m. Formal Count

11:45 a.m. Chow Call-immediately after count confirmed

12:45 p.m. Work Call-Education Call-Recreation Call

3:15 p.m. Work Turn-In

Inmates report to their assigned supervisor for tool accountability, once accountability is completed, work crews will be released from work.

3:45 p.m. **QUARTERS CALL**

4:00 p.m. **Formal Standing Count No movement Inmates must be in institutional uniform**

4:45 p.m. **Chow Call-immediately after count confirmed**

5:30 p.m. **Recreation Call - Education Call - Chapel Call**

7:30 p.m. **Recreation turn-In, Education Turn-In, Chapel Turn-In**

(Crossings may be placed on out count)

Note: Restricted Movement will be announced whenever the Shift Supervisor determines that there is insufficient lighting to allow usage of outside recreation areas, at that time those areas will be considered off limits.

7:45 p.m. **QUARTERS CALL**

8:00 p.m. **FORMAL STANDING COUNT**

****Restricted Movement in effect after count confirmed****

10:00 p.m. Showers secured

10:30 p.m. FORMAL STANDING COUNT

Lights Out – Televisions will be turned off when lights go off.

TV can stay on until 1:00 a.m. on weekends (Friday and Saturday nights)

1:00 a.m. Census Count: Inmates at their bunks, and are restricted to their cubicles.

- **Counts are conducted numerous times throughout the twenty-four (24) hour period. Interfering with a count is not tolerated and will result in Disciplinary Action (Misconduct Report). Your cooperation is asked to ensure that the count, at any given time, is accomplished with efficiency and accuracy in as little time as possible.**
- **Formal Counts are conducted at least four (4) times daily.**
- **When *QUARTERS CALL* is announced, all inmates must immediately report to their housing unit and remain there until count is cleared by the Main Control Center. To move from that area prior to count being cleared, is just cause for Disciplinary Action. Inmates have fifteen (15) minutes to report to their assigned Cubicles. Officers will announce Formal Counts.**
- **More than one (1) SIREN blast is a FIRE ALARM. All inmates must report to their Assigned Count Area outside of dorms IMMEDIATELY.**

Inmate Leave (Furloughs)

The Corrections Department will grant inmates escorted leave from correctional facilities when circumstances indicate that an escorted leave would be in accordance with good correctional practices.

The Corrections Department shall not approve any out- of-state leaves; and no person under a sentence of death shall be allowed any form of leave except as directed by the courts and otherwise approved by the Department. Probation/Parole Department staff shall cooperate in providing information on the legitimacy of furlough requests.

The monetary burden is that of the Inmate. The State will not incur the cost of the furlough. (Officer escort pay and vehicle fuel and wear charges)

Inmate Property / Contraband Policies CD-150200

Inmate Personal Property:

- 1. Inmates will be allowed only the amount of clothing listed in CD policy. Inmates will not be allowed to wear recreation clothing except in appropriate areas. Recreational clothing will be allowed during off-duty hours.**
- 2. All personal property is to be recorded on the inmate's individual property record. Correctional Staff will check the inmate's living area for excessive clothing and contraband. Excessive clothing will be sent out of the facility at the inmate's expense and other contraband will be either confiscated or sent out of the institution at the inmate's expense.**
- 3. All articles sent in to the inmate from outside the facility, will require prior approval by the Chief of Security or it will be considered contraband.**
- 4. Any unclaimed property left at the facility for more than forty-five (45) days, will be turned over to a charitable organization or destroyed. Property Officer may grant an extension.**
- 5. Any property found to be in an inmate's living area or in his possession, which is not listed on his Property Record, will be considered contraband and will be confiscated and grounds for possible disciplinary action.**
- 6. All Non-State issued clothing will be governed by the Roswell Correctional Center Property Officer and the Inmate Dress Code Policies.**
- 7. Inmates are prohibited from wearing hairnets, headbands, earrings, tongue-rings or any other type of body piercing / paraphernalia. Sagging or altering of the institutional uniform is strictly prohibited and will be grounds for possible disciplinary action.**

Contraband:

Contraband: any material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security and safety of the institution.

1. **Dangerous Contraband:** any item which poses a serious threat to the security of an institution and which ordinarily is not approved for possession by an inmate or for admission into the institution.

Examples may include, but are not limited to weapons, intoxicants, currency (where prohibited), tools which may be used to aid in an escape (e.g., rope), ammunition or explosives, combustible or flammable liquids, hazardous or poisonous chemicals and gases.

2. **Nuisance Contraband:** any item other than hard contraband, which has never been authorized, or which may be, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard.

Examples may include, but are not limited to personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

3. **Medical Contraband:** Contraband which originates from a clinic, and loss of which constitutes a failure in containment of potentially dangerous things and includes the following:
 - a. Sharps, which can be utilized for illicit intravenous drug administration.
 - b. Sharps, which can be converted into, pointed or edged weapons.
 - c. Other medical instruments that can be utilized or converted into weapons.
 - d. Diverted drugs, i.e. drugs that are not consumed in the prescribed manner ordered by a physician for a particular patient.

Corrections Industries

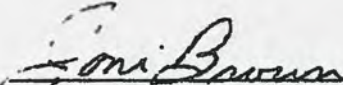
- RCC does not have a Corrections Industries Labor Force at this time.

CLOSING STATEMENT

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

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

June 14, 2011
Date



Joni Brown, Warden
Roswell Correctional Center

NEW MEXICO CORRECTIONS DEPARTMENT
Quick Reference Guide

Issues:

Contact Person:

- | | |
|--|---|
| 1. Classification Issues. | Case Worker or Mrs. Hart |
| 2. Complaint or Grievance. | Shift Supervisor or Grievance Officer Mr. Crocker |
| 3. Disciplinary Infraction | Disciplinary Officer Mr. Crocker |
| 4. File Information | Facility Records Manager Ms. Saenz |
| 5. Emergency or Crisis | Shift Supervisor |
| 6. Mail and Packages | Mail Room Officer / STIU Officers |
| 7. Money Issues. | Inmate Accounts / Ms. Schwarz |
| 8. Religious or Volunteer Issues. | Chaplain / Deputy Warden Mr. Hendrix |
| 9. Visitation. | Visitation Officer / STIU Officers |
| 10. Legal Issues. | Education / Ms. Steen |
| 11. Parole/Release/Good Time Issues. | Case Worker or Mrs. Hart |
| 12 Property / Contraband policies | Property Officer |
| 13. Legal/Emergency Phone calls. | Case Worker or Mrs. Hart |
| 14. Classification Appeals. | Mr. Jimenez |
| 15. Judgment and Sentence Interpretations. | Facility Records Manager Ms. Saenz |
| 16. Forms (e.g. debit memo, request, etc) | Unit Officer or Case Worker |

**NEW MEXICO CORRECTIONS DEPARTMENT
ROSWELL CORRECTIONAL CENTER**

578 W. Chickasaw Road
Hagerman, NM 88232-9747

Joni Brown, Warden

Orientation Verification

The following topics were explained during Orientation by the New Mexico correctional facility staff. I understand all the material in the Inmate Handbook presented to me by the Orientation Officer at the time of my Orientation at Roswell Correctional Center. I also received an Inmate Handbook, which briefly describes the following topics:

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

Inmate Printed Name

NMCD #

Inmate Signature

Date

Orientation Officer

Date

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

Printed Name

Signature

NEW YORK COUNTY OFFICE OF THE CLERK
NEW YORK COUNTY OFFICE OF THE CLERK

IN SENATE
January 12, 1910

REPORT OF THE COMMISSIONERS OF THE LAND OFFICE
IN RESPONSE TO A RESOLUTION PASSED BY THE SENATE
ON JANUARY 12, 1910

ALBANY: J. B. LIPPINCOTT COMPANY, PRINTERS
1910