


|   |  |  |
|---|--|--|
|  <p><b>CD-010600</b></p> | <p><b>NEW MEXICO<br/>CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i><br/> <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p> |  |
|   | <p><b>ISSUE DATE:</b> 11/30/89</p> <p><b>EFFECTIVE DATE:</b> 11/30/89</p>  | <p><b>REVIEWED:</b> 06/30/17</p> <p><b>REVISED:</b> 06/09/16</p> |
|   | <p><b>TITLE: Management Plan and Quarterly Reporting to Central Office</b></p>   |  |

**AUTHORITY:**

- A. NMSA 1978, Sections 9-3-1 thru 9-3-12 and 33-1-6 as amended.
- B. Policy *CD-010100*.

**REFERENCES:**

- A. Laws of 1981, Chapter 73.
- B. ACA Standards 2-CO-1A-09, 2-CO-1A-20, 2-CO-1A-21, 2-CO-1A-23 and 2-CO-1F-05, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- C. ACA Standard 4-4003, 4-4018, 4-4052, 4-4105, 4-4107, and 4-4430, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- D. ACA Standard 4-APPFS-3D-09, *Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.

**PURPOSE:** [2-CO-1A-20] [2-CO-1A-21]

To delineate guidelines and procedures for the “Management Plan” and “Quarterly Report”, which provide an overview of goals, objectives, activities, trends and problems throughout the correctional system, provide a tool for exchange of information, a system for joint problem resolutions through review and audits of operations and programs both annually and quarterly and assist in the development of short- and long-range planning for the achievement of administrative and functional goals.

**APPLICABILITY:**

All Division Directors, Bureau Chiefs, Wardens, Probation/Parole Region Managers and District Supervisors, Section Chiefs and contract/decreed Compliance Monitors within the Department and all adult institution Wardens.

**FORMS:**

None

**ATTACHMENTS:**

- A. **Management Plan Template** Attachment (*CD-010601.A*) (7 pages)
- B. **Quarterly Report Template** Attachment (*CD-010601.B*) (28 pages)

**DEFINITIONS:**

- A. Management Plan: A document developed by staff in each facility and operating unit that provides an instrument for implementation of Corrections Department strategies, measurable goals and objectives.
- B. Quarterly Report: A report of significant information which includes a system to monitor progress toward achieving previously identified program goals, objectives, and major developments in each department or administrative unit, major incidents, population data, assessment of staff and offender morale, and major problems, and plans for solving them. The components of the Quarterly Report are used to evaluate overall agency/facility performance.

**POLICY:**

To establish a process for short and long range planning for the achievement of administrative and functional goals. The development of management plans and quarterly reports provide a standardized system of reporting significant information to the Corrections Department management. [2-CO-1A-09]

- A. The agency shall review the service and program needs of its population at least annually. [2-CO-1A-23]
  - B. Institutional programs are analyzed and evaluated at least every two years to determine their contribution to the institution's mission. The findings should be included in the Management Plan. [4-4107]
  - C. The Secretary of Corrections shall be given a summary of the characteristics, movement, and status of the offender population at least quarterly. [2-CO-1F-05]
  - D. Each institution shall report its activities at least quarterly to Central Office. These reports shall be in writing and include major developments in each department or administrative unit, major incidents, population data, assessment of staff and inmate moral and major problems and plans for solving them. [4-4018] [4-4105]
- 
- A. The administrator of field services shall submit a quarterly report to the parent agency that includes goals, objectives, programs, budget, major developments, problems and plans, as well as services furnished to the courts, releasing authority, offenders and the community. [4-APPFS-3D-09]
  - B. The Warden shall formulate goals for the institution at least annually and translate them into measurable objectives. [4-4003]
  - C. Institutional staff shall identify at least annually the needs of the inmate population to ensure that the necessary programs and services are available, including programs and services to meet the needs of inmates with specific types of problems. [4-4430]

- D. The Warden will document that the overall vacancy rate among the staff positions authorized for working directly with inmates does not exceed ten (10%) percent for any eighteen (18) month period. [**4-4052**]




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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

06/30/17

Date

|   |  |                           |
|---|--|---------------------------|
|  <p><b>CD-010600</b></p> | <h1 style="text-align: center;">NEW MEXICO<br/>CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;">"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."<br/> <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p> |                           |
|   | <b>ISSUE DATE:</b> 11/30/89  | <b>REVIEWED:</b> 06/30/17 |
|   | <b>EFFECTIVE DATE:</b> 11/30/89  | <b>REVISED:</b> 06/09/16  |
| <b>TITLE: Management Plan and Quarterly Reporting to Central Office</b>                                   |  |                           |

**AUTHORITY:**

Policy *CD-010600*

**PROCEDURES:**

**A. Management Plan: [4-4003] [4-4107]**

Administrative heads shall develop a management plan that includes the following areas and standardized format:

1. **Executive Summary:** A one-page narrative that includes critical issues and cross over issues that impact the facility/subprogram. This should include any changes in internal or external environmental factors during the past year that will impact the facility or subprogram. Examples that might be covered are: any reorganization of the operating unit, significant changes in offender jobs, changes in programs, legislation, court decisions, or executive decisions.
2. **Function:** Each facility shall state its function in the function definition: format (Attachment A”).
3. **Project Summary:** A table listing measurable goals and objectives that have been converted to projects. Projects are “improvement strategies” that improve a specific part of a facility or subprogram. Projects must have a specific outcome, must be measurable, and include a time frame for completion. Sources of projects are the NMCD strategic plan, subprogram and/or facility goals and objectives.
4. Management plans cover a one-year period, but shall be updated annually.

**B. Quarterly Report: [4-APPFS-3D-09] [2-CO-1A-20] [2-CO-1A-21] [4105]**

Administrative heads shall prepare a written report at the end of each quarter, addressing the following areas and standardized format:

1. Section I: Operations

- a. **Project Status Report: Operational Goals and Objectives:** A status report of all active and completed operational goals and objectives from the project summary of the "Management Plan." All completed projects are retained on the "Project Status Report" until the end of each fiscal year at which time they will be summarized as accomplishments. New projects may be added at any time during the fiscal year without submitting a new project summary.
  - b. **Major Developments:** This section should include:
    - 1) A summary of projects completed during the last quarter, including cost savings, ongoing costs, etc. The project number should also be referenced.
    - 2) A brief list of major developments or accomplishments in each department or administrative unit that have significant impact on operations for the facility or operating unit.
    - 3) Any significant events or accomplishments related to citizen satisfaction.
  - c. **Major Problems and Plans of Actions:**
    - 1) A brief list of major problems that have a significant impact on operations and plans for resolving them. If resolved during the quarter, mention resolution.
    - 2) If the problem will be resolved during the next quarter, then mention resolution in the next "Quarterly Report."
    - 3) If it will take more than one quarter to resolve the problem, it may be added to the status report as a new project.
  - d. **ACA Accreditation Compliance:** This section shall be used to monitor ACA standards that are in compliance, non-compliant, and non-applicable.
2. **Section II: Safety Issues:** This section is to include results of fire and safety inspections, and the testing of equipment, variances granted, updates on inspections completed by local or state officials, or other qualified person(s), and information on fire drills conducted during this quarter.
- a. **Testing of Emergency Equipment and Systems.**
  - b. **Fire Inspection/Drills.**
  - c. **Results of Quarterly Emergency Fire Drills:** This should be no more than one page and should include lessons learned along with a synopsis of the EFD.
  - d. **Full Scale Mobilization EFD.**

3. Section III: Offender Programs: This section shall be used for facilities to provide a brief evaluation of offender programs and their contribution to the facility's mission. Programs should be clearly defined in terms of their objectives, costs, and relation to the institution's overall philosophy and goals. The review should include an evaluation of academic, vocational, library, religious, and leisure-time programs and services. **[4-4430]**
4. Section IV: Personnel: This section is to include a brief assessment of staff morale, a summation of staff grievances and level at which grievances were resolved, summation of staff training by category, the number of staff positions that were vacant during the quarter, and the number of active ERT members.
  - a. Assessment of Staff Morale: Include a synopsis of what activities have directly affected staff morale. What changes in policy, legislation, etc., have done to staff morale and a listing of staff grievances?
  - b. Staff Grievances.
  - c. Staff Training
  - d. Staff Vacancies **[4-4052]**
  - e. ERT Members
5. Section V: Population Data: This section is to include statistics on population data, an assessment of offender morale, critical incidents, a summation of offender grievances and discipline charges and convictions. **[2-CO-1F-05]**
  - a. Population data including population figures by custody level, ethnicity, and gang members by ethnicity.
  - b. Assessments of Offender Morale: Include a brief narrative on offender morale and how policy changes, management changes, etc., have affected offender morale.
  - c. Critical Incidents: Include a chart with an explanation in the following area: Escapes, incidents of group disturbances and use of force incidents.
  - d. Offender Grievances: Include a table for Step 1 and Step II grievances.
  - e. Discipline: A table that includes statistics on the number of minor and major charges, convictions and the percentage of convictions to charges.
6. Section VI: Performance Measures: This section is to include Warden's Custody Control, Education, Recreation, Community Resources, Transportation, inmate assignments and tours.
7. Section VII: Quarterly Budget Report

8. Quarterly reporting periods are:

|                |                          |                |
|----------------|--------------------------|----------------|
| First Quarter  | July through September   | Due October 30 |
| Second Quarter | October through December | Due January 31 |
| Third Quarter  | January through March    | Due April 30   |
| Fourth Quarter | April through June       | Due July 31    |

**C. RESPONSIBILITY**

1. The agency administrators/administrative heads are responsible for formulating agency goals, establishing related policies, priorities and measurable objective. Additionally, they are responsible to ensure that management plans and quarterly reports are prepared and distributed in accordance with this administrative regulation.
2. The Deputy Secretary of Operations is responsible for reviewing and updating this administrative regulation annually.
3. Administrative heads are responsible for ensuring that management plans and quarterly reports are available for review by all staff.



\_\_\_\_\_  
David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

06/30/17  
Date

# NEW MEXICO DEPARTMENT OF CORRECTIONS



**INSERT FACILITY NAME HERE**

## **MANAGEMENT PLAN FISCAL YEARS**

**SUSANNA MARTINEZ  
GOVERNOR**

**GREGG MARCANTEL  
SECRETARY OF CORRECTIONS**

***APPROPRIATE DIRECTOR'S NAME***  
DIRECTOR  
***APPROPRIATE DIVISION***

***APPROPRIATE WARDEN'S NAME***  
WARDEN  
***APPROPRIATE FACILITY***

This report is generated for internal Department of Corrections use only and may not accurately reflect statistical information. Please contact [Insert Facility Name] for statistical verification.



*INSERT FACILITY NAME*

## MANAGEMENT PLAN

### Table of Contents

- I. Executive Summary
- II. Facility Function Definition
- III. Narrative Goals, Objectives and Strategies (N/A for facilities)
- IV. Project Summary (Goals and Objective converted to projects)

**I. EXECUTIVE SUMMARY**

**II. FACILITY FUNCTION DEFINITION**

*NOTE: This is only an example. Each facility should enter "real" information.*

**FACILITY**

**INSERT FACILITY NAME**

**Offender Custody Level/Mix**

Mixed classification from maximum to minimum  
 Special Management  
 Level I                      Level IV  
 Level II                      SMP                      APA  
 Level III                      PBMP                      DSU

**Number of Offenders**              40,000

**Physical Plant**

XYZ is a new mega facility that was built in 2001. The physical plant is a combination of buildings and tents. The facility has a lethal perimeter. XYZ houses offenders not acceptable at any other DOC facility.

**Special Needs Offenders** 39,001

Sex Offenders  
 Mental Health/Chronic Needs  
 Medical 4 –5

**OFFENDER ASSIGNMENTS:**

**Institutional Support**              29

Food Service  
 Laundry  
 Maintenance  
 Recreation  
 Porters  
 Clerks  
 Library  
 Law Library

**Industries**                              50

List appropriate Industries programs (if applicable)

**Academic/Vocational**              25,005

Academic Education  
 ABE/GED  
 Cognitive Education  
 Vocational Education  
Video Productions  
 Welding  
 Building Trades  
 Voc. Equipment  
 Machine Shop  
 Computer  
 CAD  
 Janitorial  
 Sheet Metal

## **FACILITY FUNCTION DEFINITION (cont.)**

|                                    |        |  |
|------------------------------------|--------|--|
| <b>Clinical Services/Treatment</b> | 39,001 | Sex Offender Treatment<br>Mental Health/Core Curr.<br>Drug & Alcohol Recovery  |
| <b>Actual Unassigned</b>           | 10     | Temporarily Unassigned Offenders<br>Offenders OTC/OTM unassigned status<br>Offenders in Punitive/Admin. Seg.<br>Unassignable status (medical)                        |
| <b>Food Service</b>                |        | XYZ provides meals to 40,000 offenders   |
| <b>Laundry</b>                     |        | Provides laundry services and delivery to 40,000   |
| <b>Community Labor</b>             |        | N/A  |
| <b>Unique Features of Facility</b> |        | ①DOC's cutting edge mega facility<br>②Largest Level III (mixed custody) facility in the State of New Mexico<br>③The mixed classification population is comprised of: |

**III. NARRATIVE GOALS, OBJECTIVES AND STRATEGIES**  
**(Central Office)**

**IV. PROJECT SUMMARY (GOALS AND OBJECTIVES)**  
**Central Office**

**Operating Unit** \_\_\_\_\_

**Revision Date** \_\_\_\_\_

| No. | Project Title | Priority | Lead Person | Start Date | End Date | Resources Required | Funding Source<br>"Contingency (Yes/No)" |
|-----|---------------|----------|-------------|------------|----------|--------------------|--|
|     |               |          |             |            |          |                    |  |
|     |               |          |             |            |          |                    |  |
|     |               |          |             |            |          |                    |  |
|     |               |          |             |            |          |                    |  |
|     |               |          |             |            |          |                    |  |
|     |               |          |             |            |          |                    |  |
|     |               |          |             |            |          |                    |  |
|     |               |          |             |            |          |                    |  |
|     |               |          |             |            |          |                    |  |

Priority Guidelines

1. Urgent – Project impacts major DOC systems and carries a sense of urgency with management.
2. High – Project has a high impact on DOC systems and will result in improvements in efficiency, effectiveness, or employee morale.
3. Medium – Project will have a moderate impact on system efficiency and effectiveness.
4. Low – Project would be valuable to Department but could be delayed for higher priority issues.

# NEW MEXICO DEPARTMENT OF CORRECTIONS



**INSERT FACILITY NAME HERE**

## **QUARTERLY REPORT**

3<sup>rd</sup> Quarter

January through March 20XX

SUSANNA MARTINEZ  
GOVERNOR

GREGG MARCANTEL  
SECRETARY OF CORRECTIONS

*APPROPRIATE DIRECTOR'S NAME*  
DIRECTOR  
*APPROPRIATE DIVISION*

*APPROPRIATE WARDEN'S NAME*  
WARDEN  
*APPROPRIATE FACILITY*

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# QUARTERLY REPORT

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*INSERT CURRENT FACILITY ORGANIZATIONAL CHART*

## SECTION I: OPERATIONS

A.

### PROJECT STATUS REPORT (GOALS AND OBJECTIVES) (Wardens/Regional Managers)

Operating Unit \_\_\_\_\_

Revision Date \_\_\_\_\_

| No. | Project Title | Priority | Status | Lead Person | Target End Date | Days +/- | Contingency? Yes/No | Comments |
|-----|---------------|----------|--------|-------------|-----------------|----------|---------------------|----------|
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |
|     |               |          |        |             |                 |          |                     |          |

**B. MAJOR DEVELOPMENTS/ACCOMPLISHMENTS**

**C. PROBLEMS/PLAN OF ACTION**

**D. ACA ACCREDITATION COMPLIANCE**

Quarterly Status: \_\_\_ Quarter ( )

| ACA Standards | # Compliant | # Non-Compliant | # Not Applicable |
|---------------|-------------|-----------------|------------------|
| Mandatory     |             |                 |                  |
| Non-Mandatory |             |                 |                  |

**Listing of Non-Compliant Mandatory Standards:**

## SECTION II: SAFETY ISSUES

### A. LIFE SAFETY INSPECTION & TESTING OF EQUIPMENT

|                      | Air-Pacs<br>(SCBA) | Pipe System | Emergency<br>Exit Lighting | Fire Protective<br>Clothing |
|----------------------|--------------------|-------------|----------------------------|-----------------------------|
| Dates of Inspection  |                    |             |                            |                             |
| # of units inspected |                    |             |                            |                             |

|                      | Emergency<br>Generators | Flow<br>Tested | Fire Extinguishers<br>Hydro Tested |
|----------------------|-------------------------|----------------|------------------------------------|
| Dates of Testing     |                         |                |                                    |
| # of units inspected |                         |                |                                    |

### SYSTEMS TESTING DONE THIS QUARTER:

| Inspection Area        | Inspection Date | Performed by |
|------------------------|-----------------|--------------|
| Fire Alarm             |                 |              |
| Sprinkler System       |                 |              |
| Smoke Detection System |                 |              |
| Generator              |                 |              |
| Well Pumps             |                 |              |

### B. ANNUAL FIRE INSPECTION:

Date:

Brief statement of results:

### QUARTERLY FIRE DRILLS:

Date:

Locations:

Date of After Action Report:

Brief Statement:

### SAFETY ISSUES (continued):

**C. EMERGENCY FIRE DRILLS:**

Date:

Description:

Findings:

Corrective Measures:

**D. FULL SCALE MOBILIZATION EFD:**

Date:

Description:

Findings:

Corrective Measures:

## **SECTION III: PROGRAMS**

**A.**

### **OFFENDER PROGRAMS** (Narrative)

## SECTION IV: PERSONNEL

### A. ASSESSMENT OF STAFF MORALE

### B. STAFF GRIEVANCES FILED

| Qtr | 1 | 2 | 3 | 4 | Total |
|-----|---|---|---|---|-------|
|     |   |   |   |   |       |

### C. STAFF TRAINING

| FY 02-03  | 1 <sup>st</sup><br>Quarter | 2 <sup>nd</sup><br>Quarter | 3 <sup>rd</sup><br>Quarter | 4 <sup>th</sup><br>Quarter | YTD |
|---|----------------------------|----------------------------|----------------------------|----------------------------|-----|
| II. Participant Source Distribution<br>NMCD Personnel<br>Outside Agency<br>Personnel  |                            |                            |                            |                            |     |
| II. Participant Gender Distribution<br>Female<br>Male   |                            |                            |                            |                            |     |
| II. Participant Ethnic Distribution<br>Caucasian Non-Hispanic<br>Hispanic/Spanish/Latin<br>African American<br>Asian American<br>Native American<br>Other |                            |                            |                            |                            |     |
| II. Participant Job Assignment<br>Distribution<br>Administration<br>Case Management   |                            |                            |                            |                            |     |



|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Clerical Support<br>Clinical Services<br>Correctional Industries<br>Custody Control<br>Food Service<br>Physical Plant<br>Programs<br>Parole/Community |  |  |  |  |  |
| II. Total Staff Trained   |  |  |  |  |  |
| II. Total Staff Training Hours  |  |  |  |  |  |

**D.**

**STAFF VACANCY REPORT**  
 (Staff who work directly with offenders)

| MONTH     | # OF AUTHORIZED FTE'S | # OF STAFF VACANCIES AND POSITION NUMBERS | % OF STAFF VACANCIES |
|-----------|-----------------------|---|----------------------|
| JULY      |                       |   |                      |
| AUGUST    |                       |   |                      |
| SEPTEMBER |                       |   |                      |
| OCTOBER   |                       |   |                      |
| NOVEMBER  |                       |   |                      |
| DECEMBER  |                       |   |                      |
| JANUARY   |                       |   |                      |
| FEBRUARY  |                       |   |                      |
| MARCH     |                       |   |                      |
| APRIL     |                       |   |                      |
| MAY       |                       |   |                      |
| JUNE      |                       |   |                      |

**E.**

**CERT MEMBER REPORT**

|                          | 1 <sup>ST</sup> QUARTER | 2 <sup>ND</sup> QUARTER | 3 <sup>RD</sup> QUARTER | 4 <sup>TH</sup> QUARTER |
|--------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| # OF ACTIVE CERT MEMBERS |                         |                         |                         |                         |

## SECTION V: POPULATION DATA

### A. POPULATION DATA

| QUARTER | 1 <sup>st</sup> | 2 <sup>nd</sup> | 3 <sup>rd</sup> | 4th | YTD |
|---------|-----------------|-----------------|-----------------|-----|-----|
|---------|-----------------|-----------------|-----------------|-----|-----|

#### POPULATION FIGURES BY SCORED CUSTODY LEVEL (AVERAGE)

| Restrictive Housing           | % |  |  |  |  |
|-------------------------------|---|--|--|--|--|
| Predatory Behavior Management | % |  |  |  |  |
| Special Management            | % |  |  |  |  |
| Level IV                      | % |  |  |  |  |
| Level III                     | % |  |  |  |  |
| Level II                      | % |  |  |  |  |
| Level I                       | % |  |  |  |  |

#### POPULATION FIGURES BY ETHNICITY

| Black           | % |  |  |  |  |
|-----------------|---|--|--|--|--|
| White           | % |  |  |  |  |
| Hispanic        | % |  |  |  |  |
| Native American | % |  |  |  |  |
| Asian           | % |  |  |  |  |
| Unknown         | % |  |  |  |  |
|                 |   |  |  |  |  |

#### GANG MEMBERS BY ETHNICITY (% OF TOTAL OFFENDER POPULATION)

| Black (% of Gang Members) | % |  |  |  |  |
|---------------------------|---|--|--|--|--|
| White                     | % |  |  |  |  |
| Hispanic                  | % |  |  |  |  |
| Native American           | % |  |  |  |  |
| Asian                     | % |  |  |  |  |
| Unknown                   | % |  |  |  |  |
|                           |   |  |  |  |  |

**B.**

**ASSESSMENT OF OFFENDER MORALE**

**C.**

**CRITICAL INCIDENTS**

| INCIDENT TYPE                                  | FIRST QUARTER | SECOND QUARTER | THIRD QUARTER | FOURTH QUARTER | YTD |
|--|---------------|----------------|---------------|----------------|-----|
| Offender Assault on Staff                      |               |                |               |                |     |
| Offender Assault on Offender                   |               |                |               |                |     |
| Escapes *                                      |               |                |               |                |     |
| Incidents of Dangerous Contraband              |               |                |               |                |     |
| Incidents of Contraband, Drugs & Paraphernalia |               |                |               |                |     |
| Incidents of Offender Group Disturbances*      |               |                |               |                |     |
| Sexual Assaults                                |               |                |               |                |     |
| Use of Force *                                 |               |                |               |                |     |
| Offender Deaths                                |               |                |               |                |     |
| <b>Totals</b>                                  |               |                |               |                |     |

\*Explanation Required

**D.**

**OFFENDER GRIEVANCES STEP 1  
(Grievance Officer)**

| SUBJECT          | FIRST QUARTER TOTALS | SECOND QUARTER TOTALS | THIRD QUARTER TOTALS | FOURTH QUARTER TOTALS | YEAR TO DATE TOTALS |
|------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|
| Account          |                      |                       |                      |                       |                     |
| Appeals          |                      |                       |                      |                       |                     |
| Canteen          |                      |                       |                      |                       |                     |
| Case Management  |                      |                       |                      |                       |                     |
| Earned Good Time |                      |                       |                      |                       |                     |
| Education        |                      |                       |                      |                       |                     |
| Food Service     |                      |                       |                      |                       |                     |
| Hobby Shop       |                      |                       |                      |                       |                     |
| Indigent         |                      |                       |                      |                       |                     |
| Inmate Pay       |                      |                       |                      |                       |                     |
| Laundry          |                      |                       |                      |                       |                     |

|                        |  |  |  |  |  |
|------------------------|--|--|--|--|--|
| Legal Assistance       |  |  |  |  |  |
| Mail Room              |  |  |  |  |  |
| Living Conditions      |  |  |  |  |  |
| Medical                |  |  |  |  |  |
| Money Orders           |  |  |  |  |  |
| Moves                  |  |  |  |  |  |
| Phone Calls            |  |  |  |  |  |
| Property               |  |  |  |  |  |
| Publications           |  |  |  |  |  |
| Recreation             |  |  |  |  |  |
| Religion               |  |  |  |  |  |
| Staff Conduct          |  |  |  |  |  |
| Urine Analysis         |  |  |  |  |  |
| Unit / Cells(searches) |  |  |  |  |  |
| Visitation             |  |  |  |  |  |
| Other                  |  |  |  |  |  |
| <b>Totals</b>          |  |  |  |  |  |

**D. (CON'T)**

**OFFENDER GRIEVANCES STEP 2  
(Warden)**

| SUBJECT                | FIRST QUARTER TOTALS | SECOND QUARTER TOTALS | THIRD QUARTER TOTALS | FOURTH QUARTER TOTALS | YEAR TO DATE TOTALS |
|------------------------|----------------------|-----------------------|----------------------|-----------------------|---------------------|
| Account                |                      |                       |                      |                       |                     |
| Appeals                |                      |                       |                      |                       |                     |
| Canteen                |                      |                       |                      |                       |                     |
| Case Management        |                      |                       |                      |                       |                     |
| Earned Good Time       |                      |                       |                      |                       |                     |
| Education              |                      |                       |                      |                       |                     |
| Food Service           |                      |                       |                      |                       |                     |
| Hobby Shop             |                      |                       |                      |                       |                     |
| Indigent               |                      |                       |                      |                       |                     |
| Inmate Pay             |                      |                       |                      |                       |                     |
| Laundry                |                      |                       |                      |                       |                     |
| Legal Assistance       |                      |                       |                      |                       |                     |
| Mail Room              |                      |                       |                      |                       |                     |
| Living Conditions      |                      |                       |                      |                       |                     |
| Medical                |                      |                       |                      |                       |                     |
| Money Orders           |                      |                       |                      |                       |                     |
| Moves                  |                      |                       |                      |                       |                     |
| Phone Calls            |                      |                       |                      |                       |                     |
| Property               |                      |                       |                      |                       |                     |
| Publications           |                      |                       |                      |                       |                     |
| Recreation             |                      |                       |                      |                       |                     |
| Religion               |                      |                       |                      |                       |                     |
| Staff Conduct          |                      |                       |                      |                       |                     |
| Urine Analysis         |                      |                       |                      |                       |                     |
| Unit / Cells(searches) |                      |                       |                      |                       |                     |
| Visitation             |                      |                       |                      |                       |                     |
| Other                  |                      |                       |                      |                       |                     |
| <b>Totals</b>          |                      |                       |                      |                       |                     |





**APPEALS STEP 1  
(Appeals Officer)**

| SUBJECT                       | FIRST<br>QUARTER<br>TOTALS | SECOND<br>QUARTER<br>TOTALS | THIRD<br>QUARTER<br>TOTALS | FOURTH<br>QUARTER<br>TOTALS | YEAR TO<br>DATE<br>TOTALS |
|-------------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|---------------------------|
| Classification                |                            |                             |                            |                             |                           |
| Earned Good Time              |                            |                             |                            |                             |                           |
| Job Assignment                |                            |                             |                            |                             |                           |
| Administrative<br>Segregation |                            |                             |                            |                             |                           |

**APPEALS STEP 2  
(Warden)**

| <u>SUBJECT</u>                | <u>FIRST<br/>QUARTER<br/>TOTALS</u> | <u>SECOND<br/>QUARTER<br/>TOTALS</u> | <u>THIRD<br/>QUARTER<br/>TOTALS</u> | <u>FOURTH<br/>QUARTER<br/>TOTALS</u> | <u>YEAR TO<br/>DATE<br/>TOTALS</u> |
|-------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|
| Classification                |                                     |                                      |                                     |                                      |                                    |
| Earned Good Time              |                                     |                                      |                                     |                                      |                                    |
| Job Assignment                |                                     |                                      |                                     |                                      |                                    |
| Administrative<br>Segregation |                                     |                                      |                                     |                                      |                                    |

## CHARGES/CONVICTIONS

|                            |
|----------------------------|
| <b>CURRENT FISCAL YEAR</b> |
|----------------------------|

| QUARTERS                              | MINOR REPORTS |             |                                   | MAJOR REPORTS |             |                                   |
|---------------------------------------|---------------|-------------|-----------------------------------|---------------|-------------|-----------------------------------|
|                                       | CHARGES       | CONVICTIONS | % OF<br>CONVICTIONS<br>TO CHARGES | CHARGES       | CONVICTIONS | % OF<br>CONVICTIONS<br>TO CHARGES |
| 1 <sup>st</sup> Quarter (Jul-Sept.)   |               |             |                                   |               |             |                                   |
| 2 <sup>nd</sup> Quarter (Oct. –Dec.)  |               |             |                                   |               |             |                                   |
| 3 <sup>rd</sup> Quarter (Jan. – Mar.) |               |             |                                   |               |             |                                   |
| Fourth Quarter (April – June )        |               |             |                                   |               |             |                                   |
| YEAR-TO-DATE TOTALS                   |               |             |                                   |               |             |                                   |

## PERFORMANCE MEASURES

|                                       | 1 <sup>st</sup> Quarter | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter | YTD Totals |
|---------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|------------|
| <b>SEARCHES</b>                       |                         |                         |                         |                         |            |
| # of Cell Searches                    |                         |                         |                         |                         |            |
| # of Common Area Searches             |                         |                         |                         |                         |            |
| # of Nuisance Contraband Items Found  |                         |                         |                         |                         |            |
| # of Dangerous Contraband Items Found |                         |                         |                         |                         |            |
| <b>OFFENDER DRUG TESTS</b>            |                         |                         |                         |                         |            |
| # of Urinalysis Tests Given           |                         |                         |                         |                         |            |
| % of UA Tests with Positive Results   |                         |                         |                         |                         |            |
| % of UA Refusals                      |                         |                         |                         |                         |            |
| <b>EMERGENCY FIRE DRILLS</b>          |                         |                         |                         |                         |            |
| # of EFD conducted                    |                         |                         |                         |                         |            |
| <b>OFFENDER GRIEVANCES</b>            |                         |                         |                         |                         |            |
| Step 1                                |                         |                         |                         |                         |            |
| Step 2                                |                         |                         |                         |                         |            |
| <b>OFFENDER APPEALS</b>               |                         |                         |                         |                         |            |
| Step 1                                |                         |                         |                         |                         |            |
| Step 2                                |                         |                         |                         |                         |            |

**PERFORMANCE MEASURES QUARTERLY REPORT  
EDUCATION**

FACILITY \_\_\_\_\_

Prepared By \_\_\_\_\_

Date \_\_\_\_\_

| <b>PERFORMANCE MEASURES</b>   | <b>1<sup>st</sup> Qtr</b> | <b>2<sup>nd</sup> Qtr</b> | <b>3<sup>rd</sup> Qtr</b> | <b>4<sup>th</sup> Qtr</b> | <b>YTD Totals</b> |
|---|---------------------------|---------------------------|---------------------------|---------------------------|-------------------|
| # Of Academic enrollments- Definition:<br>Number of new offender admissions for the various academic course offerings.                                  |                           |                           |                           |                           |                   |
| # of Vocational enrollments – Definition:<br>Number of new offender admissions for the various vocational education offerings                           |                           |                           |                           |                           |                   |
| Total Education Enrollments- Definitions:<br>The number of new offender admissions for academic and vocational and course offerings                     |                           |                           |                           |                           |                   |
| # of GED Certificates – Definition: The number of offender receiving their GED certificate  |                           |                           |                           |                           |                   |
| # of Vocational Certificates- Definition:<br>Number of offenders completing an entire vocational program  |                           |                           |                           |                           |                   |
| # of Library Offender Contacts – Definition:<br>The number of user visits to the facility library plus the number of requests from users in Segregation |                           |                           |                           |                           |                   |
| # Of Library Hours Open to Offenders- Definition: The total number of hours that the library is open and available for offender usage.                  |                           |                           |                           |                           |                   |
| # of Library Books Checked Out- Definition:<br>The number of books checked out by offender plus those delivered by request to Segregation               |                           |                           |                           |                           |                   |
| # Of Interlibrary Loans – Definition: The number of offender requests for materials not owned by the facility.  |                           |                           |                           |                           |                   |

**D.**

**VOLUNTEERS**

**FACILITY** \_\_\_\_\_

| Information Needed for Programs Held                                       | 1 <sup>st</sup> Qtr | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr | YTD |
|--|---------------------|---------------------|---------------------|---------------------|-----|
| 1. Total Number of formal religious services                               |                     |                     |                     |                     |     |
| 2. Total number of other religious programs<br>a. Total number of Seminars |                     |                     |                     |                     |     |
| 3. Total number of non-religious programs                                  |                     |                     |                     |                     |     |
| 4. Number of offender participations<br>a. Number of Offenders served      |                     |                     |                     |                     |     |
| 5. Number of Volunteers<br>a. Number of Volunteer hours served             |                     |                     |                     |                     |     |
| 6. Number of emergency notifications                                       |                     |                     |                     |                     |     |

Instructions:

1. Protestant/Catholic church services, Jewish services, Islamic Juma, Native American sweat lodges, etc.
2. Kairos, Prison Fellowship, freedom Fellowship, regularly scheduled faith group programs (do not count seminars/yard events)
3. AA, clerical, CWEP, tutors, GED proctors, crafts, speakers, etc.
4. Count each offender participant as one in each program each time.
  - a. Count each offender one time only for a final count of how many individuals participated. (Does not matter if total attendance in programs was one or twenty times)
5. Count each volunteer one time per month only, no matter how many times they participated.
  - a. Count hours served cumulatively for each month so year end total is correct.
6. Chaplain: Hours served
7. Count only notifications made by chaplain

## PERFORMANCE MEASURES QUARTERLY REPORT TRANSPORTATION

FACILITY \_\_\_\_\_

Data Provided By: \_\_\_\_\_

Date: \_\_\_\_\_

| <b>SCHEDULED TRANSPORTS</b> | <b>1<sup>st</sup> Qtr</b> | <b>2<sup>nd</sup> Qtr</b> | <b>3<sup>rd</sup> Qtr</b> | <b>4<sup>th</sup> Qtr</b> | <b>YTD</b> |
|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|------------|
| # of offenders transported  |                           |                           |                           |                           |            |
| # of miles                  |                           |                           |                           |                           |            |
| # of total staff hours      |                           |                           |                           |                           |            |
| # of scheduled transports   |                           |                           |                           |                           |            |

| <b>EMERGENCY TRANSPORTS</b> | <b>1<sup>st</sup> Qtr</b> | <b>2<sup>nd</sup> Qtr</b> | <b>3<sup>rd</sup> Qtr</b> | <b>4<sup>th</sup> Qtr</b> | <b>YTD</b> |
|-----------------------------|---------------------------|---------------------------|---------------------------|---------------------------|------------|
| # of offenders transported  |                           |                           |                           |                           |            |
| # of miles                  |                           |                           |                           |                           |            |
| # of total staff hours      |                           |                           |                           |                           |            |
| # of scheduled transports   |                           |                           |                           |                           |            |

| <b>UNSCHEDULED TRANSPORTS</b> | <b>1<sup>st</sup> Qtr</b> | <b>2<sup>nd</sup> Qtr</b> | <b>3<sup>rd</sup> Qtr</b> | <b>4<sup>th</sup> Qtr</b> | <b>YTD</b> |
|-------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|------------|
| # of offenders transported    |                           |                           |                           |                           |            |
| # of miles                    |                           |                           |                           |                           |            |
| # of total staff hours        |                           |                           |                           |                           |            |
| # of scheduled transports     |                           |                           |                           |                           |            |

**F. PERFORMANCE MEASURES QUARTERLY REPORT**

FACILITY \_\_\_\_\_

Date: \_\_\_\_\_

| <b>PERFORMANCE MEASURES</b>   | <b>1<sup>st</sup> Qtr</b> | <b>2<sup>nd</sup> Qtr</b> | <b>3<sup>rd</sup> Qtr</b> | <b>4<sup>th</sup> Qtr</b> | <b>YTD</b> |
|---|---------------------------|---------------------------|---------------------------|---------------------------|------------|
| 1. Number of offenders who participate in programs that are structured, implemented, supervised and coordinated by Recreational Program staff. (to include hair activities) |                           |                           |                           |                           |            |
| 2. Number of structured programs offered at the facility; programs facilitated coordinated by Recreations Program staff.  |                           |                           |                           |                           |            |
| 3. Number of injuries to offenders as a result of Recreational Program activities.  |                           |                           |                           |                           |            |
| 4. Number of Disciplinary reports written by Recreational Program staff for altercations occurring in the recreational area.  |                           |                           |                           |                           |            |

## INMATE ASSIGNMENTS PERFORMANCE MEASURES

|   | 1 <sup>st</sup> Qtr | 2 <sup>nd</sup> Qtr | 3 <sup>rd</sup> Qtr | 4 <sup>th</sup> Qtr | YTD |
|---|---------------------|---------------------|---------------------|---------------------|-----|
| Full time work only (25+)               |                     |                     |                     |                     |     |
| Full time education only (20+)          |                     |                     |                     |                     |     |
| Combo Work / Education (25+)            |                     |                     |                     |                     |     |
| Work Release                            |                     |                     |                     |                     |     |
| Part time work only (less than 25)      |                     |                     |                     |                     |     |
| Part time education only (less than 20) |                     |                     |                     |                     |     |
| Combo Work/Education (less than 25)     |                     |                     |                     |                     |     |
| No assignment                           |                     |                     |                     |                     |     |



## TOURS

| <b>DATE OF TOUR</b> | <b>GROUP NAME</b> | <b>NUMBE IN<br/>TOUR<br/>GROUP</b> | <b>AREAS VISITED</b> |
|---------------------|-------------------|------------------------------------|----------------------|
|                     |                   |                                    |                      |
|                     |                   |                                    |                      |
|                     |                   |                                    |                      |
|                     |                   |                                    |                      |
|                     |                   |                                    |                      |
|                     |                   |                                    |                      |
|                     |                   |                                    |                      |

**SECTION VII: BUDGET REPORT**

***INSERT QUARTERLY BUDGET REPORT***