

 <b>CD-040300</b>	<b>NEW MEXICO CORRECTIONS DEPARTMENT</b>	<b>ISSUE DATE: 09/30/91</b> <b>EFFECTIVE DATE: 09/30/91</b> <b>REVIEW/REVISED: 06/24/09</b>
	<b>TITLE: Inmate Population Movement/Accounting</b>	

**AUTHORITY:**

Policy *CD-010100*

**REFERENCE:**

ACA Standards 4-4103 and 4-4104, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.

**PURPOSE:**

To ensure that all Corrections Department institutions maintain a daily report of inmate population and movement.

**APPLICABILITY:**

All New Mexico Corrections Department Control Center officers, accountability staff and other employees whose duties involve the admission, transfer or release of inmates.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. Accountability Staff: Corrections Department employees assigned to prepare the inmate count sheets.
- B. Away From Facility Count: The number of inmates who are temporarily away from a facility by administrative decisions, usually for a short period of time, and who will usually be returning, i.e., furloughs and hospital stays. This does not include the out-to-court count.

- C. General Population Count: The number of inmates who are physically present at a facility and who are housed in general population cells/beds.
- D. Inmates In-Transit Count: The number of inmates who have been transferred from one NMCD facility or contract facility to another and who have been deducted from the sending facility's Total Count, but who have not yet reached their destination in order to be counted by the receiving facility.
- E. Inmates on Bunks Count: The number of inmates who are assigned to bunks in housing unit day rooms.
- F. Out-to-Court Count: The number of inmates who have been picked up by law-enforcement officials or transported by NMCD correctional officers and transported to a court hearing based on a court order and who are expected to eventually return to a NMCD facility.
- G. Resident Count: The number of inmates who are physically present at a facility. The Resident Count is made up of the General Population Count and the Special Management Unit Count.
- H. Special Management Unit Count: The number of inmates who are physically present at a facility, but who are housed in designated special management units; i.e., Disciplinary Segregation, Administrative Segregation, interim Level VI, Level V and Level IV, the Mental Health Treatment Center, etc.
- I. Total Away Count: The total of the Away from Facility Count and the Out-to-Court Count.
- J. Total Count: All inmates committed to NMCD facilities whether physically present or away.

**POLICIES:**

- A. All institutions and the Criminal Management Information Systems (CMIS) will maintain a current and accurate count of all inmates assigned to each institution and to the Department.
- B. On a daily basis, each institution will maintain a master index of all inmates assigned. Their names, numbers and housing assignments will be kept current and up-to-date. This information will be maintained and updated into the CMIS. [4-4103]

- C. Each institution will maintain a movement sheet that details the number and type of admissions and releases each day. These daily reports will provide an accurate accounting of the movement, whereabouts and status of all inmates assigned to that institution. This information will be maintained and updated into the CMIS. **[4-4104]**
- D. Each institution will be responsible for developing procedures for maintaining daily movement sheets, including reporting assignments and how the sheets are to be completed.
- E. The daily count will be sent via facsimile machine to MISB as provided in the procedures.



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Joe R. Williams, Secretary of Corrections  
New Mexico Corrections Department

06/24/09  
Date

 <b>CD-040301</b>	<b>NEW MEXICO CORRECTIONS DEPARTMENT</b>	<b>ISSUE DATE: 09/30/91</b> <b>EFFECTIVE DATE: 09/30/91</b> <b>REVIEW/REVISED: 06/24/09</b>
	<b>TITLE: Inmate Population Movement/Accounting</b>	

**AUTHORITY:**

Policy *CD-040300*

**PROCEDURES:**

- A. Each institution will prepare and maintain a master index of all inmates assigned by the Department to that facility. **[4-4103]**
- B. Each institution will maintain an official daily movement sheet (change sheet), recording each instance where an inmate is outside the institution. All admissions, releases, discharges and paroles will be recorded. **[4-4104]**
- C. Each institution shall report their general population count, special management unit count, resident count, away-from-facility count, out-to-court count, total away count, inmates on-bunks count, inmates in-transit count and total count.
- D. Every morning before 10:00 a.m., Monday through Friday, except holidays and weekends, each institution will send a report of all inmates assigned to that institution, by facsimile transmitter to the Management Information Systems Bureau (MISB). Each morning's count shall represent a "snapshot" of each institution's last count for the previous day. Counts for weekends and holidays shall be submitted to the MISB on the next work day following the weekend or holiday. A separate count sheet for each day of the week must be submitted, including holidays and weekends. If counts are expected to be delayed, institutional staff must inform the Director of the Adult Prisons Division or a designee.
- E. The MISB Operations Manager or a designee will ensure that the Daily Count Logs (Parts 1 and 2) are balanced correctly. If Part 2 of the Daily Count Log does not balance with Part 1, MISB Data Control Clerk will telefax back both daily count sheets to the appropriate institution and wait for the corrected balances before entering the data into the automated system. All discrepancies will be noted and action taken, as quickly as possible, to balance the physical count with the automated count.

- F. The MISB Systems and Programming Manager or a designee will ensure that this information is entered into and reconciled with the automated Inmate Information System (IIS) by 2:00 p.m. of the same working day.
- G. The Records Bureau Chief is responsible for informing the MISB of any changes to the daily count procedures or facility design capacity changes. MISB is responsible for analyzing and updating all programs, forms and spreadsheets that are integral parts of the entire count process.
- H. Each institution shall be able to provide written documentation to support the daily reports. Usually, this will consist of the Daily Inmate Movement Sheet(s), Change Sheet(s) or Transfer Report(s) for the week.
- I. The MISB Systems and Programming Manager is responsible for ensuring that the Secretary's Office has a complete accounting of all inmates in the system on a daily basis upon request. This information will be provided in the form of an automated report, verified with daily institutional counts.
- J. The Records Bureau Chief is responsible for revising and updating all necessary forms and for monitoring the entire count process.



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Joe R. Williams, Secretary of Corrections  
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