

 <b>CD-040700</b>	<b>NEW MEXICO CORRECTIONS DEPARTMENT</b>	<b>ISSUE DATE: 12/16/91</b> <b>EFFECTIVE DATE: 03/13/92</b> <b>REVIEW/REVISED: 03/25/09</b>
	<b>TITLE: Inmate Records, Intrastate Transfer</b>	

**AUTHORITY:**

Policy *CD-010100*

**REFERENCE:**

- A. ACA Standard 2-CO-1E-04, *Manual of Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standard 4-4096 and 4-4104, *Manual of Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.

**PURPOSE:**

To establish a system which enables quick location of all inmates and maintenance of an accurate record of all inmate movement into, within and outside of an institution.

**APPLICABILITY:**

The Facility Records staff and/or other employees of the Adult Prison's Division of the New Mexico Corrections Department whose duties involve admission, transfer or release of inmates.

**FORMS:**

**File Transfer Receipt** Form (*CD-040701.1*)

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. *Inmate Record*: A complete inmate file will contain, at a minimum, the judgment and sentence or commitment order, an admissions summary, a photograph, the receipt for state prisoner, a description of the inmate, and a current Good Time Figuring Sheet, a Pre-Sentence Report, NCIC and/or FBI Rap Sheet, STG file, Mental Health, Medical and Education file. This information must be updated into the Criminal Management Information System.

- B. *Intrastate*: Within the State of New Mexico between institutions that are part of the New Mexico Corrections Department.

**POLICY:**

The Reception and Diagnostic Center will be responsible for all transfers of inmates from one institution to another institution within the State.

- A. No inmate will be transferred intrastate without a complete Inmate Record and the Criminal Management Information System. The inmate file will be stored in the Institution's Inmate Records Department if the institution receives an inmate after office hours, on weekends or on holidays.
- B. All institutions will insure that each record file room is accessible to key employees on a twenty-four hour basis.
- C. Each institution will be responsible for developing internal procedures consistent with this policy.
- D. Updated case files or a summary for any inmate shall be transferred from one institution to another simultaneously. Summaries, originals, or copies of the health record shall accompany the inmate to the facility to which he/she is transferred. All case files shall be transferred within seventy-two (72) hours. [2-CO-1E-04] [4-4096]
- E. Each institution shall maintain a daily report on inmate population movement. [4-4104]



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

03/25/09

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	<b>TITLE: Intrastate Transfer of Inmate Records</b>	

**AUTHORITY:**

Policy *CD-040700*

**PROCEDURE:**

**A. Institutional Responsibilities:**

1. The Classification Bureau Chief will notify the sending facility of the intent to transfer an inmate one working day before the transfer is to take place (unless an emergency) and will request that the Inmate Record be prepared for the transfer from the holding institution.
2. The Facility Records Staff & Classification Staff will collect and verify the completeness of information in the Inmate Record, including parole certificate, revocation papers, misconduct reports and all filing. Good time will be updated prior to the transfer to include the updated information in the Criminal Management Information System.
3. The Facility Records Coordinator will prepare the Dress Out and/or any release forms.
4. The Facility Records Coordinator will prepare in triplicate (3) the **File Transfer Receipt Form (CD-040701.1)** and sign all three copies. After the RDC Transport Officer signs all three copies the Facility Records Coordinator will keep one copy, the second and third copy will be given to the RDC Transport Officer. The RDC Transport Officer will keep a copy of RDC Transport and the third copy will go to the Facility Records Coordinator where inmate is being transferred to.
5. If an inmate is within 30 days of release, the Records Manager shall notify the Central Office Classification Bureau so that the transport will be cancelled.

**B. RDC Transportation Officer's Responsibilities:**

1. The RDC Transportation Officer, when picking up the inmate at the sending institution, will secure the complete Inmate Record, all pertinent information and any release forms from the sending institution.

2. The RDC Transportation Officer will clear the inmate through the Chief of Security or Warden of the sending institution.
3. The RDC Transportation Officer will transport the inmate, complete Inmate Record and all pertinent information and forms to the receiving institution.
4. The Warden or a designee of the receiving institution will sign the transfer form and keep one copy.



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