

 <p><b>CD-041000</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 10/06/04	<b>REVIEW/REVISED:</b> 03/05/15
	<b>EFFECTIVE DATE:</b> 10/06/04	
<b>TITLE: Inmate Orientation</b>		

**AUTHORITY:**

Policy *CD-010100*

**REFERENCES:**

- A. ACA Standards 2-CO-3C-01, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standard 4-4228, 4-4281-1, 4-4285, 4-4287, 4-4288, 4-4290, 4-4292, 4-4344 and 4-4499, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- C. ACA Standard 2-CI-1A-1, 2-CI-2B-1, 2-CI-3A-1, 2-CI-4A-5, 2-CI-4A-9 and 2-CI-5A-7, *Standards for Correctional Industries*, 2<sup>nd</sup> Edition.

**PURPOSE:**

To establish inmate orientation criteria for all Correctional Facilities.

**APPLICABILITY:**

All Corrections Department staff.

**FORMS:**

**Orientation Verification** form (*CD-041001.1*)

**ATTACHMENTS:**

**Quick Reference Guide** (*Example*) Attachment (*CD-041001.A*)

**DEFINITIONS:**

- A. RDC: Reception and Diagnostic Center.
- B. RDC Programming: An inmate's participation in the RDC process to include any RDC related activities (i.e. Intake Admission Process, Initial Reception, and Orientation and Initial RDC Classification).

**POLICY:**

It is the policy and practice of the New Mexico Corrections Department and facilities contracted to the New Mexico Corrections Department that all inmates receive a general orientation at the Reception and Diagnostic Center during initial intake and specific orientation after transfer to any facility.

- A. All new intakes shall receive written orientation materials and/or translations in their own language. When a literacy problem exists, a staff member assists the inmate in understanding the material. The information is communicated orally and in writing, in a language clearly understood by the offender, upon arrival at the facility. Completion of orientation is documented on the **Orientation Verification** form (*CD-041001.1*) signed and dated by the inmate. [4-4228] [4-4285] [4-4288]
- B. There shall be a program for inmates during the reception period. Except in unusual circumstances, an inmate's initial reception and orientation shall be completed within thirty (30) calendar days after admission. Inmates transferred from one institution to another shall receive an orientation that is conducive to the new institution and completed within one (1) week of admission to the new institution. [4-4287] [4-4290]
- C. All orientation procedures and handouts will have been reviewed and approved by the Adult Prisons Division prior to implementation.
- D. During orientation all inmates shall be provided information addressing the following areas: [2-CO-3C-01] [2-CI-2B-1] [2-CI-4A-9] [2-CI-5A-7]
- Access to courts,
  - Access to counsel,
  - Access to law library,
  - Access to programs and services,
  - Access to media,
  - Procedures that reasonably ensure the safety and well-being of offenders, and
  - Procedures for searches (summary of expected inmate compliance only),

- Procedures for disciplinary actions,
  - Grievance procedures,
  - Freedom from racial, ethnic, gender, and religious discrimination
  - Inmate property and contraband policy,
  - Corrections Industries.
- E. During orientation all inmates shall be provided information about sexual abuse or assault including: **[4-4281-1]**
- Prevention and intervention,
  - Self-protection,
  - Reporting sexual abuse or assault, and
  - Treatment and counseling.
- F. The policies governing the control of personal property and funds belonging to inmates shall be reviewed and updated annually and made available to inmates upon admission and when updated. **[4-4292]**
- G. Upon arrival at the facility, all offenders are informed about how to access health services and the grievance system. This information shall be communicated orally and in writing, and is conveyed in a language that is easily understood by the offender. **[4-4344]**
- H. Written information regarding procedures governing visitation shall be made available to the inmate within twenty-four (24) hours after arrival at the facility. At a minimum, the information will include, but not be limited to, the following: **[4-4499]**
- Facility address and phone number, directions to the facility, and information about local transportation,
  - Days and hours of visitation,
  - Approved dress code and identification requirements for visitors,
  - Items authorized in visiting room,
  - Special rules for children,
  - Authorized items that visitor may bring to give to the offender (e.g. funds, pictures, and so forth),
  - Special visits (e.g. family emergencies).

- I. Health and safety rules are established and distributed to all inmates assigned to industries. **[2-CI-1A-1]**
  
- J. Inmates assigned to industries shall also receive orientation on employment conditions, including safety and operating instructions for equipment, hours of work, the pay plan, special rules, and personnel policies affecting the inmate worker. The orientation shall be documented. **[2-CI-3A-1]**
  
- K. There shall be a linkage, such as interdepartmental and interdisciplinary cooperation, among institutional academic education, vocational training programs, and Corrections Industries operations. **[2-CI-4A-5]**



---

Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/05/15  
Date

 <p><b>CD-041001</b></p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 10/06/04	<b>REVIEW/REVISED:</b> 03/05/15
	<b>EFFECTIVE DATE:</b> 10/06/04	
<b>TITLE: Inmate Orientation</b>		

**AUTHORITY:**

Policy *CD-041000*

**PROCEDURES:** [4-4287] [2-CO-3C-01]

**A. Initial Orientation:** [4-4285]

Upon commitment to the New Mexico Corrections Department, inmates are assigned to the Reception and Diagnostic Center (RDC), located at Los Lunas (CNMCF) for convicted male offenders and located at Grants (NMWCF) for convicted female offenders. Commitments include new intakes, 60-day diagnostic, probation/parole violators, escapees, transfers from out-of state, and for safe keeping of County Jail inmates. Upon arrival at the appropriate RDC location each inmate shall be given an Inmate Handbook which shall include a list of services, list of available policies, and general description of and instructions for access to all of the following: [2-CI-2B-1] [2-CI-5A-7] [4-4228] [4-4281-1]

- Departmental and RDC Rules and Regulation,
- Grievances, Emergency Grievances, and Appeals,
- Education and Vocational Programs and Legal Access,
- Inmate Employment,
- Classification and Custody Levels,
- Good Time Criteria for Earning or Forfeiture,
- Lump Sum Awards,
- Visitation,
- Correspondence,
- Use of Telephones, Telephone Monitoring, and Attorney Phone Calls,
- Religious Services,
- Disciplinary Chargeable Offenses and Sanctions,
- Medical and Behavioral Health Services,
- Canteen and Inmate Accounts,
- Laundry Services,
- Food Service,

- Recreation, Hobby Shop, and Library,
- Personal Hygiene Requirements,
- Legal Services,
- Security, Searches, Inmate Accountability and Escapes (Summary of expected inmate compliance only),
- Inmate Leaves (Furloughs),
- Inmate Property and Contraband Policies, and
- Sexual Abuse and/or Assault.

RDC shall develop and issue each inmate a **Quick Reference Guide (Example)** attachment (*CD-041001.A*) specific to RDC.

Inmates will receive written materials and/or translations in their own language. When available, verbal translators may substitute for written translations. When a literacy problem exists, a staff member will assist the inmate with understanding the material. Completion of the orientation process will be documented and maintained on the **Orientation Verification** form (*CD-041001.1*). **[4-4344]**

Inmates may be assisted with notifying their next of kin and families of their admission, if necessary. **[4-4285]**

All initial RDC orientations shall be completed within four (4) weeks of admission.

**B. Facility Specific Orientation: [4-4290]**

Within seven (7) days of admission to a facility other than RDC, inmates will receive Facility Specific Orientation. Each inmate shall be provided an orientation and given an Inmate Handbook which will include a list of services, list of available policies, and a specific description of and instructions for access to all of the following: **[2-CI-2B-1] [2-CI-4A-9] [2-CI-5A-7] [4-4228] [4-4281-1]**

- Departmental/ Facility Rules and Regulation,
- Grievances, Emergency Grievances and Appeals,
- Education, Vocational Programs, and Legal Access,
- Inmate Employment,
- Classification and Custody Levels,
- Good Time Criteria for Earning or Forfeiture,
- Lump Sum Awards,
- Visitation,

- Correspondence,
- Use of Telephones, Telephone Monitoring, and Attorney Phone Calls,
- Religious Services,
- Disciplinary Chargeable Offenses and Sanctions,
- Medical and Behavioral Health Services,
- Canteen and Inmate Accounts,
- Laundry Services,
- Food Service,
- Recreation, Hobby Shop, and Library,
- Personal Hygiene Requirements,
- Legal Services,
- Security, Searches, Inmate Accountability, and Escapes (summary of expected inmate compliance only),
- Inmate Leaves (Furloughs),
- Inmate Property and Contraband Policies,
- Corrections Industries,
- Sexual Abuse and/or Assault.

Each facility shall develop and issue each inmate a Quick Reference Guide attachment (*CD-041001.A*) specific to that facility.

Inmates will receive written materials and/or translations in their own language. When available, verbal translators may substitute for written translations. When a literacy problem exists, a staff member will assist the inmate with understanding the material. Completion of the orientation process will be documented and maintained on the **Orientation Verification** form (*CD-041001.1*). [4-4344] [4-4288]

All institutional specific orientations shall be completed within the first week of admission to that facility.

**C. Corrections Industries Orientation:**

1. Health and safety rules shall be established and distributed to all inmates assigned to industries. [2-CI-1A-1]
2. All new inmate employees of Corrections Industries shall attend orientation classes. The Facility Manager is responsible for the implementation and coordination of these classes. A record containing the following information will be kept:

- a. Date class was conducted.
  - b. Name of the shop supervisor.
  - c. Subject matter.
  - d. Inmate's initial next to each main subject.
  - e. Written acknowledgment by the inmate of the information present. In the event the inmate refuses to sign, the shop supervisor will note the refusal and initial the record.
3. The orientation classes will, at a minimum, contain the following information about employment and assignment conditions: **[2-CI-3A-1] [2-CI-4A-5]**
- Two-tier pay plan, including procedure for advancement from one class to another,
  - Incentive pay plan, and policies and procedures governing good time,
  - Work schedule, procedures for work call, tool call, breaks and lunch period, and inmate accountability,
  - Industrial safety, including operating instructions for corrections industries shop equipment, and general safety rules for all corrections industries areas,
  - Fire safety and fire prevention, including evacuation procedures,
  - Tool control and other security procedures,
  - Specific rules and inmate work assignment policies affecting the inmate worker, and
  - Educational opportunities.



---

Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/05/15  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Orientation Verification**

The following topics were explained during Orientation by the New Mexico correctional facility staff. I also received an Inmate Handbook, which briefly describes the following topics:

- |                                                     |                                         |
|-----------------------------------------------------|-----------------------------------------|
| 1. ___ Rules, Regulations, Disciplinary Procedures  | 13. ___ Mail and Visiting Services      |
| 2. ___ Security and 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 and Good Time Deductions       | 18. ___ Laundry Services                |
| 7. ___ Lump Sum Awards                              | 19. ___ Facility Orientation            |
| 8. ___ Religious Services                           | 20. ___ Educational Services            |
| 9. ___ Inmate Employment Accounts                   | 21. ___ Canteen Services/Inmate         |
| 10. ___ Sexual Abuse and /or Assault                | 22. ___ Health Services                 |
| 11. ___ Personal Property and 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 MEXICO CORRECTIONS DEPARTMENT**  
**Quick Reference Guide**  
*(Example)*

<b><u>Issues:</u></b>	<b><u>Contact Person:</u></b>
1. Classification Issues	Case manager
2. Complaint or Grievance	Unit Manager or Grievance Officer
3. Disciplinary Infraction	Unit Manager or Disciplinary Officer
4. File Information	Facility Records Manager
5. Emergency or Crisis	Unit Manager or shift Supervisor
6. Mail and Packages	Mail Room Officer
7. Money Issues	Inmate Accounts
8. Religious or Volunteer Issues	Chaplain
9. Visitation	Visiting Officer
10. Legal Issues	Law Library
11. Parole, Release, Good Time Issues	Case Manager
12. Property and contraband policies	Property Officer
13. Legal or Emergency Phone calls	Case Manager
14. Classification Appeals	Unit Manager
15. Judgment and Sentence Interpretations	Facility Records Manager
16. Forms (e.g. debit memo, request to see staff, etc)	Unit Officer or Case Manager
17. Etc.	