

 CD-043600	NEW MEXICO CORRECTIONS DEPARTMENT	ISSUE DATE: 08/06/90 EFFECTIVE DATE: 08/06/90 REVIEW/REVISED: 12/02/04
	TITLE: Disciplinary Infraction Data Collection for Tracking Assault Rates	

AUTHORITY:

Policy *CD-010100*.

REFERENCE:

- A. ACA Standard 2-CO-1F-01, *Manual of Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Standards 4-4100, *Standards for Adult Correctional Institutions*, 4th Edition.

PURPOSE:

To effectively capture infraction data on the Corrections Department automated system for the purpose of tracking assault rates on correctional employees and inmates.

APPLICABILITY:

All New Mexico Corrections Department employees and especially to institutional Records Office employees.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

None

POLICY:

- A. All inmate disciplinary infraction data shall be entered and captured on the automated CD system in a timely manner.
- B. Data on disciplinary infractions shall be utilized to determine assault rates on NMCD staff and inmates.



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

12/02/04
Date

 CD-043601	NEW MEXICO CORRECTIONS DEPARTMENT	ISSUE DATE: 08/06/90 EFFECTIVE DATE: 08/06/90 REVIEW/REVISED: 12/02/04
	TITLE: Disciplinary Infraction Data Collection for Tracking Assault Rates	

AUTHORITY:

Policy *CD-043600*.

PROCEDURES:

- A. Data on the following types of disciplinary actions must be entered into the CD automated system:
1. All reports for Category A offenses, regardless of disposition, including those reduced to a minor;
 2. All reports for Category B offenses, adjudicated as a major report, regardless of disposition; and
 3. All minor reports involving a physical assault on any person i.e., uniformed staff, non-uniformed staff, visitor, volunteer, inmate, etc.
 4. Information that identifies a specific inmate shall be removed from statistical reports.
- B. Each institution shall develop an internal procedure to insure that the information listed above is captured. The procedure shall involve the Disciplinary Officer and the person designated as responsible for data entry into the automated system. The procedure shall involve the following:
1. Completion of the data entry forms ACD-05a & b and ACD-06. Forms ACD-05a & b (Incident Report Forms) are to be used for reporting all major incidents and for assaults that involve an unknown assailant. Form ACD-06 is to be used as the data entry form for all assaults which involve a known assailant.
 2. Timely and accurate entry of data into the automated system on the appropriate data panels.

- C. The Central Office Data Processing Bureau shall be responsible for developing report formats and generating assault reports on a monthly basis or as required by management.



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

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