

 <p><b>CD-100900</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <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> <b>03/31/00</b>	<b>REVIEW/REVISED:</b> <b>03/16/15</b>
	<b>EFFECTIVE DATE:</b> <b>03/31/00</b>	
<b>TITLE:   Faith-Based Living Units</b>		

**AUTHORITY:**

NMSA 1978 Section 33-1-6, as amended.

**REFERENCES:**

None

**PURPOSE:**

To establish and define the ethics-and faith-based community program known as Faith-Based Living Units, and to set forth criteria for inmates entering the program as well as to provide guidelines for inmates, staff and volunteers who are involved.

**APPLICABILITY:**

All employees, the institution chaplains, volunteers and inmates involved in the Faith-Based Living Units programs in the state of New Mexico.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. *Faith-Based Living Unit Program*: A program within New Mexico prisons designed for the spiritual growth of inmates who desire to experience a community of faith, which may include programming in substance abuse, life issues, life skills, spiritual issues and family values, and which is connected to a faith community outside of prison. Inmates participating in the program may be assigned to particular housing units. The purpose of this program is to help the inmate develop life direction as well as personal growth and account-ability, with the outcome being positive personal, family, institutional and community relationships.

- B. Faith-Based Living Unit Coordinator: A community volunteer selected by the faith-based program and approved by the Department to deliver volunteer programming in the Faith-Based Living Unit, who will serve as the point of contact between the institution and the volunteer programs.
- C. Faith-Based Living Unit Volunteers: Members of recognized faith organizations who have the support of their congregations, minister, priest, rabbi, etc.
- D. Immediate Family Members: Parents, grandparents, siblings, legal wife, and children of the inmate.

**POLICY:**

- A. The New Mexico Corrections Department may provide an ethics- and faith-based alternative program, as available, under the day-to-day supervision of the institution chaplains or warden's designee, which allows inmates to live in a community within the institution, blending aspects of group and individual socio-education into a daily living program. Volunteers are utilized from the faith community to interact and model a faith lifestyle. The program also provides opportunity for the inmate and the faith community to interact with immediate family members of the inmates.
- B. No inmate shall be refused participation in the Faith-Based Living Unit program because of personal beliefs or religious affiliation. Reasonable accommodations will be made for inmates of various faiths. No ceremonies such as communion, baptism or church services will be held. These will be provided through the institution chapel program.
- C. The goals of the Faith-Based Living Unit program are:
  - 1. To assist inmates to discover a lifestyle that is both positive and productive. Volunteers will be assisting participants to develop life direction and personal growth and accountability that will bring about changes within them so that they will be less likely to commit disciplinary or criminal acts in the future, and when released from prison, will reduce the recidivism rate.
  - 2. To provide opportunities to bring the families of inmates into a faith lifestyle that will enhance the inmate's desire and ability to remain crime-free in the community and to help their families and children to find meaning and direction in their own lives.

3. To encourage staff assigned to the institution to enhance their understanding of faith-based ministries.
4. To promote a seamless transition from prison back to the community by developing a network of faith-based organizations which will continue to support the development of positive family and community relationships upon the release of the inmate participants.
5. Each proposed Faith-Based Living Unit program must be approved by the Corrections Department and must be delivered in conformation with (*CD-100900*), (*CD-100901*), (*CD-100902*) and (*CD-100903*).



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/16/15  
Date

 <p><b>CD-100901</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> 03/31/00	<b>REVIEW/REVISED:</b> 08/12/13
	<b>EFFECTIVE DATE:</b> 03/31/00	
<b>TITLE: Faith-Based Living Unit Program</b>		

**AUTHORITY:**

Policy *CD-100900*

**PROCEDURES:**

**A. Program Coordination:**

1. The Faith-Based Living Units are located in Level I, II and III facilities, and will provide programming utilizing volunteer members of the faith community. Faith based living units (pods) may be created at Levels IV, V, and VI with approval of Director of Adult Prisons. Each volunteer will have training or expertise in the subject taught and will complete the institution's volunteer training class prior to delivering any services to inmates.
2. Recruitment of all qualified Faith-Based Living Unit volunteers will be the responsibility of the Faith-Based Living Unit program coordinator and the designated Faith-Based Living Unit volunteer.
3. Each volunteer will be subject to approval by the warden or his or her designee, pursuant to the NMCD policy on volunteers.
4. Staff will be provided an introduction of the Faith-Based Living Unit program during staff orientation.

**B. Program Function:**

1. The program is based on similar projects designed by national and/or international organizations which have focused on spiritual growth in a prison setting, which have successfully integrated traditional prison ministries with family and community involvement designed to create positive lifestyles which enhance the ability of the inmate to function in a positive manner within the prison environment as well as in the community when released.

2. As available, inmates are invited to attend a scheduled weekend of spiritual awareness. Inmates are strongly encouraged to join the unit following the completion of the weekend or may be approved by recommendation of the chaplain; the deputy warden and the Faith-Based Living Unit program coordinator. Participation will be entirely voluntary.
3. Inmates from the population will submit a written application to the program and will be selected by the Faith-Based Living Unit coordinator, the facility chaplain and warden, or a designee, based upon the application and/or an oral interview. The warden, or designee, may reject any inmate for participation. No inmate shall be refused participation in the Faith-Based Living Unit because of his or her beliefs or religious affiliation.
4. All inmates who volunteer and are selected for the Faith-Based Living Unit program must agree to scheduled participation in classes, groups and events. All programming will be designed to offer participating inmates an opportunity to develop positive life skills and character. Participants who want to do so may bring in additional written materials for their personal use as long as they do not conflict with the ethics or values of the program.
5. Those inmates, who have received the recommendation of the chaplain, the deputy warden, and the Faith Based Living Unit program coordinator, will be assigned by the Institutional Reclassification Committee or Unit Management Team to the Faith-Based Living Unit program. Priority selection will be given to inmates with at least two (2) years remaining to serve who are otherwise qualified.
6. If there are not sufficient inmates who are interested in the Faith-Based Living Unit program to fill the unit, the institution may backfill the unit to assure the efficient use of bed space. The institution will endeavor to place compatible inmates in this unit in the event that backfill is necessary and will coordinate with the Chaplain or Faith-Based Living Unit Coordinator concerning the selection of back-fill inmates.
7. The Department will endeavor not to move Faith-Based Living Unit participants prior to program completion. Three phases of five (5) months each will complete the course. However, inmates may elect not to participate in additional phases. Further, the Department may move inmates prior to the beginning of a new phase, or any other time, depending on Department need.
8. The inmate's file will be "flagged" to indicate to the Central Classification bureau, facility classification and other staff that unless necessary the inmate is not to be moved until program completion unless the inmate's behavior dictates the inmate should be removed from the program.

9. The Faith-Based Living Unit program will engage in efforts to maintain a waiting list to fill beds as vacancies occur. These names will be submitted to the Classification Committee/Unit Management Team for approval when the inmate is approved for placement and bed space is available. Such inmates will be placed in the Faith-Based Living Unit if approved by the Unit Management Team or Classification Committee and backfill inmates will be relocated.
10. Those inmates who are unable to participate in classes, groups and events, or those whose behavior is detrimental to the objectives of the program will be removed after an attempt has been made to reconcile them to the program.
11. Programming shall be selected from the following areas, or other subjects as approved by the Chaplain, the Warden and the Deputy Secretary of Operations and Programs/Unit Manager:
  - Communications skills;
  - Conflict resolution;
  - Building respect;
  - Sharing and caring;
  - Recovery from hurts, hang-ups and addictive habits;
  - Cognitive thinking and problem solving;
  - Anger management and alternatives to violence;
  - Attitudes and emotions;
  - Budgeting, life skills;
  - Talks by successful ex-offenders approved by the warden;
  - Mentor visitation by approved volunteers;
  - Parenting;
  - Marriage;
  - Spiritual education;
  - Grief and listening;
  - How the human personality can be changed;
  - Forgiveness, healing and reconciliation;
  - Citizenship and social responsibility; and
  - Ethics and morality.
12. During a five-month period, the inmate's immediate family who has been approved by the warden or his or her designee may be invited to attend seminars at the facility along with the inmate and others in the program. These seminars may include marriage and parenting skills as well as other life issues. Such sessions shall be based on the warden's approval, subject to evaluation of security concerns, logistics, and the impact on the institution.

13. Program participants shall, in addition to the rules and regulations of the institution, create additional rules by which the community shall be governed. Such inmate rules must be at least as stringent as institutional rules and will not conflict with the rules of the institution or NMCD policy and procedure. Such inmate rules require the approval of the warden prior to such implementation. These rules will reflect a higher standard of behavior and interpersonal relationships that are conducive toward positive change.
14. There will be no tolerance for the use of drugs in the unit. The warden, at his or her discretion, may remove any inmate from the program at any time. Removals must be scheduled for the IRC.
15. Program inmates will be subject to the same security measures as other inmates in the same security classification and will be subject to all urinalysis screening. Inmates will be required to be "drug free," and a urinalysis test that is positive for drug use is grounds for removal. Inmates are also expected to be "violence free" and any fights, horseplay, or an assault is grounds for removal.
16. All inmates will be expected to work and/or attend school during the regular daytime hours. Faith-Based Living Unit programming will be conducted around normal work hours. Inmates will not be assigned to jobs or school during the evening hours in order that they will be available for Faith-Based Living Unit programming. Faith-Based Living Unit programming will occur during the weekends for special events, subject to the approval of the warden or his or her designee. While prayer may be included in the program, inmates may be allowed to engage in other activities such as meditation, study, etc., during such prayer times.
17. Inmates who have been removed from the program or who leave before completing the first five (5) months may be allowed to reapply to enter the unit following the statement of his or her desire to correct previous behavior that was grounds for his or her removal, assuming that the inmate is otherwise eligible for participation. If the removal was the result of a decision of the institution for institutional reasons and not the result of a disciplinary matter, the inmate will be placed at the top of the waiting list and will be placed in the unit as a space becomes available.

## 18. Continuation in the program:

- a) Inmates who wish to continue the program beyond the first five (5) months may do so with the approval of the warden or his or her designee, the chaplain and the Faith-Based Living Unit program coordinator. Those who wish to remain may be called on to volunteer during spiritual awareness weekends or serve as inside mentors or discussion group leaders. Inmates may remain in the program regardless of their particular religious beliefs. Those in Phase 2 or 3 will be given additional programming during these periods.
- b) Those that do not remain in the Faith-Based Living Unit past the first five (5) months will be encouraged to participate in continuing elements in their growth in the community which may include additional seminars and talks on practical skills to help after release from prison. These may include an ad hoc meeting with outside volunteers each week and monthly reunions of scheduled spiritual awareness weekends.
- c) Inmates will be encouraged to participate in spiritual activities available through the institution such as seminars, Bible studies and worship services as they choose.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/16/15

Date

 <p><b>CD-100902</b></p>	<p align="center"><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p 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 - CREDibly serving the public safety of New Mexico</b></p>	
	<p><b>ISSUE DATE: 03/31/00</b></p>	<p><b>REVIEW/REVISED: 03/16/15</b></p>
	<p><b>EFFECTIVE DATE: 03/31/00</b></p>	
<p><b>TITLE: Faith-Based Volunteer Selection, Training and Access</b></p>		

**AUTHORITY:**

Policy *CD-100900*

**PROCEDURES:**

**A. Selection of volunteers will be as follows:**

1. The Faith-Based Living Unit program coordinator and designated volunteers shall be responsible for the recruitment and determination of qualifications of all volunteers who teach, mentor or lead discussion groups. All volunteers will complete a written application form that will be submitted to the associate warden of programs for the approval of the warden or his designee.
  - a) All volunteers must be members of a recognized faith organization and have the support of the congregation and spiritual leader. They must complete all program training required by their organization as well as the training provided by the institution in which they serve.
  - b) Volunteers must comply with all directives of institution staff and failure to do so will be grounds for removal from the list of Faith-Based Living Unit volunteers and denial of access to the institution.
2. Volunteers approved by the institution will be allowed to enter the Faith-Based Living Unit or other area designated for the program, and after a volunteer identification card has been issued, will be allowed to go unescorted to the designated program areas unless otherwise directed by senior administrative staff.

**B. The chaplain or warden’s designee will supervise the program and assure that all security background checks are made on all Faith-Based Living Unit staff and volunteers are trained in accordance with the policy on Citizen Involvement and Volunteers (*CD-060200*).**




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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/16/15  
Date

 <p><b>CD-100903</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p><small>"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</small></p>	
	<b>ISSUE DATE:</b> 03/31/00	<b>REVIEW/REVISED:</b> 03/16/15
	<b>EFFECTIVE DATE:</b> 03/31/00	
<b>TITLE: Faith-Based Family Involvement</b>		

**AUTHORITY:**

Policy *CD-100900*

**PROCEDURES:**

- A.** An extremely important element in the Faith-Based Living Unit program is the involvement of the inmate’s immediate family in appropriate programs, some of which will include the inmate.
  
- B. Family Programming:**
  - 1. Inmates will be encouraged to request that their wives, parents and children attend programs sponsored by or recommended by Faith-Based Living Unit programs in the community outside the prison. The program coordinator and the warden or his or her designee may approve others significant to the inmate. These may include a weekend of spiritual awareness, marriage seminars, parenting seminars and other events as scheduled.
    - a) Persons from the faith community will present spiritual awareness weekends at a location in the community and will invite wives, mothers and other adult females who have a relationship with the inmate to attend. These weekends are similar to the spiritual awareness weekends the inmates have experienced in the institution and will be at no cost to the family or the Department.
    - b) During each five-month period, a daylong family seminar may be held in the institution subject to the advance approval of the warden. Seminars will be presented which will enhance the concept of promoting positive family relationships and community involvement.
    - c) All Faith-Based Living Unit inmates and their immediate families who have attended a spiritual awareness weekend will be invited, subject to the approval by the facility warden.

- d) Seminars may include workshops that are designed to unite families in a faith bond and to teach family dynamics.
  - e) Each family day will normally last at least seven (7) hours. The Faith-Based Living Unit volunteers will provide food for inmates and their families, volunteers and staff subject to procedures approved by the warden.
  - f) The event shall be held in an area that is approved by the warden, which may be the gymnasium, Faith-Based Living Unit community room, the visiting room during a day in which there are no visits, or other suitable location
  - g) All families will be subject to the policy on visiting, *CD-100100* and attached procedures, including searches. All families must be classified as immediate family or be approved as a significant other by the warden.
  - h) No visitor who has been removed from an inmate's visiting list will be allowed to attend family seminar events.
  - i) Minor children may be cared for in the Hospitality House during the seminars at the expense of Faith-Based Living Unit volunteers, as necessary.
- 2. Neither the inmate nor the Faith-Based Living Unit staff or volunteers will coerce families to participate. This will be completely voluntary on the part of these individuals.
  - 3. The immediate families of inmates who qualify for participation will be allowed to participate regardless of their beliefs or religious affiliation.
- C.** Immediate family members who disrupt programming or who violate rules of the institution will be removed and will not be allowed to attend future family seminars and may be required to leave the institution during a program. Those who attend will be expected to participate in workshops.
- D.** All such family programming activity events will require advance approval by the warden or his or her designee.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/16/15

Date