

 <p>CD-107000</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." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 10/31/85	REVIEW/REVISED: 09/12/14
	EFFECTIVE DATE: 11/14/85	
TITLE: INMATE SELF HELP GROUPS (INMATE CLUBS)		

I. AUTHORITY:

Section 33-1-6, NMSA, 1978

II. REFERENCES:

A.C.A. Standard 4-4486, Standards for Adult Correctional Institutions, Fourth Edition, January 2003.

III. PURPOSE:

The purpose of this policy is to establish procedures for the operation of inmate self help groups.

IV. APPLICABILITY:

All Level 1, 2, 3, & 4 inmates.

V. DEFINITIONS:

- A. Self Help Group: An inmate organization, which is supervised by staff, approved by the Warden, and possibly affiliated with a similar organization in the community.
- B. Staff Sponsor: Any staff member, including Correctional Officers, who directly supervises an inmate self help group.
- C. Community Sponsor: A non-staff sponsor of an inmate group.
- D. Recreation Supervisor: The individual who supervises all inmates self help groups under the direction of the Deputy Warden.

VI. POLICY:

The New Mexico Corrections Department is committed to assisting the establishment of inmate self help groups; to encourage inmates to participate in self-help group activities, which are initiated by inmates and supervised by staff (**4-4486**). These groups must promote family bonding, life skill development, moral development, and/or successful re-entry after release.

A handwritten signature in blue ink, appearing to read 'G. Marcantel', with a horizontal line extending to the right.

Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

09/12/14
Date

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	TITLE: INMATE SELF HELP GROUPS (INMATE CLUBS)

I. AUTHORITY:

CD Policy- 106000

II. PROCEDURE: (4-4486)

A. Application Process:

Inmates who wish to form a self help group within the New Mexico Corrections Department shall apply in writing to the Deputy Warden. The Deputy Warden will then evaluate the proposal and will either approve or disapprove the proposal. This will be accomplished by submitting form (CD-107001.A) Attachment A.

B. Approval Process:

Approval shall be granted or denied in writing by the Deputy Warden within 30 working days of receipt. A denial shall state the reason for denial.

C. Application Process:

1. Name of proposed group together with its constitution and bylaws, which must be updated bi-annually. Objectives must be clearly stated. These objectives must be related to family binding, life skill development, moral development and/or successful re-entry after release.
2. Any affiliation, directly or indirectly with other inmate self-help groups affiliations with outside groups or organizations.
3. Names of inmates proposing the group and names of proposed staff or outside sponsors.
4. The facilities of the institution to be utilized and proposed meeting times and dates.

5. The necessity of such a group and how it fosters and promotes good citizenship in prison and after release from prison. These clubs should strongly be encouraged to promote non-violent and drug-free life styles.
6. No group will receive approval of formation and active permission will not be permitted in any proposed organization which the Warden has reason to believe might constitute a threat to the security and/or public safety.

D. Sponsorship:

1. All staff including Correctional Officers, are eligible to sponsor an inmate self help group after 1 year of service of new employees, with the approval of the Deputy Warden.
2. Community volunteers are encouraged to participate in self-help group activities. However, volunteers will not be approved for personal visitation privileges with inmates should they apply. The exception to this will be sponsorship through addiction services as outlined in *CD Policy 185100*. All volunteers who participate in self help group activities will be screened and required to adhere to the guidelines as outlined under current policy on volunteers.
 - a. All community volunteers must complete Orientation for Volunteers prior to entry.
 - b. All community volunteers must be NCIC cleared.
3. All requests for Guest Speakers and outside seminar leaders must be submitted to the respective Deputy Warden. The Deputy Warden will review the request and approve or disapprove the request.

E. Meetings:

1. All self help groups must submit the following information utilizing form (*CD-107001.B*) Attachment B to the Deputy Warden prior to having their meetings approved:
 - a. All groups must meet on a regular schedule as decided by the respective facility Deputy Warden.

2. All groups will be required to submit quarterly reports which include the following: List of Board of Directors and General Membership; Group Projects completed during the quarter; Group Financial status and how their group proposals relate to the objectives of the group.
3. Any outside visitors (potential community sponsor) that attend more than one meeting must have completed a volunteer questionnaire, attend orientation training as soon as possible and be approved by security, which include an N.C.I.C. clearance.

F. Fund Raising Activities:

1. Establishing a Money Account:
 - a. If the purpose and objectives of the group dictate, an account (numbered) may be established for the purpose of holding and dispersing of monies. This will be directly managed by the/Deputy Warden through Inmate Accounts.
 - b. A request in writing will be submitted to the Deputy Warden to establish an account. The request will state the reason the group needs an account and what the money will be used for. This money must be used to sponsor guest speakers, seminars and events related to their stated group objectives. Money will also be used for donations.
 - c. The Deputy Warden will notify the President of the group and staff sponsor in writing if the account is approved or disapproved. No outside group accounts will be established.
 - d. Monies will be expended from the account in the form of inmate debit memos. .
 - e. All Self Help Groups will keep their own records and maintain accurate financial records.
2. Group Donations and Fund Raisers:
 - a. Fundraisers will be developed at the facility level and appropriate for your inmates and the institutional security.

- b. Inmates and or new members may make donations once per month of no more than \$10.00 to approved groups. This may be in the form of tithe or membership dues specified in group bi-laws.
- c. No outside donations to an inmate self help group will be accepted. The purpose of these groups is for inmates to take ownership of their own development into being productive citizens.
- d. All copies of debit memos or ledger forms will be sent to the inmate Self Help Group Treasurer.
- e. Fundraising activities will be approved by the Deputy Warden. NO item sales should be of items that are considered contraband or create a threat to public safety.
- f. No inmate group will buy on credit.
- g. No inmate group will extend credit to other inmates.
- i. All Self Help Groups are required to donate 15 % of their profit from fund raisers and due collections once a quarter.
 - 1. 10% of the profit will be donated to an outside good will organization of the group's choice.
 - 2. 5% of the profit will be donated to a Creative Corrections Education Fund. A scholarship fund for the children of inmates. The collected money will go directly to the children of New Mexico inmates and former inmates whose children are attending college.
 - 3. Inmates are encouraged to start a Creative Corrections Educational Fund Self-Help Group at each facility.

G. Seminars and Events:

- 1. Self help groups must sponsor at least 2 seminars or lectureships each calendar year. These vents must reflect the objectives or goals, of family bonding, life skill development, moral development, successful re-entry, non-violence and drug-free living. Proposals for these events will be submitted to the Deputy Warden on form (*CD-107001.C*) Attachment C.

2. The Self-help groups must meet the following criteria in order to be eligible for an event:
 - a. Must have a minimum of \$300.00 dollars posted in their account in order to cover expenses of the event at the time of the request. .
 - b. The event must be relevant to the group's objectives and goals.
 - c. Food and drinks paid for and provided by the self-help groups are permitted. Meals and snacks will not be catered. Meals will be limited to hot dogs, pizza, hamburgers, or cold-cuts. Snacks can be substituted for the meals. (i.e. the Group can choose to have coffee and cookies, ice cream sundaes, etc.)
 - d. Speakers and Seminar leaders can be paid for by the Inmate Self-help Group.
3. Inmate members wishing to attend the event shall meet the following criteria:
 - a. Must maintain one (1) year clear conduct of a major report and six (6) months of a minor report.
 - b. Must have a favorable programming record, reflecting maximum earned good time.
 - c. Inmates who have not attended the last four consecutive months of group meetings or were not legitimately excused from attendance are not eligible to attend group banquets. Group meeting attendance rolls or minutes must be submitted with event proposals.
 - d. Inmates who have not participated actively with fundraisers and consistent participation with the group for the past six consecutive months or were not legitimately excused from attendance are not eligible to attend group events.
4. All event proposals must be on the Deputy Warden's desk no less than 30 days prior to the banquet date.

5. No more than two (2) adults and (3) children visitors per inmate will be invited to attend banquets. All adult visitors must be on the inmates "approved visiting list". Immediate family members over the age of eighteen (18) years, i.e., brothers, sisters, sons, daughters or grandchildren, may visit unaccompanied by an adult. All other children below the age of eighteen (18) years must be accompanied by an adult, approved visitor. The visiting policy will be adhered to. Any inmate who has been convicted of a crime whereby the victim of the crime is a minor shall not be allowed to visit with the victim of that crime.
6. Arts/crafts items can be given as door prizes. All items must be approved by the Recreation Supervisor
7. Time limits, total number of participants and location within prisons of events will be decided by the facility Warden. Factors such as occupancy requirements, security needs and programming needs must be considered.
8. Any leftover items including food and drinks will not be allowed back to the units.
9. Soliciting food donations from inmate's families, sponsors and vendors is strictly prohibited. Everything must be purchased by the Self Help Group.
10. Inmates who not members of the self-help group sponsoring an event will not be allowed to attend.

H. Implementation of Daily Operation:

1. Inmate organization meetings and other activities must be conducted at times that do not conflict with regular institutional programming, especially work and education program assignments.
2. No individual inmate may hold office in more than one inmate self help group; however, he may hold membership in more than one group.
3. All incoming and outgoing mail dealing with inmate self help groups shall be subject to regular security procedures. Letters sent out on behalf of a group or organization must be approved by the Deputy Warden and must bear a return address that includes the name of the Facility. All postage costs of inmate organizations, unless otherwise accepted, shall be the responsibility of each inmate self help organization.

4. Letterheads and group membership cards may be used by an inmate organization only if the name of the institution is clearly an imprinted component. Any expenses incurred in printing letterheads or membership cards shall be assumed by the inmate group.

I. Suspension and Termination of a Self Help Group:

1. Failure to adhere to NMCD Policies and Procedures or to organizations own constitution and bylaws shall be grounds disciplinary action, suspension, or termination of an inmate self help group by the Deputy Warden or Warden.
2. If there is a lack of interest and/or participation the Deputy Warden shall inform the group of the possibility of disbandment. If there is no improvement within a forty-five (45) day period, the group shall be disbanded.
3. If the inmate self-help group is used as a conduit for gang activity, drug trafficking, extortion or any other criminal activity the group will be immediately disbanded.
4. Any inmate self help group that the Deputy Warden and Programs Manager feels to be detrimental to the security and operation of the Penitentiary shall be terminated. The decision to terminate shall be determined by the Deputy Warden and the Warden.
5. If an inmate self-help group is disbanded for any reason. The ranking officer group member will be informed in writing of the disbandment. The reasons for the disbandment will be listed such as lack of interest, failure to follow by laws, public safety threat, etc.

THIS PROCEDURE WILL BE REVIEWED AT LEAST ANNUALLY AND UPDATED AS NEEDED.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

09/12/14

Date

New Mexico Corrections Department



FORMAT TO INITIATE NEW SELF-HELP GROUP

TO: _____ Deputy Warden _____

FROM: Inmates Proposing New Self-Help Group:
(Names, NMCD #, Facility, Housing Unit, Dorm)

DATE: _____

Sir,

The above named inmates hereby respectfully request your consideration and approval to initiate a new Inmate Self-Help Group. The following information is provided:

1. Proposed name of the New Self-Help Group: _____.

2. Necessity of **Mission Statement** for new Group or Program:

3. Affiliation with outside groups or organizations:

A. _____

B. _____

4. Affiliation with other inmate Self-Help Groups:

A. _____

B. _____

SELF HELP GROUP

9. Group constitution and bylaws should be complete and concise. Following is an example of articles which should be included: (Bylaws must reflect a defined self-help purpose)

Article I: Definitions - Definitions of what constitutes the "Board", "Members", "Sponsors", etc.

Article II: Membership - This section should address the criteria for membership and what is expected of members.

Article III: Government-This section should describe the structure and organization of the governing body (Board of Directors), resignations, and accountability to general membership.

Article IV: Elections -This section should describe when elections are held and the procedures used for such elections.

Article V: Meetings - This section should address the frequency of Group meetings, (both Board of Directors and General Membership), along with proposed day of week and time.

Article VI: Duties of Officers -This section should describe the duties and responsibilities of each Group officer:

a. President:

b. Vice President:

c. Secretary:

d. Treasurer:

e. Program Coordinator:

Article VII: General Membership Participation and Voting - This section should deal with membership participation in Group activities and voting eligibility, (full membership, honorary membership, if applicable, etc).

Article VIII: Amendments and Suspensions - This section should describe process for amending or suspending bylaws, voting majority necessary and Corrections Department administration approval of amendments process.

Article IX: Inmate Self-Help Groups -Statement of Understanding of Policies and Procedures dealing with Inmate Self-Help Groups and Understanding of Group Bylaws and Constitution to coincide with those Policies and Procedures.

SELF HELP GROUP

10. Signature blocks of inmates proposing new Self-Help Group:

11. Approval:

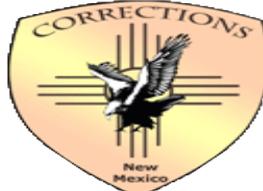
Deputy Warden

DATE

WARDEN

DATE

New Mexico Corrections Department



GROUP MEETING PROPOSAL

DATE: _____

TO: _____

Deputy Warden: _____

FROM: _____

Chairman: _____

RE: Meeting of _____

Group Name: _____

Sir, _____ Requests your approval to hold a meeting in the

FACILITY/LOCATION

On _____
DATE

From: _____ AM / PM until _____ AM / PM.

See attached list of persons attending this meeting.

Following is the agenda for this proposed meeting.

1. _____
2. _____
3. _____
4. _____
5. _____

GROUP MEETING PROPOSAL

Roster of Group Members attending this meeting.

	NAME	N.M.C.D. #	DORM
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____

Roster of Outside Sponsors or Guests attending this meeting.

	<u>NAME</u>	<u>N.C.I.C. CLEARED</u>		
1.	_____	_____	_____	YES NO
2.	_____	_____	_____	YES NO
3.	_____	_____	_____	YES NO
4.	_____	_____	_____	YES NO
5.	_____	_____	_____	YES NO
6.	_____	_____	_____	YES NO
7.	_____	_____	_____	YES NO
8.	_____	_____	_____	YES NO
9.	_____	_____	_____	YES NO
10.	_____	_____	_____	YES NO

Use additional sheet if needed.

APPROVED: _____ **DISAPPROVED:** _____

 DEPUTY WARDEN

 DATE

APPROVED: _____ **DISAPPROVED:** _____

 WARDEN

 DATE

**New Mexico Corrections Department
FORMAT FOR GROUP SEMINAR/EVENT PROPOSAL**

TO: _____ Deputy Warden _____
FROM: _____ PRES _____ GROUP

DATE: _____ 20__

Sir,

The (Groups name) _____ request your permission

to hold a seminar/ event on: (Day) _____, (Date): _____ 20__

(Time) _____: _____ am / pm - to - _____: _____ am / pm.

The seminar/event will be held at the following area: _____ Facility _____.

I. The seminar/event will reflect the following self-help objectives:

1. _____
2. _____
3. _____
4. _____

II. The following is a list of inmates currently active and therefore eligible to attend the banquet.

INMATES NAME & NMCD #: HU/DORM	INMATES NAME & NMCD #: HU/DORM
1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____

(Attach additional pages if necessary)

III. The following is a list of inmate visitors on the inmates approved visiting list that includes no more than two (2) adult visitors and 3 children on the inmates approved visiting list under the age of 18 years. **NO** visitor will be allowed to enter the institution after 6:00pm.

No.	INMATES NAME	ADULT VISITOR(S)	CHILDREN VISITOR(S)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			

GROUP SEMINAR/EVENT PROPOSAL

IV. The following is a list of DIGNITARIES who will speak on behalf of the self help group organization.

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

V. The following is a list of Group Sponsors invited to attend the group banquet. They must have N.C.I.C. clearance, if community sponsor. Designate NAME and TITLE if in-house sponsor.

NAME	TITLE
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

VI. The (Group Name) _____ hereby request your approval of the following items from the Rec. Dept.

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 2. _____ | 4. _____ |
| 3. _____ | 6. _____ |

VII. The (Group Name) _____ hereby request your approval of the following Vendor to provide food for this event.

Vendor's Name and Address: NAME: _____
ADDRESS: _____ ZIP CODE: _____

VIII. The (Group Name) _____ Hereby request permission to purchase the following items from: (Name of Store) _____, (Location) _____

- | | | |
|----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ |
| 2. _____ | 7. _____ | 12. _____ |
| 3. _____ | 8. _____ | 13. _____ |
| 4. _____ | 9. _____ | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |

GROUP SEMINAR/EVENT PROPOSAL

IX. The following inmates will also attend this function for the purpose of working as Food Servers for the event. They have been chosen because they have been cleared by the Medical Dept. to work in Food Service. They are as follows:

No.	INMATE(S) NAME	NMCD #	HU/CB
1.			
2.			
3.			
4.			
5.			
6.			

Respectfully Submitted:

Group President: _____

Approved: ___ Disapproved: ___ _____
DEPUTY WARDEN DATE

Approved: ___ Disapproved: ___ _____
WARDEN DATE