

 <b>CD-112800</b>	<b>NEW MEXICO CORRECTIONS DEPARTMENT</b>	<b>ISSUE DATE: 05/03/91</b> <b>EFFECTIVE DATE: 05/03/91</b> <b>REVIEW/REVISED: 02/29/12</b>
	<b>TITLE: Services Supplied by Correctional Facilities to Corrections Industries Enterprises</b>	

**AUTHORITY:**

NMSA 1978, Sections, 33-8-1 et. seq., as amended

**REFERENCE:**

Procurements Pursuant to the Corrections Industries Act, Section 13-1-189, NMSA 1978.

**PURPOSE:**

To set up guidelines for basic services supplied by correctional facilities to Corrections Industries enterprises.

**APPLICABILITY:**

All correctional facilities and Corrections Industries employees.

**FORMS:**

None

**ATTACHMENTS:**

None

**POLICY:**

- A. Corrections Department facilities will budget and provide each Corrections Industries enterprise at that location the following services:
  1. All telephone service including installation equipment and lines for each enterprise, long distance and local monthly telephone expenses.
  2. All electrical expenses.
  3. Herbicide/insecticide spraying expenses.

- 4. Water utility expenses.
  - 5. Natural gas and butane expenses, including the installation, repair and replacement of lines when necessary.
  - 7. All plant and support systems maintenance.
  - 8. Solid waste removal.
  - 9. Postage.
  - 10. Uniforms and safety shoes for all Corrections Industries Correctional Officer Specialists.
  - 11. A sufficient number of security officers to supplement Corrections Industries personnel on an as required basis.
  - 12. Correctional facilities will provide Corrections Industries with basic fuel and oil for Corrections Industries' vehicles at cost. The exception to this policy will be the Central Minimum Unit in Los Lunas (CMU) where Corrections Industries will supply CMU with fuel and oil for their vehicles at cost.
- B. Based on the availability of funds, Corrections Industries may reimburse facilities for identifiable costs associated with their operation.
- C. There will NOT be an exchange of any products or services of any kind. Should the facilities or Corrections Industries require products and services not covered by this policy, purchase orders will be issued and appropriate payments will be posted as revenue expenses and charged against the appropriate budget account.

**\*\*\*NO PROCEDURE FOLLOWS\*\*\***

*Original Signed and Kept on File*

\_\_\_\_\_  
Director of Corrections Industries

02/29/12  
Date

*Original Signed and Kept on File*

\_\_\_\_\_  
Chairman of Corrections Industries Commission

02/29/12  
Date



\_\_\_\_\_  
Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

02/29/12  
Date