

 <p>CD-120200</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	<p>ISSUE DATE: 03/27/89</p> <p>EFFECTIVE DATE: 04/03/89</p>	<p>REVIEW/REVISED: 03/17/15</p>
	<p>TITLE: Education Resource Center Services</p>	

AUTHORITY:

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

REFERENCES:

- A. ACA Standard 2-CO-5F-01, *Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Standards 4-4268, 4-4269, 4-4273, 4-4274, 4-4490, 4-4505 through 4-4511, *Standards for Adult Correctional Institutions*, 4th Edition.

PURPOSE:

To establish a comprehensive Education Resource Center (ERC) Services Program for eligible inmates incarcerated within the New Mexico Corrections Department (NMCD).

APPLICABILITY:

All departmental and contractual staff, inmates and volunteers of the NMCD and any other personnel involved in providing ERC services.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

None

POLICY:

The NMCD shall provide Education Resource Center services to all eligible inmates incarcerated within NMCD.

- A. The Education Department will be responsible for ensuring that all services are delivered in accordance with applicable American Correctional Association Standards, American Library Association Standards, and Departmental and institutional policy and procedures.
- B. Inmates in segregation shall have access to legal materials and reading materials. **[4-4268] [4-4269]**
- C. Inmates in administrative segregation and protective custody shall have access to programs and services that include, but are not limited to, the following: educational services, commissary services, ERC services, social services, counseling services, religious guidance, and recreational programs. **[4-4273]**
- D. Inmates have the right to have access to the courts. **[4-4274]**
- E. NMCD may regulate inmate access to publications. **[4-4490]**
- F. The institutions shall provide access to comprehensive educational resource center services that include, but are not limited to, a reference collection containing general and specialized materials, periodicals, and circulating fiction and non-fiction books and planned and continuous acquisition of materials to meet the needs of the institutional staff and inmates. **[4-4505] [2-CO-5F-01]**
- G. The institution shall have a qualified staff member who coordinates and supervises ERC services. **[4-4506]**
- H. A person with a master of library science degree shall be available to the institution that assists in coordinating and supervising library services and is responsible for training of all ERC staff. **[4-4507]**
- I. ERC materials shall be selected to meet the educational, informational, and recreational needs of the inmates. They shall be easily accessible and regulated by a system that prevents abuse. **[4-4508]**
- J. The ERC shall participate in interlibrary loan programs. **[4-4509]**

- K. ERC services shall be available daily, including evenings and weekends. **[4-4510]**
- L. The institution shall provide for the selection, training, and use of inmates as ERC assistants. **[4-4511]**



Gregg Marcantel, Secretary of Corrections
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 <p>CD-120201</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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AUTHORITY:

Policy *CD-120200*

PROCEDURES:

A. Policies and Procedures:

1. The New Mexico Corrections Department (NMCD) shall publish its policies and procedures for the operation of a system-wide educational and Education Resource Center (ERC) services program and make them available to all interested parties.
2. NMCD shall plan an ongoing compliance monitoring system for ERC policies and procedures conduct an annual review and hold periodic meetings with facility staff in order to keep policies and procedures in line with changing needs and practices of Corrections Education Department academic, vocational and reentry programs.

B. Organization:

1. The Education Administrator shall be responsible for the evaluation of all ERC programs.
2. Each medium or higher security institution shall have a full-time ERC Administrator whose duties include responsibility for the ERC program, coordination and supervision of ERC staff, linkage with the facility education unit and administration and the Adult Prisons Division. The ERC Administrator reports to the Supervisor of Education at the facility.
3. At minimum-security stand-alone facilities, an educator will be responsible for overseeing the ERC program and providing coordination with the institutional education administrator.

C. BUDGET:

1. The Education Administrator shall monitor the budget for all adult correctional education and ERC activities.
2. The Education Administrator shall be responsible for monitoring each Education Resource Center.



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 <p>CD-120202</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> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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PROCEDURES: [4-4490] [2-CO-5F-01]

A. Education Resource Center Standards: [4-4505]

The Education Department shall maintain and/or provide access to comprehensive education resource center services which includes, but is not limited to: reference materials, research information, Career Resource Center materials and services, support of educational, vocational and reentry programs, periodicals, newspapers and recreational reading. There shall be continuous acquisition and weeding of materials to meet the needs of offenders and Education Department program standards.

B. Education Resource Center Services – Special Units: [4-4269]

“Special Unit” is defined as any population other than general, e.g. Segregation, Mental health Treatment Center, or Long Term Care Unit. Service to special units may include rotating a general reading collection on a regular basis and/or providing bookshelves located in each unit. Inmates may also submit written requests for specific materials. [4-4273]

C. Legal Access: [4-4268] [4-4274]

Education Resource Center (ERC) personnel shall provide inmates with access to appropriate limited legal services. Legal Services to all populations shall be provided by designated staff who may, upon request of an inmate, provide limited assistance to an inmate in preparation of direct criminal appeals, State tort claim complaint, conditions of confinement complaint, § 1983 Civil Rights complaints or Petition for Writ of Habeas Corpus (State or Federal 2254).

D. Access to Office Equipment:

Facility Education Resource Centers shall not provide inmates with access to manual and/or electric typewriters, word processors, computers for personal or legal or non-ERC use, nor supplies for personal inmate typewriters. Office equipment may be used by inmates for educational, career or administrative services when approved by ERC staff or the Supervisor of Education.

E. Special Needs Inmates:

1. Materials may be obtained for blind or partially sighted inmates from the Talking Books program at the New Mexico State Library.
2. Large print books may be obtained for the partially sighted inmates.
3. ERC space will be readily accessible to all offenders in accordance with ADA requirements.

F. Inter-Library Loan: [4-4509]

1. Inter-Library loan services are available to general population inmates and staff through the New Mexico State Library's inter-library loan (ILL) program. Materials may be requested using the approved request form through the facility librarian. Only one request will be permitted per month. Only non-fiction books are to be ordered from the State Library. All ERCs are encouraged to check with other facility ERCs throughout the state for requested books prior to sending requests to the State Library.
2. Materials requested via inter-library loan are loaned only after a debit memo for the replacement costs of the book is signed. This process ensures that, should materials become lost or damaged, the lending library is reimbursed. If an inmate owes money for a lost or damaged book, she/he will not be allowed to receive further books, ILL or Facility ERC, until the bill is paid. Payment for lost ILL books will be sent to the loaning library.

G. Education Resource Center Schedule:

1. ERC services shall be available to the greatest extent possible within the constraints of available fiscal and personnel resources and consistent with court-ordered mandates, as well as standards set by the American Corrections Association and the Corrections Education Association.

2. ERC schedules will be published periodically and posted in the Education Building and in the ERC's.
3. Education Resource Center services shall be available daily, including evenings and weekends. **[4-4510]**

H. Staffing: [4-4506]

The New Mexico Corrections Department (NMCD) Education Department shall ensure that each institution has a qualified staff person with appropriate educational credentials and experience available to coordinate, train, develop, supervise and evaluate the performance of all ERC staff within an institution, under the supervision of the facility Supervisor of Education.

I. Inmate Library Assistants: [4-4511]

Inmates shall be selected and trained to work in facility ERC's, following the Inmate Employment System policies/procedures. Inmates shall not serve as Legal Assistants.

J. Inventory:

An annual inventory will be conducted in each ERC to provide the following statistics to the Supervisor of Education and annual report:

1. Total number of holdings
2. Books added during the current year
3. Books missing
4. Number of inter-library loan requests filled and unfilled.

K. Services:

ERC will provide the following services:

1. Non-fiction library materials shall be catalogued using the Dewey decimal classification, Abridged Edition.

2. Circulating materials will be tracked using a record system that identifies borrowers and due dates.
3. Reader's advisory and user guidance for inmates who request help in selecting and using library materials.
4. Interlibrary Loan Service according to paragraph "F" above.
5. Career Resource Center materials and services in accordance with Pre-release curriculum guidelines to assist inmates to learn the process of successful reentry and career decision-making.
6. Curriculum inventory and management services for the Education Department.

L. Budget Guidelines:

The NMCD Education Department shall ensure that budgets are provided for ERC services in order to address court orders and ACA standards.

M. Collection Development: [4-4508]

Materials will be selected to meet the following criteria:

1. To reflect the ethnic makeup, primary language, literacy level, cultural heritage and special interests of the ERC users.
2. For clarity, accuracy and timeliness.
3. Materials that deal with controversial subject matter will represent a balance of viewpoints.
4. To support Education Department program vision and mission statement objectives and to assist offenders with life adjustment and successful transition into the community.
5. Materials will be evaluated based upon the goals of rehabilitation, Education Department academic, vocational and reentry programs and safety of the facility.
6. Materials that are questionable may be reviewed for approval by the Security Threat Intelligence Unit (STIU).

7. Material that is detrimental to security, good order, public safety or rehabilitative goals will not be included. The following materials are among those that are prohibited:
 - a. Any publication describing the design or manufacture of firearms, explosives or other weapons or destructive devices.
 - b. Any publication describing the manufacture of controlled substances or intoxicants.
 - c. Any publication that is contrary to the security interests of the facility.
 - d. Any publication that sexually degrades or debases another, or creates or contributes to a hostile work environment.

N. Removal of Materials:

Materials will be systematically removed from the collection when they no longer meet selection criteria. The following materials will be withdrawn:

1. Materials that have become damaged, obsolete or in poor physical condition.
2. Books that have not circulated in three to five years and are not needed for information.
3. Books that contain inaccurate and/or out-of-date information.
4. Duplicate copies of seldom-used titles.

O. Gifts and Donations:

Gifts and donations will be accepted or discarded in accordance with the above criteria. Gift values will not be appraised.



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