CD-143200	**NEW MEXICO CORRECTIONS DEPARTMENT** "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 **ISSUE DATE:** 09/10/01 **REVIEW/REVISED:** 04/30/12 **EFFECTIVE DATE:** 09/10/01 TITLE: **Prison Security Level IV Close Control Unit**

AUTHORITY:

A. NMSA 1978, Section 33-1-6, as amended.
B. Policy *CD-010100*.

REFERENCES:

A. ACA Standards 2-CO-4B-01 and 2-CO-4B-04, *Manual of Standards for the Operation of Correctional Agencies*, 2nd Edition.
B. ACA Standards 4-4312-1, *Standards for Adult Correctional Institutions*, 4th Edition.
C. Independent Board of Inquiry Report and Findings, January 14, 2000.
D. Policy *CD-131500, Security Threat Intelligence Unit, Identification and Validation.*
E. Policy *CD-150200, Inmate Property*.

PURPOSE:

To establish and monitor guidelines for assignment of inmates classified to Prison Security Level IV.

APPLICABILITY:

All employees and inmates at secure facilities that house NMCD inmates within the State of New Mexico, particularly classification and security staff assigned to Level IV, Close Control Unit.

FORMS:

A. **STG Member Level Reduction Review** Form *(CD-133201.1)*
B. **Individual Inmate Behavior Log** (Level IV) Form *(CD-143202.1)* (2 pages)
C. **Level IV Inmate Program Review** Form *(CD-143202.2)*
D. **Temporary Suspension of Privileges** Form *(CD-143202.3)*

ATTACHMENTS:

Level IV Table of Services Attachment *(CD-143202.A)* (3 pages)

DEFINITIONS:

A. *Classification Committee*: For purposes of this policy;

1. At facilities/units with a Unit Management Team, the Unit Management Team is responsible for inmate management and classification within a distinct housing unit, consisting of a unit manager, classification officer(s), security supervisor or designee, education representative, addictive services representative, and mental health representative.

2. At facilities/units without a Unit Management Team, the Classification Committee shall be composed of the Classification Supervisor or Program Coordinator who shall serve as the Chairperson, the inmate's Classification Officer, and a security representative (Sergeant or above).

B. *Close Control Unit*: A segment of the prison general population that has been classified as Prison Security Level IV, herein referred to as Level IV, which requires additional monitoring, controlled movement and increased supervision.

C. *Intensive STIU Monitoring*: An increased level of organized monitoring and intelligence gathering of suspected or validated Security Threat Group (STG) members in order to determine program compliance and to determine if a higher control status is necessary.

D. *Table of Services*: A Table that describes the privileges, programs, and services for inmates classified as Prison Security Level IV.

POLICY: **[2-CO-4B-01] [2-CO-4B-04]**

The department provides a system that identifies and monitors the movements and activities of inmates who pose a significant concern to the safety, security, and orderly management of correctional institutions. This system should ensure that appropriate staff is made aware of these inmates, and that procedures exist to ensure information is current and communicated in a timely fashion. **[4-4312-1]**

A. Management of Level IV:

It is the policy of the New Mexico Corrections Department that inmates who are classified as Prison Security Level IV will be housed and managed in Close Control Units.

B. Placement Into and Release From Level IV:

Inmates in Prison Security Level IV CCU will be placed into and released from Level IV CCU pursuant to the criteria and procedures established in this policy and related procedures.

_____ 04/30/12

Gregg Marcantel, Secretary of Corrections Date
New Mexico Corrections Department

CD-143201	NEW MEXICO CORRECTIONS DEPARTMENT "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
	ISSUE DATE: 09/10/01 **REVIEW/REVISED:** 04/30/12 **EFFECTIVE DATE:** 09/10/01
	TITLE: **Level IV Criteria, Placement and Review**

AUTHORITY:

Policy *CD-143200*

PROCEDURES: [4-4312-1] [2-CO-4B-01] [2-CO-4B-04]

A. Criteria for Placement in Level IV:

For the purpose of placement in Level IV an inmate's risk assessment points**,** institutional behavior, and STG involvement will be evaluated including the inmate's history of institutional adjustment. An inmate may be placed in a Prison Security Level IV if the inmate meets at least one of the following criteria:

1. Scores as Level IV on the "Initial Scoring Form" or the "Reclassification Scoring Form", pursuant to Policy *CD-080100, Risk Assessment Policy* and does not meet a discretionary criteria for override to a lower custody.

2. Scores as Level III or below, but meets one of the criteria for mandatory or discretionary override to an increased custody level, pursuant to Procedure *CD-080103*.

3. Is being released from Prison Security Level V or VI. [This process is covered in Policy *CD-143000*]

B. Process for Classification to Level IV:

Inmates in Level V or VI who are considered for release to Level IV will be handled in accordance with Policy *CD-143000*, regarding release procedures.

For all other inmates considered for Level IV, the procedure for placement in Level IV will conform to Policy *CD-080100* regarding classification procedures and will include the following:

1. The facility Classification Committee/Unit Management Team will determine if an inmate meets the criteria for Level IV placement. If yes, the Committee/Team has the authority to take one of the following actions:

2. If the inmate scores Level IV points, the Committee/Team may:

    a. Override the inmate to Level III, based upon Procedure *CD-080103*, regarding discretionary overrides to a lower custody level.

    b. Refer the inmate for consideration for placement in Level IV.

3. If the inmate does not score Level IV points, the Classification Committee may refer the inmate for consideration for placement in Level IV based upon Procedure *CD-080103*, regarding discretionary and mandatory overrides to a higher custody level.

4. Any inmate considered for classification to Level IV shall be referred to the Central Classification Bureau for review and a Level IV referral will be submitted via the CMIS. The Facility Classification Supervisor is responsible for ensuring that all information in the CMIS is updated and accurate. The information will include:

    a. The inmate's current custody scoring guide.

    b. The reason the inmate is recommended for placement in Prison Security Level IV.

    c. Disciplinary reports and incident reports.

    d. History of Level V or Level VI placement(s).

    e. Removal from Level Level II or I due to disciplinary or institutional adjustment difficulties.

    f. STIU information.

    g. Other information deemed relevant by the referring facility.

5. If the Central Classification Bureau determines that the referral information is incomplete or unclear, the Warden or Deputy Warden at the sending facility will be contacted in order to obtain additional information. All supporting documentation must then be forwarded to the Central Classification Bureau.

6. The Central Classification Bureau will review the Level IV referral information and will approve or deny the referral.

    a. Inmates who are approved for Level IV placement will be transferred to a designated Close Control Unit if bed space is available; otherwise, the inmate will be placed on a waiting list.

    b. Inmates who are disapproved for Level IV placement will be remanded to the referring facility for classification as Level III or other Level, as appropriate.

7. If the receiving facility believes that the approval for Level IV is not in accordance with policy, the Warden at the receiving facility may appeal the placement to the Classification Bureau Chief and/or the Deputy Director of Adult Prisons Division.

C. Reclassification from Level IV:

1. An inmate may be reclassified from Level IV to a higher status Level at any time he or she meets placement criteria for either Level V or Level VI.

2. An inmate may be considered for reclassification from Level IV to a lower custody Level when the inmate meets one of the following three criteria:

    a. When his or her points drop to Level III or below, or;

    b. When the mandatory or discretionary override criterion that justify placement in Level IV is no longer applicable.

    c. When he or she is considered applicable to be placed at a lower level through the 120-day STIU intensive monitoring process.

3. When an inmate meets one of the criteria for reclassification from Level IV, the following will occur:

    a. The Unit Management Team will conduct an evaluation, to include but not be limited to the following:

1) A review of program participation and inmate behavior as documented on the Weekly Inmate Program Review forms. Acceptable program participation and completion are required prior to transfer from Level IV; however, the Unit Management Team may propose that an inmate be transferred from Level IV prior to program completion if, in their judgment, the needs of the inmate or NMCD justify such action.

2) A determination as to whether the inmate has any gang associations and/or gang activities, such information to be provided by the STIU Coordinator.

b. If the inmate has not demonstrated acceptable program participation and behavior or the inmate continues to meet the criteria for Level IV placement, the Unit Management Team will make a recommendation to continue the inmate's classification as Level IV or recommend a higher level of security pursuant to Policy *CD-143000*.

c. If the inmate has demonstrated acceptable program participation and behavior, the inmate will be interviewed by the Unit Management Team to determine suitability for reclassification to a lower custody level. The STIU Coordinator will provide a STG Member Level Reduction Review Form *(CD-143201.1)* to the Unit Management Team in cases where the inmate has an STG affiliation of some type.

1) If, during the interview, the inmate verbalizes any indication of inability to function appropriately at a lower custody level or, in the case of an inmate with a gang affiliation, any type of indication that he or she will continue with gang-related activities, this information will be documented and the Unit Management Team will recommend that the inmate be retained as Level IV, or recommend that the inmate be reclassified to a higher Level if the inmate meets established criteria for Level V or Level VI.

2) If the inmate shows the ability to function in a lower custody level and meets policy criteria, the Unit Management Team will recommend that the inmate be classified at a lower custody level.

4. The recommendation of the Unit Management Team will be referred to the Central Classification Bureau for review and final determination. In cases in which the Unit Management Team has recommended continuation of Level IV, the specific reasons for such recommendation will be documented.

5. The Central Classification Bureau will review the recommendation and reach one of the following determinations:

   a. Continue classification as Level IV CCU;

   b. Reclassify from Level IV to a lower custody Level;

   c. Reclassify from Level IV to a higher status Level per CD policy.

D. Intensive STIU Monitoring:

1. An inmate with a gang affiliation or suspected gang affiliation, as determined by the STIU Coordinator, will be subject to intensive STG monitoring while assigned to Level IV CCU and upon transfer to the lower custody facility.

   Intensive STIU monitoring is viewed as a tool to manage inmates and to monitor behavior in the units, at recreational activities, and on work details. The Unit Management Team will inform an inmate of his/her placement in intensive supervision with a member of the STIU present. The recommended duration of intensive supervision is 120 days. With the recommendation of the Unit Management Team and approval of the Deputy Warden, an inmate who meets one of the following criteria will be eligible for placement in intensive supervision.

   a. Criteria for Intensive STIU Monitoring Placement:

      1) Considered an influential inmate of a Security Threat Group (shot caller – able to organize and control other inmates).

      2) Validated member of a Security Threat Group.

      3) Suspected associate of a Security Threat Group or other disruptive group.

      4) Participation in or attempting to introduce dangerous contraband into a facility, or found in possession of dangerous contraband (weapons, narcotics, tattoo paraphernalia, alcohol, etc.,)

      5) Inmates with a significant history of drug use/possession.

6) Inmates with a significant history of coercing/intimidating other inmates, or participating in other group activities that threaten the safety and security of the institution.

7) The receipt of Confidential Information that indicates the inmate is engaging in or planning to engage in any activities that threaten the safety and security of the institution.

b. Guidelines followed while inmate is under Intensive STIU Monitoring:

1) Monitoring of inmate telephone calls.

2) Monitoring of incoming and outgoing mail by the STIU staff.

3) Cell searches conducted more frequently as determined appropriate.

4) Reassigning inmate to new cell/housing unit as determined appropriate.

5) Monitoring daily routine activities (recreation, school, work, etc.,) and documenting activities as necessary.

6) Review of inmate visitor list and monitoring of inmate visitation.

7) Increase urinalysis testing as needed.

8) Monitor and record any contact with Security Threat Group members or unusual behavior.

9) Monitor the inmates trust account transactions.

2. STIU staff and the Unit Management Team will review Intensive monitoring inmate behavior during Unit Team Meetings.

Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

04/30/12
Date

Form CD-143201.1
Revised 04/30/12

NEW MEXICO CORRECTIONS DEPARTMENT
STIU MEMBER LEVEL REDUCTION REVIEW

Inmate _____ NMCD# _____
has been identified as a suspect or validated member of _____(indicate group) by the NMCD and is being considered for classification to a lower custody level.

To properly evaluate your commitment to maintaining a clear conduct and non-involvement in gang activity answer the following questions.

1. **Is it your intention to maintain a clear conduct record and to disassociate yourself from gang members and gang activity?**
   _____
   _____

2. **Are there any concerns such as, enemy issues rival gang issues or other security issues that may affect your safety or ability to function in a lower custody level?**
   _____
   _____
   _____
   _____

3. **Do you wish to formally disassociate from your group at this time?**
   YES _____ NO _____

4. **Do you wish to participate in an in-depth interview regarding your STG status?**
   YES _____ NO _____

5. **Do you understand that you will be closely monitored by STIU staff for a period to evaluate your progress or provide intervention if needed?**
   YES _____ NO _____

- - - -

CD-143202	NEW MEXICO CORRECTIONS DEPARTMENT "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
	ISSUE DATE: 09/10/01 **REVIEW/REVISED:** 04/30/12 **EFFECTIVE DATE:** 09/10/01
	TITLE: **Level IV Programs, Services and Conditions of Confinement**

AUTHORITY:

Policy *CD-143200*

PROCEDURES:

Inmates assigned to Prison Security Level IV will be provided services and privileges consistent with the **Level IV Table of Services** *(Attachment 143202.A)* and with the following.

A. Supervision and Security:

1. Out of cell supervision. Inmates will be monitored during out of cell activities. If an inmate is not participating in an assigned program, scheduled activity, or accessing an institutional service such as medical or mental health, he/she will be secured in his/her cell. Assigned programs will be scheduled during administrative shifts unless otherwise approved by the Warden.

2. Supervised group activity. Participation in scheduled group activity will be under constant staff supervision

   a. Groups may be no larger than 16 inmates.

   b. The facility Warden or designee may reduce the group size for any activity after risk assessment.

B. Programs:

1. Program participation. Inmates will participate in assigned education and/or work programs dependent upon eligibility and work assignment availability. Structured work and/or education programming will be scheduled. Actual hours of assignment will vary from inmate to inmate based upon educational need, program schedules, and work assignments available.

2. Housing assignments. Housing assignments will be based on recommendations by the Unit Management Team, the STIU Coordinator, and approved by the Deputy Warden.

3. Work. Limited work assignments will be approved by the Warden.

4. Education. Education will be offered via ETV and/or in the pod, unless otherwise approved by the Warden.

5. Recreation. Group recreation at least one-hour per day, 7 days a week in a location to be designated by the facility Warden. Tier time will be held in the pod during inclement weather.

6. Tier Time. A minimum of two hours per day. Additional tier time may be approved by the Warden.

   a. Tier time will be announced.

   b. Inmates may elect to participate or not participate.

   c. Those not participating will be secured in their cells for the entire period.

7. Meal Service. Eat in pod as a group up to 16 inmates. The Warden may reduce the group size for meals. 30 minutes will be allowed for meals.

8. Religious and Volunteer Services.

   Religious services will be available in accordance with the Table of Services. Services may occur in the pod or in another location approved by the Warden.

   Approved religious volunteers will be allowed pursuant to a plan approved by the Warden. Best efforts will be made to schedule volunteer programs in the evening or on weekends.

C. Behavioral and Program Evaluations:

1. An inmate behavior log will be maintained for each Level IV inmate using the **Individual Inmate Behavior Log** (level IV) Form *(CD-143202.1)*.

The types of behaviors to be evaluated include disruptive behavior *AND* exceptionally good behavior. An entry should include the specifics of his behavior, if a misconduct report was generated, the date, time, and the name/signature of staff member making the entry. Examples of inappropriate behavior include, but are not limited to:

a. Violation of institutional rules or regulations.
b. Refusal to return any portion of their utensils or food tray or any other item to staff.
c. Failure to clean the cell (per posted facility Operational Rules) or maintain it in an orderly fashion.
d. Poor personal hygiene.
e. Pounding on the cell exercise area door, shower wall.
f. Failure to comply with procedures concerning exiting to and from the shower, telephone and exercise areas.
g. Failure to turn in the bedding and clothes for regular washing.
h. Exhibiting disrespectful actions toward staff, other inmates or visitors.
i. Hindering the cell inspection process.
j. Excessive yelling or abusive words or gestures.
k. Failure to comply with/interfering with count procedures.
l. Refusal to conform to escort procedures.
m. Interfering with staff duties.
n. Passing contraband.
o. Failure to participate in any program assignment.

D. Temporary Suspension of Privileges:

1. Inmates may temporarily lose a privilege when their behavior does not meet standards. A Temporary Suspension of Privileges form *(CD-143202.3)* must be completed and submitted to the Unit Management Team, and will include the date, time, and specific behavior of the inmate that warrants suspension of privileges. The completed report will be forwarded to the Unit Manager. This behavior management tool is separate from the Inmate Discipline Code of Conduct and separate from the requirement to report serious incidents.

2. Inmates will not be sanctioned through the inmate discipline process, the behavior log, or the UMT for merely engaging in normal conversation with other inmates. Normal conversation is considered to be conversation that occurs in a normal tone and level of voice between two or more inmates, and does not contain abusive, derogatory, or inflammatory language directed at staff or other inmates and which does not disrupt the orderly operation of the facility.

3. Examples of inappropriate behavior include, but are not limited to:

   a. Refusal to return any portion of their utensils or food tray or any other item to staff.
   b. Failure to clean the cell (per posted facility Operational Rules) or maintain it in an orderly fashion.
   c. Poor personal hygiene.
   d. Pounding on the cell exercise area door, shower wall.
   e. Failure to comply with procedures concerning exiting to and from the shower, telephone, and exercise areas.
   f. Failure to turn in bedding and clothes for regular washing.
   g. Exhibiting disrespectful actions toward staff, other inmates, or visitors.
   h. Hindering the cell inspection process.
   i. Excessive yelling or abusive words or gestures.
   j. Failure to comply with/interfering with count procedures.
   k. For APA inmates, any violation of the inmate's behavioral program contract.
   l. Failure to participate in any program assignment.

4. Temporary suspension of privileges, and the duration of such suspension, will be documented by the Unit Management Team on the **Temporary Suspension of Privileges** Form *(CD-143202.3)*. Temporary suspension of privileges may include one or more of the following, within the prescribed time frames:

	Privilege	Time Frame
a.	Television	Three days at a time, per incident
b.	Canteen (limited to $5.00 and limited to specific items)	Seven days per incident
c.	Telephone	Five days per incident
d.	Library	Seven days per incident
e.	Recreation Program	Two days of recreation during the week of the incident [Outdoor recreation may NOT be suspended if the inmate is assigned to a facility/living unit at which he receives outdoor recreation only one time every two weeks]
f.	Visits	One visit (video or non-contact as per the Step of the affected inmate)

5. The Unit Management Team will conduct a weekly evaluation of inmate behavior and program participation for each inmate.

a. The review will be documented on the **Level IV Inmate Program Review** Form *(CD-143202.2)*

b. The inmate will be evaluated for acceptable behavior (*e.g.*, proper interaction with staff and other inmates, an absence of misconduct reports, suitable cell conditions, etc.) relating to custody issues and for participation in required programming.

c. The completed forms will be placed in the inmate's Central Classification File.

6. Only the Classification Committee/Unit Management Team may recommend an inmate's release from Level IV.

E. Institutional Services:

Will be provided in accordance with the **Level IV Table of Services.**

Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

04/30/12
Date

NEW MEXICO CORRECTIONS DEPARTMENT
LEVEL IV TABLE OF SERVICES

Refer to Policy CD-150200 for specifics, such as maximum dollar value or additional descriptions.

AREA	ITEM	ALLOWED
STATE-ISSUED PROPERTY	State issued clothing	3 shirts and trousers, 7 socks, 7 under shorts, 1 pair shoes, and 1 laundry bag
	Linens	2 sheets, 1 pillow case, 2 blankets, a mattress, 2 towels
	Standard State issued hygiene items (Necessary items above the standard issue will be purchased by the inmate unless the inmate is indigent)	1 shampoo, 1 toothpaste, 1 safety toothbrush, 1 soap, 1 toilet paper, and 1 deodorant
	Foot locker (issued only if cell has no property storage)	1 foot locker
PERSONAL PROPERTY	Personal clothing	1 sweat pants, 1 sweat shirt, 3 tee shirts, and 1 gym shorts (must be gray with no emblems)
	Personal hygiene items (from Canteen)	Not to exceed two of any one item
	Cassette Player, Tapes, Headphones	Yes. 1 AM/FM cassette walkman player with adapter, 1 pair headphones, and 15 cassette tapes.
	Watch	1 watch. (*Not to exceed $50.00 in Value)*
	Photos	1 photo album 12 x 12 inches
	Caps/Hats	1
	Cigarettes, lighters, matches	None
	Shower shoes	1 pair
	Tennis shoes	1 pair (*Not to exceed $75.00 in Value)*
	Drinking cup	1 as authorized
	Sunglasses	Allowed only if by medical.
	Prescription glasses	1 clear lenses
	Correspondence	25 letters (maximum allowed in possession at any one time; unlimited receipt, but must destroy or send home any correspondence in excess of maximum allowable amount)
	Wedding ring	1 only
	Coat hangers	None
HYGIENE	Razors (controlled issue only)	1 in possession;
	Showers	1 X a day during scheduled tier time
CANTEEN	Canteen	$40 a week maximum purchase Maximum of 20 food items per week
	Stinger	1 purchased through the canteen

NEW MEXICO CORRECTIONS DEPARTMENT
LEVEL IV TABLE OF SERVICES
(Continued)

RELIGION	Religious Items	• One item to be worn around the neck (necklace or medicine bag) • 2 Small religious items (rosary, feather, etc.) • 2 religious book (Bible, Koran, etc.)
	Religious Programs	Volunteer religious advisor approved by Warden. Chaplain visits, TV programs.
	For Native American inmates: pipe and smudge stick	2 x a month (in cell or in group at the discretion of the Warden)
	For Native American inmates: access to sweat lodge	1 time every 30 days for 6 hours. # of inmates participating at one time may be limited to a maximum number, at the discretion of the Warden.
RECREATION	Recreation (may wear gray sweats)	7 days per week in groups of no more than 16 inmates. Tier time during inclement weather.
VISITING/ TELEPHONE	Visiting	3 non-contact visits per week; maximum of 2 hours per visit. Times and schedule to be determined by the facility Warden.
	Telephone	Unlimited during tier time.
TV	Television	1 approved television (12” or 13”)
PROGRAMS	Education	Yes, for eligible inmates
	Group	Yes, Monday through Friday. Activities and schedule to be determined by the facility.
	Work	Yes, for approved inmates.
LEGAL ACCESS	Legal Access	Per CD-121000
	Attorney Phone Calls	Per CD-150400
	Attorney Visiting	Yes
	Legal Materials	Must fit in footlocker (or designated in cell storage area); excess legal material to be handled pursuant to CD-150202.
LIBRARY AND CORRESPONDENCE	Personal Reading Material	8 books and 8 magazines
	General Library	Weekly access to book cart or to the general library
	Writing Material	5 security pens; 2 tablets or comparable quantity of writing paper
HOBBY CRAFT	Hobby Craft Material	As approved by Deputy Warden

NEW MEXICO CORRECTIONS DEPARTMENT
INDIVIDUAL INMATE BEHAVIOR LOG

(Level IV)

INSTRUCTIONS TO STAFF: This log is to be completed daily on the inmate assigned to the cell this form is designated for, and turned in to the lieutenant at the beginning of Day Watch. ANY STAFF MEMBER MAY MAKE AN ENTRY. The types of behaviors to be evaluated include disruptive behavior ***AND*** exceptionally good behavior. An entry should include the specifics of his/her behavior, if a misconduct report was generated, the date, time, and the name/signature of staff member making the entry. Examples of behavior may include but are not limited to: kicking/banging on door, refusal to conform to escort procedures, being verbally disruptive in the pod, interfering with staff duties, failing to maintain cleanliness, passing contraband, performing an extra work duty, or assisting in de-escalating a potential disruption.

NAME:	NMCD#	HOUSING UNIT:	WEEK ENDING:

Date and Time		COMMENTS
_____	AM / PM	_____
_____	AM / PM	_____
_____	AM / PM	_____
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_____ _____

Classification Officer Date

Form CD-143202.1
Revised 04/30/12 (Page #2)

NEW MEXICO CORRECTIONS DEPARTMENT
INDIVIDUAL INMATE BEHAVIOR LOG

(Level IV Continued)

NAME:	NMCD#	HOUSING UNIT:	WEEK ENDING:

Date and Time		COMMENTS
	AM / PM	
	AM / PM	
	AM / PM	
	AM / PM	
	AM / PM	
	AM / PM	
	AM / PM	
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Classification Officer

Date

Form CD-143202.2
Revised 04/30/12

NEW MEXICO CORRECTIONS DEPARTMENT
Level IV Inmate Program Review

Month of_____

Inmate _____ NMCD# _____

Please indicate whether the inmate had (P) passed or (F) failed with the daily recommendations for programming and with behavioral expectations.

Programming/Expectations	Week 1	Week 2	Week 3	Week 4	Week 5
Individual Education Plan					
Work					
Recreation					
Appropriate Behavior (per behavior log)					
Substance Abuse Programming					
Mental Health Programming					
Cognitive Restructuring Program					
Other					
Other					

Comments: _____

_____

_____

Unit Management Team Recommendation(s):

_____

_____

_____

UNIT MANAGEMENT TEAM:

_____ _____

Unit Manager **Classification Staff Member**

_____ _____

Security Staff Member **Education Staff Member**

_____ _____

Mental Health Provider **Addiction Services Provider**

Form CD-143202.3
Revised 04/30/12

NEW MEXICO CORRECTIONS DEPARTMENT
TEMPORARY SUSPENSION OF PRIVILEGES

NAME:	NMCD#	HOUSING UNIT:	DATE:

CHECK ONLY THOSE AREAS WHICH APPLY. Every item checked must have a beginning and ending date in order for this form to be valid.

GIVE BRIEF DESCRIPTION OF INCIDENT: _____

_____

_____

_____

_____

_____ _____

Submitting Employee Date

1. _____ **TELEVISION**. Maximum of three days per incident.

   Begin Date: _____ Begin Time: _____ am pm
   End Date: _____ End Time: _____ am pm

2. _____ CANTEEN. Limited to $5.00 purchase, two AA privileges for a total of 7 days.

   Begin Date: _____ Begin Time: _____ am pm
   End Date: _____ End Time: _____ am pm

3. _____ TELEPHONE. Maximum of five days per incident.

   Begin Date: _____ Begin Time: _____ am pm
   End Date: _____ End Time: _____ am pm

4. _____ RECREATION. Two days of recreation per incident.

   [Outdoor recreation may NOT be suspended if the inmate is assigned to a facility/living unit at which he receives outdoor recreation only one time every two weeks]

   Begin Date: _____ Begin Time: _____ am pm
   End Date: _____ End Time: _____ am pm

5. _____ VISITS. One visit as defined per step.

   Begin Date: _____ Begin Time: _____ am pm
   End Date: _____ End Time: _____ am pm

6. _____ LIBRARY. Maximum of 7 days per incident.

   Begin Date: _____ Begin Time: _____ am pm
   End Date: _____ End Time: _____ am pm

APPROVED BY UNIT MANAGEMENT TEAM

Name: _____ s/_____

Name: _____ s/_____

Name: _____ s/_____

xc: Deputy Warden
Housing Sgt/Lt
Shift Supervisor
Unit Manager
Classification Officer
Inmate File

CD-143203	NEW MEXICO CORRECTIONS DEPARTMENT "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 **ISSUE DATE:** 09/10/01 **REVIEW/REVISED:** 04/30/12 **EFFECTIVE DATE:** 09/10/01 TITLE: **Level IV Security Procedures**

AUTHORITY:

Policy *CD-143200*

PROCEDURES:

A. Searches:

1. A pat search or a Boss chair search will be conducted for each inmate who enters or leaves the unit.

2. A pat search will be conducted for each inmate who enters or leaves a program area that is outside of the unit.

3. Strip searches may be conducted at any time in accordance with NMCD policy and may be conducted in lieu of a required pat search as described above.

B. Security Staffing:

Level IV Housing Units and program areas will be staffed in accordance with the RFMS matrix that is approved for their respective facility.

C. Drug Testing:

1. Inmates will be subject to random/suspicion drug testing.

2. Additional random drug testing will be conducted at least monthly.

D. Cell searches:

Each cell will be subject to a thorough search at least two times per month. Cell searches will be documented in the shakedown log.

E. Other Detection Devices

Other detection devices may be used at the discretion of the administration. For example, uses of drug scan equipment, drug detection canines, or metal detectors.

F. Surveillance System:

Living units will be subject to constant taped video surveillance. Tapes will be labeled for each 24hr period including facility, housing unit & pod and submitted to the STIU office for storage. All tapes will be maintained for a minimum of (30) thirty calendar days and made available for the Intensive STIU Monitoring process, investigations, monitoring housing unit activities, security practices, etc. A surveillance system tape review log will be maintained and any surveillance tape, which is deemed to have evidentiary value, will be handled as evidence in accordance with evidence handling procedures.

G. Counts:

Counts will be conducted in accordance with Policy *CD-130100, Inmate Counts*.

_____ 04/30/12

Gregg Marcantel, Secretary of Corrections Date
New Mexico Corrections Department