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Corrections Department**
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Jerry Roark
Deputy Secretary
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"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."

RENEWAL Citizen Involvement and Volunteers Application Packet

****Please note this packet is only available to volunteers who have completed a face-to-face volunteer training in the past year. If you haven't completed a face-to-face volunteer training in the past year, you must complete the Application Packet and the face-to-face training at a correctional facility prior to volunteering. Failure to follow this process may result in suspension of your volunteer privileges.****

Department Use:

Date Application Received

Last First Middle Maiden Name or other Names Known by

Address City State Zip Code

Phone Email Address @ _____

Qualified renewals are received without discrimination based on marital status, race, color, creed, national origin, age, or the presence of a non-service related handicap.

- I agree that I must continue to submit proof of credentials when providing professional services.
- I agree that I must continue to meet attendance and performance commitments.
- I agree that I continue to enter this Volunteer Program of my own free will, to serve without pay, understanding that I am not an employee or agent of New Mexico Corrections Department and therefore I am not covered by any of its insurance programs or policies.
- I agree to continue to perform the duties assigned to me in accordance with New Mexico Corrections Department policies and procedures as well as additionally regulations and instructions outlined in the Volunteer Handbook.
- I agree to continue to conduct myself in a professional manner, to promote the education and interest of the offenders and the reputation of the New Mexico Corrections Department

This release and indemnity is given voluntarily and knowingly with full understanding of its meaning and with my full consent to be legally bound hereby.

Your signature below indicates that you have reviewed, read and understood the Volunteer Handbook and agree with the terms & conditions.

Volunteer

Date

Deputy Warden or their designee

Date

Prison Rape Elimination Act – New Mexico Corrections Department

Summary and Overview

What is PREA and what are PREA Standards?

Prison Rape Elimination Act (PREA) of 2003: Federal statute 42 U.S.C.A. § 15601 enacted in September 2003 requiring all Correctional Institutions to assess all incarcerated offenders, whether adult or juvenile, for propensity to commit or to be victimized by sexual behavior/activity and to prevent, detect and respond to those crimes. It is NMCD Policy to Investigate all allegations and prosecute criminal matters.

Prison Rape Elimination Act (PREA) Standards: The Department of Justice released the final rule to prevent, detect and respond to sexual abuse in confinement facilities in accordance with the PREA act of 2003. There are four distinct sets of standards, each apply to a different type of facility: Adult Prisons and Jails; Lockups; Community Confinement facilities and Juvenile facilities. Specific PREA standards are noted in Administrative Regulations by adding the corresponding number and new policy language. Adult Prisons and Jail standards are numbered 115.11 through 115.89 and Community Confinement standards are numbered 115.211 through 115.289.

The New Mexico Corrections Department has a ZERO-TOLERANCE for all forms of Sexual Abuse, Sexual Activity, Sexual Assault and Sexual Harassment. That means that NMCD will investigate and follow through on all allegations that are brought forth.



Ways to Report

Staff/Contractors/Volunteers Reporting

Advise your supervisor
Advise the PREA Coordinator
Tell the Warden or Director
Send Anonymous email to
PREAReporting@state.nm.us

Inmate Reporting

Advise any Staff member, Contractor and Volunteer
Call the NMCD Hotline at 575-523-3303
Use our third Party Reporting address at: IG, 1250 Academy Park Loop Colorado Springs, Colorado 80910
Have a family or friend report to the facility or email address
PREAReporting@state.nm.us
File a grievance



In New Mexico and while in our facilities, all Staff, Volunteers and Contractors are Mandatory Reporters, which means you **MUST** report all suspicion, signs and knowledge of threatened or actual abuse and harassment. To learn about NMCD and PREA and how to fulfill your responsibilities to prevent, detect, report and response, please review NMCD policy 150100, at <http://cdweb/policies/docs/CD-150100.pdf>.

Rights

Inmates and staff have the right to be free from retaliation for reporting or participating in an investigation relating to sexual abuse or sexual harassment

Inmates have a right to be free from sexual abuse and harassment

You should always avoid inappropriate relationships with inmates by setting boundaries and remaining consistent with your job duties. Undue familiarity matters will be investigated as PREA matters in most if not all cases. Be confident in your role. If a situation does not feel right, trust your instincts. **REPORT**.

Inmates involved in incidents may become withdrawn, act out or begin to behave differently. If you notice this, please report and follow up immediately. Victims of sexual abuse or assault, even if it was prior to incarceration, may exhibit signs of PTSD. Report and submit for mental health referrals when necessary.

Effective Communication with Inmate

- Lesbian – a woman who is emotional, romantically and sexually attracted to other women
- Gay - a man who is emotional, romantically and sexually attracted to other men
- BI-Sexual – a man who is emotionally, romantically and sexually attracted to both men and woman
- Straight – A person who is emotionally, romantically and sexually attracted to the opposite gender
- Asexual – a person who is not attracted to either sex or gender
- Intersex: A term used for people who are born with external genitalia, chromosomes or internal reproductive systems that are not traditionally associated with either a "standard" male or female. (usually has both genitalia).
- Transgender: a person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.
- Gender Conforming describes a person who expresses their gender in a manner that is consistent with societal norms for one's gender
- Gender Non-Conforming describes someone whose gender identity and/or expression breaks societal norms

Remember LGBTI individuals are at higher risk of sexual assault and abuse in confinement facilities.

In addition, dynamics in prisons will differ if you are working in a male facility versus a female. When it comes to relationships in mens prisons, assaults and incidents tend to be based on power and control. In female facilities, we tend to see more nurturing and incidents that are based on personal relationships and perceived friendships.

You WILL learn about these topics and more when you attend the required Correctional Academy, Corrections 101 or Volunteers class when you begin your employment, contract or volunteering. If you have questions at any time, please reach out to our statewide PREA Coordinator.

Inmates and staff who are in need of advocacy can also reach out to the Local Rape Crisis Centers, with who we partner with, for help

NEW MEXICO CORRECTIONS DEPARTMENT



PRISON RAPE ELIMINATION ACT

VOLUNTEER RENEWAL

Name: _____

Facility: _____

Group/Company: _____

How much time will you spend at the facility in a week's period: _____

Training previously received and materials given on:

1. The Prison Rape Elimination Act;
2. NMCD's Policy on Zero Tolerance;
3. Reporting incidents of sexual abuse;
4. State law 30-9-11.

I understand that if I engage in sexual abuse with inmates, I shall be prohibited from contact with inmates and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and will be reported to relevant licensing bodies.

By signing this document I acknowledge that I have received training on my responsibilities under the agencies sexual abuse & sexual harassment prevention, detection, response policies & procedures. I also understand that if I want to attend in person training on this topic again, I have the opportunity to ask the facility PREA compliance Staff.

Signature

Date

cc: Facility PREA Compliance Manager
Volunteer Coordinator

NCIC CLEARANCE INFORMATION

ALL ITEMS MUST BE FILLED OUT BEFORE THE APPLICATION WILL BE PROCESSED.

APPLICANT NAME (please print): _____

SOCIAL SECURITY #: _____ DOB (MM/DD/YY): _____

CURRENT ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

CITY/STATE OF BIRTH: _____

STATES LIVED IN: _____

SEX: M F DRIVERS LICENSE #: _____ ISSUING STATE: _____

ETHNICITY:

CAUCASIAN HISPANIC NATIVE AMERICAN PACIFIC ISLANDER AFRICAN AMERICAN

VOLUNTEER SIGNATURE: _____

DATE: _____

FOR DEPARTMENT USE ONLY

DEPUTY WARDEN'S SIGNATURE _____

DATE APPROVED: _____ DATE DISAPPROVED: _____

REASON FOR DENIAL:

