 <p>CD-110000</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: 04/14/90	REVIEWED: 07/31/18
	EFFECTIVE DATE: 04/14/90	REVISED: 07/31/17
TITLE: Establishment of a Corrections Industries Program and Conduct of Operations		

AUTHORITY:

Corrections Industries Act, NMSA 1978, Section 33-8-1, as amended.

REFERENCE:

- A. ACA Standards 4-4456 and 4-4458, *Standards for Adult Correctional Institutions*, 4th Edition.
- B. ACA Standards 2-CI-4A-3, 2-CI-6A-1, 2-CI-6A-3, 2-CI-6A-4, 2-CI-6B-3, 2-CI-6B-4, 2-CI-6F-2 and 2-CI-6G-1, *Standards for Correctional Industries*, 2nd Edition.
- C. ACA Standard 2-CO-1A-13, *Standards for the Administration of Correctional Agencies*, 2nd Edition.

PURPOSE: [4-4456] [2-CI-6A-1]

- A. To establish the duties, functions and operations of the Corrections Industries Director and the relationship and power of the Corrections Industries Commission over Corrections Industries Division, as provided by the Corrections Industries Act.
- B. To assure conformance with all powers and duties as specified by law and in particular, Section 33-8-6 et. seq., NMSA 1978 through delegation to the Secretary or Director or by direct action as appropriate.
- C. To provide policy direction to the Director or designee as provided by the specific powers and duties relating to the Corrections Industries Division.
- D. To assure appropriate communication and cooperation is afforded the implementation of Commission policy through the Secretary, Adult Prisons Division, and Corrections Industries Division.

APPLICABILITY:

Commission members, all full-time Corrections Industries Division employees, and all inmate employees.

FORMS:

None

ATTACHMENTS:

Organizational Chart Attachment (*CD-110000.A*)

DEFINITIONS:

- A. Corrections Industries Act, Section 33-8-1, et. seq. NMSA 1978: An act to enhance the rehabilitation, education and vocational skills of inmates through productive involvement in enterprises and public works of benefit to State agencies and local public bodies and to curtail inmate idleness.
- B. Corrections Industries Commission: The Commission consists of a chairperson and six members appointed by the Governor with the consent of the Senate.

POLICY:

- A. Corrections Industries will assure self-sufficiency of industries operations after the basic mission of keeping inmates occupied and providing marketable skills is accomplished. Corrections Industries will strive toward increasing sales and adding enterprises to provide increasing inmate jobs. All responsibility, authority, support and liaison within this division shall be reviewed at least annually and updated as needed. [2-CO-1A-13]
- B. The number of inmates assigned to industries operations shall meet the realistic workload needs of each industries operating unit. [4-4458] [2-CI-4A-3]
- C. There shall be a current table of organization that depicts line staff relationships and those functionally unique to Industries. [2-CI-6A-3]
- D. There shall be a formal process and written business plan that guides the creation of new Industries operations. [2-CI-6A-4]
- E. There shall be an ongoing process for communicating with business, labor, and other community organizations. [2-CI-6B-3]
- F. The Corrections Industries program shall actively identify and implement activities that contribute to the community. [2-CI-6B-4]
- G. Performance measures for Industries shall establish benchmarks similar to operations in other Corrections Industries and in the private sectors. There will be a rationale for the determination of the benchmarks that are used. [2-CI-6F-2]
- H. Relationships between correctional industries and the private sector shall comply with all applicable state and federal regulations. [2-CI-6G-1]


PROGRAM PURPOSE:

To use resources available to employ inmates and reduce the probability of the inmate committing any offense requiring subsequent confinement.



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

07/31/18
Date

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Policy *CD-110000*

PROCEDURES: [4-4456] [2-CI-6A-1]

- A. The Corrections Industries Director or designee will act as liaison between Corrections Industries Division and the Corrections Industries Commission.
- B. The Corrections Industries Director or designee will assist the Corrections Industries Commission in performing the prescribed duties and conforming to the policies. The Director or his or her designee shall provide the Commission information regarding all on-going and all potential new enterprises. This information will include, at a minimum, the following:
 - 1. Data on anticipated markets, in the form of a market survey showing scope and life of market; anticipated revenues from the same per year; and the projected financial standing for the end of each year resulting from operations of each enterprise;
 - 2. Number of staff and inmates to be employed shall meet the realistic workload needs of each industries operating unit; **[4-4458] [2-CI-4A-3]**
 - 3. Space required;
 - 4. Equipment costs;
 - 5. Any other start up or operation costs relevant to the commission's duties of review of all Industries enterprises;
 - 6. An analysis of potential impact on the private sector;
 - 7. An assessment on the potential impact regarding security; and
 - 8. Any other information the Director or his or her designee may deem germane.
- C. The Corrections Industries Director or designee shall direct Corrections Industries through policies promulgated by the Corrections Industries Commission and the Corrections Department, acting through the Secretary.

- D.** The Corrections Industries Director or designee shall organize the Division as necessary to ensure the relationship between correctional industries and the private sector comply with all applicable state and federal regulations and to maintain conformance with the mission, policies and purpose of the Division as specified by law. **[2-CI-6G-1]**
- E.** There shall be a formal process and written business plan that guides the creation of new Industries operations. Development decisions should be guided by information that includes, at a minimum: **[2-CI-6A-4]**
- Data on anticipated markets;
 - Number of staff and inmates to be employed;
 - Space required;
 - Equipment costs;
 - A projection of operating costs against anticipated revenues; and
 - An analysis of the potential impact on the private sector.
- F.** The Corrections Industries Director or designee shall coordinate Corrections Industries programs with the Adult Prisons Director or wardens to maximize operational effectiveness, and to assure maximum numbers of inmate jobs.
- G.** The Corrections Industries Director or designee shall perform other duties as required by the Secretary of the Corrections Department.
- H.** The Corrections Industries Director or designee shall prepare a mission statement. Be directly related to the Department's mission, revise annually if necessary.
- I.** The New Mexico Corrections Industries Commission shall communicate with business, labor, and other community organizations, and shall actively identify and implement activities that contribute to the community. **[2-CI-6B-3] [2-CI-6B-4]**
1. New Mexico Corrections Industries Commission meetings shall be held on a quarterly basis.
 2. The time and place of the meeting shall be determined at the previous meeting.
 3. There shall be a notice of the meeting advertised in the Albuquerque Journal and the local newspaper in which the meeting will take place.
 4. A notice shall also be sent to the Commissioners, Secretary of Corrections, the Deputy Secretaries and Governor's Office (Boards and Commissions).
 5. There shall be a roll call to determine if there is a quorum. Once a quorum is determined, the meeting will continue.
 6. Minutes shall be typed up and approved by the Commissioners at its next scheduled meeting and a copy shall be kept on file at the Central Office.

- K.** Performance measures for Industries shall establish benchmarks similar to operations in other Corrections Industries and in the private sectors. There will be a rationale for the determination of the benchmarks that are used. [2-CI-6F-2]
1. Industries must meet a target of percent of eligible inmates employed with Corrections Industries.
 2. Industries must meet a target balancing the profits with the losses.
- L.** There shall be a **Corrections Industries Organizational Chart** that depicts line staff relationships and those functionally unique to Industries. This chart shall be reviewed and revised as needed, and at least annually. [2-CI-6A-3]



David Jablonski, Secretary of Corrections
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Corrections Industries Organizational Chart

