 <p>CD-100700</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><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>	
	ISSUE DATE: 12/31/86	REVIEWED: 12/28/18
	EFFECTIVE DATE: 01/15/87	REVISED: 11/18/16
	TITLE: Inmate Employment and Labor Compensation System	

AUTHORITY:

- A. Sections 33-1-6, 33-2-26, 33-8-8 and 33-8-13 NMSA, 1978, as amended.
- B. Article 20, Sect. 15, Constitution of New Mexico.
- C. NMSA 1978, Section 31-21-2 as amended.
- D. Policy *CD-010100*.

REFERENCE:

- A. ACA Standards 2-CO-4G-01 and 2-CO-5A-01, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Standards 4-4143, 4-4277, 4-4393, 4-4429, 4-4448, 4-4449, 4-4451, 4-4452, 4-4453, 4-4454, 4-4455, 4-4457, 4-4458, 4-4461, 4-4462 and 4-4463 *Standards for Adult Correctional Institutions*, 4th Edition.
- C. ACA Standards 2-CI-1A-4, 2-CI-2A-3, 2-CI-4A-1, 2-CI-4A-2, 2-CI-4A-3, 2-CI-4A-6, 2-CI-4A-7, 2-CI-4A-8, 2-CI-4A-9, 2-CI-5A-1, 2-CI-5A-3 and 2-CI-5A-4, *Standards for Correctional Industries*, 2nd Edition
- D. Policy *CD-024500* and *CD-110600*.

PURPOSE:

To establish a uniform and comprehensive system for the employment and labor compensation of inmates incarcerated in the New Mexico Corrections Department and contracted adult facilities. [2-CO-5A-01]

APPLICABILITY:

All state inmates incarcerated in the New Mexico Corrections Department and Contract Facilities.

FORMS:

- A. **Inmate Job Application** form (*CD-100701.1*)
- B. **Request for Termination of an Inmate from Job** form (*CD-100701.2*)
- C. **Child Support Information Request** Form (*CD-100702.1*)
- D. **Child Support Deductions** form (*CD-100702.2*)
- E. **Incentive Pay Raise Recommendation** form (*CD-100702.3*)

ATTACHMENTS:

- A. **Inmate Timesheet** Attachment (*CD-100702.A*)
- B. **Inmate Salary Schedule** Attachment (*CD-100702.B*)

DEFINITIONS:

A. Classification Committee: For purposes of this policy:

1. At facilities/units with Unit Management the Classification Committee shall be composed of the Unit Manager, Classification Supervisor, or Program Manager as well as a security representative, Sergeant or above. For Special Management, a representative from the Behavioral Health Bureau shall serve on the classification committee as required by policy.

If a Unit Manager, Classification Supervisor or Program Coordinator is not available; a classification officer with over one year of experience in classification may serve on the Classification Committee as acting Classification Supervisor. If a Sergeant or above is not available, a Correctional Officer may serve as acting Sergeant.

2. At facilities without Unit Management the Classification Committee shall be composed of the Classification Supervisor or Program Manager as well as a security representative, Sergeant or above.

If a Unit Manager, Classification Supervisor or Program Manager is not available; a classification officer with over one year of experience in classification may serve on the Classification Committee as acting Classification Supervisor. If a Sergeant or above is not available, a Correctional Officer may serve as acting Sergeant.

- B. Dependent Family: Any individual(s) to whom an inmate is required to make child support payments as ordered by the courts and monitored by the Child Support Enforcement Division of the New Mexico Human Services Department.
- C. Exemplary Work/Program Participation: Lack of any misconduct report and receipt of maximum Earned Meritorious Deductions based on active participation in approved programs.
- D. Industries Job Assignments: All Corrections Industries Division inmate work assignments, including Private Sector programs.
- E. Inmate Employment System: A job placement system.
- F. Institutional Job Assignments: All inmate jobs within the facility exclusive of Corrections Industries jobs.
- G. Job/Program Assignment: Work/program assigned to an inmate by the classification Committee or Supervisory Review process that consists of 20 to 40 hours per week that enables an inmate to earn maximum good time credits.
- H. Net Compensation: The remaining amount of an inmate's wages after state taxes, federal taxes and social security withholding have been deducted, if applicable.

- I. Program: Special Management placement, Work, vocational, educational, substance abuse and mental health programs, approved by supervisory review, that contribute to an inmate's self-betterment through the development of personal or occupational skills. Program does not include recreational activities.
- J. Public Works/Joint Powers Agreements Assignments: All inmate jobs that are generated by joint powers agreements with other public agencies whereby inmates perform labor on public works projects.
- K. Security Sensitive Job Assignment: A job assignment that includes but not limited to Maintenance, Corrections Industries, Warehouse, Kitchen, Barber, Medical, Commissary, Administrative Position and any outside perimeter work assignments including but not limited to Highway Detail, Work Release, Central Office, Joint Powers Agreements and Voluntary Fire Department.
- L. Supervisory Review: A Classification Review conducted by the Classification Supervisor, Program Coordinator or Unit Manager that does not involve a Classification Committee hearing. These reviews do not require that a 48-hour notice be provided to the inmate.
- M. Wages: Money earned by an inmate as compensation for work/services rendered.

POLICY:

- A. The Corrections Department will foster and support the rehabilitation, education, reintegration and structured release of criminal offenders. A vital component for implementation of this is the Inmate Employment System. [2-CO-4G-01]
- B. Each institution shall maintain a written plan for full-time work and/or program assignments for all inmates in the general population and provide a variety of work assignments that afford inmates an opportunity to learn job skills and develop good work habits and attitudes that they can apply to jobs after they are released. The written plan provides employment opportunities for inmates with disabilities. [4-4448] [4-4451]
- C. Corrections Industries operations and facilities shall comply with prevailing regulations pertaining to disabilities. [2-CI-5A-1]
- D. General Population facilities shall provide opportunities for inmate employment in Correctional Industries, facility maintenance, operations, public works, or community projects. [4-4452]
- E. Inmates shall be compensated for work performed. Incentives such as monetary compensation, special housing, extra privileges, and good time credits shall be distributed accorded to established policy. [4-4461] [2-CI-4A-8]
- F. Inmate positions in Industries shall be defined by published job descriptions. [2-CI-4A-1]

- G. Program assignments will be made without regard to an inmate's race, religion, national origin, sex, disability, or political views. [4-4277] [4-4429] [2-CI-5A-3]
- H. Inmate participation in Corrections Industries should be voluntary. However, inmates may be assigned to Corrections Industries without their consent in order to meet the Department's need for inmate labor. [2-CI-5A-4]
- I. 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]
- J. Handicapped inmates will be equally considered for positions that they are physically capable of filling, all efforts will be made to create a position that handicapped inmates may work.
- K. The inmate workday shall in most cases approximate the workday in the community. [4-4454]
- L. The number and duration of workday interruptions of inmates in Industries should be minimized. [2-CI-4A-6]
- M. The length of the workday, and the number of days worked in Industries in any period, closely approximates that found in related private-sector Industries. [2-CI-4A-7]
- N. Private Industries that are located on any institutional grounds that are employing inmates in positions normally filled by private citizens shall pay inmates the prevailing wage rate for the position occupied. [4-4462]
- O. Inmates that are employed in the community by public or private organizations in positions normally occupied by private citizens shall be compensated at the prevailing wage rate for the position occupied. Inmates receiving such compensation reimburse the jurisdiction for a reasonable share of its cost in maintaining them. [4-4463]
- P. The security and program determinations necessary for any individual to be eligible for Industries work shall be made by the classification committee. [4-4457]
- Q. All institutional work, industry, and vocational education programs shall meet minimum applicable federal, state, or local work, health and safety standards. Facilities shall maintain documentation that the programs are inspected by federal, state, or local health and safety officials at least annually. The programs shall also be inspected weekly by qualified departmental staff and monthly by a safety officer. [4-4455] [2-CI-1A-4]
- R. Staff operating inmate work programs shall use the advice and assistance of labor, business, and industrial organizations to assist in providing skills relevant to the job market. [4-4453]
- S. Inmates shall receive a security screening before assignment to each Correctional Industries setting. [2-CI-2A-3]

- T. Inmates working in Industries shall receive performance evaluations monthly. Evaluations will be reviewed with the inmate and a final evaluation prepared and placed in the inmate's central file. A copy is given to the inmate. [2-CI-4A-2]
- U. All eligible inmates will be required to work unless assigned to an approved education or training program. Inmates have the option of refusing to participate in any rehabilitation or treatment program except adult basic education and programs required by statute or ordered by the sentencing court or paroling authority. However, any inmate who is assigned to a program by the classification committee and refuses to participate is subject to disciplinary action as well as termination from earning good-time. [4-4449]
- V. Inmates that are appropriately trained may be assigned to assist disabled offenders who cannot otherwise perform basic life functions. [4-4143]
- W. Unless prohibited by state law, offenders (under staff supervision) may perform familial duties commensurate with their level of training. These duties may include: [4-4393]
- Peer support and education;
 - Hospice activities;
 - Assisting impaired offenders on a one-on-one basis with activities of daily living;
 - Suicide companion or buddy if qualified and trained through a formal program that is part of a suicidal prevention plan; and
 - Handling dental instruments for the purpose of sanitizing and cleaning, when directly supervised and in compliance with applicable tool control policies, while in a dental assistants training program certified by the state department of education or other comparable appropriate authority.

Offenders shall not be used for the following duties:


- Performing direct patient care services;
 - Scheduling health care appointments;
 - Determining access of other offenders to health care services;
 - Handling or having access to surgical instruments, syringes, needles, medications, or health records; and
 - Operating diagnostic or therapeutic equipment except under direct supervision (by specially trained staff) in a vocational training program.
- X. Information regarding Correctional Industries opportunities shall be included in inmate institutional orientation. [2-CI-4A-09]



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

12/28/18

Date

 <p>CD-100701</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>	
	ISSUE DATE: 12/31/86	REVIEWED: 12/28/18
	EFFECTIVE DATE: 01/15/87	REVISED: 11/18/16
	TITLE: Inmate Employment System	

AUTHORITY:

Policy *CD-100700*

PROCEDURES: [4-4448]

A. Work Programs: [2-CO-5A-01]

Staff operating inmate work programs shall use advice and assistance of labor, business, and industrial organizations to assist in providing skills relevant to the job market. **[4-4453]**

Corrections Industries operations and facilities shall comply with prevailing regulations pertaining to disabilities. **[2-CI-5A-1]**

All eligible inmates will be required to work unless assigned to an approved education or training program. Inmates have the option of refusing to participate in any rehabilitation or treatment program except adult basic education and programs required by statute or ordered by the sentencing court or paroling authority. However, any inmate who is assigned to a program by the classification committee and refuses to participate is subject to disciplinary action as well as termination from earning good-time. **[4-4449]**

In order to ensure that undue familiarity with staff does not occur, inmates will be rotated in their assigned work programs every six (6) months. Inmates in specialized areas/work assignments will be reviewed on a case-by-case basis every six (6) months by the Deputy Warden or designee.

B. Reception and Diagnostic Center:

All inmates will undergo a needs assessment at the Reception and Diagnostic Center. The RDC review process will then make a recommendation based on the assessment. The inmate will be transferred with assessment information and recommendation to the receiving institution.

C. Receiving Institution - Orientation:

The Inmate Employment System will be explained during the institutional orientation.

D. Classification Committee: [4-4457]

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]

E. Inmate Employment Coordinator:

1. The Inmate Employment Coordinator shall maintain Job Rosters of all inmates assigned to specific job assignments within the facility.
2. The Inmate Employment Coordinator shall maintain lists and job descriptions to include specific job qualifications of all available job assignments in accordance with the following Categories:
 - a. Regular Job Assignments:
 - 1) Skilled
 - 2) Unskilled
 - b. Security Sensitive Assignment:
 - 1) Skilled
 - 2) Unskilled
3. Inmate positions in Industries shall be defined by published job descriptions. [2-CI-4A-1]
4. Job supervisors are responsible for notifying the Inmate Employment Coordinator of all job vacancies as they occur.
5. The Inmate Employment Coordinator is responsible for distributing the lists of vacant job assignments to all Unit Managers, Classification Supervisors and/or Program Managers. The vacancy list must indicate the category under which the jobs are classified. Job vacancies that are under the Regular Unskilled category may be filled immediately through the Classification Committee or the Supervisory Review process.
6. The Inmate Employment Coordinator is responsible for posting the Regular (Skilled) and Security Sensitive job vacancies as they occur. The job vacancies will be posted for three working days in designated locations for the inmates to review.

F. The Application Process for Regular (Skilled) and/or Security Sensitive Job Assignments:

1. The inmates will obtain a blank **Inmate Job Application** Form (*CD-100701.1*) from their assigned Classification Officer or from the Inmate Employment Coordinator.
2. The Inmate will complete the inmate job application form and submit the completed form to the Inmate Employment Coordinator.
3. For Regular Skilled Jobs, the Inmate Employment Coordinator will review each application for qualifications. If the inmate meets the job qualifications and criteria for the

job assignment the Inmate Employment Coordinator will make a selection and submit the name of the selected inmate to the Classification Supervisor, Unit Manager or Program Manager for assignment by the Supervisory Review process.

4. A security screening is required for Corrections Industries and security sensitive Jobs, the Inmate Employment Coordinator will review each application for qualifications and forward the applications of qualified candidates to the Classification Supervisor, Unit Manager or Program Manager. [2-CI-2A-3]
 - a. The Classification Supervisor, Unit Manager or Program Manager will review all applications as well as the files of each inmate applicant to gather information regarding the inmates' criminal background and history of institutional adjustment. If the Classification Supervisor, Unit Manager or Program Manager determines that an inmate is not appropriate for a job assignment based on the file review, the application will be returned to the Inmate Employment Coordinator.
 - b. Following this review, the Classification Supervisor, Unit Manager or Program Manager will meet with the Deputy Warden to present information on who would be the most appropriate candidate for the job.
 - c. The Deputy Warden will make a final selection based on the information presented and will notify the Classification Supervisor, Unit Manager or Program Manager of the inmate selected. The Classification Supervisor, Unit Manager or Program Manager will schedule the inmate for Classification Committee or Supervisory Review. Following approval through the classification process the Classification Officer will forward the application to the Inmate Employment Coordinator for filing.
 - d. The Deputy Warden may approve an inmate for assignment to a Security Sensitive job assignment that is currently not available but the inmate may be placed on a waiting list.
 - e. The Deputy Warden will forward the approved inmate applications to the Inmate Employment Coordinator who will maintain a waiting list for future job openings.
 - f. When a job opening occurs in a Security Sensitive assignment, the Inmate Employment Coordinator will review the waiting list for approved candidates. If an inmate who is on the waiting list is available and is still appropriate for placement in the job assignment, the Inmate Employment Coordinator will notify the Classification Supervisor, Unit Manager or Program Manager to assign the inmate to the job through the classification process.
 - g. Inmate applications that have been rejected by the Deputy Warden will be maintained by the Inmate Employment Coordinator according to the following:

- 1) Inmate has been rejected for assignment to a specific job but may be considered for assignment to another Security Sensitive assignment in the future.
- 2) Inmate has been permanently rejected for an assignment to a Security Sensitive job. The Inmate Employment Coordinator will maintain a list of all inmates who fall under this category to ensure that any future job applications from these inmates will not be processed.

G. Offender Assistants: [4-4393]

Unless prohibited by state law, offenders (under staff supervision) may perform familial duties commensurate with their level of training. These duties may include the following:

- Peer support and education
- Hospice activities
- Assist impaired offenders on a one-on-one basis with activities of daily living
- Suicide companion or buddy if qualified and trained through a formal program that is part of suicide prevention plan
- Handling dental instruments for the purpose of sanitizing and cleaning, when directly supervised and in compliance with applicable tool control policies, while in a dental assistants training program certified by the state department of education or other comparable appropriate authority

Offenders shall not be used for the following duties:

- Performing direct patient care services
- Scheduling health care appointments
- Determining access of other offenders to health care services
- Handling or having access to surgical instruments, syringes, needles, medications, or health records
- Operating diagnostic or therapeutic equipment except under direct supervision (by specially trained staff) in a vocational training program

H. Evaluation of Inmates Work Performance:

Job supervisors will evaluate the performance of inmates' work on a monthly basis and will submit an **Incentive Pay and Good Time Recommendation** forms to the Inmate Employment Coordinator. A performance evaluation of less than 27 points shall be accompanied by a misconduct report, behavior logs or written memorandum that will explain the score.

Shop supervisors in Industries shall review the evaluation with the inmate and a final evaluation prepared and placed in the inmate's central file. A copy shall be given to the inmate. [2-CI-4A-2]

I. Termination:

An inmate may be terminated from his or her job assignment by the Supervisory Review based on the following:

1. An inmate may be terminated from a job assignment based on a recommendation from the inmates work supervisor. The work supervisor will submit the **Request for Termination of an Inmate from Job** Form (*CD-100701.2*) to the inmate employment coordinator explaining the reasons for termination. This may or may not include a misconduct report received by the inmate. The inmate employment coordinator will forward the form to the Classification Supervisor, Unit Manager or Program Manager.
2. An inmate may be terminated from a job assignment based on a misconduct report for refusing to work at his or her assigned job. In such cases, the inmate may be reviewed by the Classification Committee for termination of Good Time.

J. Outside Perimeter Work Assignments:

1. Inmate must be serving a New Mexico sentence.
2. Level I or Level II inmates will interact with the community through work programs.
3. Prior to an inmate's participation in a community work project away from the institution, the following criteria must be met;
 - a. Must be classified Level I or Level II for a minimum of (90) ninety days. (The Forestry Crews must have been classified at Level II and Level I for a combination of ninety (90) days. The last thirty (30) of those days must have been at the Level I.)
 - b. Must have (90) ninety days clear conduct.
 - c. Must have a current FBI rap sheet or conclusive NCIC.
 - d. Must not have any Detainers including ICE Detainers.
 - e. Inmates, who have absconded on parole, will be considered on a case-by-case basis.
 - f. Must have family ties in New Mexico.
 - g. Must not have any convictions or pending charges for sex related crimes.
 - h. Must not have any escape convictions within the last 10 years.
3. To avoid possible encounters with old associates or enemies, inmates may not be allowed to participate in a work program in specific neighborhoods where they have resided within the past three years.


4. Inmates whose participation in an outside work program that would, in the opinion of the Warden, be likely to evoke an adverse public reaction by his/her presence in the community, shall not be eligible.
5. The Deputy Warden will have final approval as to who will be assigned on each outside detail and will evaluate all inmates for high levels of internal and/or external stress, which may include, but not be limited to the following:
 - a. Two months preceding or subsequent to a marriage.
 - b. Serious illness or death of a close family member.
 - c. Dire financial crisis within the immediate family.
 - d. Recent divorce or romantic estrangement.
 - e. Other family crisis, which might make the individual unable to resist leaving the program to go to their aid.
 - f. Recent denial by the Parole Board.
 - g. Current threats from other inmates.
 - h. Pending disciplinary hearings.
 - i. Any significant evidence or information that the inmate perceives himself/herself to be in danger within the institution.
6. Inmates assigned to outside work details will conform to and comply with the following:
 - a. Inmates will be required to wear orange institutional issued clothing.
 - b. All inmates will be pat-searched before leaving on outside work details and will be strip-searched upon return to the facility.
 - c. Inmates are prohibited from visiting with any persons that are not associated with the current work project.
 - d. Friends and relatives will not be permitted to visit work sites where the inmate is assigned.
 - e. Inmates will always travel as a group with the escorting officer and never with any other person or in any other vehicle.
 - f. Inmates will remain together as a group within easy observation and audio range of the escorting officer at all times.

- g. Inmates are strictly prohibited from making any phone-calls, mailing letters and/or passing letters or notes to anyone while on an outside detail.
 - h. Inmates will not be permitted to purchase, sell, give, or receive anything from anyone while on an outside detail.
 - i. Inmates will abide by all institutional inmate rules and regulations.
 - j. Any violations may result in removal from the work program, disciplinary sanctioning, and/or criminal prosecution.
7. Escorting Officers Responsibilities:
- a. Escorting Officers will be in uniform and will display institutional identification.
 - b. The Escorting Officer will carry an Escape Flyer of each inmate assigned. All information will be kept in the strictest confidence and only disclosed in an emergency situation to proper authorities, such as law enforcement or correctional personnel, upon authorization of the Warden.
 - c. The Escorting Officer will maintain constant supervision of all inmates assigned.
 - d. The Escorting Officer will conduct regular counts and maintain all records, logs, and inmate evaluations as per policy.
 - e. The Escorting Officer will immediately report any problems encountered with the inmates or with any individuals in the community, to the Shift Commander, Unit Manager, or Deputy Warden.
 - f. In the event of an escape, the Escorting Officer will return all remaining inmates to the vehicle and notify law enforcement and the institution by the quickest means possible (radio or telephone). The escorting Officer will remain at the site of the escape and maintain supervision of the remaining inmates while awaiting assistance. All behavior and activity will be noted including the method of escape (e.g. walk-away, hostage taking, drive-away, etc). If a vehicle is involved, the Escorting Officer will note any identifying information about the vehicle (e.g. type, model, color, 2 or 4 door, license plate number, direction of travel, description of other occupants, etc).
 - g. In the event of a medical emergency, the Escorting Officer, when practical, will transport the inmate to the nearest medical facility and will notify their assigned facility of their location and the nature of the emergency. The escorting office will notify the Shift Commander and inform him or her of his location and destination, and will request assistance for the purpose of monitoring the other assigned inmates.

- h. The Escorting Officer will be familiar with all procedures for emergencies that may occur (e.g. escapes, medical emergencies, mechanical breakdowns, etc).
- i. Escorting Officers will ensure that all communications equipment (radio, cell-phone) is in good working order prior to departing facility grounds.
- j. Escorting Officers will read and sign their respective post orders.

K. Work, Health, and Safety Standards:


1. All institutional work, industry, and vocational education programs shall meet minimum applicable federal, state, or local work, health and safety standards. Facilities shall maintain documentation that the programs are inspected by federal, state, or local health and safety officials at least annually. The programs shall also be inspected weekly by qualified departmental staff and monthly by a safety officer. [4-4455] [2-CI-1A-4]
2. All institutional work, industry, and vocational education programs shall be inspected monthly by the safety and sanitation officer.
3. All institutional work, industry, and vocational education programs shall be inspected weekly by qualified departmental staff.
4. Documentation of these inspections shall be maintained by each institution.
5. Documentation shall be maintained on all inmates that are appropriately trained and assigned to assist disabled offenders who cannot otherwise perform basic life functions. The training shall be approved by the departmentally designated health Authority responsible for directing all medical and dental contract services. [4-4143]



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

12/28/18

Date

 <p>CD-100702</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: 12/31/86	REVIEWED: 12/28/18
	EFFECTIVE DATE: 01/15/87	REVISED: 11/18/16
	TITLE: Labor Compensation System	

AUTHORITY:

Policy *CD-100700*

PROCEDURES:

A. Wages:

1. All wages will be based on an hourly wage for the actual hours worked in the work area and shall be tracked using the **Inmate Timesheet** Attachment (*CD-100702.A*). Pay will not be approved for absences, including sick call, visits, etc. Certain specified programs provide for inmate pay.
2. Wages will be paid according to the **Inmate Salary Schedule** Attachment (*CD-100702.B*) for institutional work assignments and the Director of Corrections Industries for Industries work assignments.
3. Inmates employed in the community by public or private organizations in positions normally occupied by private citizens shall be compensated at the prevailing wage rate for the position occupied. Inmates receiving such compensation shall reimburse the jurisdiction for a reasonable share of its cost in maintaining them. **[4-4463]**
4. Wardens are responsible for submitting job assignment tables to the Director of Adult Prisons for approval. These job assignment tables must include Regular Skill and Un-Skilled jobs as well as Security Sensitive Skilled and Un-Skilled jobs. These tables must also include the starting and maximum pay range and the criteria for pay increases for each inmate job assignment.
5. Requests for pay raises shall be submitted on the **Incentive Pay Raise Recommendation** Form (*CD-100702.3*) and must be approved by the Warden for institutional jobs. The Corrections Industries Facility Manager must approve all raises for Industries jobs.
6. All inmates will be paid at their regular hourly rate. Neither overtime nor shift differential will be recognized.
7. Payment of wages for participation in work release programs and Corrections Industries Private Sector programs will be processed separately.

B. Inmate Activity Participation:

Participation is 20 to 40 hours per week in an inmate work and/or program assignment or a combination of the two.

The number and duration of workday interruptions of inmates in Industries should be minimized. [2-CI-4A-6]

The length of the workday, and the number of days worked in Industries in any period, closely approximates that found in related private-sector Industries. [2-CI-4A-7]

Inmate participation in Corrections Industries should be voluntary. However, inmates may be assigned to Corrections Industries without their consent in order to meet the Department's need for inmate labor. [2-CI-5A-4]

C. Authorized Deductions from Net Compensation:

1. Inmates participating in work release or Corrections Industries Private Sector programs shall have the following deductions made from their net compensation:
 - a. Contribution to court-ordered restitution or to the Crime Victims Reparation (CVR) Fund. If an inmate has been ordered to pay restitution in his/her judgment and sentence, a minimum of 15% of net is to be remitted to the victim or as ordered by the court. Inmates who have been ordered by the courts to pay restitution shall have the words "Court-Ordered Restitution" stamped or written on their *Good Time Figuring Sheet* by RDC Records staff or Records staff at the facility where the inmate is housed when the information is received. If the inmate has not been ordered to pay restitution, 15% of net is to be remitted to the Crime Victims Reparation Fund.
 - b. Costs of confinement - 20% of net.
 - c. Discharge money - 15% of net, unless the inmate has a dependent family, then it shall be 5% of net. The total amount is to be remitted to the inmate upon parole/discharge in addition to the balance of his/her regular account.
 - d. Upon an inmate's release from prison, the following will be adhered to regarding discharge money:
 - 1) If an inmate has a total of \$50 or more when his/her discharge money account is combined with his/her regular spending account, the Department will not supplement the total of these two accounts.
 - 2) If an inmate has less than \$50 when his/her discharge money account and his/her regular spending account are combined, the Department will supplement the total to bring the total to \$50.
 - e. Contribution to dependent family - 10% of net. If an inmate is not responsible for a dependent family, pursuant to this policy and procedure, this 10% amount shall be

added to the deduction for discharge money, thus raising the deduction for discharge money to 15% of net.

- 1) A Child Support Enforcement Division (CSED) Case institutional records office. The institutional records office shall obtain a CSED case number by utilizing the **Child Support Information Request** form (*CD-100702.1*). This form letter should be completed on each inmate and mailed to the CSED in Santa Fe, N.M. when an inmate is classified and approved to participate in either a work release program or a Corrections Industries Private Sector Program. The CSED shall return the form with a case number for each inmate that shall accompany all future deductions for dependent families from each inmate's account.
 - 2) After obtaining a CSED case number, all deduction shall be forwarded monthly to the CSED in Santa Fe, New Mexico utilizing the **Child Support Deductions** Form (*CD-100702.2*)
2. All other inmates involved in job assignments other than work release or Corrections Industries Private Sector programs shall have the following deductions made from their net compensation:
- a. Contribution to court-ordered restitution or to the Crime Victims Reparation (CVR) Fund - If an inmate has been ordered to pay restitution in his/her judgment and sentence, then 15% of net is to be remitted to the victim as ordered. If the inmate has not been ordered to pay restitution, 15% of net is to be remitted to the Crime Victims Reparation Fund.
 - b. Inmates who have been ordered by the courts to pay restitution shall have the words, "Court-Ordered Restitution", stamped or written on their *Good Time Figuring Sheet* by RDC Records staff or Records staff at the facility where the inmate is housed when the information is received.
 - c. Discharge money - 5% of net, to be remitted to the inmate upon parole/discharge. Deductions for discharge money shall cease after a total amount of \$300 has accrued.
 - d. Upon an inmate's release from prison, the provisions of paragraph K-1-c- (2) will be followed.
 - e. Contribution to dependent family - 30% of net. If an inmate is not responsible for a dependent family, pursuant to this policy and procedure, this 30% amount shall be credited to the inmate's regular spending account.
 - 1) A Child Support Enforcement Division (CSED) case number must be obtained from the institutional records office. The institutional records office shall obtain a CSED number by sending the Child Support Information Request Form (*CD-100702.1*). This form letter should be completed on each inmate and mailed to the CSED in Santa Fe, N.M. when an inmate is classified and approved to

participate in either an institutional job or a JPA assignment. The CSED shall return the form with a case number for each inmate that shall accompany all future deductions for dependent families from the inmate's account.

- 2) After obtaining a CSED case number, all deductions shall be forwarded monthly to the CSED in Santa Fe, N.M. utilizing Form CD-100701.4.
3. In no event shall total deductions for victim restitution, discharge money, contributions to dependent families or a combination of the four authorized deductions exceed 50% of net compensation.



David Jablonski, Acting Secretary of Corrections
New Mexico Corrections Department

12/28/18
Date

**NEW MEXICO CORRECTIONS DEPARTMENT
INMATE JOB APPLICATION
FOR SKILLED OR SECURITY SENSITIVE JOBS**

NAME: _____ NMCD#: _____ CASEWORKER: _____
(Print)

JOB APPLYING FOR: _____

EDUCATIONAL HISTORY
(CIRCLE LAST YEAR OF SCHOOL COMPLETED)

ELEMENTARY: 1 2 3 4 5 6 HIGH SCHOOL: 7 8 9 10 11 12

G.E.D. YEAR COMPLETED: _____ LOCATION: _____

COLLEGE: 1 2 3 4 5 6 LOCATIONS: _____

MAJOR: _____ MINOR: _____ DEGREE: _____

VOCATIONAL SCHOOL: _____ LOCATION: _____

CERTIFICATE: () YES () NO YEAR: _____

AREA OF STUDY: _____

OTHER TRAINING: _____

CERTIFICATE: () YES () NO YEAR: _____

(Additional Training Attach Documentation)

WORK EXPERIENCE
(INSTITUTIONAL OR CIVILIAN)

1) Employer: _____ Job Title: _____

Description of job duties: _____

2) Employer: _____ Job Title: _____

Description of job duties: _____

3) Employer: _____ Job Title: _____

Description of job duties: _____

Inmate Signature

Date

Inmate Employment Coordinator Review:

Accepted () Not Accepted ()

Comments: _____

Inmate Employment Coordinator: _____ Date: _____

Deputy Warden Review for Security Sensitive Jobs:

Accepted () May Reapply () Rejected Permanently ()

Comments: _____

Deputy Warden: _____ Date: _____

**NEW MEXICO CORRECTIONS DEPARTMENT
REQUEST FOR TERMINATION OF AN INMATE FROM JOB**

WORK ASSIGNMENT: _____ DATE: _____

Inmates Name: _____ NMCD#: _____

BASIS FOR TERMINATION REQUEST

- _____ Refusal to Work; Misconduct report has been issued
- _____ Violation of institutional rules; Misconduct report has been issued
- _____ Failure to perform Job assignments; reflected on performance evaluation
- _____ Poses a security risk, as specified below
- _____ Excessive tardiness or poor evaluation; Reflected on the performance evaluation

Detail specific reasons for requesting inmate's termination from work assignment:-

Recommending Staff: _____ Date: _____
(Signature/Title)

Inmate Employment Coordinator: _____ Date: _____

Date Forwarded to Classification Supervisor or Unit Manager: _____

**NEW MEXICO CORRECTIONS DEPARTMENT
Child Support Information Request**

Date: _____

Child Support Enforcement Division
Chief, Administrative Support Bureau
P. O. Box 25109
Santa Fe, New Mexico 87504

To Whom It May Concern:

In order to deduct contributions for dependent families, the Corrections Department must first determine which inmates have dependent families based on the requirement of court-ordered child support payments.

Please determine if any of the following inmates have been ordered to make child support payments and return their case number information to the Corrections Department at the below address:

<u>Inmate Name</u>	<u>NMCD#</u>	<u>DOB</u>	<u>SSN</u>	<u>CSED Case #</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Send To:

Sincerely: _____ / _____ Title: _____
(Print) (Sign)

NEW MEXICO CORRECTIONS DEPARTMENT
Child Support Deductions

Date: _____

Child Support Enforcement Division
Chief, Administrative Support Bureau
P. O. Box 25109
Santa Fe, New Mexico 87504

To Whom It May Concern:

The following deductions have been made from inmates' accounts for dependent families and a check is enclosed in the amount of \$_____:

<u>Inmate Name</u>	<u>CSED Case #</u>	<u>NMCD#</u>	<u>Contribution</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL \$_____

Sincerely: _____ / _____ Title: _____
(Print) (Sign)

Business Manager
Facility Address:

Telephone Number: _____

**NEW MEXICO CORRECTIONS DEPARTMENT
Incentive Pay Raise Recommendation**

TO BE COMPLETED BY WORK SUPERVISOR:

INMATE NAME: _____ NMCD: _____

DEPARTMENT/JOB ASSIGNMENT: _____ DATE ASSIGNED: _____

HOW LONG AT PRESENT PAY LEVEL? _____

LIST NUMBER OF FOLLOWING ITEMS RECEIVED IN PAST SIX (6) MONTHS:

UNEXCUSED ABSENCES: _____ TARDIES: _____

PERFORMANCE EVALUATION POINTS: _____

COMMENTS: _____

SUPERVISOR: _____ DATE: _____
Print / Sign

TO BE COMPLETED BY CLASSIFICATION OFFICER:

NUMBER OF MISCONDUCT REPORTS IN PAST SIX (6) MONTHS: _____

LUMP SUM AWARDS (LSA'S) RECEIVED IN PAST SIX (6) MONTHS: _____

CLASSIFICATION OFFICER: _____ DATE: _____
Print / Sign

TO BE COMPLETED BY INSTITUTIONAL CLASSIFICATION COMMITTEE:

APPROVED DENIED

COMMITTEE CHAIR: _____ DATE: _____
Print / Sign

WARDEN/FACILITY MANAGER ACTION:

APPROVED DENIED

WARDEN/: _____ DATE: _____
FACILITY MANAGER _____
Print / Sign

INMATE EMPLOYMENT ACTION:

DATE ENTERED IN CMIS: _____ EFFECTIVE DATE: _____

INMATE EMPLOYMENT: _____ DATE: _____
Print / Sign

NEW MEXICO CORRECTIONS DEPARTMENT
Inmate Salary Ranges

Job Title	Salary Ranges
Porter	\$0.20 - 0.40
Maintenance/Detail	\$0.10 - 0.60
Barber	\$0.30 - 0.60
Clerk	\$0.20 - 0.60
Maintenance	\$0.20 - 0.60
Highway Crew	\$0.50 - 0.70
Laundry	\$0.30 - 0.70
Law Library	\$0.30 - 0.60
Paint Crew	\$0.30 - 0.50
Park	\$0.50 - 0.50
Fire Safety/Hazmat	\$0.50 - 1.00
Tool Room	\$0.30 - 0.50
Warehouse	\$0.30 - 0.60
Wax Crew	\$0.30 - 0.50
Food Service	\$0.20 - 0.80
Auto Body	\$0.20 - 0.60
Recreation Worker	\$0.30 - 0.60
Utility Crews	\$0.20 - 0.50
Instructor Aide/Mentor	\$0.30 - 0.70
Inmate Work Camp	\$0.80 - 1.00
Snack Shop	\$0.50 - 0.80
Band	\$0.30 - 0.50
RDAP	\$0.20 - 0.60
Blue Water Crew	\$0.30 - 0.50
IMES Worker	\$0.30 - 0.50
Shoeshine	\$0.50 - 0.80
Admin/Class Orderly	\$0.30 - 0.60
Artist	\$0.40 - 0.50
D-space	\$0.30 - 0.40
Horticulture	\$0.40 - 0.50
Land Crew	\$0.60 - 2.00
Office Crew	\$0.30 - 0.40
Quilt Tech	\$0.40 - 0.50
Window Crew	\$0.30 - 0.40
Chaplain's Clerk	\$0.50 - 0.60
Tailor	\$0.50 - 0.60
Dock Worker	\$0.40 - 0.50
Inmate Observer / Care Asst.	\$0.50 - 1.00