



Company name: \_\_\_\_\_ Policy number: \_\_\_\_\_

**Medical Information**

Do you have any allergies or medical conditions that may cause a medical alert? Yes \_\_\_ No \_\_\_

If yes, and you wish to disclose the information, please list the allergy or medical condition.

\_\_\_\_\_

\_\_\_\_\_

**Interests**

Your interest in volunteering with the Department of Corrections is for: (Circle one or more)

Public/Community Service

Future Employment

Internship

**Assignment Preferences:**

*(Circle one or more skill areas)*

Academic

Behavioral Health

Career Technical

Cognitive

Clerical Support

Employee Assistance

Health Wellness

Interpersonal

Parenting

Recreation

Reentry

Religious

Name of Volunteer Program/Ministry/Religious organization \_\_\_\_\_

Name of Group Leader \_\_\_\_\_ Contact Phone number \_\_\_\_\_

Address of Volunteer Program/Ministry/Religious organization: \_\_\_\_\_

\_\_\_\_\_

Group Leader/Supervisor/Pastor Signature \_\_\_\_\_

Print \_\_\_\_\_

**\*\*Professional Services**

Description \_\_\_\_\_

\_\_\_\_\_

**\*\*If you are applying to provide a professional service, please cite your credentials, such as certification, license, etc. Attach copies of license or certification.**

\_\_\_\_\_

**Availability**

When would you be able to provide volunteer services? (Circle one or more)

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Weekly ? \_\_\_\_\_ No of days a month \_\_\_\_\_ From \_\_\_\_\_ (time) to \_\_\_\_\_ (time).

Beginning \_\_\_\_\_ (date) until \_\_\_\_\_ (date).

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### Application Questions

Do you have a relationship (e.g. parent, spouse, friend, etc.) with or are you on the visiting list of any person currently in NMCD custody and/or on probation and/or parole supervision. Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain the nature of the relationship, give the name of the person, inmate number, and assigned location.

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Have you ever been incarcerated or on probation and/or parole supervision? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain the incarceration and/or supervision and provide the dates and locations. Please note: omissions may be cause for termination or denial. **(Former offenders are not necessarily excluded from participating as volunteers.)**

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Are you currently volunteering at any other correctional agency (e.g. county jail, federal prison, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, name of agency \_\_\_\_\_ Supervisor \_\_\_\_\_

Do you have any special knowledge about the criminal justice system or this assignment that you gained through education or experience? If yes, please list by date, giving the name of your supervisor or instructor, his/her phone number, and a brief description of your prior work experience.

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How do you feel about the New Mexico Corrections Department can help offenders change their pattern of criminal and/or violent behavior?

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Provide a brief summary of your interests and desired outcome as a volunteer with the New Mexico Corrections Department. (What do you see as your role?)

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Select which correctional facility/recovery academy would you prefer to volunteer?

\_\_\_\_\_ Central New Mexico Correctional Facility (CNMCF)

\_\_\_\_\_ Springer Correctional Center (SCC)

\_\_\_\_\_ Southern New Mexico Correctional Facility (SNMCF)  
\_\_\_\_\_ Western New Mexico Correctional Facility (WNMCF)  
\_\_\_\_\_ Northeastern New Mexico Detention Facility (NENMDF)  
\_\_\_\_\_ Northwestern New Mexico Correctional Center (NNMCC)  
\_\_\_\_\_ Guadalupe County Correctional Facility (GCCF)  
(NMMRA)  
\_\_\_\_\_ New Mexico Women's Recovery Academy (NMWRA)

\_\_\_\_\_ Roswell Correctional Center (RCC)  
\_\_\_\_\_ Penitentiary of New Mexico (PNM)  
\_\_\_\_\_ Otero County Prison Facility (OCPF)  
\_\_\_\_\_ Lea County Correctional Facility (LCCF)  
\_\_\_\_\_ New Mexico Men's Recovery Academy  
\_\_\_\_\_ The Pavilions

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

PLEASE NOTE: In signing this application, an applicant agrees to the following conditions of acceptance as a volunteer:

- A. Be 18 years of age or older and submit proof of age, if required.
- B. Submit proof of credentials when providing professional services.
- C. Meet attendance and performance commitments.
- D. Receive no monetary compensation for their services, except as provided for selected programs and services.
- E. Complete mandatory volunteer and site-specific orientation, and/or other training as required.
- F. Conform to other New Mexico Corrections Department policies, regulations, and instructions.

Please read carefully before you sign this application. False statements on this application shall be sufficient cause for termination.

\_\_\_\_\_  
Application Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Warden or their designee

\_\_\_\_\_  
Date



**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Guidelines for Volunteers**

1. You are working in a Department facility program to provide the service specified in your Volunteer Agreement. Do not do anything else. Do not make phone calls, give or lend money or do favors for inmates or residents. Do not mail anything for inmates or residents. There are Department policies governing inmate mail, phone calls, and possession of money.
2. Since you are to provide a specific service, you will not be helping if you get involved in the internal affairs of the institution.
3. You are not an advocate for inmates. It is better for the inmate to learn to work through administrative procedures for grievances and complaints.
4. Do not provide professional counseling or legal advice unless you are contracting for that particular service. These kinds of services require professional credentials.
5. At no time shall a volunteer transport anything from the outside to the inside of a facility without prior written authorization from the Warden or designee. If you need supplies or equipment transported for a class, ask for staff assistance.
6. Leave all cell phones, purses, bags, and money in your car and have your car locked at all times.
7. At no time shall a volunteer transport anything from the inside of the facility to the outside for any reason without prior written authorization from the Warden or designee. Even if you are asked to take notes out, or anything that appears insignificant, it could be counter-productive to rehabilitation.
8. If for any reason you cannot be available at the time expected, please let your contact person at the institution know.
9. Do not bring in friends or other volunteers to help you without previous approval.
10. You are responsible for complying with the rules and regulations of the institution in which you work.
11. You are required to respect the confidentiality of records and privileged information you may have access to as a volunteer. You have an obligation to report any information you may obtain relating to the life and safety of inmates or staff to the Coordinator of Volunteer Program and Services.
12. You are expected to conduct yourself in a professional and proper manner at all times; intimate contact and gestures are prohibited, i.e., embracing (of a romantic nature) and kissing.





# NEW MEXICO CORRECTIONS DEPARTMENT

Cabinet Secretary  
Alisha Tafoya Lucero

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## PRISON RAPE ELIMINATION ACT TRAINING ACKNOWLEDGEMENT

Name: \_\_\_\_\_

Facility: \_\_\_\_\_

Group/Company: \_\_\_\_\_

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

### Training received:

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

I understand that the New Mexico Corrections Department has zero tolerance for all forms of sexual abuse, sexual assault, and sexual harassment and that the Department thoroughly investigates all related allegations. Further, I understand that if I engage in any type of sexual activity (abuse/harassment/assault) with an inmate(s) while conducting the service(s) contemplated in my agreement with NMCD, I will be investigated and subject to criminal liability and prosecution, if applicable.

By signing this document, I acknowledge that I have received training on my responsibilities under the PREA, NMCD's sexual abuse & sexual harassment prevention, detection, response policies & procedures and I understand the training that I received. I further acknowledge that I have read and understand the clauses attached hereunto as Exhibit A (PREA, Security Clearances and Background Checks, Cooperation with NMCD Investigations, CJI).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
\_ NMCD Trainer

\_\_\_\_\_  
Date



## **Exhibit A**

### **I. Prison Rape Elimination Act (PREA) Standards:**

Any Contractor providing services to NMCD who has direct contact with inmates or parolees who are in the care and custody of the State of New Mexico, shall adhere to and require its employees or other persons performing the services contemplated by this Agreement to adhere to PREA standards while providing such services for and in DEPARTMENT facilities. NMCD may conduct monitoring to ensure that such persons are complying with the PREA standards. [§115.12]

### **II. Security Clearances and Background Checks:**

The Contractor and its employees, subcontractors, or agents agree to cooperate with and abide by any and all rules and regulations set forth by the Agency so as not to interfere with the daily operations of the Agency or to jeopardize the health and safety of any employees, inmates or the general public. The Contractor and its employees, subcontractors, or agents who will have access to NMCD properties and inmates are subject to security clearances and/or background checks.

Any security clearances and/or background checks required by the Agency for the Contractor's employees, subcontractors, or agents must be obtained prior to commencement of the job. Agency reserves the right to deny any employee, or agent of the Contractor access to the Agency property should that individual fail the criteria required for the security clearance or be found to be in violation of NMCD policies and procedures.

Agency reserves the right to provide and escort and/or require full time supervision for the Contractor, its employees, subcontractors, or agents, during any or all phases of a project should user agency feel it is necessary.

Agency reserves the right to escort any employee, subcontractor or other agent of the Contractor off the Agency property for any inappropriate conduct or actions that jeopardizes the safety, security, or well being of the facility. If such conduct or action should occur, then, this agreement may be terminated immediately.

### **III. Cooperation with NMCD Investigations:**

In addition to the foregoing, the Contractor must furnish all information and reports required by, or pursuant to, the rules, regulations, and policies of the NMCD, and will permit access to, and the interview of, its employees, subcontractors, or other agents as well as the examination and copying of its records, unless such materials are legally privileged, by the NMCD Office of Professional Standards, the Security Threat Intelligence Unit and the Equal Employment Opportunity Officer and the United States Department of Justice, the New Mexico Department of Public Safety, the New Mexico General Services Department, the New Mexico Risk Management Division, and/or the New Mexico Workforce Solutions Department, and will otherwise fully cooperate with any such investigation. Any willful violation of this requirement will be grounds for immediate termination of this agreement and removal of the Contractor from the property.

### **IV. Criminal Justice Information (CJI) Security Compliance**

Any Contractor providing services to NMCD that has access to CJI will be required to review, acknowledge and adhere to the Criminal Justice Information System (CJIS) Security Addendum, review other CJIS related documents as identified in the CJIS Security Addendum and complete the most current level of CJIS Security Training; at the Contractors expense.

The CJIS Security Addendum is a uniform addendum to an agreement between a Criminal Justice Agency and a private contractor, approved by the Attorney General of the United States, which specifically authorizes access to CJI, limits the use of the information to the purpose for which it is provided, ensures the security and confidentiality of the information consistent with existing regulations, provides for sanctions, and contains such other provisions as the Attorney General may require.

# 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. It is a violation of State Law, 30-9-11 to engage in acts with an inmate or offender.

**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 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 are brought forth.

**C**ourage



**R**esponsibility

**E**thics

**D**edication

## 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](mailto: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](mailto: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 respond, 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 person 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 does not fit with societal norms. Gender non-conforming 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 men’s 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 whom we partner with, for help

## **ACA CODE OF ETHICS**

### *AMERICAN CORRECTIONAL ASSOCIATION*

#### Relationships with clients/colleagues/other professions/the public --

Members will respect and protect the civil and legal rights of all clients.

Members will serve each case with appropriate concern for the client's welfare and with no purpose of personal gain.

Relationships with colleagues will be of such character as to promote mutual respect within the profession and improvement of its quality of service.

Statements critical of colleagues or their agencies will be made only as these are verifiable and constructive in purpose.

Members will respect the importance of all elements of the criminal justice system and cultivate a professional cooperation with each segment.

Subject to client's rights of privacy, members will respect the public's right to know, and will share information with the public with openness and candor.

Members will respect and protect the right of the public to be safeguarded from criminal activity.

#### Professional conduct/practices --

No member will use his/her official position to secure special privileges or advantages.

No member, while acting in an official capacity, will allow personal interest to impair objectivity in the performance of duty.

No member will use his/her official position to promote any partisan political purposes.

No member will accept any gift or favor of such nature to imply an obligation that is inconsistent with the free and objective exercise of professional responsibilities.

In any public statement, members will clearly distinguish between those that are personal views and those that are statements and positions on behalf of the agency.

**CODE OF ETHICS**  
(Continued)

Members will be diligent in their responsibility to record and make available for review any and all case information that could contribute to sound decisions affecting a client or public safety.

Each member will report, without reservation, any corrupt or unethical behavior which could affect either a client or public safety.

Members will not discriminate against any client, employee, or prospective employee on the basis of race, sex, creed, religion or national origin.

Members will maintain the integrity of private information; they will neither seek personal data beyond that needed to perform their responsibilities, nor reveal case information to anyone not having proper professional use for such.

Any member who is responsible for agency actions will make all appointments, promotions, or dismissals only on the basis of merit and not in the furtherance of partisan political interests.

.....  
**Acknowledgement**

I Acknowledge that I have read, or have had read to me,  
and understand all of the above.

Volunteer: \_\_\_\_\_ / \_\_\_\_\_  
(Print) (Sign) Date

Social Security #: \_\_\_\_\_



### **Volunteer/Vendor Virtual Program/Service Acknowledgement**

All Volunteers/Vendors must review and comply with all NMCD policies and procedures for volunteers and vendors.

The Volunteer/Vendor must be trained by an NMCD authorized volunteer/vendor trainer. All required documentation must be signed and submitted to the facility Chaplain/volunteer coordinator and approved by the Warden.

Volunteer/Vendor agrees to the following when providing virtual program/service for NMCD:

1. Volunteer/Vendor will conduct themselves in a professional manner.
2. The virtual space designated by the Volunteer/Vendor should be treated as if the Volunteer/Vendor is inside an NMCD facility, as much as possible. This means:
  - The space should be safe and appropriate for all NMCD inmates with no or minimal distractions – it should be as plain as possible. Spaces may also use virtual backgrounds, as available and appropriate, for privacy concerns and to limit distractions. Virtual spaces are subject to review by NMCD staff to ensure compliance with these requirements.
  - NMCD credentials should be available upon request.
  - Appropriate attire is required at all times.
  - Personal items or objects that a volunteer/vendor would not bring into the facility (e.g., family pictures, political posters, etc.) should not be visible.
  - No unauthorized participants (e.g., spouses, children, pets, family members, etc.) should be present in the room.
  - No items or objects promoting political affiliation, gang or illegal activity, or drug and alcohol use visible to attendees.
  - No items or objects of a religious nature when providing a non-religious program/service should be visible.
  - No eating during the program/service.
  - No smoking, vaping or drinking alcoholic beverages.
  - No unauthorized or inappropriate audio.
  - No screen sharing.
3. Volunteer/Vendor will respect time allotted for program and service and will not start early or late or end early or late to model accountability. Time is valuable and should be honored.



# NEW MEXICO CORRECTIONS DEPARTMENT

Cabinet Secretary  
Alisha Tafoya Lucero

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Phone: 505.827.8645 Fax: 505.827.8533 [www.cd.nm.gov](http://www.cd.nm.gov)

4. For safety and security reasons, Volunteer/Vendor will not pan camera to share their location with attendees and will take all necessary precautions in protecting their whereabouts and any personal information potentially revealed on camera. NMCD is not liable for Volunteer/Vendor carelessness.
5. It is strictly prohibited to record virtual meetings, take screenshots, or capture media content from any virtual meeting without prior approval from the NMCD Public Information Officer.
6. If the Volunteers/Vendors should appear on screen in a group, all COVID-19 safety protocols should be followed, including social distancing and wearing appropriate masks.
7. The Volunteer/Vendor should contact the facility Chaplain/volunteer coordinator with any questions or concerns related to virtual programming/services.

## Acknowledgement

I acknowledge that I have read, or have had read to me, and understand all of the above.

Volunteer: \_\_\_\_\_ / \_\_\_\_\_  
(Print) (Sign)

Date

Last Four of Social Security #: \_\_\_\_\_