



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-150200 Inmate Property and Laundry	Issued: 6/9/87 Effective: 6/9/97	Reviewed: 07/11/22 Revised: 1/13/17
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

- A. NMSA 1978, Section 33-1-6, as amended
- B. Policy *CD-023400*

REFERENCES:

- A. ACA Standard 2-CO-4D-01, *Standards for the Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Expected Practices 5-ACI-2E-10, 5-ACI-3A-11, 5-ACI-5A-06, 5-ACI-5A-07, 5-ACI-5A-08, 5-ACI-5D-06, 5-ACI-5D-07, 5-ACI-5D-08, 5-ACI-5D-09, 5-ACI-5D-10, 5-ACI-5D-11, 5-ACI-5D-12 and 5-ACI-7D-08, *Performance Based Standards and Expected Practices for Adult Correctional Institutions*, 5th Edition.
- C. Policy *CD-121000*
- D. Policy *CD-131500*.
- E. Policy *CD-141000*.
- F. Policy *CD-150500*

PURPOSE: [5-ACI-5A-06] [5-ACI-5A-07]

- A. To establish guidelines governing the personal property that inmates may retain in their possession;
- B. To establish specific procedures regarding the control and safeguarding of inmate personal property;
- C. To establish specific procedures governing the disposition of contraband.
- D. To establish guidelines for the accountability and issuance of state-issued property.

APPLICABILITY:

All inmates and staff of the New Mexico Corrections Department (NMCD).

FORMS:

- A. **Property Inventory List** form (*CD-150201.1*)
- B. **Receipt for Confiscated Property** form (*CD-150201.2*)
- C. **Inmate State-Issued Property** form (*CD-150202.3*)
- D. **Sanitized Mattress Issuance** form (*CD-150202.4*)
- E. **Laundry Request** form(*CD-150202.5*)
- F. **Laundry Pick-Up** form(*CD-150202.6*)

ATTACHMENTS:

- A. **State-Issued Property Matrix Attachment (CD-150201.A)**
- B. **Personal Property Matrix Attachment (CD-150201.B)**

DEFINITIONS:

- A. Bedding: Blankets, mattresses, and pillows.
- B. Canteen Officer: Any correctional employee or contract employee, regardless of rank or title, who is assigned by the Warden to be responsible for the orderly maintenance of canteen inventory and proper documentation and processing of inmate purchases.
- C. Contraband: Any material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security and safety of the institution.

- a. Dangerous Contraband: Any item which poses a serious threat to the security of an institution and which ordinarily is not approved for possession by an inmate or for admission into the institution.

Examples may include, but are not limited to weapons, intoxicants, currency (where prohibited), tools which may be used to aid in an escape (e.g., rope), ammunition or explosives, combustible or flammable liquids, and hazardous or poisonous chemicals and gases.

- b. Nuisance Contraband: Any item other than dangerous contraband, which has never been authorized, or which may have previously been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard.

Examples may include, but are not limited to personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; state-issued property which has been altered, or other items made from state-issued property without staff authorization.

- D. Criminal Management Information System (CMIS): An automated computer system utilized by the Corrections Department for the purpose of tracking the status of offenders.
- E. Consumable Items: Food items or property items which can be readily used up by inmates within a reasonable period of time, e.g. phone cards, food, toiletries, hygiene, etc.
- F. Exchange Items: State-issued property which must be presented for exchange for similar items; or non-consumable items which are limited as to type or amount, e.g. televisions, radio/stereos, etc., and which must be exchanged for new replacement items as they are purchased.
- G. Laundry Officer: Any correctional employee, regardless of rank or title, who is assigned by the Warden to be responsible for the orderly processing and proper documentation of facility laundry procedures.

- H. Legal Materials: Materials of a legal nature which are pertinent and necessary to the inmate's own ongoing legal matter.
- I. Linens: Sheets, pillowcases, and towels.
- J. Non-Consumable Items: Property items which are not foodstuffs or cannot be readily used up within a relatively short period of time, e.g. appliances, clothing items, bedding, and hobby shop supplies, etc.
- K. Personal Clothes: Clothing items that are not state-issued.
- L. Personal Property: Items that are not state-issued that an inmate is permitted to retain if approved pursuant to this policy and procedure. Personal property shall be limited by the custody level and physical plant of the institutions.
- M. Property File: A file maintained on each inmate by the institutional property officer which documents all property items in an inmate's possession while at an institution. The file will remain at the institution.
- N. Property Officer: Any correctional employee, regardless of rank or title, who is assigned by the Warden to be responsible for the orderly processing and proper documentation of an inmate's property while at any facility.
- O. State-issued Property: Property issued to inmates by NMCD in the quantities designated by this policy.

POLICY: [2-CO-4D-01]

- A. NMCD shall set procedures that govern the controlling and safeguarding of inmate clothing and property. The Procedures shall identify what items shall be retained in an inmate's possession, and that clothing is properly fitted, climatically suitable, durable, and presentable. **[5-ACI-5D-08]**
- B. Inmates at Level I, Level II, and Level III facilities may be authorized to purchase a clear hot pot, with heat limitations, through the inmate store. The facility may also opt instead to provide microwaves or community hot pots that are strategically located for use by the inmate population.
- C. Space shall be provided for storing the personal property of inmates safely and securely. **[5-ACI-2E-10]**
- D. The control and safeguarding of inmate personal property shall be governed. Personal property retained at the institution shall be itemized in a written list that shall be kept in the permanent case file; the inmate shall receive a current copy of the list. **[5-ACI-5A-08]**
- E. The facility shall maintain a store of clothing, linen, and bedding that exceeds the amount required for the facility's inmate population. **[5-ACI-5D-06]**

- F. The facility shall hold inmates accountable for inmate clothing and bedding. **[5-ACI-5D-07]**
- G. The facility shall provide for the issue of suitable clothing to all inmates. Clothing will be properly fitted, climatically suitable, durable, and presentable. **[5-ACI-5D-08]**
- H. The facility shall provide for the issue of special and, when appropriate, protective clothing and equipment to inmates assigned to the institution's food service, hospital, farm, garage, physical plant maintenance shops, and other special work details. **[5-ACI-5D-09]**
- I. The facility will provide inmates with three complete sets of clean clothing per week. **[5-ACI-5D-10]**
- J. The facility permits only allowable personal property to be retained. No other personal property will be stored. **[5-ACI-5A-01] [5-ACI-5D-11]**
- K. The facility will provide inmates with the issue of suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, not to exclude a mattress with integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange, including towels and blankets. **[5-ACI-5D-12]**



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AUTHORITY:

Policy *CD-150200*

PROCEDURES: [5-ACI-5A-06] [5-ACI-5A-07] [5-ACI-5A-08]

A. General Guidelines:

1. Newly arrived inmates will receive a copy of this policy that includes a list of personal property allowed by custody level or program. Revisions and updated policy statements will be made available to all inmates upon request.
2. Personal property of all newly arrived inmates will be inspected and an inventory sheet will be completed including all property that an inmate has in his or her possession or is delivered with the inmate at that time. The inmate will be given a copy of the inventory sheet and must sign an acknowledgement that he or she received a copy and the information is accurate.
3. The inmate will be allowed to retain only what is permitted. Personal property not allowed will be disposed of in accordance with section J. of this procedure. **[5-ACI-5A-01]**
4. The inmate's personal property inventory list shall be retained in the Property Office. The property list is updated by information from the Classification Officer and the Property Officer as items are received and/or sent home or otherwise disposed of.
 - a. When an inmate is released or transferred, the articles on the list are checked against what he or she is taking with him or her. This ensures that no one will leave with another inmate's property.
 - b. Inmates will not be allowed to exchange personal property among themselves, or with immediate family members who are also incarcerated.

B. State-Issued and Personal Property Limits: [5-ACI-5D-07] [5-ACI-5D-08] [5-ACI-5D-10] [5-ACI-5D-11] [2- CO-4D-01]

1. Upon admission to any NMCD or NMCD contract facility, each inmate will be issued state-issued property listed on the **State-Issued Property Matrix** Attachment (*CD-150201.A*) through the Facility Laundry, documented on the *Inmate State-Issued Property Form (CD-150202.3)*.

2. State-issued non-consumable items will be returned upon transfer to another New Mexico Correctional institution or upon the discharge/parole of any inmate.
3. NMCD staff at Level I and Level II facilities are not required to provide new state- issued underwear or hygiene items unless the inmate can prove indigence.
4. The **Inmate State-Issued Property** form (*CD-150202.3*) shall be completed indicating the size and quantity of clothing issued and the inmate shall date and sign the form indicating receipt of the items. A copy of this form will be retained in the property file and maintained by the Facility Laundry Officer.
5. Although a certain category of items may be permitted, a specific type of that item may be rejected if it constitutes a threat to the security of the institution. For example, although religious medallions not exceeding \$50.00 in value are generally permitted, a specific type of medallion may be rejected if it can easily be used as a weapon.
6. Each institution may make a determination as to the amount of allowable electronic devices based on the layout of the physical plant of the facility and inmate's access to and number of available electrical outlets.
7. Inmates housed at RDC who are not yet classified will not be allowed to order personal property from vendors.
8. County Jail inmates will be allowed to purchase canteen if housed for over 60 days in the NMCD facility and have not been found guilty of misconduct. They will be provided with state-issued property.

C. Confiscated/Contraband Items

1. Any state-issued or personal property which is not allowed shall be listed by the Property Officer on the **Property Inventory Sheet** under "*Confiscated/Contraband Items*" and disposed of in a manner consistent with section J. of this procedure. The method of disposition shall be noted on the form and acknowledged by the inmate's signature.
2. In the event an inmate is found in possession of another inmate's legal materials and those materials are confiscated, the Property Officer will make a reasonable effort to return the legal materials to the inmate to whom they belong.

D. Acquisition of Personal Property:

1. In addition to the property which inmates are allowed to retain upon admission, inmates may acquire additional personal property through institutional canteens and the following list of approved vendors:
 - a. Access Securepak;
 - b. Keefe Group;
 - c. Walkenhort's; and
 - d. Union Supply Group
2. Inmate personal property shall not be directly mailed in or brought in by any visitor,

Corrections Department employee or Contract employee, or any other individual entering the facility. All personal property must be purchased by inmates via property officer and approved vendors or canteen/inmate store. Family members will not be allowed to purchase personal property for inmates.

3. Inmates may acquire books, magazines, and newspapers from the publisher, not to exceed the allowable quantity as per institutional custody limitation. Nudity, pornography, and/or gang-related materials are prohibited.
4. Inmates may not acquire personal property in any manner other than those listed in this section. Those items acquired by means other than those listed in this section will be confiscated and destroyed.
5. Inmates who have been approved to participate in the work release program will be allowed civilian clothing (5 shirts / 5 pairs of pants) that will be stored at the work site. If the inmate employer provides the inmate with a work uniform, the inmate will not be allowed to purchase civilian clothing. Civilian clothing must be purchased directly from an approved vendor using a debit memo. All gang-related clothing is prohibited.

E. Procedure for Canteen and Approved Vendor Purchases:

1. The Wardens at each Unit shall designate appropriate personnel to address the orderly control and documentation of all property purchased or acquired by inmates.
2. An inmate who wishes to purchase non-consumable personal property through the canteen shall be responsible for submitting a debit memo to the business office. The property officer shall be responsible for recommending approval or disapproval of the purchase and for forwarding it to the appropriate Deputy Warden for a final decision. Prior to forwarding the requisition for non-consumable items to a Deputy Warden, the Property Officer shall ensure that the purchase is in accordance with this policy and procedure.
3. Upon receipt of property items from vendors, the mailroom shall forward the property to the respective Unit Property Officer for engraving or other appropriate identification and for recording in the inmate property file prior to issue.
4. The Property Officer shall be responsible for keeping an updated record of all non-consumable personal property items in an inmate's possession. The Property Officer shall record all purchases made through the canteen or approved vendors of non-consumable personal property on individual property and clothing cards.
5. The Property Officer shall be responsible for ensuring that all purchases of non-consumable items are properly recorded and all needed exchanges are made. An inmate not presenting an exchange item shall not be allowed to receive purchased personal property.
6. The Property Officer shall clearly mark all non-consumable property items with each inmate's name and number.
 - a. Inmates found in possession of another inmate's personal property will receive a

disciplinary report.

- b. Inmates found in possession of property that has been altered or has an altered identification name and/or NMCD number will receive a disciplinary report and said property will be confiscated.
7. Any approved non-consumable items with a value in excess of \$20.00 shall be added to the inmate's property inventory list by the Property Officer.

F. Restrictions on Allowable Personal Property:

1. All televisions must be clear and be restricted to a maximum 15" color screen with a clear case and with a jack for ear phones. Inmates will be allowed one (1) remote control device. TVs will be engraved with the inmate's NMCD # in the top right corner, and the serial number will be entered into the CMIS.
2. All portable stereo systems shall be restricted to nothing larger than a "Walkman" type AM-FM radio/cassette player with a jack for earphones in a clear case with non-detachable speakers. MP3 players are allowed, and CD players are prohibited.
3. All sweatshirts, sweatpants and gym clothes will have no logos/emblems and no pockets. Only gray is acceptable and must be of solid color with no collar.
4. The only shoes acquired through a vendor will be athletic type shoes, white/grey in color up to seventy-five dollars (\$75.00) in value, and shower shoes. The only other types of shoes allowed will be state-issued shoes.
5. Inmates may purchase additional boxer shorts and socks but may possess no more than seven (7) sets of each in their property (combination of 3 state-issued, and 4 purchased). Inmates may purchase additional pairs of shoes but may possess no

more than three (3) pairs (combination of 1 state-issued pair, and 2 purchased pairs).
6. Inmates who arrive with any type of medication shall relinquish it to the Property Officer upon arrival. The Property Officer shall immediately contact a member of the Medical Staff for medical evaluation, complete the **Property Inventory Sheet** under "*Medication*" and shall submit all medications to the on-duty supervisor of the Medical Department.

H. Discretionary Transferable Personal Property:

1. Normally, if an inmate is being transferred to an institution that allows televisions and Walkman-type stereo systems, that inmate's television and stereo system may be transferred to the receiving institution as the personal property of an inmate.
2. If an inmate is being transferred to an institution that does not allow televisions, Walkman-type stereo systems or other items (due to layout of the physical plant of the facility and inmate's access to and number of available electrical outlets) these personal property items will not be allowed.

3. If the personal property is not allowed, every effort shall be made to dispose of the personal property prior to the inmate's transfer, at the expense of the inmate, by the sending institution. If this is not accomplished, the receiving institution shall dispose of the personal property at the expense of the inmate.

I. Property Inventory Procedure for Transfers:

1. All Intra- or Inter-facility transfers will be coordinated and approved through the Deputy Warden or a designee.
2. Every attempt should be made to transport personal property at the same time the inmate is transferred.
 - a. The only exception should be during emergency situations.
 - b. If personal property is not transferred along with the inmate, the Shift Supervisor will ensure that the inmate will receive a copy of the inventory sheet and ensure that the personal property is secured and is transferred as soon as feasible.
3. The Property Officer of the sending Unit/Facility will be responsible for completing the **Property Inventory List** form (*CD-150201.1*) reflecting all property in the inmate's possession prior to the transfer. The inventory should be conducted in the presence of the inmate and the Property Officer and the inmate should sign the form. This inventory will be filed in the property room file. If the inmate cannot be present at the time of inventory, the Property Officer shall conduct the inventory in

the presence of a witness who shall also sign the form and shall indicate the reason that the inmate was not present.
4. The sending unit's Property Officer will bag and clearly label all property with the inmate's name, NMCD number and destination.
5. The sending unit's Property Officer and the Transport Officer(s) will ensure that a copy of the **Property Inventory List** form (*CD-150201.1*) accompanies an inmate's property.
6. The Property Officer at the receiving unit will inventory all property within twenty- four (24) hours in the presence of the inmate and complete a **Property Inventory List** form (*CD-150201.1*). Any property that is non-transferable shall be listed on the **Receipt for Confiscated Property** form (*CD-150201.2*), and the Property Officer shall make the proper arrangements for the disposal of the property in accordance with section J. of this procedure. In the event an inmate is found in possession of another inmate's legal materials and those materials are confiscated, the Property Officer will make a reasonable effort to return the legal materials to the inmate to whom they belong.
7. If the Property Officer is not present on duty when inmates arrive or depart the units, the Shift Supervisor on duty at the receiving/sending unit will be responsible for ensuring that the proper procedure is followed. If this is not possible, the property must be stored in a secure area until it can be inventoried and non- transferable items are confiscated.

8. If an inmate is temporarily transferred from an institution for a period of more than one (1) calendar day, but less than ninety (90) calendar days, the personal property shall be inventoried, packaged, and stored in a secure area as designated by the sending unit Deputy Warden, Chief of Security, or Administrative Captain.
9. If an inmate is temporarily transferred out of an institution for a period of time which is anticipated to exceed ninety (90) calendar days, and the personal property cannot be transferred with the inmate to the new location, disposition shall be decided on a case-by-case basis contingent upon the following factors:
 - a. Whether or not the inmate is expected to return within a reasonable period of time.
 - b. The inmate's wishes regarding disposition of personal property as indicated on the **Receipt for Confiscated Property** form (*CD-150201.2*); and
 - c. Whether or not the inmate's monies were transferred out with him or her.
10. Every time an inmate is transferred temporarily, they must complete a **Receipt for Confiscated Property** form (*CD-150201.2*) before departing; and each time

personal property is packaged for storage, a **Property Inventory List** form (*CD- 150201.1*) must be completed in accordance with this procedure.

J. Disposal of Personal Property:

1. If the inmate's personal property is deemed to be non-transferable or in excess of institutional limitations, it will be disposed of in accordance with this section.
2. The inmate will designate how the personal property is to be disposed of by completing the **Receipt for Confiscated Property** form (*CD-150201.2*). This form will become part of the inmate's property file. The property may be disposed of in one of the following ways:
 - a. The personal property may be destroyed by institutional staff;
 - b. The personal property may be mailed out to an address designated by the inmate, at the inmate's expense for postage. A signed Debit Memo shall be attached to the Personal Property Disposition Form.
 - c. An authorized visitor may pick up the personal property within fourteen (14) calendar days of an inmate's arrival at an institution.
 - d. Personal property that was approved prior to this policy but is no longer allowed may be picked up by an authorized visitor within fourteen (14) days or shipped out at the inmate's expense. Disposition shall be indicated on the **Receipt for Confiscated Property** form (*CD-150201.2*).
 - e. Inmates will be informed on the **Receipt for Confiscated Property** form (*CD-*

150201.2) that if the inmate has not arranged for the personal property to be picked up within fourteen (14) days or paid to have the personal property mailed within fourteen (14) days, it will be destroyed.

- f. Should the inmate be unwilling or unable to make a determination as to what personal property to retain, the decision will be made by a Deputy Warden or Chief of Security, and the remaining personal property will be disposed of in accordance with these procedures.
3. In the event of an escape, Corrections Department staff will utilize an inmate's property for investigative purposes to determine escape mode, route, etc., and they will dispose of the property in a manner in accordance with the following methods. Methods of disposal shall include, but are not limited to:
 - a. Confiscation of abandoned property.
 - b. Destruction.
 - c. Mailing the property to an address previously designated by the inmate, and at the inmate's expense. This would require the inmate to have a sufficient amount of money in his or her account in order to pay for postage; or
 - d. Having an approved visitor pick up the property within fourteen (14) calendar days from the date of escape or at the completion of the investigation of escape.

K. Hobby Shop Supplies, Projects:

1. Hobby Shop supplies may be purchased by inmates through the Hobby Shop officer. The value of the supplies shall not exceed the amount specified by this procedure.
2. Hobby Shop supplies that are inherently dangerous or toxic in nature may not be retained as personal property in the general population living units.
3. Completed Hobby Shop projects cannot be retained as personal property by inmates. These items will not be considered transferable personal property.
4. Hobby Shop items will be mailed out at the inmate's expense or sold in the lobby areas via the Hobby Shop officer. Approved visitors may pick up Hobby Shop items to take home, but the transaction must be coordinated by the Hobby Shop officer and the Deputy Warden.
5. Levels I through III will be allowed to purchase Hobby Shop items. The value will not exceed \$50.00 at any one time. Level IV and PBMP Hobby Shop items are limited to the privileges provided within the step system.

L. Grievances Regarding Lost or Damaged Property:

1. The New Mexico Corrections Department will not be liable for the loss of or damage to personal property unless it is evident that the Department, through negligence, was directly responsible for the loss or damage.

2. All inmates will sign a **Property Inventory List** form (*CD-150201.1*) every time they arrive at a New Mexico Corrections Department facility, stating that all their personal property is accounted for, and that they understand it is their responsibility to keep their cell doors or lockers/closets secured when they leave their respective housing units.
3. Any disputes shall be settled through the established inmate grievance procedure in *CD-150500*.
4. The Department shall attempt to minimize loss and damage claims by making every effort to transport personal property along with inmates and to inventory personal property in the presence of inmates.

M. Quarterly or Birthday Packages:

1. Inmates classified in the following statuses are not eligible to receive a Quarterly or Birthday package:
 - a. Inmates in PBMP.
 - b. Inmates pending transfer to PBMP.
 - c. County Jail Inmates held in custody for less than 60 days.
 - d. Inmates on PHD, or Disciplinary Restrictive Housing.
 - e. Inmates in Special Management Population.
 - f. Inmates in the Drug Suppression Program.
2. Inmates in Level IV, all of Level III, all of Level II, and all of Level I may receive a Holiday package.
3. Inmates may only obtain consumable items through Quarterly or Birthday packages. Non-consumable items are not allowed. Only approved visitors on the inmate's visiting list will be allowed to purchase a Quarterly or Birthday package through the approved vendor. The visitor will submit a list of items to the approved vendor along with the payment. The vendor will then ship the Quarterly or Birthday package to the inmate. The maximum dollar amount allowed is a total of seventy dollars (\$70.00) from up to two visitors.
4. Inmates who have no one on their approved visitors list may order a Quarterly or Birthday package of consumable items directly from the approved vendor. Each inmate may order one Quarterly or Birthday package containing a maximum of seventy dollars (\$70.00) worth of consumable items only from the approved vendor through the purchase order process identified in the institutional policy.
5. Quarterly or Birthday packages must comply with the following standards:
 - a. The mailroom officer will keep track of inmate's Quarterly or Birthday packages and the total value of all packages, not to exceed seventy dollars (\$70.00).
 - b. All items must be commercially packaged in a transparent container or factory sealed wrappings; e.g. plastic, cellophane, foil, etc. No glass containers will be accepted. No canned foods will be accepted.

- c. All Quarterly or Birthday packages shall be delivered either by the U.S. Postal Service, FedEx, or United Parcel Service (UPS) only.
6. Inmates who have medical problems that prevent them from receiving the normal pre-authorized Quarterly or Birthday package items will have the opportunity to obtain special approval for other items through their Classification Officer, from the Deputy Warden or a designee.
7. A tracking system will be maintained by the mailroom staff, with each inmate's name and number, the date the package arrived, the dollar amount received, not to exceed seventy dollars (\$70), and if the package was sent by an approved visitor.
8. All incoming packages shall be inspected for contraband.
9. All contents of said packages shall be recorded on a Quarterly or Birthday **Package Receipt** and filed in the property file.
10. All inmates shall receive their Quarterly or Birthday packages in a timely fashion and shall receive all consumable items only after signing a receipt. The Quarterly or Birthday **Package Receipt** shall include such information as: inventory of contents, rejected and/or damaged items received and their disposition.

N. Exceptions:

1. Inmates in possession of property of a medical nature, which was previously approved, shall be allowed to retain such property. However, these items shall not be replaced without subsequent medical documentation.
2. In as much as female inmates are all housed in the same multi-custody level facility, female inmates who are classified under the various custody levels shall be provided with a list of permissible personal property by their institution. The list shall be comparable to the list for male inmates, in addition to the following allowable personal property:
 - a. Two (2) pair of earrings (no stones) not to exceed fifty dollars (\$50.00), per pair.
 - b. Make-up not to exceed sixty dollars (\$60.00) and purchased through canteen.
3. In extraordinary circumstances, the Warden may authorize reasonable deviations from this policy. Any such deviations must be expressly stated in writing by the Warden.

O. Storage of Excess Legal Property and Mail:

1. Inmates will be allowed to retain legal materials with regard to cases that they intend to file in the near future, and for cases that have already been filed and are still active; provided the type and amount of these legal materials otherwise are in conformance with NMCD policy.
2. All inmate personal property is expected to be stored in the storage space provided, including legal materials. However, at times a legitimate need may exist for additional storage space

to be provided to store legal materials. Legal materials include pleadings, transcripts, books, notes, correspondence to and from attorneys and courts, and related supplies, including writing instruments, paper, postage, and envelopes.

3. Inmates who have legal material exceeding the storage space provided must request and justify to a Deputy Warden or a designee the need for a second storage locker.
 - a. Such additional space for legal materials is authorized only if the inmate can establish to a Deputy Warden or a designee that the storage space provided by the first box has been totally consumed by legal materials, current educational materials, and a reasonable amount of hygiene, arts and craft, commissary, and other personal property items.
 - b. For the purpose of this review, a reasonable amount of hygiene, arts and craft, commissary, and other personal property may not exceed one-half of the space available in the first storage box. The Deputy Warden or designee may review the need for the second storage locker every 90 days.

3. If an inmate cannot secure all of his or her designated legal materials in the second storage locker provided pursuant to the preceding paragraph, a written request for special review and consideration must be forwarded by the inmate to the Librarian, who will conduct a review of the amount and types of all the materials that the inmate identifies as legal material. The Librarian will advise the requesting inmate of the criteria applicable to the review and the options available to the inmate for reducing the volume of the inmate's legal materials prior to conducting review. These options would include, but not be limited to: eliminating items available in the law library, eliminating items which are not current or active, reducing the amount of supplies, and/or mailing items to persons for storage. The inmate is expected to make a good faith effort to reduce the volume of legal materials in accordance with these procedures. The inmate may designate correspondence to and from his or her attorney or attorney's representative as privileged and confidential.
 - a. If the legal material is designated as privileged correspondence, the Librarian shall only review the designated legal material to the extent necessary to determine:
 - 1) that the correspondence is either to or from the requesting inmate, and
 - 2) The correspondence is either to or from privileged correspondent, excluding attachments or appendices. The Librarian's review of the inmate's legal material will consider the following factors in determining whether the legal materials qualify for consideration for additional storage:
 - a) Whether the legal material relates solely to matters in which the requesting inmate is a party or potential party;
 - b) Whether the material is not available from the law library; and,
 - c) Whether the material is reasonably necessary to support current, ongoing litigation or anticipated litigation.
 - b. Based on this review, the Librarian will make a recommendation to the unit Deputy Warden concerning provision to the inmate of additional storage for legal materials. A

Deputy Warden's decision to provide or not to provide additional storage is subject to review through the inmate grievance procedure. The continued need for additional storage, if approved, is subject to review every ninety (90) days.

- c. If the inmate is issued a second or subsequent box consistent with the procedures outlined above and has unused space remaining in the additional box, he or she may store educational materials and personal copies of legal materials available from the law library in the remaining portion of that box. Inmates may not retain any legal materials relating to another inmate's legal matters.
- d. If the inmate is determined to be eligible for additional storage, he or she will be allowed thirty (30) days from the date that the grievance process is completed, in which to dispose of any materials that will not fit in the allocated space. The excess material may be mailed elsewhere at the inmate's expense, be picked up by approved visitors with prior arrangement through the Classification Officer, or be turned over to the Property Officer for destruction. Indigent inmates may apply for postage in accordance with institutional policy.
- e. In the event an inmate is found in possession of another inmate's legal materials and those materials are confiscated, the Property Officer will make a reasonable effort to return the legal materials to the inmate to whom they belong.

**NEW MEXICO CORRECTIONS DEPARTMENT STATE-ISSUED
PROPERTY MATRIX**

Attachment CD-150201.A
Revised 01/13/17

	State Issued Property	<i>Amount Issued</i>
State Issued Clothing	Seasonal Headwear (Beanie or Cap)	1
	Boxer Shorts	3
	Jacket (issued seasonally)	1
	Uniform Pants	3
	Uniform Shirts	3
	Shoes or Boots (pairs)	1
	Shower Shoes (pairs)	1
	Socks (pairs)	3
	T-Shirts (outside detail only)	2
	Undergarments (Panties and Bras, female inmates)	3
Sleep Wear (nightgowns, female inmates)	2	
State Issued Bedding & Linens	Blankets	2
	Laundry Bag	1
	Mattress	1
	Pillow	1
	Pillow Case	1
	Sheets	2
	Towels	2
State Issued Hygiene	Toothpaste ⁽¹⁾	1
	Toothbrush ⁽¹⁾	1
	Soap ⁽²⁾	1
	Toilet Paper ⁽²⁾	1
	Shampoo ⁽¹⁾	1
	Deodorant ⁽¹⁾	1
	Sanitary Napkins, female inmates	⁽³⁾

(1)) inmate must prove indigence for these state issued items, on an as needed basis

(2)) the issuance of these state issue property items will be done on a weekly basis

(3)as needed

**NEW MEXICO CORRECTIONS DEPARTMENT
PERSONAL PROPERTY MATRIX**

Male Inmates - Facility Level or Program															
		Level I / II / III	Level IV	RDC	MHTC ACU	MHTC SMU	MHTC GP	LTCU	PBMP Step 1	PBMP Step 2	PBMP Step 3	CJ/PBMP Step 4	PHD / RHU	SMP	PC
Personal Clothing	Athletic Shoes (pairs)	2	2	1	1	1	2	1	1	1	1	1	1	1	1
	Shower Shoes	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Cap	1	1	0	0	0	1	0	0	0	0	0	0	1	0
	Gym shorts	2	2	0	0	1	2	1	1	1	1	1	1	2	1
	Sweatpants	2	2	0	0	1	2	1	1	1	1	1	1	2	1
	Sweatshirts	2	2	0	0	1	2	1	1	1	1	1	1	2	1
	Thermal Tops	2	2	0	0	1	2	1	1	1	1	1	1	2	1
	Thermal Bottoms	2	2	0	0	1	2	1	1	1	1	1	1	2	1
	T-Shirts	4	4	3	3	3	4	3	3	3	3	3	3	4	3
	Boxer Shorts	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Socks	4	4	4	4	4	4	4	4	4	4	4	4	4	4	
Non-Consumable Items	Letters	10	10	5	3	5	10	5	5	5	5	5	3	10	5
	Writing Paper, sheets	20	20	10	6	10	20	10	10	10	10	10	6	20	10
	Books	3	3	1	0	1	3	1	1	1	1	3	1	3	1
	Magazines	3	3	1	0	1	3	1	1	1	1	3	1	3	1
	Religious Books	2	2	1	1	2	2	2	1	1	1	2	1	2	1
	Religious Items	2	2	1	1	1	2	1	1	1	1	1	1	2	1
	Watch	1	1	1	0	0	1	0	0	0	0	1	1	1	1
	Wedding Band	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Foot Locker	1	1	0	0	0	1	0	0	0	0	0	0	1	1
	Radio or MP3	1	1	0	0	0	1	0	0	0	1	1	0	1	1
	Ear Buds	1	1	0	0	0	1	0	0	0	1	1	0	1	1
	Television	1	1	0	0	0	1	0	0	0	1	1	0	1	1
	Batteries	4	4	0	0	0	4	0	0	0	4	4	0	4	4
	Drinking Cup	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Bowl	2	2	0	0	1	2	1	1	1	1	1	0	2	0
	Photo Album	1	1	0	0	0	1	0	0	0	0	0	0	1	1
	Photographs	25	25	5	5	5	25	5	10	10	10	10	5	10	5
	Glasses	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Pens	5	5	1	1	1	5	1	1	1	1	1	1	5	1	
Electric Shaver	1	1	0	0	0	1	0	0	0	1	1	0	1	1	
Consumable Items	Must fit in designated storage area			0	0	\$20/wk	\$50/wk	\$20/wk	0	\$20/wk	\$35/wk	\$50/wk	0	0	\$50/wk

**NEW MEXICO CORRECTIONS DEPARTMENT
PERSONAL PROPERTY MATRIX**

		Female Inmates - Facility Level or Program							
		Level I / II / III	Level IV	RDC	CJ / PBMP	DSP	PHD / RHU	SMP	PC
Personal Clothing	Athletic Shoes (pairs)	2	2	1	1	1	1	1	1
	Shower Shoes	1	1	1	1	1	1	1	1
	Cap	1	1	0	0	0	0	1	0
	Gym shorts	2	2	0	1	1	1	2	1
	Sweatpants	2	2	0	1	1	1	2	1
	Sweatshirts	2	2	0	1	1	1	2	1
	Thermal Tops	2	2	0	1	1	1	2	1
	Thermal Bottoms	2	2	0	1	1	1	2	1
	Grey T-Shirts	4	4	3	3	3	3	4	3
	Boxer Shorts	4	4	4	4	4	4	4	4
	Socks	4	4	4	4	4	4	4	4
Non-Consumable Items	Letters	10	10	5	5	5	3	10	5
	Writing Paper, sheets	20	20	10	10	10	6	20	10
	Books	3	3	1	3	3	1	3	1
	Magazines	3	3	1	3	3	1	3	1
	Religious Books	2	2	1	2	2	1	2	1
	Religious Items	2	2	1	1	1	1	2	1
	Watch	1	1	1	1	0	1	1	1
	Wedding Band	1	1	1	1	1	1	1	1
	Foot Locker	1	1	0	0	0	0	1	1
	Radio or MP3	1	1	0	1	0	0	1	1
	Ear Buds	1	1	0	1	0	0	1	1
	Television	1	1	0	1	0	0	1	1
	Batteries	4	4	0	4	0	0	4	4
	Drinking Cup	1	1	1	1	1	1	1	1
	Bowl	2	2	0	1	0	0	2	0
	Photo Album	1	1	0	0	0	0	1	1
	Photographs	25	25	5	10	5	5	10	5
	Glasses	1	1	1	1	1	1	1	1
	Pens	5	5	1	1	1	1	5	1
	Electric Shaver	1	1	0	1	0	0	1	1
Blow Dryer	1	1	0	1	1	0	1	1	
Curling Iron	1	1	0	1	1	0	1	1	
Consumable Items	Must fit in designated storage area			0	\$50/wk	0	0	0	\$50/wk

NEW MEXICO CORRECTIONS DEPARTMENT PROPERTY INVENTORY LIST

Inmate Name: _____ NMCD# _____ Facility: _____

Personal

Clothing: (All Levels)

- _____ Athletic Shoe (2) Brand: _____
- _____ Cap (1)
- _____ Gym Short (2)
- _____ Shower Shoe (1)
- _____ Sweat Bottom (2)
- _____ Sweat Top (2)
- _____ Thermal Top (2)
- _____ Thermal Bottom (2)
- _____ T-Shirt
- _____ Boxer Shorts (7) (issued or purchased)
- _____ Socks (7) (issued or purchased)

Miscellaneous Items: (All Levels)

- _____ Address Book _____ Magazines (3)
- _____ Books (3) _____ Medicine Pouch*
- _____ Bowl _____ Pencils/Pens(5)
- _____ Cards _____ Photo Album (1)
- _____ Cup (2) _____ Photos (25)
- _____ Eyeglasses _____ Religious Books (2)
- _____ Eyeglass Case _____ Religious Medals (1)
- _____ Legal Papers _____ Watch (1) _____
- _____ Letters (10) _____ Wedding Band (1)

Other:

*Per CD-101101

Electronics: (All Levels):

- _____ Batteries (4)
- _____ Earphone (2)
- _____ Hot Pot (1)
- _____ Radio/MP3 (1)
- Serial # _____
- _____ Television (1)
- Serial # _____
- _____ TV Remote(1)
- Serial # _____

Canteen:

Hygiene (All Levels): (2 of each)

- _____ Indigent Packet
- _____ Aftershave _____ Mouthwash
- _____ Baby Oil _____ Nail clippers
- _____ Body Powder _____ Noxzema
- _____ Chap stick _____ Palm Brush
- _____ Combs _____ Razor
- _____ Conditioner _____ Shampoo
- _____ Dental Floss _____ Shaving Cream
- _____ Dentures _____ Shower Cap
- _____ Denture Case _____ Soap
- _____ Denture Cleaner _____ Soap Dish
- _____ Denture Adhesive _____ Sun block
- _____ Lotion _____ Toothbrush
- _____ Deodorant _____ Toothpaste
- _____ Foot Powder _____ Tweezers
- _____ Hair Brush _____ Visine
- _____ Hair Care (other)
- _____ Hair Net
- _____ Handkerchief

Hobby Craft Supplies:

Medications:

Inmate: _____ / _____
Print Sign Date

Inventory Officer: _____ / _____
Print Sign Date

RECEIPT FOR CONFISCATED PROPERTY

Inmate Name: _____

NMCD#: _____

Date: _____

Facility: _____

HU/Dorm: _____

Cell/Bunk#: _____

The following items were removed from your property because it is considered to be, or has been considered to be:

1 = Contraband **2** = Altered **3** = Unauthorized/Prohibited **4** = Has another inmates NMCD# **5** = Security Threat Group Related

Disposition: The item(s) have been (legend): **D** = Disposed **R** = Retained as evidence **S** = Stored **H** = Home

Sample:	Description of item	Removed for:	Disposition
1.	One (1) Am/Fm dual cassette Panasonic Stereo	4	S

(List the item description, reason for removal using the number codes above and the disposition of each item using the legend codes as above.)

- | | | | |
|-----|-------|-------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ |

Items confiscated by: _____ / _____
Security Staff Print/Sign

Search conducted: _____
Date Time

Comments: _____

I authorize the mailing of articles indicated above with a disposition of **H** to be mailed prepaid to _____ whose address is _____ the cost of which is to be charged to me (debit memo attached). I further acknowledge the inventory and disposition of all items listed above.

The following article(s) # listed above will be disposed of if not claimed or evidence of ownership not provided within fourteen (14) days:

The following article(s) # listed above has been determined to be hard contraband for which no ownership has been established or the inmate has refused to designate a method of disposal. The contraband has been disposed of by: _____

Signature of Staff Disposing of Property: _____
Security Staff Print/Sign Date Time

Receipt Acknowledged: _____
Inmate Print / Sign NMCD# Date

Witness: _____
Staff Print/Sign Title Security or Date

Copies to: Inmate, Property Officer and Chief of Security



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-150202 Laundry	Issued: 6/9/87 Effective: 6/9/97	Reviewed: 07/11/22 Revised: 1/13/17
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-150200*

PROCEDURES: [5-ACI-5D-12]

A. Responsibility and Accountability: [5-ACI-5D-07]

1. Inmates may replace state-issued property items only if the items are worn, used or soiled and if they can produce an exchange item, e.g. one worn pair of socks for a new pair; one set of soiled linen for a clean set; etc. [5-ACI-5D-10]
 - a. If inmates cannot produce exchange items for replacement of state-issued clothing items, they will be issued a replacement item and it may be charged to the inmate's account utilizing a debit memo until the exchange item is found. If funds are lacking, the inmate's account may be frozen until the debit memo clears.
 - b. If inmates cannot account for their state-issued linen and bedding items, the inmate will be issued a replacement item and may be required to reimburse the institution; the inmate may receive a disciplinary report.
2. If inmates are found in possession of anything in excess of the allowed state-issued items, they may receive a disciplinary report.
3. If inmates willfully destroy or alter state-issued property, they will receive a misconduct report and shall make restitution for the item.
4. Inmates are responsible for the care, repair, or laundering of all state-issued items.
5. State-issued property is sufficient to be able to change undershorts and socks daily.
6. Inmates are allowed to keep clean clothing in their cells. Dirty clothing is laundered in accordance with facility laundering schedules.
7. Inmates in possession of authorized amounts of state-issued under shorts and socks will not be routinely provided three (3) new sets upon their arrival however, these items may be replaced or replenished with an exchange upon demonstrated need.

8. Prior to release for discharge, parole, or transfer to any other New Mexico Correctional Facility, the inmate shall take all state-issued items and bedding (pursuant to section A of this procedure) to the laundry officer for clearance. All state-issued property will be inventoried at that time and verified by the laundry officer. Damaged or lost items which were damaged or lost through neglect or abuse from the inmate will be charged to the inmate, and his account will be frozen until the debt is paid.
9. Inmates who are transferred to another cell, cubicle, etc., within their respective facility, will transport with them all their bedding and linen to their new living quarters.
10. Illegal possession of the property of another inmate, or the possession of state issued property which exceeds the limits of allowable state issued property, or any and all alterations of state-issued property, shall be considered a violation of NMCD rules and that property will be confiscated and subject that inmate to further disciplinary action.

B. Sanitation of Mattresses and/or Replacement:

1. Mattresses will be sanitized, inspected on a quarterly basis and documented on the **Sanitized Mattress Issuance** form (*CD-150202.4*). Each cell and bunk has a mattress assigned to it. Upon transfer or release of an inmate the mattress will be sanitized prior to an inmate moving into that cell or bunk. The Laundry Officer or Pod Officer will ensure the proper sanitization of all mattresses and documentation prior to an inmate being moved into the vacant cell or bunk.
2. Mattresses will be repaired and/or replaced if they are cracked, torn, or are unable to be properly sanitized.

C. Exchanges or Replacements

1. Inmates having worn-out clothing or bedding may turn it into the Facility Laundry Officer for exchange according to the facility laundry schedule.
 - a. On a quarterly basis, inmates may exchange up to three (3) pairs each of unserviceable or worn-out under shorts and socks.
2. Inmates are to immediately notify the facility unit officer of any missing or lost state-issued clothing not returned from the laundry.
 - a. Correctional staff will verify that the inmate is missing state-issued items of clothing by checking the inmate's living quarters, and advise the Facility Laundry/Property Officer with a **Laundry Request** form (*CD-150202.5*), or the shift supervisor, if it is after hours.
 - b. Laundry exchanges or replacement will be recorded on the **Inmate State- Issued**

Property form (CD-150202.3).

3. Items, which were damaged, or lost through abuse or neglect by the inmate, will be charged to the inmate and his account will be frozen until the debt is paid.

D. Special or protective clothing: [5-ACI-5D-09]

1. The facility shall provide for the issue of special and, when appropriate, protective clothing and equipment to inmates assigned to the institution's food service, hospital, farm, garage, physical plant maintenance shops, and other special work details.
2. Inmates will be provided with sufficient uniforms to allow them a daily change of clothing or as their job requires.
 - a. Facility Laundry/Property Officers will keep a supply of white uniforms in a variety of sizes, based on the number of inmate positions assigned to Food Service.
 - c. Facility Laundry/Property Officers will keep a supply of orange uniforms/T- shirts in a variety of sizes, based on the number of inmate positions assigned to outside details.

E. Laundry Schedules and Procedures: [5-ACI-5D-10]

1. Each facility shall post a laundry schedule, which will provide for linen exchange, including towels at least weekly.
2. Each Facility Laundry/Property Officer will ensure that each inmate has one (1) mesh laundry bag.
3. Any Officer or laundry workers responsible for picking up laundry will complete a **Laundry Pick-up** form (CD-150202.6) for each unit/pod/dorm. The Facility Laundry/Property Officer will maintain this form.
4. All clothing in need of alteration or repairs such as stitching or the replacing of buttons will be done according to the facility schedule.

F. Ordering:

Ordering of all state-issued clothing, bedding and linens will be initiated by the Facility Laundry Officer, with the approval of the designated Facility Deputy Warden then processed accordingly.

G. Storage:

The amounts of clothing, linen and bedding maintained by the laundry, on hand and in storage will exceed that required by the unit's inmate population. The Facility Laundry Officer is responsible for maintaining an inventory of extra stock items and providing storage inside the laundry in a specifically designated area. **[5-ACI-5D-06]**

**NEW MEXICO CORRECTIONS DEPARTMENT
INMATE STATE-ISSUED PROPERTY**

NAME:		NMCD#:			FACILITY:						
SIGNATURE:								DATE ARRIVED:			
NO	ITEM DESCRIPTION	RECEIVED			EXCHANGE / RE-ISSUE			EXCHANGE / RE-ISSUE			
		YES	AMOUNT	SIZE	ITEM	DATE	INITIALS	ITEM	DATE	INITIALS	REMARKS
	CLOTHING:										
01	BEANIE OR CAP (1)										
02	BOXER SHORTS (3)										
03	JACKET, seasonal (1)										
04	UNIFORM PANTS (3)										
05	UNIFORM SHIRTS(3)										
06	SHOES/BOOTS (1)										
07	SOCKS (3)										
08	T-SHIRTS (2) (outside detail only)										
09	PANTIES (3) (female inmates)										
10	BRA (3) (female inmates)										
11	SLEEPWEAR (2) (female inmates)										
	LINEN										
10	BLANKETS (2)										
11	LAUNDRY BAG (1)										
12	MATTRESS (1)										
13	PILLOW (1)										
14	PILLOW CASE (1)										
15	SHEETS (2)										
16	TOWELS (2)										

Laundry Officer: _____ / _____
Print/Sign

_____ Date

**NEW MEXICO CORRECTIONS DEPARTMENT
LAUNDRY REQUEST FORM**

TO: Laundry Officer: _____ FACILITY: _____

FROM: Officer: _____

DATE: _____

INMATE NAME: _____

NMCD: _____

HU/DORM: _____

CELL: _____

PANTS	SHIRTS	WHITE SHIRTS	WHITE PANTS	PILLOW	CASES	BLANKETS	SHEET
TOWEL	SOCKS	BOXERS	SHOES	BELT	KNIT CAP	JACKET	

If inmate needs other items, please specify:

This form is to be completed by the Unit Officer only. Officer must verify needed items by inspecting the inmate's cell, when making the request. Once the need for the laundry for the laundry item(s) has been verified, this form will be delivered to the laundry by custody staff. The inmate will be called by the laundry officer for issuance.

NOTE: THE INMATE WILL NOT HAVE POSSESSION OR ACCESS TO THIS FORM AT ANY TIME.

OFFICER: _____ / _____
PRINT/SIGN

_____ / _____
DATE REQUESTED

LAUNDRY OFFICER: _____ / _____
PRINT/SIGN

_____ / _____
DATE ISSUED

INMATE: _____ / _____
PRINT/SIGN

_____ / _____
DATE RECEIVED

COMMENTS: _____

NEW MEXICO CORRECTIONS DEPARTMENT LAUNDRY PICK-UP

Form CD-150202.6
Revised 01/13/17

This Form is to be used for laundry pick-up on a daily basis. All Housing Unit Officers and dorm porters will ensure this form is properly filled out and that it accompanies the laundry from each respective Housing Unit and Dorm. Color of clothing should be identified, i.e. (O, Y, G, W) if necessary.

FACILITY: (Circle One) _____

DATE: _____

CHECK ONE: GENERAL POPULATION _____ Special Controls: PBMP ORIENTATION _____

HOUSING UNIT/DORM: _____

CELL / BUNK: _____

CELL/#	PANTS	SHIRTS	SHEETS	PILLOW CASES	TOWELS	BLANKETS WOOL/ COTTON	LAUNDRY BAGS	JACKETS
TOTAL								

CONTINUE IF NEEDED

UNIT OFFICER SIGNATURE

LAUNDRY SUPERVISOR SIGNATURE