



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-080100 Institutional Classification and Central Office Classification	Issued: 2/1/01 Effective: 2/1/01	Reviewed: 06/03/24 Revised: 06/03/24
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

NMSA 1978, Sections 33-1-6, 31-5-17, 31-5-4 and 31-5-10 as amended.

REFERENCE:

- A. ACA Standard 2-CO-4A-01, 2-CO-4B-02, 2-CO-4B-03, 2-CO-1E-09, *Standards for Administration of Correctional Agencies*, 2nd Edition.
- B. ACA Standards 5 - A C I - 3 D - 0 5 , 5 - A C I - 4 A - 0 3 , 5-ACI-5A-01, 5-ACI-5A-02, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5A-05, 5-ACI-5B-01, 5-ACI-5B-03, 5-ACI-5B-04, 5-ACI-5B-05, 5-ACI-5B-07, 5-ACI-5B-08, 5-ACI-5B-09, 5-ACI-5B-11, 5-ACI-5E-02 and 5-ACI-5F-03, *Performance-Based Standards and Expected Practices for Adult Correctional Institutions*, 5th Edition.

PURPOSE:

- A. To provide guidelines of consistency for institutional security needs identifying custody levels, programming and special needs to be met.
- B. To ensure that a management information system is maintained within the New Mexico Corrections Department (NMCD) for all persons committed to its care where all major decisions, pertinent background and events are recorded.
- C. To provide a system for:
 - 1. Tracking classification processes through assigned classification staff at the facility level.
 - 2. A classification review and appeal process. **[2-CO-4B-03]**

APPLICABILITY:

New Mexico Corrections Department (NMCD) employees and inmates.

FORMS:

- A. **Intake Screening** form (*CD-080102.1*)
- B. **Supervisory Review** form (*CD-080102.7*)
- C. **Classification Committee** form (*CD-080102.8*)
- D. **Classification Committee Hearing Notice** form (*CD-080102.9*)

- E. **Inmate Classification Appeal** form (CD-080102.10)
- F. **Contact Chrono** form (CD-080102.11)
- G. **Pending Charges** form (CD-080102.15)

DEFINITIONS:

- A. Absconder: Any probationer or parolee who, while under the supervision of the Probation and Parole Division, changes residence or leaves the jurisdiction without permission or ceases reporting or is otherwise not available for supervision.
- B. Active Felony Warrant-No Detainer: A written legal writ authorizing the arrest of a specific individual for felony charges but the detaining agency is not requesting to place a hold on the individual.
- C. Active Misdemeanor Warrant-No Detainer: A written legal writ authorizing the arrest of a specific individual for misdemeanor charges but the detaining agency is not requesting to place a hold on the individual.
- D. Admission Summary: A summary completed at intake that provides an overall profile of all newly committed and returning inmates.
- E. Central Office Classification Bureau: Classification specialists assigned to the central office Adult Prisons Division who possess advanced understanding of NMCD classification.
- F. Classification: The process by which inmates are regularly reviewed to determine their level of housing, custody level, facility assignment, programs and treatment needs.
- G. Classification Committee:
 - A. The classification committee shall be comprised of the unit manager as well as a security representative, sergeant or above. For special management, a representative from the behavioral health shall serve on the classification committee as required by policy.

If a unit manager is not available; a classification officer with over one year of experience in classification may serve as acting committee chairperson If a sergeant or above is not available, a correctional officer may serve as acting sergeant.
 - B. Inmates are afforded 48-hour notice of these committees such as custody reviews, good time actions, etc.
- H. Classification Officer: A correctional employee assigned to a facility responsible for management of the inmate classification, inmate sentence(s) in relation to application of statutory good time, program assignment, release planning, acting as a liaison between the public, administration and other agencies. The classification officer is also responsible for the assigned duties and functions detailed in this NMCD policy.

- I. COMPAS: The Correctional Offender Management Profile for Alternative Sanctions is a statistically based assessment designed to assess needs (and certain risk) factors by providing valid measurement of the relevant risk and need dimensions.
- J. Custody Levels: An objective assessment of each inmate's risk of violence and escape. These include level I, II, III and IV. The custody level will be utilized to determine each inmate's housing status.
- K. Detaining Agency: An agency issuing a detainer, indictment, warrant or criminal complaint such as a District Attorney's Office, Federal law enforcement agency (e.g. FBI, U.S. Marshals, ICE, Bureau of Alcohol, Tobacco and Firearms), U.S. or State Attorney General's Office, police departments, probation/parole officers and sheriff's departments.
- L. Discretionary Reviews: Classification reviews conducted for an inmate at the discretion of the classification supervisor or classification officer.
- M. Elevated Needs Unit: Housing units which have been designated to house inmates who are considered by medical staff to have severe limitations on physical performance and capacity for exercise and who do not have a history of known management/behavior problems.
- N. Felony Detainer: A written request from a detaining agency to place a hold on a person who has been formally charged or convicted with a crime, probation violation or parole violation. This request must be accompanied by a formal written charging document (e.g. grand jury indictment, criminal information, warrant, judgment and sentence, etc.).
- O. Inconclusive NCIC: Information obtained from the National Crime Information Center (NCIC) that indicates an inmate has an incomplete NCIC Triple I. An incomplete NCIC Triple I is one where the disposition on *previous* (and *not* the current) offense/charge is questionable in terms of whether the charge has been adjudicated.
- P. Intake Classification Review: Classification review conducted on inmates received at the Reception and Diagnostic Center (RDC).
- Q. Facility Inmate File: The compilation of information as it relates to the inmate's criminal history, internal status, facility adjustment and classification documents. Additionally, used as a means of tracking an inmate's sentence and good time application.
- R. Interstate Corrections Compact Inmates: New Mexico inmates placed in other states with whom the NMCD has specific contracts or inmates who are housed in New Mexico but serving a sentence from another state.
- S. Mandatory Reclassification Reviews: Classification reviews that are conducted on a six-month or annual basis for all NMCD inmates.
- T. Misdemeanor Detainer: A written request from a detaining agency to place a hold on a person who has been formally charged or convicted with a misdemeanor. This request must be accompanied by a formal written charging document.

- U. Offender Management Information System: An automated computer system utilized by the Corrections Department for the purpose of tracking the status of offenders.
- V. Program Assignment: Assignments which include, but are not limited to:
 - A. Corrections industries, porter, barber, food service, outside work detail, inmate work crews, etc.
 - B. High school equivalency credential, CTE (all varieties), adult education, college courses, cognitive education, etc.
 - C. RDAP, etc.
 - D. Group therapy, anger management, sex offender treatment, etc.
- W. Program Provider: A staff member at the facility who works with inmates to provide education, addictions services, behavioral health or medical treatment or services.
- X. Protective Custody Inmate: Inmate that requires separation from the general population based on the inmate's request or an in-depth review of the facts and documentation indicating that, if placed in general population, the inmate would be in jeopardy of serious bodily harm. Refer to policy *CD-141100* Protective Custody.
- Y. Reception and Diagnostic Center (RDC): The designated facilities within the NMCD that conducts the intake classification process of court-ordered inmates remanded to the department including 60-day diagnostic evaluations.
- Z. RDC Programming: An inmate's participation in the RDC process to include any RDC related activities (i.e. intake admission process, initial reception and orientation and initial RDC classification).
- AA. Records Clerk: A correctional employee assigned as the custodian of the facility inmate files.
- BB. Inhouse Parolee: An inmate who has completed their basic sentence, including concurrent and consecutive, and serving their parole term in prison, but can be released immediately with an approved parole plan and parole certificate.
- CC. Special Needs Inmates: Inmates who's mental or physical condition requires special accommodation by staff. Special needs inmates may include, but are not limited to, drug or alcohol addicts or abusers, the emotionally disturbed, mentally impaired, suspected mentally ill, physically disabled, chronically ill, the disabled or infirm, those with documented custody issues and those with academic or learning disabilities.
- DD. Security Threat Intelligence Unit (STIU) Memorandum: A memorandum developed by the STIU coordinator which is provided to the classification supervisor containing background information on an inmates' potential threat to security.
- EE. Supervisory Review: A classification review conducted by the unit manager or a classification officer that does not involve a classification committee hearing. These reviews do not require a 48-hour notice be provided to the inmate.

- FF. Classification Committee: A multidisciplinary team established within each institution, who meet to develop or modify the transition accountability plan for each inmate. The committee chairperson is the unit manager. The committee is comprised of the assigned classification officer, representation from the education bureau, behavioral health services, medical services and security, sergeant or above. If a sergeant or above is not available, a correctional officer may serve as acting sergeant.
- GG. Transport Order: An electronic document authorizing inmate transfers from one permanent facility to another. The classification bureau chief or designee authorizes transport orders.
- HH. Unit Manager: The supervisor of a housing unit who is responsible for overseeing the daily operation of the unit and the unit team. The unit manager must have the capability to make operational decisions, supervise all levels of staff up to, and including, captain, and acts in the capacity of a department head in the facility. At facilities without a Unit Manager, the Classification Supervisor shall be responsible for the duties of the Unit Manager.
- II. Verbal Notification of Felony Detainer: Initiated by RDC classification staff or facility records staff. Verbally issued at the request of a law enforcement agency or district attorney's office, documented on a contact chrono and entered into the offender database.
- JJ. Verbal Notification of Misdemeanor Detainer: Initiated by RDC classification staff or facility records staff. Verbally issued at the request of a law enforcement agency or district attorney's office, documented on a contact chrono and entered into the offender database.
- KK. Warden: Corrections administrator designated to oversee the operations and program implementation at a facility or a facility complex.
- LL. Work Assignment: Work assignments for inmates include but are not limited to corrections industries, porter, food service, outside work details, work crews, etc.

POLICY:

- A. The NMCD shall ensure that all incoming inmates undergo thorough screening, assessment and orientation regarding procedures, rules, programs and services. [2-CO-4A-01]
- B. Admission procedures of inmates new to the system include, at a minimum, the following:
- Determining that the inmate is legally committed to the institution
 - Thorough searching of the individual and possessions
 - disposing of personal property
 - showering and hair care, if necessary
 - issuing of clean, laundered clothing as needed
 - photographing and fingerprinting, including notation of identifying marks or other

- unusual physical characteristics
 - medical, dental and mental health screening
 - assigning to housing unit
 - recording basic personal data and information to be used for mail and visiting list
 - explaining mail and visiting procedures
 - assisting inmates in notifying their next of kin and families of admission
 - assigning of registered number to the inmate
 - giving written orientation materials to the inmate
 - documenting any reception and orientation procedure completed at a central reception facility **[5-ACI-5A-01]**
- C. A summary admission report for all new admission shall be prepared. The report includes, at a minimum, the following information: **[5-ACI-5A-02]**
- Legal aspects of the case;
 - Summary of criminal history, if any
 - Social history;
 - Medical, dental, and mental health history;
 - Occupational experience and interests;
 - Educational status and interests;
 - Vocational programming;
 - Recreational preference and needs assessment;
 - Psychological evaluation;
 - Staff recommendations;
 - Pre-institutional assessment information.
- D. The NMCD utilizes an objective rating process to assign inmates to the most appropriate custody level consistent with the safety of the general public, staff and other inmates.
- E. The NMCD utilizes an objective rating process to assign inmates to the most appropriate custody levels consistent with the safety of the general public, staff and other inmates. All inmates are classified into the most appropriate security and program level. The policy covers the following:
- classification plans
 - classification status reviews
 - pre-parole progress reports
 - special needs **[2-CO-4B-01]**
- F. All case records shall be reviewed to ensure that they contain current and accurate information. **[2-CO-1E-09]**
- G. The NMCD provides a reception program for new inmates upon admission to the correctional system. Except in unusual circumstances, initial reception and orientation of inmates is completed within 30 calendar days after admission. **[5-ACI-4A-03]**
- H. Discrimination on the basis of disability in the provision of services, programs, and activities administered for program beneficiaries and participants is prohibited. **[5-ACI-**

5E-02]

- I. Each inmate is assigned to a staff member to ensure supervision and personal contact; a unit management team may perform this function. **[5-ACI-5B-05]**
- J. The NMCD shall provide for a written inmate classification plan. The plan shall specify the objectives of the classification system and methods for achieving them, and it provides a monitoring and evaluation mechanism to determine whether the objectives are being met. The classification system shall include graduated release through a systematic decrease in supervision and corresponding increase in inmate responsibility. **[5-ACI-5B-01] [5-ACI-5F-03]**
- K. The classification plan provides for maximum involvement of representatives of relevant institutional programs and the inmate concerned in classification reviews. **[5-ACI-5B-03]**
- L. The Department solicits and uses pre-institutional assessment information regarding the inmate's progress and adjustment. **[5-ACI-5B-04]**
- M. Male and female inmates, when housed in the same facility, have separate sleeping quarters but equal access to all available services and programs. Neither sex shall be denied opportunities solely on the basis of their smaller number in the population. **[5-ACI-3D-05]**
- N. The classification plan specifies criteria and procedures for determining and changing an inmate's program status; the plan includes at least one level of appeal. **[5-ACI-5B-07]**
- O. Unless precluded for security or other substantial reasons, all inmates shall be allowed to appear at their classification hearing and are given notice 48 hours prior to the hearing; such notice may be waived by the inmate in writing. **[5-ACI-5B-08]**
- P. If security reasons preclude the 48-hour notification or preclude attendance, such circumstances will be documented on the classification documents.
- Q. The classification plan specifies the conditions under which an inmate can initiate a review of progress and program status. **[5-ACI-5B-09]**
- R. The NMCD shall provide for a process for the identification of special needs inmates. **[5-ACI-5B-11]**
- S. In the event of a significant facility disturbance or emergency, the Cabinet Secretary or Deputy Cabinet Secretary may declare an emergency. Such declaration shall suspend the provisions of this policy.



NEW MEXICO CORRECTIONS DEPARTMENT

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CD-080101 Custody Level Designations and Security Levels	Issued: 2/1/01 Effective: 2/1/01	Reviewed: 06/03/24 Revised: 06/03/24
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-080100*

PROCEDURES: [5-5B-4296] [5-5F-4444]

A. Institutional Assignment:

Assignment to a custody level does not grant the right to be assigned to, or remain at, a particular facility. Below is a brief description of custody levels and eligibility criteria.

1. Level I Custody, General Population Assignment:

Criminal background and record of institutional behavior indicate the ability to function appropriately and productively among staff and other inmates without the need for continuous staff supervision or a security perimeter (to include double fences with razor wire, armed towers and armed vehicle patrol).

2. Level II Custody, General Population Assignment:

Criminal background and record of institutional behavior indicate that the inmate can function among staff and other inmates in a dormitory setting without presenting a significant risk to the safe, secure and orderly operation of the institution. There must be no history of recent violent incidents or recent escapes, or significant threat to the safety of staff, other inmates or the community. Inmates may have the ability to work outside the confines of the facility with staff supervision without posing a risk of escape.

3. Level III Custody, General Population Assignment:

Criminal background and record of institutional behavior indicate that the inmate requires placement within the confines of the security fences and armed vehicle patrols. Has the ability to function among other inmates in general population under staff supervision without posing a threat to the safety of other inmates, staff or to the security of the institution.

4. Level IV Custody, General Population Assignment:

Tier I: Criminal background and institutional behavior indicate that the inmate requires the need for continued staff supervision and observation within the confines

of the security fences and armed vehicle patrols. Has the ability to function in general population, but mandatory override prohibits a lower custody level. Inmate movement is limited to groups up to 16 inmates and inmates are placed under escort during any movement or group activity. Inmate movement for females is limited to groups up to 25 inmates.

Tier II: Criminal background and institutional behavior indicate that the inmate requires the need for continued staff supervision and observation within the confines of the security fences and armed vehicle patrols. Has the ability to function in general population, but behavior prohibits a lower custody level. Inmate movement is limited to groups up to 16 inmates and inmates are placed under escort during any movement or group activity.



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CD-080102 Institutional Classification	Issued: 2/1/01 Effective: 2/1/01	Reviewed: 06/03/24 Revised: 06/03/24
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AUTHORITY:

Policy *CD-080100*

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- A. Intake Admission Process;
- B. Initial Reception and Orientation;
- C. Initial Classification at RDC;
- D. Mandatory and Discretionary Initial Classification Committee Reviews;
- E. Initial Orientation at Receiving Facilities;
- F. Institutional Reclassification Reviews;
- G. Health Services Transfers;
- H. Removal From General Population;
- I. Placement in Special Management;
- J. Special Management Reviews;
- K. Placement in Protective Custody;
- L. Release from Protective Custody;
- M. Emergency Transfers;
- N. Interstate Corrections Compact Transfers;
- O. International Transfers of Foreign Nationals;
- P. Institutional Classification Appeals;
- Q. Work Release Approval;
- R. Reentry Planning;
- S. Responsibility of Administrators and Staff.

PROCEDURES:

Upon receipt at the NMCD RDC, inmates will participate in the following process:

A. Intake Admission Process:

1. All inmates admitted to the custody of the NMCD are admitted initially through the RDC (male inmates) and the Western New Mexico Correctional Facility North (WNMCF North) (female inmates). Admission of inmates to RDC includes, but is not limited to:
 - a. Entering the below listed data into offender management information system:
 - 1) Court cases;
 - 2) Non-referred offenses;
 - 3) Referred offenses;

- 4) Prison admissions;
- 5) Legal status;
- 6) Housing status;
- 7) Initiate good time record;
- 8) Detainers;
- 9) Warrants.

- b. Photographing and fingerprinting
- c. Recording basic personal data and information into the offender management information system:
 - 1) Name;
 - 2) Aliases, monikers, nicknames, etc.
 - 3) Emergency contact person;
 - 4) Visiting list;
 - 5) Basic demographics;
 - 6) Date of birth;
 - 7) Social security numbers (including any additional SSN inmate has used);
 - 8) Other numbers (e.g. FBI, ICE, etc.);
 - 9) Cautions/alerts;
 - 10) Enemies/keep separates
 - 11) Tattoos and identifying marks

Completion of DNA sampling on applicable inmates and enter into the offender management information system. If an inmate refuses DNA sampling, the inmate shall be referred for prosecution.

- e. An inmate bulletin shall be generated from the offender management information system.
 - f. Identification of inmate enemy (keep separates) concerns. Inmates claiming enemies must be specific and advise exactly who and why being claimed. This information will be entered into offender management information system.
2. New admissions to RDC shall be accepted at the identification area and shall immediately, and before housing, go through the following:
 - a. A behavioral health screening that shall be entered into offender management information system.
 - b. A medical screening that shall be entered into offender management information system.
 - c. A dental screening that shall be entered into offender management information system.
 - d. An STIU screening to identify gang affiliation or risk issues. An STIU alert card will be generated on all inmates and forwarded to records for placement in the inmate's facility file.

- e. A classification screening during which the **Intake Screening** form (*CD-080102.1*) shall be completed by the classification officer. The information obtained will be based on an interview with the inmate. Following completion of this form, it shall be placed in the inmate's file. This information must be entered into the offender management information system.
- f. The inmates will be assigned an appropriate housing unit by the RDC intake lieutenant. This information must be entered into the offender management information system.
- g. Inmates returned from court admission must be interviewed to determine disposition of court appearance, any new charges, custody issues, housing issues or medical needs.
- h. Inmates will go through PREA risk screening within 72 hours of arrival.

B. Initial Reception and Orientation:

- 1. After a sentencing court has committed an individual to the NMCD, or a parole revocation has taken place for a parolee, the inmate will be received at the RDC. Upon arrival of the inmate:
 - a. Commitment documents will be examined for accuracy. New commitments and diagnostic evaluations shall have a certified court order or judgment and sentence. Exceptions to this will be approved by the facility warden. This information must be entered into the offender management information system.
 - b. NMCD will issue an inmate specific number upon arrival. An inmate who has previously served time and issued a number, will keep the original number. This information must be entered/updated into Offender management information system
- 2. Inmates shall attend initial orientation in accordance with policy *CD-041000* Inmate Orientation.
- 3. During the reception period, the daily program for inmates will consist of admission-related activities.

C. Initial Classification at the RDC:

The RDC classification officer shall ensure that, except in unusual circumstances, initial reception, orientation and classification of inmates are completed within 30 days after admission. **[5-ACI-5A-03]** Unusual circumstances that would prevent this from happening will require documentation in the inmate's file.

- 1. RDC Classification Officer:
 - a. During intake classification, each inmate is assigned a classification officer who

ensures supervision and personal contact. [5-ACI-5B-05] The classification officer shall review all relevant casework materials.

- b. The NMCD shall solicit and use pre-institutional assessment information regarding the inmate's progress and adjustment including, but not limited to, judgment and sentence, pre-sentence report (PSR), and any prior commitment records available. [5-ACI-5B-04]
 - c. The classification officer will complete the admission summary for all new intakes following an interview with the inmate. The summary includes legal aspects of the case, details of criminal history, social history, occupational experience and interests, vocational programming, educational status and interests, recreational preference, psychological review, staff recommendations, and pre-institutional assessment information, STIU information and needs assessment. The classification officer will attempt to verify the inmate's version of the information provided at the initial interview through available records, NCIC, FBI rap sheets and telephone interviews. [5-ACI-5A-02]
 - d. The classification officer shall complete the **Initial Custody Scoring** form (*CD-081200.1*) or the **Reclassification Scoring** form (*CD-081200.2*). A copy of the **Initial Custody Scoring** form shall be provided to the inmate upon completion of the form. Refer to policy *CD-081200* Institutional Scoring and Risk Assessment.
 - e. The NMCD shall provide for identification of special needs inmates. [5-ACI-5B-11] Special needs inmates will be identified upon arrival at RDC through the testing process by education, medical and behavioral health staff. The information will be accessible to the classification officer.
 - f. Upon completion of the **Initial Custody Scoring** form, **COMPAS** and all other documents, the classification officer shall make a recommendation to the RDC unit manager regarding the inmate's custody level, program and treatment needs, special needs, as well as facility assignment.
2. Designated staff will complete the PREA risk screening form.
3. RDC Unit Manager :
- a. The RDC unit manager shall be responsible for approving the classification officer's recommendation regarding the inmate's custody level (not involving a discretionary custody override) program and treatment needs as well as facility assignment through a supervisory review.

When approved, the recommendation shall be forwarded to the classification bureau for final custody decision and facility assignment via the offender management information system.

Discretionary override recommendations shall be forwarded to the RDC unit manager for review.

Discretionary override information must be entered into the offender management information system by the RDC classification staff and ensure the classification bureau is provided with sufficient information.

- b. The RDC unit manager is responsible for generating a written agenda, utilizing the offender management information system listing the inmates to be reviewed at least 48-hours prior to the scheduled hearings.

4. Security Threat Intelligence Unit (STIU) Coordinator:

- a. The STIU coordinator is responsible for providing a **documented threat assessment investigation** containing the following information as it applies:

The STIU coordinator is responsible for ensuring an initial intake interview is conducted. The investigation should address current status in the group, rank, alliances, etc. The investigation shall address appropriate population placement. STG affiliation or STG validation.

- 1) High profile STG inmate.
- 2) History of assaultive behavior toward inmates and/or staff.
- 3) Summary of any confidential information received regarding the inmate.
- 4) History of STG activities (past or present).
- 5) Summary of inmate's restrictive housing history.
- 6) STG alert form.

- b. Completed investigation and recommendation shall be forwarded to appropriate unit manager, classification bureau chief and STIU operations manager.
- c. The STIU coordinator is responsible for ensuring the **STG Alert** form is placed in the inmate's file and is available to the RDC unit manager prior to any RDC supervisory reviews or classification committee hearings.

5. RDC Classification Committee:

- a. The RDC classification committee shall review any recommendation for discretionary custody override and forward the committee's decision to the classification bureau for final action. This information must be entered into the offender management information system.
- b. All inmates scheduled for review by the classification committee will be afforded at least a 48-hour written notice of hearing. The inmate may waive the notice in writing.

6. RDC Reentry Planning:

If an inmate arrives at RDC with less than 180 days to projected release, the RDC classification staff shall be responsible for initiating reentry planning in accordance with policy *CD-083000* Reentry Planning and Transition Process for Inmates Releasing to the Community from Incarceration. A progress report must be generated, circulated

and placed in the inmate's file prior to transfer.

D. Orientation at Receiving Facilities:

1. Inmates will be assigned a classification officer to ensure supervision and personal contact upon arrival and within seven days of arrival to a facility other than RDC. Inmates shall receive facility specific orientation in accordance with policy *CD-041000* Inmate Orientation. [5-ACI-5A-05]
2. New inmates will receive written orientation materials or translations in their own language. These materials may also be provided electronically, but inmates in special management housing and restrictive housing must be provided information in a written format so that their access to information is not impeded by their custody status. [5-ACI-5A-04]

E. Mandatory and Discretionary Initial Classification Reviews:

Refer to policy *CD-081200* Institutional Scoring and Risk Assessment.

F. Institutional Reclassification Reviews:

Refer to policy *CD-081200* Institutional Scoring and Risk Assessment.

G. Committee Reviews:

1. Supervisory Reviews:

- a. The unit manager shall ensure a written agenda using the offender management information system, listing the names and reasons of inmates are to appear for supervisory reviews.
- b. The unit manger shall review and take action on all recommendations from the classification officer regarding inmates' work and program assignments, custody levels, lump sum awards and the amount of good time awards for inmates engaged in programs. This includes both mandatory and discretionary reviews.
- c. **NOTE:** At privately operated facilities, good time awards are subject to review by the NMCD contract monitor. Good time awards are subject to review by the deputy warden or warden at all state facilities. All decisions shall be entered into the offender management information system and a copy of the decision shall be provided to the inmate within two working days.

2. Classification Committees:

- a. The unit manager shall generate a written agenda using the offender management information system, listing the names and reasons the inmates are to appear for classification committee. This shall be done at least 48-hours prior to the committee. The unit manager shall distribute the agenda to the medical, behavioral health, education staff and the institutional STIU coordinator.
- b. Unless precluded for security or other substantial reasons, all inmates shall be

allowed to appear at their classification hearing and shall be given notice at least 48 hours prior to the hearing; such notice may be waived by the inmate in writing on the **Classification Committee Hearing Notice** form (CD- 080102.9). The inmate may waive notice on this form. [5-ACI-5B-08]

- c. Make recommendations to the appropriate staff regarding termination, reinstatement, forfeiture, or restoration of forfeited good time and corrections of good time.
- d. The chairperson is responsible to obtain an updated (within 90 days) NCIC wants and warrants printout as well as an updated photo on the inmate prior to making a referral recommendation for reduction in custody from level III or higher to a level I or level II security facility. This will ensure that the inmate who is being reviewed for either level I or level II custody does not have any outstanding warrants or detainers.
- e. Approve or deny all recommendations for discretionary custody overrides.
- f. Decide on referrals to the classification bureau regarding intra-state transfers:
 - 1) Best efforts will be made not to transfer inmates who are successfully participating in major programs (e.g. RDAP, SOAR, IOP, GED, SOTP, CDL, welding and heavy equipment) until program completion.
 - 2) Intra-facility transfers of inmates between housing units (e.g. Southern Level II to Southern Level III) must be approved by the classification bureau based on recommendations from the classification committee.
- g. Make referrals to the warden regarding work/school release approval.
- h. Make referrals to the deputy director of adult prisons regarding interstate compact transfers.

Make referrals to the deputy director of adult prisons or classification bureau regarding the placement of inmates into special management housing.

- j. Facility staff are authorized to transfer inmates between housing units on “holding” status until a classification decision is made. However, it is the responsibility of the facility unit manager of the sending unit to notify the classification bureau (via e-mail) of any intra-facility transfer that did not involve approval by the classification bureau, within one working day of the transfer. This notification must include the date of the transfer, the reasons for the transfer, and, if applicable, the dates of the inmate’s scheduled classification committee review.

H. Health Services Transfers:

- 1. Medical Transfers to and from the Long-Term Care Unit (LTCU):
 - a. Once it has been determined by medical staff an inmate is appropriate for placement at the LTCU, the medical staff shall contact the classification bureau

who will arrange for the transport of the inmate to the LTCU.

- b. After hour transports to LTCU due to medical emergencies do not require the classification bureau make transport arrangements; however, the classification bureau should be notified of the transfer within one working day by the CNMCF unit manager.
 - c. Following an inmate's medical discharge from LTCU, it is the responsibility of the CNMCF unit manager to decide whether the inmate can be returned from LTCU to the sending facility or must be transferred to another facility due to medical or security concerns.
 - d. If there are no security or medical concerns (as determined by the CNMCF unit manager), they shall notify the classification bureau to arrange for the inmate's return to the sending facility.
 - e. If there are security or medical concerns preventing the inmate's return to the sending facility, the inmate shall be referred for transfer by the classification committee to the classification bureau for placement in an alternate facility.
2. Mental Health Transfer to and from Mental Health Treatment Center (MHTC):
- a. Once it has been determined by mental health staff that an inmate is appropriate for placement at the MHTC, the mental health director shall contact the classification bureau who will arrange for the transport of the inmate to the appropriate MHTC.
 - b. After hour transports to the appropriate MHTC due to mental health emergencies, do not require the classification bureau make the transport arrangements; however, the CNMCF unit manager shall notify the classification bureau of the transfer within one working day.
 - c. Upon notification of an inmate's discharge from the MHTC by the behavioral health director, it shall be the responsibility of the unit manager at CNMCF to obtain the necessary information from appropriate mental health staff regarding whether the inmate can be returned to the sending facility or must be transferred to another facility due to mental health or security concerns.
 - d. The unit manager shall make an appropriate referral to the classification bureau regarding each inmate's placement. All discharged inmates must be reviewed by the classification committee.
 - e. The classification bureau will arrange for the transport of the inmate from the MHTC based on the information provided by the unit manager.
3. Transfers Based on Medical Restrictions:
- (Note:** These transfers are not to be considered as emergency transfers)
- a. Facility medical staff must contact the unit manager regarding an inmate's documented medical restriction and need for transfer to an alternate facility.

- b. It is the responsibility of the unit manager to refer the inmate to the classification bureau regarding an inmate's transfer based on medical restriction.
 - c. It is the responsibility of the classification bureau to review the referral and decide transfer based on information provided by the facility classification committee.
4. Elevated Needs Unit
- a. Eligibility Criteria:
 - 1) Classified as custody level III
 - 2) Considered by medical staff to have severe limitations on physical performance and capacity to exercise.
 - 3) No history of known management/behavior problems or predatory behavior.
 - 4) No history of extensive institutional violence/disruptive behavior/escape history.
 - 5) No extensive history of gang/STG involvement.
 - 6) No extensive history of restrictive housing..
 - 7) Additional factors to be considered on a case-by-case basis include the following:
 - 65 years of age or older;
 - Need for 24-hour medical care;
 - Chronic illness;
 - Insulin dependence;
 - Wheelchair bound.
 - 8) The classification bureau chief has the discretion to determine the placement of any other inmate in the Elevated Needs Unit.
 - b. Procedures for Placement:
 - 1) Medical Director:

The medical director will provide names of inmates who meet the elevated needs unit medical criteria to the warden and unit manager of the facility where the inmates are located with copies provided to the classification bureau chief.

2) Classification Reviews:

- The unit manager shall review all identified inmates to determine whether they meet the eligibility criteria for assignment to the elevated needs unit.
- Inmates who meet the eligibility criteria shall be referred by the classification committee to the classification bureau.
- The classification bureau will make final decisions on the assignment of inmates to the elevated needs unit.
- The classification bureau will coordinate the transports of inmates to the elevated needs unit.

c. Removal from Elevated Needs Unit:

- 1) Any inmate who no longer meets the eligibility criteria for the elevated needs unit shall be referred to the classification bureau chief for placement in another facility by the classification committee.

I. Removal from General Population:

If housing of an inmate in general population would not be safe for the inmate, staff or security of the institution, the shift supervisor or unit manager may order the placement of an inmate in temporary restrictive housing status. The shift supervisor shall complete the **Restrictive Housing/PHD Placement Form/Temporary Restrictive Housing form (CD-141500.1)** and serve a copy of the document to the inmate within one working day.

J. Special Management Reviews:

Refer to policies *CD-141500* Restrictive Housing and *CD-141600* Special Management Population.

K. Protective Custody Reviews:

Refer to policy *CD-141100* Protective Custody.

L. Interstate Corrections Compact Transfers:

Refer to policy *CD-141900* Inmates Housed Outside of the Department.

M. International Transfers of Foreign Nationals:

Refer to policy *CD-141900* Inmates Housed Outside of the Department.

N. Institutional Classification Appeals:

1. An inmate who disagrees with an institutional classification decision has the right to

appeal the action through established channels. [5-ACI-5B-07] The inmate may appeal the decision to the facility warden and the warden's decision will be the final authority. The warden will assign a staff member to serve as the institutional classification appeals officer.

- a. Classification issues may be appealed to the warden including, but not limited to: decisions involving custody levels; work or education program assignments; inter/intra-state facility transfers and good time decisions (except forfeiture and lump sum award of good time which are not subject to appeal);

NOTE: Forfeiture of good time is subject to appeal under the disciplinary policy. Classification decisions may be implemented during the appeal process.

- b. A written classification appeal should be filed using the **Inmate Classification Appeal** form (*CD-080102.10*) and submitted to the institutional classification appeals officer, who will log the appeal and assign an appeal number. The inmate must sign all classification appeals. Copies of classification appeals sent to persons other than the institutional classification appeals officers will be considered informational only and will not require a response.
- c. The appeal form will be used to briefly summarize the issue. Additional information may be attached and given to the institutional classification appeals officer.
- d. The inmate must complete a separate appeal form for each issue.
- e. The inmate must file a classification appeal within 15 calendar days of the committee's decision.
- f. The inmate must state the specific reasons they disagree with the classification decision. Failure to do so may result in the classification appeal being returned to the inmate for completion.
- g. The institutional classification appeals officer will note the date the classification appeal was received and review the appeal for proper time limits and necessary information. An appeal that is untimely, incomplete or otherwise improperly submitted will be returned to the inmate explaining why it is being returned.
- h. The institutional classification appeals officer will investigate and complete the classification appeals officer's portion of the classification appeal form.
- i. The investigation by the institutional classification appeals officer and recommendation will be completed and delivered to the warden for review within 20 calendar days from receipt by the appeals officer.
- j. The warden will decide on the appeal within 15 calendar days of their receipt. The warden may remand back to the classification committee or supervisory review based on procedural errors made by the classification committee or supervisory review.

- k. The inmate shall be informed in writing the warden's decision within 15 calendar days. A brief and clear explanation of the warden's decision shall accompany the appeal.

O. Work/School Release Approval:

Any inmate who is approved by the classification committee for work or school release must be processed in accordance with the procedures outlined in policy *CD-100300* Work/School Release.

P. Reentry Planning:

Refer to policy *CD-083000* Reentry Planning and Transition Process for Inmates Releasing to the Community from Incarceration.

Q. Responsibility of Staff:

1. Unit Manager:

Each unit manager shall be responsible for the following in relation to classification (In facilities without a unit manager, a classification supervisor will assume these responsibilities):

- a. Supervise and evaluate the work performance of classification officers.
- b. Track and schedule Classification committee reviews.
- c. Conduct classification committee and supervisory review recommendations and decisions on inmate work and program assignments, inmate transfers and custody changes, etc., as needed.
- d. Review work produced by classification officers to include, but not limited to file information and offender management information system regarding override and custody recommendations, reclassification reviews, program assignments, good time reviews, quality assurance reports, victim identification, sex offender information and IHP reports.
- e. Monitor the custody levels of inmates using the offender management information system.
- f. Assist the interstate compact coordinator in maintaining records for all interstate compact inmates as needed or requested.
- g. Conduct quarterly classification GAR audits to ensure compliance with policy.
- h. Provide training to newly assigned classification staff as well as on new classification procedures that are developed.

- i. Assist with special projects as requested.
 - j. Track and coordinate with the classification bureau all inmate referrals for transfer to other facilities.
 - k. Ensure that inhouse parole numbers and reports are correct and submitted timely to the appropriate deputy director of adult prisons, inspector general, classification bureau, PPD and wardens via email.
 - l. Ensure that release checklist procedures are handled in accordance with policy *CD-040100* Inmate Records.
 - m. Maintain a standardized tracking system.
 - n. On the first working day of each month, retrieve the report for projected release dates 180 days or less and upload pertinent data to the z:drive. Notify the assigned classification officer to determine whether there is a need to initiate a concurrent/consecutive sentence or if the inmate's legal status needs to be changed to in-house parole. This information shall be communicated to OMS for any necessary updates to be made.
 - o. Ensure compliance with policy *CD-083000* Reentry Planning and Transition Process for Inmates Releasing to the Community from Incarceration
 - p. Ensure one accurate parole board docket is provided timely for the New Mexico Adult Parole Board.
2. Classification Officer:

Each classification officer shall be responsible for the following:

- a. Within 10 working days following the assignment of an inmate to a classification officer's caseload, audit and verify each file in accordance with policy *CD-040100* Inmate Records. A file review is also required at 180 days to PRD. Any discrepancies shall be recorded. If changes are needed, classification shall communicate their findings to their supervisor and OMS.
- b. At RDC, classification officers shall complete and enter the criminal history information on each inmate into the COMPAS based on file information.
- c. During orientation week, interview inmate regarding request for programming. Schedule for initial classification committee.
- d. A PREA risk screening within 72 hours of inmate's arrival and whenever and inmate is involved in a PREA incident.
- e. Ensure that copies of the initial and reclassification documents as well as supervisory review and classification committee decisions are distributed to inmates within two working days.

- f. Preparation of all documentation or case materials for the purpose of presentation to the classification committee, parole board or central office in accordance with policy *CD-083000* Reentry Planning and Transition Process for Inmates Releasing to the Community from Incarceration.
- g. Maintain daily office hours to ensure inmate contact.
- h. Ensure contact is made with inmates in special management by signing the standard record of staff visit sign-in logs as well as documenting the inmates who were seen while conducting rounds.
- i. Monitor and process good time credits in accordance with good time policies *CD-080200* Good Time Deductions; *CD-080600* Meritorious Deductions; *CD-080400* Earned Meritorious Deductions; and *CD-082800* Lump Sum Awards.
- j. Process the parole of geriatric or permanently incapacitated or terminally ill inmates in accordance with policy *CD-050400* Parole of Geriatric, Permanently Incapacitated, or Terminally Ill Inmates.
- k. Provide any requested documentation to PPD and interstate compact services as requested.
- l. Facilitate and document attorney phone calls or attorney visits as requested.
- m. Initiate and maintain a tracking log for all inmates on their caseload. Tracking items should include but not be limited to custody status, file audits due/completed, reentry committee date/completed, PRD, GT law and awards, detainer information, etc.
- n. Initiate the release checklist 60 days prior to PRD by verifying the inmate's file in accordance with policy *CD-040100* Inmate Records.

**NEW MEXICO CORRECTIONS DEPARTMENT
INTAKE SCREENING FORM**

Name: _____ NMCD# _____ Date: _____

County: _____

Status: not charged (____) prob. violation (____) parole violation (____) readmission (____) diagnostic evaluation (____)

	Officer	Officer	When
Charges:	_____	_____	_____

Sentence: _____

Presentence report: Yes _____ No _____

Pending: Yes _____ No _____ if yes, where/what _____

Prison Term: _____

Veteran: _____

Law enforcement history: _____

Escape history: _____

Physical disability: _____

Enemies: _____

Gang: _____

Protective custody requested or required: Yes _____ No _____

Special circumstances relevant to inmate/crime/admission/high risk: Is there anything else you need to tell us?

Inmate reply: _____

NOTIFY IN CASE OF EMERGENCY:

NAME: _____

RELATIONSHIP: _____

ADDRESS: _____

CITY/STATE: _____

TELEPHONE: _____

CLASSIFICATION OFFICER

INMATE SIGNATURE

NEW MEXICO CORRECTIONS DEPARTMENT
Supervisory Review

Inmates Name: _____ NMCD #: _____ Facility: _____ Unit: _____

Custody: _____ Points: _____ Override Justification: _____

Reason: _____

Action: _____

Justification: _____

Next Review Date: _____

Supervisor: _____ / _____
(Print) (Signature)

Classification Officer: _____ / _____
(Print) (Signature)

I have the right to appeal this decision through the classification appeals procedure. ___ (initial here)

Inmate Signature: _____ NMCD #: _____ Date: _____

NEW MEXICO CORRECTIONS DEPARTMENT
Classification Committee

Inmates Name: _____ NMCD #: _____ Facility: _____ Unit: _____

Custody: _____ Points: _____ Override Justification: _____

Reason for Appearance: _____

Committee Action: _____

Justification: _____

Next Review Date: _____

Chairperson: _____ / _____
(Print) (Signature)

*Security Representative: _____ / _____
(Print) (Signature)

() Inmate Appeared () Inmate Waived Appearance

I have the right to appeal this decision through the classification appeals procedure. ___ (initial here)

Inmate Signature: _____ NMCD #: _____ Date: _____

*Not Applicable for CLASSIFICATION/

NEW MEXICO CORRECTIONS DEPARTMENT
Committee Hearing Notice

Inmate Name: _____ NMCD #: _____ Unit: _____

This is your notice to appear before the classification committee on _____. Your signature below is an acknowledgement of this scheduled hearing. (Date)

Purpose of Committee Hearing:

Transfer / Custody Review

Mandatory 6 month/12 month Review

Classification Review*

Discretionary Review

Comments: _____

I **do** wish to appear at the above scheduled hearing. _____
(Inmate's initials)

I **do not** wish to appear at the above scheduled hearing. _____
(Inmate's initials)

*I understand that if the purpose of my scheduled committee hearing is classification review, I may not waive my appearance unless precluded for security reasons. _____
(Inmate's initials)

Inmate Signature: _____ NMCD #: _____ Date: _____

Waiver of 48-Hour Notification

I understand that I am to receive a 48-hour notification for my classification hearing, and I hereby waive my right to that 48-hour notification of the above scheduled hearing as acknowledged by my signature below.

Inmate Signature: _____ NMCD #: _____ Date: _____

Witness: _____ / _____ Date: _____
(Print) (Signature)

**NEW MEXICO CORRECTIONS DEPARTMENT
INMATE CLASSIFICATION APPEAL FORM**

INMATE'S NAME: _____ NMCD #: _____

FACILITY: _____ HOUSING UNIT: _____

Date of classification decision or recommendation that is being appealed: _____

Date received by classification appeals officer: _____ LOG#: _____

NOTE: This form must be submitted to the institutional classification appeals officer within 15 calendar days of the classification recommendation/decision. For further information on filing a classification appeal, see policy CD-080100 in the law library.

Appeal Reason: _____ Include documentation and specific reasons for your appeal. Use additional pages, if necessary.

Inmate's Signature: _____ Date: _____

TO BE COMPLETED BY THE CLASSIFICATION APPEALS OFFICER

A. _____ Your classification appeal is accepted for consideration

B. Your appeal is being returned to you for the following reasons(s):

- _____ 1. The appeal is currently under review.
- _____ 2. The appeal does not involve a classification decision.
- _____ 3. The appeal is a group appeal or petition.
- _____ 4. The appeal is not timely.
- _____ 5. Other: Specify _____

Classification Appeals Officer

Date Received

Classification appeals officer's investigation and recommendation:

CLASSIFICATION APPEALS OFFICER

DATE

DECISION OF WARDEN

Appeal granted _____

Appeal denied _____

Justification: _____

SIGNATURE _____

DATE: _____

Date returned to inmate: _____

NEW MEXICO CORRECTIONS DEPARTMENT
Contact Chrono

Inmate Name: _____ NMCD #: _____ Facility: _____

Custody: _____ Nature of Contact: _____

Contact Person: _____ Date: _____

Agency: _____ Phone: _____

Staff Member: _____ / _____

(Print)

(Sign)

NEW MEXICO CORRECTIONS DEPARTMENT
Contact Chrono

Inmate Name: _____ NMCD #: _____ Facility: _____

Custody: _____ Nature of Contact: _____

Contact Person: _____ Date: _____

Agency: _____ Phone: _____

Staff Member: _____ / _____

(Print)

(Sign)

NEW MEXICO CORRECTIONS DEPARTMENT
Contact Chrono

Inmate Name: _____ NMCD #: _____ Facility: _____

Custody: _____ Nature of Contact: _____

Contact Person: _____ Date: _____

Agency: _____ Phone: _____

Staff Member: _____ / _____

(Print)

(Sign)

NEW MEXICO CORRECTIONS DEPARTMENT
PENDING CHARGES

Inmate Name: _____ NMCD # _____ Date: _____

Facility: _____ Unit: _____

Agency Contacted: _____ Person Contacted: _____

Contact Number: _____ Pending Charges: Yes or No

Charges: _____

Cause Number: _____ Pending Court Date: _____

Status: _____

Staff Member:

_____/_____
(Print) (Sign)

.....

NEW MEXICO CORRECTIONS DEPARTMENT
PENDING CHARGES

Inmate Name: _____ NMCD # _____ Date: _____

Facility: _____ Unit: _____

Agency Contacted: _____ Person Contacted: _____

Contact Number: _____ Pending Charges: Yes or No

Charges: _____

Cause Number: _____ Pending Court Date: _____

Status: _____

Staff Member:

_____/_____
(Print) (Sign)



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-080104 Central Office Classification Bureau

Issued: 2/1/01

Reviewed: 06/03/24

Effective: 2/1/01

Revised: 06/03/24

Alisha Tafoya Lucero, Cabinet Secretary

Original Signed and Kept on File

AUTHORITY:

Policy *CD-080100*

PROCEDURE :

A. Initial Classification and Facility Transfers:

1. Initial Classification: The classification bureau will determine the appropriate facility assignment considering the initial custody level as well as programming and special needs of the inmate. This includes STG information based on recommendations from the facility classification staff and classification committees..
2. Facility Transfers: Facility transfer approvals will be made by the classification bureau based on facility committee recommendations. The level of progress, the program needs of the inmate, scoring levels, overrides, STG information and special needs will be considered.
 - a. These transfers include classification bureau decisions on movement of inmates between facilities as well as decisions on intra-facility transfers between units (e.g. Southern Level III to Southern Level II). The facility staff is authorized to transfer an inmate between units on “holding” status until a classification decision is made; however, the classification bureau must be notified via e-mail of all intra-facility transfers.
 - b. The classification bureau administrators assigned to a particular facility shall be responsible for conducting a thorough evaluation of all the information submitted and request additional information, if necessary, to ensure that an appropriate decision is made.
3. The classification bureau may deny a committee recommendation and direct the facility to reevaluate their recommendation or they may make a different decision than what was recommended. It will be the responsibility of the classification bureau administrator to note the reason(s) of the change into the offender management information system.
4. The classification bureau’s approval of an inmate’s placement at a designated custody level is indicated in the offender management information system and the inmate’s name appears on the central office transfer order showing authorization to transport the inmate.
5. Lateral transfers of inmates may be made at any time to serve the interests of the NMCD. The classification bureau must approve a lateral transfer.

B. Emergency Transfers:

1. If continued housing of an inmate would pose significant risk of injury to the inmate, other inmate(s), or constitute an extreme risk or threat to the security of the institution or the general public, the inmate shall be reviewed for emergency transfer. Refer to policy *Chapter 14 Special Management Inmates*.
2. The Cabinet Secretary may authorize the emergency transfer of New Mexico inmates to other jurisdictions based on a determination that the transfer of the inmate is warranted.

C. Health Service Transfers:

1. The classification bureau arranges for the transport of inmates to the long term care unit (LTCU) based on information provided by medical staff at the sending facility.
2. The classification bureau arranges for the transport of inmates from LTCU based on information provided by the CNMCF unit manager.
3. The classification bureau arranges for the transport of inmates to the appropriate mental health treatment center (MHTC) based on information provided by the NMCD mental health director.
4. The classification bureau arranges for the transport of inmates from the appropriate MHTC based on information provided by the CNMCF classification committee.
5. The classification bureau reviews and makes decisions on recommendations for transfer of inmates from one facility to another due to medical restrictions based on information provided by the sending facility's unit manager.

D. Interstate Corrections Compact Transfers

An agreement between the NMCD and compact member states for the cooperative care, treatment, and rehabilitation of inmates confined to correctional institutions. Refer to policy *CD-141900 Inmates Housed Outside of the Department*.

E. International Transfers of Foreign Nationals:

Refer to policy *CD-141900 Inmates Housed Outside of the Department*.

F. Parole of Geriatric or Permanently Incapacitated or Terminally Ill Inmates:

Refer to policy *CD-050400* Parole of Geriatric Permanently Incapacitated or Terminally Ill Inmates.

G. Additional Duties:

1. Provide training as scheduled for all classification staff in conjunction with the training academy.
2. Annual review and update of the classification policy.
3. Coordinate with the STIU administrator for transfer considerations as they relate to inmate's affiliation or activity with security threat groups.
4. Review and determine final action on all transfers.
5. Gather information from facilities to compile statistical information or obtain any other analysis regarding the profile of the inmate population.