



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-110400 Warden & Corrections Industries
Director Relationship

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Alisha Tafoya Lucero, Cabinet Secretary

Original Signed and Kept on File

AUTHORITY:

Policy *CD-110200*

REFERENCE:

ACA Standards 2-CI-2A-1, 2-CI-6B-1, and 2-CI-6B-2, *Standards for Correctional Industries*, 2nd Edition.

PURPOSE:

To delineate the roles of the Warden and the Director of Industries in relation to Industries Operations within the institutions.

APPLICABILITY:

Director of Corrections Industries, Adult Prisons Division Director, the Warden of each institution, the Institution Facilities Managers and all Corrections Industries full-time employees.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

None

POLICY:

- A. The Corrections Industries Director, or designee, shall work in close cooperation with the Warden of each institution where industries operations are located. In order to accomplish this, written procedures will specify the authority, responsibility and accountability of each with respect to the industries operations. All Corrections Industries policies and procedures will be reviewed with each Warden by the respective facility managers to assure understanding and agreement. All policies and procedures will be modified as necessary on a timely basis as

conditions merit. The industries facility manager or designee shall participate in staff meetings with the warden and other program staff. [2-CI-6B-1]

- B. Corrections Industries shall comply with all facility security regulations that are applicable to the program. [2-CI-2A-1]
- C. Disruption to Corrections Industries operations as the result of institutional security practices should be minimized without compromising security. [2-CI-6B-2]
- D. The Warden of each facility has over-all responsibility for all activities within the facility. The Warden's responsibility with regard to Industries is concentrated on those activities dealing with institutional services: safety, security, food services and the well-being of staff and inmates. The Warden also has the responsibility for disciplinary action with respect to inmates working for Industries. Corrections Industries personnel have a responsibility to enforce rules and regulations and to initiate disciplinary action through the writing of reports. Industries have the authority to suspend from work inmates whose job performance is unsatisfactory. Such inmates will be referred to the Institutional Classification Committee for job removal. In these cases, the Warden will be advised of any action taken.
- E. The Director of Industries, or designee, has responsibility for operations and safety in the work place, and the finance and administration for all Industries enterprises. As part of the administrative duties, the Director of Industries is responsible for ensuring that the annual performance evaluation on all full-time staff are completed on a timely basis.
- F. The Secretary, Adult Prisons Division Director and the Corrections Industries Director or designee shall communicate and coordinate to assure consistency in the operation of Corrections Industries programs and to assure effective and efficient operation of the programs at all institutions.



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PROCEDURES: [2-CI-6B-1]

- A. The Facilities Manager for Correction Industries, while working directly for Corrections Industries, shall work in close cooperation with the Warden of the facility to which he or she is assigned. In order to accomplish this, written procedures will specify the authority, responsibility and accountability of each with respect to Industries Operations.
- B. The Corrections Industries Facility Manager has the authority and responsibility for daily operations, and will be held accountable for the proper operation of his/her assigned facilities.
- C. Corrections Industries shall comply with all facility security regulations that are applicable to the program. [2-CI-2A-1]
- D. Disruption to Corrections Industries operations as the result of institutional security practices should be minimized without compromising security. [2-CI-6B-2]
- E. The Facility Manager is responsible for maintaining proper information flow with regard to security and production matters. The information flow for security will be first from the Facility Manager to the Warden (or vice versa), then from the Facility Manager to the Industries Director. The information flow for production matters will be first from the Facility Manager to the Industries Director (or vice versa), then from the Facility Manager to the Warden.
- F. The Industries Facility Manager shall report to the Warden on all matters pertaining to the security, safety, discipline, and well-being of the inmates.
- G. To facilitate good information flow between the Facility Manager and the Warden, the Facility Manager shall attend the Warden's weekly staff meetings, and shall maintain other such open communication as necessary to maintain smooth operations.