



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-040600 Transporting Inmate Records	Issued: 12/16/91 Effective: 03/13/92	Reviewed: 07/31/23 Revised: 03/05/16
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

Policy *CD-010100*

## REFERENCES:

- A. ACA Standard 2-CO-1E-04, *Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Standards 5-ACI-1E-02, *Performance Based Standards and Expected Practices for Adult Correctional Institutions*, 5<sup>th</sup> Edition.

## PURPOSE:

To ensure that inmate records accompanying a transferring inmate remain in the possession of the escorting employee.

## APPLICABILITY:

All employees and inmates of the New Mexico Corrections Department.

## FORMS:

**File Transfer Receipt** form (*CD-040601.1*)

## ATTACHMENTS:

None

## DEFINITION:

- A. *Facility Inmate Record*: A complete inmate file containing at a minimum, the Judgment and Sentence or Commitment Order, an Admissions Summary, a photograph, the Receipt for State Prisoner, a description of the inmate, current Good Time Figuring Sheet, a Pre-Sentence Report (PSR), NCIC and/or FBI Rap Sheet, Custody Designation, and RDC Chrono.
- B. *Security Threat Group Field File*: An organized binder containing copies of criteria used for validation and/or updated criteria or information pertaining to an offender's Security Threat Group (STG), disruptive group, or street gang affiliation or activity.

**POLICY:**

The NMCD shall safely and securely transport inmate records, medical mental health, education, visitation, and STG files to and from institutions with in seventy-two (72) hours. In addition to the complete Facility Inmate Record, the transporting official will also transfer the medical file, mental health file, education file, visiting information, and the Security Threat Group file (STG) with the inmate simultaneously. **[2-CO-1E-04] [5-ACI-IE-02]**

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## AUTHORITY:

Policy *CD-040600*

## PROCEDURES:

- A. Records shall be transferred from one institution to another simultaneously with an inmate, or, when transferred to the Offender Management Services (OMS) the record will be hand-carried by an RDC Transportation Officer or other authorized personnel. All STG, medical, and mental health records shall be placed in a sealed bag designated for that purpose prior to transport in order to maintain confidentiality. **[5-ACI-IE-02]**
- B. Prior to transfer, the transporting officer will obtain a **File Transfer Receipt** form (*CD-040601.1*) in duplicate which will, at a minimum, identify the record, indicate if any medical and/or mental health files are included, and specify to whom the record is to be delivered. The duplicate receipt is to be signed and mailed back to the sender within twenty-four (24) hours of receipt by the receiving official. The sender retains a copy of the original receipt and notifies the receiving party if the duplicate receipt is not received within seventy-two (72) hours.
- C. The sender will fill out the proper forms to send the record "certified" in the event hand-delivery of the record is not possible. The Signed "certified" receipt would serve the sending institution as record that the file was delivered.
- D. The RDC Transportation Officers will keep a record of files picked up and delivered. A copy of the receipt will be attached to the RDC transport log.
- E. Receipts will be submitted to the RDC Transport Coordinator upon return to the RDC.
- F. The RDC Transportation Officers will ensure that after-hours, weekends, or holidays, the Transport staff will deliver the Inmate Records to the Shift Supervisor who will ensure Facility Inmate Records are secured in the Records Department unless the Inmate Records are for Archives. The Shift Supervisor will ensure that the Inmate Records for Archives are placed into Archives, which is located in the Education Building. At no time is it allowable to leave Inmate Records in a transport van after transports have been completed, or in any area except as stated above.
- G. Facility Inmate records transferred to or from Offender Management Services (OMS) or from one institution to another will be hand-carried. Transportation officers from the Reception and Diagnostic Center will transport all records as required; however, other personnel may transport records when authorized by the Department Secretary, Deputy Secretary, Adult Prisons Division Director, the OMS Bureau Chief, Institutional Records Coordinator, or the Warden

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**File Transfer Receipt**

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_

The following file(s) are being transferred: Please print/sign your name and date received at the bottom of the page. Your signature will acknowledge receipt of the file/files listed below. Please keep a copy and return original or fax back to the person sending you the transfer. This will indicate the proper delivery has been made. Print clearly. If the records are not sent with a transport officer, they must be sent by certified mail. Parole/Discharge files are to be sent to CNMCF/RDC. Deceased inmate files are to be sent to Offender Management Service 615 1st Street, NW Albuquerque, New Mexico, 87102

<b>Offender #</b>	<b>Inmate Name</b>	<b># of Hard Files</b>
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Received by: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Print Sig