



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-100600 NMCD Craftsmanship and Trades	Issued: 11/4/13 Effective: 11/4/13	Reviewed: 12/31/20 Revised: 3/23/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

A. NMSA 1978, Section 33-8-16, as amended.

## REFERENCES:

None

## PURPOSE:

Establish a plan for the control of all tools and equipment stored in the institution's craftsmanship and trades room; to ensure that the items are used in a safe, economical and secure manner; and, to provide guidelines for the establishment and operation of the craftsmanship and trades program.

## APPLICABILITY:

To all New Mexico Corrections staff, private and public, and to all NMCD inmates who use the Craftsmanship and Trades programs.

## FORMS:

- A. **Craftsmanship and Trades Application** form (*CD-100601.1*)
- B. **Craftsmanship and Trades Agreement** form (*CD-100601.2*)

## ATTACHMENTS:

None

## DEFINITIONS:

- A. Contraband: Any item possessed by an offender or found within the facility that is illegal by law, prohibited by policy or procedure, or unauthorized by those legally charged with the administration and operation of the facility.
- B. Facility/Program: Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under NM Corrections Department ("NMCD") jurisdiction. This term includes the facility building or residence, including property and land owned or leased and operated by NMCD.

- C. Craftsmanship and Trades: A designated room or area for the creation of craftsmanship and trades items that require close supervision of offenders, tools, and chemicals.
- D. Housing Area Craftsmanship and Trades: The creation of Craftsmanship and Trades projects located in a housing area; limited to projects not requiring caustic/toxic/flammable chemicals, and tools or materials with the potential of compromising the safety or security of the facility.
- E. Premium Craftsmanship and Trades Activities: Designated Craftsmanship and Trades activities possessing the highest earning potential and requiring large investments; activities generally require workspace in the Craftsmanship and Trades shop.
- F. Recreation Supervisor: The person appointed by the administrator to oversee the Craftsmanship and Trades program in the facility.
- G. Tools: Any item or part thereof used to repair, dismantle, install, create, manufacture, prepare, adjust, measure or gauge will be classified as a tool.

**POLICY:**

- A. It is the policy of NMCD that an inmate arts and Craftsmanship and Trades program is available to inmates who are eligible to participate in the program. Such a program affords not only constructive utilization of leisure time, but incorporates a positive manual learning experience and an acceptable outlet for creativity.
- B. It is the policy of NMCD that, in order to maintain the security and operation of the institution's Craftsmanship and Trades programs, procedures have been established to ensure control of tools and equipment and to ensure these tools are used in a safe, economical and secure manner.



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## PROCEDURE:

**A.** The Craftsmanship and Trades program is coordinated by the Recreation Supervisors. This staff member is responsible for all activities in the Craftsmanship and Trades program and for regulating use of all materials, and sale and disposition of all crafts produced through approved channels.

### **B. Approved Crafts**

1. The Craftsmanship and Trades program will be allowed in living areas determined by the security and fire safety requirements of the facility.
2. Facility procedures will be implemented that require Craftsmanship and Trades items and equipment to remain secure in the Craftsmanship and Trades area.

### **C. Qualifications for Entering the Program**

1. The applicant for the program must have the following qualifications:
  - a. A consecutive ninety (90) days clear conduct record preceding the date of application. This includes both major and minor reports.
  - b. A demonstrable ability in the chosen Craftsmanship and Trades or be required to attend classes to achieve an acceptable level before participation in the program will be approved.
  - c. Must be participating in a work or school program and earning full good time.
2. Being found guilty of a major misconduct report for the first offense will result in being suspended from the Craftsmanship and Trades program for not less than a 180 day period and on the second offense be removed and all tools belonging to the inmate will be sent to the inmate's home at inmate's expense.
3. For a period of one year, the inmate may then submit application to return to the program. Time spent in disciplinary segregation will not be counted as part of the required 90 days. Reinstatement to the program may be made upon recommendation of the Recreation Supervisors and the approval of the Program Director, Unit Manager, and Classification Supervisor.

**D. Application**

1. The inmate requesting participation in the program will obtain an application form from the Classification Officer. The Classification Officer will ensure that the inmate meets the qualifications, and then forward the application to the Recreation Supervisor.
2. The Recreation Supervisor will review the application and interview the inmate. The application will then be forwarded to the Program Director, Unit Manger and the Classification Supervisor for final approval.
3. The Recreation Supervisors will determine if there is space and supervision available to accommodate the inmate, and assign her appropriately. If adequate space or appropriate supervision is not available, the inmate will be informed that at the first possible time, she will be entered into the program.

**E. Upon Acceptance into the Program**

1. The Recreation Supervisors will keep on file the names of all inmates approved for the Craftsmanship and Trades program, and will list the activities the inmates are participating in.
2. Not more than three craft activities may be approved at one time for inmates in the Craftsmanship and Trades room. No more than three projects shall be in progress at one time.
3. In house Craftsmanship and Trades can be set up as approved by the Warden.

**F. Removal from Program**

1. Removal from the program will be by written request of the Recreation Supervisors through the participant's Classification Coordinator, with final decision by the Program Director. Grounds for removal will include:
  - a. Major report or being found guilty of any report received in connection with the program.
  - b. Non-attendance. No more than three (3) absences in a six month period, or 3 (three) tardies in six (6) month period. Non-attendance that is beyond the inmate's control will not count against her.
  - c. The misuse, theft, or destruction of either NMCD property or another inmate's supplies.
  - d. Participants will not be permitted to sell, barter, trade, give, exchange or lend any craftsmanship and trades items or tools to other inmates.

- e. Any act or acts which disrupt jeopardize or threaten the security of the institution, whether a misconduct report is issued or not.

### **G. Materials and Tools**

1. Participants must supply their own materials. NMCD will not be obligated in any way to supply materials for craftsmanship and trades projects.
2. An inmate may have a dollar amount of up to \$500.00 in raw materials at one time, as approved for the program. If storage space is available in a designated Craftsmanship and Trades Shop area. If not an inmate may only have up to \$50.00 per *CD-150200* as approved, exceptions can be made via written request to the Warden.
3. All materials and tools must be sent directly from a vendor, by use of a debit memo. All materials and tools must be paid for in advance.
4. The Recreation Supervisors and Assistant/Deputy Warden (or designee) will approve purchase of materials before debit memos are sent out.
  - a. Inmates will give completed debit memo to the Recreation Supervisors for processing.
  - b. A copy of the completed, signed debit memo will be sent to the Business Office.
5. All inmates entered into the program will do their own work. There will be no sub-contracting, leasing or shared work allowed.
6. Craftsmanship and Trades materials coming into the institution will be checked by the property officer and the Recreation Supervisors to see if they comply with the list of personal items allowed. If items are not on the list, the Recreation Supervisors will check with the Chief of Security to see if they can be allowed into the institution. All items disapproved will be sent home on inmate's expense or disposed of in accordance with applicable NMCD Policy and Procedures.
7. When an article has been approved for entry into the institution, the Recreation Supervisors will transport the item to the craftsmanship and trades room for issuance to the inmate.
8. NMCD will not be responsible for loss of any tools or materials.
9. Approval for craftsmanship and trades materials allowed into the living quarters must be made in advance by the Recreation Supervisors and Major and or Security Chief at the facility.
10. All projects started in the craftsmanship and trades room will be completed in the craftsmanship and trades room, and may not be transported to the living unit.

11. Projects started in the living unit may be transported to the craftsmanship and trades room for additional work and, subject to Section H of this policy, and may be taken back to the living unit for additional work (Ref. E2, above).
12. The craftsmanship and trades room is equipped with locking cabinets. Tools will be locked in the cabinets and issued by the Recreation Supervisors, art instructor or assigned officer only. There shall be only one staff member assigned at any given time to issue tools.
  - a. Tools removed from the locked cabinets will be logged in the Tool Sign-Out Log and signed back in at the end of the day.
  - b. Any tool missing at the time it is to be turned in will be cause for the staff member to detain the inmates in the craftsmanship and trades room and notification made to the Shift Commander.
13. Flammable materials with high flash points (paint and oil in closed containers, paper, rags, etc.) will be stored in fireproof cabinets. These cabinets will not be used to store low flash point flammables (gasoline, kerosene, etc.). These items will be stored in maintenance and will be transported, delivered and/or picked up by instructors only.
14. A separate container for combustible refuse and for rags used with flammable liquids is located in the Craftsmanship and Trades room. This container is clearly marked "Flammable Contents," and is emptied and cleaned daily.

#### **H. Disposition of Crafts**

1. Craftsmanship and Trades produced in this program may be sold to the public at correctional facilities and in public buildings or mailed.
  - a. The inmate will take craftsmanship and trades completed in the craftsmanship and trades room or the living quarters to the Recreation Supervisors for display, sale, or mailing.
  - b. Craftsmanship and Trades completed in the living unit will be mailed out by the inmate through the Recreation Supervisor to be sold pursuant to this policy.
2. Craftsmanship and Trades may be displayed in the following way:
  - a. In a display case located in the visiting room and/or facility entrance lobby.
  - b. At fairs and craftsmanship and trades shows and/or other events as designated by NMCD.
3. Records of items for sale will be in triplicate:
  - a. Original for the Recreation Supervisors.

- b. One with the item for sale.
- c. One copy to the inmate.
4. On the record will be the inmate's name, NMCD number, living unit, description of the item, and the value of the item in even dollars.
5. The only craftsmanship and trades that may be retained by the inmate for personal use are items on the approved property list.
6. The Recreation Supervisors will maintain a running inventory of all items removed from the craftsmanship and trades room for retention by the inmate in her living unit. The Recreation Supervisors will provide a written notice to the Chief of Security and Property Officer for every item the inmate is allowed to retain.
7. Items to be displayed will be accompanied by a release waiver.
8. Staff may not put in a special order for craftsmanship and trades produced by inmates but may only purchase items displayed in the display case.
9. All craftsmanship and trades mailed out of the institution will be mailed at inmate's expense. Items may only be sent to those listed on the inmate's visiting/correspondence card.
10. No repair work will be performed on items sold. All sales are final.
11. Craftsmanship and trades items can be sold from \$1.00 to any reasonable amount. Paintings will not be sold above \$500.00 per painting.
12. All Craftsmanship and trades items will be stored in Craftsmanship and trades areas as designated by the Warden or designee.
13. Craftsmanship and trades items must not be offensive, appealing to prurient interest, have gang related markings or glorify criminality.

#### **I. Collection of Money**

1. All monies collected from sale of craftsmanship and trades will be deposited as follows:
  - a. Child Support/Family Support 10%;
  - b. Restitution/Crime Victims 5%.
  - c. Discharge Money 5% (at a maximum of \$500.00).

- d. Corrections Industries Programming 15%.
- e. Inmate commissary account 65%. NMCD shall not deduct more than 50% of an inmate's profits from the sale of arts and crafts.

**REVIEW:**

This policy shall be reviewed at least annually by the Program Director who will recommend necessary revisions to the Director of Adult Prisons.



**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Inmate Craftsmanship And Trades Application**

**INMATE NAME:** \_\_\_\_\_.

**NMCD #:** \_\_\_\_\_.

**Answer the following questions**

**Why do you want to participate in the Craftsmanship and Trades Program?**

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**What items do you propose to make for re-sale to the public?** \_\_\_\_\_

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**APPROVED BY:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_.  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Inmate Craftsmanship And Trades Agreement**

I, \_\_\_\_\_ & \_\_\_\_\_,  
(INMATE NAME) (INMATE NUMBER)

Agree that all items made through the craftsmanship and trades (external or in-house) that i contribute for re-sale will be deposited as follows; 5% will be used for restitution to crime victims, 10% for child or family support, 5% for discharge money (at a maximum of \$500.00), 15% to correction industries programming (for administrative cost), and 65% to be used for inmate commissary account. NMCD shall not deduct more than 50% of an inmate's profits from the sale of craftsmanship and trades.

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_.  
Print Name Signature Date

\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_.  
Print (Witness) Signature Date