



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-101200 Inmate Ministry Mentor Program	Issued: 2/11/21 Effective: 2/11/21	Reviewed: 2/11/21 Revised: 2/11/21
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-010100

REFERENCE:

None

PURPOSE:

To outline procedures for the implementation of an inmate ministry program.

APPLICABILITY:

All Offenders under the jurisdiction of the New Mexico Corrections Department (NMCD);
All employees of the NMCD who are involved in the management and operation of religious programs; All NMCD approved volunteers.

FORMS:

- A. **Seminary Program Application** form (*CD-101200.1*)
- B. **Seminary Request for Removal** form (*CD-101201.2*)

DEFINITIONS:

- A. Seminary Board - Board of NMCD employees who oversee the Seminary Program:
 - 1. Chairperson: Deputy Director of Adult Prisons
 - 2. Members: Coordinator of Volunteer and Faith-based Services, Chaplain Liaison, Director from the University of Southwest or designee, Sponsor/Donor.
- B. Seminary Graduate: Offender who has completed an approved NMCD Seminary Program.
- C. Ministry Mentor: Offenders who have completed the approved NMCD Seminary Program and are utilized to provide spiritual and moral instruction to other offenders as Ministry Peer Mentors.
- D. Seminary Student: Offender accepted into the NMCD Seminary Program.

POLICY:**A. Eligibility Criteria for Seminary Participants**

1. Offenders may not have been found guilty of a major disciplinary report within one (1) year prior to acceptance into the seminary program.
2. Offenders may not have been found guilty of a minor disciplinary report within six (6) months from acceptance into the seminary program.
3. Offenders must have a high school diploma or GED Certificate prior to being accepted into the seminary program.
4. Offenders must complete the **Seminary Program Application** form (*CD-101200.1*) and an application to the University of the Southwest.
5. The completed **Seminary Program Application** form (*CD-101200.1*) must be submitted to the facility chaplain.
6. The facility Chaplain will provide a recommendation and forward the **Seminary Program Application** form (*CD-101200.1*) to the Seminary Board.
7. Offenders shall voluntarily agree to serve in any assigned NMCD facility as a Ministry Mentor for a minimum of two (2) years after graduating from the Seminary Program.
8. Offender will not be assigned another job or program that conflicts with the Ministry Mentor assignment.

B. Deployment and Expectations of the Ministry Mentor

1. Prior to the arrival of Ministry Mentor to the assigned facility, Ministry Mentor will meet with facility Security and Non-Security staff who will explain program and policies and procedures in their assigned facility. For the first three (3) days, the Ministry Mentor will make themselves available to the Unit Manager / Program Manager and the Chaplain to receive the orientation to the institution and to become familiar with the facility.
 - a. Will be issued purple inmate uniforms, which identify them as Ministry Mentors.
 - b. Upon release from the three (3) day orientation period, Ministry Mentors will be given a tour of the assigned facility. The Unit Manager / Program Manager and the Chaplain will explain Facility expectations of the Ministry Mentor.
 - c. The Ministry Mentor will be restricted from Pod Walking for the first thirty (30) days in the assigned facility.
 - d. The Warden or designee will schedule Ministry Mentors as Pod Walkers.
 - e. In addition to Seminary duties, Ministry Mentors will be allowed to enroll in educational classes.
 - f. Ministry Mentors will comply with all NMCD policies and procedures.

- g. Ministry Mentors will only be allowed to Pod Walk for a total of 80 hours between 30 and 60 days at the assigned facility. After 60 days, Ministry Mentors will provide mentoring for a total of 160 hours per month.
- h. Ministry Mentors will be permitted to go into facility living areas and provide moral and spiritual advice to other offenders according to facility schedules, policies and procedures with the approval of the facility Chaplain. Pod walking will be conducted in pairs and escorted as required by the assigned facility warden, or designee.
- i. Ministry Mentors will meet weekly with Unit Manager / Program Manager and Chaplains to discuss issues, i.e. religious calendar, thoughts and ideas, and services.
- j. Designated Ministry Mentors will attend and participate in a monthly video conference when scheduled.
- k. Ministry Mentors are allowed to correspond with other active Ministry Mentors under the supervision of the facility Chaplain and with the written approval of the Warden.
- l. Seminary students and Peer Mentors are allowed to have up to five (5) total of the following hardback books: resource/research books, concordances, dictionaries, and word studies.

2. The following activities are not allowed by Ministry Mentors:

- a. Promote themselves as pastors.
- b. May not be ordained by any organization/entity/church
- c. Recruiting or contacting volunteers.
- d. Scheduling special events.

C. Official Duties

The Seminary Advisory Board and/or facility Chaplain will determine official responsibilities, duties, and services for Ministry Mentors in their formal ministry assignment as deemed necessary.

1. Community Service Ministry – Ministry Mentors may be assigned to:
 - a. Intake/orientation
 - b. Mentoring
 - c. Personal Improvement
 - d. Reentry/Pre-release
 - e. Tutoring
2. Crisis Ministry – Ministry Mentors may be assigned to:
 - a. Direct Observation Support (cannot be used in place of Health Services Staff)
 - b. Funeral/Memorial Services
 - c. Geriatric
 - d. Grief Counseling
 - e. Long Term Care Unit
 - f. Mental Health Unit
3. Counseling Ministry – Ministry Mentors may be assigned to:
 - a. Family Reconciliation
 - b. Offender Forgiveness
 - c. Pod Walking (as permitted by the assigned facility Warden)

4. Faith-based Ministry – Ministry Mentors may be assigned to:
 - a. Discipleship Classes
 - b. Prayer Leaders
 - c. Preaching
 - d. Worship Service
 - e. Teaching faith-based classes with the approval and supervision of Chaplain in the faith-based unit with volunteer/chaplain present, if required by facility staff.
 - f. Teaching faith-based classes, with the approval and supervision of Chaplain, to faith-based dorm offenders in the chapel (without disrupting other faith-based programs and with volunteer or chaplain present.

D. Informal Duties

1. Wardens, Unit Managers / Program Managers and Facility Chaplains may propose other appropriate ways of using Ministry Mentors to the Seminary Advisory Board.
2. Once assigned to a facility, Ministry Mentors may be allowed to propose new ministry activities in writing through the Facility Chaplain or Warden.

E. Ministry Mentor Wages

1. Pay rates will begin at \$.60 per hour and will not exceed \$1.00 per hour.

F. Computer Usage

1. Under no circumstance shall a Ministry Mentor be permitted to use a computer that has internet access or resides on a network that has internet access.
2. Under no circumstance shall a Ministry Mentor be authorized a computer system password or provided a computer system password that enables the Ministry Mentor to access any part of the automated information system containing offender data or NMCD business data that would jeopardize security. Any documented employee passwords shall be secured in order to prevent access.
3. Ministry Mentors' presence in offices and work stations shall be under direct supervision of facility staff in order to prevent access to telephones, copy machines, fax machines, two-way radios, typewriters or computers.
4. Ministry Mentors will be permitted to use computers that have been supplied to them as part of the Seminary Program. Wardens determine the proximity, in reference to sight and sound supervision and the physical location for the computers.
5. Printers and CPUs must be in a locked box.

G. Removal and Reinstatement of Ministry Mentors

1. Ministry Mentors may be removed from the Ministry Mentor Program if, at any time, they no longer meet the eligibility as set forth in this policy. Removal can be recommended by the Warden, Chaplain or Unit Manager / Program Manager using the **Seminary Program**

Request for Removal form (*CD-101201.2*). However, the removal will be determined by the Seminary Advisory Board.

- a. Inmates may appeal removal as a Ministry Mentor in accordance with NMCD policies for disciplinary or classification decisions.
2. Ministry Mentors may be reinstated once they meet the eligibility criteria. When they are eligible, they will be reviewed by the Seminary Advisory Board to determine their reentry into the program.

NEW MEXICO CORRECTIONS DEPARTMENT
Seminary Program Application

Inmate Name: _____ NMCD#: _____ Facility: _____

Please provide a description of why you would be a good candidate for the Seminary Program:

Inmate Signature

Date

Do not write below this line. For NMCD Staff only.

Does the inmate meet the minimum eligibility criteria for Seminary Participation:

Inmate has not been found guilty of a major disciplinary report within the past year _____ (chaplain initials)

Inmate has not been found guilty of a minor disciplinary report within the past six (6) months _____ (chaplain initials)

Inmate has a high school diploma or GED certificate _____ (chaplain initials)

Inmate has completed the applications for the Seminary and University of the Southwest _____ (chaplain initials)

The Seminary application has been submitted to the facility Chaplain _____ (chaplain initials)

The Chaplain will submit the Seminary application to the Seminary Board _____ (chaplain initials)

The inmate will voluntarily agree to serve as a mentor for two (2) years _____ (chaplain initials)

The inmate will not be assigned to other programs which conflict with mentoring _____ (chaplain initials)

Signatures of Approval of Seminary Board:

Deputy Director of Adult Prisons

Date

Faith Based Coordinator

Date

Chaplain Liaison

Date

Director, USW or designee

Date

Sponsor/Donor

Date

NEW MEXICO CORRECTIONS DEPARTMENT
Seminary Program Request for Removal

ASSIGNMENT: _____ DATE: _____

Inmate Name: _____ NMCD#: _____

BASIS FOR REQUEST FOR REMOVAL:

- _____ Refusal to Work; Misconduct report has been issued
- _____ Violation of institutional rules; Misconduct report has been issued
- _____ Failure to perform Job assignments; reflected on performance evaluation
- _____ Poses a security risk, as specified below
- _____ Excessive tardiness or poor evaluation; Reflected on the performance evaluation

Detail specific reasons for requesting inmate's termination from work assignment:

Recommending Staff: _____ Date: _____
(Signature/Title)

Facility Chaplain: _____ Date: _____

Date Forwarded to Classification Supervisor or Unit Manager / Program Manager: _____