



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-107000 Inmate Self-Help Groups	Issued: 10/31/85 Effective: 11/14/85	Reviewed: 5/1/26 Revised: 08/17/23
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Section 33-1-6, NMSA, 1978

REFERENCES:

ACA Expected Practices 5-ACI-7C-06, *Performance Based Standards and Expected Practices for Adult Correctional Institutions, 5th Edition.*

PURPOSE:

To establish procedures for the operation of inmate self-help groups.

APPLICABILITY:

All New Mexico Corrections Department (NMCD) inmates.

FORMS:

- A. Application to Request a New Self-Help Group (*CD-107001.A*)
- B. Group Meeting Proposal (*CD-107001.B*)
- C. Group Event Proposal (*CD-107001.C*)

ATTACHMENTS:

None

DEFINITIONS:

1. Community Sponsor: A non-staff sponsor of an inmate self-help group.
2. Inmate Self-Help Group: An inmate organization, which is supervised by staff or community volunteer, approved by the deputy warden and possibly affiliated with a similar organization in the community.
3. Membership Dues: Required payments for members of a self-help group as established by the group's bylaws.
4. Monetary Donations: Voluntary donations by members of a self-help group that can be made no more than once per month.
5. Staff Sponsor: A qualified staff member who directly supervises an inmate self-help group. The staff member must have completed one year of employment.

POLICY:

Written policy, procedure, and practice provide for activities that are initiated by inmates and carried out under staff supervision. [5-ACI-7C-06]



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CD Policy -107000

PROCEDURE:

Group Application Process

Inmates who wish to form an inmate self-help group within the New Mexico Corrections Department shall apply in writing utilizing *CD-107001.A* to the deputy warden. The deputy warden will evaluate the proposal for approval or denial.

1. Groups must have a sponsor to be considered.
2. Staff are eligible to sponsor a group as stated in definition with the approval of the deputy warden.
3. Form CD-107001.A must be completed in its entirety, to include name of proposed group, mission statement, affiliation with outside groups or organizations or affiliation with other inmate self-help groups, if applicable, names of proposed staff sponsors (including titles and departments), names of community sponsors, areas of the facility to be utilized for group activities and proposed meeting times, group financial requirements and group constitution and bylaws (must be updated bi-annually).
4. Objectives must be clearly stated and foster family bonding, life skill development, moral development or successful re-entry after release.

A. Approval Process

1. Should the warden have reason to believe the proposed self-help group poses a threat to the security of the institution or public safety, approval will not be granted. If approved, both the deputy warden and warden will sign *CD-107001.A*.

B. Community Volunteers

1. Community volunteers are encouraged to participate in self-help group activities. All volunteers who participate in self-help group activities will be screened and required to adhere to the guidelines as outlined under current policy on volunteers.
2. Community volunteers must pass an NCIC background clearance, PREA background clearance and complete orientation.
3. Community volunteers who have completed the approval process may participate in self-help group meetings when scheduled and approved by the warden or designee.
4. Requests for guest speakers must be approved by the deputy warden and paid for the group.

C. Meetings

1. Group meetings must occur regularly and be placed on the facility building schedule. Proposals for group meetings will be submitted on form *CD-107001.B*.
2. Groups are required to submit quarterly reports which include a list of the board of directors and general membership, group projects completed during the quarter, group financial status and how their proposals relate to the objectives of the group.

D. Account Establishment Guidelines

1. A written request will state the reason the group requires an account.
2. The account will be used to facilitate events and contribute to charitable organizations.
3. Groups will maintain their own accurate, financial records. Financial records will be reviewed by facility inmate accounts personnel and verified by the facility business manager.

E. Donations and Fundraisers

1. Fundraisers will be appropriate for the custody level of the facility.
2. Groups may hold up to two fundraisers per year.
3. Inmates may make monetary contributions no more than once per month.
4. Membership dues will be collected as specified in group bylaws.
5. Outside donations will not be accepted.
6. Funds must be available prior to participation.
7. Groups are required, once a quarter, to donate 15% of their profit from fundraisers and dues collections.

F. Events

1. Groups may hold one event per year.
2. Proposals for events will be submitted on form *CD-107001.C*.
3. Event eligibility must be as follows:
 - a. A minimum of \$300.00 posted in the group account at the time of the request (to cover event expenses).
 - b. Contributes to the goals specified in group application.
 - c. Food and drinks provided are factory packaged or restaurant prepared items.
4. Inmate eligibility must be as follows to attend:
 - a. Maintain one-year clear conduct of a major report and six months of a minor report.
 - b. Have a favorable programming record reflecting maximum earned good time.
 - c. Have participated actively with fundraisers or scheduled membership meetings with the group for the past six consecutive months.
5. Event proposals must be provided to the deputy warden at least 30 days prior to the event.
6. Visitor attendance for the event will be governed by *CD-100200*, Inmate Visitation.
7. Time limits, total number of participants and location of event will be decided by the deputy warden. Factors such as occupancy requirements, security needs and programming needs will be considered.
8. Any leftover items will not be allowed outside of the event space.

9. Soliciting food donations from inmate's families, sponsors or vendors is prohibited. Everything must be purchased by the group.
10. Inmates who are not members of the group sponsoring the event are not allowed to attend.

G. Suspension or Disbandment of a Self-Help Group

1. Failure to adhere to NMCD policies and procedures or to group's own bylaws shall be grounds for disciplinary action, suspension, or disbandment of a group.
2. If there is a lack of interest or participation the group will be informed of the possibility of disbandment. If there is no improvement within a 45-day period, the group may be disbanded.
3. Groups that are detrimental to the security and operations of the facility will be disbanded.

**NEW MEXICO CORRECTIONS DEPARTMENT
APPLICATION TO REQUEST A NEW SELF-HELP GROUP**

TO: Deputy Warden, _____

FROM: Inmates Proposing Self-Help Group

DATE: _____

The above-named inmates respectfully request your consideration and approval to initiate a new self-help group. See below required information:

1. Name of group: _____
2. Mission Statement:

3. Affiliation, if any, with outside groups or organizations:
 - A. _____
 - B. _____
4. Affiliation, if any, with other inmate self-help groups:
 - A. _____
 - B. _____

Names of proposed staff sponsors or community sponsors:

Staff Sponsors (include title/dept)

Community Sponsors

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

5. Area of facility requested for group activities and proposed meeting times:

Article IX: *inmate self-help groups* – statement of understanding policies and procedures dealing with inmate self-help groups and understanding of group bylaws and constitution to coincide with those policies and procedures.

9. Signature blocks for inmates proposing this new self-help group:

_____	_____
_____	_____
_____	_____

Approved: _____ **Denied:** _____ **Comments:** _____

Deputy Warden

Date

Approved: _____ **Denied:** _____ **Comments:** _____

Warden

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
GROUP MEETING PROPOSAL**

TO: Deputy Warden, _____

FROM: Group Name, _____

President, _____

DATE: _____

(Group name) _____ requests your approval to hold a meeting in the

_____ on _____ at _____.

LOCATION

DATE

TIME

Below is the agenda for this proposed meeting:

1. _____
2. _____
3. _____
4. _____
5. _____

Below is a list of the group's members attending this meeting:

	NAME	NUMBER	HOUSING
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____

Below is a list of sponsors or guests attending this meeting:

	NAME	APPROVAL ON FILE (must have to enter)		
1.	_____	YES	or	NO
2.	_____	YES	or	NO
3.	_____	YES	or	NO

4. _____ YES or NO
5. _____ YES or NO

Use additional sheet if needed.

APPROVED _____ **DISAPPROVED** _____

DEPUTY WARDEN

Date

APPROVED _____ **DISAPPROVED** _____

WARDEN

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
GROUP EVENT PROPOSAL**

TO: Deputy Warden, _____

FROM: Group Name, _____

President, _____

DATE: _____

(Group name) _____ requests your approval to hold an event in the
_____ on _____ at _____.
LOCATION DATE TIME

The event will reflect the following self-help objectives:

1. _____
2. _____
3. _____

The following is a list of inmates currently active and eligible to attend the event:

NAME/NUMBER/HOUSING	NAME/NUMBER/HOUSING
1. _____	11. _____
2. _____	12. _____
3. _____	13. _____
4. _____	14. _____
5. _____	15. _____
6. _____	16. _____
7. _____	17. _____
8. _____	18. _____
9. _____	19. _____
10. _____	20. _____
11. _____	21. _____

Use additional sheet if needed.

The following is a list of two visitors per inmates (already on approved visitation lists) expected to be in attendance.

No.	INMATE NAME/NUMBER	VISITOR NAME	VISITOR NAME
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			

The following is a list of individuals who will speak on behalf of the group:

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |

5. _____ 10. _____

Below is a list of group sponsors invited to attend the event. Community sponsors must have an approval on file. If staff sponsor, must include title and department.

NAME	TITLE/DEPARTMENT
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

(Group name) _____ requests your approval of the following items:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

(Group name) _____ requests your approval of the following vendor for food:

Vendor's name: _____

Vendor's address: _____

(Group name) _____ requests permission to purchase the following items from below listed store:

Store: _____

Store's address: _____

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |
| 10. _____ | 11. _____ | 12. _____ |
| 13. _____ | 14. _____ | 15. _____ |

Respectfully submitted,

Group President

Date

APPROVED _____

DISAPPROVED _____

DEPUTY WARDEN

Date

APPROVED _____

DISAPPROVED _____

WARDEN

Date