



OTERO COUNTY DETENTION CENTER

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OTERO COUNTY DETENTION CENTER

DETENTION SERVICES Inmate Informational Pamphlet

MISSION STATEMENT-OPERATIONAL PHILOSOPHY

The Otero County Detention Center was established to provide housing to those persons whom society believes, for various reasons, need to be separated from itself. Our goal is to provide that housing in a humane manner consistent with the law. We are not judges of persons, personalities or behavior and we will provide our services with no preconceived ideas or prejudices. We will acquit our duties in obedience to the applicable hope, by example that those with whose care we are charged with, will return to society better for their experience. Our mission is to tend, and not to punish. Punishment is the province of the Court System and we are not presumptuous enough to attempt that duty.

EXPECTATIONS

The following pages were created with the hopes of making your stay in the Otero County Detention Center as pleasant as can be expected. We ask that you keep them with you and read them as much as possible. If you do not understand any portion; please ask a supervisor for clarification. It is our expectation that you will comply with the behavioral guidelines submitted herein while you are under our supervision. In general, our expectations are that you will:

- *Follow directives/orders/requests of staff members, police officers and Judges.
- *Respect Facility property and the property of others.
- *Maintain your sleeping area and surrounding common areas in a clean, orderly and sanitary fashion.
- *Maintain daily personal hygiene habits.
- *Behave in a rational and mature manner.

In return, we sincerely desire your expectations of us to include the following:

- *Humane treatment with courtesy, respect, impartiality and fairness.
 - *Freedom to practice your religious affiliation and participate in voluntary religious worship.
 - *Proper health care, nutritious meals, clean bedding, clean clothing, an opportunity for regular bathing, proper ventilation, regular exercise, and use of toiletries.
 - *Visit and correspond with family, friends and members of the news media per facility rules and schedules.
- * FAILURE TO MEET THE ABOVE AND FOLLOWING EXPECTATIONS COULD ULTIMATELY LEAD TO DISCIPLINARY ACTION BEING TAKEN AGAINST YOU AND/OR STAFF MEMBERS.

AUTHORITY TO PROMULGATE RULES FOR PUNISHMENT

The New Mexico Statute, 33-3-8 (Rules for punishment), gives the Detention Administrator authority to promulgate rules for punishment. Any inmate that violates the rules of this facility will be served a copy of the allegations against them along with an assessment of recommended punishment. They then have twenty-four (24) hours to appeal the disciplinary action, in writing, to the Detention Administrator, or designee. The Administrator, or designee, will respond within seventy-two (72) hours (exclusive of weekends and holidays) in writing, and either uphold, modify, dismiss, or initiate an investigation into the matter. Appeal forms are available from any officer, or may also be submitted upon legal size paper. Place your appeal in a plain white sealed envelope and address it to the Detention Administrator, or designee. Be sure to have an officer initial and date the envelope upon receipt from you. Further details are included on the Disciplinary Action Forms/Assessments.

RULES AND DISCIPLINARY ACTION ASSESSMENTS:

CATEGORY “A” SANCTIONS: Offenders may be placed in the Administrative Segregation housing unit for up to sixty (60) days. Criminal charges may be filed, along with a suspension of all available privileges for a minimum of two (2) months, and up to the remainder of their residency in the Otero County Detention Center. Good Time Credits will not be granted to anyone that violates a rule or law in this category.

“A” VIOLATIONS:

- A-1** Arson
- A-2** Assault and/or Battery on anyone with or without a weapon.
- A-3** Blocking, tampering with or otherwise interfering with the normal operation of County Property (Doors, locking mechanisms, windows, air-vents, intercoms, mirrors, light fixtures, telephones, plumbing fixtures or fire and safety equipment.)
- A-4** Concealing or attempting to conceal your person and/or identity from officers; Claiming indigence when not, in order to gain extra benefits/privileges.
- A-5** Destruction of and/or damaging property. (Whether County’s, inmate’s, staff’s or your own.)
- A-6** Escape or attempted escape from custody including; not returning from work detail, work release, or furloughs.
- A-7** Hoarding, selling, giving, gambling with, not consuming, or trading of prescription medications, and/or refusing medical treatment, or medical appointments.
- A-8** Holding hostages and/or kidnapping.
- A-9** Murder and/or attempted murder.
- A-10** Possession or manufacture of any sharp edged object, weapon, firearm, ammunition, explosive, fire source, dangerous chemical or illegal/controlled drug. (Shanks, razor blades, tattoo needle, matches, lighters, staples, gunpowder, marijuana, homemade alcohol/hooch, cocaine, bleach, etc...)
- A-11** Refusing to obey directions, rules, or orders of Staff Members, Police Officers and or Judges which, Includes house arrest/home detention, work release/work detail, and furlough agreements.
- A-12** Removing, altering or tampering with Wrist Identification Bracelets.
- A-13** Rioting or inciting a riot and/or impeding control during a disturbance.
- A-14** Sexual assault, sexual relations, or sexual harassment/misconduct (verbal, written, or physical) towards any person. Including nudity and exhibition of body parts.
- A-15** Threatening, retaliating upon, endangering or coercing others by any means, or for any reason.

- A-16 Using another inmates' Personal Identification Number (PIN) to make personal telephone calls and/or allowing another inmate to use your PIN to make telephone calls, or calling for another inmate.
- A-17 Self Mutilation which includes; tattooing, cutting, scratching, scraping, bruising, maiming or physically changing your body by any means.
- A-18 Attempting to commit or aiding others in the commission, of any Category "A" rule.

CATEGORY "B" SANCTIONS: Offenders may be placed in Administrative Segregation for up to thirty (30) days along with charges being filed. Any and all privileges may be suspended for up to two (2) months. The inmate may also lose a percentage of accrued and/or accruable Good Time Credit at the discretion of the Detention Administrator.

"B" VIOLATIONS:

- B-1 Bribery.
- B-2 Defacing county and personal property which includes; writing, painting, coloring, printing, scratching, or drawing on any property. (Clothing, towels, sheets, mattresses, mattress covers, walls, ceilings, floors, tables, chairs, sinks, mirrors, doors, windows, telephones, stairs, food trays, cups, guardrails etc..)
- B-3 Entering any bed cell, without staff's permission, other than the one assigned to you.
- B-4 Extortion, blackmail, or any fraudulent activity.
- B-5 Fighting with other inmates or staff members, (Physically or verbally)
- B-6 Forging or altering any document.
- B-7 Loitering in areas such as; balconies, on or beneath stairs, doorways, showers, windows, or near guardrails, etc...
- B-8 Participating in, contributing to, or impeding control during a disturbance.
- B-9 Passing, trading or selling personal property to other inmates, staff members and/or the public without authorization.
- B-10 Possession, manufacture, or introducing into the facility of any non prescribed drug, medication, Intoxicant, tobacco, or related paraphernalia.
- B-11 Smoking or chewing any tobacco product.
- B-12 Stealing or possession of property other than your own, including food/trays meant for others.
- B-13 Use of abusive gestures to/towards anyone, and/or language directed to, or about anyone, regarding age, sex, race, creed, color, religion, height, weight, handicap or disability.

CATEGORY "C" SANCTIONS: Suspension of any and all privileges for up to one (1) month.

"C" VIOLATIONS:

- C-1 Disturbing the peace, and/or horseplay (Loud yelling, screaming, whistling, beating or kicking on an object.
- C-2 Throwing recreation balls at people, windows, lights, doors, ceiling, or fire alarm fixtures.
- C-3 Failure to follow rules which results in damage to property or injury.
- C-4 Gambling.
- C-5 Loaning of personal property, or items of value for profit or increased return.

- C-6** Making or issuing false statements to a staff member.
- C-7** Passing or mailing, or attempting to pass/mail letters, notes, and/or communicating with inmates of other cellblocks, prisons, jails, or members of the public sector.
- C-8** Possession of more than one (1) empty water or soft drink bottles, or a plastic bag containing water.
- C-9** Refusing to accept a work assignment,
- C-10** Unauthorized or illegal use of telephones.

CATEGORY “D” SANCTIONS: Suspension of any or all privileges for up to two (2) weeks.

“D” VIOLATIONS:

- D-1** Attaching, or placing, any items or articles to walls, floors, ceiling, tables, chairs, vents, beds, windows/window ledges etc.
- D-2** Failure to perform work as instructed.
- D-3** Furnishing privileged items to residents on privilege suspension status.
- D-4** Improper or unauthorized use of detention property, equipment or machinery, to include abuse of the Intercom system to harass and/or hamper officers in the performance of their duties.
- D-5** Possession of plastic bags. They are reserved for lining trash receptacles.
- D-6** Possession of excessive amounts of detention issue property or personal property.
- D-7** Possession of gambling paraphernalia.
- D-8** Reserving dining tables and seats.
- D-9** Sitting or standing on dinner tables, sinks, toilets, shelves, tote boxes, trash containers, guardrails, beds, or toilets.

Note: Inmates accruing multiple disciplinary action reports within a 30 day period are subject to having consecutive violations upgraded to the next highest category. Inmates destroying and/or damaging county property (wrist bands, uniforms, towels, mattress covers, mattresses, blankets, laundry bags, tote boxes, etc.) will be assessed the full charge for replacement/repair, and the necessary funds will be transferred from that individuals commissary fund.

REMEMBER: JUST BECAUSE IT IS NOT WRITTEN HERE IN BLACK AND WHITE; DOES NOT MEAN YOU CAN OR SHOULD DO IT. WHEN IN DOUBT; CHECK WITH AN OFFICER!

GUIDELINES/HELPFUL INFORMATION

Administrative Segregation: Inmates placed in the administrative segregation unit will not have contact with other inmates. Their status will be reviewed every seven (7) days, and their classification may be adjusted or changed at anytime depending upon the determinations and needs of supervisors regarding disciplinary history, current behavior and the need for segregation cell space. Segregated inmates will be confined to a cell for twenty-three (23) hours a day and may be allowed up to one (1) hour out, into the common area, for hygiene and exercise purposes per day, and/or to telephone their attorney. That hour out will be scheduled by the management following the first meal of the day. Combative/uncooperative inmates will be shackled, for their hour out, before departing their bed cell. Inmates housed in this section will not be allowed available privileges afforded other inmates. (See below “Inmate Privileges”) Commissary (food/beverage products, newspapers, magazines) will not be allowed into the Segregation Cellblock.

Admission Process: You will be processed at the Booking Station where you will be advised of your charge (s) and provided with bonding information. During this procedure you may be photographed, given the opportunity to have a shower, and issued jail clothing/bedding, a personal property (tote) box and hygiene products. DNA samples may also be taken from your body. A wrist band, with a Personal Identification Number (PIN) printed on it, will be attached to your right wrist. Personal possessions and valuables will be collected, inventoried and secured in the facility property room until your release from custody. Your money will be inventoried and deposited into your inmate commissary account. At this time you may have the opportunity to make up to three (3) telephone calls to lawyers, family, friends, or bondsmen. You must also submit up to seven (7) names of people that you would like to visit and only those people on that list will be allowed to visit you. Names may not be added or changed later. You will also receive a preliminary medical screening. Be sure and inform the officers if you have any current or past medical conditions or are presently taking medications.

Amnesty: An amnesty box is located outside the Booking Station door in the Sallyport. If you had items placed in the box before entering the facility; upon your release from custody you may retrieve them at the Administration Office during business hours Monday thru Friday. **Note:** Illegal drugs/related paraphernalia, alcohol, weapons, will not be returned to you. Unclaimed items of released inmates will be disposed of after thirty (30) days.

Appeals: Appeals for disciplinary action must be submitted within the first twenty-four (24) hours after the receipt of the action is issued to you. You must list your name, date, time, along with the incident report number on the top of the appeal form, and then tell your side of the event listing as many facts as possible. (Also see Grievance Procedure below.)

Booking Fee: You will be charged a ten (10) dollar booking fee each time you are Booked into the facility, that includes transports back from prison or other institutions.

Case Manager: A case manager is available during regular business hours to assist you if you have questions concerning your charges, bond, legal representation, court schedules, furloughs, or general information concerning your incarceration.

Cellblocks: All living areas will be inspected daily for cleanliness, damage and contraband. Living areas must be cleaned daily or as needed, and be free of unsealed food/candy packages. We will provide cleaning materials. Tables must be cleaned after each meal. Do not enter anyone's bed cell other than your own. Do not communicate with inmates of other cellblocks in any way. Do not loiter near doors, stairs, walkways, balconies or walkways. Running is not allowed inside the Cellblocks/living areas! Do not cross the red painted line on the floor by the doorways unless directed to do so by a staff member. You will be issued a plastic tote box, all your property, which you have inside your cell, must fit (and be stored within) the tote box. If you have too much; you must make arrangements for someone to take control of the excess. Do not cover light fixtures, mirrors, walls, beds, windows or circulation vents with any type of covering, and do not use window frames for storage. Any such items will be confiscated and destroyed. You must be in a complete issue uniform when departing the cell except when going to the Recreation Yard. You must remain fully dressed in a complete uniform when in the dayrooms. You must wear SHOWER SHOES when showering at all times. NEVER go barefoot in the facility. DO NOT peel the non-slip tape from the floors and shower stalls. Anytime an emergency arises (assault, fight, disturbance, etc.) you must proceed immediately to your assigned room. Please don't use the intercom system to hamper the Control Officers with needless questions.

Classification: Inmates will be assigned to specific housing areas depending upon their; causes of arrest, attitude, medical, behavior (past and present), incarceration history and needs of the facility. You will be housed accordingly to minimum, medium, maximum, segregation, or protective custody levels. Inmates who have disabilities requiring special conditions may be housed in a medical unit or a unit where handicapped accessories are available. You may request to have your classification status reviewed for re-classification every thirty (30) days through the Detention Lieutenant. Cell assignments are printed on your wrist band.

Commissary: A privately contracted Vending Company provides commissary services and delivers once a week, usually on Fridays, unless emergencies or Holidays disrupt the schedule. Inmates may order up to 200 dollars of Commissary Goods per week. You must finalize your order by each Wednesday before 9 am. A list of items/order form will be provided. The County will not be responsible for incorrectly ordered items, or price changes made by the vendor. Unsealed and/or altered food packages/containers, and used soft drink bottles, will be confiscated when discovered. Please do not flush commissary packaging material or other trash down the toilets. Refuse containers are provided in the day rooms. If you are transferred to another facility; do not bring any commissary items back with you. Those items will be confiscated and must be released to a third party or they will be disposed of if not picked up within seven (7) days during regular business hours. You may keep one plastic water bottle inside your tote box, and it must be a bottle originally sold containing water. All other soft drink bottles containing other than their original contents will be confiscated. NOTE: After you take possession of the commissary; the county will not be responsible for any incurring damage, theft, or missing items thereafter.

Contraband: Contraband is anything found in your possession/control, which is prohibited by Law, policies and procedures, or rules and regulations of the Facility. You are prohibited from having control, or possession, of any item not purchased through commissary or issued to you by the County, except family photographs, personal mail and legal documents. Also, remember that any item in excess of what was issued, or purchased, may also be considered contraband along with any item of clothing which has been damaged or altered. (Please read, and re-read this carefully and, if you have doubts as to what is considered contraband; ask an officer.) Some examples are: unsealed food; altered clothing/property; ink pens, metal staples, paper clips; soft drink bottles, trash, medications, or anything that can be used as, or considered a weapon. All items considered contraband will be confiscated by the staff and destroyed.

Court Transports/Appearances: Inmates must wear their County issue uniforms and shower shoes/flip flops to Courts. Extra clothing or athletic gear will not be worn underneath the uniform. Do not carry anything but legal related documents with you, and do not disturb the Court or transport proceedings by any means. Physical contact, verbal communication, and property items will not be exchanged between inmates and/or the public.

Crime Prevention: While you are here you may be of service to your family and the community. We know that you will hear about crimes being committed while you are with us. You can help make the community you will be returning to a safer place for you and your family by reporting those crimes. If you have information about a crime committed, or hear about plans being made to commit a crime, request to speak with a supervisor or police officer. Remember, when you leave here you will be returning to your neighborhood. *Make it a safer neighborhood by reporting crimes.*

Electronic Devices / Chemical Spray: Chemical sprays are authorized for control purposes. Electronic Devices Stun Guns / Tasers and Shields are authorized for use within the Facility. They contain from 50,000 to

200,000 volts of electricity and may be applied to your body if there is a need to restrain you from hurting others or yourself. An application of one of these devices to your body may cause the following to occur:

- *Immobilization, causing you to fall to the ground.
- *Possibility of self-defecation.
- *Possibility of self-urination.

Good Time Sentence Reduction: Good time sentence reductions, upon approval from your sentencing Judge, may be granted by the Facility Administrator to inmates sentenced to this Facility. If you qualify; you may be afforded up to a 50% deduction from your original sentence. If in doubt, request for a Good Time Sentence Reduction in writing. (See NM Statute 33-3-9 of the Criminal and Traffic Law Manual)

Grievance Procedure: If you have a complaint regarding jail conditions/services/disciplinary action; you must submit a written grievance within twenty-four (24) hours of the date of occurrence. You must first try to resolve the grievance verbally with the on Duty Supervisor. If you do not agree with their decision, you must submit a grievance in writing to the Detention Captain. If you still disagree, you must submit a written appeal to the Detention Director or designee. If you still disagree you may pursue the matter further in a Court of Law. Grievances must be submitted on either a Grievance/Appeal form, or legal size paper. You must use either pencil or ink pen and print the text of your complaint. Threatening, abusive, and incomprehensible letters may be returned unanswered. Do not send legal documents with appeals, grievances and/or special requests.

Head Counts: Head counts will be conducted at various times throughout the day and night hours. Televisions will be turned off, lights on, and telephone calls must cease. Inmates must return to their assigned sleeping area, shut the cell door to secure, and remain there until the count is completed, and/or instructed to do so by a staff member.

Incentive Program: The incentive program allows inmates to gain extra privileges by keeping their living areas (cellblocks) clean. Once a month a random inspection will be conducted, and the top two cleanest inmate areas may receive extra privileges, which could include (depending on availability): pizza, ice cream, cake, cookies, beverages, etc.

Incoming Funds: Family and friends may deposit money into your inmate commissary account using the cashier machine located in the lobby (24 hours a day), or they can mail funds to you. All money orders must be payable to you. **PERSONAL CHECKS WILL NOT BE ACCEPTED.** Acceptable forms of funds are: US currency (cash via mail will not be accepted); Bank and Postal money orders; Certified and Cashier checks; US Government checks and checks from other correctional institutions. Funds received will be deposited in your account and can be used by you to order commissary items, pay fines or post bail. This Facility is not responsible for retrieving money left at another facility, or misplaced by other agencies during transport from another facility. We also report inmate populations to the Social Security Administration. You may not be entitled to receive Social Security Benefits depending upon the charges or reasons you are incarcerated. You may release your funds to identified family members, friends, or attorneys. A money release form must be used. You may not release money to other incarcerated persons. When you are released from this Facility you will receive a check for any funds left in your account. Any funds owed to the County will be deducted from your account. You will receive notification if funds were deducted for any reason.

Indigence Assistance: Inmates with less than one dollar (\$1.00) in their commissary account for two consecutive weeks will be considered indigent. Medical assistance is available to all inmates regardless of their ability to pay or not. Contact the Nurse for more information. Hygiene products are also available on Thursdays. The cost of these supplies will be deducted from your commissary account regardless of your ability to pay or not. You may send up to four (4) free personal a month. Legal Mail must be marked “Legal” and be addressed to one of the following: Court, Judge, Attorney, Para-legal, Government official etc..., and pertain to the reason or reasons you are currently in jail for, or regarding conditions of confinement.

Inmate and Staff Relationships: All communications between staff and inmates must be kept on a professional level at all times. Officers of the facility are not allowed to fraternize (form personal or business relationships) with inmates whether on, or off duty. Officers are not authorized to pass items or messages between inmates, and/or the public without permission from the Administrators.

Laundry: Laundry is picked up for cleaning weekly. Please do not wash, or dry clothing in the cellblocks. Any colored clothing, other than uniforms and gray athletic sweat suits, will be confiscated along with altered or damaged clothing. White underwear i.e. socks, T-shirts, bras, panties, briefs, or boxers is authorized.

Library: A reading library is maintained within the building. Feel free to ask for reading material. You may keep three books in your cell. Hardback books are not authorized in the cellblocks. A fully equipped Law Library is located at the County Court House. You must be a Pro-Se inmate to have use of it. Pro-Se inmates must be transported to the Law Library. Requests to visit the Law Library must be submitted five (5) days in advance of the desired visit. Otherwise the facility library must be used.

Lockdown: Lockdown may be called at anytime for various reasons. You must proceed immediately to your assigned cell when Lockdowns are announced. The regular bed time lockdown will be announced at 10:15pm. All inmates must be in their bed cells or assigned sleeping area by 10:30pm. Weekend and holiday lockdown times are at the discretion of the shift supervisors, however they are not to exceed past midnight.

Mail: All mail is usually sorted and delivered, unless an emergency exists, within twenty-four (24) hours after it’s receipt from the Postal Service. Four (4) postage stamps per month are available for indigent inmates (If you have less than one dollar on your commissary account for two weeks you will be considered indigent). We do not accept packages, magazines, or newspapers without prior approval, and they must be subscribed to from publishers only. Authorization (for newspapers, magazines and packages) will depend upon your privilege, classification, disciplinary status, and the amount of time you are expected to reside here. Any letter in excess of a 9X12 sized envelope will be considered a package and returned to sender if prior approval has not been granted. All prisoner mail envelopes, outgoing and incoming, must be addressed per the following example: (Letters marked otherwise; may cause a delay in the processing and delivery of such.)

*Your full name and Housing Unit
1958 Dr. Martin Luther King Jr. Drive
Alamogordo, New Mexico 88310*

Envelopes with drawings, pictures, lip prints, or any markings other than regular addresses will not be accepted. Mail is subject to censorship and searches for contraband. Mail depicting nudity or pornography will not be accepted. Magazine articles and/or magazine photographs will not be accepted, nor will computer generated printings of magazine or book articles/advertisements. Outgoing **Legal Mail** must be marked “LEGAL” and be

addressed to a Court, Judge, Attorney, Jail Official, Government Official, or Para-Legal. Indigent inmates may send four (4) letters per month. We do not accept mail from inmates of other correctional/detention/penal facilities, nor do we allow inmates of this facility to send or accept mail between one another without written consent from the respective Administrators. Mail may be scanned and/or censored for safety and security purposes. Mail, other than marked "Legal" must be submitted for mailing unsealed, otherwise the envelope will be opened and searched for contraband, and then returned to you for re-mailing. Legal Mail will not be read by jail employees, but may be opened and searched for contraband in your presence.

Meals: Meals are served three times a day and must be eaten, when they are served, at the Dining Tables in the Dayrooms. To receive a meal you must line up along the nearest clear area, or wall, closest to the door. Do not touch, eat or attempt to take other inmate's food/drink/trays, or go through the line more than once. Leftover food cannot be stored and will be confiscated along with the container stored within. Special Diets for medical purposes must be coordinated with the Medical Personnel. Request for Religious diets must be in writing and directed to the Detention Services Coordinator. Do not eat or drink from other inmates' eating utensils. All food trays and drink containers must be returned to the Kitchen for cleaning after each meal is consumed.

Medical: We (health services personnel) pride ourselves on the quality of care we provide and deliver to our patients for their medical needs. We are here to help you with your necessary medical requirements, not to provide comfort items or mitigate custodial parameters. Therefore, please do not ask us to address non-medically related issues like extra mattresses, pillows, athletic shoes, your legal status, or any item that is not clearly related to traditional medical practices. Our time must be reserved to care for those persons with viable medical needs!

Your medications may be brought into the facility for your use as long as they are properly prescribed by a Physician, and clearly labeled with your name, by a pharmacist. Please understand that if you have brought medications into the facility that are expired, mixed, loose, or not clearly marked and/or packaged as being prescribed to you personally; those medications will be confiscated and destroyed by facility personnel.

Sick call is normally conducted on a weekly basis. You must, for all non emergency services, submit a request for Medical Services. For emergencies contact/notify an officer immediately.

We have a medical co-pay program and you will be charged the following specific medical cost (Does not pertain to preexisting conditions/medications): Nurse visit...\$0. Visit with physician at OCDC...\$10.00. Medications from house stock...\$7.00. Transportation to own physician or dentist plus .30 cents per mile...\$20.00 (Paid prior to transport). Physicals with OCDC nurse...\$25.00 (Paid prior to physical). Prescription medication for preexisting conditions...full cost to inmate. **The Detention Center will not pay for preexisting conditions including medications and the bills will be charged to your account at cost.** The co-pays pertain only to problems that have occurred during your incarceration.

Emergency medical care will be provided without delay. If you have medical or dental insurance, a claim may be submitted to your insurance company for the cost of that care and your account will not be charged if paid by your insurance company. If you have assets, the County Attorney may attach them for outstanding medical costs involving another agency, physician and/or hospital.

No one will be refused care because of their inability to pay for the medical or dental services. However, if you receive money in your inmate account at a later date, outstanding medical fees may be collected at that

time, even if you are released and booked back into the jail at a later date. Fees are collected depending on amount received into your account and the amount of the debit.

You must be completely dressed when called to receive medications, and all medications must be consumed as prescribed, and under the direct observation of a staff member. Those inmates choosing to conceal their medications, for whatever reasons, will be referred for disciplinary action.

Over the counter pain relievers are available through the Commissary Service Provider for .35 cents per dose. You may also purchase them from the facility for \$1, which will be deducted from your commissary account.

Otero County detention does provide a formulary list for medication.

The county will not be responsible for medical services rendered for pre-existing medical conditions. If you have medical insurance please advise a medical staff person.

You may also, with the aid of your attorney through the courts, obtain a release/furlough from custody in order to obtain/seek medical assistance on your own.

Medications for the D-1 Segregation Unit will be issued through the feeding ports of the respective bed cells.

Inmates refusing medical care/appointments will be required to sign a medical refusal form.

Mental Health Services: Mental health services are available for those in need. Individual and group counseling sessions are available. You may request these visits through the Medical Personnel.

Movement throughout the facility: Inmates must walk in a single file with their hands clasped behind their backs when moving within the Facility. Communication between inmates is prohibited during movements and inmates must be dressed in a complete county issue uniform. When you hear the officers announce "Recreation, Visitation, Medication, Soft Drinks, Meals/Chow, etc.;" please line up at the cellblock entry/exit door behind the red line.

Personal Property: *Watches, purses, wallets, jewelry, check books, credit cards, money, keys, telephones, earrings/body rings etc will be stored in the Detention Center's Property room for safekeeping. If you would like someone, not incarcerated, to take control of your property; you must complete a property release form authorizing them to have it. All money will be placed in your personal automated commissary account. If you depart this Facility and leave property behind, it will be destroyed after a period of thirty (30) days have passed. All authorized property must be stored inside your County Issue Tote Box at all times. **NOTE:** property will not be passed between inmates.

Personal Hygiene: You must bathe and brush your teeth on a regular basis. There is no excuse for bad hygiene. Supplies (soap, shampoo, toothpaste, toothbrush, shaving crème) are available through the Commissary Vendor and Indigent Packets are available at the Facility. We also supply shaving razors and shaving crème. All razors must be immediately returned, intact, to officers after use. (See Category "A" rule violations and sanctions regarding sharp edged objects.) We will issue you one bath towel and a pair of shower shoes. Wear the shoes during showering and while walking about the cell areas. Never go barefoot; you might

injure yourself or contact a communicable disease. Hair cutting and fingernail trimming may be done monthly in the Yard.

Photocopying: Legal precedence verifies that the Facility has no obligation to provide photocopies to you. However, photocopies are available for .30 cents per page. Payment must be made at the time service is rendered.

Prison Rape Elimination Act: In keeping with the Prison Rape Elimination Act (PREA); please report any incidents of sexual abuse and/or activity immediately to a staff member. If uncomfortable talking to an officer, have them contact the Nurse. In an emergency situation, contact any staff member. You will be afforded medical assistance and counseling if you are victimized.

Privileges: A privilege is something that is afforded you as a benefit. These are granted by the Facility, and may be canceled at any time without specific reason. You have the privilege to participate in education, work and other programs, as resources are available and in keeping with your interests, needs, custody status, and abilities. Some available privileges are: Visitation, commissary, television, movies, reading material, haircuts and telephones calls. **NOTE:** Newspapers, magazines and packages must be pre-authorized, or they will not be accepted into the facility. (See above paragraph regarding "Mail.")

Programs: Various programs are offered for you to take advantage of such as: Alcoholics Anonymous (AA), Community Service, Counseling, Education, Electronic Monitoring, Narcotics Anonymous (NA), Religious Services, Home Detention and Work Release. You must be Court Ordered to participate on the Home Detention and Work Release Programs. For more information ask a Supervisor.

Razors: Shaving razors are authorized for shaving purposes only, and must be returned to staff after their use. Do not remove them from their frames, and do not conceal or otherwise possess and/or store them. Inmates are not allowed to possess any sharp edged instrument and/or objects. One razor will be issued per person on shaving days. Inmates of the D-1 Segregation unit will be issued razors through the feeding ports, and they will shave inside their respective bed cells.

Recreation: Recreation will be conducted on a daily basis depending on scheduling, weather and emergencies. Each cellblock may receive up to one (1) hour of recreation five days per week. That hour will be scheduled by the center. Noise must be kept to a minimum. Communicating with inmates outside the yard is prohibited. Loitering near the doors and windows is prohibited. Do not throw recreation balls at the windows, ceiling, doors, lights or fire safety equipment. Do not bring anything with you other than your uniform and ID bracelet. You must be completely dressed when in the yard in either uniform, athletic clothing, or a combination of both with a T-shirt. Altered clothing is not allowed. Females are required to wear undergarments or the uniform shirt must be worn. Females wearing T-shirts must have sleeves.

Religious Services: Group Services are conducted on Thursdays and Sundays. Clergy members, of your choice, may visit on Mondays via the visitation rooms. Bibles and faith based books are accepted through the mail and by walk in delivery during business hours. All other religious publications must be requested in writing.

Safety: Whenever you believe that your personal safety, or that of another, is in jeopardy you should notify an Officer immediately. Action will be taken to protect you or anyone else from violence or intimidation. Wear county issue shower shoes at all times when showering and walking about. Do not go barefoot. Do not walk through spilled liquids or food. Do not eat or drink anything other than the meals issued to you or the items you purchase through the Commissary. Do not save uneaten food from meals. Do not tamper with electrical outlets or electrical cords, lights, or televisions. Electricity can kill! DO NOT RUN in the Cellblocks and/or hallways. It is only allowed in the Recreation Yard. Do not peel/remove the non-skid safety tape from the floors or showers because it may cause you to fall. Above all, do not touch food, blood or bodily fluids of other inmates, and do not engage in sexual activities with anyone. Communicable diseases may be contacted in such a manner.

Searches: All inmates, including their property and living areas, are subject to search at any time. You are expected to cooperate with all searches. An officer of the same sex will conduct searches professionally, and in the case of strip searches, privately. Be advised; in instances of extreme emergencies an officer of the opposite sex may conduct a search of your person, examples: Rioting or violence involving weapons and/or illegal drugs or, the absence of a same gender officer.)

Sexual Harassment/Misconduct: Otero County detention has zero tolerance for sexual misconduct involving inmates. All occupants of this Facility have the right to an atmosphere free from sexual harassment. Any type of sexual overtures (verbal, visual or physical) will not be tolerated, and any allegations of, and/or resulting retaliation, will be seriously investigated. Disciplinary action will be assessed, along with the filing of criminal charges. Report all violations immediately.

Sexual misconduct between staff and inmates, volunteers or contract personnel and inmates, inmates and inmates, regardless of consensual status is prohibited and subject to administrative discipline and/or criminal sanctions. Examples of Sexual Misconduct:

- a. Request for sexual favors, sexual acts or sexual contact
- b. Influencing, promising or threatening an inmate's safety, custody or security level, court recommendations, privacy, housing, privileges, work detail, or program status in exchange for sexual favors
- c. Promise of protection in exchange for sexual favors
- d. Statements, comments or innuendo concerning the sexual orientation or perceived sexual orientation of any person
- e. Intimate or close relationships with an inmate defined as any relationship beyond the boundaries of a professional relationship
- f. Intimate conversation or correspondence with an inmate
- g. Exchanging letters, pictures, phone numbers, addresses, email addresses or other personal information with inmates
- h. Any verbal, non-verbal or physical conduct which is sexual in nature or sexually suggestive
- i. Creating an intimidating, hostile or offensive environment by engaging in or permitting sexually offensive behavior or language
- j. Kissing, hugging, fondling or other touching of an individual's breast, genital, anal or intimate area either directly or through clothing for sexual arousal, gratification, abuse or assault of either party
- k. Rape, sexual assault, sexual intercourse, oral sex, anal sex, vaginal sex
- l. Sex or penetration with any object or body part

Otero County detention also prohibits retaliation against an individual who reports sexual misconduct or cooperates in an investigation of sexual misconduct regardless of the disposition of the complaint.

Inmates are encouraged to report sexual misconduct to the shift supervisor. However, you may report sexual misconduct or threats of sexual misconduct to any non-inmate either in person or by using the kiosk or written grievance process. Any non-inmate, who receives a report of sexual misconduct, whether verbally or in writing, shall immediately notify the shift supervisor and complete an incident report.

Inmates who knowingly make false allegations of sexual misconduct are subject to discipline.

Shakedowns/Health and Welfare Inspections: For the security and safety of inmates and staff, regular unannounced inspections of your living areas and property will be conducted. All items discovered and deemed contraband will be confiscated. You must cooperate fully with the officers. You do not have the right to be present during a cell search. You will be held responsible for any found contraband inside your cell. To avoid any possession of contraband charges you should check your cell and property carefully on a daily basis to insure it is clean and free of contraband. If you find contraband you must immediately report it and/or turn it over to an officer. It is the Facility's position that when a rule violation occurs in a multi-occupant room, all occupants of the room will be held responsible until proven otherwise. You must store your personal property inside your tote box.

Special Visits: Special visits are visits, which may be granted by the Administrators for any of the following reasons: * Physical or mental handicaps. *Religious purposes. *For emergencies when immediate family members have been severely or fatally injured. *For exceptionally good behavior and industry. Your behavior, attitude and disciplinary history will also be considered. *Family members' traveling from long distances does not necessarily constitute the need for a special visit.* The time allotted for special visits will be determined by the Director. Requests for special visits, excluding emergencies, must be submitted through the kiosk to the Director (or designee) within five (5) business days in advance of the expected visit.

Telephones: Telephones are provided in the cellblocks. You may make collect calls from them. The party you call is responsible for any charges incurred. Use only your Personal Identification Number (PIN) to make calls, and state your name clearly in the phone when establishing a phone file or your calls may be terminated by the facility. Cellular Telephones are not allowed for personal use. We will not reimburse for terminated three-way calls, or third party call attempts. At the time of Booking, you will be allowed an opportunity to make up to three (3) collect telephone calls unless; you are too intoxicated, disorderly or combative, then you may make them later when you regain a reasonable composure. Telephone calls must be terminated prior to shakedowns, searches, disturbances and lockdowns. The Facility has Teletypewriter/Telecommunication (TTY-TDD) devices for the hearing impaired. **Be aware; Telephone calls can be monitored and are recorded by the Facility** at anytime, and used against you in the Courts. If you make a personal call with another inmate's PIN, the number you called will be blocked. (NOTE: we do not pass messages between inmates and the public sector, unless there are mitigating/emergency circumstances involved.) *Using other inmate's PIN (Personal Identification Number), making calls for other inmates, or allowing them to use your PIN to make calls is a category "A" Rule violation.*

Tobacco: Use of Tobacco products, in any form, is prohibited while you are under the supervision of the Otero County Detention Center. The U.S. Surgeon General has determined that tobacco products are unsafe.

Uniform: Uniform allowed is the wristband, shirt, trousers, shower shoes or soft soled shoes, which were issued to you for wear by this facility. Hats are allowed when working outside on work details. Otherwise, any item (dew cloth/rag or hat) covering your head is not allowed and will be confiscated. The only authorized color for undergarments is WHITE. All other colors will be confiscated and disposed of.

Visitation: The usual Visitation days are Tuesday, Wednesday and Saturday of each week. Those days may vary depending upon emergencies, adverse weather and Holidays per the Administrator's or designee's discretion. *NOTE: At the time of processing into the facility;* you must have completed a visitor form listing up to seven (7) people that are allowed to visit you. Only those people listed will be allowed to visit. Each inmate may receive one (1) fifteen (15) minute visit per day on Tuesdays and Wednesdays, and one (1) for twenty (20) minutes on Saturdays from persons, not incarcerated, listed on your visiting list. All members of the public must sign in each time they wish to visit a particular inmate, and be prepared to present proof of identity. They must be appropriately dressed. Visitors exposing private body parts, or scantily clad, will be expelled from the premises. No one under the age of 18 will be allowed to visit, unless accompanied by a parent/guardian, or be in possession of a valid marriage certificate. Visits may be terminated at any time for emergencies or disruptive visitors, either public or inmate caused. Members of the public, who choose not to maintain control of children under their supervision, will be asked to depart the area. Cell phones, food, drinks, illegal drugs, weapons, and pets are not allowed into the visiting rooms or the Main Lobby. It would be wise to let your family and friends know when they may visit you. That may save them the expense of an unnecessary trip to the facility. (NOTE: we do not pass messages between inmates and the public sector.) Local law enforcement agencies will be notified if it is discovered that a visitor is in violation of a restraining order or they have an active warrant.

Wristbands: A wrist identification band will be attached to your right wrist during the Booking Process. You must wear it at all times. It will have your name, cell assignment numbers and Personal Identification Number (PIN) printed upon it. You will need the PIN to make telephone calls. Do not let others have use of you PIN; it is a Category "A" rule violation. Services (meals, telephones, recreation, visitation, mail, commissary, etc...) may be delayed if you are not wearing your wrist band. A seven (10) dollar fee will be accessed from your inmate account for replacement if it is removed, damaged, or altered. You will also be subject to additional disciplinary action procedures.

Work Details: Authorized inmates may work in the kitchen, laundry, maintenance, road shop, and for other non-profit organizations throughout the county. These are voluntary programs which may, or may not; lead to reduced sentences for participants. However, they will aid you with serving your time in a productive and respectful manner. Charges, sentences, jail history, bond amounts and health will be considered of applicants. Inmates participating on these programs will not partake, or be allowed additional privileges, that are otherwise not afforded to all prisoners of this facility.

If you have questions about anything you have read in this pamphlet; please ask an officer or submit a request to a supervisor. Do not get yourself into trouble by taking the law into your own hands! Help us make your stay with us as pleasant and safe as possible. We appreciate your cooperation.