



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 Director 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 Director, or designee. The Director, 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 Director, 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 incarceration in the Otero County Detention Center. Good Time Credits may not be granted to anyone that violates a rule or law in this category.

“A” VIOLATIONS:

- A-1** Murder and/or attempted murder.
- A-2** Holding hostages and/or kidnapping.
- A-3** Rioting or inciting a riot and/or interfering control during a disturbance.
- A-4** Concealing or attempting to conceal your person and/or identity from officers.
- A-5** Destruction of and/or damaging property. (Sprinkler, windows, doors, kiosks etc...) can be charged criminally as well as inmate account for damages.
- A-6** Escape or attempted escape from custody including; not returning from work detail, work release, Electronic monitor or furloughs.
- A-7** Hoarding, selling, giving, gambling, or trading of prescription medications is prohibited.
- A-8** Assault and/or Battery on anyone with or without a weapon.
- A-9** Arson
- A-10** Possession or manufacture of any sharp-edged object, weapon, firearm, ammunition, explosive, dangerous chemical. (Shanks, razor blades, gunpowder, etc.,)
- A-11** Refusing to obey directions, rules, or orders of Staff Members, Police Officers and/or Judges which, Includes house arrest/home detention, electronic monitoring, work release/work detail, and furlough agreements.
- A-12** Removing, altering or tampering with Wrist Identification Bracelets.
- A-13** 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-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 Tattooing oneself or tattooing other inmates or changing your body by any means including possession of tattoo paraphernalia.

A-17 Attempting to commit or aiding others in the commission, of any Category “A” rule.

A-18 Possession of dangerous chemical or illegal drugs or substance including controlled substance

A-19 False reporting PREA allegations or abusing the PREA hot-line.

A-20 Physical altercation with/without injury (with other inmates or staff members).

A-21 Interfering/impeding with Officers, Medical, or Kitchen Staff responding to an emergency situation/facility operation.

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 Director.

“B” VIOLATIONS:

B-1 Extortion, blackmail, or any fraudulent activity.

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.) Urinating in the recreation yard, defecating, or on county issued property

B-3 Bribery.

B-4 Verbal altercation with other inmates or staff members.

B-5 Forging or altering any document.

B-6 Participating in, contributing to, a disturbance.

B-7 Possession, manufacture, or introducing into the facility of any non-prescribed drug, prescription, tobacco, or related paraphernalia.

B-8 Smoking or chewing any other known product (to include any food items).

B-9 Stealing or possession of property other than your own, including food/trays meant for others.

B-10 Use of abusive gestures direct or indirect to/toward anyone, and/or language directed to, or about anyone, regarding age, sex, race, creed, color, religion, height, weight, handicap or disability.

B-11 Self Mutation-cutting, scratching, intentional bruising body, etc. (Self-Harm)

B-12 Possession of homemade alcohol/hooch.

B-13 Positive UA while incarcerated. Consuming, digesting, injecting any illicit unknown chemical substance/drug which can alter mental/medical health.

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 Failure to follow rules which results in injury to self or others.

C-3 Gambling.

C-4 Making or issuing false statements to a staff member.

C-5 Passing or mailing, or attempting to pass/mail letters, notes, and/or communicating with

inmates of other cellblocks, prisons or jails without written authorization. To include outgoing letters marked "Legal" which are not.

C-6 Possession of any items which are altered to use as an exercise weight bag (library books, water, storage bags, plastic bags, uniforms, personal clothing, soda bottles, trash cans, towels).

C-7 Unauthorized or illegal use of telephones, (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).

C-8 Entering any bed cell, without staff's permission, other than the one assigned to you or changing rooms without written permission.

C-9 Loitering in areas such as; balconies, on or beneath stairs, doorways, showers, windows, or near guardrails, etc...

C-10 Possession of a fire source (Lighter, matches, batteries as an ignitor)

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

"D" VIOLATIONS:

D-1 Attaching, or placing, any photographs or articles to walls, floors, ceiling, tables, chairs, vents, beds, windows/window ledges etc.

D-2 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-3 Possession of excessive amounts of detention issue property or personal property.

D-4 Sitting or standing on dinner tables, sinks, toilets, shelves, storage bags, trash containers, guardrails, beds, or toilets.

D-5 Claiming indigence on mail/weekly indigent packs when you do not qualify, in order to gain extra benefits/privileges.

D-6 Passing, trading or selling personal property to other inmates, staff members and/or the public without authorization.

D-7 County issued mattress are to remain on bunks they will not block emergency exists and walk ways.

D-8 Possession of contraband (bags, leftover food, make up, brushes, trash, empty bottles, full size pencil's, altered clothing, head gear, etc.)

D-9 Possession of inappropriate graphic pictures, drawing, magazine pages, etc.

D-10 Issued Uniforms are to be worn at designated times: 7 days a week (0800-1700) or when leaving the pod

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, storage bags, etc.) will be assessed the full charge for replacement/repair, and the necessary funds will be transferred from that individual's commissary account.

REPLACEMENT COSTS

GREEN MATTRESS-\$35.00

SHEET-\$4.35

STORAGE BAG-\$13.29

TAN MATTRESS-\$113.00

SPOON-\$1.10

BROWN RUBBER DRINK CUP-\$2.30

BLANKET-\$11.10

TOWEL-\$1.16

UNIFORM-\$13.95

TABLETS-\$300.00

EARBUDS-\$3.00

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 Housing: Inmates placed in the administrative housing unit will not have contact with other inmates depending on their classification. Their status will be reviewed every seven (7) days, and their classification may be adjusted or changed depending upon the determinations and needs of the facility. Inmates will be confined to a cell for twenty (20) hours a day and may be allowed up to one (1) hour to outside recreation yard and (2) hours out into the common area, (1) hour for hygiene, exercise per day, cleaning, and use of the telephone. Time out will be determined by the facility after breakfast trays are retrieved and headcount **is complete**. Combative/uncooperative detainees will be shackled before their time out, before departing their assigned room for the safety/security of the facility.

Admission Process: Upon entrance into the facility, Medical Personnel will conduct a brief medical screening to determine acceptance for incarceration. Once accepted a full medical/mental health history will be performed which includes: TB Testing. Refusals/Uncooperative with any of these processes will deter classification to general population. After acceptance you will be processed in Booking where you will be advised of your charge (s) and bonding information. During intake, you will be photographed, and given the opportunity to shower, and issued jail clothing/bedding, a personal property (storage bag) and hygiene products. DNA samples may also be taken depending on the offense. A wrist band, with a Personal Identification Number (PIN) printed on it, will be attached to your wrist. Personal property 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. You have the opportunity to make collect telephone calls to your lawyer, family, friends, or bondsmen. You will complete a visitation list with up to seven (7) names over the age of 18 (No Minor Children need to be Listed) that you would like to visit and only those people on your list will be allowed to visit. Children may visit but they must be accompanied by a parent or legal guardian. You may request changes to your visitation list after 6 months of incarceration with No Current Disciplinary Infractions. Once the entire Booking process is complete a classification assessment will be conducted to determine your status for general population.

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 0800–1600 hrs. **Note:** Illegal drugs/related paraphernalia, alcohol, cigarettes, lighters, matches, etc. will not be returned to you. Unclaimed items of released inmates will be disposed of after thirty (30) days.

Appeals: If an Appeal is not submitted in 24 hours, it will be upheld. 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, address the appeal to administration 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.

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 into any unassigned room other than your own. Do not communicate with inmates of other cellblocks in any way. Do not loiter near doors, stairs, balconies or fire-doors. Running is not allowed inside the Cellblocks/living areas! You will be issued a vinyl storage bag, all your property, which you have inside your cell, must fit (and be stored within) the storage 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. You must remain fully dressed in a complete uniform when in the dayrooms between 8:00 am – 5:00 pm or when leaving the housing unit, med pass, rec-yard, church, etc. You must wear SHOWER SHOES when showering. NEVER go barefoot in the facility. Anytime an emergency arises (assault, fight, disturbance, etc.) you must proceed immediately to your assigned room and lock-down. Please don't use the intercom system to hamper the Control Officers with unnecessary questions. Changing assigned rooms without written permission from a Supervisor will result in disciplinary action.

Classification: Inmates will be assigned to specific housing areas depending upon their; criminal charges of arrest, medical, behavior (past and present), incarceration history and needs of the facility. You will be housed accordingly: minimum, medium, maximum, administrative housing, or protective custody levels. Inmates who have disabilities requiring special conditions may be housed in a medical unit or a unit where handicapped accommodations are available. You may request to have your classification status reviewed. The Classification Corporal will have a custody reassessment conducted between thirty (30) to ninety (90) days of the initial custody assessment. Cell assignments are printed on your wrist band.

Commissary: A privately contracted vending company provides commissary services and delivers once a week, unless emergencies or Holidays disrupt the schedule. Inmates may order up to \$150 dollars of Commissary Goods per week. The kiosks/tablet are scheduled to lock at lockdown 11:00 pm (on Monday Night) and remain locked until 1:00 pm on the following day (Tuesday Morning). Housing units without a kiosk will be provided a paper copy of the commissary sheet weekly. **If a working kiosk/tablet is in the housing unit, a paper order will not be accepted. If in the event that the kiosk system is down, paper commissary sheets will be distributed and collected for data entry into the commissary system.** Commissary will be passed out as time allows. 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. Trash containers are provided in each of the day rooms. If you are transferred from another facility, only items we sell will be allowed in your possession. Other 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) business days during regular business hours. Commissary will not be passed between inmates regardless of their relation or at the time of release. If you wish to donate your commissary, it is to the facility and not to a certain person or pod. NOTE: After you take possession of the commissary; the county will not be responsible for any incurring damage, theft, or missing items thereafter. If your commissary privileges are revoked, you can not order telephone time from the kiosk. When placing orders through the kiosk or a commissary sheet and a relocation occurs, only one form of ordering can be submitted per week.

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, empty peanut butter containers, 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, which is not grievable.

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. Court appearances cannot be refused. Proper restraints will be worn unless there are documented medical reasons.

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 Director or designee to inmates sentenced to this Facility. If you qualify; you may be afforded up to a 50% deduction from your original sentence. You must submit a written request for a Good Time Sentence Reduction. Your disciplinary history during your incarceration will affect good time. (See NM Statute 33-3-9 of the Criminal and Traffic Law Manual). All mandatory time must be served prior to good time can be granted.

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-Shift Supervisor. If you do not agree with their decision, you must submit a grievance in writing to the Detention Lieutenant. 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 for 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, and telephone calls must stop. Inmates must return to their assigned room, secure the cell door, and you will remain there until the count is completed for the entire Facility.

Incoming Funds: Family and friends with a valid ID may deposit money into your inmate commissary account using the cashier machine located in the lobby. Money orders cannot be mailed in via the mail but CAN be brought to the front office during business hours Monday - Friday 8:00 a.m. -5:00 p.m. Money orders must be made payable to you and OCDC (Example: **John Doe/OCDC**). **PERSONAL CHECKS WILL NOT BE ACCEPTED.** Acceptable forms of funds are: US currency (cash via mail will not be accepted). Other options to have money depositing money on inmate accounts is online: **ACCESSCORRECTIONS.COM (1-866-394-0490)** OR **NCIC.COM (1-800-943-2189)**. Commissary orders is on Tuesday and distributed by Friday, however the ordering schedule may change during holidays. **Money for commissary must be in before close of Monday.**

Funds received will be deposited in your account and can be used by you to order commissary items, pay fines or post bail. Money **will not** be released to the Public from your inmate account for any reason (Family, Friends, etc.) Money deposited into an inmate's account at our facility (OCDC) after an inmate has been transported to another housing facility, funds will not be transferred or refunded. This Facility is not responsible for retrieving money left at another facility, or misplaced by other agencies during transport from another facility. When you are released from this Facility you will receive a debit card for any funds left in your account. Any funds owed to the County will be deducted from your account. Upon your release, money may be retrieved in the front office during regular business hours (Monday – Friday, 08:00 to 4:00).

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. Contact the Nurse for more information. Hygiene products are also available on Fridays by written special request which must be submitted Thursday by 5:00 p.m. The cost of these supplies will be deducted from your commissary account regardless of your ability to pay. You may send up to eight (8) free letters 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/staff are not authorized to pass items or messages between inmates, and/or the public.

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.

Schedule: Tuesday/Friday—Uniforms (Nights)
Wednesday—Linen, Bedding, Towels
Sunday—Whites

Library (Mobile): A reading library is available. You may keep two (2) books in your cell. Hardback books are not authorized. Law Library is available on the tablets if you are pro-se or would like to research legal information.

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 10:30 pm. All inmates must be in their designated bunk/cells by 11:00 pm. Doors must be secured until lockdown is complete for the entire Facility.

Mail: All personal mail from friends/family will be scanned in and accessible from your assigned tablet. Letters may be quarantined prior to accepting through the tablet if the content is questionable (inappropriate pictures or concerning content) Legal mail will still be received at the facility and distributed to inmates daily. Eight (8) 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 must be mailed directly from the publishers. All outgoing must be addressed per the following examples: (Letters marked otherwise; writing must be legible)

Example: Incoming

*Your full name and Housing Unit
1958 Business Center Blvd.
Alamogordo, New Mexico 88310*

Example: Outgoing

*Your full name (First & Last Name)
1958 Tierra Ruby
Alamogordo, New Mexico 88310*

Friends and family will send personal mail to:
Your full name (First and Last Name) and Housing unit
P.O. Box 591
Longview TX 75606

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 eight (8) 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 Director. 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. **Mail that looks suspicious for contraband will be copied and the original letter destroyed.**

Meals: Meals are served three times a day. To receive a meal, you must line up along the 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.** Special/Religious Diets must be coordinated with the Medical Personnel. All food trays must be returned to the Kitchen for cleaning after each meal is consumed.

Medical: (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 medical needs. 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 medical practices. Our time must be reserved to care for those persons with real medical needs! Inmates are asked not to place their hands/lean on the medication cart. You will be asked to back away and if you do not comply could receive disciplinary action.

A contracted physician is the primary care physician for the Otero County Detention Center. All medical services and medications will be authorized by the contracted physician.

Sick call is normally conducted on a weekly basis. You must, for all non emergency services, submit a request for Medical Services form. 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): Sick Call...\$10.00. Nurse visit...\$5.00. Physicals with OCDC nurse...\$25.00 (Paid prior to physical). Prescription medications and labs are charged at cost. **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 and will be charged at full cost.

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. Upon your release if your debt is unpaid in full you will be contacted by a collection agency.

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 debt balance remains in your account. 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 receive disciplinary action.**

The Otero County Detention Center has a formulary medication list. Which dictates what medications can be prescribed.

Medications for the D-1/A1 Segregation Unit will be issued through the feed ports of each individual room.

Inmates refusing medical care/appointments will be required to sign a medical refusal form. And will be charged cancellation fees inquired to your inmate account.

Mental Health Counselor: Mental health services are available for those in need. Individual counseling sessions are available. You may request these visits through the kiosk and/or by written special request.

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, Meals/Chow, etc.; please line up at the cellblock entry/exit door.

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. Once your property is sealed it will not be reopened until you are released from incarceration or you release your property to a family/friend. If you would like someone, not incarcerated, to take control of all small property; you must complete a property release form authorizing them to have it. All money will be placed in your inmate commissary account. If you wish to have your property mailed to family/friends, a special request to Administration of items to be mailed. All items will be gathered and weighed for cost. You must have the funds in your account before any items are mailed. All property is sent certified with an Return Receipt. This cost will be pulled from your commissary account along with any supplies are necessary (box/packing envelope). If you depart this facility and leave property behind, it will be destroyed after a period of thirty (30) days. All authorized property must be stored inside your county issue vinyl tote at all times. **NOTE:** Property will not be passed between inmates or commissary.

Personal Hygiene: You must bathe and brush your teeth on a regular basis. There is no excuse for poor hygiene. Supplies (soap, shampoo, toothpaste, toothbrush, shaving cream) are available to purchase through the Commissary Vendor or Indigent Packets are available weekly. Shaving razors and shaving cream are disturbed twice weekly. 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 shower 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 bi-weekly. The facility will issue: One towel, shower shoes, deck shoes, rubber spork and cup.

Photocopying: Legal precedence verifies that the facility has no obligation to provide photocopies to you. Photocopies are available for legal purposes at \$0.30 per page. Payment must be made at the time service.

Prison Rape Elimination Act: Otero County Detention Center maintains a “zero tolerance” policy regarding sexual assault, sexual misconduct or sexual harassment involving staff or inmates. Residents incarcerated have the right to a safe environment free from any type of sexual abuse whether it is verbal, visual, or physical in nature. Please report any incidents of sexual abuse immediately to a supervisor, staff, medical, mental health, a grievance or to report dial HELP (4357). All reports will remain confidential and promptly investigated, keeping the victim safe.

To Report Dial: HELP (4357)

Crisis Hotline 1-575-800-4935

Privileges: Privileges are granted by the facility and may be revoked at any time. 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, telephones calls and work release.

Programs: Various programs are offered for you to take advantage of when volunteers are available: Alcoholics Anonymous (AA), Counseling, Education, Narcotics Anonymous (NA), Religious Services, Electronic Monitor and Work Release. You must be Court Ordered to participate in the Electronic Monitor and Work Release Programs. Work Release is approved by the Court however, it is at the discretion of the Director or Designee for final approval. OCDC Programs such as Work Release and Electronic Monitoring incur cost/fees.

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 in D-1 the Administrative Housing Unit will be issued razors through the feed ports and they will shave inside their respective bed cells.

Recreation: Recreation will be conducted on a daily basis depending on scheduling, weather, emergencies and maintenance. Each cellblock may receive up to one (1) hour of recreation each day of the week. That hour will be scheduled by the facility. Keep Noise 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 or lights. 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. Males and Females will wear T-shirts and must have sleeves. Upon announcement for Rec. Yard everyone going to rec. should use the restroom prior—once in rec. yard anyone requesting/needing to use the facilities will require **ALL** inmates to be returned to their housing unit. There will be no urinating in the rec. yard.

Religious Services: Church Services are conducted on Thursdays and Sundays. Clergy/Pastor members are required to schedule 3 visits on Mondays via the visitation rooms. Bibles and faith-based books are accepted through the administrative office during business hours **ONLY**. All other religious publications must be requested in writing and written prior approval before acceptance.

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. 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. 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. Inmates are encouraged to shower daily and wash hands after using facilities. Mattresses are to remain on your bunk and not used in the walkways, doors, blocking stairs, etc.

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, discreet manner. 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, 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. (Category A-19)

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 contraband found 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 Director or designee for any of the following reasons: Physical or mental handicaps. Religious purposes. For emergencies when immediate family members have been severely or fatally injured. Your behavior, attitude and disciplinary history will also be considered. The time allotted for special visits will be determined by the Director. Requests for special visits, excluding emergencies, must be submitted in writing which will be verified to the Director or designee within seven business days in advance of the expected visit.

Telephones: Telephones are provided in all Housing Units and you will be allowed to make your telephone calls collect/debt calls. Use only your Personal Identification Number (PIN) to make calls, and state your name clearly in the phone when establishing a voice recognition or your calls may be terminated by the facility. Cell phone is prohibited. We will not reimburse for terminated three-way calls or third-party call attempts. At the time of your incarceration, you will be allowed an opportunity to make collect calls from within the holding cell unless; you are too intoxicated, disorderly or combative, you may make once 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 and will be used against you in a Court of law. If you make a personal call with another inmate's PIN, the number you called will be blocked or as a facility rule violation category C-7. (NOTE: Messages will not be passed messages between inmates and the public sector, unless there are mitigating/emergency circumstances involved.) *If you have telephone privileges, but do not have commissary privileges, you will not be able to order telephone time. If there is no kiosk in your housing unit to order phone time, you will not be moved for this purpose. You must wait until commissary sheets are distributed and collect for entry.*

Tobacco: Use of Tobacco products, in any form, is prohibited while you are under the supervision of the Otero County Detention Center.

Uniform: Uniform consist of wristband, shirt, pants, shower shoes or deck shoes, which are issued by the 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, unless for religious purposes. Only traditional religious garments are allowed after written approval. Uniforms are to be worn 8:00 a.m. to 5:00 p.m. or anytime you leave the housing pod (medical, visitation, rec. yard, etc.). Light grey sweatshirts/sweatpants or long johns are allowed to be worn under the uniform expect upon leaving the facility (court, doctor/dentist appointments, etc.,)

Visitation (Scheduled): Tuesday and Saturday from 8:00 a.m. to 10:30 a.m. and 1:00 p.m. to 3:30 p.m. **NO EXCEPTIONS.** Visits on Tuesday and Saturday are 15 minutes. Those days may vary depending upon emergencies, adverse weather and Holidays per the Director or designee's discretion. Inmates are brought out one (1) time for up to two (2) visitors on each visiting day.

Video visitation and text messages are available on **NCIC.COM** with prior approval. Scheduled video visitation can also be done in the Lobby at the kiosk provided. **CELL PHONES ARE NOT PERMITTED IN THE FACILITY:** If your family members or friends are caught in possession of a cell phone, they will be asked to leave the facility and denied the visit for that day. If the visitors name is listed differently on the visitation list, but you are legally married to the inmate the **VISITOR WILL BE REQUIRED TO PROVIDE A MARRIAGE CERTIFICATE.**

*NOTE: At the time of processing into the facility; you must have completed a visitor form listing up to seven (7) adults that you would like to visit you. Only those listed **with complete names (first and last name, phone number and addresses)** will be allowed to visit. All visitors must sign in each time they wish to visit a particular inmate and must provide a **valid** ID as proof of identity. Visitors must be appropriately dressed. Visitors exposing private body parts or provocative, will be asked to leave the premises and the visit cancelled. 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. (NOTE: we do not pass messages between inmates and the public sector.) Those who have been incarcerated in our facility must wait 6 months before allowed to visit someone currently incarcerated unless they are immediate family. (Proof may be requested) Anyone who is a Co-Defendant, victim or has a current TRO will not be allowed to visit. Inmates can update their visitation list if they have been incarcerated 3 months.*

Contacts information for video visitation/messaging must be approved. The visitor must be on your visitation list (Names must match what is on your list) and the visitor online must submit a valid driver's license and picture as well as any additional information prior to approval. If correct information is not provided it will be rejected or if identification is blurry or cannot be verified. An explanation of why it was rejected will be provided and documented.

Wristbands: A wrist identification band will be attached to your wrist during the booking process. It must be worn at all times. It will contain your name, cell assignment and Personal Identification Number (PIN). You will need the PIN to make telephone calls. Do not allow others to use of your PIN. it is a Category "C" rule violation. All activities within the facility (meals, telephones, recreation, visitation, mail, commissary, etc...). A seven (\$7.00) dollar fee will be charged to your inmate account for replacement if it is removed, damaged, or altered. You will also be subject to additional disciplinary action procedures. Report a damaged or broken identification band to a staff member immediately so it may be replaced without charge to you

Work Details: Authorized inmates may work in the kitchen, laundry, and maintenance. These work details are considered a privilege. Charges, sentences, jail history, bond amounts and a physical exam (at no cost to you) will be conducted on all to see if they meet the criteria for status as an inmate worker.