	NEW MEXICO CORRECTIONS DEPARTMENT	
	<small>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico </small>	
	ISSUE DATE: 05/11/90	REVIEW/REVISED: 03/10/15
CD-060300	TITLE: Visitor Hospitality Centers	

AUTHORITY:
Policy *CD-010100*

REFERENCE:

None

PURPOSE:

To outline procedures for support and cooperation with Visitor Hospitality Centers at New Mexico Corrections Department (NMCD) facilities and contract facilities.

APPLICABILITY:

All institutional employees who work with the visiting program, inmate activities, security and physical plant services. The policy also applies to inmates' visitors.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

Board of Directors: The governing members of a private, non-profit corporation who are duly elected according to the corporation's bylaws and are all volunteers.


POLICY:

NMCD shall support and cooperate with programs known as Visitor Hospitality Centers that will provide services to inmates' visitors in such a way that their visits will be encouraged.



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

03/10/15
Date

 <p>CD-060301</p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i></p> <p>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
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PROCEDURES:

A. Organization:

1. The Department will contract with one or more private, non-profit corporations to provide hospitality services.
2. These corporations will be governed by a Board of Directors, certified non-profit by the State Corporation Commission and hold a 501(c) (3) status from the U. S. Internal Revenue Service.

B. Facility:

1. The facility to house a hospitality center program will be provided by the Department, the Board of Directors, an outside donor, or a combination of these. A permanently placed facility will become the property of the state through the Property Control Division of the General Services Department. However, a privately donated portable unit may revert to the donor when it is no longer needed.
2. Maintenance of the facility shall be conducted by the institution through its Physical Plant Services. Janitorial maintenance will be done by an institutionally assigned inmate porter.

C. Program:

1. The Board of Directors will oversee a program of services to include: a comfortable place for waiting, snacks, information on visiting regulations, information on transportation, information on social services, assistance with compliance of visiting regulations, childcare and play activities for children. Other services supporting family unity and visiting may also be provided, as resources are available.
2. Services will be available during regular institutional visiting hours and additional hours will be provided according to budget allowances.

3. Volunteers to the Hospitality Center will be considered volunteers to that organization's program and will not be considered volunteers to the institution where the Hospitality Center is located.
 - a. It is the Hospitality Center's responsibility to develop and implement a volunteer recruitment, screening and training program which will be supported by the institution to the extent feasible.
 - b. Hospitality Center volunteers who must enter the institution to escort children from the visiting room must meet the institution's criteria for obtaining an institutional badge. Such volunteers must use their badge when entering the institution. No other hospitality center volunteers will be issued badges.
4. A clearance list of personnel who need to visit the Hospitality Center (Board members, volunteers, donors, etc.) will be kept at the Traffic Entrance of the institution to facilitate their clearance to the Center.

D. Security Relations:

1. Since the Hospitality Center Facility is for the program provided by the Board of Directors, it will not be available for use by the NMCD, or its institutions without prior approval by the Board of Directors.
2. The Hospitality Center staff, volunteers and clientele will adhere to all security regulations of the institution. Of special note are the following:
 - a. No weapons, alcohol, drugs or drug paraphernalia, or contraband of any kind will be permitted.
 - b. All vehicles may be subject to search upon entering and leaving the grounds.
 - c. All visitors, staff and volunteers may be subject to search where there is probable cause to believe that the individual is carrying contraband or otherwise violating institutional security.
3. The Hospitality Center Facility is subject to search, but contraband recovered in such searches shall be treated in the same manner as contraband recovered from other institution common use areas.

E. Communications:

1. Generally, communications between the Department and a Hospitality Center's Board of Directors will be handled by the Program Director at the institution where the hospitality center is located; however, when a direct communication takes place between an institution and a Hospitality Center of a substantive nature, the Program Director will receive a copy of the communication, and advise the Coordinator of Volunteer Services to determine if any follow up action/support is needed.
2. The institution will provide a liaison person to the Hospitality Center who will provide assistance with activities, when necessary, to meet regulations, or to work out a problem.
 - a. The liaison will be the Deputy or Associate Warden of Programs, who may assign this duty to a designee.
 - b. The liaison shall attend board meetings ex officio, but must not vote.
3. A Hospitality Center may have suggestions for improvements in visiting procedures and these communications will take place through the liaison.
4. Employees of the NMCD may not be members of any Hospitality Center Board of Directors nor hold office in the non-profit organization.
5. The institution will make available to the Board of Directors any changes that are made in its visiting policy and provide opportunities to advertise the hospitality services to the visitors inside the facility through posters, flyers or surveys of the inmate population.
6. Changes in the Hospitality Center program and practices will be transmitted from the Board of Directors to the institution Warden for coordination and implementation. Copy of changes shall be forwarded to the Coordinator of Volunteer Services.
7. All communications will recognize the independent legal status of the organization operated by the Board of Directors, and will respect its chain of command.
8. This policy and any future amendments will be reviewed by all Visitor Hospitality Center Board of Directors.



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