 <p><b>CD-190700</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE: 04/14/90</b></p>	<p><b>REVIEW/REVISED: 04/20/15</b></p>
	<p><b>EFFECTIVE DATE: 04/14/90</b></p>	
<p><b>TITLE: NMCTA Bedding Supply and Uniform Issue</b></p>		

**AUTHORITY:**

Section 33-1-6, NMSA, 1978

**REFERENCE:**

ACA Standard 1-CTA-2D-02, *Manual of Standards for Corrections Academies*, 1<sup>st</sup> Edition.

**PURPOSE:**

To ensure adequate bathing and personal hygiene facilities are provided to all students residing at the New Mexico Corrections Training Academy (NMCTA) and to establish guidelines for storage, accountability; and issuance and cleaning of clothing, linens, and bedding.

**APPLICABILITY:**

To all employees of the New Mexico Corrections Training Academy and to all personnel using NMCTA dormitories.

**FORMS:**

- A. **NMCTA Student Inventory List** form (*CD-190701.1*)

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. Bedding: Blankets, bedspreads, mattresses, mattress covers and pillows.
- B. Linens: Sheets and pillow cases.
- C. Clothing: Uniform shirts, pants, belts, and jackets.

**POLICY:**


- A. The Director or his designee(s) shall be responsible for the operation and supervision of the lodging facility.
- B. The primary purpose of the NMCTA dormitories is to provide adequate lodging for persons attending training at the NMCTA.
- C. All others using NMCTA dormitories shall be expected to maintain the same standards and rules as required of cadets and trainees, unless specifically stated otherwise or exempted.
- D. Staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following: **[1-CTA-2D-02]**
- Assigned work area or office space,
  - An area to change clothes and to shower,
  - An area, room, and/or employee lounge that offers privacy and provides space for meals,
  - Access to exercise/physical training facilities and equipment,
  - Space for training,
  - Toilets and wash basins.
- E. The amount of clothing, linens and bedding maintained by the NMCTA on hand and in storage will at least meet that required by the NMCTA's student population.
- F. All cadets will be issued suitable clothing which is properly fitted, climatically suitable, durable, and presentable.
- G. All students residing in NMCTA dormitories will be issued suitable clean bedding and linen the first day of class.
- H. Students will be held accountable for all clothing and bedding issued.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

04/20/15  
Date

 <p><b>CD-190701</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CR</b>EDibly serving the public safety of New Mexico</p>	
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**AUTHORITY:**

Policy *CD-190700*

**PROCEDURE:**

**A. Linen and Bedding:**

1. All students residing in NMCTA dormitories shall be issued the following linen and bedding the first day of class:

a.	Bedsread	1 each
b.	Pillow	1 each
c.	Pillowcase	1 each
d.	Sheet	2 each
e.	Mattress cover	1 each
f.	Blanket	1 each.
  
2. Students receiving linen and bedding shall sign for these items on the **NMCTA Student Inventory List** form (*CD-190702.1*), and return the items on the last day of training during check-out time.
  
3. It will be the responsibility of cadets/students to clean the linen during their stay.
  
4. Upon completion of the stay, the lodger will be required to deposit used linen in the designated laundry room. A laundry room is available on each floor of the student dormitories.
  
5. On the last day of class, cadets shall sanitize their mattresses by spraying the mattress with a sanitizing agent provided by the NMCTA, and then wiping the mattress dry with a clean cloth, supervised by the class coordinator. The sanitizing of mattresses of all other students shall be the responsibility of the NMCTA.

**B. Clothing:**

1. Each cadet shall be issued the following NMCTA uniform items during the first week of his/her class:
  - a. BDU Pants 2 pair
  - b. Polo shirt 2 each
  - c. Belt 1 each
  - d. Boots 1 pair
  - e. Baseball cap 1 each
  - f. Winter jacket 1 each (October thru March only).
2. Cadets shall be required to sign for their uniforms on the **NMCTA Student Inventory List** form (*CD-190702.1*), clean the uniforms during their stay at the NMCTA, and return the jacket clean on the last day of training during check-out time, except as noted in paragraph 3 below.
3. The cadet may keep the issued baseball cap, boots, and polo shirts at no cost to him or her if the cadet graduates from the program; the items shall be turned in with the other clothing if the cadet fails to graduate.
4. Laundry rooms shall be made available in the NMCTA dormitories to cadets to keep their uniforms clean. Provision of expendable laundry supplies shall be the responsibility of the cadet.

**C. Accountability:**

Responsibility for all clothing, linen and bedding items shall rest with the person to whom each item has been issued. Reimbursement in amounts equal to replacement cost for loss or damage other than normal wear and tear shall be made in accordance with procedures established by the NMCTA Business Manager.

**D. Ordering:**

The ordering to replenish stocks of clothing, linen and bedding shall be initiated through the Business Office by the appropriate Section Chief or designee as approved by the Director.

**E. Storage:**

Clothing, linen and bedding shall be stored and maintained in a specifically designated room(s) in the NMCTA dormitory. Running inventories of clothing, linen, and bedding shall be maintained by the appropriate Section Chief or designee.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

04/20/15  
Date

**NEW MEXICO CORRECTIONS TRAINING ACADEMY**  
**NMCTA Student Inventory List**

Student Name: \_\_\_\_\_ Assigned Room #: \_\_\_\_\_ Class #: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Key #: \_\_\_\_\_ Primary Instructor: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Date Returned: \_\_\_\_\_ Staff Receiving Items: \_\_\_\_\_

ITEM	QUANTITY	COST	SIZE	STUDENT INITIALS
KEY #	1	\$75.00 each		
Door Access Card	1	\$25.00 each		
Pillow	1	\$10.00 each		
Pillow Case Cover	1	\$5.00 each		
Sheets	1	\$13.88 each		
Blanket	1	\$10.00 each		
Bed Spread	1	\$15.00 each		
Mattress Cover	1	\$10.00 each		
Belt	1	\$12.00 each		
BDU Pants	1	\$37.00 each		
Polo Shirts	1	\$19.95 each		
Academy Jacket	1	\$32.50 each		
Boots	1 pr.	\$90.00 each		
Caps	1	\$8.50 each		
Physical Fitness Gear	1	\$35.00 set		

Student: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
 Print/Sign

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_