



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-053400 PPD Reporting of Activities and Staff Meetings	Issued: 2/24/94 Effective: 2/24/94	Reviewed: 1/31/20 Revised: 3/9/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Section 31-21-7, NMSA, 1978, as amended.

REFERENCE:

ACA Standards 4-APPFS-3A-29, 4-APPFS-3D-05, and 4-APPFS-3D-06, *Performance Based Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE:

To provide for continuous input from the Director of Probation and Parole (Director) to the Department on goals and long-range objectives for the Probation and Parole Division (Division). To assure that all Division staff participates in regularly scheduled meetings to identify problem areas, generate solutions and provide input into the planning functions of the Division.

APPLICABILITY:

All Probation and Parole Division staff.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

Convening Authority: The Division staff member responsible for scheduling and conducting a staff meeting.

POLICY:

- A. The Secretary of Corrections, with input from staff, is responsible for ensuring the formulation of goals, establishing policies and priorities related to them and translating the goals into measurable

objectives for accomplishment by the field staff. This planning process addresses the supervision and service needs of the agency. **[4-APPFS-3D-05]**

- B.** All levels of staff participate in the development and review of organizational mission, goals, policies, procedures, rules and regulations. **[4-APPFS-3D-06]**
- C.** The agency has a structured communication process that facilitates the timely exchange of information with, and between, all levels of employees. **[4-APPFS-3A-29]**
- D.** The Director shall establish a procedure for receiving, at a minimum, quarterly reports from those individuals in charge of the information system and research program.
- E.** The Director shall submit a report at least quarterly to the Secretary of Corrections that includes objectives, programs, budget, major developments, problems and plans, as well as services furnished to the courts, parole board and offenders.
- F.** Supervisors shall hold staff meetings monthly.



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AUTHORITY:

Policy *CD-053400*

PROCEDURES:

A. Reporting of Activities:

1. The Director shall have continuous input and shall prepare, with input from staff, and submit a report annually to the Secretary of the Department, which shall minimally include the Division's: **[4-APPFS-3D-05] [4-APPFS-3D-06]**
 - Objectives and goals
 - Present mission and philosophy
 - Review of how previously set goals have been met
 - Resource needs
 - Issues
 - Statistics and services provided
2. This report shall be prepared between July 1st and August 15th of the current year and submitted as part of the budget request for the next fiscal year.
3. The Director shall place the report on the Department's Intranet for dissemination to Region and district offices.

B. Staff Meetings: **[4-APPFS-3A-29]**

1. District Supervisors will convene and conduct full participation staff meetings at least monthly.
2. Region Managers shall convene and conduct meetings with their District Supervisors at least quarterly.
3. The Director shall convene and conduct a formal meeting at least biannually with the Region Managers. Other meetings with each Region Manager should occur at least monthly. Prior to each formal meeting Region Managers may provide written input to the Director concerning agenda items.

4. All levels of staff shall have the opportunity to participate in the development and review of organizational mission, goals, policies, procedures, rules, and regulations. **[4-APPFS-3D-06]**
5. There shall be a record of staff meetings which shall contain the names of individuals participating and topics discussed.