



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-053300 Probation and Parole Division Student Intern and Volunteer Program Alisha Tafoya Lucero, Cabinet Secretary	Issued: 02/21/94 Effective: 02/21/94	Reviewed: 11/22/23 Revised: 10/08/15
<i>Original Signed and Kept on File</i>		

AUTHORITY:

Policy *CD-010100*

REFERENCE:

ACA Standards 4-APPFS-1C-03 thru 4-APPFS-1C-08, and 4-APPFS-3D-16, *Performance Based Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE: [4-APPFS-1C-03]

To provide a forum at the New Mexico Corrections Department (NMCD or Department) through which qualified students are given practical training and experience in the field of corrections, specifically the community-based supervision program.

APPLICABILITY:

All Probation and Parole Division (PPD) staff and student interns under the direction of Probation and Parole.

FORMS:

- A. **Intern and Volunteer Program Application for Admission** form (*CD-053301.1*)
- B. **Biographical Data** form (*CD-053301.2*)
- C. **Acknowledgement and Understanding** form (*CD-053301.3*)
- D. **Pledge for Maintaining Confidentiality** form (*CD-053301.4*)
- E. **Waiver of Liability** form (*CD-053301.5*)
- F. **Job Duties / Responsibility** form (*CD-053301.6*) (2 pages)
- G. **Volunteer/Intern Training Acknowledgement** form (*CD-053301.7*)
- H. **Background Information** form (*CD-053301.8*)

DEFINITIONS:

- A. *Primary Instructor*: A Probation and Parole staff member who has been assigned to mentor and train interns.
- B. *Student Intern (Intern)*: a person enrolled in an institution of post-secondary education such as an accredited college, university or community college performing duties under the direction of Probation and Parole. A student intern is not an employee of the State of New Mexico.

- C. Volunteers: individuals, not currently enrolled in an educational program, who donate their time and effort to gain experience in PPD in an effort to pursue a career with NMCD.

POLICY:

- A. The PPD will administer Probation and Parole Division Intern Program and Volunteers and other similar cooperative programs with colleges and universities. The primary objective is to establish and maintain a collaborative system for educating and training selected post-secondary students for future careers in corrections. [4-APPFS-1C-03] [4-APPFS-1C-04] [4-APPFS-3D-16]
- B. Prior to assignment, interns and volunteers shall complete a documented orientation and training program. [4-APPFS-1C-06]
- C. Interns and volunteers shall agree in writing to abide by all NMCD policies and procedures. [4-APPFS-1C-07]
- D. The agency provides against liability or tort claims in the form of insurance, or other legal provisions valid in the jurisdiction, when authorized by law. [4-APPFS-1C-08]
- E. The screening and selection of interns and volunteers shall allow for recruitment from all cultural and socio-economic parts of the community. [4-APPFS-1C-05]



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PROCEDURES: [4-APPFS-1C-03] [4-APPFS-1C-04] [4-APPFS-3D-16]

A. General Information:

1. Any currently enrolled college student with a declared major or minor in Criminology, Criminal Justice, Psychology, Sociology, Social Work, Police Science or Counseling and Guidance or related field, who has completed his or her freshman year with a total grade point average of 2.5 (on a 4.0 scale) or better may make an application to a District Supervisor for admission **Intern and Volunteer Program Application for Admission** form (*CD-053301.1*).
2. Anyone wishing to volunteer with PPD may make an application to a District Supervisor for admission, **Intern and Volunteer Program Application for Admission** form (*CD-053301.1*).
3. The Region Manager and/or District Supervisor will interview the applicant to determine the applicant's suitability for the program. The District Supervisor will then notify the applicant. If an intern the District Supervisor will notify the appropriate university/college personnel of his/her decision. Successful applicants shall:
 - a. Read and sign the **NMCD Code of Ethics, Policy** (*CD-032200*).
 - b. Complete the **Acknowledgement and Understanding** form (*CD-053301.3*), the **Biographical Data** form (*CD-053301.2*), the **Pledge for Maintaining Confidentiality** form (*CD-053301.4*), and the **Waiver of Liability** form (*CD-053301.5*).
 - c. Complete form (*CD-053301.8*) **Background information Request** having local, state, and federal criminal history investigation completed prior to beginning his or her internship.
3. Interns and volunteers will be provided access to department policies applicable to assigned duties and shall receive initial orientation training by the district supervisor using the volunteer/intern training checklist, . The intern or volunteer shall acknowledge receipt of training by signing the **Volunteer/Intern Training Acknowledgement** form (*CD-053301.7*). The intern or volunteer shall continue to

receive on the job training similar to that given full-time Probation and Parole Officers (PPOs). Interns and volunteers shall receive training appropriate for the duties to which they are assigned. **[4-APPFS-1C-06]**

4. Interns and volunteers are to be recruited from all cultures and socio-economic segments of the community, provided that those selected have a positive and constructive approach to their assignment and offer no security problem to the Probation and Parole Division. **[4-APPFS-1C-05]**
5. The PPD will not reimburse interns or volunteers for expenses incurred as a result of tasks performed while in the program. Interns and volunteers shall not accrue leave or benefits, shall not be entitled to per diem or mileage, and shall not be authorized to operate a state-owned vehicle.
6. The PPD is not responsible for any physical injury the intern or volunteer receives as a direct result of his/her duties while in the program.
7. Interns and volunteers are subject to all codes, statutes, regulations, policies and procedures governing the PPD and its staff. However, the District Supervisor may terminate interns or volunteers from the program at any time and without advance notice. Interns and volunteers do not have the right to appeal. **[4-APPFS-1C-07]**
8. Interns and volunteers do not exercise the same authority as do full-time PPOs, but under the direct supervision and with the approval of their primary mentor may perform the routine tasks of a full-time Probation and Parole Officer, except independently meet with offenders, issue arrest orders, participate in field calls and/or offender searches, arrests, apprehend or detain offenders, collect drug test samples (urine or saliva) and/or collect any fees or money from any offender.
9. Interns and volunteers shall have restricted read-only access to the Offender Management System.
10. Any reports by the intern or volunteer will be reviewed and approved by the District Supervisor, prior to being submitted.
11. Information or knowledge gathered or obtained by interns or volunteers during the course of their program is confidential and may not be disclosed to any party not authorized by statute. Interns shall not identify any PPD offender by name either verbally or in writing in the course of preparing reports as a part of the intern's university or college course work.
12. Interns and volunteers will counsel offenders only in the presence and under the direction of the PPO or District Supervisor. The PPD is not responsible or liable for injury of damage resulting from advice of counsel by an intern.
13. Insurance coverage is statutorily provided by the Risk Management Division (RMD) of the General Services Department for all state agencies and local public bodies under NMAC 1.6.5.1. Additionally, no state agency may procure any kind of insurance coverage other than through the RMD (NMAC 1.6.5.3). All NMCD insurance coverage shall include at a minimum: **[4-4041] [2-CO-1B-11] [1-CTA-1B-09] [4-APPFS-1C-08]**

- Worker's compensation;
- Civil liability for employees;
- Liability for official vehicles; and
- Public employee blanket bond.

B. Applications:

1. Individuals interested in participating in the Division's Intern and Volunteer Program will submit an application package to the District Supervisor which will include the following:
 - a. Probation and Parole Division **Intern and Volunteer Program Application for Admission** Form (*CD-053301.1*) and resume.
 - b. If an intern, supporting documentation from student's curriculum advisor or a professor of the university or college where he or she is enrolled.
2. An application package shall be maintained at the district office. An additional set shall be forwarded to PPD Central Office.
3. All documents concerning the intern or volunteer shall be included in the file maintained at the district office and the PPD Central Office.

C. Program Length and Evaluation:

1. The intern or volunteer and his or her primary mentor will determine and document the length of training and the objectives set at the onset of the program.
2. The District Supervisor will evaluate the intern or volunteer at least twice quarterly. The evaluation shall include at a minimum:
 - The subjects in which the intern or volunteer received training.
 - The intern/volunteer's retained knowledge of the material covered.
 - The intern/volunteer's performance of assigned tasks.
 - Attendance.
 - The quality of the intern/volunteer's work.
 - Progress toward the intern/volunteer's objective.
3. The District Supervisor shall complete the evaluation form required by the intern's professor. A copy will be kept for PPD's records.
4. The District Supervisor will maintain the intern file.

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION AND PAROLE DIVISION**

Intern and Volunteer Program Application for Admission

NAME (Last Name First): _____

SOCIAL SECURITY NUMBER: _____

CURRENT ADDRESS: _____

PERMANENT ADDRESS: _____

PHONE NUMBER: _____

EDUCATION HISTORY: _____

Do you have any relatives, acquaintances, or significant others on Probation, Parole or incarcerated (if yes, list name): _____

College or University: _____

NAME AND LOCATION	DATE ATTENDED	MAJOR	TOTAL SEMESTER HOURS

INTERN: TRANSCRIPT SHOWING TOTAL HOURS COMPLETED AND GPA MUST BE SUBMITTED WITH THIS APPLICATION.

INTERN: NAME OF CURRICULUM ADVISOR:

OBJECTIVES OF INTERN or VOLUNTEER PROGRAM PARTICIPATION (Use additional paper, if necessary)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

DESIRED LENGTH OF PROGRAM (Specify number of weeks and hours per week you plan to participate in the program): _____

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION AND PAROLE DIVISION**

Biographical Data

INFORMATION FROM THIS SECTION IS USED ONLY FOR THE PURPOSE FOR RESEACH AND PROGRAM EVALUATION. IT HAS NO BEARING ON ADMISSION TO THE PROGRAM.

A. SOCIAL SECURITY NUMBER: _____

B. DATE OF BIRTH: ____/____/____ (Month, Day Year)

C. SEX: Male _____ Female _____

D. ETHNIC BACKGROUND: _____

- A = American Indian/Alaskan native
- B = White Non-Hispanic
- C = Black
- D = White Hispanic
- E = Asian/Pacific Islander
- F = Other

E. CURRENT COLLEGE OR UNIVERSITY: _____

F. EDUCATIONAL LEVEL: _____

Semester/Quarter Hours Completed: _____

G. DECLARED MAJOR: _____

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION AND PAROLE DIVISION
Acknowledgement of Understanding**

I, _____, acknowledge I have read and understand the New Mexico Corrections Department Code of Ethics Policy (*CD-032200*) and I recognize that violation of the Code of Ethics or any other New Mexico Corrections Department policies and procedures could result in my termination from the program.

Intern's Signature

Date

Witness's Signature

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION AND PAROLE DIVISION
Pledge for Maintaining Confidentiality**

I, _____, hereby state that I fully agree to maintain confidentiality of all records and information, both written and verbal, which pertains to parolees, and probationers within the New Mexico Corrections Department, Probation and Parole Division. Personal data, names, social security number, date of birth, address, etc., will not be used in my research, and will not be taken out of the offender file.

Signature

Date

Witness's Signature

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION AND PAROLE DIVISION
Waiver of Liability**

I hereby understand that I am neither an employee nor agent of the State of New Mexico, and that I have no authority to act on behalf of the State of New Mexico.

I will receive neither compensation nor benefits from the State of New Mexico.

I will participate only under direct supervision of a New Mexico Corrections Department employee.

I hereby agree to indemnify and hold harmless the New Mexico Corrections Department and the State of New Mexico for any of my acts or claims, related to the Intern and Volunteer Program.

Intern's Signature

Date

Witness's Signature

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION AND PAROLE DIVISION
Intern and Volunteer Job Duties/Responsibilities**

- Assist with front desk/reception duties such as:
 - Answer the telephone promptly and professionally;
 - Scheduling appointments - offender reporting;
 - Ensure offenders sign in;
 - Notify PPO of offender's arrival;
 - Require offender to complete intake packet, upon initial visit;
 - Require offender to complete all required paperwork prior to meeting with PPO;
 - Ensure all required paperwork is filled out completely and accurately.
- Assist in making photocopies, open case files, close case files;
- Review Institutional packets to ensure proper documentation and accuracy of packet;
- Take photos and fingerprints;
- Observe interaction between PPO and offender during intake and regularly scheduled reporting sessions;
- Meet with offenders under the supervision of a PPO/PPS;
- File documents;
- Complete treatment referrals/packets;
- Observe routine tasks of a full-time Probation and Parole Officer such as: court rounds, attending hearings and verifying collateral information only when accompanied by the primary instructor.
- Interns and volunteers shall have restricted read-only access to the offender management system;
- Document and report preparation under the direct supervision of primary mentor. All reports prepared by intern or volunteer shall be reviewed and approved by PPS prior to submission;
- Assist district or region offices as assigned.
- ***An intern or volunteer may not, under any circumstances, independently meet with offenders, issue arrest orders, participate in field calls and/or offender searches, participate in or assist with an offender transport, arrest/apprehend/detain offenders, collect drug tests, or collect any fees or money from any offender***

I, _____, am a: volunteer intern with the New Mexico Probation and Parole Division in Region _____. I acknowledge that I have received, reviewed and hereby accept the duties and responsibilities listed above on this _____ day of _____, 202__.

Intern/Volunteer [Print name]

[Signature]

District Supervisor [Print name]

[Signature]

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION AND PAROLE DIVISION**

Volunteer/Intern Training Acknowledgement

As a volunteer intern for the New Mexico Probation and Parole Division, I have been provided training in the following subject matters prior to performing any duties:

- _____ Introduction to New Mexico Corrections Department
- _____ Overview of Adult Prisons and Probation and Parole
 - Probation and Parole Mission Statement
 - Chain of Command
- _____ Confidentiality
- _____ NMCD Policies and Procedures and location of PPD specific policies
- _____ Levels of Supervision/Treatment and Supervision Plans
- _____ Pre-Sentence Reports and Judgment and Sentences
- _____ Community Supervision/Stages of Change
- _____ Offender Management System
- _____ Safety procedures – office safety, Blood borne Pathogen/Universal Precautions, contact with offenders - concealed weapons, manipulation

Name: _____
(Print)

Date: _____

Affirmation: _____
(Signature)

Region: _____

District Office: _____

MEMORANDUM

DATE:

TO:

FROM:

RE: ***BACKGROUND INFORMATION REQUEST***

Please complete the following information:

Full Name: _____

Other Names Used: _____

Social Security number: _____ / _____ / _____ DOB: _____

Home Address: _____

All States and Cities Lived In: _____

Driver's License Number and State Issued: _____

I, _____ do hereby give the officials of the Corrections Department the authority to conduct a background investigation.

Applicant's Signature

Date

Internal Use Only: User Initials: ____ Date: _____ Cleared _____ Not Cleared _____
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