



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-050200 Treatment/Supervision Plan
Development Case Management and Written
Conditions

Issued: 07/01/99
Effective: 07/03/00

Reviewed: 03/09/26
Revised: 03/09/26

Alisha Tafoya Lucero, Cabinet Secretary

Original Signed and Kept on File

AUTHORITY:

Section 31-21-7 (F), 31-20-5.2, 31-21-10.1 and 66-8-102, NMSA 1978, Comp., as amended.

REFERENCE:

- A. ACA Standards 4-APPFS-2A-02 thru A-APPFS-2A-13, and 4-APPFS-2B-01, *Performance Based Standards for the Adult Probation and Parole Field Services*, 4th Edition.
- B. Northpointe, Inc. Risk/Needs and Case Planning for male and female offenders.

PURPOSE:

To establish procedures for the development of supervision plans that include measurable treatment objectives consistent with offenders' needs and the risk they present to the community; to establish procedures for the implementation and monitoring of those supervision plans and to establish procedures to provide offenders with an acknowledgment and understanding of their probation or parole contract conditions.

APPLICABILITY:

All Probation and Parole Division staff, offenders and any individuals or programs contracted to provide services to offenders.

FORMS:

- A. **Community Corrections Program Contract Conditions** form (CD-050201.4)
- B. **Rules for Home Visits** form (CD-050201.5)
- C. **Notice to Employer/Educator** form (CD-050201.6)
- D. **Firearms Notification** form (CD-050201.7)
- E. **Additional Compliance Requirements** form (CD-050201.8)
- F. **Release of Information Authorization** form (CD-050201.9)
- G. **Waiver of Extradition** form (CD-050201.10)
- H. **Important Notice Regarding Drug Tests** form (CD-050201.11)
- I. **Property Acknowledgement** form (CD-050201.12)

ATTACHMENTS:

- A. **Offender Orientation Handbook** Attachment (CD-050201.A)
- B. **Probation Standard Conditions** Attachment (CD-050202.B)
- C. **Parole Standard Conditions** Attachment (CD-050202.C)
- D. **Treatment Referral Form** Attachment (CD-050202.D)

DEFINITIONS:

- A. Case opening: Case is fully opened, all conditions have been reviewed, and CORE/case plan are completed. File has been approved by the supervisor. Case Opening workflow has been finalized in the Offender Management System.
- B. Case Plan: A Case Plan is developed in the Offender Management System based on results of the COMPAS Core assessment. Plan shall include measurable and attainable objectives. Objectives will be measured by the successful completion of the goals, tasks, and activities in the Case Plan. A dynamic document used to guide the offender's progress in achieving their goals during supervision. It is a mutually agreed contract between the offender and supervising PPO that outlines the requirements for the offender while on supervision, identifies offender goals, activities to achieve those goals and sets a timeframe for completion.
- C. COMPAS Risk and Needs Assessment Tool: Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) is a research-based, validated risk and needs assessment tool that is used to provide predictions for both general and violent recidivism risk along with identifying criminogenic needs that have been shown to be associated with criminal activity in managing offender supervision.
- D. COMPAS Prescreen: Risk assessment that assesses risk of recidivism to assist probation and parole in placing an offender in a level of supervision.
- E. COMPAS Core: Full risk and needs assessment that provides a holistic view of the offender to address supervision and treatment needs.
- F. Alternative Screening (Case Supervision Review): Risk re-assessment to determine level of supervision after a specific period of time or a change in the offender's circumstances.
- G. Direct Assignment: An offender will be assigned to a Probation and Parole Officer at the District Office closest to their reported residence; exceptions will be approved on a case-by-case basis.
- H. Evidence Based Practices (EBP): Correctional decision making derived from research findings about practices proven to change offender behavior thereby reducing the risk of recidivism.
- I. Intake: Initial face to face meeting with the offender, which includes fingerprinting, photographing and review of standard conditions.
- J. Levels of Supervision: Degrees of supervision based upon degree of risk.
Minimum - low risk/needs
Medium - moderate risk/needs
High – high risk/needs
Extreme Special Programs – special management offender
- K. Programs Referral form: The form that is used for making referrals to community corrections, residential and transitional living programs.

- L. Risk: The assessment of offender's factors that influence or predict criminal behavior that affect the offender's ability to be rehabilitated.
- Low: COMPAS assessment scale resulting in a score from 1-4.
 - Medium: COMPAS assessment scale resulting in a score from 5-7.
 - High: COMPAS assessment scale resulting in a score from 8 and above.
- M. Needs: The assessment of offender's social, economic, and other deficiencies that indicate appropriate service interventions.
- N. Offender: An adult placed under, or made subject to, supervision, probation and/or parole, as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, corrections, or other criminal justice agencies, and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision.
- O. Overrides: The altering of the level of supervision by a probation and parole officer and approved by the district supervisor when the officer questions the level assigned by the instrument and can justify the change.
- P. Sex Offender: Any person on supervision for a sex offense on or after July 1, 1995; any person on supervision for a sex offense prior to July 1, 1995; and who, on July 1, 1995, was either incarcerated, on probation or on parole. Sex Offender means a person eighteen (18) years of age or older who:
- Is a resident of New Mexico and convicted of a sex offense in New Mexico;
 - Does not have an established residence in New Mexico, but lives in a shelter, halfway house or other transitional living facility, or stays in multiple locations in New Mexico and who has been convicted of a sex offense pursuant to state, federal, tribal or military law; or,
 - Changes his residence to New Mexico when the person has been convicted of a sex offense in another state pursuant to state, federal or military law; or,
 - Is a resident of New Mexico who is convicted of a sex offense pursuant to federal or military law; or,
 - An adult placed under, or made subject to, supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, corrections, or other criminal justice agencies, and who is on supervision for a sex offense; or
 - An adult placed under, or made subject to, supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, corrections, or other criminal justice agencies, and who is required to register as a sex offender either in the sending or receiving state and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision. or
 - Must register with the local sheriff's office for the county for which the sex offender resides if the date of conviction was on or after July 1, 1995 within prescribed time limits pursuant to statute.
- Q. Sex Offense: Any current conviction that relates to any sexually motivated offense committed by an offender under the supervision of the Department, including but not limited to:

1. Criminal sexual penetration in the first, second, third or fourth degree, as provided in; Section 30-9-11 NMSA 1978
 2. Criminal sexual contact in the fourth degree, as provided in; Section 30-9-12 NMSA 1978
 3. Criminal sexual contact of a minor in the second, third or fourth degree, as provided in; Section 30-9-13 NMSA 1978
 4. Sexual exploitation of children in the second or third degree, as provided in; Section 30-6A-3 NMSA 1978
 5. Sexual exploitation of children by prostitution in the first, second or third degree, as provided in; Section 30-6A-4 NMSA 1978,
 6. Kidnapping when committed with the intent to inflict a sexual offense. as provided in; Section 30-4-1 NMSA 1978
 7. False imprisonment when committed with the intent to inflict a sexual offense, as provided in; Section 30-4-3 NMSA 1978
 8. Aggravated criminal sexual penetration, as provided in; Section 30-9-11 NMSA 1978
 9. Aggravated Indecent Exposure, as provided in; Section 30-9-14.3 NMSA 1978
 10. Enticement of a Child, as provided in; Section 30-9-1 NMSA 1978
 11. Incest, when the victim is less than 18 years old, as provided in; Section 30-10-3 NMSA 1978,
 12. Child solicitation by electronic communication device, for convictions occurring on or after July 1, 2013, as provided in; Section 30-37-3.2 NMSA 1978
 13. Attempt or solicitation to commit any of the sex offenses set forth in paragraphs above, as provided in; Section 30-28-3 NMSA 1978
 14. An offense from another jurisdiction that is substantially the same as the sex offenses set forth above, as provided in; Ch. 30, art. 9 NMSA 1978
 15. Aggravated criminal sexual penetration or criminal sexual penetration in the first, second or third degree, as provided in Section 30-9-11 NMSA 1978.
 16. Criminal Sexual contact in the fourth degree, as provided in; Section 30-9-12 NMSA 1978
 17. Criminal sexual contact of a minor in the second, third or fourth degree, as provided in Section 30-9-13 NMSA 1978;
 18. Sexual exploitation of children in the second degree, as provided in Section 30-6A-3 NMSA 1978;
 19. Sexual exploitation of children by prostitution in the first or second degree, as provided in Section 30-6A-4 NMSA 1978;
 20. Kidnapping, as provided in Section 30-4-1 NMSA 1978, when committed with intent to inflict a sexual offense upon the victim. Kidnapping when the victim is less than 18 years of age, and the offender is not the parent of the victim in the first or second degree.
 21. False imprisonment provided in section 30-4-3 NMSA 1978, when the victim is under 18 years of age, and the offender is not, the parent of the victim in the fourth degree.
 22. An offense from another jurisdiction that is substantially the same as the Sex Offenses set forth in paragraphs (1) through (5) above
- R. *Special Management*: Any special management program of the New Mexico Probation Parole Division or any private program contracted to provide services for the New Mexico Probation Parole Division, which provides enhanced or modified levels of supervision and/or programming for offenders. These programs include but are not limited to Community Corrections Programs, Intensive Supervision Program (ISP), Sex Offender Program, Residential Programs, and Transitional Living Centers.
- S. *Standard Supervision*: Supervision provided to an offender who is not in a special management program.

- T. Supervision Contact: Contact between a PPD staff member and an offender in which information is received which allows the supervising PPO to evaluate the offender's supervision status.
- U. Collateral Contact: Any contact between the PPO and a person or organization having knowledge of, or interest in, the offender's supervision status.
- V. Successful Field Contact: Any personal contact between a PPO and offender under PPD supervision away from the vicinity of the PPO's office, or contact with a neighbor in the immediate vicinity or a family member residing in the offender's home, if the offender is not at the residence, provided that such contact permits the PPO to make observations about the offender's behavior and activities in a manner that can be documented in the case notes. If field contacts are required, one contact a month must occur at the offender's listed residence and must include entry into the residence by the PPO unless waived by the Region Manager.

POLICY:

It is the policy of the New Mexico Correction Department Probation and Parole Division that the supervising officer, with the offender's input, shall develop treatment objectives and a supervision plan according to the guidelines set forth in this policy and within the parameters set by the Court, Adult Parole Board, Interstate Compact, and the Corrections Department. The plan shall include whichever of the following is most appropriate for the supervision of the offender: level of supervision and requirements, offender goals and expectations, tools necessary to meet the goals, and timeframes for completion. The offender is provided a copy of the plan. The PPO shall document the activities and events involved in the implementation and monitoring of the supervision plan.

- A. The Department shall govern the classification and supervision of offenders to safeguard the community and meet the program needs of the offender. Offenders shall have a COMPAS prescreen assessment completed and be placed in the appropriate supervision category within five (5) business days of the offender beginning community supervision. The COMPAS Core assessment shall be completed within sixty (60) days of the offender being placed on supervision or released from incarceration. Any CORE assessment is valid for two (2) years.

Offenders are reassessed (case supervision review) as needed, but no longer than one year from the previous assessment, and reassessment reviews are documented in chronological order. Adjustments to the individual supervision plan are made based on reassessment and are addressed once per month during supervision contact in the district office and are made in accordance with the offender's performance in the community. [4-APPFS-2A-03]

- B. The Department has a validated evidence-based assessment process that identifies offender programming needs, risk of reoffending and level of supervision. There are provisions for regular review. The assessment process includes the following: [4- APPFS-2A-02]
 - an initial assessment of each offender (and all subsequent reassessments) using a validated standardized assessment tool;

- personal interview with the offender;
- development of objectives that address community safety and offender needs;
- a review of the offender's progress with previously set objectives; and
- assessment or reassessment results are recorded in the case file and communicated with the offender.

C. Case Assignments

1. All Probation to Follow Jail or Prison offenders will be assigned as a Probation to Follow investigation in OMNI for a Probation and Parole Officer to track.
2. In accordance with PPD Mission, an offender will be assigned to a Probation and Parole Officer at the District Office closest to their reported residence, exceptions will be reviewed on a case-by-case basis. Homeless offenders and sex offenders do not fall under the Direct Report parameters and must report in the sentencing district and be transferred through the in state transfer process according to CD-051202.
3. The offender may report to the sentencing District Office and if they do, an intake packet will be completed and scanned into the m-drive. If the offender calls, basic contact information (address, phone number, emergency contact and employer) will be gathered from the offender. The offender will be entered into the offender management system and instructed to report to the District Office in the district where they reside. The District Office, in which the intake is completed will begin the Case Opening Workflow and assign a Probation and Parole Officer in that district.
4. If an offender never reports to the sentencing district and reports directly to the district in which they reside, an officer will be assigned in the district where they reside, and all paperwork will be completed by that office.
5. The offender will complete the intake process at the District Office closest to their residence, exceptions will be granted on a case-by-case basis.
6. In Regions where an Intake Unit exists, an offender will complete the intake process with the Intake Unit, unless the offender has transportation issues that limit their ability to report to the Intake Unit, in which case the offender will complete the intake process at the District Office closest to their residence.
7. The directly assigned (supervising) District Office will create and maintain the hard file, using documents accessed through court case management databases.
8. All documents will be sent to the sentencing District Office Supervisor for distribution.
9. Offenders will remain assigned to the Probation and Parole Officer in the District Office they are reporting to while pending revocation, with the exception of absconders. The hard file will be kept in the supervising District Office until the Probation Violation is adjudicated or the offender is released and being supervised elsewhere.
10. Probationers who abscond immediately after sentencing, without reporting, will be assigned to a Probation and Parole Officer in the sentencing District Office.

11. Probation absconders will be transferred to the sentencing District Office upon the completion of the Probation Violation Report. Parole/Dual absconders will remain with the supervising District Office.
12. If an absconder is apprehended and reinstated to supervision, they must go through the transfer process in accordance with CD-051202.
13. Semi-Active District Offices will not create a hard file. The supervising District Office will create the hard file. If the offender transfers, hard files will follow the offender either by mail or transport by staff. New files will not be created by the receiving districts.
14. Hard files will be discharged and archived by the supervising District Office.

D. An initial interview (intake) with offenders shall be conducted within five (5) business days of being placed on community supervision or release from incarceration. An initial interview (intake) with all sex offenders shall be conducted within 1 business day of being placed on supervision or release from incarceration. Upon notification that a high-risk offender has been placed on community supervision, an officer shall initiate contact with the offender within two (2) business days and conduct an initial supervision interview within five (5) business days or prior to release from confinement if possible. **[4-APPFS-2A-04]** The intake shall include:

- COMPAS Prescreen
- Review of Standard Conditions of Probation and/or Parole
- Review of the offender handbook, rules for a home visit, firearms notification, waiver of extradition, release of information and property acknowledgement
- Instructions on how to contact staff after business hours, in the case of an emergency
- Photograph of offender
- Fingerprinting of offender
- DNA sample collection (for felony convictions)
- Review of any known special conditions
- Completion of behavioral contracts for special management offenders
- Substance test
- Placement on electronic monitoring or alcohol monitoring if ordered or appropriate
- Treatment referrals
- Set curfew, if deemed appropriate
- Special management designated curfew per policy
- Make efforts to obtain the filed Judgment and Sentence Order
- Start the case opening workflow in the Offender Management System

E. A Case Plan in the Offender Management System is developed for each offender jointly with staff within sixty (60) days of disposition or release from incarceration. This plan is documented with signatures of staff and the offender and reviewed and approved by a supervisor. The offender is provided a copy of the plan. The major objectives to be completed within the first sixty (60) days of supervision, as appropriate, are: **[4-APPFS-2A-08]** **[4-APPFS-2A-09]**

- Develop and submit a COMPAS Core risk/needs assessment within 60 days;

- Explain and document the appropriate level of supervision as determined by the offender’s assessment or override;
 - Measurable objectives to be met by the offender and the PPD officer as established in a Case Plan to include setting limits, expectations, and assisting the offender in connecting with resources and services in the community within 60 days. A Case Plan is not required for offenders placed in minimum/low supervision at case opening;
 - PPO will thoroughly explain supervision requirements and all special conditions. The signed Order of Probation will be submitted to the Court.
 - Refer the offender to services required by the J&S and follow up on any referral provided at intake
 - This shall include measurable criteria for expected behavior and accomplishments;
 - A time schedule for achieving goals and objectives;
 - Define the offender’s designated area of travel and any prohibited areas;
 - Provide guidance to the offender on employment, educational/vocational training needs, leisure time programs and activities in community;
 - Provide guidance as needed to community agencies that provide financial and other assistance to offenders;
 - Complete the NCIC Data Collection Form for the Supervised Release Entry
- F.** Case and file will be fully opened per the guidelines provided in C and D within sixty (60) days of sentencing or release from custody. The file will be provided to the supervisor for review and audit. The case opening workflow will be utilized in the Offender Management System for all case opening entries in the system. Each step of the workflow will be clicked as completed under the more actions tab once the PPO verifies the accuracy of the information. On the final step of the workflow (Case Review), the PPO will click the assign button and reassign the workflow to their supervisor for final audit. The supervisor shall review the case opening workflow for accuracy. If any deficiencies are noted, the supervisor will reassign the workflow to the PPO and note deficiencies on the case review step. Once the case opening workflow is accurate, the supervisor will click on the case review and click “complete and save.” Once that step is completed, the supervisor will click “finish task” under the more actions tab. The case opening workflow is to be finished by the supervisor by the sixty (60) day mark.
- G.** Offenders are provided with interventions targeted to factors that relate to their individual criminal behavior and attitudes as established in the validated COMPAS assessment and outlined in the case plan. **[4-APPFS-2A-06]**
- H.** Consistent with law in the jurisdiction, there is policy defining when and how victim input is sought before a probation/parole officer requests the court or the releasing authority to add, remove, or modify any of the court-ordered special conditions of supervision. **[4-APPFS-2A-05]**
- I.** The conditions of supervision shall be furnished in writing to offenders. Offenders are required to sign the conditions, indicating their understanding and willingness to comply with them. The conditions shall be explained by the issuing officer. If a communication problem (illiteracy, foreign language) prevents an offender from understanding the conditions, an officer assists in explaining the conditions. Conditions are translated into the language spoken by the offender. **[4-APPFS-2B-01]**

- J.** When specific services ordered by the court or releasing authority are not available, PPD staff notifies the court or releasing authority and requests guidance for alternative services or programs. **[4-APPFS-2A-12]**
- K.** The agency supports supervision strategies and programs that have been scientifically demonstrated through evidence based and promising practices to enhance compliance with court or releasing authority ordered conditions, and to reduce criminal behavior. **[4-APPFS-2A-07]**
- L.** Any change to an offender's individualized case plan shall be reviewed and discussed with the offender. The review is dated and documented by staff and offender signatures. **[4-APPFS-2A-10]**
- M.** A case supervision review (alternative screening), and level of supervision shall occur at least once (1) a year but can be done more frequently as determined by significant events in supervision or completion of supervision goals. The offender's progress in achieving objectives is reviewed and documented. **[4-APPFS-2A- 11]**
- N.** A review of the case plan should be completed once per month during supervision contact with the offender in the district office.
- O.** When written reports from offenders under supervision are required, the interval between each report shall be modified in relation to community adjustment; and information in the reports is relevant to the case plan and/or agency administrative requirements.
- P.** Confidentiality of the offender's case plan shall be maintained.
- Q.** Offenders shall not be confronted with possible probation/parole violations for failure to meet financial obligations other than those which are conditions of probation/parole; however, offenders shall be strongly encouraged to fulfill all financial obligations.
- R.** A closing summary note is prepared that summarizes the performance of the offender during the entire period of supervision and key points noted on the offender's electronic case notes. **[4-APPFS-2A-13]**
- S.** The Transitional Coordinator shall update statewide resources for all probation and parolees at least biannually.
- T.** Offenders under supervision shall have equal access to all agency programs and activities.



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AUTHORITY:

Policy *CD-050200*

PROCEDURES:

A. General Guidelines:

1. Supervision strategies and programs that have been scientifically demonstrated to enhance compliance with court or releasing authority ordered conditions will be supported and used to reduce criminal behavior. **[4-APPFS-2A-07]**
2. Probation and Parole Officers (PPOs) will assess the risk and needs, through the COMPAS prescreen, of all offenders sentenced to probation and/or parole supervision within five (5) working days of sentencing or release from incarceration. PPOs will complete the COMPAS core assessment within sixty (60) days of sentencing or release from incarceration using the COMPAS validated forms and methods developed for this assessment. PPOs will complete a case plan with the offender within sixty (60) days of sentencing or release from incarceration. **[4-APPFS-2A-03]**
3. The offender shall participate in a case supervision review no later than one (1) year after the initial assessment and will be reviewed at one (1) year intervals, or sooner, if needed. Two (2) years following a CORE assessment, a CORE reassessment will be completed. If a change in supervision level is needed, an updated case plan shall be completed. The review and any change of supervision level shall be discussed with the offender and documented in the offender case notes. **[4-APPFS- 2A-03]**
4. If an offender has a new felony conviction, a new CORE assessment will be completed.
5. All assessment and reassessment overrides will be submitted through the current offender management system by the PPO to their immediate supervisor for review and approval.
6. All offenders on standard supervision will be supervised as a medium level case prior to the completion of the COMPAS prescreen risk assessment. Offenders in special management programs will be supervised in Phase I until the completion of the COMPAS prescreen risk assessment. The PPO shall conduct an initial supervision interview with the probationer/parolee immediately after the individual is placed on probation or parole status or their release from incarceration (not to exceed five (5)

business days), or after PPD has been notified and attempt to identify any issues that might need immediate attention. [4-APPFS-2A-04]

7. An officer shall explain the supervision conditions to the offender and provide the offender with a written copy. Offenders are required to sign the conditions, indicating their understanding and willingness to comply with them. If a communication problem (illiteracy, foreign language) prevents an offender from understanding the conditions, an officer shall assist in explaining the conditions. Conditions shall be translated to the language spoken by the offender. [4-APPFS- 2B-01]
8. When specific services ordered by the court or releasing authority are not available, PPD notifies the court or releasing authority and requests approval for alternative services or programming. [4-APPFS-2A-12]
9. Written travel permits for out of state travel and verbal travel permits for in state travel shall be issued in accordance with *CD-051200*.
10. Restitution, court ordered costs and other costs and fees associated with probation and parole supervision shall be made on a monthly basis, or per approved restitution payment plan, by money order or cashier's check. When the offender reports to the office, the offender shall bring the money order or cashier's check to an office visit, complete all necessary information on the money order and provide the money order to the supervising officer or designated collection staff member. The officer will place the money order, together with a remittance slip into an envelope pre- addressed to the business office. For the months where monthly reporting is not required, the offender shall send the payment directly to the business office in envelopes provided by the department, or otherwise instructed by departmental directives.

B. Supervision of offenders shall be accomplished as follows:

1. Intensive Supervision Caseload:
Intensive supervision caseloads shall be at an average of 35 offenders per officer and supervision shall, at a minimum, be in accordance with the following required standards.
 - a. PPO contact with the offender based on the following, contact standards:
 - (1) **Phase I.** A minimum of four (4) months with four (4) face to face contacts with the offender per month, one of which must be in the office with the option of having the second contact in the field plus two (2) additional successful field calls (1 in the residence) per month and three (3) collateral contacts per month.
 - (2) **Phase II.** A minimum of four (4) months with three (3) face to face contacts with the offender, one of which must be in the office with the option of the second contact being in the field plus one (1) additional successful field contact in the residence per month and two (2) collateral contacts per month.
 - (3) **Phase III.** A minimum of four (4) months, with two (2) face to face contacts with the offender, which must be one (1) office visit and

one (1) field visit in the residence per month and one (1) collateral contact per month.

- b. Collateral contacts shall include but are not limited to: verification of employment, monitoring of social relationships, and verification of counseling participation, and must be documented into the offender management system.
 - c. Offender must provide the PPO with verification of compliance with contract conditions.
 - d. Written travel permits for out of state travel and verbal travel permits for in state travel shall be issued in accordance with *CD-051200*.
 - e. If an offender under intensive supervision fails to report to a scheduled appointment in the office or field, fails to make contact with the supervising PPO, or the offender cannot be located by the department, no more than 72 hours shall elapse before declaring that offender an absconder, and providing request for assistance notification to STIU. The declaration shall be made sooner if the supervising officer becomes aware there is an immediate threat to the community. Once the investigation has been completed, the appropriate paperwork will be processed, i.e., officer warrant, violation reports, etc. A referral to STIU will be completed when an offender is declared an absconder in accordance with *CD-052800*.
 - f. Community service providers shall verbally report all violations to the supervising PPO or the District Supervisor immediately and submit a written report of the violation(s) as soon as possible thereafter.
 - g. Intensive supervision shall require offender participation for no less than one (1) year. A review will be completed by the Region Manager after eighteen (18) months in the program to determine appropriate placement/discharge to standard supervision.
 - h. Advancement through phases will be in accordance with *CD-050801*.
2. Community Corrections:
Community Corrections caseloads shall be an average of 35 offenders per officer and supervision shall, at a minimum, be in accordance with the following required standards.
- a. PPO contact shall be made with an offender based on the following contact standards:
 - (1) **Phase I** A minimum of **two (2) Months with** four (4) face to face contacts with the offender per month, one of which must be in the office with the option of having the second contact being in the field and two (2) additional successful field contact (1 in the residence) per month; three (3) collateral contacts per month.

- (2) **Phase II** A minimum of **two (2) Months** with three (3) face to face contacts with the offender per month, one of which must be in the office with the option of the second contact being in the field and; one (1) additional successful field contact in the residence per month; two (2) collateral contacts per month.
 - (3) **Phase III** A minimum of **two (2) Months with** two (2) face to face contacts with the offender per month, which must be one (1) office visit and one (1) field visit at the primary residence and one (1) collateral contact per month
- b. Collateral contacts shall include but-not limited to: verification of employment, monitoring of social relationships, and verification of counseling participation.
 - c. Offender must provide the PPO with written verification of compliance with conditions.
 - d. Written travel permits for out of state travel and verbal travel permits for in state travel shall be issued in accordance with *CD-051200*.
 - e. If an offender under community corrections supervision fails to report to a scheduled appointment in the office or in the field or fails to make contact with the supervising PPO, or the offender cannot be located by the department, no more than 72 hours shall elapse before declaring that offender an absconder and providing a request for assistance referral to STIU. The declaration shall be made sooner if the supervising officer becomes aware there is an immediate threat to the community. Once the investigation has been completed, the appropriate paperwork will be processed, i.e., officer warrant, violation reports, etc., in accordance with *CD-052800*.
 - f. The Probation and Parole Officer must develop specific program requirements at each phase of programming. These program requirements must be stated in the Community Corrections contract and/or the offender's case plan and reviewed with the offender. Phase requirement plans must be in compliance with PPD policy and procedure, meet individual treatment needs and identify any additional program requirements.
 - g. The Probation and Parole Supervisor must approve any request for adjustment in reporting requirements or level of supervision, which would vary from what is stipulated. Any adjustments must still ensure an enhanced level of supervision/monitoring beyond what would be provided if the offender were supervised at high risk. Additionally, the offender must continue with treatment/programming requirements. The Probation and Parole Officer must document justification in support of their request for an adjustment to the Probation and Parole Supervisor for approval.

3. Special Caseloads

a. Special Programs

Offenders should be evaluated for those caseloads based in part on their ability

to comply with the enhanced supervision and treatment requirements of those programs. Factors such as geographic distance from the program, access to phone service for electronic monitoring and any unusual employment schedules should be considered before the offender is referred or placed into the program.

b. Sex Offenders

- (1) Sex Offenders will be supervised in Sex Offender Phase Levels. Offenders on supervision with a current or prior sex offense will never be supervised lower than a medium.
- (2) In addition to CORE and Alternative Screening assessments, the following screenings must be completed on sex offenders:
 - Static - Completed once (unless there is a new index sex offense). Shall be completed at beginning of their supervision term. Offenders do not need to be present as this tool is a criminal history-based assessment.
 - Stable - Completed one time per year. Shall be completed within 60-90 days from the start of supervision. Officers shall utilize interview forms as a guide for this assessment.
 - Acute – Shall be completed at least monthly, no more than weekly.
- (3) Sex offenders will be supervised per CD-053200.
- (4) Any sex offender convicted of a sex offense on or after July 1, 1995; and persons convicted of a sex offense prior to July 1, 1995, and who on July 1, 1995, were incarcerated, on probation or on parole for commission of that sex offense as defined in the NM Sex Offender Registration Act of 1995, will be given a **Notice to Register Attachment (CD-053201.3)** by the PPO at the time of the initial meeting. Probation and Parole Officers must have the offender read, or read to him/her, the Notice to Register and explain the information contained in the Notice. The offender must initial each paragraph where indicated and sign the acknowledgement confirming his/her understanding of what has been read and explained to him/her.
 - This attachment will be maintained in the offender file. If the offender changes residence anytime during the period of supervision the PPO will advise the offender of the need to re-register with the Sheriff's Office, require the offender to sign another Notice to Register. The original Notice shall be provided to the offender and a copy maintained in the offender case file.
 - The offender shall present verification of registration from the Sheriff's Office to the PPO and a copy will be maintained in the offender's case file. This procedure applies to offenders convicted of a sex offense in New Mexico, and offenders convicted of a sex offense in other states but supervised in New Mexico through the Interstate Compact.

c. Interstate Compact

- (1) Offenders who are supervised under the Interstate Compact shall be supervised under the same standards as offenders sentenced in New Mexico.

4. Requirements Caseload Supervision:

a. High Risk Supervision:

PPOs who solely carry high risk supervision caseloads shall have an average of 45 offenders per officer. All offenders assessed as high risk will be supervised in accordance with the following standards.

- (1) High Risk Supervision is placed into three (3) phases.

- **Phase I:** For a duration of six (6) months with office contact with the offender a minimum of two (2) times per month plus one (1) successful field visit in the residence per month. At any time during Phase I, if an alternative screening recommends the lowering of the supervision level to medium, an offender may be placed at medium supervision after staffing with a supervisor.
- **Phase II:** For a duration of (6) months minimum with office contact with the offender a minimum of one (1) time per month plus one (1) successful field visit in the residence per month.

All offenders completing Special Programs (Intensive Supervision Unit, Community Corrections Unit) and having their risk designation reduced to High Risk from Extreme Special Programs will enter directly into Phase II of High-Risk supervision.

Following one (1) year of High-Risk supervision (successful completion of phase II) if the risk designation is lowered utilizing an Alternative Screening and the offender has shown positive progress, the offender may be reduced to medium supervision.

- **Phase III:** For a duration of time until the offender assesses at medium with one (1) successful field contact in the residence with the offender per month and one (1) office contact with the offender every three (3) months. This phase is intended for high risk offenders being supervised by a high-risk officer. This phase should be considered a maintenance phase for high risk offenders.

Phase III only applies to offenders ordered to High Risk Supervision without the opportunity to be reduced to lower risk supervision such as: a history of sexual offenses, violent tendencies, and/or orders of the sentencing authority.

- (2) Collateral contacts shall include but not limited to: verification of employments, monitoring of social relationships, monitoring of GPS and alcohol monitors, and verification of counseling participation.
- (3) Offender must provide written documentation verifying employment, residence, and program participation, community service, and/or compliance with any other special conditions of supervision.
- (4) Written travel permits for out of state travel and verbal travel permits for in state travel shall be issued in accordance with *CD-051200*.
- (5) Restitution, court ordered costs and other costs and fees associated with probation and parole supervision shall be made on a monthly basis, or per approved restitution payment plan, by money order. The offender shall bring the money order to an office visit, complete all necessary information on the money order and provide the money order and a stamp to the supervising officer. The officer will place the money order, together with a remittance slip into an envelope pre-addressed to the business office. If the offender fails to bring a payment to their office visit, they will be provided with a remittance slip and a pre-addressed envelope to the business office and will return the envelope with their payment to their PPO or mail directly to the business office.

b. Medium Risk Supervision:

- (1) Office contact with offender once a month plus field visits as needed.
- (2) Written travel permits for out of state travel and verbal travel permits for in state travel shall be issued in accordance with *CD-051200*.
- (3) Offender must provide written documentation verifying employment, residence, and program participation, community service, and/or compliance with any other special conditions of supervision.
- (4) Restitution, court ordered costs and other costs and fees associated with probation and parole supervision shall be made on a monthly basis, or pre-approved restitution payment plan, by money order. The offender shall bring the money order to an office visit, complete all necessary information on the money order and provide the money order and a stamp to the supervising officer. The officer will place the money order, together with a remittance slip into an envelope pre-addressed to the business office. If the offender fails to bring a payment to their office visit, they will be provided with a remittance slip and a pre-addressed envelope to the business office and will return the envelope to their PPO or mail directly to the business office.

c. Minimum Risk Supervision:

- (1) Office contact with the offender once a month by telephone and an office contact every three months. Field visits will be conducted as needed.
- (2) While conducting telephone reports, the PPO will run a NCIC and document the results. If there is a “hit” the PPO will instruct the offender to report in person for that month, but will not advise the offender of the warrant.
- (3) Written travel permits for out of state travel and verbal travel permits for in state travel shall be issued in accordance with *CD-051200*.
- (4) Offenders must provide written documentation verifying employment, residence, program participation, community service, and/or compliance with any other special conditions of supervision.
- (5) Restitution, court ordered costs, other costs and fees associated with probation and parole supervision shall be made on a monthly basis, or pre-approved restitution payment plan by money order. The offender shall bring the money order to an office visit, complete all necessary information on the money order, provide the money order and a stamp to the supervising officer. The officer will place the money order, together with a remittance slip into a pre-addressed envelope to the business office. If the offender fails to bring a payment to their office, they will be provided with a remittance slip and a pre-addressed envelope to the business office and will return the envelope to their PPO or mail directly to the business office.
- (6) Offenders with a prior conviction of domestic violence, child abuse, weapons, violent offenses, DWI/DUI, or registered sex offenders on for another charge will not be assessed as minimum initially. These cases may only be reassessed as minimum upon an override approval from the Region Manager on a case by case basis. This approval shall be documented by a case note in in the offender management system
- (7) If an offender assesses at a minimum but tests positive at intake, the offender will be overridden to medium risk supervision.
- (8) All offenders who participate in Drug Court or Veteran’s Court outside the Albuquerque metropolitan area will be supervised as Drug Court and Veteran’s Court level in the Offender Management System.
- (9) Offenders who are assessed at minimum risk are not required a COMPAS CORE assessment and a Case Plan.

C. Development, Review, and Modification of Treatment Plans:

1. The administration of COMPAS assessment process identifies offender

programming needs, risk of reoffending and level of supervision. Regular review shall include the following: **[4-APPFS-2A-02]**

- an initial assessment of each offender (and all subsequent reassessments) using a standardized COMPAS assessment tool;
 - criminogenic information to include NCIC, NMcourts, and other official sources containing criminal history when appropriate, not offender self-report, to complete the official records section of the assessment;
 - a hard copy of the self-report section of COMPAS and personal interview with the offender;
 - the interview section of COMPAS risk/needs assessment must be administered in collaboration with the offender via a semi-structured interview between the offender and the PPO in an office setting environment;
 - development of objectives that address community safety and offender needs; and
 - assessment or reassessment results are recorded in the case file and communicated with the offender.
2. Consistent with probation and parole authority requirements, the PPD officer and offender shall jointly develop an individualized case plan that is reviewed and approved by a supervisor. The offender shall receive a copy of the individual plan. The individualized case plan shall provide interventions that are targeted to factors related to the individual's criminal behavior and attitude and include: **[4- APPFS-2A-06] [4-APPFS-2A-08] [4-APPFS-2A-09]**
- conditions of supervision;
 - the appropriate level of supervision as determined by the offender's risk and need;
 - measurable objectives to be met by the offender and the field officer;
 - services that address the offender's needs;
 - measurable criteria of expected behavior and accomplishments;
 - time schedule for achieving specific goals; and
 - Schedule progress reviews.
3. When deemed necessary PPD staff may request the court or the paroling authority to add, remove, or modify any of the special conditions, including early termination of supervision, where indicated. **[4-APPFS-2A-05]**
4. Consistent with law in the jurisdiction, there is policy defining when and how victim input is sought before a probation/parole officer requests the court or the releasing authority to add, remove, or modify any of the court-ordered special conditions of supervision. **[4-APPFS-2A-05]**
5. The case plan for an offender shall be reviewed, reassessed and modified with the offender on an as-needed basis or, at a minimum, monthly. The offender's progress in achieving established objectives is documented under the section subsets of Goals, Tasks, and Activities. When new objectives are stated in the case plan, the purpose for the objectives must be noted in the section entitled "Activities." Whenever changes are made regarding the treatment and supervision of an offender, the offender will

participate in the adjustment of the case plan, and will be provided with a copy of the new case plan to include the new activities. The supervising officer will provide each case plan to their District Office supervisor for review and signature. The supervising officer must review the progress of the previously established goals, tasks, and activities with the offender and must note that discussion and the progress, or lack thereof, in the case note associated with the office contact [4-APPFS-2A-11]

6. Any change to an offender's case plan is in collaboration with the offender. The review is dated and documented by the supervising PPO and offender signatures. The District supervisor shall review and approve all changes made to an offender's case plan. [4-APPFS-2A-10]
7. All offenders supervised under special programs must sign an offender contract prior to being placed in the program. Offenders supervised under standard supervision may be required to sign an offender contract if the supervising PPO, after staffing with the District Supervisor, feels that such a contract would enhance the probability of the offender successfully completing supervision.
8. If specific services ordered by the Court or the Parole Board are not available as a resource in the community in which the offender is being supervised, the supervising officer shall notify the appropriate authority and request a modification of the conditions. Supervising officers shall request modifications of conditions of probation or parole, when it is in the best interest of society and the welfare of the offender, and when it is consistent with New Mexico State Statutes.
9. The PPO will review with the offender the **Rules for Home Visits Form** (*CD-050201.7*) and have the offender acknowledge receipt of the rules by signing the attachment.
10. The supervising officer will monitor the activities of the offender through face to face, virtual, and telephonic contacts, collateral contacts, substance tests, GPS, alcohol screens, home visits, employment visits/verification as deemed necessary, and review of the offender management system to determine the following:
 - a. If the offender is abiding by the rules and conditions of supervision;
 - b. If the offender is compliant with the most recent case plan, or if modifications in the plan are needed; and
 - c. If the offender is experiencing any problems, difficulties, or crises.
11. The supervising officer is expected to use reasonable judgment to address any problems observed.
12. Male and female offenders under supervision shall have equal access to all agency programs and activities.

D. Office contacts allow the supervising officer to observe the offender and receive detailed information from the offender regarding the offender's activities while under supervision, to evaluate that information, and to counsel the offender on decisions that the offender must make. The following procedures shall be followed:

1. All office contacts with offenders will be documented in the Offender Management System utilizing the PPD-Office Visit workflow.
2. At the beginning of the supervision period the supervising PPO shall inform the offender of their reporting requirements, i.e., how and when he/she must report to the PPD Office. The PPO shall schedule individual appointments with the offenders.
3. The offender reports during the month he or she will be required to provide information necessary for the PPO to update demographics in the offender management system. During this meeting they will discuss any issues relevant to the offender successfully completing the period of supervision.
4. If the supervising PPO is unavailable when the offender comes into the office, other staff shall collect any written reports, payments, and/or other documentation the offender must submit. As soon as possible, the supervising PPO will review that material, and note the review in the offender's case notes. The supervising PPO will initiate direct contact with the offender as soon as possible if there is a need for clarification or additional information.
5. The PPO shall enter the case note in the offender management system at the time of the office visit and attach any documents provided by the offender.

E. Probation and Parole officers will visit an offender's home, place of employment, or any other location where the offender might be found away from the PPD office environment. The PPO will document all efforts made to locate the offender and any and all observations made pertaining to the offender's lifestyle, behavior, and attitudes. The following procedures will be used when making field contacts:

1. PPOs conducting field contacts will be accompanied by another PPO, PPO Supervisor, or other law enforcement agency. Under no circumstances shall a PPO ever conduct a field contact alone.
2. Any safety or self-defense equipment to be used will be limited to those items authorized by the New Mexico Corrections Department **Use of Force Policy (CD-130600)**. Required equipment will include at a minimum:
 - Body armor
 - Baton
 - OC
 - Taser/Energy Weapon
 - Handcuffs
 - Firearm (if certified)
 - Flashlight
 - Radio/Cell Phone
 - Commission Card

- Badge
 - Identifies on Outer Layer (PPD patches, PPD shirt)
3. Frequency of field contacts will be primarily determined by the offender's supervision level and in accordance with policy. However, when assessing or reassessing the case, the PPO will consider the nature of the offender's offense history, and may override the supervision level, with the approval of their supervisor, or may include more field contacts than what is otherwise required for an offender in the Minimum supervision range.
 4. If a PPO other than the supervising officer makes a field contact with the offender, the PPO making the field contact shall enter the contact as a field contact in the case notes, unless otherwise agreed that the supervising PPO will make that entry. If another PPO or staff member accompanies a PPO on a field contact the PPO making the entry in the offender case notes will document the presence of the PPO or staff member during the field contact. The field contact note shall be entered into the offender management system within one (1) business day or the last business day of the month, whichever comes first.
 5. If a PPO attempts to make a field contact, and the offender is not at the present location, the PPO shall leave a business card or note in an easily accessible location. If the offender fails to make contact with the PPO within 24 hours of the field contact, the PPO will begin immediate efforts to locate the offender. If anyone at the offender's residence intentionally interferes with the PPO's attempt to contact the offender, or if the offender is unavailable for field contact due to the residence, the offender will be advised that he/she must find a residence where access will be allowed, or he/she will be in violation of the conditions of supervision. If any animals, located at the offender's residence, pose a danger to PPD staff in the field, the offender will be directed to restrain or confine those animals in such a way that PPD staff may enter the yard and/or residence without risk of attack unannounced. If locked gates preclude access to an offender's residence, the offender must provide access to the PPD staff. Field contacts will not be required when an offender is in jail, in-patient treatment, or otherwise unavailable for approved reasons.
 6. The PPO may visit an offender's place of or potential place of employment, residence, community service or other place that the offender may frequent. If the PPO determines that the offender's presence in any such location creates an immediate and serious threat to the safety of any person, the PPO will immediately order that the offender no longer remain employed at that location, reside at that location, perform community service at that location or otherwise be present at such location. (e.g., a sex offender who has been convicted of Criminal Sexual Penetration of a young child has obtained employment at a Children's Daycare Center or is performing community service by pulling weeds at a public school).
 7. If the PPO determines that the offender's presence in any location does not create an immediate threat to any person, but creates a potential serious threat to the safety of any person, the PPO may immediately order that the offender no longer remain employed at that location, reside at that location, perform community service at that location or otherwise be present at such place. The PPO shall notify the District Supervisor and Region Manager of the situation. The PPO shall notify, in writing, the

Parole Board and/or District Judge (as applicable) of the situation and the order issued. This notification will include all pertinent information as to the identity of the offender and full justification of the said order. The order will be enforced unless the Parole Board and/or District Judge modify and/or disapprove said order. If an offender refuses to comply with the original order issued by the PPO, the PPO will include this in the written notification and await direction from the Courts/Board before arresting the offender or proceeding with revocation.

8. The PPO is required to visit the place of employment/community service or potential place of employment/community service of any sex offender assigned to their caseload and verify the suitability and appropriateness of that employment/community service. The PPO will advise the employer about the conditions of the offender's probation/parole in writing on the **Notice to Employer/Educator** form (CD-05201.8). A copy of the form will be maintained in the offender's file.
 9. The PPO will direct the offender to report any variances in their shift, duties, hours, employment location or changes in clientele to the PPO and inform the offender that failure to comply may result in the revocation of the offender's probation or parole.
 10. On a case-by-case basis the Region Manager may require more or less field contacts than are required by this policy. Any such change in field contacts will be documented in the case notes, but any general waiver or reduction of field contacts must receive the approval of the PPD Director.
- F. All contacts with the offender and any other pertinent information will be recorded in the case notes. For community supervision, a review of the levels of supervision shall occur at least annually, with prompt reclassification, where warranted. Offender case notes must be maintained throughout the period of supervision.
1. Each office visit entry in the offender management system case notes will include date of contact, location, type of contact, description or update of the offender's case plan progress, legal status, NCIC search results, updates to address, family/co-habitants and vehicles, or other significant information resulting from the contact. Any documents provided will be attached to the case note.
 2. Program participation, or lack thereof, employment verification, drug testing date and results must be recorded in the offender management system.
 3. While entries should be made regarding the amount of costs, restitution, and/or fines, it is not necessary to maintain balances within the case notes.
 4. Offenders shall not be confronted with possible probation/parole violations for failure to meet financial obligations other than those which are conditions of probation/parole; however, the offenders shall be strongly encouraged to fulfill all financial obligations.
 5. Case conference entries will include the name and positions of those involved in the conference and summary of the conference results.
 6. The supervising officer will make a report of the offender's adjustment to supervision in the form of a closing case note entry when the offender's period of supervision has

ended. This entry will summarize the offender's adjustment during the entire period of supervision.

- G.** A closing summary or a final process report shall be prepared that summarizes the performance of the offender during the entire period of supervision. The closing summary or final progress report remains in the offender's supervision file. **[4-APPFS-2A-13]**
1. The PPD-Case Closure workflow will be utilized for all discharged cases.
 2. Offenders' statuses will be updated to discharged in the Offender Management System within 24 hours or the next business day following their discharge date. The offender will be fully discharged from the Offender Management System within two weeks of the discharge date.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-050202 Written Probation and Parole Conditions	Issued: 07/01/99 Effective: 07/03/00	Reviewed: 03/09/26 Revised: 03/09/26
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-050200*

PROCEDURES: [4-APPFS-2B-01]

A. Probation Conditions:

Written conditions of probation shall be entered in the offender management system and maintained in the offender file, served on and acknowledged by the offender in accordance with the directives of the District Courts. If the **Order of Probation** contains the length of the probation term, only those pre-sentence confinement credits specifically designated to be credited towards time on probation as reflected on the Judgment and Sentence will be reflected on the **Order of Probation**. If the Judgment and Sentence does not specifically reflect that specific pre-sentence confinement credits are to be credited towards time on probation, then pre-sentence confinement credits will only be credited by the receiving facility if the offender's probation is subsequently revoked, and the offender is sentenced to a term of incarceration.

B. Parole Conditions:

1. Parole conditions are issued by the New Mexico Parole Board through the releasing institution and signed by the offender prior to release. Parole Officers shall review the parole conditions with the offender at their first contact. These conditions will be entered into the offender management system.
2. In cases where a period of probation follows parole in the same cause number, any conditions of probation must be included as conditions of parole. If the Parole Board has not included one or more of those probation conditions, the supervising PPO should send a letter advising the Parole Board and request the parole certificate be amended to include the omitted condition(s).

- C. The supervising PPO may write a formal request to the sentencing Court or Parole Board to add, remove, or modify any or all special conditions of probation or parole supervision. All requests must be justified and approved by the District Supervisor. [4- APPFS-2A-05]

NEW MEXICO CORRECTIONS DEPARTMENT
Community Corrections Program
Contract Conditions

THIS CONTRACT is made and entered into by and between, The Community Corrections Program, hereinafter referred to as the “program” and _____, a probationer a parolee, hereinafter referred to as “the offender.”

(Please initial on the designated line before each stated condition, indicating your understanding and agreement of each condition.)

I. LENGTH OF PROGRAM

- A. As an offender on probation and/or parole supervision, the minimum length of time I must remain in the community corrections program is six (6) months. I understand that the length of my participation in the program can exceed the minimum if I fail to meet the program requirements or I fail to comply with treatment or supervision requirements.

II. REPORTING AND PHASE LEVELS

____A. I will report to my Probation and Parole Officer as directed. I understand that my Probation and Parole Officer will develop specific requirements as I transition to each phase of programming and will review those requirements with me.

____B. I understand that I will be required to participate on each phase for a minimum of 60 days and that based upon my performance during any phase, I may be promoted or demoted to a different phase.

____C. I understand that the initial phase of programming will be the most restrictive and as I remain in compliance and complete program requirements for each phase, I will transition to a less restrictive phase until full completion of the program.

____D. I understand that non-compliance at any phase of programming may cause me to be assessed back to a more restrictive phase or terminated from the program. I understand that I will be assessed immediate sanctions for any occasion of non-compliance. Sanctions may include but not be limited to: electronic monitoring, alcohol monitoring, curfews, phone check-ins, additional community service, additional treatment sessions or support group meetings, additional office visits, house arrest, return to jail or prison.

NEW MEXICO CORRECTIONS DEPARTMENT
Community Corrections Program
Contract Conditions

III. TREATMENT PROGRAMS AND APPOINTMENTS

_____ A. I will attend all counseling recommended by my Probation Officer.

_____ B. I will not miss or show up late for counseling, training or Educational programs/classes for any reason except for an illness or emergency. In the event of an illness or emergency, I understand that I must get approval from my Probation and Parole Officer prior to my absence. Any unexcused absences will be considered non-compliance.

IV. LIVING ENVIRONMENT

_____ A. I will report to my Probation and Parole Officer, immediately following the occurrence of any and all disagreements or problems I am having or have had with my landlord, apartment manager, parents or roommates that may immediately affect my current residence. If a problem affects my residence, I will notify my Probation Officer or the Response Center within 24 hours.

_____ B. I will be placed on a specific curfew while in Community Corrections as indicated below. I will not leave my place of residence, known to my Probation and Parole Officer, until such time as the curfew allows.

- a. Phase 1: 6:00 pm- 6:00am
- b. Phase 2: 8:00 pm- 6:00am
- c. Phase 3: 9:00 pm- 6:00am

NEW MEXICO CORRECTIONS DEPARTMENT
Community Corrections Program
Contract Conditions

V. OTHER REQUIREMENTS

- _____A. I will perform 24 hours of community service as assigned by my Probation and Parole Officer unless I am excused due to physical, psychological or other circumstances approved by my Probation Parole Officer.
- _____B. In the absence of my assigned Probation and Parole Officer, I will abide by the instructions of my Probation and Parole Officer's supervisor or their representative.
- _____C. I will report all money I receive and the source of that money to my Probation and Parole Officer.
- _____D. I understand that I will pay a minimum of \$_____ per month Community Corrections Fee throughout my participation in this program.
- _____E. Travel permits will be determined based on your current phase levels and reason for travel (per NMCD policy).
- _____

NEW MEXICO CORRECTIONS DEPARTMENT
Community Corrections Program
Contract Conditions

Additional Conditions:

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____
- _____ 5. _____

I, _____, the offender, have initialed before each condition above acknowledging that I understand each condition of this contract and that I understand I must obey each of the contract conditions and program rules listed herein. I also understand that participating in the program is now a condition of my: probation or parole status.

SIGNED this _____ day of _____, 20____.

Signature of Offender

WITNESSED by _____ on this _____ day of _____, 20____.

Signature of Witness

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
RULES FOR HOME VISITS**

I, _____, acknowledge that I have been instructed by my supervising Officer that the following behavior will be expected of me while Officers are visiting me at my residence.

- 1. I will advise all members of my household that Probation & Parole Officers will occasionally visit the residence and ask them to show courtesy and respect toward the Officers and be compliant with their reasonable requests.
- 2. I will assure that Officers have safe access to my residence by having dogs restrained and, if I reside in a secured apartment complex or have a locked gate I will provide a key or a key code.
- 3. I will promptly answer the door and invite the Officers in.
- 4. I will promptly advise the Officers of who is in the residence.
- 5. I will ask the Officers where they would like me to be seated.
- 6. I will be courteous and cooperative with the Officers.

By following these steps, I understand that I will be helping to assure that both my safety and the safety of the Probation & Parole staff will be maintained. In return, I understand the Probation & Parole staff will also be courteous to my family and me during these visits to my residence.

Signed _____

Date _____

Witness _____

Date _____

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
NOTICE TO EMPLOYER / EDUCATOR**

Date: _____

Sir or Madam:

This letter is to inform you that your employee/student _____ is a sex offender and/or is under the supervision of the Probation Parole Division for a sexual offense. He/She has been adjudicated guilty of the following crime(s):

_____.

OR

This letter is to inform you that your employee/student _____ is under the supervision of the Probation-Parole Division for the crime of _____.

_____ was originally charged or indicted with a sex offense (_____), but that offense was plead down or reduced to the above-designated crime.

We are submitting this letter in compliance with the Departmental directive that employers be notified of their employees who are on Probation Parole supervision for sexual offenses.

We request that you sign this letter below as an acknowledgement that you have been so notified. If you have any questions or concerns, please contact the assigned Probation-Parole Officer

_____, at _____.

Sincerely,

Probation Parole Officer

Employer Signature/Acknowledgement

Date

NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
FIREARMS NOTIFICATION

Pursuant 18 USC 922 (g) (1), it shall be unlawful for any person who has been convicted in any Court of a crime punishable by imprisonment for a term exceeding one (1) year, to ship, receive, possess, or transport in interstate or foreign commerce, any firearm, or ammunition. The penalty shall be a fine not more than \$250,000 or imprisonment for not more than ten (10) years or both [18 USC 924 (a) (2)].

Also included in the prohibition are component parts of a firearm, a starter's pistol, a firearm muffler or silencer, a bomb, or any other destructive device [18 USC 921 (a) (3)].

I understand that I am a convicted felon. Therefore, Federal law prohibits me from receiving, shipping, or transporting a firearm, ammunition, or explosives.

I further understand that I am prohibited from possessing a firearm, having a firearm in my residence, or at any time having physical access to a firearm.

I understand that this prohibition will continue as long as I am a convicted felon unless I am granted relief by applicable law or Executive Clemency by the state in which I was convicted.

I have read, or have had read to me, the above restrictions and I fully understand my status as a felon and the prohibitions stated above.

Probationer/Parolee

Date

Witness

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
ADDITIONAL COMPLIANCE REQUIREMENTS**

When you are on Probation and/or Parole Supervision in Region II, you are expected to comply with the following conditions *in addition* to your Standard and Special supervision conditions. These conditions fall under the category of complying with *any additional orders of your Probation-Parole Officer* and will be strictly enforced.

1. Upon entering the building, you **must** sign in with the Security Officer **and** sign out prior to leaving the building.
2. Every time you report to the building, you must be dressed appropriately, your shirt tucked in and not wearing revealing clothing. Wear of gang attire in the building is not allowed.
3. If you bring contraband of **any type** into the Probation-Parole Office it may not be returned to you.
4. Leave your cell phone, tablet or any other type of communication device in your car.
5. Please note that you may be charged with a new 4th degree Felony if you attempt to falsify a urine specimen while on Probation. Per statute, if you attempt to destroy, change, hide, place or fabricate any physical evidence with intent to prevent your own apprehension, prosecution or conviction, or attempt to throw suspicion of the commission of a crime upon another, you may be charged with Tampering with Evidence.
6. It is standard protocol for you to empty your pockets and remove steel-toe boots prior to going through the metal detector. You must comply with this protocol. A bad attitude towards the Security Guard or with any other staff will not be tolerated.
7. You will not be allowed to drive a vehicle that is not registered according to New Mexico state law.
8. You are not allowed to have external video cameras or other types of recording devices installed outside of your home. If you are unwilling to take them down, you will move.
9. You are expected to find a job, and that you will receive a paycheck for your work. It is expected that you will bring that paycheck each time you report to your Officer. You are not allowed to work for cash or “under the table” for anyone.

I, _____, hereby acknowledge that I understand these conditions and will abide by them while on supervision with the Probation-Parole Division.

Probationer/Parolee Signature

Probation-Parole Officer Signature

Date

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
RELEASE OF INFORMATION AUTHORIZATION**

I _____ DOB _____, do hereby consent to the disclosure

BY:

_____, Probation Parole Officer

TO:

Name, Title:

Address:

City, St Zip:

NOTE: Social History information including Pre-and Post-Sentence Reports, Pre-Parole Reports and Supervision Histories are Privileged and can only be released by the sentencing Judge and/or Parole Board pursuant to NMSA 1978, 31-21-6, as amended.

The extent or nature of information to be disclosed is as follows:

- Offender Field/Central Records
- Medical Record/Information
- Psychological Record/Information
- Items from above **not** to be released specify:

Signature of Offender

Date

Signature of Witness

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
WAIVER OF EXTRADITION**

I, _____, hereby waive extradition to the State of New Mexico from any state of the United States and all Tribal Lands and also agree that I will not contest any effort to return me to the State of New Mexico.

_____ **Date:** _____
Probationer/Parolee

_____ **Date:** _____
Probation/Parole Officer

**NEW MEXICO CORRECTIONS DEPARTMENT-
PROBATION PAROLE DIVISION
IMPORTANT NOTICE REGARDING DRUG TESTS**

Please note that you could be charged with Tampering with Evidence, a 4th degree felony, if you attempt to falsify a urine specimen while on probation or parole. This includes, but is not limited to, bringing in urine from another person or animal or using synthetic urine for your drug test. Statute 30-22-5 states, in part, if you attempt to destroy, change, hide, or fabricate any physical evidence with intent to prevent your own apprehension, prosecution, or conviction, or attempt to throw suspicion of the commission of a crime upon another, you are guilty of Tampering with Evidence.

If you are on probation for a felony offense, you face mandatory prison time if convicted of Tampering With Evidence. If your criminal history includes additional felony convictions, you could face up to 8 mandatory years if you are found guilty of Tampering With Evidence.

Tampering with Evidence - NMSA 1978, Section 30-22-5

A. Tampering with evidence consists of destroying, changing, hiding, placing or fabricating any physical evidence with intent to prevent the apprehension, prosecution or conviction of any person or to throw suspicion of the commission of a crime upon another.

B. Whoever commits tampering with evidence shall be punished as follows:

- (1) if the highest crime for which tampering with evidence is committed is a capital or first-degree felony or a second-degree felony, the person committing tampering with evidence is guilty of a third-degree felony;
- (2) if the highest crime for which tampering with evidence is committed is a third-degree felony or a fourth-degree felony, the person committing tampering with evidence is guilty of a fourth-degree felony;
- (3) if the highest crime for which tampering with evidence is committed is a misdemeanor or a petty misdemeanor, the person committing tampering with evidence is guilty of a petty misdemeanor; and
- (4) if the highest crime for which tampering with evidence is committed is indeterminate, the person committing tampering with evidence is guilty of a fourth-degree felony.

History: 1953 Comp., § 40A-22-5, enacted by Laws 1963, ch. 303, § 22-5; 2003, ch. 296, § 1.

I, _____, hereby acknowledge that I have read and understand this notice and statute 30-22-5.

Probationer/Parolee

Date

Probation/Parole Officer

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
PROPERTY DISPOSITION ACKNOWLEDGEMENT**

Offender Name: _____

Offender Number: _____

I, _____, have been informed and understand that circumstances may require my arrest by the New Mexico Department of Corrections Probation and Parole Division during my period of parole and/or probation supervision. In the event that I am arrested by the Probation and Parole Division at the Probation and Parole Office, my personal property will remain at the office. I understand that I must arrange for an authorized person(s) to pick up my personal property no later than fourteen (14) calendar days after my arrest and I will advise the arresting Probation and Parole staff of the name of my authorized person(s). I further understand that my personal belongings will not be released to anyone who I have not designated as authorized. My authorized person must provide picture identification in order for the Probation Parole Office to release my property. If I fail to arrange for an authorized person(s), or if the authorized person(s) fails to pick up my personal property no later than fourteen (14) calendar days after my arrest, I understand that the Probation and Parole Division staff will dispose of my personal property.

This acknowledgement is also a Disclaimer which gives the Department of Corrections the discretion to dispose of any property should I abandon or abscond from supervision. The Corrections Department will not be liable for the loss of or damage to personal property pursuant to Policy CD-150201.

Personal property does not include contraband or evidence in an investigation.

Offender signature: _____

Probation Parole Officer: _____

Date: _____

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
OFFENDER ORIENTATION HANDBOOK**

This handbook has been prepared to help you understand your term of supervision in the community. Read it carefully and if you have any questions, discuss them with your supervising Probation Parole Officer. This book tells you what is expected of you and what you can expect in general. It does not address your specific conditions of supervision, which vary from case to case. Remember that you are responsible for being aware of those conditions and abiding by them. Successful completion of your term of supervision is the goal of the Probation Parole Division. Make it your goal too and you can look forward to a successful discharge from supervision.

CIVIL RIGHTS INFORMATION

By New Mexico law, any person convicted of a crime punishable by imprisonment for a period of one year or more, even though the sentence is suspended or deferred, loses the following civil rights upon conviction:

1. The right to bear arms, and
2. The right to hold elected public office.

Federal law also prohibits such persons from possessing, receiving, shipping or transporting firearms or ammunition, upon penalty of not more than ten years imprisonment and/or a fine not to exceed \$250,000 and a mandatory term of supervised release of not more than 2 years nor more than 3 years (18 U.S.C., Sections 1922g1 and 1924a2).

If your sentence was suspended, these rights may be restored to you by a grant of Executive Clemency (also known as a pardon), in accordance with the Governor's Executive Clemency Policy. (If you have a felony conviction from another state as well, you must seek a pardon from the Governor of that state). If you have successfully completed the terms of your supervision, you may request of your Probation/Parole Officer a Certificate of Completion of Sentence. By taking this document to the County Clerk's office you may have your rights restored. *(Your right to vote is automatically restored upon completion of your sentence and it is not necessary to take the Certificate of Completion of Sentence to the County Clerk.)*

If your sentence was deferred, your rights are restored by receipt of an Order of Dismissal from the sentencing judge after you complete probation. If you have specific questions about the restoration of your rights, you should contact your attorney.

Additionally, the State of New Mexico has the power to refuse to grant or renew (and may suspend or revoke) public employment or a license to conduct certain trades, businesses and professions when a person has been convicted of a felony or certain misdemeanors (Section 228-2-1 through 6, NMSA, 1978) A pardon is generally not required to restore the ability to be licensed, however, at a minimum, you must satisfactorily complete your term of probation or parole.

CODE OF ETHICS

- A. Employees of the Corrections Department are subject to a strict Code of Ethics, as expressed in NMCD Policy CD-032200. The Code of Ethics is available at the NMCD website, under NMCD policies, at <http://cd.nm.gov/policies/policies.html>. Offenders are encouraged to review the Code of Ethics and may

request guidance related to the Code of Ethics from their Supervising Officer or any other NMCD employee. NMCD has a zero-tolerance policy for any unprofessional, unethical, dishonest, or illegal conduct by its employees.

- B. The chief purpose of the Corrections Department is to enforce the commitment orders of the courts and to supervise offenders under its charge, while aiding them in their rehabilitation process.
- C. Staff cannot discriminate against any probationer or parolee on the basis of race, color, sex, religion, national origin, age or disability.
- D. Staff cannot have undue familiarity or any sort of financial or business transactions with probationers or parolees or their immediate families, agents or close friends. Staff cannot give or accept any gifts or gratuities to or from, or engage in any personal business with probationers or parolees or their immediate families, agents or close friends. Undue familiarity is that degree of familiarity with such a person that goes beyond the degree of familiarity necessary for the employee to perform his or her duties on behalf of the NMCD. Undue familiarity includes, but is not limited to, the following:
 - 1. Any financial or business transactions,
 - 2. Loaning or giving items,
 - 3. Writing or exchanging notes, letters or pictures,
 - 4. Engaging in telephone conversations,
 - 5. Spending an unusual amount of time alone with offenders, except as necessary to perform duties on behalf of the NMCD.
 - 6. Displays of affection toward or an intimate or personal relationship;
 - 7. Sexual misconduct, meaning any behavior or act of a sexual nature towards an offender, including:
 - Sexual assault;
 - Sexual abuse;
 - Sexual contact;
 - Conduct of a sexual nature;
 - Kissing and or hugging;
 - Sexual gratification of any party;
 - Obscenity or unreasonable invasion of privacy;
 - Conversations or correspondence of a romantic, intimate, or sexual nature between an offender and any NMCD employee, contractor, volunteer, visitor, or NMCD representative.

GRIEVANCE PROCEDURE

All persons supervised by the New Mexico Corrections Department Probation Parole Division have a right to communicate their concerns regarding any actions that they feel might violate their rights. The offender grievance procedure is available at the NMCD website, under NMCD policies, at <http://cd.nm.gov/policies/policies.html> in CD-050300 PPD Citizen Complaint and Offender Grievances. Any offender who has a grievance will first seek informal resolution (either verbally, in writing, or via the 1-800 number listed below) and will exhaust all other available administrative remedies prior to using the grievance process. After all informal remedies are exhausted with no resolution, the offender may then request an Offender Grievance Form (*CD-050302.1*) from the District Supervisor. The offender will state the grievance on the form, using the backside if necessary. One 8.5 x 11 page may be added, if necessary. Grievances exceeding this length will be returned to the offender without response by the district supervisor, or other reviewing authority. The complaint must be filed with the District Supervisor within 15 calendar days of the incident in

which the aggrieved action occurred. The District Supervisor will respond to the grievance within ten working days of receipt.

If the probationer or parolee feels the District Supervisor's response was not satisfactory, an appeal may be made to the Region Manager within ten calendar days of the receipt of the District Supervisor's response.

A grievance form sent directly to the region manager without first filing with the district supervisor will be returned to the offender to follow proper procedure. If the offender believes that the complaint is of a sensitive or an emergency nature or that there may be adverse effects by the submission of the complaint at the district level, the offender may address the complaint directly to the region manger.

If the offender chooses to submit the grievance directly to the region manager, they must indicate a valid reason for not bringing the complaint to the attention of the district supervisor. If the offender does not provide a reason, or the reason supplied is not adequate, the grievance shall be denied and returned to the offender with a written explanation.

Abuse or misuse of the grievance process will result in the offender having to show cause before being permitted to grieve. Each grievance will include a single written complaint.

All offender grievance records will be treated as confidential and will be maintained in a separate district file. Access is limited to corrections employees who have need for such information to carry out the performance of their duties.

Offenders shall not be subject to retaliation, reprisal or discipline for the legitimate use of the grievance procedure.

Employees engaging in reprisals against inmates for good faith use of, or participation in, the grievance procedure shall be subject to disciplinary action.

NON GRIEVABLE ACTIONS: The offender grievance process may not be used to appeal the disposition of violation allegations, any actions outside the control of Division staff (such as actions of the Courts or Parole Board), the scoring of Risk/Needs Assessments or the terms of any Intensive Supervision contracts or Community Corrections contracts.

Additional information concerning the grievance process can be obtained from the Probation Parole Office.

SEX OFFENDER REGISTRATION

The New Mexico Sex Offenders Act requires all persons convicted of a sex offense on or after July 1, 1995, or any person who changes his or her residence to New Mexico, when that person has been convicted of a sex offense in another state on or after July 1, 1995, to register with the county sheriff of the county in which the sex offender resides. All registered sex offenders must notify the local sheriff's office within 10 days (5 days if convicted on or after July 1, 2013) of any change in address, employment or phone number. A sex offender who willfully fails to comply with the registration requirements is guilty of a misdemeanor and shall be punished by imprisonment for a definite term less than one year or a fine of not more than one thousand dollars (\$1000), or both. After July 1, 2000, failure to register or to report a change in address, employment or phone number will be considered to be a fourth-degree felony and shall be punishable by imprisonment of 18 months or a fine of \$5000, or both.

FEE AND RESTITUTION COLLECTION

Since you are under Probation and/or Parole supervision, the sentencing Court or Parole Board may have ordered you to pay supervision fees, which are collected on a monthly basis. You may also have been ordered to pay restitution. Your supervising Officer will work with you to develop a payment schedule for which you will be held responsible. Other ordered costs/fees may include court fines and DNA Identification fees. Your supervising Officer will also develop a payment plan for you concerning these financial obligations.

All payments **must** be made in the form of a **money order or cashier's check**. Probation and Parole fees are payable to the NM Corrections Department, while restitution payments will be made out to the victim, whose name(s) your Probation Parole Officer will provide you. **CASH, PERSONAL CHECKS, BUSINESS CHECKS, THIRD PARTY CHECKS WILL NOT BE ACCEPTED FOR PAYMENT**. When you make any payment, you will not receive a receipt; however, you may request a printout of your Transaction History at any time. It is your responsibility to make all required payments. Your Probation Parole Officer will give you a Remittance Slip to send with each payment as well as a mailing envelope. You must put a stamp for first-class postage on the envelope or drop off to the Probation/Parole District Office. All payments must be mailed to:

New Mexico Corrections Department
Probation & Parole Division
PO Box 27116
Santa Fe, NM 87502-0116

Payment of fees and/or restitution is not to be taken lightly. Failure to maintain your payments is cause for your Officer to file a Violation Report with the Court and/or Parole Board and could result in the revocation of your probation and/or parole.

HOW TO CONTACT PROBATION AND PAROLE DIVISION STAFF IN CASE OF AN EMERGENCY

You should make every effort to make contact with your supervising Officer during the regular business hours of the office where you routinely report. In case of an actual emergency situation that occurs after business hours, the Probation Parole Division maintains a 1-800 number, which you may use to contact your Officer. Dial 1-866-416-9867, a number that is maintained on a 24-hour basis by a radio dispatcher who will then call your supervising Officer at home and ask the Officer to contact you. If the dispatcher cannot reach your Officer, the District Supervisor will be called and asked to call you. You will find this number posted in the Probation Parole office where you routinely report and this number will be on your PPO's business card.

The 1-800 number is available to offenders at any time, for any urgent matter.

For more information on PPD 24-Hour Services for Offenders, please see <http://cd.nm.gov/policies/policies.html> CD-052400.

WHAT TO EXPECT FROM YOUR PROBATION PAROLE OFFICER

Your Probation Parole Officer is assigned to monitor your compliance with the conditions imposed by the Court and/or the Parole Board and to assist you in making the decisions necessary to successfully complete your period of supervision. The Officer cannot live your life for you or make the decisions for you as to whether or not you comply with your conditions of supervision.

Your Officer's job is to assist you in developing a supervision and treatment plan that can help you redirect your life. But the Officer, at the same time, is mandated to report any failure to comply with the expectations of

the Court or Parole Board. The decision to succeed or to fail is yours, and yours alone.

SUPERVISION PLAN: Shortly after you begin supervision, your Officer will determine the level of supervision you will be assigned, which then establishes how often you will be required to report and will outline specifically what will be expected of you.

Until that process is completed, you should follow any specific reporting requirements given by your Officer. The Officer will work with you to develop a treatment and supervision plan and will provide you with a copy of that plan. Your supervision plan will be reviewed once a month and your supervision level will be reviewed annually.

OFFICE VISITS: Whenever you report to the Probation Parole Office, be sure to sign in on the sheet provided in the reception area and let the security guard know that you are there and who you need to see. Be advised that security staff can and will conduct searches of persons and belongings entering the building. When you report to the Probation Parole Office, you will report by yourself; friends and family must wait outside the building unless you have received prior permission from your Probation Parole Officer.

DRUG TESTING: If your conditions of supervision include a provision for drug testing, you may be required to submit a urine or saliva specimen at any time while you are under supervision. An Officer will observe the collection of this specimen and you will be required to fill out certain paperwork related to the collection of the specimen. If you cannot immediately provide a specimen, you will be required to wait at the office until you are able to provide one. Unless you wish to wait at the Probation Parole Office for an extended time, you should report prepared to leave a urine specimen. Failure to leave a specimen in a timely fashion can be considered failure to submit to urinalysis and can be grounds for arrest and for revocation of your Probation and/or Parole. Lab results provide detailed information about the drugs in your system as well as any attempts to cover up drug usage.

FIELD VISITS: Your Officer may visit you at your home and/or place of employment at any time. The Officer must do this as part of the supervision process and it is not their intent to embarrass you or create problems for you or your family. If you have any specific concerns about such field visits, you should share them with your Officer beforehand. When the Officers are visiting in your home they may ask to see other parts of the house and may wish to talk with you and your family. You should provide the Officer with accurate directions to your home, and if you have dogs or any other hindrances to their visits. You must make arrangements for your residence to be accessible. If you or your family make yourself inaccessible for field visits, you could be charged with a violation of your conditions of supervision and/or be required to move to another approved residence.

GENERAL INFORMATION: You must secure the permission of your Officer before changing residences or employment. You may not travel outside your county of residence without prior permission from your PPO. There are specific procedures for transferring your supervision to another jurisdiction, if you have a legitimate need to relocate.

ARRESTS: If you are arrested, you must report that arrest to your PPO promptly. If you are arrested after hours, use the emergency number to notify the Probation Parole Office. Follow any other specific after-hours instructions provided you by your supervising officer.

The Probation Parole Office wants you to successfully complete your term of supervision. Your Probation Parole Officer will help you succeed. The responsibility is yours.

OFFENDER ORIENTATION HANDBOOK ACKNOWLEDGMENT

I have received a copy of the New Mexico Corrections Department, Probation Parole Division Offender Orientation Handbook which includes information on my civil rights, the Department’s Code of Ethics, the offender grievance procedure, sex offender registration, fee and restitution collection procedures, office and field visits, how to contact my Probation Parole Officer in an emergency, drug testing and other information regarding the Probation/Parole process. By signing below, I acknowledge that I have read and understand the Offender Orientation Handbook, and that the Handbook was explained and discussed with me during my initial interview with my supervising officer.

Probationer/Parolee

Date

Witness

Date

PAYMENT RESPONSIBILITY ACKNOWLEDGEMENT

By signing below I acknowledge that I understand the following responsibilities and procedures:

As outlined in my probation/parole conditions I am required to make various payments. I will mail all payments to:

New Mexico Corrections Department
Probation & Parole Division
PO Box 27116
Santa Fe, NM 87502-0116

I understand I must send **MONEY ORDERS OR CASHIERS CHECKS ONLY**; no cash or personal checks.

I understand it is my responsibility to fill out my money orders/cashier checks **completely and correctly**.

I understand it is my responsibility to obtain a remittance slip and mailing envelope from my probation office each month in order to make these payments. **DO NOT SEND IN PAYMENT WITHOUT REMITTANCE SLIP**. I understand that I must put postage on the mailing envelope.

Probationer/Parolee

Date

Witness

Date

NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
PROBATION STANDARD CONDITIONS

- _____ 1. **STATE LAW** – I will not violate any of the laws or ordinances of the State of NM, or any other jurisdiction. I shall not endanger the person or property of another.
- _____ 2. **REPORTING** – I will report to my Probation/Parole Officer as often as required and will submit completed and truthful written reports as required by my Probation/Parole Officer. All communication with my Probation/Parole Officer will be truthful and accurate and I will promptly reply to any correspondence or communication I may receive from the Probation Office.
- _____ 3. **STATUS** – I will get permission from my Probation/Parole Officer before: a) Leaving the county where I am being supervised and/or residing; b) Changing jobs; c) Changing residence; or d) Engaging in any major financial contract or debt.
- _____ 4. **ASSOCIATION** – I will not associate with any person identified by my Probation/Parole Officer as being detrimental to my Probation supervision, which may include persons having a criminal record, other probationers and parolees, and victims or witnesses of my crime or crimes.
- _____ 5. **SUPV LEVEL** – I will follow all orders and instructions of my Probation/Parole Officer including actively participating in and successfully completing any level of supervision and/or treatment program, which may include Community Corrections, ISP, Electronic Monitoring or other supervision/treatment program, as deemed appropriate by the Probation/Parole Officer.
- _____ 6. **VISITS** – I will permit any Probation/Parole Officer to visit me at my home or place of employment at any time. I will permit a warrant-less search by the Officer of my person, automobile, residence, property and/or living quarters if he/she has reasonable cause to believe the search will produce evidence of a violation of my conditions of probation.
- _____ 7. **EMPLOYMENT** – Unless exempted, I will make every effort to obtain and hold a legitimate job and fulfill all financial obligations required of me including support of my family. I shall cooperate with my Probation Officer in any effort to assist me in obtaining employment. If I lose my job for any reason, I shall report this fact to my Probation/Parole Officer within 48 hours of the change.
- _____ 8. **WEAPONS** – I will not buy, sell, own or have in my possession, at any time, firearms, ammunition, or other deadly weapons.
- _____ 9. **DRUGS** – I will not buy, sell, consume, possess or distribute any controlled substances or illegal synthetic substances except those legally prescribed for my use by a State Certified Medical Doctor. I will also provide urine or breath test specimens for laboratory analysis upon request of the Probation and Parole division.

____ 10. **ARREST** – I will report any arrest, charge or questioning by a Peace Officer to my Probation/Parole Officer within 48 hours of the incident. The toll-free number 1-866-416-9867 is available for emergency contact with my Probation/Parole Officer.

____ 11. **TRANSFER** – If my probation supervision is transferred to another state, I will abide by any additional supervision conditions required by that state

____ 12. **INFORMANT** – I will not enter into any agreement to act, or act as an “informer” or special agent for any law enforcement agency without the permission of the Director of the Probation and Parole Division and the sentencing judge.

____ 13. **PROBATION COSTS** – I will pay probation costs as determined by my Probation/Parole Officer on or before the designated date each month to the Corrections Department in the form of a money order or cashier’s check.

____ 14. **PHOTO** – I will submit myself for photographing and fingerprinting as directed by the Probation & Parole Division.

____ 15. **ALCOHOL** – I shall not possess, use or consume any alcoholic beverages and will not at any time enter what is commonly known as a bar or lounge where alcoholic beverages are served or sold for consumption on the premises.

You are hereby advised that under the last of the Court, it may at any time during the probation term issue a warrant for you arrest and your probation may be revoked if you violate any one of the conditions of this Order during the time of your probation. When acting in accordance with official policy and New Mexico law, your Probation Officer has the authority to have you arrested without a warrant.

Probationer Signature

Probation Officer Signature Print Name

Print Name

Print Name

Date

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
PAROLE STANDARD CONDITIONS**

____ 1. **REPORTING:** I will report to my Parole Officer as directed. I will not abscond from parole, as evidenced by my failure to report where I cannot be located, after reasonable efforts, at my place of approved residence and employment.

____ 2. **OTHER STATE:** If I am paroled or transferred to the custody of another State, I will abide by the rules in effect in that State, as well as the parole conditions imposed by the New Mexico Adult Parole Board.

____ 3. **PERSONAL STATUS:** I must seek and obtain permission from my Parole Officer before changing residence. I must secure a travel permit from my Parole Officer before any travel out of the county to which I am being supervised.

____ 4. **CONDUCT:** I will demean myself as a law-abiding citizen. I will notify and advise my Parole Officer of any arrest within 24 hours (felony or misdemeanor).

____ 5. **BEHAVIOR:** I must maintain acceptable behavior and conduct which shall justify the opportunity granted to me by the New Mexico Adult Parole Board.

____ 6. **CONTROLLED SUBSTANCE:** I will not illegally possess, use, or sell any narcotic drug, controlled or synthetic substance, or drug paraphernalia. I will not consume or buy intoxicating beverages, nor will I enter what is commonly known as a bar or lounge where intoxicants are sold.

____ 7. **DRUG TEST:** I will submit to substance testing at my Parole Officers discretion.

____ 8. **ASSOCIATION:** I will not knowingly associate with any person who is a detriment to my parole. I will have no gang contact, attire, or paraphernalia.

____ 9. **WEAPONS:** I will not buy, sell, own or have in my possession, at any time, firearms, ammunition, or other deadly weapons of any kind.

____ 10. **EMPLOYMENT:** I will seek and maintain verifiable employment, education, or community service (if not employed) and notify my Parole Officer immediately in the event of termination or change of employment.

____ 11. **HOME VISITS:** I will permit my Parole Officer or Corrections Officials to visit me at all reasonable times, places, and will submit to reasonable warrantless searches per New Mexico Corrections Department policy.

____ 12. **VALID LICENSE:** I will refrain from driving any motor vehicle without a valid NM driver's license, registration, and insurance.

____ 13. **COMPLY:** I will comply with all conditions and fines imposed by the judgment and sentence, as ordered by the court.

NOW THEREFORE, I do solemnly affirm, by affixing my signature to this Parole Certificate, that it is my intention to lead an exemplary life and to obey all the laws of society and the conditions herein above set out, and that any findings to the contrary by the Parole Board of the State of New Mexico will be sufficient cause to have my parole revoked and do hereby specifically waive any extradition proceedings which may be initiated for my return to the State of New Mexico.

Parolee Signature

Probation-Parole Officer Signature

Print Name

Print Name

Date

Date



**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
TREATMENT REFERRAL FORM**

TREATMENT PROVIDER:

Referral Date: _____
Probation Parole Officer: _____
Phone Number: _____
Email: _____

OFFENDER INFORMATION

NAME: _____ DOB: _____ CMIS #: _____
SSN: _____

ADDRESS: _____
STREET CITY STATE ZIP

PHONE: HOME: _____ CELL: _____ WORK: _____

OTHER: _____

MEDICAID: YES ___ NO ___

OFFENDER HISTORY

CURRENT OFFENSE(S): _____

SENTENCE DATE: _____ PROBATION ___ PAROLE ___ DUAL SUPERVISION ___

EXPIRATION DATE OF SUPERVISION TERM: _____

PRIOR OFFENSE(S): _____

PREVIOUS TREATMENT HISTORY: _____

ARMED SERVICES VETERAN? YES ___ NO ___

REASON FOR REFERRAL

SUBSTANCE ABUSE ___ MENTAL HEALTH ___ ANGER MANAGEMENT ___

DOMESTIC VIOLENCE ___

CO-OCCURRING DISORDER (SUBSTANCE ABUSE/MENTAL HEALTH) ___

SEX OFFENDER TREATMENT ___

INPATIENT SUBSTANCE ABUSE AND/OR MENTAL HEALTH ___

CASE MANAGEMENT ___

OTHER (SPECIFY) _____

Probation Parole Officer Signature

Offender Signature and OFFENDER#

Date