



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-051000 PPD Offender Employment and Educational Resources Assistance	Issued: 02/21/94 Effective: 02/21/94	Reviewed: 4/24/26 Revised: 03/06/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

NMSA, Section 31-21-7 (H), 1978, Comp.

## REFERENCE:

- A. ACA Standard 4-APPFS-2D-02 and 4-APPFS-2D-03, *Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- B. ACA Standard 5-ACI-C1-08, *Performance-Based Standards and Expected Practices for Adult Correctional Institutions*. 5th Edition

## PURPOSE:

To provide guidelines to assist employable offenders, to maintain liaison with educational and vocational training programs that may be appropriate for offenders under supervision and to provide guidance to offenders on leisure programs and activities available in the community.

## APPLICABILITY:

To all Probation & Parole Division staff and offenders.

## DEFINITIONS:

Transitional coordinators: shall maintain current listings of educational and vocational programs available within their district.

## POLICY:

Division Probation and Parole Officers shall devote specific resources to assist employable offenders in finding suitable employment, and to support and assist offenders in enrolling in educational and vocational training programs. [4-APPFS-2D-02] [4-APPFS-2D-03] [5-ACI-C1-08]

The agency shall maintain a file of those agencies providing financial assistance to offenders; field officers shall be instructed and trained in methods to obtain financial assistance for offenders from available community resources.



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## AUTHORITY:

Policy *CD-051000*

## PROCEDURES: [4-APPFS-2D-02] [4-APPFS-2D-03]

- A. Unemployed offenders may be referred to appropriate resources, which may include:
  - 1. Private Employers;
  - 2. The New Mexico Department of Workforce Solutions; and
  - 3. Division of Vocational Rehabilitation.
  - 4. Programs contracted with the Department to provide employment for vocational/educational services.
- B. The Division encourages officers to maintain a resource pool of employers within their district.
- C. Probation Parole Officers shall consider the use of such programs as referrals when developing treatment and supervision plans for offenders. The use of such programs shall be appropriate to the needs of the offender, and should not be used if they might otherwise impede his/her adjustment to supervision.
  - 1. Transitional Coordinators shall be the lead officers in each Region to assist other Probation and Parole Officers in identifying offender employment and educational resources.
  - 2. Transitional Coordinators shall be the lead officers in each Region to promote and coordinate offender employment and educational opportunities. Tasks include, but are not limited to, establishing contacts with community businesses, schools, Chambers of Commerce, and other stakeholders that may generate jobs or educational opportunities for offenders. Tasks also include the development and maintenance of relationships with educational institutions that serve the offender population.
  - 3. Transitional Coordinators shall maintain up-to-date lists of employment and educational resources in their respective communities, and distribute these on a regular basis to Regional Probation and Parole staff. The lists may be made available electronically.

4. Transitional Coordinators shall conduct employment workshops or seminars for offenders that focus on job readiness, goal setting, resume preparation, interviewing skills, and overcoming barriers. Transitional Coordinators shall provide job and educational coaching to individual offenders or groups of offenders as identified by supervising Probation and Parole Officers.
  5. Transitional Coordinators shall be responsible for disseminating information to Probation and Parole Officers regarding grant-funded opportunities for offender employment, education, and related services. Transitional Coordinators shall also be responsible for coordinating use of grant monies for these purposes.
  6. Transitional Coordinators shall identify community recreational and leisure-time activities for offenders and ensure that these are being utilized in compliance with supervision conditions and for the betterment of offender adjustment.
- D. Probation Parole Officers shall consider the use of programs and provide guidance to offenders on leisure time programs and activities available in the community.