



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-051400 Case Materials Submitted to Reception and Diagnostic Center Alisha Tafoya Lucero, Cabinet Secretary	Issued: 04/14/90 Effective: 04/14/90	Reviewed: 4/24/26 Revised: 11/21/23
<i>Original Signed and Kept on File</i>		

AUTHORITY:

- A. NMSA 1978, Section 31-21-6, as amended.
- B. NMSA 1978, Section 31-21-7 (F), as amended.

REFERENCE:

ACA Standard 4-APPFS-1B-09, *Manual of Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE:

To provide offender background information to the New Mexico Corrections Department's (NMCD) institutions to assist in classification, evaluation, and institutional programming.
[4-APPFS-1B-09]

APPLICABILITY:

All Probation and Parole Division (PPD) staff, volunteers and interns.

FORMS:

Case Material Packet form (*CD-051401.1*) (1 page)

DEFINITIONS:

- A. Case Materials: The necessary information or documents needed to classify and evaluate an offender. These shall include Pre-Sentence Reports (PSR), if available, police reports, PPD Violation Reports, court documents, and any other relevant documents that are available to PPD staff.
- B. PSR: Pre-Sentence Report.

POLICY:

The PPD will provide offender case materials to the Department's institutions in a timely manner to assist in classification, evaluation, and institutional programming.



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AUTHORITY:

Policy *CD-051400*

PROCEDURES: [4-APPFS-1B-09]

A. If the Probation and Parole Division prepared a PSR on an offender who is subsequently committed to the custody of the NMCD, or if a probationer supervised by the PPD has his or her probation revoked and subsequently committed to the custody of the NMCD, the PPD District Office shall forward a copy of all case materials with a cover memorandum within the designated timelines as set out below:

1. Diagnostic & Evaluation inmates: five (5) business days.
2. All other inmates: fourteen (14) business days.

Records/Classification
Reception and Diagnostic Center
Central New Mexico Correctional Facility
P.O. Drawer 1328
1525 Morris Road
Los Lunas, New Mexico 87031-1328

Or, if the person sentenced is a female, forward to:

Records/Classification
Reception and Diagnostic Center
Western New Mexico Correctional Facility
2111 Lobo Canyon Road
Grants, New Mexico 87020

B. If an offender is committed to the custody of the NMCD and notification has not been provided to the PPD, the Unit Manager of the Reception Diagnostic Center will advise the appropriate PPD District Office and request the case materials be forwarded. The case materials shall be forwarded in accordance with the established time frame above.

The PPD District Office will request all relevant case materials from the appropriate agencies and/or courts within five (5) working days, and will forward the case materials upon receipt.



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Cabinet Secretary
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CASE MATERIAL PACKET

PO: _____

Unit: _____

Date: _____

To: _____

RE: _____ Case #: _____

The above referenced inmate has been committed to the Corrections Department. Enclosed herewith, Please find the following to the above referenced inmate, for your information:

- Pre-Sentence Report
- Supplemental Report
- Judgment and Sentence
- Plea & Disposition, GJI
- Commitment to the Corrections Department
- Commitment for a 60 Day Diagnostic Evaluation
- Probation/Parole Violation Report
- Police/Offense Report/Criminal Complaint
- Other: _____

Offender has probation to follow case and the origination district office will need to be notified when the offender is paroled or finalizes his or her number.

Send complete packet to -----
Name District Region

Should you have any questions, please advise _____

Contact Telephone Number

*****ATTENTION INSTITUTIONS*****

PLEASE ACKNOWLEDGE RECEIPT OF THIS CASE MATERIAL. FILL OUT SECTION AND FAX A COPY OF THIS SHEET ATTENTION: To Name: _____

Fax #: _____

Name of person acknowledging receipt of fax: _____ Title: _____

Date: _____ Time: _____