



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-180700 NMCD Diagnostic Units	Issued: 06/15/89 Effective: 06/15/89	Reviewed: 5/27/26 Revised: 02/16/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

## AUTHORITY:

NMSA 1978, Sections 31-20-2 and 31-20-3, as amended.

## REFERENCES:

Psychological Evaluations for the Court, Second Edition, 1997.

## PURPOSE:

To set forth procedures and guidelines for the processing of 60-Day Diagnostic Evaluation Commitments.

## APPLICABILITY:

All Diagnostic staff and individuals involved in the processing of 60-Day Diagnostic Evaluation Commitments.

## FORMS:

None

## ATTACHMENTS:

None

## DEFINITIONS:

*Sixty-Day Diagnostic Evaluation Commitment:* An inmate convicted of a crime not constituting a capital or first-degree felony, who is committed to the New Mexico Corrections Department for up to 60 days for purposes of diagnosis, with direction that the court be given a report as to what disposition appears to be in the best interest of the public and the individual.

## POLICY:

The Diagnostic Unit will thoroughly assess and evaluate all 60-day Diagnostic Evaluation Commitments. Disposition and treatment recommendations based upon this evaluation will be made to the appropriate District Court.



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## AUTHORITY:

Policy *CD-180700*

## PROCEDURES:

The following guidelines have been established by the NMCD Diagnostic Unit to secure the systematic, efficient and timely processing of individuals committed for a 60-Day Diagnostic Evaluation.

### A. **Composition of the RDC Diagnostic Team:**

The Diagnostic Team shall include:

1. Classification Officer,
2. Diagnostic Unit Behavioral Health Diagnosticians,
3. Diagnostic Unit Behavioral Health Manager,
4. Behavioral Health Clerk, and
5. Central New Mexico Correctional Facility (CNMCF) Warden.

### B. **Duties of RDC Diagnostic Team Members:**

#### 1. Classification Officer:

- a. Assemble all relevant case material including but not limited to RDC intake photos, NMCD Master Record Entry, RDC Intake Screening Form, Judgment and Order, Police Reports, NCIC and any other legal or otherwise relevant documents.
- b. Determine if there are any pending charges and notify the Diagnostic Unit Behavioral Health Manager.
- c. Submit all case material to the Diagnostic Unit Behavioral Health Manager in a timely manner.
- d. Notify the CNMCF RDC Unit Manager that the evaluation is complete and that the inmate can be returned to the sending county jail or be released according to specifications in the Judgment and Order.

#### 2. Diagnostic Unit Behavioral Health Diagnosticians:

Evaluate the inmate and write a diagnostic report containing the following:

- a Sociological History,
- b Medical/Mental Health/Substance Abuse History,
- c Mental Status Examination,
- d Results of Diagnostic Testing,
- e DSM-IV-TR Diagnosis or DSMV,
- f Clinical Discussion,
- g Treatment Recommendations,
- f. Notify the Classification Officer that the evaluation is completed and that the inmate can be returned to the sending county jail or be released according to the specifications in the Judgment and Order.

3. Diagnostic Unit Behavioral Health Manager or Designee:

Review all diagnostic evaluations completed by diagnosticians who are not independently licensed to ensure the following:

- a The evaluation is consistent with prevailing professional standards.
- b Clinically appropriate psychological testing was administered and interpretations are accurate.
- c The evaluation does not contain any unsubstantiated or misleading statements.
- d Recommendations are scientifically, psychologically and legally defensible.

4. Behavioral Health Clerk:

- a Develop a file on all new diagnostic commitments.
- b Archive behavioral health files.
- c Word-process the final evaluation and the Warden's cover letter.
- d Mail out the completed evaluation to the appropriate District Court Judge and to the individuals specified by the Judge in the Judgment and Order.
- e Maintain a data base on all Diagnostic Evaluations.
- f Maintain statistics including, but not limited to, the number of diagnostic admissions per month, categorized by number of diagnostic evaluations completed by each diagnostician each month, and the referring District Judge and referring county.
- g Maintain a hard copy of each evaluation in a notebook filing system by year and month for future reference.

5. Central New Mexico Correctional Facility Warden:

Submit a letter to the presiding District Court Judge informing them that the evaluation has been completed pursuant to the Court's Order.

6. New Mexico Women's Correctional Facility:

The New Mexico Women's Correctional Facility contracts out their Behavioral Health Services. The Behavioral Health contractor may outsource with psychologist in the community to perform sixty (60) day court ordered D&E.