

# **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*, 4<sup>th</sup> 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)

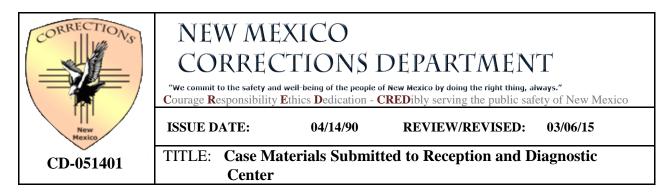
### **DEFINITIONS**:

- A. <u>*Case Materials*</u>: 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. <u>*PSR*</u>: 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.

Gregg Marcantel, Secretary of Corrections New Mexico Corrections Department <u>03/06/15</u> Date



# **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.

Director of Classification Reception and Diagnostic Center Los Lunas Correctional Facility P. O. Drawer 1328 Los Lunas, New Mexico 87031-1328

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

Classification Corrections Corporation of America New Mexico Women's Correctional Facility 1700 East Old Highway 66 P. O. Box 800 Grants, New Mexico 87020 (505) 287-2941

#### NUMBER: CD-051401 REVIEW/REVISION: 03/06/15

B. If an offender is committed to the custody of the NMCD and notification has not been provided to the PPD, the Classification Supervisor or 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.

Gregg Marcantel, Secretary of Corrections New Mexico Corrections Department 03/06/15 Date

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<b>Susana Martinez</b> Governor	State of New Mexico Corrections Department Central Office Administration 4337 State Road 14, Santa Fe, NM 87508 PO Box 27116, Santa Fe, NM 87502-0116 www.corrections.state.nm.us Phone: 505.827.8600 - Fax: 505.827.8200	Administrative Services 505.827.86
Gregg Marcantel Secretary 505.827.8884 Aurora Sanchez		Adult Prisons 505.827.87 Corrections Industries 505.827.89 General Counsel 505.827.86 Information Technology 505.827.87 Probation & Parole 505.827.88 Office of Recidivism Reduction 505.827.88
Deputy Secretary of Administration 505.827.8631 "We commit to the safet	ty and well-being of the people of New Mexico by	Training Academy 505.827.89
	SE MATERIAL PACKET	, uong the right thing, aways.
		20:
Unit:		Unit:
		Date:
То:		
RE:	Case #:	
<ul> <li>Judgment and Sentence</li> <li>Plea &amp; Disposition, GJI</li> <li>Commitment to the Correction</li> <li>Commitment for a 60 Day Distribution</li> <li>Probation/Parole Violation R</li> <li>Police/Offense Report/Crimit</li> <li>Other:</li></ul>	agnostic Evaluation leport nal Complaint	
notified when the offender is paro	llow case and the origination districulation districulation of finalizes his or her number.	
Nam	ne District	Region
Should you have any questions, p	lease advise Contact Telephone N	Number
**********************	ATTENTION INSTITUTIONS***	NUIIIUCI *******************
PLEASE ACKNOWLEDGE REC AND FAX A COPY OF THIS SH	CEIPT OF THIS CASE MATERIA HEET ATTENTION: To Name:	AL. FILL OUT SECTION
Fax #:		
	eceipt of fax:	Title: