 <p><b>CD-051600</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 08/30/82	<b>REVIEW/REVISED:</b> 03/06/15
	<b>EFFECTIVE DATE:</b> 08/30/82	
<b>TITLE: Correspondence with Inmates by Probation and Parole Division Staff</b>		

**AUTHORITY:**

- A. NMSA 1978, 9-3-5, Sections 31-21-7 and 33-1-6, as amended.
- B. Policy *CD-032200*.

**REFERENCE:**

None

**PURPOSE:**

To establish guidelines for correspondence between New Mexico Corrections Department (NMCD) Probation and Parole Division (PPD) employees and inmates of any correctional facility.

**APPLICABILITY:**

All PPD staff and inmates of any correctional facility.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. PPD Staff: Any person employed by the NMCD PPD and/ or acting as volunteers or interns for the PPD.

- B. *Inmate*: A person incarcerated within the New Mexico Corrections Department prison system, regardless of whether the person was convicted in New Mexico or is in New Mexico pursuant to an interstate compact agreement.
  
- C. *Conflict of Interest*: Any situation, personal action or inaction modified by the possibility of personal gain or interest, which may cause the personal interests of PPD staff to conflict with or adversely affect the interests of the Department, including, but not limited to, outside concerns that may bring undue pressure upon personnel in their efforts to make decisions concerning official duties.

**POLICY:**


PPD employees will not correspond directly or indirectly with inmates nor perform any service at their request without the specific approval of the Director.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/06/15  
Date

 <p><b>CD-051601</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
	<p><b>ISSUE DATE: 08/30/82</b></p>	<p><b>REVIEW/REVISED: 03/06/15</b></p>
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**AUTHORITY:**

Policy *CD-051600*

**PROCEDURES:**

- A. If an inmate communicates with a Probation and Parole Division (PPD) staff member to request assistance or information, the inquiry shall be directed to the Director of Classification at the facility where the inmate is incarcerated.
- B. If an inmate seeking parole writes to a district office responsible for investigating his/her proposed parole plan, inquiring about the progress of the investigation, such correspondence shall be returned to the inmate with a brief note on the letter indicating the latest progress in the case. A copy of this correspondence shall be retained in the district office.
- C. If a PPD staff member receives any communication from an inmate which in itself, or a response thereto, would give rise to the appearance of a conflict of interest, that staff member must forward a briefing memorandum to the Director of Probation and Parole through their Chain of Command for action.




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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

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