

 <p><b>CD-050100</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> 11/29/93 <b>EFFECTIVE DATE:</b> 11/29/93	<b>REVIEWED:</b> 12/08/16 <b>REVISED:</b> 12/08/16
	<b>TITLE: Establishment of the Probation and Parole Division</b>	

**AUTHORITY:**

NMSA 1978, Section 9-3-3 and 31-21-7, as revised.

**REFERENCE:**

- A. ACA Standard **2-CO-1A-13**, *Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Standards 4-APPFS-1A-02, 4-APPFS-2A-01, 4-APPFS-3A-01, 4-APPFS-3A-03, 4-APPFS-3A-09, 4-APPFS-3A-28, 4-APPFS-3D-01 thru 4-APPFS-3D-06, 4-APPFS-3D-13, 4-APPFS-3D-14, 4-APPFS-3D-21, 4-APPFS-3D-23, 4-APPFS-3E-01, and 4-APPFS-3E-03, *Performance Based Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- C. Policy *CD-010100*.
- D. Department of Finance and Administration, *Manual of Central Accounting*, Chapter II, Laws and Principles.

**PURPOSE:**

To create a single, unified division within the New Mexico Corrections Department to provide guidance, administer laws and exercise all functions associated with the management and operations of the Department's Probation/Parole Division offices throughout the State.

**APPLICABILITY:**

All Department employees; persons or organizations conducting business with or providing services to the Department; and all offenders assigned to the supervision, care, and custody of the Department.

**FORMS:**

None

**ATTACHMENTS:**

- A. **Organizational Chart** Attachment (*CD-050101.A*)
- B. **Mission Statement** Attachment (*CD-050101.B*)

**DEFINITIONS:**

- E. The qualifications, authority, tenure, and responsibilities of the agency administrator shall be specified by law, rules or regulations, or by the Department. [4-APPFS-3D-13]
- F. The qualifications of the Director are specified in writing by the Secretary and include, at a minimum, a bachelor's degree, five years of related experience, demonstrated administrative ability and leadership. [4-APPFS-3D-14]
- G. The Division is headed by the Director who has the authority and responsibility to direct day-to-day operations, set policy and manage division resources within the parameters established by State Statutes and Corrections Department policy. The functions of the position of administrator of field services that are not specified by statute shall be administratively defined by the Department. All responsibility, authority, support and liaison within this division shall be reviewed at least annually and updated as needed. [2-CO-1A-13]
- H. The Director, with input from staff, is responsible for ensuring the formulation of goals, establishing policies and priorities related to them, and shall demonstrate it has examined, and where appropriate and feasible, implemented strategies that promote recycling, energy and water conservation, pollution reduction and uses of renewable energy alternatives, and translating the goals into measurable objectives for accomplishment by the field staff. This planning process addresses the supervision and service needs of the agency. All levels of staff shall participate in the development and review of organizational mission, goals, policies, procedures, rules, and regulations. [4-APPFS-3D-05] [4-APPFS-3D-05-1] [4-APPFS-3D-06] [4-APPFS-3E-03]
- I. There is an organizational chart and description that reflect the current structure of the Division, responsibility, and accountability within the Department and that is reviewed at least annually and updated as needed. [4-APPFS-3D-03]
- J. The Director is responsible for budget control and preparation, including expenditures and monitoring. [4-APPFS-3D-21]
- K. The Director participates in budget hearings and presents justification to support the budget request. [4-APPFS-3D-23]
- L. The Director ensures the preparation of a mission statement and long-range goals that are reviewed at least annually and updated, if needed. The mission statement affirms that the supervision program is to provide necessary services to the offender with the goal of reducing the probability of continued criminal behavior on the part of the offender. The agency documents practical and specific plans to achieve its long-range goals. [4-APPFS-2A-01] [4-APPFS-3D-04]
- M. Entry-level probation or parole officers shall possess a minimum of an Associate's degree from an accredited college or university including or supplemented by fifteen (15) semester hours in sociology, psychology, criminal justice, corrections, guidance and counseling, social work, police science, criminal justice, juvenile justice, education and/or public or business administration, or a closely related field. Any combination of education and /or direct