

 <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:**

- A. Administrative Offices: Those units whose principle function is to support the administrative needs of the Division and the Director.
- B. Director: The individual appointed by the Secretary of the Department with the approval of the Governor is the Division Chief Executive Officer.
- C. District: Regional subunits defined to coincide with New Mexico judicial districts and headed by a supervisor, who is employed and who is covered by, and subject to, the provisions of the Personnel Act, as it applies to classified employees. These districts are staffed with probation/parole officers who provide direct services to offenders in the community.
- D. Division: The principle unit within an agency headed by a director.
- E. Parole: The release to the community of an inmate at an institution by decision of the Adult Parole Board or by operation of law subject of conditions imposed by the Board.
- F. Probation: The procedure under which a defendant, found guilty of a crime upon verdict or guilty plea, or receives a suspended deferred sentence, or a conditional discharge subject to conditions, is placed by the court under Division supervision.
- G. Region: Geographically defined unit of the Division which is defined by the Director and headed by a manager, who is employed and who is covered by, and subject to, the provisions of the Personnel Act, as it applies to classified employees.
- H. Secretary: The chief administrator of the Corrections Department appointed by the Governor with the consent of the Senate, responsible for the overall functions and operation of the Department.

**POLICY:**

- A. The Probation and Parole Division is established as a Division within the New Mexico Corrections Department. **[4-APPFS-3D-01]**
- B. The Division shall provide supervision to offenders and establish and operate programs for offenders in accordance with New Mexico State Statutes. Responsibilities and functions of the field office that are not specified by statute shall be administratively defined by the Department. **[4-APPFS-3D-01]**
- C. The Division is administered by the Director whose authority, responsibility, and function is specified by law or is administratively defined by the Department. **[4-APPFS-3D-02]**
- D. The agency administrator and/or governing board of the level of government at which the probation/parole services are constituted has the responsibility for appointing the administrator of field services.

- 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

experience in this occupation totaling two (2) years may substitute for the required education and experience. **[4-APPFS-3A-01]**

- N. Employees whose jobs involve use of force or include power of arrest receive a physical examination prior to their job assignment. **[4-APPFS-3A-03]**
- O. The Division engages in collaborative problem-solving efforts with the community to promote public safety through the sharing of information (consistent with applicable law), and education. **[4-APPFS-1A-02]**
- P. The Director of Probation and Parole shall annually assess personnel needs and plans for recruitment, training, and staff development. **[4-APPFS-3A-09]**
- Q. The agency provides administrative and clerical support needed to accomplish the stated goals. **[4-APPFS-3A-28]**
- R. Staff, contractors, interns, and volunteers are provided with a safe, healthful, and comfortable work setting. **[4-APPFS-3E-01]**



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David Jablonski, Acting Secretary of Corrections  
New Mexico Corrections Department

12/08/16  
Date

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	<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: Duties of the Director</b>	

**AUTHORITY:**

Policy *CD-050100*

**PROCEDURES:** [4-APPFS-3D-01] [4-APPFS-3D-02] [4-APPFS-3D-05] [4-APPFS-3D-13]

The Director shall possess at a minimum, a bachelor’s degree, five years of related experience and demonstrated administrative ability and leadership and shall have the following duties and responsibilities: **[4-APPFS-3D-14]**

- A. Direct probation and parole services, including the supervision of probationers and parolees;
- B. Assign officers and staff to serve in each judicial district. The Director shall make selection and assignment of officers to each judicial district;
  - 1. An entry-level probation and parole officer 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, or public or business administration or a closely related field. Any combination of education and /or direct experience in this occupation to totaling two (2) years may substitute for the required education and experience. **[4-APPFS-3A-01]**
  - 2. Adequate clerical support personnel shall be assigned to each judicial district to accomplish each district’s stated goals. **[4-APPFS-3A-28]**
- C. Annually assess personnel needs and plans for recruitment, training, and staff development. **[4-APPFS-3A-09]**
- D. Review the caseload and workload of each Region and District Office continuously and assign or reassign staff and/or positions, as needed, in accordance with Probation and Parole Division (PPD) policy and State Personnel Board rules;
- E. Obtain office quarters for the staff in each district, as necessary; **[4-APPFS-3E-01]**
- F. Manage Division resources;
- G. Direct the work of the officers and other employees;

- H. Formulate goals into measurable objectives and methods of investigation, supervision, record keeping, and reports;
- I. Provide for the training of staff;
- J. Seek to cooperate with all agencies, public and private, that are concerned with the treatment or welfare of persons on probation or parole;
- K. Report to the Parole Board concerning the status of parolees under his/her supervision;
- L. Have drafted appropriate policies and procedural rules and regulations to govern the operation of the Division. **[4-APPFS-3E-03]**
  - 1. Policies drafted to be issued by the Central Office Policy Coordinator or any policies that affect contractors or other divisions of the Department shall be for the signature of the Secretary.
  - 2. Policies and procedures drafted for the Division shall be reviewed by the Director and/or his designee(s) on an annual basis, and shall be updated and revised, as needed.
  - 3. No policy or procedure will conflict with New Mexico State Statute or any existing Corrections Department policies and procedures.
  - 4. A copy of all Division policies and procedures will be provided to the Corrections Department Secretary.
  - 5. Policies with any legal implications will be reviewed by the Office of General Counsel.
- M. Develop and maintain an Organizational Chart Attachment (*CD-050101.A*) which should be reviewed and revised at least on an annual basis, and which should reflect the structure, authority, responsibility, and accountability within the Division. All division matters will be handled through the chain of command. **[4-APPFS-3D-03]**
- N. Prepare, with input from Division staff, a Mission Statement Attachment (*CD-050101.B*) that 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 Mission Statement shall be reviewed on an annual basis and shall be a part of the Strategic Plan. **[4-APPFS-2A-01] [4-APPFS-3D-04]**
- O. Prepare budget documents and monitor expenditure of the budget and when requested, participate in departmental or Legislative hearings related to the budget. **[4-APPFS-3D-21] [4-APPFS-3D-23]**
- P. Perform such other duties as directed by the Secretary of the Corrections Department.
- Q. Participate in the sharing of information (consistent with applicable law) and education in collaborative problem-solving efforts with the community to promote public safety. **[4-APPFS-1A-02]**

- R. Designate a Compact Administrator of the Interstate Compact, who shall perform duties on behalf of the Director and the Division, acting jointly with other administrators who shall promulgate the rules and regulations of the Interstate Compact.
  
- S. Probation and parole assignments can be physically demanding and all staff members should be physically fit. **[4-APPFS-3A-03]**
  - 1. Staff, whose responsibilities include the potential for physically demanding tasks must have a physical examination to protect their health, ensure their ability to perform effectively, and avoid appointments or assignments incompatible with their physical condition.
  - 2. The basic health status of all employees shall be evaluated against individual job requirements.
  - 3. Physical examinations and screening procedures shall be established by the appropriate medical authority for the department in accordance with applicable laws and regulations.
  - 4. The hiring of physically challenged persons is encouraged.



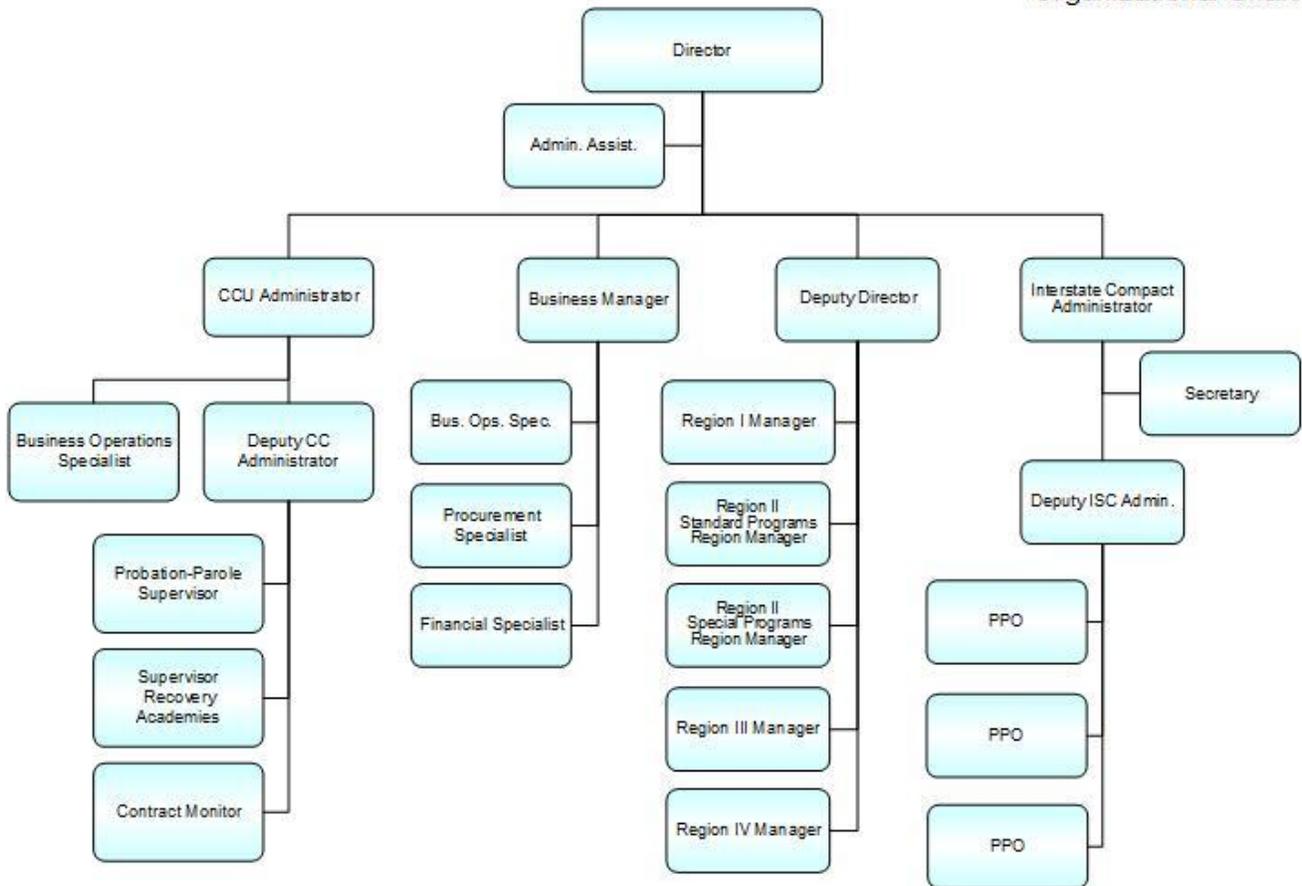
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David Jablonski, Acting Secretary of Corrections  
New Mexico Corrections Department

12/08/16  
Date

# PPD Central Office

## Organizational Chart



May 2016

David Jablonski, Acting Secretary of Corrections  
New Mexico Corrections Department

12/08/16  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**PROBATION AND PAROLE**  
**Mission Statement**

To provide for the public's safety through a balanced approach of supervision, provision of program services and enforcement to increase the probability of offenders becoming law-abiding citizens.