

 <p>CD-051400</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." Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	ISSUE DATE: 04/14/90	REVIEW/REVISED: 03/06/15
	EFFECTIVE DATE: 04/14/90	
TITLE: Case Materials Submitted to Reception and Diagnostic Center		

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*, 4th 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. Case Materials: 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. PSR: 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

03/06/15
 Date

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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

- 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

**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

Susana Martinez
Governor

Gregg Marcantel
Secretary 505.827.8884

Aurora Sanchez
Deputy Secretary of Administration
505.827.8631



Administrative Services 505.827.8601
Adult Prisons 505.827.8767
Corrections Industries 505.827.8906
General Counsel 505.827.8698
Information Technology 505.827.8713
Probation & Parole 505.827.8830
Office of Recidivism Reduction 505.827.8541
Training Academy 505.827.8900

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CASE MATERIAL PACKET

PO: _____

Unit: _____

Date: _____

To: _____

RE: _____ Case #: _____

The above referenced inmate has been committed to the Corrections Department. Enclosed herewith, Please find the following to the above referenced inmate, for your information:

- Pre-Sentence Report
- Supplemental Report
- Judgment and Sentence
- Plea & Disposition, GJI
- Commitment to the Corrections Department
- Commitment for a 60 Day Diagnostic Evaluation
- Probation/Parole Violation Report
- Police/Offense Report/Criminal Complaint
- Other: _____

Offender has probation to follow case and the origination district office will need to be notified when the offender is paroled or finalizes his or her number.

Send complete packet to _____ - _____ - _____
Name District Region

Should you have any questions, please advise _____
Contact Telephone Number

*****ATTENTION INSTITUTIONS*****

PLEASE ACKNOWLEDGE RECEIPT OF THIS CASE MATERIAL. FILL OUT SECTION AND FAX A COPY OF THIS SHEET ATTENTION: To Name: _____

Fax #: _____

Name of person acknowledging receipt of fax: _____ Title: _____

Date: _____ Time: _____