

 <p>CD-051900</p>	<p>NEW MEXICO CORRECTIONS DEPARTMENT</p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i> Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</p>	
	<p>ISSUE DATE: 02/21/94</p> <p>EFFECTIVE DATE: 02/21/94</p>	<p>REVIEW/REVISED: 03/06/15</p>
	<p>TITLE: PPD Daily Reminder System</p>	

AUTHORITY:

NMSA, Section 31-21-7 (E), 1978, Comp.

REFERENCE:

ACA Standards 4-APPFS-1B-02, *Performance Based Standards for Adult Probation & Parole Field Services*, 4th Edition.

PURPOSE:

To develop a method of control to assure assignments are current and responsibilities are met in a timely fashion

APPLICABILITY:

This policy applies to all Probation and Parole Division staff

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

Daily Reminder System: A system set forth by the probation and parole division where all matters which require a response by a particular due date are kept in a daily log, and used to remind employees that this particular task needs to be addressed prior to or on due date.

POLICY:

A daily reminder system shall be implemented at the district level of the probation and parole division in order to ensure the timely disposition of all matters.

The agency shall assign the resources required to ensure the submission of investigative reports within the time frame ordered by the sentencing court. **[4-APPFS-1B-02]**



Gregg Marcantel, Secretary of Corrections
New Mexico Corrections Department

03/06/15
Date

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PROCEDURES: [4-APPFS-1B-02]

- A. Each region and district office shall make use of a daily reminder system.
- B. A reminder system will be used on all matters such as pre and post-sentence reports, parole plan investigations, ECA investigations, violation reports, court actions, personnel evaluation reports, see below, that require a certain deadline for response. All due dates are calendar days.

<u>INVESTIGATION/SUPERVISION</u>	<u>ABBREV.</u>	<u>DUE DATE</u>
Pre-Sentence Report	PSR	30 days
New Case/Post-Sentence Report	NEW/POST	30 days
Parole Plan Investigation	PPI	14 days
Probation/Parole Violation Report	PVR	5 business days
Probation Violation Hearing	HRNG	30 days
Parole Violation Hearing	HRNG	14 days
Out-of-State Investigation	OSI	30 days
In-State Transfer	IST	30 days
Executive Clemency Application	ECA	30 days
In-house Parole Investigations	IHP	7 days
Absconder Notification to STIU	ABSC	1business day

- C. In all cases where reports or answers are required by a specific date, district offices will assure that the requesting party is notified when such specific dates cannot be met and will indicate when the completed matters can be expected.
- D. In cases where staff must request an extension to the given due date, supervisors may grant the extension, but for not more than a one-time extension, and not to exceed seven (7) days.



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