 <p><b>CD-105000</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: 06/14/13</b></p> <p><b>EFFECTIVE DATE: 06/14/13</b></p>	<p><b>REVIEWED: 12/27/16</b></p> <p><b>REVISED: 01/08/14</b></p>
	<p><b>TITLE: Offender Management Program (OMP)</b></p>	

**AUTHORITY:**

- A. NMSA 1978, Section 33-1-6, as amended.
- B. Policy *CD-010100*.

**REFERENCES:**

- A. ACA Standards 2-CO-4B-01 and 2-CO-4B-04, *Standards for the Operation of Correctional Agencies*, 1993.
- B. ACA Standards 4-4133, 4-4140, 4-4141, 4-4249, 4-4250, 4-4251, 4-4253 through 4-4271, 4-4273, 4-4312-1 and 4-4400, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.

**PURPOSE:**

To prepare each offender to reintegrate into the community in a pro-social manner. To establish, develop and implement for risk reduction and reentry interventions, services and programs. To establish a uniform procedure to schedule and track all programming, including educational and behavioral health. Provide treatment services such as therapeutic groups, job program assignments and community programming in order to increase the effectiveness and accountability of offender management.

**APPLICABILITY:**

All employees of the Corrections Department concerned or involved in programming, services and supervision of inmates or offenders in the Corrections Department.

**FORMS:**

- A. **New Mexico Corrections TAP Committee Review** form *CD-105001.1*

**DEFINITIONS:**

- A. *Absence*: When an inmate is not present in, or is away from, the classroom or area he or she is assigned to for any portion of the assigned scheduled time.
- B. *COMPAS*: The Correctional Offender Management Profile for Alternative Sanctions is a statistically based assessment designed to assess needs (and certain risk) factors by providing valid measurement of the relevant risk/needs dimensions.

- C. Core COMPAS: An assessment of key risk and needs factors that will be addressed through programming and case management given to inmates at the beginning and throughout the period of their incarcerations.
- D. Excused absence: An absence may only be deemed excused for one of the following reasons: medical, behavioral health, GED testing, lockdown, caseworker, reentry, parole hearing, court, emergency, administrative hearings, family visitation, visitation, furlough, facility delay.
- E. Inmate: A person incarcerated within the New Mexico Corrections Department penal system regardless of whether the person was convicted in New Mexico or is in New Mexico pursuant to an interstate compact agreement.
- F. Offender: An adult placed under, or made subject to, supervision, probation and/or parole, as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, corrections, or other criminal justice agencies, and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision.
- G. OMP-Offender Management Program: A module of the CMIS web production database that allows NMCD to manage all aspects of programming that is available to inmates and offenders. Overall program participation and success is documented and monitored through this module, thereby maintaining an electronic version of each inmate's/offender's TAP.
- H. Program: Program, class, treatment service, job assignment, workshop, community service.
- I. Program provider: Any representative from Behavioral Health, Medical, Education, CI, prison security who facilitates a program.
- J. Reception and Diagnostic Center (RDC): The designated facility within the NMCD that conducts the initial classification process of court-ordered inmates into the Department to include sixty-day diagnostic evaluations.
- K. Reentry COMPAS: An assessment given as part of the reentry process to evaluate the social supports, social, capital, self efficacy and other needs the offender will face at the time of release.
- L. Release Eligible Inmate (REI): An inmate who has completed all of his or her basic sentence, including concurrent and consecutive, and who is serving his or her parole term in prison, but who can be released immediately with an approved parole plan and parole certificate.
- M. Super User: A super user is an end user of the product/system that has received advanced training in its operation. A super user is not only expected to know the application, but be able to train on it and provide support for it.

- N. Transitional Accountability Plan (TAP): A plan that sets out the goals and activities for each inmate in order to prepare for a successful reintegration. In each TAP, goals will be prioritized by a TAP committee, and the inmate, to ensure the inmate's risk and needs are addressed during incarceration and throughout community supervision.
- O. Transitional Accountability Plan (TAP) Committee: A multidisciplinary team established within each institution, which meets to develop or modify the transition accountability plan for each inmate. The Committee Chairperson is the facility Classification Supervisor, Unit Manager or Program Manager. The membership includes the assigned Classification Officer as well as institutional representation from the Education Department, Behavioral Health Services, Medical Services and Security, Sergeant or above. If a Sergeant or above is not available, a Correctional Officer may serve as acting Sergeant.
- P. Transitional Coordinator: Probation and Parole staff assigned to the institution to facilitate reentry planning within the institution. The Classification Supervisor or Unit Manager will assume the responsibilities.

**POLICY:**

The New Mexico Corrections Department (NMCD) shall develop, modify and maintain a Transitional Accountability Plan (TAP) for all felony offenders committed to the New Mexico Corrections Department.


- A. All inmates shall be encouraged and provided an opportunity to fully participate in available and appropriate programming and treatment services that they are eligible for.
- B. The initial TAP shall be developed and finalized by a TAP Committee ("Committee") and the inmate within ten (10) days of arrival at first permanent facility.
- C. The TAP shall encompass all aspects of programming and treatment services provided to an inmate and/or offender throughout the entire time of incarceration through the completion of all levels of supervision, including probation and/or parole.
- D. The TAP shall be developed in accordance with the inmate's assessed risk and needs and will guide the activities, referrals, programs, treatment, and internal Departmental communications necessary for each inmate's successful reintegration into the community.
- E. The TAP shall contain measurable treatment and program objectives to reduce the risk of recidivism and address the criminogenic needs in order to prepare the inmate for successful reintegration and provide continued support once out in the community.
- F. The Committee, or PPO, will ensure that the inmate/offender participates in the development and planning of his or her TAP and agrees to all program, treatment and job assignments. The inmate/offender shall sign the plan acknowledging that he/she understands and agrees with the plan.

- G. NMCD shall strongly encourage offender participation in programming and pre-release preparation as an essential component of the reentry process.
- H. NMCD shall govern the documentation and data entry of the information contained within the TAP.
- I. The TAP shall include a summary of treatment programs/services completed by the inmate, if applicable, and a summary of treatment programs/services further needed. The Committee shall consider the inmate’s strengths and needs to determine specific resources to assist with such issues as housing, employment, social support, family reunification, treatment aftercare, education, finances, legal obligations, transportation issues, medical condition. In addition, the TAP shall have obtainable goals with supporting activities to prepare the inmate/offender for a successful community reintegration.
- J. The TAP shall remain open and active throughout the entire incarceration and supervision period of each offender.
- K. The TAP shall be reviewed by the Committee whenever a new goal is indicated by a program provider’s request. At this time, the progress of previously set goals and objectives shall be reviewed with the inmate/offender and additional goals and objectives established in accordance with the level of progress, eligibility, and program availability.
- L. Inmates/Offenders may initiate a TAP review if they can show completion of a goal. If, after review, the classification officer or probation/parole officer determines that a change in the inmate’s goals is necessary, the classification officer shall schedule a TAP Committee review.
- M. A TAP shall be created for all inmates who are transferred to the supervision of New Mexico from another state under the interstate compact agreement.



\_\_\_\_\_  
 David Jablonski, Acting Secretary of Corrections  
 New Mexico Corrections Department

12/27/16  
 Date

 <p><b>CD-105001</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>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>	
	<p><b>ISSUE DATE: 06/14/13</b></p> <p><b>EFFECTIVE DATE: 06/14/13</b></p>	<p><b>REVIEWED: 12/27/16</b></p> <p><b>REVISED: 01/08/14</b></p>
	<p><b>TITLE: Offender Management Program (OMP)</b></p>	

**AUTHORITY:**

*Policy CD-105000*

**PROCEDURE:**

**A. Reception and Diagnostic Center (RDC)**

1. Except for County Jail holds and D&E inmates, RDC staff shall create or modify an Offender Management Plan ("Plan") upon the inmate's arrival, as follows:
  - a. If the inmate is a first time offender or returning to prison after completion of a previous sentence, a new Plan must be created
  - b. If the inmate has returned to prison due to a parole or probation violation, the Plan must stay active and only be modified with new goals established.
  - c. If a Plan has been closed inadvertently, contact the Information Technology Division to reopen the Plan.
2. RDC staff shall create the following goals for new inmates:
  - a. COMPAS assessment shall be completed during the inmate's RDC process period.
  - b. RDC staff shall conduct an orientation during the inmate's RDC process period
3. A COMPAS assessment will be completed for every inmate during the RDC period, as follows:
  - a. Security staff shall complete and enter the demographic information relating to each inmate into COMPAS.
  - b. Records staff shall complete and enter the information into COMPAS regarding each inmate's current offense(s). The records staff shall verify this information through a thorough review of official documentation. **This information may not be provided by the inmate.**
  - c. Classification Officers shall complete and enter the criminal history information on each inmate into the COMPAS based on file information. The classification officer

shall verify this information through a thorough review of official documentation and may not be provided by the inmate.

- d. Education staff shall conduct an interview with each inmate to complete the "Offender Interview & Self Questionnaire" portion of the COMPAS assessment. Education staff shall enter the information into COMPAS during the interview or, if a computer is not available, as soon as possible thereafter. This information may not be gathered by allowing the inmate to complete the questionnaire independently.
  - e. Behavioral Health Services staff shall interview each inmate to conduct a substance abuse assessment. The Behavioral Health staff shall enter the assessment information into the COMPAS database and in the inmate's plan.
  - f. If an inmate is returning to the system, and has a COMPAS assessment on record, a new assessment will only be necessary upon program staff recommendation.
  - g. The RDC Unit Manager / Admissions Manager or Classification Supervisor shall ensure that the COMPAS score sheet is placed in the inmate hard file and the scores entered into the inmate's plan.
4. Program providers may conduct independent assessments, in addition to COMPAS, in order to determine specific needs and services. These assessments may occur throughout the period of incarceration.
  5. All assessment scores or summaries shall be noted in the assessment section of the inmate's plan.

## **B. Facility Classification Procedures**

1. Inmates will be assigned to a classification officer to ensure supervision and personal contact upon arrival and within seven (7) days of admission to a facility other than RDC, and shall receive Facility Specific Orientation in accordance with Inmate Orientation Policy *CD-041000*.
2. Each inmate shall receive orientation from Behavioral Health Services, Corrections Industries, Education, Medical Services, and Prison Security within seven (7) days of his or her arrival at facility other than RDC.

## **C. Tap Development**

1. During the week that inmates receive orientation, staff members from Behavioral Health and Education will review the COMPAS scores and results from any other assessment completed during the RDC period to determine the programs and services that will best address the inmate's criminogenic needs. Program providers shall interview each inmate concerning any requests he or she has for programs and their

- recommendations. Program providers shall prepare recommendations for inmate goals and program assignments to present at the TAP Committee.
2. Within ten (10) days of arriving at a facility other than RDC, the inmate shall meet with the TAP Committee to discuss the assessment results and program provider recommendations.
  3. Program providers shall bring the recommendations and current schedules of all class sections correlating to their recommendations.
  4. The Committee shall consider all program provider recommendations and the inmate's input during the development of the Plan and shall make the following decisions:
    - a. Determine and prioritize the goal(s) that the inmate shall pursue.
    - b. Assign the inmate to programs and services that will allow the inmate to achieve the goals;
    - c. Assign the inmate a work assignment to meet institutional needs;
    - d. Determine the inmate's schedule, through coordination of all program providers; and
    - e. Determine when modification by Committee is necessary.
  5. ILP mandated programs shall take top priority in program assignments. If the Committee cannot reach an agreement on any issue brought before it, the Unit Manager or Classification Supervisor or Program Manager shall be the final decision maker.
  6. Any subsequent changes to an inmate's work or program assignments/schedule that do not interfere with, or require a change to, the inmate's goals shall be made through the classification supervisory review process. The program provider shall ensure the change will not create a conflict of schedule.
  7. Any subsequent changes to an inmate's work or program assignments/schedule that require a change, or addition, to the inmate's goals shall be made through the TAP Committee process.
  8. The classification officer shall enter the committee action, the goals, work assignments and program assignments, noting the priority and specific class section for each, on the Classification screen in OMP during the Committee meeting, or as soon thereafter as possible, but no longer than two (2) working days.

9. The program providers shall enter all activities related to the goals that apply to their respective program and enroll the inmate in the agreed upon class section in OMP during the Committee meeting, or as soon thereafter as possible, but no longer than two (2) working days.
10. All programs and job assignments shall be made through the classification supervisory review process prior to enrollment, as set out in *CD-080103*.
11. When an inmate is released to community supervision, the TAP shall continue to serve as the management plan. All goals and activities, specific to incarceration, shall be closed out by institutional staff prior to release. All goals attainable through community support shall remain active and monitored through community supervision.

#### **D. Procedural Requirements for the TAP Committee**

The following procedures shall be followed for all TAP Committees:

1. The Classification officer shall develop a written agenda indicating the names of the inmates to be reviewed and distribute the agenda to all the Committee members at least forty-eight (48) hours prior to the Committee schedule.
2. Unless precluded for security or other substantial reasons, all inmates shall be allowed to appear at the TAP Committee and shall be given notice at least forty-eight (48) hours prior to the hearing. Such notice may be waived by the inmate in writing on the Classification Committee Hearing Notice form (*CD-080102.9*). The inmate may waive notice but may not waive appearance before the Committee.
3. Each committee member shall complete and sign the **TAP Committee Review** form *CD-105001.1*
4. The classification officer shall enter the committee action, the goals, work assignments and program assignments, noting the priority and specific class section for each, on the Classification screen in OMP during the Committee meeting, or as soon thereafter as possible, but no longer than 2 working days..
5. The program providers shall enter all activities related to the goals that apply to their respective program and enroll the inmate in the agreed upon class section in OMP during the Committee meeting, or as soon thereafter as possible, but no longer than 2 working days.
6. Following the entry of the above information, the Classification Officer shall print the TAP and the program schedule for each inmate; require the inmate to sign the TAP.



7. The classification officer shall place the TAP and schedule in the classification section in the inmate file and provide a copy of the TAP and schedule to the inmate within two (2) days.
8. An inmate has a right to appeal the TAP Committee decision through the Classification Appeal process as outlined in *CD-080100*. The facility Warden's decision will be the final authority.

#### **F. Program Participation**

1. Behavioral Health Services, Corrections Industries, Education, Medical Services, Prison Security are program providers that shall offer programs, treatment services and job assignments (hereinafter "programs") within each institution.
2. Inmate enrollment and participation for every program shall be subject to TAP Committee assignment. An inmate may not attend a program until they appear on the institutional roster.
3. Program assignments, including job assignments, shall not interfere with participation of any other assigned program, except for scheduled program testing or emergency circumstances.
4. The program provider's designated OMP staff shall create a section for each program. Each section shall have an established schedule that will be strictly followed. All sections that are LSA eligible, must state the number of required hours for the LSA and whether there is a pre-requisite. Special Management group programming is governed by *CD-143000* and *CD-080100*.
5. Once an inmate has accepted a program assignment, he or she has agreed to full participation and must attend each entire scheduled section, unless excused.
6. Each program provider shall be responsible for the accountability of the inmates enrolled in his/her respective program section and shall require each assigned inmate to attend the program for the entire scheduled time period for each section held.
7. The program provider shall take daily attendance using the sign-in sheet generated from OMP, and require every inmate participant to sign in upon arrival to the class, noting the exact time of arrival.
  - a. Every time it is necessary for an inmate participant to leave the classroom, or program assignment, he or she must be required to sign out, noting the reason and the exact time of departure.
  - b. If or when the inmate returns, he or she must be required to sign-in again.
  - c. Inmates must never be allowed to sign in and out at the same time.

- d. The program provider shall take daily attendance, noting that the inmate was present, had partial attendance, or was absent. The program provider shall enter the total hours that each participant attended the program, rounded to the nearest quarter hour, for the section in OMP every day the program occurs.
  - e. When an inmate is absent, the program provider must indicate whether the inmate's absence was "excused," "unexcused," or "suspended." An absence must be marked "unexcused" or "suspended" unless the absence is "excused" as defined in this policy.
8. Whenever an inmate is present for only a portion of the scheduled time period, the program provider shall indicate partial attendance in OMP, entering only that amount of time the inmate was actually present. The program provider must also note whether the absence was excused or unexcused.
  9. The program provider must issue a misconduct report for any inmate with an unexcused absence. The program provider must notify security of an inmate's unexcused absence immediately
  10. After three (3) unexcused absences within a one month period, an inmate must be withdrawn immediately from the program through a committee action and un-enrolled from the class section by the program provider.
  11. Inmates already in the program who refuse to actively participate (i.e. demonstrate poor attendance, display disruptive conduct or participate in a manner that is considered inadequate or inappropriate); may also be subject to disciplinary action, as well as removal from the program by the Classification Committee at the program provider's request.
  12. Inmates shall not occupy two spots for the same class and may not be enrolled in more than one class section for the same class. Inmates shall complete one level of class before enrolling in the next level. Inmates may not be enrolled in more than one level of the same class at any time.
  13. With the exception of cognitive and therapeutic programs, multi-level class sections may not be scheduled to occur at the same time, thereby requiring the program provider to provide attention and instruction to various level students during the same time period.
  14. An inmate's TAP shall be reviewed by a TAP Committee within 14 days after his or her removal from any program.
  15. When an inmate is no longer participating in a program due to completion of the program, transfer, disciplinary action, lack of interest or any other reason that would result in three (3) unexcused absences within a one month period, the program provider shall un-enroll the inmate from the OMP section and close any activity that

is related to the section as soon as possible, but no later than 2 working days from the end date.

16. Inmates shall not be enrolled in more than one level of the same program at any time and must complete one level of a program before enrolling in the next level.
17. A specific program facilitator or provider may not be scheduled at more than one location at any given time.
18. All program providers shall utilize the OMP waiting list.
  - a. If an inmate is referred to a program that is at its capacity, the inmate shall be placed on the waiting list.
  - b. Program providers shall conduct a review of each waiting list for their respective program on a monthly basis and ensure the lists are updated.

#### **G. Goals and Activities**

1. All TAPs shall contain measurable treatment objectives, consistent with inmate/offender's risk and needs. The objectives shall be documented through the goals and activities entered into OMP.
2. The classification officer shall enter Information about the Committee action on the Classification screen in OMP. The information shall state the goals regarding the work and program assignments agreed upon during the Committee meeting.
3. Program providers shall enter all activities related to the goals for each respective program. The data entry shall include the activity source, activity, domain, goal source, goal, priority and a comment if applicable. The start date and expected completion date shall also be noted.
4. When each activity has ended, the program provider shall close out the activity by entering the close date and close reason.
5. When each goal has ended, the program provider shall close out the goal. All activities associated with a goal must be closed before a goal can be closed.

#### **H. Documentation of TAP into OMP Database**

1. All data regarding the offender management plan, TAP, the inmate's progress, or lack thereof, and individual reentry plan shall be entered into OMP.
2. Within two (2) business days of the TAP Committee, the classification officer shall enter the job and program assignments, the goal(s) established for the inmate and the priority of each assignments and goal as determined during the TAP committee.

3. Within two (2) business days of the TAP Committee, the classification officer shall enter the committee action into the CMIS stating the job and program assignments that have been determined for each inmate.
4. Within two (2) business days of the TAP Committee, the program provider shall enter the goals and activities, including the priority of each goal relating to their respective program into OMP.
5. Within two (2) business days of the TAP Committee, each program provider shall enroll the inmate in the respective class section in accordance with the approved TAP.
6. All inmate participants shall be required to attend the entire schedule for each program they are enrolled. The program provider shall enter daily attendance and each day the program occurs on OMP as follows:
  - a. When the inmate is present for the entire class, the program provider shall enter the inmate's attendance as "PRSNT" and note the correct amount of hours equal to the class schedule.
  - b. If the inmate has a partial attendance for a reason other than tardiness the program provider shall enter "PRT ATND" attendance with the correct amount of time equal to the inmate's attendance for that day and indicate whether the absence was excused or unexcused.
  - c. If the inmate arrives to class late, the program provider shall indicate a "LATE" attendance with the correct amount of time equal to the inmate's attendance for that day and indicate whether the absence was excused or unexcused.
  - d. If the inmate is absent, the program provider shall enter "ABSNT" with 0.0 hours of attendance and indicate whether the absence was excused or unexcused.
  - e. The program provider shall note a justification for any attendance that deviates from the regular schedule of each class by selecting the appropriate reason.
  - f. When an inmate exhibits exceptional behavior, negative or positive, the program provider shall advise other program providers by documenting the behavior in an attendance note under the offender management plan. The notes shall include general concerns and indicate the level of participation for the inmate that day.
  - g. In the event of an institutional transfer, the TAP shall remain in effect and continue to be implemented at the receiving facility, when programs/classes are available. If the exact programs are not available, similar programs shall be provided to the inmate as soon as possible. A receiving facility may modify the TAP through a TAP committee meeting.

#### **I. Classification Supervisor, Unit Manager or Program Manager**

- a. The Classification Supervisor/Unit Manager/Program Manager shall serve as the Chairperson of all TAP Committees.

#### **J. 90 Day TAP Committee Reviews**

1. The TAP Committee shall meet with each inmate every 90 days to review the progress of the inmate toward the completion of activities and goals. This review will also consider any other Classification issues needing review.
2. In preparation for each meeting, the classification officer will review the inmate's attendance and comments relating to his progress, level of participation, and any noted concerns from the program provider. The Committee procedures in Section D (Procedural Requirements for the TAP Committee) shall be followed to schedule 90 day TAP Committee Reviews.
3. The Committee and inmate shall discuss the progress toward the goals and activities as well as the inmate's participation. The Committee shall provide the inmate with an opportunity to discuss any concerns or questions the inmate has and will make every effort to reach a resolution.
4. The Committee shall provide guidance to the inmate to ensure the inmate is taking positive steps toward his or her program completion and goals.
5. The classification officer shall enter a TAP Review into OMP under "Offender Review" documenting the outcome of each meeting and note the inmate's progress, lack of progress, attitude, etc., with regard to the Plan.
6. A TAP Committee review shall be scheduled whenever classification or program providers determine the need exists, such as after the inmate completes a goal or the existing plan is no longer meeting the needs of the inmate, warranting the need for a change in programming.
7. Inmates may request a TAP Review from the classification officer if the inmate can show completion of a goal and desire to progress further than the existing plan allows. If the classification officer determines that a change in the goals is warranted, the inmate will be scheduled for a TAP Committee review.
8. If the classification officer determines that a change in the inmate's work or program assignments is necessary, and will not require a change or addition of the inmate's goals, the inmate will be scheduled for a classification supervisory review.
9. Each TAP Committee review shall prioritize and/or reprioritize goals, assignment of new programs, or job assignments.
10. All TAP reviews shall be scheduled and documented in OMP.

**K. Reentry TAP Review**

1. The Unit Manager, Classification Supervisor or Program Manager shall conduct a Reentry COMPAS assessment no later than 210 days prior to an inmate's projected release date. If the inmate has less than 210 days to serve the Reentry COMPAS shall be completed within ten (10) working days following notification of the inmate's release.
2. The Unit Manager shall enter the Reentry Assessment scores in assessment section of the inmate's profile in OMP.
3. To ensure each inmate is provided with a structured release program, the program providers shall review the Reentry COMPAS scores, in addition to any independent assessment scores or summaries, prior to the Reentry TAP Committee.
4. Prior to the inmate's release to community supervision, the TAP Committee shall meet 180 days prior to Projected Release Date (PRD), and conduct one final review with the inmate and indicate the need for programming to be continued in the community.
5. The classification officer shall document the final review and include a summary of the inmate's participation and progress in programs, treatment and jobs during incarceration, in the Offender management plan notes.
6. Within ten (10) days prior to release or discharge, all goals and activities specific to incarceration, shall be closed out in OMP by the program provider. All goals attainable in the community shall remain active during community supervision; however, the program providers shall close out all activities specific to incarceration.
7. The classification officer shall ensure that the inmate's TAP is updated prior to release; within 24 hours of the final TAP Committee.

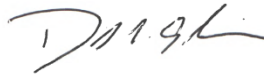
**L. Probation and Parole**

1. When an offender is released from prison to Parole supervision, or is placed on Probation supervision, the Probation and Parole Division will continue developing the plan created by the institution in the case of parolees, or will create a new plan for probationers who have not created one yet.
2. In the case of parolees released from the institution, at the time of intake and risk/needs assessment, the Probation and Parole Officer will access the existing plan, and assign goals and activities based both on the results of that assessment and as a continuation of any goals or activities that were not completed in the institution.
3. In the case of probationers without an existing plan, at the time of intake and risk/needs assessment, the Probation and Parole Officer will create a new plan, and

- develop initial goals and activities based on the results of that assessment and any treatment, education, employment or any other issues identified by the officer or offender at intake.
4. Upon creation of the initial plan, the officer will submit a printed copy of the plan to their supervisor for approval and signature. Once approval is received, the officer will review the plan with the offender, and the officer and offender will both sign the hard copy as well. A copy of the plan will be given to the offender to follow, and a copy will be placed in the offender's case file as documentation of the review.
    - a. In the Offender Management Program, the officer will document the plan's creation and initial review with the offender by adding a Narrative case note discussing the basic details of the plan and its review by the officer and offender.
    - b. In the Offender Management Program, the officer will also create the first review schedule for in-program review of the plan, which should be set at the same time as the next scheduled risk reassessment date.
  5. The officer will review the offender's progress at completing the goals and activities of their Management Plan at each office appointment, and will document any discussions about it in case notes in the Criminal Management Information System (CMIS), but documentation in the Offender Management Program (OMP) will only be required at each 6-month review interval.
  6. At the 6-month review interval, the officer will complete a risk reassessment of the offender in CMIS, and will review and update the offender's Management Plan in OMP as well. At this time, the officer will close any activities and goals that have been completed, and enter update notes for any activities still in progress. Based on the completion of previously-assigned activities and goals, the officer will enter new activities and/or goals as necessary to continue the progression of the offender's treatment plan.
  7. Upon completion of the plan's update, the officer will review the changes with their supervisor and the supervisor will sign their approval on a hard copy of the plan. Once approval is received, the officer will review the updated plan with the offender, and the officer and offender will both sign the hard copy as well. A copy of the updated plan will be given to the offender to follow, and a copy will be placed in the offender's case file for documentation of the review.
    - a. In OMP, the officer will document the plan review and update in the Narrative section with a new case note discussing the changes to the plan, the review with the offender, and the supervisor approval.
    - b. In OMP, the officer will complete the scheduled review of the plan, updating progress status and any notes related to the offender's completion of plan goals

and activities, and in that review will schedule a new review, to again be set at the same date as the next scheduled risk reassessment in CMIS.

8. Officers will follow the above-outlined review and update schedule until the completion of the offender's supervision period, whether through discharge or revocation.
9. Upon completion of the offender's supervision period, the officer will close or modify the offender's Management Plan as outlined:
  - a. In the event of discharge, in which the offender will have no further obligation to the New Mexico Corrections Department Institutions or Probation and Parole, to include revocations in which the offender serves the remainder of their time in a county jail but not the Corrections Department, the officer will close all activities and goals, with notes in each about the completion of that goal or activity (successful or unsuccessful).
  - b. The officer will complete a final scheduled review documenting with notes about completion of the plan overall, but will not schedule a new review date due to the plan's closure. The officer will also enter a Narrative case note indicating that the plan is being closed, the reasons why, and the offender's overall level of success in accomplishing the goals and activities that plan set out. When all steps have been completed, the officer will close the Plan by entering an end date and reason for the closure.
  - c. In the event of revocation, in which the offender will return to the Institution to serve a further period of commitment, the officer will follow the steps outlined in sub-paragraph 1 above, but will not close the Plan itself. Rather, the plan will be left open with no attached goals or activities so that the Institution may resume work on the same Plan once the offender returns to the Institution.



---

David Jablonski, Acting Secretary of Corrections  
New Mexico Corrections Department

12/27/16  
Date



**NEW MEXICO CORRECTIONS DEPARTMENT  
TAP COMMITTEE REVIEW**

Inmate Name: \_\_\_\_\_ NMCD# \_\_\_\_\_ Mtg. Date: \_\_\_\_\_  
Sentence length: \_\_\_\_\_ Projected Release Date: \_\_\_\_\_

**MEDICAL:**

**NEEDS/RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**BEHAVIORAL HEALTH:**

**NEEDS/RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**EDUCATION/EMPLOYMENT:**

**NEEDS/RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECURITY:**

**NEEDS/RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**CLASSIFICATION OFFICER:**

**NEEDS/RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**CHAIRPERSON:**

**NEEDS/RECOMMENDATIONS:** \_\_\_\_\_

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_