



CD-051600

NEW MEXICO CORRECTIONS DEPARTMENT

"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."
Courage Responsibility Ethics Dedication - **CRED**ibly serving the public safety of New Mexico

ISSUE DATE:	08/30/82	REVIEWED:	04/30/18
EFFECTIVE DATE:	08/30/82	REVISED:	06/07/17

TITLE: Correspondence with Inmates by Probation and Parole Division Staff

AUTHORITY:

- A. NMSA 1978, 9-3-5, Sections 31-21-7 and 33-1-6, as amended.
- B. Policy *CD-032200*.

REFERENCE:

None

PURPOSE:

To establish guidelines for correspondence between New Mexico Corrections Department (NMCD) Probation and Parole Division (PPD) employees and inmates of any correctional facility.

APPLICABILITY:

All PPD staff and inmates of any correctional facility.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

- A. *PPD Staff*: Any person employed by the NMCD PPD and/or acting as volunteers or interns for the PPD.
- B. *Inmate*: A person incarcerated within the New Mexico Corrections Department prison system, regardless of whether the person was convicted in New Mexico or is in New Mexico pursuant to an interstate compact agreement.
- C. *Conflict of Interest*: Any situation, personal action or inaction modified by the possibility of personal gain or interest, which may cause the personal interests of PPD staff to conflict with or adversely affect the interests of the Department, including, but not limited to, outside

concerns that may bring undue pressure upon personnel in their efforts to make decisions concerning official duties.

POLICY:

PPD employees may correspond directly or indirectly with inmates in accordance with the procedures established in *CD-051601*.



David Jablonski, Secretary of Corrections
New Mexico Corrections Department

04/30/18

Date



CD-051601

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AUTHORITY:

Policy *CD-051600*

PROCEDURES:

- A. If an inmate communicates with a Probation and Parole Division (PPD) staff member to request assistance or information, the PPD staff member may:
 1. Respond to the inquiry in an official capacity (i.e., must identify themselves as PPD staff.);
 2. Forward the request to the appropriate Adult Prisons Division staff that can provide the assistance or information.
- B. If an inmate seeking parole writes to a district office responsible for investigating his/her proposed parole plan, inquiring about the progress of the investigation, such correspondence shall be returned to the inmate with a brief note on the letter indicating the latest progress in the case. A copy of this correspondence shall be retained in the district office.
- C. If a PPD staff member receives any communication from an inmate which in itself, or a response thereto, would give rise to the appearance of a conflict of interest, that staff member must forward a briefing memorandum to the Director of Probation and Parole through their Chain of Command for action.

David Jablonski, Secretary of Corrections
New Mexico Corrections Department

04/30/18
Date