



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-051900 PPD Daily Reminder System	Issued: 2/21/94 Effective: 2/21/94	Reviewed: 1/31/20 Revised: 3/6/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

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:

A. 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]**



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CD-051901 PPD Daily Reminder System	Issued: 2/21/94 Effective: 2/21/94	Reviewed: 1/31/20 Revised: 3/6/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-051900*

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
Intake	INTAKE	5 days
New Case/Post-Sentence Report	NEW/POST	60 days
Compas Prescreen	PRESCREEN	5 days
Compas CORE	CORE	45 days
Compas TAP	TAP	60 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	1 business 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.