



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-050200 Treatment/Supervision Plan Development Case Management and Written Conditions	Issued: 07/01/99 Effective: 07/03/00	Reviewed: 11/21/23 Revised: 6/29/23
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Section 31-21-7 (F), 31-20-5.2, 31-21-10.1 and 66-8-102, NMSA 1978, Comp., as amended.

REFERENCE:

- A. ACA Standards 4-APPFS-2A-02 thru 4-APPFS-2A-13, and 4-APPFS-2B-01, *Performance Based Standards for the Adult Probation and Parole Field Services*, 4th Edition.
- B. Northpointe, Inc. Risk/Needs and Case Planning for male and female offenders.

PURPOSE:

To establish procedures for the development of supervision plans that include measurable treatment objectives consistent with offenders' needs and the risk they present to the community; to establish procedures for the implementation and monitoring of those supervision plans and to establish procedures to provide offenders with an acknowledgment and understanding of their probation or parole contract conditions.

APPLICABILITY:

All Probation and Parole Division staff, offenders and any individuals or programs contracted to provide services to offenders.

FORMS:

- A. **COMPAS Assessment – Male Offenders** form (*CD-050201.1*) (16 pages)
- B. **COMPAS Assessment – Female Offenders** form (*CD-050201.2*) (26 pages)
- C. **COMPAS Case Supervision Review** form (*CD-050201.3*) (5 pages)
- D. **Community Corrections Program Contract** form (*CD-050201.4*)
- E. **Rules for Home Visits** form (*CD-050201.5*)
- F. **Notice to Employer/Educator** form (*CD-050201.6*)
- G. **Firearms Notification** form (*CD-050201.7*)
- H. **Additional Compliance Requirements** form (*CD-050201.8*)
- I. **Release of Information** form (*CD-050201.9*)
- J. **Waiver of Extradition** form (*CD-050201.10*)
- K. **Important Notice Regarding Drug Tests** form (*CD-050201.11*)

ATTACHMENTS:

- A. **Offender Orientation Handbook** Attachment (*CD-050201.A*) (8 pages)

- B. **Probation Standard Conditions** Attachment (*CD-050202.B*) (2 pages)
- C. **Parole Standard Conditions** Attachment (*CD-050202.C*)(2 Pages)
- D. **Assessment Referral Form** Attachment (*CD-050202.D*)

DEFINITIONS:

- A. Case opening: Case is fully opened, all conditions have been reviewed, and CORE/case plan are completed. File has been approved by the supervisor. Case Opening workflow has been finalized in the Offender Management System.
- B. Case Plan: A Case Plan is developed in the Offender Management System based on results of the COMPAS Core assessment. Plan shall include measurable and attainable objectives. Objectives will be measured by the successful completion of the goals, tasks, and activities in the Case Plan. A dynamic document used to guide the offender's progress in achieving their goals during supervision. It is a mutually agreed contract between the offender and supervising PPO that outlines the requirements for the offender while on supervision, identifies offender goals, activities to achieve those goals and sets a timeframe for completion.
- C. COMPAS Risk and Needs Assessment Tool: Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) is a research-based, validated risk and needs assessment tool that is used to provide predictions for both general and violent recidivism risk along with identifying criminogenic needs that have been shown to be associated with criminal activity in managing offender supervision.
- D. COMPAS Prescreen: Risk assessment that assesses risk of recidivism to assist probation and parole in placing an offender in a level of supervision.
- E. COMPAS Core: Full risk and needs assessment that provides a holistic view of the offender to address supervision and treatment needs.
- F. Alternative Screening (Case Supervision Review): Risk re-assessment to determine level of supervision after a specific period of time or a change in the offender's circumstances.
- G. Direct Assignment: An offender will be assigned to a Probation and Parole Officer at the District Office closest to their reported residence.
- H. Evidence Based Practices (EBP): Correctional decision making derived from research findings about practices proven to change offender behavior thereby reducing the risk of recidivism.
- I. Intake: Initial face to face meeting with the offender, which includes fingerprinting, photographing and review of standard conditions.
- J. Levels of Supervision: Degrees of supervision based upon degree of risk.
 - Minimum** - low risk/needs
 - Medium** - moderate risk/needs
 - High** – high risk/needs
 - Extreme Special Programs** – special management offender

- K. Programs Referral form: The form that is used for making referrals to community corrections, residential and transitional living programs.
- L. Risk: The assessment of offender's factors that influence or predict criminal behavior that affect the offender's ability to be rehabilitated.
- Low: COMPAS assessment scale resulting in a score from 1-4.
 - Medium: COMPAS assessment scale resulting in a score from 5-7.
 - High: COMPAS assessment scale resulting in a score from 8 and above.
- M. Needs: The assessment of offender's social, economic, and other deficiencies that indicate appropriate service interventions.
- N. 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.
- O. Overrides: The altering of the level of supervision by a probation and parole officer and approved by the district supervisor when the officer questions the level assigned by the instrument and can justify the change.
- P. Sex Offender: Any person convicted of a sex offense on or after July 1, 1995; any person convicted of a sex offense prior to July 1, 1995; and who, on July 1, 1995, was either incarcerated, on probation or on parole. Sex Offender means a person eighteen (18) years of age or older who:
- Is a resident of New Mexico and convicted of a sex offense in New Mexico;
 - Does not have an established residence in New Mexico, but lives in a shelter, halfway house or other transitional living facility, or stays in multiple locations in New Mexico and who has been convicted of a sex offense pursuant to state, federal, tribal or military law; or,
 - Changes his residence to New Mexico when the person has been convicted of a sex offense in another state pursuant to state, federal or military law; or, Is a resident of New Mexico who is convicted of a sex offense pursuant to federal or military law; or,
 - An adult placed under, or made subject to, supervision 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 on supervision for a sex offense; or
 - An adult placed under, or made subject to, supervision 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 register as a sex offender either in the sending or receiving state and who is required to request transfer of supervision under the provisions of the Interstate Compact for Adult Offender Supervision. or
 - Must register with the local sheriff's office for the county for which the sex offender resides if the date of conviction was on or after July 1, 1995 within prescribed time limits pursuant to statute.

Q. Sex Offense:

- Criminal sexual penetration in the first, second, third or fourth degree
- Criminal sexual contact in the fourth degree
- Criminal sexual contact of a minor in the second, third or fourth degree
- Sexual exploitation of children in the second or third degree
- Sexual exploitation of children by prostitution in the first, second or third degree
- Kidnapping when committed with the intent to inflict a sexual offense
- False imprisonment when committed with the intent to inflict a sexual offense
- Aggravated criminal sexual penetration
- Aggravated Indecent Exposure
- Enticement of a Child
- Incest, when the victim is less than 18 years old
- Child solicitation by electronic communication device, for convictions occurring on or after July 1, 2013
- Attempt, solicitation or conspiracy to commit any of the sex offenses set forth in paragraphs above
- An offense from another jurisdiction that is substantially the same as the sex offenses set forth above

For convictions prior to July 1, 2013, the crimes of Kidnapping and False Imprisonment are only sex offenses if the victim was less than eighteen years old and the offender is not a parent of the victim

- R. Special Management: Any special management program of the New Mexico Probation Parole Division or any private program contracted to provide services for the New Mexico Probation Parole Division, which provides enhanced or modified levels of supervision and/or programming for offenders. These programs include but are not limited to Community Corrections Programs, Intensive Supervision Program (ISP), Sex Offender Program, Residential Programs, and Transitional Living Centers.
- S. Standard Supervision: Supervision provided to an offender who is not in a special management program.
- T. Supervision Contact: Contact between a PPD staff member and an offender in which information is received which allows the supervising PPO to evaluate the offender's supervision status.
- U. Collateral Contact: Any contact between the PPO and a person or organization having knowledge of, or interest in, the offender's supervision status.
- V. Successful Field Contact: Any personal contact between a PPO and offender under PPD supervision away from the vicinity of the PPO's office, or contact with a neighbor in the immediate vicinity or a family member residing in the offender's home, if the offender is not at the residence, provided that such contact permits the PPO to make observations about the offender's behavior and activities in a manner that can be documented in the case notes. If field contacts are required, one contact a month must occur at the offender's listed residence and must include entry into the residence by the PPO unless waived by the Region Manager.

POLICY:

It is the policy of the New Mexico Correction Department Probation and Parole Division that the supervising officer, with the offender's input, shall develop treatment objectives and a supervision plan according to the guidelines set forth in this policy and within the parameters set by the Court, Adult Parole Board, Interstate Compact, and the Corrections Department. The plan shall include whichever of the following is most appropriate for the supervision of the offender: level of supervision and requirements, offender goals and expectations, tools necessary to meet the goals, and timeframes for completion. The offender is provided a copy of the plan. The PPO shall document the activities and events involved in the implementation and monitoring of the supervision plan.

- A.** The Department shall govern the classification and supervision of offenders to safeguard the community and meet the program needs of the offender. Offenders shall have a

COMPAS prescreen assessment completed and be placed in the appropriate supervision category within five (5) business days of the offender beginning community supervision. The COMPAS Core assessment shall be completed within sixty (60) days of the offender being placed on supervision or released from incarceration. Any CORE assessment is valid for two (2) years.

Offenders are reassessed (case supervision review) as needed, but no longer than one year from the previous assessment, and reassessment reviews are documented in chronological order. Adjustments to the individual supervision plan are made based on reassessment and are addressed once per month during supervision contact in the district office and are made in accordance with the offender's performance in the community. [4-APPFS-2A- 03]

- B.** The Department has a validated evidence-based assessment process that identifies offender programming needs, risk of reoffending and level of supervision. There are provisions for regular review. The assessment process includes the following: [4- APPFS-2A-02]

- an initial assessment of each offender (and all subsequent reassessments) using a validated standardized assessment tool;
- personal interview with the offender;
- development of objectives that address community safety and offender needs;
- a review of the offender's progress with previously set objectives; and
- assessment or reassessment results are recorded in the case file and communicated with the offender.

C. Case Assignments

1. All Probation to Follow Jail or Prison offender will be assigned to a Probation to Follow desktop or a Probation and Parole Officer to track.
2. In accordance with PPD Mission, an offender will be assigned to a Probation and Parole Officer at the District Office closest to their reported residence. Homeless offenders and sex offenders do not fall under the Direct Report parameters and must report in the sentencing district and be transferred through the in state transfer process according to CD-051202.

3. The offender may report to the sentencing District Office and if they do, an intake packet will be completed and scanned into the m-drive. If the offender calls, basic contact information (address, phone number, emergency contact and employer) will be gathered from the offender. The offender will be entered into the offender management system and instructed to report to the District Office in the district where they reside. A supervisor in the sentencing district will assign the case to themselves. Once the offender reports to the District Office where they reside the offender will be immediately reassigned to an officer in the supervising District Office.
 4. If an offender never reports to the sentencing district and reports directly to the district in which they reside, an officer will be assigned in the district where they reside and all paperwork will be completed by that office.
 5. The offender will complete the intake process at the District Office closest to their residence.
 6. In Regions where an Intake Unit exists, an offender will complete the intake process with the Intake Unit, unless the offender has transportation issues that limit their ability to report to the Intake Unit, in which case the offender will complete the intake process at the District Office closest to their residence.
 7. The directly assigned (supervising) District Office will create and maintain the hard file, using documents accessed through court case management databases.
 8. All documents will be sent to the sentencing District Office Supervisor for distribution.
 9. Offenders will remain assigned to the Probation and Parole Officer in the District Office they are reporting to while pending revocation, with the exception of absconders. The hard file will be kept in the supervising District Office until the Probation Violation is adjudicated or the offender is released and being supervised elsewhere.
 10. Probationers who abscond immediately after sentencing, without reporting, will be assigned to a Probation and Parole Officer in the sentencing District Office.
 11. Probation absconders will be transferred to the sentencing District Office upon the completion of the Probation Violation Report. Parole/Dual absconders will remain with the supervising District Office.
 12. If an absconder is apprehended and reinstated to supervision, they must go through the transfer process in accordance with CD-051202.
 13. Semi-Active District Offices will not create a hard file. The supervising District Office will create the hard file. If the offender transfers, hard files will follow the offender either by mail or transport by staff. New files will not be created by the receiving districts.
 14. Hard files will be discharged and archived by the supervising District Office.
- D.** An initial interview (intake) with offenders shall be conducted within five (5) business days of being placed on community supervision or release from incarceration. An initial interview (intake) with all sex offenders shall be conducted within 1 business day of being placed on supervision or release from incarceration. Upon notification that a high-risk offender has been placed on community supervision, an officer shall initiate contact with the offender within two (2) business days and conduct an initial supervision interview within five (5) business days or prior to release from confinement if possible. **[4-APPFS-2A-04]** The intake shall include:
- COMPAS Prescreen
 - Review of Standard Conditions of Probation and/or Parole
 - Review of the offender handbook, rules for a home visit, firearms notification, waiver of extradition, release of information and property acknowledgement

- Instructions on how to contact staff after business hours, in the case of an emergency
- Photograph of offender
- Fingerprinting of offender
- DNA sample collection (for felony convictions)
- Review of any known special conditions
- Completion of behavioral contracts for special management offenders
- Substance test
- Placement on electronic monitoring or alcohol monitoring if ordered or appropriate
- Treatment referrals
- Set curfew, if deemed appropriate
- Special management designated curfew per policy
- Make efforts to obtain the filed Judgment and Sentence Order
- Start the case opening workflow in the Offender Management System

E. A Case Plan in the Offender Management System is developed for each offender jointly with staff within sixty (60) days of disposition or release from incarceration. This plan is documented with signatures of staff and the offender and reviewed and approved by a supervisor. The offender is provided a copy of the plan. The major objectives to be completed within the first sixty (60) days of supervision, as appropriate, are: **[4-APPFS-2A-08] [4-APPFS-2A- 09]**

- Develop and submit a COMPAS Core risk/needs assessment within 60 days;
- Explain and document the appropriate level of supervision as determined by the offender's assessment or override;
- Measurable objectives to be met by the offender and the PPD officer as established in a Case Plan to include setting limits, expectations, and assisting the offender in connecting with resources and services in the community within 60 days. A Case Plan is not required for offenders placed in minimum/low supervision at case opening;
- PPO will thoroughly explain supervision requirements and all special conditions. The signed Order of Probation will be submitted to the Court.
- Refer the offender to services required by the J&S and follow up on any referral provided at intake
- This shall include measurable criteria for expected behavior and accomplishments;
- A time schedule for achieving goals and objectives;
- Define the offender's designated area of travel and any prohibited areas;
- Provide guidance to the offender on employment, educational/vocational training needs, leisure time programs and activities in community;
- Provide guidance as needed to community agencies that provide financial and other assistance to offenders;
- Complete the FBI Flash

F. Case and file will be fully opened per the guidelines provided in C and D within sixty (60) days of sentencing or release from custody. The file will be provided to the supervisor for review and audit. The case opening workflow will be utilized in the Offender Management System for all case opening entries in the system. Each step of the workflow will be clicked as completed under the more actions tab once the PPO verifies the accuracy of the information. On the final step of the workflow (Case Review), the PPO

will click the assign button and reassign the workflow to their supervisor for final audit. The supervisor shall review the case opening workflow for accuracy. If any deficiencies are noted, the supervisor will reassign the workflow to the PPO and note deficiencies on the case review step. Once the case opening workflow is accurate, the supervisor will click on the case review and click “complete and save.” Once that step is completed, the supervisor will click “finish task” under the more actions tab. The case opening workflow is to be finished by the supervisor by the sixty (60) day mark.

- G.** Offenders are provided with interventions targeted to factors that relate to their individual criminal behavior and attitudes as established in the validated COMPAS assessment and outlined in the case plan. **[4-APPFS-2A-06]**
- H.** Consistent with law in the jurisdiction, there is policy defining when and how victim input is sought before a probation/parole officer requests the court or the releasing authority to add, remove, or modify any of the court-ordered special conditions of supervision. **[4-APPFS-2A-05]**
- I.** The conditions of supervision shall be furnished in writing to offenders. Offenders are required to sign the conditions, indicating their understanding and willingness to comply with them. The conditions shall be explained by the issuing officer. If a communication problem (illiteracy, foreign language) prevents an offender from understanding the conditions, an officer assists in explaining the conditions. Conditions are translated to the language spoken by the offender. **[4-APPFS-2B-01]**
- J.** When specific services ordered by the court or releasing authority are not available, PPD staff notifies the court or releasing authority and requests guidance for alternative services or programs. **[4-APPFS-2A-12]**
- K.** The agency supports supervision strategies and programs that have been scientifically demonstrated through evidence based and promising practices to enhance compliance with court or releasing authority ordered conditions, and to reduce criminal behavior. **[4-APPFS-2A-07]**
- L.** Any change to an offender’s individualized case plan shall be reviewed and discussed with the offender. The review is dated and documented by staff and offender signatures. **[4-APPFS-2A-10]**
- M.** A case supervision review (alternative screening), and level of supervision shall occur at least once (1) a year but can be done more frequently as determined by significant events in supervision or completion of supervision goals. The offender’s progress in achieving objectives is reviewed and documented. **[4-APPFS-2A- 11]**
- N.** A review of the case plan should be completed once per month during supervision contact with the offender in the district office.
- O.** When written reports from offenders under supervision are required, the interval between each report shall be modified in relation to community adjustment; and information in the reports is relevant to the case plan and/or agency administrative requirements.
- P.** Confidentiality of the offender’s case plan shall be maintained.

- Q.** Offenders shall not be confronted with possible probation/parole violations for failure to meet financial obligations other than those which are conditions of probation/parole; however, offenders shall be strongly encouraged to fulfill all financial obligations.
- R.** A closing summary note is prepared that summarizes the performance of the offender during the entire period of supervision and key points noted on the offender's electronic case notes. **[4-APPFS-2A-13]**
- S.** The Transitional Coordinator shall update statewide resources for all probation and parolees at least biannually.
- T.** Offenders under supervision shall have equal access to all agency programs and activities.



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AUTHORITY:

Policy *CD-050200*

PROCEDURES:

A. General Guidelines:

1. Supervision strategies and programs that have been scientifically demonstrated to enhance compliance with court or releasing authority ordered conditions will be supported and used to reduce criminal behavior. **[4-APPFS-2A-07]**
2. Probation and Parole Officers (PPOs) will assess the risk and needs, through the COMPAS prescreen, of all offenders sentenced to probation and/or parole supervision within five (5) working days of sentencing or release from incarceration. PPOs will complete the COMPAS core assessment within sixty (60) days of sentencing or release from incarceration using the COMPAS validated forms and methods developed for this assessment. PPOs will complete a case plan with the offender within sixty (60) days of sentencing or release from incarceration. **[4-APPFS-2A-03]**
3. The offender shall participate in a case supervision review no later than one (1) year after the initial assessment and will be reviewed at one (1) year intervals, or sooner, if needed. Two (2) years following a CORE assessment, a CORE reassessment will be completed. If a change in supervision level is needed, an updated case plan shall be completed. The review and any change of supervision level shall be discussed with the offender and documented in the offender case notes. **[4-APPFS- 2A-03]**
4. If an offender has a new felony conviction, a new CORE assessment will be completed.
5. All assessment and reassessment overrides will be submitted through the current offender management system by the PPO to their immediate supervisor for review and approval.
6. All offenders on standard supervision will be supervised as a medium level case prior to the completion of the COMPAS prescreen risk assessment. Offenders in special management programs will be supervised in Phase I until the completion of the COMPAS prescreen risk assessment. The PPO shall conduct an initial supervision interview with the probationer/parolee immediately after the individual is placed on probation or parole status or their release from incarceration (not to exceed five (5)

business days), or after PPD has been notified and attempt to identify any issues that might need immediate attention. [4-APPFS-2A-04]

7. An officer shall explain the supervision conditions to the offender and provide the offender with a written copy. Offenders are required to sign the conditions, indicating their understanding and willingness to comply with them. If a communication problem (illiteracy, foreign language) prevents an offender from understanding the conditions, an officer shall assist in explaining the conditions. Conditions shall be translated to the language spoken by the offender. [4-APPFS- 2B-01]
8. When specific services ordered by the court or releasing authority are not available, PPD notifies the court or releasing authority and requests approval for alternative services or programming. [4-APPFS-2A-12]
9. Written/Verbal travel permits shall be issued in accordance with *CD-051200*.
10. Restitution, court ordered costs and other costs and fees associated with probation and parole supervision shall be made on a monthly basis, or per approved restitution payment plan, by money order or cashier's check. When the offender reports to the office, the offender shall bring the money order or cashier's check to an office visit, complete all necessary information on the money order and provide the money order to the supervising officer or designated collection staff member. The officer will place the money order, together with a remittance slip into an envelope pre- addressed to the business office. For the months where monthly reporting is not required, the offender shall send the payment directly to the business office in envelopes provided by the department, or otherwise instructed by departmental directives.

B. Supervision of offenders shall be accomplished as follows:

1. Intensive Supervision Caseload:

Intensive supervision caseloads shall be at an average of 35 offenders per officer and supervision shall, at a minimum, be in accordance with the following required standards.

a. PPO contact with the offender based on the following, contact standards:

- 1) **Phase I**, A minimum of four (4) months with four (4) face to face contacts with the offender per month, one of which must be in the office with the option of having the second contact in the field plus two (2) additional successful field calls (1 in the residence) per month and three (3) collateral contacts per month.
- 2) **Phase II**, A minimum of four (4) months with three (3) face to face contacts with the offender, one of which must be in the office with the option of the second contact being in the field plus one (1) additional successful field contact in the residence per month and two (2) collateral contacts per month.
- 3) **Phase III**, A minimum of four (4) months, with two (2) face to face contacts with the offender, which must be one (1) office visit and

one (1) field visit in the residence per month and one (1) collateral contact per month.

- b. Collateral contacts shall include but are not limited to: verification of employment, monitoring of social relationships, and verification of counseling participation, and must be documented into the offender management system.
- c. Offender must provide the PPO with verification of compliance with contract conditions.
- d. Written/verbal travel permits shall be issued in accordance with *CD-051200*.
- e. If an offender under intensive supervision fails to report to a scheduled appointment in the office or field, fails to make contact with the supervising PPO, or the offender cannot be located by the department, no more than 72 hours shall elapse before declaring that offender an absconder, and providing request for assistance notification to STIU. The declaration shall be made sooner if the supervising officer becomes aware there is an immediate threat to the community. Once the investigation has been completed, the appropriate paperwork will be processed, i.e., officer warrant, violation reports, etc. A referral to STIU will be completed when an offender is declared an absconder in accordance with department policy.
- f. Community service providers shall verbally report all violations to the supervising PPO or the District Supervisor immediately and submit a written report of the violation(s) as soon as possible thereafter.
- g. Intensive supervision shall require offender participation for no less than one (1) year. A review will be completed by the Region Manager after eighteen (18) months in the program to determine appropriate placement/discharge to standard supervision.
- h. Advancement through phases will be in accordance with CD-050801.

2. Community Corrections:

Community Corrections caseloads shall be an average of 35 offenders per officer and supervision shall, at a minimum, be in accordance with the following required standards.

- a. PPO contact shall be made with an offender based on the following contact standards:

1) **Phase I** A minimum of **two (2) Months with** four (4) face to face contacts with the offender per month, one of which must be in the office with the option of having the second contact being in the field and two (2) additional successful field contact (1 in the residence) per month; three (3) collateral contacts per month.

2) **Phase II** A minimum of **two (2) Months** with three (3) face to face contacts with the offender per month, one of which must be in the office with the option of the second contact being in the field and; one (1) additional successful field contact in the residence per month; two (2) collateral contacts per month.

3) **Phase III** A minimum of **two (2) Months with** two (2) face to face contacts with the offender per month, which must be one (1) office visit and one (1) field visit at the primary residence and one (1) collateral contact per month

- b. Collateral contacts shall include but-not limited to: verification of employment, monitoring of social relationships, and verification of counseling participation.
- c. Offender must provide the PPO with written verification of compliance with conditions.
- d. Written/verbal travel permits shall be issued in accordance with *CD-051200*.
- e. If an offender under community corrections supervision fails to report to a scheduled appointment in the office or in the field or fails to make contact with the supervising PPO, or the offender cannot be located by the department, no more than 72 hours shall elapse before declaring that offender an absconder and providing a request for assistance referral to STIU. The declaration shall be made sooner if the supervising officer becomes aware there is an immediate threat to the community. Once the investigation has been completed, the appropriate paperwork will be processed, i.e., officer warrant, violation reports, etc., in accordance with department policy.
- f. The Probation and Parole Officer must develop specific program requirements at each phase of programming. These program requirements must be stated in the Community Corrections contract and/or the offender's case plan and reviewed with the offender. Phase requirement plans must be in compliance with PPD policy and procedure, meet individual treatment needs and identify any additional program requirements.
- g. The Probation and Parole Supervisor must approve any request for adjustment in reporting requirements or level of supervision, which would vary from what is stipulated. Any adjustments must still ensure an enhanced level of supervision/monitoring beyond what would be provided if the offender were supervised at high risk. Additionally, the offender must continue with treatment/programming requirements. The Probation and Parole Officer must document justification in support of their request for an adjustment to the Probation and Parole Supervisor for approval.

3. Special Caseloads

a. Special Programs

Offenders should be evaluated for those caseloads based in part on their

ability to comply with the enhanced supervision and treatment requirements of those programs. Factors such as geographic distance from the program, access to phone service for electronic monitoring and any unusual employment schedules should be considered before the offender is referred or placed into the program.

b. Sex Offenders

- 1) Sex Offenders will be supervised as Extreme Special Programs. Offenders on supervision with a current or prior sex offense will never be supervised lower than a medium.
- 2) In addition to CORE and Alternative Screening assessments, the following screenings must be completed on sex offenders:
 - (1) Static - Completed once (unless there is a new index sex offense). Shall be completed at beginning of their supervision term. Offenders do not need to be present as this tool is a criminal history-based assessment.
 - (2) Stable - Completed one time per year. Shall be completed within 60-90 days from the start of supervision. Officers shall utilize interview forms as a guide for this assessment.
 - (3) Acute – Shall be completed at least monthly, no more than weekly.
- 3) Sex offenders will be supervised per CD-053200.
- 4) Any sex offender convicted of a sex offense on or after July 1, 1995; and persons convicted of a sex offense prior to July 1, 1995, and who on July 1, 1995, were incarcerated, on probation or on parole for commission of that sex offense as defined in the NM Sex Offender Registration Act of 1995, will be given a **Notice to Register** Attachment (*CD-053201.3*) by the PPO at the time of the initial meeting. Probation and Parole Officers must have the offender read, or read to him/her, the Notice to Register and explain the information contained in the Notice. The offender must initial each paragraph where indicated and sign the acknowledgement confirming his/her understanding of what has been read and explained to him/her.
 - (1) This attachment will be maintained in the offender file. If the offender changes residence anytime during the period of supervision the PPO will advise the offender of the need to re-register with the Sheriff's Office, require the offender to sign another Notice to Register. The original Notice shall be provided to the offender and a copy maintained in the offender case file.
 - (2) The offender shall present verification of registration from the Sheriff's Office to the PPO and a copy will be maintained in the offender's case file. This procedure applies to offenders convicted of a sex offense in New Mexico, and offenders convicted of a sex offense in other states but supervised in New Mexico through the Interstate Compact.

c. Interstate Compact

1) Offenders who are supervised under the Interstate Compact shall be supervised under the same standards as offenders sentenced in New Mexico.

4. Requirements Caseload Supervision:

a. High Risk Supervision:

PPOs who solely carry high risk supervision caseloads shall have an average of 45 offenders per officer and supervision shall, at a minimum, be in accordance with the following required standards.

1) High Risk Supervision is placed into three (3) phases.

(1) **Phase I:** For a duration of six (6) months with office contact with the offender a minimum of two (2) times per month plus one (1) successful field visit in the residence per month. At any time during Phase I, if an alternative screening recommends the lowering of the supervision level to medium, an offender may be placed at medium supervision after staffing with a supervisor.

(2) **Phase II:** For a duration of (6) months minimum with office contact with the offender a minimum of one (1) time per month plus one (1) successful field visit in the residence per month.

All offenders completing Special Programs (Intensive Supervision Unit, Community Corrections Unit) and having their risk designation reduced to High Risk from Extreme Special Programs will enter directly into Phase II of High-Risk supervision.

Following one (1) year of High-Risk supervision (successful completion of phase II) if the risk designation is lowered utilizing an Alternative Screening and the offender has shown positive progress, the offender may be reduced to medium supervision.

(3) **Phase III:** For a duration of time until the offender assesses at medium with one (1) successful field contact in the residence with the offender per month and one (1) office contact with the offender every three (3) months. This phase is intended for high risk offenders being supervised by a high-risk officer. This phase should be considered a maintenance phase for high risk offenders.

Phase III only applies to offenders ordered to High Risk Supervision without the opportunity to be reduced to lower risk supervision such as: a history of sexual offenses, violent tendencies, and/or orders of the sentencing authority.

- 1) Collateral contacts shall include but not limited to: verification of employments, monitoring of social relationships, monitoring of GPS and alcohol monitors, and verification of counseling participation.
- 2) Offender must provide written documentation verifying employment, residence, and program participation, community service, and/or compliance with any other special conditions of supervision.
- 3) Travel permits shall be issued in accordance with *CD-051200*.
- 4) Restitution, court ordered costs and other costs and fees associated with probation and parole supervision shall be made on a monthly basis, or per approved restitution payment plan, by money order. The offender shall bring the money order to an office visit, complete all necessary information on the money order and provide the money order and a stamp to the supervising officer. The officer will place the money order, together with a remittance slip into an envelope pre-addressed to the business office. If the offender fails to bring a payment to their office visit, they will be provided with a remittance slip and a pre-addressed envelope to the business office and will return the envelope with their payment to their PPO or mail directly to the business office.

b. Medium Risk Supervision:

- 1) Office contact with offender once a month plus field visits as needed.
- 2) Travel permits shall be issued in accordance with *CD-051200*.
- 3) Offender must provide written documentation verifying employment, residence, and program participation, community service, and/or compliance with any other special conditions of supervision.
- 4) Restitution, court ordered costs and other costs and fees associated with probation and parole supervision shall be made on a monthly basis, or pre-approved restitution payment plan, by money order. The offender shall bring the money order to an office visit, complete all necessary information on the money order and provide the money order and a stamp to the supervising officer. The officer will place the money order, together with a remittance slip into an envelope pre-addressed to the business office. If the offender fails to bring a payment to their office visit, they will be provided with a remittance slip and a pre-addressed envelope to the business office and will return the envelope to their PPO or mail directly to the business office.

c. Minimum Risk Supervision:

- 1) If the results of the prescreen indicate that the offender has a COMPAS supervision recommendation of minimum/low, the case should be placed in administrative supervision subject to supervisor-approved override which needs to be conducted within five (5) days of receipt from PPO.

- 2) If the supervision recommendation is to override the COMPAS assessment to medium or higher supervision, the supervisor will return to the PPO to complete the COMPAS core.
- 3) If the supervision recommendation is to maintain minimum/low supervision assessment, the supervisor will return to the PPO to complete the transfer process.
- 4) When an offender is assessed or reassessed to minimum level of supervision the case will be transferred in the offender management system to the Response Center. Once the Response Center accepts the minimum case, the offender hard file shall remain at the sending district office.
 - a Incoming transfers to the Response Center will be assigned to a Response Center officer and that officer will have 5 business days (or 7 calendar days) to review the case and complete the transfer process.
 - b Existing cases that are being transferred to the Response Center require a case audit workflow in the offender management system from the sending district. Those cases that are assessed Minimum at Intake require only a case opening workflow in the offender management system.
- 5) All offenders on minimum supervision will be transferred to and supervised by the Response Center, except in special circumstances as noted in the following procedures:
 - a Offenders who are convicted of domestic violence, child abuse, weapons, violent offenses, DWI/DUI, or registered sex offenders on for another charge will not be assessed as minimum initially. These cases may only be reassessed as minimum upon an override approval from the sending Region Manager on a case by case basis. This approval shall be documented by a case note in in the offender management system.
 - b If an offender assesses at minimum but tests positive at intake:
 1. The offender will need to have a negative follow up test and negative one-month test (with the exception of marijuana)
 2. The offender will be referred for an assessment at a counseling provider and instructed to comply with recommendations of that assessment.
 3. The decision to transfer the offender to the Response Center should be made prior to the CORE assessment being due.
- 6) Once an offender is assessed to minimum supervision, that offender shall be reassigned to a Response Center PPO. The Response Center PPO shall make immediate contact with the offender to advise them of the reassignment, monthly reporting requirements and all other conditions required of the offender to include providing updated information regarding employment, place of residence, counseling and other treatment participation to the Response Center officer.

- 7) The Response Center PPO shall run an NCIC query on the minimum case whenever contact is made with offender. If the NCIC query result in a “hit” and a warrant exists, the assigned PPO response center shall immediately notify their supervisor, the sending district PPO and the sending district supervisor of the warrant hit, via email. Immediate action must be taken by the sending district office PPO to resolve warrant including the detention and arrest of offender in accordance with current NCIC protocol set out in department policy *CD-043100*.
- 8) If at any time, a Response Center PPO determines that an offender may be in violation of conditions of supervision, displaying suspicious behavior, involved in illegal activity, and/or would like to further investigate the case such as conducting a field call or by having the offender report to the nearest district office, the Response Center PPO shall notify the sending district office PPO, the sending district supervisor, and their supervisor via email.
- 9) When a minimum offender violates his or her conditions of supervision, the Response Center PPO shall prepare the violation paperwork. The Response Center PPO shall forward the violation to the Response Center supervisor and the sentencing district office supervisor. Upon discretion of the Response Center PPO, the offender will either remain on minimum supervision or be transferred to the district office closest to where the offender resides to await the disposition of said violation.
- 10) The Response Center PPO shall update the offender management system whenever changes occur for offenders under their supervision. Once an offender is transferred back to a sending district office the sending district PPO shall update the offender management system.
- 11) Two (2) weeks prior to discharge of an offender’s sentence, the Response Center PPO shall notify the sending district office PPO of the upcoming discharge date, complete the discharge request for the offender to the sentencing judge and transfer the offender’s case back to the sending district office, two (2) weeks prior to discharge. The district office PPO shall submit a discharge to the sentencing judge and close the case once approved.
- 12) All offenders who participate in Drug Court outside the Albuquerque metropolitan area and are assessed as minimum supervision shall continue to be supervised by the respective district office and not be transferred to the Response Center. All offenders who participate in mental health court, Veteran's Court, Delancy Street and similar programs throughout the state, and are assessed as minimum supervision, shall continue to be supervised by the respective district office and not transferred to the Response Center.
- 13) Every Response Center PPO that carries a caseload of minimum level offenders shall complete a case supervision review (alternative screening) on each offender at least annually. A case plan is not required on minimum offenders.
- 14) If at any time, a minimum case has been reassessed to a higher supervision level, the case will be transferred back to the district office nearest to the

offender's primary residence via the offender management system. The Response Center PPO shall also notify the Response Center supervisor, the sentencing district office supervisor and the receiving district office supervisor, via email, the receiving district has five (5) working days to accept the transfer back.

- 15) The Response Center PPO will approve travel permits verbally in accordance with policy CD-051200.
- 16) Verbal approval of travel permits shall also include in-state or out-of-state travel to border towns and interstate compact travel; however, the offender shall be required to go to the sending district office and sign a waiver of extradition on the out of state travel permit prior to such approval being issued. The Response Center PPO will generate the out of state permit and save it to the electronic file. The originating district will print the permit once the offender reports. The originating district shall save a copy of the signed out of state permit to the electronic file and enter a case note in the offender management system that the offender reported and picked up their travel permit.
- 17) The Response Center PPO shall review their caseload in accordance with policy.
- 18) If the Response Center PPO determines a field visit is necessary, the officer must get approval from their supervisor prior to making a request. If approved, when the Response Center officer requests a field visit, they must provide the reason for such request and send the request, via email to the sending district office PPO and district office supervisor.
- 19) All minimum case transfer requests must be reviewed and approved by the sending district office supervisor prior to transferring the case to the Response Center. The district supervisor review shall include but not be limited to confirming that the following have been verified and updated: agreements, conditions, liabilities, vehicles, tattoos, addresses, employment, reassessment, case plans and case notes. The sending PPO will make every effort to ensure all documentation is up to date in the database prior to transfer. If there is missing verification, the Response Center PPO will contact the sending PPO. Lacking documentation will not be the sole reason for denial to the Response Center. Both districts will work collectively to ensure documentation is up to date as to not delay a transfer approval.
- 20) If an offender fails to call in to the Response Center PPO and the Response Center PPO is unable to make contact with the offender, a field visit will be requested from the district in which the offender lives. If the field visit determines the offender is no longer at their residence, the Response Center PPO will immediately submit a transfer to the originating district. The originating district PPO will then follow the absconder policy CD-052802.

C. Development, Review, and Modification of Treatment Plans:

1. The administration of COMPAS assessment process identifies offender programming needs, risk of reoffending and level of supervision. Regular review shall include the following: **[4-APPFS-2A-02]**
 - an initial assessment of each offender (and all subsequent reassessments) using a standardized COMPAS assessment tool;
 - criminogenic information to include NCIC, NMcourts, and other official sources containing criminal history when appropriate, not offender self-report, to complete the official records section of the assessment;
 - a hard copy of the self-report section of COMPAS and personal interview with the offender;
 - the interview section of COMPAS risk/needs assessment must be administered in collaboration with the offender via a semi-structured interview between the offender and the PPO in an office setting environment;
 - development of objectives that address community safety and offender needs; and
 - assessment or reassessment results are recorded in the case file and communicated with the offender.

2. Consistent with probation and parole authority requirements, the PPD officer and offender shall jointly develop an individualized case plan that is reviewed and approved by a supervisor. The offender shall receive a copy of the individual plan. The individualized case plan shall provide interventions that are targeted to factors related to the individual's criminal behavior and attitude and include: **[4- APPFS-2A-06] [4-APPFS-2A-08] [4-APPFS-2A-09]**
 - conditions of supervision;
 - the appropriate level of supervision as determined by the offender's risk and need;
 - measurable objectives to be met by the offender and the field officer;
 - services that address the offender's needs;
 - measurable criteria of expected behavior and accomplishments;
 - time schedule for achieving specific goals; and
 - Schedule progress reviews.

3. When deemed necessary PPD staff may request the court or the paroling authority to add, remove, or modify any of the special conditions, including early termination of supervision, where indicated. **[4-APPFS-2A-05]**

4. Consistent with law in the jurisdiction, there is policy defining when and how victim input is sought before a probation/parole officer requests the court or the releasing authority to add, remove, or modify any of the court-ordered special conditions of supervision. **[4-APPFS-2A-05]**

5. The case plan for an offender shall be reviewed, reassessed and modified with the offender on an as-needed basis or, at a minimum, monthly. The offender's progress in achieving established objectives is documented under the section subsets of Goals, Tasks, and Activities. When new objectives are stated in

the case plan, the purpose for the objectives must be noted in the section entitled “Activities.” Whenever changes are made regarding the treatment and supervision of an offender, the offender will participate in the adjustment of the case plan, and will be provided a copy of the new case plan to include the new activities. The supervising officer will provide each case plan to their District Office supervisor for review and signature. The supervising officer must review the progress of the previously established goals, tasks, and activities with the offender and must note that discussion and the progress, or lack thereof, in the case note associated with the office contact [4-APPFS-2A-11]

6. Any change to an offender’s case plan is in collaboration with the offender. The review is dated and documented by the supervising PPO and offender signatures. The District supervisor shall review and approve all changes made to an offender’s case plan. [4-APPFS-2A-10]
7. All offenders supervised under special programs must sign an offender contract prior to being placed in the program. Offenders supervised under standard supervision may be required to sign an offender contract if the supervising PPO, after staffing with the District Supervisor, feels that such a contract would enhance the probability of the offender successfully completing supervision.
8. If specific services ordered by the Court or the Parole Board are not available as a resource in the community in which the offender is being supervised, the supervising officer shall notify the appropriate authority and request a modification of the conditions. Supervising officers shall request modifications of conditions of probation or parole, when it is in the best interest of society and the welfare of the offender, and when it is consistent with New Mexico State Statutes.
9. The PPO will review with the offender the **Rules for Home Visits** Form (CD-050201.7) and have the offender acknowledge receipt of the rules by signing the attachment.
10. The supervising officer will monitor the activities of the offender through face to face, virtual, and telephonic contacts, collateral contacts, substance tests, GPS, alcohol screens, home visits, employment visits/verification as deemed necessary, and review of the offender management system to determine the following:
 - a. If the offender is abiding by the rules and conditions of supervision;
 - b. If the offender is compliant with the most recent case plan, or if modifications in the plan are needed; and
 - c. If the offender is experiencing any problems, difficulties, or crises.
11. The supervising officer is expected to use reasonable judgment to address any problems observed.
12. Male and female offenders under supervision shall have equal access to all agency programs and activities.

- D.** Office contacts allow the supervising officer to observe the offender and receive detailed information from the offender regarding the offender's activities while under supervision, to evaluate that information, and to counsel the offender on decisions that the offender must make. The following procedures shall be followed:
1. All office contacts with offenders will be documented in the Offender Management System utilizing the PPD-Office Visit workflow.
 2. At the beginning of the supervision period the supervising PPO shall inform the offender of their reporting requirements, i.e., how and when he/she must report to the PPD Office. The PPO shall schedule individual appointments with the offenders.
 3. The offender reports during the month he or she will be required to provide information necessary for the PPO to update demographics in the offender management system. During this meeting they will discuss any issues relevant to the offender successfully completing the period of supervision.
 4. If the supervising PPO is unavailable when the offender comes into the office, other staff shall collect any written reports, payments, and/other documentation the offender must submit. As soon as possible, the supervising PPO will review that material, and note the review in the offender's case notes. The supervising PPO will initiate direct contact with the offender as soon as possible if there is a need for clarification or additional information.
 5. The PPO shall enter the case note in the offender management system at the time of the office visit and attach any documents provided by the offender.
- E.** Probation and Parole officers will visit an offender's home, place of employment, or any other location where the offender might be found away from the PPD office environment. The PPO will document all efforts made to locate the offender and any and all observations made pertaining to the offender's lifestyle, behavior, and attitudes. The following procedures will be used when making field contacts:
1. PPOs conducting field contacts will be accompanied by another PPO, PPO Supervisor, or other law enforcement agency. Under no circumstances shall a PPO ever conduct a field contact alone.
 2. Any safety or self-defense equipment to be used will be limited to those items authorized by the New Mexico Corrections Department **Use of Force Policy (CD-130600)**. When available, radios and cellular phones will be used.
 3. Frequency of field contacts will be primarily determined by the offender's supervision level and in accordance with policy. However, when assessing or reassessing the case, the PPO will consider the nature of the offender's offense history, and may override the supervision level, with the approval of their supervisor, or may include more field contacts than what is otherwise required for an offender in the Minimum supervision range.

4. If a PPO other than the supervising officer makes a field contact with the offender, the PPO making the field contact shall enter the contact as a field contact in the case notes, unless otherwise agreed that the supervising PPO will make that entry. If another PPO or staff member accompanies a PPO on a field contact the PPO making the entry in the offender case notes will document the presence of the PPO or staff member during the field contact. The field contact note shall be entered into the offender management system within one (1) business day or the last business day of the month, whichever comes first.
5. If a PPO attempts to make a field contact, and the offender is not at the present location, the PPO shall leave a business card or note in an easily accessible location. If the offender fails to make contact with the PPO within 24 hours of the field contact, the PPO will begin immediate efforts to locate the offender. If anyone at the offender's residence intentionally interferes with the PPO's attempt to contact the offender, or if the offender is unavailable for field contact due to the residence, the offender will be advised that he/she must find a residence where access will be allowed, or he/she will be in violation of the conditions of supervision. If any animals, located at the offender's residence, pose a danger to PPD staff in the field, the offender will be directed to restrain or confine those animals in such a way that PPD staff may enter the yard and/or residence without risk of attack unannounced. If locked gates preclude access to an offender's residence, the offender must provide access to the PPD staff. Field contacts will not be required when an offender is in jail, in-patient treatment, or otherwise unavailable for approved reasons.
6. The PPO may visit an offender's place of or potential place of employment, residence, community service or other place that the offender may frequent. If the PPO determines that the offender's presence in any such location creates an immediate and serious threat to the safety of any person, the PPO will immediately order that the offender no longer remain employed at that location, reside at that location, perform community service at that location or otherwise be present at such location. (e.g., a sex offender who has been convicted of Criminal Sexual Penetration of a young child has obtained employment at a Children's Daycare Center or is performing community service by pulling weeds at a public school).
7. If the PPO determines that the offender's presence in any location does not create an immediate threat to any person, but creates a potential serious threat to the safety of any person, the PPO may immediately order that the offender no longer remain employed at that location, reside at that location, perform community service at that location or otherwise be present at such place. The PPO shall notify the District Supervisor and Region Manager of the situation. The PPO shall notify, in writing, the Parole Board and/or District Judge (as applicable) of the situation and the order issued. This notification will include all pertinent information as to the identity of the offender and full justification of the said order. The order will be enforced unless the Parole Board and/or District Judge modify and/or disapprove said order. If an offender refuses to comply with the original order issued by the PPO, the PPO will include this in the written notification and await direction from the Courts/Board before arresting the offender or proceeding with revocation.
8. The PPO is required to visit the place of employment/community service or potential place of employment/community service of any sex offender assigned to their

caseload and verify the suitability and appropriateness of that employment/community service. The PPO will advise the employer about the conditions of the offender's probation/parole in writing on the **Notice to Employer/Educator** form (CD- 050201.8). A copy of the form will be maintained in the offender's file.

9. The PPO will direct the offender to report any variances in their shift, duties, hours, employment location or changes in clientele to the PPO and inform the offender that failure to comply may result in the revocation of the offender's probation or parole.
 10. On a case-by-case basis the Region Manager may require more or less field contacts than are required by this policy. Any such change in field contacts will be documented in the case notes, but any general waiver or reduction of field contacts must receive the approval of the PPD Director.
- F. All contacts with the offender and any other pertinent information will be recorded in the case notes. For community supervision, a review of the levels of supervision shall occur at least annually, with prompt reclassification, where warranted. Offender case notes must be maintained throughout the period of supervision.
1. Each office visit entry in the offender management system case notes will include date of contact, location, type of contact, description or update of the offender's case plan progress, legal status, NCIC search results, updates to address, family/co-habitants and vehicles, or other significant information resulting from the contact. Any documents provided will be attached to the case note.
 2. Program participation, or lack thereof, employment verification, drug testing date and results must be recorded in the offender management system.
 3. Delinquent notice, if used, will be entered and dated. The address to which the delinquent notice was mailed will be noted.
 4. While entries should be made regarding the amount of costs, restitution, and/or fines, it is not necessary to maintain balances within the case notes.
 5. Offenders shall not be confronted with possible probation/parole violations for failure to meet financial obligations other than those which are conditions of probation/parole; however, the offenders shall be strongly encouraged to fulfill all financial obligations.
 6. Case conference entries will include the name and positions of those involved in the conference and summary of the conference results.
 7. The supervising officer will make a report of the offender's adjustment to supervision in the form of a closing case note entry when the offender's period of supervision has ended. This entry will summarize the offender's adjustment during the entire period of supervision.
- G. A closing summary or a final progress reporting shall be prepared that summarizes the performance of the offender during the entire period of supervision. The closing summary

or final progress report remains in the offender's supervision file. **[4-APPFS- 2A-13]**

1. The PPD-Case Closure workflow will be utilized for all discharged cases.
2. Offenders will be discharged from the Offender Management System within 24 hours or the next business day following their discharge date.



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-050202 Written Probation and Parole Conditions	Issued: 07/01/99 Effective: 07/03/00	Reviewed: 11/21/23 Revised: 6/29/23
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Policy *CD-050200*

PROCEDURES: [4-APPFS-2B-01]

A. Probation Conditions:

Written conditions of probation shall be entered in the offender management system and maintained in the offender file, served on and acknowledged by the offender in accordance with the directives of the District Courts. If the **Order of Probation** contains the length of the probation term, only those pre-sentence confinement credits specifically designated to be credited towards time on probation as reflected on the Judgment and Sentence will be reflected on the **Order of Probation**. If the Judgment and Sentence does not specifically reflect that specific pre-sentence confinement credits are to be credited towards time on probation, then pre-sentence confinement credits will only be credited by the receiving facility if the offender's probation is subsequently revoked, and the offender is sentenced to a term of incarceration.

B. Parole Conditions:

1. Parole conditions are issued by the New Mexico Parole Board through the releasing institution and signed by the offender prior to release. Parole Officers shall review the parole conditions with the offender at their first contact. These conditions will be entered into the offender management system.
2. In cases where a period of probation follows parole in the same cause number, any conditions of probation must be included as conditions of parole. If the Parole Board has not included one or more of those probation conditions, the supervising PPO should send a letter advising the Parole Board and request the parole certificate be amended to include the omitted condition(s).

- C. The supervising PPO may write a formal request to the sentencing Court or Parole Board to add, remove, or modify any or all special conditions of probation or parole supervision. All requests must be justified and approved by the District Supervisor. [4- APPFS-2A-05]

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

ASSESSMENT - OFFICIAL RECORDS

Name: _____ **Screening Date:** _____
Offender#: _____ **DOB:** _____
Gender: _____ **Ethnicity:** _____
Scale Set: Core COMPAS Needs Assessment (Male Probationers)
Screener Name: _____
Agency: _____

**Screening
Information**

**Reason for
Assessment: Non-
Complete Reason:** _____

OFFICIAL RECORDS

Current Charges

If the person is being assessed for a probation/parole violation or revocation as the result of a technical violation, check the current offense(s) in the current offenses table for which they were under supervision and reference the original offense(s) when answering current charges questions. If revoked or violated for a nontechnical violation (i.e., a new offense), check the offense(s) in the current offenses table, and count the offense(s) for which they were under supervision as prior history.

If the person was returned to prison as the result of a technical violation, check the current offense(s) in the current offenses table for which they were under supervision. If returned for a nontechnical violation (i.e. a new offense), check the offense(s) in the current offenses table, and count the offense(s) for which they were under supervision as prior history.

<input type="checkbox"/> Homicide	<input type="checkbox"/> Weapons	<input type="checkbox"/> Assault	<input type="checkbox"/>
<input type="checkbox"/> Robbery	<input type="checkbox"/> Burglary	<input type="checkbox"/> Property/Larceny	<input type="checkbox"/>
<input type="checkbox"/> Drug Trafficking/Sales	<input type="checkbox"/> Drug Possession/Use	<input type="checkbox"/> DUI/OUIL	<input type="checkbox"/> Other
<input type="checkbox"/> Sex Offense with Force	<input type="checkbox"/> Sex Offense w/o Force		

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

1. Do any current offenses involve family violence?
 No Yes
2. Which offense category represents the most serious current offense?
 Misdemeanor Non-violent Felony Violent Felony
3. Was this person on probation or parole at the time of the current offense?
 Probation Parole Both Neither
4. Based on the screener's observations, is this person a suspected or admitted gang member?
 No Yes

Criminal History

Exclude the current case for these questions.

5. How many times has this person been arrested before as an adult or juvenile (criminal arrests only)?
6. How many prior juvenile felony offense arrests?
 0 1 2 3 4 5+
7. How many prior juvenile violent felony offense arrests?
 0 1 2+
8. How many prior commitments to a juvenile institution?
 0 1 2+

Note to Screener: The following Criminal History Summary questions require you to add up the total number of specific types of offenses in the person's criminal history. Count an offense type if it was among the charges or counts within an arrest event. Exclude the current case for the following questions.

-
9. How many times has this person been arrested for a felony property offense that included an element of violence?
 0 1 2 3 4 5+
 10. How many prior murder/voluntary manslaughter offense arrests as an adult?
 0 1 2 3+
 11. How many prior felony assault offense arrests (not murder, sex, or domestic violence) as an adult?
 0 1 2 3+

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

12. How many prior misdemeanor assault offense arrests (not sex or domestic violence) as an adult?
 0 1 2 3+
13. How many prior family violence offense arrests as an adult?
 0 1 2 3+
14. How many prior sex offense arrests (with force) as an adult?
 0 1 2 3+
15. How many prior weapons offense arrests as an adult?
 0 1 2 3+
16. How many prior drug trafficking/sales offense arrests as an adult?
 0 1 2 3+
17. How many prior drug possession/use offense arrests as an adult?
 0 1 2 3+
18. How many times has this person been sentenced to jail for 30 days or more?
 0 1 2 3 4 5+
19. How many times has this person been sentenced (new commitment) to state or federal prison?
 0 1 2 3 4 5+
20. How many times has this person been sentenced to probation as an adult?
 0 1 2 3 4 5+

Include the current case for the following question(s).

21. Has this person, while incarcerated in jail or prison, ever received serious or administrative disciplinary infractions for fighting/threatening other inmates or staff?
 No Yes
22. What was the age of this person when he or she was first arrested as an adult or juvenile (criminal arrests only)?

Non-Compliance

Include the current case for these questions.

23. How many times has this person violated his or her parole?
 0 1 2 3 4 5+

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

24. How many times has this person been returned to custody while on parole?
 0 1 2 3 4 5+
25. How many times has this person had a new charge/arrest while on probation?
 0 1 2 3 4 5+
26. How many times has this person's probation been violated or revoked?
 0 1 2 3 4 5+

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

INTERVIEW

Family Criminality

The next few questions are about the family or caretakers that mainly raised you when growing up.

27. Which of the following best describes who principally raised you?
- Both Natural
- Parents Natural
- Mother Only Natural
- Father Only
- Relative(s)
- Adoptive
- Parent(s) Foster
- Parent(s)
- Other arrangement
28. If you lived with both parents and they later separated, how old were you at the time?
- Less than 5 5 to 10 11 to 14 15 or older Does Not Apply
29. Was your father (or father figure who principally raised you) ever arrested, that you know of?
- No Yes
30. Was your mother (or mother figure who principally raised you) ever arrested, that you know of?
- No Yes
31. Were your brothers or sisters ever arrested, that you know of?
- No Yes
32. Was your wife/husband/partner ever arrested, that you know of?
- No Yes
33. Did a parent or parent figure who raised you ever have a drug or alcohol problem?
- No Yes

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

34. Was one of your parents (or parent figure who raised you) ever sent to jail or prison?
 No Yes

Peers

Please think of your friends and the people you hung out with in the past few (3-6) months.

35. How many of your friends/acquaintances have ever been arrested?
 None Few Half Most
36. How many of your friends/acquaintances served time in jail or prison?
 None Few Half Most
37. How many of your friends/acquaintances are gang members?
 None Few Half Most
38. How many of your friends/acquaintances are taking illegal drugs regularly (more than a couple times a month)?
 None Few Half Most
39. Have you ever been a gang member?
 No Yes
40. Are you now a gang member?
 No Yes

Substance Abuse

What are your usual habits in using alcohol and drugs?

41. Do you think your current/past legal problems are partly because of alcohol or drugs?
 No Yes
42. Were you using alcohol or under the influence when arrested for your current offense?
 No Yes
43. Were you using drugs or under the influence when arrested for your current offense?
 No Yes
44. Are you currently in formal treatment for alcohol or drugs such as counseling, outpatient, inpatient, residential?
 No Yes
45. Have you ever been in formal treatment for alcohol such as counseling, outpatient, inpatient, residential?

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

No Yes

46. Have you ever been in formal treatment for drugs such as counseling, outpatient, inpatient, residential?

No Yes

47. Do you think you would benefit from getting treatment for alcohol?

No Yes

48. Do you think you would benefit from getting treatment for drugs?

No Yes

49. Did you use heroin, cocaine, crack or methamphetamines as a juvenile?

No Yes

Residence/Stability

50. How often do you have contact with your family (may be in person, phone, mail)?

No family Never Less than once/month Once per week Daily

51. How often have you moved in the last twelve months?

Never 1 2 3 4 5+

52. Do you have a regular living situation (an address where you usually stay and can be reached)?

No Yes

53. How long have you been living at your current address?

0-5 mo. 6-11 mo. 1-3 yrs. 4-5 yrs. 6+ yrs.

54. Is there a telephone at this residence (a cell phone is an appropriate alternative)?

No Yes

55. Can you provide a verifiable residential address?

No Yes

56. How long have you been living in that community or neighborhood?

0-2 mo. 3-5 mo. 6-11 mo. 1+ yrs.

57. Do you live with family—natural parents, primary person who raised you, blood relative, spouse, children, or boy/girl friend if living together for more than 1 year?

No Yes

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

58. Do you live with friends?

No Yes

59. Do you live alone?

No Yes

Social Environment

Think of the neighborhood where you lived during the past few (3-6) months.

60. Is there much crime in your neighborhood?

No Yes

61. Do some of your friends or family feel they must carry a weapon to protect themselves in your neighborhood?

No Yes

62. In your neighborhood, have some of your friends or family been crime victims?

No Yes

63. Do some of the people in your neighborhood feel they need to carry a weapon for protection?

No Yes

64. Is it easy to get drugs in your neighborhood?

No Yes

65. Are there gangs in your neighborhood?

No Yes

Education

Think of your school experiences when you were growing up.

66. Did you complete your high school diploma or GED?

No Yes

67. What was your final grade completed in school?

68. What were your usual grades in high school?

A B C D E/F Did Not Attend

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

69. Were you ever suspended or expelled from school?
 No Yes
70. Did you fail or repeat a grade level?
 No Yes
71. How often did you have conflicts with teachers at school?
 Never Sometimes Often
72. How many times did you skip classes while in school?
 Never Sometimes Often
73. How strongly do you agree or disagree with the following: I always behaved myself in school?
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
74. How often did you get in fights while at school?
 Never Sometimes Often

Vocation (Work)

Please think of your past work experiences, job experiences, and financial situation.

75. Do you have a job?
 No Yes
76. Do you currently have a skill, trade or profession at which you usually find work?
 No Yes
77. Can you verify your employer or school (if attending)?
 No Yes
78. How much have you worked or been enrolled in school in the last 12 months?
 12 Months Full-time 12 Months Part-time 6+ Months Full-time 0 to 6 Months PT/FT
79. Have you ever been fired from a job?
 No Yes
80. About how many times have you been fired from a job?

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

81. Right now, do you feel you need more training in a new job or career skill?
 No Yes
82. Right now, if you were to get (or have) a good job how would you rate your chance of being successful?
 Good Fair Poor
83. How often do you have conflicts with friends/family over money?
 Often Sometimes Never
84. How hard is it for you to find a job ABOVE minimum wage compared to others?
 Easier Same Harder Much Harder
85. How often do you have barely enough money to get by?
 Often Sometimes Never
86. Has anyone accused you of not paying child support?
 No Yes
87. How often do you have trouble paying bills?
 Often Sometimes Never
88. Do you frequently get jobs that don't pay more than minimum wage?
 Often Sometimes Never
89. How often do you worry about financial survival?
 Often Sometimes Never

Leisure/Recreation

Thinking of your leisure time in the past few (3-6) months, how often did you have the following feelings?

90. How often did you feel bored?
 Never Several times/mo Several times/wk Daily
91. How often did you feel you have nothing to do in your spare time?
 Never Several times/mo Several times/wk Daily
92. How much do you agree or disagree with the following - You feel unhappy at times?
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
93. Do you feel discouraged at times?
 Strongly Disagree Disagree Not Sure Agree Strongly Agree

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

94. How much do you agree or disagree with the following -You are often restless and bored?
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
95. Do you often become bored with your usual activities?
 No Yes Unsure
96. Do you feel that the things you do are boring or dull?
 No Yes Unsure
97. Is it difficult for you to keep your mind on one thing for a long time?
 No Yes Unsure

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

SELF-REPORT

NAME: _____ **DATE:** _____

Think of your social situation with friends, family, and other people in the past few (3-6) months. Did you have many friends or were you more of a loner? How much do you agree or disagree with these statements?

98. "I have friends who help me when I have troubles."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
99. "I feel lonely."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
100. "I have friends who enjoy doing things with me."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
101. "No one really knows me very well."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
102. "I feel very close to some of my friends."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
103. "I often feel left out of things."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
104. "I can find companionship when I want."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
105. "I have a best friend I can talk with about everything."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
106. "I have never felt sad about things in my life."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree

The next few statements are about what you are like as a person, what your thoughts are, and how other people see you. There are no 'right or wrong' answers. Just indicate how much you agree or disagree with each statement.

107. "I am seen by others as cold and unfeeling."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
108. "I always practice what I preach."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
109. "The trouble with getting close to people is that they start making demands on you."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

110. "I have the ability to "sweet talk" people to get what I want."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
111. "I have played sick to get out of something."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
112. "I'm really good at talking my way out of problems."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
113. "I have gotten involved in things I later wished I could have gotten out of."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
114. "I feel bad if I break a promise I have made to someone."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
115. "To get ahead in life you must always put yourself first."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree

-
116. "Some people see me as a violent person."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
117. "I get into trouble because I do things without thinking."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
118. "I almost never lose my temper."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
119. "If people make me angry or lose my temper, I can be dangerous."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
120. "I have never intensely disliked anyone."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
121. "I have a short temper and can get angry quickly."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree

The next statements are about your feelings and beliefs about various things. Again, there are no 'right or wrong' answers. Just indicate how much you agree or disagree with each statement.

122. "A hungry person has a right to steal."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
123. "When people get into trouble with the law it's because they have no chance to get a decent job."

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Male Offenders

- Strongly Disagree Disagree Not Sure Agree Strongly Agree
124. "When people do minor offenses or use drugs they don't hurt anyone except themselves."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
125. "If someone insults my friends, family or group they are asking for trouble."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
126. "When things are stolen from rich people they won't miss the stuff because insurance will cover the loss."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
127. "I have felt very angry at someone or at something."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
128. "Some people must be treated roughly or beaten up just to send them a clear message."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
129. "I won't hesitate to hit or threaten people if they have done something to hurt my friends or family."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
130. "The law doesn't help average people."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
131. "Many people get into trouble or use drugs because society has given them no education, jobs or future."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
132. "Some people just don't deserve any respect and should be treated like animals."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree

MISC

Screener Judgement

133. In your professional judgement, do you agree: this person is not likely to comply with the conditions of release?
 Strongly Agree Agree Not Sure Disagree Strongly Disagree
134. How often do you think this person will spend time (hang out) with friends/associates who are likely to get him/her into trouble?
 Never Once A Month Several Times A Week Every Day
135. Using your professional judgement, do you agree that this person appears to have the history or characteristics that suggest a high risk of flight, absconding, and/or failure to appear?
 Strongly Agree Agree Not Sure Disagree Strongly Disagree
136. Using your professional judgement, rate the chances of this person committing any new (non-violent) crime during the first 24 months of community placement.
 Highly Unlikely Unlikely Moderately Likely Probable Highly Probable
137. How would you rate the likelihood of this person becoming seriously involved with drugs/alcohol if placed in the community?
 Highly Unlikely Unlikely Moderately Likely Probable Highly Probable
138. Using your professional judgement, rate the chances of this person committing a serious violent offense if placed in the community?
 Highly Unlikely Unlikely Moderately Likely Probable Highly Probable
139. In your judgement, what is the likelihood of this person finding and keeping gainful employment?
 Highly Unlikely Unlikely Moderately Likely Probable Highly Probable

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

ASSESSMENT - OFFICIAL RECORDS

Name: _____ **Screening Date:** _____
Offender#: _____ **DOB:** _____
Gender: _____ **Ethnicity:** _____
Scale Set: Core COMPAS Needs Assessment (Female Probationers)
Screener Name: _____
Agency: _____

Screening Information

Reason for Assessment: _____
Non-Complete Reason: _____

OFFICIAL RECORDS

Current Charges

If the person is being assessed for a probation/parole violation or revocation as the result of a technical violation, check the current offense(s) in the current offenses table for which they were under supervision and reference the original offense(s) when answering current charges questions. If revoked or violated for a nontechnical violation (i.e., a new offense), check the offense(s) in the current offenses table, and count the offense(s) for which they were under supervision as prior history.

If the person was returned to prison as the result of a technical violation, check the current offense(s) in the current offenses table for which they were under supervision. If returned for a nontechnical violation (i.e. a new offense), check the offense(s) in the current offenses table, and count the offense(s) for which they were under supervision as prior history.

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

<input type="checkbox"/> Homicide	Weapons	Assault	Arson
<input type="checkbox"/> Robbery	Burglary	Property/Larceny	Fraud
<input type="checkbox"/> Drug Trafficking/Sales	Drug Possession/Use	DUI/OUIL	Other
<input type="checkbox"/> Sex Offense with Force	Sex Offense w/o Force		

1. Do any current offenses involve family violence?
 No Yes
2. Which offense category represents the most serious current offense?
 Misdemeanor Non-violent Felony Violent Felony
3. Was this person on probation or parole at the time of the current offense?
 Probation Parole Both Neither
4. Based on the screener's observations, is this person a suspected or admitted gang member?
 No Yes

Criminal History

Exclude the current case for these questions.

5. How many times has this person been arrested before as an adult or juvenile (criminal arrests only)?
6. How many prior juvenile felony offense arrests?
 0 1 2 3 4 5+
7. How many prior juvenile violent felony offense arrests?
 0 1 2+
8. How many prior commitments to a juvenile institution?
 0 1 2+

Note to Screener: The following Criminal History Summary questions require you to add up the total number of specific types of offenses in the person's criminal history. Count an offense type if it was among the charges or counts within an arrest event. Exclude the current case for the following questions.

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

9. How many times has this person been arrested for a felony property offense that included an element of violence?
 0 1 2 3 4 5+
10. How many prior murder/voluntary manslaughter offense arrests as an adult?
 0 1 2 3+
11. How many prior felony assault offense arrests (not murder, sex, or domestic violence) as an adult?
 0 1 2 3+
12. How many prior misdemeanor assault offense arrests (not sex or domestic violence) as an adult?
 0 1 2 3+
13. How many prior family violence offense arrests as an adult?
 0 1 2 3+
14. How many prior sex offense arrests (with force) as an adult?
 0 1 2 3+
15. How many prior weapons offense arrests as an adult?
 0 1 2 3+
16. How many prior drug trafficking/sales offense arrests as an adult?
 0 1 2 3+
17. How many prior drug possession/use offense arrests as an adult?
 0 1 2 3+
18. How many times has this person been sentenced to jail for 30 days or more?
 0 1 2 3 4 5+
19. How many times has this person been sentenced (new commitment) to state or federal prison?
 0 1 2 3 4 5+
20. How many times has this person been sentenced to probation as an adult?
 0 1 2 3 4 5+

Include the current case for the following question(s).

Has this person, while incarcerated in jail or prison, ever received serious or administrative disciplinary infractions for fighting/threatening other inmates or staff?

No Yes

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

21. What was the age of this person when he or she was first arrested as an adult or juvenile (criminal arrests only)?

Non-Compliance

Include the current case for these questions.

22. How many times has this person violated his or her parole?

0 1 2 3 4 5+

23. How many times has this person been returned to custody while on parole?

0 1 2 3 4 5+

24. How many times has this person had a new charge/arrest while on probation?

0 1 2 3 4 5+

25. How many times has this person's probation been violated or revoked?

0 1 2 3 4 5+

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

IINTERVIEW

Family Criminality

The next few questions are about the family or caretakers that mainly raised you when growing up.

26. Which of the following best describes who principally raised you?
Both Natural Parents Natural Mother Only Natural Father Only
 Relative(s) Adoptive Parent(s) Foster Parent(s) Other arrangement
27. If you lived with both parents and they later separated, how old were you at the time?
 Less than 5 5 to 10 11 to 14 15 or older Does Not Apply
28. Was your father (or father figure who principally raised you) ever arrested, that you know of?
 No Yes
29. Was your mother (or mother figure who principally raised you) ever arrested, that you know of?
 No Yes
30. Were your brothers or sisters ever arrested, that you know of?
 No Yes
31. Was your wife/husband/partner ever arrested, that you know of?
 No Yes
32. Did a parent or parent figure who raised you ever have a drug or alcohol problem?
 No Yes
33. Was one of your parents (or parent figure who raised you) ever sent to jail or prison?
 No Yes

Peers

Please think of your friends and the people you hung out with in the past few (3-6) months.

34. How many of your friends/acquaintances have ever been arrested?
 None Few Half Most
35. How many of your friends/acquaintances served time in jail or prison?
 None Few Half Most

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

36. How many of your friends/acquaintances are gang members?
 None Few Half Most
37. How many of your friends/acquaintances are taking illegal drugs regularly (more than a couple times a month)?
 None Few Half Most
38. Have you ever been a gang member?
 No Yes
39. Are you now a gang member?
 No Yes

Substance Abuse

What are your usual habits in using alcohol and drugs?

40. Do you think your current/past legal problems are partly because of alcohol or drugs?
 No Yes
41. Were you using alcohol or under the influence when arrested for your current offense?
 No Yes
42. Were you using drugs or under the influence when arrested for your current offense?
 No Yes
43. Are you currently in formal treatment for alcohol or drugs such as counseling, outpatient, inpatient, residential?
 No Yes
44. Have you ever been in formal treatment for alcohol such as counseling, outpatient, inpatient, residential?
 No Yes
45. Have you ever been in formal treatment for drugs such as counseling, outpatient, inpatient, residential?
 No Yes
46. Do you think you would benefit from getting treatment for alcohol?
 No Yes
47. Do you think you would benefit from getting treatment for drugs?
 No Yes
48. Did you use heroin, cocaine, crack or methamphetamines as a juvenile?
 No Yes

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

Residence/Stability

49. How often do you have contact with your family (may be in person, phone, mail)?
 No family Never Less than once/month Once per week Daily
50. How often have you moved in the last twelve months?
 Never 1 2 3 4 5+
51. Do you have a regular living situation (an address where you usually stay and can be reached)?
 No Yes
52. How long have you been living at your current address?
 0-5 mo. 6-11 mo. 1-3 yrs. 4-5 yrs. 6+ yrs.
53. Is there a telephone at this residence (a cell phone is an appropriate alternative)?
 No Yes
54. Can you provide a verifiable residential address?
 No Yes
55. How long have you been living in that community or neighborhood?
 0-2 mo. 3-5 mo. 6-11 mo. 1+ yrs.
56. Do you live with family—natural parents, primary person who raised you, blood relative, spouse, children, or boy/girl friend if living together for more than 1 year?
 No Yes
57. Do you live with friends?
 No Yes
58. Do you live alone?
 No Yes

Social Environment

Think of the neighborhood where you lived during the past few (3-6) months.

59. Is there much crime in your neighborhood?

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

No Yes

60. Do some of your friends or family feel they must carry a weapon to protect themselves in your neighborhood?

No Yes

61. In your neighborhood, have some of your friends or family been crime victims?

No Yes

62. Do some of the people in your neighborhood feel they need to carry a weapon for protection?

No Yes

63. Is it easy to get drugs in your neighborhood?

No Yes

64. Are there gangs in your neighborhood?

No Yes

Education

Think of your school experiences when you were growing up.

65. Did you complete your high school diploma or GED?

No Yes

66. What was your final grade completed in school?

67. What were your usual grades in high school?

A B C D E/F Did Not Attend

68. Were you ever suspended or expelled from school?

No Yes

69. Did you fail or repeat a grade level?

No Yes

70. How often did you have conflicts with teachers at school?

Never Sometimes Often

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

71. How many times did you skip classes while in school?
 Never Sometimes Often
72. How strongly do you agree or disagree with the following: I always behaved myself in school?
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
73. How often did you get in fights while at school?
 Never Sometimes Often

Vocation (Work)

Please think of your past work experiences, job experiences, and financial situation.

74. Do you have a job?
 No Yes
75. Do you currently have a skill, trade or profession at which you usually find work?
 No Yes
76. Can you verify your employer or school (if attending)?
 No Yes
77. How much have you worked or been enrolled in school in the last 12 months?
 12 Months Full-time 12 Months Part-time 6+ Months Full-time 0 to 6 Months PT/FT
78. Have you ever been fired from a job?
 No Yes
79. About how many times have you been fired from a job?

80. Right now, do you feel you need more training in a new job or career skill?
 No Yes
81. Right now, if you were to get (or have) a good job how would you rate your chance of being successful?
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82. How often do you have conflicts with friends/family over money?
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83. How hard is it for you to find a job ABOVE minimum wage compared to others?

NEW MEXICO CORRECTIONS DEPARTMENT
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Easier Same Harder Much Harder

84. How often do you have barely enough money to get by?

Often Sometimes Never

85. Has anyone accused you of not paying child support?

No Yes

86. How often do you have trouble paying bills?

Often Sometimes Never

87. Do you frequently get jobs that don't pay more than minimum wage?

Often Sometimes Never

88. How often do you worry about financial survival?

Often Sometimes Never

Leisure/Recreation

Thinking of your leisure time in the past few (3-6) months, how often did you have the following feelings?

89. How often did you feel bored?

Never Several times/mo Several times/wk Daily

90. How often did you feel you have nothing to do in your spare time?

Never Several times/mo Several times/wk Daily

91. How much do you agree or disagree with the following - You feel unhappy at times?

Strongly Disagree Disagree Not Sure Agree Strongly Agree

92. Do you feel discouraged at times?

Strongly Disagree Disagree Not Sure Agree Strongly Agree

93. How much do you agree or disagree with the following -You are often restless and bored?

Strongly Disagree Disagree Not Sure Agree Strongly Agree

94. Do you often become bored with your usual activities?

No Yes Unsure

95. Do you feel that the things you do are boring or dull?

No Yes Unsure

96. Is it difficult for you to keep your mind on one thing for a long time?

No Yes Unsure

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

SELF-REPORT

NAME: _____ **DATE:** _____

Think of your social situation with friends, family, and other people in the past few (3-6) months. Did you have many friends or were you more of a loner? How much do you agree or disagree with these statements?

97. "I have friends who help me when I have troubles."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
98. "I feel lonely."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
99. "I have friends who enjoy doing things with me."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
100. "No one really knows me very well."
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104. "I have a best friend I can talk with about everything."
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105. "I have never felt sad about things in my life."
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The next few statements are about what you are like as a person, what your thoughts are, and how other people see you. There are no 'right or wrong' answers. Just indicate how much you agree or disagree with each statement.

106. "I am seen by others as cold and unfeeling."
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NEW MEXICO CORRECTIONS DEPARTMENT
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109. "I have the ability to "sweet talk" people to get what I want."

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110. "I have played sick to get out of something."
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111. "I'm really good at talking my way out of problems."
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112. "I have gotten involved in things I later wished I could have gotten out of."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
113. "I feel bad if I break a promise I have made to someone."
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114. "To get ahead in life you must always put yourself first."
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-

115. "Some people see me as a violent person."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
116. "I get into trouble because I do things without thinking."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
117. "I almost never lose my temper."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
118. "If people make me angry or lose my temper, I can be dangerous."
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119. "I have never intensely disliked anyone."
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120. "I have a short temper and can get angry quickly."
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-

The next statements are about your feelings and beliefs about various things. Again, there are no 'right or wrong' answers. Just indicate how much you agree or disagree with each statement.

121. "A hungry person has a right to steal."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
122. "When people get into trouble with the law it's because they have no chance to get a decent job."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
123. "When people do minor offenses or use drugs they don't hurt anyone except themselves."
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COMPAS Assessment – Female Offenders

124. "If someone insults my friends, family or group they are asking for trouble."
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126. "I have felt very angry at someone or at something."
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127. "Some people must be treated roughly or beaten up just to send them a clear message."
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130. "Many people get into trouble or use drugs because society has given them no education, jobs or future."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree
131. "Some people just don't deserve any respect and should be treated like animals."
 Strongly Disagree Disagree Not Sure Agree Strongly Agree

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

MISC

Screener Judgement

132. In your professional judgement, do you agree: this person is not likely to comply with the conditions of release?
 Strongly Agree Agree Not Sure Disagree Strongly Disagree
133. How often do you think this person will spend time (hang out) with friends/associates who are likely to get him/her into trouble?
 Never Once A Month Several Times A Week Every Day
134. Using your professional judgement, do you agree that this person appears to have the history or characteristics that suggest a high risk of flight, absconding, and/or failure to appear?
 Strongly Agree Agree Not Sure Disagree Strongly Disagree
135. Using your professional judgement, rate the chances of this person committing any new (non-violent) crime during the first 24 months of community placement.
 Highly Unlikely Unlikely Moderately Likely Probable Highly Probable
136. How would you rate the likelihood of this person becoming seriously involved with drugs/alcohol if placed in the community?
 Highly Unlikely Unlikely Moderately Likely Probable Highly Probable
137. Using your professional judgement, rate the chances of this person committing a serious violent offense if placed in the community?
 Highly Unlikely Unlikely Moderately Likely Probable Highly Probable
138. In your judgement, what is the likelihood of this person finding and keeping gainful employment?
 Highly Unlikely Unlikely Moderately Likely Probable Highly Probable

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

INTERVIEW

Housing Safety

INTRODUCTION TO CLIENTS:

Now that we have talked about your education and employment, we are going to ask you some questions about your living situation.

SCORING: HOUSING SAFETY SCALE – These questions must be asked directly of the client.

139. Do you feel safe in your home?

No Yes

140. Is your current housing stable? Can you count on being able to live there for the foreseeable future?

No Yes

141. Is your home environment free of violence?

No Yes

142. Is your home environment free of substance abuse?

No Yes

Case Management Notes:

143. During the 18 months prior to your offense, how many times did you move your residence?

144. Will you be living on your own for the next several months?

No Yes

If no, who will you be living with (relationship not name)?

145. Who are you living with at present (relationship not name)?

146. Are you at all concerned about your safety?

No Yes

147. Within the last year, has domestic violence taken place in your home?

No Yes

148. Do the police come into your neighborhood a lot?

No Yes

Notes (Housing Safety):

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

Anger / Hostility

INTRODUCTION TO CLIENTS:

Now we are going to move on to some questions about how you feel. We'll talk about things like anger, depression, and other mental health issues that are common to many women.

SCORING: ANGER/HOSTILITY SCALE – These questions must be asked directly of the client. If there is evidence of violent offenses in the client's background, and the client does not relate to anger, create discrepancy. For example, "what was going on for you when that assaultive offense was committed?" Avoid interrogations, however.

149. Would you describe yourself as having a strong temper?
 No Yes
150. Do you have trouble controlling your temper when you get upset?
 No Yes
151. Were you angry or upset when you committed the present offense?
 No Yes
152. Within the past 3 years, have you ever hit/hurt anyone, including family members, when you were upset (exclude self-defense)?
 No Yes
153. Have these events ever resulted in involvement with child and family services or law enforcement?
 No Yes
154. Have any of these experiences occurred within the past 6 months (exclude self-defense)?
 No Yes
155. Within the past 6 months have you had any times when you think you got too aggressive when something made you angry?
 No Yes

Notes (Anger/Hostility):

Mental Health

SCORING: HISTORY OF MENTAL ILLNESS SCALE – These questions must be asked directly of the client.

156. Have you ever seen a mental health counselor/therapist, psychologist, or psychiatrist for help with a problem? (Do not count prison intake interviews.)
 No Yes

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

157. Have you ever been diagnosed with mental illness?
 No Yes
158. Have you ever taken any prescribed medication to help you feel better emotionally?
 No Yes
159. Have you ever seen things or heard voices that were not really present?
 No Yes
160. Have you ever attempted suicide?
 No Yes
161. Have you ever been hospitalized or placed in a mental health unit for any of these or other types of mental health problems?
 No Yes

Notes (History of Mental Illness):

Current Symptoms

INTRODUCTION TO CLIENTS:

Okay, let's talk about how you've been feeling over the last several days.

SCORING: MENTAL HEALTH: DYNAMIC SCALES OF CURRENT SYMPTOMS – These questions must be asked directly of the client.

162. Are you experiencing problems concentrating or staying focused?
 No Yes
163. Are you experiencing mood swings --- too many ups and downs?
 No Yes
164. Are you experiencing a loss of appetite?
 No Yes
165. Are you having many thoughts that others are out to harm you?
 No Yes
166. Are you experiencing fears about the future, which are difficult to cope with?
 No Yes
167. Are you having any trouble sleeping because you are too worried about things?
 No Yes
168. Are you worrying so much about things that you have trouble getting going and getting things done?
 No Yes

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

169. Are you seeing things or hearing voices that are not really present?

No Yes

Case Management Notes:

170. Are you currently taking any prescribed medication to help with any of these problems?

No, I have no need for such medication.

No, but I am in need of medication for these problems.

Yes, I take medication which seems to help.

I take medication, but it does not help

I have not taken medication for any of these problems even though I have them.

171. Are you experiencing any suicidal thoughts? If YES, follow agency policy.

No Yes

Notes (Current Symptoms):

Abuse / Trauma

INTRODUCTION TO CLIENTS:

I am going to ask you some questions about whether or not you have been physically or sexually abused as a child or an adult. There are only four questions in this section, and if the questions are too difficult to answer, we will just move on to the next section. Please understand that the types of experiences that we would consider to be abusive include hitting, slapping, pushing, kicking, and threatening to hurt you.

SCORING: ABUSE/TRAUMA SCALES – These questions must be asked directly of the client.

Move on to the next section.

172. Have you ever experienced physical abuse as an adult?

No Yes

173. Have you ever experienced physical abuse as a child?

No Yes

174. Have you ever experienced sexual abuse as an adult?

No Yes

175. Have you ever experienced sexual abuse as a child?

No Yes

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

SCORING: PTSD SCALE – These questions must be asked directly of the client.

In your life have you ever had any experience that was so frightening, horrible, or upsetting that IN THE PAST MONTH you (check any that apply):

176. Have had nightmares about it OR thought about it when you did not want to.
 No Yes
177. Tried hard not to think about it OR went out of your way to avoid situations that reminded you of it.
 No Yes
178. Were constantly on guard, watchful, or easily startled.
 No Yes
179. Felt numb or detached from others, activities or your surroundings.
 No Yes

Case Management Notes:

180. Are you currently being stalked or emotionally abused (humiliated, threatened, harshly ridiculed) by someone close to you? If yes, follow agency policy.
 No Yes

Notes (Abuse/Trauma):

Significant Other / Spouse

INTRODUCTION TO CLIENTS:

In the next couple of sections I'm going to ask you some questions about your relationships with significant others, your children, and your immediate family. First let's talk about your relationships with significant others.

SCORING: RELATIONSHIPS – These questions must be asked directly of the client. These items are case management notes only and are not included in the scoring process.

181. Are you currently involved with a significant other?
 No Yes

If yes, how long have you been involved with this person? (years)

182. Have you been involved with this person for 6 or more years?
 No Yes
183. Are you married (include common-law and domestic partnerships)?
 No Yes

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

184. Is this relationship satisfying to you (i.e., does it make you happy at the present time?)
 No Yes

Notes (Relationship Stability):

Parental Involvement

INTRODUCTION TO CLIENTS:

Now, let's talk about your children.

SCORING: PARENTAL INVOLVEMENT SCALE – These questions must be asked directly of the client.

185. Do you have any children who are 18 or younger?
 No Yes
186. Do you have shared or full custody of your children?
 No Yes
187. If any children live with the client, score YES. If no children live with the client: Do you maintain at least monthly contact with any children by letter, telephone, or visits?
 No Yes
188. Are you involved in important decisions regarding your children (e.g., school-related, health, outside activities)?
 No Yes
189. Do you feel prepared to be a good parent?
 No Yes
190. Are you having any difficulty obtaining or maintaining custody of your children?
 No Yes

Case Management Notes:

191. Are you a single parent?
 No Yes
192. Have you ever been investigated for abuse/neglect of a child (e.g., by police, children services, school)?
 No Yes

Notes (Parenting):

Family of Origin

INTRODUCTION TO CLIENTS:

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

In this last section we are going to talk about your family. Here we only want to focus on your close biological or adoptive family members.

SCORING: FAMILY OF ORIGIN SCALES – These questions must be asked directly of the client.

193. How is your relationship with your family (check the answer that best applies)?
- Good, just minor conflicts
- Conflictual some of the time (mixed)
- Conflictual most of the time
194. Do you maintain at least monthly contact with any family?
- No Yes
195. Does your family currently refuse to communicate with you because they are angry with you?
- No Yes
196. Does your family tend to be critical of you when they communicate with you?
- No Yes
197. Does your family encourage you to participate in programs, classes, or treatment sessions that might help you to avoid trouble in the future (e.g., or come to terms with substance abuse, etc.)?
- No Yes
198. Do any members of your family offer to help you meet some of the conditions of your probation (e.g., offer childcare, housing, financial support, transportation)?
- No Yes
199. Have any close family members ever been in trouble with the law or had problems with substance abuse or domestic violence?
- No Yes

Case Management Notes:

200. Does the client indicate that she has no family?
- No Yes

Notes (Family of Origin):

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Assessment – Female Offenders

SELF-REPORT

Significant Other / Relationship

The following questionnaire asks about issues that have a special interest to women such as relationships, self-confidence, abuse, and parenting. These questions are designed to help us find appropriate programming for you as you complete this period of supervision. Please answer them as honestly as you can.

RELATIONSHIP SCALES : The next questions ask you about your relationships with your significant others. In answering these questions please think of your most recent intimate relationship(s). This may include boyfriends/girlfriends, significant others, romantic partners, spouses, etc.

201. In general, would you describe these relationships as supportive and satisfying?
 No Yes
202. Do you get into relationships that are painful for you? Or is your present relationship a painful one?
 No Yes
203. Have significant others loved and appreciated you for who you are?
 Often Sometimes Seldom/Never
204. Do you find yourself more likely to get in trouble with the law when you are in a relationship than when you are not in a relationship?
 Often Sometimes Seldom/Never
205. Do you tend to get so focused on your partner that you neglect other relationships and responsibilities?
 Often Sometimes Seldom/Never
206. Have partner(s) been able to convince you to get involved in criminal behavior?
 Often Sometimes Seldom/Never

Self-Efficacy

SHERER SELF-EFFICACY SCALE : Please check the response that best describes you.

207. When you make plans, are you fairly certain that you can make them work?
 Often Sometimes Seldom/Never
208. Do you have problems getting down to work when you should?
 Often Sometimes Seldom/Never
209. Are you pretty persistent --- like if you can't do a job the first time, do you keep trying until you can?
 Often Sometimes Seldom/Never

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210. When you set important goals for yourself, do you have trouble achieving them?
 Often Sometimes Seldom/Never
211. Do you give up on things before completing them?
 Often Sometimes Seldom/Never
212. Do you avoid facing difficulties?
 Often Sometimes Seldom/Never
213. When something looks complicated, do you avoid trying to do it?
 Often Sometimes Seldom/Never
214. When you have something unpleasant to do, do you stick to it until you finish it?
 Often Sometimes Seldom/Never
215. When you decide to do something, do you go right to work on it?
 Often Sometimes Seldom/Never
216. When you try to learn something new, do you tend to give up if you are not initially successful?
 Often Sometimes Seldom/Never
217. When unexpected problems occur, do you handle them well?
 Often Sometimes Seldom/Never
218. Do you avoid trying to learn new things when they look too difficult?
 Often Sometimes Seldom/Never
219. Does failure just make you try harder?
 Often Sometimes Seldom/Never
220. Do you feel insecure about your ability to do things?
 Often Sometimes Seldom/Never
221. Can you depend on yourself?
 Often Sometimes Seldom/Never
222. Do you give up easily?
 Often Sometimes Seldom/Never
223. Do you feel capable of dealing with most problems that come up in life?
 Often Sometimes Seldom/Never

Parenting / Children

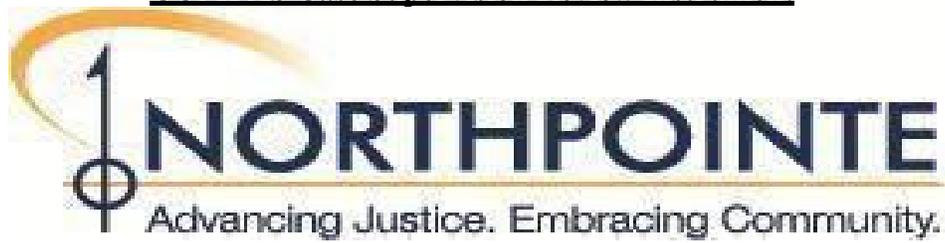
3. PARENTING SCALE : In this last section we are going to ask you questions about your life with your children.

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Please tell us whether or not you agree with the following statements. Please check the response that best describes you.

224. Have you ever had a period of ongoing contact with your children?
 No Yes
225. I have many people I can lean on, who would help me out during tough times.
 Strongly Agree Agree Disagree Strongly Disagree
226. I believe that I am admired and praised by the people in my life. They think that I am worthy and important.
 Strongly Agree Agree Disagree Strongly Disagree
227. The people in my life have confidence in me and expect that I will do the right thing and make good decisions.
 Strongly Agree Agree Disagree Strongly Disagree
228. No one has ever really listened to me.
 Strongly Agree Agree Disagree Strongly Disagree
229. Raising children is a nerve-wracking job.
 Strongly Agree Agree Disagree Strongly Disagree
230. My life seems to have been one crisis after another
 Strongly Agree Agree Disagree Strongly Disagree
231. I go through times when I feel helpless and unable to do the things I should.
 Strongly Agree Agree Disagree Strongly Disagree
232. Sometimes I just feel like running away
 Strongly Agree Agree Disagree Strongly Disagree
233. Most of the time, I get no support from the children's father (or stepfather/co-parent).
 Strongly Agree Agree Disagree Strongly Disagree
234. Raising children is harder than I expected.
 Strongly Agree Agree Disagree Strongly Disagree
235. I have trouble keeping my kids from misbehaving.
 Strongly Agree Agree Disagree Strongly Disagree
236. My children are difficult to control.
 Strongly Agree Agree Disagree Strongly Disagree

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Case Supervision Review Instrument



COMPAS

CASE SUPERVISION

REVIEW INSTRUMENT

For Additional Support: Northpointe Institute for
Public Management
T: 231.938.5959
F: 231.938.5995 www.northpointeinc.com
info@npipm.com

COMPAS CASE SUPERVISION REVIEW INSTRUMENT

Last Review Date:	Department:
Supervision Level at Time of Review:	Agency/Site:

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Case Supervision Review Instrument



Current Review Date:	ID# (COMPAS ID # if available):
Status: (Parole or Probation)	Last Name:

Residential Stability

1. How often has the person moved since last review? (Exclude supervised housing—e.g., half-way housing, residential programs, DOC placed shelter, etc.).
 None One Two Three or more
2. Does the person have a stable/favorable living situation? (excluding any of the above)?
 Yes No Living in Supervised Housing
3. How long has the person lived at their current address?
 0-5 Months 6-11 Months 1-3 Years 4+ Years
4. How long has the person been living in their community or neighborhood?
 0-2 Months 3-5 Months 6-11 Months 1+ Years
5. Has the person improved the stability/favorability of their residence since last review?
 Yes Same Worsened

Vocation/Education

6. Does the person currently have a job?
 Yes No
If employed, is the person satisfied with their job?
 Very Satisfied Somewhat Satisfied Somewhat Dissatisfied Very Dissatisfied N/A
If NOT currently employed, are they:
 Retired or Disabled Homemaker
7. Can you verify their employer?
 Yes No
8. How much has the person worked or been enrolled in school since last review?
 6 months FT 6 months PT <6 months FT <6 months PT
9. Has the person lost, been fired from a job or dropped out of school since last review?
 Yes No N/A

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Case Supervision Review Instrument



Family

10. Is the person married or involved in a long-term relationship?

- Yes No

If yes, is the person satisfied with the relationship?

- Very Satisfied Somewhat Satisfied Somewhat Dissatisfied Very Dissatisfied

11. Does the person have children under 18 for whom they are legally responsible (biological, adopted, foster, stepchild), or are they in a long-term relationship with a significant other who has minor children?

- Yes No

If yes, does the person have a good relationship with the children? Is the person satisfied with the relationship?

- Very Satisfied Somewhat Satisfied Somewhat Dissatisfied Very Dissatisfied

Motivation/Compliance/Peers/Stressors

12. Is the person complying with (or have they completed) their mental health treatment plan, including if prescribed, taking their medication?

- Yes No N/A

13. Is the person motivated to address issues necessary for successfully completing their term of supervision?

- Very Motivated Somewhat Motivated Somewhat Unmotivated Very Unmotivated

14. Currently, do you suspect the person is regularly associating with anti-social peers or associates?

- Yes No Unknown

15. How many of the person's current friends or associates do you suspect have ever been arrested or served time in jail?

- None Few Unknown

16. Have any significant life stressor events occurred since last review i.e., financial problems, divorce, death of loved one, child support/estrangement, etc.

- Yes No Unknown

17. Number of positive drug and /or alcohol tests since last review (includes soft and hard drugs).

- None One Two or more

18. Is the person's use of drugs or alcohol significantly impairing their day-to-day functioning (i.e., work, family, social, etc.)?

- Yes No N/A

PLEASE USE OFFICIAL RECORDS TO VERIFY

19. Any new criminal arrest since last review?

Default to Highest Range of Any Arrest!

- None One/Two three or more

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Case Supervision Review Instrument



PLEASE USE OFFICIAL RECORDS TO VERIFY

20. Any technical violation type events which required a formal or administrative response since last review?

Default to Highest Range of Any Arrest!

- None One/Two three or more

21. Is the person for the most part complying with their conditions of probation/parole since last review?

- Yes No N/A

22. Changes in Criminogenic Need- As rated by Supervising Officer (since last review).

Criminogenic Need	Not Present	Resolved/Stable	Positive Change	No Change	Negative Change	Substance
Abuse	<input type="radio"/>					
Criminal Associates	<input type="radio"/>					
<input type="radio"/> Financial Problems	<input type="radio"/>					
<input type="radio"/> Employment/Vocation	<input type="radio"/>					
<input type="radio"/> Cognitive/Crim. Thinking	<input type="radio"/>					
<input type="radio"/> Unstructured/Idle Time	<input type="radio"/>					
<input type="radio"/> Residential Instability	<input type="radio"/>					
Social Isolation	<input type="radio"/>					
Other	<input type="radio"/>					

23. Is there general progress with resolution of their criminogenic needs since last review?

- Yes No N/A

Recommendations for Supervision Level Adjustment:

Scores

Lowest Range: -4 and below
 Medium Range: -3 to 6
 Highest Range: 7 and above

Supervision Recommendation

Consider Lowering Supervision Level or Early Discharge
 Maintain Current Supervision Level
 Consider Raising Supervision Level

In case of any new arrest or technical violation and a total score below 7: Override Total Score and Consider Raising Supervision Level!

Current Supervision Level: _____

Recommended Supervision Level: _____

NEW MEXICO CORRECTIONS DEPARTMENT
COMPAS Case Supervision Review Instrument



Override: Yes No

Override Reason: _____

Comments:

Approved by Supervisor: _____

NEW MEXICO CORRECTIONS DEPARTMENT
Community Corrections Program
Contract Conditions

THIS CONTRACT is made and entered into by and between, The Community Corrections Program, hereinafter referred to as the “program” and _____, a probationer a parolee, hereinafter referred to as “the offender.”

(Please initial on the designated line before each stated condition, indicating your understanding and agreement of each condition.)

I. LENGTH OF PROGRAM

- A. As an offender on probation and/or parole supervision, the minimum length of time I must remain in the community corrections program is six (6) months. I understand that the length of my participation in the program can exceed the minimum if I fail to meet the program requirements or I fail to comply with treatment or supervision requirements.

II. REPORTING AND PHASE LEVELS

_____ A. I will report to my Probation and Parole Officer as directed. I understand that my Probation and Parole Officer will develop specific requirements as I transition to each phase of programming and will review those requirements with me.

_____ B. I understand that I will be required to participate on each phase for a minimum of 60 days and that based upon my performance during any phase, I may be promoted or demoted to a different phase.

_____ C. I understand that the initial phase of programming will be the most restrictive and as I remain in compliance and complete program requirements for each phase, I will transition to a less restrictive phase until full completion of the program.

_____ D. I understand that non-compliance at any phase of programming may cause me to be assessed back to a more restrictive phase or terminated from the program. I understand that I will be assessed immediate sanctions for any occasion of non-compliance. Sanctions may include but not be limited to: electronic monitoring, alcohol monitoring, curfews, phone check-ins, additional community service, additional treatment sessions or support group meetings, additional office visits, house arrest, return to jail or prison.

NEW MEXICO CORRECTIONS DEPARTMENT
Community Corrections Program
Contract Conditions

III. TREATMENT PROGRAMS AND APPOINTMENTS

- _____ A. I will attend all counseling recommended by my Probation Officer.
- _____ B. I will not miss or show up late for counseling, training or Educational programs/classes for any reason except for an illness or emergency. In the event of an illness or emergency, I understand that I must get approval from my Probation and Parole Officer prior to my absence. Any unexcused absences will be considered non-compliance.

IV. LIVING ENVIRONMENT

- _____ A. I will report to my Probation and Parole Officer, immediately following the occurrence of any and all disagreements or problems I am having or have had with my landlord, apartment manager, parents or roommates that may immediately affect my current residence. If a problem affects my residence, I will notify my Probation Officer or the Response Center within 24 hours.
- _____ B. I will be placed on a specific curfew while in Community Corrections as indicated below. I will not leave my place of residence, known to my Probation and Parole Officer, until such time as the curfew allows.
- a. Phase 1: 6:00 pm- 6:00am
 - b. Phase 2: 8:00 pm- 6:00am
 - c. Phase 3: 9:00 pm- 6:00am

NEW MEXICO CORRECTIONS DEPARTMENT
Community Corrections Program
Contract Conditions

V. OTHER REQUIREMENTS

- _____A. I will perform 24 hours of community service as assigned by my Probation and Parole Officer unless I am excused due to physical, psychological or other circumstances approved by my Probation Parole Officer.
- _____B. In the absence of my assigned Probation and Parole Officer, I will abide by the instructions of my Probation and Parole Officer's supervisor or their representative.
- _____C. I will report all money I receive and the source of that money to my Probation and Parole Officer.
- _____D. I understand that I will pay a minimum of \$ _____ per month Community Corrections Fee throughout my participation in this program.
- _____E. Travel permits will be determined based on your current phase levels and reason for travel (per NMCD policy).
- _____

NEW MEXICO CORRECTIONS DEPARTMENT
Community Corrections Program
Contract Conditions

Additional Conditions:

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____
- _____ 5. _____

I, _____, the offender, have initialed before each condition above acknowledging that I understand each condition of this contract and that I understand I must obey each of the contract conditions and program rules listed herein. I also understand that participating in the program is now a condition of my: probation or parole status.

SIGNED this _____ day of _____, 20____.

Signature of Offender

WITNESSED by _____ on this _____ day of _____, 20____.

Signature of Witness

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
OFFENDER ORIENTATION HANDBOOK**

This handbook has been prepared to help you understand your term of supervision in the community. Read it carefully and if you have any questions, discuss them with your supervising Probation Parole Officer. This book tells you what is expected of you and what you can expect in general. It does not address your specific conditions of supervision, which vary from case to case. Remember that you are responsible for being aware of those conditions and abiding by them. Successful completion of your term of supervision is the goal of the Probation Parole Division. Make it your goal too and you can look forward to a successful discharge from supervision.

CIVIL RIGHTS INFORMATION

By New Mexico law, any person convicted of a crime punishable by imprisonment for a period of one year or more, even though the sentence is suspended or deferred, loses the following civil rights upon conviction:

1. The right to vote
2. The right to bear arms, and
3. The right to hold elected public office.

Federal law also prohibits such persons from possessing, receiving, shipping or transporting firearms or ammunition, upon penalty of not more than ten years imprisonment and/or a fine not to exceed \$250,000 and a mandatory term of supervised release of not more than 2 years nor more than 3 years (18 U.S.C., Sections 1922g1 and 1924a2).

If your sentence was suspended, these rights may be restored to you by a grant of Executive Clemency (also known as a pardon), in accordance with the Governor's Executive Clemency Policy. (If you have a felony conviction from another state as well, you must seek a pardon from the Governor of that state). If you have successfully completed the terms of your supervision, you may request of your Probation/Parole Officer a Certificate of Completion of Sentence. By taking this document to the County Clerk's office you may have your rights restored. *(Your right to vote is automatically restored upon completion of your sentence and it is not necessary to take the Certificate of Completion of Sentence to the County Clerk.)*

If your sentence was deferred, your rights are restored by receipt of an Order of Dismissal from the sentencing judge after you complete probation. If you have specific questions about the restoration of your rights, you should contact your attorney.

Additionally, the State of New Mexico has the power to refuse to grant or renew (and may suspend or revoke) public employment or a license to conduct certain trades, businesses and professions when a person has been convicted of a felony or certain misdemeanors (Section 228-2-1 through 6, NMSA, 1978) A pardon is generally not required to restore the ability to be licensed, however, at a minimum, you must satisfactorily complete your term of probation or parole.

CODE OF ETHICS

- A. Employees of the Corrections Department are subject to a strict Code of Ethics, as expressed in NMCD Policy CD-032200. The Code of Ethics is available at the NMCD website, under NMCD policies, at <http://cd.nm.gov/policies/policies.html>. Offenders are encouraged to review the Code of Ethics and may

request guidance related to the Code of Ethics from their Supervising Officer or any other NMCD employee. NMCD has a zero-tolerance policy for any unprofessional, unethical, dishonest, or illegal conduct by its employees.

- B. The chief purpose of the Corrections Department is to enforce the commitment orders of the courts and to supervise offenders under its charge, while aiding them in their rehabilitation process.
- C. Staff cannot discriminate against any probationer or parolee on the basis of race, color, sex, religion, national origin, age or disability.
- D. Staff cannot have undue familiarity or any sort of financial or business transactions with probationers or parolees or their immediate families, agents or close friends. Staff cannot give or accept any gifts or gratuities to or from, or engage in any personal business with probationers or parolees or their immediate families, agents or close friends. Undue familiarity is that degree of familiarity with such a person that goes beyond the degree of familiarity necessary for the employee to perform his or her duties on behalf of the NMCD. Undue familiarity includes, but is not limited to, the following:
 - 1. Any financial or business transactions,
 - 2. Loaning or giving items,
 - 3. Writing or exchanging notes, letters or pictures,
 - 4. Engaging in telephone conversations,
 - 5. Spending an unusual amount of time alone with offenders, except as necessary to perform duties on behalf of the NMCD.
 - 6. Displays of affection toward or an intimate or personal relationship;
 - 7. Sexual misconduct, meaning any behavior or act of a sexual nature towards an offender, including:
 - Sexual assault;
 - Sexual abuse;
 - Sexual contact;
 - Conduct of a sexual nature;
 - Kissing and or hugging;
 - Sexual gratification of any party;
 - Obscenity or unreasonable invasion of privacy;
 - Conversations or correspondence of a romantic, intimate, or sexual nature between an offender and any NMCD employee, contractor, volunteer, visitor, or NMCD representative.

GRIEVANCE PROCEDURE

All persons supervised by the New Mexico Corrections Department Probation Parole Division have a right to communicate their concerns regarding any actions that they feel might violate their rights. The offender grievance procedure is available at the NMCD website, under NMCD policies, at <http://cd.nm.gov/policies/policies.html> in CD-050300 PPD Citizen Complaint and Offender Grievances. Any offender who has a grievance will first seek informal resolution (either verbally, in writing, or via the 1-800 number listed below) and will exhaust all other available administrative remedies prior to using the grievance process. After all informal remedies are exhausted with no resolution, the offender may then request an Offender Grievance Form (*CD-050302.1*) from the District Supervisor. The offender will state the grievance on the form, using the backside if necessary. One 8.5 x 11 page may be added, if necessary. Grievances exceeding this length will be returned to the offender without response by the district supervisor, or other reviewing authority. The complaint must be filed with the District Supervisor within 15 calendar days of the incident in

which the aggrieved action occurred. The District Supervisor will respond to the grievance within ten working days of receipt.

If the probationer or parolee feels the District Supervisor's response was not satisfactory, an appeal may be made to the Region Manager within ten calendar days of the receipt of the District Supervisor's response.

A grievance form sent directly to the region manager without first filing with the district supervisor will be returned to the offender to follow proper procedure. If the offender believes that the complaint is of a sensitive or an emergency nature or that there may be adverse effects by the submission of the complaint at the district level, the offender may address the complaint directly to the region manger.

If the offender chooses to submit the grievance directly to the region manager, they must indicate a valid reason for not bringing the complaint to the attention of the district supervisor. If the offender does not provide a reason, or the reason supplied is not adequate, the grievance shall be denied and returned to the offender with a written explanation.

Abuse or misuse of the grievance process will result in the offender having to show cause before being permitted to grieve. Each grievance will include a single written complaint.

All offender grievance records will be treated as confidential and will be maintained in a separate district file. Access is limited to corrections employees who have need for such information to carry out the performance of their duties.

Offenders shall not be subject to retaliation, reprisal or discipline for the legitimate use of the grievance procedure.

Employees engaging in reprisals against inmates for good faith use of, or participation in, the grievance procedure shall be subject to disciplinary action.

NON GRIEVABLE ACTIONS: The offender grievance process may not be used to appeal the disposition of violation allegations, any actions outside the control of Division staff (such as actions of the Courts or Parole Board), the scoring of Risk/Needs Assessments or the terms of any Intensive Supervision contracts or Community Corrections contracts. Additional information concerning the grievance process can be obtained from the Probation Parole Office.

SEX OFFENDER REGISTRATION

The New Mexico Sex Offenders Act requires all persons convicted of a sex offense on or after July 1, 1995, or any person who changes his or her residence to New Mexico, when that person has been convicted of a sex offense in another state on or after July 1, 1995, to register with the county sheriff of the county in which the sex offender resides. All registered sex offenders must notify the local sheriff's office within 10 days (5 days if convicted on or after July 1, 2013) of any change in address, employment or phone number. A sex offender who willfully fails to comply with the registration requirements is guilty of a misdemeanor and shall be punished by imprisonment for a definite term less than one year or a fine of not more than one thousand dollars (\$1000), or both. After July 1, 2000, failure to register or to report a change in address, employment or phone number will be considered to be a fourth-degree felony and shall be punishable by imprisonment of 18 months or a fine of \$5000, or both.

FEE AND RESTITUTION COLLECTION

Since you are under Probation and/or Parole supervision, the sentencing Court or Parole Board may have ordered you to pay supervision fees, which are collected on a monthly basis. You may also have been ordered to pay restitution. Your supervising Officer will work with you to develop a payment schedule for which you will be held responsible. Other ordered costs/fees may include court fines and DNA Identification fees. Your supervising Officer will also develop a payment plan for you concerning these financial obligations.

All payments **must** be made in the form of a **money order or cashier's check**. Probation and Parole fees are payable to the NM Corrections Department, while restitution payments will be made out to the victim, whose name(s) your Probation Parole Officer will provide you. **CASH, PERSONAL CHECKS, BUSINESS CHECKS, THIRD PARTY CHECKS WILL NOT BE ACCEPTED FOR PAYMENT.** When you make any payment, you will not receive a receipt; however, you may request a printout of your Transaction History at any time. It is your responsibility to make all required payments. Your Probation Parole Officer will give you a Remittance Slip to send with each payment as well as a mailing envelope. You must put a stamp for first-class postage on the envelope or drop off to the Probation/Parole District Office. All payments must be mailed to:

New Mexico Corrections Department
Probation & Parole Division
PO Box 27116
Santa Fe, NM 87502-0116

Payment of fees and/or restitution is not to be taken lightly. Failure to maintain your payments is cause for your Officer to file a Violation Report with the Court and/or Parole Board and could result in the revocation of your probation and/or parole.

HOW TO CONTACT PROBATION AND PAROLE DIVISION STAFF IN CASE OF AN EMERGENCY

You should make every effort to make contact with your supervising Officer during the regular business hours of the office where you routinely report. In case of an actual emergency situation that occurs after business hours, the Probation Parole Division maintains a 1-800 number, which you may use to contact your Officer. Dial 1-866-416-9867, a number that is maintained on a 24-hour basis by a radio dispatcher who will then call your supervising Officer at home and ask the Officer to contact you. If the dispatcher cannot reach your Officer, the District Supervisor will be called and asked to call you. You will find this number posted in the Probation Parole office where you routinely report and this number will be on your PPO's business card.

The 1-800 number is available to offenders at any time, for any urgent matter.

For more information on PPD 24-Hour Services for Offenders, please see <http://cd.nm.gov/policies/policies.html> CD-052400.

WHAT TO EXPECT FROM YOUR PROBATION PAROLE OFFICER

Your Probation Parole Officer is assigned to monitor your compliance with the conditions imposed by the Court and/or the Parole Board and to assist you in making the decisions necessary to successfully complete your period of supervision. The Officer cannot live your life for you or make the decisions for you as to whether or not you comply with your conditions of supervision.

Your Officer's job is to assist you in developing a supervision and treatment plan that can help you redirect your life. But the Officer, at the same time, is mandated to report any failure to comply with the expectations of

the Court or Parole Board. The decision to succeed or to fail is yours, and yours alone.

SUPERVISION PLAN: Shortly after you begin supervision, your Officer will determine the level of supervision you will be assigned, which then establishes how often you will be required to report and will outline specifically what will be expected of you.

Until that process is completed, you should follow any specific reporting requirements given by your Officer. The Officer will work with you to develop a treatment and supervision plan and will provide you with a copy of that plan. Your supervision plan will be reviewed once a month and your supervision level will be reviewed annually.

OFFICE VISITS: Whenever you report to the Probation Parole Office, be sure to sign in on the sheet provided in the reception area and let the security guard know that you are there and who you need to see. Be advised that security staff can and will conduct searches of persons and belongings entering the building. When you report to the Probation Parole Office, you will report by yourself; friends and family must wait outside the building unless you have received prior permission from your Probation Parole Officer.

DRUG TESTING: If your conditions of supervision include a provision for drug testing, you may be required to submit a urine or saliva specimen at any time while you are under supervision. An Officer will observe the collection of this specimen and you will be required to fill out certain paperwork related to the collection of the specimen. If you cannot immediately provide a specimen, you will be required to wait at the office until you are able to provide one. Unless you wish to wait at the Probation Parole Office for an extended time, you should report prepared to leave a urine specimen. Failure to leave a specimen in a timely fashion can be considered failure to submit to urinalysis and can be grounds for arrest and for revocation of your Probation and/or Parole. Lab results provide detailed information about the drugs in your system as well as any attempts to cover up drug usage.

FIELD VISITS: Your Officer may visit you at your home and/or place of employment at any time. The Officer must do this as part of the supervision process and it is not their intent to embarrass you or create problems for you or your family. If you have any specific concerns about such field visits, you should share them with your Officer beforehand. When the Officers are visiting in your home they may ask to see other parts of the house and may wish to talk with you and your family. You should provide the Officer with accurate directions to your home, and if you have dogs or any other hindrances to their visits. You must make arrangements for your residence to be accessible. If you or your family make yourself inaccessible for field visits, you could be charged with a violation of your conditions of supervision and/or be required to move to another approved residence.

GENERAL INFORMATION: You must secure the permission of your Officer before changing residences or employment. You may not travel outside your county of residence without prior permission from your PPO. There are specific procedures for transferring your supervision to another jurisdiction, if you have a legitimate need to relocate.

ARRESTS: If you are arrested, you must report that arrest to your PPO promptly. If you are arrested after hours, use the emergency number to notify the Probation Parole Office. Follow any other specific after-hours instructions provided you by your supervising officer.

The Probation Parole Office wants you to successfully complete your term of supervision. Your Probation Parole Officer will help you succeed. The responsibility is yours.

OFFENDER ORIENTATION HANDBOOK ACKNOWLEDGMENT

I have received a copy of the New Mexico Corrections Department, Probation Parole Division Offender Orientation Handbook which includes information on my civil rights, the Department's Code of Ethics, the offender grievance procedure, sex offender registration, fee and restitution collection procedures, office and field visits, how to contact my Probation Parole Officer in an emergency, drug testing and other information regarding the Probation/Parole process. By signing below, I acknowledge that I have read and understand the Offender Orientation Handbook, and that the Handbook was explained and discussed with me during my initial interview with my supervising officer.

Probationer/Parolee

Date

Witness

Date

PAYMENT RESPONSIBILITY ACKNOWLEDGEMENT

By signing below I acknowledge that I understand the following responsibilities and procedures:

As outlined in my probation/parole conditions I am required to make various payments. I will mail all payments to:

New Mexico Corrections Department
Probation & Parole Division
PO Box 27116
Santa Fe, NM 87502-0116

I understand I must send **MONEY ORDERS OR CASHIERS CHECKS ONLY**; no cash or personal checks.

I understand it is my responsibility to fill out my money orders/cashier checks **completely and correctly**.

I understand it is my responsibility to obtain a remittance slip and mailing envelope from my probation office each month in order to make these payments. **DO NOT SEND IN PAYMENT WITHOUT REMITTANCE SLIP.** I understand that I must put postage on the mailing envelope.

Probationer/Parolee

Date

Witness

Date

NEW MEXICO CORRECTIONS DEPARTMENT
Rules for Home Visits

I, _____, acknowledge that I have been instructed by my supervising Officer that the following behavior will be expected of me while Officers are visiting me at my residence.

- 1. I will advise all members of my household that Probation & Parole Officers will occasionally visit the residence and ask them to show courtesy and respect toward the Officers and be compliant with their reasonable requests.
- 2. I will assure that Officers have safe access to my residence by having dogs restrained and, if I reside in a secured apartment complex or have a locked gate I will provide a key or a key code.
- 3. I will promptly answer the door and invite the Officers in.
- 4. I will promptly advise the Officers of who is in the residence.
- 5. I will ask the Officers where they would like me to be seated.
- 6. I will be courteous and cooperative with the Officers.

By following these steps, I understand that I will be helping to assure that both my safety and the safety of the Probation & Parole staff will be maintained. In return, I understand the Probation & Parole staff will also be courteous to my family and me during these visits to my residence.

Signed _____

Date _____

Witness _____

Date _____

NEW MEXICO CORRECTIONS DEPARTMENT
Notice to Employer/Educator

Date: _____

Sir or Madam:

This letter is to inform you that your employee/student _____ is a sex offender and/or is under the supervision of the Probation Parole Division for a sexual offense. He/She has been adjudicated _____ guilty _____ of _____ the _____ following _____ crime(s):
_____.

OR

This letter is to inform you that your employee/student _____ is under the supervision of the Probation-Parole Division for the crime of _____.
_____ was originally charged or indicted with a sex offense (_____), but that offense was plead down or reduced to the above-designated crime.

We are submitting this letter in compliance with the Departmental directive that employers be notified of their employees who are on Probation Parole supervision for sexual offenses.

We request that you sign this letter below as an acknowledgement that you have been so notified. If you have any questions or concerns, please contact the assigned Probation-Parole Officer _____, at _____.

Sincerely,

Probation Parole Officer

Employer Signature/Acknowledgement

Date

Firearms Notification

Pursuant 18 USC 922 (g) (1), it shall be unlawful for any person who has been convicted in any Court of a crime punishable by imprisonment for a term exceeding one (1) year, to ship, receive, possess, or transport in interstate or foreign commerce, any firearm, or ammunition. The penalty shall be a fine not more than \$250,000 or imprisonment for not more than ten (10) years or both [18 USC 924 (a) (2)].

Also included in the prohibition are component parts of a firearm, a starter's pistol, a firearm muffler or silencer, a bomb, or any other destructive device [18 USC 921 (a) (3)].

I understand that I am a convicted felon. Therefore, Federal law prohibits me from receiving, shipping, or transporting a firearm, ammunition, or explosives.

I further understand that I am prohibited from possessing a firearm, having a firearm in my residence, or at any time having physical access to a firearm.

I understand that this prohibition will continue as long as I am a convicted felon unless I am granted relief by applicable law or Executive Clemency by the state in which I was convicted.

I have read, or have had read to me, the above restrictions and I fully understand my status as a felon and the prohibitions stated above.

Probationer/Parolee

Date

Witness

Date

NEW MEXICO DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
ADDITIONAL COMPLIANCE REQUIREMENTS

When you are on Probation and/or Parole Supervision in Region II, you are expected to comply with the following conditions *in addition* to your Standard and Special supervision conditions. These conditions fall under the category of complying with *any additional orders of your Probation-Parole Officer* and will be strictly enforced.

1. Upon entering the building, you **must** sign in with the Security Officer **and** sign out prior to leaving the building.
2. Every time you report to the building, you must be dressed appropriately, your shirt tucked in and not wearing revealing clothing. Wear of gang attire in the building is not allowed.
3. If you bring contraband of **any type** into the Probation-Parole Office it may not be returned to you.
4. Leave your cell phone, tablet or any other type of communication device in your car.
5. Please note that you may be charged with a new 4th degree Felony if you attempt to falsify a urine specimen while on Probation. Per statute, if you attempt to destroy, change, hide, place or fabricate any physical evidence with intent to prevent your own apprehension, prosecution or conviction, or attempt to throw suspicion of the commission of a crime upon another, you may be charged with Tampering with Evidence.
6. It is standard protocol for you to empty your pockets and remove steel-toe boots prior to going through the metal detector. You must comply with this protocol. A bad attitude towards the Security Guard or with any other staff will not be tolerated.
7. You will not be allowed to drive a vehicle that is not registered according to New Mexico state law.
8. You are not allowed to have external video cameras or other types of recording devices installed outside of your home. If you are unwilling to take them down, you will move.
9. You are expected to find a job, and that you will receive a paycheck for your work. It is expected that you will bring that paycheck each time you report to your Officer. You are not allowed to work for cash or “under the table” for anyone.

I, _____, hereby acknowledge that I understand these conditions and will abide by them while on supervision with the Probation-Parole Division.

Probationer/Parolee Signature

Date

Probation-Parole Officer Signature

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
Release of Information Authorization**

I _____ DOB _____, do hereby consent to the disclosure

BY:

_____, Probation Parole Officer

TO:

Name, Title:

Address:

City, St Zip:

NOTE: Social History information including Pre-and Post-Sentence Reports, Pre-Parole Reports and Supervision Histories are Privileged and can only be released by the sentencing Judge and/or Parole Board pursuant to NMSA 1978, 31-21-6, as amended.

The extent or nature of information to be disclosed is as follows:

- Offender Field/Central Records
- Medical Record/Information
- Psychological Record/Information
- Items from above **not** to be released specify:

Signature of Offender

Date

Signature of Witness

Date

**NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION PAROLE DIVISION
WAIVER OF EXTRADITION**

I, _____, hereby waive extradition to the State of New Mexico from any state of the United States and all Tribal Lands and also agree that I will not contest any effort to return me to the State of New Mexico.

_____ Date: _____
Probationer/Parolee

_____ Date: _____
Probation/Parole Officer

**NEW MEXICO CORRECTIONS DEPARTMENT- PROBATION AND PAROLE
DIVISION
IMPORTANT NOTICE REGARDING DRUG TESTS**

Please note that you could be charged with Tampering with Evidence, a 4th degree felony, if you attempt to falsify a urine specimen while on probation or parole. This includes, but is not limited to, bringing in urine from another person or animal or using synthetic urine for your drug test. Statute 30-22-5 states, in part, if you attempt to destroy, change, hide, or fabricate any physical evidence with intent to prevent your own apprehension, prosecution, or conviction, or attempt to throw suspicion of the commission of a crime upon another, you are guilty of Tampering with Evidence.

If you are on probation for a felony offense, you face mandatory prison time if convicted of Tampering With Evidence. If your criminal history includes additional felony convictions, you could face up to 8 mandatory years if you are found guilty of Tampering With Evidence.

Tampering with Evidence - NMSA 1978, Section 30-22-5

A. Tampering with evidence consists of destroying, changing, hiding, placing or fabricating any physical evidence with intent to prevent the apprehension, prosecution or conviction of any person or to throw suspicion of the commission of a crime upon another.

B. Whoever commits tampering with evidence shall be punished as follows:

- (1) if the highest crime for which tampering with evidence is committed is a capital or first-degree felony or a second-degree felony, the person committing tampering with evidence is guilty of a third-degree felony;
- (2) if the highest crime for which tampering with evidence is committed is a third-degree felony or a fourth-degree felony, the person committing tampering with evidence is guilty of a fourth-degree felony;
- (3) if the highest crime for which tampering with evidence is committed is a misdemeanor or a petty misdemeanor, the person committing tampering with evidence is guilty of a petty misdemeanor; and
- (4) if the highest crime for which tampering with evidence is committed is indeterminate, the person committing tampering with evidence is guilty of a fourth-degree felony.

History: 1953 Comp., § 40A-22-5, enacted by Laws 1963, ch. 303, § 22-5; 2003, ch. 296, § 1.

I, _____, hereby acknowledge that I have read and understand this notice and statute 30-22-5.

Probationer/Parolee

Date

Probation/Parole Officer

Date

PROBATION STANDARD CONDITIONS

- _____ 1. **STATE LAW** – I will not violate any of the laws or ordinances of the State of NM, or any other jurisdiction. I shall not endanger the person or property of another.
- _____ 2. **REPORTING** – I will report to my Probation/Parole Officer as often as required and will submit completed and truthful written reports as required by my Probation/Parole Officer. All communication with my Probation/Parole Officer will be truthful and accurate and I will promptly reply to any correspondence or communication I may receive from the Probation Office.
- _____ 3. **STATUS** – I will get permission from my Probation/Parole Officer before: a) Leaving the county where I am being supervised and/or residing; b) Changing jobs; c) Changing residence; or d) Engaging in any major financial contract or debt.
- _____ 4. **ASSOCIATION** – I will not associate with any person identified by my Probation/Parole Officer as being detrimental to my Probation supervision, which may include persons having a criminal record, other probationers and parolees, and victims or witnesses of my crime or crimes.
- _____ 5. **SUPV LEVEL** – I will follow all orders and instructions of my Probation/Parole Officer including actively participating in and successfully completing any level of supervision and/or treatment program, which may include Community Corrections, ISP, Electronic Monitoring or other supervision/treatment program, as deemed appropriate by the Probation/Parole Officer.
- _____ 6. **VISITS** – I will permit any Probation/Parole Officer to visit me at my home or place of employment at any time. I will permit a warrant-less search by the Officer of my person, automobile, residence, property and/or living quarters if he/she has reasonable cause to believe the search will produce evidence of a violation of my conditions of probation.
- _____ 7. **EMPLOYMENT** – Unless exempted, I will make every effort to obtain and hold a legitimate job and fulfill all financial obligations required of me including support of my family. I shall cooperate with my Probation Officer in any effort to assist me in obtaining employment. If I lose my job for any reason, I shall report this fact to my Probation/Parole Officer within 48 hours of the change.
- _____ 8. **WEAPONS** – I will not buy, sell, own or have in my possession, at any time, firearms, ammunition, or other deadly weapons.
- _____ 9. **DRUGS** – I will not buy, sell, consume, possess or distribute any controlled substances or illegal synthetic substances except those legally prescribed for my use by a State Certified Medical Doctor. I will also provide urine or breath test specimens for laboratory analysis upon request of the Probation and Parole division.
- _____ 10. **ARREST** – I will report any arrest, charge or questioning by a Peace Officer to my Probation/Parole Officer within 48 hours of the incident. The toll-free number 1-866-416-9867 is available for emergency contact with my Probation/Parole Officer.
- _____ 11. **TRANSFER** – If my probation supervision is transferred to another state, I will abide by any additional supervision conditions required by that state.

____12. **INFORMANT** – I will not enter into any agreement to act, or act as an “informer” or special agent for any law enforcement agency without the permission of the Director of the Probation and Parole Division and the sentencing judge.

____13. **PROBATION COSTS** – I will pay probation costs as determined by my Probation/Parole Officer on or before the designated date each month to the Corrections Department in the form of a money order or cashier’s check.

____14. **PHOTO** – I will submit myself for photographing and fingerprinting as directed by the Probation & Parole Division.

____15. **ALCOHOL** – I shall not possess, use or consume any alcoholic beverages and will not at any time enter what is commonly known as a bar or lounge where alcoholic beverages are served or sold for consumption on the premises.

You are hereby advised that under the last of the Court, it may at any time during the probation term issue a warrant for you arrest and your probation may be revoked if you violate any one of the conditions of this Order during the time of your probation. When acting in accordance with official policy and New Mexico law, your Probation Officer has the authority to have you arrested without a warrant.

Probationer Signature

Probation Officer Signature

Print Name

Print Name

Date

Date

PAROLE STANDARD CONDITIONS

- ____ 1. **REPORTING:** I will report to my Parole Officer as directed. I will not abscond from parole, as evidenced by my failure to report where I cannot be located, after reasonable efforts, at my place of approved residence and employment.
- ____ 2. **OTHER STATE:** If I am paroled or transferred to the custody of another State, I will abide by the rules in effect in that State, as well as the parole conditions imposed by the New Mexico Adult Parole Board.
- ____ 3. **PERSONAL STATUS:** I must seek and obtain permission from my Parole Officer before changing residence. I must secure a travel permit from my Parole Officer before any travel out of the county to which I am being supervised.
- ____ 4. **CONDUCT:** I will demean myself as a law-abiding citizen. I will notify and advise my Parole Officer of any arrest within 24 hours (felony or misdemeanor).
- ____ 5. **BEHAVIOR:** I must maintain acceptable behavior and conduct which shall justify the opportunity granted to me by the New Mexico Adult Parole Board.
- ____ 6. **CONTROLLED SUBSTANCE:** I will not illegally possess, use, or sell any narcotic drug, controlled or synthetic substance, or drug paraphernalia. I will not consume or buy intoxicating beverages, nor will I enter what is commonly known as a bar or lounge where intoxicants are sold.
- ____ 7. **DRUG TEST:** I will submit to substance testing at my Parole Officers discretion.
- ____ 8. **ASSOCIATION:** I will not knowingly associate with any person who is a detriment to my parole. I will have no gang contact, attire, or paraphernalia.
- ____ 9. **WEAPONS:** I will not buy, sell, own or have in my possession, at any time, firearms, ammunition, or other deadly weapons of any kind.
- ____ 10. **EMPLOYMENT:** I will seek and maintain verifiable employment, education, or community service (if not employed) and notify my Parole Officer immediately in the event of termination or change of employment.
- ____ 11. **HOME VISITS:** I will permit my Parole Officer or Corrections Officials to visit me at all reasonable times, places, and will submit to reasonable warrantless searches per New Mexico Corrections Department policy.
- ____ 12. **VALID LICENSE:** I will refrain from driving any motor vehicle without a valid NM driver's license, registration, and insurance.
- ____ 13. **COMPLY:** I will comply with all conditions and fines imposed by the judgment and sentence, as ordered by the court.

NOW THEREFORE, I do solemnly affirm, by affixing my signature to this Parole Certificate, that it is my intention to lead an exemplary life and to obey all the laws of society and the conditions herein above set out, and that any findings to the contrary by the Parole Board of the State of New Mexico will be sufficient cause to

have my parole revoked and do hereby specifically waive any extradition proceedings which may be initiated for my return to the State of New Mexico.

Parolee Signature

Probation-Parole Officer Signature

Print Name

Print Name

Date

Date



NEW MEXICO CORRECTIONS DEPARTMENT
PROBATION AND PAROLE DIVISION
TREATMENT REFERRAL FORM

TREATMENT PROVIDER:

Referral Date:
Probation Parole Officer:
Phone Number: _____
Email: _____

OFFENDER INFORMATION

NAME: _____ DOB: _____ CMIS #: _____
SSN: _____

ADDRESS: _____
STREET CITY STATE ZIP

PHONE: HOME: _____ CELL: _____ WORK: _____

OTHER: _____

MEDICAID: YES ___ NO ___

OFFENDER HISTORY

CURRENT OFFENSE(S): _____

SENTENCE DATE: _____ PROBATION ___ PAROLE ___ DUAL SUPERVISION ___

EXPIRATION DATE OF SUPERVISION TERM: _____

PRIOR OFFENSE(S): _____

PREVIOUS TREATMENT HISTORY: _____

ARMED SERVICES VETERAN? YES ___ NO ___

REASON FOR REFERRAL

SUBSTANCE ABUSE ___ MENTAL HEALTH ___ ANGER MANAGEMENT ___

DOMESTIC VIOLENCE ___

CO-OCCURRING DISORDER (SUBSTANCE ABUSE/MENTAL HEALTH) ___

SEX OFFENDER TREATMENT ___

INPATIENT SUBSTANCE ABUSE AND/OR MENTAL HEALTH ___

CASE MANAGEMENT ___

OTHER (SPECIFY) _____

Probation Parole Officer Signature

Offender Signature and OFFENDER#

Date