



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-051300 Probation/Parole Officer Cooperation With Law Enforcement Agencies	Issued: 07/08/96 Effective: 07/08/96	Reviewed: 11/21/23 Revised: 02/23/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

Section 29-3-4 and 31-21-6 NMSA, 1978, Comp., as amended.

REFERENCE:

ACA Standards 4-APPFS-1A-03, *Performance Based Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE:

To define New Mexico Corrections Department (NMCD) procedures establishing communications with local law enforcement agencies for the exchange of information in efforts to apprehend offenders known to be or suspected of being involved in criminal activities.

APPLICABILITY:

All NMCD staff.

POLICY:

- A. Probation and Parole Officers (PPO) shall cooperate with law enforcement agencies in efforts to investigate and/or apprehend offenders suspected of or known to be involved in criminal activities. Any assistance provided to law enforcement agencies must be done in accordance with existing laws and Department policies and procedures.
- B. The Department supports efforts to develop community resources that prevent crime.
[4-APPFS-1A-03]



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AUTHORITY:

Policy *CD-051300*

PROCEDURES:

A. General Cooperation:

1. PPOs will cooperate with law enforcement agencies by providing photographs, descriptions, and other information requested when there exists a legitimate need to know. The PPO will follow the release of information guidelines set forth in policy (*CD-052700*), **PPD Release of Information and Public Records**.
2. PPOs should establish and maintain a working relationship with the local law enforcement agencies to exchange non-privileged information relative to offenders' activities. [4-APPFS-1A-03]
3. When information regarding an offender is to be released to a law enforcement agency, it is the responsibility of the Probation Parole officer to determine that the requester is, in fact, a legitimate representative of that law enforcement agency; and information requested is relative to the lawful discharge of that agency's employment.
4. When it appears that information being sought by law enforcement officials may be privileged or full disclosure of which may conflict with the interest of the Department, the employee must request, through the chain of command, permission to release the information.
5. When information is released, it must be released in accordance with policy (*CD-052700*), **PPD Release of Information and Public Records**.
6. Information that can be released to law enforcement agencies includes the following:
 - Offender Information, such as name of offender, DOB, and SSN#
 - Judgment and Sentence for current offense
 - Violation reports (only if a portion specifically relates to an offender's absconder status)

- Memorandum to the New Mexico Parole Board advising of an offender's absconder status.
- Prior Arrest History (including a copy of the "Rap Sheet")
- Police Reports
- Current and former addresses
- Current and former employers
- List of family members and addresses
- List of known associates (names only)
- Travel permits.
- Relevant information that is pertinent to the safety of the requesting law enforcement agency in reference to the arrest of the offender.

Requests for all other information requested must be submitted to the NMCD Office of General Counsel for approval prior to release.