



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-053700 Community Services Development for Clients	Issued: 07/01/90 Effective: 07/01/90	Reviewed: 11/22/23 Revised: 07/31/15
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

NMSA 1978, Section 31-21-7 (H), as amended.

REFERENCE:

- A. ACA Standards 4-APPFS-1A-03, 4-APPFS-2C-05, 4-APPFS-2C-06, 4-APPFS-2D-01, 4-APPFS-3D-11, and 4-APPFS-3D-38, *Performance Based Standards for Adult Probation and Parole Field Services*, 4th Edition.

PURPOSE:

To ensure that the New Mexico Corrections Department (NMCD) Probation and Parole Division (PPD) develops, evaluates, and maintains a good working relationship with community and public and private sector agencies to enhance probation and parole community-based programs, to identify and effectively supervise high risk/high need offenders, to increase public safety and to reduce recidivism and re-incarceration. [4-APPFS-3D-11]

APPLICABILITY:

All Probation and Parole Division staff.

DEFINITIONS:

- A. Community resources: Agencies that provide referral services or are direct providers.
- B. Recidivism: The act of re-offending by a person who has been released from the NMCD prison system under the supervision of probation and/or parole or was discharged after serving a sentence in its entirety in the confines of a prison that results in re-incarceration. [4-APPFS-3D-38]
- C. Re-incarceration: Consists of one of the two following events:
1. Conviction of a new felony or misdemeanor crime resulting in a re-admission to the NMCD prison system, or
 2. Any probation or parole revocation resulting in a re-admission to the NMCD prison system based on technical violations, absconding from supervision or pending criminal charges.

POLICY:

- A. District offices shall be located in areas, with community input, that are optimally accessible to offenders' places of residence and employment, to transportation networks, and to other community agencies. **[4-APPFS-3D-11]**
- B. The PPD will support those efforts being made by communities to develop resources that prevent crime. PPD staff is encouraged to actively participate in community efforts made on behalf of their clients. **[4-APPFS-1A-03]**
- C. PPD staff is to make every effort to maintain a cooperative working relationship with all public and private service agencies. PPD staff is to maintain a current inventory of resources within their community and evaluate these resources annually. **[4-APPFS-2D-01]**
- D. The PPD shall provide assistance and services to offenders who have been discharged and who request such help. **[4-APPFS-2C-06]**
- E. The NMCD encourages the use of community residential centers for pre-release programs and for crisis situations. **[4-APPFS-2C-05]**



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AUTHORITY:

Policy *CD-053700*

PROCEDURE: [4-APPFS-2C-05] [4-APPFS-2C-06]

- A. The district offices will be placed in strategic locations that will maximize community involvement, staff performance and service delivery. [4-APPFS-3D-11]
- B. The Community Corrections Administrator will maintain a listing of community resources that will provide services for their clients. [4-APPFS-1A-03]
- C. PPD shall identify, document, develop, and evaluate community resources periodically to ensure that parolees and probationers are receiving the services and assistance for which they are referred within the community. A current inventory of effective agencies shall be maintained and distributed to all field officers. This listing should be continuously updated and evaluated. Whenever it has been determined that a community resource is ineffective, that resource shall be informed of specific deficiencies in writing. This notice shall also include ideas and suggestions to help the resource improve its functionality. Community resources may include guidance and counseling services and financial assistance agencies. [4-APPFS-2D-01]
- D. The community resource list will include the community resources contact information, specific services/assistance provided by the resources, the criteria used in selecting individuals for receipt of the community resources' services, and other pertinent factors.
- E. The list shall be made available to clients, both current and former, by having them posted on a bulletin board in the reception area. [4-APPFS-2C-06]