



# NEW MEXICO CORRECTIONS DEPARTMENT

Secretary  
Alisha Tafoya Lucero

CD-057400 Community Supervision	Issued: 01/01/15 Effective: 01/01/15	Reviewed: 11/27/23 Revised: 03/15/18
Alisha Tafoya Lucero, Cabinet Secretary		

## AUTHORITY:

NMSA 1978, Comp., as amended Section 9-3-3 and 31-21-7

## REFERENCE:

- A. ACA Standard 4-APPFS-2A-12, *Performance Based Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- B. Policy CD-050200; CD-053200; and CD-050800.

## PURPOSE:

To establish procedures for offender contacts in the community in accordance to CD-050200; CD-050201; CD-053200; CD-053202; CD-050800 and CD-050801.

## APPLICABILITY:

All Probation and Parole Division staff supervising offenders assigned to the supervision, care, and custody of the Department.

## DEFINITIONS:

- A. *Collateral Contact*: Any contact between the Probation/Parole Officer (PPO) and a person or organization having knowledge of, or interest in, the offender supervision status, including but not limited to: counseling services; medication verification; medical personnel; community service; employment; physicians and/or hospitals; GPS; Alcohol Monitoring System; Courts; Parole Board; family members; victims; law enforcement or STIU Officers.
- B. *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, landlord or property manager 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.
- C. *Office Visit in the Field*: Successful contact between a Probation/Parole Division PPO (including Supervisory chain of command) and an offender in which information is received and verified which allows the PPO to evaluate the offender's supervision status. This contact will take place outside the PPD office environment.

- D. 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 the 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 or Adult Offender Supervision.
- E. Supervision Contact Entry: Entry of comprehensive and individualized observations and information summarized in offender management database collected from supervision contact.

**POLICY:**

It is the policy of the New Mexico Correction Department Probation and Parole Division that the Probation/Parole Officer complies with office visits in the field and field contacts contingent with *CD-050200*; *CD-050201*; *CD-0530200*; *CD-053202*; and *CD-050800*.

- A. Confidentiality of the offender's probation/parole status shall be maintained.
- B. 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.
- C. All offenders, regardless of sex, under supervision shall have equal access to all agency programs and activities.
- D. A special incident report shall be prepared whenever an unusual situation involving the offender occurs.



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## AUTHORITY:

Policy *CD-050200*

## PROCEDURES:

### A. General Guidelines:

1. Officers will conduct office visits in the field and field contacts based on assessment level and standard of supervision.
2. All Special Management offenders must have a minimum of one successful office visit in the field monthly.
3. Each office visit in the field offender management database supervision note must contain a statement that the offender acknowledges that all information provided is truthful and accurate.
4. When specific services ordered by the court or releasing authority are not available, the field staff notifies the court or releasing authority and requests guidance for alternative services or programming. **[4-APPFS-2A-12]**
5. Travel permits shall be issued in accordance with *CD-051200*.
6. The supervising PPO will monitor the activities of the offender through personal contacts, collateral contacts, urinalysis, office visits in the field, employment visits/verification, and review of all Offender information in the offender management database 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 supervision/treatment plan, or if modifications in the plan are needed;
  - c). If the offender is experiencing any problems, difficulties, or crisis.
7. The supervising officer is expected to use reasonable judgment to address any problems observed and staff issues with supervisor as necessary.

8. Office visits in the field 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:
- a). 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 for random drug testing or random PPO appointments. The PPO must complete all face-to-face, collateral, field contacts and office visits in the field each month based on the following policies: *CD-050200*; *CD-050801*; *CD-050201*; and *CD-053202* that regulate supervision phases and standards.
  - b). Each time the offender is visited in the field during the month the PPO will be required to enter a detailed contact entry in offender management database by close of the following business day of the visit. The offender management database contact entry must also indicate the PPO's partner during the office visit in the field or field contact. During this meeting they will discuss any issues relevant to the offender's progress.
  - c). The PPO will run an NCIC wants and warrants check on all the scheduled visits in the field for the day. If an active warrant is found, verification of that warrant must be completed and staffed with the supervisor before leaving the office.
  - d). PPOs conducting office visits in the field or field contacts will be accompanied by another PPO, PPO Supervisor, or other law enforcement agency.
  - e). The accompanying PPO for all field contact entries will be documented as the "secondary interviewer" in the supervision field contact/office visit in the field entry.
  - f). Offender management database notes indicating "Field Contact – Completed" or "Office Visit in the Field – Completed" will be entered pursuant to standards of the New Mexico Corrections Department policy and/or policy procedure *CD-020500*; *CD- 050801*; *CD-050201* and *CD-053202*.
  - g). 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.
  - h). If a PPO other than the supervising officer makes a field contact/office visit in the field with the offender, the PPO making the field contact or office visit in the field shall enter the supervision contact entry.
  - i). 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/or 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 child has obtained employment at a Children's Daycare Center or is performing community service by pulling weeds at a public school).

- j). 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 or an office visit in the field 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. If locked gates preclude access to an offender's residence, the offender must provide access to the PPD staff.
- k). 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.
- l). Each supervision contact entry in the offender management database will include date of contact, location, type of contact, description 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.
- m). Program participation, or lack thereof, employment verification, urinalysis collection date and results must be recorded in the supervision contact entry.
- n). While entries should be made regarding the amount of costs, restitution, and/or fines, it is not necessary to maintain balances within the supervision contact entry.
- o). Collateral staffing with outside entities will include the name and positions of those involved in the contact and summary of the contact results.