



Bernalillo County Juvenile Detention & Youth Services  
Community Custody Program/Youth Reporting Center/Girls Reporting Center  
5100 2<sup>nd</sup> Street NW  
Albuquerque, NM 87107

To: Judge Zamora  
Judge Romero  
Judge Parnall  
Special Master Susan Alkema  
Special Master Don Miller  
Special Master John Schoeppner  
Children's Court Attorney Nancy Neary  
Public Defender Supervisor Connie Keegan  
Case Expeditor John Chavez  
Juvenile Probation Regional Administrator Craig Sparks  
Juvenile Probation Chief Jeanne Masterson  
Captain Matt Candelaria Adult CCP (MDC)  
Sergeant Ray Gonzales Adult CCP (MDC)

From: Leslie Jiron, Program Manager (CCP/YRC/GRC)

Re: Protocol for MDC Clients Made Eligible for Adult CCP Who Are Under Juvenile Court Jurisdiction

Juvenile Community Custody (JDC), Adult Community Custody (MDC) and Juvenile Probation has collaborated in developing a protocol to enable MDC inmates, held under juvenile court jurisdiction and who fall under the current Memorandum of Understanding (MOU) between (Bernalillo County, Second Judicial District Court and Bernalillo Metropolitan Court), an opportunity to be made eligible for adult CCP.

These individuals can be made eligible at any stage of their court proceedings. The process for those made eligible during a Detention Hearing is as follows:

- Probation will provide Juvenile CCP a copy of the chronological history for inmates coming from MDC for a court hearing (Kelly Jo Parker);
- A "Green Form" must be filled out completely with conditions listed and given to Juvenile CCP staff in court (Court Monitor);

- After the Detention Hearing a chronological history along with the “green form” authorizing inmate’s eligibility will be faxed to Adult CCP (764-1773) by Juvenile CCP for review. Cover sheet will read, “Attention Ray Gonzales (MDC)”;
- Adult CCP will review and fax Juvenile CCP (342-3780) a letter of acceptance or denial;
- Juvenile CCP will distribute the letter to Juvenile Probation (Mike Fluellen 841-7600 fax), Children’s Court Attorney, Public Defender and Judge/Special Master authorizing eligibility of the inmate for Adult CCP;
- If accepted, Adult CCP will supervise these clients until their case is disposed of or they violate program rules;
- Juvenile Probation will keep Adult CCP informed of any upcoming court dates or change in the supervision status of their client(s).

**Eligibility Process at other Stages of the Court Process:**

- “Green Form” must be filled out by inmate’s attorney and initialed by the Judge/Special Master making the inmate eligible;
- Green Form must be placed in the clerks office (CCP File) or brought to the Juvenile CCP Office (building #6 East Campus);
- Juvenile CCP will then request a chronological history from Probation;
- Above protocol will be followed.

**Adult CCP Warrant Process:**

- Adult CCP will write “Affidavit for Arrest Warrant” if client absconds;
- Warrant will be hand delivered (original) to Juvenile CCP after it’s been signed by affiant and notarized;
- Juvenile CCP will obtain the signature of assigned Children’s Court Attorney and assigned Judge;
- Paperwork will be filed in the Clerks Office and distributed to all appropriate parties to include a certified copy to BCSO.

Cc: Tom Swisstack  
 Art Murphy  
 Doug Mitchell