

**State of New Mexico
Corrections Department**

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“We commit to the safety and well-being of the people of New Mexico by doing the right thing, always.”

CORRECTIONS EDUCATOR HANDBOOK

This Handbook contains policies that govern corrections educators for the New Mexico Corrections Department. Each educator is responsible for knowing the contents of the handbook. A printed handbook is provided to each educator and educators are notified of revisions. It is the educator’s responsibility to keep the printed handbook updated with revisions.

The Handbook is also published electronically through the NMCD Education Bureau external web site.

New Mexico Corrections Department
Education Bureau
Educator's Handbook

The contents of the New Mexico Corrections Department, Education Bureau Educator's Handbook are consistent with the policies and procedures of the New Mexico Corrections Department.

The purpose of this Educator's Handbook is to provide information that will help with questions concerning expected conduct. Not all Bureau policies and procedures are included, and some of the policies that are included are summarized. A complete reference of policies may be found in the New Mexico Corrections Department Policies and Procedures Manual as well as on the website.

This Educator's Handbook is neither a contract nor a substitute for the official Departmental policy manual. It is a guide to and a brief explanation of Department and Bureau policies, and not all policies are discussed in the handbook. Department and/or Bureau policies can change at any time.

Note: The Education Bureau Educator's Handbook is a living document. Updates will be posted regularly. Numbers at the bottom of each page indicate the month and year of the latest revision to the information on that page.

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SECTION I

VALUES/VISION OF THE EDUCATION BUREAU

The New Mexico Corrections Department, Education Bureau takes a proactive stance in the development, implementation, and support of programs showing the most promise in successful transition back to the community, family and workplace.

We create partnerships with other state agencies that can provide released inmates with those resources necessary to leading a productive, crime-free life.

We require sound fiscal management of public resources by using data-driven decisions and evidence-based practices.

We are a diverse, skilled, forward-looking work force that recognizes safety and security as essential business practices.

MISSION

The Education Bureau is committed to providing quality educational, career technical, and library services that will assist the incarcerated individuals to become responsible members of the family, workforce and community upon release. This will be accomplished through teamwork, dedication and collaboration with other departments, agencies and the community at large.

PHILOSOPHY

The primary objective of the Education Bureau is to provide appropriate educational and career technical services to successfully return offenders back to their families and communities post incarceration. The Bureau's success relies on community partnerships as well as internal partnerships with other agencies and departments.

The curriculum is competency based and recognizes the student's current functioning level of educational and vocational skill. Students are placed into the instructional process based on relevant diagnostic information. Instructional activities and materials are prescribed based on the diagnostic data. Individual, small and whole group activities are selected by the instructor as appropriate to student needs and capabilities for the purpose of maximizing student progress. The instructional approach favors a learner-centered curriculum, which is project-based and process-oriented.

The career technical and academic program of the Education Bureau integrates the workplace competencies identified by the Secretary's Commission on Achieving Necessary Skills (SCANS). Basic foundation skills and workplace competencies are integrated, providing a holistic approach to instruction. An interdisciplinary curriculum engages the student in relevant learning. Thematic units of instruction, including career exploration, workplace skills, life skills, consumer education and cognitive skills are an essential part of the total educational experience.

SECTION II: CODE OF CONDUCT

Renewal of Licensure – Educators wishing to renew licensure that are in need of a Superintendent’s Recommendation will find the Superintendent’s Recommendation Form for Continuing Licensure in the Appendix. (Appendix D)

Copyrighted Materials – Educators are expected to comply with the provisions of copyright laws relating to the unauthorized use, reproduction, distribution, performance or display of copyrighted materials (i.e. printed material, videos, computer software, etc).

Rules for Working Around Inmates

1. Be security-minded at all times and use common sense. Let department policy and rules be your guide.
2. Don’t be rude, but avoid prolonged, detailed conversations with inmates. Be cordial, but stick only to the amenities even if they constantly pay you compliments or attempt to strike up conversations. Do not flirt or lead them on with sexual innuendos or body language.
3. Do not talk to inmates about your family members or personal problems. Do not allow inmates to hear you discuss your family members or personal problems on the phone or while talking to fellow co-workers.
4. Do not tell inmates where you live, and do not leave letters, envelopes, etc. with your address lying around. Report any attempts to contact you at your house to your supervisor.
5. Do not accept anything from an inmate; and give them nothing in return, even items such as cigarettes, over the counter medication, gum, pens, paper, envelopes, etc.
6. Do not ask an inmate to do anything for you that is not in line with their assigned duties.
7. Do not mail or carry letters or packages to individuals “on the streets” for inmates. Check mail baskets and bins to insure that inmates are not mailing letters from your work area.
8. Do not allow inmates to use your telephone, and do not make phone calls for them from anywhere.
9. Secure your office doors at the end of every shift; and keep purses, keys, checkbooks, credit cards, wallets, etc. in secure locations. Do not leave change or cash lying around.
10. Do not leave sensitive information regarding security issues, other inmates, other employees, etc. in areas where it can be easily read or picked up.
11. Do not leave documents containing sensitive information in copy machines, printers, fax machines, etc.
12. Use the shredding machine to dispose of documents containing sensitive information about other inmates, other employees, or items which contain your address, Social Security number, bank account numbers, etc. Watch what you throw away.
13. If possible, try to remain in your work area while an inmate is vacuuming or emptying trash cans.
14. Do not allow inmates to overhear conversations/meetings which might include discussions about security issues, other inmates, other staff members, etc.

15. Do not allow inmates to overhear conversations which contain derogatory remarks about them, other inmates, other staff members, or the administration.
16. Do not allow inmates to overhear “off color”, “risqué” jokes or derogatory remarks about someone’s gender, race, physique, etc. even if it is meant jokingly.
17. Dress conservatively around inmates. Avoid tight clothing, low cut, or see-through blouses, short skirts, etc. Use good judgment.
18. Do not bend over, stoop, sit, cross your legs, etc. in a manner which might be inappropriate.
19. Do not primp in front of inmates.
20. Lock stall doors behind you when in the restrooms.
21. Avoid physical contact of any kind.
22. Do not agree to contact or meet individuals on “the streets” on behalf of inmates. Do not become the messenger between inmates and others.

Professional Behavior for Education Bureau Employees:

Do: Abide by institutional policies and procedures;

- Be impartial, understanding and respectful to each inmate;
- Maintain confidentiality;
- Respect and protect the inmate’s civil and legal rights;
- Present a neat and clean appearance on the job;
- Let the Education Director know about any personal emergency that impacts work;
- Report all personal contacts from inmates outside your job immediately;
- Report through the proper chain of command, any corrupt or unethical behavior which could affect your own, an inmate’s or the Department’s integrity;
- Treat volunteers as co-workers; and remain constantly alert in all custody situations.

Do NOT: Use illegal drugs at all;

- Leave keys in unattended vehicles;
- Use profanity or inflammatory remarks with inmates or co-workers;
- Traffic or bring **any** article of contraband into the institution;
- Discriminate against any inmate, employee, prospective employee, or volunteer on the basis of race, religion, sex, sexual preference, age, creed, or national origin;
- Accept, maintain or disburse funds of inmates except as authorized by your supervisor;
- Copy materials that are copyrighted including software, videos, textbooks and workbooks;
- Utilize or possess firearms on duty, unless authorized by the Corrections Department.

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I. LICENSE HOLDER INFORMATION

Name: _____ Signature: _____ Date: _____

File/License #: _____ Social Security #: _____

II. EMPLOYER INFORMATION

Public School District/Nonpublic School Name: _____

Evaluator's Name: _____ Signature: _____

III. SUPERINTENDENT'S RECOMMENDATION (Check either a. or b.)

- a. Licensee IS NOT satisfactorily demonstrating the essential competencies and is not recommended for licensure. (His/Her evaluation is attached)
- b. Licensee IS satisfactorily demonstrating the essential competencies listed below and is hereby recommended for licensure. (Licensee's evaluation not required)

Check one or more:

- Administrator Athletic Coach School Counselor
 Teacher Level 3A Instructional Leader
 Educational Assistant Educational Diagnostician

School Psychologist *If the holder seeks a 3A School Psychologist License, you may verify the completion of the supervised experience listed below.*

The licensee has completed 875 hours of supervised experience in diagnosing and treating children, including children with severe emotional disturbances and/or behavior disorders in a school setting.

If the license holder is applying for one of the following licenses, please attach a copy of the license holder's current license issued by the appropriate New Mexico State Licensing Board.

- School Nurse School Social Worker Ancillary Service Provider

Superintendent's Name: _____

Superintendent's Signature: _____ **Date:** _____

Appendix D

All Corrections Educators must sign below and return the original signed page to the Education Bureau Central Office by mail or delivery.

NMCD Education Bureau
3415 Pan American Fwy. NE
Albuquerque, NM 87107

New Mexico Corrections Department
Education Bureau

My supervisor, _____ provided a copy of the *Corrections Educator's Handbook*,
dated _____.

I am aware of my responsibility to fully understand the contents of the *Handbook*.

Staff Member Signature

Date

Supervisor Signature

Date