 <p><b>CD-030100</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE: 03/13/95</b></p> <p><b>EFFECTIVE DATE: 03/13/95</b></p>	<p><b>REVIEWED: 06/30/17</b></p> <p><b>REVISED: 06/09/16</b></p>
	<p><b>TITLE: Employee Orientation</b></p>	

**AUTHORITY:**

NMSA 1978, Sections 10-9-1 through 10-9-25 and NMSA 1978, Section 30-22-14 and NMSA 1978, Section 33-1-6 through 33-1-20, as amended.

**REFERENCES:**

- A. ACA Standard 2-CO-1C-01, 2-CO-1C-25 and 2-CO-1D-05, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standard 4-4071, 4-4048 and 4-4082, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- C. ACA Standard 4-APPFS-3A-04, 4-APPFS-3A-17, 4-APPFS-3E-02, and, 4-APPFS-3E-15, *Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- D. ACA Standard 2-CI-1A-1, 2-CI-2B-1, 2-CI-6A-9, 2-CI-6C-3, 2-CI-6C-4, 2-CI-6C-6, and 2-CI-6D-4, *Standards for Correctional Industries*, 2<sup>nd</sup> Edition.
- E. ACA Standard 1-CTA-1C-0, 1-CTA-1C-13 and 1-CTA-3A-09, *Standards for Training Academies*, 1993.
- F. State Personnel Board Rules 1.7.2.25(G) NMAC Training and Development

**PURPOSE:**

To establish a process for orienting new employees to employment in state government as well as employment with the New Mexico Corrections Department.

**APPLICABILITY:**

All persons employed by the Corrections Department.

**FORMS:**

- A. **New Employee Orientation Checklist** form (CD-030101.2)
- B. **Search of Employee Statement of Understanding and Acknowledgement** form (CD-030101.3)
- C. **Cell Phone Policy Acknowledgement** form (CD-030101.4)
- D. **Hostage Acknowledgement** form (CD-030101.5)

**ATTACHMENTS:**

None

**DEFINITIONS:**

None

**POLICY:**

The New Mexico Corrections Department shall provide an expanded orientation to employment in New Mexico State government to include specific Department policies and practices.

- A. The Department shall make information available regarding agency staffing, recruitment, promotional opportunities and benefits in the personnel and/or payroll offices located at each facility, PPD Region Office and the Central Office.
- B. All new full-time employees and contract personnel must complete a formalized 40-hour orientation program before undertaking their assignments. At a minimum, the orientation program should include instruction in the following: **[2-CO-1D-05] [4-4082] [4-APPFS-3A-04] [2-CI-2B-1] [2-CI-6C-6] [1-CTA-3A-09]**
- The purpose, goals, policies, and procedures for the facility or division and NMCD;
  - Security and contraband policies;
  - Search of employee(s);
  - Key control;
  - Personnel practices;
  - Prohibitions concerning sexual harassment, religious prejudice, and minority rights;
  - Appropriate conduct with offenders;
  - Responsibilities and rights of employees;
  - Universal precautions;
  - Occupational exposure;
  - Personal protective equipment;
  - Biohazardous waste disposal;
  - Emergency Plan;
  - An overview of the correctional field; and
  - Working conditions and regulations.

Depending upon the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.

NMCD Corrections staff and contractors shall acknowledge in writing that they have reviewed facility health, safety, and work rules, ethics, regulations, and conditions of employment and related documents. **[2-CI-1A-1] [2-CI-6C-3]**

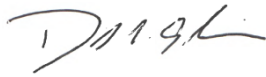
NMCD Corrections staff and contractors shall comply with state and federal workplace regulations and encourage a safe, diverse workplace. **[2-CI-6C-4]**

NMCD Corrections staff, managers and appropriate others shall be made aware of all applicable laws governing the sale and transportation of prison-made products. **[2-CI-6A-9]**

- C. A personnel manual shall be available for employee reference and, at a minimum, covers the following: **[2-CO-1C-01]** **[4-4048]** **[4-APPFS-3E-02]** **[1-CTA-1C-01]**
- Organization chart (table of organization);
  - Job descriptions and responsibilities;
  - Recruitment;
  - Leave, work hours, and holidays;
  - Employee evaluation;
  - Promotion;
  - Resignation and termination;
  - Hostage policy;
  - Equal employment opportunity provisions;
  - Qualifications;
  - Benefits;
  - Basis for determining salaries;
  - Personnel records;
  - Staff development, including in-service training;
  - Retirement;
  - Physical fitness policy;
  - Employee-management relations, including disciplinary procedures, grievance, and appeal procedures;
  - Status relating to political activities; and
  - Insurance/professional liability requirements.

New staff is informed in writing of the institution's hostage policy in regard to staff roles and safety. The personnel manual should be reviewed annually and updated as needed. A copy of the signed acknowledgement form *CD-030101.5* shall be placed in their personnel file.


- D. Staff shall be provided with information that describes their conditions of employment and they acknowledge that they have received this information in writing. A copy of the acknowledgement shall be placed in their personnel file. **[2-CI-6D-4]**
- E. All probation/parole part-time employees working less than 35 hours per week shall receive an orientation and training appropriate to their assignment. **[4-APPFS-3A-17]**
- F. The State of New Mexico Employee Assistance Program (EAP) shall be available to all staff. **[4-4071]** **[4-APPFS-3E-15]** **[1-CTA-1C-13]** **[2-CO-1C-25]**



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

06/30/17  
Date

 <p><b>CD-030101</b></p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;"><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>C</b>ourage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<b>ISSUE DATE:</b> 03/13/95 <b>EFFECTIVE DATE:</b> 03/13/95	<b>REVIEWED:</b> 06/30/17 <b>REVISED:</b> 06/09/16
	<b>TITLE: Employee Orientation</b>	

**AUTHORITY:**

Policy *CD-030100*

**PROCEDURE: [2-CO-1D-05] [4-4082] [4-APPFS-3A-04]**

- A. All new employees will be given an expanded orientation (minimum four hours) to employment in state government to include specific Department expectations and Departmental policies.
- B. Human Resources staff will ensure that each employee is given the appropriate forms and information to guarantee that the employee understands and enrolls in a benefits package in a timely fashion; and that each employee signs all appropriate forms necessary to complete the personnel and payroll files.
- C. An employee's personnel file will be available to the employee during regular office hours or an appointment may be requested if other time frames are required.
- D. All employees shall receive, at a minimum, the following information regarding the State of New Mexico Employee Assistance Program (EAP): **[4-4071] [4-APPFS-3E-15] [1-CTA-1C-13] [2-CO-1C-25]**
  - EAP is a free, confidential resource for counseling that provides one (1) face-to-face session.
  - They may contact the EAP for help with life's problems.
  - The EAP is accessible 24 hours a day, 7 days a week.
  - The EAP is also a resource for managers who need assistance in helping their employees.
  - On-site training may be provided, conflict resolution, and response to critical incidents.
  - The State of New Mexico EAP phone line is: 1-800-467-8513
- E. During orientation all employees shall be informed that cell phones, including the Blackberry, Kindles, smartwatches and other like devices, are not permitted in any correctional institution or at any security post and shall acknowledge their understanding by signing the **Cell Phone Policy Acknowledgement** form (*CD-030101.4*). The **Cell Phone Policy Acknowledgement** form shall be kept in each employees personnel file. Any employee who violates this policy shall be subject to disciplinary action.

1. No one is authorized to bring in a cell phone or electronic communication device including the Blackberry, Kindles, smartwatches and tablets, shall not be permitted into the institution or at any security post. **Any employee bringing in a cell phone for the purpose of giving the device to an inmate has committed a felony act** and State Police will be notified, the Office of Professional Standards (OPS), and an investigation initiated.
2. Employees found to have violated this policy will be required to immediately surrender their device for inspection by an investigator/supervisor. Should the employee terminate service or attempt to erase information from the device prior to the return of the device to the employee, the Department will presume the device contained incriminating information. This will result in the employee's dismissal.
3. Violations of this policy will have occurred as follows:
  - PNM (North and South), CNMCF (Main), and SNMCF (Main), WNMCF: At the time the employee attempts to clear the metal detector or their property enters the x-ray machine.
  - PNM (Level II), CNMCF (Level II), SNMCF (Level 2): Upon entry into the facility.
  - SCC, RCC, and CNMCF (Level 1): Anywhere beyond the parking area.
4. Employees found to have brought unauthorized devices into an institution or at any security post shall receive the following sanctions:
  - 1<sup>st</sup> offense – five (5) day suspension,
  - 2<sup>nd</sup> offense – thirty (30) day suspension,
  - 3<sup>rd</sup> offense – Dismissal.
5. Within fifteen (15) calendar days of the device being confiscated, the New Mexico Corrections Department (NMCD) shall return it to the employee, unless additional time is necessary as determined by the Director of Adult Prisons.
6. Information from the device that is not relevant to the investigation shall remain confidential.



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David Jablonski, Secretary of Corrections  
New Mexico Corrections Department

06/30/17  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**New Employee Orientation Checklist**

PERSONNEL	PAYROLL / BENEFITS
CD Organizational Chart	Direct Deposit Form
Mission Statement	W-4 Form
Employee Calendar	Tax Authorization Form
Personal Data Form	Social Security Notice (SSA-1945)
Biographic Information Form	FICA Statement
W-9	PERA/ERA Application
EDA Form and Policy & Statement (CD-32100)	PERA Refund/Survivor Form Beneficiary
Employee Handbook & Acknowledgement Form	PERA/ERA Handbook
Condition of Employment (2)	PERA Coverage Statement
Overtime Compensation Policy (CD-35100)	Benefits Enrollment/Change Form
FLSA Coverage	Domestic Partner Affidavit (if applicable)
Employee Reporting Responsibilities Policy (CD-30600)	Insurance Contribution Schedules
Worker's Comp Policy (CD-032300)	Standard Insurance Beneficiary Form
Worker's Comp Statement	New Hire Orientation Acknowledgement
Code of Ethics Policy (CD-032200)	RMD's Privacy Policies & Procedures (HIPAA)
Governor's Code of Conduct 2011	Notice of Privacy Practices (HIPAA)
Drug & Alcohol Free Workplace (CD-037900)	Notice of Continuation Coverage Rights
Employee Grievance Procedure Policy (CD-032000)	Benefits Waiver Form
Grooming and Physical Appearance Policy (CD-030400)	<b>BENEFIT PLAN HANDBOOK</b>
Leave Request and Approval Policy (CD-032800)	Premium Only Plan (POP)
Leave Report Form	Presbyterian
Family and Medical Leave of Absence (CD-030900)	Lovelace
Unlawful Discrimination/Sexual Harassment (CD-033200)	Blue Cross/Blue Shield
Sexual Harassment is Illegal Notice	United HealthCare
Information Technology Mgt. Policy (CD-044000)	Express Scripts (Prescriptions)
Accountability for Dept. Property Policy (CD-020400)	Delta Dental
Meal Privileges for CD Employees Policy (CD-034600)	Vision Services Plan (VSP)
Smoking Policy (CD-160400)	Basic Life Insurance (Standard Insurance)
Bargaining Unit Eligibility Form	Supplemental Life Insurance (Standard Insurance)
Union Contract	Short & Long Term Disability
Search Procedures	Employee Assistance Program
Investigation Authorization	ASI Flex Plan
Outside Employment	ASI Flex Enrollment & Claim Forms
ID Badge Authorization	Legal Plan/Senior Advocate (ARAG)
American with Disabilities Act Policy (CD-030800)	Nationwide Deferred Compensation
Employee DWI Policy (CD-038300)	Allstate (Accident, Cancer, Universal Life)
Employee Orientation/Cell Phones (CD-030101.4)	Liberty Mutual (Auto and Home)
Hostage Acknowledgement (CD-030101.5)	Globe (Whole Life)
Response to Person Hanging (CD-070301.A)	Education Plan of New Mexico
	U.S. Savings Bonds
<b>CENTRAL OFFICE / ASD</b>	N.M. Correctional Employees Credit Union
ID Badge Policy (CD-031500)	

*I, \_\_\_\_\_ acknowledge that I have received the above information and that it has been discussed with me. It is my responsibility to read and comply with these policies and recognize that violations of such may result in disciplinary action. If I have questions, or I do not understand any provisions of such policies, I will ask my supervisor for assistance.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Search of Employee Statement of Understanding and Acknowledgement**

**STATEMENT OF UNDERSTANDING**

It is a violation of State law for any person to introduce into the institution any article of contraband including deadly or explosive materials, currency, weapons, ammunition, intoxicants, tobacco or controlled substances. All vehicles and/or persons entering or on facility grounds are subject to search **at any given time on a random basis** in accordance with the 4<sup>th</sup> Amendment and case law. All employees entering a facility will be required to pass through a metal detector. All packages and items carried into the institution are subject to search by institutional employees and/or State, local or county law enforcement officials.

Where there is a reasonable suspicion that a particular employee is attempting to introduce contraband into an institution, the Warden or designee on duty at the facility may order at any time that the employee be subjected to a more thorough search. An employee may be requested to remove his or her clothing to submit to an **un clothed** search where the Warden or designee determines that there is probable cause to believe that the particular employee possesses contraband. In such an instance the search may be conducted only by an employee of the institution of the same sex as the employee, in an area that provides the employee the greatest possible privacy.

It is **required** that you print or type and sign your name below, attesting that you understand all of the above.

**Failure to comply will result in disciplinary action up to and including dismissal.**

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**ACKNOWLEDGEMENT**

I HAVE READ, OR HAVE HAD READ TO ME, AND UNDERSTAND ALL OF THE ABOVE.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



**NEW MEXICO CORRECTIONS DEPARTMENT**

**Cell Phone Policy Acknowledgement**

I, \_\_\_\_\_, ACKNOWLEDGE THAT I HAVE RECEIVED  
(PRINT NAME)  
NOTIFICATION IN REGARDS TO NO CELL PHONES, INCLUDING THE BLACKBERRY,  
KINDLES AND OTHER LIKE DEVICES, BEING PERMITTED INTO AN INSTITUTION OR AT ANY  
SECURITY POST AND THAT IT IS MY RESPONSIBILITY TO COMPLY WITH THIS POLICY  
AND RECOGNIZE THAT VIOLATIONS OF THIS POLICY MAY RESULT IN DISCIPLINARY  
ACTION. I FURTHER ACKNOWLEDGE THAT IF I HAVE QUESTIONS, OR IF I DO NOT  
UNDERSTAND ANY PROVISIONS OF THIS POLICY, I WILL ASK MY SUPERVISOR FOR  
ASSISTANCE.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer/Supervisor Signature

\_\_\_\_\_  
Date

## NEW MEXICO CORRECTIONS DEPARTMENT

### Hostage Acknowledgement

From Policy CD-071900 *Emergency Preparedness System*:

- S. Negotiation and/or the appropriate level of force shall be utilized as circumstances dictate to resolve a hostage situation. **[4-4048]**
1. A staff member taken hostage has no authority, regardless of his or her rank.
  2. Decision-makers shall not negotiate directly.
  3. The following items are non-negotiable:
    - a) Weapons;
    - b) Freedom / escape / keys / Transportation;
    - c) Additional hostages; and
    - d) Amnesty or immunity from criminal prosecution.
  4. Upon release, any staff hostage will receive a minimum of 3 days of mandatory administrative leave with pay and shall not be required to report to the facility. A second psychological screening will be required prior to employee returning to work.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer/Supervisor Signature

\_\_\_\_\_  
Date