

 <p><b>CD-030200</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></p> <p style="text-align: center;"> <span style="color: red;">C</span>ourage <span style="color: red;">R</span>esponsibility <span style="color: red;">E</span>thics <span style="color: red;">D</span>edication - <span style="color: red;">CRED</span>ibly serving the public safety of New Mexico         </p>		
	<b>ISSUE DATE:</b> 08/21/92	<b>REVIEWED:</b> 10/19/16	
	<b>EFFECTIVE DATE:</b> 08/21/92	<b>REVISED:</b> 06/17/14	
	<b>TITLE:</b> <b>Recruitment, Selection, and Hire of Correctional Officers, Correctional Officer Specialists and Probation and Parole Officers</b>		

**AUTHORITY:**

- A. Americans with Disabilities Act.
- B. NMSA 1978, Section 33-1-6, 33-1-11, and 66-8-102, as amended.
- C. Policy *CD-000100*.

**REFERENCES:**

- A. ACA Standards 2-CO-1C-13, 2-CO-1C-18, and 2-CO-1C-19, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standards 4-4057, 4-4061 and 4-4062, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- C. ACA Standards 1-CTA-1C-04 and 1-CTA-1C-06, *Standards for Correctional Training Academies*, 2<sup>nd</sup> Edition.
- D. ACA Standards 4-APPFS-3A-02 and 4-APPFS-3A-03, *Performance Based Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- E. Policy *CD-031100*.

**PURPOSE:**

To establish criteria, procedures and responsibilities for the recruitment, selection, and hire, of Correctional Officers, Correctional Officer Specialists (CO Specialists) and Probation and Parole Officers for the New Mexico Corrections Department (NMCD).

**APPLICABILITY:**

All employees of the New Mexico Corrections Department (NMCD), and private prison facilities and staff contracted with NMCD specifically those responsible for the recruitment, selection, and hire of Correctional Officers, CO Specialists and Probation and Parole Officers.

**FORMS:**

**Employee Physical Examination Record** form (*CD-030201.1*)

**ATTACHMENTS:**

**Drug Screening Protocol** Attachment (*CD-030201.A*)

**DEFINITIONS:**

- A. Custody Series: Correctional Officers, Sergeants, Lieutenants, Captains and Majors.

- B. MVD: Taxation and Revenue Department Motor Vehicle Division, the State government agency responsible for the licensing of motor vehicles and the drivers of motor vehicles.
- C. NCIC: National Crime Information Center; a national criminal justice information system located at the Federal Bureau of Investigations headquarters in Washington, D.C.

**POLICY:**

- A. Recruitment, selection and hiring of Correctional Officers and CO Specialists are the responsibility of each facility Warden, or designee, with support from the Corrections Academy.
- B. The most highly qualified candidates will be selected as Correctional Officer Cadets by qualification analysis, examinations, measurement against established standards, and compliance with specified pre-employment requirements.
- C. All employees who have direct contact with offenders shall receive an appropriate physical examination prior to job assignment. All other employees receive medical screening prior to job assignment. Employees receive re-examinations according to a defined need or schedule. **[2-CO-1C-19] [4-4062] [4-APPFS-3A-03]**
- D. All selection, retention and promotion shall be based on merit and specified qualifications including all personnel covered by merit systems, civil service regulations, or union contracts. **[2-CO-1C-13] [1-CTA-1C-04] [4-4057]**
- E. In accordance with state and federal statutes, a criminal record check shall be conducted on all new employees, contract personnel, interns, and volunteers prior to assuming their duties to identify whether there are criminal convictions that have a specific relationship to job performance or delivery of services. If this record check returns the comprehensive identifier information on matters with potential terrorism connections is returned on a desirable applicant, it is forwarded to the local Joint Terrorism Task Force (JTTF) or another similar agency. **[2-CO-1C-18] [4-4061] [4-APPFS-3A-02] [1-CTA-1C-06]**
- F. All personnel attending any training courses at the Corrections Academy must have approval of the Director of the Corrections Academy or the Secretary.
- G. Recruitment, selection and hiring of Probation and Parole Officers are the responsibility of the Division Director, or designee.
- H. Candidates will be selected by qualification analysis, measurement against established standards, compliance with specified pre-employment requirements, and drug screening protocol.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

06/17/14  
Date

 <p>CD-030201</p>	<h1 style="text-align: center;">NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p style="text-align: center;">"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  <b>Courage Responsibility Ethics Dedication - CREDibly</b> serving the public safety of New Mexico</p>	
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	<b>TITLE: Recruitment, Selection, Hire and Rehire of Correctional Officers</b>	

**AUTHORITY:**

Policy *CD-030200*

**PROCEDURES: [4-4057] [2-CO-1C-13] [1-CTA-1C-04]**

**A. Recruitment:**

1. To attract the most highly qualified candidates who are interested in correctional services as a career, the Corrections Department will employ a variety of outreach and recruitment approaches.
2. Outreach and recruitment methods will include, but not be limited to, use of the media, personal contact, walk-ins, referrals, job fairs, meetings, file searches, public forums, posting on the State Personnel Office website on the Employment Services page, etc.
3. Divisions within the Department should coordinate their recruiting efforts with the Corrections Academy.
4. All requests for employment as a correctional officer from applicants who are currently correctional officers in other states will be required to provide all training certificates as well as an outline of the academy training program they attended, to the New Mexico Corrections Academy. The determination of training requirements shall be on a case-by-case basis by the Director of the Training Academy.

**B. Pre-Employment Screening:**

1. Applicants must meet all criteria listed on the **Drug Screening Protocol** Attachment (*CD-030201.A*)
2. Assessment and selection of Correctional Officer Cadets and Correctional Officers is conducted through a three (3) phase screening process.
  - a. Phase I consists of a physical agility performance test, collection of background information and forms review, NCIC and MVD clearance check. **[4-4061] [2-CO-1C-18] [1-CTA-1C-06]**
  - b. Phase II is comprised of psychological written tests, polygraph examination, fingerprinting and a psychological interview.
  - c. Phase III includes a medical physical examination (documented on the **Employee Physical Examination Record** form (*CD-030201.1*), drug screening urinalysis and a final documentation review. **[2-CO-1C-19] [4-4062] [4-APPFS-3A-03]**

3. Applicants must pass all phases of the screening process to be considered for employment.

**C. Re-Employment Requests:**

1. Applicants requesting re-employment with the New Mexico Corrections Department or any of NMCD private prison's vendors after having already been previously employed as a Correctional Officer must submit in writing their request to be re-employed to the respective Warden. The request must include previous dates of employment, facility previously employed at, reason for separation, and work history since separating from the Department along with supervisor names and phone numbers. The request shall also include the address and telephone number of the applicant.
2. The respective facility Human Resource Office shall review and obtain the applicant's employment history with the department and provide any information obtained to the facility Warden.
3. The Warden shall review the applicant's employment history and shall either:
  - a. Approve the request for re-employment and submit a memorandum to the Director of Adult Prisons with all pertinent information regarding the applicant's prior work history; or
  - b. disapproves the request for re-employment and provides a written notification to the applicant.
4. The Director of Adult Prisons shall approve or deny all re-employment requests and return that decision to the originating facility Human Resource Office, including the private vendor prison facilities. A copy of all approved requests shall be forwarded to the Corrections Academy Human Resource Bureau along with all pertinent information.
5. All approved re-employment applicants shall be referred to the Corrections Academy Human Resource Bureau and must successfully complete Phase I, Phase II and Phase III (as outlined in paragraph B.2.) of The New Mexico Training Corrections Academy screening process.
6. All Correctional Officer re-employment applicants who have previously completed the Basic Correctional Officer Academy but separated from full-time employment as a Correctional Officer for more than two (2) years but less than five (5) years, shall be required to successfully complete a four (4) week certification by waiver Academy in addition to Phase I, Phase II and Phase III of the pre-employment screening process.
7. All Correctional Officer re-employment applicants who have previously completed the Basic Correctional Officer Academy but separated from full time employment as a Correctional Officer for more than five (5) years shall be required to attend the Basic Correctional Academy in addition to Phase I, Phase II and Phase III of the pre-employment screening process.

8. Portions of the Basic Correctional Officer Academy training may be waived by the Director of the Corrections Academy based on the applicant's work history during the time of separation.

**D. Transfer from Non-Custody to Custody Position Requests:**

1. If a current non-custody Corrections Department employee, who previously held the rank of Correctional Officer I, Sergeant, Lieutenant, Captain, or Major, requests to be placed back into a Correctional Officer position, the employee must submit their request in writing to the hiring authority.

- E.** Any requests for exceptions to this policy shall be made in writing and must be approved by the Director of Adult Prisons, the Director of The New Mexico Corrections Training Academy, and the Secretary, respectively.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

06/17/14  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT  
Employee Physical Examination Record**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**NOTIFY IN CASE OF EMERGENCY:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**APPLICANT:** Have you had any of the following? (Please check)

YES NO

Operations	_____	_____	Specify _____
Fractures	_____	_____	Specify _____
Head Injury	_____	_____	Specify _____
Back Injury	_____	_____	Specify _____
Other Injuries	_____	_____	Specify _____
Chronic Back Pain	_____	_____	Specify _____
Tuberculosis	_____	_____	Specify _____
Heart Trouble	_____	_____	Specify _____
Stomach Trouble	_____	_____	Specify _____
Fainting Spells	_____	_____	Specify _____
Epilepsy	_____	_____	Specify _____
Mental Disease	_____	_____	Specify _____
Jaundice	_____	_____	Specify _____
Rheumatism	_____	_____	Specify _____
Asthma	_____	_____	Specify _____
Sinus Trouble	_____	_____	Specify _____
Skin Disease	_____	_____	Specify _____
Hernia	_____	_____	Specify _____
Cancer	_____	_____	Specify _____
Other	_____	_____	Specify _____

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I certify that I have had no injury, illness, or ailment other than as specifically noted above. Any falsification or misrepresentation will be sufficient ground for release from employment.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Employee Physical Examination Record**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last, First, Middle Initial)

Temperature (F) \_\_\_\_ Height \_\_\_\_ Inches \_\_\_\_ Bilateral Visual Activity:  
Pulse \_\_\_\_ Reg. \_\_\_\_ Irreg. \_\_\_\_ Weight \_\_\_\_ Pounds \_\_\_\_ Glasses OO OS OU  
Respiration \_\_\_\_ Hair Color \_\_\_\_\_ With  
Blood Pressure \_\_\_\_\_ Eye Color \_\_\_\_\_ Without

Current RX Medications Taken: \_\_\_\_\_

1. General Appearance: \_\_\_\_\_
2. Head, Face, Scalp: \_\_\_\_\_
3. Skin:
  - a) Lesions: \_\_\_\_\_
  - b) Tattoos: \_\_\_\_\_
  - c) Scars & others: \_\_\_\_\_
4. Eyes:
  - a) Bilateral Pupils: \_\_\_\_\_
  - b) Conjunctiva, Sclera, Lids: \_\_\_\_\_
  - c) Ocular Movements: \_\_\_\_\_
5. Ears:
  - a) Pannae, Canals, Drums: \_\_\_\_\_
  - b) Gross hearing (if abnormal, obtain audiometry and attach report)  
\_\_\_\_\_
6. Nose, Mouth, and Throat: \_\_\_\_\_
7. Neck: Rom, Thyroid: \_\_\_\_\_
8. Lymph Nodes: \_\_\_\_\_
9. Breasts: \_\_\_\_\_
10. Lungs: \_\_\_\_\_
11. Heart:
  - a) PMI: \_\_\_\_\_
  - b) Sounds/Murmurs: \_\_\_\_\_
12. Abdomen: \_\_\_\_\_
13. Liver: \_\_\_\_\_
14. Spleen: \_\_\_\_\_
15. Groin: Nodes, Lesions, And Hernias: \_\_\_\_\_
16. Back: Rom, Scoliosis, And Stoop & Squat: \_\_\_\_\_
17. Peripheral Pulses x 4: \_\_\_\_\_
18. Extremities: Clubbing, Edema: \_\_\_\_\_
19. Joints: Deformities, Rom: \_\_\_\_\_
20. Neurologic:
  - a) Mental Status: \_\_\_\_\_
  - b) Cranial Nerves: \_\_\_\_\_
  - c) Reflexes: \_\_\_\_\_
  - d) Cerebellar: \_\_\_\_\_
  - e) Sensory: \_\_\_\_\_
  - f) Motor: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

I certify that the above named applicant is approved for employment as a Cadet/Mentee/CO I and/or a PPO I.

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Corrections Academy Drug Screening Protocol**

The following are basis for disqualification from further Pre-Screening for employment.

1. Any use of marijuana, hashish or synthetic cannabinoids within twelve (12) months of application is disqualifying.
2. Any use of barbiturates, mushrooms, psilocybin, “rave or designer” drugs (poppers, ecstasy, rush, oxy 5, candy flip, etc.) within two (2) years of application is disqualifying.
3. Any use of synthetic drugs, which include, but not limited to spice, bath salts etc, within two (2) years of application is disqualifying.
4. Any use of cocaine within three (3) years of application is disqualifying.
5. Any use of crank, speed, methamphetamine, solvents (glue, paint, etc.), LSD or PCP within five (5) years of application is disqualifying.
6. Any use of heroin or opiates within ten (10) years of application is disqualifying.
7. Any use of non-prescription steroids within eighteen (18) months of application is disqualifying.
8. No more than five (5) times experimental use of any combination of any controlled substance, other than marijuana, over an applicant’s lifetime is disqualifying.
9. Sale or distribution of any illegal substance for yourself or others is disqualifying.
10. Any use of any illegal substance while employed as a law enforcement officer or correctional officer is disqualifying.
11. Any DWI must be older than five (5) years and no more than two (2) over an applicant’s lifetime prior to application. However, this is considered on a case-by-case basis.  
**ANY AGGRAVATED DWI\* IS AN AUTOMATIC DISQUALIFICATION**
12. Falsified or omitted information from application is disqualifying.
13. Any drugs and/or any crimes committed as a juvenile shall be open for panel review.

**READ COMPLETELY!!**

\*As defined by NMSA Section 66-8-102, as amended.

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**AUTHORITY:**

Policy *CD-030200*

**PROCEDURES:**

**A. Recruitment:**

1. To attract the most highly qualified candidates who are interested in correctional services as a career, the Corrections Department will employ a variety of outreach and recruitment approaches.
2. Outreach and recruitment methods will include, but not be limited to, use of the media, personal contact, walk-ins, referrals, job fairs, meetings, file searches, public forums, posting on the State Personnel Office website on the Employment Services page, etc.
3. Divisions within the Department should coordinate their recruiting efforts with the Corrections Academy.

**B. Pre-Employment Screening:**

1. Upon completion of the interview process and prior to final selection, the selected candidate(s) must complete a three-phase screening process.
  - a. Phase I consists of a physical agility performance test, NCIC, and DMV clearance. **[4-APPFS-3A-02]**
  - b. Phase II is comprised of a polygraph examination, psychological written tests, fingerprinting and a psychological interview.
  - c. Phase III includes a medical physical examination (documented on the **Employee Physical Examination Record** form (*CD-030201.1*), drug screening urinalysis and a final documentation review. **[2-CO-1C-19] [4-4062] [4-APPFS-3A-03]**
2. Applicants must pass all phases of the screening process to be considered for employment.

**C. Any requests for exceptions to this policy shall be made in writing and must be approved by Training Division Director and the Director of Adult Prisons and the Secretary of Corrections respectively.**



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

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