



CD-031000

# NEW MEXICO CORRECTIONS DEPARTMENT

"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."  
Courage Responsibility Ethics Dedication - **CRED**ibly serving the public safety of New Mexico

<b>ISSUE DATE:</b>	<b>09/21/83</b>	<b>REVIEWED:</b>	<b>11/21/16</b>
<b>EFFECTIVE DATE:</b>	<b>10/06/83</b>	<b>REVISED:</b>	<b>02/23/15</b>

**TITLE: Correctional Officer Training and Staff Development Requirements**

## AUTHORITY:

- A. NMSA 1978, Section 33-1-6, as amended.
- B. NMSA 1978, Section 9-3-5, as amended.
- C. Policy *CD-018300 Establishment of Adult Prison Division*
- D. Policy *CD-070100 Establishment of Emergency Plans*

## REFERENCES:

- A. ACA Standards 2-CO-1D-01, 2-CO-1D-02, 2-CO-1D-03, 2-CO-1D-04, 2-CO-1D-05, 2-CO-1D-09, and 2CO-1D-10, *for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standards 4-4073, 4-4074, 4-4075, 4-4076, 4-4077, 4-4078, 4-4079, 4-4080, 4-4084, 4-4084-1, 4-4090, 4-4091, 4-4092, 4-4093, 4-4220, and 4-4229, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- C. ACA Standard 1-CTA-3A-21, *Standards for Correctional Training Academies*, 1<sup>st</sup> Edition.

## PURPOSE:

To establish a staff development plan, programs and policies for all Correctional Officer and Correctional Officer Specialists employees and to enable employees to improve their job skills.

## APPLICABILITY:

All Correctional Officers and Correctional Officer Specialists (CO Specialists) of adult institutions and those personnel involved in training functions.

## FORMS:

- A. **Policy Acknowledgement** form (*CD-031001.1*)
- B. **OJT Field Training Officer's Contact** form (*CD-031001.2*) (2 pages)

## ATTACHEMNTS:

None

## DEFINITIONS:

- A. Field Training Officer: Correctional Officer or staff member who volunteers and is selected for the purpose of facilitating the transition of new Correctional Officer from Academy training to prison duties and to help ensure that the period progresses as designed.
- B. On the Job Training (OJT): Immediately following graduation from their basic training each new officer will enter a structured training and work program for new Correctional Officers that begins upon graduation from the New Mexico Corrections Training Academy (NMCTA) and ends twelve months from their hire date.
- C. Training Advisory Council: Comprised of APD facility Training Coordinators, PPD Training Coordinator, and the three Academy Supervisors.

**POLICY:**

- A. The New Mexico Corrections Department Correctional Officer training philosophy is divided into a three stage approach:
  1. Stage I is the successful completion of the 320 hour Correctional Officer Basic Academy.
  2. Stage II is their institutional orientation component.
  3. Stage III addresses their annual 40-hour in-service/refresher training prior to assignment to one of the Corrections Department adult institutions. The training plan shall be developed, evaluated, and updated based on an annual assessment that identifies current job-related training needs. [4-4075] [1-CTA-3A-21]
- B. Specialists are required to attend the following:
  1. Forty (40) hours institutional orientation upon employment.
  2. Successful completion of the 320 hour Correctional Officer Specialist Basic Academy within six (6) months of employment prior to being assigned to inmate supervision.
- C. Every person employed as a full-time Correctional Officer or CO Specialist, after meeting the first year minimum-training requirements, shall complete a minimum of 40 hours of in-service training each fiscal year thereafter. The sophistication level and amount of training should be based on the employee's need to know and their job assignments. At a minimum, this training shall consist of the following areas: [4-4084] [4-4090] [4-4229] [2CO-1D-02] [2CO-1D-05]
  - Security procedures;
  - Supervision of offenders;
  - Signs of suicide risks;
  - Suicide precautions;
  - Use-of-force regulations and tactics;
  - Report writing;
  - Offender rules and regulations;
  - Rights and responsibilities of offenders;

- Fire and emergency procedures;
  - Safety procedures;
  - Key control;
  - Interpersonal relations;
  - Social/cultural lifestyles of the offender population;
  - Communication skills;
  - Standards of conduct;
  - Code of ethics;
  - First aid/CPR;
  - Counseling techniques;
  - Cultural diversity;
  - Sexual harassment;
  - Inmate sexual abuse/assault; and
  - P.R.E.A. (Prison Rape Elimination Act).
- D. All personnel authorized to use firearms receive appropriate training before being assigned to a post involving the possible use of such weapons. Firearm training covers the use, safety, and care of firearms and the constraints on their use. All personnel authorized to use firearms must demonstrate competency annually. **[4-4091]**
- E. All personnel authorized to use chemical agents receive thorough training in their use and in the treatment of individuals exposed to a chemical agent. **[4-4092]**
- F. The qualified individual coordinating the staff development and training program has specialized training for that position. Full-time training personnel have completed a 40-hour training-for-trainers course. **[4-4074]**
- G. All Correctional Officers and CO Specialists receive at least 40 hours of annual training. This training shall include at a minimum the following areas: **[4-4084-1]**
- Standards of conduct/ethics,
  - Security/safety/fire/medical/emergency procedures,
  - Supervision of offenders including training on sexual abuse and assaults,
  - Use of force.
- Additional topics shall be included based upon a needs assessment of both staff and institution requirements.
- H. Staff development opportunities shall be provided to all Correctional Officers and CO Specialists in a planned, organized, and coordinated manner and supervised by a qualified supervisory employee. Programs shall be planned in accordance with directives set forth by the Department. The training plan shall be reviewed annually. **[4-4073][2-CO-1D-01]**
- I. All institutional staff development programs shall be reviewed annually by a Training Advisory Committee and the Warden and then forwarded to the (NMCTA) for final approval. The Training Advisory Council shall meet at least quarterly to review progress and resolve problems and a written record of these meetings will be forwarded to the Warden. **[4-4076]**

- J. All institutional personnel shall be trained in the implementation of written emergency plans. Work stoppage and riot/disturbance plans are communicated only to appropriate supervisory or other personnel directly involved in the implementation of those plans. **[4-4220]**
- K. All staff is encouraged to continue their education and the Department encourages staff membership and participation in criminal justice and allied professional associations and activities. **[2CO-1D-09] [2CO-1D-10] [4-4093]**
- L. The training plan provides for ongoing evaluation of all pre-service, in-service, and specialized training programs. A written report is prepared annually. **[2-CO-1D-03] [4-4077]**
- M. Training and staff development programs are encouraged to use the resources of public and private agencies, private industry, colleges, universities, and libraries. **[2-CO-1D-04] [4-4079]**
- N. Library and reference services are available to complement the training and staff development program. **[4-4078]**
- O. The necessary space and equipment for the training and staff development program are available. **[4-4080]**



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David Jablonski, Acting Secretary of Corrections  
New Mexico Corrections Department

11/21/16  
Date

 <p><b>CD-031001</b></p>	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1>	
	<p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i></p> <p>Courage <b>R</b>esponsibility <b>E</b>thics <b>D</b>edication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
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	<p><b>TITLE: Correctional Officer Training and Staff Development Requirements</b></p>	

**AUTHORITY:**

Policy *CD-031000*

**PROCEDURES: [2-CO-1D-01] [2-CO-1D-02]**

A. The Secretary, or a designee, may exempt a Correctional Officer applicant who has had previous experience and training as a Correctional Officer with the State of New Mexico or one of its contractors within New Mexico from mandatory attendance at all or a portion of the courses which are required for the successful completion of the compulsory minimum training standards. These Correctional Officers must pass Phases One, Two and Three of the Pre-Employment Screening Program prior to becoming fully eligible.

1. Waivers will be addressed to the Director of New Mexico Corrections Training Academy (NMCTA) and must be requested, in writing, prior to the start date of the employee.
2. Documentation of all prior training must accompany the waiver request. Acceptable documentation may include transcripts, certificates, etc. Documentation must be sufficient to illustrate what classes were taken and must clearly show what agency or entity provided the training. Any document/certificate which states completion of a certain number of hours of generic training (e.g., Basic Law Enforcement, Courts, etc.) must include the underlying documentation to demonstrate exactly what components comprised the course. All documentation of training must clearly show what agency or entity provided the training.
3. The Director of the (NMCTA) will submit a recommendation to the Secretary or designee as to whether all, part or none of the prior training will be accepted as well as what portions of the Academy program must be completed by the prospective Correctional Officer.
4. Full or partial training waivers will be placed in the Academy training file and the institutional training file.

**B. STAGE I - Academy Training: [4-4084] [1-CTA-3A-21]**

1. Academy training shall consist of a minimum of 320 hours under a training plan approved by the (NMCTA) Director.

2. Any Correctional Officer or CO Specialist who originally complied with all training requirements and later separated from the Corrections Department for a period of less than twenty-four (24) months will, upon reapplication, be required to successfully complete Phases One, Two and Three of the screening program, and must attend forty (40) hours in-service prior to working assigned post..
3. Any Correctional Officer or CO Specialist who originally complied with all training requirements and later separated from the Corrections Department for over five (5) years, upon reapplication, will be required to complete all compulsory minimum training standards, three hundred and twenty hours (320) in addition to Phases One, Two and Three of the Pre-Employment Screening Program.

**C. STAGE II - Orientation/OJT Training:**

1. Immediately following graduation from the Correctional Officer Basic Training Course at the (NMCTA), each new officer shall enter a period of Orientation. An Officer's probationary period shall end on the first anniversary of the officer's hire date.
2. Each institution shall provide a minimum of 40 hours Orientation to each Correctional Officer prior to independent assignment, and an additional forty (40) hours of On the Job Training program which shall be reviewed annually by the Training Advisory Committee and the Warden before being submitted to the Director of the Corrections Academy for final approval. **[2-CO-1D-05]**
3. Orientation/OJT Training shall be structured, monitored and have regular performance reviews and shall include:
  - a. Goals of institution,
  - b. Policies/procedures of institution,
  - c. Working conditions/regulations,
  - d. Employee rights/responsibilities,
  - e. Institutional tour and facility orientation,
  - f. OJT in various post assignments.
4. Each institution may develop its own on-the-job training schedule and orientation material in order to comply with No. 2 above.
5. Field Training Officers:
  - a. Officers desiring to become Field Training Officers should contact their respective Training Department Coordinators and volunteer to participate.

- b. The Warden of each institution shall maintain a list of security staff that have volunteered or were otherwise selected, and would be good role models/field training officers. Individuals selected should have excellent attendance records as well as very good Performance Evaluations.
- c. The Warden shall assign a security staff member from the list to act as a field training officer for each officer during the officer's probationary period. Field training officers will make personal contact with the officer assigned to them at least once a week during the new employees 60 days on the job. After that they should maintain monthly contact until the officer has completed their probationary period. Additional contacts may be made when the officer has questions or problems he/she need to discuss. The field training officer will document these contacts on the **OJT Field Training Officer's Contact** form (*CD-031001.1*).
- d. Field Training Officers shall help new Correctional Officers with the transition from Academy training to prison duties by helping resolve problems when necessary and by being available to new Correctional Officers to provide advice and counseling. They shall be responsible for the following;
  - Discussing daily operations (e.g., adherence to policy and procedure and post orders),
  - Responding to situational questions,
  - Critiquing performance and provide feedback on improvement,
  - Inspection, proper display and care of uniform and issued equipment, (e.g., body armor and OC aerosol spray),
  - Fire safety, (e.g., escape routes, evacuation procedures, fire suppression system, locations of emergency equipment),
  - Caustic control and distribution (e.g., proper use of sign-in and sign-out logs),
  - Post order reviews, counts, key control, searches, etc.,
  - Employee reporting responsibility (e.g., tardiness or absences),
  - Positive professional peer interaction on duty and off, (e.g., respecting fellow co-workers),
  - Good judgment and public relations, (e.g., any action which exhibits a positive or negative perception of the Department).

**D. Stage III: In-Service Training: [4-4073]**

1. All Correctional Officers and CO Specialists shall receive at least 40 hours of annual training. This training shall include at a minimum the following areas: **[4-4084-1]**
  - Standards of conduct/ethics,
  - Security/safety/fire/medical/emergency procedures,
  - Supervision of offenders including training on sexual abuse and assaults,
  - Use of force.

Additional topics shall be included based upon a needs assessment of both staff and institution requirements.

2. All staff assigned to full-time custodial and/or security posts is required to complete a minimum of 40 hours in-service training each fiscal year that meets or exceeds ACA standards for Adult Institutions.

The Warden may grant an extension of the time limit for completion of the required minimum training upon presentation of evidence by the Institutional Training Officer that such officer was unable to complete the required training within the specified time limit due to illness, injury, military service or special duty assignment required and performed in the public interest. The Institutional Training Officer must, however, request such extension prior to expiration of any time limit.

3. All personnel authorized to use firearms must demonstrate competency in their use at least annually. Firearms training will cover the use, safety, and care of firearms and the constraints on their use. **[4-4091]**
4. All officers, supervisors and prison staff shall cooperate and help ensure that provisions of this policy are met.
5. All staff should be apprised of continuing educational opportunities available and membership and participation in criminal justice and allied professional associations and activities. **[2-CO-1D-09] [2-CO-1D-10]**
6. Personnel policies distributed during in-service training will be documented on the **Policy Acknowledgment** form (*CD-031001.1*).



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David Jablonski, Acting Secretary of Corrections  
New Mexico Corrections Department

11/21/16  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT**

**Personnel Policy Acknowledgement**

I, \_\_\_\_\_, ACKNOWLEDGE THAT I HAVE RECEIVED  
(PRINT NAME)  
COPIES OF THE POLICIES LISTED BELOW AND THAT IT IS MY RESPONSIBILITY TO READ  
AND COMPLY WITH THESE POLICIES AND RECOGNIZE THAT VIOLATIONS OF THESE  
POLICIES MAY RESULT IN DISCIPLINARY ACTION. I FURTHER ACKNOWLEDGE THAT IF  
I HAVE QUESTIONS, OR I DO NOT UNDERSTAND ANY PROVISIONS OF THESE POLICIES, I  
WILL ASK MY SUPERVISOR FOR ASSISTANCE.

- \_\_\_\_\_ Employee reporting Responsibilities
- \_\_\_\_\_ Code of Ethics
- \_\_\_\_\_ Drug Free and Alcohol Free Workplace
- \_\_\_\_\_ Leave Request and Approval Policy
- \_\_\_\_\_ Unlawful Discrimination/Sexual Harassment Policy
- \_\_\_\_\_ Information Technology Management Policy
- \_\_\_\_\_ Employee DWI Policy

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**NEW MEXICO DEPARTMENT OF CORRECTIONS**

**OJT Field Training Officer Contact Form**

Mentor: \_\_\_\_\_ Institution \_\_\_\_\_

Correctional Officer: \_\_\_\_\_

Date of Hire: \_\_\_\_\_ End of OJT: \_\_\_\_\_

Reason: \_\_\_\_\_

Date of First Contact: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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Date of Contact: \_\_\_\_\_

Comments: \_\_\_\_\_  
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Date of Contact: \_\_\_\_\_

Comments: \_\_\_\_\_  
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**NEW MEXICO DEPARTMENT OF CORRECTIONS**

**OJT Field Training Officer Contact Form**

*(Continued)*

Date of Contact: \_\_\_\_\_

Comments: \_\_\_\_\_  
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Date of Contact: \_\_\_\_\_

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