 <p><b>CD-033000</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:</b> 03/13/95</p> <p><b>EFFECTIVE DATE:</b> 03/13/95</p>	<p><b>REVIEWED:</b> 08/31/17</p> <p><b>REVISED:</b> 02/27/15</p>
	<p><b>TITLE: Employee Development</b></p>	

**AUTHORITY:**

NMSA 1978, Section 33-1-6, as amended.

**REFERENCE:**

- A. ACA Standard 2-CO-1C-14, 2-CO-1D-09 and 2-CO-1D-10, *Standards for the Administration of Correctional Agencies*, 1993.
- B. ACA Standard 4-4093 and 4-4094, *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.

**PURPOSE:**

To encourage employees to improve job skills and professionalism through participation in professional associations, correctional organizations and educational programs.

**APPLICABILITY:**

All employees of the New Mexico Corrections Department.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. Professional Associations: A collective body of persons engaged in a particular profession or vocation.
- B. Skill Enhancement Programs: An activity specifically designed to improve an employee's job performance through the use of academic education, seminars, on-the-job training, conference attendance or instructional demonstrations in techniques of use in specific job assignments.

**POLICY:**

The New Mexico Corrections Department encourages its employees to participate in educational development and participation in criminal justice associations, professional organizations and activities at local, state, regional and national levels.


- A. The Department encourages and shall provide administrative leave and/or reimbursement for employees attending approved professional meetings, seminars, and similar work-related activities. [4-4094]
- B. Employees are encouraged to continue their education. [2-CO-1D-09] [4-4093]
- C. Professionals, Para-professionals and others shall have established career lines for their advancement and specific guidelines for staff supervision. [2-CO-1C-14]
- D. Staff membership and participation in criminal justice and allied professional associations and activities is encouraged. [2-CO-1D-10]



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David Jablonksi, Secretary of Corrections  
New Mexico Corrections Department

08/31/17  
Date

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**AUTHORITY:**

Policy *CD-033000*

**PROCEDURES: [2-CO-1D-09] [2-CO-1D-10] [4-4093] [4-4094]**

- A. Notices regarding training opportunities and professional organizational activities shall be duplicated and distributed for posting within all appropriate divisions and institutions.
- B. All employees are responsible for familiarizing themselves with the opportunities for growth available to them and for submitting timely applications for participation.
- C. To the extent possible within budget availability, the Corrections Department will provide funds for employee participation in professional conferences.
- D. The Department will provide for career lines that specify advancement and guidelines for staff supervision. **[2-CO-1C-14]**



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 David Jablonksi, Secretary of Corrections  
 New Mexico Corrections Department

08/31/17  
 Date