

 <p><b>CD-050600</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></p> <p>Courage Responsibility Ethics Dedication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE: 05/25/01</b></p>	<p><b>REVIEW/REVISED: 03/05/15</b></p>
	<p><b>EFFECTIVE DATE: 05/25/01</b></p>	
<p><b>TITLE: Probation and Parole Division Firearms</b></p>		

**AUTHORITY:**

NMSA 1978, Sections 31-21-7 and 33-1-10, as amended.

**REFERENCE:**

- A. ACA Standards 4-APPFS-3A-05, 4-APPFS-3A-06, 4-APPFS-3A-07, 4-APPFS-3A-21, 4-APPFS-3A-22, 4-APPFS-3B-01, 4-APPFS-3B-02, 4-APPFS-3B-03, and 4-APPFS-3B-04, *Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- B. *CD-130600*, Use of force
- C. *CD-070700*, Reports of Serious Incidents
- D. *CD-037900*, Drug and Alcohol Free workplace
- E. NMAC, 10.29.9.8, Police Officer Minimum Standards of Training.
- F. NMAC 1029.9.14, Entry level and requalification of firearms training.

**PURPOSE:**

Establish standards for issuing, carrying, and qualifying with a firearm by authorized personnel of the New Mexico Corrections Department (NMCD). To establish the authority, duties and responsibilities for the development; promulgation and coordination of all firearms training programs; and define a program designed to improve the skills, knowledge and abilities of all personnel to successfully meet the Division’s mission. It also establishes policy for conducting firearms training, medical/physical evaluation, psychological examination, drug and alcohol screening, and qualifications, completion of an approved firearms training course for authorized personnel of the NMCD and define successful completion of that training. **[4-APPFS-3A-06] [4-APPFS-3A-21]**

**APPLICABILITY:**

This policy applies to all employees of the Probation and Parole Division (PPD).

**FORMS:**

**Request to Carry Personal Firearm** form (CD-050601.1)

**Notice of Failure to Demonstrate Handling Proficiency/and or Qualify with Firearms** form  
CD-050604.1

**ATTACHMENTS:**

**Policy/Procedure Acknowledgement** Attachment (CD-050602.A)

**DEFINITIONS:**

- A. Authorized Personnel: PPD employee, who has successfully completed PPD firearms training, passed all required qualifications and has been granted permission in writing to carry a firearm by the Director, Deputy Secretary of Operations and Secretary of Corrections.
- B. Commissioned Personnel: Probation and Parole Division includes three categories of employees as it relates to the possession of firearms:
1. An employee granted the authority to supervise individuals pursuant to NMSA 1978 31-21-3 et seq and 33-1-10.
  2. An employee commissioned by the Secretary of Corrections with a firearms endorsement.
  3. An employee commissioned by the Secretary of Corrections that currently holds a New Mexico Law Enforcement Academy Police Officer Certification.

Only employees identified in paragraphs 1 and 2 in the definition, above, may be authorized by the Division Director to possess a firearm in the performance of their duties. Employees identified in paragraph 3 in this definition may be authorized by the Director to wear a concealed firearm in the performance of their duties. Employees identified in paragraph 2 above may be authorized by the Director to carry a concealed firearm in the performance of their duties if they have a current and valid concealed carry permit.

No employee may carry a state-issued weapon, concealed or not concealed while off duty unless specifically authorized by the Director. The Director may set standards as to how authorized personnel can conceal their weapon.

- C. Division Range Master: PPD firearms training/program manager who conducts firearms training and qualifications for officers, maintains and issues firearms, equipment and supplies for statewide firearms training program and qualifications. Maintains, compiles and reports firearms qualifications.
- D. Training Coordinator: Employee at the Training Academy who schedules basic training and qualifications.
- E. Firearm: Includes the following:
  1. **Semi-automatic handgun**, issued or personal. Must be a .40 Glock, .45 ACP caliber weapon. The Division Director must approve any other caliber of weapon.
  2. **Shotgun**, issued or personal. Must be a 12-gauge caliber shotgun.
  3. **Rifle**, issued or personal. Must be a .223/5.56 mm caliber weapon.

Following is a list of authorized ammunition for duty purposes for the Probation and Parole Division. Any deviation from the following list must have written authorization from the Division Director. Training ammunition will be of equivalent projectile weight as duty ammunition. At no time will any employee use reloads or remanufactured ammunition in state-owned firearms. Any ammunition issued by the Division Director is authorized ammunition.

<u>WEAPON</u>	<u>DUTY</u>	<u>TRAINING</u>
<u>HANDGUN</u>		
.40 caliber	165 gr. Federal Hydro shock	165 gr. TMJ
.40 caliber	155 gr. Federal Hydro shock	155 gr. TMJ
.40 caliber	185 gr. Federal Hydro shock	185 gr. TMJ
.45 caliber	230 gr. Remington Golden Sabre	230 gr. TMJ
	230 gr. Federal Hydro shock	
.9 mm	115 gr. (Federal Hydro Shock)	115 gr. TMJ
<u>SHOTGUN</u>		
Factory new	00 Buck, 9 or 12 pellet	00 Buck, 9 or 12 pellet
Factory new	1 oz. Slug	1 oz. Slug

RIFLE

.223 caliber	55 gr. Federal Soft point	55 gr. Ball
.223 caliber	55 gr. Winchester Soft point	
.223 caliber	60 gr. Tap Hornaday	

**POLICY:**

- A. The Division will require its authorized personnel to possess approved firearms while on-duty. Use of firearms will be in accordance with Policy (*CD-130600*) **Use of Force**. firearms will PPD staff shall not carry: **[4-APPFS-3B-01]**
  - 1. In an establishment licensed by the New Mexico Regulation and Licensing Department to dispense liquor unless in the lawful discharge of their duties.
  - 2. While consuming alcohol or while under the influence of alcohol.
  - 3. While on suspension, administrative leave, under investigation, or otherwise relieved of normal duties.
  - 4. Outside the State of New Mexico, except while on official business or unless lawfully provided by the jurisdiction through which the employee is traveling or visiting.
- B. PPD shall maintain a firearms training program which will direct efforts toward the development of new skills, improving and updating old skills;
  - To ensure firearms safety;
  - To ensure maintenance and care of the issued firearms;
  - To oversee re-certification of performance in high liability areas, the development of specialized skills;
  - Creating an awareness of new techniques and technologies for all employees; and
  - To manage the Division’s mandatory retraining program.
- C. It is also the policy of the Division to ensure that every employee/instructor be allowed to maintain training as described in the New Mexico Law Enforcement Academy Rules and Regulations, New Mexico Corrections Academy Rules and Regulations and this policy. The Range Master, with the Director’s approval, reserves the right to determine, mandate and schedule the required training.

- D. The firearms training program will be specifically planned, coordinated, and supervised by a qualified employee as designated by the Director, and will be reviewed annually and updated as needed. **[4-APPFS-3A-05]**
- E. The Division Range Master must have received specialized training for that position including completion of the Training for Trainers 40-hour course. All persons who deliver training will receive instruction in adult learning theory. **[4-APPFS-3A-07]**
- F. The use of firearms by any NMCD staff will be governed by the Use of Force Policy (*CD-130600*) **[4-APPFS-3B-02]**
- G. Prior to assignment to a position involving possible use of a firearm, all personnel authorized to use firearms will receive appropriate firearm training: This training will cover the use, safety, care, and the law governing the use of deadly force: All authorized personnel will demonstrate competency in the use of firearms, two (2) times per year including a minimum of one (1) day and one (1) night qualification. **[4-APPFS-3B-03]**
- H. A supervisor may revoke the authorization to carry a firearm when reasonable cause exists. If the weapon belongs to the agency, it is seized and secured. **[4-APPFS-3B-04]**
- I. Officers will notify the department of any physical, pharmacological, or other condition that could affect their ability to perform their duties or carry a firearm safely. The agency will take steps consistent with federal HIPPA regulations with respect to such disclosure and adopt and implement necessary procedures to safeguard such information. **[4-APPFS-3B-05]**
- J. If an employee was not required to undergo psychological screening at the time they were hired, the employee will be required to undergo psychological screening prior to being considered for firearms eligibility. If an employee did undergo psychological screening at the time they were hired, the testing material must be reviewed to ensure the scores meet the standard necessary to carry a firearm. If they do not meet that standard, the employee must undergo additional testing to qualify for firearms carry. **[4-APPFS-3A-22]**
- K. All employees who carry firearms will receive a copy of this policy and procedure and a signed **Policy/Procedure Acknowledgement** Attachment (*CD-050602.A*) will be placed in their file.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/05/15

Date

 <p><b>CD-050601</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>  <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: 05/25/01</b>	<b>REVIEW/REVISED: 03/05/15</b>
	<b>EFFECTIVE DATE: 05/25/01</b>	
<b>TITLE: Probation and Parole Division Firearms</b>		

**AUTHORITY:**

Policy *CD-050600*

**PROCEDURES:**

**A. Chain of Command Approval:**

Each employee seeking authorization to carry a firearm must submit a letter of interest to their immediate supervisor up through the chain of command to the Director. The process will be as follows:

1. Director solicits letters of interests from the field.
2. Employee submits letter of interest to immediate supervisor.
3. Supervisor submits recommendation to Region Manager.
4. Region Manager approves or denies letter of interest based on employment history (performance history, disciplinary action history, etc.) and submits recommendation to the Director.
5. If the employee is disapproved, the employee will be notified in writing by the region manager as to why they were disapproved.

**B. Administrative Review:**

1. Upon successful completion of the Basic Firearms program, a review of the employee's training file will be conducted and a final recommendation made to the Director.
2. The Director will submit a recommendation to the Secretary to authorize employees to carry firearms who have successfully completed this process.

3. The Secretary will authorize in writing those employees who he or she approves, to carry a firearm.
4. A supervisor may revoke the authorization to carry a firearm and seize and secure a weapon when there is a reasonable cause to do so and will submit a written incident report in accordance with Policy *CD-070700 Reports of Serious Incidents*, to the Director. **[4-APPFS-3B-04]**

Reasonable cause includes but is not limited to observed erratic or unsafe use of a weapon and making inappropriate or threatening comments while using or while in possession of a firearm.

**C. Specific Requirements: [4-APPFS-3A-21] [4-APPFS-3B-01]**

1. Employees will be given authorization to carry their department issued firearm as their primary duty weapon only after receiving appropriate training. Specific written permission may be granted by the Division Director through the Secretary of Corrections to carry another firearm in lieu of the division-issued firearm only after receiving appropriate training. The request will be submitted to central office via the chain of command using the **Request to Carry Personal Firearm** form (*CD-050601.1*).
2. A personally owned handgun, which meets departmental standards, may be authorized for duty use by written authorization from the PPD Director.
3. All weapons will be loaded while on-duty. No unauthorized alterations or modifications will be made to any weapon used or intended for official use. Weapons will be maintained at factory specifications.
4. All weapons will be properly maintained and kept available for inspection at all times.
5. Authorized personnel, who are not in uniform while on-duty, may carry the approved firearm.
6. Authorized personnel, at their own discretion, may carry weapons during undercover operations.

7. Any time an authorized employee carries a firearm, that employee will also be required to wear body armor and carry his/her badge and pocket commission, spare magazine, OC spray, expandable baton and handcuffs. (NOTE: need to generate pocket commission cards).
8. It is the Division Director's responsibility to recommend the authorization, on behalf of the Secretary, for employees to carry firearms.

**D. Medical Limitations/Drug and Alcohol Screening:**

1. Employees will notify their immediate supervisor of any physical or pharmacological conditions causing physical or emotional impairment as it may affect the ability to act or handle a firearm or other weapon safely and proficiently. Impairment will be defined as a condition that can affect judgment, reaction time or motor skills. **[4-APPFS-3B-05]**
2. In those instances where an employee believes and/or medical personnel indicate that medication used may affect judgment and/or reaction time, authorization to carry a firearm will automatically be suspended. Authorization will be reinstated upon the cessation of the medication and its effects, or with a physician's ruling that the medication's potential contraindications would not be hazardous to handling a firearm safely and proficiently.
3. Employees requesting to carry a firearm will be subject to a drug and alcohol test prior to certification. All staff is subject to random drug and alcohol screening in accordance with Policy (*CD-037900*) **Drug-Free and Alcohol-Free Workplace**

**E. Official Use of Firearms: [4-APPFS-3B-01]**

1. The use of firearms by any NMCD employee will be governed by Policy (*CD-130600*) **Use of Force** and includes the following: **[4-APPFS-3A-21] [4-APPFS-3B-02]**
  1. Weapons will be subject to stringent safety regulations and inspections.
  2. In the performance of their duty, employees use only firearms approved by NMCD and use them only when directed to or authorized by the director or supervisor in charge or when authorized under NMCD policy .
  3. Employees to whom firearms are issued will follow procedures that specify methods for ensuring the security of weapons.
    - a) Firearms will never be left “in view” in an unattended vehicle, whether that vehicle is locked or unlocked.
    - b) When firearms must be left in a vehicle, they should be locked in the trunk (if available) of a car, rather than in a glove box or hidden under a seat.
    - c) Firearms will not be carelessly left in any other location where they may be readily stolen, damaged or where they might inadvertently contribute to the injuring of an innocent party.
    - d) If a staff member is carrying a firearm in any community situation, including vehicle patrol, he or she will carry an approved aerosol dispenser-type chemical agent at all times that the firearm is carried.

**F. Personally Owned Firearms:**

1. Personally owned firearms may be carried, through written authorization from the PPD Director, for official use as a service weapon.
2. A personally owned firearm that is intended for official use will be inspected by a Range Master who will certify in writing that the weapon is serviceable, satisfactory, and safe.
3. The employee will be initially required to qualify with the weapon prior to receiving NMCD approval and as required thereafter through NMCD’s course of firearms training.

4. The employee will be required to use factory ammunition, which meets the standards of NMCD.

Procedure for the authorization of the use of a personally owned firearm:

- a. The employee provides the weapon to the Range Master for inspection.
- b. The Range Master inspects the weapon and ensures the qualification standards are met.
- c. The Range Master provides the employee with written documentation, which describes the weapon and its condition and whether or not the qualification standards were met.
- d. The employee prepares a **Request to Carry a Personal Firearm Form (CD-050601.1)** to include a copy of the Range Master's documentation. The request will be forwarded to the PPD Director through the chain of command.
- e. The employee qualifies with the weapon using a standard course of firearms training.
- f. After approval or disapproval of the request, the employee is notified and a copy of the request is placed into the employee's personnel file.

**G. Psychological Evaluation Requirement: [4-APPFS-3A-22]**

If an employee did not undergo psychological screening as part of the hiring process, the employee must complete Division approved psychological testing. The employee must receive a recommendation to carry firearms from the testing psychologist. If the employee did undergo psychological screening as part of the hiring process, the testing material must be reviewed to ensure the scores meet the standard necessary to carry a firearm. If they do not meet that standard, the employee must undergo additional testing to qualify for firearms carry.

The Division Director may require additional screening, at any time, when an employee, who is authorized to carry a firearm, is exhibiting abnormal or aberrant behavior that can be properly documented.

**H. Exemptions:**

The Director has the authority to waive portions of policy training requirements, and chain of command approval, based on an evaluation of an individual's training and certifications. Waivers must be in writing and placed in the individual's personnel file.

- I. Any requests for exceptions to this policy must be requested in writing and approved by the Secretary.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/05/15  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT  
PROBATION AND PAROLE DIVISION**

Susanna Martinez, Governor  
Gregg Marcantel, Secretary of Corrections  
Jose Cordova, Director



Probation and Parole Division  
PO Box 27116,  
Santa Fe, NM 87502  
Phone: (505) 827-8830

**Request to Carry Personal Firearm**

To: Division Director  
Thru: Region Manager  
From: District Supervisor  
Re: Request to Carry Firearm  
Date: \_\_\_\_\_

Please accept this as a formal request for PPO \_\_\_\_\_ to be allowed to qualify and carry his or her personal firearm. With provisional approval of this request it is understood that he or she must also qualify with his or her personal firearm and that the firearm must pass inspection. The results of the qualification and the inspection will be forwarded upon completion to finalize this request and seek final authorization for him/her to carry the handgun listed below:

Handgun Make and model: \_\_\_\_\_

Serial number: \_\_\_\_\_

.....  
 Approve    Disapprove

**Division Director Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

.....  
 Approve    Disapprove

**Secretary of Corrections Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

xc; Personnel record  
Range Master's file

	<h1>NEW MEXICO CORRECTIONS DEPARTMENT</h1> <p>"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 - CRED</b>ibly serving the public safety of New Mexico</p>	
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	<b>EFFECTIVE DATE: 05/25/01</b>	
<b>CD-050602</b>	<b>TITLE: Probation and Parole Division Firearms Organization</b>	

**AUTHORITY:**

Policy *CD-050600*

**PROCEDURES:**

**A. Director's Responsibility:**

1. It will be the responsibility of the Director to allocate sufficient budget to meet the Division's firearm training needs. It will be the responsibility of the Director to approve or disapprove training programs.
2. It will be the responsibility of each Region Manager to communicate firearm training needs and desires to the Range Master for possible program development.
3. It will be the responsibility of the Director to allow instructors to be excused from normal duties to participate in various training presentations.
4. The Director may appoint a designee to administer any section of this procedure. The appointment will be in writing and disseminated to division employees.
5. The firearms training program will be specifically planned, coordinated, and supervised by a qualified employee at the supervisory level, and will be reviewed annually and updated as needed. **[4-APPFS-3A-05]**
6. It will be the responsibility of the Probation and Parole Training Coordinator to accumulate, verify and forward all required training documentation to the Director.

**B. Division Range Master's Responsibilities:**

1. The Division Range Master must have received specialized training for that position including completion of the Training for Trainers 40-hour course and will, at a minimum, be able to demonstrate the use of the principles of adult learning, a variety of experimental instructional techniques, principals of curriculum design, and facilitation and presentation strategies. **[4-APPFS-3A-07]**
2. The Division Range Master will report to and serves at the discretion of the Director.
3. It will be the responsibility of the Range Master and the Probation and Parole Training Coordinator to plan, develop, and coordinate all firearm training programs affecting the Division. It will be the responsibility of the Division Range Master/Training Coordinator to post firearm-training schedules for classes at least fourteen (14) calendar days in advance of the scheduled start date.
4. The schedule will include the course name, hours, and location and instructors names. The schedule will be submitted to the Director for review and approval. Upon approval, there will be no changes without the Director's authorization.
5. It will be the responsibility of the Range Master to notify Division personnel of upcoming training programs presented by the Division or by approved outside sources.
6. It will be the responsibility of the Training Coordinator to develop and maintain a centralized record of all firearm training presented to Division personnel.
7. It will be the responsibility of the Range Master to actively seek information regarding training needs and to develop and present programs.
8. Regardless of rank of the individual officer attending a firearms qualification, the Range Master has ultimate authority of the range.
9. Range rules will be read and signed by all authorized personnel once per calendar year and maintained by the district Range Masters.
10. The Division Range Master will:
  - a. Conduct a documented basic safety inspection on each firearm prior to use.

- b. Accurately count every hit on the target, and place the value to the hit to determine the officer's qualification score.
  - c. Deliver within twenty-four hours the accurate and completed qualification score sheets, weapon inspection forms, signed range rules and after-action reports to the Division Range Master (headquarters).
  - d. Conduct a review on use of force and weapon manipulation during phase qualifications.
  - e. Promptly begin scheduled firearms qualifications training.
  - f. Train and be prepared to conduct qualifications as well as maintain target frames, targets, target stands, metal targets, staple guns, staples, markers, score sheets, range rules, after action reports, weapon inspection forms, ammunition, whistle, stop watch, pens, ear protection, eye protection, cleaning supplies, gun parts, tools and any other necessary equipment to conduct training.
  - g. Attend all scheduled instructor qualifications and maintain current certifications.
  - h. Maintain a minimum of 90% on all courses of fire. One attempt to re-qualify on a failure is permitted. Remedial training is not applicable to firearm instructors.
11. Advanced and specialized firearms training programs will be developed and coordinated by the Division Range Master and the Probation and Parole Division Training Liaison to meet the needs of the Division.
12. The following list identifies the major training programs currently managed by the Range Master. The list may not be all inclusive and ad hoc training programs may be offered:
- a. Basic Firearms Training Program;
  - b. Basic AR-15 Transition Training Program;
  - c. Basic Shotgun Training Program; and,
  - d. Remedial Firearms Training Program.

**C. In-House Instructors:**

1. In-house personnel will be selected as instructors based upon:
  - a. Divisional need;
  - b. The desire to instruct;
  - c. Subject matter knowledge and experience;
  - d. Instructional ability;
  - e. Instructor certifications; and
  - f. Recommendation of staff.
2. A written order from the Director will be forwarded to the instructor, supervisor, Region Manager and Range Master in sufficient time (30 days) to arrange for the needed time away from normal duties.
3. Staff firearm instructors will be required to successfully complete a New Mexico Law Enforcement Academy certified Instructor Development Course. The course content will include: **[4-APPFS-3A-07]**
  - a. Lesson plan development.
  - b. Performance objective development.
  - c. Learning theory.
  - d. Testing/evaluation techniques.
  - e. Presentation techniques and aids.
4. Firearm Instructors will receive regular remedial and advanced training to maintain certifications.
5. The Range Master will assist any Instructor who has not attended instructor development in the development of the training program.
6. Only instructor's current with the New Mexico Law Enforcement Academy or New Mexico Corrections Department Firearm Instructor Certification will be allowed to instruct.

**D. Outside Instructors:**

1. When necessary and appropriate, instructors who are not employed by the Division may be using to assist the Range master as a Safety Officer. The Division Range Master must approve all outside instructors.

2. All outside instructors must be certified as firearms instructors by the New Mexico Law Enforcement Academy.
3. Outside instructors or agencies will not be used to certify officers for quarterly firearm qualifications, Basic Firearms Training, Shotgun Training or AR 15 Training for the Division. However, outside instructors may assist the Range master

**F. Service and Issue:**

1. Any firearm found to be in disrepair or unserviceable will be reported immediately to the Division Range Master.
2. Firearms will be issued and reissued by the Division Director or Division Range Master. It is prohibited for any employee, other than the Division Director or Division Range Master, to issue or reissue a firearm.

**G. Employee Responsibility:**

1. Prior to receiving authorization to qualify with a personally owned firearm, the employee must provide their own leather/web gear to be inspected and approved in writing by the Division Range Master.
2. Lead bullets, reloads, frangible, foreign manufactured or non-factory produced ammunition and simunitions are prohibited with the use of Division- owned firearms while on or off duty and approved personal firearms while on duty.
3. All approved employees must wear leather/web gear, protective gear to include ballistic vest, eye protection, ear protection and a billed baseball cap during the participation of firearms qualifications. It is the employee's responsibility to report to qualifications with the required equipment, cleaning kits and be prepared for any adverse weather conditions. Additional equipment such as shooter pads, blankets or sleeping bags is prohibited.
4. All range safety rules and procedures will be strictly adhered to at all times.
5. It is the employee's responsibility to participate and qualify two (2) times per year on the day and night course of fire. Failure to comply with this policy may disqualify an employee from the firearms program.

6. It is the employee's responsibility to comply with the Range Master's directions during qualifications. The shooting of extra rounds during a stage of fire, making up rounds, poking holes in the target, tearing paper off of the target or any other form of deception are prohibited.
7. It is the employee's responsibility to properly maintain a clean firearm.
8. Authorized personnel may only use state- issued equipment with the use of state- issued firearms.
  - a. Employees will only be authorized duty issued belts and appropriate duty gear, i.e. holster, handcuffs, expandable baton, OC spray, magazine pouch, glove case, cassette recorder, flashlight, and radio holder.
  - b. The Division Range Master has the authority to issue alternative types of duty equipment for specialized units or assignments.
  - c. Any deviations from a. or b. above without prior written approval of the Division Director or designee, will result in the immediate forfeiture of authorization to carry a firearm until such time as a review is conducted by the Division Range Master or his/her designee.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/05/15

Date

**NEW MEXICO CORRECTIONS DEPARTMENT**  
**Policy/Procedure Acknowledgement**

I, \_\_\_\_\_, ACKNOWLEDGE THAT I HAVE  
(PRINT NAME)

*RECEIVED A COPY OF THE POLICY/PROCEDURE LISTED BELOW AND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH THIS POLICY/PROCEDURE. I FURTHER ACKNOWLEDGE MY UNDERSTANDING THAT VIOLATIONS OF THIS POLICY/PROCEDURE MAY RESULT IN DISCIPLINARY ACTION. I UNDERSTAND THAT IF I HAVE QUESTIONS, OR I DO NOT UNDERSTAND ANY PROVISIONS OF THIS POLICY/PROCEDURE, I WILL ASK MY SUPERVISOR FOR ASSISTANCE.*

\_\_\_\_\_ **PPD Firearms**

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Original = Employee File  
Copy = Employee

 <p><b>CD-050603</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></p> <p><b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
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	<p><b>TITLE: PPD Basic Firearms Program</b></p>	

**AUTHORITY:**

Policy *CD-050600*

**PROCEDURES:**

**A. Basic Firearms Training Requirements: [4-APPFS-3A-05] [4-APPFS-3A-06] [4-APPFS-3A-21] [4-APPFS-3B-03]**

The following must be completed within one year. If an employee fails to fulfill any of the training requirements within one (1) year, the employee must begin the process from the Chain of Command Approval.

1. The employee must complete the following prerequisite training courses and/or blocks of instruction to attend the Basic Firearms Training. If the employee fails any portion of the prerequisite training, he or she will be given one opportunity at the next available course to pass that portion of pre-requisite training. If the employee fails any portion of the prerequisite training a second time, he or she will be required to begin the process from the Chain of Command Approval:
  - a. Use of Force Reactive Control Model;
  - b. Legal Issues;
  - c. Firearms Defensive Tactics;
  - d. Use of Force (Department Policy/Emergency Preparedness).
2. The employee must successfully complete the following training course to be qualified to carry a handgun:

Basic Firearms Training	56 hours
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If the employee fails any portion of the Basic Firearms Program, he/she will be given one opportunity at the next available course to pass the Basic Firearms Program. If the employee fails any portion of the Basic Firearms Program a second time, he/she will be required to begin the process from the Chain of Command Approval.

3. The employee must successfully complete 24 hours of shotgun transition school to carry a shotgun:
4. The employee must successfully complete 24 hours of basic AR-15 training to carry an AR-15.
5. Not all employees will be eligible to participate in AR-15 and/or shotgun training.
6. The employee must successfully complete 32 hours of Officer Survival Training and 16 hours of Officer Survival Training (Caliber Press).
7. For initial qualifications to carry a firearm, employees must receive a passing score of 80% twice, consecutively, on the day shoot and twice, consecutively, on the night shoot. (Hereinafter referred to as back-to-back.)
8. Remedial Training as described in CD-050604.D of this policy is not applicable to Paragraph A, Basic Training Program Section 1, 2, 3, 4, and 5, of this policy.
9. If the employee fails any of the Basic AR-15 or the Shotgun courses, the employee will be ineligible to continue that training program and will be required to wait 6 months from the date of failure to be eligible to initiate the process to participate in that training program.

**B. Attendance and Records:**

1. Attendance:

Employees will attend required training sessions and the instructor will document attendance on a signed roster and forward the roster to the Range Master. The Range Master will ensure that records of attendance are maintained and forwarded to the PPD Training Coordinator.

2. Records:

- a. The Training Coordinator will maintain and update firearm-training records on each employee to include date of training, type of training, certificate received, attendance record and test scores.
- b. The Range Master will notify the Training Coordinator of course completion and provide a copy of the course certificate within ten working days.
- c. The Probation and Parole Training Coordinator will maintain the following training records on each course conducted by the Division.
  - 1) A roster of the employees that were registered, as well as those that attended and employees that successfully completed the course;
  - 2) A complete summary of final grades and evaluations;
  - 3) A blank copy of the written test and test key;
  - 4) Instructor notes of unusual occurrences during the course;
  - 5) Any forms or documents prepared by the student;
  - 6) Copy of the lesson plan, course syllabus, instructional goals and objectives;
  - 7) Student evaluation forms.

**C. Course Evaluation:**

1. At the completion of each training presentation, it is the responsibility of each student to evaluate the course content and instructor.
2. It is the responsibility of each instructor to gather and submit evaluations to the Division Range Master.

3. It is the responsibility of the Division Range Master to use information from incident reports and Office of Professional Standards (OPS) reports for curriculum development.
4. The Division Range Master will be responsible for the annual review and updating of the Division's firearm training program. The review and updating process will include:
  - a. The incorporation of new laws, court decisions, department policy and divisional directives.
  - b. Evaluation of training programs.
  - c. Recommendation of enhancements, associated with physical facilities, materials or scheduling.
  - d. New Mexico Corrections/Law Enforcement Academy issues and concerns affecting the Division.
  - e. A report including but not limited to, the number of persons trained and the extent of the training provided.
  - f. A status report on required training as described 10.29.9.8 NMAC and 10.29.9.14 NMAC.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/05/15  
Date

 <p><b>CD-050604</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></p> <p>Courage Responsibility Ethics Dedication - <b>CRED</b>ibly serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE: 05/25/01</b></p>	<p><b>REVIEW/REVISED: 03/05/15</b></p>
	<p><b>EFFECTIVE DATE: 05/25/01</b></p>	
<p><b>TITLE: Probation and Parole Division Firearms Qualifications</b></p>		

**AUTHORITY:**

Policy *CD-050600*

**PROCEDURES:**

**A. Qualifications for Authorized Personnel: [4-APPFS-3A-05] [4-APPFS-3A-06] [4-APPFS-3A-21]**

1. The employee must qualify with the primary firearm two (2) times per year.
2. Upon approval of the Director, some tactical specialized units and all firearms instructors will be required to qualify with the rifle and/or shotgun.
3. Courses of fire will be similar to Law Enforcement Academy (LEA) standards.
4. After each qualification phase the Division Range Master must submit a memorandum to the Division Director identifying all employees who fail to qualify, either by absence or failing to achieve a minimum score.

**B. Failure to Qualify for Authorized Personnel:**

1. The purpose of this procedure is to establish a process to allow each employee who is currently authorized to carry a weapon an attempt to re-qualify on a failed course of fire.
2. Employees re-qualifying will not be required to qualify back-to-back. Only one passing shoot is required.
3. Employees re-qualifying who do not pass the initial re-qualification shoot, will be required to qualify back-to-back in the same day in order to demonstrate proficiency.

4. Any employee who fails to qualify after the second attempt, on any course of fire, will be scheduled for remedial training to take place within ten (10) working days from the date the employee failed the qualification firing.
5. The Range Master will immediately notify the Division Director of the occurrences.
6. An employee must surrender a state-issued weapon to the Range Master until the employee has passed the qualification.

**C. Remedial Training for Authorized Personnel:**

1. Remedial training will consist of a minimum of two (2) hours and will not exceed twelve (12) hours. Remedial training will require both lecture and practical application on the fundamentals of marksmanship, shooting positions and reloading techniques.
2. At the point of the two (2) hour mark of the remedial training session, the Range Master can assess the employee's progress to determine if the employee has the ability to qualify or should continue with remedial training.
3. Once the employee has demonstrated proficiency by qualifying back-to-back on the course of fire failed (day and/or night), the employee will return to duties assigned prior to the administrative assignment.
4. If the employee fails to qualify back-to-back at this remedial training session, the employee will immediately forfeit the weapon (if state-issued) to the Division Director and authorization to carry a firearm will be restricted. Any further action will be determined by the Division Director.
5. Employees may reapply to carry a firearm beginning at the Chain of Command approval process.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

03/05/15  
Date

**NEW MEXICO CORRECTIONS DEPARTMENT  
NOTICE OF FAILURE TO DEMONSTRATE HANDLING PROFICIENCY AND OR QUALIFY  
WITH A FIREARM**

You are hereby notified that you have failed to demonstrate handling proficiency or failed to achieve a qualifying score on an authorized and mandatory firearms qualification course. You are prohibited by NMCD policy. *Firearms Training, Authorization, and Use*, from carrying or using the designated state- issued firearm system until you demonstrate proficiency/achieve a passing score on an approved qualification course.

You are advised that you shall not carry or use the designated firearm because you cannot meet required standards with a firearm to ensure public safety. You may receive additional training for your benefit, and an additional opportunity to demonstrate proficiency and/or qualify, per NMCD policy, within ten (10) days from the day of this notice.

You may be required to complete remedial firearms training for your benefit, and afforded additional opportunities to qualify.

You are advised to surrender your NMCD- issued firearm and issued ammunition to your immediate supervisor upon receipt of this notice.

Contact your supervisor if you have any questions concerning this notice.

**Firearm System:** \_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name: \_\_\_\_\_ Training # \_\_\_\_\_ Facility \_\_\_\_\_

\_\_\_\_\_  
Firearms Instructor

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

I have received a copy of this notice and understand its contents and meaning.

\_\_\_\_\_  
Officer

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Cc: Deputy Director of Probation and Parole  
Appointing Authority  
Custody/Control Manager  
Training Coordinator

**CONFIDENTIAL**