 <p><b>CD-053001</b></p>	<p align="center"><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p 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>Courage Responsibility Ethics Dedication - CRED</b>ibly serving the public safety of New Mexico</p>	
	<p><b>ISSUE DATE:</b>           <b>09/02/99</b></p> <p><b>EFFECTIVE DATE:</b>   <b>09/02/99</b></p>	<p><b>REVIEW/REVISED:</b> <b>04/06/15</b></p>
	<p><b>TITLE: Accountability of Safety and Security Equipment</b></p>	

**AUTHORITY:**

Policy *CD-130300, CD-130600, CD-130700*

**REFERENCE:**

- A. ACA Standards 4-APPFS-3D-11, *Performance Based Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- B. Official Agreement between the State of New Mexico and American Federation of State, County and Municipal Employees New Mexico Council 18, Appendix E.

**PURPOSE:**

To establish maintenance and security guidelines for safety and security equipment. To ensure a systematic review of equipment needs and/or replacement of equipment as needed is conducted at least annually. **[4-APPFS-3D-11]**

**APPLICABILITY:**

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

**FORMS:**

**District Office Function Audit** form (*CD-051101.2*) (See CD-051100)

**ATTACHMENTS:**

None

**DEFINITIONS:**

*Safety and Security Equipment*: Any equipment that is used as a part of daily operations that can affect the safety or security of PPD officers either through communications, enforcement, identification or self defense, which includes, but is not limited to:

- Badges and identification cards;
- Body Armor;

- Chemical Agents;
- Hand held and mobile radios;
- Cellular phones;
- Metal detector wands;
- Handcuffs;
- Flashlights;
- Firearms;
- Keys;
- Taser.

**POLICY:**

It is the policy of the Probation and Parole Division (PPD) that equipment used for employee safety and security is properly inventoried on the Probation and Parole Inventory Database, maintained and operated according to the manufacturer's and PPD training requirements.


- A. Any equipment that is lost, stolen, or damaged as a result of an employee's negligence will be replaced at that employee's expense.
- B. District Supervisors will maintain an accountability system that routinely verifies the condition, replacement schedule, if any, and proper storage.
- C. When not in use, all security equipment must be stored in a secured area that is completely inaccessible to offenders or to the public.
- D. When using security equipment employees shall maintain proper control over the equipment and are responsible for properly securing the equipment such that it does not come into the possession of offenders or the public.



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Gregg Marcantel, Secretary of Corrections  
New Mexico Corrections Department

04/06/15  
Date

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<b>TITLE: Accountability of Safety and Security Equipment</b>		

**AUTHORITY:**

Policy *CD-053000*

**PROCEDURE: [4-APPFS-3D-11]**

- A. All employees of the Probation and Parole Division are responsible for the maintenance and security of safety and security equipment assigned to them. A systematic review of equipment needs shall be conducted at least annually.
  - 1. It will be the responsibility of the District Supervisor to maintain accountability of safety and security equipment for their employees. If equipment is lost or damaged the District Supervisor shall investigate and determine if it is a result of an employee's negligence and take appropriate action. These actions must be forwarded to the Region Manager immediately who will in turn submit a corrective action to the Deputy Director.
  - 2. Employees who lose, abuse, misuse, damage or otherwise fail to properly maintain security equipment shall be subject to discipline, up to and including dismissal, and shall be responsible for the replacement cost of the equipment.
  - 3. Supervisors who fail to enforce accountability of these items shall be subject to disciplinary action up to and including dismissal. Costs associated with replacement of the equipment may be assessed to the supervisor if negligence in maintaining accountability at that level is determined.
  - 4. When Region Managers conduct their annual audits of District Offices, they will verify that all assigned safety and security equipment is accounted for and will document it on the **District Office Function Audit** form (*CD-051101.2*) (See *CD-051100*).
- B. Badges and identification cards: All employees of the Probation and Parole Division will be assigned identification cards. All officers will be assigned a badge and identification card to ensure proper identification to offenders, other professionals within the criminal justice system and the public. At no time are officers authorized to use their identification cards or badges for use other than the disposition of official duties.

Unauthorized use of identification and badges will be cause for disciplinary action, including dismissal. If a badge or identification card is lost or destroyed, it must be reported immediately in writing by the employee to his or her supervisor and arrangements made to replace the item. Police shall be contacted to document the lost badge.

- 1. Identification cards for Probation and Parole Officers (PPO), supervisors, and Region Managers shall be issued a Division Identification Card. They will include the following items/information:

- a. Color photo of the individual;
  - b. The individual's name printed on the line provided;
  - c. The individual's work location; and
  - d. The individual's job title.
2. Probation and Parole Officers, District Supervisors, and Region Managers are required to carry their I.D. cards in their badge case and must have it on their person while on duty. Support staff will be provided an identification card as soon as it can be arranged.
  3. The District Supervisor will provide an employee exit checklist that will include return of the identification card and badge. It is the responsibility of the employee's direct supervisor to ensure that the ID card is returned to the Human Resources Bureau Chief for final disposition. The badge will be obtained by the District Supervisor and he or she will be responsible for reassigning it once the vacancy is filled.
  4. If the District Supervisor learns that an identification card has been lost or destroyed he/she will arrange for replacement with the HR Bureau. If a Probation Parole Officer badge cannot be produced the District Supervisor will investigate and take appropriate action if the badge has been lost. The action taken will be reported to the Deputy Director and replacement will be handled immediately. A temporary badge will be assigned until the replacement has been secured; the temporary badge will be returned to the Region Manager, at that time.
- C. Body Armor: Probation and Parole Officers, District Supervisors and Region Managers will have sufficient numbers and sizes of body armor to use when on field calls. The staff member to whom the body armor is issued will be responsible for its upkeep and maintenance per the manufacturer's instructions. This includes requests for replacements one year prior to expiration dates (manufacturer's recommendation is replacement every five years).
1. Probation and Parole Officers must wear their body armor during field calls.
  2. Body armor will be tracked by the serial number on the equipment. A body armor issue log will be maintained as part of the safety inventory by the District Supervisor which tracks to whom the device was issued, the date, and the condition of the device. The safety inventory will be updated each time there is an assignment change and the updated log will be submitted to the Region Managers for their record.
    - a. A master log will be maintained by the Region Manager that includes copies of all District Office issue logs.
    - b. If a Full Time Employee (FTE) is transferred to another District Office and it requires a transfer of the armor, then the issue logs will be adjusted to reflect the change. The body armor shall remain with the employee. All non-sized safety equipment will remain with the tool # being vacated.

- c. If an officer terminates employment, the body armor must be returned to the supervisor which must be verified as a part of the exit check off. The exit conference packet will include this information. A copy of this information will be sent to Human Resource Bureau as a part of the separation documentation.
- D. Radio Equipment: Probation and Parole Officers use both hand held and mobile radios during the course of their duties. It is critical that radios are maintained and secure since they are the main means for communications in dangerous situations.
1. Mobile radios must be secured by locking the vehicle when not occupied.
  2. Hand held radios must not be left unattended when outside a secure area.
  3. When radios malfunction the officer shall take immediate steps to get them repaired through the District Supervisor to Radio Communications, Department of Information Technology.
  4. Radios shall not be used by unauthorized or untrained employees. Each authorized PPO will be required to receive an assigned radio number by Radio Communications. This number must be used to identify the communicator during radio transmission.
- E. Handcuffs: All handcuffs must be stored in a secure location accessible only to authorized personnel and will be inspected on a regular basis by the District Supervisor or by Defensive Tactics Instructors during trainings. Handcuffs/leg irons/belly chains numbers must be inventoried. Only authorized personnel will carry and use handcuffs and may only do so according to manufacturer and training instructions.
- F. Firearms: Authorized firearms shall be issued and used in accordance with the **PPD Firearms Policy (CD-050600)** and **Use of Force Policy (CD-130600)**. Due to the potential lethal consequences resulting from mishandling or neglecting to secure a firearm, all authorized firearms must be either in the possession of the officer or otherwise properly secured.
- G. Chemical Agents: Employees shall not be issued chemical agents without the required training for its use. Those with issued chemical agents will be responsible for securing and storing them. Chemical agents must be carried on the person of the employee or in an area inaccessible to offenders. Use of chemical agents must conform to procedures outlined in **Use of Force (CD-130600)**. It will be the responsibility of the employee to ensure that expired chemical agents are turned in for disposal to the District Supervisor and that replacement are ordered.
- H. Keys: Each District Office must develop a system for key control for vehicles, office and locked containers within. The control system that is in place must be in writing and must be submitted to the Region Office. Copies of the control systems must be available for inspection by the Deputy Director. The control system must include the following:
- A listing of all keys.
  - To whom each key is assigned.
  - A description of how keys are transferred from one employee to another.

- Written internal procedure for reporting and replacing lost or broken keys and security measures to follow when lost or broken.
  - A check out procedure and monitoring system for use of vehicles.
- I. Tasers: Employees shall not be issued a Taser without the required training for its use. Authorized Tasers shall be issued in accordance with the *CD-057300 Taser Policy* and **Use of Force CD-130600**. All authorized Tasers must either be in the possession of the officer otherwise properly secured. It will be the responsibility of the employee to ensure proper maintenance of the Taser equipment. *CD-057300 Taser Policy*



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