 <p>CD-190100</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>  <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:</b> 04/14/90	<b>REVIEWED:</b> 05/31/17
	<b>EFFECTIVE DATE:</b> 04/14/90	<b>REVISED:</b> 04/20/15
<b>TITLE: Minimum Training Criteria for Academy Employees</b>		

**AUTHORITY:**

- A. Policy CD-000100
- B. Policy CD-031100

**REFERENCE:**

ACA Standards 1-CTA-3A-08, 1-CTA-3A-09, 1-CTA-3A-10, and 1-CTA-3C-05, *Manual of Standards for Correctional Training Academies*, 1993.

**PURPOSE:**

To establish the minimum training requirements for employees according to specific needs and to enable all employees to function effectively by providing appropriate training.

**APPLICABILITY:**

This policy applies to all employees of the New Mexico Corrections Academy.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITIONS:**

- A. Training: Formal classroom instruction, on-the-job training under the direction of an instructor, and training meetings or conferences which include a formal agenda. Instruction is provided by a teacher, manager, or a training official with classroom training, and includes training requirements for completion such as the issuance of certificates.
- B. Training Objectives: A specific written statement of the expected goals of all persons who successfully complete the training program.

**POLICY:**

- A. All employees shall receive training consistent with the needs of their job classification and pertinent to their work assignment.
- B. All academy personnel shall be trained in the implementation of written emergency plans. [1-CTA-3C-05]
- C. All new full-time academy employees shall receive orientation training before undertaking their assignments. Orientation training includes at a minimum the following: [1-CTA-3A-09]
- Orientation to the purpose, goals, policies, and procedures of the academy and parent agency
  - Working conditions and regulations
  - Employee's rights and responsibilities
  - Security responsibilities
  - Personnel practices
  - Prohibitions concerning sexual harassment, religious prejudice, and minority rights

Depending on the employee(s) and the particular job requirements, orientation training may include preparatory instruction related to the particular job.

- D. Student training and staff development programs shall use the resources of public and private agencies, private industries, colleges, universities, and libraries. [1-CTA-3A-08]
- E. The academy shall establish an accurate, efficient and secure system for the recording, management and maintenance of staff and student training records. [1-CTA-3A-10]



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David Jablonski, Secretary  
New Mexico Corrections Department

05/31/17  
Date

**AUTHORITY:**

Policy *CD-190500*

**PROCEDURE:**

The Deputy Director shall be responsible for planning and coordinating training programs in conformance with this policy. The Deputy Director may be aided by other qualified persons in providing training.

**A. Training Programs:**

The following resources may be used in the training of staff:

1. Academy lesson plans and instructors.
2. Instructors and speakers from within the Department, such as central office, institutional, or field staff.
3. Area specialists, (Department of Public Safety, State Police, Department of Energy and similar specialists, including colleges, and private companies specializing in training needs). [1-CTA-3A-08]
4. Audio-Visual aids/programs.
5. Centralized staff training facilities.
6. State Personnel – Human Resources Development.

**B. Basic Program Training Objectives:**

1. To familiarize the new employee with the Academy's grounds.
2. To inform the new employees of Academy goals.
3. To instruct new employees in the NMCD/Academy's policies, procedures and programs.
4. To provide employees with improved skills in their specialty as well as improving general job skills.
5. To provide a core of trained people for use in all establishing productive, cooperative and professional relationships with staff.
6. To develop human-relations skills to assist in establishing productive, cooperative and professional relationships with staff.

**C. Mandatory Training Requirements by Category of Employment:**

At a minimum, the following training curriculum shall be provided to the following categories of personnel:

1. All new employees shall receive orientation training prior to independent assignment on a particular job. This training shall include but not be limited to the following categories of personnel: **[1-CTA-3A-09]**
  - An overview of the Department and Academy purpose, goals, policies and procedures;
  - Working conditions and regulations;
  - Employee rights and responsibilities;
  - Personnel practices;
  - Security responsibilities;
  - Prohibitions concerning sexual harassment, illegal discrimination and civil rights;
  - Preparatory instruction related to the employee's particular job; and
  - Implementation of written emergency plans. **[1-CTA-3C-05]**
2. Administrative and management, clerical, and support personnel shall receive a least forty (40) hours training during the first year of employment in addition to training specified above in Section C-1. All employees in these categories shall be required to receive at least 16 hours of training annually for each subsequent year of employment. **[1-CO-1D-08]**
3. Correctional Officer Specialist personnel shall receive at least 40 hours of training during the first year of employment in addition to training specified in Section C-1. All employees in this category shall be required to receive 160 hours of Basic Specialist Training during the first year and 40 hours training annually for each subsequent year of employment.
4. Orientation for part-time staff and contract personnel shall be appropriate to their needs based upon prior experience and program responsibility. Training shall be coordinated by the Deputy Director.

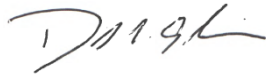
**D. Training Records: [1-CTA-3A-10]**

1. Staff training records shall be kept by the Personnel Section. A training record shall be established for each employee to include the following minimum information:
  - a. Employee name;

- b. Assignment category (i.e., Administrative, Management, Clerical, Support, etc.);
  - c. Entry on duty date (date of hire);
2. It is the employee's responsibility to forward all documentation of training received to the Personnel Section.

**E. Training Record Review:**

A review of each employee's training record shall be monitored by the Personnel Section on a regular basis. This monitoring of training progress will enable the Personnel Section to identify problem areas and to develop corrective action to ensure compliance with this policy.



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David Jablonski, Secretary  
New Mexico Corrections Department

05/31/17

Date